

SEP 23 2011

CT SOP
June 2011
OPR: DTRA/OP-CTIO

SUBJECT: Cooperative Threat Reduction (CTR), Travel Standards of Conduct

Reference: (a) *Cooperative Threat Reduction (CTR) Standard Operating Procedure*, Travel Standards of Conduct, September 1, 2005
(b) *Defense Threat Reduction Agency On-Site Inspection (OS) Travel Standards of Conduct*, DTRA OS 5240.1, March 1, 2004

1. PURPOSE. This written guidance establishes policy, standards, and procedures for conduct while on travel status for the Cooperative Threat Reduction (CTR) program.
2. APPLICABILITY. This written guidance applies to all CTR employees and to any other government employee on travel funded by the CTR Program or under CTR issued travel orders. This written guidance is applicable for the duration of an individual's travel status.
3. POLICY. The CTR Program has an important and visible mission under U.S. national security policy. To ensure the success and credibility of CTR in executing this mission, all personnel must exhibit the highest standards of character, integrity, and conduct at all times. As a team member traveling on a United States Government (USG) sponsored mission, you are a representative of the USG and as such are required to act accordingly. Failure to meet these standards impairs the CTR mission and reflects unfavorably on the USG.

The Team Leaders are responsible for establishing and enforcing the Standards of Conduct. Because you represent the CTR Program and the USG, you must observe these standards of conduct and the instruction of the Team Leader at all times when on travel, including working and non-working hours. This is a more restrictive standard than that applicable when not on travel status, reflecting the highly conspicuous nature of travel and the CTR mission. Failure to abide by these standards may result in disciplinary personnel action, such as restriction of travel privileges, suspension, or termination. The Team Leader also has authority to send a team member home for any violation or presumed violations of these Standards of Conduct.

Team Leaders are also responsible for ensuring groups adhere to Embassy specific guidelines, such as the Regional Security Officer briefings and communications requirements. Team Leads should discuss these with US Embassy representatives (DTRO Chiefs and/or Defense Attaché Office) and carefully review the Clearance Request Approval instructions before departure as the Embassy has authority to provide guidance on operating rules to traveling teams, and has authority to direct immediate departure of any USG employee or contractor. Whenever possible, Embassy representatives will discuss situations with Director, CTR and the Program Manager prior to taking action.

In addition to abiding by these regulations; if travelers observe a member of your team engaging in an inappropriate or unauthorized activity, they are responsible for bringing it to his or her attention and for notifying the Team Leader. Also, if an incident (an accident, interaction with local police, etc.) occurs, travelers are required to notify the Team Leader, the U.S. Embassy (DTRO or DAO) and Program Manager as soon as possible, and the Team Leader must inform DTRA/SC within one business day of your return from travel. With proper, timely notification, CT and U.S. Embassy leaders can help ensure safety and mitigate the effects of incidents or unacceptable behavior.

4. STANDARDS OF CONDUCT.

4.1. Communications.

4.1.1. Team Leads will report arrival, movements and departure in country to their respective US Embassy representatives (DTRO/DAO).

4.1.2. Team Leads will report arrival and departure, via telephone or email, for each site to the DTRA Operations Center. If on extended TDY, report to DTRA Operations Center at least once per week. The DTRA Operations Center can be reached at 703-767-2003 or dtraoperationscenter@dtra.mil.

4.2. Two-Person Rule.

4.2.1. While on travel, any traveler must be accompanied by another member of the CTR travel team or a U.S. Embassy representative (e.g. DTRO or DAO) at all times, unless within the lodging facility or in a facility controlled by the USG. Further exceptions may be granted by the Team Leader on a per case basis.

4.3. Personal Behavior.

4.3.1. Treat all people with proper respect and courtesy at all times, and avoid confrontation. Abide by U.S. laws, those of the host country, provisions of applicable treaties or international agreements, and applicable Department of Defense, DTRA, and CTR policies, instructions, and regulations. In addition, the following are prohibited:

- Any activity intended for personal gain or profit;
- Unauthorized use of official or diplomatic preference, privilege, or processes;
- Any activity related to, or that may give the impression of, intelligence gathering, including unapproved or non-mission-related photography of sensitive sites;

- Acting as an intermediary in a transaction (financial, transport of goods, etc.) between entities (individuals, companies, etc.), including those in the United States except as part of official duties;
- Black market activities;
- Unauthorized currency exchange or other financial transactions;
- Bartering of goods;
- Acceptance of gifts other than the exchange of mementos acceptable under the Joint Ethics Regulation;
- Purchase of goods with anything other than legal tender normally accepted in the country (Correct Currency); and
- Obtaining goods for resale, barter, or other non-personal use.

4.4. Personal Appearance.

- 4.4.1. Present a neat and professional appearance. Prior to the trip and during its execution, the Team Leader will establish a dress code appropriate for the mission and work to be performed. In most cases, conservative business clothing (coat and tie for men, comparable business wear for women) is appropriate for meetings. Professional, but less formal, clothing may be appropriate for visits to industrial sites, facilities under dismantlement or renovation, or buildings in significant disrepair. You must plan and pack for extremes in weather and temperature.

4.5. Alcohol.

- 4.5.1. In general, consumption of alcohol during duty hours is prohibited. However, the Team Lead may authorize limited, ceremonial consumption of alcohol on the condition that such consumption neither adversely affects the mission nor reflects adversely on CTR or the USG.
- 4.5.2. The Team Leader must brief the team on the conditions and limitations of alcohol consumption prior to any event at which alcohol will be consumed. NO INDIVIDUAL IS EVER REQUIRED TO DRINK ALCOHOL.
- 4.5.3. During non-working hours, consumption of alcohol must be in moderation. Any level of consumption that adversely affects safety, behavior, judgment, or performance of subsequent duties is excessive.
- 4.5.4. Since the Team Leader is accountable for policy compliance and the conduct of team members, he or she may further restrict the consumption of alcohol outside working hours.

4.6. Personal Relationships.

4.6.1. Since CTR Program travelers are conspicuous, you must avoid any impression of impropriety. Romantic, intimate, or sexual relations with citizens or residents of CTR cooperative partner countries are strongly discouraged. Romantic, intimate, or sexual relations among team members also are strongly discouraged. Foreign security services are known to use the enticement of such relations to exploit foreign officials. As such, any relationship with foreign nationals or U.S. expatriates must be reported to DTRA/SC as soon as possible. If you have a Top Secret/SCI clearance, please contact DTRA/SC for further reporting requirements.

4.6.2. The following are prohibited:

- The use of prostitutes;
- Any interaction with individuals who may reasonably be assumed to be working as prostitutes

4.6.3. Notify the Team Leader and Program Manager of any violation of this standard as soon as possible. Team Leaders will inform DTRA/SC within one business day of return from travel.

4.7. Personal Belongings.

4.7.1. Avoid bringing unnecessary personal belongings when traveling. In particular, travelers are discouraged from bringing high value items or items that invite scrutiny from customs or border security personnel. Bring over the counter medications or those for which you have valid, personal prescriptions. For prescription medication, have the medication in the original container as provided by the pharmacy or doctor. Do not transport pornographic material.

4.8. Non-Work Activities.

4.8.1. Your focus while on travel status is the CTR mission. The Team Leader is responsible for planning travel to accomplish the mission in the minimum, reasonable period, for establishing non-working hours, and for establishing any restrictions on personal activity (beyond those in this guidance). Personal activities conducted outside working hours must not have an adverse effect on the mission, travel arrangements, or other team members. In addition, personal activities must not reflect negatively on the travel team, the CTR Program, or the USG.

5. ENFORCEMENT. Failure to abide by these standards of professional conduct could result in the compromise of DTRA-CTR missions and other related missions and

jeopardizes USG relationships. Personnel who fail to adhere to these standards of conduct may face unfavorable actions such as restriction of travel privileges, suspension/revocation of security clearance, and termination of employment. In addition, military personnel may be subject to disciplinary action under the Uniform Code of Military Justice and/or other action as deemed appropriate by the Director, Cooperative Threat Reduction.

6. EFFECTIVE DATE. This guidance is effective from date signed, until cancelled or superseded by the Director, CTR.



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Director
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