



UNITED STATES NUCLEAR REGULATORY COMMISSION

Yellow Announcement: YA-18-0025

Date: February 27, 2018

Expiration Date: October 8, 2021

TO: All NRC Employees

**SUBJECT: CHANGES TO MANAGEMENT DIRECTIVE 12.3, FOREIGN TRAVEL
REPORTING**

Management Directive (MD) 12.3, "NRC Personnel Security Program," requires all NRC employees, consultants, experts, panel members, contractors, and licensees to abide by the personnel security reporting requirements set forth therein. A list of all specified reportable events may be found on page 20 of MD 12.3, Section II, "Investigations and Determining Eligibility for Access Authorization," Paragraph J, "Personnel Reporting Requirements." The reporting responsibility is an important part of the "continuing evaluation" process to maintain eligibility for an NRC security clearance/access authorization. Individuals must report to the Personnel Security Branch (PSB) within 5 days of a specified event occurring. Failure to timely report the information could result in disciplinary action and/or affect eligibility for a security clearance. One of the requirements is to report any travel to foreign countries for which the U.S. Department of State (DOS) has issued a travel warning.

The DOS recently revised its travel warning system for Americans abroad in an effort to streamline information on threats overseas and present it in a clearer, more user-friendly fashion. As a replacement for travel warnings and travel alerts, DOS has combined country-specific travel advisories as well as visa information onto one country page. The new system provides a travel advisory at one of four levels for each country:

- Level 1 — Exercise Normal Precautions — lowest level of risk
- Level 2 — Exercise Increased Precautions — heightened risk
- Level 3 — Reconsider Travel — avoid travel due to serious risk
- Level 4 — Do Not Travel — highest level, with greater likelihood of life-threatening risks

For more information about the State Department Travel Advisories, visit:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

Because of the DOS revisions to its travel advisory system, effective immediately, all NRC employees, consultants, experts, panel members, and cleared contractors and licensees are required to report unofficial (personal) foreign travel to Level 3 and 4 countries prior to departure or within 5 days of return. Level 1 and 2 countries do not need to be reported. This interim guidance will be updated after new final guidance is determined.

Please report unofficial foreign travel to Level 3 and Level 4 countries prior to departure or within 5 days of return to the Office of Administration, Division of Security and Facilities, Personnel Security Branch (PSB) by e-mail to [PSB Reporting Resource](#).

/RA/

Mary C. Muessle, Director
Office of Administration

Management Directive Reference: 12.3, "[NRC Personnel Security Program](#)," Handbook Section II.

CHANGES TO MANAGEMENT DIRECTIVE 12.3, FOREIGN TRAVEL REPORTING,
DATED 3/9/2018**DISTRIBUTION:**

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