



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

MAY 04 1999

IN REPLY
REFER TO

DLSC-LDT

MEMORANDUM FOR EXECUTIVE TEAM
COMMANDER, DEFENSE CONTRACT
MANAGEMENT COMMAND
DEFENSE DISTRIBUTION CENTER
DEFENSE SUPPLY CENTERS
DEFENSE REUTILIZATION AND MARKETING
SERVICE
DEFENSE ENERGY SUPPORT CENTER
DLA EUROPE/PACIFIC
DEFENSE LOGISTICS INFORMATION SERVICE
ADMINISTRATOR, DEFENSE AUTOMATED
PRINTING AND SUPPORT CENTER
DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: Reporting of Foreign Travel to International Conferences

The Office of the Secretary of Defense, Administration and Management, issued the following letter (enclosed) regarding travel to an international conference, under certain circumstances, must submit preliminary and final reports of that travel to the Department of State's Office of International Conferences.

This reporting requirement is also provided in DoD 4500.54-G, the DoD Foreign Clearance Guide (DoD FCG)

Request widest dissemination of this policy letter. Our point of contact is Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.

Attachment

BENNIE E. WILLIAMS
Colonel, USA
Chief, Transportation (Policy)



DLA



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

April 12, 1999

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DOD
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Reporting of Foreign Travel to International Conferences

Section 2505 of the Foreign Relations Authorization Act for Fiscal Years 1998 and 1999, contained in Public Law 105-277, requires that, commencing on 1 Jan 99, any officer or employee of an Executive Branch agency traveling to an international conference, under certain circumstances, must submit preliminary and final reports of such travel to the Department of State's Office of International Conferences (DoS/OIC). The attached 25 Jan 99 State Department Executive Secretary memorandum provides specific details on implementing this statute, along with a copy of Section 2505 (Tab A) and the Foreign Travel Data Sheet (Tab B) which is to be used in filing the necessary reports.

To provide permanent visibility, this reporting requirement is being posted in the "DoD Foreign Clearance Guide" (DoD FCG), DoD 4500.54-G. Addresses are requested to advise their employees of their obligation to comply with Section 2505, P.L. 105-277, and establish procedures to remind employees submitting requests for international travel of their obligation to forward Foreign Travel Data Sheets to the DoS/OIC in accordance with the DoD FCG and the attached memorandum. For future planning, the DoS/OIC expects to have the Foreign Travel Data Sheet on the World Wide Web for electronic reporting in the near future. The Internet address and related information will be provided upon availability.

In addition, the Office of the Under Secretary of Defense for Policy (OUSD(P)) has agreed to establish procedures to highlight this policy for those DoD employees who submit requests for travel clearances or notifications to OUSD(P) in accordance with Chapter 8 of the DoD FCG.

The Director, Administration and Management, points of contact are Mark Smith and Ralph Kennedy. They may be reached by telephone at 703/697-1142 or 1143, and by e-mail at smithm@osd.pentagon.mil and kennedvr@osd.pentagon.mil.



D. O. Cooke
Director

Attachments

UNCLASSIFIED

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Exceptions to this reporting requirement include the President and the Vice President as well as any officer or employee who is carrying out an intelligence or intelligence-related activity, who is performing a protective function, or who is engaged in a sensitive diplomatic mission.

The attached Foreign Travel Data Sheet (Tab B) should be used to report proposed international conference travel and to help define whether the proposed conference fits the definition of covered conferences according to the statute. Preliminary and final reports should be sent by fax to Frank R. Provyn, Director, IO/OIC, Room 1517, Department of State, FAX Numbers 202-647-1301 and 202-647-5996. Questions concerning this new requirement should also be directed to Mr. Provyn at 202-647-6875.

Please give this memorandum wide distribution. Thank you for your cooperation and assistance.

Kristie A. Kenney
Kristie A. Kenney
Executive Secretary

Attachments:

Tab A - Travel Reporting Requirement
Tab B - Foreign Travel Data Sheet

UNCLASSIFIED

CONFERENCE REPORT ON H.R. 4328, MAKING OMNIBUS CONSOLIDATED AND
EMERGENCY SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 1999 (House of
Representatives - October 19, 1998)

TAB A

[Page: H11269] (Pub.L.105.277)

SEC. 2505. REPORTS REGARDING FOREIGN TRAVEL.

(a) **Prohibition:** Except as provided in subsection (e), none of the funds authorized to be appropriated by this division for fiscal year 1999 may be used to pay for the expenses of foreign travel by an officer or employee of an Executive branch agency to attend an international conference, or for the routine services that a United States diplomatic mission or consular post provides in support of foreign travel by such an officer or employee to attend an international conference, unless that officer or employee has submitted a preliminary report with respect to that foreign travel in accordance with subsection (b), and has not previously failed to submit a final report with respect to foreign travel to attend an international conference required by subsection (c).

(b) **Preliminary Reports:** A preliminary report referred to in subsection (a) is a report by an officer or employee of an Executive branch agency with respect to proposed foreign travel to attend an international conference, submitted to the Director prior to commencement of the travel, setting forth--

(1) the name and employing agency of the officer or employee;

(2) the name of the official who authorized the travel; and

(3) the purpose and duration of the travel.

(c) **Final Reports:** A final report referred to in subsection (a) is a report by an officer or employee of an Executive branch agency with respect to foreign travel to attend an international conference, submitted to the Director not later than 30 days after the conclusion of the travel--

(1) setting forth the actual duration and cost of the travel; and

(2) updating any other information included in the preliminary report.

(d) **Report to Congress:** The Director shall submit a report not later than April 1, 1999, to the Committees on Foreign Relations and Appropriations of the Senate and the Committees on International Relations and Appropriations of the House of Representatives, setting forth with respect to each international conference for which reports described in subsection (c) were required to be submitted to the Director during the preceding six months--

(1) the names and employing agencies of all officers and employees of Executive branch agencies who attended the international conference;

(2) the names of all officials who authorized travel to the international conference, and the total number of officers and employees who were authorized to travel to the conference by each such official; and

(3) the total cost of travel by officers and employees of Executive branch agencies to the international conference.

(e) **Exceptions:** This section shall not apply to travel by--

(1) the President or the Vice President;

(2) any officer or employee who is carrying out an intelligence or intelligence-related activity, who is performing a protective function, or who is engaged in a sensitive diplomatic mission; or

(3) any officer or employee who travels prior to January 1, 1999.

(f) **Definitions:** In this section:

(1) **Director:** The term 'Director' means the Director of the Office of International Conferences of the Department of State.

(2) **Executive branch agency:** The terms 'Executive branch agency' and 'Executive branch agencies'

mean--

(A) an entity or entities, other than the General Accounting Office, defined in section 105 of title 5, United States Code; and

(B) the Executive Office of the President (except as provided in subsection (e)).

(3) **International conference:** The term 'international conference' means any meeting held under the auspices of an international organization or foreign government, at which representatives of more than two foreign governments are expected to be in attendance, and to which United States Executive branch agencies will send a total of ten or more representatives.

(g) **Report:** Not later than 180 days after the date of enactment of this Act, and annually thereafter, the President shall submit to the appropriate congressional committees a report describing--

(1) the total Federal expenditure of all official international travel in each Executive branch agency during the previous fiscal year; and

(2) the total number of individuals in each agency who engaged in such travel.

FOREIGN TRAVEL DATA SHEET

(SUBMIT TO THE OFFICE OF INTERNATIONAL CONFERENCES, DEPARTMENT OF STATE, ROOM 1517,
FAX 202-647-1301 OR 202-647-5996; Phone 202-647-6875)

PRELIMINARY REPORT

(to be completed before foreign travel to an international conference)

NAME OF TRAVELER (last, first): _____

EMPLOYING DEPARTMENT OR AGENCY: _____

TITLE & HOST OF INTERNATIONAL CONFERENCE ATTENDED: _____

WILL MORE THAN TWO FOREIGN GOVERNMENTS ATTEND? YES ___ NO ___

NAME OF OFFICIAL AUTHORIZING TRAVEL: _____

PURPOSE OF TRAVEL: _____ [Select code: (1) member of delegation;
(2) technical/administrative support to delegation; (3) meetings with foreign
officials outside the conference; (4) other (specify) _____]

DATE TRAVEL BEGINS: _____ DATE TRAVEL ENDS: _____

CONTACT TELEPHONE NUMBER _____

* * * * *

FINAL REPORT

(to be completed within 30 days of the conclusion of travel)

NAME OF TRAVELER (last, first): _____

CONFERENCE ATTENDED/HOST: _____

DATE TRAVEL BEGAN: _____ END DATE OF TRAVEL: _____

ACTUAL COST OF TRAVEL: _____

Complete the following only if there have been changes since the preliminary report:

EMPLOYING DEPARTMENT OR AGENCY: _____

NAME OF OFFICIAL WHO AUTHORIZED TRAVEL: _____

PURPOSE OF TRAVEL _____ (Choose from codes listed under "Preliminary Report".)