



**DEPARTMENT OF THE NAVY**  
**OFFICE OF THE ACADEMIC DEAN AND PROVOST**  
**UNITED STATES NAVAL ACADEMY**  
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ACADEMIC DEAN AND PROVOST INSTRUCTION 4600.3C

From: Academic Dean and Provost

Subj: REQUIREMENTS FOR TRAVEL ABROAD IN OFFICIAL OR LEAVE CAPACITY

Ref: DEPARTMENT OF DEFENSE FOREIGN CLEARANCE GUIDE (DoD 4500.54-M)

1. Purpose To reinforce requirements for all military and Department of Defense (DoD) civilian personnel assigned to the U.S. Naval Academy with travel plans to international destinations.
2. Action All military and DoD civilians assigned to the U.S. Naval Academy with travel plans to international destinations are required to obtain a foreign country travel screening prior to the travel departure. This applies to either official travel (on orders, including no-cost orders), leave travel or on sabbatical.

The Department of Defense Foreign Clearance Guide (DoD 4500.54-M) is the applicable guidance used to identify any country-specific travel requirements, which must be completed prior to departure. These requirements may include computer-based training, the use of official passports, an approved country and/or theater clearance, security briefings, in-person contact with U.S. Embassy abroad etc. It is recommended that travel planning start early – at least 60 days prior to the anticipated travel date – even if the funding has not yet been allocated for the travel. Specific situations are addressed below:

a. Leave Travel and Leave Travel while on Sabbatical

- (1) All DoD civilians taking personal leave status are to complete the OCONUS Checklist using the OCONUS Travel Guide located at <https://intranet.usna.edu/InternationalProgram/travel.php> and notify their cost center travel POC (listed on page 2 of the checklist) of their trip details.
- (2) Military personnel traveling on leave must contact their respective personnel office (Navy- Officer Personnel, Marine Corps – Marine Corps Detachment) for the travel screening.
- (3) Civilian employees on sabbatical are required to conduct a travel screening for any travel outside of their sabbatical country for tourist reasons. Follow the guidance from paragraph 2.a. (1) above.

b. Official Travel and Official Travel while on Sabbatical

- (1) Both DoD civilian and military employees on travel orders (both funded and “no cost” orders) are to follow the guidance from paragraph 2.a. (1) above.
- (2) Civilian employees traveling abroad while on sabbatical are required to conduct a travel screening for any travel in pursuit of sabbatical activities. Follow the guidance from paragraph 2.a. (1) above.

c. An official passport (red cover) is required for a majority of countries. Adequate time must be available to obtain this passport. An entry visa may also be required, which requires additional time to acquire.

- (1) Some countries and regions have special requirements for official travel such as the following:
  - (a) China and Hong Kong require a Defense Contact Proposal (DCP) to be submitted 60 days prior to travel departure to the Assistant Secretary of Defense (ASD), Asian and Pacific Security Affairs via IPO
  - (b) Middle East may require specific immunizations
  - (c) South America requires additional region-specific training.
  - (d) Africa requires additional region-specific training and specific immunizations.
- (2) Requirements to travel abroad are constantly changing. It is imperative that all faculty and staff understand the importance of conducting a travel screening prior to departure to ensure all requirements set forth by the Department of Defense and the Department of State are being met in a timely manner.

  
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