

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
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OPNAV INSTRUCTION 4650.11F

From: Chief of Naval Operations
To: All Ships and Stations

Subj: POLICIES AND PROCEDURES FOR
OFFICIAL TEMPORARY DUTY
TRAVEL TO MILITARY AND
CIVILIAN INSTALLATIONS,
ACTIVITIES, AND UNITS

Ref: (a) DOD Directive 5000.7 of 14 Jun
1977 (NOTAL)
(b) USAF Foreign Clearance Guide
(NOTAL)
(c) OPNAVINST 5510.1H
(d) NMPCINST 4650.2A (NOTAL)
(e) OPNAVINST 5540.8L (NOTAL)
(f) OPNAVINST 55513.3B
(g) OPNAVINST 5510.48J
(h) OPNAVINST 55510.155C
(NOTAL)

Encl: (1) Special Area Clearance Procedures
(2) Travel/Country Clearance Request
Procedures

1. Purpose. To implement reference (a), and to issue policy and revised procedures for official travel clearances and accreditation for subject visits. This instruction has been completely rewritten and should be read in its entirety.

2. Cancellation. OPNAVINST 4650.11E.

3. Discussion

a. Visits to installations and activities overseas and within the continental United States (CONUS) may be required in the normal conduct of official business. Such travel often impacts on the facilities and other resources of the visited activity. Therefore, official visits should be arranged so as to place minimum demands on the equipment, facilities, time and services of the installations and personnel being visited. To the maximum extent possible, trips to

the same general area and in the same general period should be consolidated.

b. All official temporary duty travel abroad requires that appropriate personnel clearances be obtained from the overseas U.S. military commander, or from the foreign government through the U.S. Embassy/U.S. Defense Attache Office (USDAO). Additionally, travel to those countries designated as "Special Areas" in reference (b) requires the prior concurrence of the Office of the Under Secretary of Defense (Policy) (OUSDP) and the Department of State, submitted via CNO (OP-09B20T).

4. Scope

a. The provisions of this instruction are applicable to all official temporary duty (TEMADD, TEMDU, TAD, TDY, etc.) travel by Department of the Navy military personnel, Navy civilian personnel, and personnel traveling under Department of the Navy sponsorship, including Department of Defense contractor employees.

b. The provisions of this instruction are applicable to the personnel listed above for official temporary duty travel to the following places:

(1) U.S. military installations, activities, and units within and outside CONUS;

(2) Foreign military and civilian installations, activities, and units; or

(3) Research vessels and U.S. naval ships located overseas where the traveler must enter or exit an area under foreign government control.

c. Compliance with this instruction is also required when:

(1) Intra-theater travel is performed to conduct other than unified command business with other than U.S. personnel;

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(2) Foreign personnel will be contacted during the visits; and/or

(3) Foreign policy will be discussed during the visit.

d. This instruction does not apply to:

(1) Troop movements, or travel by personnel in unified or overseas service commands directly related to units of those commands, or travel by the commander to units under his/her command, except for travel to U.S. cryptologic units (see paragraph 10).

(2) Intra-theater travel to "Special Areas" requiring prior concurrence as designated in the Foreign Clearance Guide (FCG) when travel is performed to conduct unified command business with U.S. personnel and no foreign personnel are contacted or foreign policy discussed.

(3) Personnel on leave, air crew personnel, ship's company in the performance of air crew duties or ship's company duties exclusively.

(4) Personnel assigned to international staffs or organizations when traveling within their designated areas of responsibility. Senior official travel to Africa is the sole exception to this provision.

(5) Personnel transiting a country.

5. Definitions

a. **Accreditation.** The granting of official status by the Department of Defense as a representative of the Department of Defense (DOD) to official U.S. delegations, international organizations, and at international conferences or negotiations. Accreditation is coordinated by Chief of Naval Operations (CNO) (OP-61) with OUSDP, who, in turn, coordinates with the Department of State.

b. **Country Clearance.** Permission obtained through diplomatic channels from a foreign nation to permit entry of military personnel and/or military sponsored civilian personnel on official travel matters not pertaining to the mission of the unified or component command. Normally, country clearance is coordinated through the Defense Attache, if assigned, at the U.S. Embassy in the country or countries to be visited.

c. **Notification of OUSDP.** Information provided to OUSDP and Department of State for travel to a "Special Area," as required in reference (b), when prior concurrence is not required.

d. **Prior Concurrence.** Permission obtained from OUSDP and the Department of State to originate requests for travel or country clearance for travel to "Special Areas," as required in reference (b).

e. **Security Clearance.** An administrative determination by competent authority that an individual is eligible, from a security standpoint, for access to classified information of a specific category.

f. **Travel Clearance.** Permission obtained from a unified commander for visits pertaining to the mission of a unified command or when in-theater administrative support is required. Also, permission obtained from a component commander, Military Assistance Advisory Group (MAAG)/Mission/Office of Defense Cooperation (ODC), or other joint activity for visits pertaining to a component service or mission of a joint activity.

g. **Senior Personnel.** For the purpose of this instruction, that term refers to personnel in the following categories:

(1) Presidential appointees in defense positions.

(2) Military personnel of flag or general officer rank.

(3) Civilian personnel in the Senior Executive Service (SES) and grade GS-16, or their equivalent and above.

(4) Other personnel of equivalent rank or grade traveling under Defense sponsorship.

h. Visit Notification. Notification provided to various commands, activities, units, or other officials on proposed visits where: (1) no travel or country clearance is required; or (2) travel or country clearance has been granted or assumed and originator must provide all concerned with firm estimated times of arrival (ETAs), estimated times of departure (ETDs), and carrier information.

6. Policy and Procedures

a. Specific requirements and procedures for each country are contained in reference (b).

b. Procedures for requesting prior concurrence and submission of OUSDP notification are contained in enclosure (1).

c. The procedures for requesting travel/country clearances are contained in enclosure (2).

d. Requests for clearance will be submitted sufficiently in advance to allow orderly processing, evaluation of necessity of visit, and in the case of foreign country visits, coordination with U.S. diplomatic and consular missions, as appropriate, in the countries to be visited. Requests must be submitted a minimum of 30 days prior to the proposed travel so appropriate contacts can be made. Emergency requests shall include complete justification for the visit so that a waiver of the 30-day advance notification requirement may be considered. Cancellations shall be reported to all concerned in a timely manner.

e. Upon completion of official temporary duty abroad, senior officials should provide

copies of trip reports to OUSDP and to the appropriate unified commands.

7. Travel of Reservists on Active Duty for Training (ACDUTRA)

a. Exercise Augmentation. Requests for travel or country clearances will be initiated by the command, or designated subordinate, submitting augmentation requirements to the Commander, Naval Reserve Forces (COMNAVRESFOR). The requirements of enclosures (1) and (2) are applicable, except that arrangements may be made to provide the identification of individual reservists at a later date following receipt of such information from COMNAVRESFOR.

b. Other ACDUTRA. Requests for travel or country clearance will be initiated by COMNAVRESFOR or a designated representative, and by area commanders outside the continental United States (OUTCONUS) authorized to issue ACDUTRA orders.

8. Proper Coordination of Travel within CONUS, to Areas Outside CONUS, and within Overseas Areas

a. Travel within CONUS. All commands, activities, and units scheduling visits of military and civilian personnel, including Department of the Navy contractor employees, shall clear such visits in advance with the commanders of the installations, activities, or units concerned. Classified visits should be requested following the policies and procedures outlined in reference (c). Timely notification of visits shall also be given to other commanders interested in the subject or scope of the visit.

b. Travel from CONUS to Areas OUTCONUS and within Overseas Areas. Specific requirements for clearances into all foreign countries are contained in the USAF Foreign Clearance Guide. Procedures for submitting the requests are contained in enclosures (1) and (2) of this instruction. When travel to areas OUTCONUS is expected to include substantive contact with foreign nationals

or organizations, sponsoring activities will forward a copy of the request for travel clearance to the appropriate Commander, Task Force 168 element as follows: CTG 168.0 for travel from CONUS, CTG 168.4 for travel from Europe, CTG 168.5 for travel from the Far East, and CTG 168.6 for travel from Central/South America. The USAF Foreign Clearance Guide may be obtained by written request to the Defense Mapping Agency Combat Support Center/IMA, Washington, DC 20315-0010. Phone autovon 287-2426; commercial (202) 227-2426.

9. Passports/Visas. Policy governing international travel and the procedures for obtaining required passports/visas are contained in reference (d).

10. Visits from Noncryptologic Organizations to Cryptologic Overseas Activities. Reference (a) states that visits by personnel from noncryptologic activities to cryptologic overseas activities must be coordinated in advance with the Director, National Security Agency. When applicable, the coordination will be effected prior to submission of the request for area clearance.

11. Visits to Defense Logistic Agency (DLA) Activities

a. To ensure DLA is fully responsive to the objectives and needs of official visits by DOD sponsored foreign representatives, DLA has established a central coordination point at its headquarters. The Chief, Intelligence and Security Division, Command Security Support Office, Headquarters DLA (DLA-TI), phone Autovon 284-7264; commercial 703-274-7264 and message address, Cameron Station, VA//DLA-I has been designated as the focal point.

b. Information relative to proposed visits of foreign nationals sponsored by the Department of the Navy should be provided by mail as far in advance as feasible. The information should include:

- (1) Name of DLA activity to be visited.
- (2) Purpose of the visit, including a statement of whether a formal orientation is desired.
- (3) Name, rank, grade, position, and organizational affiliation of visitor, and country represented.
- (4) Itinerary, including mode of travel, estimated time of arrival and departure, and whether or not visitor desires government transportation from transportation terminal to hotel or DLA activity where public transportation is not available.
- (5) Reservations desired, if any.

c. The procedures outlined above do not apply to official visits to be made by U.S. personnel to Headquarters, Defense Logistic Agency, or to any of its field activities. Normally, those are arranged directly with the office of primary interest (OPI) at the DLA activity concerned. In the event the OPI is not known, arrangements may be made through the applicable executive officer.

d. Visits made in connection with the DOD Industrial Security program are governed by the provisions of Section III, entitled "Visitors," of reference (e).

12. Visits in Connection with the Security Assistance Program (Military Assistance Program (MAP) or Foreign Military Sales (FMS)). In addition to the other clearance requirements prescribed here, all planned visits during which MAP and/or FMS matters will be discussed should be preceded by the potential visitor contacting the Navy Office of Technology Transfer and Security Assistance (NAVOTTSA) to obtain appropriate briefing and updating on country and regional security assistance. Direct and informal contact is authorized.