

## **International Travel Guidance for DOI Employees**

All DOI Employees must have the following, prior to departure:

- **Separate Travel Authorization (TA) Form DI-1020\*** for each international trip (blanket TAs are not allowed for international travel). Each Assistant Secretary determines who signs the TA for their office and Bureaus. The TA is not signed nor reviewed by the Department.
- **DOI Form 1175 (except for Canada and trips that do not involve an overnight stay)\*** for each international trip. Each Assistant Secretary determines who signs the DI-1175 for their offices and Bureaus. It also must be signed by the Department, by sending it to the International Affairs staff (see contact below). If it needs further review within the Department, it will be coordinated by the International Affairs staff. For multiple trips to the same place for the same purpose, an annual DI-1175 may be prepared.
- **U.S. Embassy Approval\***. The request for embassy approval is made by the Bureau International Offices, or by the Department's International Affairs staff (for Office of the Secretary/ PMB staff), utilizing a State Department web based program.
- **Official U.S. Government Passport\*** (with rare exceptions) **with required visas**. Except for USGS and BOR, this is obtained by the Department's Office of Passport Services in the National Business Center after receiving a request from your Bureau International Travel Coordinator, or in the case of the Office of the Secretary or PMB, contacting the Office of Passport Services in the National Business Center. The Official U.S. Passport application form and visa request is available below. Normally, an official passport must not expire 6 months before you depart from the foreign country, as many countries will not accept such passports. USGS and BOR International Offices will obtain passports and visas for their employees.
  - **Use of personal passport**. Though the Department's policy is that official passports should be used for official travel, there are times when employees without official passports are required to travel with short notice and cannot, within the time available before departure, secure an official passport. The DOI Passport Office requires 4-6 weeks to process an application for an official passport. In such circumstances, use of a personal passport may be necessary. Please consult with your Bureau International Office.

**\*All Bureau Employees must work with their Bureau International Office Travel Contacts to receive and process these documents. Office of the Secretary and PMB should contact the Department International Affairs Staff.**

### **Department and Bureau International Travel Contacts:**

- **BIA:** Eric Wilson, [ericbrucewilson@msn.com](mailto:ericbrucewilson@msn.com), Telephone 202 501 5944, Fax 202 208-7914
- **BLM:** Tess Bennington-Lopez, [tess\\_bennington@blm.gov](mailto:tess_bennington@blm.gov), Telephone 202 452-0324, Fax 202 653-5287.
- **BOR:** Sylvia Ruffin, [sruffin@usbr.gov](mailto:sruffin@usbr.gov), Telephone 202 513-0559, Fax 202 -513-0318 and Barbara Blackman, [bblackman@usbr.gov](mailto:bblackman@usbr.gov), Telephone 202 513-0624, Fax 202 513-0318.
- **FWS:** Natasha Kemp, [natasha\\_kemp@fws.gov](mailto:natasha_kemp@fws.gov), Telephone 202 208-2976, Fax 202 208-4674

- **MMS:** Charlotte Bennett, [charoltte.bennett@mms.gov](mailto:charoltte.bennett@mms.gov), Telephone 703 787-1702, Fax, 703 787-1284.
- **NPS:** April Brooks, [april\\_brooks@nps.gov](mailto:april_brooks@nps.gov), Telephone 202 354-1808, Fax 202 371-1446.
- **OSM:** Al Whitehouse, [awhitehouse@osmre.gov](mailto:awhitehouse@osmre.gov), Telephone 202 208-2868, Fax 202 408-4812
- **USGS:** Scott Hall, [shall@usgs.gov](mailto:shall@usgs.gov), Telephone 703 648-6043, Fax 703 648-6075.
- **OS/PMB:** Emily Kilcrease, [emily\\_kilcrease@ios.doi.gov](mailto:emily_kilcrease@ios.doi.gov), Telephone 202 208-7103, Fax 202 501-6381.
  - Back-up: Karen Senhadji, [karen\\_senhadji@ios.doi.gov](mailto:karen_senhadji@ios.doi.gov), Telephone 202 208-3004, fax 202 501-6381
- **NBC/Passport Office:** Corinthia Stewart, [corinthia\\_r\\_stewart@nbc.gov](mailto:corinthia_r_stewart@nbc.gov), Telephone 202 208-5292.

### **Travel Regulations of Particular Concern to Foreign Travel**

- All DOI Employees must follow U.S. Government Regulations regarding foreign travel, which require the use of U.S.-owned airlines to and from the continental U.S., regulate when different classes of travel are permitted, and define when lay-overs for travel exceeding 14 hours are allowed.
- All DOI Employees are required to make foreign travel arrangements through the DOI approved Travel Manager, they can not be web arranged nor paid for by a personal credit card. The Travel Manager will assure compliance with use of US owned airlines.

### **Links:**

- **Federal Travel Regulations regarding Class of Travel and Fly America requirements:**  
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?specialContentType=FTR&file=FTR/FTR301TOC.html&pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-16524>
- **Form DI - 1175 with PPA as signature:**  
[http://www.doi.gov/nbc/formsmgt/forms/DI\\_1175.doc](http://www.doi.gov/nbc/formsmgt/forms/DI_1175.doc)
- **Official Passport Request Form:**  
<http://www.doi.gov/intl/itap/forms/passport.doc>
- **State Dept Per Diems:**  
[http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)
- **State Dept Phone Book:**  
<http://www.state.gov/documents/organization/82073.pdf>

**For changes to this guidance, please contact: [kwashburn@ios.doi.gov](mailto:kwashburn@ios.doi.gov)  
2/1/2008**