

Reclamation Manual

Directives and Standards

Subject: Reclamation's International Affairs Program

Purpose: Reclamation will make its expertise in water resources management available to further U.S. foreign policy, enhance public health in developing countries, restore the environment, support U.S. private sector participation in the international marketplace, and obtain improved technology for the benefit of Reclamation water users and the United States.

Authority: The authority for Reclamation to provide services to the Agency for International Development (USAID) is Part I of Public Law 87-195 (Foreign Assistance Act). The authority for technical assistance other than USAID programs is Section 607 of Part III of the Foreign Assistance Act. Authority to accept foreign visitors and trainees other than those sponsored by USAID is provided by Public Law 80-402 (U.S. Information and Educational Exchange Act of 1948) and Public Law 87-256 (Mutual Educational and Cultural Exchange Act of 1961).

Contact: International Affairs Group, W-1520
International Affairs Team, D-1520

1. International Affairs Program.

A. **Scope.** Reclamation's International Activities include, but are not limited to: (1) Training Activities, (2) Technical Assistance, (3) Technical Information Exchange, (4) Cooperative Science and Technology Exchange Activities, and (5) Non-Reimbursable Activities. (See International Affairs Handbook for detailed information on specific aspects of the Program, foreign assignments and foreign travel requirements.)

B. **Organization and Responsibilities.** The International Affairs Group (Group) in the Office of the Commissioner is responsible for carrying out policy and providing administration and oversight of Reclamation's International Affairs Program as well as for the coordination and oversight of all international technical assistance and cooperative activities.

The International Affairs Team (Team) in Denver is responsible for coordination and preparation of all training and visitor programs in the U.S. The Team is also responsible for administration of all technical information exchange activities.

C. **Financing.** Costs for technical assistance and training under the International Affairs Program are reimbursed to Reclamation. Official visitors programs (one

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day or less), technical information exchange, cooperative science and technology exchange activities, and general inquiries are largely non-reimbursable.

2. **International Training Activities.** Reclamation may accept trainees referred by other agencies of the U.S. Government, foreign government agencies, or international organizations such as the United Nations or the World Bank. Official visitors may be hosted by Reclamation for programs one day or less in duration.
3. **Technical Assistance.** Reclamation may provide technical assistance to a foreign government counterpart agency or international organization. Technical assistance may take place either in the host country or in the U.S. All technical assistance activities require an authorizing document. Responsibility for the negotiation of all agreements rests with the Group. The decision to commit Reclamation resources requires the approval of the Commissioner and the State Department, as appropriate.
4. **Technical Information Exchange.** Dissemination of technical information by Reclamation and translations shall be in conformance with current policies and objectives as set forth in the International Affairs Handbook.
5. **Cooperative Science and Technology Exchange Activities.** Cooperative exchange activities are those in which Reclamation and a counterpart foreign agency engage in a jointly approved technical program in which each agency covers its own costs and derives mutual benefits from the program.
6. **Non-Reimbursable Activities.** There are some components of Reclamation's International Affairs Program which are to support the domestic program and are non-reimbursable. These include:
 - A. Conducting technical information exchange.
 - B. Undertaking cooperative science and technology exchange activities.
 - C. Processing travel for Reclamation employees to attend international meetings and conferences.
 - D. Receiving official visitors.
 - E. Responding to general inquiries.
 - F. Setting policy and administering the non-reimbursable components of the International Affairs Program.

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(See International Affairs Handbook for further details on these activities.)

7. **International Travel Requirements.** Departmental approval is required for all international travel. The Departmental Manual (347 DM 7.1) describes the policies for international travel for all employees of the Department of the Interior. Additional requirements include obtaining an official passport, entry visa from the country or countries to be visited, and country clearance from the American Embassy as well as preparing a trip report at the conclusion of the travel.