When REE staff members prepare to travel internationally **on official USDA business**, they should first coordinate with their agency’s international travel office who maintains the procedures for official international travel including passport applications for official government business, visas, State Department country clearances, health precautions and requisites, etc. ERS staff should contact the **ERS OA Administrative Officer and OA Chief of Staff**. NASS staff should contact the **NASS International Programs Office**. ARS and NIFA staff should work directly with their supervisors.

Employees planning to travel internationally and proposing to bring a USDA IT device (phone, tablet, computer) have to follow the process described below:

1. Traveler obtains a preliminary approval from supervisor and agency senior leadership (Administrator/Associate Administrator/Area Director) to take USDA-issued IT equipment on international travel.
2. Traveler or supervisor submits an email request for risk determination to the USDA Information Security Center (ISC) at [CyberThreat@usda.gov](mailto:CyberThreat@usda.gov) for the country in question. This email request should be submitted **30 days** prior to the scheduled departure date. *Refer to the risk determination email template included below.*
3. With ISC’s risk determination response and approval from Administrator/Associate Administrator/Area Director documents included, the supervisor requests approval from the REE ACIO or designee. If ISC’s country risk determination has been verified as High, the REE ACIO will seek risk co-acceptance from Administrator/Associate Administrator. *An example email template is included below.*
4. CEC-supported traveler or supervisor submits an **International Travel - IT Equipment** ticket in Digital Workplace ([International Travel - IT Equipment (onbmc.com)](https://usdacts-myit.fed.onbmc.com/dwp/app/#/itemprofile/14406) at least **14 days prior to departure**. Both ISC risk determination and REE ACIO approval emails must be attached when the ticket is submitted. Traveler or supervisor should work with local CEC IT support to obtain as appropriate a loaner or a burner device configured for international travel. Employee-issued regular devices are not authorized for use on international travel.

*NOTE: CEC Status Quo supported staff should send both ISC risk determination and REE ACIO approval emails to their local IT support to obtain a device configured for international travel.*

1. The traveler must power down the loaner/burner device(s) prior to returning from international travel. The device should remain powered off until it is returned to local IT support for reimaging/processing.
2. All devices must be returned to local IT supportto be wiped/reimaged immediately upon return and without exception.

 