

# Defense Logistics Agency Instruction



DLAI 4315  
August 11, 2003  
Modified December 3, 2009  
DES-SO

## Travel Threat Briefing

References: Refer to [Enclosure 1](#).

1. PURPOSE. To ensure all DLA personnel traveling, departing, or temporarily transiting through or to another Geographic Combatant Commander's (COCOM) AOR are provided Antiterrorism Awareness Training and Travel Threat Briefings IAW COCOM requirements prior to travel and current completion of Level I Antiterrorism Awareness Training. At a minimum Antiterrorism Awareness briefings will be conducted by Level II trained Antiterrorism Officers. The briefings will include: Geographic COCOM requirements for travel within their AOR, how to identify threats to travelers and proven security techniques that lessen the possibility of becoming a terrorist target.

2. APPLICABILITY. This Process Chapter applies to all civilian employees, military members, contractors (under the terms and conditions as specified in the contract) and dependent family members ages 14 years and older.

### 3. POLICY.

a. It is DLA's policy to comply with DoDI 2000.16, DoD Antiterrorism (AT) Standards and Geographic COCOM requirements to ensure all civilian employees, military members, contractors (under terms and conditions as specified in the contract) and dependent family members ages 14 years and older traveling to another Geographic COCOM AOR receive Antiterrorism Awareness Training and a Travel Threat Briefing IAW COCOM requirements prior to travel and current completion of Level I Antiterrorism Awareness Training.

### 4. RESPONSIBILITIES.

#### a. Responsibility for travelers:

(1) Travelers not utilizing DTS for travel authorizations must either call or email their local Antiterrorism/Force Protection Officer, indicating their intention to travel. The traveler's request should state traveler(s)' name, telephone number, and foreign travel itinerary.

#### b. Responsibility for ATO:

(1) The ATO will provide a briefing to the traveler upon receiving a request from the traveler or notification from DTS based on the submitted itinerary of the traveler.

5. PROCEDURES.

a. Brief Traveler – The ATO will conduct the travel threat briefing at the scheduled time. Briefings for all other personnel will be conducted at a location determined by the ATO. The traveler will receive a copy of the CJCS Guide 5260 “Antiterrorism Personal Protection Guide: A Self-Help Guide to Antiterrorism”, and CJCS Staff Pocket Card 5260 “Antiterrorism Individual Protective Measures” folding card. The traveler will also be directed to review country-specific information on the Central Intelligence Agency and U.S.State Department web sites. <http://www.odci.gov/cia/publications/factbook/index.html> and <http://travel.state.gov/>.

Refer to [Enclosure 2](#).

b. Upon completion of the briefing, the traveler will be provided a memorandum attesting to the date of his/her Antiterrorism Awareness Training and Travel Threat Briefing IAW COCOM requirements prior to travel and current completion of Level I Antiterrorism Awareness Training. Traveler will provide a copy of this memorandum to the personnel preparing the appropriate Theater and/or Country Clearance request and attach as a substantiating record to the travel authorization in DTS.

6. EFFECTIVE DATE. August 11, 2003.

Director, DLA Enterprise Support

Enclosure 1  
References

1. <http://www.dtic.mil/whs/directives/corres/pdf/200012p.pdf>, DoD Directive 2000.12, DoD Antiterrorism (AT) Program
2. <http://www.dtic.mil/whs/directives/corres/pdf/200016p.pdf>, DoD Instruction 2000.16, DoD Antiterrorism (AT) Standards <http://www.dtic.mil/whs/directives/corres/html/775007m.htm>
3. <https://atlevel1.dtic.mil/at/>, Joint Staff AT Level I Awareness Training
4. Applicable COCOM AT Plans

Enclosure 2  
Documents

CJCS Guide 5260 “Antiterrorism Personal Protection Guide: A Self-Help Guide to Antiterrorism”, 1 February 2008.



CJCSg5260 Feb  
08.pdf

CJCS Staff Pocket Card 5260 “Antiterrorism Individual Protective Measures” folding card.



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