

**CHANGE**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1510.2 CHG 2

6/26/03

**SUBJECT: AIR TRAFFIC SERVICES OFFICIAL FOREIGN TRAVEL PROCEDURES**

1. **PURPOSE.** This change transmits revised pages to Order 1510.2, Air Traffic Services Official Foreign Travel Procedures.
2. **DISTRIBUTION.** This order is distributed to the director through branch levels of the program offices within the Air Traffic Service (AAT), Airway Facilities Service (AAF), Air Traffic System Requirements Service (ARS), Office of System Capacity (ASC), Office of Independent Operational Test and Evaluation (ATQ), Office of Runway Safety (ARI), and Terminal Business Service (ATB); to the regional Air Traffic (AT) and Airway Facilities (AF) Divisions; and to selected AT and AF field facilities.
3. **EXPLANATION OF CHANGES.** See the attached Explanation of Changes.
4. **DISPOSITION OF TRANSMITTAL.** The change transmittal may be discarded or retained after changed pages are filed.

**PAGE CONTROL CHART**

Remove Pages	Dated	Insert Pages	Dated
1 and 2	4/20/01	1 and 2	
5 and 6	7/5/01	5 and 6	
7 and 8	7/5/01	7 and 8	
9 and 10	4/20/01	9 and 10	
11 and 12	4/20/01	11 and 12	
13, 14 and 15	4/20/01	13, 14 and 15	
i (and ii)	4/20/01	i (and ii)	
APPENDIX 2		APPENDIX 2	
1 (and 2)	4/20/01	1 (and 2)	
APPENDIX 3	4/20/01	APPENDIX 3	
APPENDIX 4		APPENDIX 4	
1 (and 2)	7/5/01	1 (and 2)	
APPENDIX 5	4/20/01	APPENDIX 5	
		1 (and 2)	
APPENDIX 6		APPENDIX 6	
1 (and 2)	4/20/01		
APPENDIX 7	4/20/01	APPENDIX 7	
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APPENDIX 8		APPENDIX 8	
1-9	4/20/01		
APPENDIX 9	4/20/01	APPENDIX 9	
		1 (and 2)	

Distribution: A-W (TS/AT/TA/TP/TX/AF/NS/OS/FZ/OP/SR/NI/VN/RS/RX/RR/RU/RN/RW/SC/TQ/RI/TB)-3; A-X (AT/AF)-3; A-FAT/FAF-0 (LTD); A-FFS-4 (LTD) Initiated By: AAT-30

## PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
APPENDIX 10 1 (and 2)	4/20/01	APPENDIX 10 1-3	
APPENDIX 11 1-3	4/20/01	APPENDIX 11 1 (and 2)	
APPENDIX 12	4/20/01		



Steven J. Brown *for*  
Associate Administrator  
for Air Traffic Services

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1510.2 CHG 2

6/26/03

## SUBJECT: AIR TRAFFIC SERVICES OFFICIAL FOREIGN TRAVEL PROCEDURES

**1. PURPOSE.** This order prescribes the official foreign travel procedures and processes for the Associate Administrator for Air Traffic Services (ATS) complex. This guidance supplements the Federal Aviation Administration (FAA) Travel Policy (FAATP) by detailing requirements peculiar to ATS personnel and support contractors. In addition, this order provides a quick reference resource on elements of the FAATP frequently applied to ATS foreign travel.

**2. DISTRIBUTION.** This order is distributed to the director through branch levels of the program offices within the Air Traffic Service (AAT), Airway Facilities Service (AAF), Air Traffic System Requirements Service (ARS), Office of System Capacity (ASC), Office of Independent Operational Test and Evaluation (ATQ), Office of Runway Safety (ARI), and Terminal Business Service (ATB); to the regional Air Traffic (AT) and Airway Facilities (AF) Divisions; and to selected AT and AF field facilities.

**3. BACKGROUND.** ATS personnel and contractors regularly travel outside of the United States to support the organization's air navigation services responsibilities. This travel ranges from participation in International Civil Aviation Organization (ICAO) meetings to bilateral discussions regarding air navigation services projects. Considering the extreme sensitivity of foreign travel, it is critical that ATS ensure that all official travel abroad by its personnel and contractors complies with proper authorization and other requirements.

### **4. RESPONSIBILITIES.**

a. The ATS International Staff, AAT-30, is responsible for the coordination and oversight of all ATS-related FAA international activities. As part of its tasking, AAT-30 manages and provides assistance with official foreign travel conducted by ATS personnel and supporting contractors. AAT-30 has established the following procedures and processes to ensure that these travelers satisfy the foreign travel requirements of ATS and FAA, Department of Transportation (DOT) policies, and other U.S. Government bodies, including the Department of State (DOS).

b. ATS personnel planning to travel abroad are responsible for ensuring that the following basic requirements are met by themselves and, as appropriate, supporting contractors for each trip outside of the United States. These basic requirements, which

are explained in detail in this order and FAA Order 1600.61A, Foreign Travel Briefing and Contact Reporting Requirements for FAA and Contractor Employees, include: approval of travel by appropriate FAA and, as needed, DOT authorities; country clearance by U.S. embassies in destination countries; security briefing prior to foreign travel and post travel reporting of contacts; passport and visas; and vaccinations and other protective health measures. This order also provides guidance on air travel above coach class and travel payments from non-U.S. Government sources.

c. ATS travel must be authorized and funded through the travel order process in accordance with the FAATP and other pertinent agency directives. The individual travelers and program offices are responsible for effecting this process independently of the foreign travel approval requirements detailed below.

d. The Manager of the Air Traffic Services International Staff is responsible for providing recommendations to ATS senior management regarding the necessity and appropriateness of specific foreign travel by ATS personnel and supporting contractors.

## 5. TRAVEL APPROVAL.

a. All ATS personnel and supporting contractors must obtain specialized foreign travel approvals from the appropriate FAA and, as needed, DOT authorities for official travel outside of the United States. **Under no circumstances** may an ATS member or a supporting contractor begin foreign travel before proper approval is received. Travel approval by the appropriate FAA or DOT officials authorizes the ATS member to engage in travel, incur expenses, and be reimbursed. The traveler jeopardizes himself or herself by traveling without authorization and may be held liable for all associated costs while in travel status.

b. The foreign travel approval process is effected through the **FAA Form 1500-1, Official Foreign Travel Arrangements**, which is available on the web at <http://intranet.faa.gov/ats/aat/index.htm> or through AAT-30. The traveler or, in the case of a contractor, the ATS member whom the contractor supports must fill out this form and submit it to the appropriate authorities through the process described step-by-step below. Note: Routine international flight inspection missions, Hangar 6 trips, and short notice VIP or National Transportation Safety Board (NTSB) travel are exempt from these approval procedures.

c. To start the 1500-1 process, the traveler must first determine whether the travel is **routine** or **nonroutine**. The approval level, process, and timeline are different for these two types of foreign travel. In addition, the traveler must use specialized routine and nonroutine 1500-1 forms. The traveler should use the following guidelines to make this determination. If the type of travel is not clear, the traveler should contact AAT-30 for assistance.

(1) **Routine** foreign travel is defined as travel by ATS members and supporting contractors outside the United States on regular official business that does not directly

f. **Nonroutine Travel of 1-6 people below the level of Associate/Assistant Administrator.** The Administrator, AOA-1, must approve nonroutine foreign travel of 1-6 people below the level of Associate/Assistant Administrator to the same destination in connection with the same event. To obtain this approval, the traveler must develop a requesting memorandum to be sent from the Associate Administrator for Air Traffic Services, ATS-1, to AOA-1. The memorandum--an example has been attached to this order as **Appendix 2, Approval of Nonroutine Foreign Travel Memo of 1-6 people below the level of Associate/Assistant Administrator**--must list the names of the travelers, event, location, dates, detailed purpose of travel, history, estimated cost of travel, and point of contact. The statement of purpose **must** provide a strong justification for the proposed travel that details the individual and essential contribution each traveler will make to the accomplishment of the trip's objective.

g. The traveler must submit this memorandum and an FAA Form 1500-1 (nonroutine, signed by AOA-1)--an example has been attached to this order as **Appendix 3, Official Foreign Travel Arrangements Form 1500-1 (Nonroutine signed by the Administrator)**--that is completed in accordance with the step-by-step guidance below to AAT-30 **no less than 21 calendar days** before the start of travel. Groups of personnel engaging in nonroutine travel must submit a consolidated memorandum with individual 1500-1 forms to AAT-30. In cases when the 21-calendar day requirement cannot be met, a statement explaining the late submission must be attached to the FAA Form 1500-1.

(1) **step 1.** The traveler must complete **Parts I and II** of the 1500-1, including the traveler's contact information and passport number.

(2) **step 2.** The traveler must provide a detailed justification of travel and estimated travel cost in **Block 18** of the 1500-1. If multiple ATS personnel or contractors are traveling to the same event, individual and differentiated justifications must be provided. Copied justifications will not be accepted by AAT-30.

(3) **step 3.** The traveler must fill in the appropriate titles for **Block 19** (Program Director or Regional Division Manager) and **Part V** (Service Director).

(4) **step 4.** The traveler must obtain the appropriate signature for **Block 19**.

(5) **step 5.** The original 1500-1 must be submitted to AAT-30 **no less than 21 calendar days** before the start of travel as noted above.

h. Once the 1500-1 is received, AAT-30 will submit the 1500-1 and the requesting memorandum explained above with a recommendation for approval/disapproval to ATS-1 through the traveler's Service Director. The request package will then be sent through the Director of the Office of International Aviation, AIA-1, to AOA-1 for final authorization. If the travel is approved, AAT-30 will return the completed 1500-1 to the traveler. If the travel is disapproved or other problems are encountered, AAT-30 will contact the traveler.

i. **Nonroutine Travel of Seven or More People or Travel of Associate/Assistant Administrators.** The DOT Chief of Staff must approve nonroutine foreign travel of seven or more people or travel of Associate/Assistant Administrators traveling to the same destination in connection with the same event. To obtain this approval, the traveler must develop a requesting Action Memorandum to be sent from the Administrator to the Chief of Staff. The memorandum--an example has been attached to this order as **Appendix 4, Approval of Nonroutine Foreign Travel Memo of Seven or More People and Foreign Travel by the Associate/Assistant Administrators**--must list the delegation, location, dates, event, history, detailed purpose of travel, and an estimated cost of travel. The memorandum **must** provide a strong justification for the proposed travel that details the individual and essential contribution each traveler will make to the accomplishment of the trip's objective.

j. The traveler must submit this memorandum and an FAA Form 1500-1 (nonroutine, signed by AOA-1)--an example has been attached to this order as **Appendix 3, Official Foreign Travel Arrangements Form 1500-1 (Nonroutine signed by the Administrator)**--that is completed in accordance with the step-by-step guidance below to AAT-30 **no less than 70 calendar days** before the start of travel. Groups of personnel engaging in nonroutine travel must submit a consolidated memorandum with individual 1500-1 forms to AAT-30. In cases when the 70-calendar day requirement cannot be met, a statement explaining the late submission must be attached to the Form 1500-1.

(1) **step 1.** The traveler must complete **Parts I and II** of the 1500-1, including the traveler's contact information and passport number.

(2) **step 2.** The traveler must provide a detailed justification of travel and estimated travel cost in **Block 18** of the 1500-1. If multiple ATS personnel or contractors are traveling to the same event, individual and differentiated justification must be provided. Copied justifications will not be accepted by AAT-30.

(3) **step 3.** The traveler must fill in the appropriate titles for **Block 19** (Program Director or Regional Division Manager) and **Part V** (Service Director).

(4) **step 4.** The traveler must obtain the appropriate signature for **Block 19**.

(5) **step 5.** The original 1500-1 must be submitted to AAT-30 **no less than 70 calendar days** before the start of travel as noted above.

k. Once the 1500-1 is received, AAT-30 will submit the 1500-1 and the requesting memorandum explained above with a recommendation for approval/disapproval to ATS-1 through the traveler's Service Director. The request package will then be sent through the Director of International Aviation, AIA-1, and the Assistant Administrator for International Aviation, API-1, to AOA-3 for final FAA authorization. If the travel is approved by AOA-1, the request package in turn will be sent to S-1 through the appropriate DOT coordination channels. If the travel is approved by S-1, AAT-30 will

return the completed 1500-1 to the traveler. If the travel is disapproved or other problems are encountered, AAT-30 will contact the traveler.

1. If the requesting program office is unable to meet the required lead-time for the submission of FAA Form 1500-1 to AAT-30, a written explanation for the delay must be submitted to the Manager of the ATS International Staff.

m. **Exception:** For nonroutine travel to Canada or Mexico by groups of any size or level below the Administrator and Deputy Administrator, the approval authority is the Administrator.

## 6. COUNTRY CLEARANCE.

a. All international destinations require a country clearance. ATS personnel and supporting contractors planning official foreign travel **must** ensure that country clearance is **requested** and **granted** in advance from the U.S. embassies in all countries in which travel will occur. **Under no circumstances** may an ATS member or a supporting contractor travel to a foreign country without a **granted country clearance**. The traveler shall either prepare the clearance individually or, if participating as part of a group, the OPI for the meeting is responsible for preparing the clearance for the entire group. Country clearance requests must be sent as far in advance of travel as practicable, but **not less than** 14 calendar days before travel commences.

b. The following DOS and FAA country clearance procedure is applicable to all ATS personnel and supporting contractors planning official foreign travel. Country clearance messages are transmitted by the Operations Center via telegraphic message format-- an example has been attached to this order as **Appendix 5, Telegraphic Message for Country Clearance Request**. Each regional office should send the country clearance messages through their own Operations Center (see **Appendix 6, Listing of FAA Operations Centers**). Headquarters personnel should deliver country clearance messages to the Operations Center window located in room 1014 of FOB10A. FAA Headquarters offices with access to the Automated Message Handling System (AMHS) may send their messages directly from a desktop computer. For information on AMHS, contact the FAA Operations Center at 202-267-3333.

c. Country clearance messages must be addressed to the appropriate American Embassy (e.g., AMEMBASSY TIRANE). Information copies must also be sent to the FAA Representative and International Area Office responsible for that country (e.g., "AMEMBASSY ROME//FAA REP/" and "AMEMBASSY BRUSSELS//FAA IAO/"). Country clearance messages must include the following as "information addressees": "SECSTATE WASHINGTON DC" and "FAA NATIONAL HQS WASHINGTON DC/AIA-100/AAT-30." (See **Appendix 7, Country Clearance Addressees List**.)

d. Travel to the following countries requires advance coordination with and transmission of the country clearance by the DOS: Afghanistan, Cambodia, Cuba, Lebanon, Russia, Sudan, Syria, Tajikistan, Venezuela and Vietnam. When traveling to one of these countries, contact the AIA Foreign Travel Specialists (see **Appendix 11**,

**Contact List)** who will work with DOS to coordinate the country clearance. Travel to Taiwan, Israel, and Cuba are subject to special rules and guidelines (see paragraph 12).

e. The following information must be included in the country clearance message.

(1) Name(s) of traveler(s). Full name, title, FAA place of business, phone number, passport type and number, and security clearance of traveler(s).

(2) Purpose of visit. Provide sufficient detail to tell the embassy **why** you are coming (attend conference/conduct training, etc.); **what** local organization is hosting or sponsoring your work or event; and **where** your conference or work will be conducted.

(3) Persons to be visited. This should tell **who** you are visiting or meeting with (names/titles/organizations/telephone numbers).

(4) Complete itinerary. Show dates of arrival/departure for each city and mode of travel. The itinerary for each day should be listed, including a phone, cell, or pager number where you can be reached by the United States embassy, in case of emergency.

(5) Support requested. If no assistance is requested from the embassy, include a statement that "All travel and accommodations are being handled by the traveler. No post assistance is anticipated."

(6) A closing statement as follows. FAA REQUESTS A REPLY FROM POST WITHIN SEVEN CALENDAR DAYS. (Include a name, telephone number, and e-mail address for the post to use if they choose.)

(7) For travel to **Canada only**, use the following closing statement: FAA WILL ASSUME COUNTRY CLEARANCE IS GRANTED UNLESS A NEGATIVE REPLY IS RECEIVED WITHIN SEVEN DAYS.

(8) If confirmation of country clearance is not provided within seven days of a submitted request, the traveler should contact the foreign travel coordinator on the ATS International Staff, AAT-30, at 202-267-9981 or the AIA Database/Information Officer at 202-267-5093.

**7. SECURITY BRIEFING AND CONTACT REPORTING.** A security briefing is required for all FAA employees prior to his/her departure for any foreign country on official business, unless he/she has received a briefing within 12 months of the date of departure. Supervisors are responsible for ensuring that their employees planning international travel have met this requirement. Order 1600.61A, Foreign Travel Briefing and Contact Reporting Requirements for FAA and Contractor Employees, containing this requirement may be accessed via the **FAA intranet at <http://home.intl.faa.gov>**. All FAA and contractor employees must be made aware of situations they could encounter while on travel to foreign countries and of basic defensive measures they can take against these threats.



## 8. PASSPORTS AND VISAS.

a. Official Passports. All ATS personnel on official travel must use an Official U.S. "red" Passport that must be valid for at least 6 months after the date of return to the U.S. Personnel without red passports are responsible for following the procedures below to obtain this needed document prior to engaging in official foreign travel. **Exception: All official travel to Taiwan must be performed using a personal "blue" passport.**

b. ATS travelers, who have not had a previous passport (official "red," personal "blue," or diplomatic "black") or whose passport was issued more than 15 years ago, must follow the step-by-step process described below.

(1) **step 1.** The traveler must complete a **DOS Form DSP-11, Passport Application**. This form can be obtained at most U.S. Post Offices, the DOT Passport Office, the DOS Passport Issuance Office, or on the web at <http://home.intl.faa.gov>. Note: a passport agent, postal employee, or a clerk of a court must witness the signing of the DSP-11 by the traveler.

(2) **step 2.** The traveler must complete a **DOT Form 1500.7, Request for Official Passport Action**. This form can be obtained at the DOT Passport Office or on the web at <http://intranet.faa.gov/ats/aat/index.htm> or <http://home.intl.faa.gov>. Only sections 1-5 of the 1500.7 should be completed.

(3) **step 3.** The traveler must obtain two passport photos with light background.

(4) **step 4.** The traveler must make available an original birth certificate with a raised seal.

(5) **step 5.** The traveler must prepare a memorandum from the traveler's supervisor to Sharon Wallace, DOT Passport Agent, SVC-152, authorizing the issuance of the passport.

(6) **step 6.** Passport forms, the authorizing memorandum, original birth certificate, and passport pictures should be submitted as a package to the API Foreign Travel Analyst at the following address:

API Foreign Travel Analyst  
Federal Aviation Administration  
800 Independence Ave., SW (Rm. 903)  
Washington, DC 20591

c. If the traveler has in his/her possession a current or expired passport (official "red," personal "blue," or diplomatic "black") issued no more than 15 years ago, they may follow the step-by-step process described below.

(1) **step 1.** The traveler must complete a **DOS Form DSP-82, Passport Application**. This form can be obtained at most U.S. Post Offices, the DOT Passport Office, the DOS Passport Issuance Office, or on the web at <http://home.intl.faa.gov>.

(2) **step 2.** The traveler must complete a **DOT Form 1500.7, Request for Official Passport Action**. This form can be obtained at the DOT Passport Office or on the web at <http://intranet.faa.gov/ats/aat/index.htm> or <http://home.intl.faa.gov>. Only sections 1-5 of the 1500.7 should be completed.

(3) **step 3.** The traveler must obtain two passport photos with light background.

(4) **step 4.** The traveler must make available the current or expired passport.

(5) **step 5.** The traveler must prepare a memorandum from the traveler's supervisor to Sharon Wallace, DOT Passport Agent, SVC-152, authorizing the issuance of the passport.

(6) **step 6.** Passport forms, the authorizing memorandum, current or expired passport, and passport pictures should be submitted as a package to the API Foreign Travel Analyst at the following address:

API Foreign Travel Analyst  
Federal Aviation Administration  
800 Independence Ave., SW (Rm. 903)  
Washington, DC 20591

d. The DOT Passport Agent is the approval authority for all official passports for DOT employees and is the signature authority on the 1500.7. Therefore, all requests for official passports must be sent to the DOT Passport Agent for approval and forwarding to DOS for processing. **Any applications for official passports sent directly to DOS without the DOT Passport Agent's approval will be declared invalid by DOS and returned.**

e. Passport pictures can be taken at the DOT Photo Office or at an outside vendor. Travelers in need of pictures from the DOT Photo Office should call to schedule an appointment (**see Appendix 11**). Please note that passport photos submitted with any passport application must have been taken within 6 months of the time of application.

f. Passport applications should be submitted to the API Foreign Travel Analyst **at least 30 working days in advance of travel (see Appendix 11)**.

g. If travelers are unable to meet the 30-day requirement, a letter of justification must be attached to the passport request explaining the need for expeditious processing. The letter of justification should be addressed to the U.S. Passport Office from the traveler's supervisor - an example has been attached to this order as **Appendix 8, Request for Expeditious Renewal of an Official Passport Memo**.

h. A copy of the traveler's official passport should be kept on file with their supervisor.

i. Contractors supporting ATS cannot be issued official U.S. Government passports. If they are traveling in support of ATS personnel, they must use their personal "blue" passports. The FAA can assist contractors with obtaining country visas, if they are traveling on official government business and possess a personal passport.

j. Official Government passports must be returned upon retirement or resignation from the Federal Government. Expired passports must be returned with paperwork in order to get passport renewed.

k. Visas. Most countries require visas in addition to passports for entry into their countries. Personnel are responsible for their own visa application and acquisition. Travelers should contact the country's local Embassy or Consulate, the DOT Passport Office, or the API Foreign Travel Analyst to inquire about visa requirements for travel on Government business (**see Appendix 11**). The traveler should keep in mind that it takes several days or weeks to obtain visas for entry into certain countries. Foreign embassies in Washington, D.C., often have restricted hours for visa service and they observe their countries' own holidays, which may be working days in the United States.

l. Visas for Russia. Visas are required for entry into Russia. Personnel in need of a visa for Russia must submit the following: an application for a Russian visa, three passport-size photographs, the applicant's official passport, and a Telex number or an invitation from the Russian Ministry of Foreign Affairs. This invitation must list the name(s) of the travelers, the dates of travel, the purpose of travel, and the name of the sponsoring organization.

m. Visas for China. Visas are required for entry into China. In addition to submitting an application for a visa, personnel in need of a visa for travel to China must also submit an invitation from the Chinese Government. This invitation must list the name(s) of the travelers, the dates of travel, the purpose of travel, and the name of the sponsoring organization.

n. Visas for Cuba. Visas are required for entry into Cuba. DOS, Office of Cuban Affairs, has requested that visas for travel to Cuba be submitted **at least 5 weeks** prior to the travel date. The visa application must be typed and should include two passport pictures and an official U.S. passport. Once a visa is granted, it is valid for 60 days.

o. Visas for Taiwan. Visas are not required for any stay in Taiwan shorter than 14 days. If a visa is required, applicants must mail or hand carry their visa application directly to the American Institute in Taiwan (AIT) at the address listed below. Each visa application must include two passport size photos, personal tourist passport with at least 6 months before expiration, and a completed visa application form. When completing the form, travelers must request a "Courtesy Visa." Visa applications usually take

5-7 working days to be processed and returned to AIT. The traveler can either pick up the visa from AIT or send a self-addressed Federal Express air bill to AIT for delivery of the visa. If a situation requires immediate travel to Taiwan, please contact the AIA Taiwan Country Specialist or AIT for special procedures (**see Appendix 11**).

p. Schengen Visas. The "Schengen space" is the territory constituted by the European countries that are members of the Schengen agreement. A Schengen visa issued by any Schengen member State is valid for all of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden. Please note that only France and Spain require visas for short term travel.

## 9. HEALTH.

a. Health Information. Travelers may contact the Center for Disease Control (CDC) for health information or the CDC web page at <http://www.cdc.gov> (**see Appendix 11**).

b. Immunizations. For information on shot requirements, contact the DOS Immunization Clinic or the Center for Disease Control, via email or phone (**see Appendix 11**). Personnel in Washington, D.C., can go to the DOS Immunization Clinic for shots. The clinic is located at 2401 E Street, NW., Room 201. The hours are M,T,W,F from 8:30-4:30; Th from 9:30-4:30; and closed daily from 12N-1:00. Travelers need to schedule an appointment with the clinic and take along a copy of their travel orders. **Keep in mind that some shots are given in a series, and some require advance order for the serum. Travelers should contact the Immunization Clinic as far in advance of travel as possible for information.** Those outside the Washington, D.C., area should contact their doctor.

## 10. AIR TRAVEL ABOVE COACH CLASS.

a. The following summarizes the three classes of accommodations above coach class. For more specific information on accommodations above coach class, please refer to the FAATP, Chapters 301-10.140 through 301-10.143. The use of first-class seating will be considered for authorization under any one of the following circumstances:

- (1) No other reasonably available coach-class or premium-class accommodations.
- (2) Travel by an employee with a disability.
- (3) Security precautions/reasons.

b. The use of premium-class other than first-class seating (i.e., business-class, etc.) at Government expense will be considered for authorization under the following circumstances:

- (1) Regularly scheduled flights provide only such seating.

(2) No space is available in coach-class accommodations in time to accomplish a mission that cannot be postponed.

(3) Travel by an employee with a disability.

(4) Security precautions/reasons.

(5) Coach-class accommodations on a foreign carrier do not provide adequate sanitation standards.

(6) The use of such seating results in overall cost savings for the Government.

(7) The travel costs are paid in full by an approved non-Federal source.

(8) Travel is in excess of 14 hours. Travel direct between origin and destination points, either of which is outside the continental United States, and the scheduled flight time is in excess of 14 hours. In this instance, you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

c. The Administrator and the Deputy Administrator are the approval authorities for the use of first-class and premium-class travel under the circumstances mentioned above. Requests for the Administrator's or the Deputy Administrator's approval should be submitted by memo with traveler's attached flight schedule no less than 14 days before the start of travel – an example has been attached to this order as **Appendix 9, Approval of Use of Business-Class Accommodations Memo**.

d. For rail and ship service above coach class, please refer to the FAATP, Chapters 301-10.160 through 301-10.184.

**11. PAYMENTS FROM NON-U.S. GOVERNMENT SOURCES.** Acceptance of travel payments from a non-Federal source must be approved by the Administrator, through the Deputy Administrator and Chief Counsel. At times, U.S. Government employees' travel can be paid for by another organization, often a foreign aviation authority or its equivalent. Such payment must be approved by the Administrator. A memorandum from the Associate Administrator for Air Traffic Services, ATS-1, must be forwarded through the Chief Counsel and the Deputy Administrator to the Administrator no later than 14 days before the start of travel – an example has been attached to this order as **Appendix 10, Request for Approval of Acceptance of Travel Payments from a Non-Federal Source Memo**.

## 12. SPECIAL EXCEPTIONS, TRAVEL ADVISORIES, AND TRAVEL WARNINGS.

a. Travel to Taiwan. The FAA's point of contact for any FAA activities, travel, policies, and information related to Taiwan is the Taiwan Country Specialist, Office of International Aviation, Asia Pacific Division (**see Appendix 11**). Because of the sensitivity of the situation with Taiwan, it is critical that you contact AIA to review the DOS guidelines for the conduct of **unofficial** relations with the people in Taiwan.

b. Travel to Israel. All U.S. Government visitors to Israel, Gaza, and the West Bank are required to comply with U.S. Government policy contained in State Department cable 342724 (100514Z OCT 90). This cable is classified and is available for review through the Office of Israeli and Arab-Israeli Affairs, DOS (**see Appendix 11**). All official visitors to Israel must also read and be familiar with 99 TEL AVIV 08634, which is unclassified. All official visitors to Israel with Secret Clearance or higher must review 95 TEL AVIV 7945 prior to arrival. Copies of these cables are available at the DOS Office of Israeli and Arab-Israeli Affairs.

c. A country clearance cable must be sent to the AmEmbassy in Tel Aviv and to the AmConsulate General Jerusalem prior to official travel to Israel. Travelers must receive an affirmative reply to their country clearance request before entering the country. Country clearance requests for travel to Israel should include the following paragraph:

"WE REQUEST A REPLY TO THIS COUNTRY CLEARANCE REQUEST WITHIN SEVEN DAYS. FAA VISITOR IS FULLY AWARE OF THE REQUIREMENT TO COMPLY WITH U.S. POLICY CONTAINED IN STATE DEPARTMENT CABLE 342724 (100514Z OCT 90), AND HAS REVIEWED 95 TEL AVIV 7945."

d. Travel to Cuba. The traveler will need to submit a country clearance cable **7 weeks in advance** to AAT-30 with the required information as specified in paragraph 6. The following exception applies: **the cable must NOT include language assuming "country clearance is granted unless a negative reply is received"**. If it is determined that there is a priority/need for travel, it will be forwarded to AIA-200 and they will send the country clearance cable to DOS for appropriate clearance and transmission to the US Interests Section (USINT) in Havana, Cuba. Copies of both the cable transmitted to USINT and the response from the Cubans will be sent to the traveler upon confirmation. Travelers **must** receive a cable confirming the visit from USINT prior to traveling to Cuba.

e. DOT Travel Advisory Program. The DOS Travel Advisory Program comprises two general categories of Travel Advisories: Travel Warnings and Consular Information Sheets. Consular information is available for every country of the world, while Travel Warnings are issued when DOS determines that Americans should avoid travel to a country or specific areas of a country. Consular Information Sheets include such data as

the location of the U.S. Embassy/Consulate, unusual currency or entry regulations, crime and security information, and drug penalties.

f. Both Travel Warnings and Consular Information Sheets are available to the public via FAA intranet at <http://home.intl.faa.gov> or the DOS web page at <http://travel.state.gov> (see Appendix 11). The information is also available at U.S. passport agencies and at U.S. Embassies and Consulates.

### 13. FORMS.

a. **FAA Form 1500-1, Official Foreign Travel Arrangements (Routine).** Available on the web at <http://intranet.faa.gov/ats/aat/index.htm> or through AAT-30.

b. **FAA Form 1500-1, Official Foreign Travel Arrangements (Non-routine, signed by AOA-1).** Available on the web at <http://intranet.faa.gov/ats/aat/index.htm> or through AAT-30.

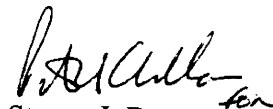
c. **DOT Form 1500.7, Request for Official Passport Action.** Available through the the DOT Passport Office or on the web at <http://intranet.faa.gov/ats/aat/index.htm> or <http://home.intl.faa.gov>.

d. **DOS Form DSP-11, Passport Application.** Traveler has not had a previous passport (official "red," personal "blue," or diplomatic "black") or whose passport was issued more than 15 years ago. Available at most U.S. Post Offices, the DOT Passport Office, the DOS Passport Issuance Office or on the web at <http://home.intl.faa.gov>.

e. **DOS Form DSP-82, Passport Application.** Traveler has in his/her possession a current or expired passport (official "red," personal "blue," or diplomatic "black") issued no more than 15 years ago. Available at most U.S. Post Offices, the DOT Passport Office, the DOS Passport Issuance Office or on the web at <http://home.intl.faa.gov>.

**14. RELATED PUBLICATIONS.** Order DOT 1500.11, Department of Transportation Travel Guiding Principles; Order 1240.9, International Aviation Programs; FAA Travel Policy Guide; Order 1500.14A, Travel Manual; FAA Order 1600.61A, Foreign Travel Briefing and Contact Reporting Requirements for FAA and Contractor Employees; Order 1500.37, Acceptance of Payments from Non-Federal Source for Official Travel.

**15. AUTHORITY TO ISSUE CHANGES TO THIS ORDER.** The Director of Air Traffic, AAT-1, may issue changes to this order when the changes do not require approval of the Associate Administrator for Air Traffic Services, ATS-1.



Steven J. Brown  
Associate Administrator  
for Air Traffic Services

## LIST OF APPENDICES

APPENDIX 1 - Official Foreign Travel Arrangements Form 1500-1 (Routine). Paragraph 5d contains information on the use of this appendix.

APPENDIX 2 - Approval of Nonroutine Foreign Travel Memo of 1-6 People Below the Level of Associate/Assistant Administrator. Paragraph 5f contains information on the use of this appendix.

APPENDIX 3 - Official Foreign Travel Arrangements Form 1500-1 (Nonroutine signed by the Administrator). Paragraphs 5g and 5j contain information on the use of this appendix.

APPENDIX 4 - Approval of Nonroutine Foreign Travel Memo for Groups of Seven or more Travelers and Foreign Travel by the Associate/Assistant Administrators. Paragraph 5i contains information on the use of this appendix.

APPENDIX 5 - Telegraphic Message for Country Clearance Request. Paragraph 6b contains information on the use of this appendix.

APPENDIX 6 - Listing of FAA Operations Centers. Paragraph 6b contains information on the use of this appendix.

APPENDIX 7 - Country Clearance Addressee List. Paragraph 6c contains information on the use of this appendix.

APPENDIX 8 - Request for Expeditious Renewal of Official Passport Memo. Paragraph 8g contains information on the use of this appendix.

APPENDIX 9 - Approval of Use of Business Class Accommodations Memo. Paragraph 10c contains information on the use of this appendix.

APPENDIX 10 - Request for Approval of Acceptance of Travel Payments From a Non-Federal Source. Paragraph 11 contains information on the use of this appendix.

APPENDIX 11 - Contact List. Paragraphs 6d, 8, 9, and 12 contain information on the use of this appendix.



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APPENDIX 2. APPROVAL OF NONROUTINE FOREIGN TRAVEL MEMO  
OF 1-6 PEOPLE BELOW THE LEVEL OF ASSOCIATE/ASSISTANT ADMINISTRATOR



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**SAMPLE**

# Memorandum

Subject: **ACTION:** Request for Foreign Travel Approval

Date:

From: Associate Administrator  
for Air Traffic Services, ATS-1

Reply to  
Attn. of:

To: Administrator

I request that you approve the following plan for foreign travel by FAA employees:

1. Dates of Travel:
2. Event: The name of the event.
3. Purpose: A short explanation of the purpose of the trip.
4. Delegation Duties: A justification for each traveler, describing why he or she is part of the delegation and the functions for which he or she will be responsible during the course of the trip.
5. Location:
6. Cost per Person: The cost of travel is \$\_\_\_\_\_ per person. Agency funds are available for this purpose.
7. History: Has the FAA attended this event in the past? If so, how many people went?
8. Point of Contact: The sponsoring Associate/Assistant Administrator.

Steven J. Brown

Attachment

Travel Approval for (traveler's name)

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPENDIX 3. OFFICIAL FOREIGN TRAVEL ARRANGEMENTS FORM 1500.1

(NONROUTINE SIGNED BY THE ADMINISTRATOR)

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		INSTRUCTIONS: This is NOT a Passport Application; This is NOT a Travel Authorization/Order; This is NOT a country clearance request	
OFFICIAL FOREIGN TRAVEL ARRANGEMENTS		Complete and forward the original and three copies through channels to the ATS International Staff (AAT-30). Contact the Staff at 1.202.267.3390 for help.	
<b>PART I - EMPLOYEE DATA</b>			
APPLICANT 5	1. NAME (FIRST, MIDDLE, LAST) Sally Smith	2. DATE OF BIRTH 01/01/01	3. PLACE OF BIRTH (CITY AND STATE) Washington, DC
	4. OFFICIAL POSITION Civil Engineer	5. OFFICE SYMBOL ANI-501	6. TELEPHONE AND FAX NUMBER 405.305.1000 and 405.305.1001
	7. SERVICE Airway Facilities	8. PROGRAM ANI	9. DIVISION ANI-700
ACCOMP. FAMILY 5	10. NAME (FIRST, MIDDLE, LAST) none	11. DATE OF BIRTH	12. PLACE OF BIRTH (CITY AND STATE)
	ADDITIONAL ACCOMPANYING FAMILY 0 (FILL IN INFORMATION REFERENCED IN SECTIONS 10, 11, and 12)		
<b>PART II - REQUEST FOR PASSPORT AND VISA SERVICE</b>			
13. THIS REQUEST IS FOR		14. CURRENT OR FORMER PASSPORT	
<input type="checkbox"/> ISSUANCE OF A NEW PASSPORT <input type="checkbox"/> REVALIDATION OF EXISTING PASSPORT <input type="checkbox"/> VISA SERVICE		<input type="checkbox"/> NONE <input type="checkbox"/> IN MY POSSESSION / PASSPORT NUMBER 0 INSERT RED PASSPORT NO.	
		15. FILED FOR NEW PASSPORT	
		MO, DAY, YEAR	CITY AND STATE
16. ITINERARY			
CITY & COUNTRY	ARRIVAL DATE	DEPARTURE DATE	TRANSPORTATION MODE
Lima, Peru	01/01/01	01/08/01	commercial air
			17. MAIL PASSPORT TO
<b>PART III- REQUEST FOR APPROVAL OF TRAVEL</b>			
18. PURPOSE OF TRAVEL (BE SPECIFIC TO JUSTIFY NEED)			
INSERT DETAILED JUSTIFICATION			
This travel is considered nonroutine in nature. Travel is estimated to cost \$3000. Funds are available for this purpose.			
19. REQUESTING OFFICER		<b>PART IV - RECOMMENDATION</b>	
DATE		DATE	
AFFIRMS THAT ADEQUATE FUNDS ARE AVAILABLE		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
SIGNATURE AND TITLE		SIGNATURE AND TITLE	
Program Director or Regional Division Manager		Manager, ATS International Staff AAT-30	
		Director, Airway Facilities, AAF-1	
<b>PART VI - RECOMMENDATION</b>		<b>PART VII - RECOMMENDATION</b>	
DATE		DATE	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
SIGNATURE AND TITLE		SIGNATURE AND TITLE	
Associate Administrator for Air Traffic Services, ATS-1		Director, Office of International Aviation, AIA-1	
		Administrator, AOA-1	
<b>PART V - RECOMMENDATION</b>		<b>PART VI - APPROVAL ACTION</b>	
DATE		DATE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
SIGNATURE AND TITLE		SIGNATURE AND TITLE	

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**APPENDIX 4. APPROVAL OF NONROUTINE FOREIGN TRAVEL MEMO FOR GROUPS OF SEVEN OR MORE TRAVELERS AND FOREIGN TRAVEL BY THE ASSOCIATE/ASSISTANT ADMINISTRATORS**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**SAMPLE**

800 Independence Ave., S.W.  
Washington, D.C. 20591

Date Travel Request Submitted

**ACTION MEMORANDUM FOR THE CHIEF OF STAFF**

Thru: Michael C. Dannenhauer  
Director, Executive Secretariat

From: Administrator  
202-267-3111

Prepared by: Steven J. Brown, Associate Administrator for Air Traffic Services  
202-267-7111

Re: Request for Foreign Travel Approval

---

**ACTION REQUIRED**

Approve the following foreign travel plan by FAA employees

**SUMMARY**

Dates of Travel:

Event:

Purpose:

Delegation Duties:

Locations:

Cost per Person: Give one total cost per traveler.

History: Was the FAA represented at previous conferences?  
If so, how many individuals from FAA attended?

Foreign Travel Plan: Was this event included in the FAA's annual Travel Plan?

Point of Contact: Staff member from lead office. Include phone number.

**Read C. Van de Water**  
**Assistant Secretary for Aviation**  
**and International Affairs**

**John A. Flaherty**  
**Chief of Staff**

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**APPENDIX 5. TELEGRAPHIC MESSAGE FOR  
COUNTRY CLEARANCE REQUEST**

FROM: FAA NATIONAL HQ WASHINGTON DC

TO: AMEMBASSY TOKYO

INFO: **FAA REP/TOKYO**

**FAA IAO/SINGAPORE**

FAA NATIONAL HQ WASH DC//AIA-100/AAT-30

SECSTATE WASH DC

SUBJ: COUNTRY CLEARANCE REQUEST

E.O. 12958: N/A

TAGS: EAIR

THE FOLLOWING INFORMATION OUTLINES THE PROPOSED TRAVEL OF FEDERAL AVIATION ADMINISTRATION EMPLOYEES WHO SEEK COUNTRY CLEARANCE

**A. NAMES OF VISITORS:**

**[NAME], ASSOCIATE ADMINISTRATOR FOR SPACE TRANSPORTATION, AST-1, FAA, TELEPHONE NUMBER XXX-XXX-XXXX, OFFICIAL PASSPORT NUMBER XXXXXXXXX, SECURITY CLEARANCE TOP SECRET.**

**[NAME], MANAGER, SPACE SYSTEMS DEVELOPMENT DIVISION, AST-100, TELEPHONE NUMBER XXX-XXX-XXXX, OFFICIAL PASSPORT NUMBER XXXXXXXXX, SECURITY CLEARANCE TOP SECRET.**

**B. DATES OF TRAVEL: MAY 28-JUNE 4, 2002**

**C. PURPOSE OF TRAVEL: TO PARTICIPATE AS PANEL MEMBERS IN 23RD INTERNATIONAL SYMPOSIUM ON SPACE TECHNOLOGY AND SCIENCE IN TOKYO, JAPAN.**

**D. POINT OF CONTACT: [NAME], FAA TOKYO OFFICE, TELEPHONE NUMBER XX-XXXX-XXXX.**

**E. COMPLETE ITINERARY: BOTH TRAVELLERS WILL ARRIVE IN TOKYO ON MAY 29 VIA UNITED FLIGHT 0851, AND DEPART ON JUNE 4 FROM TOKYO NARITA ON UNITED FLIGHT 0884. TRAVELLERS WILL BE STAYING AT THE MARRIOTT HOTEL IN TOKYO, TELEPHONE NUMBER XXXXXXXXXXXXX.**

**APPENDIX 5. TELEGRAPHIC MESSAGE FOR  
COUNTRY CLEARANCE REQUEST**

F. SUPPORT REQUESTED: NONE ANTICIPATED. ALL TRAVEL ARRANGEMENTS ARE BEING HANDLED BY THE TRAVELERS.

G. FAA REQUESTS A REPLY FROM POST WITHIN SEVEN CALENDAR DAYS. (Include a name, telephone number, and e-mail address for post to use if they choose)

**For travel to Canada only, you may use the following statement instead:**

**FAA WILL ASSUME COUNTRY CLEARANCE IS GRANTED UNLESS A NEGATIVE REPLY IS RECEIVED WITHIN SEVEN DAYS.**

/s/ SUPERVISOR

**APPENDIX 6. FAA OPERATIONS CENTERS****FAA OPERATIONS CENTERS****TELEPHONE/FAX NUMBERS****ALASKAN**

**Tel: 901-271-5936  
Fax: 901-276-7261**

**NORTHWEST MOUNTAIN**

**Tel: 206-227-1999  
Fax: 206-227-1006**

**CENTRAL**

**Tel: 816-426-4600  
Fax: 816-426-4685**

**SOUTHERN**

**Tel: 404-305-5180  
Fax: 404-305-5154**

**EASTERN**

**Tel: 718-553-3100  
Fax: 718-553-3380**

**SOUTHWEST**

**Tel: 817-222-5006  
Fax: 817-222-5943**

**GREAT LAKES**

**Tel: 847-294-8400  
Fax: 847-294-7233**

**WASHINGTON HQ**

**Tel: 202-267-3502  
Fax: 202-267-3505**

**NEW ENGLAND**

**Tel: 617-238-7001  
Fax: 617-238-7007**

**WESTERN PACIFIC**

**Tel: 310-725-3300  
Fax: 310-643-8724**



**APPENDIX 7. COUNTRY CLEARANCE ADDRESSEE LIST****COUNTRY CLEARANCE ADDRESSEES**

1. Find the country in which you will be traveling in column 1 below (e.g., Albania).
2. Address the country clearance request to the American Embassy indicated on the same line in column 2 (e.g., "AMEMBASSY TIRANE").
3. Add as "info" addressees the FAA Representative shown on the same line in column 3 (e.g., "FAA REP/ROME") and the International Area Office (IAO) shown in column 4 (e.g., "FAA/BRUSSELS"). Note: When the FAA Representative and the IAO are co-located, address only the IAO.
4. Include the following as additional "info" addressees on country clearance requests transmitted by telegraphic message: "SECSTATE, WASHINGTON, DC," and "FAA WASHINGTON/AIA-110/AAT-30."

<b><u>COUNTRY</u></b>	<b><u>AMEMBASSY</u></b>	<b><u>FAA REP</u></b>	<b><u>FAA IAO</u></b>
Albania	Tirane	Rome	Brussels
Algeria	Algiers	Paris	Brussels
Antigua & Barbuda	St. Johns	ALC-3	Miami
Argentina	Buenos Aires	Rio	Miami
Armenia	Yerevan	Moscow	Brussels
Australia	Canberra	Tokyo	Singapore
Austria	Vienna	Rome	Brussels
Azerbaijan	Baku	Moscow	Brussels
Bahamas	Nassau	ALC-3	Miami
Bahrain	Manama	Riyadh	Brussels
Bangladesh	Dhaka	Singapore	Singapore
Barbados	Bridgetown	ALC-3	Miami
Belarus	Minsk	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Belgium	Brussels	London	Brussels
Belize	Belize City	ALC-2	Miami
Benin	Cotonou	Dakar	Brussels
Bermuda	Hamilton ( CG)	ALC-3	Miami
Bolivia	La Paz	Rio	Miami
Botswana	Gaborone	Dakar	Brussels
Brazil	Brasilia	Rio	Miami
Brunei	Bandar Seri Begawan	Singapore	Singapore
Bulgaria	Sofia	Rome	Brussels
Burkina Faso	Ouagadougou	Dakar	Brussels
Burma	Rangoon	Singapore	Singapore
Burundi	Bujumbura	Dakar	Brussels
Cambodia	Phnom Penh	Singapore	Singapore
Cameroon	Yaounde	Dakar	Brussels
Canada	Ottawa	AIA-1	AIA-1
Cape Verde	Praia	Dakar	Brussels
Central African Republic	Bangui	Dakar	Brussels
Chad	N'Djamena	Dakar	Brussels
Chile	Santiago	Rio	Miami
China	Beijing	Beijing	Singapore
Colombia	Bogota	ALC-2	Miami
Congo	Brazzaville	Dakar	Brussels

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<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Costa Rica	San Jose	ALC-2	Miami
Cote D'Ivoire	Abidjan	Dakar	Brussels
Croatia	Zagreb	Rome	Brussels
Cyprus	Nicosia	Rome	Brussels
Czech Republic	Prague	Rome	Brussels
Denmark	Copenhagen	London	Brussels
Djibouti	Djibouti	Riyadh	Brussels
Dominican Republic	Santo Domingo	ALC-3	Miami
Ecuador	Quito	ALC-2	Miami
Egypt	Cairo	Riyadh	Brussels
El Salvador	San Salvador	ALC-2	Miami
Equatorial Guinea	Malabo	Dakar	Brussels
Eritrea	Asmara	Riyadh	Brussels
Estonia	Tallinn	Moscow	Brussels
Ethiopia	Addis Ababa	Riyadh	Brussels
Fiji	Suva	Tokyo	Singapore
Finland	Helsinki	London	Brussels
France	Paris	Paris	Brussels
Gabon	Libreville	Dakar	Brussels
Gambia	Banjul	Dakar	Brussels
Georgia	Tbilisi	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Germany	Berlin	Paris	Brussels
Ghana	Accra	Dakar	Brussels
Greece	Athens	Rome	Brussels
Grenada	Grenada	ALC-3	Miami
Guatemala	Guatemala City	ALC-2	Miami
Guinea	Conakry	Dakar	Brussels
Guinea-Bissau	Bissau	Dakar	Brussels
Guyana	Georgetown	ALC-3	Miami
Haiti	Port-au-Prince	ALC-3	Miami
Honduras	Tegucigalpa	ALC-2	Miami
Hong Kong	Hong Kong (CG)	Beijing	Singapore
Hungary	Budapest	Rome	Brussels
Iceland	Reykjavik	London	Brussels
India	New Delhi	Singapore	Singapore
Indonesia	Jakarta	Singapore	Singapore
Ireland	Dublin	London	Brussels
Israel	Tel Aviv	Rome	Brussels
Italy	Rome	Rome	Brussels
Jamaica	Kingston	ALC-3	Miami
Japan	Tokyo	Tokyo	Singapore
Jordan	Amman	Riyadh	Brussels
Kazakhstan	Almaty	Moscow	Brussels

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<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Kenya	Nairobi	Dakar	Brussels
Korea	Seoul	Tokyo	Singapore
Kuwait	Kuwait	Riyadh	Brussels
Kyrgyzstan	Bishkek	Moscow	Brussels
Lativa	Riga	Moscow	Brussels
Lebanon	Beirut	Riyadh	Brussels
Lesotho	Maseru	Dakar	Brussels
Liberia	Monrovia	Dakar	Brussels
Lithuania	Vilnius	Moscow	Brussels
Luxembourg	Luxembourg	London	Brussels
Macau	Hong Kong (CG)	Beijing	Singapore
Madagascar	Antananarivo	Dakar	Brussels
Malawi	Lilongwe	Dakar	Brussels
Malaysia	Kuala Lumpur	Singapore	Singapore
Mali	Bamako	Dakar	Brussels
Malta	Valletta	Rome	Brussels
Marshall Islands	Majuro	AWP-8	AWP-8
Mauritania	Nouakchott	Dakar	Brussels
Mauritius	Port Louis	Dakar	Brussels
Mexico	Mexico City	ALC-2	Miami
Micronesia	Kolonia	AWP-8	AWP-8
Moldova	Chisinau	Moscow	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Mongolia	Ulaanbaatar	Beijing	Singapore
Morocco	Rabat	Paris	Brussels
Mozambique	Maputo	Dakar	Brussels
Namibia	Windhoek	Dakar	Brussels
Nepal	Kathmandu	Singapore	Singapore
Netherlands	The Hague	London	Brussels
Netherlands Antilles	Curacao (CG)	ALC-3	Miami
New Zealand	Wellington	Singapore	Singapore
Nicaragua	Managua	ALC-3	Miami
Niger	Niamey	Dakar	Brussels
Nigeria	Lagos	Dakar	Brussels
Norway	Oslo	London	Brussels
Oman	Muscat	Riyadh	Brussels
Pakistan	Islamabad	Singapore	Singapore
Palau	Koror (USLO)	AWP-8	AWP-8
Panama	Panama City	ALC-2	Miami
Papua New Guinea	Port Moresby	Tokyo	Singapore
Paraguay	Asuncion	Rio	Miami
Peru	Lima	ALC-2	Miami
Philippines	Manila	Tokyo	Singapore
Poland	Warsaw	Rome	Brussels
Portugal	Lisbon	Paris	Brussels

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<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Romania	Bucharest	Rome	Brussels
Russia	Moscow	Moscow	Brussels
Rwanda	Kigali	Dakar	Brussels
Saudi Arabia	Riyadh	Riyadh	Brussels
Senegal	Dakar	Dakar	Brussels
Seychelles	Victoria	Dakar	Brussels
Sierra Leone	Freetown	Dakar	Brussels
Singapore	Singapore	Singapore	Singapore
Slovak Republic	Bratislava	Rome	Brussels
Slovenia	Ljubljana	Rome	Brussels
South Africa	Pretoria	Dakar	Brussels
Spain	Madrid	Paris	Brussels
Sri Lanka	Colombo	Singapore	Singapore
Sudan	Khartoum	Riyadh	Brussels
Suriname	Paramaribo	ALC-3	Miami
Swaziland	Mbabane	Dakar	Brussels
Sweden	Stockholm	London	Brussels
Switzerland	Bern	Paris	Brussels
Syria	Damascus	Riyadh	Brussels
Tajikistan	Dushanbe	Moscow	Brussels
Tanzania	Dar Es Salaam	Dakar	Brussels

<u>COUNTRY</u>	<u>AMEMBASSY</u>	<u>FAA REP</u>	<u>FAA IAO</u>
Thailand	Bangkok	Singapore	Singapore
Togo	Lome	Dakar	Brussels
Trinidad & Tobago	Port-of-Spain	ALC-3	Miami
Tunisia	Tunis	Paris	Brussels
Turkey	Ankara	Rome	Brussels
Turkmenistan	Ashgabat	Moscow	Brussels
Uganda	Kampala	Dakar	Brussels
Ukraine	Kiev	Moscow	Brussels
United Arab Emirates	Abu Dhabi	Riyadh	Brussels
United Kingdom	London	London	Brussels
Uruguay	Montevideo	Rio	Miami
Uzbekistan	Tashkent	Moscow	Brussels
Venezuela	Caracas	ALC-2	Miami
Western Samoa *	Apia	Tokyo	Singapore
Republic of Yemen	Sanaa	Riyadh	Brussels
Zaire	Kinshasa	Dakar	Brussels
Zambia	Lusaka	Dakar	Brussels
Zimbabwe	Harare	Dakar	Brussels



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**Notes:**

**CG = Consulate General**

**USLO = U.S. Liaison Office**

**IAO = International Area Office**

**\* = When sending country clearance requests to Western Samoa, an information copy should be sent to AMEMBASSY WELLINGTON (American Embassy in Wellington, New Zealand)**

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APPENDIX 8. REQUEST FOR EXPEDITIOUS RENEWAL OF OFFICIAL PASSPORT MEMO



U.S. Department  
of Transportation  
Federal Aviation  
Administration

**SAMPLE**

# Memorandum

Subject: **ACTION:** Request for Expeditious Renewal of an  
Official Passport

Date:

From: (Immediate Supervisor Title)

Reply to  
Attn. of:

To: U.S. Passport Office, Official Passport Section,  
Department of State

This memorandum is to request expeditious renewal of an official passport for Mr. John J. Doe, International Program Officer, ATS International Staff, AAT-30. Mr. Doe will be traveling to Russia, April 4-8, 1998, to participate in a joint American/Russian evaluation of air navigation services at key air traffic control facilities in the Russian Far East. Mr. Doe's participation in the bilateral activity is integral to the FAA's cooperative work with the Russian civil aviation authority to improve safety and efficiency of air navigation services in this region.

Due to the recent modifications by the Russians of the mission's team requirements, the selection of Mr. Doe was not made possible until very recently. Furthermore, the bilateral arrangement between the FAA and its Russian counterpart has developed a firm implementation schedule for this evaluation project. Consequently, in order for Mr. Doe to provide his key communications and surveillance expertise to the U.S. team, it is critical that his official passport be renewed as soon as possible.

Please expedite this request for official passport action and return the passport to the Department of Transportation by (date). Your assistance in this matter is greatly appreciated.

(Immediate Supervisor)

Attachment

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U.S. Department  
of Transportation  
Federal Aviation  
Administration

APPENDIX 9. APPROVAL OF USE OF BUSINESS CLASS ACCOMMODATIONS MEMO

**SAMPLE**

**Memorandum**

Subject: **ACTION:** Request for Approval of Use of  
Business Class Accommodations

Date:

From: Associate Administrator  
for Air Traffic Services, ATS-1

Reply to  
Attn. of:

To: Administrator

The purpose of this memorandum is to request approval for the use of business class accommodations for the following person:

1. Traveler: John J. Doe, International Program Officer, ATS International Staff
2. Location: Tokyo, Japan
3. Dates: July 9-20, 1998
4. Purpose: Mr. Doe will be the US co-chair and head of delegation for the 12<sup>th</sup> Meeting of the Informal Pacific ATS Coordinating Group (IPACG/12). This meeting will focus on air traffic services in the Tokyo, Anchorage, and Oakland FIRs in the Central and Northern Pacific Ocean. Special emphasis will be given to planning for CNS/ATM, RNP-10, and RVSM.

Flight time for travel from Washington to Tokyo is in excess of 14 hours. Because of the length of time involved in the flights and the necessity to conduct business upon arrival, the traveler will need to prepare for the meeting in-flight. Coach class seating accommodations will not provide the space necessary to conduct business en route.

(The last sentence should read: "The additional cost to the Government will be approximately \$\_\_\_\_\_".)

Steven J. Brown

Request for Approval of Use of Business Class Accommodations for (traveler's name)

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

6/26/03

1510.2 CHG 2

APPENDIX 10. REQUEST FOR APPROVAL OF ACCEPTANCE OF TRAVEL PAYMENTS  
FROM A NON-FEDERAL SOURCE



U.S. Department  
of Transportation  
Federal Aviation  
Administration

SAMPLE

# Memorandum

Subject: **ACTION:** Request for Approval of Acceptance of  
Travel Payments From a Non-Federal Source

Date:

From: Associate Administrator  
for Air Traffic Services, ATS-1

Reply to  
Attn. of:

To: Administrator  
THRU: Deputy Administrator  
Chief Counsel

Under the provisions of 31 U.S.C. 1353, as amplified by regulations found in 41 CFR Part 304-1, I recommend that you accept the offer of payment of air transportation, lodging, meals, and local and in-country transportation costs by a non-Federal source under the circumstances described below. I attest that the travel relates to the official duties of the employee who is slated to attend the event and have attached a certificate that you may execute to indicate your approval.

Identity of non-Federal source and a description of offer: Northwest Airlines will provide air transportation, lodging, meals, and local and in-country transportation costs for Mr. John J. Doe, September 24-30, 1999, to participate in a Northwest Airlines operations base visit to Tokyo, Japan.

Value of Offer: Transportation costs are estimated at \$1400. Lodging, meals, and other costs are estimated at \$373. Approximate total: \$1773.

Description of meeting or similar function in connection with which travel payment is offered: Mr. Doe will be providing a briefing on the implementation of Reduced Vertical Separation Minima (RVSM) in the Pacific to Northwest Airlines and the Japan Civil Aviation Bureau (JCAB) Air Traffic Control personnel.

Identity and title of FAA employee designated to attend the meeting or similar function as part of official duty and the role he will play there: Mr. John J. Doe, Manager, Oceanic Operations and Procedures, Air Traffic Operations, Air Traffic Services, Federal Aviation Administration, Washington, D.C. Mr. Doe will be providing his expertise and a presentation on RVSM.

Would a reasonable person knowing the facts and circumstances of this travel situation have cause to question the integrity of agency programs or operations? No.

Steven J. Brown

Attachment

**DECLARATION**

I find that acceptance of payment from Northwest Airlines to cover Mr. John J. Doe's expenses to provide a presentation on the implementation of RVSM in the Pacific to Northwest Airlines and the JCAB Air Traffic Control personnel in Tokyo, Japan, would not cause a reasonable person with knowledge of all the facts relevant to this situation to question the integrity of agency programs or operations. I have made this determination based on consideration of the facts that: (1) Northwest Airlines has no interest that can be affected by Mr. Doe's performance of his official duties; (2) the meeting will be convened to discuss matters of interest to Mr. Doe in his official capacity; and (3) Mr. Doe will participate and provide a presentation at the meeting which will be attended by his professional counterparts.

I hereby accept the invitation from Northwest Airlines for Mr. John J. Doe on behalf of the agency, under my authority found in 31 U.S.C. 1353. The value of this offer is \$1773.

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Administrator

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Date

**APPENDIX 11. CONTACT LIST****CONTACT LIST**

<u>Organization</u>	<u>Phone Number/Web Site/Fax</u>
FAA Foreign Travel Analyst (travel procedures, travel approval and passports/visas)	202-267-7095/202-267-5025
FAA Office of International Aviation Database/Information Officer (country clearance request assistance)	202-267-5093
FAA Travel Help Desk (accounting authorizations/vouchers; financial concerns)	202-267-9056 or 1-800-482-4044
FAA Office of International Aviation Cuba Country Specialist	202-267-8156
FAA Office of International Aviation Taiwan Country Specialist	202-267-8164
DOS Taiwan Coordination Staff/ Main State, Washington, DC	202-647-7711
American Institute in Taiwan 1700 N. Moore Street, Suite 1700 Arlington, VA 22209	703-525-8474
FAA Office of International Aviation Israel Country Specialist	202-267-8186
Office of Israeli and Arab-Israeli Affairs DOS (NEA/AIA, Room 6251)	202-647-3672
DOT Passport Agent (passports/visas) Nassif Building, Room 7402 400 7 <sup>th</sup> Street, SW Washington, DC 20590	202-366-4679
DOT Photo Office	202-366-1230
DOS Office of Aviation Programs and Policy (country clearance info)	202-647-8001
DOS Immunization Clinic	202-663-1705



**APPENDIX 11. CONTACT LIST**

DOS Website (current overseas travel Information/restrictions)	<a href="http://travel.state.gov">http://travel.state.gov</a>
DOS Headquarters/Main State (country desk officers)	202-647-4000
Center for Disease Control (immunization/ Health information for overseas travel)	<a href="http://www.cdc.gov">http://www.cdc.gov</a>