

**Pre-Travel Approval Form**

Office of National Security, Office of the Immediate Secretary, Washington, D.C. 20201

Please complete the attached questionnaire for both personal and official travel. Once you have completed the form, please submit your email to PersonnelSecurity@hhs.gov and ONS_Global_Engagements@hhs.gov at least 30 days prior to any travel outside of the United States. The Office of National Security (ONS) will review your submitted questionnaire and will contact you if a follow-up appointment is necessary. This requirement is mandatory for individuals currently holding national security clearances and occupying sensitive positions, as stipulated by SEAD 3 guidelines.

Please refer to Page 2 for further details and to access the link to the Office of the Director of National Intelligence (ODNI).

Name	STAFFDIV/OPDIV
------	----------------

Office Phone	Dates of Travel (mm/dd/yyyy) From: To:	Country or Countries Visited
--------------	--	------------------------------

Modes of Transportation and Identity of Carriers	Passport Data
--	---------------

Purpose of Travel

☐ Tourism ☐ Non-HHS Business/Professional ☐ Education ☐ Family/Friends ☐ Volunteer Activities

☐ Other (explain):

Names and Association (*Business, Friend, Relative, etc.*) of Foreign National Traveling Companions

If Applicable, Planned Contacts with Foreign Governments, Companies or Citizens During Foreign Travel and Reason for Contact (*Business, Friend, Relative, etc.*)

Full Name	Citizenship	Position Title (if applicable)
-----------	-------------	--------------------------------

Phone Number	Email
--------------	-------

Phone number and email where you can be reached while out of the country

Phone Number	Email
--------------	-------

Emergency Point of Contact (Please provide an Emergency Contact that is not traveling)

Name	Address
------	---------

Telephone Number	Relationship
------------------	--------------

Additional Comments

Authorities, purpose, and applicability can be found by selecting this link: <https://www.dni.gov> or see below.

Signature of Employee	Date of Submission (mm/dd/yyyy)
-----------------------	---------------------------------

(continued on next page)

SEAD 3 Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position

AUTHORITY: The National Security Act of 1947, as amended; Intelligence Reform and Terrorism Prevention Act of 2004, as amended; Executive Order (EO-13764), as amended; EO 12968, *Access to Classified Information*, as amended; EO 13467, as amended *Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information*; EO 13549, *Classified National Security Information Program for State, Local, Tribal and Private Sector Entities*; Presidential Decision Directive/NSC-12, *Security Awareness and Reporting of Foreign Contacts*; Performance Accountability Council memorandum, *Assignment of Functions Relating to Coverage of Contractor Employee Fitness in the Federal Investigative Standards*, 6 December 2012; and other applicable provisions of law.

PURPOSE: This Security Executive Agent (SecEA) Directive establishes reporting requirements for all covered individuals who have access to classified information or hold a sensitive position. Nothing in this Directive should be construed to limit the authority of agency heads to impose additional reporting requirements in accordance with their respective authorities under law or regulation.

APPLICABILITY: This Directive applies to any executive branch agency or covered individual with access to classified information or who hold a sensitive position.

SECURITY MANAGER DATABASE: All forms collected will be maintained in the Personnel Security database, Security Manager, which is owned and operated by the Office of National Security (ONS) with limited access for HHS security staff only. Additionally, Security Manager is a Federal government approved security management database for storing personal identifiable information (PII) and other sensitive information. All foreign contact(s), foreign travel, and other reporting requirements are collected per SEAD 3 requirements. Generally, you would report this information during your *initial background investigation or periodic reinvestigation*. However, per SEAD 3 requirements, the information is required as it is obtained. **Please note that for foreign contact reporting, you are required to report your *initial* contact (described as close and continuing or sharing of personal information). After you report your *initial* foreign contact, you are required to update your foreign contact information when the frequency of contact changes i.e., increase, decrease or cease.**

PRIVACY IMPACT ASSESSMENT (PIA): Please contact HHSCybersecurityPolicy@hhs.gov for questions regarding the Privacy Impact Assessment (PIA) on file. Security Manager PIA - P-6740463-967309.

SYSTEM OF RECORDS NOTICES (SORN): To learn more about the SORN for the Security Manager database, please refer to SORNs 09-90-0777 - Facility & Resource Access Ctrl Records and 09-90-0020 - Suitability for Employment Records.