



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Travel - OCONUS

International Directorate
CPR: DCMA-I

DCMA-INST 1081
February 11, 2014

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 1081, "Travel – OCONUS" (Reference (a)).
- b. Provides guidance for efficiently completing outside the continental United States (OCONUS) travel requirements without encountering administrative problems during travel.
- c. Is established in compliance with DoD Directive (DoDD) 5105.64, "Defense Contract Management Agency (DCMA)" (Reference (b)).

2. APPLICABILITY. This Instruction applies to all DCMA activities.

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with the DCMA-INST 710, "Managers" Internal Control Program (Reference (c)), this Instruction is subject to evaluation and testing.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODE. The PLAS process code of the functional process being supported is used.

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/1081r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective February 11, 2014, and all applicable activities shall be fully compliant within 60 days of this date.

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REFERENCES

- (a) DCMA-INST 1081, "Travel – OCONUS," May 2010 (hereby canceled)
- (b) DoDD 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA INST 710, "Managers' Internal Control Program," September 19, 2012
- (d) DoD Foreign Clearance Guide
- (e) DoD Directive 4500.54E, "DoD Foreign Clearance Program (FCP)," December 28, 2009
- (f) DCMA INST 535, "Travel (Official) – TDY and Local," October 2009
- (g) Army Regulation 600-8-105, "Military Orders," October 28, 1994
- (h) U.S. Navy, "NATO Travel Orders To and Within NATO Countries"
- (i) Air Force Instruction 65-103, "Temporary Duty Orders," August 5, 2005
- (j) DoD Directive 6205.02E, "Policy and Program for Immunizations to Protect the Health of Service Members and Military Beneficiaries," September 19, 2006
- (k) DCMA-INST 558, "Antiterrorism," October 2009
- (l) National Defense University Training, "Survival, Evasion, Resistance, and Escape 100.1"
- (m) Defense Technical Information Center, "Isolated Personnel Report DD Form 2645-5"

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. There are “pre-travel” requirements that must be completed by DCMA employees and their family members prior to traveling OCONUS for either official business travel for DCMA or their parent Service or for unofficial purposes (e.g., vacation).

1.1.2. These requirements apply to DCMA personnel residing in the continental United States (CONUS) and traveling to an OCONUS location or DCMA personnel residing OCONUS and traveling to a different country or Unified Combatant Command area of operations.

1.1.3. All OCONUS travelers will familiarize themselves with and ensure compliance with the applicable provisions of Chapter 3, Personnel, and the applicable country entry requirements of the DoD Foreign Clearance Guide (FCG) (Reference (d)) before applying for permission to travel OCONUS (DoDD 4500.54E, “DoD Foreign Clearance Program (FCP)” (Reference (e))) .

1.1.4. All official OCONUS travel will be conducted on a mission essential basis. Approval of official travel as “mission essential” will be made at the level designated by the responsible Executive Director or Contract Management Office (CMO) Commander.

1.1.5. For official travel to countries with a Department of Defense (DoD) terrorist or criminal threat level of SIGNIFICANT or HIGH, the responsible Executive Director or CMO Commander will be the sole approving authority.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA will:

2.1.1. Ensure that all “pre-travel” requirements for OCONUS travel are available to all DCMA employees and their family members prior to traveling outside CONUS to an OCONUS location for either official business travel for DCMA or their parent Services or for unofficial purposes (e.g., vacation). These requirements also apply to OCONUS personnel when traveling outside their country of assignment.

2.1.2. Designate a senior agency official with responsibility for the overarching management and oversight for OCONUS travel.

2.2. COMMANDER, DCMA INTERNATIONAL. The Commander, DCMA International (DCMAI) will:

2.1.1. Serve as the Agency senior official responsible for the development, implementation, and oversight of the Policy for OCONUS Travel.

2.1.2. Delegate approval authority to the Deputy Commander, DCMAI on all CONUS to OCONUS mission essential official travel.

2.3. DCMAI DEPUTY COMMANDER. The DCMAI Deputy Commander must:

2.3.1. Appoint a policy point of contact (POC)/lead agent for OCONUS travel.

2.3.2. Review and approve all Country Clearance Requests prior to submission into the Aircraft and Personnel Automated Clearance System (APACS).

2.4. OCONUS DCMA CMO COMMANDER. The OCONUS DCMA CMO Commander is responsible for reviewing and concur/non-concur on all Country Clearance Request applications for their area of responsibility (AOR) prior to being submitted to the Deputy Commander/Chief of Staff (CoS).

2.5. POINT OF CONTACT (POC)/LEAD AGENT. The policy POC/lead agent will:

2.5.1. Develop and manage an effective OCONUS travel program that meets the intent of the prescribing directives.

2.5.2. Provide pre-travel guidance in accordance with the DoD FCG (Reference (d)) to DCMA employees requesting OCONUS official/unofficial travel.

2.5.3. Coordinate all OCONUS travel with OCONUS CMO Commanders, International senior leadership team, and Deputy Commander/CoS for approval.

2.5.4. Input travel into the APACS.

2.5.5. Notify member when country clearance has been approved/disapproved.

2.6. MILITARY PASSPORT AGENT. The Military Passport Agent shall:

2.6.1. Advise traveler on the process in obtaining an official passport and visa, if required.

2.6.2. Comply with State Department procedures when processing official passport and visa applications for DCMA personnel.

CHAPTER 3

PROCEDURES

3.1. COMPLETE COUNTRY CLEARANCE REQUEST.

3.1.1. Due to the processing time required to complete all the administrative arrangements to accomplish OCONUS travel and to process the request in organizations/systems external to DCMA, travelers must complete and submit their Country Clearance Request no later than 45 days prior to the planned departure from the traveler's point of origin. Attach the completed Country Clearance Request to an e-mail addressed to OCONUS TRAVEL.

3.1.2. If an emergency situation exists that precludes meeting the 45-day lead time, a solid justification must be provided. For short notice requests, include a complete description of the purpose of the temporary duty (TDY) for the approving officials' use in determining whether to waive the requirement for 45-day advance notice. Some countries will not approve short notice requests and the requestor should provide alternative travel plans where possible.

3.2. PROCESS COUNTRY CLEARANCE. Once the Country Clearance Request application is received, it will be forwarded to the OCONUS DCMA CMO Commander having jurisdiction over the areas to be visited and then to the Deputy Commander, DCMAI for approval. The OCONUS DCMA CMO Commander assists in addressing the requirement of several countries to identify who will exercise force protection (FP) responsibility. After approval by the DCMAI Commander and OCONUS CMO Commander, the application is then processed via APACS.

3.3. SECURE REQUIRED DOCUMENTS.

3.3.1. Permanet Change of Station (PCS) Orders. See DCMA-INST 115, "Travel (Official) – TDY and Local" (Reference (f)).

3.3.2. TDY Orders - Via the Defense Travel System (DTS) and North Atlantic Treaty Organization (NATO) Travel Orders (if required). The requirement for a NATO travel order for personnel entering a NATO member nation is shown for each country in Subsection I.A. of each individual country entry in the DoD FCG (Reference (d)). Individuals completing NATO travel orders will refer to the applicable Military Service regulatory document:

- AR 600-8-105, "Military Orders" (Reference (g))
- U.S. Navy BUPERS INST 1320.6G, "NATO Travel Orders To and Within NATO Countries" (Reference (h))
- AFI 65-103, "Temporary Duty Orders" (Reference (i))

3.3.3. International Certificate of Vaccination. Refer to DoDD 6205.02E, "Policy and Program for Immunizations to Protect the Health of Service Members and Military Beneficiaries" (Reference (k)).

3.3.4. Passport (Official or Unofficial).

3.3.4.1. When conducting business on behalf of the U.S. Government, DCMA employees will travel using the No Fee Official Passport as required DoDD 4500.54E (Reference (e)). Reference (e) promulgates DoD policy for foreign travel which the Special Issuance Agency of the U.S. State Department and the Army Passport and Visa Office adheres to when processing passport applications. To obtain a No Fee Official Passport for travel, email **OCONUS TRAVEL**. The No Fee Passport is normally issued for 5 years to military members and dependents traveling to a country that requires a passport, as well as DoD civilians and dependents traveling abroad on official business, for either a permanent PCS or TDY. The passport will have an endorsement that reads, "The bearer is abroad on an Official assignment for the United States Government." This passport may provide quicker access to officials of the host country government and identifies the official status of the traveler. **Personnel requiring a No Fee Official Passport will obtain the following documents prior to meeting with a Military Passport Agent:**

3.3.4.1.1. New (Military or Civilian Personnel).

- Completed U.S. Department of State, U.S. Passport Application, DS-11
- Original Birth Certificate with State Seal
- Two 2- by 2-inch passport photographs (various commercial sources including some drug stores/print shops, etc.)
- If country requires a visa, submit the signed application and photographs at same time

3.3.4.1.2. New (Dependents).

- Completed U.S. Department of State, U.S. Passport Application, DS-11
- Original Birth Certificate with State Seal
- Two 2- by 2-inch passport photographs (various commercial sources including some drug stores/print shops, etc.)
- If country requires a visa, submit the signed application and photographs at same time
- Applicants up to age 16 must appear in person with both parents. If non-custodial parent is not available, a notarized statement must be submitted

3.3.4.1.3. New (Diplomatic).

- Approved PCS orders with application
- Completed U.S. Department of State, U.S. Passport Application, DS-11
- Passport no more than 15 years since date of issue and no younger than 16 years of age at the time of issue
- Original Birth Certificate with State Seal
- Two 2- by 2-inch passport photographs (various commercial sources including some drug stores/print shops, etc.)

- If country requires a visa, submit the signed application and photographs at the same time

3.3.4.1.4. Renewal.

- Passport no more than 15 years since date of issue and no younger than 16 years of age at the time of issue
- U.S. Department of State, U.S. Passport Application by Mail, GS-82
- Two 2- by 2-inch passport photographs (various commercial sources including some drug stores/print shops, etc.)
- Forward via Fed Ex to DCMA International

3.3.5. Travelers will use the tourist (unofficial) passport when traveling in an unofficial capacity in according to DoDD 4500.54E_(Reference (e)). Using the unofficial passport while traveling on official government business misrepresents the true purpose for which the traveler has entered the country. Also, some foreign countries will deny entry at the border to someone attempting to enter the country on official business that arrives with only a tourist passport. Unofficial passports can be obtained at many local post offices.

3.3.6. Once travelers have secured the required documents/photographs for their official passport, they will contact the DCMA International Military Passport Agent. That Agent will determine which local Military Passport Agent will physically process the passport request and provide that information to the traveler. Travelers will then schedule a meeting with the local Military Passport Agent to complete processing for their official passport.

3.4. VERIFY POSSESSION OF REQUIRED DOCUMENTS. DCMAI will verify that the required documents are in-hand prior to approving further processing of requested travel in DTS. Travelers will also need an approved Country Clearance before travel orders will be issued by DTS. DCMAI will enter appropriate country clearance data into APACS. The system will in-turn notify DCMAI of the clearance status and DCMAI will then notify the traveler.

3.5. COMPLETE REQUIRED PRE-TRAVEL TRAINING AND OTHER REQUIREMENTS.

3.5.1. The specific pre-travel requirements for each country are contained in the DoD FCG (Reference (d)). Each traveler and their management will ensure all applicable pre-travel training and other requirements are completed prior to the initiation of travel. The complete training/documentation requirements, including those in Reference (d), which must be met by the traveler prior to departing on OCONUS travel, as applicable, are noted below:

- DCMA-INST 535, “Antiterrorism” (Reference (k), regarding antiterrorism/force protection
- Survival, Evasion, Resistance, and Escape (SERE) 100.1 (Reference (l))
- Isolated Personnel Report, DD Form 2645-5, Reserve Component Survivor Benefit Plan Election Certificate (Reference (m))

- DCMA-INST 535 (Reference (k), Unified Combatant Command Area of Responsibility (AOR) Travel Briefing (Reference (n))
- Completion of a Counterintelligence Foreign Travel briefing
- Review of Combating Human Trafficking training
- Completion of an AT Individual Force Protection Plan
- Review of the Foreign Travel Debrief form

3.5.2. Where official travel has been approved for countries with **significant** or **high** DoD threat levels, the traveler will contact the nearest U.S. embassy, consulate, or military installation (as applicable) to obtain recommended billeting, travel, and other security/threat-related information applicable to the local environment. Current information for U.S. embassies and consulates may be obtained from the specific country page in the DoD FCG (Reference (d)).

3.5.3. Travelers with a Top Secret-Sensitive Compartmented Information security clearance and personnel read into a Special Access Program (SAP) will notify the following applicable DCMA Security POC prior to initiating either official or unofficial OCONUS travel. Travelers with a security clearance other than those identified herein, traveling to countries with a **high** Foreign Intelligence Service (FIS) threat level will notify the following applicable POCs prior to travel.

3.5.3.1. Personnel Read into a SAP. Contact any DCMA Special Programs Security Specialist.

3.5.3.2. Personnel Not Read into a SAP. Contact either the DCMA Security Center Personnel Security Officer or any DCMA Information Security/Counterintelligence Specialist.

3.6. COMPLETE TRAVEL.

3.6.1. Travelers on official business will keep the telephone number of the U.S. embassy and/or local consulate readily available for assistance/advice in emergencies.

3.6.2. Official travelers will immediately report any threatening or suspicious incidents to local authorities, the applicable U.S. embassy or consulate, and to their management.

3.6.3. Any suspected contact with a representative or a FIS or any suspicious contacts with a foreign national during the conduct of travel will be reported to DCMA Information Security immediately upon completion of travel.

3.6.4. Travelers will complete and submit the foreign travel debrief and foreign contact (if applicable) within 5 working days after their return via the DCMA Information Security mailbox.

GLOSSARY

ACRONYMS

AOR	Area of Responsibility
APACS	Automated Personnel and Aircraft Clearance System
CMO	Contract Management Office
CONUS	Continental United States
CoS	Chief of Staff
DCMA-INST	DCMA instruction
DCMAI	DCMA International Directorate
DoDD	Department of Defense direction
DTS	Defense Travel System
FCG	Foreign Clearance Guide
FIS	Foreign Intelligence Service
FP	Force Protection
NATO	North Atlantic Treaty Organization
OCONUS	outside the Continental United States
PCS	permanent change of station
PLAS	Performance Labor Accounting System
POC	point of contact
SAP	Special Access Program
TDY	temporary duty