International Travel

Ref: (a) NAVPGSCOLINST 4650.1, Procedures for Foreign Travel
    (b) Electronic Foreign Clearance Guide
    (c) BUPERSINST 1320.6G, NATO Travel Orders

Encl: (1) NATO orders (fillable)

Background:

All DoD personnel at NPS planning to leave the United States are expected to plan early and provide all information needed for travel. In accordance with reference (a), responsibility for the entire foreign travel process rests with the individual traveler.

Policy:

Reference (a) is published by the NPS Security Manager’s office. It contains all requirements for documents, training and clearances. A summary of these requirements is contained on the Security Manager’s website. Country clearance requirements are contained at reference (b).

Procedures:

Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

a. Passports and Visas. A passport is required for travel to any foreign country, or, to territories under control of a foreign country. An official passport is also required for travel to most foreign countries.

For information on obtaining/renewing passports and visas for PCS travel, contact Ted Osborne (1855, tsosborn@nps.edu) at the PSD Customer Service Desk in building 300.

For information on obtaining/renewing passports and visas for TDY travel, contact Monique Resquir (831 656-2247, mlresqui@nps.edu) in the Travel Office in Herrmann Hall.

b. Country Clearance. Country Clearance may be required in order to authorize official travel to a particular country. Country Clearance requests will be submitted to the Travel Office. The Travel Office will have the traveler fill out specific information from reference (b). The Travel Office will generate a country clearance message from this information and the Security Manager will release the message. Country Clearance requests should be submitted 45 days prior to travel or sooner depending on the requirements of the individual country.
c. **Travel Authorization.** The travel authorization will be completed in DTS. The traveler must insert his/her Social Security Number into the comments section of the travel authorization since SATO requires this information to process the air reservations.

d. **Immunization.** Immunization requirements vary by country. Travelers may find out if shots are required by checking the following web site:


   If immunization is required, the traveler must make an appointment with his/her local physician (civilian) or with DLI (military.) Any charges incurred can be claimed on the travel voucher, per JTR Appendix G.

e. **Reimbursement Not Allowed.** Reimbursement is *not allowed* when the traveler does not follow the regulations for foreign flag carriers (see JTR Appendix O para. T4025-C). Transportation on foreign ships or aircraft of foreign registry is *not* authorized/approved unless the conditions in Appendix O, para. T4060-B3 are met.

f. **Rest Stops.** Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. **Rest stops must not exceed 24 hours.**

g. **Insurance Coverage in Foreign Areas.** The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

h. **NATO Orders.** Reference (c) requires all military personnel entering NATO countries to have NATO orders attached to their travel orders. The NATO orders form is attached as enclosure (1) in fillable format. The NATO countries are Belgium, Bulgaria, Canada, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and USA.
NATO TRAVEL ORDER / ORDRE DE MISSION OTAN

COUNTRY OF ORIGIN: United States of America
PAYS DE PROVENANCE: 

ORDER NUMBER: _________________
NUMÉRO DE SÉRIE: 

1. The bearer ____________________________ ____________________________________________
   Le porteur (SSN Rank/Grade Name/Nom)

2. Will travel from Monterey, CA, USA to ____________________________
   Fera mouvement de a
   Via ____________________________________________ Date of Departure ________________________________
   Via Date du depart

   Expected date of return ________________________________
   Date probable de retour

3. Authority is not granted to possess and carry arms.
   Autorisation de porte d'armes non accordé.

4. I hereby certify that this individual is a member of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.
   Je soussigné certifie que le personnel visé appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de ce Accord.

5. This travel order is to be produced to civil and military authorities on request.
   Cet ordre de mission devra être présenté sur demande des autorités civiles et militaires.

____________________________________________
OFFICER AUTHORIZING MOVEMENT
DATE OF ISSUE
OFFICIER AUTORISANT LE MOUVEMENT
DATE DE L'AUTORISATION
Renee Dishon, Travel Officer
1. This Travel Order is to be used for both individual and collective movement. When the Travel Order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc…

2. This Travel Order is to be produced to civil and military authorities on request.

3. It is not to be used for civilian personnel.

4. The country from which travel is authorized and the country (countries) to and through which travel is authorized must be included in paragraph 2. The inclusion of the location (i.e. town, city) from and to which travel is authorized is optional.

5. Personnel are to be in possession of Service Identity Documents.

6. If more than one person is traveling, the list, as referred to in paragraph 1 of the form should show Personal/Identity Card Number (if any), Rank, Name, and Unit. This list may be shown on the face, on reverse, or on a separate document as appropriate.

7. Any additional details or instructions which issuing nations wish to include should be attached on a separate paper, or on the reverse of the form.

8. Print the travel order on appropriate organizational letterhead.

1. Cet Ordre de mission peut être utilisé à la fois pour les mouvements individuels ou collectifs. Toutefois, lorsqu'il sera utilisé pour des détachements égaux ou supérieurs à 20 hommes, des mesures de détail devront être prises si nécessaire par tous les organismes chargés de leur de leur réception et de leur séjour, etc…

2. Cet Ordre de mission devra être présenté sur demande des Autorités civiles et militaires.

3. Cet Ordre de mission ne sera pas utilisé pour les personnels civils.

4. Au paragraphe 2, seule la mention des pays est obligatoire. L'indication de l'endroit exact (ville, lieu…) est facultative.

5. Chaque individu sera porteur d'une pièce d'identité militaire.

6. S'il s'agit du déplacement de plusieurs individus, la liste indiquée au paragraphe 1 du formulaire devra comporter le numéro matricule ou de la carte d'identité, le grade, le nom et l'unité de chacun d'eux. Cette list pourra figurer soit sur le recto ou le verso de l'Ordre de mission, soit sur un document distinct, selon le cas.

7. Tous détails ou instructions supplémentaires que la nation d'origine désire inclure devront figurer soit au dos du formulaire, soit sur une feuille séparée.