

U.S. Department of Energy
Washington, D.C.

NOTICE

DOE N 470.2

Approved: 12-15-00
Expires: 12-15-01

SUBJECT: REPORTING UNOFFICIAL FOREIGN TRAVEL

1. **OBJECTIVE.** To establish requirements for the reporting of unofficial travel to foreign countries by DOE and DOE contractor employees that hold an access authorization (personnel security clearances).
2. **CANCELLATION.** None.
3. **APPLICABILITY.**
 - a. **DOE Elements.** This Order applies to all DOE elements, including the National Nuclear Security Administration.
 - b. **Contractors.** The Contractor Requirements Document (CRD), Attachment 1, sets forth intended requirements to be applied to contractors that have employees with access authorizations. Compliance with the CRD will be required to the extent set forth in a contract.
4. **REQUIREMENTS.**
 - a. Unofficial travel to sensitive countries is travel to those countries identified in the Sensitive Countries List that does not meet the definition of Official Foreign Travel contained in DOE O 551.1A, OFFICIAL FOREIGN TRAVEL. The list of sensitive countries can be found at <http://nn43web.nn.doe.gov:1880/>.
 - b. DOE shall be kept informed of all unofficial travel to sensitive countries by DOE and DOE contractor employees that hold an access authorization.
 - c. All Federal employees that hold an access authorization and are engaged in unofficial foreign travel to a sensitive country shall be provided appropriate pre-briefings and debriefings by, and at the discretion of, counterintelligence officers.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Security and
Emergency Operations

- d. Upon request, DOE will provide defensive security and counterintelligence briefings to former DOE and DOE contractor employees whose security clearances have been terminated in the last 5 years.
- e. DOE will not dissuade unofficial travel to sensitive countries unless such travel is judged to endanger the security of DOE programs, the personal safety of the traveler, or raises other significant national security or counterintelligence concerns.
- f. In accordance with Presidential Decision Directive 12, dated 8-5-93, all DOE and contractor employees are required to report any approaches or contacts by organizations or individuals of any nationality, including U.S. citizens, either within or outside the scope of the individual's official activities, in which—
 - (1) access is sought to classified or sensitive information, technology, or special nuclear materials; or
 - (2) the individual believes that he or she may be the target of an attempted exploitation by a foreign entity. Additionally, each individual must report any unofficial contact with organizations or individuals from sensitive countries.
- g. Information provided to Counterintelligence and Security Officials will be safeguarded to ensure protection of information that is covered under the Privacy Act.

5. RESPONSIBILITIES.

- a. Departmental Elements. Inform employees of the requirement to report unofficial foreign travel to sensitive countries.
- b. Employees. Report all proposed unofficial travel to sensitive countries by DOE and DOE contractor employees to their local Counterintelligence Officers and Security Officers 30 days prior to the start of and upon return from travel.
- c. Counterintelligence Officers and Security Officers. Provide pre-briefings and debriefings to employees engaged in unofficial foreign travel to sensitive countries.
- d. Deputy Administrator for Naval Reactors. Due to the dual-agency (Navy/DOE) nature of the Naval Nuclear Propulsion Program as described in Executive Order 12344 (set forth in Public Law 106-65), the Deputy Administrator for Naval Reactors will implement this Notice as appropriate for Naval Nuclear Propulsion Program employees.

6. REFERENCES. DOE O 551.1A, OFFICIAL FOREIGN TRAVEL, dated 8-25-00.
7. CONTACT. To obtain assistance concerning this Notice, contact the Office of Unclassified Visits and Assignments at 202-586-4487.

BY ORDER OF THE SECRETARY OF ENERGY:



T. J. GLAUTHIER
Deputy Secretary

CANCELED

CONTRACTOR REQUIREMENTS DOCUMENT

DOE N 470.2, UNOFFICIAL FOREIGN TRAVEL

1. Contractors must inform employees that hold an access authorization of the requirement to report unofficial foreign travel to sensitive countries.
2. For contractor employees that hold an access authorization on unofficial foreign travel to sensitive countries, ensure appropriate pre-briefings and debriefings are provided 30 days prior to the start of and upon return from travel by, and at the discretion of, the following:
 - a. Counterintelligence officers when travel is to a sensitive country
 - b. Security officers for all contractor employees who hold or have held a personnel security clearance within the past 5 years and who are traveling to a sensitive country.

CANCELLED