



FOREIGN TRAVEL NOTIFICATION AND BRIEFING ACKNOWLEDGEMENT

Full Name:	Employee #
Contract and Position Title (TOSC, Engineer):	
Date/location of departure: Date/location of re-entry: (e.g., mm/dd/yy, Kennedy Airport, NewYork, NY)	

Purpose for travel (Specify:)

- a. Recreation, to visit family members/friends (List names of those visited).
- b. Business (Identify Government entities, companies, organizations, or Universities visited).

Country/countries visited (include cities/towns) and date(s)

Date	City/Town	Country

I have been briefed on and accept the Foreign Travel information provided to me and agree to comply with all rules and regulations.

I will report any adverse information or activities to the Facility Security Officer as soon as possible.

It is considered a best practice for the protection of you and your family to register your trip with the State Department prior to travel. Click [here](#) to go to the **Smart Traveler Enrollment Program (STEP)**.

I have registered my travel with the State Department.
I do not want to register my travel with the State Department.

Employee Signature

Date

Complete the Foreign Travel Questionnaire once you return from your trip.