



DoDEA ADMINISTRATIVE INSTRUCTION 5205.02 VOLUME 4

DoDEA FORCE PROTECTION PROGRAM: FOREIGN TRAVEL

Originating Division:	Security Management Division
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Approved by:	Thomas M. Brady, Director

Purpose: This Issuance is comprised of multiple volumes, each containing its own purpose. In accordance with DoD Directive 4500.54E, DoD Instruction 2000.12, and Volume 1 of DoD Instruction O-2000.16. This Issuance establishes policy, assigns responsibilities, and prescribes procedures for managing and executing the DoDEA force protection program.

- This specific volume:
 - Establishes policy, assigns responsibilities, and identifies the requirements for DoDEA personnel traveling outside the contiguous United States (OCONUS) for official and personal, i.e., leave travel.
 - Addresses antiterrorism standard 8 and standard 24 in accordance with Volume 1 of DoD Instruction O-2000.16.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, and community school leadership and support staff.

1.2. POLICY. It is DoDEA policy that DoDEA personnel will follow the DoD Foreign Clearance Guide (FCG) for official and personal foreign travel. The DoD FCG is an electronic document that is password protected and can be found at <https://www.fcg.pentagon.mil>.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Ensures all personnel comply with the DoD foreign travel policy in accordance with DoD Directive 4500.54E and the DoD FCG.
- b. Establishes a foreign travel program in accordance with DoD Directive 4500.54E and DoD Instruction 2000.12.
- c. Appoints DoDEA FP Program Manager within the DoDEA Security Management Division.

2.2. DODEA FORCE PROTECTION PROGRAM MANAGER. The Force Protection Program Manager:

- a. Establishes a foreign travel program and remains the focal point for force protection foreign travel requirements in accordance with DoD Directive 4500.54E.
- b. Coordinates with the Geographic Combatant Commanders (GCC), DoD Foreign Clearance Office, and the Joint Personnel Recovery Agency regarding foreign travel.

2.3. DODEA REGIONAL AND DISTRICT FORCE PROTECTION OFFICER. The Regional and District Force Protection Officer (FPO):

- a. Identifies foreign travel requirements and assists DoDEA personnel, as necessary:
 - (1) Obtaining theater, country, and special area clearance requests and coordinating travel restriction waivers using:
 - (a) The Aircraft and Personnel Automated Clearance System (APACS). This system is Common Access Card (CAC) protected and can be accessed at <https://apacs.dtic.mil/apacs/>.
 - (b) The United States Pacific Command (USPACOM) travel tracker/individual antiterrorism plan (TT/IATP). The TT/IATP is CAC protected and can be accessed at <https://iatp.pacom.mil/>.
 - (2) With Top Secret Sensitive Compartmented Information access by providing travel security briefings in coordination with the DoDEA Personnel Security Manager.
 - (3) By providing local threat briefings for official or personal foreign travel.
- b. In conjunction with the DoDEA Force Protection Program Manager, alerts personnel to new travel restrictions.

c. If assigned as a Regional FPO, in accordance with the DoD Foreign Clearance Manual (FCM), remains the point of contact for GCCs requesting Department of Defense (DD) Form 1833, Isolated Personnel Report (ISOPREP)s. The DoD FCM is password protected and can be found at <https://www.fcg.pentagon.mil>.

2.4. DODEA DIRECTORS FOR STUDENT EXCELLENCE, DISTRICT AND COMMUNITY SUPERINTENDENTS, PRINCIPALS, ASSISTANT PRINCIPALS, ADMINISTRATIVE OFFICERS, OR HIGHEST RANKING OFFICAL ASSIGNED TO THE BUILDING. The DoDEA Directors for Student Excellence, District and Community Superintendents, Principals, Assistant Principals, Administrative Officers, or highest ranking official assigned to the building, which hereafter is collectively referred to as Designated Officials:

- a. Maintain personnel recovery information for personnel traveling OCONUS on official travel. Provide ISOPREPs to the District and Regional FPOs as requested.
- b. Ensure DoDEA personnel traveling or stationed OCONUS enroll in the Department of State (DoS) Smart Traveler Enrollment Program (STEP) or register at <https://step.state.gov/step/>.
- c. Maintain training records of personnel assigned to the facility.

2.5. DODEA CIVILIAN EMPLOYEES. The DoDEA civilian employees on official travel OCONUS:

- a. Comply with all DoD FCG requirements.
- b. Register with DoS STEP.
- c. Request a country and theater clearance via APACS when required by the DoD FCG.
- d. Complete required training.
- e. Accomplishes or updates their ISOPREP.

2.6. DODEA CONTRACTORS. The DoDEA contractors on OCONUS travel and **traveling on Government orders** will comply with the DoD FCG.

2.7. DODEA STUDENTS. In accordance with the DoD FCM, DoDEA students and non-DoD personnel traveling in support of DoDEA school-related activities are not required to complete the "MANDATORY PRE-TRAVEL TRAINING AND DOCUMENTATION" requirements posted in the individual DoD FCG country pages.

2.8. DODEA DEPENDENTS. In accordance with DoD FCM, dependents of DoDEA employees traveling on renewal agreement travel or educational travel orders are not required to

complete the “MANDATORY PRE-TRAVEL TRAINING AND DOCUMENTATION” requirements listed in the individual DoD FCG country pages.

SECTION 3: TRAVEL REQUIREMENTS

3.1. GENERAL.

a. Designated Officials will:

(1) Maintain the travel itinerary and an emergency contact listing of all subordinates traveling OCONUS or into foreign nations.

(2) Establish a DoD FCG account.

(3) Inform the District FPO if any DoDEA employees travel to countries within United States Southern Command, United States Central Command (USCENTCOM), or United States Africa Command area of responsibility.

(4) In the event of an emergency, account for all personnel traveling within the affected area. Relay findings to headquarters (HQ) Security Management Division within **twelve (12) hours**. This information may need to be relayed to the appropriate GCC.

b. When crossing an internationally recognized country border on personal or official travel:

(1) DoDEA personnel will:

(a) Review the DoD FCG and comply with all travel requirements.

1. The Schengen Agreement does not exempt or supersede the DoD FCG, i.e., a DoDEA employee stationed in Germany traveling to France for personal or official travel must comply with the DoD FCG. However, within the United States European Command, the travel requirements are the same in most countries.

2. Obey travel restrictions, avoid prohibited countries in the DoD FCM.

3. If affected by travel restrictions, contact the Regional or District FPO for assistance in coordinating waivers or other exceptions. The completion of travel waivers is the responsibility of the traveler.

(b) If assigned to DoDEA HQ, notify the supervisor of the travel.

(c) If assigned to a DoDEA educational or support facility, notify Designated Official of travel, regardless if school is in session.

(d) Register with the DoS STEP for all foreign travel.

(e) Remain responsible for all entry credentials, i.e., passport, visa, etc.

(f) Receive a security briefing if granted Top Secret Sensitive Compartmented Information access.

1. The DoDEA Personnel Security Manager will provide the security briefing to DoDEA HQ personnel assigned to the Pentagon Reservation.

2. Regional or District FPO will provide a security briefing to all DoDEA personnel within their region or district.

(g) In accordance with DoD Instruction 2000.26, report suspicious activities to law enforcement and the District FPO.

(h) If on official travel, adhere to the Status of Forces Agreement, if applicable, to include off limits establishments as determined by the local military commander.

(2) Non-DoD School Program personnel will notify the Regional or District FPO prior to traveling to any foreign nation without a DoDEA educational facility.

b. The District FPO will:

(1) If requested, provide the latest threat information prior to DoDEA personnel traveling OCONUS or into foreign nations in accordance with Volume 1 of DoD Instruction O-2000.16.

(2) Alert Designated Officials to changes in travel restrictions.

(3) Document reported suspicious activity as a force protection issue using the Serious Incident Report system in accordance with DoDEA Regulation 5760.01 and DoDEA Procedural Guide 5760.01-1.

3.2. DODEA MANDATORY TRAINING. Training identified in this Issuance is required for all locations with DoDEA operations.

a. GCCs publish training requirements for official travel within their area of responsibility.

b. Training records:

(1) Designated Officials in non-HQ facilities will maintain training records of all personnel assigned to the facility.

(2) DoDEA personnel assigned to the Mark Center Campus on the Pentagon Reservation will provide their supervisor or division chief with records of completed training.

(3) District and Regional FPOs will only monitor training at non-HQ facilities. The tracking of training and managing of training records is a responsibility for each facility.

c. DoDEA personnel on official travel OCONUS will:

(1) Complete the following training within twelve (12) months prior to travel.

(a) Antiterrorism Level 1 Training.

(b) Human Rights Awareness Education Training.

(c) Counterintelligence Awareness Reporting Training.

(2) Complete Survival, Evasion, Resistance, and Escape 100.2 training within thirty-six (36) months prior to travel.

(3) If traveling to South Korea, in addition to training identified in Sections 3.2.c.(1) – 3.2.c.(2) of this Issuance, complete the following training within twelve (12) months prior to travel in accordance with United States Forces Korea (USFK) Regulation 350-2:

(a) USFK Temporary Duty Theater Specific Required Training.

(b) Combating Trafficking in Persons.

(4) Complete additional training specified in the DoD FCG.

d. If required, DoDEA personnel on personal travel will complete any training required by the DoD FCG.

3.3. ISOLATED PERSONNEL REPORT. The ISOPREP is to aid in recovery and reintegration of isolated personnel in accordance with DoD Directive 3002.01.

a. Designated Officials will:

(1) Maintain a hardcopy of the ISOPREPs in a lockable cabinet.

(2) Provide DoDEA personnel ISOPREPs to the District and Regional FPOs, as directed.

b. DoDEA personnel on official travel will:

(1) Complete or update an ISOPREP annually in accordance with Joint Publication 3-50 and the DoD FCM.

(2) Only complete the **first page** of the ISOPREP, **blocks 1 – 38**.

(3) Provide a completed ISOPREP to Designated Officials.

c. The Regional FPO will provide the GCC with DoDEA ISOPREPs upon request.

d. In accordance with DoD Instruction 3020.41 and Joint Publication 3-50, an ISOPREP is only required for contractors authorized to accompany the “fighting force.” In coordination with the Joint Personnel Recovery Agency, DoDEA contractors not traveling on Government orders are not required to complete an ISOPREP.

3.4. AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM.

- a. DoDEA personnel on official foreign travel will obtain country and theater clearance prior to commencement of travel in accordance with DoD Directive 4500.54E, DoD Instruction 2000.12, and the DoD FCG.
- b. The DoDEA Force Protection Program Manager will develop guidance to complete the clearance request.
- c. Upon request, the District and Regional FPO will provide assistance in completing clearance requests.

3.5. UNITED STATES PACIFIC COMMAND.

- a. DoDEA personnel on official travel within the USPACOM area of responsibility will complete the USPACOM TT/IATP in accordance with USPACOM Instruction 0614.1.
- b. Upon request, the District and Regional FPO will provide assistance in completing the TT/IATP.

3.6. UNITED STATES CENTRAL COMMAND. Personal travel within the USCENTCOM area of responsibility will be in accordance with HQ USCENTCOM Regulation 55-2.

- a. Personal travel to:
 - (1) Afghanistan, Iran, or Iraq is prohibited.
 - (2) Egypt, Kazakhstan, Lebanon, Pakistan, Saudi Arabia, Syria, Turkmenistan, United Arab Emirates, Uzbekistan, and Yemen require approval from the first General Series-15 within the traveler's chain of command.
 - (3) Bahrain, Jordan, Kuwait, Kyrgyzstan, Oman, Qatar, and Tajikistan require approval from the first General Series-14 within the traveler's chain of command.
- b. Due to the dynamic nature of the USCENTCOM area of responsibility and current contingency operations, USCENTCOM may rescind travel authorization or apply restrictions at any time.

GLOSSARY

G.1. ACRONYMS.

APACS	Aircraft and Personnel Automated Clearance System
CAC	Common Access Card
DD	Department of Defense
DoS	Department of State
FCG	Foreign Clearance Guide
FCM	Foreign Clearance Manual
FPO	Force Protection Officer
GCC	Geographical Combatant Commander
HQ	Headquarters
ISOPREP	Isolated Personnel Report
OCONUS	outside the contiguous United States
STEP	Smart Traveler Enrollment Program
TT/IATP	Travel Tracker/Individual Antiterrorism Plan
USCENTCOM	United States Central Command
USFK	United States Forces Korea
USPACOM	United States Pacific Command

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

country clearance. A **country clearance** is granted by a foreign government through a U.S. Embassy for official travel to that country.

Designated Official. The highest ranking Federal employee assigned to a facility, however, also known as the Director for Student Excellence, District and Community Superintendent, Designated Official, Principal, Assistance Principal, or Administrative Officer.

DoDEA Civilian Employees. An individual (civilian or military), employed by the Federal government, and assigned to DoDEA.

DoDEA facilities. All facilities owned or occupied by DoDEA personnel, or are supporting the DoDEA mission.

DoDEA personnel. Civilian and contract employees, i.e., contractors, and assigned to, or employed by DoDEA.

DoDEA school employees. Primarily teachers, however, all DoDEA civilian employees that are not required to report to work from May – August of each calendar year.

emergency contact listing. Information consisting of the traveler’s name, date(s) and location(s) of travel, and next of kin name, telephone number, and addresses.

foreign travel. Travel to a country or nation state OCONUS.

ISOPREP. A DD form containing information designed to facilitate the identification and authentication of an isolated person by a recovery force.

official travel. Authorized travel and assignment solely in connection with official business of the DoD and the U.S. Government at Government expense.

personal travel. Leave, unofficial travel, or other type of travel not in connection with official business of the DoD or at the expense of the US.

personnel recovery information. ISOPREPs or other information deemed appropriate by the Joint Personnel Recovery Agency or GCC.

Schengen Agreement. This agreement came into force on March 26, 1995 between several members of the European Union to remove immigration controls for travel within their collective territories. This creates a “borderless” region, known as the “Schengen Area.” Entering one Schengen state gives physical access to all other states.

special area clearance. The required notification of or concurrence granted by DoS and Office of the Secretary Defense Policy.

survival, evasion, resistance, and escape 100.2. Training to prepare DoD personnel of actions performed by isolated personnel designed to ensure their health, mobility, safety, and honor in anticipation of or preparation for their return to friendly control.

theater clearance. Granted by a GCC (or through a component commander or other delegated authority) for official travel to or within its GCC area of responsibility.

USCENTCOM area of responsibility. The area of responsibility includes Afghanistan, Bahrain, Egypt, Iran, Iraq, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Turkmenistan, United Arab Emirates, Uzbekistan, and Yemen.

REFERENCES

- Department of Defense Form 1833, "Isolated Personnel Report," May 2008
- DoD Directive 3002.01, "Personnel Recovery in the Department of Defense," Incorporating Change 2, April 16, 2009, as amended
- DoD Directive 4500.54E, "DoD Foreign Clearance Program," December 28, 2009
- DoD Electronic Foreign Clearance Guide, as amended, <https://www.fcg.pentagon.mil>
- DoD Foreign Clearance Manual, as amended, <https://www.fcg.pentagon.mil>
- DoD Instruction 2000.12, "DoD Antiterrorism Program," Incorporating change 3, March 1, 2012, as amended
- DoD Instruction 2000.26, "Suspicious Activity Reporting," September 23, 2014
- DoD Instruction O-2000.16, Volume 1, "DoD Antiterrorism Standards," November 17, 2016, as amended
- DoD Instruction 3020.41, "Operational Contract Support," December 20, 2011
- DoDEA Procedural Guide 5760.01-1, "Serious Incident Reporting Procedures," August 24, 2016
- DoDEA Regulation 5760.01, "Serious Incident Reporting," June 20, 2016
- HQ USCENTCOM Regulation 55-2, "Granting of Travel Clearances for Travel to and within the USCENTCOM Area of Responsibility," April 29, 2014
- Joint Publication 3-50, "Personnel Recovery," December 20, 2011
- USFK Regulation 350-2, "Theater Specific Required Training for Arriving DoD Personnel and Units Assigned to, Rotating To, or in Temporary Duty Status to Korea," February 9, 2016
- USPACOM Instruction 0614.1, "Theater Travel Requirements in U.S. Pacific Command," February 5, 2013