

12 FAM 260

COUNTERINTELLIGENCE

(CT:DS-149; 09-15-2009)
(Office of Origin: DS/DO/ICI)

12 FAM 261 GENERAL

12 FAM 261.1 Program Implementation

(CT:DS-142; 02-02-2009)

- a. The Department's counterintelligence program is defensive in nature. Its purpose is to deter, detect, and neutralize the threat posed by hostile intelligence services against U.S. diplomatic personnel, facilities, equipment, and information. This protection extends to the Department's direct-hire employees as well as to contractors and dependents of U.S. Government personnel serving abroad under the authority of a chief of mission.
- b. The Office of Investigations and Counterintelligence (DS/DSS/ICI) is responsible for the implementation of all counterintelligence programs, which DS coordinates with the Bureau of Intelligence and Research (INR) and other members of the U.S. intelligence community. DS/DSS/ICI conducts counterintelligence investigations (see 1 FAM 262.4) and implements the programs described in this subchapter.

12 FAM 261.2 Authority

(CT:DS-142; 02-02-2009)

- a. The Omnibus Diplomatic Security and Antiterrorism Act of 1986, Section 103, authorizes the Secretary of State to develop and implement policies and programs which provide for the security of U.S. Government operations of a diplomatic nature, and foreign government operations of a diplomatic nature in the United States. This mission includes consultation with Federal agencies having personnel under the authority of a chief of mission.
- b. The Secretary of State is authorized to develop and implement a special personnel security program for Department employees who are responsible for security at diplomatic and consular posts in high intelligence threat countries in accordance with Public Law 100-204, Section 155(a).

- c. E.O. 10450 requires the investigation of civilian officers and employees to ensure that their initial and continued employment is clearly consistent with national security.
- d. 5 U.S.C. 301 authorizes heads of agencies to prescribe regulations regarding the conduct of employees.
- e. 22 U.S.C. 842 gives the Secretary of State authority to prescribe regulations relating to duties, functions, and obligations of Department employees (see 3 FAM).

12 FAM 261.3 Counterintelligence Working Groups

(CT:DS-142; 02-02-2009)

- a. Counterintelligence working groups (CIWGs) review post-specific counterintelligence issues on a periodic basis and are chaired by the deputy chief of mission. The Diplomatic Security Counterintelligence Division (DS/ICI/CI) provides guidance and advice, as necessary, to post CIWGs that perform the following functions:
 - (1) Evaluate human intelligence and technical threats posed by host government and/or foreign intelligence services;
 - (2) Determine the level of vulnerability of existing personnel and facilities;
 - (3) Take appropriate actions to counter an identified threat;
 - (4) Monitor the effectiveness of existing counterintelligence plans, programs, and practices; and
 - (5) Coordinate all post counterintelligence programs.
- b. See 12 FAH-6, OSPB Security Standards and Policy Handbook, for CIWG reporting requirements and meeting frequencies. A report of issues addressed at each meeting is submitted to DS/ICI/CAS.

12 FAM 261.4 Counterintelligence Surveys

(CT:DS-142; 02-02-2009)

- a. DS/ICI/CAS performs counterintelligence surveys at posts identified by the DS Composite Threat List as having a critical or high human intelligence threat. Although surveys are intended for only critical and high human intelligence threat posts, any regional security officer (RSO) may request that DS/ICI/CAS perform a counterintelligence survey based on a changing threat environment.
- b. Counterintelligence surveys provide:
 - (1) An analysis of the human intelligence threat at post;

- (2) An evaluation of the effectiveness of existing post countermeasures; and
- (3) Recommendations for improving those countermeasures.

12 FAM 262 SECURITY AWARENESS AND CONTACT REPORTING

12 FAM 262.1 Policy

(CT:DS-142; 02-02-2009)

- a. The Department's regulations have long required employees to report contacts with nationals of certain countries, due to both intelligence and, more recently, terrorism concerns. Presidential Decision Directive/NSC-12 issued specific instructions and mandated that all United States Government agencies implement similar programs. The following procedures meet the President's requirement that those who serve in America's most sensitive jobs work with security offices to guard against illegal or unauthorized access to classified or otherwise sensitive information.
- b. All employees and contractors must report:
 - (1) Unofficial contact with a national from a country with critical human intelligence threat (HUMINT) posts listed on the Department's Security Environment Threat List (SETL) if the employee and/or critical threat foreign national suggest, agree to, or actually have a second meeting after an initial encounter. (The SETL is available on the classified network via links on the Department's Home page and the DS SOURCE Home page);
 - (2) Contact and/or association with persons or organizations who the employee knows or suspects advocate the unlawful overthrow of the U.S. Government. This reporting requirement includes but is not limited to persons whom the employee knows or suspects are members or supporters of Foreign Terrorist Organizations (FTOs) as designated by the Secretary of State;
 - (3) Unofficial contact with a person who the employee knows or suspects is a member of a foreign intelligence agency, regardless of nationality;
 - (4) Illegal or unauthorized access that is sought to classified or otherwise sensitive information; or
 - (5) When the employee is concerned that he or she may be the target of actual or attempted exploitation by a foreign entity.

- c. This policy is not intended to limit or impair professional or personal contacts. Its purpose is to protect the security of the United States and its employees while ensuring the privacy of employees and their freedom of association. Further, this policy seeks to ensure that security risks to persons or to the U.S. Government are identified at the earliest possible opportunity and deterred, and that protective steps are taken to avoid compromise of U.S. employees and national security interests. Employees are considered partners in the management of this regulation.
- d. The term “contact” means all manner of personal or impersonal communication and includes, but is not limited to, written, telephonic, electronic mail, text messaging, chat room discussion, facsimile, wire, and/or amateur radio.

12 FAM 262.1-1 Application

(CT:DS-142; 02-02-2009)

These regulations apply abroad to all U.S. citizen employees of the U.S. Government, civilian or military, including contract employees, whether permanently assigned or TDY, who are under the authority of a chief of mission. Domestically, these regulations apply to employees and contractors of the Department. These regulations do not apply domestically to employees of U.S. Government agencies other than the Department.

12 FAM 262.1-2 Legal Authorities

(CT:DS-142; 02-02-2009)

- a. Title I of Public Law 99-399, the Omnibus Diplomatic Security and Antiterrorism Act of 1986, as amended, codified at 22 U.S.C., Section 4801 et seq.
- b. Presidential Decision Directive of August 5, 1993, entitled, “Security Awareness and Reporting of Foreign Contacts” (PDD/NSC-12).

12 FAM 262.1-3 Implementation

(CT:DS-142; 02-02-2009)

The Counterintelligence Division (DS/ICI/CI) is responsible for administering this program domestically for the Department and abroad through regional security officers (RSOs).

12 FAM 262.2 Security Awareness and Counseling

(CT:DS-142; 02-02-2009)

- a. The RSO or the post security officer (PSO) must give an arrival briefing to

all employees and contractors assigned to post on a permanent change of station. The briefing must include information on counterintelligence issues of concern at post and contact reporting responsibilities, to include a listing of all current critical HUMINT threat posts and information on where to find the SETL on the Department's classified network. TDY personnel must be briefed on contact reporting responsibilities and other counterintelligence issues, as appropriate, but in every case if the TDY is over 25 days. The RSO or PSO is also available to brief adult dependents of employees and contractors on a voluntary basis. (See 12 FAM 263 - Counterintelligence Awareness Program.) Domestically, employees will be briefed on counterintelligence issues through their bureau security officer (BSO).

- b. When an employee reports a contact, the RSO abroad and DS/ICI/CI domestically will conduct checks to determine if information is available indicating that the foreign national has a background connected with intelligence gathering. The RSO or DS/ICI/CI may, as appropriate, discuss the results of the checks with the employee.
- c. The success of this policy is dependent upon the security awareness of each employee and upon each employee's understanding of and cooperation with its intent. Employees should be alert to any suspicious activity or approach by individuals of any nationality. At post, if an employee is unsure about the circumstances of a contact, the employee must discuss the situation with the RSO or PSO, to determine whether filing a report is necessary. In the United States, employees must consult with DS/ICI/CI.

12 FAM 262.3 Responsibilities and Procedures

12 FAM 262.3-1 Regional and Post Security Officers

(CT:DS-142; 02-02-2009)

- a. The RSO or PSO will brief all mission employees, TDY employees, and contractors about the contact reporting policy and obtain their signatures on an Acknowledgement of Policy Format (see 12 FAM 262 Exhibit 262.3-1).
- b. When Foreign Contact Report forms are filed by employees at post, RSOs or PSOs will review and evaluate the reported information and discuss the investigative results or contact with the employee, providing counseling, as appropriate. RSOs or PSOs must forward contact reports to DS/ICI/CI for additional vetting and processing. Any facts or circumstances of a reported contact with individuals of any nationality must be promptly reported by the RSO or PSO to DS/ICI/CI and the employee's parent agency if they appear to:

- (1) Indicate an attempt, intention, or reasonable potential to obtain unauthorized access to classified, sensitive, or proprietary information or technology; or
- (2) Indicate the possibility that the employee is being targeted for development by a foreign entity or agent of a foreign entity.

12 FAM 262.3-2 Employee Responsibility

(CT:DS-142; 02-02-2009)

- a. Employees and contractors must familiarize themselves with posts listed as critical for HUMINT threat on the SETL at least annually. The SETL is available on the classified network via links on the Department's Home page and the DS SOURCE Home page.
- b. Employees and contractors must immediately report any contacts with individuals of any nationality under circumstances referred to in 12 FAM 262.1 b. In general, employee reporting should occur within one business day after such contact has occurred. If unable to report within this time frame, or unsure about the need to report at all, employees at post should notify the RSO or PSO as soon as practicable. If the RSO/PSO is unavailable, notify the deputy chief of mission. Domestically, employees must promptly notify either DS/ICI/CI or the security office of their parent agency, as appropriate.
- c. Employees to whom these regulations apply must use Form DS-1887, Foreign Contact Report (available on E-Forms), to report all contacts for which reports are required under 12 FAM 262.1 b. If the official duty station is a U.S. mission abroad, the report must be submitted to either an RSO or PSO. If the official duty station is in the United States, employees and contractors of the Department must send the Foreign Contact Report to DS/ICI/CI. The Form DS-1887 is encrypted when transmitted and is secure as any online banking transaction an employee may conduct via the Internet. The form will be sent to a DS Special Agent in DS/ICI/CI responsible for the employee's region. A paper copy of the Form DS-1887 may be submitted when there is no access to the Department OpenNet.
- d. Failure to comply with 12 FAM 262.1 b for any reason may initiate a DS review of the circumstances leading to the non-compliance. DS will determine whether, considering all facts available upon receipt of the initial information, it is in the interests of the national security to suspend the employee's access to classified information on an interim basis until sufficient information is available to determine whether access to classified information will be reinstated or the employee's clearance will be revoked. DS may also refer such cases to the Bureau of Human Resource's Office of Employee Relations (HR/ER) for the appropriate

administrative action, as required.

12 FAM 262.3-3 Post Discretion

(CT:DS-142; 02-02-2009)

Posts may establish additional procedures to suit their particular security situations. Additional requirements should be discussed by the post counterintelligence working group (CIWG) and would be subject to approval by DS, in coordination with the security offices of parent agencies represented at posts abroad. All post requirements must be consistent with PDD/NSC-12 and meet the minimum requirements of 12 FAM 262.1.

12 FAM 262.3-4 Other Agency Discretion

(CT:DS-142; 02-02-2009)

Agencies other than the Department of State, which are under the authority of chiefs of mission abroad, may also require their employees under special access programs to follow additional reporting requirements, to the extent that such policies and requirements are consistent with PDD/NSC-12 and 12 FAM 262.1.

12 FAM 262.3-5 Contact Reports Originating at Post

(CT:DS-142; 02-02-2009)

The RSO or PSO will expedite employee contact reports to DS/ICI/CI or through DS/ICI/CI to the employee's parent agency. DS/ICI/CI will also refer such information to the Central Intelligence Agency (CIA), following procedures agreed to between DS and the CIA.

12 FAM 262.3-6 Contact Reports Originating Domestically

(CT:DS-142; 02-02-2009)

DS/ICI/CI will refer contact reports received domestically from employees or contractors of the Department to the Federal Bureau of Investigation (FBI), following procedures agreed to between DS and the FBI.

12 FAM 262.4 Accountability

(CT:DS-142; 02-02-2009)

Upon receiving a contact report and if DS/ICI/CI perceives actual or potential security problems relating to an individual of any nationality, DS/ICI/CI or the RSO will require the employee to take appropriate precautions. A signed acknowledgement of the individual's understanding of these precautions should be obtained and a copy recorded in DS/ICI/CI. As

noted in 12 FAM 262.3-2 c, disciplinary action and/or suspension of a security clearance may result from an employee's failure to report a contact under the circumstances described in 12 FAM 262.1.

12 FAM 263 COUNTERINTELLIGENCE AWARENESS PROGRAM

12 FAM 263.1 Policy

(TL:DS-62; 11-22-1999)

(Effective Date: 02-08-1999)

- a. The regional security officer (RSO) or the post security officer (PSO) will give an arrival briefing to all employees and contractors assigned to post on permanent change of station. The briefing will include information on counterintelligence. The RSO or PSO will make briefings available to adult dependents of employees and to contractors on a voluntary basis.
- b. This policy applies to all executive branch agencies under the authority of a chief of mission.
- c. For the purpose of this section, the term "contractor" is defined as a U.S. personal services contractor serving under the authority of a chief of mission or an employee of a commercial firm having a contract with the U.S. Government and serving under the authority of a chief of mission.

12 FAM 263.2 CI Awareness Training

(CT:DS-142; 02-02-2009)

The Counterintelligence and Special Investigations Division (DS/ICI/CI) conducts counterintelligence (CI) and security awareness training programs, in coordination with the DS Training Center and other agencies, for the following employees:

- (1) Foreign Service officers;
- (2) Dependents of employees;
- (3) Ambassadors and deputy chiefs of mission;
- (4) Contractors and other Department personnel assigned to critical and high threat CI posts;
- (5) Regional security officers;
- (6) Diplomatic Security CI special agents;
- (7) Marine security guards;

- (8) Navy Seabees;
- (9) Diplomatic couriers;
- (10) U.S. military attachés; and
- (11) Other U.S. Government agency personnel, as required.

12 FAM 263.3 Post Procedures

(TL:DS-39; 08-15-1994)

Post threat levels are defined and identified in the Composite Threat List (classified) which is published by DS on a semi-annual basis.

12 FAM 263.3-1 Low, Medium, and High Counterintelligence Threat Posts

(CT:DS-142; 02-02-2009)

- a. RSOs and PSOs will provide counterintelligence briefings to locally hired U.S. citizen employees under the authority of a chief of mission and ensure that Foreign Service nationals (FSNs) and third-country nationals (TCNs) are briefed in accordance with the FSN briefing program.
- b. At high threat posts, RSOs and PSOs should provide counterintelligence briefings to temporary duty personnel and other official visitors. At low and medium threat posts, an unclassified written notice will be distributed to TDY personnel and other visitors giving them guidance on the local intelligence threat.
- c. RSOs and PSOs will conduct departure security debriefings for all employees and contractors completing a tour of duty at a post abroad. The debriefing will include a discussion of counterintelligence matters. Should the RSO or PSO obtain information of a counterintelligence concern, he or she must forward a copy of the debriefing to DS/ICI/CI, which will forward a copy to the parent agency.

12 FAM 263.3-2 Critical Human Intelligence Threat Posts

(CT:DS-142; 02-02-2009)

- a. In addition to the security awareness requirements cited in 12 FAM 264.3-1, the following additional instructions apply to posts that face a critical human intelligence (HUMINT) threat.
- b. All executive branch agencies will review the proposed permanent assignment of all of their employees, contractors, and temporary duty personnel assigned in excess of 60 days accumulated in one year (not necessarily consecutive) to determine their suitability.

- c. In the Department of State, the Investigations and Counterintelligence Division (DS/ICI/CI) reviews background investigations and personnel files on all Department employees proposed for permanent assignment to HUMINT threat posts. DS/ICI/CI evaluates security and suitability factors that could adversely affect suitability for assignment, in light of the heightened HUMINT threat, and any personal vulnerabilities potentially subject to HUMINT exploitation. DS/ICI/CI prepares a recommendation to the Director General of the Foreign Service with respect to an employee's suitability for assignment to a HUMINT threat post after considering the following circumstances:
- (1) Whether the employee or an immediate family member has an immediate family member still residing in the proposed critical HUMINT threat country;
 - (2) Whether the employee or an immediate family member has other family ties in any critical HUMINT threat post where a foreign intelligence service (FIS) could exploit familial bonds of affection;
 - (3) Whether the employee has family member(s) currently or recently employed by the critical HUMINT threat country's military armed forces, intelligence or security service, police service, or ministry of foreign affairs;
 - (4) Whether the employee has a history of poor security practices (violations of 12 FAM 262 and 12 FAM 550) that are recent and of a serious nature;
 - (5) Whether the employee is or has been a known target of interest to a FIS;
 - (6) Whether the employee has a history of aberrant behavior such as drug or alcohol abuse or deviant sexual activities;
 - (7) Whether the employee has demonstrated emotional instability (as determined by MED);
 - (8) Whether the employee has exhibited financial or fiscal management irresponsibility;
 - (9) Whether a past investigation concerning the employee documents a serious allegation concerning misconduct, suitability, or professional ethics that could be exploited by a FIS;
 - (10) Whether the employee has had more than one previous assignment to the same critical HUMINT threat post;
 - (11) Whether the employee has made an unauthorized disclosure of sensitive or classified information;
 - (12) Whether the employee or close family member has demonstrated loyalty to the proposed critical HUMINT threat country of

assignment (i.e., previously employed with the FIS or ministry of foreign affairs); and

- (13) Whether the employee has had romantic involvement with citizen(s) of the proposed critical HUMINT threat country of assignment.
- d. The Director General of the Foreign Service may accept or reject the recommendation made by DS for the proposed assignment to a critical HUMINT threat post. Upon request, DS will provide any pertinent information regarding the recommendation to the Director General.
 - e. The Office of Personnel Security and Suitability (DS/SI/PSS) reviews the background investigations of all contractors and employees of contractors proposed for assignment to critical HUMINT threat posts. DS uses the provisions of 12 FAM 263.3-2, paragraph b, 12 FAM 570, and 12 FAM 230 as a basis for adjudicating final determinations on suitability. When there are counterintelligence concerns, DS/SI/PSS forwards the investigation to DS/ICI/CI. DS/ICI/CI reviews the investigation and offers a recommendation to DS/SI/PSS. DS/SI/PSS makes the final determination and forwards it to the Industrial Security Division (DS/ISP/IND) to provide to the bureau requesting the contractor's assignment to a critical HUMINT threat post.
 - f. The RSO or PSO will provide CI briefings to locally hired U.S. citizen employees under the authority of a chief of mission, and ensure that FSNs and TCNs are briefed in accordance with the FSN briefing program.
 - g. The RSO or PSO will conduct a counterintelligence awareness refresher briefing with all employees annually. The RSO or PSO will make these refresher briefings available to adult dependents on a voluntary basis.
 - h. The RSO or PSO will conduct a routine departure security debriefing for all employees and contractors completing a tour of duty at a post abroad prior to the employee's or contractor's departure from post. The debriefing will include a discussion of counterintelligence matters. Should the RSO or PSO obtain information of a counterintelligence concern, he or she must forward a copy of the debriefing to DS/ICI/CI, which will forward a copy to the parent agency.
 - i. The RSO will notify DS/ICI/CI and the RSO at a gaining post of personnel transfers so that debriefings can be scheduled. All employees completing a tour of duty must receive a special in-depth counterintelligence debriefing conducted by DS/ICI/CI or, in the case of direct transfers, by the RSO or PSO of the gaining post. All contract personnel must receive a special counterintelligence debriefing by either DS/ICI/CI or the contractor. All temporary duty (TDY) employees must receive a special counterintelligence debriefing upon completion of the temporary duty conducted by DS/ICI/CI or, in the case of TDY from one post to another,

by the RSO or PSO of the post of residence. Employees or contract personnel of agencies other than State who are returning to Washington, DC, shall be debriefed by the security office of their parent agency; when transferring between posts, the RSO or PSO at the gaining post shall debrief other agency personnel to report security concerns or information of interest to their agency or to future travelers. Copies of all special debriefings should be sent to DS/ICI/CI by the RSO/PSO, which will forward a copy to parent agencies. PSOs must also send a copy to the RSO. The RSO will notify DS/ICI/CI and the RSO at a gaining post of personnel transfers so that debriefings can be scheduled.

12 FAM 263.4 Domestic Programs

(CT:DS-142; 02-02-2009)

- a. State only: The Analysis and Special Projects Branch (DS/CI/ASB) provides individual and post-specific domestic counterintelligence training on a formal and ad hoc basis.
- b. In cooperation with DS/ICI/CI, the Foreign Service Institute (M/FSI) sponsors programs for employees assigned to selected critical threat posts. New Department employees attending FSI orientation also receive a segment on counterintelligence awareness.
- c. DS/CI/ASB tailors specific programs for specialty professions such as cleared U.S. citizen guards, communicators, Seabees, etc.
- d. State only: DS/CI/ASB arranges for or provides post-specific briefings for individuals on a need-to-know basis.
- e. DS/CI/ASB also provides CI briefings and policy support to other USG agencies.

12 FAM 264 PERSONAL TRAVEL TO CRITICAL HUMAN INTELLIGENCE THREAT COUNTRIES

12 FAM 264.1 Scope and Applicability

12 FAM 264.1-1 Scope

(CT:DS-142; 02-02-2009)

- a. These standards apply to all Department employees and contractors, domestically, and those of agencies under the authority of chiefs of mission (COM) abroad. These standards were also cleared by the Overseas Security Policy Board (OSPB).

- b. The requirements govern personal travel to countries with a critical human intelligence threat post and certain countries with which the United States does not have diplomatic relations, which are both listed in the Security Environment Threat List (SETL). The SETL is available on the classified network via links on the Department's Home page and the DS Source Home page.

12 FAM 264.1-2 Program Responsibility

(CT:DS-142; 02-02-2009)

The DS Counterintelligence Division (DS/ICI/CI) directly administers this program for Department employees stationed domestically and indirectly through the regional security officer (RSO) or post security officer (PSO) at Foreign Service posts.

12 FAM 264.2 Procedures

(CT:DS-149; 09-15-2009)

- a. The criteria in the paragraphs that follow in this section apply to travel to countries in which critical human intelligence threat posts are located, regardless of the threat level where the employee is stationed or departs from.
- b. All U.S. Government employees under the authority of a chief of mission must notify the RSO or PSO at post of residence in advance of intended personal travel to any country with a critical human intelligence threat post, including travel with tour groups. Employees stationed domestically directly notify DS/ICI/CI. Provide this information at least two weeks before starting travel.
- c. Each employee must provide a notification of personal travel by using the item format contained in 12 FAM 264 Exhibit 264.2. The RSO, PSO, or DS/ICI/CI will retain this information as part of the permanent record.
- d. The RSO, PSO, or DS/ICI/CI will provide pertinent information from the travel notification to U.S. embassies in the countries listed on the itinerary at least one week prior to the traveler's intended departure. (Use the format given in 12 FAM 264 Exhibit 264.2.) RSOs and PSOs will also provide copies of their communications to DS/ICI/CI and to the security office of the traveler's parent agency.
- e. The RSO, PSO, or DS/ICI/CI, as appropriate, will ensure that each traveler receives a counterintelligence (CI) defensive security briefing prior to their travel.
- f. Travelers must immediately contact the nearest U.S. consul, attaché, RSO, or duty officer if detained or subjected to significant harassment or

provocation while traveling. Upon return to post of residence or the Department, the traveler should report any unusual incidents, including those of potential security concerns, to the RSO, PSO, or DS/ICI/CI, as appropriate. RSOs and PSOs will in turn report unusual incidents, detention, harassment, provocation, etc. to DS/ICI/CI, which forwards copies of the reports to the traveler's parent agency.

- g. Employees having access to sensitive compartmented information (SCI) have a special security obligation and are required to give advance notification to the SCI control officer at their duty station of their plans to travel to a country with a critical human intelligence threat post, or any country so designated by the Attorney General. Prior to such travel, persons with SCI clearances must receive a defensive security briefing from their SCI control officer. These special restrictions apply while actively holding SCI clearances and for one year after access to SCI has been terminated.
- h. The Department encourages spouses, *domestic partners as defined in 3 FAM 1610*, and adult dependents of employees to advise the RSO, PSO, or DS/ICI/CAS as appropriate of their personal travel, and to receive any available defensive security briefings, especially those at *their* post of residence.

12 FAM 265 THROUGH 269 UNASSIGNED

**12 FAM 262 EXHIBIT 262.3-1
ACKNOWLEDGEMENT OF POLICY GOVERNING
OFFICIAL AND PERSONAL RELATIONSHIPS
WITH CERTAIN FOREIGN NATIONALS, AND
CONTACT REPORTING RESPONSIBILITIES
(FORMAT)**

(CT:DS-142; 02-02-2009)

This is to acknowledge that:

I have been briefed on this policy and understand my responsibilities to report contacts and associations with individuals listed in 12 FAM 262.1 b;

I understand that this policy applies abroad to all U.S. citizen employees of the U.S. Government, civilian or military, including contract employees, whether permanently assigned or TDY, who are under the authority of a chief of mission. Domestically, this policy applies to employees and contractors of the Department of State;

I understand that my failure to comply with this policy provides grounds for appropriate disciplinary action and/or suspension of my security clearance;

I understand that I should caution my adult dependents about the potential threat from foreign intelligence services and encourage them to report any attempts by foreign nationals to exploit them;

I understand that if I have any questions regarding this policy, I should raise them with the regional security officer or post security officer while abroad and the Department of State's Bureau of Diplomatic Security (DS/ICI/CI) when in the United States.

Signature

Signature Date

Employee Name (typed or printed) Witnessing Official's Name and Title

Position

Post/Bureau

Agency

12 FAM 262 EXHIBIT 262.3-2 FORM DS-1887 CONTACT REPORTING FORM

(CT:DS-142; 02-02-2009)



U.S. Department of State

FOREIGN CONTACT REPORT

Classification of Report SBU			Date of Report (mm-dd-yyyy)		
Reporting Individual Information					
Name of Reporter (Last, First, MI, Suffix)				Date of Birth (mm-dd-yyyy)	
Marital Status	Phone Number	E-mail Address			
Post		Country		Region	
Clearance Level	Agency			Section	
Contact Identity Information					
Name of Contact (Family, Given, Patronymic/Matronymic)				Title	
Date of Birth (mm-dd-yyyy)	Approximate Age	National ID/Passport Number		Country of Origin	
Nicknames		Parents' Names (Last, First)		Citizenship 1	
				Citizenship 2	
Occupation/Organization					
Contact Address(es)				Contact's Phone Number(s) <i>(Include Country Code)</i>	
				Home _____	
				Cell _____	
				Work _____	
				Contact's E-mail Address _____	
City		Country			
Physical Description of Contact					
Gender	Build	Weight (lbs)		Height Feet Inches	
Race	Color of Skin	Hair Color		Eye Color	
Distinguishing Features (Scars, Marks, Tattoos, etc.)					
Other Identifying Features					
Vehicle information					
Make/Model	Year	Vehicle License Issuing Country		License Plate Number	
Contact Event Information					
Contact Date (mm-dd-yyyy)	Contact Method		Contact Event Type		
Initiated By		Place of Contact			

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Contact Event Information (Continued)	
Is this the first time you have had contact with this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, specify other contact date(s) (mm-dd-yyyy). _____	
What were the circumstances of the contact?	
What was the substance of the conversation? Include topics of discussion.	
Were there any other participants? If yes, name them and explain below. (Last, First, MI, Suffix)	<input type="checkbox"/> Yes <input type="checkbox"/> No
To your knowledge, has this person had contact with any other U.S. Government employees? If yes, please identify them and explain below. (Last, First, MI, Suffix)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Did the contact actively seek a close personal association? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact offer or give any gifts, money, favors, or other gratuity? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact repeatedly appear in "chance encounters" or "large social gatherings"? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact engage in unsolicited recurring contacts? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact introduce you to anyone else? If yes, name them and explain below. (Last, First, MI, Suffix)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact solicit biographical information or gossip about mission personnel? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact discuss or disclose biographical information about himself/herself or others? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact provide or seek political, economic, military, or sensitive information outside official channels? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the contact suggest or encourage illegal activity, including black market or unauthorized currency exchanges? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you given gifts or money to the contact? If yes, explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does contact have relatives who work for a foreign government?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Other Comments	
Do you have supporting graphics (e.g. photographs, copies of passports/ID cards, etc.)? If yes, attach files to this eForm after selecting 'EMail' from the toolbar.	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____
Reporter Signature	Date (mm-dd-yyyy)
<small> Privacy Act Statement: The information is requested under the authority of 22 USC 4801 et seq., E.O. 10,450, and PDD/NSC-12. Its submission is mandatory for employees (as defined in 12 FAM 262.1-1). It is optional for family members and members of household. The principal purpose of collecting this information is to protect the security of the United States and its employees, while ensuring the privacy of employees and their freedom of association, in accord with the above-listed authorities and 12 FAM 262 Security Awareness and Contact Reporting. Copies of the form will be maintained in the files of the Bureau of Diplomatic Security. Routine Uses: The information solicited on this form may be made available to Federal, state, local, or foreign law enforcement agencies and other U.S. government agencies with statutory or other lawful authority to maintain the information, in coordination with the Department of State. Consequences: Failure of employees (as defined in 12 FAM 262.1-1) to meet the mandatory reporting requirements may result in administrative action to include the revocation of security clearances. False statements made on this form could lead to administrative action and possible criminal prosecution per 18 USC 1001. </small>	

12 FAM 264 EXHIBIT 264.2 NOTIFICATION OF PERSONAL TRAVEL TO CRITICAL HUMAN INTELLIGENCE THREAT POST/COUNTRY (FORMAT)

(CT:DS-142; 02-02-2009)

Use either a telegram or memorandum as appropriate.

SECRET/NOFORN
(When Completed)

DATE:

TO: (RSO; PSO; DS/ICI/CI)

FROM: (Name/Agency) (Post/Section)

TAGS/TERMS: ASEC (and others as appropriate, such as country TAGS)

SUBJECT: Personal Travel to Critical Human Intelligence Threat
Post Country(ies)

In accordance with 12 FAM 265.2, you are hereby advised of the intended travel to a country with a critical human intelligence threat post. Missions in countries to be visited will respond to this notification only if there is objection to the trip or any aspect thereof.

1. Name of Traveler:
2. Date/Location of Birth:
3. Passport Number and Type:
4. Employing Department or Agency:
5. Title/Functional Position:
6. Names of accompanying dependents (date(s)/place(s) of birth, passport number(s)):
7. Purpose, itinerary, dates, and means of travel:
8. Address in each country on itinerary:
9. Tour, group, or traveling companions:
10. If traveler or companion has relatives or friends in countries on itinerary, give name, relationship, address, and phone number (if known) and indicate whether contact is to be made:
11. If, under the laws of the country(ies) to be visited, the traveler has

been or might still be a citizen of that country, please give details:
You may also give additional details as appropriate.

SECRET/NOFORN

(When Completed)

DECLASSIFY: OADR