

# INFO TO GO !



**USAMRMC**  
**OCONUS TRAVEL**  
**&**  
**FORCE PROTECTION**  
**HANDBOOK**

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# OCOMUS TRAVEL AND FORCE PROTECTION OFFICE



# Introduction



Overseas travel is an essential element to the overall success of the U.S. Army Medical Research and Materiel Command's mission. The command's mission is global and our soldiers, civilians, and contactors travel the world daily achieving impressive goals at an exceedingly high level of excellence. However, because of the elevated threat of terrorist activities across the world and the political unrest in many of the countries to which our personnel travel, it has become increasingly important to be prepared to face the unforeseen.

Whether it is supporting the Army's mission in the CENTCOM Area of Responsibility (AOR), or combating diseases in the AFRICOM, PACOM, and SOUTHCOM AOR's, or striving to reduce the chemical, biological, or nuclear threat in the EUCOM AOR, our soldiers, civilians, and contractors must often travel overseas in less than safe conditions.

The purpose of this guide is twofold. First, the travel clearance process is explained and information provided to better inform travelers' of the process and requirements for overseas travel. Second and most important, force protection information has been consolidated and provided to help ensure our traveler's personal safety when traveling overseas.

# OCONUS

## TRAVEL CLEARANCE PROCEDURES

Traveling Outside the Continental United States requires all personnel to obtain approved travel clearances. The governing regulation for all personnel travel clearances is the Department of Defense (DoD) 4500.54G Electronic Foreign Clearance Guide (FCG). The DoD FCG applies to personnel travel clearance requirements for U.S. military personnel, DoD civilian personnel and non-DoD personnel traveling under DoD sponsorship (except for members and employees of Congress). Contractor personnel traveling under DoD sponsorship, in support of a DoD contract are considered DoD-sponsored personnel for DoD FCG purposes.

The US Army Medical Research and Materiel Command (USAMRMC), Deputy Chief of Staff for Operations (DCSOPS), OCONUS Travel/Force Protection Office shall ensure that all necessary clearances are received before any USAMRMC personnel commences travel. In addition, the OCONUS Travel Office is responsible for the Operational Security of all USAMRMC personnel and DoD sponsored personnel traveling OCONUS for purposes of Temporary Duty (TDY), Permissive Temporary Duty (PTDY), all OCONUS military leave and in some cases civilian leave.

The following is an outline of the OCONUS Travel process and procedures required when requesting approval to travel OCONUS:

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1. As many as four types of clearances may be required prior to commencing travel (Country/Theater/Special Area/Electronic Country Clearance) . For the majority of countries, the lead-time requirement by the FCG is 30 days. When this lead-time is not met, it can be expected that clearance approvals may not be received until just prior to a travelers' expected departure date. Therefore, meeting required lead-times for submission of requests is essential to receiving approved travel clearances in a timely manner.

2. All Travel Clearance Requests (TCR's) will arrive at the OCONUS Travel Office no later than 45 days prior to travelers' scheduled departure date. The 45 days provides the OCONUS Travel Office the necessary time to meet the requirements of the FCG, which in-turn facilitates obtaining approvals without undue delay.

3. All TCR's for military and DoD civilians will be sent to the OCONUS Travel Office via the Defense Travel System (DTS). The request (USAMRMC Form 55) and other required documentation (see slide 9-10) will be uploaded into substantiating records for transmission.

4. All TCR's for contractors' will be sent to the OCONUS Travel Office via email (see slide 11) for documentation requirements).

5. Once a request is received by the OCONUS Travel Office, it is carefully reviewed to ensure all documentation is provided and required training has been completed and valid.

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When documentation/required information is missing, The OCONUS Travel Office will contact the responsible unit Travel Coordinator to obtain missing documentation/information. Processing of the request will stop at this point until all required documentation/information is received. Again, delays in receiving approved travel clearances is to be expected.

6. Once all of the necessary documentation/information has been provided, travel clearance approvals will be requested by the OCONUS Travel Office through the DoD Aircraft and Personnel Automated Clearance System (APACS).

7. If approved travel clearances have not been received one week prior to the travelers' scheduled departure date, the OCONUS Travel Office staff will contact the appropriate agency by email and/or telephone in an effort to resolve any issues and obtain the required clearances.

8. Once approved travel clearances are received for military and civilian personnel, approvals will be uploaded into substantiating records in DTS and travel is released.

9. Once approved travel clearances are received for contractors, approvals are sent via email to the unit's travel coordinator who will then forward the approvals to the traveler.

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10. As an element of Force Protection, the OCONUS Travel office will actively monitor all USAMRMC travelers until they return safely to their home station. Therefore, it is extremely important that the OCONUS Travel Office be notified of any cancellations and/or changes to a travelers schedule either prior to or during their travel.

## **TRAINING LINKS**

- ◆ AT Level 1: <https://atlevel1.dtic.mil/at/>
- ◆ SERE 100: <https://jko.ifcom.mil>
- ◆ Human Rights: <https://www.americasnet.org/>
- ◆ US Forces Korea: <https://www.usfk.mil>
- ◆ PRO-File: Sign onto AKO - “Type HQDA Personnel Recovery” in the search line and click search - Go to the first link Army Personnel Recovery Office and just below click on “Army Personnel Recovery Office Home”- Scroll down the page to “HQDA PRO-File page (blue lettering) - Click on step by step instructions.

**NOTE:** Additional information on OCONUS travel can be found on the USAMRMC website: <https://mrmc.amedd.army.mil/>. Go to links and then to OCONUS Travel Information.



**OCONUS TRAVEL**  
**TDY**  
**TRAINING & DOCUMENT**  
**REQUIREMENTS**

**MILITARY**

**Mandatory Training Requirements**

- ◆ AT Level I (Valid for one year)
- SERE 100 (Valid for two years)
- PRO-File
- Human Rights (SOUTHCOM travel only, valid for one year)
- US Forces Korea (Korea travel only, valid for one year)

**Minimum Mandatory Documentation**

USAMRMC Form 55  
Flight Itinerary  
DD Form 1610 routed through DTS  
Force Protection Plan signed by the traveler and Commanding Officer  
Area of Responsibility Briefing completed within two months of travel  
NATO Orders if traveling to a NATO country  
For all travel to PACOM, verification that PACOM's Travel Tracker/  
Individual Antiterrorism Plan (TT/IATP) has been completed.  
Memo for Gifts of Travel - Required for all non federal funding sources  
Permissive TDY—DD Form 31



**OCONUS TRAVEL  
TDY  
TRAINING & DOCUMENT  
REQUIREMENTS**

**CIVILIAN**

**Mandatory Training Requirements**

- ◆ AT Level I (Valid for one year)
- ◆ SERE 100 (Valid for two years)
- ◆ PRO-File
- ◆ Human Rights (SOUTHCOM travel only, valid for one year)
- ◆ US Forces Korea (Korea travel only, valid for one year)

**Minimum Mandatory Documentation**

- ◆ USAMRMC Form 55
- ◆ Flight Itinerary
- ◆ DD Form 1610 routed through DTS
- ◆ Force Protection Plan signed by the traveler and Commanding Officer
- ◆ Area of Responsibility Briefing completed within two months of travel
- ◆ For all travel to PACOM, verification that PACOM's Travel Tracker Individual Antiterrorism Plan (TT/IATP) has been completed.
- ◆ Memo for Gifts of Travel - Required for all non federal funding sources



**OCONUS TRAVEL**  
**TDY**  
**TRAINING & DOCUMENT**  
**REQUIREMENTS**  
**CONTRACTORS**

**Mandatory Training Requirements**

- ◆ AT Level I (Valid for one year)
- ◆ SERE 100 (Valid for one year)
- ◆ PRO-File
- ◆ Human Rights (SOUTHCOM travel only, valid for one year)
- ◆ US Forces Korea (Korea travel only, valid for one year)

**Minimum Mandatory Documentation**

- ◆ USAMRMC Form 55
- ◆ Flight Itinerary
- ◆ Letter of Authorization (LOA) generated through the Synchronized Predeployment and Operational Tracker (SPOT) system.
- ◆ Force Protection Plan signed by the traveler and Commanding Officer
- ◆ Area of Responsibility Briefing completed within two months of travel
- ◆ Work Permit Fax Back Form (for Germany travel only)
- ◆ For all travel to PACOM, verification that PACOM's Travel Tracker/Individual Antiterrorism Plan (TT/IATP) has been completed.



# OCONUS TRAVEL LEAVE TRAINING & DOCUMENT REQUIREMENTS

## MILITARY

### Mandatory Training Requirements

1. AT Level 1
2. SERE 100.1 Level A

### Mandatory Documentation

1. USAMRMC Form 55
2. Flight Itinerary
3. Force Protection Plan (FPP)  
dated within 2 months of travel.
4. ISOPREP/PRO-File
5. Approved DA Form 31  
(Army) or other appropriate  
service leave form.
6. For all travel to PACOM,  
verification that PACOM's  
Travel Tracker (TT/IATP) has  
been completed.

*NOTE: All leave requests and supporting documentation will be submitted via email to [usamrmcdcsosoffice@amedd.army.mil](mailto:usamrmcdcsosoffice@amedd.army.mil). The EXCEPTION is when leave is in conjunction with TDY. In this case the request and all supporting documentation will be uploaded into substantiating records and transmitted through DTS 45 days prior to date of departure.*

## DoD CIVILIANS

**REQUIRED ONLY WHEN THE  
COUNTRY REQUIRES  
CLEARANCE APPROVALS**

**(SEE THE DoD ELECTRONIC  
FOREIGN CLEARANCE GUIDE  
FOR CLEARANCE  
REQUIREMENTS)**

### Mandatory Training Requirements

1. AT Level 1
2. SERE 100.1 Level A

### Mandatory Documentation

1. USAMRMC Form 55
2. Flight Itinerary
3. Force Protection Plan (FPP)  
dated within 2 months of travel.
4. ISOPREP/PRO-File
5. Approved SF Form 71
6. For all travel to PACOM,  
verification that PACOM's  
Travel Tracker (TT/IATP) has  
been completed.

# COMBATING TERRORISM

## **KEEP A LOW PROFILE**

Your dress, conduct, and mannerisms should not attract attention. Make an effort to blend into the local environment. Avoid publicity and do not go out in large groups. Stay away from civil disturbances and demonstrations.

## **BE UNPREDICTABLE**

Vary your routes to and from your place of duty and vary your times. Vary the way you dress. Do not exercise alone. Do not exercise at the same time and place each day, on deserted streets, or country roads. Let people close to you know where you are going, what you will be doing, and when you will be back.

## **BE VERY ALERT**

Watch for anything suspicious or out of place. Do not give personal information over the telephone. If you think you are being followed, go to a preselected secure area. Immediately report the incident to the security officer or the military attaché at the US Embassy.

# INDIVIDUAL PROTECTIVE MEASURES

## **VARY**

1. Routines.
2. Schedules/times.
3. Travel routes.
4. Eating establishments.
5. Shopping locations.
6. Attire.

## **AVOID**

1. Crowded areas, demonstrations, public holiday festivals, known trouble spots.
2. Excessive use of alcohol.
3. Offensive, insulting, illegal, or unethical behavior.

## **KNOW**

1. How to use local telephone systems and have correct change.
2. Where the U.S. Embassy is located (address and phone number).
3. Where the nearest police/fire stations are.
4. Where the nearest hospital is.
5. Where friendly/allied foreign embassies are.
6. Where safe havens are.
7. Where your hotel/billeting site is in relation to everything else.
8. Simple phrases in the predominant language of the country you are visiting.

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## **PERSONAL SAFETY**

- ❑ Always follow the DoD “Buddy Rule”.
- ❑ Always be conscious of your surroundings and avoid areas that may put your personal safety at risk.
- ❑ Be especially careful not to flash large sums of money.
- ❑ Avoid high risk areas and never travel alone, especially after dark.
- ❑ When traveling on foot, walk only on well-lighted, heavily traveled streets whenever possible.
- ❑ Avoid shortcuts through alleys or side streets. Walk in the middle of the sidewalk and secure your belongings.
- ❑ Avoid being the target of a theft on a passing motorcycle trying to grab a purse or shoulder bag. Try not to walk next to the curb.
- ❑ Be wary of street vendors and innocent-looking youngsters. While one person has your attention, someone else may be picking your pocket.
- ❑ Should you be approached by a suspicious looking person on foot, cross the street or change direction. If you are threatened by occupants in a car, move in the opposite direction.



- Air travel, particularly through high-risk airports or countries, poses security problems different from those of ground transportation. Simple precautions can reduce the hazards of a terrorist assault.
- Use military air or US flag carriers whenever possible.
- Avoid scheduling through high-risk areas; if necessary use indirect routing to avoid high-risk airports.
- Do not use rank or military address on tickets or hotel reservations.
- Select a window seat. It offers more protection since aisle seats are closer to a hijacker's movements up and down the aisle.
- Select a rear seat. It offers more protection since rear seats are farther from the center of hostile action, which is often near the cockpit.
- Select a seat near an emergency exit. It may provide an opportunity to escape.

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## PRECAUTIONS AT THE AIRPORT



- Arrive early.
- Watch for suspicious activity.
- Look for nervous passengers who maintain eye contact with others from a distance. Observe what people are carrying. Note behavior that is not consistent with others in the area.
- Identify objects that are suitable for cover in the event of an attack.
- Do not linger near open public areas. Quickly transit waiting rooms, commercial shops, and restaurants.
- Proceed through security checkpoints as quickly as possible.
- Avoid secluded areas that provide concealment for attackers.
- Be aware of unattended baggage anywhere in the terminal.
- Be extremely observant of your personal carry-on luggage. Improperly guarded luggage provides an opportunity for a terrorist to place an object or device in it.

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- Observe the baggage claim area from a distance. Do not retrieve your bags until the crowd clears. Proceed to the customs lines at the edge of the crowd.
  - Refuse to carry luggage for strangers; report requests to airport authorities.
  - Report any suspicious activity to airport security personnel.

## **LUGGAGE**

- Use plain civilian luggage. Avoid military looking bags such as B-4 bags and duffel bags.
- Remove all military patches, logos, and decals from your luggage and briefcase.
- Ensure that luggage tags do not show your rank or military address.
- Do not carry official papers in your briefcase.



## **PERSONAL IDENTIFICATION**

- Do not discuss your military affiliation.
- Show proper identification to airline and immigration officials.

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Consider using a tourist passport with necessary visas if it is allowed by the country you are visiting.

◆ If you use a tourist passport, place your official passport, military identification, travel orders, and related documents in your checked luggage—not in your wallet or briefcase.



◆ If you must carry official documents on your person, select a hiding place onboard the aircraft to “ditch” them if the plane is hijacked.

## **CLOTHING**

Travel in conservative civilian clothing when using commercial transportation or when traveling in military aircraft if you are connecting with a flight at a commercial terminal in a high-risk area.

Do not wear distinct military items such as organizational shirts, caps, or military issued shoes or glasses.

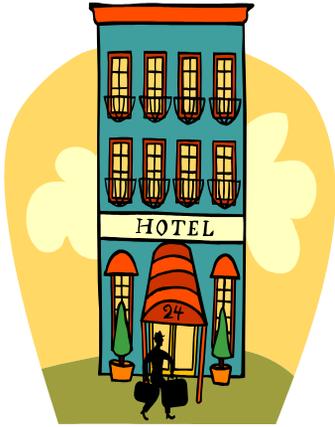
Do not wear US-identified items such as cowboy hats or boots, baseball caps; or American logo T-shirts, jackets, or sweatshirts.

Wear a long-sleeved shirt if you have a visible US-affiliated tattoo.

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# LODGING

- ❑ Do not give room numbers to strangers.



- ❑ Request a room facing away from the street and between the 4th and 7th floors (too high for easy access and low enough to be reached by fire equipment).

- ❑ Locate exits within the hotel and develop a plan in case of fire or other emergency.
- ❑ Use elevators rather than stairwells. Stand near the control panel so if threatened, you can push the alarm button.
- ❑ When in the hotel room, secure the door and windows (close curtains) and keep them locked. When you leave your room, do not leave indicators showing that you are out. In fact, leave the television or radio on and put the “do not disturb” sign on your door, giving the impression that the room is occupied. Do not leave anything of value (money, tickets, camera, etc.) or working related items (briefcases, laptops, blackberry's, etc.) in

your room when you go out, even if it is locked in your briefcase.

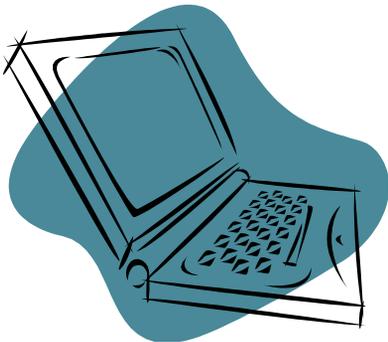


- Always keep your room key in your personal possession and report lost or stolen keys.
  
- Do not accept deliveries to your room unless previously arranged and you are certain of the source and contents.

## PROTECTING SENSITIVE INFORMATION

- ❑ Keep all sensitive documents in your personal possession and physical control at all times.
- ❑ Hotel rooms and restaurants are not suitable places for sensitive discussions. If possible, conduct sensitive discussions outdoors in a location where you are not vulnerable to bugging and conversations are not as easily overheard.
- ❑ If secure communications equipment is accessible, use it for any discussions of sensitive matters.
- ❑ **NEVER** use computer or fax facilities at foreign hotels or businesses for sensitive matters.

## SAFEGUARD GOVERNMENT LAPTOPS AND OTHER COMMUNICATION DEVICES



You should **NEVER** leave your laptop or other government communication devices unattended, especially when  traveling overseas. Foreign governments are hungry for U.S. information of any type. Many foreign countries do not have the same laws as the U.S. regarding privacy and freedom from unreasonable searches.

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- ❑ Recognize that your laptop computer is a major target of theft. If you



must take it, always keep it as carry-on baggage - **NEVER** check it with other luggage.

- ❑ If you leave your computer or other communication device unsecured for a day in your hotel room, assume the files have been copied. If your computer is stolen and returned to you, assume the files have been copied. To minimize the risks of this happening, you can either keep your computer, etc. in a safety deposit box at your hotel or keep it with you at all times.

- ❑ **UNDER NO CIRCUMSTANCES** should you ever leave your laptop or other government communication devices unattended.

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## MEDICAL

❑ All travelers should familiarize themselves with conditions at their destination that could affect their health (high altitude, pollution, etc.), types of medical facilities, required immunizations, availability of required pharmaceuticals, etc.). An excellent source for health information is the Travelers Health page of the Centers for Disease Control (CDC). The CDC maintains an international travelers' hotline at 1-877-FYI-TRIP (1-877-394-8747).



❑ Obtaining medical treatment and hospital care abroad can be extremely expensive. U.S. medical insurance is generally not accepted outside the United States, nor do the Medicare and Medicaid programs provide coverage for hospital or medical costs outside the United States.

❑ If your insurance policy does not cover you abroad, it is recommended that you consider purchasing a short-term policy that does.

❑ Carry a summary of your medical history, to include past illnesses, allergies, and blood type.

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Carry an ample supply of any prescription medication you are required to take. It is also recommended that you take along an extra prescription in case you need a refill.

Be sure to ask for the generic name of any Prescription drug as brand names differ in other countries.



Always leave medicines in the original labeled containers.

If you become seriously ill or injured abroad, a U.S. consular officer can assist in locating medical services and informing your command and family. If necessary, a consular officer can also assist in the transfer of funds from the United States. (Note, payments to hospitals and other medical expenses are the responsibility of the traveler.).

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## **ADDITIONAL INFORMATION**

Prior to commencing travel overseas, personnel should review the latest Department of State travel warnings, travel alerts, and individual country specific information at <http://travel.state.gov>

US Embassies: <http://www.usembassy.state.gov/>

Transportation Security Administration:  
<http://www.tsa.gov>

Vaccine Information: <http://www.vaccines.mil>

Center for Disease Control and Prevention:  
<http://www.cdc.state.gov/>

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