



ALWAYS ADVISE YOUR U.S. MARSHAL IN ADVANCE OF INTERNATIONAL TRAVEL.

AO INTERNATIONAL STAFF CONTACT INFORMATION:

Tel: (202) 502-1891 | Mobile: (240) 603-8747 | Fax: (202) 502-1888 | Email: Wanda_Rubianes@ao.uscourts.gov

TRAVEL REMINDERS FROM THE FJA

When we start thinking of travel, the Federal Judges Association reminds you and your staff to ensure you have:

- **Confirmed your security in your host city?**
See “Security While Traveling”
- **Confirmed the security of your devices?**
See “Do’s and Don’ts: A Quick Reference for International Travelers”
- **Arranged to be a trusted traveler and confirmed your travel documents?**
See “Become a Trusted Traveler” and “Valid Travel Documents”
- **Prepared for health concerns and reviewed your medical evacuation and travel insurance?**
See “Health Issues While Traveling” and “Medical Evacuation Insurance Providers”
- **Prepared for an emergency in your host city?**
See “What Should You Do if There Is an Emergency in Your Host Country?”
- **Additional guidance on international travel and on international matters is available on the J-Net:**
*<http://jnet.ao.dcn/information-technology/security/international-travel>
<http://jnet.ao.dcn/court-services/judges-corner/international-matters>*

*We hope to travel again soon. These tips are offered to federal judges preparing for travel.
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Health Issues When Traveling

Have you checked local health advisories?

The CDC and the World Health Organization (WHO) provide recommendations for vaccinations and other travel health precautions for your trip abroad.

Helpful Links:

- <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>
- <https://travel.state.gov/content/passports/en/country.html>

Get a letter from your doctor for medications you need. Some countries have strict laws, even against over-the-counter medications.

Be aware that Article III Judges can receive treatment, even abroad, at U.S. Military medical facilities.

32 CFR 728.77(c) (2)(iv) - Article III Judges are specifically included as Secretary of Defense Designees that allows them to "receive care in all DoD medical/dental treatment facilities." This **does not** extend to non-Article III Judges or to family members of Article III judges.

Questions?

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Does your current health insurance provide medical treatment as well as medically necessary evacuation when you travel internationally?

- Medical insurance coverage is different than medical evacuation insurance.
- Travel medical insurance covers the cost of various levels of overseas medical treatment.
- Medical evacuation provides air ambulance, medical evacuation and/or medical escort service coverage for overseas travelers (verify when purchasing).

Do you have travel insurance for financial investment/costs of air travel, lost baggage, canceled flights?

Available supplemental insurance options:

<https://travel.state.gov/content/passports/en/go/health/insurance-providers.html>

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Become a Trusted Traveler

What is a trusted traveler?

- <https://www.cbp.gov/travel/trusted-traveler-programs>

Do you have TSA Pre-Check?

- Judges can “opt-in” by completing AO Form 29 (Trusted Traveler Program Consent) and submitting it to Robin Proudie in the AO Judicial Services Office, at Robin_Proudie@ao.uscourts.gov. When coordinated through the AO, the cost is covered by the U.S. Judiciary. It is the only trusted traveler option paid by the U.S. Judiciary.
<http://jnet.ao.dcn/court-services/judges-corner/human-resources/travel-official/tsa-precheck-trusted-traveler-fact-sheet>

Do you have Global Entry approval when returning to United States?

- Global Entry is a U.S. Customs and Border Protection program allowing expedited clearance for pre-approved, low-risk travelers upon arrival in the United States.
- Travelers must be pre-approved for the Global Entry program. All applicants undergo a rigorous background check and in-person interview before enrollment.
<https://www.cbp.gov/travel/trusted-traveler-programs/global-entry>

Are you enrolled at the local U.S. Embassy or consulate?

- The Smart Traveler Enrollment Program (S.T.E.P.) is a free service allowing U.S. citizens traveling or living abroad to enroll with the nearest U.S. embassy or consulate.
 - <https://step.state.gov/step/>
 - What do you do if you have trouble enrolling? Call the International Section staff at the AO at (202) 502-1891.

Are you pre-screened by NEXUS?

- The NEXUS program allows pre-screened travelers expedited processing when entering the United States and Canada.
<https://www.cbp.gov/travel/trusted-traveler-programs/nexus>

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What Should You Do if There Is an Emergency in Your Host Country?

Contact

- U.S. Embassy Contact in the host country (contact your U.S. Marshal and/or the AO Judicial Services Office to identify your embassy contact)
- Your Local Marshal
- AO, Judicial Services Office, International Staff:

Wanda Rubianes-Collazo

Supervisory Attorney Advisor
International Section, Room 4-170
Department of Program Services - Judicial Services Office
Administrative Office of the United States Courts
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, N.E.
Washington, D.C. 20544
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Omar Badawi

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Email: Omar_Badawi@ao.uscourts.gov

- State Department Judicial Liaison:

John Jasik

Judicial Liaison
United States Department of State
2200 C Street NW. – 5 D10
Washington DC 20522-0505
Tel: (202) 632-9220
Mobile: (703) 966-2635
Email: JasikJJ@state.gov

What happens next?

- Immediate coordination between the USMS/AO/State Department

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Medical Evacuation Insurance Providers

*This is a sampling of companies confirmed to provide medical evacuation insurance as of Feb 2021.
This list is not intended to be an endorsement, nor is it a comprehensive list.*

Aero National

(an affiliate of Air Ambulance Worldwide, Inc.)
<https://aeronationalinc.com/>
 Washington, PA
 Phone: 800-245-9987

Air Ambulance International

<https://airambulanceinternational.com/>
 Houston, TX
 Phone: 800-513-5192 / 832-934-2390

Air Ambulance Network

<https://airambulancenetwork.com/>
 Punta Gorda, FL
 Phone: 800-327-1966 / 800-880-9451

Air Ambulance Worldwide, Inc.

<https://www.airambulanceworldwide.com>
 Clearwater, FL
 Phone: 877-922-9675 / 727-781-1198

Air MD

(also called Med Transport Center)
<http://www.airmd.net/>
<https://medtransportcenter.com/>
 Clearwater, FL
 Phone: 800-282-6878 / 800-311-3412 /
 727-530-7972

AirMed

<https://airmed.com/home>
 Birmingham, AL (Headquarters)
 Las Vegas, NV (Local Base)
 Phone: 800-356-2161 / 888-359-6428 (NV Only)

Air Rescue Card

<https://theairrescuecard.com/>
 South Bend, IN
 Phone: 866-500-0333 / 574-272-5400

Airescue International

<http://www.airescue.com/home.html>
 Van Nuys, CA
 Phone: 800-922-4911 / 818-994-0911

American Air Ambulance

<https://www.americanairambulance.com/>
 Sarasota, FL
 Phone: 800-863-0312 / 941-536-2002

American Jet International

<http://www.iflyaji.com/>
 Houston, TX
 Phone: 888-435-9254 / 713-641-9700

American Jets

<http://www.americanjets.net/>
 Fort Pierce, FL

Angel Medflight Worldwide Air Ambulance

<https://www.angelmedflight.com/>
 Scottsdale, AZ
 Phone: 877-264-3570 / 480-634-8017

AXA Assistance

<https://www.axatravelinsurance.com/home>
 Chicago, IL
 Phone: 800-874-4372 / 855-327-1441

Critical Care Medflight

<https://ccmedflight.com/>
 Lawrenceville, GA
 Phone: 800-426-6557 / 770-513-9148

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Medical Evacuation Insurance Providers (Cont'd)

This is a sampling of companies confirmed to provide medical evacuation insurance as of Feb 2021.

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Generali Global Assistance

<https://us.generaliglobalassistance.com/>

**Must purchase identity theft protection to obtain medical evacuation insurance*

Global Guardian

<https://www.globalguardian.com/air-ambulance>

McLean, VA

Phone: 703-566-9463

Global Rescue LLC

<https://www.globalrescue.com/>

Lebanon, NH (Headquarters)

Boston, MA

Phone: 800-381-9754 /

603-443-5400 (Headquarters) / 617-459-4200 (MA Only)

International SOS

<https://www.internationalsos.com/personal-membership>

Philadelphia, PA

Phone: 215-942-8226

MedAire

<https://www.medaire.com/>

Phoenix, AZ

Phone: 480-333-3700

PHI Cares (A service of PHI Air Medical)

<https://phicare.com/>

Phoenix, AZ

Phone: 800-421-6111 / 888-435-9744

Note: Coverage is limited to the following states: AZ, CA, IN, KY, MD, MI, MS, NM, OH, TN, TX, VA

REVA

<https://www.flyreva.com/>

Fort Lauderdale, FL

Phone: 800-752-4195 / 866-569-7632 /

800-941-2582 / 954-491-0555 / 305-549-5075

Stat Air International

<https://www.statair.com/>

San Diego, CA

Phone: 800-557-5911 / 619-754-6550

Travel Care International, Inc.

<https://travelcareair.com/>

Eagle River, WI

Phone: 800-524-7633 / 715-479-8881

Travel Guard

<https://www.travelguard.com/>

Stevens Point, WI

Phone: 800-826-5248 / 715-345-0505

Travelers Emergency Network

<https://travelersemergencynetwork.com/>

Indianapolis, IN

Phone: 800-275-4836

UnitedHealthcare Global

<https://www.uhcglobal.com/global-medical/remote-medical/medical-assistance-and-evacuation/>

Baltimore, MD

Phone: 410-453-6330

Note: Medical evacuation is offered to members of organizations who are part of UnitedHealthcare Global.

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Security While Traveling

Have you provided an itinerary to your U.S. Marshal and Chambers contact?

Want to use electronic equipment abroad?

- If you plan to use electronic equipment related to work, contact your local court IT office and consider requesting a loaner iPad and/or iPhone.
 - <http://jnet.ao.dcn/information-technology/security/international-travel>
 - Or, call AO Security at (202) 502-2350

A Judge's Checklist for a Secure Judiciary:

- http://jnet.ao.dcn/sites/default/files/pdf/judge_security_checklist.pdf

Cyber and Physical Risks International Travel Video

- Showcases common scenarios encountered while on travel and provides helpful tips for their successful navigation:
<http://jnet.ao.dcn/information-technology/security/international-travel/cyber-and-physical-risks-international-travel>

Do's and Don'ts: A Quick Reference for International Travelers

- Summarizes key best practices all judiciary personnel should take into consideration when traveling internationally:
<http://jnet.ao.dcn/information-technology/security/international-travel-guidance/quick-reference-international-travelers>

Have you checked destination country travel warnings?

- <https://travel.state.gov/content/passports/en/alertswarnings.html>
- Check the U.S. Embassy country webpage for country-specific information and advice.

Advise your credit card companies.

The U.S. Marshals Service recommends traveling on personal (rather than official) credentials as much as possible including not using business cards as luggage tags.

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Valid Travel Documents

Personal travel?

- Check the most current passport information: <https://travel.state.gov>
- Is your personal passport/visa valid for at least six months after your planned return date?
- If not, give yourself at least three months to renew with present COVID-19 mitigation.
- Expedited service may be four to six weeks.
- Need in less than 15 days? Call the **National Passport Information Center** for appointment: <https://travel.state.gov/content/passports/en/contact-us.html>
- Subject to restrictions, may be able to set an appointment at passport agency on an emergency basis if travelling in the next three business days.

Official travel?

- You may be able obtain an official passport. Call the AO Judicial Services office for help at **(202) 502-1800**.

Asked for security clearance level?

- Under the National Security Act and the Chief Justice's Security Procedures, Article III Judges do not require a security clearance while all other judicial branch personnel must obtain a security clearance to access classified material.
 - 28 C.F.R. 17.46(c); See 50 U.S.C. § 3163; 18 U.S.C. App. 3 § 9 note (Chief Justice's Security Procedures for the protection of classified material in the judiciary, promulgated as contemplated by § 9 of the Classified Information Procedures Act).

Bringing a minor along?

- Foreign border officials may require **custody documents or written consent** from the non-accompanying parent. Check with the U.S. Embassy of your foreign destination before traveling.

Ask if you need an International Drivers permit.

- International Drivers Permit Resources:
 - <http://gadling.com/2013/03/05/everything-you-need-to-know-about-getting-an-international-drive/>
 - <https://www.aaa.com/vacation/idpapplc.html>

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Do's and Don'ts: A Quick Reference for International Travelers

Whether you are traveling for work or pleasure, planning ahead can help ensure your time abroad is both enjoyable and safe.

Before Travel:

1. Notify your local U.S. Marshal of your intent to travel and your itinerary in advance of travel. This will be important if you have a problem while abroad.
2. Notify local IT staff and, as appropriate, the USMS of your intent to travel and your itinerary. Provide advance notification of your travel plans to allow for effective planning and support.
3. Limit information on devices only to that which is essential to have with you during the travel period (e.g., only a few select contacts, not entire address books).
4. Coordinate with local IT staff regarding any possible cyberthreats. Determine what devices and information, if any, to bring with you, and what capabilities (e.g., VPN access) are prudent.
5. If you must travel with electronic devices, bring only loaner or disposable devices. Schedule training on these devices with your local IT staff.
6. Decide how to handle email (if required). Talk to your local IT staff to discuss options.
7. If you intend to connect remotely to judiciary systems, ensure that you are set up to successfully execute two-factor authentication while traveling.
8. The safest method to connect to the DCN is to use a secure network in a State Department facility. Coordinate with the International Staff of the AO's Judicial Services Office at **(202) 502-1891** if this is required.
9. Should your device be lost, stolen, or malfunction while away, make sure you have contact information for support staff who can help determine next steps—both during and outside of normal work hours.
10. Obtain privacy screens to prevent casual viewing by passersby. Cover the lens of device cameras.
11. Do not post travel plans on social networking sites such as Facebook.
12. Consider enrolling in the free Smart Traveler Enrollment Program (S.T.E.P.): <https://step.state.gov/step>
13. Contact your U.S. Marshal and/or the AO Judicial Services Office to identify your U.S. Embassy Contact in the host country.

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Do's and Don'ts: A Quick Reference for International Travelers (Cont'd)

During Travel:

1. Don't use public wireless. Instead, either use your phone to create a personal hotspot or bring a wi-fi device configured for international use.
2. Do not transmit sensitive judiciary or personal information over the Internet. If you must, only do so over an encrypted path (e.g., VPN). Two-factor authentication works overseas.
3. Avoid performing sensitive work in an insecure location or over a foreign infrastructure. In many places, access to a secure State Department facility can be arranged with advance notice.
4. Do not use public kiosks for any judiciary or sensitive personal business—not even for establishing a VPN remote connection. Login credentials could be captured.
5. Keep your devices with you (or in sight), including when going through airport security/border control.
6. Change passwords every few days while traveling to limit the continued impact of a compromised password.
7. Disable locations services. Enable only when needed.
8. Charge devices with the power cord, not through a USB connection, which may provide a conduit for stealing information or loading malicious software onto the device.
9. When technically possible, remove the battery when the device is not in use to prevent eavesdropping and tracking.
10. Report unusual or suspicious device behavior immediately to your local IT staff, e.g., suspected tampering, abnormal functionality, new or missing apps, loss of media, rapidly draining battery power, or unexplained power loss.
11. Report theft/loss/temporary loss of control (e.g., at a border control point) of your device immediately to your local IT staff.
12. Do not accept "gifted" technology (e.g., thumb drives, CDs, DVDs). These devices may be a tool to compromise your devices or the information on them.
13. Be aware of your surroundings while in public spaces. Guard your conversations and use privacy screens to prevent casual viewing by passersby.
14. Do not post travel information (including photos and videos) on social networking sites such as Facebook.
15. To limit targeting, avoid using your professional title or federal ID card/badge.

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Do's and Don'ts: A Quick Reference for International Travelers (Cont'd)

Upon Returning Home:

1. Cease using the devices you traveled with until they have been processed by your local IT staff, e.g., do not physically connect them to your local network and do not use them for remote access.
2. As soon as possible, turn in travel devices to your local IT staff for checking, resetting, and (as appropriate) reuse. If you have not done so previously, report unusual or suspicious device behavior at this time.
3. Change any passwords used while away.
4. Do not copy or transfer data/files from devices returning from abroad to any other judiciary device or system (network) unless it has been determined to be free of malware by your local IT staff.

Information Technology Security Office (ITSO) Contacts:

- Visit the DTS-ITSO website and click on the Security heading:
<http://jnet.ao.dcn/information-technology>
- For questions or comments contact the AO-IT Security Office:
AO_ITSO@ao.uscourts.gov

Additional guidance on international travel and on international matters is available on the J-Net:

- <http://jnet.ao.dcn/information-technology/security/international-travel>
- <http://jnet.ao.dcn/court-services/judges-corner/international-matters>

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