DI-1175 Steps

Purpose: Secure approval for international travel for ITAP technical assistance missions (required for payment of voucher).

For ITAP Team Member (current DOI employee):

1. Project manager emails traveler content for e-1175 using form email below.

   Good morning,

   Using the attached instructions and the information I have provided below, please begin processing your DI-1175 as soon as you are able.

   Destination: *Place XXX and Dates XXX (estimated)*
   Purpose of Travel: *DOI's International Technical Assistance Program (DOI-ITAP) provides capacity building in other countries using the diverse expertise of DOI bureaus. Project expenses are covered by external funds. The purpose of this trip is to BRIEF DESCRIPTON OF TRIP.*
   Justification: *TRAVELER was selected for their many years of experience DETAILS OF SELECTION. Their personal experience in this particular area, as well as their knowledge of ANOTHER REASON FOR SELECTION, will also be an asset to the mission. Travel is being requested by DOI-ITAP and PM NAME.*
   Legal authorities to conduct this project include Sections 2151q (b) and (g) (7), 1457, 2392(a) and (b), and 2357 of the Foreign Assistance Act 22 U.S.C.; and Section 4332 (2) (F) of the National Environmental Policy Act.
   We are monitoring the global security situation and the assignment will not go forward if the U.S. Embassy does not allow it.
   In Country Contact: *IN-COUNTRY COORDINATOR (if applicable) AND EMBASSY CONTACT NAME, EMAIL, PHONE*
   Cost: *Name of Donor is XXX and costs should be marked as reimbursable. Please estimate your salary costs here (as a non-reimbursed expense). Transportation will be about $XXX; Per diem will be about $XXX.*

   Attachment: e-1175 Instructions

2. Traveler fills out e-1175 according to bureau policy and SharePoint site instructions included in the email. 1175 process varies throughout the bureaus; contact bureau international travel coordinators with questions on routing, additional memos, and other inquiries.

3. Traveler notifies arranger and PM that e-1175 has been submitted.

4. Traveler tracks progress to ensure bureau approval and provides a copy of the fully approved e-1175 to Passports.

N.B.: Each Bureau has its own 1175 process for which ITAP is not regularly updated. For example, **FWS** uses the Document Tracking System before linking into SharePoint site. **USGS** has its own electronic system. Project Managers and Travelers should be wary of these differences and allow at least eight weeks for 1175 processing. For bureau-specific policies, travelers can contact their Bureau international travel specialist, listed below.

Bureau	Contact	Email	Telephone
BIA	Eric Wilson, International Affairs Coordinator	eric.wilson@bia.gov	202-501-5944
BLM	Colin Strylowski, International Affairs Specialist	cstyrlowski@blm.gov	202-912-7257
BOR	Barbara Blackman	bblackman@usbr.gov	202-513-0624
FWS	Latosha Jackson	latosha_jackson@fws.gov	703-358-2418
	Jolyn Hopson	jolyn_hopson@fws.gov	703-358-2411
BSEE	Julie Fleming, Acting Chief, Office of International Programs	julie.fleming@bsee.gov	703-787-1681
	Carolyn Beamer, Office of International Programs	carolyn.beamer@bsee.gov	703-787-1699
BOEM	Emily Lindow, Chief of Staff, Bureau of Ocean Energy Management	emily.lindow@boem.gov	202-513-0825
NPS	April Brooks, International Cooperation Specialist	april_brooks@nps.gov	202-354-1808
OSMRE	Sterling Rideout	srideout@osmre.gov	202-208-2596
USGS	Kevin Kunkkel	kkunkel@usgs.gov	703-648-6206
ONRR	Jennifer Goldblatt, Chief of Staff, Office of Natural Resources and Revenues	Jennifer.goldblatt@onrr.gov	202-513-0604

For OIA Employee:

1. Employee fills in 1175 on Sharepoint site (see directions in email template above), adding signature lines for ITAP Director, OIA Director, and DAS for International Affairs (currently Lori Faeth). Prints form from web.
2. Employee hand delivers (or, if offsite, scans and emails) 1175 to ITAP Director for signature.
3. Employee gives 1175 to OIA Director for signature.
4. OIA Admin staff or employee uploads signed 1175 form into Sharepoint site and submits electronically to DAS-PIA.
5. DAS-PIA (or staff, currently Angela Peavy) prints 1175, signs, and re-uploads.
6. DAS-PIA staff approves 1175 in the system on behalf of DAS-PIA and submits.
7. 1175 is routed to OIA Director, who gives final approval in the system.
8. Project Manager saves 1175 in P:\ITAP\ADMIN\Travel\1175's.

N.B.: Anyone that does not work for DOI—retirees, State-level agencies, academics, etc.—needs an 1175 for payment of their voucher. Arrangers can find a blank template with boilerplate language in P:\ITAP\ADMIN\Travel\forms\1175 Blanks. These need to be signed by the ITAP Director only.