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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:

- Where am I traveling to and through?
- What is the purpose of my travel?
- Who should I contact before I leave?
- What should I bring?
- 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.

Determine where you are traveling to and through. Export, import, and customs laws vary by country and can be complex. Specific country laws may impact what you can or cannot bring on your trip. Traveling in compliance with these laws helps protect both you and the company. Northrop Grumman Principles and Operating Practices (PrOP) are designed to help ensure compliance. Both U.S. and global links for applicable PrOP references are provided in the course resource guide available at the conclusion of this training.

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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 (ITRIP) at least 30 days prior to departure, or as soon as you know you will be traveling. Personal travel must also be entered into ITRIP if you are:

- Taking Northrop Grumman property, information, or technical data—including company phone, badge, laptop, iPad, remote token or keyfob—or Government-Furnished Equipment.

- A U.S.-based traveler who is briefed on or in the process of obtaining a U.S. government clearance or access, including (Department of Defense clearances, Sensitive Compartmented Information, and Special Access Programs). Employees can verify their clearance status by visiting MySecurity.

We strongly discourage taking laptops on travel. Some countries may even require a proof of purchase statement for such equipment. However, if you must take 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 before you leave.

U.S employees who hold a clearance are required to report all international travel in ITRIP. Even if you do not have this requirement, it is strongly recommended that you enter your travel information in ITRIP. By doing so, 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.

Before entering your travel in ITRIP, gather pertinent information required in advance to make the process go smoothly. Understand the purpose of your travel and who you may be in contact with.

- Who are you meeting with and who do they represent?
- Are you providing export-controlled data or performing a defense service?
  - Disclosures can come in many forms such as conversations, emails, file transfers, or posting in a global collaborative workspace.
  - For U.S.-based travelers, disclosing technical data or technology to a foreign person constitutes an export, whether in the U.S. or abroad.
- Do you plan to hand carry data, software, and/or commodities outside of your home country? If yes, ensure that you go through your sector's International Hardware Shipment Request Process or the process defined for your region to gain advance approval.

For U.S.-based travelers, how you answer these questions will help determine if additional approval such as a Data and Services Export Authorization (DSEA) is required to finalize your ITRIP report. A DSEA must be completed by any Northrop Grumman employee who wishes to disclose export-controlled data or provide a defense service to a non-U.S. entity or person. You will not be able to obtain ITRIP approval without having your DSEA approved in advance.

Your International Trade Compliance focal point can help answer your questions and address any relevant requirements.

In addition, validate your contact information in Workday or your local Human Resources' 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. This person 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 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.
- Print and carry or have a PDF copy readily available of your ITRIP-generated documents, to include any Export Compliance Certifications (ECC), which may be required if you are questioned by Customs.

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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.
- Leave behind any Northrop Grumman items not listed on the ITRIP report or approved for hand carry through the International Hardware Shipment Request Process, or the process defined for your region.

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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.
- Avoid using public Wi-Fi networks to conduct business, banking, or online shopping activities.
- Turn off Bluetooth when not in use.
- Avoid connecting mobile devices to computers or charging stations you do not control.

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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. In addition to potentially compromising proprietary information, conversations and images on screens may contain export-controlled information.
- 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, parking lot, 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.

During meetings or events, be sure you conduct business within the scope of activities authorized on any requisite export authority, which is a DSEA for U.S.-based travelers.

Changes in meeting locations, customer inquiries, and demands; introduction of new contacts; and even the introduction of other countries, which are often a routine part of international business), create an increased set of challenges from an export compliance perspective. Therefore, it is important to:

- Be aware of who is authorized to receive export-controlled information and who really is receiving it. Always be aware of who is present during any technical discussions. Ensure that the participants have been authorized, and if not, that they are removed from any technical discussions.
- Always know the scope and limitations of the requisite export approval. If foreign contacts inquire about subjects that were not anticipated and approved ahead of time, ensure your answers are authorized or tell them you'll get back to them.

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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 when driving 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 follow 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 the 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 over the curb to escape if suspicious persons approach. Be extra cautious driving on roads that are known locally for large numbers of traffic incidents. If you choose to connect a smartphone or other device to your rental car infotainment system using Bluetooth or USB, ensure that you remove your data prior to returning the car.

### *Public Transportation/Rail*

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

### *Taxi and Rideshare Services*

If using a taxi or rideshare service, make a reservation ahead to a known service provider instead of hailing one off the street. Ask the driver who they are picking up to ensure they can provide your name before you enter the vehicle. You may also have your drivers verify their names. Have a general understanding of the direction in which you will be traveling before leaving for each destination.

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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 safe 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 course resource guide provides resources we strongly recommend you review prior to traveling outside your country, including the Business Resiliency's current - Country Threat Levels summary and counterintelligence reports for your region.

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## **PLANNING FOR AND UPON YOUR RETURN**

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As you plan your return home, be sure you have accountability of all appropriate items and documents to include your laptop, cell phone, passport, company badge, and Export Compliance Certification (ECC).

Bringing an item back from an international supplier not previously identified on your ITRIP requires additional approval prior to returning. This includes items for repair, testing, or replacement and tools of the trade. Coordinate with your International Trade Compliance focal point to ensure that all relevant requirements are met.

If there are any changes to your itinerary, remember to update ITRIP prior to departure or immediately upon return. If you are routed to another country other than for in-transit stops, you must update your ITRIP and obtain approval in advance.

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 in this training.

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## RESOURCES

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Our company provides many resources to help you. Your Security, Cybersecurity and International Trade Compliance teams look forward to partnering with you in support of your international travel. Have a safe and enjoyable trip!

All available resources pertaining to travel can be found in 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](#), [Cybersecurity](#), or your [International Trade Compliance focal point \(US ITC Directory, AU ITC Directory, EU ITC Directory\)](#).

If you do not complete this training in Global Learning Exchange (GLX), send an email to [ESSS DoDTraining@ngc.com](mailto:ESSS_DoDTraining@ngc.com) to receive credit for the certification titled **NGS-Travel**. Ensure that you enter the correct subject and information requested on 4 lines in the body of the message.

In the subject of the email, enter the following text: **Mark Security Training Completion**

In the body of the email, enter your **legal first and last name**, **MyID**, **certification title (NGS-Travel)**, and **date completed** on separate lines, for example:



Jane Doe  
A01234  
NGS-Travel  
01/01/2025