

Overseas Travel Notification Reminder

Good afternoon,

As we approach the time of year where some of us are lucky enough to take the opportunity to travel overseas please be reminded that it is a requirement for all Industry Partners (both staff and contractors) who hold a Defence Common Access Card (DCAC) to advise of any travel arrangements:

Before you leave:

Complete an AB644 - Notification of Overseas Travel form. Section 1-3 of the form are to be completed prior to travel.

Submit the overseas travel form to your Security Officer (SO) before any overseas travel. Your SO will brief you on all necessary information relating to your travel responsibilities (fact sheet attached).

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 Personal Electronic Devices (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

Your Security Officer will contact you upon your return to complete the debrief section, section 4, on the AB644 form. They will advise of any further documentation you need to complete. This ensures relevant information relating to suspicious contacts or security incidents are passed on to the appropriate areas in Defence.

If you have any questions please reach out to myself at defence.security@apac.bgis.com .

Thanks,
Kate

CHIEF SECURITY OFFICER
Defence Security