

**UNM INDUSTRIAL SECURITY OFFICE
OUT OF COUNTRY TRAVEL REQUIREMENTS/RECOMMENDATIONS**

If the employee traveling out of the country falls under the below categories, they **must** meet with the **Manager of Industrial Security (Deb Kuidis)** prior to and upon their return for a briefing.

1. If the employee is working on a classified or DOD (Department of Defense) contract.
2. If the employee is working with unclassified but sensitive material, i.e. material that is deemed export control.
3. If the employee is traveling to any embargoed country. Embargoed countries are listed on <http://www.travel.state.gov/>.

If an employee is traveling on business and fits the above criteria, I need their name, DOB, travel destination to include stops along the way, contract number they are working on and purpose of travel, such as attending a conference or presenting at a conference. Presentation must be reviewed prior to travel.

If the employee is traveling out of the country for business or personal reasons and does not fit the above criteria, but wants to know safety precautions and country specific information, please have them review the above website. No briefing will be required. A debriefing would be required upon their return if they wanted to report anything out of the ordinary such as suspicious contacts, requests for information, unsolicited emails, airport detention, or surveillance detection.

An example of travel preparation information, which I provide in my briefings include:

1. Sterilize laptops, cell phones, and PDA's (personal digital assistant). Leave only software on laptop. Put data on a thumb drive and keep it in your possession. Information may be stolen through hotel internet access. Have IT's check laptop and scrub it upon return to work.
2. Take Doctor's written prescriptions for your medication, eye glasses or contacts. Keep medications in original prescription bottles.
3. Keep original and a copy of passport with you.
4. Keep copies of credit cards, driver's license, and passport at home and on your person on trip.
5. Provide trip itinerary to someone in U.S.
6. Always assume that because you work at a research university that you may be a target for those who want information now and in the future.

My email is dkuidis@unm.edu and direct line is 277-0732 if you or anyone has any questions.