1. Purpose

a. To issue guidance for overseas travel policy per references (a) through (k). Midshipmen are reminded this directive supplements the provisions of reference (a), and midshipmen shall comply with the provisions set forth in reference (a) regardless of official or personal travel status.

b. Refer to references (a) through (k) for any instance or circumstance not specifically covered by this directive. In cases where an individual's status or circumstance either deviates from or is not included in this instruction, a special request chit shall be routed via the chain of command to the appropriate approving authority.

c. This directive supplements but does not supersede Fleet or combatant area commander/local embassy defense attaché guidance. In all instances, the more restrictive policy shall be followed.

2. Cancellation. COMDTMIDNINST 1050.2A.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with Midshipmen Overseas Travel policies and guidance listed in references (a) through (k).
4. Official Travel

a. Definition. Travel under an official travel authorization from an organization within USNA for the primary purpose of representing USNA in various forms, such as competitions, conferences, research, summer cruises, and study abroad programs that involves foreign travel while in a paid status.

b. When attached to a Fleet unit without a Midshipman Liaison Officer from the USNA present, midshipmen will abide by liberty boundaries, curfews, and accountability procedures established by the unit's Commanding Officer.

c. When participating in an international program disassociated with the military and where an Officer, Enlisted, or Faculty Representative is not present, midshipmen shall gain approval of proposed liberty boundaries, curfews and accountability procedures from the International Programs Office Director. These procedures shall be in line with local embassy policies provided by the defense attaché.

d. Officer, Enlisted, and Faculty Representatives shall generate NAVPERS 1320/12 temporary additional duty (TEMADD) travel orders form located on the following NPC website at https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS _ 1320-16 _Rev11-87.pdf to be approved by the Deputy Commandant of Midshipmen.

5. Personal Travel (Leave)

a. Definition. The authorized absence of a Service member from a place of duty (USNA) for leisure and tourist purposes.

b. The buddy system shall be utilized at all times while on personal travel. Midshipmen may travel to and from their destination via air alone; however, they shall be met by their “buddy” at the airport. The name of the travel buddy shall be listed on all paperwork to include the online TT/IATP.

c. Additional Overseas Continental United States (OCONUS) leave travel guidance and specific requirements during authorized leave periods will be supplemented through Commandant of Midshipmen notices.

6. Policy

a. All travel shall be conducted per the Joint Travel Regulations (JTR).

b. Officer, Enlisted, and Faculty Representatives are the direct representatives of the Commandant of Midshipmen. They are the point of contact for their midshipmen’s overseas travel package. Officer, Enlisted, and Faculty Representatives shall be responsible for reviewing their midshipman’s OCONUS travel package for accuracy prior to being routed to the Company Officer.
c. Reference (a) lists required administrative actions prior to OCONUS travel. Midshipmen are responsible for understanding and following Anti-Terrorism/Force Protection requirements in their desired travel locations.

d. All midshipmen are required to carry a valid Common Access Card (CAC). Midshipmen shall print out an approved copy of movement orders or leave in the Midshipmen Information System (MIDS), and carry on their person at all times during the travel period.

e. Prior to departing, midshipmen shall understand and abide by all OCONUS travel policies set forth by the Combatant Commander of the geographic region they are traveling to as stated in the Foreign Clearance Guide.

7. Routing Procedure

a. Official Travel. In accordance with reference (e), official travel includes events where midshipmen will officially represent the U.S. Naval Academy. Examples include sporting events/competitions, conferences, exchange programs, education, or the like.

   (1) Officer, Enlisted, and Faculty Representatives are responsible for contacting their Cost Center Travel POC as soon as they become aware of travel and following the OCONUS travel checklist found on the International Programs Office (IPO) website at https://intranet.usna.edu/InternationalProgram/travel.php.

   (2) Officer, Enlisted, or Faculty Representatives shall submit an official request for the concept of travel by submitting a movement order in MIDS.

   Note: A movement order does not authorize theatre or country clearance. Theatre and/or country clearance shall be submitted and approved via the Aircraft and Personnel Automated Clearance System (APACS).

   (3) Officer, Enlisted, or Faculty Representatives shall review the Foreign Clearance Guide for country requirements, such as paperwork, training, country/theatre clearance.

   Note: Contact IPO if official passports and visas are required.

   (4) Officer, Enlisted, or Faculty Representatives shall be responsible for ensuring all Foreign Clearance Guide requirements are met including orders, passports, visas, training, country/theatre clearance, and a high visibility memo to the Commandant of Midshipmen as appropriate.

   Note: Per agreements of North Atlantic Treaty Organization (NATO) member nations, supplemental travel orders (NATO orders) are required for travel to, from, or within a NATO nation. Officer, Enlisted, or Faculty Representatives shall contact their Cost Center POC for the template and generate NATO orders to be processed by the Cost Center POC.
(5) Upon conclusion of travel, Officer, Enlisted, or Faculty Representatives shall complete all post trip vouchers and actions.

b. Personal Travel

(1) As a supplement to reference (a), midshipmen requesting personal OCONUS leave travel shall submit a package with hard copies of the following supporting documents in a standard blue folder with travel checklist as the cover sheet:

(a) Anti-Terrorism training certificates

(b) U.S. Naval Academy Individual Anti-Terrorism Plan (IATP)

(c) SOUTHCOM IATP (as applicable)

(d) INDO-PACIFIC IATP (as applicable)

(e) Hard copy leave chit with travel buddy clearly identified.

Note: Midshipmen leave packages shall be reviewed by the Midshipmen Personnel Office and Company Officer, as well as Brigade Medical Unit as applicable.

(2) Midshipmen leave packages shall be placed in their Company Officer’s inbox for Company Officer review and signature.

(3) Midshipmen leave to AFRICOM, SOUTHCOM, or CENTCOM's area of responsibility shall have their Battalion Officer's review prior to routing to the Brigade Antiterrorism Officer (ATO).

(4) Midshipmen requesting leave to restricted areas shall acquire a recommendation from their Battalion Officer prior to the Deputy Commandant of Midshipmen, Commandant of Midshipmen, or Superintendent's review.

(5) The Company Officer or Brigade ATO shall email the midshipmen when their leave package is complete and ready for pick-up.

8. Alcohol

a. When consuming alcohol overseas, one member of each liberty group shall be designated as a non-drinker. The non-drinker shall not have consumed alcohol within 12 hours of liberty and be free from the effects of alcohol.

b. For the purposes of non-drinker designation, a liberty group is defined as no less than two and a maximum of five personnel. Liberty groups shall have one non-drinker per every four members consuming alcohol.
c. Per reference (d), the drinking age overseas will conform to the legal age set by the host country. In the absence of any local law, the minimum drinking age shall be 21 years old.

d. Unless otherwise directed by the Commandant of Midshipmen, consumption of alcoholic beverages on Movement Orders remains at the discretion of the Commandant of Midshipmen.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA Records Manager or the DON/AA DRMD program office.

10. Review and Effective Date. The Commandant of Midshipmen’s Operations Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php