

# FOREIGN TRAVEL CLEARANCE REQUEST

## Travel Type

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Last Name

First Name

M.I.

Branch of Service

Rank

Title

Trip Description

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By submitting this request, I acknowledge the following:

Both the NPS Travel Office and Security Manager's Office must be notified of foreign travel 45-60 days prior to departure. Contact should be by email to [Travel@nps.edu](mailto:Travel@nps.edu) and [Securitymgr@nps.edu](mailto:Securitymgr@nps.edu).

The procedures governing the approval of foreign travel by NPS personnel are established by NPSINST 4650.1B. It is available for review on the NPS Instructions page at <https://my.nps.edu/group/mynps/instructions>.

Different destinations have different requirements. The Security Manager's Office keeps current with the frequent changes. However, you are welcome to view requirements in advance by accessing the DoD Foreign Clearance Guide using the Virtual Privacy Network (VPN) and going online to [www.fcg.pentagon.mil](http://www.fcg.pentagon.mil).

Submission of a Personnel Recovery Isolated Personnel Report (ISOPREP) DD Form 1833 is mandatory for official travel to all countries in the AFRICOM, EUCOM, PACOM and SOUTHCOM Areas of Responsibility (AOR). This form may also be required for leave travel to certain high risk destinations.

All travel, Official and Unofficial, by active duty military and DoD civilians requires current Anti-Terrorism/Force Protection (AT/FP) Training. To access the training, search for and enroll in course JS-US007 "Level 1 Antiterrorism Awareness Training" on the Joint Knowledge Online (JKO) web site <https://jkodirect.jten.mil>. Please save your certificate and email it to [Securitymgr@nps.edu](mailto:Securitymgr@nps.edu).

No-fee "official" passports and visas may be required for official TDY to some countries. Please consult the Foreign Clearance Guide for entry and documentation requirements. If you need a no-fee passport or visa for official travel, please email the Travel Office at [Travel@nps.edu](mailto:Travel@nps.edu) for guidance.

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Location 1  
(City, Country)

Arrival Date

Depart  
Date

Hotel Name

Lodging Comm Phone

Lodging Address

Unit to be visited

Unit POC

POC Comm Phone

POC Email

Itinerary

Location 2  
(City, Country)

Arrival Date

Depart  
Date

Hotel Name

Lodging Comm Phone

Lodging Address

Unit to be visited

Unit POC

POC Comm Phone

POC Email

Itinerary

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Location 3  
(City, Country)

Arrival Date

Depart  
Date

Hotel Name

Lodging Comm Phone

Lodging Address

Unit to be visited

Unit POC

POC Comm Phone

POC Email

Itinerary

If more than three overnight locations, please submit multiple worksheets

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Name and rank of others in your party, starting with highest ranked

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