

## REQUEST FOR ACTIVATION OF INTERNATIONAL SERVICE

The purpose of this form is to request the use of Government computer or mobile devices while traveling internationally. **Please email the completed form to DCRI Store Sales ([CC-DCRIStoreSales@mail.nih.gov](mailto:CC-DCRIStoreSales@mail.nih.gov)).**

### **USER INFORMATION**

Name: \_\_\_\_\_

Bldg/Room #: \_\_\_\_\_ Department/Branch or Section: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Device Phone Number: \_\_\_\_\_

### **TRAVEL INFORMATION - Please submit at least 10 days prior to international travel date.**

There has been heightened sensitivity to the use of government furnished equipment when travelling to foreign countries on official travel. For certain high-risk countries, you will need to request loaner equipment from DCRI. These countries change periodically, so in anticipation of your travel, your staff will need to contact [international@hhs.gov](mailto:international@hhs.gov) to see if the country is on the list. Sensitive data must only be taken when absolutely necessary, and loaner equipment must be given back to DCRI to be wiped within 2 business days of your return.

Regarding personal foreign travel, government furnished property can only be taken if previously cleared by the CC Office of the Chief Information Officer. Given the guidelines above, you should only seek to take government equipment with you on personal travel if it is absolutely necessary

You are traveling to a country on the High-risk list and request permission to take a Loaner Laptop.

You are traveling to a country on the High-risk list and request permission to take a Loaner SmartPhone.

You are traveling to a country **not** on the High-risk list and request permission to take your laptop.

You are traveling to a country **not** on the High-risk list and request permission to take your SmartPhone.

Dates of Travel: \_\_\_\_\_ To \_\_\_\_\_

Destination(s) of Travel: \_\_\_\_\_

**USER JUSTIFICATION:** I am submitting this request because my job responsibilities require me to (check all that apply):

Have constant access to data sources, network resources and/or other systems to conduct official Government business when I am routinely out of the country on travel

Other (please specify):

Activation of the International Roaming Feature allows the use of the device internationally as well as provides unlimited e-mail and browser use. This feature does NOT provide unlimited voice service or text messaging. International roaming service is out of plan and subject to the hosting country's carrier's rates. Per minute rates vary by carrier ranging from as low as \$ .25 per minute to as high as \$ 5.99 per minute (cruises). Text messages are billed at a rate of \$.35 per message. All of the roaming charges incurred while on travel are considered outside of the CC managed plan and are therefore billed to the users departmental CAN.

Other information regarding official foreign travel:

- Outlook Web Access is not authorized

- All government furnished devices must be powered off during the travel to and from the foreign country (i.e. you can't use them on the airplane).

***The undersigned has read the above information and agrees that he/she is aware of the fees that will occur when the device (s) are used Internationally and that all the fees are the responsibility of the users department.***

**SIGNATURES**

_____ Employee or User Signature	_____ Date
_____ Immediate Supervisor	_____ Date
_____ Department Head	_____ Date
_____ Administrative Officer	_____ Date

**DECISION**

Approved                      Disapproved

_____ Deputy Chief Information Officer	_____ Date
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