

9-AWA-BROADCAST 04/14/2003 02:38 PM
Please respond to Novella Bonds

To:
cc:
Subject: Changes to Foreign Travel Approval Procedures

Effective Monday, April 21, 2003, a new office within API will become responsible for the following foreign travel functions:

1. Non-routine foreign travel packages
2. Passport and visa applications
3. The FAA Annual Foreign Travel Plan
4. Customer assistance on foreign travel matters.

This means that you will no longer submit your travel packages, visa or passport applications, or travel plan entries to the Office of International Aviation (AIA). Instead, you must forward these materials to Novella Bonds, the Foreign Travel Analyst for the Assistant Administrator for International Aviation (API), in room 903 of FOB10A.

The API Foreign Travel Analyst will, in turn, coordinate with AIA when appropriate to obtain the proper approvals for foreign travel packages.

The online Foreign Travel Guidelines (at <http://home.intl.faa.gov>) have been updated and contain current information and instructions. Virtually nothing has changed except the point of contact. As a reminder, the additional interim requirement to enter all foreign travel in the Quick FAA International Travel Tracker (<http://webapps.awp.faa.gov/traveler>; Username: QFITTUSER; Password: NIMBLE) remains in effect until further notice.

If you have any questions about this change, please contact Novella Bonds, API Foreign Travel Analyst, Room 903, telephone number 202-267-7095, fax number 202-267-5025.

ARA EMPLOYEES should additionally follow the guidance below from ASD-500 on 4/02/2003

ARA Employees:

The Assistant Administrator for International Aviation (API-1), Doug Lavin, issued policy guidance to all FAA lines of business providing new international travel approval procedures. This new process is effective immediately and applies to all FAA employees travelling abroad on FAA business.

ARA has asked ASD to ensure the new procedure is accomplished as directed and in a timely manner. Due to the additional steps that must take place for employees traveling on routine and non-routine travel, it is imperative that all Form 1500.1's (Official Foreign Travel Arrangements) are submitted to ASD-500 no later than 2 weeks prior to planned departure. The Form 1500.1's will be used for approval through ARA, for processing country clearances and, once the 1500-1 is approved, for entering the information into the "Quick FAA International Travel Tracker" by ASD-500 as directed

by the new guidance. (Note: If you want to receive a copy of the approved 1500-1, please include your fax number on the completed form.)

ASD-500 (Research and Acquisitions International) will be responsible for entering the data for all ARA employees. Ms. Kim Kitts is the point of contact. We need your cooperation to make this a smooth process. If you have any questions, please contact Kim at (202) 267-7894.

Thanks.

Peggy Gervasi
Acting Chief of Staff
Office of Research and Acquisitions
202-493-4437