



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive cancels TSA MD 3200.2, *Foreign Travel Approval Requirements* dated May 9, 2005 and supersedes TSA MD 800.2, *Foreign Travel* dated August 10, 2007.

**SUMMARY OF CHANGES:** All references to the Office of Transportation Security Network Management (TSNM) have been replaced with the Office of Global Strategies (OGS), where appropriate, throughout the directive. This directive also introduces the new TSA Form 801A, *Country Clearance Request*, TSA Form 801B, *Country Clearance Request – Extended Itinerary*, and TSA Form 801C, *Country Clearance Request – Multiple Travelers*. Section 4, Definitions, clarifies one definition; Section 5, Responsibilities, clarifies several responsibilities; Section 6, Policy, updates one policy statement; and Section 7, Procedures, updates a few procedures.

1. **PURPOSE:** This directive provides TSA policy and procedures for approval of official foreign travel.
2. **SCOPE:** This directive applies to all TSA employees and contractors traveling to any foreign country as part of their official duties.
3. **AUTHORITIES:**
  - A. The Aviation and Transportation Security Act. Pub. L. 107-71 (ATSA)
  - B. [TSA MD 1000.8, Payment of Official Travel Expenses by Non-Federal Sources](#)
  - C. [TSA MD 1000.6, Temporary Duty Travel](#)
  - D. [TSA MD 1700.2, Public Speaking Opportunities](#)
  - E. [TSA MD 2800.5, Foreign Travel Briefing and Contact Reporting Requirements](#)
4. **DEFINITIONS:**
  - A. TSA Organizational Element: TSA office to which the traveler is assigned (e.g., Office Security Operations).
  - B. Official Routine Foreign Travel: Visits to foreign locations that are the primary, core competency of a person's position – specifically, those conducted by employees in positions of responsibility that routinely require interaction with foreign officials, such as TSA Office of Global Strategies (OGS) Representatives, Aviation Security Inspectors with international responsibilities, International Industry Representatives, Federal Air Marshals (FAMS) and Principal Security Inspectors.

- C. Official Non-Routine Foreign Travel: Visits to foreign locations that involve unique or non-recurring discussions including, but not limited to, meetings, or conferences with foreign government or industry officials.
- D. Traveler: A TSA employee or contractor who is seeking approval for travel to a foreign country.

**5. RESPONSIBILITIES:**

- A. The Deputy Assistant Secretary (DASEC) is responsible for approving all official non-routine foreign travel.
- B. Assistant Administrators or office level equivalencies, or their designees, are responsible for:
  - (1) Recommending approval of official non-routine foreign travel of their subordinates
  - (2) Ensuring that organizational elements, TSA employees, and TSA contractors:
    - (a) Are made aware of and comply with the provisions of this directive no fewer than 20 days prior to traveling to a foreign country.
    - (b) Comply with the security reporting requirements as necessary within TSA MD 2800.5 once foreign travel has been approved by the appropriate entities.
- C. Supervisors, or their designees, are responsible for:
  - (1) Ensuring that employees and contractors under their supervision or oversight comply with all policies and procedures outlined in this directive.
  - (2) Ensuring that employees and contractors under their supervision or oversight obtain approval on [TSA Form 800, Foreign Travel Request](#), for foreign travel in the timeframes outlined in this directive.
  - (3) Notifying the Assistant Administrator for OGS (AA/OGS) of any official foreign travel being conducted by his/her staff or contractors.
  - (4) Ensuring proper coordination by their office with the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) to ensure that traveler has a valid official passport and proper visas have been obtained.

**Note:** Many countries require passports to have at least six (6) months' validity in order to obtain a visa.
  - (5) Ensuring proper coordination with OGS to obtain the appropriate country clearance from the destination U.S. Embassy or Consulate using procedures established in section 7 outlined in this directive.

D. OGS is responsible for:

- (1) Approving, facilitating, coordinating, and tracking all official non-routine foreign travel conducted by TSA employees and TSA contractors.
- (2) Informing the DASEC of official non-routine foreign travel by TSA employees and TSA contractors by monthly report.

E. OLE/FAMS is responsible for:

- (1) Maintaining ongoing liaison with OGS to ensure proper coordination of all such international travel.
- (2) Assisting with the submission and processing of Official and Diplomatic passports required for official foreign travel by employees and contractors through the designated "ONGIHCMS Visa and Passport POCs.
- (3) Assisting with the submission and processing of visa applications through the designated OLE/FAMS Visa and Passport POC.

F. Employees are responsible for:

- (1) Obtaining their supervisor's permission for official non-routine foreign travel prior to travel by completing and submitting TSA Form 800.
- (2) Specifically indicating on TSA Form 800 if the travel is at the request of OGS.
- (3) Complying with all requirements for approval of official foreign travel in this directive.
- (4) Reviewing current travel warnings, public advisories and country information on the Department of State web site at [www.state.gov](http://www.state.gov).

**Note:** All TSA employees are responsible for adhering to their office guidelines for official routine foreign travel including obtaining permission from their supervisor.

## 6. POLICY:

- A. All personnel traveling to foreign locations, whether official or non-official, routine or non-routine, shall comply with the security reporting requirements stated in TSA MD 2800.5, including making a request for necessary country or special security briefings.
- B. When conducting official, routine foreign travel, TSA employees must obtain the prior permission of their supervisor.

- C. TSA employees are not permitted to perform official, non-routine foreign travel unless the travel is approved and documented in advance by their supervisor, their Assistant Administrator, the AA/OGS, and the DASEC on TSA Form 800.
- D. Due to the unique foreign and domestic law enforcement role of the FAMS, and responsibilities for maintaining daily interaction with numerous foreign police and law enforcement organizations, and for daily international travel, the Assistant Administrator for Law Enforcement /Director of Federal Air Marshal Service, with the concurrence of the DASEC, will retain the authority to approve international travel for OLE/FAMS personnel.
- E. Invitations and requests from a foreign government or entity for speaking, presentations, or conference attendance must be approved by OGS prior to acceptance. In the event that an invitation is extended at no cost to the government, ethics clearance must be obtained from the Office of the Chief Counsel. See TSA MD 1000.5 for further guidance.
- F. Speeches and presentations to international groups must be submitted for review and cleared for any potential or inadvertent references to Sensitive Security Information (SSI) and classified national security information equities in advance of the event and must be approved by the AA/OGS and the Assistant Administrator for Strategic Communications and Public Affairs. All employees are to comply with the requirements of TSA MD 1700.2.
- G. All TSA employees performing official routine or non-routine foreign travel must use a valid official or diplomatic passport unless an exception is granted by country clearance approval.
- H. Permission to travel to foreign countries must be facilitated in advance by OGS through issuance of a country clearance request and subsequent permission granted by the Ambassador or Consul General at the U.S. Embassy or Consulate in the countries visited. Employees will not be authorized to travel unless the U.S. Ambassador or Consul General grants permission to visit the country for the purpose stated in the country clearance cable.
- I. Official and diplomatic passports obtained for use while traveling on official TSA business shall be surrendered to the designated OLE/FAMS Visa and Passport POC prior to an employee or contractor separation from TSA or whenever the individual changes positions that no longer require international travel.

## **7. PROCEDURES:**

- A. Employees will secure supervisor and Assistant Administrator approval for non-routine official foreign travel, and supervisors shall submit appropriate notices and documentation to the Assistant Administrator for OGS via TSA Form 800, indicating the event, date, location, and purpose of the proposed foreign travel. OGS will forward appropriate documentation to the Office of the Assistant Secretary for final approval, as appropriate.
- B. Travelers requiring passport or visa assistance should contact the designated Visa and Passport POC and ensure that they submit the appropriate documentation for an official passport at least two (2) months prior to the expected date of travel. For those situations in which a 20 business

day lead time is not possible for processing a visa, the submission of requests for visas for travel should be requested at the earliest opportunity.

**Note:** Travelers are advised that although every effort will be made to expedite processing, late notifications may necessitate cancellation of the proposed trip. Some countries require a visa when traveling on official business, and OLE/FAMS shall facilitate the visa process for the traveler when necessary. Due to the processing time required – as many as twenty (20) business days – visa requests must be submitted as early as possible.

C. Offices will coordinate their travelers' country clearances by submitting [TSA Form 801A, Country Clearance Request](#) (CCR) and, as applicable, [TSA Form 801B, Country Clearance Request – Extended Itinerary](#) and [TSA Form 801C, Country Clearance Request – Multiple Travelers](#) to ensure country clearance has been granted. Offices shall submit the completed form(s) to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov).

(1) The completed form(s) should be submitted at least two (2) weeks prior to travel.

(2) Commercial Contractors are not required to complete CCRs but are required to send an email to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov) indicating the date, purpose, and location of travel to be forwarded to the appropriate TSA POC at Post.

(3) All TSA Forms should be accompanied by a full itinerary.

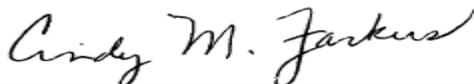
**Note:** Travel may be denied if country clearance has not been granted and the traveler will be informed via email from [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov).

D. Offices shall submit draft speeches and presentations intended for the international groups to OGS for review and coordination purposes via email to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov) at least two (2) weeks in advance of the event.

E. A copy of reports written as a result of official foreign travel shall be submitted to OGS via email to [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov).

**8. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**



8/12/08

\_\_\_\_\_  
Cindy M. Farkus, Assistant Administrator for  
Global Strategies

\_\_\_\_\_  
Date

**TSA MANAGEMENT DIRECTIVE No. 800.2  
FOREIGN TRAVEL**

Filing Instructions: File 200.1.1  
Effective Date: 8/12/08  
Review Date: 8/12/10  
Distribution: All TSA Employees and Contractors  
Point-of-Contact: OGS, [TSAForeignTravel@dhs.gov](mailto:TSAForeignTravel@dhs.gov), 571.227.2764