6/27/08

Approved for Release
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DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #08, FY08

SUBJECT: International Travel with Information Technology (IT) Equipment

EFFECTIVE DATE: June 27, 2008

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

PURPOSE: This bulletin provides notice of the Department's policy for transporting IT equipment for official use in foreign countries.

PROCEDURES: Only Government laptops that have been specifically designated for international travel may be used to process and store Commerce information while traveling outside the U.S. These Government-owned laptops will be maintained in a pool, managed by Department and Bureau Chief Information Officer (CIO) staff, to be loaned to employees for official use while on international travel.

Concurrence on international destination travel orders will be required from the Department or Bureau CIO office in managing loaned laptops. The concurrence will indicate that the employee is traveling with a loaned laptop. Additionally, certification will be required that the employee has been informed that he/she cannot take any other Government-owned laptop on international travel. Use of loaned laptops and any other electronic devices, including Blackberries, must be in accordance with the policies of the CIO. Employees who carry Blackberries for official use on international travel must have the device scanned (AutoBerry Scan) by the servicing CIO's office prior to travel and immediately upon return. Prior to the issuance of airline tickets, use of Blackberries and loaner laptops must be approved by the servicing CIO office on Form CD-29, *Travel Order* (revised 06/08, previous edition obsolete) http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_002403.pdf

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