

DD/A Registry
78-0006/9
Executive Registry
78-4250/1



DEPARTMENT OF STATE

Washington, D.C. 20520

DD/A Registry
File Travel - 4

MEMORANDUM

June 14, 1978

TO: Distribution List
SUBJECT: Notification of Foreign Travel

The President's memorandum of December 27, 1977 and my subsequent memorandum of January 5, 1978, supercede the attached Passport Office directive of July 29, 1977, which indicates that "Notification of Travel" forms on all government employees should be sent directly to Department of State regional desks. Current guidelines require that only officials at the Assistant Secretary level and above or the equivalent notify this Department of intended foreign travel and that these notifications be routed to the Executive Secretariat. It is not necessary to send separate notification to the Passport Office or the regional desks.

Procedures concerning the issuance of no-fee passports as outlined in the July 29 Passport Office directive remain unchanged.

I would appreciate your conveying these guidelines to all those administering foreign travel within your agency. In addition, a revised form for use in notifying the Department of travel is attached to this memorandum.

Peter Tarnoff
Executive Secretary

Attachments:

1. President's Memorandum of December 27
2. Procedural guidelines for Notification of Foreign Travel dated January 5
3. New Notification Form
4. Memorandum of July 29, 1977, concerning travel and no-fee passports

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THE WHITE HOUSE
WASHINGTON

December 27, 1977

MEMORANDUM FOR THE HEADS OF
EXECUTIVE DEPARTMENTS AND AGENCIES

Travel abroad by senior officials of the Federal Government is an important part of the Administration's conduct of foreign policy. To insure that such travel is planned and timed in the best interests of our overall foreign policy, I have asked the Department of State to establish a set of procedures for coordinating travel plans by senior Administration officials (to include Assistant Secretary level and above or the equivalent). When you or senior members of your Department or Agency are contemplating a trip abroad, you should notify the Executive Secretariat of the Department of State at least 10 working days before your trip. Before confirming your travel plans with foreign government representatives, you should tell the Executive Secretariat about the purpose of your trip and the expected date of departure. The Department of State will review the travel plans and, if necessary, will suggest modifications. The Department will keep the Assistant to the President for National Security Affairs informed of travel plans and will consult with the National Security Council in making these decisions. After the trip is cleared, the Department of State will be happy to provide briefings or other sorts of help you may desire.

If you hear no reply from the National Security Council or State Department, or if there are unwarranted delays in their response, you should go ahead with your plans.

Instructions for reporting foreign travel will be provided separately by the Department of State.





DEPARTMENT OF STATE

Washington, D.C. 20520

January 5, 1978

TO: Distribution List

FROM: Peter Tarnoff
Executive Secretary
Department of State

SUBJECT: Notification of Foreign Travel

Following up on the President's memorandum of December 27 to the heads of executive departments and agencies, I am enclosing a standard form for your use in notifying this Department of travel by senior administration officials. The Department will do its best to respond to requests within five working days of receipt of notification.

If there is insufficient time to provide written notification, your office may give the required information by phone to the Office of the Director of the Secretariat Staff (tel. 632-0318). We ask, however, that you strictly limit these phone requests to those cases where time is insufficient to submit a written notification. Our Executive Secretariat will respond to you first by phone and then in writing using the attached form.

The Department will use interagency mechanisms whenever appropriate in reviewing these travel plans. In the case of proposed travel to the Soviet Union, the Department will refer the proposal to the Interagency Coordinating Committee for US-Soviet Affairs (ICCUSA) for interagency consultation as appropriate and for decision.

Attachments:

Standard Form
Distribution List

DATE _____

TO: Executive Secretariat
Room 7241
Department of State

FROM:

SUBJECT: Notification of Foreign Travel

Traveler's Name and Title:

Date of Travel:

Cities/Countries to be Visited:

Purpose:

Anticipated Contact with Foreign Officials:

DATE _____

TO: (Notifying Agency to fill in complete return address and
telephone number of contact person)

ATTN:

_____ The Department of State has no objection to this travel.

_____ Remarks:

Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110002-4
Peter Tarnoff, Executive Secretary

cc: NSC - Mrs. Dodson

DATE: JUL 29 1977

memorandum

REPLY TO
ATTN OF: Lynn N. Peterson, Jr., Acting Deputy Director
Passport Office

SUBJECT: Passport Procedures - Distribution of No-Fee Passport Authorizations
and Notification of Travel Forms

TO: All U.S. Government Agencies
International Travel Coordination Offices

The Official Travel Section of the Passport Office has conducted a survey to improve its workflow procedures. As a result of this survey, the routing of "Notification of Travel" forms through the Passport Office has been determined to be unnecessary and wasteful of manpower. In the past, the Department of State asked that each Federal Agency inform the appropriate country officer of the Department of intended travel of their personnel. Under the procedure established to assure this, the Passport Office has received these notices with passport applications, and upon approval of subsequent official travel and has routed a copy to the country officers.

Effective immediately, the routing of these "Notification of Travel" forms to the Passport Office is to be discontinued. In concurrence with the geographic area directorates, these forms are to be sent directly to the appropriate office within the Department of State. There is attached a routing list, giving the names of those countries which require notifications, their area designations and room numbers within the Department.

This new routing procedure will eliminate the unnecessary "middleman" role now performed by the Passport Office.

Please note that this is to affect only "Notifications of Travel." Two copies of letters of authorization required for the issuance of a no-fee passport (and for amendment of a passport or for withdrawal of a passport from our files) must still accompany all such requests. AUTHORIZATION PROCEDURES ARE UNCHANGED BY THIS MEMORANDUM.

Attachment: As stated



ROOM 3517
DEPARTMENT OF STATE
WASHINGTON, D. C. 20520

ALGERIA

BENIN (DAHOMEY)

BOTSWANA

CAMEROON

CENTRAL AFRICAN EMPIRE

CHAD

COMOROES

ETHIOPIA

EQUATORIAL GUINEA

GABON

GHANA

GUINEA

GUINEA-BISSAU

IVORY COAST

KENYA

LESOTHO

LIBERIA

LIBYA

MADAGASCAR

MALAWI

MALI

MAURITIUS

MOROCCO

MOZAMBIQUE

NAMIBIA

NIGER

NIGERIA

RWANDA

SENEGAL

SIERRA LEONE

SIERRA LEONE

SOUTH AFRICA

SUDAN

SWAZILAND

TANZANIA

TOGO

TUNISIA

UGANDA

UPER VOLTA

ZAIRE

ZAMBIA

EA/EX
ROOM 4315
DEPARTMENT OF STATE
WASHINGTON, D. C. 20520

AUSTRALIA

BURMA

CHINA

INDONESIA

JAPAN

KOREA

LAOS

MAYLASIA

NEW ZEALAND

EUR/EE
ROOM 5220
DEPARTMENT OF STATE
WASHINGTON, D. C. 20520

BULGARIA

CZECHOSLOVAKIA

HUNGARY

POLAND

ROMANIA

YUGOSLAVIA

SOVIET UNION

NEA/EX
ROOM 4249
DEPARTMENT OF STATE
WASHINGTON, D. C. 20520

AFGHANISTAN

BAHREIN

BANGLADESH

CEYLON

CYPRUS

GREECE

INDIA

IRAN

ISRAEL

JORDAN

KUWAIT

LEBANON

ARA/LA
ROOM 3906
DEPARTMENT OF STATE
WASHINGTON, D. C. 20520

ARGENTINA

NICARAGUA

BARBADOS

PANAMA

BOLIVIA

PARAGUAY

BRAZIL

PERU

BRITISH HONDURAS

TRINIDAD AND TOBAGO

CHILE

URUGUAY

COLOMBIA

VENEZUELA

COAST RICA

DOMINICAN REPUBLIC

ECUADOR

EL SALVADOE

GUATEMALA

GUYANA

HAITI

JONDURAS

JAMAICA

MEXICO

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	[REDACTED]	6/16	[Signature]		
2					
3	<i>C/CCS memo copy 6/16/74</i>				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>I don't believe we need to take any action as a result of the letter of June 14. We previously received all of the attachments, and our procedures are both current and consistent with the directives. Suggest you send C/CCS a copy on the memo of June 14 just to be sure his files are complete.</p> <p style="text-align: right;">Brad</p> <p><i>NOTE: Mr. Blake has seen.</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	

STATINTL

UNCLASSIFIED	CONFIDENTIAL	SECRET
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EXECUTIVE SECRETARIAT
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA	✓			
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

STATINTL