See Also: LOM 7005
LOM 7204

ACTION BY:	***ACTION:***
Laboratory Director (LD)	1. **Requests** approval for foreign travel from the deputy assistant administrator (DAA), Office of Forensic Sciences (SF). Requests must include DOJ-501, proposed itinerary and information explaining the benefit of the travel to DEA. NOTE: SF may request participation in international seminars or professional meetings.
DAA	2. **Reviews** request from LD. If approved, **forwards** DOJ-501 to SF Administrative and Financial Management Section (SFA).
SFA	3. **Forwards** DOJ-501 to the Office of Global Enforcement (OE).
	4. **Receives** DOJ-501 from OE and **ensures** concurrence was provided.
	5. **Processes** financial travel documents and **forwards** to the traveler.
LD	6. **Notifies** relevant personnel (e.g., Regional Director, Country Attaché, in-country Special Agent, etc.) to inform them of persons and places to be visited. NOTE: Relevant personnel may have initiated the request for the travel.
	7. If appropriate, **requests** official arrangements to be made by the regional director or country attaché and **invites** them to accompany the visiting DEA employee.
Traveler	8. **Makes** travel arrangements.
	9. **Requests** country clearances through the eCountry Clearance application located at https://ecc.state.gov.

End of Document

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