



Exceptional service in the national interest

International Security Operations

International Travel - Pre-Approval

Presented by: Veronica L. Robles

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Sandia National Laboratories is a multitenant laboratory managed and operated by National Technology and Engineering Solutions of Sandia LLC, a wholly owned subsidiary of Honeywell International Inc. for the U.S.

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AGENDA

- International Security Operations
- Official International Travel
- Unofficial International Travel (Personal Vacation)
- Sandia Designated Representatives
- Resources





International Security Operations

- **International Security Specialists process official international travel for approval (SNL/DOE/DOS)**
 - [International Travel & Hand Carry](#) (SNL)
 - Foreign Travel Management System (DOE)
 - Country Clearance Requests (DOS)
- **Visa/Passport Services**
 - Allstate Passports & Visa Services
 - Update 7/28/21: possible backlog for passport applications.
 - 6 months validity to travel on a passport
 - [ISO Directions for Passports & Visas](#)
- **Regional Security Officers will review traveler destination(s) and provide tailored safety and security analyses for each traveler/trip**
 - [Risk Management Plan, SF 7643-RMP](#)
- [ISO Internal Webpage](#) (SRN)
- [ISO External Webpage](#) (SON)
- ISO Specialist Support: fortravel@sandia.gov
- RSO support: internationalsec@sandia.gov



Official International Travel

- Members of the Workforce **must** receive Sandia National Laboratories (Sandia), Department of Energy, and Country Clearance (Department of State) approval to conduct official international travel prior to departure. If your official travel includes personal travel, both sets of travel details must be provided to ISO and be approved. **International travel includes travel to Mexico and Canada.**
- **The term "official" international travel is defined by DOE as:** Approved travel (whether wholly or partly on official business) meeting any of the following criteria:
 - Travel from the United States, which includes the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States, to a foreign country.
 - Travel between international countries, by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by DOE or NNSA from its appropriations.
 - International travel funded by non-DOE or non-NNSA sources for which the traveler represents SNL, DOE or NNSA, or conducts business on behalf of the U.S. Government.
- **Members of the Workforce are defined as:** Sandia employees and contract personnel who are subject to the Sandia policies, processes, and procedures through the terms of their contract.
- Travelers must complete training prior to departure:
 - FCPA100, *International Business Practices*: Required annually, 1 hour course
 - EC100, *Export Control Awareness Training*: Required annually, 1 hour course
 - INTLSEC101, *SNL Situational Awareness Briefing for International Business Travel*: Required every 3 years, 2 hour live briefing
 - CT401, *Counter Threat Awareness Training*, email fortravel@sandia.gov to register: Required every 6 years, 4-5 hour course
 - This training replaces HTSOS. MOWs that are due to renew or are new to official international travel should register for CTAT.
- COVID-19:
 - Mission Essential Travel Only. Must be approved by multiple levels of SNL approval.
 - Complete [Risk Management Plan, SF 7643-RMP](#).



Official International Travel continued...

Per DOE/NNSA, **all** official international business travel must be mission essential. If your travel is mission essential, complete the steps below to begin the approval process. Trips that involve multiple MOW travelers, please respond/submit requests once on behalf of the entire team.

1. Contact the Regional Security Officers (internationalsec@sandia.gov) with your Country/City and travel dates. If this involves multiple travelers, CC all travelers to the email. The RSO will send a security analysis for the traveler(s) to use in order to complete the below forms:
 - a) Complete [Risk Management Plan, SF 7643-RMP](#).
2. Submit an [International Travel & Hand Carry Request](#) and attach the completed corporate form from step 1 along with the **booked flight itinerary**. ISO will contact travelers on next steps.

For more information see [Policy SS010 - International Security Operations](#). Any questions contact fortravel@sandia.gov

For information regarding the current required approvals for foreign travel, [click here](#).



Do not travel until you have a Final DOE approval notification (email) from ISO. If you are an SDR, do not allow subcontracts to travel until ISO has sent the Final DOE email notification. Failure to adhere may result in zero reimbursement and



Unofficial International Travel (Personal Vacation Only)

There are two forms of Unofficial International Travel: Sensitive and Non-Sensitive. Please review the [OUO CI Sensitive Countries List](#). DOE approval is not required for unofficial travel, however, other SNL approvals may exist.

Sensitive Unofficial International Travel:

- Submit your travel arrangements to [MyTrips - ISOS](#).
- Report planned travel to [Counterintelligence](#) (CI) 20 days before departure: CI-Help@sandia.gov.
- If you are taking Sandia owned equipment or information, please submit an [International Hand Carry](#). This will require approval prior to departure.

Non-Sensitive Unofficial International Travel:

- It is recommended to submit your travel arrangements to [MyTrips - ISOS](#).
- Recommended to report planned travel to [Counterintelligence](#) (CI) 20 days before departure: CI-Help@sandia.gov.
- If you are taking Sandia owned equipment or information, please submit an [International Hand Carry](#). This will require approval prior to departure.



Resources



ISO Customer Assistance:
fortravel@sandia.gov



ISO SRN Webpage



Security Toolcart
(SON for Subcontractors)



Policy SS010
International Security Operations



DOE O 550.1
Official Travel



Risk Management Plan
SF 7643-RMP