FOREIGN CONTACT WORKSHEET

Authority: 5 U.S.C. 301, Departmental Regulations; National Security Act of 1947, as amended, 50 U.S.C. 401, et.seq.; E.O. 9397 (SSN); E.O. 12333; DoD 5240.1-R, Procedures Governing the Activities of DoD Intelligence Components That Affect United States Persons

Purpose(s): Information is used to assign, categorize and administratively track foreign travel, contacts, and incidents or concerns; monitor, analyze, and track counterintelligence activities; prepare and

pursue investigations involving counterintelligence activities; and to collect data regarding unusual or suspicious events at or near agency facilities.

Routine uses: In addition to the statutory disclosures permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records may specifically be disclosed outside the agency as a routine use pursuant to 5 U.S.C. 552a(b)(3). Disclosures may be pursuant to DoD `Blanket Routines Uses' published in the Federal Register at the beginning of the agency compilation of systems of records notices.

Disclosures: Disclosure of information is voluntary; however, failure to provide complete information may delay processing of the form.

Falls under B-RCS-700-03 for records retention.

Employee Information								
SSN (last 4):		First Name	:			La	ıst Nam	ne:
	Foreign Contact Details							
Previously F	Reported:	Yes	No	No Anticipated Contact				
Cessation of Contact:		Yes	No	Travel Com	panion			
USG Official	Business:	Yes	No					
Reason for	Contact:							
Name – Fir	st:			Mi	ddle:		Last:	
Alia	as:				Sex:			
Birthdate Know	n:							
Birth Count	ry:				Bir	rth City:		
Surname Tel	ecode(s):							
Given Name Tel	ecode(s):							
	Ci	tizenship(s)						Relationship
Other Relationship:								
Relative	Type:							
				Foreign Co	ontact Add	ress		
Street Line 1:								
Street Line 2:								
City:				State/Province	e:			Postal Code:
Country:								
Foreign Contact Employer Details								
Employer:							Positio	n:
Street Line 1:								
Street Line 2:								
City:				State/Province	ce:			Postal Code:
Country:								

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FOREIGN CONTACT WORKSHEET

	Contact Details		
Frequency:	Did you exchange contact info:	Yes	No
Contact Methods:			
Other Details: Enter any additional details and/or relationship changes regarding this contact (Required if 'Other' Contact Method is selected)			

First Contact					
Any method of contact (i.e In-person, Phone, Email, Social Media etc).					
Date:					
City:					
State/Province:					
Country:					

Last Contact					
Any method of co	ontact (i.e In-person, Phone, Email, Social				
Date:					
City:					
State/Province:					
Country:					

Contact Information				

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FOREIGN CONTACT WORKSHEET

Security Questions								
Did the foreign nat	Yes	No						
Details:								
Are you aware of a their relatives or ac	ny known political, military and/or intelligence activities or affiliations by this contact (or equaintances)?	Yes	No					
Details:								
Did the foreign con	stact express an undue interest in you, your employer, or the type of work you do?	Yes	No					
Details:								
Is/was the foreign	contact aware of U.S. Government employment, affiliation, and/or clearance status?	Yes	No					
Details:								
Did you feel uncom	nfortable in any sense while in the presence of the foreign national?	Yes	No					
Details:								
Did the foreign con	tact offer to arrange any special treatment for you?	Yes	No					
Details:								
Did the foreign con	ntact pay for anything or provide you with any gifts?	Yes	No					
Details:								
Do you have any acreported?	dditional security or counterintelligence concerns regarding the foreign national(s) you	Yes	No					
Details:								
Do you have plans	Yes	No						
Details:								

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