



NESDIS – Pre and Post Hand Held Devices Foreign Travel Checklist

(This form must be completed before Foreign Travel Authorizations are approved)

Please submit this form to NSDesk by e-mailing it to NSDesk@noaa.gov

Requestor Name & Title:

Requesting Date:

Actual Travel Date:

Instructions

Laptop, iPhone, iPad and Portable Media policy:

- Prior to travel - At least five (5) business days prior to international travel, if you must take any of the above listed devices, contact your local IT help desk to reserve time for configuration & final preparation.
- During travel - Do not put any of your Government issued property in your checked baggage.
- Upon completion of travel – Report to the IT help desk to have your devices wiped & re imaged.
- iPad and/or iPhone International Service – Send a request to your line office POC to request a temporary change in your calling plan.

Section 1 - Laptop

- I will not be taking a laptop PC for foreign travel
- I would like to have a GFE laptop PC issued to me
- I will be taking my GFE laptop PC with me on foreign travel

Section 2 - iPad

- I will not be taking my GFE (government furnished equipment) iPad
- I will be taking my GFE (government furnished equipment) iPad

Section 3 - iPhone

- I will not be taking my GFE (government furnished equipment) iPhone
- I will be taking my GFE (government furnished equipment) iPhone

Section 4 – GFE Removal Portable Media Device

- I will not be taking my GFE (government furnished equipment) removal portable media device
- I will be taking my GFE (government furnished equipment) removal portable media device

My signature indicates that I will comply with the procedures NESDIS has set forth to implement the Department of Commerce policy in this area. I am aware that any questions I have concerning the policy/procedures should be directed to my IT help desk staff.

Signature & Validation

Traveler		Date	
Supervisor		Date	
IT Service Desk manager		Date	