

## CHAPTER 5

FOREIGN TRAVEL  
REQUIREMENTS AND PROCEDURES FOR TRAVEL OUTSIDE CONTINENTAL  
UNITED STATES (OCONUS)

5-1. General. For the purposes of this chapter, “foreign travel” or “international travel” is defined as all travel from the continental United States (CONUS) to locations outside the continental United States (OCONUS), from OCONUS to CONUS, and OCONUS to OCONUS.

a. All foreign travel should be undertaken only when the need is clearly justified, and then only by the smallest groups possible, consistent with mission requirements.

b. Matters involving Foreign Military Sales related issues and other purposes not in direct support of U.S. forces overseas require OASA-CW approval.

c. Foreign travel approval procedures required for implementation of international reimbursable technical assistance projects must be addressed on a case-by-case basis.

d. Commanders must ensure that all USACE, DOD and Army requirements for foreign travel are met when USACE personnel are traveling under the sponsorship of other U.S. Government agencies. When travel is performed as part of work for another U.S. Government agency (e.g., Department of Energy), USACE personnel cannot assume that the other U.S. Government agency will satisfactorily complete all security clearances and related requirements.

5-2. Authority. DoD 4500.54-G, DoD Foreign Clearance Guide (FCG) is the sole prescribing authority for travel clearance and identification requirements of U.S. military and DoD civilians to enter foreign countries on official business.

a. The FCG sets forth special travel areas, foreign country entrance requirements, OCONUS commander’s requirements within their area of command, and procedures to obtain permission to visit an OCONUS area. It further describes procedures and requirements for obtaining theater, country, and special area clearances. A country, theater and/or special area clearance (hereafter referred to as a personnel clearance) is required for travel OCONUS, except as otherwise indicated in DoD 4500.54-G. The FCG is located at <http://www.fcg.pentagon.mil>.

b. The FCG applies to all DoD personnel and non-DoD personnel traveling under the DoD sponsorship. All official travelers must obtain special area, country, and/or theater clearance. In some cases, all, one or more of these personnel clearances is required. All requests for OCONUS temporary duty travel overseas must be processed according to the FCG and AR 55-46, Travel Overseas.

5-3. Commander's Responsibilities for Foreign Travel:

a. Ensure that appropriate personnel clearance(s) are obtained prior to actual travel of personnel in accordance with the JTR JFTR, ARs, and DoD regulations. Travel orders shall not be authenticated or issued until requirements of the FCG (DoD 4500.54-G) and AR 55-46 are met. This includes personnel from other commands or agencies attached in support of the mission.

b. Designate a Travel Clearance Manager who is responsible for ensuring compliance with the specific clearance requirements outlined in the FCG.

c. Ensure the number of visits and visitors to OCONUS areas are kept to a minimum. Visits are conducted only when business cannot be carried out by other means. Trips to the same general area and in the same general time frame should be consolidated if possible. Length of visits should be kept at a minimum.

5-4. Travel Clearance Managers' Responsibilities:

a. Inform the travel approving official and traveler of any restrictions or additional requirements (such as immunization, passport, visa, and clothing requirements as outlined in the FCG) for travel and clearances.

b. Prepare personnel clearance requests and submit to the applicable addressees in accordance with procedures outlined in the FCG for that country. Requests must be submitted within the time frame outlined in the FCG for that country.

5-5. Travel Approving Official's Responsibilities for Foreign Travel:

a. Ensure approved personnel clearances have been obtained prior to the commencement of travel.

b. Ensure that travelers apply for passports and visas (as required). Information regarding the requirements for passports and visas is obtained from the travel clearance manager. Submission of requests for passports and visas should not be delayed pending final personnel clearance approval.

5-6. Foreign Travel of USACE Senior Officials. General officers and their Senior Executive Service civilian equivalent are likely targets of terrorist attacks or incidents whenever they travel OCONUS and the increasing threat requires additional efforts to insure their personal safety. The disclosure of sensitive information provided in travel itineraries and other rosters/agenda for senior officials are of importance and value to terrorist organizations and individuals. Restricting access to movement arrangements can effectively reduce vulnerability of key officials, increased by day-to-day visibility. To reduce official's vulnerability, all foreign travel itineraries and other

rosters/agenda for general officers and civilian equivalents are to be marked FOR OFFICIAL USE ONLY. Exceptions include travel documents, such as airline tickets or orders that must be displayed to personnel without clearances. Military rank and position should be omitted on items such as airline tickets.

5-7. Foreign Travel Security and Travel to High Risk Areas (FCG; AR 380-10; AR 525-13).

a. These policies are intended for use with existing regulations, systems and procedures (e.g., Subversion and Espionage Directed Against the U. S. Army (SAEDA) Briefings) with additional attention focused on individual travelers on TDY. It is incumbent upon each command to establish administrative procedures to improve the personal security of all employees traveling to areas identified as High or Potential Physical Threat countries by the Department of State. Prior to commencing travel, personnel should review Department of State Travel Warnings, Consular Information Sheets, and announcements at [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html) and the requirements for the countries to be visited in the FCG.

b. Travel warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended are have Travel Warnings as well as Consular Information Sheets. Consular Information Sheets are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security."

c. The Army's worldwide presence increases the vulnerability of our personnel and their families to terrorist acts. DoD personnel are often singled out as targets of attacks. All commanders must ensure that their personnel traveling through, or to, high and potential risk areas are given Anti-terrorism/Force Protection (AT/FP) training prior to departure and receive instructions on appropriate personal, physical and information security measures to be taken when conducting such travel.

d. AR 380-5, par. 10-104 and AR 380-67, par. 9-203 requires that all personnel having access to classified defense information be given a foreign travel briefing before travel to alert them of possible threats. ARs are available at <http://www.army.mil/usapa/epubs/index.html>.

e. Commanders/Directors must ensure that security officers are notified at least 30 days prior to commencement of travel to permit adequate scheduling of briefing as may be necessary. Security managers and special security officers are to provide a pre-travel security brief in accordance with AR 381-12. Travelers are also be briefed concerning both the threat posed to their safety and the precautions that should be taken to minimize their vulnerability when traveling to or through countries that are listed as high physical threat countries.

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f. Travel to the Former Soviet Union and Baltic States (FSU/BS) must be forwarded to HQUSACE for review by the Office of Interagency and International Activities and approval by the OASA-CW. This geographic area is defined as all Independent States of Armenia, Azerbaijan, Byelarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Estonia, Lithuania and Latvia. Requests must be transmitted on ENG 4960-R, Request for Approval of Foreign Travel. Orders may not be authenticated until personnel clearances and DA approval is obtained. After review and approval by the responsible HQUSACE Civil Works or Military Programs official, requests shall be forwarded to HQUSACE (CELD-T) for approval to issue orders.

g. Commanders/Directors should implement the following procedures that are intended to lower the symbolic profile of travelers and increase the individual's chances of surviving a terrorist incident:

(1) Information on the identification of specific areas designated as high risk areas should be provided, as required by the Assistant Secretary of Defense/International Security Affairs and Defense Intelligence Agency. Information on the identification of specific measures taken to reduce personnel vulnerability to terrorist acts should be protected as information FOR OFFICIAL USE ONLY (FOUO).

(2) Travel itineraries of high-risk personnel and all general officers or civilian equivalents should be marked FOR OFFICIAL USE ONLY, when the travel is to, or through, DoD designated potential threat countries or DoD designated potential physical threat countries. Use of security classifications CONFIDENTIAL or higher may be used when warranted by the threat and authorized by appropriate regulations.

(3) Distribution of all itineraries should be strictly limited.

(4) Limit TDY to or through terrorist threatened areas unless mission essential.

(5) Authorize, when appropriate, reimbursement for the purchase of a Regular Fee Tourist (Blue) Passport, if the area is identified as a High or Potential Physical Threat country by the Department of State.

(6) Require the use of U.S. facilities for billeting and other requirements for lodging, hosting meetings, conferences, or seminars in affected areas.

(7) Discourage unofficial travel to terrorist threatened areas.

(8) Require authorization for civilian clothing on travel orders. Avoid wearing military uniforms on commercial aircraft when traveling through or to a terrorist threatened airport. Wear nondescript civilian clothing on commercial flights, and avoid wearing apparel clearly of U.S. origin, such as cowboy hats, belts, buckles, etc., or the wearing of distinctive military items.

(9) Direct that travel arrangements and itineraries be made without reference to rank and military organization (title) whenever possible. Use office symbols on orders and tickets.

(10) Plan for use of Military Airlift (MilAir) or Air Mobility Command (AMC) flights when possible.

(11) Ensure classified material is carried in accordance with the requirements of AR 380-5.

(12) Authorize travelers the use of foreign flag airlines and/or indirect routings to avoid threatened airports (only those areas identified as high risk areas) when the requirements are met as provided in the JFTR, par. U3125-C2j and JTR, par. C2204-B2j.

(13) Discourage loitering in public sections of an airport. When possible, travelers should proceed expeditiously through security checkpoints to secure areas to await flight.

#### 5-8 Personnel Clearance Requests.

a. Travelers should submit request for personnel clearances to the clearance manager on DA Form 2374-R, Notification of Foreign Visit. DA Form 2374-R is available for printing and/or downloading from the Washington Headquarters Service DoD Forms Program at <http://web1.whs.osd.mil/icdhome/forms.htm>.

b. The official designated as the travel clearance manager must:

(1) Be able to access the Department of Defense Foreign Clearance Guide (FCG) at <http://www.fcg.pentagon.mil>.

(2) Ensure that personnel applying for OCONUS travel meet all clearance requirements of the FCG and AR 55-46, Travel Overseas.

(3) Request authority to obtain personnel clearance from CELD-T, NLT 45 days prior to departure. To obtain the clearance authorization code, go to the HQUSACE Logistics Travel and Transportation web site at <http://www.hq.usace.army.mil/celd/trans/travel.htm>. Fill in the information requested and the authorization code is returned electronically. This authorization code must be included in the personnel clearance request message with the following statement: "HQUSACE (CELD-T) has approved request for country, theater, or special area clearance (which ever is applicable) by authorization code (list authorization number). NOTE: This is not a country, theater, or special area personnel clearance approval or authorization. This code serves only as a notification that HQUSACE is aware of the travel request in accordance with the requirements of AR 55-46.

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c. THE FCG is updated quarterly, and Interim Change Notices (ICN) are provided on a 24 hour basis for important, urgent, or critical changes to the FCG. To ensure that all requirements are met, consult the FCG individual country pages for format and individual country requirements before preparation and submission of the personnel clearance request to appropriate addressees identified in the FCG. Travelers should also view the State Department travel advisories located at [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html). At a minimum, the personnel clearance message request should include the following information:

- (1) Countries to be visited.
- (2) Full name, grade, position title, passport number (if available), place and date of birth, social security number and security clearance of traveler(s).
- (3) Details of Visit (purpose).
- (4) Proposed itinerary, including estimated times and dates of arrival and departure and transportation mode to each place.
- (5) Logistical and administrative support required, including billeting and ground/air transportation.
- (6) Statement of availability of funds.
- (7) Statement of whether classified information will be discussed.
- (8) Name, DSN and commercial phone numbers of OCONUS Point of Contact (POC).
- (9) Name, DSN and commercial phone numbers of CONUS POC.
- (10) HQUSACE authorization code.

d. A copy of outgoing travel clearance request messages and a copy of all approved travel clearances must be furnished to CELD-T. To accomplish this, include the office symbol as an information addressee on all outgoing travel clearance request messages.

e. Personnel traveling to USACE Europe District or DOD activities within the U.S. European Command (USEUCOM) or US Air Force Europe (USAFE) area of responsibility should notify the Europe District Security Office personnel by courtesy copy of the travel clearance request by facsimile or electronic mail.

f. A security clearance (TOP SECRET, SECRET, CONFIDENTIAL) may be required for personnel to perform the duties of the travel mission. A security clearance or equivalent investigation is required when the traveler's position has sensitive duties or requires access to

classified information. The Security Manager/Officer for all USACE elements is responsible for submitting information about the individual's security clearance to the appropriate office in accordance with the provisions of AR 380-5, DA Information Security Program.

5-9. Passports and Visas. (Department of Defense Passports and Passport Agent Services, DoD 1000.21-R)

a. Official travel overseas must be conducted using a no-fee (official) passport unless exempted by appropriate authority. The official passport may ONLY be used when going overseas in discharge of official duties. The official passport may not be used when you leave the U.S. for personal travel. For personal travel, a regular fee (tourist) passport is required. The traveler may have both a valid no-fee (official) passport and a valid regular-fee (tourist) passport at the same time. The employee may want to take both types of passports with them, especially if they plan to take personal travel while overseas. The traveler must ensure that the appropriate visas are obtained in both the official and tourist passports prior to departure.

b. A person traveling TDY to an area designated by the State Department as a high-risk area may be entitled to a tourist passport if required by the FCG and in accordance with the provisions of JFTR, par. U4520-A, and JTR, par. C4709. The traveler should obtain the tourist passport prior to travel. It should be annotated in the remarks of their travel orders that "reimbursement for the tourist passport is authorized due to traveling to a high risk area".

(1) Travelers who are issued a tourist passport prior to receiving authorization to travel on official business with a tourist passport may not be reimbursed for the current passport.

(2) Upon issuance, tourist passports become the sole property of the traveler. Custody of the tourist passports for future official or personal travel is a traveler's responsibility.

(3) Expenses associated with acquiring a tourist passport must be itemized on DD Form 1351-2, Travel Voucher or Subvoucher, Item 5 for reimbursement.

c. DoD personnel must submit a DD Form 1056, Application to Apply for a No-Fee Passport and/or Request for Visa, as part of their passport application for official travel. In addition to the DD Form 1056, the applicable Department of State Application for Passport (DSP Form 11), Application for Passport by Mail (DSP Form 82), Passport Amendment/Validation Application (DSP Form 19), or Statement Regarding Lost/Stolen Passport (DSP Form 64) must be completed by the applicant.

d. All no-fee passport applications must be received by a DoD Passport Agent for submission to State Department Regional Passport Agency. Passport Agents are authorized and empowered by the Secretary of State, the DoD Executive Agent (for DoD Passport and Passport Agent Services), or the Secretaries of the Military Departments to accept passport applications and perform passport services to include reviewing the application to ensure that all information and

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documentation has been provided, screening the citizenship evidence and photographs, and administering oaths.

e. In USACE activities where DOD passport agents are not available, the traveler may contact an agent at the nearest military installation or allow the post office, or clerk of court or local passport office to send in the passport application for an official passport. The traveler must submit the DD Form 1056 (signed by a supervisor), and the applicable DSP form (on which the agent shall witness their signature, and then sign themselves) and two passport photos. Additional guidance on passports and visas is available for the Air Force Passport Matters homepage at <http://www.dp.hq.af.mil/dplp/dplp.htm>.

f. The passport application forms are double-sided. Although the second pages require no data from the applicant, they contain important information and official legal statements and are a required part of the application form. They should be read before completing the form and must be submitted with the completed first page. Your application will not be accepted without the second page.

g. The routine processing time for an official passport is 30-45 days. Requests for expedite processing of passport applications (less than 30 days) must be accompanied by an official memo signed by a General Officer or Senior Executive Service (SES) equivalent. This expedite memo should be addressed to The Department of State, Passport Services, Special Issuance Agency, Official Travel Branch, 1111 19th Street NW, Suite 200, Washington, D.C. 20314.

h. A visa is a stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission for the applicant to enter and remain in that country for a specific period of time and is official evidence that a person has approval of a foreign government to enter its territory. Requirements and processing time vary for each country, and may vary within a country according to reasons for travel and length of stay. Use the FCG to determine visa requirements, number of photos, and any additional required documentation. Most countries have a visa requirement of at least six to nine months' validity remaining on the passport.

5-10. International Conferences, Symposia and Workshops. Travel to foreign conferences, symposia and workshops must be in accordance with the provisions of the Secretary of the Army (SA) Policy for Travel for the Department of the Army, par. 2E. The SA Travel Policy is available from the Logistics homepage at <http://www.hq.usace.army.mil/celd/trans/tnt.htm>.

5-11. Trip Reports. Trip reports are required for all foreign travel involving meeting with foreign government officials. A final report with respect to this foreign travel must then be submitted through command channels to the Department of State's Office of International Conferences in the Bureau of International Organization Affairs (IO/OIC) through the Office of the Secretary of the Army within 30 days after conclusion of travel.



5-12. Unprogrammed Travel. If a requirement for foreign travel arises and the travel is of a nature requiring OASA (CW) approval, the travel request will be processed on an individual basis. Such unprogrammed travel should be kept to a minimum by effectively planning and projecting travel requirements. The procedures to be followed are:

- a. Contact HQUSACE (CECW-1) or HQUSACE (CERD-L), to request separate approval.
- b. Submit ENG Form 4960-R, DD Form 1610 and official program, if applicable, to HQUSACE (CELD-T) NLT 45 days prior to departure.
- c. HQUSACE will review input and if recommended, coordinate with OASA(CW) for approval.
- d. HQUSACE (CELD-T) will forward approval/disapproval to the requesting command.

5-13. Civil Works Funded Foreign Travel Report.

a. "Civil works funded" refers to the use of funds appropriated in annual Energy and Water Development Acts and in supplemental appropriations for energy and water development.

b. Purpose. USACE has an OASA (CW) established annual ceiling as to the amount of civil works funds that can be expended for foreign travel. The annual ceiling is currently 0.01% of the total amount appropriated to civil works accounts. To keep the OASA (CW) informed of the status of the expenditures, Commander/Directors must submit an annual report to HQUSACE (CELD-T) NLT 15 calendar days after the fiscal year has ended. Negative replies are required. The report must be unclassified. Identify separately locally approved civil works funded foreign travel by Corps employees. Each annual report must contain the following information:

(1) Report trips in which civil works funds were expended in that fiscal year. For the purpose of this report civil works funds means the "ultimate" funding source, not necessarily the funding shown on the DD Form 1610. List only trips in which the ultimate funding was Corps civil works funds. Do not report trips that were ultimately Corps military or reimbursable from other than USACE.

(2) Add any data that was changed, omitted or erroneously reported on prior reports.

c. Trips to U.S. territories/possessions are not considered as foreign travel; therefore, civil works funds expended for these trips need not be reported to HQUSACE (CELD-T).

d. Reporting Activities. The organization to which the traveler was assigned at the time of the travel should report the travel. List any trips that are reimbursed with civil works funds from another organization indicating the location of the ultimate funding source. When invitational

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orders are issued, the organization requesting the travel must report the travel. The report will be prepared by the elements shown below:

- (1) Each MSC (one consolidated report should be submitted for the division and districts).
- (2) Each separate HQUSACE element.
- (3) Engineering Research and Development Center (ERDC). One consolidated report should be submitted for the ERDC Laboratories.

e. Report content. The report consists of the following information:

- (1) Name of traveler.
- (2) Destination(s) (location in which business is to be conducted. Do not list transit points).
- (3) Date of departure.
- (4) Number of days of TDY.
- (5) Purpose(s).
- (6) Total of estimated cost (must be taken from the total estimated cost block found in item #14 of DD Form 1610).
- (7) Total actual cost (the amount must be taken from paid vouchers and airline ticket stubs/GTR's). This information may not be available when trip is reported, but should be provided in an amended report

#### 5-14. Limitation on Civil Works Funded Foreign Travel to Conferences

a. Section 211 of the Flood Control Act of 1950, P.L. 81-516, 64 Stat. 183 (33 USC 701u), as amended, limits the number of civil works funded USACE representatives at conferences to be held outside the U.S. to ten per conference. By HQUSACE CW policy, established in 1995, the limit is five per conference.

b. The general policy is that attendance at conferences outside the U.S. will be the minimum to obtain the technical information and disseminate that information to appropriate USACE organizations.

c. With strong, compelling justification, exceptions to the five-per-conference limit may be granted by the Director of Civil Works.

d. Planned attendance of civil works funded team members at conferences outside the U.S. must be reported to and cleared by HQUSACE (CECW-BA).

5-15. Contacts with Foreign Governments. All communications with regarding contacts with Foreign Governments must be submitted to the Division Foreign Disclosure Officer (FDO) for coordination with HQUSACE and HQDA.