

## GLOSSARY

Clearance, Personnel: A personnel clearance is a foreign country entrance requirement for official travel to OCONUS areas. The three types of personnel clearances are Country, Special Area, and Theater. In some cases, all, one or more of these personnel clearances is required.

Clearance, Country: Personnel clearance granted by foreign authorities (thru American Embassies, United States Defense Attaches Officers (USDAO), Offices of Defense Cooperation (ODC), Offices of Military Cooperation (OMC), Military Assistance Advisory Groups (MAAG), etc.) for official travel to that country.

Clearance, Special Area: Prior concurrence or notification required by the Department of State (DoS) and the Under Secretary of Defense for Policy for official travel to countries designated as "Special Areas" by the DoS. Special Area clearance, when required, cannot be assumed.

Clearance, Theater: Personnel clearance granted by the Unified Command for official travel to military installations and elements within the geographical area of responsibility (theater) of the unified command.

Customer Identification Code (CIC): A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through the Transportation Working Capital Funds.

Government Travel Services (GTS): The system for centrally billed account management. This system is used in the Defense Travel Regions contracted by the Military Traffic Management Command. It is designated to charge passenger transportation costs, reconcile transactions, verify and certify bills in accordance with financial management policies.

Manifest: A document specifying, in detail, the passenger or items carried for a specific destination.

Official Travel: Authorized travel and assignment solely in connection with official business of the Department of Defense and the U.S. Government at Government expense.

Operational Support Airlift (OSA): OSA missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements.

Passport: An internationally recognized travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. It is a request on the part of the issuing Government that

officials of foreign Governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection.

Passports, No-Fee: The no-fee passport identifies the bearer as an official traveler. The no-fee passport carries an endorsement that identifies the bearer as an employee of the Government of the United States proceeding abroad in the discharge of official duties. Passports are provided by the Government at Government expense; hence no-fee to the passport applicant. Official OCONUS travel will be conducted using a no-fee passport unless otherwise exempted by the appropriate authority. No-fee passports are normally valid for 5 years.

Passport Agent: A military member or civilian employee authorized and empowered by the Secretary of State to accept applications for official passports and perform passport services to include administering oaths for passport purposes.

Requester: Military personnel or civilian employee responsible for submitting OSA requests. Requesters are responsible for the accuracy and completeness of all information required by DD Form 2768 for the scheduling of OSA missions.

Security Classification: A category to which national security information and materials is assigned to denote the degree of damage that unauthorized disclosure of which could cause national defense or foreign relations of the United States and to denote the degree of protection required. The three classes of security classification are TOP SECRET, SECRET, and CONFIDENTIAL.

TOP SECRET – National security information or material that requires the highest degree of protection and the unauthorized disclosure could cause exceptionally grave damage to the national security.

SECRET – National security information or material that requires a substantial degree of protection and the unauthorized disclosure could cause serious damage to the national security.

CONFIDENTIAL – National security information or material that requires protection and the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.

Special Assignment Airlift Mission (SAAM): A mission performing special assignment airlift requiring special pickup or delivery by the Air Mobility Command (AMC) at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.

Travel Clearance Manager: An individual appointed to perform the travel clearance functions of OCONUS TDY to determine the requirements for OCONUS travel as set forth in the DoD FCG (DoD 4500.54-G), Army Regulations, and local policies.

Validator: Military personnel or civilian employee designee responsible for validating, assigning priorities, and providing final approval of documented OSA requests for submission to the Joint Operational Support Airlift Center (JOSAC) for scheduling.

Visa: A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time. Visa periods of validity may vary by country.