

NWS Foreign Travel Process

International Affairs Office
Revised: January 2023

Agenda

- ✓ Role of NWS/IA in foreign travel / travel package administrative enclosures/requirements/passport and visa application requirements, and lead times for obtaining visas, and passport renewals.
- ✓ Role of Travel Preparers/ Travelers
- ✓ Role of NOAA Travel Office
- ✓ eCountry Clearance requirements, and submitting completed eCC to ia.cables@noaa.gov (email address for review)
- ✓ Trip report requirements
 - ✓ CTAT Training
 - ✓ FACT Training
 - ✓ E2-Solutions (Client Services)
- ✓ Reminders and resources

NWS/IA Role in Foreign Travel

- IAO provides support and guidance on foreign travel of all NWS employees. Support includes:
 - Processing official passport and visa requests from NWS employees through to the NOAA Travel Office.
 - Coordination and routing of NWS Foreign Travel Request Memo to:
 - NWS/IA Travel Specialist/ Budget Specialist (WMO Reimbursable Travel); Program Analysts, NWS DAA (or designee) and those individuals with approving authority for approving travel authorizations in the E2-Solutions System.
 - Providing guidance on NOAA Travel Regulations (NTR) and the Federal Travel Regulations (FTR).
 - Answer basic questions for travel preparers and prospective travelers on foreign travel procedures

What is the role of the Travel Preparer/Traveler?

- The Travel Preparer/Traveler's responsibility is to ensure that ALL required documents are completed, and attached in the foreign travel authorization in the E2-System prior to submission to NWS Directors, IAO, DAA (or designee) and NTO.
- In addition, the travel preparer/traveler will: answer basic questions for their prospective travelers on foreign travel procedures, and relaying any necessary information to their travelers.
- Ensures Foreign Travel Request Memo has been signed by the DAA/ Designated Approving Official (Acting COO) Mike Coyne / Kevin Cooley) prior to travel.

What is the role of the NOAA Travel Office (NTO) regarding foreign travel?

It is the NOAA Travel Office's (NTO) responsibility to ensure that NOAA employees traveling abroad on official business have the following documents before traveling abroad. Required documents include:

- an **approved travel authorization**, stamped approved in the E2-Solutions System
- a valid official **passport** with at least six months validity where applicable, and **visas** when applicable.
- **Travel Itinerary**
- Foreign **travel checklist**
- **CTAT Training**
- **eCountry Clearance**
- All with the exception of the visa , and passport application all other documents can be uploaded into the E2-System.

NWS/IA Role in Foreign Travel Travel Packages

Travel Preparer, or traveler sends a **Justification Memo and CD-15** to The **International Affairs Office**, if WMO Reimbursable travel, the CD-210, SF326, Travel Gift Questionnaire, and GC Ethics Clearance should be included with the memo.

The Foreign Travel Contacts (FTCs) (Darlene Roberts , Tuan Nguyen, Kasheena Holland, or Ethan Jessup) receive the documents, review it for completeness and log it into the system for tracking.

The documents are then forwarded onto NWS/IA Program Analyst (Desk Officer) to review from a programmatic/international mission/regional standpoint and clears. **NWS/IA Administrative Officer Reviews, and the Justification Memo and CD-15 is forwarded on the approving officials.**

With the implementation of the E2-System, traveler's immediate supervisors can approve electronic Travel Authorizations in E2. The DAA only has to clear on persons that report directly to them. This allows for a smoother transition for the approving official to approve in the E2-System.

What happens when an incomplete foreign travel authorization is submitted?

NWS FMC for that traveler will notify the preparer, or, traveler via e-mail of the missing documents or information.

All appropriate documentation should be uploaded into the E2-System prior to approval by the approving official.

NOTE:

Omissions will cause delays in the processing of your travel package which may result in trip delay and or cancellation.

What can I do to ensure timely processing of a foreign travel authorization?

- Know the resources available: NWS IAO Foreign Travel and Visitors web page located at:
<https://sites.google.com/noaa.gov/noaa-finance-office/home>
- NOAA Travel Regs; DOC Travel Handbook; and the FTR.
- All travel authorizations, visas and passport requests routes directly to NTO.
- Each office has the responsibility of making sure that his or her traveler's gets the appropriate Visas, and passports required for travel.
- Planning – determine travel dates and required documents.
- Act promptly – allow the proper processing time.

Official Passports



Is there a charge for official passports?

- **Yes.** There is a fee, assessed by the Department of State of \$143.00, for each official passport they process (renewal and first time) on a quarterly basis using the intra-Governmental Payment and Collection (IPAC) System. **Please note that the passport application fee will not be charged to the employee directly.**
- In order to charge these fees appropriately, effective September 1, 2016 all foreign travel packages must be accompanied by the new foreign travel checklist (dated 10/07/21).
- <https://drive.google.com/file/d/1KWqLWvmatymtDVbVlxtlQrI6w8IBjo2/view>

DS-11 Process

(No passport within last 15 years)

**UPDATE* The State Department Allows NTO to Sign via CAC Certification the Letter of Authorization. Because of this change application packages no longer need to be mailed first.*

Step 1: You will submit an email to Tiffany.Y.Gaymon@noaa.gov attaching the following documents.

- [Foreign Travel Checklist](#)
- E2 Travel Authorization (Required for Expedite. Can be draft/dummy)
- [Letter of Authorization](#) (2 copies of the Letter of Authorization which grants you permission to apply for an official passport)
- [Counter Threat Awareness Training \(CTAT\)](#)

DS-11

Step 2: Upon receiving the documentation mentioned in Step 1, NTO will return the Letter of Authorization signed by the NTO passport agent and the No Fee Memo. The No Fee Memo is a memo stating that the employee is to NOT pay for the application process at the time of applying in person. You will need to provide the following documentation when you apply in person for an official passport at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court:

- Photo ID
- Signed Letter of Authorization
- [DS-11](#) You will need to:
 - Complete the DS-11 Application online;
 - Select 'Passport Book' as the type of passport;
 - Select 'Next' when asked for payment;
 - **Add 'DOC/NOAA' in both the 'Mail Passport To' and 'Mailing Address Line 2'; add your office information in "Mailing Address" City, State and Zip.**
 - Indicate your home address in the 'Permanent Address' section of the application;
 - Print the completed application on one-sided sheets of paper; and
 - **DO NOT** sign the application until you appear in person in front of a certified passport agent.
- [Certified Birth Certificate](#) (with raised seal)
- [Photo](#) (Photo must be on a plain white background and taken in the last 30 days)
- No Fee Memo (indicates the applicant is not to pay for the application process)

DS-11

Step 3: Once the Department of State (DOS) processes your new official passport, they will send your passport to the NTO. The NTO will send the new official passport to you to be signed. Once you sign it, you must return it back to the NTO immediately so that any necessary visas can be obtained for your upcoming trip. Once all of the visas are obtained, your passport will be returned to you as long as the NTO has a valid CTAT on file and an approved travel authorization.

DS-82

(Valid passport within last 15 years)

Step 1: You will submit a foreign travel package that includes the following documents to the NOAA Travel Office (NTO) for processing: NOAA/OCFO/FPCD, Attn: Tiffany Gaymon, 1315 East West Highway (SSMC3), Silver Spring, MD 20910.

- [Foreign Travel Checklist](#)
- E2 Travel Authorization (Can be a draft/dummy)
- [Letter of Authorization](#) (the Letter of Authorization grants you permission to apply for an official passport)
- [DS-82](#) You will need to:
 - Complete the DS-82 Application on-line;
 - Select 'Passport Book' as the type of passport;
 - Select 'Next' when asked for payment;
 - Add 'DOC/NOAA' in both the 'Mail Passport To' and 'Mailing Address Line 2'; add your office information in "Mailing Address" City, State and Zip.
 - Indicate your home address in the 'Permanent Address' section of the application;
 - Print the completed application on one-sided sheets of paper; and
 - **Sign** and date the application.
- Expiring/Expired Official Passport or Color Copy of Personal Passport (if do not have an official passport)
- [Photo](#) (Photo must be on a plain white background and taken in the last 30 days)
- [Counter Threat Awareness Training \(CTAT\)](#)

DS-82

Step 2: Upon receiving the documentation mentioned in Step 1, the NTO will forward the passport paperwork to the Department of State (DOS) to process your new official passport. Once the passport has been processed, the DOS will send your passport to the NTO. The NTO will send the new official passport to you to be signed. Once you sign it, you must return it back to the NTO immediately so that any necessary visas can be obtained for your upcoming trip. Once all of the visas are obtained, your passport will be returned to you as long as the NTO has a valid CTAT on file and an approved travel authorization

For both DS-82 and DS-11

Note:

NWS employees must annotate in Mailing address: Line 1 - "CROA"; Line 2 – NTO,

NOAA/OCFO/FPCD

Attn: Tiffany Gaymon

1315 East West Highway, SSMC3, 15th Floor

Silver Spring, MD 20910

Please include Tiffany Gaymon's email address in all package tracking

tiffany.y.gaymon@noaa.gov

Lost or Stolen Passports

(DS-11 and DS-64)

You must notify the NOAA Travel Office (NTO) **immediately** if your official passport is lost or stolen. And if your passport was stolen, you must file a police report immediately after the incident. In addition, you will be required to re-apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court.

Step 1: You will submit an email to Tiffany.Y.Gaymon@noaa.gov attaching the following documents.

- [Foreign Travel Checklist](#)
- E2 Travel Authorization (Required for Expedite. Does not need to be approved at this time)
- [Letter of Authorization](#) (2 copies of the Letter of Authorization which grants you permission to apply for an official passport)
- [Counter Threat Awareness Training \(CTAT\)](#)

As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?

Yes. All NOAA employees on foreign travel on official business **must** obtain an official passport and official visas, if required, before leaving the United States.

Note:

Official passports are not issued for travel to Taiwan (personal passports must be used).

Official passports are the property of the Government, and are not the personal property of the traveler.

Official passports should never be kept at home.

Lost and Stolen Passports

Step 2: Upon receiving the documentation mentioned in Step 1, the NTO will return the Letter of Authorization which will be signed by the NTO passport agent. You will need to provide the following documentation when you apply in person for an official passport at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court:

- Photo ID
- Signed Letter of Authorization
- [DS-11](#) You will need to:
 - Complete the DS-11 Application on-line;
 - Select 'Passport Book' as the type of passport;
 - Select 'Next' when asked for payment;
 - Add 'DOC/NOAA' in both the 'Mail Passport To' and 'Mailing Address Line 2'; add your office information in "Mailing Address" City, State and Zip.
 - Indicate your home address in the 'Permanent Address' section of the application;
 - Print the completed application on one-sided sheets of paper; and
 - **DO NOT** sign the application until you appear in person in front of a certified passport agent.
- [DS-64](#) You will need to:
 - Complete the DS-64 Application on-line;
 - Print the completed application on one-sided sheets of paper; and
 - **DO NOT** sign the application until you appear in person in front of a certified passport agent.
- Can apply with a color copy of the personal passport as proof of citizenship or [Certified Birth Certificate](#) (with raised seal) if you do not have one.
- [Photo](#) (Photo must be on a plain white background and taken in the last 30 days)
- No Fee Memo (indicates the applicant is not to pay for the application process)
- Copies of Police Report if official passport was stolen.

Lost and Stolen Passports

Step 3: Once the Department of State (DOS) processes your new official passport, they will send your passport to the NTO. The NTO will send the new official passport to you to be signed. Once you sign it, you must return it back to the NTO immediately so that any necessary visas can be obtained for your upcoming trip. Once all of the visas are obtained, your passport will be returned to you as long as the NTO has a valid CTAT on file and an approved travel authorization.

Additional passport forms

- Adding Extension Pages to a U.S. Passport (DS-4085)
- Transferring Passports from other agencies (DS-4085)
- Updating Identifying Information in a U.S. Passport (DS-5504)

Must be completed online and printed on one sided sheets of paper. The applicant must sign and date the application. Non-compliant applications will be returned. Additional passport applications can be found at www.travel.state.gov/passport.

Each online passport application contains a 2-D Barcode which allows for encryption of data provided by the applicant into DOS system.

What do I do with my official passport when I return from official travel?

DOS security requirements stipulate that all official passports be retained at the NTO in the passport repository for safekeeping.

Upon completion of travel the passport must be returned to the FTC for forwarding to NTO to be secured in the repository.

The OAA and IA are exempt and may retain their official passports in a locked safe in their offices.

Official passports are the property of the Government, and are not the personal property of the traveler.

Official passports should never be kept at home.



What is a Visa?

VISAS

A visa is a stamp or sticker affixed in a passport which allows you to enter and exit a foreign country.

How do I obtain a visa(s) in my official passport?

You will submit your official passport and any applicable visa documentation to the NTO for processing.

Visa requirements vary for each country.

Some countries may require a visa application, and some may require visa photos or letters of invitation.

Most countries require that the passport be valid at least 6 months or longer beyond the dates of travel before a visa can be issued.

Where do I obtain visa requirements and applications for official travel?

Current visa applications can be found at:

<https://docs.google.com/document/d/1o3PFOFCAMHW8QZCowlpQvdgsiTj1hlc1/edit>

Click on Official Visa Applications and Instructions.

How do I read the “**Visa Requirements for Official Travel**” listing?

You should note the following when reading the “**Visa Requirements for Official Travel:**”

- **“No visa required”** indicates the employee travels on their official passport **only**.
- **“Visa required”** with amplifying, explicit instructions listed to right of country that visa is required for.
- Countries listed in blue text = hyperlink taking user to current visa application.
- Paperwork will be submitted to FTC, who in turn forwards to NTO.
- The NTO will submit applicable paperwork with official passport to the appropriate embassy for visa.
- Please note, pictures must be recent 2”x2” color photos (not photocopied) unless otherwise specified.
- **Original signatures are required on each visa application.**
- **Note:** Blue text = hyperlink taking user to current visa application.

Does NOAA obtain official passports and visas for invitational travelers on foreign travel?

No. NOAA is not responsible for processing official passports and visas for invitational travelers planning foreign travel.

Invitational travelers are expected to obtain personal passports and visas.

However, NOAA will reimburse passport and visa fees for invitational travelers on foreign travel when approved on an invitational travel authorization.

NOAA has a J-Visa Program for extended visitors

Lead Times for Packages

When do travelers submit foreign travel request memos to IA?

NWS/IA developed lead times based on the following NOAA Travel Regulations: NTR 306-3.7, 306-3.8, 306-5.4, and 306-6.2

Traveler does not have a passport and requires a visa	6-8 Weeks
Traveler does not have a passport and will not require a visa	6-8 Weeks
Traveler has a passport and will require a visa	4 Weeks
Traveler has a passport and will not require a visa	3 Weeks

Lead Times for Packages



When does the Approving Official need to approve the foreign travel authorization?

Not later than 7 business days prior to departure.

Packages with less than required lead time for processing

An explanation for late submission outside of processing lead times must be included in the Travel Justification Memo submitted to the approving official.

NWS Foreign Travel Packages



- Must be shared with IA electronically.
 - Share with Darlene Roberts, Kasheena Holland, Tuan Nguyen and Ethan Jessup at NWS/IA
 - PDF Authorization Memo (unsigned by final approver)
 - Google/Word Doc version of CD-15 (initials can be typed)
 - If WMO Reimbursable Travel , please include the following documentation in package as follows:
 - CD-210
 - SF-326
 - Travel Gift Questionnaire
 - GC Ethics Clearance email

CD-15 (Google/Word Doc)

Complete as shown in the example.

The first two lines should have the employee's name and the employee's supervisor.

The remaining five lines have the routing that will apply to all foreign travel packages submitted to NWS/IA.

Additional routing can be added between the employee's supervisor and IA depending on each FMC's internal process for routing travel packages.

Please include the traveler's name, date, destination, and travel authorization number in the comments section on page one..

The Travel Preparer's name and contact information is added at the bottom.

FORM CD-15 (12-6-73) PRESCR. BY DAO 214-2		U.S. DEPARTMENT OF COMMERCE		DATE
TRANSMIT/ROUTE				
NAME	BUILDING, ROOM OR REFERENCE NO.	TAKE ACTION BELOW	INITIALS AND DATE	
Traveler' Name		12		
Travelers Supervisor		1		
Regional/Office Director		1		
IA (Travel Specialist & Budget)				
IA Program Analyst	W/IA	12		
Administrative Officer	W/IA	2		
Dan Muller	DEP/NWS	2		
Courtney Draggon	DIR/NWS	2		
Approving Official (Mike Coyne)	NWS	1		
IA (Travel Specialist)	W/IA	12		
ACTION ITEMS				
1. APPROVAL/SIGNATURE		9. YOUR INFORMATION		
2. CLEARANCE/INITIALS		10. PER OUR CONVERSATION		
3. RECOMMENDATION OR COMMENT		11. AS REQUESTED		
4. RETURN WITH MORE DETAILS		12. NECESSARY ACTION		
5. INVESTIGATE AND REPORT		13. CIRCULATE AMONG STAFF		
6. NOTE AND SEE ME		14. ANSWER DIRECTLY		
7. NOTE AND RETURN		15. PREPARE REPLY FOR SIGNATURE		
8. NOTE AND FILE		OF: _____		
COMMENTS				
Destination:				
Travel Authorization Number:				
Bargaining Unit:____ Non-Bargaining Unit:_____				
<input type="checkbox"/> Continued on reverse				
FROM (Name)	BUILDING, ROOM OR REF. NO.	CODE AND EXTENSION		
John Doe	XXXX	XXX-XXX-XXXX		

*U.S. Government Printing Office: 1980-665-115/1024 Region No. 6

Information to include on Authorization Memo

- Name, purpose, dates, and location of meeting;
- Indicate whether any annual leave will be taken;
- Indicate if there are additional side meetings or prep meetings that are outside the dates of the primary meeting that may or may not be reflected in the invitational letter;
- Identify other NOAA and NWS personnel who will be attending
- List three to four objectives for the meeting, what NOAA/NWS gains from traveler's attendance, linkage to bilateral agreements and/or WMO Programs;
- Indicate and provide specific details if NOAA or the traveler will
- be reimbursed for any expenses;
- Indicate whether a visa is required and if traveler already has an official passport
- Indicate whether the package is being submitted within IA's recommended lead times and if prior coordination with IA has occurred. If travel package is being submitted late, explain the circumstances why.
- This must come to IA without the final approver's signature. IA will route it to the final approver and send it back to the travel preparer once signed/approved.

THIS MEMO IS CONSIDERED THE OFFICIAL APPROVAL FROM NWS FOR TRAVEL, DO NOT FINAL APPROVE IN E2 UNLESS THE MEMO HAS BEEN SIGNED.

eCountry Clearance (eCC)



- The new, eCC web-based application “myServices” provides access to a country clearance request and approval process for clearance to travel to foreign countries on official government business. Visit the new site below to set up an account:

https://myservices.servicenowservices.com/nav_to.do?uri=%2Fecc

- The **traveler or travel preparer** is responsible for preparing and submitting the eClearance request via the Department of State’s “myServices system”. (NTR 306-4.4)
- CTAT Mandatory training required, and completion date entered on eCC (replaces HTSOS)
- At least a **two week lead-time** is required for processing eClearance requests (NTR 306-4.5)

eCountry Clearance



In order to complete a clearance request.....

You will need to know

- The complete flight itinerary and the hotel (address and phone number) where the traveler will be staying.
- The purpose of the visit.
- Destination city (or cities).
- At times you will need to notify the US consulate nearest to the traveler's destination.
- Point of contact in host country .
- Completed CTAT Training,
- Provide Emergency Medevac POC , and phone number to Control Officer
- **After submitting a clearance request, a pop-up screen appears asking users to enter in additional email addresses to be notified when the request is sent.**

Always include: ia.cables@noaa.gov

eCountry Clearance



Notifying the Post

- **In some countries, the US has an embassy and several consulates.**
 - You will need to notify both the embassy and the consulate nearest the traveler's destination.
 - <http://usembassy.state.gov>
- **In choosing which section of the embassy and consulate to notify.**

With exception: eCC for Geneva should be sent to MEPA-Multilateral Economic and Political Affairs. (all others in Hierarchy)

1. Science and Technology Office
2. Economic Section
3. Political Section
4. Management Section

In some instances there are times that other post will be selected if the traveler informs the preparer, i.e. USAID, etc.

Medevac Insurance Information required on eCC

*All USG employes, contractors eligible for Embassy medical services, and TDYers are required to have medical evacuation coverage through their sponsoring agency, or via personally-obtained MEdevac Insurance Upon arrival at post.

All personnel employed by, or visiting on behalf of agencies other than STATE, and USAID must provide to their control officer a name and 24 hour agency point of contact who can authorized medical evacuation, or the name, phone and policy number of their medevac insurance providers(s) in case of emergency.

Emergency Medevac Insurance

Your agency will have to complete the necessary employer's Workmen's Compensation documents, and you will have to submit the employee's documents when the employee is able to complete them. The travel authorization just provides transportation to the nearest medical facility in the foreign country or to the USA. See Part 301-30 of the FTR for Emergency Travel. You need to inform and consult with your HR Department who will handle the Workmen's Compensation Claim.

3.11.8 Medical Evacuation Insurance Per the DOS, Office of Medical Services (MED) guidelines, effective April 1, 2013, all United States Government (USG) employees, contractors eligible for Embassy medical services, and employees on international Temporary Duty (TDY) assignments, are required to have medical evacuation (medevac) coverage either through their sponsoring agency or via personally obtained medical evacuation insurance. The Department, pursuant to the Foreign Assistance Act, 22 U.S.C. § 2392, may reimburse its foreign employees and program participants for the costs of personally obtained medevac insurance, but it may not reimburse domestic employees or participants for such expenses. Rather, the Department will provide medevac "coverage" for domestic employees by paying for the medical evacuation of those employees, as needed. Contractors may be reimbursed for medevac insurance costs depending on the terms of the contract.

Counter Threat Awareness Training

Is available on the Commerce Learning Center (CLC). The CTAT fulfills a Department of State mandatory training requirement for all personnel traveling internationally for less than a cumulative 90 days for the calendar year. CTAT is not required for non-official (personal) international travel.

CTAT training on the CLC takes approximately 5 hours to complete all modules. The CTAT completion certificate is valid for 6 years, at which time the training must be completed again.

For those who have previously taken the HTSOS, this training will continue to be honored for 6 years from the training completion date. You are not required to take the new CTAT training until the expiration of your current HTSOS certification.

Counter Threat Awareness Training - continued

If an individual is executing official international travel that does not have access to the CLC, the CTAT is accessible via the Department of State Foreign Service Institute (FSI) website at <https://fsitraining.state.gov/>, and temporarily, there is no fee.

If you encounter any **technical difficulties** launching and/or completing the CTAT training on CLC, please reference the following URL <http://doc.csod.com>, and then click the 24x7 ***live support button*** on the lower right of the log-in page.

Status of Foreign Affairs Counter Threat (FACT) Training and Blanket Waiver Extension

- FACT is required when personnel work overseas for 90 or more cumulative days in a 12-month period. Personnel working overseas for less than 90 cumulative days in a 12-month period will not be required to take FACT. FACT is valid for six years.
- The State Department's Under Secretary for Management approved a blanket FACT waiver in April 2020. This waiver has been extended to April 1, 2021. No memo is required for those personnel who benefit from the blanket FACT waiver, however, those personnel must complete the online CTAT, formerly HTSOS, prior to departure for post, if they have not done so. Confirmation of completion must be indicated in the employee's country clearance request.
- FACT training resumed in July 2020 utilizing COVID-19 mitigation protocols established in partnership with the Bureau of Medical Services (MED) and following, and in some cases exceeding, Department and CDC guidelines. There are FACT seats available and Diplomatic Security (DS) encourages all personnel to enroll in FACT as soon as possible and not wait for the extended blanket FACT waiver period to end. DS is committed to ensuring the safety, health, and education of students.
- For questions related to CTAT or FACT training requirements, please contact the DOC Office of Security Training Program POC at OSY-PPCD@doc.gov.

eCountry Clearance



Notifying the Post

- If a US Embassy or DoS Desk Officer responds with questions or seeks additional information, please reply back in a timely manner.
- If there are changes with travel dates, hotel, and/or flights, an amended clearance request **must** to be sent

Under no circumstances should a traveler depart without clearance from the US Embassy.

Notifications of NWS' failure to request country clearance are sent to the Senior Advisor for NOAA, IA from the Department of State.

Trip Reports: Required and monitored by NWS/IA

- A trip report must be submitted
- within **5 business days**
- Should cover:
 - Details of the meeting
 - Any pertinent US issues
 - Impact on NWS mission
 - Decisions made
- Submitted to the traveler's supervisor and to IA at nws.tripreports@noaa.gov



Subject line for email: Travelers last name, TA number, TDY location.

Trip Report Template

DATE: <insert date of trip

LOCATION: <insert TDY location>

PURPOSE: <insert purpose of trip (e.g. WMO meeting, bilateral meeting, conference)>

FROM: <Name and office of Traveler>

THINGS YOU MUST KNOW:

Any pertinent U.S. issues

Impact on our mission or operations

Decisions made

DISCUSSION:

Short summary of meeting to provide broader context to the above “Things you must know” items

Briefly describe how you prepared for participation; what role you played on the trip and how you fulfilled that role.

FOLLOW-UP ACTIONS:

Provide bullets on what actions are required as follow-up to your trip and what offices you need to coordinate with in implementing follow-up actions

PARTICIPANTS:

<Names of other meeting attendees from U.S. or other countries if relevant to outcomes of meeting>

PRESS:

Include if you participated in a press event and/or there was a press event associated with the trip



Reminders



- The memo can route as you are inputting everything into E2, but the final approval in E2 needs to wait until the memo is signed at HQ.
- When travel dates change – ***remember to amend*** eCountry Clearance to notify DOS and Embassy.
- Ensure invitational letter spells out how NOAA or traveler will be reimbursed and identify the specific items.
- If the authorization needs to be revised for whatever reason (dates, errors, etc.) it will need to be recalled prior to the approval process in E2-Solutions System.
- If your traveler is taking a phone with them, make sure to have international plans turned on if applicable.



more reminders

- Ensure that the Travel Preparer's name, phone number and fax number are on the authorization.
- After the designated approving officials electronically signs the Travel Authorization and initials off travel package, IA will notify the travel preparer. The travel preparer can then print a copy of the approved travel authorization from E2-Travel System, and submit to CWTSato or Panda for ticketing. Note: the TA must have a CBA Obligation Number approved by the designated approving official prior to ticketing
- A copy of the Authorization Letter will be retained within IA, and original sent back to preparer
- Provide a return shipping label so that travel packages and passports can be returned via UPS, unless the package was submitted electronically, in which the approved memo will be sent back via electronic pdf scan, or xerox scan.

COVID

Guidance and Advisories

Please remember to check with the NTO Website for any travel advisories due to COVID.

You may also need to check the US Embassy website for whatever country you are travelling to for additional COVID requirements.

Resource for NWS Preparers and Travelers

For NWS foreign travel requirements the NWS, IAO Foreign Travelers and Visitors homepage:

<https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/login?execution=e1s1>

<http://www.nws.noaa.gov/iao/ia/hom/IAOForeignTravel.php>

<https://us-embassy.hrs.com/>

Contains links to:

- Federal Travel Regulations (FTR)
- NOAA Travel Regulations (NOAA Travel Regulations)
- NOAA Foreign Travel Website
- Foreign Travel Forms
- Relevant Travel Websites

Resource for NWS Preparers and Travelers

<https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/login?execution=e1s1>

- www.gsa.gov/citypair
city pair airline flights
- http://www.osec.doc.gov/oas/OCS/Travel_Regulations.html
- Dept. of Commerce Travel Regs
- <http://travel.state.gov>
- Dept. of State Travel Information
- http://aoprals.state.gov/web920/per_diem.asp
- Foreign Per Diem Rates
- <https://myservices.servicenowservices.com/ecc?id=eccitin>
- eCountry Clearance
- <https://sites.google.com/noaa.gov/noaa-finance-office/travel/travel-policy?authuser=0>
- NOAA Travel Regs
- <https://sites.google.com/noaa.gov/noaa-finance-office/travel>
- NOAA Travel Office Home Page

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