



Department of Defense DIRECTIVE

NUMBER 4500.54

May 1, 1991

Certified Current as of November 21, 2003

USD(P)

SUBJECT: Official Temporary Duty Travel Abroad

- References:
- (a) DoD Directive 5000.7, subject as above, June 14, 1977 (hereby canceled)
 - (b) DoD TS-5105.21-M-2, "Communications Intelligence (COMINT) Policy (U)," July 1985
 - (c) [DoD Directive 5230.11](#), "Disclosure of Classified Military Information to Foreign Governments and International Organizations," December 31, 1984
 - (d) DoD Directive C-5230.23, "Intelligence Disclosure Policy (U)," November 18, 1983
 - (e) through (g), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues and updates reference (a) to clarify and outline general policies governing official temporary duty travel abroad.

1.2. Authorizes the publication of DoD 4500.54-G, "DoD Foreign Clearance Guide (FCG)."

2. APPLICABILITY AND SCOPE

This Directive:

2.1. Applies to the Office of the Secretary of Defense (OSD); the Military Departments (including their National Guard and Reserve components); the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Commands; the Defense Agencies; and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

2.2. Applies to non-DoD personnel traveling under DoD sponsorship, except members and employees of Congress.

2.3. Does not apply to:

2.3.1. Travel by personnel in Unified or overseas Service commands to units of those commands;

2.3.2. Intra-theater troop movements;

2.3.3. Personnel on leave (however, in some cases country clearances must be obtained for travel while the person is in a leave status);

2.3.4. Aircrew personnel who perform air crew duties exclusively;

2.3.5. Personnel assigned to international staffs or organizations; or

2.3.6. Personnel deploying to support formally approved exercises.

3. POLICY

It is DoD policy that the number of visits and visitors to overseas areas shall be minimal, and be made only when their purpose cannot be satisfied by other means. Visits shall be arranged with a minimum requirement on equipment, facilities, time and services of installations, and personnel being visited. When practicable, trips to the same general area and in the same general period shall be consolidated.

4. RESPONSIBILITIES

4.1. The Under Secretary of Defense for Policy shall:

4.1.1. Provide policy direction and approve and monitor official travel abroad. Approval pursuant to paragraph 5.1., below, is also required, when applicable.

4.1.2. Together with the Department of State (DoS), maintain a list of areas requiring special area clearances.

4.2. The Secretary of the Air Force shall maintain a current, comprehensive FCG for DoD travelers to overseas areas. Changes to the FCG that pertain to DoD overseas travel policy shall be coordinated with the office of the Under Secretary of Defense for Policy (OUSD(P)) before publication.

4.3. The Director, Defense Mapping Agency, shall:

4.3.1. Publish and distribute the FCG.

4.3.2. Maintain a system to rapidly disseminate changes to all users who require this service.

4.3.3. Maintain the official source files of all information contained in the FCG and make it available to the OSD and the Headquarters, U.S. Air Force, when requested.

4.4. The Heads of the DoD Components shall:

4.4.1. Use the FCG as the official guide governing clearances for overseas travel. They may issue supplementary instructions to provide for addresses and internal administrative requirements.

4.4.2. Appoint officials to be responsible for ensuring compliance with the specific clearance requirements outlined in the FCG, including those contained in the FCG's General Information Booklet.

4.4.3. Require that clearance of, or notification to, the DoS be accomplished through the OUSD(P).

5. PROCEDURES

5.1. All proposed visits to overseas areas, other than those to U.S. possessions, by DoD civilian officials appointed by the President by and with the advice and consent of the Senate, members of the Joint Chiefs of Staff, the Vice Chairman of the Joint Chiefs of Staff, shall be cleared with the Executive Secretary of the Department of Defense, through the OUSD(P), before plans or arrangements are communicated abroad.

5.2. All travelers not listed in paragraph 5.1., above, must obtain a "theater clearance" from the Unified Commander and/or "country clearance" from the U.S. Embassy. The FCG outlines the procedures for obtaining these clearances. Requests for clearances shall include the information outlined in the General Information Booklet, chapter six, and the individual country sections of the FCG.

5.3. If travel includes a visit to a "special area" (as indicated in the country chapter of the FCG), concurrently request DoS clearance through the OUSD(P), which shall notify the traveler, through appropriate channels, when DoS clearance has been obtained.

5.4. In some cases, the OUSD(P), DoS, and country or theater clearance may not be required. However, host-government country clearance usually are required if the traveler visits a host-government activity or contractor facility where classified information might be discussed. In such cases, special care must be taken to comply with the personnel clearance provisions of the FCG and related host-government security requirements. If the FCG is not clear in this respect, the applicable U.S. Defense Attache Office or Office of Defense Cooperation should be contacted for additional information on host-government requirements.

5.5. The detailed foreign travel itineraries of DoD civilian officials appointed by the President by and with the advice and consent of the Senate, members of the Joint Chiefs of Staff, and the Vice Chairman of the Joint Chiefs of Staff, shall be classified CONFIDENTIAL with declassification upon trip completion. Only the composite itinerary that contains the overall schedule, including arrival and departure times and places, is classified when associated with the DoD official. Necessary coordination and administrative arrangements to develop and execute the elements of the itinerary may be handled on an unclassified basis.

5.6. The DoS shall be notified, through the OUSD(P), of persons planning to travel to countries not otherwise requiring State clearance or notification when travel will involve:

5.6.1. Contacts or meetings with foreign government officials or industry representatives when foreign policy will be discussed with these individuals;

5.6.2. Meetings with information media personnel when matters affecting foreign policy will be discussed; or

5.6.3. Briefings or logistical support from U.S. Embassy or consular personnel.

5.7. Visits by personnel of U.S. noncryptologic organizations to U.S. cryptologic overseas activities must be coordinated in advance with the Director, National Security Agency (NSA), or his or her designated area and/or command representative. This does not apply to visits to U.S. cryptologic activities involving purely intra-departmental matters of a particular Service. Guidance pertaining to visits to foreign cryptologic activities is contained in DoD TS-5105.21-M-2 (reference (b)).

5.8. Occasionally, travel to certain countries or geographical areas may be considered sensitive, and additional approvals within the Department of Defense will be required. The USD(P) shall determine those areas, and prescribe and monitor the additional procedures to be followed.

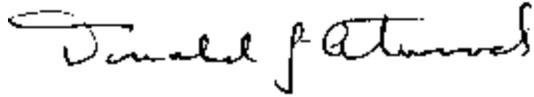
5.9. When travel of persons will involve the disclosure or presentation of classified information or export-controlled unclassified technical data, justification for the travel must include a statement that the appropriate disclosure authorization has been approved to comply with DoD Directives 5230.11, C-5230.23, 2040.2, or 5230.9 (references (c), (d), (e), and (f)). If the traveler must carry classified material, he or she shall also state that they are aware of requirements to protect classified information as outlined in DoD 5200.1-R, Chapter VIII, Section 3 (reference (g)). If the traveler is expected to have access to foreign government classified information, additional certification may be required by the FCG.

5.10. When it is necessary for personnel in a travel status to carry classified material while performing official duties, the procedures in Chapter VIII, Section 3 of reference (g) shall be followed.

5.11. Theater clearance requests for visits to nuclear weapon storage sites shall be processed as required by applicable Unified Command directives.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of supplemental instructions to the Under Secretary of Defense for Policy within 180 days.



Donald J. Atwood
Deputy Secretary of Defense

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 2040.2](#), "International Transfers of Technology, Goods, Services and Munitions," January 17, 1984
- (f) [DoD Directive 5230.9](#), "Clearance of DoD Information for Public Release," April 2, 1982
- (g) [DoD 5200.1-R](#), "Information Security Program Regulation," June 1986