

International Travel Procedures

Determination of high risk locations can be obtained at the following web site location: https://issaic.saic.com/business_dev/intnl_bus/hrta/.

If you have never accessed the ISSAIC web site, you will need to set up an ISSAIC account by going to <https://ess.saic.com> and acquiring your password. You will be required to know your Corporate Employee Number. If you do not know your Corporate Employee Number, contact the SAIC-Frederick Human Resources Department.

International Travel Procedures

The following steps should be completed for all International Travel:

1. The “International Travel Questionnaire” Form is sent to the Travel Department, 92 TJ Drive, Suite 250.
2. It is recommended that a Security Briefing be scheduled with Protective Services by calling extension 1091; however, this is optional for non-high-risk locations. Security briefings are tailored to the location of your travel. They provide useful travel tips, information on how to protect yourself, and what to do in the instance of an emergency.
3. “International Travel Consultation Record” must be completed and sent to OHS, Building 426. This form gives OHS the initial information needed to schedule appropriate immunizations for the traveler.
4. The Travel Package is prepared and sent to the Travel Department, 92 TJ Drive, Suite 250.

If the travel destination is considered “High Risk” (Category A or D), the following form is also required:

For all Employee Travelers

High Risk Travel Area Acknowledgement Form: Take this form to the security briefing for signature. Protective services will send the form to the travel Department for forwarding to SAIC Corporate.

For all Non-Employee Travelers coordinated and paid for by SAIC-Frederick

High Risk Travel Acknowledgement, Hold Harmless, Assumption of Risk and Release of Liability Form: This form must be sent directly to the Travel Department.

The booking of flight arrangements must be coordinated through SAIC-Corporate Travel upon the receipt of Contracting Officer Approval. If flight arrangements are not coordinated through SAIC Corporate Travel, SAIC will not be able to assist the traveler with any required changes to their itinerary.

The following website contains the above information and forms in electronic format:
<http://home.ncifcrf.gov/saic/bpdocs/itp.htm>.

Please note that your travel will not be approved by Dr. Larry Arthur or Mr. David Buffer until the above requirements are met.