

U.S. Army Corps of Engineers
REQUEST FOR FOREIGN OCONUS OFFICIAL DUTY TRAVEL CLEARANCE

The proponent agency is CELA-T.

DATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority National Security Act of 1947, Executive Order 12333, United States intelligence activities; DoD Directive 4500.54E, DoD Foreign Clearance Program (FCP).
Purpose To create, submit, coordinate and approve aircraft diplomatic and personnel travel clearances for DoD sponsored official travel.
Routine Uses Information may be disclosed to the Department of State Regional Security Officer, U.S. Embassy officials, and foreign law enforcement and security agencies to coordinate mission and security support for DoD travelers.
Disclosure Providing information to complete this form is voluntary; however, failure to provide the requested information could result in denial of authorization to travel. This form will be destroyed once foreign travel has been completed.

Traveler	Traveler #1	Traveler #2	Traveler #3
Name (Last, First MI)			
Category			
Service			
Organization			
Job Title			
Rank/Grade			
Country of Citizenship			
Security Clearance			

1. Purpose of Travel (*Give the 5W's; Who, What, Where, When, Why. Be detailed with reasonable specificity. Avoid acronyms*)

Will classified information be discussed?

Yes No

2. If lead time of 45 days is not met, justification statement for late submission of clearance request

3. Itinerary	Destination	Additional Destination	Additional Destination
Destination			
Arrival Date			
Arrival Time			
Departure Date			
Departure Time			
Lodging Name			
Lodging Phone Number			
Lodging Address			

Training, passport and visa requirements differ depending on the country you are traveling to.

Check the Foreign Clearance Guide (FCG) "Identification Credentials For Official Travel" and "Personnel Entry Requirements For Official Travel" at <https://www.fcg.pentagon.mil/fcg.cfm>

4. Training	Traveler #1	Traveler #2	Traveler #3
AT Level 1 Training Date			
ISOPREP Date			
SERE Training Date			
Travel Tracker/IATP Entry Number			
Travel Tracker/IATP Date			
AOR Location Specific Brief Date			
Force Protection Responsibility			
SCI Briefing Date			

(only applicable if traveler has SCI clearance)

Please list additional required training not listed above in section 8 of this form

5. Identification	Traveler #1	Traveler #2	Traveler #3
Passport Number			
Passport Expiration			
Passport Type			
Visa Number if applicable			
Visa Expiration Date if applicable			

Home Station POC is a local representative at travelers home station/unit who can be reached on their behalf while on travel

6. Home Station POC	Traveler #1	Traveler #2	Traveler #3
Name (Last, First MI)			
Organization			
E-mail			
Comm Phone number			
Address			

In Foreign country POC is a representative at the TDY location who can be reached on the travelers behalf while on travel

7. In Foreign Country POC	Destination #1	Destination #2	Destination #3
Name (Last, First MI)			
Commercial Phone number			
E-mail			
Rank/Title			
Foreign Organization			
Foreign Organization Address			

8. Notes: