**24a. INTERNATIONAL TRAVEL SECURITY PROCESS**

Updated 9/30/2017

**Smart Traveler Enrollment Program (STEP)**

* Provides important information from the Embassy about safety conditions in destination country, to assist in making informed decisions about travel plans.
* Helps the U.S. Embassy to contact the USSEC international team leader in an emergency, whether natural disaster, civil unrest, or family emergency.
* Helps family and friends get in touch with you in an emergency

USSEC international team leader will enroll U.S. citizens and nationals traveling abroad with the nearest U.S. Embassy or Consulate.

* Organization Account
  + USSEC will create an organization account to be used when groups are travelling to international destinations.
  + All trips will be registered no later than 2 days before departure.
* Individual Accounts
  + All employees travelling on a regular basis to international destinations will create an account and enroll in the STEP program.
* Federal Travel Regulations for International Travel
* USSEC shall notify the Attache/Counselor in the destination countries in writing in advance of any proposed travel.
* Travel notice should be far enough in advance to enable the Attache/Counselor to schedule appointments, make preparations, or otherwise provide any assistance being requested.
* Failure to provide advance notification of travel may result in disallowance of the expenses related to the travel.

**USSEC Zurich Travel Assist Policy**

All USSEC international team leaders will contact USSEC Zurich Travel Assist Policy when travelling to international destinations for security assistance:

* Zurich will obtain requirements for inoculation and immunization around the world from the Centers for Disease Control and the U.S. Department of State, Bureau of Consular Affairs
* 2 days before departure, determine active and archived alerts, city and country intelligence and interactive maps through online access to location-specific intelligence.
* 2 days before departure identify any travel advisories – Latest available travel advisories, including crime alerts and areas of instability, for countries worldwide.
* Contact security crisis center 24/7/365 to get latest updates.
* Determine Evacuation plan through Zurich consulting
* USSEC international team leader will provide all participants with contact information in case of an emergency.