

NPS International Travel Program

What you need to know

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Critical Areas

If you plan to travel internationally, you will need the following before you depart:

1. Approved travel orders
2. Completion of security requirements
3. An approved country, theater and/or special area clearance for your destination
4. A valid and current official (non-tourist) passport
5. For certain countries, a visa for entry

Travel Order Requirements

You need to be registered in DTS and use it to make your travel arrangements

You need to have a GTCC (government travel credit card), if eligible. Note: Non-US citizens and applicants with poor credit are not eligible

You need approved travel orders before you travel

You can contact the NPS Travel Office for assistance at x. 2041

See their website at

<http://www.nps.edu/Services/Travel/index.html>

Military NATO Travel Orders

- US military personnel **usually** require NATO travel orders to travel to NATO countries for official travel
- Certain NATO countries allow US military personnel to enter on either NATO travel orders or service orders.
- Requirements for each country appear in the Electronic Foreign Clearance Guide, Subsection I.A. of each individual country entry.
- Other References
 - AR 600-8-105 dtd 28 Oct 1994 “Military Orders”
 - BUPERS INST 1320.6F dtd 8 Feb 2005 “NATO Travel Orders to and Within NATO Countries”
 - AFI 65-103 dtd 5 Aug 2005 “Temporary Duty Orders

Security Requirements

The Command Security Manager's Office has a full complement of information on foreign travel on its website located at:

<http://intranet.nps.edu/security/foreigntravel.htm>

Security Requirements

You need to notify the Command Security Manager's (CSM) Office of pending international travel

CSM will assist you in preparing an Anti-Terrorism Plan for Command approval

You will need current Anti-Terrorism/Force Protection training (less than 12 months old)

You may need to complete Survival, Evasion, Resistance & Escape training (SERE) 100.1, Level A, if directed by combatant commander (AOR.) SERE no longer valid indefinitely—be sure to contact the CSM to confirm whether you have fulfilled requirement.

You may need to submit the ISOPREP form, if directed by combatant commander (AOR)

Other training may be required, depending on the destination

All of these must be completed prior to departure and some are time sensitive, so you should take care of these matters 45-60 days prior to your departure.

Last minute submittals may not be accepted

Country Clearance

The Travel Office will assist you in processing your Country Clearance request.

Contact them at least 45 days in advance to obtain guidance on how to proceed.

A Country Clearance is required for all official international travel.

It authorizes visits to a specific country for a requested purpose.

All military personnel must also obtain a Country Clearance for non-duty travel as well

In order to obtain a Country Clearance, you have to complete and submit a Country Clearance application via the Foreign Travel Website.

If you do not have an approved Country Clearance, you may not be allowed entry into the designated country to which you are traveling

Official Passports

When traveling internationally on official business, you are required to have an official passport. This is a red passport that identifies you as a person traveling on behalf of the US government.

All NPS international TDY travelers are required to contact the NPS Travel Office to check for official passport/visa requirements. Contact the passport agent, Monique Resquir, at the Travel Office at extension 2247 or mlresqui@nps.edu.

When to Apply

1. As soon as you think you will need to travel internationally on official NPS business, you should apply for an official passport; you do not need travel orders to do so
2. This can be a time-consuming process, with no guarantees regarding when a passport will be issued, so it is best to apply sooner than later
3. On average, it may take 6-8 weeks; it could be more or it could be less; “there is no guarantee”

Note: all submittals now go to the State Dept. in Washington, D.C., which receives about 500,000 applications per month; therefore, the earlier you apply, the better your chances of getting your passport on time

How to Apply

- The Travel Office passport agent will tell you what you need to complete your application
- The same criteria that applies to Tourist Passports applies to Official Passports:
 - Application form DS 11
 - Birth evidence*
 - Original birth certificate
 - Old passport not over 15 years of age
 - Certified copy of birth certificate from State Register's Office of place of birth
 - Clear copy of CAC card (front and back)
- Except that for an Official Passport:
 - you need to complete a form DD1056; and
 - there is no fee involved
- You do not need a Tourist Passport to apply for an Official Passport
- * Naturalized citizens need to provide their US passport and their Naturalization Certificate (original)
- * US citizens born in a foreign country need to provide original Embassy Birth Abroad document

How Long are they Valid

- Official Passports are valid for a period of five years
- Official Passports cannot be renewed; however,
- Travelers may re-apply for a new Official Passport when their existing passport expires
- The requirements for re-application are the same as for the original Official Passport
- CSD will tell you what you need to complete your re-application

Passport Force Protection Measure

- When aboard aircraft, official travelers who carry a red official passport should keep it tucked away and hidden in carry-on luggage and have their blue tourist passport in an easily accessible pocket of their carry-on.
- If there is a hijacking incident, the hijackers may collect passports in order to reveal “high interest” hostages. The blue tourist passport should be presented to help the official traveler maintain a low profile.
- If there are no incidents, the official traveler should present the red official passport at the Customs Post at the destination airport

Visas

Certain countries require a visa for entry

Contact the Travel Office to see if your destination requires one

If so, contact Monique Resquir in the Travel Office to apply for your visa

Have a great trip! Travel safely.