

INTERNATIONAL REQUEST FOR LOANER LAPTOP/MOBILE ACTIVATION

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).**

USER INFORMATION

Name: _____

Bldg/Room #: _____ Department/Branch or Section: _____

Office Phone Number: _____ Device Phone Number: _____

TRAVEL INFORMATION - **Please submit at least 30 days prior to international travel date.**

- Loaner equipment must be given back to DCRI to be wiped within **2 business days** of your return.
- If your travel is over 30 days outside of the United States, please schedule a meeting through Sharon McDowney: smcdowney@cc.nih.gov to meet with the CIO and CISO.

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You are traveling internationally and request permission to take a Loaner Laptop.

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You are traveling internationally and request permission to take a Loaner Mobile Device.

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):

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International official government travel (**attach approved travel order and add justification below**)

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International personal travel (**personal travel is limited to emergency cases only, pending approval justification is needed below**)

Government or Personal Travel Justification:

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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

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Other (please specify):

Note: This feature does NOT provide unlimited voice service, data or text messaging. Charges are incurred based on usage.

***Other information regarding official foreign travel:**

- <https://intranet.hhs.gov/policy/gfe-foreign-travel>: **Review and Initial:** _____
- 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).
- Below is the site for the HHS Memorandum on the use of GFE during foreign travel.

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 user's department.

ALL SIGNATURES ARE REQUIRED

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

DECISION

☐ Approved ☐ Disapproved

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|--|---------------|
| _____ Chief Information Officer (CIO) | _____ Date |
|--|---------------|

Signature needed for government travel over 30 days or personal travel with special circumstances. A detailed justification is required.

☐ Approved ☐ Disapproved

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|-----------------------|---------------|
| _____ CC Executive | _____ Date |
|-----------------------|---------------|

Justification:
