



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

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Office of International Affairs  
Washington, D.C. 20201

**To:** Operating Divisions and Staff Division International Representatives

**From:** William R. Steiger, Ph.D. *WRS*  
Special Assistant to the Secretary for International Affairs

**Subject:** Directive Regarding Country Clearance Procedures for  
Department of Health and Human Services (HHS) Staff  
on Temporary Duty (TDY) in the Republic of Kenya

The safety and well-being of all HHS staff that are working abroad is of utmost concern to Secretary Thompson and all of us in the Department. U.S. Embassies are responsible for the security and health of U.S. Government (USG) Full-Time and Temporary Duty (TDY) employees and Foreign Service Nationals (FSNs) abroad. Given the history of terrorist incidents in Kenya, and the current heightened threat environment, the U.S. Department of State is requiring the U.S. Embassy in Nairobi to limit the number of United States Government (USG) TDY employees in Kenya at given time.

USG TDY requests to enter Kenya are limited to the following areas:

- Presidential Initiatives, including the President's Emergency Plan for AIDS Relief (PEPFAR) and humanitarian work in Sudan and;
- The programmatic priorities of the U.S. Embassy in Nairobi, as stated in its Mission Performance Plan.

All TDY requests for country clearance into Kenya from HHS Operating Divisions and Staff Divisions must comply with these guidelines (found at the end of this directive). The U.S. Embassy in Nairobi has asked that local offices and representatives from U.S. Cabinet-level Departments and other agencies screen country-clearance requests to determine whether the requests comply with the above-mentioned guidelines, and advise the Ambassador on a weekly basis. For HHS, our local representative is the Chief of Party for HHS programs in Kenya. (GAP) in Nairobi.

Unnecessary transit travel, non-essential familiarization visits and attendance at non-critical conferences and workshops in Kenya are examples of travel that the U.S. Embassy in Nairobi will continue to turn down. The U.S. Embassy in Nairobi will not approve the hosting of USG-sponsored conferences in Kenya.

**HHS PROCEDURES FOR TDY COUNTRY CLEARANCE IN KENYA, EFFECTIVE IMMEDIATELY FOR HHS STAFF**

Proposed TDY to Kenya:

- All HHS Operating Divisions and Staff Divisions that wish to seek country clearance must send an E-mail to the U.S. Embassy in Nairobi, Kenya, 30 days in advance of submitting a country-clearance cable.
- Travel Managers should send this E-mail at the same time as they submit the electronic Notification of Foreign Travel (NFT) in our HHS NFT System.
- HHS Operating Divisions and Staff Divisions must transmit country-clearance cables as far in advance of travel as possible, but no less than seven (7) working days before a traveler's departure on TDY to Kenya.
- For the traveler to receive clearance, the objectives of the proposed travel must support the current mission priorities and existing programs of the U.S. Embassy in Nairobi, and meet the Embassy's TDY criteria.

Proposed transit which requires leaving the airport in Nairobi, Kenya:

- All HHS Operating Divisions and Staff Divisions whose staff is transiting Jomo Kenyatta International Airport, and who plan to leave the airport for any length of time, (for example, because their onward connecting flight leaves the next day) need to give 30-day advance notice in the form of a country-clearance cable to the U.S. Embassy in Nairobi, Kenya.
- Travel Managers should send this E-mail regarding leaving the airport in Nairobi, Kenya, at the same time as they submit the electronic Notification of Foreign Travel (NFT) in our HHS NFT System.
- All HHS travelers who are transiting through Kenya and who will not leave the airport do not need to seek country clearance.

The Deputy Director for Operations of the HHS office in Kenya, Bill Gallo, will advise HHS agencies whether the anticipated travel meets U.S. Embassy guidelines. Please address E-mail to:

Bill Gallo, Deputy Director for Operations, HHS/Kenya, 'bgallo@cdc.gov'

with a (cc) to: Benta Kamire, Office Manager, HHS/Kenya. 'bkamire@cdcnairobi.mimcom.net'

Further, all HHS staff who are serving abroad are reminded they must register with the U.S. Embassy while on TDY in Kenya, as is the practice for any other foreign TDY.

The Office of the Secretary will continue to work closely with the Department of State to maintain the safety of all HHS staff in Kenya.

Attachment: Summary of U.S. Embassy/Kenya's Mission Performance Plan Goals

## SUMMARY-U.S. EMBASSY MISSION PERFORMANCE PLAN GOALS

The U.S. Embassy in Kenya will judge requests for country clearance for TDY travel against the following goals. HHS agencies and their staff stationed overseas should be familiar with Mission Performance Plan (MPP) goals for Kenya. Strategic Goals 3 and 4 are most relevant to HHS.

<b>Strategic Goal 1-</b>	<b>Democracy and Human Rights</b>
<b>Strategic Goal 2-</b>	<b>Economic Prosperity and Security</b>
<b>Strategic Goal 3- Performance Goal:</b>	<b>Counterterrorism</b> Active Anti-Terrorist Coalitions
<b>Strategy 1:</b>	Strengthen Government of Kenya (GOK) anti-terrorist capability and building political support for fighting terrorism.
<b>Strategy 2:</b>	Strengthen the legal basis for anti-terrorism cooperation.
<b>Strategy 3:</b>	Strengthen the mission security posture to prevent a repeat of the August 1998 terrorist attack on the U. S. Embassy in Nairobi and protect U.S. citizens in Kenya.
<b>Strategic Goal 4-</b>	<b>Humanitarian Response</b>
<b>Performance Goal:</b>	The risk of transmission of HIV, malaria and other infectious diseases is lowered.
<b>Strategy 1:</b>	Promote Kenya HIV prevention efforts.
<b>Tactics:</b>	a.) Focus on support for disease prevention, behavioral change, and community-based care. b.) Continue efforts to link Voluntary Counseling and Testing (VCT) services with enhanced programs for treatment of opportunistic infections and access to anti-retroviral treatment. c.) Use program speakers and provide materials and information to local media and Non-governmental Organizations (NGOs). d.) Continue research on HIV vaccines. e.) Continue active public outreach on HIV/AIDS.
<b>Performance Indicators:</b>	1.) Substantial increases in the number of persons receiving Voluntary Counseling and testing through efforts supported by U.S. Government. 2.) Increases in the average monthly sales of socially marketed condoms. 3.) HIV prevalence in 15-24-year-old pregnant women is reduced.



<u>Strategy 2:</u>	Strengthen the Government of Kenya's ( GOK) ability to provide targeted health services.
<u>Tactics:</u>	<ul style="list-style-type: none"> <li>a.) Strengthen the health reform process as well as financial, logistics and training systems.</li> <li>b.) Conduct research on disease prevalence.</li> <li>c.) Promote appropriate GOB health policies, including GOK allocation of more resources and increased spending for public health care.</li> </ul>
<u>Performance Indicator:</u>	Increase in the Ministry of Health's cost sharing revenue.
Strategy 3:	Reduce malaria related morbidity and mortality through deployment of insecticide treated nets (ITNs).
Tactics:	Work the GOK counterparts to improve ITN coverage.
Linkages:	Performance Indicator: In the areas of Kenya with Malaria, percent of households with at least one net increases. Helping to strengthen GOK's response to AIDS has the potential to prevent adverse consequences for families, communities, the economy and continued development.
<b>Strategic Goal -5</b>	<b>Regional Stability</b>
<b>Strategic Goal – 6</b>	<b>Management and Organizational Excellence</b>