

Reclamation Manual

Directives and Standards

Subject:	Reclamation's International Affairs Program
Purpose:	The purpose and benefit of this Directive and Standard (D&S) are to establish the requirements and responsibilities for participating in International Activities within the Bureau of Reclamation.
Authority:	Foreign Assistance Act (Pub. L. 87-195, §§ 607, 627-630 and 632b, 75 Stat. 424, as amended); United States Information and Educational Exchange Act of 1948 (Pub. L. 80-402; 62 Stat. 6); Mutual Educational and Cultural Exchange Act of 1961 (Pub. L. 87-256; 75 Stat. 527)
Approving Official:	Deputy Commissioner – Operations
Contact:	Program Manager, Native American and International Affairs Office, 96-43000

1. **Introduction.** Reclamation will make its expertise in water-resource management available to: further US foreign policy; enhance public health and promote sustainable development in developing countries; support US private-sector participation in the international marketplace; provide a venue to exchange technical information and expertise; and obtain improved technology for the benefit of Reclamation water users and the United States.
2. **Applicability.**
 - A. This D&S applies to all Reclamation staff involved with international programs, assistance, and activities.
 - B. Reclamation's international activities include, but are not limited to: (1) technical assistance, (2) technical training and visitors programs, and (3) technical cooperation and technology exchange.
3. **Definitions - State Department.** The Department of State or State Department is the lead foreign affairs agency responsible for formulating and implementing US foreign policy.
4. **Responsibilities.**
 - A. **Native American and International Affairs Office (NAIAO).** NAIAO is responsible for developing and carrying out policy and providing administration, coordination, and oversight of Reclamation's international activities, including:
 - (1) coordination and preparation of all training and visitor programs involving foreign personnel traveling to and within the United States;
 - (2) coordination and preparation of training and technical assistance involving Reclamation personnel overseas;

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- (3) processing travel requests, including obtaining official passports, visas and country clearances; and
 - (4) preparing and submitting reports on Reclamation's international activities.
- B. Reclamation Supervisors.** Reclamation supervisors are responsible for submitting travel-approval requests to NAIAO for any international travel by their direct subordinates.
- C. Reclamation Employees.** Reclamation employees are responsible for:
- (1) notifying NAIAO when they receive a direct request to engage in any international activity, including hosting one or more foreign personnel at a Reclamation office or facility;
 - (2) notifying NAIAO in advance of all plans to travel abroad, including day trips to Canada, Mexico, or any other country;
 - (3) working through NAIAO to obtain all internal and Department of the Interior approvals, official passports, visas, and country clearances required for international travel;
 - (4) completing required training (e.g., High-Threat Security Training);
 - (5) complying with the Department's directive on security requirements and use of electronics on International Travel (Office of the Chief Information Officer Directive 2013-003);
 - (6) complying with all applicable ethics and other rules during international travel;
 - (7) returning official passports to NAIAO for secure storage at the conclusion of each international trip; and
 - (8) submitting a summary trip report to NAIAO after each international trip.
5. **Financing.** Costs for technical assistance and training under the International Affairs Program are reimbursed to Reclamation. Official visitors programs that last 1 day or less are non-reimbursable. Visits exceeding 1 day are reimbursable unless there are recognizable benefits to be derived by Reclamation or the United States. Technical information exchanges, cooperative science and technology exchange activities, and general inquiries are non-reimbursable unless Reclamation and its counterpart(s) agree to reimbursement for Reclamation's participation.
6. **Technical Assistance.** Reclamation may provide technical assistance to a foreign government counterpart agency or international organization either in the host country or in the United States. All technical-assistance activities require an authorizing document.

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Responsibility for the negotiation of all agreements rests with NAI/O. Each technical-assistance program is designed to address the specific needs of the requesting agency and all costs are fully reimbursable to Reclamation. The decision to commit Reclamation resources is made in coordination with appropriate Reclamation leadership and the Department of State, as appropriate.

7. **Technical Training and Visitors.**

- A. Reclamation provides reimbursable technical training and technical visitors programs for foreign visitors. Training programs are tailored to fit each request and vary in length from 2 days to as long as 1 year, usually combining office assignments and field visits or study tours to Reclamation's Denver, regional, and area offices. Reclamation also provides technical seminars and workshops. These are a mechanism to provide programs to a large number of trainees.
- B. Visitor requests are received from the Department of State, World Bank, foreign governments, and other international organizations. These visits are non-reimbursable if they are limited to 1 day or less. Visits exceeding 1 day are reimbursable unless there are recognizable benefits to be derived by Reclamation or the United States.

8. **Technical Cooperation and Technology Exchange.** Reclamation periodically seeks to improve the technical capabilities of its personnel by participating in formal cooperative science and technology exchange programs with other countries. For these programs, 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. In addition, more informal activities, such as attendance by Reclamation employees at various meetings, conferences, and other forums, are used to improve the technical capabilities of its personnel. These activities are non-reimbursable unless Reclamation and its counterpart(s) agree to reimburse Reclamation for its participation.

9. **Non-Reimbursable Core Activities.** There are some components of Reclamation's International Affairs Program that support Reclamation's domestic program and are non-reimbursable. These include:

- A. responding to general inquires;
- B. processing travel for Reclamation employees traveling internationally for any purpose, such as performing equipment inspections, participating in transboundary international meetings, and attending conferences; and
- C. setting policy and administering components of the International Affairs Program.

10. **International Travel Requirements.** The Departmental Manual (347 DM) describes the policies for general travel guidelines for all employees of the Department. The Department's Foreign Travel Certification Form (DI-1175) is required for each international

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trip, except for Canada and trips to any foreign destination that do not involve an overnight stay. Additional requirements include obtaining an official passport, entry visa from the country or countries to be visited, country clearance from the Department of State, and personal electronic device clearance, as well as preparing a trip report at the conclusion of the travel. Reclamation personnel need to work through NAIAO to accomplish these requirements.

11. **Additional Information.** For more information on Reclamation's International Affairs Program, see the International Affairs Web site on Reclamation's Intranet.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____