DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

MILITARY MEMBER UNOFFICIAL/LEAVE FOREIGN TRAVEL AUTHORIZATION

PRIVACY ACT STATEMENT

In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying information to the U.S. Coast Guard.

1. AUTHORITY which authorizes the solicitation of the information: 14 USC 632.
2. PRINCIPAL PURPOSE(S) To obtain command approval for non-official/leave foreign travel for U.S. Coast Guard military members to ensure commands approve foreign travel leave requests in accordance with the policy set forth in COMDTINST 5000.5 (series).
3. ROUTINE USES which may be made of the information: (1) To provide various agencies with information as to the person or persons who should be contacted in the event of an emergency when a U.S. Coast Guard member is on foreign travel, (2) and to ensure personnel accountability for all U.S. Coast Guard military members when on foreign travel.
4. DISCLOSURE of the information is voluntary, but failure to provide this information may result in the disapproval of foreign travel leave requests.

TRAVELER INFORMATION

Name *(Last, First, Middle, Suffix)*	Rank/Rate	EMPLID

Departure Date	Return Date	Countries to be Visited	Purpose for Travel *(Vacation, Family Emergency, Honeymoon,etc.)*
Unit			USCG e-Mail Address
Supervisor's Name		Supervisor's Rank	Supervisor's Phone Number

Tourist (blue) Passport Number	Expiration Date	Contact Information while traveling *(personal e-mail and/or mobile phone number)*

Other persons accompanying member on travel *(names only)*

Primary and Alternate Emergency Point of Contact(s)

Name	Relationship	Address	Phone	E-mail

MEMBER'S ACTIONS PRIOR TO COMMAND APPROVAL

The following should be completed no later than 30 days prior to travel, but may be adjusted prior at command discretion based on the nature of the member's travel. Because command approval is required prior to booking travel reservations, longer lead time for approval is highly recommended.

☐	Enter planned travel dates and foreign countries to be visited into the Coast Guard Personnel Accountability System (PAS) using the "Daily Muster" tab in CGPAAS per COMDTINST 3006.4(series): https://cgpaas.uscg.mil/ (**NOTE: This is a critical step in the process to request foreign travel approval and failure to do so may result in administrative and/or disciplinary action.**)	Date Completed
☐	Consult Foreign Clearance Guide (FCG) (https://www.fcg.pentagon.mil/). Review "General Entry Requirements" and "Personnel Entry for Leave Travel" for every country in itinerary. If required, submit an Aircraft and Personnel Automated Clearance System (APACS) request.	Date Completed
☐	Check www.travel.state.gov for country info, travel restrictions, and visa requirements.	Date Completed

Y	N	Required *(check yes or no)*	Date Completed		Y	N	Required *(check yes or no)*	Date Completed
☐	☐	Country Clearance			☐	☐	VISA	
☐	☐	Theatre Clearance			☐	☐	Isolated Personnel Report *(ISOPREP)* *Use Form DD-1183 or*	
☐	☐	Special Area Clearance					https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Survey.aspx	

Additional Requirements:

VACCINATION REQUIREMENTS

☐	Check for vaccinations required, medical restrictions, and medication carriage restrictions as applicable (www.cdc.gov/travel).	Date Completed

Y	N	Vaccination Required	Date Immunized		Y	N	Vaccination Required	Date Immunized
☐	☐				☐	☐		
☐	☐				☐	☐		

☐	Ensure Security Fundamentals training completed within last year (elearning.uscg.mil). This training is equivalent to DOD Level 1 Anti-Terrorism & Force Protection (ATFP) training requirement.	Date Completed
☐	Receive pre-travel briefing from unit Command Security Officer (CSO) per COMDTINST M5530.1 and complete any other chain of command foreign travel leave approval requirements.	Date Completed

Once CSO approval is obtained and if required, country and theater clearance(s) are received via APACS		
☐	Submit OCONUS leave request to the final "Command Approval" official in Direct Access: (portal.direct-access.us) **(NOTE: The Military Civil and Dependent Affairs Manual, COMDTINST M1700.1(series) defines who can approve foreign leave travel. See details on page 3 "Instructions and Guidance" of this form.)**	Date Completed
☐	Submit this form for command approval. Include copy of passport, visa, and APACS approval as applicable.	Date Completed

I certify the information provided is correct and I have sufficient funds to cover the cost of this travel.

Member's Signature	Electronic Signature	Date

Y	N	COMMAND APPROVAL FOR MEMBER TO BOOK FOREIGN TRAVEL		
☐	☐	Command Security Officer	Electronic Signature	Date
☐	☐	Supervisor	Electronic Signature	Date
☐	☐	Command Aproval	Electronic Signature	Date

Comments/Remarks

MEMBER'S RESPONSIBILITIES AFTER BOOKING FOREIGN TRAVEL PLANS

☐	If in a Sensitive Compartmented Information (SCI) clearance status, notify Special Security Officer (SSO).	Date Completed
☐	If planned travel dates and/or foreign countries to be visited have changed since the initial entry, update actual travel information using the "Daily Muster" tab in the Coast Guard Personnel Accountability System (PAS) per COMDTINST 3006.4 (series): https://cgpaas.uscg.mil/	Date Completed
☐	Complete the detailed destination itinerary information below and submit this form to your command prior to departure:	Date Completed

DESTINATION ITINERARY: If more than one foreign country is to be visited, list countries in schedule order of visit, together with all major cities, side trips and stopovers. First and last line should indicate United States departure and return. Attach itinerary if available. (*Continue on an additional page if necessary.)*

Date (DD/MM/YY)	From (City, Country)	To (City, Country)	Flights/Cruise (Carrier and Number)	Hotels (Name and Phone)

Anticipated contacts with foreign governments, companies, citizens *(Continue on an additional page if* necessary.*)*

Name	Organization	Citizenship	Nature of Contact (Personal/Professional)

☐	**Ensure this form is retained by your unit CSO and protected as Personally Identifiable Information (PII).**	Date Completed

UPON RETURN FROM TRAVEL

☐	If applicable, complete foreign travel debriefing as specified in COMDTINST 5000.12 (series).	Date Completed

INSTRUCTIONS AND GUIDANCE

1. Foreign travel is defined in COMDTINST 5000.5(series) as any travel outside the fifty U.S. States or its territories. DHS Management Directive 11039 defines a foreign national/citizen as, "A person who is not a citizen or national of the United States."

2. This form and member personally identifiable information (PII) shall be retained in accordance with the applicable Coast Guard and Department of Homeland Security policies and procedures.

3. The traveler is responsible for updating his/her information in CGPAAS for personnel accountability. This is the system used by the Coast Guard for personnel accountability in accordance with COMDTINST 3006.4(series) and failure to comply with this policy may result in administrative and/or disciplinary action.

4. If the member is travelling via Military Space Available, the member must certify he/she has sufficient funds to cover a commercial return ticket if a return Space-A flight is unavailable.

5. The lead time and sequence for foreign leave travel is subject to command discretion, but all requirements in COMDTINST 5000.5 must be met before final command approval is granted.

6. Per the Military Civil and Dependent Affairs Manual, COMDTINST M1700.1(series), Commanding Officers and Sector Commanders may grant permission for officer and enlisted personnel on active duty to visit foreign countries on routine foreign travel and leave. For personnel assigned to Headquarters, and Headquarters Units, Deputy Directors may grant approval for foreign travel to personnel assigned to their section.

7. If the traveler or command have concerns regarding foreign travel safety and security, a threat assessment may be requested per Coast Guard Intelligence Support to Force Protection, COMDTINST M3810.7. If the command is uncertain about approval of foreign travel, especially to countries with which the U.S. does not have diplomatic relations, they may contact COMDT (DCO-I) for guidance.

8. Timely processing of foreign travel leave requests must be balanced with the need to assess the risks associated with the travel. In general, timely processing of command approval is critical for USCG members to make foreign travel plans.

9. If APACS entry is denied and the member/command is unable to resolve the reason for denial through direct engagement with the FCG approval authority, the member may appeal via their unit's chain of command to Coast Guard International Affairs COMDT (DCO-I). COMDT (DCO) is the final appeal authority.

10. Member appeals for denied travel requests shall be routed through the member's/unit's chain of command to DCO-I. COMDT (DCO) is the final appeal authority. As necessary, commands may engage DCO-I and Coast Guard Intelligence COMDT (CG-2) regarding any concerns with the approval/denial of a member's foreign travel leave requests.

11. For Sensitive Compartmented Information (SCI) indoctrinated personnel, this command approved form shall be sent to the member's Special Security Officer (SSO) prior to departing on foreign travel. If the member is uncertain who to their SSO is, they can e-mail at CGHQ.SSO@uscg.mil.

12. DCO-I Contact Info: foreigntravelpolicy@uscg.mil

13. Coast Guard Intelligence (CG-2) Contact Info:
    Phone/STE Secure Voice: 202-372-2842
    UNCLAS: cgintelplot@uscg.mil

14. RECOMMENDATIONS TO TRAVELER:
    a. Obtain refundable reservations or travel insurance to cover last minute cancellation.
    b. Bring photocopies of your passport, visa, travel reservations, and driver's license with you while travelling in case they are lost, stolen or you are unable to access them electronically.
    c. Notify banks and/or credit cards of travel plans.
    d. Check for driving license requirements and vehicle insurance policy coverage if planning to operate a motor vehicle overseas.
    e. Check for import/export restrictions if planning on transporting goods or gifts.
    f. Monitor current events prior to travel and reengage your command prior to traveling if threats arise.
    g. Register with the U.S. embassy in the countries where you are traveling.