U.S. Department of Transportation
United States Coast Guard

United States Coast Guard

2100 Second Street, SW
Washington, DC 20593-0001
Staff Symbol: G-CI
Phone: (202) 267-2280

COMDTINST 5000.5F
AUG 12 1997

COMMANDANT INSTRUCTION 5000.5F

Subj: FOREIGN TRAVEL, PASSPORTS AND VISAS

Ref: (a) Foreign Port Calls, COMDTINST 3128.1 (series)
(b) Department of Defense (DOD) Foreign Clearance Guide
(c) Accounting Manual, COMDTINST M 7300.6
(d) Security Compartmented Information (SCI) Access and USCG Policy and Organization, COMDTINST 5500.14 (series)
(e) Personnel Manual, COMDTINST 1000.6 (series)
(f) Joint Federal Travel Regulations (Volume 1)

1. **PURPOSE**: This instruction establishes policy and approval procedures for foreign travel and provides guidance for personnel traveling abroad on official Coast Guard business. It also explains how and where to obtain passports and visas for military and civilian personnel on official international travel.

2. **ACTION**: Area and district commanders; commanders maintenance and logistics commands; commanding officers of Headquarters units, Commandant (G-A, G-H, G-L, G-M, G-O, G-S, and G-W) and special staff offices staff offices at Headquarters shall insure compliance with the provisions of this directive.

3. **DIRECTIVES AFFECTED**: COMDTINST 5000.5E, and COMDINST 4650.9C are canceled.

4. **DISCUSSION**: Because of the extensive international involvement of various Coast Guard programs, Coast Guard personnel (active, reserve, civilian and auxiliary) are often called upon to travel aboard for official purposes. Travel to other countries places greater responsibility on the individual and requires considerably more planning than domestic travel. This instruction explains Foreign Travel procedures and how to request, use, safeguard and renew passports and visas.

DISTRIBUTION – SDL No.135

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A	1	1			1	1	1	1	1	1			1	1	1	1		1			1	1				
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NON-STANDARD DISTRIBUTION:

5. **POLICY.** Only travel necessary to effectively and economically accomplish the missions of the Coast Guard will be approved.

6. **DEFINITIONS.**

a. Foreign Travel. Foreign travel is defined as official travel to the sovereign territory of another nation (including Canada and Mexico) by active, reserve, civilian or auxiliary Coast Guard personnel under orders (also includes foreign travel on Coast Guard issued invitational orders per COMDTINST 12570.3C) or for official purposes (but not including leave). For purposes of this instruction, foreign travel approval requirements do not apply to crews of aircraft landing in, or vessels docking in, foreign countries while on operational missions as these activities are governed by other regulations or instructions (see references (a) and (b)). For planning and clearance purposes, foreign travel falls into two categories, routine and non-routine.

b. Routine Foreign. Travel. Routine travel is defined as travel to foreign areas by personnel on routine official business not directly involved in discussions with foreign officials on major departmental policies or programs. Routine travel is generally limited to:

(1) Travel of personnel, such as aircraft crews, involved exclusively In transporting department and other government personnel to and from foreign areas.

(2) Permanent change of station, and travel to, from and between foreign areas by personnel (and their dependents) whose official duty stations are in foreign areas.

(3) Attendance at meetings with foreign counterparts or embassy personnel if: (a) attendance is required under the terms of an existing treaty, memorandum of agreement (MOA) or memorandum of understanding (MOU) with a foreign government (such as a SAR, MLE combined ops agreement or joint contingency plan agreement); (b)meetings are to modify treaties, MOA's or MOU's, or negotiate new ones which promote or enhance CG operations; (c) meetings concerning the planning, coordination, or debriefing of participation in U.S. joint/combined operations or security assistance activities involving foreign countries.

(4) Other routine foreign travel including (a) Coast Guard Mobile Training Team visits/surveys/support; (b) Marine inspection visits; (c) Travel in direct support of ongoing acquisition programs or in support of operational equipment (such as procurement of WLB's, sensors, weapons or aircraft); (d) Travel by Coast Guard personnel to provide ongoing administrative, logistic or operational support to Coast Guard personnel stationed In foreign countries; (e) Travel by Coast Guard personnel to receive training that can only be obtained in a foreign country and has direct applicability to their job functions; (f) Travel in

direct support of ongoing operational or security assistance activities; (g) Travel for CG inspections and Certificate of Compliance exams.

c. Non-Routine Travel. Travel in connection with non-operational meetings and conferences.

7. **GIFTS TO THE DEPARTMENT.** Approval of the Commandant (G-C)
8. must be obtained before travel commences if travel expenses will be borne by other than a U.S. Government entity. For further information regarding the acceptance of gifts of travel and meals plus lodging expenses refer to reference (c).

8. **PROCEDURES.** Area and district commanders, Superintendent of the Academy, Commanders, Far East Activities (FEACT), Marianas Section (MARSEC), Greater Antilles Section (GANTSEC), commanding officers and directors of Headquarters units, commanders of maintenance and logistics commands, and chiefs of offices and special staff divisions at Headquarters are authorized to determine and approve routine foreign travel requests, and to request approval from the Vice Commandant or the Assistant Secretary (x-l) via the Vice Commandant, as appropriate, for other foreign travel. **NOTE: Article 5-2-11 Coast Guard Regulations, COMDTINST M5000.3A requires that area and district commanders and commander, maintenance and logistics commands obtain authorization from Commandant (G-CV) prior to traveling to foreign countries for any reason.** Requests for such authorization will normally be made via telephone, E-Mail, or in person, and followed up in writing. Foreign travel involving the Commandant, Vice Commandant or CG Headquarters office chiefs is considered non-routine and shall be submitted to the Assistant Secretary (X-l) for approval.

a. Foreign travel by personnel possessing an SCI security clearance: All personnel possessing an SCI clearance must check with their Special Security Officer (SSO) prior to traveling abroad. Additionally, those same individuals must report to their SSO for possible debriefing upon return. Reference (d) has further details.

b. Routine Travel: Personnel traveling to foreign countries and while traveling under orders must obtain advance permission (reference e). Requests for official routine foreign travel by groups of four or less shall be prepared in the format of enclosure (1), signed by the appropriate official, and a copy retained on file by that official. Requests for routine non-operational travel by groups of five or more shall be prepared in the format of enclosure (2), signed by the appropriate officials, and submitted to the Vice Commandant for approval a minimum of 45 days in advance of the planned trip, if possible. Message submission of short lead time routine travel requests for groups of five or more is authorized. Ensure that all information requested in enclosure (1) is contained in the message. Message requests should be addressed to COMDT COGARD WASHINGTON DC//G-CV/G-CI//.

c. Non-routine travel six-month projection: Authorized requesting officials shall submit a projection for all anticipated foreign travel (other than routine) regardless of funding

source or number of people for a six (6) month period beginning 1 October and 1 April of each year. These projections shall be in the format of enclosure (3). These reports shall be forwarded to Commandant (G-CI) for consolidation and are due by the first working day after 1 September and 1 March of each year. Sufficient detailed information is needed in the Purpose/Justification column to permit a thorough review of the proposed travel. Attach a separate page if necessary.

d. Non-routine travel approval for individuals and groups of less than five: Non-routine foreign travel by individual or groups of less than five must be approved by the Vice Commandant. The Six Month Projection is used to review and obtain approval of travel in this category. Once travel is approved on these projections, individual orders for travelers may be prepared. Should a requirement for travel arise after the six month projections are approved, individual requests are to be submitted to Commandant (G-CI) in the format of enclosure (2) at least 30 days prior to the planned date of departure, if possible. In these cases, justification must be given as to why the travel was not submitted on the original six month travel projection.

e. Non-routine foreign travel by groups of five or more: Non-routine foreign travel by groups of five or more to the same destination in connection with the same temporary duty assignment must be approved by the Assistant Secretary (X1). These requests should be prepared in the format of enclosure (4). The requests shall also be submitted on the six month foreign travel projection. The memorandum requesting travel (which is submitted in addition to the six-month projection and is forwarded to X-1) should be submitted to Commandant (G-CI) at least 30 days before the planned departure date. Prepare and forward original TAD/TDY orders with the request.

f. Gift acceptance: Approval of foreign travel does not constitute acceptance of a gift. Separate acceptance of the gift must be obtained. Projected travel, involving gifts of travel shall also be included in the six month projections for information purposes. The status of the gift acceptance request (submitted, pending, approved, etc.) shall be noted in the Purposes/Justification column. (See paragraph 7 for procedures to be followed in requesting gift acceptance).

g. Multiple office/unit travel coordination: There are instances where representatives from several field units or offices at Headquarters will be attending the same meeting, conference or exercise. In these cases, it is necessary to ensure that the Commandant's approval authority of four or fewer travelers is not inadvertently exceeded by obtaining approval for two or more separate travel requests to the same event. In cases where representatives from more than one office will be attending the same meeting, conference or exercise, the office of primary interest as determined by the subject matter of the meeting or conference will coordinate the travel. One single travel request and semiannual travel projection report will be prepared by that office listing all Coast Guard attendees and their organizational affiliation.

h. Foreign travel manager: Director, International Affairs (G-CI) is responsible for maintaining the approved six month projections and for tracking the cost of non-

routine foreign travel to ensure that the Department of Transportation (DOT) allocated ceiling amount is not exceeded.

i. Country clearances:

(1) All official travelers to foreign countries MUST obtain country clearance from the U.S. Embassy (typically from the defense attaché, USDAO) prior to entry into that country. Travel through a foreign country in execution of PCS orders to a new duty station does not require country clearance.

A country clearance message must be sent by the traveler's command to the American Embassy/USDAO of the country or countries to be visited at least thirty (30) days prior to the date of departure (this includes Canada and Mexico). This message shall be in the format of enclosure (5). If you must perform last-minute foreign travel, a phone call and/or a fax to the American Embassy in the destination country should be made along with a country clearance message. Consult G-CI for assistance.

(2) G-CI must be an info addressee on all country clearance messages. Delegations officially accredited by the Department of State (DOS) normally do not need to obtain country clearance as it will be done by DOS.

(3) All country clearance messages must:

(a) List G-CI, the CG Intelligence Coordination Center (PLAD COGARD INTELCOORDCEN WASHINGTON DC), and the CG Finance Center (PLAD COGARD FINCEN CHESAPEAKE VA//FR//) as info addressees, as well as LANTAREA, PACAREA, D14 and FEACT if traveling through their area of responsibility.

(b) List a Coast Guard, repeat Coast Guard, point of contact for clearance issues, and

(c) List each traveler's SSN

(4) **Country Clearance to Canada**: The frequency of short-notice travel into Canada prompted the American Embassy in Ottawa to suggest instituting a pre-approved country clearance process. This pre-approved clearance went into affect on 18 January 1994, and has been renewed on an annual basis.

Coast Guard routine operational travel to Canada for which the traveler cannot provide at least seven days advance notice and which falls into one of the following categories is eligible for this pre-approved country clearance:

(a) Coordination and implementation of emergency search and rescue activities.

(b) Vessel accident investigation which may include casualty investigations and/or official escort of remains.

(c) Response to natural disasters and emergency pollution response.

(d) Merchant vessel inspections. Subcategories include short-notice deficiency correction check requests, inspection of equipment failures, underway inspections of U.S. flag and ferry boats on cross river runs on the Detroit and St. Clair rivers, inspections for certification and reinspections of Canadian tank barges which hold U.S. certificates of Inspection, inspections of temporary repairs, and other inspections necessary to determine compliance with U.S. standards.

(e) Planning and deployment of combined operations with Canadian forces. Examples include possible last minute Maritime Defense Zone Exercise/Planning meetings. However, it should be noted that if access to a military facility is required, clearance must be coordinated through USDAO Ottawa, and thirty days advance notice is required by Canadian authorities.

(f) Delivery of parts, technical assistance, or repair of damaged or inoperative CG aircraft or vessels (to include polar icebreakers) grounded or disabled in Canada.

(g) Foreign tank vessel and letter of compliance examinations and requests to participate in control verification examinations of Canadian passenger vessels.

(h) Meetings necessary to coordinate US/Canadian regulatory response when both countries are affected by commercial operational requests. Examples Include vessels which need to shift anchorages and Jet Express operations.

(i) International Ice Patrol deployments and icebreaking missions in the Great Lakes.

(j) Problems with the Coast Guard Data Net Installation that interferes with the receipt/transmission of record traffic in the Vessel Traffic Service System in the Puget Sound area.

(k) Maintaining the International Boundary Range Lights in Puget Sound.

(l) Delivery of parts, technical assistance, or repair of damaged or inoperative radionavigation equipment in Canada.

(m) Routine planning and coordination meetings on maritime safety and environmental protection.

(n) Meetings to discuss user fees are also eligible for this clearance. However, AmEmbassy Economics Officer (613 238-5335 x243) should be telephoned before and after such talks by the senior CG of officer involved.

Eligibility for pre-approved clearance is only available for travel for which the traveler cannot provide at least seven days advance notice. Any travel in these or other categories for which the traveler could provide seven days notice still requires country clearances message to AmEmbassy Ottawa per the DOD Foreign Clearance Guide.

This issue will be re-addressed on a yearly basis. Suggested additions or deletions of categories should be submitted to G-CI for coordination. AmEmbassy Ottawa does not require any report of travel that occurs under this pre-approved clearance, unless travel resulted in unforeseen activity with policy significance.

Commandant (G-CI) requests that units performing travel under this pre-approved clearance keep track of related travel, so that data can be retrieved should the need arise.

j. USCINCEUR: All personnel traveling within the European Command (USCINCEUR), for the purpose of operations or exercise data collection, must provide EUCOM with advance notification via country clearance, a debrief prior to departing the theater, and copies of any reports prior to final publication.

k. Medevac: Civilian personnel traveling under Coast Guard orders are not eligible for military evacuation in the event of medical emergency.

l. Point of contact: Commandant (G-CI) remains the point of contact for all foreign travel inquiries and maintains files containing Department of State background notes, consular information, and culturegrams,. A checklist for foreign travel has also been prepared that incorporates general information for both official and personal travel. For issues regarding individual safety and security, commands may request country threat assessments from the Coast Guard Intelligence Coordination Center (ICC). Personnel shall ensure that they obtain required security briefings in accordance with COMDTINST M5510.21 (series), Information Security Program.

9. PASSPORTS AND VISAS

a. Diplomatic Passports. Diplomatic passports are issued by the Department of State (DOS) Passport Office, Washington, DC to those government personnel and their dependents for whom such a passport is vital to the performance of their duties. Such

determination is made by DOS.

b. Official Passports. Official passports are issued to Coast Guard personnel by the DOS Passport Office, Washington, DC if the following applies:

(1) Under PCS or TAD orders to foreign countries which require U.S. military personnel or civilian employees to bear passports while on official business. This requirement is detailed by country in reference (b). Some NATO countries, and certain others specified in reference (b) only require active duty military personnel to have current ID card and NATO orders.

c. Tourist Passports. Regular, or "tourist" passports may be obtained at members initiative and expense for travel to countries not requiring official passports or for leave travel. A tourist passport can be a convenience overseas when on leave even if not required. NOTE: It is easier for members under PCS orders to overseas duty to obtain regular passports prior to departure than it is to attempt to acquire one after arrival overseas. The present cost is $65.00 for a 10 year tourist passport.

d. Visas. In addition to passports, many governments require U.S. visitors to obtain a visa prior to entrance. Visas are issued by the embassies and consulates of these governments in the U.S. Embassies are in Washington, DC and consulates are in many major cities but locations and numbers vary greatly. Visa application procedures differ in complexity, time to obtain, cost and documentation required (which may include additional photographs) and are subject to change. While reference (b) contains current visa requirements by country, prospective travelers are ultimately responsible for contacting the appropriate embassy or consulate for their latest entry requirements.

e. DOD Foreign Clearance Guide: For information on ordering reference (b), call the Defense Mapping Agency Combat Support Center/IMA, commercial (301) 227-2495 or (800) 826-0342.

f. Application Procedures

1. Required Documentation. The following documentation is required for all persons applying for a passport for the first time, or if their passport has been expired for more than 12 months.

(a) Department of State Form DSP-11, Passport Application. This form is self-explanatory, and may be filled in by pen. It is available from the following personnel and must be signed by the applicant in their presence:

(1) Designated passport agents at various U.S. military commands; Federal agencies in Washington, DC (including DOT at 400 7th St SW, Washington, DC 20590, Office code M-70, FTS phone (202)

366-4679); the Department of State passport Office Washington, DC; U.S. embassies or consulates overseas; or passport agencies listed in enclosure (6). (NOTE: DOT can not process tourist (fee) passports); or

(2) A clerk of any Federal or state court of record, or judge or clerk of any probate court accepting applications; or

(3) A postal employee designated by the postmaster at a post office which has been selected to accept passport applications.

(b) Two identical passport photographs, 2" X 2" in size, and taken within six months of the date of application. They must be clear, front view, full face, and printed on non-glossy paper with white background. The photographs shall show the applicant in civilian clothing, with the image size from 1" to 1 3/8" in length, from bottom of chin to top of head. NOTE: Additional photographs may be required for visa purposes, as stated in 9.c above, and the same requirements usually apply.

(c) Proof of U.S. citizenship. Any one of the following is considered proof of citizenship:

(1) Applicants born in the U.S. and applying for their first passport shall submit either their birth certificate, or a copy certified by its registrar, showing the registrar's signature and the raised, impressed, or multi-colored seal of the registrar's office. Photocopies of birth records and other citizenship evidence, other than copies issued under the seal of the official custodian of such records, are not acceptable. Citizenship and other documentary evidence, except affidavits and altered documents, will be returned to the applicant with the issued passport.

(2) Naturalized citizens, or those born to U.S. citizens abroad, shall submit either their Certificate of Naturalization issued by the Immigration and Naturalization Service, Report of Birth Abroad (Form FS-240), or certificate of Birth issued by DOS (Form DS-1350 or FS-545).

(d) Proof of Identity. Applicants must establish their identity to the satisfaction of the passport agent. This may be accomplished by the agent's personal knowledge of the applicant, or by presentation of any of the documents listed below, provided they contain the signature and either a physical description or photograph of the applicant. As a general rule, Social Security cards, credit cards, any temporary card or document, or a document which has been altered or changed in any manner, are not acceptable proof of identity. Birth or baptismal

certificates do not constitute evidence of identity. Acceptable documents to establish proof of identity are:

(1) A previous U.S. passport; or

(2) A government identification card (military, Federal, state or municipal); or

(3) A valid driver's license (other than a temporary or learners permit); or

(4) A Certificate of Naturalization or Certificate of Citizenship; or

(5) The affidavit of an accompanying witness who is a U.S. citizen or permanent resident alien, who has known the applicant for at least two years, and who can establish his or her identity by one of the above means. The affidavit must be signed in the presence of the passport agent.

2. Subsequent application. Applicants for a subsequent passport may submit State Department Form DSP-82, Application for Passport by Mail, without having to appear before a designated agent or providing other proof of identity or citizenship as required in paragraphs 9.f(c) and (d) above. The applicant must, however:

(a) Submit the most recent previous passport issued in the applicants own name within the past 12 years,

(b) Have been at least 18 years old when the previous passport was issued, and

(c) Submit two identical passport photographs as required by paragraph 9.f.1.b. above.

3. Requirements for No-fee passports: In addition to the documents identified in paragraph 9.g.1 above, personnel applying for diplomatic, and official must also submit the following:

(a) One copy of DOT Form 1500.7, Request for Official Passport Action, blocks 1-5. This form MUST be typed. A copy of DOT Form F 1500.7 is attached as enclosure (7) for reproductions and use.

(b) One copy of Coast Guard PCS or TAD orders identifying the specific country(ies) to be visited.

4. Requirements for Diplomatic Passports; Applicants for diplomatic passports must be granted Diplomatic Title by DOS., Office of Title and Rank, prior to processing applications. Commandant (G-CI) will request Diplomatic Title of the State Department for appropriate individuals upon receipt of a copy of their PCS orders.

5. Dependents. All dependents accompanying active duty military members on PCS to countries which require a passport for entrance are entitled to obtain a passport. The type of passport will depend on the following circumstances:

   (a) Dependents are entitled to diplomatic or official passports when accompanying Coast Guard members who are authorized to bear diplomatic or official passports incident to PCS orders if the PCS transfer is to a country requiring passports of members as listed in reference (b).

   (b) Dependents are entitled to no-fee tourist passports when accompanying Coast Guard members to countries that, while not requiring a passport of the member, do require them for dependents. No-fee tourist passports contain a "Status of Forces" stamp which indicates that the dependent is command sponsored.

g. Application processing, issuance and reimbursement.

(1) Processing points: All applications for official passports are forwarded by the DOT passport agent to the DOS Passport Office, Washington, DC.

(2) Agency interaction. The Official Travel Section of the DOS Passport Office coordinates approval and return of official and no-fee passports with the passport agent in the DOT Personnel/Information Security Branch.

(3) Period of validity. Official and no-fee tourist passports are normally valid for five years but may be issued only for the stated duration of official business travel.

(4) Reimbursement. Section U512.5 of reference (f) addresses the issue of reimbursement for costs of purchasing photographs, birth certificates, etc., in support of passport applications. Reimbursement for regular (tourist) passports is determined by travel into or through High Threat Areas. High Threat Areas are determined by the Office of the Secretary of Defense (OSD) and published periodically by message in the Coast Guard Intelligence Coordination Center Terrorism Threat Assessment Summary. The latest High Threat Area information is available from district law enforcement offices, the Intelligence Coordination Center, or Commandant (G-CI).

(5) Processing time. Passport application processing takes four weeks or more depending on the time of year. This must be considered when planning an overseas PCS transfer as a copy of transfer orders must be included for passport requests.

h. Custody and return of passports.

(1) Ownership of passports. Official and diplomatic passports are the property of the U.S. Government, not the individuals to whom they are issued. When not in use, they should be securely stored. On transfer from the duties under which the passport was issued, the command should transmit the member's official passport to Commandant (G-CI) for cancellation. **Member may retain possession of an official passport if new duties will also require official foreign travel.** Note: A written request to return the canceled passport to the member as a memento will usually be honored.

(2) Security of passports.

(a) Commands are responsible for ensuring that official passports are maintained for authorized billets and that they are securely stored when not in use. Official passports of personnel transferred to duties that do not require official foreign travel are to be transmitted to Commandant (G-CI) for cancellation.

(b) All passport holders should make note of the passport number and date and place of issue. This information should be protected, away from the passport, in case the passport is lost or stolen.

(c) If a passport becomes lost or stolen, Form DSP-64, "Statement of Lost or Stolen Passport", must be obtained from and submitted to one of the passport agencies listed in enclosure (6). An application for a replacement passport should accompany the DSP-64. If the loss occurs while traveling in a foreign country, the bearer shall immediately report the loss to the nearest American embassy or consulate.

i Modifications and renewal:.

(1) Additions. Additional blank visa pages for a passport may be obtained prior to the expiration of a passport from passport agencies listed in enclosure (6).

(2) Renewal. A passport which is due to expire may be submitted for renewal, together with a new set of application documents and pictures, provided that the justification for its issuance remains in effect. Renewal of a passport takes four weeks or more to process, depending on the time of year.

j. Responsibilities:

(1) Commandant (G-CI) shall:

(a) Assist Coast Guard personnel (and their dependents) in obtaining official and diplomatic official passports and visas (when required) and monitor those applications as appropriate; and

(b) Forward returned official and diplomatic passports to the Department of State Passport Office for cancellation.

(2) Unit commanding officers shall:

(a) Assist Coast Guard personnel (and their dependents) in obtaining official and diplomatic passports and visas (when required);

(b) Ensure that passports are returned to Commandant (G-CI) when bearer is transferred to duties that do not require official foreign travel; and

(c) Keep a log of passports held by unit personnel, noting the passport number, and date and place of issue immediately report the loss of passports and attendant circumstances to the issuing passport agency.

(3) Bearers of official and diplomatic passports shall:

(a) Use passports only for the conduct of official Coast Guard business;

(b) Immediately report the loss of passports and attendant circumstances to the issuing passport agency.

10. FORMS AVAILABILITY: Form CG-5431 Semi-Annual Travel Projection Report (RCN-5000-1), and Form DOT F 1500.7 may be locally reproduced.

G. P. YOEST
Director, International Affairs

Encl: (1) Request for Routine Foreign Travel
(2) Request for Non Routine Foreign Travel (For Vice Commandant Approval)
(3) Semi-Annual Travel Projection Report (CG-5431)
(4) Request for Foreign Travel (For Assistant Secretary (X-1) Approval)
(5) Sample Country Clearance Message
(6) Locations of Passport Offices
(7) DOT Form F 1500.7
(8) Sample letter of justification

U.S. Department of Transportation

United States Coast Guard

Memorandum

Subject: REQUEST FOR ROUTINE FOREIGN TRAVEL

Date: 5000

Reply to: Attn. of:

From: Chief, Division
(Comparable organization level for field)

To: Chief, Office
(Area Commander, District Commander, or CO of HQ Unit)

1. It is requested that you approve the following routine foreign travel:

a. Traveler(s):

b. Location:

c. Dates of Travel:

d. Purpose: (This format is used for routine foreign travel. Thoroughly justify the need for the foreign travel. If more than one traveler, specifically justify the need for each person to travel and impact of not traveling.)

e. Other Participants: (List all known U.S. Government personnel.)

f. Fiscal Data: (Indicate estimated total cost of the trip.)

g. Gifts to the Department: See paragraph 6; if none, so state.

Signature

Approve: _____

Disapprove: _____

Date: _____

U.S. Department of Transportation

United States Coast Guard

Memorandu

Subject: REQUEST FOR FOREIGN TRAVEL

Date:

Reply to:
Attn. of:

From: (Originating Office)

To: Vice Commandant

Via: (1) Director, International Affairs Staff
(2) Executive Assistant to the Commandant

1. It is requested that you approve the following foreign travel:

a. Traveler(s):

b. Itinerary:

c. Dates of Travel:

d. Purpose: (This format is used for requests of four or less travelers on non-routine travel and five or more travelers on routine travel submitted for the approval of the Vice Commandant. These requests must be cleared for passport information and submitted to Commandant (G-CI) at least 14 days prior to the planned departure date. G-CI will log it and see that it is processed through G-CV.)

e. Other Participants: (List all known U.S. Government personnel.)

f. Fiscal Data: (Indicate estimated total cost of trip. Also include information relating to outside funding.)

g. Gifts to the Department: (See paragraph 6 of COMDTINST 5000.5E; if none, so state.)

(Originating Office Signature)

Executive Assistant

Concur: _____
Nonconcur: _____
Date: _____

Vice Commandant

Approve: _____
Disapprove: _____
Date: _____

ENCLOSURE(

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-5431 (Rev. 9-93)

SEMI-ANNUAL TRAVEL PROJECTIONS SCHEDULE

DATE	DESTINATION	NAME OF TRAVELLERS	FUNDED BY	EST. COST	PURPOSE/JUSTIFICATION

U.S. Department of Transportation

United States Coast Guard

Memorandu

Subject: ACTION: REQUEST FOR FOREIGN TRAVEL

Date: 5000

Reply to: G-CI
Attn. of: For Trvl Mgr
267-2280

From: Admiral J. W. Kime
Commandant, U.S. Coast Guard

To: The Deputy Secretary
Thru: Director, Executive Secretariat
Assistant Secretary for Policy and International Affairs

It is requested that you approve the following foreign travel:

a. Traveler(s):

b. Itinerary:

c. Dates of Travel:

d. Purpose: (A thorough justification is required for each traveler. The questions what, when, where, how much and why should be answered. All acronyms must be spelled out first then enclosed in parens immediately thereafter.)

e. Other Participants: (List all other delegation members and accompanying persons [including spouses].)

f. Fiscal Data: (Indicate estimated total cost of the trip [broken out by air fare and per diem]. Also indicate whether funding is to be provided for any travelers by other Government agencies.)

g. Gifts to the Department: (If none, so state.)

2 Attachments (actual number of attachments)

ASSISTANT SECRETARY FOR POLICY AND INTERNATIONAL AFFAIRS

APPROVE: _____

DISAPPROVE: _____

DATE: _____

THE DEPUTY SECRETARY

APPROVE: _____

DISAPPROVE: _____

DATE: _____

FWD COURT

FROM: COMDT COGARD WASHINGTON DC//YOUR OFFICE/G-CI//
TO: AMEMBASSY _____ (CAPITIAL CITY)
USDAO _____ (CAPITIAL CITY) *IF NECESSARY*
INFO: AMCONSUL _____ (IF NECESSARY)
APPROPRIATE UNIFIED COMMAND *USCINC*
APPROPRIATE USCG AREA COMMANDER
APPROPRIATE USCG DISTRICT COMMANDER
SECSTATE WASHINGTON DC
APPROPRIATE OVERSEAS USCG COMMAND
(ACTEUR/FEACT/GANTSEC)

UNCLAS//N05050//
SUBJ: COUNTRY CLEARANCE REQUEST FOR COAST GUARD PERSONNEL IAW THE DOD FOREIGN CLEARANCE GUIDE, REQUEST CLEARANCE AS FOLLOWS:

PERSONNEL ENTRANCE REQUIREMENTS

- CHECK ADDRESSES FOR PERSONNEL CLEARANCE

NOTE: SITE PERSONNEL ADVANCE LEAD TIME (30 DAYS)

- CHECK CONTENT OF PERSONNEL CLEARANCE
- CHECK ID CREDENTIALS

DRAFTORS

* FOLLOW DOD CLEARANCE GUIDE SECTION BY SECTION; PARAGRAPH BY PARAGRAPH TO ENSURE REQUEST MESSAGE ACCURACY

* HOST COUNTRIES MESSAGE FORMATTING DIFFER SLIGHTLY AND THIS MAY CAUSE REQUEST REJECTION

** PLEASE BE ADVISED THAT COMDT (G-CI) IS NOT RESPONSIBLE FOR RESUBMISSION AND/OR ERRORS CAUSED BY USING PREVIOUS COUNTRY CLEARANCES REQUEST MESSAGES AS A TEMPLATE/EXAMPLE/SAMPLE

ADMIN STAFF

UNIFIED COMMAND LIST

USCINCLANT NORFOLK VA//J55// FOR CARIBBEAN
USCINCCENT MACDILL AFB FL// FOR MIDDLE EAST, EGYPT, HORN OF AFRICA , PAKISTAN
USCINCEUR VAIHINGEN GF//ECJ4-SAA//FOR EUROPE (INCLUDING TURKEY, ISRA LEBANON), AFRICA, RUSSIA
USCINCPAC HONOLULU HI//J5//FOR PACIFIC, AUSTRALIA, ASIA, INDIAN OC COUNTRIES, RUSSIA
USCINCSO QUARRY HEIGHTS PM//SCCG//FOR CENTRAL AND SOUTH AMERICA

NO UNIFIED COMMAND NOTIFICATION REQUIRED FOR MEXICO OR CANADA, HOWEVER, PLEASE NOTE: Coast Guard personnel requesting clearance to Canada sho address their request TO: AMEMBASSY OTTAWA//ECON//
INFO: USDAO OTTAWA CA

NOTE: COAST GUARD PERSONNEL ARE EXEMPT FROM OBTAINING DOD SPECIAL ARE CLEARANCE

Passport Agencies and their Regions, including Hours of Operation

USE THE CLOSEST ACCEPTANCE FACILITY

It is best to apply through a Clerk of Court or Post Office nearest your locale which accepts passport applications. Passport Agencies tend to have extremely long lines during the busiest months which results in longer waiting times for people applying in person at a passport agency. Since there are over 3,500 Clerks of Court and Post Offices conveniently located throughout the United States, these offices tend to have much shorter lines. (See the Nationwide List of Passport Acceptance Facilities.)

BOSTON Passport Agency
Thomas P. O'Neill Federal Building
10 Causeway Street,
Suite 247
Boston, MA 02222-1094

9:00 a.m. - 4:00 p.m.

Region: Maine, Massachusetts, New Hampshire, Rhode Island, Upstate New York, and Vermont

CHICAGO Passport Agency
Kluczynski Federal Building
230 S. Dearborn Street,
Suite 380
Chicago, IL 60604-1564

9:00 a.m. - 4:00 p.m.

Region: Illinois, Indiana, Michigan, and Wisconsin

HONOLULU Passport Agency
First Hawaiian Tower
1132 Bishop Street
Suite 500
Honolulu, HI 96813-2809

9:00 a.m. - 4:00 p.m.

(808) 522-8283

Region: American Samoa, Federated States of Micronesia, Guam, Hawaii, & Northern Mariana Islands

HOUSTON Passport Agency
Mickey Leland Federal Building
1919 Smith Street
Suite 1100

ENCLOSUR

Houston, TX 77002-8049

8:00 a.m. - 3:00 p.m.

Region: Kansas, Oklahoma, New Mexico, and Texas

LOS ANGELES Passport Agency
Federal Building
11000 Wilshire Blvd.
Suite 1000
Los Angeles, CA 90024-3615

8:00 a.m. - 3:00 p.m.

Region: California (all countires South of an including San Luis Obispo, Kern and San Bernardino), and Nevada (Clark County only)

MIAMI Passport Agency
Claude Pepper Federal Office Building
51 SW First Avenue
3rd Floor
Miami, FL 33120-1680

9:00 a.m. - 4:00 p.m.

Region: Florida, Georgia, Puerto Rico, South Carolina, and U.S. Virgin Islands

NATIONAL Passport Center
31 Rochester Avenue
Portsmouth, NH 03801-2900

9:00 a.m. - 4:00 p.m.

Applications Handled: Applications for Passport by Mail (Form DSP-82) and workload transfers from regional passport agencies

NEW ORLEANS Passport Agency
Postal Services Building
701 Loyola Avenue
Suite T-12005
New Orleans, LA 70113-1931

9:00 a.m. - 4:00 p.m.

Region: Alabama, Arkansas, Iowa, Kentucky, Lousiana, Mississippi, Missouri, North Carolina, Ohio, Tennassee, and Virginia (except D.C. suburbs)

NEW YORK Passport Agency
376 Hudson Street
New York, NY 10014

(212) 206-3500

7:30 a.m. - 3:00 p.m.

Region: New York City and Long Island

Note: Customers who wish to apply at the New York Passport Agency must be traveling within 14 calendar days and make an appointment using the automated telephone appointment system. Customers, using a touch-tone telephone, should call **(212) 206-3500** to make an appointment. Customers will be prompted to provide the required information when they call. Because of facility limitations, the New York Passport Agency is no longer able to accept walk-in customers who do not have an appointment.

PHILADELPHIA Passport Agency
U.S. Custom House
200 Chestnut Street
Room 103
Philadelphia, PA 19106-2970

9:00 a.m. - 4:00 p.m.

Region: Delaware, New Jersey, Pennsylvania, & West Virginia

SAN FRANCISCO Passport Agency
95 Hawthorne Street
5th Floor
San Francisco, CA 94105-3901

9:00 a.m. - 4:00 p.m.

Region: Arizona, California (all countires North of and including Monterey, Kings, Oulare, and Inyo), Nevada (except Clark Co.), and Utah

SEATTLE Passport Agency
Henry Jackson Federal Building
915 Second Avenue
Suite 992
Seattle, WA 98174-1091

8:00 a.m. - 3:00 p.m.

Region: Alaska, Colorado, Idaho, Minnesota, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, and Wyoming

STAMFORD Passport Agency
One Landmark Square
Broad and Atlantic Streets
Stamford, CT 06901-2667

9:00 a.m. - 4:00 p.m.

Region: Connecticut and Westchester County (New York)

WASHINGTON Passport Agency
1111 19th Street, N.W.
Washington, D.C. 20524

8:00 a.m. - 3:00 p.m.

Region: Maryland, Northern Virginia (including Alexandria, Arlington County, and Fairfax County), and the District of Columbia

SPECIAL ISSUANCE Agency
1111 19th Street, N.W. Room 300
Washington, D.C. 20524

9:00 a.m. - 4:00 p.m.

Applications for Diplomatic, Official, and No-Fee passport

Passport Services

DEPARTMENT OF TRANSPORTATION

REQUEST FOR OFFICIAL PASSPORT ACTION

TO: Director, Passport Office Department of State Washington, D.C. 20524	IN REPLY REFER TO YOUR UNIT ADDRESS	DATE

Please take necessary action for the issuance of an official passport to accomplish the following travel. The completed passport shall be released to the DOT passport agent in Washington for transmittal to applicant.

1. NAME AND TITLE OF TRAVELER
G. I. JANE
COAST GUARD ATTACHE TO UNITED NATIONS

2. ORGANIZATION (AGENCY)
COAST GUARD HEADQUARTERS - CGLO UN
MEW YORK CITY, NY 10004

3. COUNTRIES TO BE VISITED AND PURPOSE OF TRAVEL

ZANADU

BLOCK 4 AND 5 MUST BE ACTUAL DATES (NOT "TBA" OR UNKNOWN)

4. APPROXIMATE DEPARTURE DATE	5. APPROXIMATE RETURN DATE
01/01/98	12/31/98

6. IF TRAVELER WILL BE ACCOMPANIED BY DEPENDENTS, LIST THEIR FULL NAMES, PLACE & DATE OF BIRTH

NONE

APPROVAL ACTION	DOS Approved for travel under PL 87-195, dated 9-4-61
LEAVE BLANK (Signature and Title)	LEAVE BLANK DATE:

Form DOT F 1500.7 (12-72)

DEPARTMENT OF TRANSPORTATION

REQUEST FOR OFFICIAL PASSPORT ACTION

TO: Director, Passport Office Department of State Washington, D.C. 20524	IN REPLY REFER TO	DATE

Please take necessary action for the issuance of an official passport to accomplish the following trave
The completed passport shall be released to the DOT passport agent in Washington for transmittal t
applicant.

1. NAME AND TITLE OF TRAVELER

2. ORGANIZATION (AGENCY)

3. COUNTRIES TO BE VISITED AND PURPOSE OF TRAVEL

4. APPROXIMATE DEPARTURE DATE	5. APPROXIMATE RETURN DATE

5. IF TRAVELER WILL BE ACCOMPANIED BY DEPENDENTS, LIST THEIR FULL NAMES, PLACE & DATE OF BIRTH

APPROVAL ACTION	DOS Approved for travel under PL 87-195, dated 9-4-61
_____ (Signature and Title)	DATE:

Form DOT F 1500 7 (7-72)

U.S. Department of Transportation
United States Coast Guard

United States Coast Guard

2100 Second Street, SW
Washington, DC 20593-0001
Staff Symbol: G-CI
Phone: (202) 267-2280
FAX:

4650
DDMMMYY

Miss Battie Stewart
Department of State
Passport Office
Suite 350
1111 19th Street; NW
Washington, DC 20522-1705

Dear Miss Stewart:

Please process an official passport ***and visa*** for ***G. I. JANE, SSN***; USCG who will be traveling to ***Xanadu*** on official Coast Guard business from ***January 01, 1998*** to ***December 31, 1998***.

We are requesting expedient handling of this application due to the short lead time before the scheduled departure which is ***how many*** weeks away. The invitation to this ***conference/meeting*** was received ***last week***. This does not allow us time to have the passport ***and visa application(s)*** processed in the normal timeframe of 4-6 weeks.

Your assistance in this matter is greatly appreciated.

Sincerely,

Division Chief

Encl (1) Passport ***and Visa*** Application(s)
: (2) Official Action Form, DOT 1500.7
(3) Passport ***& Visa*** Photos

Copy G-CI (admin)
:

ENCLOS