From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: ACTION REQUIRED: URGENT: Important information regarding NFT integration into GovTrip beginning MONDAY, JUNE 21, 2010
Date: Thursday, June 17, 2010 3:58:23 PM

Very Important info about the new NFT process for Foreign Travel

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, June 17, 2010 3:26 PM
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Subject: ACTION REQUIRED: URGENT: Important information regarding NFT integration into GovTrip beginning MONDAY, JUNE 21, 2010
Importance: High

NCI HPOCs: please disseminate this important information to your planners and approvers regarding the integration of NFTs into GovTrip for foreign travel.

The current OGHA NFT system will be deactivated beginning Friday, June 18th, and

all NFTs after this date must be included in GovTrip as part of the foreign travel authorization. This change will also require revisions/ additions to the authorization's routing path--additional information regarding this specific change will follow this email.

Beginning MONDAY, JUNE 21, 2010, I will no longer be reviewing all NCI NFTs for completeness before submission to Fogarty International Center. Therefore, the reviewer or AO for each authorization must ensure that the travel planner has entered all of the required emergency contact information for each per diem destination into the appropriate location on the NFT screen before stamping the document "REVIEWED/CONDITIONALLY APPROVED." This new NFT screen will be located in the **Additional Options** tab of the authorization.

IMPORTANT ITEMS identified at NFT workshop yesterday:

- All **information in the NFT must be complete and accurate.**
- **Fogarty still needs the NFT at least 35 days** prior to trip departure date.
- Fogarty will clear **documents in the order of departure dates** and will have a metric once the system is up and running.
- The travel planner should track the progress of the NFT by going into the Digital Signature section of GovTrip, which will show the planner where the document is in the routing path. A travel planner WILL NOT receive an automatic email notification when the NFT has been stamped "NFT Final Approved" by Fogarty.
- When Fogarty has stamped the document "NFT Final Approved," an email notification will be sent to the Foreign Travel Approver, which is the next role in the GovTrip routing path.
- Fogarty takes emergency contact information and does the following:
  - § Submits a cable to the US embassy letting them know the traveler is coming.
  - § Uses the information to assist traveler in applying for official passport and any necessary visas.
  - § **If information is not complete and/or accurate, the travel will be returned in the GovTrip system,** thus possibly delaying approval of the travel and passport/visa processing.

Below are the NFT submission requirements that must be included in the NFT section of the travel authorization:

§ Travel itinerary
§ Name, address, and phone for both the in-country contact person and the hotel/other lodging accommodations for all destinations that are listed in the "International Emergency Contact Information" field
§ If the traveler is staying in more than one hotel for the same city, provide the breakdown of dates for each hotel
§ If the traveler is staying with a friend, relative, or colleague, provide the name, address, and phone number of this individual.
§ If the traveler will be on annual leave before or after the meeting, include the hotel information in the International Emergency Contact Information field with the breakdown of dates of annual leave.

§ Purpose of travel for all destinations is described in the 'Explanation' field
    § For meeting travel, give name and sponsor of meeting
    § If the traveler is speaking, provide the name of the talk
    § For site visits or collaborative research, describe projects and provide names of principal contacts. Avoid using abbreviations.

NOTE: Embassy address and phone number is no longer required in the International Emergency Contact Field; however, planners should provide their travelers with embassy information for each per diem destination, which is located at the following website: http://www.usembassy.gov/

What should the planner do if the trip is changed or cancelled after NFT final approval by Fogarty?

Notify your FIC International Travel Program Specialist (Jeff Chen for NCI) if:

§ there is a change in travel dates, destination(s), or contact information on the travel authorization after NFT Final Approval. Such changes affect the country clearance request and, often, the passport/visa application.

Action: **IMPORTANT!!!** Make necessary updates to the authorization and the NFT, indicate the type of change in the Remarks section on the Digital Signature page, then re-route the document to FIC.

§ a trip is cancelled after NFT Final Approval

Action: Send an email to FICVPO@mail.nih.gov informing FIC of the cancellation.

Other Foreign Travel Items:

Passports/Visas

§ Ensure traveler has a valid official passport or applies for one – government employees cannot use their personal passport for official government travel
    - Passport application forms can be found at http://www.fic.nih.gov/programs/international/index.htm
    - Official passports should be kept at FIC when the traveler is NOT in travel status.
§ Check the official passport/visa chart on the FIC website to see if a visa is required for the destination country
    - Requirements for US official passports differ from those for US personal passports.
    - Official passport/visa chart can be found at: http://www.fic.nih.gov/programs/international/visa_table.htm
§ Passport and visa applications can be initiated before the travel authorization is submitted for approval.
§ Travelers can pick up their passports one week to 10 days before the trip departure date.
§ It is no longer necessary to fax/send over the travel order to obtain the official passport.

Security

§ FIC will attach a security briefing information notice to the travel authorization as part of the NFT approval process
    - This will be a one page document uploaded into the GovTrip system
    - Traveler planners should print out this information and provide it to the traveler so he/she can read it before traveling.
    - There is an HHS requirement that all HHS travelers read these two documents
    - The links to the actual uploaded document can also be found on the FIC website: http://www.fic.nih.gov/programs/international/security_briefing.htm

Transition Information:

- **What happens to foreign trips created in GovTrip prior to the integration of the NFT tool on June 21?**
    § GovTrip documents created prior to June 21 will not have the integrated NFT in the document. These documents should have a corresponding NFT in the OGHA site prior to June 18.
- **GovTrip documents created on or after June 21 require that the integrated NFT be populated regardless of whether or not an NFT exists on the OGHA site.**
- **Access to create new NFT documents through the OGHA NFT site will be deactivated on June 18**.
    § Users will continue to have access to the OGHA NFT site to complete existing NFTs

NOTE: If you have a non-NIH affiliate traveler traveling to the US, use "DOMESTIC" as the trip type. Travelers going from overseas to the US DO NOT require an NFT. However, non-NIH affiliate travelers going from the US to a foreign country require an NFT.

NFT Known Issue:

- **Itinerary Dates not updating in the NFT when changes are made**

Issue: If dates for an existing per diem location are updated in the document, the NFT will not reflect the change:
Examples: If the dates for a trip to Paris are changed from 6/5/10-6/12/10 to 6/5/10 -6/8/10, the NFT will not reflect the new dates. OR if an additional per diem location of London is added to the Paris trip from 6/8/10-6/12/10, the NFT will show an overlap in per diem locations from 6/8/10 to 6/12/10.
Solution: Indicate the correct dates in the Explanation field of the NFT and in the Remarks field in the Digital Signature page.

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

Deb

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