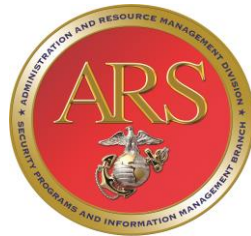


# Headquarters Marine Corps Foreign Travel Brief

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Administration and Resource Management Division,  
Security Programs and Information Management  
Branch (ARS)



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# Topics

## 1. Vulnerability Awareness

- How you may be a target
- Suspicious Contacts
- Foreign Travel and Crime

## 2. Personal Safety

- Maintaining a low profile & Local Laws
- Foreign arrest and detention
- Hotel safety tips
- Travel safety tips

## 3. Terrorist Threat Information

- Terrorist tactics & Threats to travel

## 4. Before You Go

- Preparations
- U.S. Embassy, Consulate, & Additional Contacts



## You may be a Target

**You may be targeted by foreign entities seeking information pertaining but not limited to your organizations:**

- Personnel, security, operations, system capabilities, program milestones and specifications.
- Research, development, testing, and evaluation.

**Examples of techniques used by foreign entities for collecting information include:**

- Bugged hotel rooms or airline cabins.
- Intrusion into or search of hotel rooms and hotel room safes.
- Unauthorized access to or theft of electronic devices and installation of malicious software.
- Tracking activity via ATM transactions, internet usage and Wi-Fi access points.
- Intercepting of email/fax transmissions.
- Enhanced interviews by customs officials.



## Suspicious Contacts

**There are many ways foreign entities attempt to make contact and gain information. These are a few examples:**

- Airport screening or hotel room incursions.
- Fraudulent purchase requests or market surveys.
- Attempts to lure personnel into situations that could lead to bribery, blackmail, or extortion.

**Never feel obligated to answer questions which make you feel uncomfortable. If you are approached by someone you feel is trying to solicit information:**

- Maintain your composure and try to change the subject.
- Observe and take note of what the individual looks like.
- Immediately **REPORT** the information to a U. S. Embassy or Consulate.



## Foreign Travel and Crime

**When traveling abroad, you must know how to protect yourself and safeguard your belongings.**

**Practice the following tips when traveling:**

- Stay alert and exercise good judgment.
- Try to find out which areas of town are unsafe and avoid them.
- Keep your car doors locked & belongings out of sight.
- Don't stop for accidents; call for help from a safe area.
- Minimize the amount of cash you carry.
- Be wary of street vendors and youngsters as they may be decoys for pick pockets.
- Be mindful of people following you or eavesdropping.



# Maintain a Low Profile & Know Your Local Laws

**Whether you are traveling for work or leisure, your safety is paramount. Be aware of local laws & don't make assumptions.**

- DO NOT photograph government facilities, foreign military bases, buildings, personnel, or religious symbols as it may be prohibited.
- DO NOT take photographs in foreign police vicinities. You could be detained for many reasons, including simple curiosity.

**Try to blend in with your surroundings by:**

- Driving inconspicuous vehicles, using unmarked parking spaces, varying where you park, and avoiding establishing routines.
- Hiding material that is or may look expensive.
- Exchanging money to local currency.
- Only sharing information about your personal life and security efforts to trusted friends and security personnel.



# Foreign Arrest and Detention

**If you are detained or arrested for any reason:**

- Exercise good judgment and be professional in your demeanor.
- Stay calm, maintain your dignity, and do not do anything to provoke the arresting officer.
- Ask to contact the U.S. Embassy or Consulate.
- *DO NOT* admit to anything or volunteer any information.
- *DO NOT* sign anything until the document is examined by an attorney or an embassy/consulate representative.
- *DO NOT* accept anyone at face value: Request identification from embassy/consulate representatives.
- *DO NOT* fall for the ruse of helping the ones who are detaining you in return for your release.



# Hotel Safety Tips

- *DO NOT* stay in hotel rooms that are located on the first floor or easily accessible from the outside.
- *DO NOT* accept deliveries unless previously arranged.
- *DO NOT* leave your room key at the front desk; keep your room key with you at all times.
- *DO NOT* use the hotel phone to discuss travel plans.
- Only patronize reputable hotels.
- Note escape routes.
- Secure your door and keep windows locked.
- When away from your room, keep the television or radio on.
- In high threat areas, avoid riding in elevators.
- Avoid hotel paging.
- Be aware that some countries require you to leave your passport with hotel reception over night so it may be checked by local authorities.





## Travel Safety Tips

- Always remain alert and maintain a cautious attitude.
- Walk toward traffic and in the middle of the sidewalk.
- Don't wear clothing that immediately identifies you as an American.
- Whenever possible, travel in groups.
- Avoid public transportation (i.e., buses).
- Choose your own taxi.
- Avoid isolated roads, danger areas, civil disturbances, and crowds.
- Be alert to anyone who appears to be following you.
- Have working knowledge of the local language.

## Terrorist Tactics & Threats to Travel

**Acts of terror happen around the world. Be aware of terrorist tactics, which include but are not limited to:**

- Bombing
- Kidnapping
- Hostage-taking
- Hijacking
- Assassinations
- Arson
- Biological & chemical attacks
- Robbery
- Extortion

**Visit the Foreign Clearance Guide for specific area of responsibility requirements and the U.S. Department of State website to review Travel Warnings, Travel Alerts, and individual country specific information.**

Foreign Clearance Guide:

<https://www.fcg.pentagon.mil/fcg.cfm>

Department of State:

<https://travel.state.gov/content/passports/en/country.html>



# Preparations

**Preparation requirements will vary depending on destination, trip length and purpose. Before you go:**

- Inform others of your itinerary.
- Know the local laws and customs.
- Enroll in the Department of State's Smart Traveler Enrollment Program at: <https://step.state.gov/step/>
- Check health and immunization information with Center for Disease Control and World Health Organization.
- Establish a point of contact for your family.
- Keep all medications in their original container.
- Make copies of your passport and other important documents.



# **U.S. Embassy, Consulate, & Additional Contacts**

**Even with the best preparations, things can go wrong. Know where to seek assistance should an emergency occur.**

- Find the most relevant U. S. Embassy and Consulate contact information, including surrounding landmarks.

**In addition, make sure you have contacts for your:**

- Financial institution.
- Insurance company.
- Family members.



# Congratulations!

**You have completed the HQMC Foreign Travel Brief. The next page is the completion certificate. Complete and provide a copy when you submit your Notification of Foreign Travel form.**

## **Key Points:**

- **Stay Alert and try to maintain a low profile.**
- **Know where you are going and let someone know.**
- **Know what the local laws are.**
- **Know where and how to contact the nearest embassy.**
- **Report anything suspicious.**
- **You are the first line of defense in protecting classified information and defense technologies.**

# Certificate of Completion



I, \_\_\_\_\_, acknowledge that I have  
completed the HQMC Foreign Travel Brief on

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MEMBER'S SIGNATURE

\_\_\_\_\_  
SECURITY COORDINATOR  
SIGNATURE