



Overseas Travel: Your Security Responsibilities

Fact Sheet

Defence personnel and external service providers hold military, commercial, scientific and technical information—which is of interest to foreign countries. In some cases this includes information of national security importance. When travelling overseas in a private or official capacity, it is possible that you will be targeted by people seeking information you possess—irrespective of where you work in Defence. There are a number of things you should do to prevent them from achieving their aims.



Before you leave:

1. Complete an AB644 - *Notification of Proposed Overseas Travel* form at least four weeks before departure.
2. Check that your travel is approved before booking anything.
3. Arrange an overseas travel briefing with your Security Officer (SO) before any official or private overseas travel. Your SO will brief you on all necessary information relating to your travel responsibilities.
4. If you need to take official information or classified material, including Defence laptops or other Portable Electronic Devices (PEDs), speak to your SO and visit the cyber security webpage on the DS&VS intranet.
5. Compartment briefing holders are to advise their Communications Security Officer (COMSO) of their travel plans.
6. Refer to the Security Services tab on the DS&VS Intranet for more information and advice around overseas travel.



The **AB644 - Notification of Proposed Overseas Travel form** is available from the Defence Security and Vetting Service (DS&VS) Intranet under Overseas Travel or, for defence industry, on the Defence Online Services Domain (DOSD) under Security Services - Supporting Documents.



When travelling:

- Be alert and report any contact that strikes you as suspicious, ongoing, unusual or persistent.
- On private trips, do not take official information or classified material, including Defence laptops or PEDs.
- On official trips, wherever possible, avoid taking official information or classified material, including Defence laptops and PEDs.
- Do not leave official documents, mobile phones, laptops, or other PEDs unattended or unsecured.
- Be mindful of people approaching you to seek seemingly harmless or less important information (ie addresses, emails or phone numbers).
- Avoid being drawn into conversations about your job. If pressed, have an appropriate way to extricate yourself.
- Avoid specific reference to your Defence employment – instead refer to yourself as a ‘government employee’.
- Do not do anything that might draw attention to yourself or that would put you in a compromising position.
- Do not accept reimbursement for your ‘trouble’ (ie a small payment for a simple task).
- Be suspicious of chance meetings or people claiming to be ‘friends’ of someone you met on your travels.
- If you become concerned about your personal security when travelling, report it immediately to your supervisor or the nearest Australian embassy or consulate.
- Report unexpected or unusual attempts to contact you, or re-establish contact with you on your return.

When you return

Complete form AB645 – *Overseas Travel Debriefing Certificate* and send it to your SO as soon as possible. This form is available on the DS&VS Intranet. They will debrief you and advise of any further documentation you need to complete. This ensures relevant information relating to suspicious contacts or security incidents is passed on to the appropriate areas in Defence. Even if you reported something while overseas, you still need to brief your SO on your return. This is a requirement for all Defence personnel and external service providers.

Report any contacts of concern to your SO immediately upon your return. To report a contact, you will need to complete an XP168 – *Report of Contact of Security Concern* and submit it to the DS&VS. This form is available from the DS&VS Intranet or the DOSD.



Accessing restricted areas and classified material while overseas

If you have an official requirement to discuss classified information or access restricted establishments while travelling, your clearance details need to be provided in advance to the government of the countries you will visit. Contact the DS&VS’s International Visits Office to arrange this, noting that this process can take between 25-54 days to complete.

Travel to restricted destinations

It is important for all ADF personnel to be aware of their overseas leave travel obligations and familiarise themselves with PACMAN Chapter 5 and DSM Part 2:22. All leave arrangements need to be discussed with your supervisor prior to submitting AD097 (Leave Application) for approval for a planned absence period. For travel to restricted destinations as published in PACMAN Chapter 1 Part 3 Division 1 (Clause 1.3.64A) the AE042 *Leave Travel Restriction Waiver* needs to be submitted to the appropriate delegate.



Further information

Additional information and advice about travelling overseas can be found on the DS&VS Intranet under the Security Services tab, as well as through the following resources:

DS&VS International Visits Office

For all official travel being undertaken:
DS&VS.Visits@defence.gov.au

DS&VS Intranet

<http://dmet.defence.gov.au/AssociateSecretary/securityPages/default.aspx>

Defence Online Services Domain (DOSD)

<https://osd.defence.gov.au>

Defence Security Manual (DSM)

For policy advice:

Part 2:22 Overseas Travel

Part 2:23 Contact Reporting

<http://dmet.defence.gov.au/AssociateSecretary/security/policy/Pages/dsm.aspx>

ADF Pay and Conditions Manual (PACMAN)

For information on Restricted Destinations:

PACMAN Chapter 1, Part 3, Division 1, Clause 1.3.64A, Restricted destination

PACMAN Chapter 5, Part 1A, Division 1, Leave travel to a restricted destination

Protective Security Advice Centre (PSAC)

Defence personnel with DRN access should visit the PSAC webpage for guidance on submitting enquiries and use AE642 PSAC Enquiry form.

<http://dmet.defence.gov.au/AssociateSecretary/security/advice/Pages/psac.aspx>

DISP personnel should visit the PSAC webpage on the DOSD and use AE641 PSAC Enquiry form.

<http://osd.defence.gov.au/DSM/psac-faq.html>