

# COUNTRY CLEARANCE CABLE (CCC)

## What is a **Country Clearance Cable (CCC)**?

They are official government messages transmitted by the State Department Communication Center to U. S. embassies and selected United States Government (USG) agencies overseas. The ambassador assigned to an embassy reports directly to the President through the Secretary of State, and as Chief of Mission, has authority over all U. S. executive branch personnel (including contractors), except for those under a U. S. area military commander. The CCC is a mechanism of keeping the ambassador informed of USG personnel conducting official business and the purpose of the visit in his/her assigned country. Also, in case of emergencies, the ambassador had the responsibility of locating and assisting USG personnel in his/her assigned country.

Why is a **CCC** necessary? In a Letter of Instruction, from President George W. Bush to Chiefs of Mission at all United States Embassies worldwide, it requires country clearance for all DOE federal and contractor personnel traveling to both sensitive and non-sensitive countries. The DOE Foreign Travel Board questioned the applicability of the Department of State's (DOS) requirement to their contractors traveling to non-sensitive countries, citing concerns about the increased administrative burden associated with processing additional country clearances. DOS issued a written policy clarification, which confirms the applicability of the requirement to DOE contractors. The clarification states “ **Recognizing the roles played by DOE contractors on behalf of the U.S. Government, it is the opinion of the Department of State that DOE must assure that a country clearance is requested and received for all DOE federal and contractor employees prior to initiating official foreign travel in accordance with Paragraphs 9 and 16 of the Letter of Instruction.**”

The CCC process plays a vital role in ensuring the safety and security of all DOE personnel, federal and contractor, engaged in official foreign travel. The CCC approval serves as an official DOS acknowledgment of the planned DOE presence in the foreign country and DOS acceptance of the safety and security responsibilities associated with official DOE sponsored travelers. To meet the requirement of the CCC the following information is required. If you need assistance with this process please contact Rosie Brown, 865-576-3027 or [Brownr@orau.gov](mailto:Brownr@orau.gov) .

## **Guidelines for CCC Submission and completing the form below:**

- 1. Travel Profile:** Each traveler requesting approval of foreign travel must complete a travel profile [NN TS Profile](#) Travelers are only required to complete this profile one time. Updates are required when information in their profile changes. Send revised profiles to [Brownr@orau.gov](mailto:Brownr@orau.gov).
- 2. Traveler's Name:** This should be the traveler's official full name, including first, middle and last names.
- 3. Travel Start and End Dates:** The start date should include the date that the traveler or team is departing the U. S. The return date should reflect when the traveler or last team member is returning to the U. S.
- 4. Destination Cities:** The city, country and the facility the traveler or team will be visiting.
- 5. Primary Project/Other Projects:** Trip must be identified with a primary project and nay other projects that may be involved with this trip. The primary project determines the approval chain of the travel record.

6. **Trip Leader:** The trip leader must be identified. If only one traveler is involved with trip, list traveler as leader.
7. **Number of People in Delegation:** Enter number of travelers for this trip. If only one, list one.  
**NOTE:** If a value of 5 or more is listed additional justification is required by DOE.
8. **Purpose/Summary of Travel:** The purpose and summary of travel should be worded for an audience that is not familiar with the program. This will be used for any pre-notifications to embassies (if required) in addition to the "Purpose/Summary of Travel" section on the official Country Clearance Cable that is sent to the state department and embassy. It should contain a detailed yet concise description of the trip and the intended purpose.
9. **Lab Notes/HQ Admin Notes:** Include notes to the approver of this travel, which are not covered in the previous fields above. For example a remainder of a phone conversation or additional trip information which the traveler does not want to appear on the country clearance cable (CCC).
10. **Embassy Notes:** Includes notes to the embassy that are not part of the official purpose of travel. This field is included in any pre-notifications that are sent to the embassy.
11. **Itinerary:** This section contains the itinerary for the trip. All dates covered by the cable should be accounted for. Dates may be combined into a range of dates for the same activity, remember every day must be accounted for.  
Example: If travel begins on January 1, 2002 in Africa and ends on January 5, 2002 in New Zealand.

<u>Start Date</u>	<u>End Date</u>	<u>Country</u>
01/01/02	01/01/02	Departs U. S.
01/01/02	01/03/02	Africa
01/03/02	01/05/02	New Zealand
01/05/02	01/05/02	Returns U. S.

12. **Day/Evening Point of Contact:** This section is to include the points of contact for the traveler(s) during their stay in this country. Both day and evening contact information IS REQUIRED, without this information the CCC cannot be completed. For the evening point of contact the hotel name and phone number will be sufficient.
13. **Assistance/Other Miscellaneous Information:** This section should contain any additional information that may be required, for example if the traveler requires embassy assistance.

**UPDATES TO TRAVEL RECORD**

In some instances, the travel record must be updated to (1) modify trip dates, (2) modify team leader, or (3) cancel a trip. Any updates should be sent to [BROWN@ORA.GOV](mailto:BROWN@ORA.GOV) as soon as possible.

TRAVEL MANUAL

ATTACHMENT E-9

SENSITIVE TRAVEL COUNTRY CLEARANCE CABLE (CCC)

DATE SUBMITTED:

HAVE YOU SUBMITTED YOUR TRAVEL PROFILE  YES  NO  
IF NO, COMPLETE THE TRAVELER PROFILE FORM [NN TS Profile](#)

Use this form to Process your Country Clearance Cable (CCC)

<b>TRAVELER'S FULL NAME:</b> (OFFICIAL FULL NAME -FIRST, MIDDLE, LAST NAME)	
<b>TRAVEL START DATE:</b>	<b>TRAVEL END DATE:</b>
<b>DESTINATION CITE(S):</b>	
<b>COUNTRY:</b>	
<b>FACILITY :</b>	
<b>PRIMARY PROJECT:</b>	
<b>OTHER PROJECTS:</b>	
<b>TRIP LEADER:</b>	
<b>NUMBER OF PEOPLE IN DELEGATION:</b>	
<b>PURPOSE/SUMMARY OF TRAVEL:</b>	
<b>LAB NOTES :</b>	
<b>HQ ADMIN NOTES :</b>	
<b>EMBASSY NOTES:</b>	
<b>ITINERARY: START DAY:</b>	<b>END DAY:</b>
<b>START DAY:</b>	<b>END DAY:</b>
<b>START DAY:</b>	<b>END DAY:</b>
<b>START DAY:</b>	<b>END DAY:</b>
<b>START DAY:</b>	<b>END DAY:</b>
<b>START DAY:</b>	<b>END DAY:</b>
<b>DAY/EVENING POINT OF CONTACT:</b>	
<b>ASSISTANCE/OTHER MISCELLANEOUS INFORMATION:</b>	
Updates to travel record: In some instances, the travel record must be updated to (1) modify trip dates, (2) modify team leader, or (3) cancel a trip. Any updates should be sent to <a href="mailto:BROWNR@ORAU.GOV">BROWNR@ORAU.GOV</a> as soon as possible.	