From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: URGENT: NFT Document Routing Structure in GovTrip--Effective 6/21/2010
Date: Thursday, June 17, 2010 4:57:45 PM
Attachments: image005.png
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image001.png

FYI – more info on the new NFT process

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, June 17, 2010 4:55 PM
To: Battistello, Kathryn (NIH/NCI) [E]; Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
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Subject: URGENT: NFT Document Routing Structure in GovTrip--Effective 6/21/2010
Importance: High

NCI HPOCs: please disseminate this information to your planners and approvers regarding new routing roles in GovTrip for foreign travel.

Beginning MONDAY, June 21, 2010, NFTs will be included in the GovTrip authorization process. **In order for NFTs to be routed to Fogarty electronically, there will be two new roles in the foreign travel routing process:** 1) the "**NFT Pre-Approved**" stamp, which will be completed by the AO after he/she has stamped the document "Conditionally Approved"; and the "**NFT Final Approved**" stamp, which will be completed by Fogarty.

Please see the new NFT document routing structure below:

Document routing begins in the IC

AO Approver stamps Conditionally Approved which moves the document to NFT Pre-Approval role.

NFT Pre-Approved (New)

AO Approver or other designated Approver stamps the document NFT Pre-Approved to release tickets booked on-line and move the document to FIC.

NFT Final (New)

FIC initiates the necessary clearances and stamps the document NFT Final Approved

EO/Ethics Reviewed, Conditional Approved or Approved

Document returns to the IC to complete routing

Please ensure that the <u>AO stamps the document TWICE</u> in GovTrip; once with the "Conditionally Approved" stamp, and again with the "NFT Pre-Approved" stamp. The AO should only choose those two stamps from the list of dropdown items. If the AO doesn't stamp the document twice, the NFT will not be sent to Fogarty electronically in the GovTrip routing path, and the traveler may be in danger of not being able to travel.

IMPORTANT!!! Also, please ensure that the AO who has been SELECTED by the planner in the routing path for the "NFT Pre-Approved" role is the only one who stamps the document. If another AO pulls the document from Traveler Lookup, and stamps the document "Conditionally Approved" or "NFT Pre-Approved," the rest of the routing path will disappear, and Fogarty will not receive the NFT electronically in the GovTrip routing path. **It is CRUCIAL that AOs DO NOT pull documents for which they are not listed in the routing path.** If an AO is unavailable for conditional approval/NFT pre-approval, the planner should restamp the document and select an available AO in the routing path.

As a reminder, when the AO stamps the document "NFT Pre-Approved," the airline ticket will be issued when the TAW date is reached. In many cases, non-contract flights are booked for foreign trips, so in order to ensure that a traveler's non-contract flight is issued by the required deadline, the process of stamping the document "NFT Pre-Approved" will now prompt Omega to issue an airline ticket. While this functionality is helpful, it is extremely important that all planners and AOs do not allow a traveler to depart for a foreign trip without an APPROVED travel authorization, which could now happen because Omega has already issued the ticket WITHOUT an approved travel authorization. Also, Fogarty has indicated that they will allow a traveler to pick up his/her official passport and visa (if necessary) without requiring an approved authorization; this lack of a "checks-and-balances" may also mistakenly allow a traveler to depart without an approved authorization. **PLEASE DO NOT ALLOW THIS TO HAPPEN!! A traveler should never depart for the airport without an APPROVED travel authorization in his/her possession.**

Additional information regarding routing paths will be forthcoming.

If you have any questions, contact me at 301-496-2678.

Deb

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