

LIS SOLUTIONS SECURITY MONTHLY NEWSLETTER

NOVEMBER 2024



UNOFFICIAL FOREIGN TRAVEL

All LIS Solutions Employees and Contractors are required to submit an itinerary for unofficial foreign travel to their LIS Solutions Security Professionals at security@lissol.com.

We recommend that you provide the details regarding your unofficial foreign travel 30 days in advance. However, we do understand that individuals wait for better travel deals the closer they get to the requested foreign travel dates. A solution would be to notify your security professionals ahead of time and then complete/submit the foreign travel request. Once you have completed the request, you must receive approval from your LIS Security Professionals prior to your unofficial foreign travel.

What is Unofficial Foreign Travel?

Unofficial Foreign Travel represents any travel outside the United States for leisure, vacation, family emergencies, or any other travel besides official. Official Foreign Travel is considered government deployments for three letter agencies, military duty stations, and contractor deployments or TDY.

You may be asking yourself, "Do US Territories, such as Puerto Rico, Guam count as unofficial foreign travel?" While the DCSA does not consider these territories foreign travel, LIS Solutions recommends reporting these travels. This is primarily due to the crime and violence statistics present in these U.S. possessions. Employees and Contractors will receive briefings to ensure they know what to look for and how to protect themselves and their families while abroad.

Cleared and Uncleared Employees and Contractors

As a Cleared Employee, and individual with a security clearance, it is a Security Executive Agent Directive 3 (SEAD 3) mandatory requirement for you to report your unofficial foreign travel. Failure to report your unofficial foreign travel may result in disciplinary actions and consequences to your security clearance.

Again, you may be asking yourself, "What about Uncleared Employees and Contractors? Are they still required to report unofficial foreign travel?" The answer is YES!!! LIS Solutions Security requires uncleared Employees and Contractors to report their unofficial foreign travel because regardless of whether you have a security clearance or not, you could still be targeted by adversaries who want to gain access to sensitive, proprietary, and classified information. Remember, you are our first line of defense.

While Abroad

You can still have fun and enjoy yourself during your unofficial foreign trip. However, you must remain complacent and be aware of your surroundings. Keep in mind that it is your responsibility to continue to protect and safeguard sensitive information. Before you go, you should be aware of the destination's local

laws and customs. You should also register your foreign travel online with the Department of State as a safeguard in case of natural disaster or other significant event.

It is also important to check with the Center for Disease Control and World Health Organization for current health concerns related to their destination and the immunizations needed for travel. And finally, if you are traveling with medications, you should keep them in their original containers.

When You Return

When you return, you are required to debrief after the trip ends. You should request a foreign travel debrief from the security official and report any suspicious activity or contact that happened during your trip. The Foreign Travel Debrief Report collects information about travel activities that may pose a concern. This includes interactions with foreign nationals and foreign authorities, as well as indicators that personal property was compromised.

Finally, it is your responsibility to identify suspicious activity and contacts who interacted with you in order to determine the best way to mitigate the risk, vulnerability, or threat.



The Foreign Travel Request and Foreign Travel Debriefing forms are located below for your future foreign trips:

- ▶ Foreign Travel Request: <https://secure.rightsignature.com/templates/7ee2fa5f-0a45-4f9c-8e1c-69e451bd2b23/template-signer-link/25d478402f2234d329203cc6461b4568>
- ▶ Foreign Travel Debriefing: <https://secure.rightsignature.com/templates/60d1f2fe-b45f-4c79-8fee-c707ce109328/template-signer-link/e1a6c5a1df7e9d6264a7909e737c5221>