



Passport Program: Processing Applications

The first step in processing an application is determining the Travelers eligibility.

When determining eligibility, ensure:

- Regular EE? (Not TAP)
- Are they on probation? (Not a new hire and not promoted in last year)
- Have they been in the same position for a year? (No team or dept transfers, laterals, etc.)
- Was their Boarding Pass attached?
 - Did it clear them to travel to this specific area they are applying to?
 - Do their hour and boarding pass length meet the requirements of the travel alert?

Have you determined that a traveler is not eligible?

- Enter in not eligible to their SP record
- Update notes/comments on SP record as to why they were not approved
- Enter in Closed - Not approved for travel
- Application is now closed – be sure to send out their “not approved” e-mail (see below)

Do they have a boarding pass?

Employees will need to obtain a boarding pass from their Manager/Supervisor before they apply to any travel alerts.

Possession of a boarding pass means you are cleared to participate in the program. A boarding pass lists what areas you are cleared to travel for, for how long, and for how many hours per week.

Boarding passes are issued by your manager. If you want to participate in the program, and travel over to get some recruiting experience, for example, schedule some time with your manager to convey your interest in obtaining a boarding pass.

You do need a boarding pass prior to applying to a travel alert. Prior to submitting your interest for a travel alert, the system will ask you to upload your boarding pass so that the Passport Program Administrator may verify.