

1. WHO THIS APPLIES TO

- ☐ FSO / AFSSO / SMO supporting cleared personnel under SEAD 3
- ☐ Covered individuals with classified eligibility or sensitive positions
- ☐ Programs that report unofficial foreign travel into DISS
- ☐ SCI / SAP / customer add-ons may require extra steps

2. PRE-TRAVEL

- ☐ Notify FSO early when feasible (~30 days for planned trips)
- ☐ If late: notify ASAP (confirm timelines vs SEAD 3 / ISL)
- ☐ Complete itinerary: countries, dates, purpose / DISS reason
- ☐ Multi-country legs with enter/exit dates as needed
- ☐ Passport fields if required for DISS (number, country, dates)
- ☐ Match DISS country/reason spellings for CSV success
- ☐ Review current State Dept. advisory per destination
- ☐ Elevated advisories: acknowledgments + enhanced review
- ☐ Defensive / CI briefing before departure; record date/method
- ☐ Publish itinerary-change + emergency-travel reporting path

3. DURING TRAVEL / EXCEPTIONS

- ☐ Emergency travel: best-effort notice before departure
- ☐ Complete full report quickly after return
- ☐ Report FIE contact / anomalies ASAP on return
- ☐ Lost passport/docs/devices: security + consular as needed
- ☐ Disclose unplanned border crossings in return debrief

4. POST-TRAVEL DEBRIEF

- ☐ Remind traveler; complete debrief promptly after return
- ☐ Many programs target ~5 business days - confirm vs SEAD 3/ISL
- ☐ Capture actual countries/dates, deviations, contacts, anomalies
- ☐ Retain "all no" / negative debriefs as audit artifacts
- ☐ Close follow-ups (CI referral, DISS update, doc replacement)
- ☐ Close trip only when briefing, debrief, and reporting are done

5. DISS / SYSTEM OF RECORD

- ☐ Individual Foreign Travel module OR Mass Foreign Travel bulk
- ☐ Bulk uploads at intervals not exceeding 30 days
- ☐ Employees still report to FSO on SEAD 3 / ISL timelines
- ☐ Use current DISS CSV template; validate enums & dates
- ☐ Country names must match DISS appendix exactly
- ☐ Avoid duplicate trips when regenerating updates
- ☐ Clear SMO/FSO RACI for collect / approve / upload / retain

6. AUDIT-READY RETENTION

- ☐ Timestamped trail: notify -> review -> brief -> debrief -> DISS
- ☐ Find every trip for a person without mailbox archaeology
- ☐ Least privilege; no SSN/passport in indiscriminate email
- ☐ Retain exports + upload receipts with the trip record

7. FORMS + EMAIL FAILURE SIGNS

- ☐ Free-text notices missing countries, dates, or reason codes
- ☐ PII requested over email just to feed a DISS upload
- ☐ Advisory checks depend on whoever remembers
- ☐ Briefings/debriefs tracked separately (or not at all)
- ☐ Itinerary changes never update the original Form
- ☐ CSV rebuilt by hand; duplicates on re-export
- ☐ Cannot produce one person's history in minutes

TRAVELER CARD - 5 STEPS

1. Notify early - tell security before unofficial foreign travel (~30 days when planned).
2. Submit a complete itinerary - countries, dates, purpose; passport fields if asked for DISS.
3. Complete defensive briefing - finish required pre-travel briefing / acknowledgments.
4. Report changes & concerns - deviations, emergencies, lost docs, suspicious contacts.
5. Debrief on return - complete promptly; keep "all no" answers as part of the record.

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TravelSEAD gives FSO teams one place for unofficial foreign travel reports, security review, briefings/debriefs, and DISS-ready export. Commercial tool for cleared contractors - not an official DoD system.

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