

# MAARNG Personal Foreign Travel Reporting Workflow

60 Days Prior to Travel

- Notify your chain of command - the earlier, the better!
- Sign-up for the U.S. State Department's Safe Travler Enrollment Program (STEP) <https://step.state.gov/>
- Obtain US Embassy/Consulate contact information for your destination country <https://www.usembassy.gov/>
- Read and continue to monitor travel advisories <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/> and health advisories <https://wwwnc.cdc.gov/travel/> until your departure

60-45 Days Prior to Travel

- Complete AT Level I <https://jko.jten.mil/courses/AT-level1/launch.html>
- Watch "Expect the Unexpected" travel video <https://www.dvidshub.net/video/509170/expect-unexpected-defensive-tactics-safe-trip-abroad>
- Complete Parts I-III of MAARNG Form 380-4 (v2), Personal Foreign Travel Report
- Submit Fm 380-4 to G2 Security Office via FootPrints
- G2 Security reviews form and enters data into DISS
- G2 Security completes Part IV, and returns form to traveler

Within 5 Days After Travel

- Complete Part V of Fm 380-4
- Submit Fm 380-4 (*with Parts I-V complete*) to G2 Security Office via FootPrints
- G2 Security reviews form, updates DISS as needed and closes out travel in DISS
- G2 Security completes Part VI of Fm 380-4 and stores form for 2 years

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(WHEN FILLED IN)

**PERSONAL FOREIGN TRAVEL REPORT**

**PRIVACY ACT STATEMENT**

AUTHORITY: 5 U.S.C 301, SEAD 3, DoDD 4500.54E, AR 380-5, AR 380-67, AR 381-12, AR 525-13.  
 PRINCIPLE PURPOSE(S): To report unofficial, personal travel of MA ARNG personnel.  
 ROUTINE USES: In addition to uses permitted under 5 U.S.C. 552 a(B) of the Privacy Act, this information can be used for, but not limited to, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.  
 DISCLOSURE: Disclosure is voluntary, but failure to provide requested information may adversely affect security clearance eligibility.

**SUBMIT FORM WITH PARTS I-III COMPLETED TO THE G2 SECURITY OFFICE 45 DAYS PRIOR TO TRAVEL**

**PART I – TRAVELER’S INFORMATION**

1a. Full Name (*Last, First MI*) \_\_\_\_\_ 1b. Rank \_\_\_\_\_  
 1c. Passport Country \_\_\_\_\_ 1d. Passport Type \_\_\_\_\_  
 1e. Passport Number \_\_\_\_\_ 1f. Passport Issued on \_\_\_\_\_ 1g. Passport Expires on \_\_\_\_\_  
 1h. Unit \_\_\_\_\_ 1i. Unit POC Rank and Name \_\_\_\_\_  
 1j. Unit POC Email and Phone Number \_\_\_\_\_

**PART II – TRAVEL DETAILS**

2a. Reason for Travel \_\_\_\_\_ 2b. Mode of Transport \_\_\_\_\_  
 2c. Country \_\_\_\_\_ 2d. Entry Date \_\_\_\_\_ 2e. Exit Date \_\_\_\_\_

2f. Transport Itinerary. Enter the names of transport carriers, flight or cruise numbers with dates/times, names of airports/seaports, etc. If you are traveling to more than one country, list additional countries and entry/exit dates here.

2g. Lodging Information (*i.e., dates, names, addresses, phone numbers*)

2h. Foreign Citizen Information (*List names, relationships (e.g., mother, personal contact, business contact), country of citizenship, and addresses of foreign citizens you are traveling with or visiting.*)

**PART III – PRE-TRAVEL REQUIREMENTS**

3a. Notified Chain of Command		_____
3b. Enrolled in State Dept. STEP Program	<a href="#">Smart Traveler Enrollment Program</a>	_____
3c. Read State Dept. Travel Advisories	<a href="#">Travel Advisories</a>	_____
3d. Obtained Embassy/Consulate Contact Info	<a href="#">Official List of Embassies/Consulates</a>	_____
3e. Read State Dept. COVID-19 Travel Info	<a href="#">COVID-19 Travel Info</a>	_____
3f. Read CDC Health Advisories	<a href="#">Travelers' Health</a>	_____
3g. Completed AT Level 1 Training	<a href="#">Antiterrorism Level I Training</a>	_____
3h. Watched Safe Trip Abroad Video	<a href="#">'Expect the Unexpected' Video</a>	_____

**3i. Foreign Travel Briefing and Acknowledgement Statement**

- Behave in a natural manner while maintaining a “low profile,” use good judgment, and enjoy your trip.
- Know the laws of the countries to which you are traveling (e.g., *currency laws, customs declarations*).
- Be cooperative with airport and customs security screenings.
- Do not leave any expensive personal items unattended.
- Never openly discuss sensitive personal or military information.
- Travel with only essential items of identification. Do not carry work, school, or military IDs or badges.
- Be alert, especially in crowds. Travel in well-lit areas. When driving, store personal items in the car’s trunk.
- Avoid overindulging in alcohol and be cautious of sexual overtures. These situations leave you vulnerable to crime and have been used by foreign intelligence agents to compromise U.S. personnel.
- Do not photograph military personnel, equipment, installations, or other military or restricted areas.
- Refrain from photographing slum areas, or underprivileged persons.
- Do not propagandize or engage in political arguments.
- Do not engage in black marketing or other illegal activities.
- If detained, remain calm but assertive. Insist on being put in contact with the U.S. Embassy or Consulate immediately. Do not sign any document until you have met with a U.S. official.
- In the event of a hostage situation do not physically resist, but passively cooperate with captors.
- Travelers with an emergency while overseas should contact the nearest U.S. Embassy or Consulate, or call the **Overseas Citizens' Services Hotline at 1-202-501-4444** or 1-888-407-4747 in the United States and Canada.
- Report any incidents to the U.S. Embassy and to U.S. Army counterintelligence via iSALUTE at <https://www.inscom.army.mil/isalute/>.

**I understand my responsibilities as a MA ARNG Soldier conducting personal travel to a foreign country. I have completed steps 3a – 3h above, and I will take appropriate steps to minimize my vulnerability. I will report incidents and indicators of attempted or actual espionage, extremist activities, or terrorism directed against me or other U.S. citizens; and other incidents that may indicate foreign intelligence or international terrorism targeting of me or other U.S. citizens. I will close-out my travel report within five days of returning from travel.**

Traveler’s Signature \_\_\_\_\_

**SUBMIT FORM WITH PARTS I-III COMPLETED TO THE G2 SECURITY OFFICE 45 DAYS PRIOR TO TRAVEL**

**PART IV – G2 SECURITY OFFICE PRE-TRAVEL ACTIONS**

- 4a. Name \_\_\_\_\_
- 4b. DISS Reported Date \_\_\_\_\_
- 4c. Signature \_\_\_\_\_

**COMPLETE PART V AFTER TRAVEL IS COMPLETED**

**PART V – POST-TRAVEL QUESTIONNAIRE**

- 5a. Has any other agency or official debriefed you? \_\_\_\_\_
- 5b. Were there any changes to the itinerary listed in Part II of this form? \_\_\_\_\_
- 5c. Were any problems encountered during your arrival or departure from the foreign country(-ies)? \_\_\_\_\_
- 5d. Did you check in and/or out with the local U.S. Embassy or Consulate? \_\_\_\_\_
- 5e. Were you, or anyone you traveled with, hospitalized during the trip? \_\_\_\_\_
- 5f. Did you take any personal pictures of foreign government and/or military installations, equipment, or personnel? \_\_\_\_\_
- 5g. Were you approached by anyone offering to exchange currency? \_\_\_\_\_
- 5h. Did you, or anyone you traveled with, meet a foreign national who requested future contact? \_\_\_\_\_
- 5i. Were any probing inquiries made about your military status, duties, training, or organization? \_\_\_\_\_
- 5j. Did you, or anyone you traveled with, lose/misplace any official materials or personal luggage? \_\_\_\_\_
- 5k. Did you, or anyone you traveled with, have any unusual experiences while traveling  
(e.g., suspected surveillance, unusual customs inspection, searches of hotel room, etc.)? \_\_\_\_\_
- 5l. Were you, or anyone you traveled with, a victim of a criminal act? \_\_\_\_\_
- 5m. Were you, or anyone you traveled with, detained, or arrested? \_\_\_\_\_
- 5n. Did you, or anyone you traveled with, experience any blatant attempt, or indication  
of possible efforts, of compromise by a Foreign Intelligence Service? \_\_\_\_\_
- 5o. Did you, or anyone you traveled with, witness any acts that may be considered terrorism? \_\_\_\_\_

5p. Remarks (*Explain any 'yes' answers to questions 6a – 6o here. Use additional sheets if necessary.*)

5q. Traveler's Post-Travel Signature

**SUBMIT COMPLETED FORM TO THE G2 SECURITY OFFICE NO LATER THAN 5 DAYS AFTER TRAVEL IS COMPLETED**

**PART VI – G2 SECURITY OFFICE CLOSE-OUT ACTIONS**

6a. Name \_\_\_\_\_

6b. DISS Completed Date \_\_\_\_\_

6c. Remarks

6d. Signature