

Subject: FOREIGN TRAVEL – IMPORTANT – New requirements  
To: Gregory Norman <[gcnorman@lbl.gov](mailto:gcnorman@lbl.gov)>

*Hello Travelers,*

*We have been directed by the Department of Energy and the Department of State to apprise all travelers of these obligations and ensure your understanding. These requirements will be implemented immediately. Thank you.*

## **NEW FOREIGN TRAVEL REQUIREMENTS**

***Sent on behalf of the U.S. Department of State***

August 2016

### **FRANCE**

**U.S. Embassy, Paris**

#### **REQUIREMENTS FOR ALL TRAVEL TO FRANCE:**

1. INTERNATIONALLY ENABLED mobile telephone number.
2. Email address that is immediately accessible to the traveler 24 hours a day/7 days a week.
3. Full hotel information (name/address/phone number) covering each night of stay in France.
4. Complete travel information including flight/train numbers/dates/times for all legs of the journey.
5. Host name, position/title, institution, and telephone number.
6. All official meeting/venue information (address/venue phone).
7. Emergency contact information in the U.S. to confirm traveler's well being, if needed (e.g. WORK SUPERVISOR/spouse/family). Provide name, phone number and email address.
8. Registration in **STEP** System: (<http://redirect.state.sbu/?url=https://step.state.gov/step/pages/common/citizenship.aspx>)

#### **ADDITIONAL REQUIREMENTS FOR LONG-TERM TDY (Temporary Duty) IN FRANCE (more than 10 business days):**

1. **SECURITY BRIEFING:** Travelers staying longer than 10 business days in France are **REQUIRED** to schedule a new arrival security briefing with the RSO at the U.S. Embassy in Paris **within one week of arrival in France**. This requirement covers all travelers staying more than 10 days in France, regardless of final destination. Coordination and scheduling of this briefing is the responsibility of the TRAVELER; the briefings are held every Tuesday morning at 1000 at the Embassy. The RSO can be reached at [+33 1 43 12 21 19](tel:+33143122119) and [ParisRSO@state.gov](mailto:ParisRSO@state.gov). The traveler must inform the control officer that they have received this briefing. Travelers and program offices must account for this requirement when planning for travel to France (which includes transiting Paris for this briefing).
2. **MIR3:** Travelers staying more than 10 business days are **REQUIRED** to sign up for the MIR3 system which will advise the traveler of an emergency cascade. Should an emergency cascade be initiated as indicated by a MIR3 message, the TRAVELER will be responsible for contacting their control officer **IMMEDIATELY**. Instructions for signing up to MIR3 will be provided during your security briefing. The TRAVELER should not wait to be contacted by the control officer.
3. **TRAVEL REPORTING:** Reporting of any travel outside of the destination stated in the eCC (e.g. work-related or personal travel) during the course of the long-term TDY is **REQUIRED**. Such reporting should be done to the control officer and the RSO at [ParisRSO@state.gov](mailto:ParisRSO@state.gov). Long-term TDYers remain accountable while covered under an eCC to France, regardless of their location.

## SPAIN

U.S. Embassy, Madrid

### REQUIREMENTS FOR ALL TRAVEL TO SPAIN:

1. INTERNATIONALLY ENABLED mobile telephone number.
2. **Work** email address and **personal** email address.
3. Full hotel information (name/address/phone number) covering each night of stay in Spain.
4. Complete travel information including flight/train numbers/dates/times for all legs of the journey.
5. Emergency contact information in the U.S. to confirm traveler's well being. Please provide name, telephone number and email address.

### ADDITIONAL REQUIREMENTS BY THE U.S. DEPARTMENT OF STATE:

- ∅ INTERNATIONALLY ENABLED mobile telephone numbers are REQUIRED for to France, Japan, Turkey\*, and Russia\*. (*\*DOE mission critical travel **only***).
- ∅ Effective May 2016, travelers conducting official business in Columbia **must** have an electronic (*passport with chip*) passport or entry into country will be immediately denied.
- ∅ Hotel Confirmation Numbers are REQUIRED for travel to Greece and **any** country within Africa.

### GENERAL REMINDER OF U.S. DEPARTMENT OF ENERGY FOREIGN TRAVEL REQUIREMENTS:

- ∅ Foreign travel requests must be submitted at least 30 days prior to departure.
- ∅ Notify Travel Services of **ANY** proposed changes to a foreign travel request – re-approval may be required.
- ∅ If presenting at a conference, a copy of your presentation is required.
- ∅ Detailed trip purpose (230-1500 characters) and detailed trip benefit to Government (230-2000 characters) is required for every trip.
- ∅ **ALL** locations (business and personal) must be documented on your foreign travel authorization.
- ∅ Air travel for Laboratory employees/affiliates must be ticketed by Carlson Wagonlit Travel unless paid in-full by host.
- ∅ Laboratory equipment must be documented on TREX authorization.
- ∅ DOE allows travelers 1 personal/vacation day for every 2 days of official business; exceeding this ratio may result in disapproval of travel request.
- ∅ **Travelers may not embark on foreign travel until Laboratory TREX reflects "DOE Approved" status.**
- ∅ For more information, please visit the **Foreign Travel Information** page:

<https://commons.lbl.gov/display/~ewalker@lbl.gov/Foreign+Travel+Information>

#### Travel Help

Lawrence Berkeley National Laboratory | Mail Stop 971-TR  
Phone: [510-486-4500](tel:510-486-4500) | Fax: [510-486-6888](tel:510-486-6888) | E-mail: [TravelHelp@lbl.gov](mailto:TravelHelp@lbl.gov)

**U.S. DEPARTMENT OF STATE MANDATED TRAINING COURSES:**

Ø Serving Abroad for Families and Employee (S.A.F.E) is required for all travel in excess of 30 days (or longer) in one country OR travel to any country within Africa. This training may also be requested at the discretion of the U.S. Department of State.

- o <http://www.state.gov/m/fsi/tc/securitytraining/safe/>

Ø High Threat Security Overseas Seminar (HTSOS) is required for all travel (less than 45 days per calendar year) days to:

- o <https://fsitraining.state.gov/Home/Index/8>

Afghanistan	Angola	Benin	Botswana	Burkina Faso	Burundi	Cabo Verde
Cameroon	Central African Republic	Chad	Comoros	Congo	Cote d'Ivoire	Djibouti
Egypt	Equatorial Guinea	Eritrea	Ethiopia	Gabon	Gambia	Guinea
Guinea-Bissau	Iraq	Kenya	Lebanon	Lesotho	Liberia	Libya
Madagascar	Malawi	Mali	Mauritania	Mauritius		
Mexico (Consular Regions):	Mexico – Ciudad Juarez	Mexico – Matamoros	Mexico – Monterrey	Mexico – Nogales	Mexico – Nuevo Laredo	Mexico - Tijuana
Mozambique	Namibia	Niger	Nigeria	Pakistan	Rwanda	Sao Tome and Principe
Senegal	Seychelles	Sierra Leone	Somalia	South Africa	South Sudan	Sudan
Swaziland	Syria	Tanzania	Togo	Tunisia	Uganda	Yemen
Zambia	Zimbabwe					

Ø Effective January 1, 2017 High Threat Security Overseas Seminar (HTSOS) will be required for all travel (less than 45 days per calendar year) days to:

Algeria	Bahrain	Bangladesh	Bhutan	India	Iran	Israel
Jordan	Kazakhstan	Kuwait	Kyrgyzstan	Morocco	Maldives	Nepal
Oman	Palestinian Territories	Qatar	Saudi Arabia	Sri Lanka	Syria	Tajikistan
Turkmenistan	United Arab Emirates	Uzbekistan				