

MEMORANDUM FOR: All NOAA Travelers

FROM: Joseph Klimavicz  
NOAA Chief Information Officer

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SUBJECT: Travel Advisory 08-9  
Interim Procedures on Safeguarding Data While on Foreign  
Travel/Updated Defensive Travel Briefing

DATE: August 27, 2008

Effective immediately, all NOAA staff, contractors, associates, and visitors planning or undertaking international travel with NOAA Information Technology (IT) devices are required to comply with NOAA's Interim International Travel Procedures:

[https://secure.cio.noaa.gov/Interim\\_International\\_Travel\\_Procedures.pdf](https://secure.cio.noaa.gov/Interim_International_Travel_Procedures.pdf). The purpose of these interim procedures is to ensure that laptop computers, Personal Digital Assistants (PDAs), thumb drives, and all other portable IT devices are free of software and hardware designed to infiltrate or damage NOAA's computer systems and networks.

NOAA received permission to delay the implementation of the Commerce Information Technology Requirement CITR-002, Safeguarding Data While on Foreign Travel issued by the Department on June 26, 2008. To address the security risk, the NOAA Interim International Travel Procedures must be followed until appropriate plans are developed to integrate the Commerce policy requirements into existing policies, processes, and infrastructure. Under the interim travel procedures certification on the travel authorization and travel voucher that the device has been scanned is not required.

Foreign travelers are responsible for working in coordination with their Line/Staff Office IT Helpdesks, and for making IT equipment available to the Helpdesk five (5) business days prior to travel. Upon returning from foreign travel, the device must be returned to the Line/Staff Office IT Helpdesk prior to reuse in a DOC or NOAA work environment. Employees will receive an e-mail notification from their IT Helpdesk when the device is ready for travel and/or reuse in NOAA.

Effective August 1, 2008, employees traveling on foreign travel must conduct the on-line U.S. Department of Commerce (DOC) Foreign Travel Briefing: <http://home.commerce.gov/osy/>. 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 traveling 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.

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