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## TRAVEL AWARENESS

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### INTRODUCTION

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Traveling for business or pleasure can be an exciting time to meet new people and see new places. When planning for your trip—particularly for international travel—you might have questions like:

- Who should I contact before I leave?
- What documents should I bring?
- What should I pack?
- What should I do in an emergency situation?
- When should I notify Security about an emergency or suspicious activity?

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### BEFORE YOU PACK

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*Enroll with Diplomatic or Foreign Affairs Department to Receive News and Alerts*

Many governments allow travelers to enroll their trip and contact information to receive embassy or consulate messages. Enrollment is usually done through the government's diplomatic or foreign affairs department or ministry. If your government offers this service to citizen travelers, you are highly encouraged to enroll.

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### ENTER INFORMATION INTO ITRIP

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If you are traveling abroad on Northrop Grumman business, you must enter your travel in the Northrop Grumman Integrated Travel Reporting Program (known as ITRIP) at least 30 days prior to departure, or as soon as you know you will be traveling. In some cases, you may also be required to report personal travel in ITRIP. If you are unable to report travel using iTRIP use the following forms and return these to [esss@ngc.com](mailto:esss@ngc.com):

- <https://cdn.prd.ngc.agencyq.site/-/media/wp-content/uploads/DoD-Pre-Travel-Reporting.pdf> Pre-Travel
- <https://cdn.prd.ngc.agencyq.site/-/media/DoD-Post-Travel-Reporting.pdf> Post Travel

If you're carrying company equipment to your travel destination or you have a security clearance or access, you must enter your travel in ITRIP for approval prior to departure.

Consider entering your travel in ITRIP even if you have no requirement. By entering your travel in ITRIP, you will receive additional information on travel safety precautions, get an overview on your country destination, and have an additional communication channel to Northrop Grumman in the event of an emergency situation.

In addition, validate your contact information in Workday or your local HR database. It is critical for the company to be able to reach you in an emergency.

Finally, check with your designated Contract Program Security Officer to see if there are any travel restrictions specific to the programs you support.

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## **DOWNLOAD THE INTERNATIONAL SOS PHONE APP**

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Download and use the International SOS phone app for your work or personal smartphone. Northrop Grumman subscribes to the 365/24/7 travel security assistance service for employees and their dependents to use on business or personal trips outside their home country. The app offers a quick-dial button to obtain advice on what to do in a security emergency or how to obtain travel security-related assistance.

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## **ESTABLISHING CONTACTS AND GATHERING DOCUMENTATION**

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- Establish an emergency point of contact at home who is not traveling with you. Someone should know your whereabouts at all times from your point of arrival. Let your contact know when you arrive in country, what your travel plans are, and updates if any changes occur. Provide this person with a copy of your itinerary, passport, and/or visa.
- Designate a power of attorney before leaving the country.
- Notify your security officer that you will be leaving the country and complete any necessary pre-travel forms required based on your clearance or accesses as applicable, such as ITRIP reporting.
- Consider how you will handle your identification. Never surrender your wallet or handbag, or leave them unattended. Carry identification that notes your blood type and any special medical condition or medical requirement. Store money and identification items in different places on your person, in the event your wallet or handbag is stolen.
- Photocopy the contents of your wallet, including credit cards, insurance, travel documents, and any other official documents such as prescriptions.
- Take a copy of your official documents in your carry-on luggage. Having a copy of your passport with an extra photo makes obtaining a replacement passport quicker in case of loss or theft.
- When your travel is business related, obtain public release and export control authorization that may be required by reporting your travel in ITRIP for export review.

We strongly discourage taking laptops on travel. Some countries may even require a proof of purchase statement for such equipment. However, if you must carry your computer, leave only the information that is necessary for the specific trip on your hard drive. Additionally, back up your laptops and other devices.

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## **PACKING**

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When packing your bags, consider the following tips:

- If you wear glasses or contact lenses, bring an extra pair.
- Carry prescription medications in their original packaging, not in a pill carrier. Also make sure you have both the formal and generic names of your medications. Medications such as codeine and some over-the-counter sleep medications that are legal in one country may not be legal in another. Verify that your medication is not a controlled substance in the destination country.
- Pack clothing that is appropriate for the season and the cultural norms of your destination.

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## WHAT TO LEAVE BEHIND

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- Leave expensive jewelry at home; large, expensive-looking jewelry is an attractive target.
- Consider keeping any religious jewelry or accessories at home or discreetly under your clothing.
- Leave behind unnecessary credit cards, membership cards, clothing, or family photos that cannot be replaced.

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## CELL PHONE CONSIDERATIONS

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- Check with your cell phone provider to determine whether your plan allows for international calling or data. If not, rent an international phone or purchase an unlocked phone with an international SIM card.
- Ensure your phone has a strong password and consider enabling the location tracking feature.

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## EN ROUTE

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- Schedule flights or trains that arrive and depart during off-peak travel times.
- At the airport, check in quickly, proceed immediately to your gate, and always maintain awareness of your safest areas and exits. Do not discuss travel plans indiscriminately. Keep positive control over your luggage and report any unattended baggage you see to airport authorities.
- On the aircraft, sit close to an emergency exit and not on an aisle. Visually observe other able bodies who may be able to assist in confronting a threatening passenger.
- Do not work on company business during your flight.
- Keep a low profile. This includes dress and demeanor. If an incident occurs at the airport, remain calm, stay alert, and get to a safe location as soon as possible. Take cover behind a solid object such as a pillar or stairwell. During a rescue operation, avoid sudden moves.
- Research your destination thoroughly. Print and carry a copy of your destination map and plot out police stations, hospitals that treat foreigners, major hotels, and other safe havens.

Know which areas are dangerous and how to avoid them. Avoid viewing maps in public, as thieves prey on travelers who appear disoriented.

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## **AT YOUR DESTINATION**

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Book a room between the first and sixth floors, and, if possible, not overlooking the lobby, driveway, or nearest street. Check out the fire escape routes and locate all external exits soon after checking in. It is not uncommon in developing countries to find the exits chained shut from the outside for security reasons. If you are traveling to a less-developed country, consider packing your own smoke detector and set it up as high as possible.

Emergency power sources and emergency lighting may not be reliable. It is a good idea to carry a flashlight with you and keep it by your bed. Leave the lights and television on when you are not in the room. Put the Do Not Disturb sign on the door while you are out and keep your curtains closed. Do not use your name when answering the telephone. The hotel may require that you leave your passport at the front desk. This is a routine practice to register you with the local police; if this is required, be sure to obtain a receipt.

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## **CURRENCY**

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Know the local currency. Fumbling with a wad of unfamiliar bills highlights you to any potential thief. Separate small bills from large bills. Keep your wallet in a front pocket to foil potential pickpockets and keep a small number of lower denomination bills handy in your front pocket in the event you have to hand over money to a mugger. Don't try to be a hero and fight with a perpetrator, give up items quickly and report the incident as soon as possible. Inspect your credit card after each use to ensure it is yours. Avoid street automated teller machines and instead get cash at a trusted bank or hotel. Consider using a money belt to store your passport, credit card, and large bills underneath your clothing.

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## **DRIVING AND OTHER TRANSPORTATION**

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### *Driving*

If driving, keep the gas tank at least half full. Use seatbelts and always lock the doors when driving or parked. Do not pick up hitchhikers and use caution when helping others in distress. Plan all your travel routes, but do not set patterns or routines. Identify safe havens and park your car in well-lit areas off streets. Learn enough phrases to ask for help from a hospital or police. If you are attacked while driving, keep all windows closed and report the incident as soon as possible. Avoid getting boxed in at intersections and be prepared to drive onto the curb to escape if suspicious persons approach. Be extra cautious driving on roads that are known locally for large numbers of traffic incidents or fatalities.

### *Public Transportation/Rail*

If taking public transportation or rail, consider your ticket options and learn what is covered.

### *Taxis*

If taking a taxi, call ahead to a known service dispatcher instead of hailing one off the street. Ensure your cab driver has a badge identification and a radio visible. Have a general knowledge of which direction you're going before your trip.

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## **PHOTOGRAPHY**

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Familiarize yourself with the local laws regarding photography. In some countries, it is illegal to photograph government buildings; safety installations, such as police and fire departments; or other sites that might be deemed sacred. Be sensitive and do not attract unwanted negative attention while taking photographs.

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## **EMERGENCY AND ADVERSE SITUATIONS**

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### *Embassy*

Know the location of the nearest embassy or consulate and local emergency telephone numbers; however, in the event of political unrest, do not travel to the embassy, consulate, or airport unless advised to do so by company security. It may be better to shelter in place until the situation improves.

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## **AVOIDING PROTESTS AND POLITICAL EVENTS**

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Pay attention to local news about planned protest dates and locations, so that you can avoid those areas, and pay attention to your surroundings.

If you become caught in an impromptu crowd or street demonstration, hear gunshots or an explosion, or see people running from a disturbance, get to a safest location immediately. This could be the nearest public building, preferably a large hotel or store. Once there, drop to the floor and do not move until you are certain the danger has passed. Stay off the streets and away from popular venues, government buildings, metro stations, or street-level restaurants that are likely to be targeted. Take deep breaths to calm your thinking after an attack or moment of danger. Physically check yourself for any injuries. Follow all instructions from first responders but remain in a sheltered location until it is safe to go back out.

Once at a safe location away from the event, check in with your emergency contact and your manager. If you receive a message from Northrop Grumman Security in the aftermath of an attack, respond to any status checks as soon as it is safe to do so.

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## **STAY ALERT**

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Maintain situational awareness at all times and be mindful of possible surveillance activities. Stay alert to foreign intelligence threats. Don't talk to people you suspect are untrustworthy, and do not accept food, drinks, or other gifts from them.

The Northrop Grumman Business Continuity Office maintains a list of Country Threat Levels. We recommend that you check this list prior to traveling outside of your country or region. The up-to-date list can be found in the course resource guide.

Counterintelligence reports for your region can also be found in the course resource guide.

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## **UPON YOUR RETURN**

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Check in with Security as soon as possible upon your return. All suspicious contacts are reportable, so remember to report any possible surveillance. There may also be post-travel reporting requirements depending on your clearance and access status.

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## **THE GLOBAL ASSISTANCE CENTER**

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Our company's first priority is your safety. Use all tools available, including ITRIP and International SOS. Northrop Grumman also has a Global Assistance Center, which provides employees 24/7/365 monitoring, analysis, and mass notification support during global adverse events, including natural disasters, terrorism, and civil unrest. The Global Assistance Center monitors

events that threaten traveler safety around the world. Contact the Global Assistance Center if you have pre-departure security questions not answered by this video.

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## RESOURCES

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Our company provides many resources to help you. Have a safe and enjoyable trip! All available resources pertaining to travel can be found the [course resource guide](#).

### ITRIP

<https://itrip-gsn.amer.myngc.com/FAQ>

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## COMPLETION

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If you have questions or comments, contact your local [Security Representative](#).

If you cannot view this video on the Learning Exchange (LX), email the ESSS Training Group at [ESSS\\_DoDTraining@ngc.com](mailto:ESSS_DoDTraining@ngc.com) stating you have completed the Travel Awareness training. In your e mail include:

- Your legal first and last name
- Your MyID
- Title of training completed: **Travel Awareness**