

VISITS TO REGIONAL OFFICES AND FIELD INSTALLATIONS

1-45-00 Purpose
10 Scheduling Field Visits

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This chapter provides a single reference point for information relating to scheduling visits to field installations.

1-45-10 SCHEDULING FIELD VISITS

- A. Requirements. In order to permit scheduling which will best serve the visitor and regional office personnel, advance notification of the following are to be communicated to the regional office concerned:
1. Contemplated visits by headquarters personnel to a regional office, a State or local agency, or a field station or activity under the supervision of a regional office.
 2. Contemplated visits by principal staff of the Office of the Secretary or by heads of Principal Operating Components or their major subunits to a field station or activity not under supervision of a regional office. (Notification of visits by other personnel to such points is not required.)
 3. Any changes in previously announced plans.
- B. Procedure
1. Headquarters Staff: Direct memorandum or telegram a week in-advance of proposed visit, where possible, to appropriate member of regional office staff. Include in memorandum or telegram such information as dates of visit, hotel, itinerary within region, and similar information about the visit. Furnish copy of each such communication to the Office of Regional Liaison, Office of the Secretary.
 2. Regional Office Staff: Advise Regional Director, as appropriate, of contemplated visits of headquarters personnel.