

# NOTIFICATION OF FOREIGN TRAVEL (NFT) SYSTEM

## REFERENCE GUIDE FOR PREPARERS

The NFT database is a web-based system used HHS-wide.

Web site: <http://ogha.psc.gov/ogha/> -- use Internet Explorer.

To enter an NFT, click on the "NFT Form" link from main menu. Up to 6 travelers may be entered on the same NFT, if the travelers have identical travel dates, destinations, and reasons for travel.

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### Completing the NFT form:

*"Travelers' Information" section...*

Official USG Passport - Indicate "yes" if traveler has an official (brown) passport or is in the process of applying for an official passport. Indicate "no" if traveler does not qualify for an official passport because they are not a US citizen or not an FTE employee. If no, include a note in comments section (ex. traveler is not a US citizen or traveler is not an FTE employee). For information on applying for an official passport, see FIC website <http://www.fic.nih.gov/programs/international/visa.htm>.

Employee Status – Choose from GS (General Schedule employee), PHS-CO (Public Health Service Commission Officer), Contractor, or Other (such as IRTA, CRTA, Visiting Fellow, Special Volunteer, Guest Researcher, or Title 42 employee).

*"Organization/Trip Information" section....*

Has the Country Clearance Cable been prepared? – Answer "yes" to this question. FIC will prepare and submit the country clearance cable on behalf of NIH.

Multilateral travel activity – If travel is associated with an activity/event sponsored by a multilateral organization [ex. World Health Organization (WHO), Pan American Health Organization (PAHO), Organisation for Economic Co-operation and Development (OECD), World Bank (WBank)], select "yes." Then using the drop-down menu, select the appropriate multilateral organization from list. Enter the multilateral meeting title. Some multilateral meeting travel is invitational – HHS experts receive letters of request to participate in an event sponsored by a multilateral organization. Submit the invitation letter as a PDF document after entering the NFT.

How to submit a letter of invitation from multilateral organization: Letters must be submitted in PDF format. If the letter received from the traveler is not in PDF format, the NFT preparer should convert this document into a PDF file and save the PDF file in one of their folders. (Remember where you put it because you'll need to access it again.) After entering the NFT, log into the NFT system (see login instructions below). Select VIEW button next to NFT. Towards the bottom of the form, there is a BROWSE button. Click on the BROWSE button and find the invitation letter (PDF file). Double click on the file -- it should now be listed in the text box next to the browse button. Finally, click on the UPLOAD button. After submission, the letter will be available for review by all approval officials – as a hyperlink on the NFT under "VIEW."

Preparer's email address – Be accurate and consistent. This is your login username.

Trip departure date/trip return date – Date of departure from duty station and date of return to duty station. These dates may vary from the dates in the “Destination Information” section. For example, the traveler departs the US on May 12, but arrives in Paris on May 13.

Late justification text box – Must be completed if submitting NFT less than 30 days before the traveler's departure from the US; otherwise, leave blank.

“Destination Information” section....

International Emergency Contact Information field – **For each destination, provide the name, street or physical address (do not use PO Boxes), and phone and fax numbers for both the in-country contact person (host) and the hotel (or other lodging accommodations).** Host information also could be the meeting sponsor, conference secretariat, or meeting venue. Also include the name of the meeting and US Embassy address and phone number in this field. This information can be found on the Department of State's web site (<http://travel.state.gov>) at the bottom of the Consular Information Sheet for each country.

Use the following format when completing International Emergency Contact block:  
45th Annual Meeting of the Society of Biochemistry. Contact: Dr. John Doe, University of London, 55 King Street, Suite 215, London W2 17G, United Kingdom, Tel. 44-0-555-5555, Fax 44-0-555-5556; Hotel: Holiday Inn–Grosvenor Square, 99 Grosvenor Square, London 8TL 4R9, United Kingdom; Tel. 44-0-999-9999, Fax 44-0-999-0000; US Embassy-London: 24 Grosvenor Square, London W1A 1AE; Tel. 020-7499-9000.

Destination city – This is the city the traveler is visiting, not the location of the airport. Don't include flight connections as separate destinations unless they are layovers where the traveler is spending the night.

Per diem rate field – Use “Per Diem Rate” search link to obtain per diem rate. Once the rate is entered, it will be used in the total per diem automatic calculation for your convenience. **To save the NFT as a draft or submit the NFT, you must use this predetermined amount. If you wish to change the total per diem amount, log back into the system and update the amount.**

Arrival date/departure date – Dates the traveler arrives and departs from that destination.

Annual leave – Proposed annual leave must be accounted for as a separate destination and purpose. If a waiver to annual leave restrictions is granted by the NIH Director, this must be noted under the explanation section with date of approval.

More than 6 destinations – Since you can only put up to 6 destinations on a NFT, you'll have to do two forms. The “trip departure date from US” and “trip return date to US” should be the same on both forms. (That will keep them together in the system.) Under the international emergency contact section, make a note “NFT 1 of 2” and “NFT 2 of 2.” You can put the total trip cost on the first NFT. On the cost section on the second form, you can put \$1 under the per diem section and note under the explanation section that the total trip cost is on NFT #1.

Travel of 30 days or more - All USG staff who request country clearance at an overseas location to perform extended temporary duty for a period of 30 days or more must complete mandatory personal security training prior to travel. This requirement applies to HHS employees, contractors, and fellows, including individuals on research fellowships

and other exchange programs. Arrangements to comply with the training requirement must be noted on the NFT (under the international emergency contact field), that is, date(s) course(s) completed or registered for. For additional information, see FIC website: [http://www.fic.nih.gov/programs/international/security\\_training.htm](http://www.fic.nih.gov/programs/international/security_training.htm).

*“Reason for Travel” section...*

Select purpose of travel and area of activity from drop-down menus. In “Explanation” text box for each destination, describe purpose of travel, including research topic. For meeting travel, give name and sponsor of meeting. If the traveler is speaking, provide the name of the talk. For site visits or collaborative research, describe projects and provide names of principal contacts. **Do not use abbreviations.**

If annual leave is being used, enter as a separate destination and select “annual leave” for purpose and area of activity from drop-down menus.

For a layover (traveler is spending the night), select “layover” for purpose and area of activity from drop-down menus.

*“Funding Information” section...*

Use drop-down menu to select source(s) of funding [e.g., NIH, foreign, industry, university, or PVO/NGO (private organization or non-government organization)]. When selecting foreign, industry, university, PVO/NGO or other general funding source, fill in “Detailed Funding Information” text box with the actual name of the funding organization.

Total funding for trip should equal total under “cost information” section.

*“Cost Information” section....*

If NFT involves multiple travelers, show the cost for each traveler (Traveler 1, Traveler 2, etc.).

Total cost for trip should equal total funding for trip under “funding information” section.

*“Business class” section...*

Will business class be used for any leg of this trip? If yes, specify the appropriate HHS exception (no space in coach, medical justification, security purposes, inadequate sanitation, overall cost savings, upgrade with frequent flier miles, flying time over 14 hours/urgency of mission) in the business class explanation text block. This requirement includes sponsored business class airfare. If flying time is over 14 hours and urgency of mission prevents a rest stop, provide specific information regarding the urgency of mission. (For example, what specific commitments prevent the traveler from leaving a day earlier and making a rest stop - using coach airfare.)

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Once the information has been entered, click “SUBMIT NFT” to forward NFT to IC approving official or choose “Save As Draft” to save NFT. Each preparer has their own “bins,” which show the status of all NFTs entered. It is linked to the preparer’s e-mail address, as entered on the NFT form.

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**To view or update NFTs or drafts previously entered by preparer:**

Go to <http://ogha.psc.gov/ogha> and select "NFT Login" from the main menu.

Username = preparer's e-mail address (exactly as entered on the NFT form)

Password = PREPARER (use all caps – case-sensitive)

If you can't find the NFT you're looking for in your bin, double-check that your login is correct. Select "SEARCH BY TRAVELER NAME" button at the top of the page. Select "Traveler Last Name" as "Primary Criteria." The "Value" is the traveler's last name. Hit the "SEARCH" button. Then select the "VIEW" button next to the NFT you're looking for. Look at "User Name/Account Name" to see the login for that NFT. Hit "RETURN TO MAIN MENU" and the "LOG OUT" (at the top of the page) to log in again under a different username.

To move up and down through the bins, use the scroll bar on the right side of your screen.

Note to MAC (Apple) computer users: Do not use Internet Explorer to log into the NFT system. Use your default browser, such as Safari or other browser.

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**Definition of approval levels:**

CIOB (Center/Institute/Office/Bureau) = IC approving official

AIO (Agency International Office) = FIC

HHS = Office of Global Health Affairs, HHS

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**Security status:**

NFTs for travel to NATO countries are shown in black.

NFTs for travel to non-NATO countries are shown in green. The NIH security office must clear off on the NFT before FIC can submit the form to HHS.

NFTs for travel to sensitive countries are shown in red. Both the NIH security office and the HHS security office must clear off on the NFT before FIC can submit the form to HHS.

Note: Security clearance is handled automatically via the NFT system – there is nothing that the NFT preparer needs to do.

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**Definition of bins:**

Disapproved/Cancelled NFT = NFTs returned to the preparer from the IC approving official (CIOB) or NFTs that have been cancelled (cancelled NFTs are highlighted in bright blue).

Approved NFT = NFTs that have been reviewed/approved by HHS.

Awaiting Approval = NFTs that are pending with either the IC (CIOB), FIC (AIO), or HHS.

Drafts = Draft NFTs that the preparer has saved.

Confirm Trip and Upload Trip Report = NFTs for trips which dates have passed and need to be confirmed/have trip report submitted.

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**To update or submit an NFT that has been saved as a draft:**

Go to <http://ogha.psc.gov/ogha/>. Click on NFT Login. Your username is your email address and the password is PREPARER. Once you're logged in, scroll down to the draft bin. (Don't search by traveler name.) Click on UPDATE/SUBMIT to make changes to NFT and/or submit NFT. To save changes, select UPDATE button at the bottom of the form. To submit the NFT, click on UPDATE/SUBMIT button, then select SUBMIT button at the bottom of the form.

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**To submit an NFT that has been returned to the preparer (from the "disapproved" bin):**

Go to <http://ogha.psc.gov/ogha/>. Click on NFT Login. Your username is your email address and the password is PREPARER. Click on UPDATE to make changes to NFT. To save changes, select UPDATE button at the bottom of the form. To submit the NFT, select VIEW button from main menu and then SUBMIT FOR APPROVAL button.

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**To make changes to an NFT:**

The preparer may make changes to an NFT after it has been submitted as long as it is pending with the IC approving official (CIOB) or FIC (AIO). To make changes, log into system via the "NFT Login" screen. Once you're logged in, use the scroll bar on the right side of the screen to move down through the bins. (Don't search by traveler name.) Find NFT and select UPDATE button. Make changes to NFT and select UPDATE NFT button at the bottom of the form.

Once the NFT has been submitted to HHS, the preparer should notify the IC approving official (CIOB) of any changes. At this point, the preparer will not be able to update the form. If the CIOB has submitted the NFT to FIC (AIO), the CIOB should notify FIC via e-mail [ficnit@nih.gov](mailto:ficnit@nih.gov) and FIC will send back the NFT for correction.

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**To view an NFT that is pending with HHS:**

While an NFT is pending with HHS, the preparer is unable to view the NFT from their bin. To see the NFT or print a copy of the form during this period, you'll need to use a different login. Go to <http://ogha.psc.gov/ogha/>. Click on NFT Login. Your username is NIH\_VIEW and the password is VIEW. Click on FULL DB SEARCH. Select "Traveler Last Name" as "Primary Criteria." The "Value" is the traveler's last name. Hit the "SEARCH" button. Then select the "VIEW" button next to the NFT you're looking for.

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**To cancel an NFT:**

To cancel a draft or an NFT that is pending with the IC or FIC, log into system via the “NFT Login” screen. Once you're logged in, use the scroll bar on the right side of the screen to move down through the bins. (Don't search by traveler name.) Find NFT and select VIEW button. Select CANCEL button at the bottom of the form.

To cancel an NFT that is pending or approved by HHS, notify FIC via e-mail [ficnit@nih.gov](mailto:ficnit@nih.gov).

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**To confirm a trip and upload a trip report:**

NFT preparers should confirm NFTs once their travelers have returned and trip reports must be submitted via the NFT system. Upon completion of travel, the traveler should submit a trip report to the NFT preparer. Trip reports must be submitted in PDF format. So, if the report received from the traveler is not in PDF format, the NFT preparer should convert this document into a PDF file and save the PDF file in one of their folders. (Remember where you put it because you'll need to access it again.)

Go to <http://ogha.psc.gov/ogha/>. Click on NFT Login. Your username is your email address and the password is PREPARER. Once you're logged in, scroll down to the bottom bin called CONFIRM TRIP AND UPLOAD TRIP REPORT. (Don't search by traveler name.) If there are trips for you to confirm -- click on the CONFIRM TRIP - SAVE REPORT button next to the traveler's name. Review information for each trip. If correct, click on the CONFIRM NFT button. If you need to make changes, make them and then click on CONFIRM NFT.

Once you hit CONFIRM NFT, you'll be put into the trip report screen. Check the box next to the traveler's name. In the REPORT DESCRIPTION text box, enter a brief summary statement or description of the report. Click on the BROWSE button and find the trip report (PDF file). Double click on the file -- it should now be listed in the text box next to the browse button. Finally, click on the SUBMIT button. The trip will no longer be in your AWAITING TRIP REPORT bin.

If trip did not take place, click on the VIEW button next to the traveler's name. At the bottom of the form, click on the CANCEL TRIP button. The NFT will be deleted from the system.