



Concord Crossroads, LLC

Certified Service Disabled Veteran Owned Business
8(a) Certified Small Business

**Foreign Travel Standing Operating Procedures (SOP) for C3R Employees
Policy Letter #002 (Security)**

UNCLASSIFIED

1. **PURPOSE:** To prescribe policy and procedure for C3R employees traveling to foreign countries. It is C3R's intent to protect its employees from falling into a "trap" of espionage, sabotage, or otherwise physical harm when traveling to foreign countries. It is the employee's responsibility to assist in accomplishing that goal.
2. **REFERENCES:**
 - a. FM 3-19.30 (8 January 2001)
 - b. Executive Order 12829, National Industrial Security Program, 6 January 1993
 - c. DOD 5200.2-R, Personnel Security Program Regulation, January 1987
 - d. <http://www.dm.usda.gov/ocpm/Security%20Guide/T5terror/Intro.htm>
 - e. <http://travel.state.gov/>
3. **APPLICABILITY:** This policy applies to all C3R employees and consultants.
4. **GENERAL:** Security is everyone's responsible. Security awareness and training is an integral part of travel. It is important that employees understand that there are security and safety risks involved in traveling both inside and outside of the United States. Employees must have a high-level of concern (not fear), and be "extra" vigilant when conducting travel to foreign countries.
5. **POLICIES:** In order to identify personnel traveling to locations where there are concerns about possible foreign intelligence exploitation; all C3R personnel are required to report all foreign travel to the Concord Crossroads FSO 30 days in advance of the travel being performed, receive a Foreign Travel Briefing, and have a current AT Level I and OPSEC certificate before their departure.
6. **RESPONSIBILITIES:**
 - A. The (FSO) Facility Security Officer will:
 - (1). Establish and exercise oversight of policies and procedures for foreign travel, both official and unofficial.





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(2). Inform and educate employees about physical-security challenges, and ensure that they are aware of their security responsibilities.

(3). Ensure that employees understand the importance of remaining vigilant and continuously alert to security threats and vulnerabilities, especially when traveling to foreign countries.

B. Employees will:

(1). Keep their security training current, and provide certificates/proof to the FSO upon completion, and upon request for overseas travel.

(2). Adhere to the policy of contacting the FSO prior to traveling abroad.

(3). Report any suspicious activity to authorities.

7. Employees are encouraged to visit <http://travel.state.gov/> prior to traveling to foreign countries. You may also get up-to-date information on the country to which you are traveling, by calling: 1800-407-4747, within the United States and Canada, or from outside the United States and Canada, 1-202-501-4444.

8. The point of contact for this SOP is Bianca Dodson, Bianca.Dodson@CCCRLLC.com, 703-670-8770, Ext. 314.

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