MEMORANDUM FOR: All NOAA Travelers

FROM:      Joseph F. Klimavicz  
NOAA Chief Information Officer &  
Jon P. Alexander  
Director, Finance Office/Comptroller

SUBJECT:        Travel Advisory 08-9  
             Interim Guidance on Safeguarding Data While

on Foreign Travel/Updated Defensive Travel

Briefing

Effective immediately, employees who possess portable information technology (IT) devices while on foreign travel must turn the device into their servicing IT Helpdesk at least 5 days prior to departure in order for it to be scanned. Upon returning from foreign travel, the device must be returned to the servicing IT Helpdesk prior to reconnecting it to a DOC or NOAA work environment. Employees will receive an

e-mail notification from their servicing IT Helpdesk when the device is ready for use.

Under the interim guidance (http: ) drafted by NOAA’s Chief Information Office (CIO), certification on the travel authorization and travel voucher that the device has been scanned is not required. It is important for employees and approving officials to be aware of DOC’s mandate to secure information technology on portable devices and to abide by the guidance laid out in this advisory as well as the interim guidance.

Effective August 1, 2008, employees traveling on foreign travel must conduct the on-line U.S. Department of Commerce (DOC) Foreign Travel Briefing: <http://www.corporateservices.noaa.gov/~finance/Foreign%20Travel%20Briefing%20Aug%206%2008.pdf>

Employees who conduct the on-line briefing will be provided with a “Certificate of Completion” which must accompany all foreign travel packages when sent to the NOAA Travel Office (NTO) for final processing. Please note, the NTO will only accept “Certificate of Completions” for the briefing when it’s dated August 1, 2008 or later. This date reflects the most current version of the briefing.

This is also a reminder that **all** foreign travel authorizations must be sent to the NTO – even when visas are not required. This process:

1)ensures that all employees travelling abroad have

conducted the foreign travel briefing;

2)ensures that an up-to-date version of the “Certificate

of Completion” is on file in the NTO; and

3)supersedes DOC’s previous requirement to certify that

the briefing has been completed on travel authorizations

and travel vouchers.

If you have questions in regards to securing portable IT devices while traveling abroad, please contact your servicing IT Helpdesk Representative. If you have questions regarding the Defensive Travel Briefing, please contact Chasity Donaldson via e-mail [Chasity.N.Donaldson@noaa.gov](mailto:Chasity.N.Donaldson@noaa.gov) or via phone: 301-444-2126.