International Travel for Military Travelers

Ref: (a) Electronic Foreign Clearance Guide
     (b) BUPERS INSTRUCTION 1320.6G
Encl:(1) Sample NATO order form

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 addition to normal DoD requirements, military personnel are required to follow guidelines set forth in references (a) and (b).

Policy:

Travelers must have Anti-Terrorism Force Protection training before submitting to the Travel Office the Country Clearance information using Foreign Clearance Guide format. Required before travel all military members must have NATO orders when visiting NATO countries. Also, travelers must provide justification when not expecting to arrive into a country with the specified lead time.

Procedures

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

a. Passports and Visas

   With few exceptions, such as Canada and Mexico, a passport for a traveler is required for travel into:

   (1) a foreign country; or,
   (2) a territory under control of a foreign country.

   Overseas travelers are required to have official, "no fee" passports while on official travel. It is recommended, however, that travelers use personal (civilian) passports when traveling overseas.

   Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
DD Form 1056 must accompany an application for a new/renewal passport/visa (including Green Cards) (see JTR para. C1415).

Applications for "no fee" passports and visas are submitted using DD Form 1056 (http://www.nps.edu/Travel/documents/DD1056.pdf) and form DS-11 (http://www.nps.edu/Travel/documents/DS-0011.pdf). Form DS-82 (http://www.nps.edu/Travel/documents/DS-0082.pdf) will be used for renewal of “no fee” passports by mail.

Instructions for completing the forms and methods of expediting Passport/Visa processing can be obtained through the local PSD passport agent.

Visas are issued by foreign countries and give permission to enter that particular country. The necessary passport, visa (including green cards) when required (see JTR para. C1415), and record of prescribed immunization (shots) must be in the traveler’s possession when traveling.

b. Antiterrorism Plan for Overseas Traveler
This plan may be required, depending on the area of overseas travel. A traveler may or may not be required to provide a detailed force protection plan, which includes an estimate of the threat situation, review of the operations area, and an emergency action plan.

The NPS Security Office maintains the database of threat areas and can provide a sample package to assist in the preparation of this document.

c. Anti-Terrorism/Force Protection (ATFP) Training/Plan
Travelers must attend an initial classroom anti-terrorism training brief given by the NPS Security Manager. Contact the Security Manager at 656-2450 for a training schedule. Thereafter, training can be updated once a year online at http://at-awareness.org/. The access code is AWARE. Once the online training is complete, the certificate must be emailed to the NPS Security Manager at securitymgr@nps.edu.

The traveler should contact the Security Manager at least 40 days prior to travel to inquire about the
necessity of preparing an ATP. If required, the Security Manager will provide guidance for completing the plan.

If an ATFP is required, but not submitted, the Country Clearance will be DENIED.

d. Other
When arranging international travel, in addition to passport and visa requirements as previously discussed, the following additional requirements may apply:

(1) Country Clearance requests may be required in order to authorize official travel to a particular country. Country Clearance Requests are routed to the Travel Office. The Travel Office will have the traveler fill out specific information from Ref: (a) via (http://www.fcg.pentagon.mil/). 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 routed 45 days prior to travel or sooner depending on the requirements of the individual country.

(2) The traveler must insert his/her Social Security Number into the comments section of the travel authorization in DTS. SATO requires this information to process the air reservations.

e. Immunization
Immunization requirements vary per country. Travelers may find out if shots are required by checking any of the following:

(1) Ref (a)
(2) www.cdc.gov/travel
(3) www.vaccines.mil
(4) The Anthrax vaccination is required for members entering certain parts of Korea.

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

f. 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).

g. 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.

NOTE: A traveler is disqualified from using premium-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.

h. 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.

i. Point of Contact
Ted Osborne of PSD is the primary point of contact for students traveling overseas. He is the person with whom to speak on matters related to passports and other things unique to overseas travel.

He is located at PSD-Monterey. He may be reached at 831-656-4086 or via email at Theodore.osborne@navy.mil

j. NATO Orders
There is a requirement per ref (b), for all military personnel entering a NATO country to have, in hand, NATO orders, prior to entry, and they must be attached to travel orders. The list of NATO countries is contained in reference (b).

(1) After submitting Country Clearance information
there should be enough time according to the traveler’s plans before travel to complete the form, Encl (1), after travel orders are complete.

(2) The arrangement of steps to follow with the NATO orders is significant. Much of the information needed for the NATO form stems from the travel orders (authorization); hence, Country Clearance first, then Travel orders and following, the NATO orders.
GRADING OF FORM: NATO Unclassified
SUBJECT: NATO Travel Orders

2. The bearer, TRAVELER’S NAME EXACT AS ON ORDERS (SS#XXX-XX-XXXX) will travel from Monterey, CA to TDY LOCATION and return to Monterey, CA on RETURN DATE.
3. The period of validity is from TRAVEL DATES.
4. The authority to travel is AUTH NO ON ORDERS
5. The document number: DOC NO ON ORDERS
6. Authority is not granted to possess and carry arms.
7. I hereby certify that this individual is a member of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigne certifie que le personnel vise appartient a une armee telle que definie dans l’Accord OTAN sur le statut des Forces armees et que ce deplacement est officiel selon les termes de cet Accord.

Si dichiara che il personale latore del presente Loglio di viaggio La parte di una Forza Armata come definita nello “Accordo NATO sullo statuto delle Forze Armate”, e, che pertanto, il movimento e autorizzato nei termini del predetto Accordo.

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