

Major Functional Series 500: Management Services
ADS Chapter 555: CONGRESSIONAL DELEGATIONS

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555.1 Authority

1. [Foreign Assistance Act of 1961](#)
2. International Security Assistance Act of 1978
3. Section 22 ([22 U.S.C. 1754](#)) of [Public Law 95-384](#)
(International Security Assistance Act of 1978, signed into law September 26, 1978)
4. State 242195 (1992)

555.2 Objective

To ensure that visits by a congressional delegation (CODEL), [congressional staff delegation \(STAFFDEL\)](#), or very important person/official (VIP) to a USAID mission are informative, well organized, and fulfilling.

555.3 Responsibility

1. Bureau for Legislative and Public Affairs (LPA) is responsible for coordinating all communications between the congressional delegation (CODEL), congressional staff delegation (STAFFDEL), or very important person/official (VIP) and the USAID mission visited.
2. The USAID Mission visited by the CODEL, STAFFDEL, or VIP is responsible for organizing and planning the visit according to the objectives and requests of the visitor(s) and for transmitting all communications with the visitor(s) through LPA.

555.4 Definitions (See [ADS GLOSSARY](#))

CONGRESSIONAL DELEGATION (CODEL)
CONGRESSIONAL STAFF DELEGATION (STAFFDEL)
VERY IMPORTANT PERSON (VIP)

555.5 POLICY

The following are the official Agency policies and corresponding essential procedures:

555.5.1 CLEARANCE OF COMMUNICATIONS BETWEEN MISSION AND DELEGATION

Bureau for Legislative and Public Affairs (LPA) shall clear all incoming and outgoing communications on visits by a [congressional delegation \(CODEL\)](#), a congressional staff delegation (STAFFDEL), or a very important person/official (VIP).

E555.5.1 Clearance of Communications between Mission and Delegation - N/A

555.5.2 CONGRESSIONAL DELEGATIONS

USAID missions shall, in coordination with LPA, organize and implement visits by congressional delegations (CODEL), congressional staff delegations (STAFFDEL), or very important persons/officials (VIP) to USAID missions, and ensure that those visits are informative and fulfilling for the visitors.

USAID missions visited shall also assign a control officer to oversee the visit who, upon the completion of the visit, provides a written report on the visit to LPA.

E555.5.2 Congressional Delegations

Notification of Visit: Upon notification of a CODEL, STAFFDEL, or VIP visit related to USAID activities, LPA shall notify the relevant country desk(s) and coordinate notification to the mission(s), oral briefing of the delegation, and submission of written material to the visitor(s) as appropriate.

When a country desk or other USAID official outside LPA, either in Washington or in the field, receives notification of an upcoming CODEL, STAFFDEL, or VIP visit before LPA, the desk or official shall notify LPA immediately.

Scheduling of Visit: Upon notification of a CODEL, STAFFDEL, or VIP visit, the USAID Mission to be visited shall determine the objectives of the visit and develop a schedule based upon the objectives and the specific desires and requests of the visitor(s) (e.g., field trips involving spending the night away from the capital city or other major urban area, meetings with host government officials to be arranged through the embassy, activities for traveling spouses, etc.).

In developing the schedule, the mission shall not plan activities, either official or social, in such a way as to leave little or no time for rest. Every schedule shall have some free time during which

nothing is planned. Additional activities can be added at the last minute if the visitor(s) so desires.

In developing the schedule, particularly if the visit is one of general oversight or familiarization, the USAID mission shall not attempt, through briefings or on-site visits, to educate the visitor(s) as to every facet of the country program. The mission shall provide site inspections and briefings which are the most demonstrative. Written materials, which can be absorbed at the discretion of the visitor(s), can supplement and provide insight into the overall picture.

E555.5.2a Assignment of Mission Officer(s)

Upon notification of a CODEL, STAFFDEL, or VIP visit, the USAID mission to be visited shall designate a control officer and escort officer as appropriate.

There shall be one escort officer or control officer assigned to the visitor(s) for the entire stay. This individual must be knowledgeable of the overall country program and objectives and able to answer questions about the total program. This individual must also have broad knowledge of the host country and ability to speak the language.

E555.5.2b Visit Oversight

There shall be one person, either the escort officer or, preferably, a control officer, responsible for details of the entire visit. In addition to developing the schedule and making all necessary arrangements for its implementation, the control officer must make every effort to leave the visitor(s) as free of travel details as possible. This include, for example:

- 1) Meeting the plane and assisting with immigration, baggage claim and customs;
- 2) Personally checking all hotel rooms immediately prior to arrival; and
- 3) Reconfirming departure travel arrangements and assisting with departure itself.

E555.5.2c Content of Visit

In visits of this type (CODEL, STAFFDEL, or VIP), the USAID mission shall make the visit worthwhile from a substantive point of view. It must provide assistance to the visitor(s) to keep the visit as trouble free as possible from the many inconveniences of travel. It must try to present a realistic view of life in the country for both the native populace and USAID/embassy employees stationed there. Above all, the visitor(s) must be presented with as open and honest a picture of the host country and USAID's program there as possible.

E555.5.2d Materials for Mission Visitors

USAID program and country information is provided to the visitor(s) by USAID/Washington before departure. In addition, the following materials must be available for each visitor upon his or her arrival in the country:

- 1) A schedule of events during stay;
- 2) The names, addresses, and telephone numbers of major mission and embassy personnel, including biographical information of the Ambassador and Mission Director;
- 3) Emergency telephone numbers at the embassy and mission;
- 4) Up-to-date currency exchange rate;
- 5) A brief description of the host country--political, economic, social, historical--including a country map.
- 6) Current USAID country program;
- 7) A description of each project to be visited, with names and titles of host country representatives to be in attendance;
- 8) Lists of invitees (with their titles) for all social functions;
- 9) Suggested dress for various activities and mention of any social or cultural mores which must be observed; and
- 10) A short list of restaurants, shops, and other points of interest the visitor(s) may wish to visit independently during free time.

E555.5.2e Report on Visit

Immediately upon departure of the CODEL, STAFFDEL, or VIP, the USAID mission shall forward to LPA, by e-mail or cable, a summary of the visit and, by memorandum, details of the visit. The following points must be covered in the report on the visit issued by the mission visited:

- 1) Activities of the CODEL, STAFFDEL, or VIP during visit;
- 2) CODEL, STAFFDEL, or VIP comments on USAID mission operation;
- 3) Projects and problems in which great interest was shown;
- 4) Projects or aspects of the USAID program which were particularly appreciated or were questioned or criticized;
- 5) CODEL, STAFFDEL, or VIP comments on domestic situation in the United States and U.S. relations with the region visited;
- 6) Visitor(s) comments on USAID-related issues in other countries visited;
- 7) Mutual impact of visit concerning USAID matters on CODEL, STAFFDEL, or VIP and of CODEL, STAFFDEL, or VIP visit on the country;
- 8) Press coverage of visit relating to USAID matters; and
- 9) Listings of reports and briefing materials given visitors.

555.5.3 FUNDING OF CONGRESSIONAL DELEGATIONS

Expenses for travel, per diem, and related costs for congressional delegations traveling abroad on official business are funded under the provisions of Section 22 (**See [22 U.S.C. 1754](#)**) of Public Law 95-384 (International Security Assistance Act of 1978, signed into law September 26, 1978) governing the use of foreign currency; and pertinent sections of other federal statutes.

USAID missions shall continue to host congressional delegations as instructed by USAID/Washington. Control officers, however, must coordinate with the Department of State embassy budget and fiscal officers for the payment of per diem and within-country expenses for congressional delegations in accordance with instructions set forth in State 242195 (1992) to all U.S. embassies.

E555.5.3 Funding of Congressional Delegations - N/A

555.6 Supplementary Reference - N/A

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