

CLASSIFICATION:

(When filled in)

OFFICIAL FOREIGN TRAVEL DISCLOSURE WORKSHEET					DATE <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
<b>PRIVACY ACT STATEMENT</b>					
<i><b>Authority:</b> 10 U.S.C. 9013. <b>Purpose:</b> Used to request foreign disclosure approval for travel abroad. <b>Routine Use:</b> Records may be disclosed for any of the blanket routine uses published by the Air Force. <b>Disclosure:</b> User disclosure of PII is voluntary. However, failure to furnish the requested information may result in denial of personnel travel clearance requests. <b>System of Records:</b> This form is not filed within a Privacy Act System of Records and will be properly disposed of within 12 months of stated travel completion date.</i>					
1. FDO CASE NUMBER			2. NAME (Last, First, MI)		
3. GRADE	4. OFFICE SYMBOL	5. PHONE	6. POSITION		
7. <input type="checkbox"/> US CITIZEN <input type="checkbox"/> CITIZEN OF OTHER COUNTRY (Name of Country) _____ <input type="checkbox"/> NATURALIZED CITIZEN					
8a. PLACE OF NATURALIZATION		8b. DATE	8c. CERT NUMBER		
9. SECURITY CLEARANCE					
US CLEARANCE			NATO CLEARANCE		
AGENCY	DATE RECORDED	DEGREE	AGENCY	DATE RECORDED	DEGREE
10. PURPOSE OF TRAVEL (i.e. FMS Case ID)					
11. ADDITIONAL TRAVELERS					
NAME (Last, First, MI)	POSITION	OFFICE SYMBOL	PHONE	CITIZENSHIP	
12. ITINERARY					
DATES OF VISIT	COUNTRY/ORGANIZATION VISITED	NAME OF PERSON TO BE VISITED		PHONE	
13. IS TRAVEL IN CONJUNCTION WITH INTERNATIONAL CONFERENCE SYMPOSIUM OR OTHER MEETING?					
				<input type="checkbox"/> YES	<input type="checkbox"/> NO

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**14. CHECK ALL THAT APPLY**

- ☐ PRESENTING A PAPER (Documents) (All Presentations other than material already in public domain requires Foreign Disclosure Review)
- ☐ ORAL PRESENTATION (Speech)
- ☐ OBSERVER (no oral or documentary presentations)
- ☐ PUBLIC AFFAIRS REVIEWED (provide Public Affairs Review Case Number) \_\_\_\_\_

**15. CLASSIFICATION OF INFORMATION TO BE DISCLOSED TO FOREIGN NATIONALS**

☐ PUBLIC DOMAIN    ☐ UNCLASSIFIED (Non-Technical)    ☐ EXPORT CONTROL    ☐ CONFIDENTIAL    ☐ SECRET

IS THIS INFORMATION UNDER JURISDICTION OF ANOTHER GOVERNMENT AGENCY? ☐ YES ☐ NO

DOES THIS INFORMATION CONTAIN INTELLIGENCE DATA? ☐ YES ☐ NO

IF SO, HAS IT BEEN CLEARED BY THE INTELLIGENCE OFFICE? ☐ YES ☐ NO

DOES THIS INFORMATION CONTAIN RESTRICTED, OR FORMERLY RESTRICTED DATA? ☐ YES ☐ NO

DOES THIS INFORMATION CONTAIN VULNERABILITIES OR COUNTERMEASURES THAT WOULD IMPOSE A RISK TO THE USG? ☐ YES ☐ NO

IF CONTRACTOR REQUESTED, DOES RELEASE FALL WITHIN THE SCOPE OF THE CONTRACTOR OR SCOPE OF AN ITAR EXEMPTION OR LICENSE? ☐ YES ☐ NO

**LAPTOP AND OTHER MOBILE COMPUTING DEVICES MUST MEET DOD DATA AT REST ENCRYPTION STANDARDS, AND MUST MEET USAF AND LOCAL IT POLICY. CONTACT YOUR LOCAL IT OFFICE FOR ASSISTANCE.**

**TRAVELER(S) RESPONSIBLE FOR COMPLYING WITH FOREIGN CLEARANCE GUIDE REQUIREMENTS.**

16. NAME OF REQUESTER

SIGNATURE

**17. FDO USE ONLY**

IDENTIFY THE DDL(S) THAT AUTHORIZES THIS RELEASE. IS THE RELEASE RECOMMENDATION/DECISION BASED UPON REVIEW OF ENTIRE CONTENT OF APPLICABLE DDL?

- ☐ THIS DISCLOSURE ACTION IS AUTHORIZED
- ☐ THIS DISCLOSURE ACTION NOT AUTHORIZED
- ☐ THIS DISCLOSURE ACTION REQUIRES APPROVAL OR DISAPPROVAL FROM HQ AFMC OR HIGHER AUTHORITY. TRAVELER MAY NOT RELEASE REQUESTED INFORMATION UNTIL AUTHORIZED BY HQ AFMC FDO

NAME

SIGNATURE

ADDITIONAL INFORMATION