



October 24, 2017

MEMORANDUM FOR: All NOAA Travelers

FROM: Kim A. Darling *Kim A. Darling*  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 2  
Revised Chapter 306, Foreign Travel

**The purpose of this travel transmittal is to provide:**

- The updated NOAA Travel Regulation (NTR), Chapter 306 (Foreign Travel), which now aligns with the new E2 system, and
- Foreign travel reminders to help ensure that employees are being ticketed on time and that they have the necessary documentation when traveling abroad on official temporary duty (TDY) travel.

**Foreign Travel Briefing (FTB) Requirement.** Employees performing official TDY travel to foreign locations are required by the Department's Office of Security to conduct a FTB annually. The FTB can be accessed at: <https://doc.csod.com/client/doc/default.aspx>. In order to ensure compliance, the NOAA Travel Office (NTO):

- Sends all Line/Staff Office Financial Management Centers (FMCs) a *Passport/Foreign Travel Briefing Certificate report* each month to identify which employees need to update their FTB and/or official passport; and
- Is on the routing list in E-2 to approve all foreign travel authorizations (TAs) for employees who have an up to date FTB on file at the NTO.

**E-2 & Foreign Ticketing.** An up to date FTB should always be uploaded and attached to each foreign TA/travel reservation made in E-2. TAs for employees who do not have an up to date FTB on file at the NTO will be rejected and returned to the employee. Since airlines place tight time restrictions on most non-refundable tickets, it is critical for employees to always attach their FTB to each reservation in E-2 in order to avoid having their ticket canceled by the airlines.

**A Complete Foreign Travel Package** consists of:

- A **completed** 'Foreign Travel Checklist' which can be found on the NTO's website: <http://www.corporateservices.noaa.gov/finance/FT.html>. Please ensure that the travel arranger's name, phone number and complete address are annotated on the checklist so that the NTO knows who to contact if there are any issues and where to return the

package when it's complete;

- **One photocopy of the approved TA.** An unapproved TA is acceptable if it is not approved at the time the package is sent to the NTO for processing. However, an approved TA must be submitted to the NTO immediately following approval. **The NTO requires either or to accompany ALL foreign travel packages;**
- **Either an up to date official passport or a 'passport application package'** (<http://www.corporateservices.noaa.gov/finance/FT.passport.html>) which consists of the expired passport, a passport application form, one passport photo, and a passport letter; and
- **Applicable visa applications**, when a visa is required, along with visa photos and/or letters of invitation. Please visit the NTO Foreign Travel Website and review 'Official Visa Requirements/Visa Applications'. Please note, employees should not follow the Department of State visa requirements since they apply to personal passport holders and not official.

**Incomplete Foreign Travel Packages** will cause delays in the processing of a foreign travel package which may result in the trip being delayed or canceled. Whenever there is missing information/documentation, both the employee and the document preparer will be notified via email and the **foreign travel package will not be processed until the missing information/documentation is received by the NTO.**

**Posting/Effective Date.** The provisions of this transmittal are effective October 17, 2017 and are posted on the following website:

<http://www.corporateservices.noaa.gov/finance/TR.NOAAreg.html>.

**All inquiries** on the foreign travel process should be directed to your servicing Foreign Travel Contact which can be found on the NTO's website:

<http://www.corporateservices.noaa.gov/finance/FT.html>. In addition, the NTO will be scheduling foreign travel training to both the FTCs as well as the FMCs over the next several months. Emails will be sent out sometime in November to schedule the training. Please visit our web page to view and/or to update your copy of the NTR. Please contact Chasity Grimm if you have any questions regarding the NTR, Chapter 306 update:

- [Chasity.N.Grimm@noaa.gov](mailto:Chasity.N.Grimm@noaa.gov)
- (301) 444-2129