



U.S. ARMY MEDICAL DEPARTMENT MEDICAL RESEARCH AND MATERIEL COMMAND

OVERSEAS TRAVEL & FORCE PROTECTION OFFICE

PHONE: 301-619-0606/7270/7281 (DSN 343)

FAX: 301-619-8306

EMAIL:

usarmy.detrick.medcom-
usamrmc.other.dcsops-office@mail.mil

E-mail containing PII must be digitally signed and encrypted.

■ ■ As a best practice, ensure the e-mail subject line contains “FOUO” if the email contains PII.

■ ■ Ensure the body of the email containing PII includes the following warning: “FOR OFFICIAL USE ONLY”





The Overseas Travel/Force Protection Office Mission Statement

To provide the best service available for travelers to obtain the required travel clearances in order for them to be able to complete their mission while traveling OCONUS on Deployments, TDY, or for Military Leave

To ensure the entire U.S. Army Medical Research and Materiel Command and our travelers are aware of the travel requirements, dangerous security situations, and help keep them safe while traveling OCONUS on Deployments, TDY or on personal leave.

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.

OCONUS Travel 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.

- **DoD 4500.54-G** Foreign Clearance Guide
- **DoDD 2310.2** Personnel Recovery
- **DoDD 2000.12** DoD Antiterrorism/Force Protection Program
- **DoDI 2000.16** DoD Antiterrorism Standards
- **DoD 1000.21-R** Passport and Passport Agent Services Regulations

AR 55-46 Travel Overseas

AR 380-67 Personnel Security Program

AR 525-13 Antiterrorism

AR 525-28 Personnel Recovery

AR 600-8-10 Leaves and Passes

AR 600-8-105 Military Orders

HQDA G-2 Automated Foreign Contact and Foreign Travel Reporting

USAG Policy Memorandum 24-13 Self Reporting of Foreign Travel and Foreign Contact for Cleared Personnel

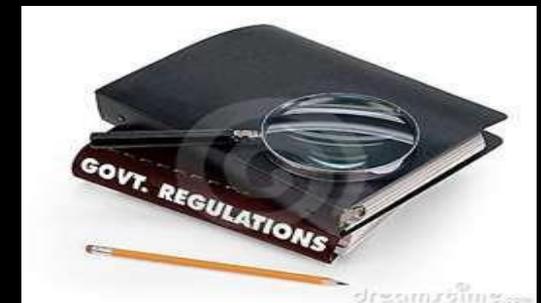
USAMRMC Command Policy 2011-63 Outside the Continental United States (OCONUS) Travel and Leave Requests

USAMRMC Command Policy 2011-74 Defense Travel System Temporary Duty Business Requirements

OTSG/MEDCOM Policy Memo 13-040 Foreign Contact and Foreign Travel Reporting

OTSG/MEDCOM Policy Memo 11-007 Policy for Processing Requests for Overseas Travel

OTSG/MEDCOM Memo International Event Travel Guidance



Topics of Discussion



- Types of clearances required
- Travel Packet
- APACS, and ECC messaging process
- OCONUS Travel clearance request-
USAMRMC Form 55-46
- DD Form 1610
- NATO Travel orders
- AOR country-specific briefings



Topics of Discussion Continued



- NATO Security Verification
- Flight Itinerary
- Invitation, Abstracts and email correspondence
- Force Protection Plan
- Gifts of Travel Benefits from Non-Federal Sources To Military And Civilian Employees
- Daily Intelligence Terrorism summaries



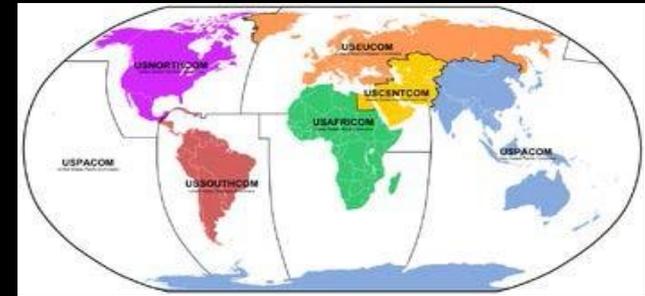
Travel Clearances

■ Country Clearance

Country clearance is currently requested via the Aircraft and Personnel Automated Clearance system and Electronic Country Clearance system (APACS, ECC) to each specific American Embassy.

■ Special Area Clearance

Special Area clearance is requested through the APACS to the Office of the Under Secretary of Defense for Policy OUSD (P).



■ Theater Clearance

Theater clearance is also requested through the APACS to the applicable regional Theater Commanders.



Travel Packet



- **DD Form 1610:** Request Authorization for DoD personnel for TDY travel, sent through Defense Travel System (DTS) unless manually funded
- **OCONUS Travel clearance (USAMRMC Form 55 -46 found on WEB-AFESS).**
- **Certificates of Training or Memorandum for record:** Antiterrorism Level I, SERE 100.2 Level A, PRO-FILE, Human Rights, USFK
- **Memorandum for record:** Individual Antiterrorism/Force Protection Plan, required for all Areas. TIMS or Statement of Preparedness and TT/IATP verification for AFRICOM or PACOM AOR's.
- **NATO Travel Order:** Required for U.S. Military personnel traveling to or through Belgium, Bulgaria, Canada, Czech Rep, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Turkey, United Kingdom

Travel Packet Continued



U.S. ARMY in GERMANY



- **NATO security/briefing verification:** Required only if attending a classified NATO working group meeting
- **Memorandum:** Request for confirmation of exemption from the Requirement to obtain a work permit for U.S. Government Contractors. Required only for U.S. Government Contractors traveling to Germany. Fax back form stamped by the German Labor of Ministry
- **Memorandum:** Copy of memorandum sent to JAG to accept gifts or travel benefits from a Non-Federal Source





Messaging Process

- Four types of Electronic message programs
 - ◆ DoD Aircraft and Personnel Automated Clearance System (APACS)
 - ◆ All Message Handling System (AMHS)
 - ◆ Secure IP Routing Network (SIPRNET)
 - ◆ State Department Electronic Country Clearance (ECC)



OCONUS Travel Clearance Request USAMRMC Form 55-46

Efficiency Comes In Different
Makes And Models

Choose from hybrid
and electric vehicles.

GET STARTED >



- There are required items on the OCONUS Clearance Request IAW DoD Foreign Clearance Guide <https://www.fcg.pentagon.mil>
- Departure date and number of days OCONUS.
- Purpose
- Mode of Transportation
- Proposed itinerary and locations
- Statement of funding source
- Logistical support required





OCONUS Travel Clearance Request USAMRMC Form 55-46



- Implications to the unit/command if travel is not approved
- Complete justification if request does not meet the required lead time. (MRMC Policy is 45 days)
- Statement that Antiterrorism Level I, SERE 100.2 Level A, PRO-FILE, Human Rights, USFK training, Area of Responsibility briefing and any other applicable theater-specific training had been completed and on what date
- EUCOM Operational Risk statement, Buddy Rule information
- Point of contact for the request. (Name and DSN/Commercial phone number)

DD Form 1610

- Request and authorization for TDY Travel of Military and DoD personnel

Current version located in the Defense Travel System



REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL										1. DATE OF REQUEST							
<small>(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.</small>																	
REQUEST FOR OFFICIAL TRAVEL																	
2. NAME (Last, First, Middle Initial)						3. POSITION TITLE AND GRADE OR RATING											
4. OFFICIAL STATION				5. ORGANIZATIONAL ELEMENT				6. PHONE NO.									
7. TYPE OF ORDERS			8. SECURITY CLEARANCE			9. PURPOSE OF TDY											
10 a. APPROX. NO. OF DAYS OF TDY (including travel time)			b. PROCEED OIA (Date)														
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED																	
MODE OF TRANSPORTATION																	
COMMERCIAL						GOVERNMENT						PRIVATELY OWNED CONVEYANCE (Check one)					
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE										
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT										
<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.																	
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.																	
<input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)																	
ESTIMATED COST																	
14. PER DIEM		TRAVEL		OTHER		TOTAL		15. ADVANCE AUTHORIZED									
\$		\$		\$		\$		\$									
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)																	
17. REQUESTING OFFICIAL (Title and signature)						18. APPROVING OFFICIAL (Title and signature)											
AUTHORIZATION																	
19. ACCOUNTING CITATION																	
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION								21. DATE ISSUED									
								22. TRAVEL ORDER NUMBER									



NATO Travel Order



- Required by **AR-600-8-105.**
28.Oct 94
- Required for all U.S. Army military personnel
- NATO orders will be printed in English, and French
- Done on Issuing Units letterhead in memorandum format
- Authorized by the USAMRMC Deputy Chief of Staff for Operations
- <http://www.nato.int/cps/en/natolive/index.htm>

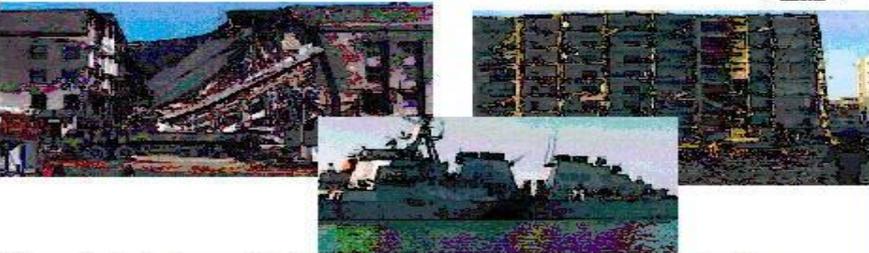




Antiterrorism Training Verification

- This can be issued by a Certified Level II Antiterrorism Officer or training can also be taken online at <https://atlevel1.dtic.mil/at/>
- This verification is good for one year, (unless the Theater Commander requires it within 6 months) it must be current before the traveler is authorized to travel OCONUS

 **DoD's Definition of Terrorism** 



"The calculated use of violence or threat of violence to inculcate fear; intended to coerce or intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological."
DoD O-2000.12-H



AOR Briefing Verification.

- This form or a facsimile is produced locally at each Military Installation Security or Antiterrorism Office/unit Security Office and must be within 90 days of departure date
- This form is certified by either the unit Security Officer/Antiterrorism Officer or Installation Security/Antiterrorism Officer



Briefing / Rebriefing Certificate

- Required for NATO classified meetings
- Must be certified by Security officer



Flight Itinerary

- It is required by most countries to provide the dates, times and exact flight schedule of the OCONUS travelers. This is also for tracking purposes
- Often a member of the U.S. Embassy staff will arrange to meet the traveler/s at the airport, especially in countries where there is a medium or high threat



Invitation, Abstract and Email Correspondence



OPSEC HORROR
Sanitize your work area BEFORE the photographer arrives



- Many countries require the information on who has invited the traveler to an International meeting and who is hosting the meeting or conference
- The Scientific abstracts are provided upon request to the Embassy staff. In the instance of former communist countries, the Scientific abstracts are required to be submitted to the office of Secretary of Defense-Public Affairs prior to traveling and presentation. **Anytime anything is presented to an international quorum it must have an OPSEC review**
- Email correspondence is kept in the file as back up documentation to address any questions that may be asked by the Embassy personnel concerning the travelers POC or agenda

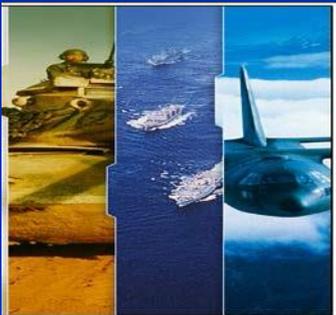




Force Protection Plan



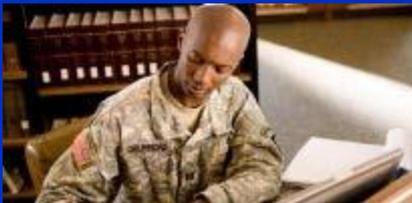
- This is done in memorandum format which addresses questions regarding the traveler's plan while in country in the event of a terrorist or criminal action that may occur
- It is required for all countries and must be completed within 90 days of travel.
- The Regional Theater commanders view this as extremely important because of the security reasons, traveler and command awareness
- This memorandum must be signed by the unit Commander/Director, the traveler and the Commanding General or an SES civilian when traveling to a restricted area in the PACOM AOR or FPCON Charlie and Delta countries





Gifts of Travel Benefits From Non-Federal Sources

BILL & MELINDA
GATES *foundation*



To accept benefits from a non-federal source by military and civilian employees of the Federal Government is governed by several statutes and regulations that interface in sometimes a very confusing manner. The overall purpose of the various statutes and regulations is to ensure that military and civilian employees are not in a position to be influenced in the performance or non-performance of an official act, nor induced to take or omit to take an action in violation of the employees' official duty

This has to be submitted to the USAMRMC JAG office or other applicable unit/Installation legal office before benefits can be accepted from a Non-Federal Source

Additional Mandatory COCOM Requirements Continued



- **EUCOM and SOUTHCOM:** Synchronized Predeployment and Operational Tracker (SPOT)
- http://www.acq.osd.mil/log/PS/SPOT_Business_Rules_Web_10-07-10.pdf
- EUCOM TASKORD ecj4contracting@eucom.mil
- USSOUTHCOM Policy Memorandum 07-11,
- All DoD contractors planning to travel on official government business in EUCOM or SOUTHCOM's AOR for 30 days or more and the contract is valued over \$25,000 or more must be registered in SPOT





Daily Intelligence Worldwide Information



- These are unclassified, classified, confidential or Secret messages which provide information on specific terrorist events, security and safety within each country.
- These are received daily electronically through the Overseas Security Advisory Council on the NIPRNET or the SIPRNET COCOM and various other intelligence websites.
- This enables the MRMC Commanding General, DCSOPS, Security staff and approving officials as well as the unit Commanders and Directors to decide whether requested clearances must be cancelled, or if requests for clearances should be denied based on intelligence information concerning areas the travelers are to be traveling.



**OCONUS TRAVEL
AND
FORCE PROTECTION OFFICE**

EMAIL:

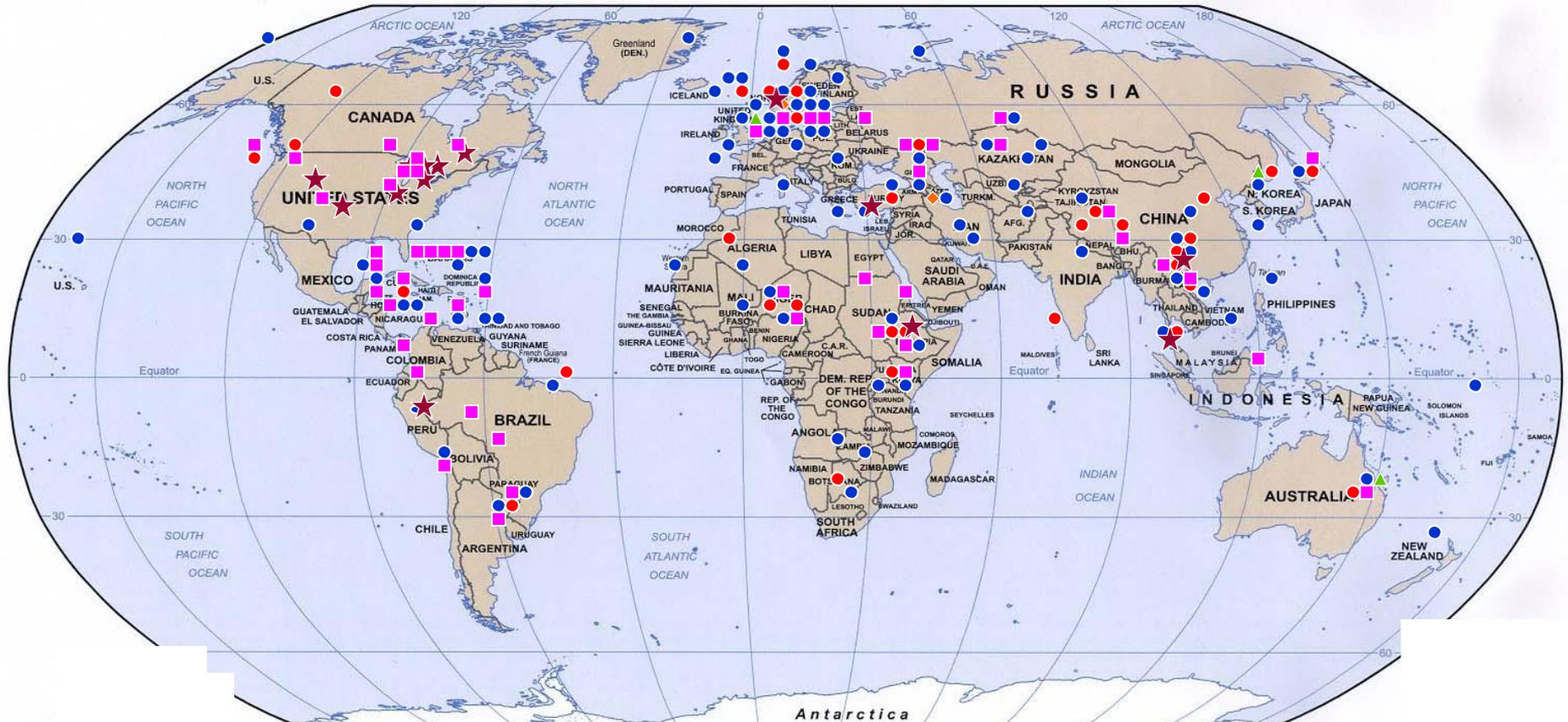
usarmy.detrick.medcom-usamrmc.other.dcsops-office@mail.mil

PHONE:

301-619-7270/6060/7281



DoD PRESENCE AROUND THE WORLD



Legend: Lab/Unit ★ Research ■ Agreement ● Deployment ◆ Exchange Program ▲ Collaboration ●

802804A1 (R00352) 12-01

Global Force Health Protection Network