



**FOREIGN TRAVEL REPORTING FORM**

Clearance holders are **REQUIRED** to report **ALL** foreign travel to PDSD no later than 14 calendar days in advance of travel. Please complete this form in its entirety and submit to PDSD/CNSIS by either fax at 1-855-619-4775, or via e-mail to [CNSIS@USDA.GOV](mailto:CNSIS@USDA.GOV). Contact [CNSIS@USDA.GOV](mailto:CNSIS@USDA.GOV) if you have questions. If additional information is required, PDSD will notify you. Electronic submission of the form is available at <https://usdagcc.sharepoint.com/sites/OHSReportingPortal>.

**EMPLOYEE INFORMATION**

Full Name (Last, First, Full Middle Name)

Supervisor Name

Supervisor Phone Cell/Office #

Agency/Division/Department

Work E-mail Address

Date Submitted

**TRAVEL INFORMATION** (COMPLETE itinerary can be attached or e-mailed)

Destination(s) City/Town

Destination(s) Country

Travel Dates From: To:

Purpose of Travel - Official or Personal

I have taken the required Counter Threat Awareness Training (CTAT) available via Aglearn.

Date Training Completed:

Describe additional dates/modes of travel/countries, etc. that apply: (If none, enter "None")

**EMERGENCY CONTACT** (Not traveling with you)

Contact Full Name:

Contact Phone #:

Address:

Relationship:

**TRAVELER'S PASSPORT INFORMATION**

Passport Number:

If traveling on a foreign passport, state the origin of passport and expiration date.

Country Issued:

Expiration Date:

**FOR PDSD USE ONLY**

Is destination in a high threat zone?

Yes

No

Date Pre-Brief Sent?

Yes

No



## PRIVACY ACT STATEMENT

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**Authorities:** [National Security Act of 1947](#), as amended; [Intelligence Reform and Terrorism Prevention Act of 2004](#), as amended; [Security Clearance Information Act of 1985](#), as amended; [Security Clearance Reform Act of 2014](#); [National Insider Threat Policy](#); [EO 12968, Access to Classified Information](#), as amended; [EO 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information](#), as amended; [EO 13549, Classified National Security Program for State Local, Tribal, and Private Sector Entities](#); [EO 13587, Structural Reforms To Improve the Security of Classified Networks and the Responsible Sharing and Safeguarding of Classified Information](#); [Security Executive Agent Directive 3, Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position](#); and [Security Executive Agent Directive 6, Continuous Evaluation](#).

**Purpose:** This information is collected to meet reporting requirements regarding foreign travel for federal employees with sensitive positions and access to classified information. Further the information will be maintained in records that may be used to provide investigatory information for determinations concerning whether an individual is: suitable or fit for Government employment; eligible for logical and physical access to federally controlled facilities and information systems; eligible to hold sensitive positions (including but not limited to eligibility for access to classified information); fit to perform work for or on behalf of the Government as a contractor employee; qualified for government service; qualified to perform contractual services for the government; and loyal to the United States. The information may also be used to document such determinations.

**Routine Uses:** The information will be used to maintain foreign travel records which are considered foreign activities. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, all or a portion of the records of information contained in this system may be disclosed outside USDA as a routine use pursuant to 5 U.S.C. 552a(b)(3). A complete list of the routine uses can be found in the system of records notice associated with this form, "Office of Personnel Management – OPM CENTRAL-9 Personnel Investigations Records" located on the Department's website at <https://www.opm.gov/information-management/privacy-policy/sorn/opm-sorn-central-9-personnel-investigations-records.pdf>.

**Disclosure:** Disclosing the information is voluntary. Failure to provide correct and complete information could result in denial or restriction of access to sensitive information and account or access permissions.