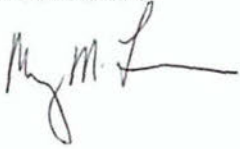


APR 27 2009



## U.S. Immigration and Customs Enforcement

MEMORANDUM FOR: Assistant Director  
All Deputy Assistant Directors

FROM: Marcy M. Forman   
Director

SUBJECT: OI Headquarters Travel Notification and Approval

### Purpose

The purpose of the memorandum is to outline the process for obtaining approval for official foreign and domestic travel by Headquarters employees or employees assigned to field offices who travel on behalf of Headquarters.

### Background

In February of 2009, DHS Secretary Napolitano announced a department-wide action directive challenging each DHS agency, component and office to generate new efficiencies and to promote greater accountability and transparency. In support of Secretary Napolitano's initiative, the Office of Investigations (OI) must ensure that all official travel is operational and mission essential and, where appropriate, that all employees maximize the use of conference calls, web-based trainings and meetings whenever possible.

### Discussion

For all official travel, foreign and domestic, all Headquarters employees or employees assigned to field offices who travel on behalf of Headquarters must provide OI senior management advance notification of and receive approval for official travel. This includes employees that are requested to travel on behalf of another DHS component or on behalf of another federal agency regardless of the funding source. The notification must provide an overview of the proposed travel, intended dates of travel, destination(s), funding source, and a detailed synopsis of the purpose of the travel and the operational and mission critical elements which necessitate official travel. Employees must obtain written management approval prior to initiating foreign or domestic travel. Any travel without the proper notification and approval will not be authorized.

## OI Headquarters Travel Notification and Approval

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To facilitate the notification and approval process, employees will utilize the OI Headquarters Travel Approval form for all official travel both foreign and domestic. The OI Headquarters Travel Approval form must be submitted for review and approval 30-days in advance of the proposed travel. Management notification and approval will be obtained through the appropriate Deputy Assistant Director (DAD) / Assistant Director (AD), and the Deputy Director for ultimate approval by the Director or his/her designee. Exigent circumstances are to be expected, however this urgency does not diminish the requirement to provide timely notification and obtain management approval. In such cases, the employee must provide verbal and/or written (email) notification through supervisory channels for travel authorization. The verbal/written (email) notification will be directly followed by the submission of the Headquarters Travel Approval form.

In addition to the Headquarters Travel Approval form, official foreign travel requires appropriate notification and country clearance through the Office of International Affairs (OIA). Employees planning international travel must submit the Foreign Travel Authorization Request form (ICE Form 70-002) for OIA advisement and approval. In February 2009, OIA established a Potomac Center North duty position to facilitate the foreign travel approval process. The OIA Duty Manager is located in the Office of the Assistant Secretary and can be reached at (202) 732-

(b)(6) (7)(C)

If you have any questions, please have a member of your staff contact (b)(6) (7)(C), Mission Support Division, OI, via email at (b)(6) (7)(C)@dhs.gov or by phone at (202) 732-

(b)(6) (7)(C)

Attachment

*Office of Investigations*

**U.S. Department of Homeland Security**  
500 12<sup>th</sup> Street, SW  
Washington, DC 20536



**U.S. Immigration  
and Customs  
Enforcement**

**TRAVEL APPROVAL FORM  
REQUIRED FOR OI HEADQUARTERS PERSONNEL AND PERSONNEL  
TRAVELING ON BEHALF OF HEADQUARTERS**

(b) (7)(E)

