

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

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ADMINISTRATIVE MATTERS

Granting Travel Clearance for Official Travel Visits To and
Within the USEUCOM Area

1. Purpose. This directive provides general instructions for obtaining and granting travel clearance requests for Department of Defense (DoD) and DoD-sponsored visitors in the USCINCEUR area of responsibility. It is applicable to USEUCOM Component Commanders, Headquarters USEUCOM personnel, and activities under USCINCEUR cognizance.

2. Reference. Department of Defense Foreign Clearance Guide, DoD Directive 4500.54-6.

3. What is the DoD Foreign Clearance Guide and Who Must Comply:

a. The Foreign Clearance Guide (FCG) is the directive on all DoD personnel and activities, and must be on-hand and maintained in current status by all activities and offices which:

(1) Plan, clear, and process aircraft entering or over-flying foreign nations and aircraft re-entering the continental United States (CONUS).

(2) Clear or process cargo for transport by DoD aircraft operating to, from, and between foreign areas.

(3) Brief, clear, and process personnel for official TDY travel to, from, and between foreign areas and between US possessions and US-controlled, or US-administered areas outside CONUS or authorize such travel.

b. Service Departments implement the FCG via AR 1-40 and AR 630-5 for the US Army, OPNAVIST 3710.2 (Aircraft) and OPNAVIST 4650.11 (Personnel) for the US Navy, and AFR 8-5 for the US Air Force.

* c. HQ USEUCOM directorates and staff offices will use this ED and the DoD Foreign Clearance Guide when responding to or requesting theater clearance. In case of discrepancies, the current DoD Foreign Clearance Guide takes precedence.

This directive supersedes ED 5-4, 3 Mar 92.

* d. The overflight, landing, and entry requirements contained in the FCG are based on bilateral agreements and arrangements between the US and foreign officials and are not applicable to third-countries. For the above reasons, the FCG will not be released outside the United States Government. Access to it must be controlled to prevent use by another government.

4. Explanation of Terms.

a. Personnel Clearance: Clearance required for military and DoD-sponsored civilians performing duties in a capacity other than as aircrew members.

* b. Theater Clearance: Clearance granted by the Unified Command through Component Commanders, Military Assistance Advisory Group (MAAG)/Mission, Office of Defense Cooperation (ODC) or other joint activities concerned.

c. Country Clearance: Clearance granted by foreign authorities through the American Embassy (USDAO, ODC, etc.) for official visits to host country personnel and/or facilities.

* d. Special Area Clearance: Concurrence or notification required by the State Department through Sec-retary of Defense/Under Secretary of Defense for Policy (SECDEF/USDP: ADMIN), through service headquarters, and must be obtained concurrently when requesting clearance for official travel to countries designated by the State Department as "Special Areas" in the FCG.

5. Senior Officials.

* a. USCINCEUR theater clearance is required for general/flag officer (0-7 through 0-10) visits, or DoD civilians in grade GS16 (or equiv-alent) and above, travelling under DoD-sponsorship to all countries in Africa and the Middle East which fall within the USCINCEUR area of responsibility (AOR). USCINCEUR approval must not be assumed. All senior official visit requests will include USCINCEUR - ECJS as an information addressee. Requests for general/flag officer and senior official visits to USCINCEUR AOR countries in Africa and the Middle East should be sent to USCINCEUR Vaihingen GE/ECJ5-M for action with information copies to ECJS, ECJI-AX and ECJ4-SA.

* b. Security classification requirements and administrative handling procedures for senior officer and DoD civilian equivalent travel requests are in Chapter 6 of the FCG General Information Booklet.

6. When Must You Request Theater or Country Clearance.

* a. Theater Clearance: When DoD or DoD-sponsored personnel visit overseas activities on matters pertaining to the mission of the Unified Command, they

must request theater clearance from the component commander, MAAG/Mission, or other joint activity concerned, using the procedures set forth in the "General Section" of the DoD FCG. This theater clearance does not relieve the visitor from the responsibility to process a diplomatic request or notification. When USCINCEUR Headquarters is to be visited or when in-theater administrative support is required from USCINCEUR, the directorate/staff agency to be visited; or, the directorate/staff agency coordinating the visit or in-theater support has action on the request.

b. Country Clearance: DoD or DoD-sponsored personnel visiting host country personnel and/or facilities in a country where the U.S. has a Status of Forces Agreement, on matters not pertaining to the mission of the Unified Command, require diplomatic approval resulting in country clearance. Visitors must send their requests (or notification) through the USDAO of the country to be visited with an information copy to the Unified Command. (To obtain Special Area Clearance, comply with the guidance on the specific country pages of the FCG).

7. DOD-Sponsored Non-NATO Military Visits To Germany. Germany does not require prior approval or notification for NATO visitors. For non-NATO visitors, prior approval is required. Visit sponsors are ultimately responsible for ensuring proper approval is obtained.

a. All non-NATO visitors to Germany require country clearance. Sponsoring activities must be careful with formal invitations to visit U.S. organizations in Germany before the Ministry of Foreign Affairs (MFA) grants diplomatic clearance. It is advisable to make all invitations tentative, pending MFA approval, which can never be assumed.

b. Visit sponsors are ultimately responsible for ensuring the submission of clearance requests or notification, but they seldom have access to the information required by the FCG. Therefore, the USDAO accredited to the visitor's country of origin will provide the USDAO Bonn or designated representative and the US Embassy Bonn with applicable personnel data at least 35 days prior to the date of the visit. The USDAO or representative will send information copies to the sponsor, HQ USEUCOM/ECJI-AX and ECJ5-E.

c. Required information includes:

- (1) Full name, grade, nationality, and passport number.
- (2) Dates of proposed visit, and location of units in Germany to be visited.

(3) Time and location of border crossings if traveling by surface means, or airport of arrival if traveling by air.

d. USDAO Bonn will process the request for country clearance through the U.S. Embassy to the German MFA. USDAO, Bonn will notify the USDAO making the request and HQ USEUCOM/ECJ5 of approval or disapproval as soon as possible. HQ USEUCOM/ECJ5 will notify the sponsor of the approval and any limitations that have been set. The MFA has agreed to make every effort to communicate its decision not less than 15-days prior to the planned arrival of the visitors in Germany.

e. Visitors will wear civilian attire except when on U.S. installations or when travelling by military conveyance between these installations.

(1) The number of visits and visitors will be kept to the minimum necessary to accomplish the mission.

(2) Visits will be kept as brief as possible, and there be no press announcement of the visits.

* (3) Visitors will be responsible for obtaining the correct entry documentation from the appropriate German authorities.

f. Requirements for DoD sponsored non-NATO military visitors to other countries in the USEUCOM area of responsibility are listed in the applicable country pages of the FCG.

8. Who May Grant Theater or Country Clearance.

* a. Theater clearance for the USCINCEUR area of responsibility has been delegated to and is granted by one or more of the activities identified in the Foreword, Section II, of the "Europe" booklet in the FCG. See Page 4-Foreword, Section II, Para A.E for detailed approval procedures for Senior Officials (0-7 through 0-10, and GS-16 and above or equivalent) travelling to African and Middle Eastern countries in USCINCEUR's AOR.

* b. HQ USEUCOM Directors and Staff Office Chiefs or their designated representatives have been delegated and will exercise the authority to grant theater clearance for senior officials and other personnel visiting their areas, offices, or outlying activities.

* c. Country clearance is granted by the host nation government through the American Embassy (USDAO, ODC, MAAG, etc.) in the country where the visit takes place.

9. Where To Go for Clarification on Travel Clearance Issues.

a. HQ USAF/XOXXI, The Pentagon, Washington DC 20330 is the Executive Agent for the DoD Foreign Clearance Guide.

b. At HQ USEUCOM, ECJI-AX is the office of primary responsibility for providing clarification on travel clearance issues.

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