

<p style="text-align: center;">ARIZONA Department of Emergency and Military Affairs POLICY LETTER</p>	POLICY LETTER NO. 80.02	
	DATE 3 Sep 21	OPR: NGAZ-JNT
SUBJECT: Non-Government Foreign Travel Policy	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	
<p>1. General: Warning for DEMA employees traveling outside of the United States and its possessions for non-government related purposes.</p> <p>2. Applicability: This policy applies to Active Guard Reserve (AGR) Soldiers and Airmen, Federal Dual- Status Technicians, Civilian Title 5 Federal Employees, traditional Drill Status National Guard members, National Guard Members on Active Duty Operational Support (ADOS), and Department of Emergency & Military Affairs (DEMA) State employees with access to classified information or who hold a sensitive position.</p> <p>2.1 All persons traveling outside the United States and its possessions are subject to the laws of the host country. Refrain from wearing any United States military uniform during travel to, from, or while in the host country unless necessary for the conduct of official business. Additional adherence to laws and regulations can be applicable based upon duty status.</p> <p>2.2 Many U.S. citizens safely visit foreign countries each year for study, tourism, and business. The following resources are available prior to travel:</p> <ul style="list-style-type: none"> a. The United States Department of State, Travel Warnings at: www.state.gov b. Passport information/requirements for specific countries: http://travel.state.gov c. Smart Traveler: https://step.state.gov <p>3. Procedures: Employees, to whom these provisions apply, will be afforded the necessary time to accomplish the below pre-requisites at least 30 days prior to travel, unless travel is booked within that 30-day window:</p> <ul style="list-style-type: none"> a. Complete the Antiterrorism (AT) Level I training located on Joint Knowledge Online (JKO) at https://jkodirect.iten.mil/Atlas2/page/login/Login.jsf . The training is valid for 12 months and must subsequently be renewed. Non-CAC holders/DEMA state employees may access the training via the Military/Government Personnel Registration (NOTE: an active e-mail address with the following domains: “.gov or .mil” will be required for registration). Forward a copy of the AT Level 1 certificate with the completed 10-Step document. b. Review the Deliberate Risk Assessment, DD Form 2977, to obtain the form please contact your State, Unit, or Wing Anti-Terrorism Officer (ATO). c. Receive a mandatory country threat brief from your State, Unit, Wing Antiterrorism Officer (ATO), or Air Force Office of Special Investigations (AFOSI). The brief should focus on the threat and security situation of the country being visited. d. Complete the Antiterrorism ten Step travel form posted on GKO (Army NG / G3 Operations / Protection Branch / G2 Documents tabs). Upon completion, submit the form to the State, Unit, or Wing ATO. Installation ATOs are as follows: 		

- 161st Air Refueling Wing (ARW) ATO/Security Force Chief at (602) 302-9409
- 162W ATO/Security Force Chief at (520) 295-7152
- Arizona Army National Guard (AZARNG) AT/FP at (602) 267-2117
- DEMA/JTF-AZ - T/LE ATFP at (602) 267-2451

e. Active Guard Reserve (AGR) Soldiers and Airmen, Federal Dual- Status Technicians, and Title 5 Federal Employees must obtain an approved leave form, as determined by their respective services or technician/civilian employment requirements, specifically authorizing non-official travel to foreign countries. First-line supervisors will approve non-official foreign travel. Additionally, first-line supervisors will assist employees in completing the prerequisites established in this policy when necessary and assess emergencies on a case-by-case situation.

3.1 If applicable, Army and Air personnel will review and update their ISOPREP Profile within 90 days of travel. This requirement includes personnel traveling in a TDY, PCS, temporary change of station, and leave status, IAW AR 525-28. Army personnel can contact the G3-Protection office or the appropriate Wing office for AF personnel to review travel requirements <https://prmsglobal.prms.af.mil/prmsconv/ProFile/PROFile>.

3.2 DEMA State employees with access to classified information or who hold a sensitive position must:

a. Obtain an approved leave form, as determined by their respective services or employment requirements, specifically authorizing non-official travel to foreign countries. It must be approved by the appropriate division director.

b. Report foreign travel, IAW Security Agent Directive. To obtain the Required Foreign Travel Reporting Form, please contact the DEMA Terrorism/Law Enforcement Force Protection Officer.

4. Authority: Employees to whom this policy applies may be subject to administrative and/or disciplinary action in the event of non-compliance under relevant governing authorities.

5. Requests for Information: DEMA Terrorism/Law Enforcement Force Protection Office at (602) 267-2451.



KERRY L. MUEHLENBECK
Major General, AZ NG
The Adjutant General

DEMA AZNG OCONUS 10 STEP TRAVEL FORM

1. Rank/Name:
2. Unit of Assignment:
3. Supervisor/Commander:
4. Travel Destination(s):
5. Dates of travel:
6. Receive updated country brief for the region(s) you are visiting?: **YES/NO**
 - *JTF-AZ ATO/TLE at (602) 267-2451*
 - *161st Air Refueling Wing (ARW) ATO/Security Forces at (602) 302-9409*
 - *162W ATO/Security Forces at (520) 295-7152*
 - *Arizona Army National Guard (AZARNG) AT/FP at (602) 267-2117*
7. Review the Department of State Travel Threat Advisory, Enrolled in the Dept. State STEP SMART Traveler Program?: **YES/NO**
8. Conduct a Threat Self-Risk Assessment DD Form 2977?: **YES/NO**
9. Complete Annual AT LVL I certification within the current training year?: **YES/NO**
10. Contact G2 PERSEC Office to Report Foreign Travel?: **YES/NO**

Traveler's Signature

Date

Supervisor/Commanders Signature

Date