

## Non-substantive Change Request

ICR 1405-0152

DS-4024e

**Justification:** The Department developed the Smart Traveler Enrollment Program (STEP) software for U.S. nationals to electronically, securely submit their travel plans and/or subscribe to travel alerts. STEP is intended for use by U.S. nationals who may enroll online prior to or during their overseas travel. The service is available on the Department's Bureau of Consular Affairs web site <http://travel.state.gov/> or at <https://step.state.gov/step/>. The information received is used to provide timely safety and security information and to facilitate locating and contacting U.S. nationals in the event of a disaster or incident abroad. STEP enables the Department and its embassies and consulates abroad to better assist U.S. nationals as a means of sending targeted messages and alerts to them.

**4024d Group Enrollment Non-Substantive Change:** The current, approved DS-4024e and DS-4024 provide for individual STEP enrollment. The DS-4024 also provides for group/third party enrollment. The Department of State proposes a non-substantive change to the DS-4024e that allows a user to select an option for Group Enrollment and will process those registrations.

There are three functional, non-substantive enhancements (all pictured below in screenshot):

A 'Solo' or 'Group' choice that steers the user to the appropriate portion of the approved DS-4024e.

A 'Group Name' which allows the registrant to identify this registered travel plan in the user interface.

'Are you traveling with this group?' directs the user to register themselves first and then proceed to registering others or skips them straight into registering

others. No new substantive fields were added to the DS-4024e for group registration details.

## Smart Traveler Enrollment Program

Signing up for Smart Traveler Enrollment Program (STEP) services is a simple process! We'll guide you each step along the way.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates the current step is 'Travel Plan Type', which is highlighted in blue. Other steps include 'Personal Informati...', 'Emergency Contact', 'Plans', and 'Confirmation'. Below the progress bar, the section is titled 'Travel Plans' and 'Step 2: Travel Plan Type'. The instruction reads: 'Indicate what type of travel plan you are creating.' There are two radio button options: 'Solo: I am traveling solo' and 'Group: I am traveling with a group, or am setting up a travel plan for a group of people'. The 'Group' option is selected. Below this is a text input field labeled '\* Group Name'. The next section is 'Duration of Stay', with a note: 'Your subscription to messages for this location will start when you submit this enrollment and will end either after your planned departure date or will need renewal after 1 year if you do not have a departure date'. There are three radio button options: 'Trip: requires arrival and departure dates (you can use planned or estimated dates)', 'Resident: I live here, or I plan to be located at the destination for a year or more', and 'Are you traveling with this group?' with 'Yes' and 'No' options. A 'Next' button is located at the bottom right of the form.

### Follow-on Email to Other Named Travelers

Email addresses provided during a group enrollment will receive a confirmation email from the STEP software asking them to confirm enrollment in the group travel plan. This is a functional enhancement to ensure validation of travel registrations. Sample text below.

**“Dear XXX,**

You were enrolled in the SMART Traveler Enrollment Program (STEP) in the **XXX** travel plan.

## **Group Travel Plan Details:**

**Group Name:** XXX

**Travel Dates: Arrival** XXX - **Departure** XXX

**Number of Travelers:** X

[Link will be provided -- “click here to respond” where they confirm that they’re going on the trip]

**You should review the Travel Advisory for your trip destination(s).**

**Destination:** XXX

Visit [travel.state.gov/destination](https://travel.state.gov/destination) [[travel.state.gov](https://travel.state.gov)] to read the Travel Advisory and other important travel guidance for your destination.

## **Need Help**

Contact the U.S. State Department, Bureau of Consular Affairs:

888-407-4747 or 202-501-4444

Enroll in [Smart Traveler Enrollment Program \(STEP\)](https://consularone-dev013.sandbox.my.site.com) [[consularone-dev013.sandbox.my.site.com](https://consularone-dev013.sandbox.my.site.com)] to receive security updates

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