

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Reclamation's International Affairs Program
<b>Purpose:</b>	The purpose of this Directive and Standard (D&S) is to establish the requirements and responsibilities for participating in International Activities within the Bureau of Reclamation and the benefits of this D&S are to improve internal and external collaboration and communication and consistency in implementing international program activities.
<b>Authority:</b>	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)
<b>Approving Official:</b>	Deputy Commissioner – Operations
<b>Contact:</b>	Program Manager, Native American and International Affairs Office (NAIAO) (96-43000)

1. **Introduction.** Reclamation will make its expertise in water-resource management available to: further United States foreign policy; enhance public health and promote sustainable development in developing countries; support United States 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. **Technical Assistance and Technical Training Programs.** Reclamation staff may provide technical assistance and technical training programs to a foreign government counterpart agency or international organization either in the host country or in the United States. The decision to commit Reclamation resources is made in coordination with appropriate Reclamation leadership and the Department of State, as appropriate.
  - A. All technical-assistance and technical training programs require an authorizing agreement. NAIAO will negotiate agreements and provide oversight to include the coordination and preparation of the program, foreign personnel traveling to and within the United States, and Reclamation staff traveling overseas.

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- B. Each technical assistance and technical training program must be designed to address the specific needs of the requesting agency and all costs must be fully reimbursable to Reclamation.
  - C. NAIAO, through Reclamation employees will provide technical seminars, workshops and study tours. These are a mechanism to provide programs to a large number of trainees.
4. **Visitors.** Reclamation employees provides technical visitor programs for foreign visitors. Requests are received from the Department of State, World Bank, foreign governments, and other international organizations.
- A. Reclamation employees must notify 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.
  - B. These visits are tailored by Reclamation employees to the request and are non-reimbursable if they are limited to 1 day or less. Visits exceeding 1 day are considered to be reimbursable.
5. **Technical Cooperation and Technology Exchange.** Reclamation periodically seeks to improve the technical capabilities of its employees by participating in formal cooperative science and technology exchange programs with other countries.
- A. For these programs, Reclamation and a counterpart foreign agency engage in a jointly approved technical program in which each agency must cover its own costs to derive mutual benefits from the program.
  - B. Informal activities, such as attendance at meetings, conferences, and other forums, must be non-reimbursable unless Reclamation and its counterpart(s) agree to reimburse Reclamation for its participation.
6. **International Travel Requirements.** The Departmental Manual (347 DM) describes the policies for general travel for all employees of the Department.
- A. The Department's Foreign Travel Certification Form (DI-1175) is required for each international trip, except for Canada and trips to any foreign destination that do not involve an overnight stay.
  - B. Reclamation employees who travel internationally must:
    - (1) notify NAIAO in advance of all plans to travel abroad, including day trips to Canada, Mexico, or any other country;

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- (2) work through NAIAO to obtain all internal and Department of the Interior approvals, official passports, visas, and country clearances from the Department of State required for international travel;
  - (3) complete required training (e.g., High-Threat Security Training);
  - (4) comply with the Department's directive on security requirements and use of electronics on International Travel (Office of the Chief Information Officer Directive 2013-003);
  - (5) comply with all applicable ethics and other rules during international travel;
  - (6) return official passports to NAIAO for secure storage at the conclusion of each international trip; and
  - (7) submit a summary trip report to NAIAO after each international trip.
- C. Reclamation supervisors must submit travel-approval requests to NAIAO for any international travel by their direct subordinates.
7. **Non-Reimbursable Core Activities.** There are some components of Reclamation's International Affairs Program that support Reclamation's domestic program and must be 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.
8. **Additional Information.** For more information on Reclamation's International Affairs Program, see the International Affairs Web site on Reclamation's Intranet.
9. **Definitions.** See NIA P01 for definitions applicable to this D&S.
10. **Review Period.** The originating office will review this release every 4 years.

## 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: \_\_\_\_\_