

## USG Travel to Taiwan

The policy on official travel by U.S. Government employees to Taiwan, as described in the attached memorandum of November 12, 1982, remains current. The two essential rules for such travel are:

- Travel must be essential for USG business that cannot be accomplished by any other means;
- Traveler must be at the "working level" (generally interpreted as office director or below).

Deviation from this policy is approved by the Assistant Secretary or Deputy Assistant Secretary for East Asian and Pacific Affairs only. Exceptions in the past have been rare and limited almost exclusively to trade related activities.

Except as escorts for Congressional delegations, members of the U.S. armed forces are not permitted to make official trips to Taiwan. See "Military" Tab for rules on DOD travel.

USG employees who travel to Taiwan do so as consultants to AIT/T and must use regular tourist passports only.

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5/26/87

UNCLASSIFIED  
Department of State

OUTGOING  
TELEGRAM

PAGE 01 STATE 178470  
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APPROVED BY EA/RA/TC: JJTKACIK

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FM SECSTATE WASHDC  
TO AMEMBASSY MOSCOW

UNCLAS STATE 178470

E. O. 12065: N/A

TAGS: OVIP, OTRA

SUBJECT: NOTIFICATION OF FOREIGN TRAVEL TO TAIWAN

REF: MOSCOW 10124

FOLLOWING IS A REPEAT  
QUOTE

R 172220Z MAR 79  
FM SECSTATE WASHDC -- STATE 066586

1. FOLLOWING IS GUIDANCE GOVERNING TRAVEL TO TAIWAN BY ALL USG OFFICIALS, INCLUDING THOSE SERVING ABROAD.
2. EFFECTIVE IMMEDIATELY, OFFICIAL TRAVEL TO TAIWAN BY ANY MEMBER OF THE U. S. GOVERNMENT REQUIRES PRIOR DEPARTMENT OF STATE CONSENT. UNDER A STANDING AGREEMENT WITH THE NSC, THE DEPARTMENT WILL CONSULT AS NECESSARY WITH THE NATIONAL SECURITY COUNCIL IN REACHING ITS DECISIONS.
3. REQUESTS FOR TRAVEL CLEARANCE SHOULD CONTAIN A DETAILED RATIONALE FOR THE VISIT, INCLUDING REASONS WHY THE FUNCTION CANNOT BE CARRIED OUT IN THE UNITED STATES, OR THROUGH THE AMERICAN INSTITUTE IN TAIWAN, OR BY NON-GOVERNMENT CONTRACTORS. PLEASE FORWARD CLEARANCE REQUESTS AT LEAST TWO WEEKS IN ADVANCE.
4. USG OFFICIALS OF ASSISTANT SECRETARY LEVEL AND MILITARY OFFICERS OF THREE OR FOUR STAR FLAG OR GENERAL OFFICER RANK SHOULD INFORM THE STATE DEPARTMENT IN ADVANCE OF THEIR PLANS FOR PRIVATE (PRIVATE UNDERSCORED) VISITS TO TAIWAN. PERSONNEL BELOW THESE LEVELS MAY TRAVEL TO TAIWAN FOR PERSONAL REASONS WITHOUT NOTIFYING THE STATE DEPARTMENT. PERSONS ON PRIVATE VISITS SHALL NOT CONDUCT OFFICIAL BUSINESS NOR CONTACT THE LOCAL AUTHORITIES IN AN OFFICIAL CAPACITY WHILE ON TAIWAN.
5. THE PROVISIONS OF THIS DIRECTIVE WILL APPLY TO DOD PERSONNEL BEGINNING MAY 1, 1979. PRIOR TO MAY 1, DOD TRAVEL CLEARANCE FOR TAIWAN WILL BE HANDLED UNDER EXISTING DOD CLEARANCE PROCEDURES. VANCE UNQUOTE CHRISTOPHER

UNCLASSIFIED



DEPARTMENT OF STATE

Washington, D.C. 20520

79037.11

TRVL

February 27, 1979

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MEMORANDUM TO: Distribution List

FROM: Peter Tainoff, Executive Secretary  
Department of State

SUBJECT: Notification of Foreign Travel to Taiwan

Effective March 1, official travel to Taiwan by any member of the U.S. Government requires prior Department of State consent. Under a standing agreement with the NSC, the Department will consult as necessary with the National Security Council in reaching its decisions.

For your convenience, I attach copies of the Department's earlier instructions for obtaining clearance for travel at the Assistant Secretary level and above. Please follow the same procedures for all travelers to Taiwan.

Requests for travel clearance should contain a detailed rationale for the visit, including reasons why the function cannot be carried out in the United States, or through the American Institute in Taiwan, or by non-government contractors. Please forward clearance requests at least two weeks in advance.

USG officials of Assistant Secretary level and military officers of flag or general officer rank should inform the State Department in advance of their plans for private visits to Taiwan. Personnel below these levels may travel to Taiwan for personal reasons without notifying the State Department. Persons on private visits shall not conduct official business nor contact the local authorities in an official capacity while on Taiwan.

The provisions of this directive will apply to DOD personnel beginning on May 1, 1979. Prior to May 1, DOD travel clearance for Taiwan will be handled under existing DOD clearance procedures.



DEPARTMENT OF STATE

- Washington, D.C. 20520

MEMORANDUM

June 14, 1978

TO: Distribution List

SUBJECT: Notification of Foreign Travel

The President's memorandum of December 27, 1977 and my subsequent memorandum of January 5, 1978, supercede the attached Passport Office directive of July 29, 1977, which indicates that "Notification of Travel" forms on all government employees should be sent directly to Department of State regional desks. Current guidelines require that only officials at the Assistant Secretary level and above or the equivalent notify this Department of intended foreign travel and that these notifications be routed to the Executive Secretariat. It is not necessary to send separate notification to the Passport Office or the regional desks.

Procedures concerning the issuance of no-fee passports as outlined in the July 29 Passport Office directive remain unchanged.

I would appreciate your conveying these guidelines to all those administering foreign travel within your agency. In addition, a revised form for use in notifying the Department of travel is attached to this memorandum.

  
Peter Tarnoff

Executive Secretary

Attachments:

1. President's Memorandum of December 27
2. Procedural guidelines for Notification of Foreign Travel dated January 5
3. New Notification Form
4. Memorandum of July 29, 1977, concerning travel and no-fee passports



DEPARTMENT OF STATE

Washington, D.C. 20520

January 5, 1978

TO: Distribution List

FROM: Peter Tarnoff  
Executive Secretary  
Department of State

SUBJECT: Notification of Foreign Travel

Following up on the President's memorandum of December 27 to the heads of executive departments and agencies, I am enclosing a standard form for your use in notifying this Department of travel by senior administration officials. The Department will do its best to respond to requests within five working days of receipt of notification.

If there is insufficient time to provide written notification, your office may give the required information by phone to the Office of the Director of the Secretariat Staff (tel. 632-0318). We ask, however, that you strictly limit these phone requests to those cases where time is insufficient to submit a written notification. Our Executive Secretariat will respond to you first by phone and then in writing using the attached form.

The Department will use interagency mechanisms whenever appropriate in reviewing these travel plans. In the case of proposed travel to the Soviet Union, the Department will refer the proposal to the Interagency Coordinating Committee for US-Soviet Affairs (ICCUSA) for interagency consultation as appropriate and for decision.

Attachments:

Standard Form  
Distribution List

DATE \_\_\_\_\_

TO: Executive Secretariat  
Room 7241  
Department of State

FROM:

SUBJECT: Notification of Foreign Travel

Traveler's Name and Title:

Date of Travel:

Cities/Countries to be Visited:

Purpose:

Anticipated Contact with Foreign Officials:

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DATE \_\_\_\_\_

TO: (Notifying Agency to fill in complete return address and  
telephone number of contact person)

ATTN:

\_\_\_\_\_ The Department of State has no objection to this travel.

\_\_\_\_\_ Remarks:

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L. Paul Bremer, III  
Executive Secretary

## memorandum

JUL 29 1977

TO: Lynn M. Peterson, Jr., Acting Deputy Director  
Passport Office

FROM: Passport Procedures - Distribution of No-Fee Passport Authorizations  
and Notification of Travel Forms

TO: ALL U.S. Government Agencies  
International Travel Coordination Offices

The Official Travel Section of the Passport Office has conducted a survey to improve its workflow procedures. As a result of this survey, the routing of "Notification of Travel" forms through the Passport Office has been determined to be unnecessary and wasteful of manpower. In the past, the Department of State asked that each Federal Agency inform the appropriate country officer of the Department of intended travel of their personnel. Under the procedure established to assure this, the Passport Office has received these notices with passport applications, and upon approval of subsequent official travel and has routed a copy to the country officers.

Effective immediately, the routing of these "Notification of Travel" forms to the Passport Office is to be discontinued. In concurrence with the geographic area directorates, these forms are to be sent directly to the appropriate office within the Department of State. There is attached a routing list, giving the names of those countries which require notifications, their area designations and room numbers within the Department.

This new routing procedure will eliminate the unnecessary "middleman" role now performed by the Passport Office.

Please note that this is to affect only "Notifications of Travel." Two copies of letters of authorization required for the issuance of a no-fee passport (and for amendment of a passport or for withdrawal of a passport from our files) must still accompany all such requests. AUTHORIZATION PROCEDURES ARE UNCHANGED BY THIS MEMORANDUM.

Attachment: As stated

AF/EC  
ROOM 3517  
DEPARTMENT OF STATE  
WASHINGTON, D. C. 20520

ALGERIA

BENIN (DAHOMEY)

BOTSWANA

CAMEROON

CENTRAL AFRICAN EMPIRE

CHAD

COMOROES

ETHIOPIA

EQUATORIAL GUINEA

GABON

GHANA

GUINEA

GUINEA-BISSAU

IVORY COAST

KENYA

LESOTHO

LIBERIA

LIBYA

MADAGASCAR

MALAWI

MALI

MAURITIUS

MOROCCO

MOZAMBIQUE

NAMIBIA

NIGER

NIGERIA

RWANDA

SENEGAL

SIERRA LEONE

SIERRA LEONE

SOUTH AFRICA

SUDAN

SWAZILAND

TANZANIA

TOGO

TUNISIA

UGANDA

UPPER VOLTA

ZAIRE

ZAMBIA



EA/EK  
ROOM 4315  
DEPARTMENT OF STATE  
WASHINGTON, D. C. 20520

AUSTRALIA

BURMA

CHINA

INDONESIA

JAPAN

KOREA

LAOS

MAYLASIA

NEW ZEALAND

EUR/EE  
ROOM 5220  
DEPARTMENT OF STATE  
WASHINGTON, D. C. 20520

BULGARIA

CZECHOSLOVAKIA

HUNGARY

POLAND

ROMANIA

YUGOSLAVIA

SOVIET UNION

NEA/EK  
ROOM 4249  
DEPARTMENT OF STATE  
WASHINGTON, D. C. 205

AFGHANISTAN

BAHREIN

BANGLADESH

CEYLON

CYPRUS

GREECE

INDIA

IRAN

ISRAEL

JORDAN

KUWAIT

LEBANON

ARA/LA  
ROOM 3906  
DEPARTMENT OF STATE  
WASHINGTON, D. C. 20520

ARGENTINA

BARBADOS

BOLIVIA

BRAZIL

BRITISH HONDURAS

CHILE

COLOMBIA

COSTA RICA

DOMINICAN REPUBLIC

ECUADOR

EL SALVADOR

GUATEMALA

GUYANA

HAITI

HONDURAS

JAMAICA

MEXICO

NICARAGUA

PANAMA

PARAGUAY

PERU

TRINIDAD AND TOBAGO

URUGUAY

VENEZUELA

<u>Treasury</u>	<u>Curt Essler</u> Acting Executive Secretary	566-2269
<hr/>		
<u>Defense</u>	<u>Adm. Thor Hanson</u> Military Assistant to the Sec.	695-5261
	INEC: Major Wilabee OAS/ISA, Pentagon, Rm. 4E821	
 <u>Army, Navy, Air Force</u> (Travel requests sent through Defense)		
<u>Attorney General</u>	<u>Perry Adamson</u> Special Assistant to Att. Gen.	739-3991
<u>Interior</u>	<u>Charles M. Parrish</u> Executive Assistant to Sec.	343-7357
<u>USDA</u>	<u>Lee C. Corcoran</u> Executive Assistant to Sec.	447-5538
<u>Commerce</u>	<u>Isabel Hyde</u> Executive Assistant to Sec.	377-2113
<u>Labor</u>	<u>Paul Jensen</u> Executive Assistant	523-8231
<u>HEW</u>	<u>Rick Cotton</u> Executive Assistant	245-9098
<u>HUD</u>	<u>Donna Wolf</u> Director, Executive Secretariat	755-7654
<u>Transportation</u>	<u>Linda Smith</u> Executive Assistant to Sec.	426-4277
<u>Energy</u>	<u>Carol Gorry</u> Executive Assistant	252-5777
<u>ACTION</u>	<u>James Duke</u> Executive Officer	254-7264

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