

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT
Fort Sill, Oklahoma 73503-5100

USAFACFS Pamphlet
No. 1-40

29 April 1994

Administration
Fort Sill Requirements for Outside the Continental
United States Temporary Duty Requests

	Paragraph	
Purpose	1	2
References	2	2
Procedures	3	2
Request Packages	4	2
Processing Procedures	5	3
Applicability	6	3
Appendix A. EXAMPLE OF MEMORANDUM FOR REQUESTING OCONUS TDY TRAVEL		4
Appendix B. EXAMPLE OF NATO TRAVEL ORDER/ORDRE DE MISSION OTAN		6
Appendix C. EXAMPLE TRADOC FORM 712-R		8

*This pamphlet supersedes USAFACFS Circular 1-90-1, 13 August 1990.

1. **PURPOSE.** To establish local procedures for the control and processing of outside the Continental United States temporary duty (OCONUS TDY) requests.

2. **REFERENCES.** AR 1-40, 15 Sep 80, Clearance Requirements and Procedures for Official Temporary Duty Travel Outside Continental United States, with TRADOC Supplement 1, 11 Jan 88, FORSCOM Supplement 1, 15 Nov 89, and U.S. Air Force Foreign Clearance Guide (USAF FCG).

3. **PROCEDURES.** The following OCONUS TDY travel policies and procedures will be followed:

a. Request for official OCONUS TDY travel must be unequivocally mission essential. Memorandum (appendix A) will contain a statement certifying travel is mission essential. This memorandum will be used by all Fort Sill activities requesting OCONUS TDY Travel, and will be signed by the major activity director of the appropriate activity.

b. Statements will be accurately completed. This memorandum serves not only to route the request, but is designed to provide vital information about the request to the approving authority. The format allows the preparer to complete the statements in a yes/no manner and elaborate, when requested or necessary, providing any detailed supporting data pertinent to a particular element.

c. Invitations from overseas commands must be in writing. They must be, in fact, invitations--**not a statement expressing no objection to the travel.** Additionally, invitations should not be accepted unless travel is truly mission essential and the purpose cannot be accomplished by other means. A copy of the invitation will accompany the request for OCONUS TDY as an enclosure.

d. The installation OCONUS TDY manager is the Adjutant General, Personnel Operations Branch, ATZR-PAG, (405) 442-5200

4. **REQUEST PACKAGES.** Request packages for OCONUS TDY Travel Memorandum, TRADOC Form 712-R (Request for Official OCONUS Temporary Duty Travel), with any invitation correspondence, if applicable, will be submitted in two sets/copies to Personnel Operations Branch.

a. III Corps Artillery requests for area theater clearance for OCONUS TDY will be approved by the Chief of Staff, III Corps Artillery and forwarded to AG.

b. 30th Field Artillery Regiment (Provisional) and USAFATC initiated requests for area theater clearance for TRADOC personnel will be approved by the Chief of Staff, Training Command and forwarded to AG.

c. USAFACFS activities initiated requests for area theater clearance will be processed from the originating administrative office through the Installation Chief of Staff, and forwarded to AG.

5. **PROCESSING PROCEDURES.** Upon approval, requests for OCONUS TDY travel packets will be routed to AG, Personnel Operations Branch, ATTN: ATZR-PAG. AG Personnel Operations Branch will maintain a file of OCONUS TDY to include requests in accordance with AR 1-40, paragraph 1-4f(4). AG will notify the requesting organization concerned upon receipt of clearance approval.

a. DD Form 1610 (Request and Authorization of TDY Travel of DOD Personnel) will be processed by the initiating organization, but not before receipt of clearance approval.

b. NATO Travel Orders are required for military personnel traveling to, or through, Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Iceland, Italy, Luxemburg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom. NATO Travel Orders will not be issued to civilian personnel.

(1) The initiating organization will issue the traveler(s) NATO Travel Orders (appendix B). Traveler(s) will be given one copy of the NATO Travel Order.

(2) When there is a requirement for frequent travel from one NATO country to another: traveler(s) may be issued a NATO Travel Order to cover a period not to exceed 1 year from date of issue.

6. **APPLICABILITY.** These procedures apply to OCONUS TDY travel conducted by members (military and civilian) of Fort Sill. All travelers must contact the Liaison Officer (LNO) well before a visit, and immediately on arrival in country.

APPENDIX A
EXAMPLE OF MEMORANDUM FOR REQUESTING OCONUS TDY TRAVEL

OFFICE SYMBOL 600d)

DATE

MEMORANDUM THRU

FOR Cdr, USAFACFS, ATTN: ATZR-PAG, Fort Sill, OK 73503-5100

SUBJECT: Request for OCONUS TDY Travel

1. The enclosed OCONUS TDY Travel Request (TRADOC Form 712-R, enclosure 1) complies with--

a. AR 1-40, Clearance Requirements and Procedures for Official Temporary Duty Travel outside the Continental United States, 15 Sep 80, with TRADOC Supplement 1, 11 Jan 88, and FORSCOM Supplement 1, 15 Nov 89.

b. U.S. Air Force Foreign Clearance Guide (USAF FCG)

2. The following information in checklist format is provided addressees processing this request:

a. This travel request is submitted within specified lead time set forth by reference 1a and 1b utilizing TRADOC Form 712-R, Jul 86.

YES NO. If NO states reason for lateness.

b. This travel request is in response to an invitation from an overseas command.

YES
enclosure 2.

c

YES NO. If YES, states reasons why more than one person is traveling which directly and clearly relates to mission achievement.

d. This travel is currently financed within the Fort Sill fiscal year travel target.

YES NO. If NO, state why and cite source of funding.

3. This request constitutes certification that travel is mission essential.

USAFACFS Pam 1-40, 29 April 1994

OFFICE SYMBOL

SUBJECT: Request for OCONUS TDY Travel

4. Request Chief of Staff's/Deputy Assistant Commandant's approval of request by signing in block 15, TRADOC Form 712-R.

Encl(s)

SIGNATURE BLOCK

APPENDIX B
INSTRUCTIONS WHICH MAY BE SHOWN ON THE BACK
OF THE NATO TRAVEL ORDER

1. This travel order is to be used for both individual and collective movement. When the travel order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc. If more than one person is traveling, the attached list (as referred to in paragraph 1) should show traveler's first five digits only of their social security number, grade of rank, name, and unit.
2. The country from which travel is authorized and the country or countries to and through which travel is authorized must be shown in paragraph 2. The inclusion of the town or city from and to which travel is authorized is optional.
3. The traveler must have an Active Duty Military Identification Card or an Armed Forces Identification Card
4. Paragraph 4 should be deleted if not applicable.

REQUEST FOR OFFICIAL OCONUS TEMPORARY DUTY TRAVEL

Date

APPENDIX C

(TRADOC Suppl 1 to AR 1-40)

(ALL BLOCKS MUST BE COMPLETED)

(Current Date)

<p>TO Commander USA Training and Doctrine Command ATTN: ATPL-AP (Mrs. Howard) Fort Monroe, Virginia 23651-5000</p>	<p>THRU (Installation/Activity OCONUS Program Manager) Commander USAFACFS, ATTN: ATZR-PAG Fort Sill, OK 73503-5100</p>	<p>FROM (Requester's section and AUTOVON Number)</p>
---	--	---

1. Traveler(s) (Indicate name, SSN, rank/grade, title, organization/installation/activity to which assigned, office symbol of traveler, security clearance, citizenship, date and place of birth, date and place of naturalization, if applicable, and country to be visited.)

BROWN, TOMMY, 123-45-6789, LTC, Chief, Admin Div, Fort Sill, OK, ATZR-X, TOP SECRET, U.S.,
 4 Nov 56, Baton Rouge, LA, Germany

SAMPLE

2. Purpose of visit

To participate in NATO Panel Conference of Future Artillery.

3. Travel directed by:

NAAG PANEL V S Arty, Representative POC: COL JOHNS, DSN XXX-XXXX

4. Date and nature of INVITATION on which visit is based, if applicable: Memorandum, ARDE/FSAC, 10 Dec 94

Travel/country clearance has been granted per _____

Travel/country clearance has not been granted.

If travel/country clearance requested by another MACOM, identify message requesting clearance: _____

SAMPLE

5. Proposed itinerary. (Include day-by-day itinerary with estimated dates of arrival and departure, UNITS TO BE VISITED.)

1100	13 Feb 94 - Depart for Germany
1000	14 Feb 94 - Arrive Munich, GE
1100	14 Feb 94 - Travel to Freidrichshafen, GE
0800-1700	15-18 Feb 94 - NATO Panel Conference
1700	18 Feb 94 - Travel to Stuttgart, GE
1100	19 Feb 94 - Travel to Lawton, OK

SAMPLE

6. Alternate visit dates if visit cannot be accommodated at preferred time.

There are no alternate dates scheduled at this time.

7. Will trip involve:

Yes No

a. Meeting with foreign personnel? If so, identify as outlined below.

b. US Embassy personnel? If so, identify as outlined below.

If Yes to either of the above, indicate name, grade and position of key personnel to be visited.

8. Will trip involve:

Yes No

Disclosure of classified information and, if disclosure to foreign nationals is proposed, indicate the security classification of material and authority for disclosure.

9. Local support desired (Check appropriate blocks)

- | | | | |
|--|---|------------------------------------|--|
| <input type="checkbox"/> Hotel accommodations | <input type="checkbox"/> Transportation | <input type="checkbox"/> Briefings | <input type="checkbox"/> Onward Bookings |
| <input type="checkbox"/> Classified courier requirements | <input type="checkbox"/> Security guards for aircraft | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Requested by other means | <input checked="" type="checkbox"/> NONE | | |

10. If request is submitted less than 60 days prior to departure date, state the reason for late submissions and furnish complete justification why trip cannot be conducted at a later date. (If additional space is needed, continue in remarks column).

This request meets the required lead time.

11. Point of contact for trip. (Indicate name, rank, organization, office symbol, and AUTOVON number)

TRADOC Installation/Activity: Billy P. Cole, LTC, DCD, USAFAS, DCTN: XXX-XXXX

Overseas (HQ USAREUR/HQ EUCOM): Marty Destak, DORNIER GMBH, GE 0745/8-XXXX

Staff Action Office HQ TRADOC: Ricky Williams, GS-12, ATDX-X, HQ TRADOC, DCTN: XXX-XXXX

Any other: NAAG Panel V Rep: Jack Johnsen, COL, FA CDR, FSAC, DCTN: XXX-XXXX

12. Classified material (AR 380-5)

a. Will traveler be handcarrying classified material while in travel status? Yes No

b. Approval to handcarry classified material must be obtained from the Local Security Official.

13. Remarks: (use this item for continuation of items requiring additional space. Separate sheet of plain bond paper may be used and attached to this form if necessary. Continuation must be cross-referenced by item number.)

14. Typed name, grade, and title of authenticating authority

BRENT A. PURINA, COL, FA, Chief of Staff

15. Signature

USAFACFS Pam 1-40, 29 April 1994

(ATZR-PAG)

FOR THE COMMANDER:



BILLY HORNER
Director of Information
Management

CHRISTOPHER C. SHOEMAKER
Colonel, FA
Chief of Staff

DISTRIBUTION:

B
Red River Army Depot, Texarkana, TX 75507-5000 (10)
AG, DPCA, Personnel Operations Branch (25)
DOIM Records Management Branch (1)
DOIM Publications Supply Section (10)