



DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

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22 June 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Procedures for Personal Foreign Travel

1. References.

- a. Army Regulation 600-8-10, Leave and Passes, dated 4 August 2011.
- b. Army Regulation 380-67, Personnel Security Program, dated 9 September 1988.
- c. Department of Defense Manual 5105.21-V3, SCI Administrative Security Manual, Administration of Personnel Security, Industrial Security, and Special Activities, dated 19 October 2012.
- d. Intelligence Community Standard, 703-02, Reporting Requirements for Individuals with Access to SCI, dated 11 August 2016.

2. The purpose of this memorandum is to provide guidance to Soldiers who plan to travel outside of the United States for personal travel. In accordance with Army Regulation 380-67, this applies to any Soldier who possesses a valid security clearance.

3. Any Soldier, regardless of pay status, who holds a Secret or Top Secret Security Clearance, and plans to travel out of the United States for personal travel must advise their Commander and the JFHQ Personnel Security (PERSEC) Manager prior to travel. Travel to US Territories (i.e. Puerto Rico, the US Virgin Islands, Guam, American Samoa, and Northern Mariana Islands) does not require notification to the PERSEC Manager.

4. Soldiers will submit foreign travel packets to the PERSEC Manager between 30 and 60 days prior to departure. Packets must include the following:

- a. AGR/ADOS Soldiers: Soldier will complete a DA Form 31 and will include the full leave address with phone number in block 6 and all countries to be visited, including layovers in foreign countries, in block 17.
- b. M-Day Soldiers: Soldier will submit a Foreign Travel Memorandum signed by the Commander. The memorandum must include the full address with phone number and all countries to be visited, including layovers in foreign countries. (See Enclosure 2).

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- c. Flight itinerary.
 - d. Picture page of the Soldier's US Passport (clear photocopy)
 - e. Level 1 Anti-Terrorism Awareness Training Certificate (<https://jkodirect.jten.mil>)
 - f. Foreign Travel Questionnaire (Pre-Travel); this applies only to Soldiers holding a TS/SCI clearance (Enclosure 3).
5. All Soldiers and supervisors will check the Department of Defense Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>) and the US Department of State (<https://travel.state.gov/content/passports/en/alertswarnings.html>) for country requirements, country clearances and travel warnings.
6. Any Soldier who currently holds a Top Secret clearance will contact the JFHQ Special Security Officer (SSO) for a debriefing within 30 days of completing travel. Additionally, they must submit the Foreign Travel Questionnaire (Post-Travel) to the SSO (Enclosure 4).
7. The point of contact for this memorandum is SFC Ruth J. DeRenzo, Personnel Security Manager, at (518) 786-4927 or ruth.j.derenzo.mil@mail.mil and SFC Karin Tirinato, Special Security Officer, at (518) 786-4499 or karin.e.tirinato.mil@mail.mil.

4 Encls

1. Foreign Travel Checklist
2. Foreign Travel Memo
3. Foreign Travel Questionnaire (Pre-Travel)
4. Foreign Travel Questionnaire (Post-Travel)

DAVID MARTINEZ
COL, LG, NYARNG
Director, J2

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