



# U.S. Department of Agriculture

## Personnel Security Bulletin #06-03, Subject: Security Clearance Confirmation for International Travel

United States  
Department of  
Agriculture

Issue:

This Bulletin clarifies when foreign travel coordinators or other authorized agency officials must confirm security clearances of employees and non-employees scheduled for international travel. In addition, specific guidance on confirming clearances and travel cable wording is provided. The Foreign Agricultural Service (FAS) has approved this Bulletin.

Office of the  
Assistant  
Secretary  
For Administration

Office of  
Procurement and  
Property  
Management

Date Issued:

January 12, 2006

Effective Date:

January 12, 2006

Personnel and  
Document Security  
Division  
Mail Stop 9305

Scope and Effect:

This is an internal advisory document for use by USDA personnel involved in scheduling and approving international travel.

1400  
Independence  
Avenue SW

Supercession:

None

Washington, DC  
20250-9305

Background:

Some foreign travel coordinators are requesting confirmation that employees do not hold security clearances. Unless notified otherwise, security clearances are not required for employees to engage in official foreign travel. Thus, record checks to confirm the lack of a security clearance are unnecessary.

Procedure:

When employees state they do not have security clearances, no further action is needed. For example, several employees are traveling to Ottawa, Canada, to attend a meeting on Canadian beef exports to the U.S. If the employees inform the foreign travel coordinators that they do not have security clearances, coordinators should simply show on the travel request, "Security Clearance Level: No security clearance."

However, when employees state that they have security clearances, coordinators must confirm the clearances with the Personnel and Document Security Division (PDSB). **(FAS coordinators must confirm FAS clearances through the FAS Security Office/Compliance Review Staff (CRS).** For example, several employees are traveling to Kabul, Afghanistan, to attend a meeting on U.S. agricultural assistance. The employees state they have Secret clearances. The clearances must be confirmed with PDSB (or FAS Security Office/CRS for FAS staff) prior to travel.

Foreign travel coordinators may confirm security clearances by emailing Susan Gulbranson, Chief, Personnel Security Branch, PDSB, at: [susan.gulbranson@usda.gov](mailto:susan.gulbranson@usda.gov) with a carbon copy to [martin.brumbach@usda.gov](mailto:martin.brumbach@usda.gov). Coordinators must provide the names, social security numbers, and security clearance level travelers state they

hold. PDSB will confirm the security clearances in a reply email.

Foreign travel coordinators must show the following clearance information on the travel request cable going to the destination country embassy and relevant consulates: (1) date clearance was confirmed, (2) whether PDSB or CRS confirmed the clearance, and (3) level of clearance. For example:

“Security Clearance Level: On January 16, 2006, USDA’s Personnel and Document Security Division (or FAS CRS) confirmed that John Doe holds a Top Secret security clearance.”

FAS will certify to the Department of State the clearance levels of employees and non-employees preparing for international travel. Except in the case of emergencies, confirmation requests must be received by PDSB or CRS at least 30 calendar days prior to travel.

PDSB Actions: PDSB will periodically review the above procedures to ensure agencies are receiving timely confirmation of security clearances.

Further Information: Contact Susan Gulbranson or Marty Brumback on (202) 720-7373.

/s/

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Personnel and Document Security Division