Appointment

From: Applestein, Brian [Applestein.Brian@epa.gov]
Sent: 7/26/2021 5:07:56 PM
To: Applestein, Brian [Applestein.Brian@epa.gov]; Freedhoff, Michal [Freedhoff.Michal@epa.gov]
CC: Johnson, Tina [Johnson.Tina@epa.gov]; Rivera, Carlos R. [Rivera.CarlosR@epa.gov]

Subject: Freedhoff - Submitting SEAD 3 Reports
Location: Microsoft Teams

Start: 7/30/2021 7:00:00 PM
End: 7/30/2021 7:30:00 PM
Show Time As: Busy

Required Attendees: Freedhoff, Michal
Optional Attendees: Johnson, Tina; Rivera, Carlos R.

Ms. Freedhoff – I will connect with you via Teams to review the SEAD 3 Report Submission procedures. Here is the guidance we will review:

SEAD 3 Reporting Forms can be found on the EPA SEAD 3 web page.

When reporting foreign travel remember to include foreign layovers and all travel between foreign cities.

Once your form is fully completed, submit your report VIA ENCRYPTED EMAIL (open a New Email -> click "Options" at the top -> click on "Encrypt" at the top which will turn gray) to the following individuals in PSB:

Robin Watterson: watterson.robin@epa.gov
Frank Welsh: welsh.frank@epa.gov

Encrypting the email will protect your PII and other sensitive information contained on the forms.

Please also note that your foreign travel report is due at least 10 days prior to departure.

In addition, please complete SEAD 3 Defensive Travel Training located on FedTalent prior to your departure which is good for 12 months from the date completed unless you travel to a higher-threat destination within that time-period. In that case we may require you to receive a refresher brief or we could pass along other threat information. The SEAD 3 Portal referenced in the training is no longer operative.

Finally, within 5 business days of your return, please complete and submit the designated the SEAD 3 Foreign Travel Debriefing Form using the directions provided above.

I look forward to speaking with you.

Microsoft Teams meeting

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