

SOVIET TRAVEL REQUESTS

*See page 38 - allocation*

Soviet Embassy and Consulate personnel must submit, 48 hours in advance, notice of intention to travel further than 75 miles from their mission. This is a reciprocal requirement.

The notice is submitted by hand (in Russian), on Form EXT. 366, Notice of Intent to Travel, in duplicate to Miss Kinnear who notes the receipt time on the envelope. Miss Boles, as soon as possible:

- (1) Translates date and time of proposed journey;
- (2) Completes "Time" and "Date" received as well as "Received by" and "Department of";
- (3) Sends C2 to DL-2 with Urgent Tag;
- (4) Retains C2 until the Friday following the travel and then sends it to European Division.//

If there is less than 48 hours advance notice, Mr. Brook of DL-2 Division is contacted and he advises regarding refusal. The estimated frequency is forty per month and they involve at most five minutes each to deal with.

If there are any queries (frequency 2 per week) by DL-2 regarding these requests as to translation, intent, or refusal, Miss Boles is the means of communication between DL-2 and the Soviet Embassy. If a difficult situation arises, Mr. LaFlèche may become involved (frequency 1 per month).