

20 October 2010

## International Travel

**Ref:** (a) [NAVPGSCOLINST 4650.1](#), Procedures for Foreign Travel  
(b) [Electronic Foreign Clearance Guide](#)  
(c) [BUPERSINST 1320.6G](#), NATO Travel Orders  
**Encl:** (1) NATO orders (fillable)

### Background:

All DoD personnel at NPS planning to leave the United States are expected to plan early and provide all information needed for travel. In accordance with reference (a), responsibility for the entire foreign travel process rests with the individual traveler.

### Policy:

Reference (a) is published by the NPS Security Manager's office. It contains all requirements for documents, training and clearances. A summary of these requirements is contained on the [Security Manager's website](#). Country clearance requirements are contained at reference (b).

### Procedures:

Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

a. Passports and Visas. A passport is required for travel to any foreign country, or, to territories under control of a foreign country. An official passport is also required for travel to most foreign countries.

For information on obtaining/renewing passports and visas for PCS travel, contact Ted Osborne (1855, [tsosborn@nps.edu](mailto:tsosborn@nps.edu)) at the PSD Customer Service Desk in building 300.

For information on obtaining/renewing passports and visas for TDY travel, contact Monique Resquir (831 656-2247, [mlresqui@nps.edu](mailto:mlresqui@nps.edu)) in the Travel Office in Herrmann Hall.

b. Country Clearance. Country Clearance may be required in order to authorize official travel to a particular country. Country Clearance requests will be submitted to the Travel Office. The Travel Office will have the traveler fill out specific information from reference (b). The Travel Office will generate a country clearance message from this information and the Security Manager will release the message. Country Clearance requests should be submitted **45 days** prior to travel or sooner depending on the requirements of the individual country.

c. Travel Authorization. The travel authorization will be completed in DTS. The traveler must insert his/her Social Security Number into the comments section of the travel authorization since SATO requires this information to process the air reservations.

d. Immunization. Immunization requirements vary by country. Travelers may find out if shots are required by checking the following web site:

<http://wwwn.cdc.gov/travel/default.aspx>

If immunization is required, the traveler must make an appointment with his/her local physician (civilian) or with DLI (military.) Any charges incurred can be claimed on the travel voucher, per JFTR, para. C1410-A5, which addresses inoculations.

e. Reimbursement Not Allowed. Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see JTR/JFTR Appendix O para. T4025-C). Transportation on foreign ships or aircraft of foreign registry is *not* authorized/approved unless the conditions in Appendix O, para. T4060-B3 are met (see also JFTR, para. U3125-C and JTR, para.C2204-C).

f. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. Rest stops must not exceed 24 hours.

g. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

h. NATO Orders. Reference (c) requires all military personnel entering NATO countries to have NATO orders attached to their travel orders. The NATO orders form is attached as enclosure (1) in fillable format. The NATO countries are Belgium, Bulgaria, Canada, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and USA.