

International Travel FSO August 2011 Briefing

SAND2011-5031C

at Sandia National Laboratories



Sandia National Laboratories

Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

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Presentation Objectives

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- Distinguish between Official and Unofficial International Travel
- Timelines for submitting Official International Travel Requests
- Contract Obligations
- Trip Reports
- Personal Travel and Reporting Requirements
- Review



Official International Travel

Definition and Timelines

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Is your traveler representing DOE, SNL, or NNSA? Are they conducting business on behalf of the U.S. Government?

- If so, this is Official International Travel, regardless of the funding. *

All Sandians, Contractors, and Consultants must obtain SNL and DOE approval for International Travel prior to departure. This includes travel to Canada and Mexico.



International Travel Requests need to be submitted 37 calendar days prior to the departure date.

* When in doubt, please contact the International Travel Office.



Official International Travel Contract Obligations

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If foreign travel is required:

- The Sandia Delegated Representative (SDR) will ensure the Contractor has successfully completed the required training Export Control (EC100) and Foreign Corrupt Practices Act (FCPA100).
- Will obtain the required DOE/NNSA advance approval of foreign travel for the Contractor using Sandia's International Travel Office.
- Will ensure that the required post-travel trip report has been submitted, in accordance with the requirements of ISS100.4.2, "Control of International Travel." The SDR will maintain copies of all required documentation.



Official International Travel

Reporting Requirements and Consequences

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Sandia and DOE have specific requirements for traveling internationally on business travel. If you or your employees do not get the proper approvals before departing on international travel you could be responsible for paying your own expenses. A report could be made to the Security Incident Management Program (SIMP) possibly resulting in a security infraction on your permanent record.

Once you return from official international travel you will need to prepare and submit a trip report within 30 days.



Unofficial International Travel

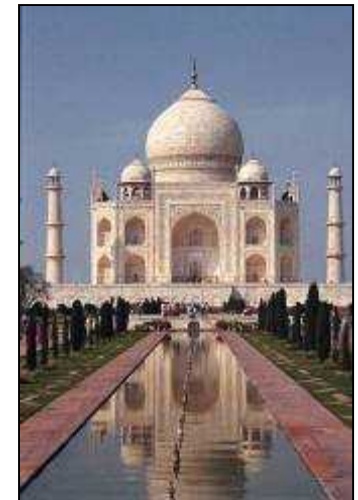
Definition and Reporting Requirements

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Personal travel

If you travel to a Sensitive Country as defined by DOE and you hold a clearance, you must report this unofficial international travel. Contact the International Travel Helpline to ask if the country you are traveling to is on the list.

Unofficial International Travel to Non-Sensitive Countries does not need to be reported, but keep a record of it.





Unofficial International Travel

Reporting Sensitive Country Travel

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If you have access to SNL's internal web go to either the **International Travel Home Page** or the Travel Home Page and click on the Travel Information System (**TIS**) link and enter your trip information.

If you don't have access to SNL's internal web, contact the Org. you are working for so the OAA can enter the information for you.

The **TIS** will automatically notify the Counterintelligence (CI) Office. They require notification prior to your departure or as soon as applicable. If you do not hear from CI, please contact them at 284-3878.





Official International Travel for Contractor's Company

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If you travel to a Foreign Country for your own company and:

- You are not representing DOE, SNL, NNSA, or the U.S. Government
- You are not funded by DOE, SNL, or the NNSA

Follow the guidelines for Unofficial Travel to Sensitive or Non-Sensitive Countries.



International Travel Contacts

Sandia National Laboratories

The Sandia
International Travel
Office is located in the
Innovation Parkway
Office Complex (IPOC)
7:30 am to 3:00 pm

The poster features the Sandia National Laboratories logo at the top. Below it, the text "International Travel Office" is prominently displayed. A graphic of a jet flying over a globe is positioned to the left of the text. Contact information is provided in the center, and a photograph of a jet in flight is at the bottom.

Sandia National Laboratories

International Travel Office

Helpline: 505-845-1300
fortravel@sandia.gov
Fax: 505-284-5030

<http://sandia.gov/fso/>



International Travel Contacts

Sandia National Laboratories

Help Line: 845-1300

Email: **fortravel@sandia.gov**

***Visit the International Travel Office at
<http://ibs.sandia.gov/>***





International Travel Review

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- **When traveling to any foreign country including Mexico or Canada on behalf of Sandia, you need to obtain SNL and DOE approval prior to departing.**





International Travel Review

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When traveling to any foreign country on vacation you may not meet with colleagues to discuss a SNL project.





International Travel Review

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- **Travel to a sensitive country must be reported if you are a cleared individual.**





International Travel Summary

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If you travel on behalf of SNL, DOE, NNSA, or the Government you must obtain SNL and DOE approval prior to departing.

Please give International Travel a call if you have any questions – 845-1300