

TRANSMITTAL SLIP		DATE
TO: <i>DDA</i>		
ROOM NO.	BUILDING	
REMARKS: <i>EXA</i> <i>JM</i> <i>21 APR 1987</i> <i>MS</i> <i>Al</i> <i>BX-4</i> <i>DDA/Registry</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 56

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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COMPT 01-378



United States Department of State

Washington, D.C. 20520

March 6, 1987

Rec'd in Compt Reg.
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Dear Mr. Childs:

As a follow-up to our meeting on February 18, representatives of interested executive departments and agencies met on February 27 for further discussions on improving procedures for regulating official foreign travel. A consensus emerged for deeding greater responsibility to agencies themselves for controlling the number of visits and size of delegations, while allowing agencies the maximum flexibility possible for achieving this goal. Consequently, we have dropped our earlier proposal that all visits to heavily visited and high security threat posts be centrally approved by each geographic bureau of the Department.

Replacing this proposal is a more decentralized system which takes into account the established travel monitoring procedures of some agencies, combined with a non-burdensome system of notifying posts to be visited of the kinds of administrative support requested by official travelers. Only posts on the heavily visited and high threat list must be given detailed advance notification, but agencies at their discretion may have other limitations in accordance with their internal procedures. The proposed Presidential Directive on foreign travel, attached to this memo, was redrafted to meet these objectives. Also attached is the State Department Executive Secretary's draft memorandum to departments and agencies on implementing the President's directive.

We would appreciate your comments by March 16.

Willard A. De Pree
Director
Office of Management Operations

Enclosures:

1. Draft Presidential Directive;
2. Draft Memo Implementing President's Directive.

Mr. Dan Childs,
Comptroller,
Central Intelligence Agency,
Washington, D. C. 20505.

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APPENDIX I

DEPARTMENT OF STATE

Washington, D.C. 20520

UNCLASSIFIED

January 15, 1980

MEMORANDUM FOR ALL DEPARTMENT AND AGENCY
EXECUTIVE SECRETARIATS

SUBJECT: Notification of Foreign Travel

In his memorandum of September 25, 1979 to Heads of Executive Departments and Agencies, the President emphasized the need to reduce official travel abroad. The President said:

One of the major workload factors at some posts is the large number of official visitors who require assistance from our employees stationed overseas. In order to reduce the workload and number of employees abroad, we need to hold the number of official visits to the necessary minimum. Accordingly, I am directing all senior civilian and military executives to make a special effort to insure that overseas trips are absolutely necessary. Furthermore, I am asking the Department of State, in addition to already existing requirements for clearing foreign travel at the Assistant Secretary level and above, to establish a system for minimizing official travel at all levels to posts which are from time to time especially overburdened.

The Department has surveyed its posts and has identified 33 (Attachment A) which receive visits from an extraordinarily large number of United States Government officials. Effective February 1, 1980, proposals for official travel to these posts by all employees of the Executive Branch should be submitted to the Department of State for coordination. Our objective is to ensure that such travel is necessary and planned and timed in the best interests of the sending agency, of the post concerned, and of our overall foreign policy.

-2-

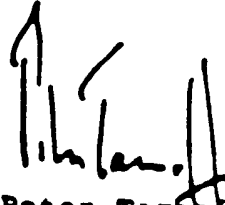
In consultation with the NSC and OMB, the following procedures have been established to meet the President's objectives:

Requests for travel to the 33 listed posts must be submitted in writing (Attachment D) approximately two weeks in advance to the office of the responsible geographic Bureau of the Department of State (see list at Attachment B). If, under extraordinary circumstances, there is not sufficient time to meet this deadline, please furnish the required information by telephone to the listed office of the geographic Bureau. A Department officer will respond to you in writing and/or by telephone within five working days.

Requests for travel to Egypt should now be made under the guidelines of this memorandum.

I would like to emphasize that the procedures established by the President on December 27, 1977 regarding clearance of all proposed foreign travel by Assistant Secretaries and equivalent or above remain in effect. You should thus continue to use the established system and forms with the Department of State for all such proposed travel.

Similarly, present procedures regarding travel by all federal government employees to Taiwan and to certain Middle East posts (Attachment C) remain in effect.



Peter Tarhbf
Executive Secretary

Attachments:

- Tab A - List of Travel-Intensive Posts
- Tab B - List of Regional Bureau Contacts
- Tab C - Memo on Official Travel to Certain Middle East Countries
- Tab D - Travel Request form

ATTACHMENT A

List of Travel-Intensive Posts for Which Notification
Of All Executive Branch USG Official Travel Is Required

<u>ADDRESS NUMBERS</u>	<u>POST</u>	<u>COUNTRY</u>
1.	Abidjan (Embassy)	Ivory Coast
4.	Amman (Embassy)	Jordan
3.	Bangkok (Embassy)	Thailand
3.	Beijing (Embassy)	China
5.	Belgrade (Embassy)	Yugoslavia
2.	Bogota (Embassy)	Columbia
5.	Bonn (Embassy)	Federal Republic of Germany
2.	Brasilia (Embassy)	Brazil
5.	Brussels (Embassy)	Belgium
4.	Cairo (Embassy)	Egypt
2.	Caracas (Embassy)	Venezuela
1.	Dakar (Embassy)	Senegal
5.	Dublin (Embassy)	Ireland
6.	Geneva (US Mission)	Switzerland
3.	Hong Kong (Consulate General)	Hong Kong
4.	Jerusalem (Consulate General)	
4.	Jidda (Embassy) <i>CG</i>	Saudi Arabia
1.	Khartoum (Embassy)	Sudan
5.	London (Embassy)	Great Britain
5.	Madrid (Embassy)	Spain
2.	Mexico (Embassy)	Mexico
5.	Moscow (Embassy)	USSR
1.	Nairobi (Embassy)	Kenya
5.	Ottawa (Embassy)	Canada
2.	Panama (Embassy)	Panama
5.	Paris (Embassy)	France
1.	Pretoria (Embassy)	South Africa
2.	Rio de Janeiro (Consulate General)	Brazil
5.	Rome (Embassy)	Italy
2.	Sao Paulo (Consulate General)	Brazil
4.	Tel Aviv (Embassy)	Israel
3.	Tokyo (Embassy)	Japan
5.	Warsaw (Embassy)	Poland

ILLEGIB

ATTACHMENT C



S/S 7921829

DEPARTMENT OF STATE

Washington D.C. 20520

UNCLASSIFIED

December 1, 1979

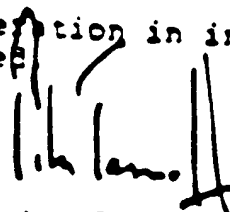
MEMORANDUM FOR ALL DEPARTMENT AND AGENCY
EXECUTIVE SECRETARIATS

Subject: Official Travel to Certain Middle East Countries

On November 26th the Department of State issued a formal travel advisory alerting American citizens to the situation in the Middle East and advising that only essential travel be undertaken to the following countries: Afghanistan, Bahrain, Bangladesh, Iran, Iraq, Kuwait, Lebanon, Lybia, Oman, Pakistan, Qatar, Syria, United Arab Emirates and the Yemen Arab Republic. Given the present situation in Iran and elsewhere in the Middle East, it is clear that official travel in the area by U.S. Government personnel should also be kept to a minimum.

Until further notice, the long-standing procedure regarding foreign travel requests for Assistant Secretaries and above and their equivalents will be in effect for all U.S. Government personnel. Accordingly, requests for official travel to the above countries by employees of your agency or department should be submitted to the Executive Secretary of the Department, using the standard form, a copy of which is attached.

We will appreciate your cooperation in insuring that only essential travel is considered.


Peter Tarnoff
Executive Secretary

Attachment:
As stated.

ATTACHMENT D

DATE _____

TO: (Please fill in Department addressee)

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: (Requesting Agency Addressee)

ATTN: (name and phone number of agency contact)

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

_____ Remarks:

80013101419

79037.11



DEPARTMENT OF STATE

Washington, D.C. 20520

TRVL

February 27, 1979

MEMORANDUM TO: Distribution List

FROM: Peter Tainoff, Executive Secretary
Department of State

SUBJECT: Notification of Foreign Travel to Taiwan

Effective March 1, official travel to Taiwan by any member of the U.S. Government requires prior Department of State consent. Under a standing agreement with the NSC, the Department will consult as necessary with the National Security Council in reaching its decisions.

For your convenience, I attach copies of the Department's earlier instructions for obtaining clearance for travel at the Assistant Secretary level and above. Please follow the same procedures for all travelers to Taiwan.

Requests for travel clearance should contain a detailed rationale for the visit, including reasons why the function cannot be carried out in the United States, or through the American Institute in Taiwan, or by non-government contractors. Please forward clearance requests at least two weeks in advance.

USG officials of Assistant Secretary level and military officers of flag or general officer rank should inform the State Department in advance of their plans for private visits to Taiwan. Personnel below these levels may travel to Taiwan for personal reasons without notifying the State Department. Persons on private visits shall not conduct official business nor contact the local authorities in an official capacity while on Taiwan.

The provisions of this directive will apply to DOD personnel beginning on May 1, 1979. Prior to May 1, DOD travel clearance for Taiwan will be handled under existing DOD clearance procedures.



DEPARTMENT OF STATE

- Washington, D.C. 20520

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.

[Handwritten Signature]
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



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 (ICCUA) for interagency consultation as appropriate and for decision.

Attachments:

Standard Form
Distribution List

7732489

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.



TAB C

THE WHITE HOUSE

WASHINGTON

8705186

February 24, 1987

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Foreign Travel by U.S. Officials

Foreign travel by high-level U.S. officials is essential to the conduct of our Nation's business. Such travel, however, is in itself a part of our foreign policy. Any such foreign travel should be for specific reasons that are consistent with our overall national security policy and should be conducted by a delegation as small as possible.

Foreign travel proposals of officials at or above the rank of assistant secretary (or equivalent rank) of Executive departments and agencies are to be submitted to the Assistant to the President for National Security Affairs for approval. In addition to official business, this will include any private foreign travel when meetings with foreign counterparts or participation in events attracting media attention is a reasonable likelihood.

With as much advance notice as possible, the Assistant to the President for National Security Affairs should be furnished the following information:

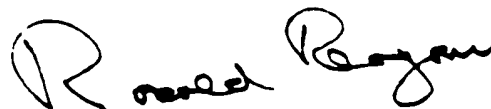
Names of senior participants

Objectives of the trip

Itinerary

List of major events, meetings, and appearances

Upon the completion of such trips or, if appropriate, while they are in progress, a report should be submitted through my Assistant for National Security Affairs, noting the response of host governments to U.S. proposals and other significant information. Travellers also should be familiar with the requirements for security briefings and debriefings where appropriate in connection with planned travel.





United States
Department of
Agriculture

Foreign
Agricultural
Service

Washington, D. C.
20250

February 25, 1987

TO: All USDA Foreign Travel Coordinators

FROM: Wayne W. Sharp, Assistant Administrator, FAS

SUBJECT: Travel Clearance for Official USDA Travel

This memorandum reviews the Foreign Agricultural Service (FAS) control system for all official USDA foreign travel, including USDA travel under USAID contracts or other TDY assignments. The FAS system stems from a Presidential Directive instructing the State Department to reduce the burden on U.S. Embassies and Consulates servicing a growing number of USG visitors. The system also keeps our Agricultural Counselors and Attaches informed of official USDA travel in countries under their responsibility (Attachment 1) and identifies possible post assistance limitations and personal safety problems.

TRAVEL CLEARANCE CATEGORIES:

Each country covered by FAS fits into one of three possible categories depending upon the notification and clearance procedure required (see below and Attachment 2). We will keep USDA agency foreign travel coordinators advised of changes.

Category 1: Advance Notification of Travel—Countries where the traveler is only required to notify the Ag Counselor/Attache of the proposed travel (see step 1 below).

Category 2: Prior Embassy Clearance—Countries for which prior clearance must be secured from the U.S. Embassy through the Ag Counselor/Attache because traveler numbers are high or personal safety is a factor.

Category 3: State Department Clearance—Countries requiring State Department approval, usually for political reasons.

PROCEDURES FOR NOTIFYING POSTS AND CLEARING TRAVEL:

Step 1: Notify the Ag Counselor/Attache of travel particulars, (name, arrival/departure dates, purpose, assistance required, in-country travel plans) by letter, FASTO or State Department cable. Where required, add the words "post clearance is requested." All such outgoing communications must be initialled by the appropriate FAS Area officer (see Attachment 3). It is the initiating USDA agency's responsibility to obtain timely prior post clearances where required. Travel messages are mandatory and should be timed to arrive at post no later than two (2) weeks before travel. This will help to avoid last-minute disapproval of travel and allow time for the U.S. Ag Counselor/Attache to obtain necessary Embassy clearances.

Step 2: Submit a fully completed form AD-750 to the appropriate FAS Area Officer for initialling. The Area Officer will not initial the form AD-750 unless purpose, flight itinerary, and date of post notification blanks are filled in. For category 2 and 3 countries, pre-clearance requirements must also be completed. The FAS Travel office will not release passports unless the Area Officer has initialled the AD-750 and pre-clearances have been received.

Attachments

Algeria ATO	Italy
Argentina	*Japan
Uruguay	Kenya
Australia	Tanzania
Austria	Zambia
Czechoslovakia	*Korea
Hungary	Malaysia
Bahrain ATO	Mexico
Kuwait	Morocco
Oman	Netherlands
Qatar	New Zealand
United Arab Emirates	*Nigeria
Belgium	Cameroon
Luxembourg	Ghana
Brazil	Pakistan
Paraguay	Peru
Canada	Bolivia
Chile	Philippines
*China, People's Republic of	Poland
Colombia	Portugal
Costa Rica	Saudi Arabia ATO
Panama	Mo. Yemen
Cote d'Ivoire	Singapore ATO
Guinea	Brunei
Liberia	(ATO also assists Attaches
Senegal	- in Indonesia, Malaysia,
Sierra Leone	& Thailand)
Zaire	South Africa
Denmark	Botswana
Norway	Lesotho
Dominican Republic	Swaziland
Haiti	Zimbabwe
Jamaica	Spain
Ecuador	Sweden
Egypt	Finland
Sudan	Switzerland
France	Taiwan
Germany, Democratic Republic of	Thailand
*Germany, Federal Republic of	Tunisia ATO
Greece	*Turkey
Cyprus	Lebanon
Israel	Syria
Guatemala	U.S.S.R.
Belize	*United Kingdom
El Salvador	Ireland
Honduras	*Venezuela
Nicaragua	Barbados
Hong Kong	Guyana
Macao	Netherlands Antilles
India	Suriname
Bangladesh	Trinidad & Tobago
Sri Lanka	Yugoslavia
Indonesia	Bulgaria
Iraq	Romania
Jordan	

*These posts have both regular Agricultural Counselor/Attache & Agricultural Trade Offices

FAS:FAA/RWilton:ram/2/6/87 (A)9643a

ATTACHMENT 2

CATEGORY I: Advance Notification of Travel — This requires the originator to forward a FASTO, State Cable or letter through the appropriate FAS Area Officer to the respective Embassy notifying the Agricultural Attache/Counselor of intent to travel to a country under Attache/Counselor responsibility.

Western Hemisphere:

Argentina	Eastern Caribbean Islands	Suriname
Aruba	Guyana	Trinidad & Tobago
Barbados	Mexico	Uruguay
Bolivia	Netherlands Antilles	
Canada	Paraguay	

Western Europe:

Austria	France	Norway
Belgium	Greece	Portugal
Denmark	Ireland	Spain
England	Israel	Sweden
Fed. Republic of Germany	Italy Netherlands	Switzerland
		Turkey

Eastern Europe:

(See Category III)

Near East, South Asia and Africa:

Algeria	India	Pakistan
Bahrain	Iraq	Saudi Arabia
Bangladesh	Morocco	Tunisia
Egypt	Nigeria	United Arab Emerites

Southeast and East Asia and Pacific:

Australia	Japan	New Zealand
Hong Kong	Korea	Philippines
Indonesia	Malaysia	Singapore
		Thailand

CATEGORY II: Prior Embassy Clearance — This requires the originator to forward a FASTO, State Cable or letter through the appropriate FAS Area Officer requesting clearance from the respective Embassy. The cable or letter should be addressed to the Agricultural Attache/Counselor.

Western Hemisphere:

Belize	Dominican Republic	Honduras
Brazil	Ecuador	Jamaica
Chile	El Salvador	Nicaragua
Colombia 1/	Guatemala	Panama
Costa Rica	Haiti	Peru
		Venezuela

ATTACHMENT 2 CONT.

Western Europe:

NON REQUIRED

Eastern Europe:

(See Category III)

Near East, South Asia and Africa:

(See Category III)

Southeast and East Asia and Pacific:

(See Category III)

CATEGORY III: State Department Clearance — This requires the originator to forward through FAS the State Department's clearance request form, properly completed:

Western Hemisphere:

Cuba 2/

Western Europe:

NONE REQUIRED

Eastern Europe:

Bulgaria	Hungary	USSR
Czechoslovakia	Poland	Yugoslavia
German Democratic Republic	Romania	All other East
		European dependencies

Near East, South Asia and Africa:

Cote d' Ivoire	Senegal
Kenya	South Africa
Lebanon	Sudan

Southeast and East Asia and Pacific:

China
Taiwan

FOOT NOTES:

1/ Embassy clearance request must be sent on State Department Cable marked LIMITED OFFICIAL USE.

2/ The originator must first call the Office of Cuban Affairs at State Department (telephone 647-9273) to arrange for visas and receive other instructions on how to proceed with the clearance process.

FAS AREA OFFICERS FOR POSTS OVERSEAS

Wayne W. Sharp, Asst. Administrator
Foreign Agricultural Affairs
Room 5092-S (202) 447-6138

Richard S. Welton, Deputy Asst. Admin.
Foreign Agricultural Affairs
Room 5092-S (202) 447-3253

AREA I - EUROPE

NON-EC: G. NICKS
447-6083, Room 5080-S
Austria, Vienna
German Democratic Republic, Berlin
Poland, Warsaw
Sweden, Stockholm
Switzerland, Bern
Switzerland, Geneva
Turkey, Ankara
Turkey, Istanbul ATO
USSR, Moscow
Yugoslavia, Belgrade

EC: D. DOUGLAS
447-2144, Room 5080-S
Belgium, Brussels
Belgium, Brussels (USEC)
Denmark, Copenhagen
England, London
England, London ATO
France, Paris
Germany (Fed. Republic of), Bonn
Germany (Fed. Republic of), Hamburg ATO
Greece, Athens
Ireland, Dublin (FN Only)
Israel, Tel Aviv (FN Only)
Italy, Rome
Italy, Rome (FODAG)
Italy, Milan
Netherlands, The Hague
Norway, Oslo (FN Only)
Portugal, Lisbon
Spain, Madrid

AREA II - WESTERN HEMISPHERE

NORTH AMERICA: E. BAUER
447-3221, Rm. 5604-S
Canada, Ottawa
Mexico, Mexico City

SOUTH AMERICA: E. BAUER
Argentina, Buenos Aires
Brazil, Brasilia
Brazil, Rio de Janeiro
Brazil, Sao Paulo
Chile, Santiago
Ecuador, Quito
Peru, Lima

CARIBBEAN: F. LEE
447-3221, Rm. 5084-S
Dominican Republic, Santo Domingo

CENTRAL AMERICA: F. LEE
Costa Rica, San Jose
Guatemala, Guatemala

OTHER BASIN COUNTRIES: F. LEE
Colombia, Bogota
Venezuela, Caracas
Venezuela, Caracas ATO

AREA III - NEAR EAST, SOUTH ASIA AND AFRICA

NEAR EAST: J. WILLIAMS
447-7053 Rm. 5098-S
Bahrain, Manama ATO
Egypt, Cairo
Iraq, Baghdad ATO
Lebanon, Beirut (FN Only)
Saudi Arabia, Jeddah ATO
UAE, Dubai (FN Only)

SOUTH ASIA: J. WILLIAMS
Bangladesh, Dhaka
India, New Delhi
Pakistan, Islamabad

AFRICA: J. WILLIAMS
Algeria, Algiers ATO
Cote d'Ivoire, Abidjan
Kenya, Nairobi
Morocco, Rabat
Nigeria, Lagos
Nigeria, Lagos ATO
South Africa, Pretoria
Tunisia, Tunis ATO

AREA IV - SOUTHEAST AND EAST ASIA AND PACIFIC

SOUTHEAST ASIA: L. MOE
447-7053, Rm. 5098-S
Malaysia, Kuala Lumpur
Singapore, Singapore ATO
Thailand, Bangkok

PACIFIC: L. MOE
Australia, Canberra
New Zealand, Wellington

EAST ASIA: L. MOE
China, Beijing
China, Beijing ATO
China, Guangzhou ATO
Hong Kong, Hong Kong
Indonesia, Jakarta
Japan, Tokyo
Japan, Tokyo ATO
Korea, Seoul
Korea, Seoul ATO
Philippines, Manila
Taiwan, Taipei/AIT

FAA/FAS Oct. 1986

**United States
Information
Agency**



Washington, D.C. 20541

Dear Mr. Spiers:

The U.S. Information Agency provides the following information in response to the February 18 meeting at the Department of State at which methods for reducing overseas travel were discussed.

USIA is in full agreement with the Administration's efforts to reduce unwarranted overseas travel, and we welcome the opportunity to share with you some of the major steps we have taken in the past year to bring meaningful reductions in Agency domestic and foreign travel.

The enclosed memorandum from Deputy Director Stone to Director Wick clearly demonstrates the seriousness with which the highest echelons of our Agency view this matter. The institutional controls established by the Director are outlined in the enclosed Announcement No. 34, "Approval of TDY Travel Authorizations", and the Agency is in the process of changing our regulations to reflect this new policy.

Please note that all overseas travel is closely coordinated between the Geographic Area Offices and our posts overseas; we believe the posts should be the most effective points of control for USIA foreign travel. After considering a suggestion raised at last week's meeting, we believe that creating a State Department clearing point or overall coordinator for State, USIA, and AID would be cumbersome, time-consuming, and, in the long run, counter-productive. We feel that State would be able to exercise sufficient control through coordination with Heads of Missions.

A concern raised during USIA's review of travel was the size of some recent official delegations. A concerted effort is made to keep USIA group travel to an absolute minimum by making the Associate Director for Programs responsible for coordinating our representation at such events, with the Deputy Director's approval required for participation at international conferences and summits. Furthermore, with the exception of the Director and a few AMPARTS--who visit the Missions only with top managers' approval--the Agency places little or no demands on Mission staff. USIS staff is the central focus of most Agency visits.

The Honorable Ronald I. Spiers
Under Secretary for Management
Department of State

- 2 -

3. Clearance and Field Notification of Travel

Before approving foreign travel, the originating office must obtain clearance from the post and area. This applies to contractors and other outsiders on Agency business as well. The Area Directors will become the central focus point for all travelers to their posts and should be alert to coordinating travel and reducing, where possible, the number of travelers.

4. Approval and limitation on Conference and Summit travel

Plans for Agency representation at international conferences and summits will be coordinated by the Associate Director for Programs (P). Should a task force be required for a large conference or summit meeting, the P Bureau will be responsible for establishing the task force. Participation at all such special events will be cleared by P with the Deputy Director prior to final approval.

5. Media elements should pool resources to optimize coverage at minimum cost.

The Media elements should discuss plans with each other and make a strong effort to pool coverage where possible.

Attachment - TAB - A - Agency Officials Authorized
to Approve Travel Travel

TAB A

APPROVAL FOR DOMESTIC AND INTERNATIONAL TRAVEL

Following is a suggested list of Agency officials authorized to approve travel requests:

BUREAUS

Voice of America (VOA)

- Associate Director
- Deputy Director
- Deputy Director (Modernization)
- Chief, News Division
- Director, Radio Marti

Bureau of Programs (P)

- Associate Director
- Deputy Associate Director
- Director, Press and Publications Service
- Chief, Press Division

- 2 -

Bureau of Educational and Cultural Affairs (E)

- Associate Director
- Deputy Associate Director
- Director, Office of Academic Programs
- Director, Office of Cultural Centers and Resources
- Director, Office of Private Sector Programs
- Director, Office of International Visitors

Bureau of Management (M)

- Associate Director
- Deputy Associate Director
- Director, Office of Administration and Technology
- ~~-- Director, Office of the Comptroller~~
- Director, Office of Personnel
- Director, Office of Security

TV SERVICE

Television and Film Service (TV)

- Director
- Deputy Director

- 3 -

AREA OFFICES

Office of African Affairs (AP)

-- Director

-- Deputy Director

Office of American Republics Affairs (AR)

-- Director

-- Deputy Director

Office of East Asian and Pacific Affairs (EA)

-- Director

-- Deputy Director

Office of European Affairs (EU)

-- Director

-- Deputy Director

Office of North African, Near Eastern, and South Asian Affairs

(NEA)

-- Director

-- Deputy Director

- 4 -

INDEPENDENT OFFICES

Office of the Director

- Director
- Deputy Director

Office of the Coordinator for President's US-Soviet Exchange Initiative (D/R)

- Director

Counselor of the Agency (C)

- Counselor

Office of Inspector General (OIG)

- Inspector General
- Assistant Inspector General

Office of Public Liaison (PL)

- Director
- Deputy Director

- 5 -

Office of the General Counsel and Congressional Liaison (GC)

-- General Counsel

-- Deputy General Counsel

**United States
Information
Agency**

Washington, D.C. 20547



Announcement No. 34

February 13, 1987

APPROVAL OF TDY TRAVEL AUTHORIZATIONS

This announcement updates Announcement 22 dated February 5, 1986 which revised Agency requirements for the approval of certain types of travel. Based on the recommendations of an ad hoc committee composed of M Bureau representatives and Executive Officers from area offices and Bureaus, the Deputy Director requires the following action to be taken regarding official TDY travel.

1. Types of travel covered by this announcement.

(a) Temporary duty from the United States to an overseas location; (b) Temporary duty travel to the United States by overseas staff; (c) All TDY travel in the U.S.; (d) Group travel (travel by more than one person to one location for the same purpose).

2. Approval of travel requests.

(a) Travel authorization documents can only be approved by those Agency officials listed in attachment A. This authority cannot be redelegated.

(b) All travel by consultants must be approved by the Deputy Director, whether travel is specified under the consultant's contract or results from other arrangements.

(c) Those who approve foreign and-domestic travel requests are personally responsible for assuring that an absolute minimum number of travelers are authorized to travel to a given event, conference or project. Agency elements initiating the travel request are responsible for obtaining the appropriate approvals before travel authorizations are submitted for final signature by the authorizing officer in M/AST, VOA/AQA, or VOA/MA.

(d) The approving officer must certify that no satisfactory alternative means of communication exists.

3. Clearance and Field Notification of Travel.

(a) The originating office is responsible for obtaining concurrence from the Post to be visited as well as the geographic area office. This likewise applies to contractors and other outsiders on Agency business. The Area Directors will become the central focal point for all travelers to posts within their jurisdiction, and, in coordinating travel, should be alert to possibilities for reducing the number of travelers.

(b) Area Directors should also review closely with posts the existence of any alternate means of communication, such as electronic mail or conferencing, which would obviate the need for travel.

4. Approval and Limitation on Conference and Summit Travel.

Plans for any Agency representation at international conferences and summits will be coordinated by the Associate Director for Programs (P). Should a task force be required to plan for a large conference or meeting, the P Bureau will be responsible for establishing the task force. Participation at all such events will be cleared by P with the Deputy Director, who will approve participants' travel authorizations.

5. Media Elements Should Pool Resources to Optimize Coverage at Minimum Cost.

The media elements should discuss plans with each other and make a strong effort to pool coverage wherever possible.

6. Forms

The Agency's TDY Travel Authorization form is being revised to incorporate these requirements

DISTRIBUTION: Y - Domestic Supervisory Level

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Attachment A

APPROVAL FOR DOMESTIC AND INTERNATIONAL TDY TRAVEL

The following Agency officials may approve TDY travel authorizations for personnel in their elements.

Office of the Director (D)—Director; Deputy Director.

Office of the Coordinator for President's US-Soviet Exchange Initiative (D/P)—Director.

Counselor of the Agency (C)—Counselor.

Office of the Inspector General (OIG)—Inspector General; Assistant Inspector General.

Office of Public Liaison (PL)—Director; Deputy Director.

Office of the General Counsel and Congressional Liaison (GC)—General Counsel; Deputy General Counsel.

Voice of America (VOA)—Associate Director; Deputy Director; Deputy Director (Modernization); Chief, News Division; Director, Radio Marti.

Bureau of Programs (P)—Associate Director; Deputy Associate Director; Director, Press and Publications Service; Chief, Press Division.

Bureau of Educational and Cultural Affairs (E)—Associate Director; Deputy Associate Director; Director, Office of Academic Programs; Director, Office of Cultural Centers and Resources; Director, Office of Private Sector Programs; Director, Office of International Visitors; Staff Director, Board of Foreign Scholarships; Director, International Youth Exchange Staff.

Bureau of Management (M)—Associate Director; Deputy Associate Director; Director, Office of Administration and Technology; Director, Office of the Comptroller; Director, Office of Personnel; Director, Office of Security.

Television and Film Service (TV)—Director; Deputy Director; Executive Officer.

Office of African Affairs (AF)—Director, Deputy Director.

Office of American Republics Affairs (AR)—Director, Deputy Director.

Office of East Asian and Pacific Affairs (EA)—Director, Deputy Director.

Office of European Affairs (EU)—Director; Deputy Director.

Office of North African, Near Eastern, and South Asian Affairs (NEA)—Director; Deputy Director.

United States Information Agency AUTHORIZATION OF OFFICIAL TRAVEL

A. Authorization No. and Date _____
Amendment No. and Date _____

B. Certificate of Approval No. and Date _____

You are hereby authorized by the United States Information Agency to perform official travel at Government expense as indicated herein. This travel is not ordered at your request nor for your convenience, except as provision is made for leaves as allowed by law. You are to proceed in accordance with the instructions contained herein or as amended. Unless otherwise noted, all expenses and the maximum per diem under the regulations checked below are authorized. Vouchers should be submitted promptly as provided in the applicable regulations.

C. Name _____ D. Official Station _____
E. Organization _____

F. Status: GS _____ FS _____ FN _____
G. Regulations: FTR _____ 6FAM _____

H. Itinerary - In such order and at such times as necessary

I. Travel to begin on or about _____ and to end on or about _____
Travel must be in accordance with existing regulations to travel on American flag carriers where available. Noncompliance automatically establishes the traveler's acceptance of financial responsibility

J. 1. Purpose of Travel: Category _____ (from reverse side of this page)
2. Description (clearly describe specific purpose of travel for each city listed):

3. If category 5 or 10a is specified above, will more than one person attend? Yes No

K. Authorized Expenditures — PROVIDE JUSTIFICATION ON SEPARATE SHEET
1. _____ Pounds/Kilos/Units Excess Baggage 2. _____ Taxicabs 3. _____ Hire of Automobile
4. _____ Mixed Mode of Travel 5. _____ Use of POV: a. _____ Cost Comparative b. _____ Mileage @ _____ CPM
6. _____ Actual Subsistence Expense Basis (Specify city and amount)
7. _____ Hire of Room for Official Use (Specify city and intended use of room)
8. Other _____

L. Requesting Officer/Organization/Phone _____

M. Approval (I certify that this travel is essential and that the purpose cannot be achieved by other means (mail, cable, telephone, teleconference, etc.))

Org _____ Name _____ Signature _____

N. Clearances

Org _____ Name _____ Signature _____

O. Funds Available _____

P. U.S. Dollar Accounting Date		Estimated Cost
FUND-FY-ALLOT-SCC/AC-FUNC-RES		
Travel		\$ _____
Excess Baggage		_____
Per Diem		_____
Miscellaneous		\$ _____
Total		_____
Foreign Currency Data		
Currency		_____
Travel		\$ _____
Excess Baggage		_____
Per Diem		_____
Miscellaneous		\$ _____
Total		_____
Travel Advance		\$ _____

Q. Authorizing Officer _____

IMPORTANT: Every Voucher and Message Concerning This Travel Must Refer to Authorization Number and Date at Top.
1. TRAVELER'S COPY/Keep with you during travel!

(Insert number in Block J on reverse side)

In order to establish uniformity in the way travel purposes are identified on the travel authorization, travelers should select from the following guidelines the travel purpose category which conforms most closely to the travel being performed. (Reference OMB Bulletin No. 82-11 dated April 19, 1982)

1. SITE VISIT - Travel to a particular site in order to personally perform operational or managerial activities (e.g., to oversee program activities, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; or provide technical assistance).
2. CONSULTATION (INFORMATION MEETING) - Travel to discuss Agency or post operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. TRAINING ATTENDANCE - Travel to receive training.
4. SPEECH OR PRESENTATION - Travel to make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. CONFERENCE ATTENDANCE - Travel to attend a conference, convention, seminar, symposium, or similar event for purposes of representation, observation or education.
6. RELOCATION* - Travel performed in conjunction with a transfer from one official duty station to another (same as a permanent change of station or PCS move). This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. ENTITLEMENT TRAVEL* - Travel entitlements for which an employee (or dependent) may be eligible while serving at a duty station outside the conterminous United States; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. (This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located outside the conterminous United States.)
8. SPECIAL MISSION TRAVEL - Travel to carry out a special mission, e.g., move noncombat military units; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; travel by Federal beneficiaries and other nonemployees
9. EMERGENCY TRAVEL - Travel to return an employee from a temporary assignment location at Government expense to his/her designated post of duty or home, or other alternate location, where he/she would normally be present to take care of the emergency situation if the Government had not directed or assigned the employee to another location to perform official business.
- 10a. MEDIA COVERAGE - Coverage of events by Agency media offices.
- 10b. OTHER TRAVEL - All travel performed for reasons (purposes) which are not shown in one of the other ten categories listed above. Even though stated as "other travel," travel authorization and voucher should also detail specific purpose.

*Applies to Civil Service relocation/entitlement travel.
For Foreign Service relocation/entitlement travel, use Form IA-34.

DEPARTMENT OF STATE

List of Posts Requiring Prior Notification
For Travel by All Executive Branch Personnel

October 22, 1986

POST	COUNTRY	ADDRESS (Page 2)
Abidjan (Embassy)	Ivory Coast	1
Abu Dhabi (Embassy)	United Arab Emirates	4
Alexandria (Consulate)	Egypt	4
Amman (Embassy)	Jordan	4
Baghdad (Embassy)	Iraq	4
Bangkok (Embassy)	Thailand	3
Beijing (Embassy)	China	3
Beirut (Embassy)	Lebanon	4
Belgrade (Embassy)	Yugoslavia	5
Bogota (Embassy)	Colombia	2
Bombay (Consulate)	India	4
Bonn (Embassy)	Federal Republic of Germany	5
Brasilia (Embassy)	Brazil	2
Brussels (Embassy)	Belgium	5
Cairo (Embassy)	Egypt	4
Calcutta (Consulate)	India	4
Caracas (Embassy)	Venezuela	2
Colombo (Embassy)	Sri Lanka	4
Dakar (Embassy)	Senegal	1
Damascus (Embassy)	Syria	4
Doha (Embassy)	Qatar	4
Dubai (Consulate)	UAE	4
Geneva (US Mission)	Switzerland	6
Guatemala (Embassy)	Guatemala	2
Havana (USINT)	Cuba	2
Hong Kong (Consulate)	Hong Kong	3
Islamabad (Embassy)	Pakistan	4
Jerusalem (Consulate)	Israel	4
Jeddah (ConGen)	Saudi Arabia	4
Kabul (Embassy)	Afghanistan	4
Karachi (Consulate)	Pakistan	4
Khartoum (Embassy)	Sudan	1
Kuwait (Embassy)	Kuwait	4
Lahore (Consulate)	Pakistan	4
Leningrad (Consulate)	Soviet Union	5
Lima (Embassy)	Peru	2
London (Embassy)	Great Britain	5
Madras (Consulate)	India	4
Madrid (Embassy)	Spain	5
Managua (Embassy)	Nicaragua	2
Manama (Embassy)	Bahrain	4

Manama (Embassy)	Bahrain	4
Manila (Embassy)	Philippines	3
Mexico (Embassy/All Posts)	Mexico	2
Moscow (Embassy)	USSR	5
Muscat (Embassy)	Oman	4
Nairobi (Embassy)	Kenya	1
New Delhi (Embassy)	India	4
Ottawa (Embassy)	Canada	5
Panama (Embassy)	Panama	2
Paris (Embassy)	France	5
Peshawar (Consulate)	Pakistan	4
Pretoria (Embassy)	South Africa	1
Rio De Janiero (Consulate)	Brazil	2
Riyadh (Embassy)	Saudi Arabia	4
Rome (Embassy)	Italy	5
San Salvador (Embassy)	El Salvador	2
Sanaa (Embassy)	Yemen	4
Santiago (Embassy)	Chile	2
Sao Paulo (Consulate)	Brazil	2
Seoul (Embassy)	Korea	3
Taipei (American Institute)	Taiwan	3
Tegucigalpa (Embassy)	Honduras	2
Tel Aviv (Embassy)	Israel	4
Tokyo (Embassy)	Japan	3
Warsaw (Embassy)	Poland	5

ADDRESS	PHONE (202)
1. Bureau of African Affairs AF/EX Room 3517	647-8318/1298
2. Bureau of Inter-American Affairs ARA/EX Room 3260	647-4456/3318
3. Bureau of East Asian/Pacific Affairs EAP/EX Room 4313A	647-8289/4474
4. Bureau of Near Eastern/South Asian Affairs NEA/EX Room 4249A	647-3251/3268
5. Bureau of European/Canadian Affairs EUR/EX Room 5428	647-6064/6134
6. Bureau of International Organization Affairs IO/EX Room 1517	647-7721/4571

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United States Department of State

INTER-AMERICAN AFFAIRS (ARA/EX)
Washington, D.C. 20520

TAB F

January, 1987 - UPDATE

NOTICE: CLEARANCE PROCEDURES FOR OFFICIAL TRAVEL TO ALL ARA* POSTS:
(Applicable to all USG Officials/Agencies; including TDY and Contractors)

BEFORE RPT BEFORE TRAVEL COMMENCES: TRAVELERS MUST CABLE TO - AND - RECEIVE CABLED CLEARANCE FROM EMBASSY ADMIN OFFICER, for EACH and EVERY ARA post where visits are planned - even when Embassy assistance is not requested. Cables to post(s) should go at least two weeks in advance of travel, and must give arrival time and reason for travel. Post clearance is needed for official travel not only to Post city but for any city/area within country.

Embassy clearance should be obtained BEFORE Notification of Foreign Travel Form (NFTF) is submitted to ARA/EX for final approval - NFTF should state that traveler has received Embassy clearance. (NOTE: if Embassy assistance is requested, cables should be cleared in advance by ARA desk officer and ARA/EX.)

This procedure covers ALL ARA posts - including those on the OVERBURDENED list as well as those with security problems, short staffing and heavy visitor loads. (FYI: ARA posts on the OVERBURDENED and SY list include: BRAZIL, CHILE, COLOMBIA, CUBA, EL SALVADOR, GUATEMALA, HONDURAS, MEXICO, NICARAGUA, PANAMA, PERU, and VENEZUELA.)

EXAMPLE FOR CABLE FORMAT TO EMBASSIES: PUT ON CAPTION LINE: FOR EMBASSY ADMIN OFFICER. Please put: ARA/EX/PM(INFO) and ARA/(desk)(INFO) on DISTRIBUTION line. Cables should request Embassy send clearance to traveler, ARA/EX, and appropriate ARA desk officer. (TRAVELERS ARE RESPONSIBLE FOR SENDING CABLES TO POSTS FOR CLEARANCES - NOT ARA)

ADDITIONAL RESTRICTIONS/INFORMATION FOR TRAVELERS:

CUBA: Contact Office of Cuban Affairs (ARA/CCA) in advance of travel for guidance. MEXICO: Advance clearance required from ARA/MEX desk officer. SAN SALVADOR: Embassy will not give clearances for arrivals after 6:00 PM. NICARAGUA: Visas are required for entry. As the GON limits the number of seats on all airlines (except Aeronica) departing Managua, travelers to Nicaragua must reconfirm reservations on flight leaving Managua before arrival. COLOMBIA: Exercise extreme caution.

PERU: A curfew is in effect between 0100-0500 hours. CHILE: Curfew hours (0200-0500) have been reinstated, Mondays through Thursdays. Arriving/departing air passengers with tickets are exempt from curfew but should stop immediately if ordered to do so by police or military authorities. Passport or tourist card to be carried at all times.

MARTINIQUE: Clearances must be obtained from both AMCONSUL MARTINIQUE AND AMEMBASSY PARIS before commencing travel to the island. Visas are required. SURINAME: Tightened visa requirements and travel restrictions in effect.

Visitors should check with CA and DS for updated travel advisories before travel to any ARA post. Any questions re above: please call ARA/EX Beverly Woods 647-3690, or appropriate ARA/EX Post Management Officer.

NOTE: ARA REFERS TO AMERICAN REPUBLIC POSTS ONLY (CENTRAL & SOUTH AMERICA & CARIBBEAN). Above does not apply to private sector visits to foreign private sector or tourists, but recommend registering with Embassy/Consulate due to security/travel restrictions.
BLWoods 4401M