

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

**DOE O 551.1**

Approved: 01-31-00  
Sunset Review: 01-31-02  
Expires: 01-31-04

**SUBJECT: OFFICIAL FOREIGN TRAVEL**

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1. OBJECTIVES. To establish Department of Energy (DOE) requirements and responsibilities governing official foreign travel by Federal and contractor employees.
2. CANCELLATION. This Order cancels DOE 1500.3, dated 7-6-94, and all exemptions, waivers, and existing draft policy.
3. APPLICABILITY.
  - a. DOE Elements. This Order applies to all DOE elements.
  - b. Contractors. The Contractor Requirements Document (CRD), Attachment 1, sets forth intended requirements to be applied to contractors responsible for management and operation of Department-owned facilities and for other contractors as determined by the contracting officer. Compliance with the CRD will be required to the extent set forth in a contract.
  - c. Exclusions. This Order does not apply to grantees.
4. REQUIREMENTS.
  - a. General.
    - (1) Official foreign travel is to be used to advance DOE program objectives consistent with U.S. foreign and nonproliferation policy, international energy policy and agreements, and national security policy objectives.
    - (2) Counterintelligence and intelligence interests, security interests, and sensitive information and technologies must be protected in a manner consistent with program requirements, including compliance with export control laws and regulations.
    - (3) This Order establishes a Foreign Travel Board to oversee and review official DOE foreign travel policies and to recommend updates to policy to ensure the

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**DISTRIBUTION:**  
All Departmental Elements

**INITIATED BY:**  
Office of the Chief Financial Officer

Department's foreign travel activities are conducted in a manner consistent with its mission and objectives, as well as with prudent business practice. The Board consists of one representative from each of the following organizations:

- Office of the Chief Financial Officer (Chair),
- Office of Counterintelligence,
- Office of Defense Programs,
- Office of Intelligence,
- Office of International Affairs,
- Office of Nonproliferation and National Security,
- Office of Science,
- Office of the Secretary,
- Office of Security and Emergency Operations, and
- Field Management Council.

- (4) All requests for approval of official foreign travel must be entered in the Foreign Travel Management System.
- (5) Requests for travel to a sensitive country or involving a sensitive subject must be entered in the Foreign Travel Management System 30 days before the proposed departure date, or earlier, as necessary, to receive appropriate and timely country clearance.
- (6) Requests for travel to a non-sensitive country and not involving a sensitive subject must be entered in the Foreign Travel Management System 21 days before the proposed departure date, or earlier, as necessary, to receive appropriate and timely country clearance.
- (7) All requests for official foreign travel that have been entered in the Foreign Travel Management System that are canceled or disapproved must be marked appropriately in the system within 30 days after the proposed departure date.
- (8) Blanket travel orders may be issued for all personnel who might be required to respond immediately to an emergency.
- (9) Country clearance must be granted before a Federal employee may begin travel.

b. Security.

- (1) Appropriate pre-briefings and debriefings must be provided by–
  - (a) Counterintelligence Officers to all employees traveling to a sensitive country regardless of whether a personnel security clearance is held.

- (b) Security Officers to all employees who hold or have held personnel security clearance within the past 5 years, and are traveling to a sensitive country.
  - (2) All employees handcarrying classified material overseas must comply with the requirements in DOE M 471.2-1B, CLASSIFIED MATTER PROTECTION AND CONTROL MANUAL, which includes possessing the appropriate access authorization and diplomatic passport.
  - (3) Each organization will have access to official foreign travel data under its cognizance in the Foreign Travel Management System. The Offices of the Secretary, Chief Financial Officer, and International Affairs will have access to all data within the Foreign Travel Management System except as provided in Paragraph 4(b)(4).
  - (4) Access to travel information in the Foreign Travel Management System for the Secretary, Deputy Secretary, Under Secretary, members of their staffs, and security personnel directly supporting them will be limited to the Offices of the Secretary and the Chief Financial Officer. The Office of the Chief Financial Officer may distribute this information only with the authorization of the Deputy Chief of Staff to the Secretary.
  - (5) Disclosure outside of DOE of any information contained in the system, except for the purpose of obtaining country clearance, is prohibited unless approved by the Office of the Secretary.
- c. Review Procedures.
- (1) Each organization must have an approval process for official foreign travel. This process must include appropriate input from officials with responsibility for intelligence, counterintelligence, security, export control, and technology transfer concerns, and will ensure compliance with the Export Control Guidelines established by the Office of Nonproliferation and National Security.
  - (2) The responsible Program Secretarial Officer funding the travel or, if there is no DOE funding, the official having programmatic responsibilities associated with the travel, has final approval for official foreign travel.
  - (3) Responsible Program Secretarial Officers may waive the time frame requirements of 21/30 days if appropriate justification is provided. The responsible Program Secretarial Officer may require a written justification before considering expediting the processing of travel requests. The responsible Program Secretarial Officer is under no obligation to approve the travel.

d. Trip Closeout.

- (1) Post-travel trip reports for all official foreign travel are required from each traveler with the exception of advance and security personnel supporting travel by the Secretary, the Deputy Secretary, and the Under Secretary, and must be submitted within 30 days after return to duty station (see Attachment 2).
- (2) The traveler must provide information on the trip report regarding the actual cost of the travel.
- (3) Further foreign travel may be denied until all outstanding trip reports are received from the traveler.

e. Travel by the Secretary of Energy.

- (1) For the purposes of this Order, the Deputy Chief of Staff of the Department (DCOS) serves as the Head of Organization and in that capacity, approves and authorizes Office of the Secretary travel.
- (2) After authorizing a trip by the Secretary of Energy, the DCOS must approve a draft budget for the trip and forward it to the Office of the Chief Financial Officer. Only the DCOS or designee may authorize trip expenditures. No expenses in excess of the approved mission budget can be incurred without prior approval from the DCOS or designee.
  - (a) No arrangements for goods or services (either in the United States or foreign country) other than those associated with trip planning, coordination, and approval, may be completed before the budget is approved.
  - (b) Subsistence and related travel expenses for Federal travelers (employees or invitees) must be authorized and regulated through standard Federal regulations and processes.
- (3) The DCOS must approve all participation in Secretarial travel, including that of DOE employees, contractors, representatives from other agencies, and private sector participants [see Paragraph 4(f)]. Only the minimum number of staff necessary to support the mission objectives will be authorized to travel.
- (4) Country Clearance Request.
  - (a) A country clearance request, as needed to obtain the clearance described in Paragraph 4(a)(9), must describe authorized expenditures and appropriate fiscal data.
  - (b) Only the DCOS or designee (usually members of the Office of Scheduling and Advance) may authorize any expenditure not described in this request.

- (5) In addition to country clearance, advance agreement in writing to support the trip is required from the relevant U.S. Embassy for any trip for which the budget is over \$150,000.
  - (6) The DCOS must notify the Office of Cabinet Affairs of proposed travel by the Secretary.
- f. Private Sector Participation in Trips.
- (1) Private sector participants may accompany travelers when their participation is consistent with the goals of the travel.
  - (2) Mission-specific, objective criteria for selecting participants from the private sector must be approved by the Head of Organization before such participation is invited.
  - (3) At no time will DOE incur an expense for the sole benefit of the business community or other private sector personnel.

5. RESPONSIBILITIES.

- a. DOE Foreign Travel Board. Conducts quarterly meetings to review Departmental foreign travel policy, aggregate system reports, Department-sponsored conferences, responsible Program Secretarial Officer waivers or travel expedited earlier than the 21- or 30-day requirement contained in Paragraphs 4a(5) and (6), and any other areas of Secretarial interest.
- b. Deputy Chief of Staff. Implements the requirements set forth in Paragraphs 4e and 5d (as appropriate) of this Order.
- c. Office of the Chief Financial Officer.
  - (1) Develops and disseminates DOE requirements and responsibilities for official foreign travel and maintains the Foreign Travel Management System.
  - (2) Prepares reports for the quarterly meetings of the DOE Foreign Travel Board with guidance of the Office of the Secretary.
- d. Heads of Organizations.
  - (1) Approve and oversee all official foreign travel under their purview, establish appropriate internal controls to ensure accountability, and assume accountability for all approval decisions within their organizations.
  - (2) Provide to the responsible Program Secretarial Officer justification for any trips that are approved outside the 21- or 30-day requirement contained in Paragraphs 4a(5) and (6).

- (3) Ensures all official foreign travel complies with the following.
    - (a) Travel is consistent with programmatic requirements for travel, security issues, effective use of resources, requirements governing conference management, adequacy of funding, and leave taken in conjunction with travel.
    - (b) Travel to countries on the Sensitive Countries List or involving subjects on the Sensitive Subjects List is conducted in compliance with U.S. national security, counterintelligence, and nonproliferation policies including U.S. export control regulations.
    - (c) All requests for official foreign travel to countries on the list of state sponsors of terrorism maintained by the Department of State are reviewed according to procedures established by the Office of Nonproliferation and National Security.
  - (4) May deny approval of a foreign trip if travelers have not complied with trip closeout requirements for an earlier trip within specified time period.
  - (5) May deny reimbursement of travel expenses if all approvals, including country clearance where required, have not been finalized prior to travel.
  - (6) May waive 21/30-day time requirements for emergency response activities, as long as appropriate country clearances are obtained.
- e. Responsible Program Secretarial Officer.
- (1) Has final approval of official foreign travel funded by the office or under his or her cognizance.
  - (2) Develops and issues instructions for implementing this Order within programmatic responsibilities and consistent with this Order.
  - (3) Issues blanket travel orders, as needed, for emergency response and other national security activities. Appropriate country clearances are still required before travel can begin.
  - (4) Prepares and provides required cable and notification to the U.S. Embassy in the country to be visited.
  - (5) Notifies the traveler when country clearance has been received.
  - (6) When the official foreign travel request is not received in time to meet the 21/30-day requirement contained in Paragraphs 4a(5) and (6), considers expediting the trip with appropriate justification.

- (7) Establishes requirements for format, content, and distribution of trip reports consistent with requirements in Attachment 2.

f. Federal Traveler.

- (1) Ensures the request for approval of official foreign travel is entered in the Foreign Travel Management System. For travel not entered in time to meet the 21- or 30-day requirement, provides a justification as required by the responsible Program Secretarial Officer.
- (2) Ensures the required information for obtaining a country clearance is provided to the responsible Program Secretarial Officer.
- (3) Receives country clearance from the U.S. Embassy, through the responsible Program Secretarial Officer, in the country to be visited before travel begins.
- (4) For purposes of pre-briefings and debriefing, 30 days prior to and upon return from travel–
  - (a) ensures that local Counterintelligence Officers and Headquarters, Office of Intelligence, are notified of the travel to a sensitive country;
  - (b) ensures that local Counterintelligence Officers are notified of travel to any country where foreign monetary support is provided for the travel;
  - (c) ensures that local Security Officers are notified of travel to a sensitive country when the traveler holds or has held a personnel security clearance within the past 5 years.
- (5) Obtains appropriate authorization from–
  - (a) Headquarters, Director of Safeguards and Security, when handcarrying classified material overseas;
  - (b) Headquarters, Director of Intelligence, when handcarrying classified foreign intelligence material overseas.
- (6) Provides briefings to appropriate offices as requested upon return. This applies to emergency response personnel.
- (7) Complies with trip closeout requirements (see Attachment 2).
- (8) Ensures the Foreign Travel Management System is updated for official foreign travel requests that were entered and subsequently canceled or disapproved.

g. The Office of Scheduling and Advance. Manages all Secretarial travel logistics.

6. REFERENCES.

- a. Federal Travel Regulations, Chapter 301, Temporary Duty (TDY) Travel Allowances.
- b. Federal Travel Regulations, Chapter 304, Payment from a Non-Federal Source for Travel Expenses.
- c. Department of State Standardized Regulations, Section 925, related to per diem for foreign areas.
- d. DOE O 110.3, CONFERENCE MANAGEMENT, dated 11-03-99.
- e. Presidential Decision Directive 12, SECURITY AWARENESS AND REPORTING OF FOREIGN CONTACTS.
- f. DOE M 471.2-1B, CLASSIFIED MATTER PROTECTION AND CONTROL MANUAL.

7. CONTACT. Questions concerning this Order should be directed to the Office of Chief Financial Officer, Capital Accounting Center, (202) 586-4048 or (301) 903-3077.

8. DEFINITIONS.

- a. Blanket Travel Orders. Travel authorization that is valid for the Domestic Emergency Support Team (DEST) led by the Federal Bureau of Investigation, the Foreign Emergency Support Team (FEST) led by the Department of State, or emergency response activities that have been authorized or deployed by an emergency response officer.
- b. Country Clearance. Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved.
- c. Emergency Response. Emergency response provides for the national technical capability to respond to radiological and nuclear incidents and accidents within the United States and abroad. This emergency response capability typically supports the Department of Energy, Department of Defense, Department of State, Federal Bureau of Investigation, and other government agencies and must be able to deploy without notice (i.e., no-notice). This may require an emergency team to deploy within 4 hours of notification.
- d. Foreign Travel Management System. The official Departmental system for tracking, monitoring, and reporting on foreign travel by Federal and contractor employees.
- e. Head of Organization. The head official of the organization that employs the traveler. For the purposes of this Order, the responsible Program Secretarial Officer may designate Head of Organization(s). In addition, the Head of Organization approving and authorizing the travel of the Office of the Secretary and Assistant Secretaries in Headquarters program offices will be the Deputy Chief of Staff for the Secretary.

- f. Official Foreign Travel. Approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return, within a foreign country, or travel between foreign countries by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by the DOE from its appropriations. Official foreign travel includes travel funded by non-DOE sources, travel for which the traveler is representing the Department or conducting business on behalf of the U.S. Government, or travel by a DOE Federal employee or contractor for another government agency or industry/company within the private sector.
- g. Responsible Program Secretarial Officer. The senior DOE Headquarters official, whose office will fund the requested travel, or if there is no DOE funding, the official having programmatic responsibilities associated with the requested travel. For Headquarters employees, this may be the same person as the Head of Organization.
- h. Sensitive Country. A country to which particular consideration is given for policy reasons. Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. The Office of Nonproliferation and National Security maintains this list.
- i. Sensitive Subjects. Unclassified subjects/topics identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies that may adversely affect U.S. national economic security. The Office of Nonproliferation and National Security maintains this list.



BILL RICHARDSON  
Secretary of Energy

## CONTRACTOR REQUIREMENTS DOCUMENT

All contractor personnel employed by entities under contract or subcontract with the Department of Energy (DOE) must comply with the requirements of this Contractor Requirements Document, government regulations concerning contractor travel, procedures established by the Office of the Chief Financial Officer, and guidance provided by the responsible Program Secretarial Officer.

Disclosure outside of DOE of any information contained in the system, except for the purpose of obtaining country clearance, is prohibited unless approved by the Office of the Secretary.

### 1. REQUIREMENTS.

- a. In preparing for or performing official foreign travel, contractors must ensure the following.
  - (1) Review, approve, and oversee all official foreign travel under their purview and establish appropriate internal controls to ensure accountability within their organizations. Ensure that travel complies with regulations and DOE directives, and that it is consistent with U.S. foreign and nonproliferation policy, international energy policy and agreements, and national security policy objectives, and that it considers DOE missions and resources. Final approval for official foreign travel is with the responsible Program Secretarial Officer funding the travel or, if there is no DOE funding, the official having programmatic responsibilities associated with the requested travel.
  - (2) Ensure all official foreign travel complies with the following:
    - (a) Travel is consistent with programmatic requirements for travel, security issues, effective use of resources, requirements governing conference management, adequacy of funding, and leave taken in conjunction with travel.
    - (b) Travel to countries on the Sensitive Countries List or involving subjects on the Sensitive Subjects List is conducted in compliance with U.S. national security, intelligence, counterintelligence, and nonproliferation policies including U.S. export control regulations.
    - (c) All requests for official foreign travel to countries on the list of state sponsors of terrorism, maintained by the Department of State, are reviewed according to procedures established by the Office of Nonproliferation and National Security.
  - (3) Coordinate the approval of official foreign travel with officials responsible for intelligence, counterintelligence, security, export control, and technology concerns to ensure compliance with the Export Control Guidelines established by the Office of Nonproliferation and National Security.

- (4) Provide sufficient information for the responsible Program Secretarial Officer to prepare and provide notification to the U.S. Embassy in the country to be visited when contractors are—
    - (a) traveling to a sensitive country or
    - (b) traveling to a non-sensitive country but meeting with senior government officials.
  - (5) As required by Paragraph 1(a)(4), receive country clearance from the U.S. Embassy in the country to be visited prior to the start of travel.
  - (6) Ensure appropriate pre-briefings and debriefings are provided 30 days prior to the start of and upon return from travel by—
    - (a) Counterintelligence Officers to all contractors traveling to a sensitive country regardless of whether a personnel security clearance is held;
    - (b) Security Officers to all contractors who hold or have held personnel security clearance within the past 5 years, and who are traveling to a sensitive country.
  - (7) When traveling to any country where foreign monetary support is provided for the travel, notify the local Counterintelligence Officer 30 days prior to the start of the travel.
  - (8) Ensure employees have complied with trip closeout requirements for one trip before a subsequent foreign trip is authorized or approved.
  - (9) May waive requirements for emergency response activities, as long as appropriate country clearances are obtained.
  - (10) Ensure that emergency response personnel provide briefings to appropriate offices as requested, upon return.
  - (11) Obtain appropriate authorization from—
    - (a) Headquarters, Director of Safeguards and Security, when handcarrying classified material overseas;
    - (b) Headquarters, Director of Intelligence, when handcarrying classified foreign intelligence material overseas.
  - (12) Ensure blanket travel orders are issued for all personnel who might be required to respond immediately to an emergency.
- b. In controlling official foreign travel, contractors must complete the following.
- (1) Enter all official foreign travel in the Foreign Travel Management System.

- (2) Enter and approve all requests for travel to a sensitive country or involving a sensitive subject in the Foreign Travel Management System 30 days before the proposed departure date, or earlier, as necessary, to receive appropriate and timely country clearance.
  - (3) Enter and approve all requests for travel to a non-sensitive country and not involving a sensitive subject in the Foreign Travel Management System 21 days before the proposed departure date, or earlier, as necessary, to receive appropriate and timely country clearance.
  - (4) If notice of required official foreign travel is not received in time to meet the 21- or 30-day requirement, enter travel in the Foreign Travel Management System as soon as possible, and coordinate with the responsible Program Secretarial Officer. The responsible Program Secretarial Officer may require a written justification and is under no obligation to approve the travel.
  - (5) Within 30 days after the proposed departure date, update the Foreign Travel Management System by marking all requests for official foreign travel that have been entered in the system but were subsequently canceled or disapproved.
  - (6) Ensure that foreign travel will not be permitted to start unless all approvals have been finalized.
- c. Contractors must comply with the following trip closeout requirements.
- (1) Post-travel trip reports for all official foreign travel are required from each traveler and must be submitted within 30 days after return to duty station (see Attachment 2).
  - (2) The traveler must provide information regarding the actual cost of the travel in the trip report.

## 2. REFERENCES.

- a. DOE O 110.3, CONFERENCE MANAGEMENT, dated 11-03-99.
- b. Presidential Decision Directive 12, SECURITY AWARENESS AND REPORTING OF FOREIGN CONTACTS.
- c. DOE M 471.2-1B, CLASSIFIED MATTER PROTECTION AND CONTROL MANUAL.

## 3. DEFINITIONS.

- a. Blanket Travel Orders. Travel authorization that is valid for the Domestic Emergency Support Team (DEST) led by the Federal Bureau of Investigation, the Foreign Emergency Support Team (FEST) led by the Department of State, or emergency response activities that have been authorized or deployed by an emergency response officer.

- b. Country Clearance. Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved.
- c. Emergency Response. Emergency response provides for the national technical capability to respond to radiological and nuclear incidents and accidents within the United States and abroad. This emergency response capability typically supports the Department of Energy, Department of Defense, Department of State, Federal Bureau of Investigation, and other government agencies and must be able to deploy without notice (i.e., no-notice). This may require an emergency team to deploy within 4 hours of notification.
- d. Foreign Travel Management System. The official Departmental system for tracking, monitoring, and reporting on foreign travel by Federal and contractor employees.
- e. Official Foreign Travel. Approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return, within a foreign country, or travel between foreign countries, by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by the DOE from its appropriations. Official foreign travel includes travel funded by non-DOE sources, travel for which the traveler is representing the Department or conducting business on behalf of the U.S. Government, or travel by a DOE Federal employee or contractor for another government agency or industry/company within the private sector.
- f. Responsible Program Secretarial Officer. The senior DOE Headquarters Official, whose office will fund the requested travel, or if there is no DOE funding, the official who has programmatic responsibilities associated with the requested travel.
- g. Sensitive Country. A country to which particular consideration is given for policy reasons. Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. The Office of Nonproliferation and National Security maintains this list.
- h. Sensitive Subjects. Unclassified subjects/topics identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies that may adversely affect U.S. national economic security. The Office of Nonproliferation and National Security maintains this list.

## FOREIGN TRAVEL TRIP REPORTS

Trip reports for DOE employees and contractors are to consist of the two parts described below. Because of the unique nature of travel by the Secretary, Deputy Secretary, and Under Secretary, trip reports from this travel are to be maintained by the Executive Secretary.

1. Part 1 is to be an extract of the foreign travel trip request form, with an abstract of the results of the trip.
  - a. Part 1 of the trip report will be forwarded through the responsible Program Secretarial Office to the Office of Science and Technical Information (OSTI), Oak Ridge, TN 37831.
  - b. Part 1 of the trip report will not contain classified information.
  - c. Part 1 will be included in a limited-access electronic database available to DOE. (Once a new Foreign Travel Management System (FTMS) is in place, certain sections of Part 1 of the trip report will become automated to simplify completion of the trip report.)
  - d. Part 1 of the trip report will consist of the following information in the following format:
    - a. title of the report (i.e., "Travel to\_\_\_");
    - b. report date (MM,DD,YYYY);
    - c. date(s) of travel (MM,DD,YYYY);
    - d. name of all traveler(s) on this trip;
    - e. position/title of the traveler;
    - f. employing organization and organization code;
    - g. business address including street, city, and zip code;
    - h. Foreign Travel Management System (FTMS) trip number;
    - i. travel destinations (include organization, facility, city, state/province, country);
    - j. brief purpose of the trip (include the justification from the foreign travel request);
    - k. abstract (such as major highlights, benefits of the travel, people contacted, results of meetings, facilities visited, including their locations).

2. Part 2 of the trip report will provide a complete report on and thorough analysis of the trip.
  - a. Part 2 should include the results of any meetings or discussions with representatives of foreign government(s) and/or company(ies).
  - b. When more than one traveler follows the same schedule, only one member of the party needs to report on each meeting or event that took place.
  - c. When appropriate, Part 2 should also include observations, conclusions, speculations and information relating to the safety, health, and security of future travelers.
  - d. Part 2 of the trip report will be used for programmatic purposes and will not be forwarded to OSTI.
  - e. Part 2 of the trip report is to provide actual costs of the trip.
  - f. In addition to the above requirements, trip reports for travel by the Secretary, Deputy Secretary, and Under Secretary must include a justification for any private sector participation in the trip and major accomplishments of the trip.

A reporting cable sent through State Department channels may also serve as Part 2 of a foreign trip report. Security and advance personnel traveling in support of the Secretary, Deputy Secretary, and Under Secretary are exempt from the requirements of Part 2.