



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

AMEDDC&S Policy Memo 10-001

REPLY TO
ATTENTION OF

MCCS-PE

8 January 2010

Expires: 8 January 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Outside the Continental United States (OCONUS) Leave and Travel Clearance Policy

1. References.

- a. Department of Defense (DoD) Directive 4500.54, 1 May 1991.
- b. Army Regulation (AR) 55-46, Travel Overseas, 20 June 1994.
- d. DoD 4500.54-G, Foreign Clearance Guide (FCG), 10 February 2008.
- c. AR 600-8-10, Leaves and Passes, 15 February 2006.

2. Purpose. This policy serves to delineate policy and implement procedures for the processing of all (OCONUS) travel requests.

3. Scope. This memorandum applies to all personnel assigned or attached to the US Army Medical Department Center and School (AMEDDC&S). For the purposes of official Temporary Duty (TDY), this applies to all military and Department of the Army civilians. All other forms of OCONUS travel, to include Permissive Temporary Duty (PTDY), and leaves and passes, apply to all military personnel.

4. Policy.

a. The Assistant Chief of Staff for Human Resources, G-1, is the approval authority for OCONUS travel.

b. The Foreign Clearance Guide (FCG) is recognized by DoD as the sole prescribing authority for travel clearance. Compliance with the FCG and travel approval authority guidelines is mandatory for the processing of all OCONUS travel. Lead time is required for countries to process requests; therefore, it is imperative that once OCONUS travel is identified, completed packets are submitted through the chain of command as soon as possible.

c. For the purposes of PTDY, leave, and/or pass, approval from the travel approval authority is required. Leave or travel within US areas and possessions OCONUS does not require travel clearance (i.e., Puerto Rico, Virgin Islands, American Samoa, Midway Islands, Wake Islands, and the states of Alaska and Hawaii).

d. For the purpose of official TDY, locations should be visited only when the need is absolutely clear, and then only by the smallest group possible, consistent with mission requirements.

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e. All completed OCONUS travel request packets must be submitted to the AMEDDC&S, G-1, at least 60 days prior to date of travel. The required information for the travel requests can be found on the AMEDDC&S portal under more helpful links, AMEDDC&S OCONUS Travel.

f. The information requested for inclusion in the OCONUS memorandum is needed to obtain country, theater, and special area travel clearance(s), as required. Failure to submit the requested information or to comply with any requested information from the travel manager may cause a delay or denial of OCONUS travel clearance. Official travelers who are scheduled to depart less than 45 days from the date of travel must contact their overseas point of contact (POC) and obtain the required country/theater clearances. A copy of the approved theater and/or country clearance must accompany the OCONUS travel requests.

g. Final approval from the Soldier's Battalion Commander or civilian supervisor is required by all personnel prior to commencement of any OCONUS travel. The approved travel clearance documents must accompany the final travel order. Failure to comply with this action may result in disciplinary action.

5. Procedures. Allow a minimum of 60 days for completion of final travel requests.

a. Complete Anti-Terrorism (AT) and Force Protection (FP) training, SERE 100, and PRO-FILE training. The training can be found on the AMEDDC&S portal under more helpful links, AMEDDC&S OCONUS Travel.

b. Contact the AMEDDC&S, G-2, Security Office, at 221-8199, to set up an area specific briefing. Provide the Security Office the last four numbers of the traveler's SSN and their destination prior to the requested briefing in order to minimize the time required for the briefing.

c. Submit completed requests (DA Form 31, Request and Authority for Leave; DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel; OCONUS memorandum; AT/FP Level 1 certificate; and SERE 100 and PRO-FILE certificates) for OCONUS travel to your supporting battalion S-1. The battalion will screen all packets and ensure that the commander has approved the travel authorization (DA 31 or 1610) and signed the appropriate memorandum. The S-1 will send the packet to the G-1.

d. The G-1 will process the travel request and provide the battalion S-1 the final approval or denial memo, as well as, any associated travel documents prior to the Soldier's OCONUS travel date.

FOR THE COMMANDER:



WAYNE M. BARTH
Chief of Staff

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