

-----Original Message-----

From: travel-admin@slac.stanford.edu [mailto:travel-admin@slac.stanford.edu] On Behalf Of Lim, Melissa

Sent: Wednesday, September 21, 2016 11:18 AM

To: travel-admin; SLAC-Business Managers

Cc: Davidson, Suzanne M.; Holtkamp, Norbert; Sherin, Brian; Lougee, Lance J.; Bloyer, Chris; Fried, Carole; DeBarger, Scott

Subject: Update 9/21: Travel to France (and what about to CERN?)

---Please disseminate to your directorate's travelers---

The Travel Office just received an update from our DOE Counterintelligence Officer that he will be conducting the security briefing locally for all official travel to France longer than 10 days. SLAC travelers are no longer required to go to Paris for this briefing at the U.S. embassy. Please note the highlighted actions in my 8/12 email to you below will be conducted locally (not in Paris). The Travel Office will manage this requirement and notify travelers who need to attend the briefing.

See the FAQs here: http://www-group.slac.stanford.edu/ocfo/travel/faq.html#Foreign_Travel_-_Security_Briefing_Requirements <http://www-group.slac.stanford.edu/ocfo/travel/faq.html#Foreign_Travel_-_Security_Briefing_Requirements> .

Please contact travel@slac.stanford.edu <<mailto:travel@slac.stanford.edu>> for any questions.

MELISSA LIM | Travel Manager

This email is a direct communication from the Travel Reimbursement Office to administrators in the Travel-Admin mailing list. To subscribe or unsubscribe to Travel-Admin, visit <https://LISTSERV.SLAC.STANFORD.EDU/cgi-bin/wa?SUBED1=TRAVEL-ADMIN&A=1> <<https://listserv.slac.stanford.edu/cgi-bin/wa?SUBED1=TRAVEL-ADMIN&A=1>> .

Foreign Travel - Security Briefing Requirements

To which countries am I required to attend a security briefing?

China - Travelers are required to attend a briefing with a DOE Counterintelligence Officer before the trips occur.

France - Travelers staying longer than 10 business days in France are required to attend a briefing with a DOE Counterintelligence Officer before the trips occur.

I will be traveling to CERN, do I need to attend a security briefing?

Yes you must attend a security briefing with a DOE Counterintelligence Officer if the following scenarios apply:

- Travel to France or if business is conducted on French side of the border (for more than 10 business days)
- Travel to CERN (more than 10 business days) but lodging in France

Under what circumstance should I attend a security briefing in Geneva?

You are recommended to attend a security briefing in the U.S. Mission in Geneva for the following scenarios:

- Travel to CERN (for 10 business days or less) but lodging in France
- Travel to CERN and lodging in Switzerland (regardless of length of stay)

What other requirements must I follow for travel to France?

All information submitted in an eCC must/must be fully accurate and is the responsibility of travel offices and travelers. The following information and actions are REQUIRED:

- INTERNATIONALLY ENABLED MOBILE PHONE NUMBER IS REQUIRED
- Email address that is immediately accessible to the traveler 24 hours a day/7 days a week (NOT the email address of the travel office)
- Full hotel information (name/address/phone number) covering each night of stay in France on official business
- Point(s) of Contact (name/phone number/title) and all official meeting/venue information (address/venue phone)

- Complete flight information including flight numbers/dates/times for all legs of the journey
- Any personal leave time under the period covered by the country clearance must be clearly indicated with a location.
- Emergency contact information in the U.S. to confirm well-being, if needed (e.g. spouse/family)
- Registration in the STEP system:
<https://step.state.gov/step/pages/common/citizenship.aspx>. Non-US citizens should register by signing up for the travel alerts and warnings (unsubscribe after you leave the country).
- Contact the [Travel Office](#) for any changes to the above information due to changes in travel plans, dates, locations, itineraries (including hotels and flights). This must be updated to your eCC.
- [FAQs published by the U.S. Embassy in Paris](#). Please note traveling to Paris for security briefings is no longer required.