



**DEPARTMENT OF THE ARMY**  
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DAMI-CDS

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Automated Foreign Contact and Foreign Travel (FC/FT) Reporting

1. References:

a. Rapid Action Revision, 4 Aug 2011, to AR 380-67, Personnel Security Program, 9 September 1988.

b. DoD 5105.21-M-1, Volume 1, Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Information and Information Systems Security, 19 Oct 12.

c. DoD 5105.21-M-1, Volume 3, Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Personnel Security, Industrial Security, and Special Activities, 19 Oct 12.

2. The Army is fielding an electronic Foreign Contact/Foreign Travel (FC/FT) reporting tool. Historically, this information was managed and stored locally. Security Managers will access the FC/FT database through the Case Adjudication Tracking System (CATS) Portal. This capability will enhance the Army's Personnel Security and Insider Threat programs.

a. Collateral Access Reporting Requirements. Army Regulation (AR) 380-67, Personnel Security Program, paragraph 9-4, requires all personnel possessing a DoD security clearance to report all personal foreign travel and all unusual/suspicious foreign contacts to their security office.

b. SCI Access Reporting Requirements. In addition, DoD 5105.21-M-1, Volume 1 and 3, require Sensitive Compartmented Information (SCI) indoctrinated personnel to report all close and continuous relationships with foreign nationals, any unusual/suspicious contact with foreign nationals and all official and personal foreign travel.

3. Effective 10 Dec 2012, the Foreign Contact/Foreign Travel tool will electronically capture all reportable foreign contact and foreign travel information. Upon receipt of a foreign contact or foreign travel report, security professionals will enter the required information in the FC/FT reporting tool in accordance with the above references and the Foreign Contact/Foreign Travel Reporting Tool Instructions (enclosure 1).

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4. The Office of the Deputy Chief of Staff, G-2 point of contact is Ms. Teane Smith, (703) 695-2629, teane.r.smith.civ@mail.mil.

Encl



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## **Foreign Contact/Foreign Travel Reporting Tool Instructions**

Current foreign travel and contact reporting procedures rely on paper-based, localized, self-reporting and manual oversight and tracking procedures, creating security gaps.

The Army created the Foreign Contact/Foreign Travel (FC/FT) Reporting tool in the Army's Central Adjudication Tracking System (CATS) Portal to centrally manage an Army-wide foreign travel and foreign contact reporting system. Security Managers will access the FC/FT tool to enter foreign contact/foreign travel information reported to them.

### **Accessing the Foreign Travel Module**

- Enter the CATS Portal and Select Foreign Travel; the subject's social security number (SSN) search page will display
- Enter the subject's SSN and Click the search button
- The system will search for the subject and display the FC/FT information

### **Foreign Travel Tab:**

Individuals with a security clearance must report all personal foreign travel to their security manager prior to travel. In addition, individuals with SCI access are required to report official and personal foreign travel. Security Managers will enter all reportable information in the FC/FT tool.

- To add a travel history entry, Select the Add Travel History button and enter the required information
- Select the Update function when a particular entry requires updating, such as adding the debrief date after travel
- SCI Access only: "YES" answers to questions 1-10 on the Foreign Travel Questionnaire (reference 1c.) will be entered in the comments field

### **Subject Info Tab:**

The Subject Info tab has two sections- Foreign Passport and Foreign Contacts. The foreign passport tab will not be used until further guidance is provided.

#### **Foreign Contact Sub-tab:**

The Foreign Contact tab will be used for reporting both unusual/suspicious contacts in accordance with (IAW) AR 380-67, para 9-4 or reporting close and continuous relationships IAW DoD 5105.21-M-1, Volume 1, para 12.b. and DoD 5105.21-M-1, Volume 2, para 12.a.(7).

- To add a foreign contact entry, Select the Subject Info tab
- Select Add Foreign Contact and enter the required data
- Additional information will be entered in the comments field
- Select the Update function when a particular entry requires updating
- SCI Access only: All answers to the questions on the Foreign Contact Questionnaire (reference 1c.) will be entered in the comments field