

**PART 306-3--Administrative Requirements**

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- 306-3.1 Where can I find foreign travel information?
- 306-3.2 Who processes foreign travel packages for NOAA?
- 306-3.3 What is a “complete” foreign travel package?
- 306-3.4 What happens when an incomplete foreign travel package is submitted?
- 306-3.5 Is a “Foreign Travel Briefing” required for foreign travel?
- 306-3.6 What will help ensure my safety as a Government employee traveling on official business?
- 306-3.7 How can I help ensure foreign travel packages will be processed in time for my travel?
- 306-3.8 What are the processing-time requirements for foreign travel packages that do not require visas or passports?
- 306-3.9 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?
- 306-3.10 What information must be included on the travel authorization for an invitational traveler on foreign travel?
- 306-3.11 How is a foreign travel package processed?

**306-3.1 Where can I find foreign travel information?**

You can find foreign travel information at our travel website:  
<http://www.corporateservices.noaa.gov/~finance/FT.html>

**306-3.2 Who processes foreign travel packages for NOAA?**

Both the Line/Corporate Office Foreign Travel Coordinator (FTC) and the NTO (Financial Policy and Compliance Division) play a role in processing all foreign travel packages.

**306-3.3 What is a “complete” foreign travel package?**

A complete foreign travel package consists of:

1) A completed “Foreign Travel Checklist”;

<http://www.corporateservices.noaa.gov/~finance/docs/FT.Foreign%20Travel%20Checklist.docx>

2) One photocopy of the approved travel authorization with a travel authorization number assigned by the Line/Corporate Office. If the traveler is applying for a new official passport or renewing an official passport, a passport letter **must** accompany the package. The passport letter can be located at:

<http://www.corporateservices.noaa.gov/~finance/docs/FT.Passport%20Letter.doc>

3) A certificate of completion for the “Foreign Travel Briefing.” Foreign Travel Briefings are completed annually and must be submitted before the authorization can be processed in Travel Manager (TM).

4) Passport forms, passport photos (which must meet Department of State [DOS] requirements), and passports.

5) If applicable, visa applications, visa photos and letters of invitation, which can be obtained @ <http://www.corporateservices.noaa.gov/finance/FT.html> under “Official Visa Requirements.” Please note, your Line or Corporate Office may have additional internal requirements.

**306-3.4 What happens when an incomplete foreign travel package is submitted?**

Both the traveler and the document preparer will be notified via email whenever an incomplete package is received. NOTE: missing documentation/information will cause delays in the processing of your travel package which may result in the trip being delayed or canceled. Visit the NOAA Travel website for more information @ <http://www.corporateservices.noaa.gov/~finance/FT.html>

**306-3.5 Is a “Foreign Travel Briefing” required for foreign travel?**

Yes. “[Foreign Travel Briefings](#)” are required for all employees traveling abroad and does not include invitational travelers. The briefing must also be submitted before the authorization will be processed in Integrated Travel Manager (ITM). The “Foreign Travel Briefing” consists of an on-line Power Point presentation and a certificate of completion, which is located at the Commerce Learning Center (CLC). The entire presentation must be viewed and the certificate of completion must accompany the foreign travel package and submitted to the NTO annually. The certificate of completion confirms that the traveler has read the on-line presentation. **Your Foreign Travel Authorization will not be processed in ITM, without the briefing being faxed to the NTO. The NTO fax number is (301) 413-3066.**

**306-3.6 What will help ensure my safety as a Government employee traveling on official business?**

- 1) Sign the official passport immediately upon receipt;
- 2) Renew passports 6 months before they expire;
- 3) Obtain visas for any in-transit travel; and
- 4) Ensure that country clearance cables are processed by your FTC and/or International Activities Office.

**306-3.7 How can I help ensure foreign travel packages will be processed in time for my travel?**

Provide adequate processing-time for foreign travel packages by using the following procedures:

- 1) Plan ahead - Determine well ahead of travel dates the documentation needed, i.e., an approved foreign travel authorization, an annual briefing, an official passport, and whether or not visas are necessary. Separate documentation is required for each traveler. **Always provide your FTC and the NTO with a completed foreign travel checklist that includes your document preparer and phone number.**
- 2) Act promptly - Allow the proper processing-time necessary to obtain passports and visas. Passports/visas will not be sent to you until **all** documentation is received.

**306-3.8 What are the processing-time requirements for foreign travel packages that do not require visas or passports?**

A seven business day processing-time is required for foreign travel packages that do not require any action by the NTO, (i.e., the processing of passports and/or visas.) See NTR, [Chapter 306-4](#), [306-5](#), and [306-6](#) for specific processing-time requirements. Allow adequate lead times, accordingly. You may also review foreign travel lead times @

<http://www.corporateservices.noaa.gov/~finance/docs/FT.ForeignTravelLeadTimes.pdf>

Your Line or Corporate Office may have additional internal requirements.

**306-3.9 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?**

No. The NTO does not process any paperwork for invitational travel, including passports, visas, and the approval of travel authorizations in TM. Invitational travelers are expected to obtain their own personal passports and visas. However, NOAA will reimburse passport and visa fees for invitational travelers on foreign travel when approved on the travel authorization.

**306-3.10 What information must be included on the travel authorization for an invitational traveler on foreign travel?**

The following statement must be annotated in the remarks section of the travel authorization: “The individual named above is traveling at the invitation of the U.S. Government. Although not a formal representative of the U.S. Government, this individual is considered of sufficient character and qualification to participate on this mission.”

**306-3.11 How is a foreign travel package processed?**

In order to ensure a smooth and timely foreign travel process, all foreign travel packages and all inquiries must be submitted to your FTC. Once the foreign travel package is approved and the [Country Clearance Cable](#) processed, the package will be sent by your FTC to the NTO to obtain any necessary passports and/or visas. Once the passport and/or visas have been obtained, the passport will be returned to the document preparer. Upon receipt of the official passport, the document preparer and the traveler should verify that the demographic information in the passport is correct if a new official passport was obtained and/or verify that the visa information is correct, when visas are obtained.