

CHAPTER 5
FOREIGN TRAVEL

5-1. General.

a. For the purposes of this chapter, "foreign travel" or "international travel" is defined as all travel outside the 50 states of the United States of America.

b. In order to ensure that USACE international activities are conducted in a manner consistent with applicable U.S. Government rules and regulations and OASA(CW) policies, all official travel to a foreign country for non-military related purposes, requires OASA(CW) approval. This includes civil works funded as well as reimbursable funded travel.

c. Missions combining FMS related plus other purposes not in direct support of U.S. Forces overseas require OASA(CW) approval.

d. Foreign travel approval procedures required to implement international reimbursable technical assistance projects will be addressed on a case-by-case basis.

e. The Office of Interagency and International Activities is the OASA(CW) management official for USACE foreign travel.

f. Commanders/Directors will ensure that all USACE, DA and DOD requirements for foreign travel are adhered to, when USACE personnel are traveling under the sponsorship of other U.S. Government agencies. When travel is performed as part of work for another U.S. Government agency (e.g., Department of Energy), USACE personnel cannot assume that the other U.S. Government agency will satisfactorily complete all security clearances and related requirements.

5-2. Conferences, Symposia, and Workshops. Travel to conferences, symposia, and workshops will be limited to a maximum of five USACE personnel and a maximum of seven days, including travel time and site visits, unless otherwise approved by the OASA(CW). USACE personnel should focus on the segment of the conference most beneficial to USACE.

5-3. Military-Related Foreign Travel. Routine travel strictly related to an approved activity does not require OASA(CW) approval when in support of military construction

ER 55-1-2
Change 1
1 Nov 93

(MILCON) or projects in direct support of U.S. forces overseas, (e.g., Non-Appropriated Funds); a Commander in Chief's (CINC'S) mission in direct support of U.S. forces overseas; Foreign Military Sales (FMS) Cases; the African Civic Action Program (ACAP); or the North American Treaty Organization. The primary test to determine if work is in direct support of U.S. forces overseas is whether the U.S. military or the foreign country will ultimately benefit from the project(s).

5-4. Military Funded Foreign Travel Not in Direct Support of U.S. Forces Overseas. When travel is military funded but is not in direct support of U.S. forces overseas, approval is required by OASA(CW), if to a destination on the OASA(CW)'s list of sensitive countries. This category of travel includes reimbursable military funded travel from another DOD agency, approved FMS cases and ACAP projects. HQUSACE (CECW-I) is the point of contact for the Countries of Interest.

5-5. Geographic Areas Not Requiring OASA(CW) Approval.

a. Travel to the OCONUS areas identified below which is in direct support of routine mission or approved project agreements does not require OASA(CW) approval unless the area is included in the OASA(CW) list of Countries of Interest:

- (1) Commonwealth of Puerto Rico
- (2) Commonwealth of Northern Mariana Islands
- (3) U.S. Virgin Islands
- (4) American Samoa
- (5) Guam
- (6) Trust Territory of Palau
- * (7) Alaska
- * (8) Hawaii

b. When in doubt if the proposed foreign travel requires OASA(CW) approval, the requests should be submitted to HQUSACE for a determination.

5-6. Emergency Foreign Travel. If immediate approval of overseas travel is required due to a nonmilitary emergency,

requests should be telephonically coordinated with the office of Interagency and International Activities (CECW-1) which, in turn, will ensure coordination with the OASA(CW). After normal duty hours, phone numbers are available from the HQUSACE Staff Duty Officer.

5-7. Participation in International Organization. Policy related to participation in International Organizations is being developed by HQUSACE (CECW-I).

5-8. Prohibition Against Accepting Host Nation Payment of Travel Expenses. USACE personnel will not engage in exchanges wherein the host country pays local travel, food, and/or lodging expenses while in the host country. Further policy guidance is being developed by HQUSACE(CECW-1).

5-9. Quarterly Foreign Travel Plan (QFTP).

a. The purpose of the QFTP is to attain the OASA(CW) approval or disapproval of all civil funded programmed travel to foreign countries. The QFTP provides information that will be used to determine distribution of the civil funded foreign travel ceiling. The plan also provides information of USACE involvement in international activities to the OASA(CW). All trips in which the ultimate funding source is civil works will be included in the QFTP. Major subordinate Commands (MSC), Laboratories and FOA will review and provide a consolidated QFTP prior to the beginning of each quarter. The QFTP schedule is as follows:

(1) From the Laboratories to HQUSACE(CELD-T) NLT 45 days prior to the beginning of each quarter.

(2) From each MSC, FOA and HQUSACE staff element to HQUSACE(CELD-T) NLT 45 days prior to the beginning of each quarter.

(3) From HQUSACE (CELD-T) to CECW-1, CERD-L, and the OASA(CW) NLT 35 days prior to the beginning of each quarter.

(4) Within 30 days prior to the beginning of each quarter, CECW-I will schedule a meeting with the OASA(CW) and representatives from CELD-T and CERD-L to review requested travel.

(5) From HQUSACE(CELD-T) to each MSC, Lab, and HQUSACE staff element NLT 21 days prior to the beginning of each quarter.

ER 55-1-2

1 May 93

b. The QFTP will consist of a consolidated summarized list of trips, ENG Gorms 4960-R (Appendix E), and an official program, if available, for each trip listed. DD Form 1610 will not be included in the QFTP.

c. The summarized list will consist of the following information, civil funded trips broken down by divisions and districts:

- (1) Name of traveler(s).
- (2) Destination(s).
- (3) Date of departure.
- (4) Number of days of TDY.
- (6) Purpose(s).
- (7) Type of Funding (civil or military)

d. The proposed QFTP will be reviewed by HQUSACE and ASA(CW) and annotated to indicate:

- (1) Trips which are approved.
- (2) Trips which require additional information for separate approval.
- (3) Trips which are disapproved.
- (4) Approved trips which require submission of Trip Reports.

5-10. Procedures for HOUSACE and OASA(CW) Annotations of QFTP.

a. Approved. Personnel are authorized to proceed with the travel within the stated parameters and any noted conditions.

(1) DD Form 1610 will be submitted to HQUSACE (CELD-TT) NLT 45 days prior to departure unless authority is otherwise delegated in Chapter 2 of this regulation. Indicate in item #16, "This travel has been approved by OASA(CW) on the QFTP."

(2) HQUSACE(CELD-TT) will verify order against the approve QFTP, authenticate and return the travel order to the requesting command.

b. Additional information.

(1) When required, submit additional correspondence which may be necessary to satisfy the OASA(CW) or other HQUSACE element requirements, NLT 10 days after receipt of the annotated QFTP.

(2) HQUSACE will review input and, upon concurrence, forward to the OASA(CW).

(3) OASA(CW) will notify CECW-I or CERD-L of approval/disapproval of the request who will, in turn, notify CELD-TT.

(4) HQUSACE(CELD-TT) will forward approval/disapproval to the requesting command.

5-11. Trip Reports. Trip reports are required for all foreign travel involving meeting with foreign government officials, as specified in the approved QFTP, or as otherwise required. Travel in connection with IJC is exempt, except for sensitive subjects and projects. The individual making the trip, or in the case of travel by a group, the senior member of the group will submit the report.

(a) Trip reports, when required will be submitted to HQUSACE(CECW-I) or (CERD-L) respectively, in triplicate, NLT 30 days after completion of travel.

(b) HQUSACE will review reports and forward to the OASA(CW).

5-12. Unprogrammed Travel. If a requirement for foreign travel arises after the QFTP has been submitted, and the travel is of a nature requiring OASA(CW) approval, the travel request will be processed on an individual basis. Such unprogrammed travel should be kept to a minimum by effectively planning and projecting travel requirements on the QFTP. The procedures to be followed are:

a. Contact HQUSACE(CECW-1) or HQUSACE(CERD-L), to request separate approval.

b. Submit ENG Form 4960-R, DD Form 1610 and official program, if applicable, to HQUSACE(CELD-TT) NLT 45 days prior to departure.

c. HQUSACE will review input and if recommended, coordinate with OASA(CW) for approval.

ER 55-1-2
1 May 93

d. HQUSACE(CELD-TT) will forward approval/disapproval to the requesting command.

5-13. Submission of Orders to HOUSACE. Commander/Directors (CONUS) will submit all TDY orders, including those pre-approved on the QFTP, to HQUSACE(CELD-TT) for review and authentication, NLT 45 days prior to anticipated date of departure. Commanders/Directors delegated authority in paragraph 2-1c(1) and (2) need not submit TDY orders to HQUSACE.

5-14. Civil Works Funded Foreign Travel Report
(RCS: CELD-19).

a. Purpose. USACE has an OASA(CW) established annual ceiling as to the amount of civil funds which can be expended for foreign travel. In order to keep the OASA(CW) informed of the status of the expenditures, Commander/Directors will submit a quarterly report to HQUSACE(CELD-T) NLT 15 calendar days after the quarter has ended. Negative replies are required. The report will be unclassified. Identify separately locally approved civil funded foreign travel by Corps employees. Each quarterly report will contain the following information:

(1) Report trips in which civil funds were expended in that quarter. For the purpose of this report civil funds means the "ultimate" funding source, not necessarily the funding shown on the DD Form 1610. List only trips in which the ultimate funding was Corps civil funds. Do not report trips that were ultimately Corps military or reimbursable from other than USACE.

(2) Provide any updated actual amounts for trips that were reported as estimated amounts on prior reports.

(3) Add any data that was changed, omitted or erroneously reported on prior reports.

b. Trips to U.S. territories/possessions specified in para 5-5a. are not considered as foreign travel; therefore, civil funds expended for these trips need not be reported to HQUSACE(CELD-T).

c. Reporting Activities. The organization to which the traveler was assigned at the time of the travel should report his/her travel. List any trips which are reimbursed with civil funds from another organization indicating the location of the ultimate funding source. When invitational orders are issued, the organization requesting the travel will report the travel. The report will be prepared by the

elements shown below:

(1) Each MSC (one consolidated report should be submitted for the division and districts).

(2) Each separate HQUSACE element.

(3) Each laboratory.

d. Report content. The report will consist of the following information:

(1) Name of traveler.

(2) Destination(s) (location in which business is to be conducted. Do not list transit points).

(3) Date of departure.

(4) Number of days of TDY.

(5) Purpose(s).

(6) Total of estimated cost (must be taken from the total estimated cost block found in item #14 of DD Form 1610).

(7) Total actual cost (the amount must be taken from paid vouchers and airline ticket stubs/GTR's). This information may not be available when trip is initially reported, but should be provided in later reports.

5-15. Contacts with Foreign Governments. Policy related to contacts with Foreign Governments is being developed by HQUSACE(CECW-I).

5-16. Use of United States-Owned Foreign Currencies.

a. Every effort will be made to use U.S. -owned excess currencies for international travel and transportation without regard to origin or destination.

b. Procedures and policy are contained in AR 37-103.

5-17. Foreign Travel Security Briefing.

a. Paragraph 10-104, AR 380-5 and paragraph 9-203, AR 380-67 require that all personnel who have access to classified defense information be given a foreign travel briefing, before travel, to alert them to possible

ER 55-1-2

1 May 93

exploitation under the following circumstances:

(1) Travel to or through communist controlled countries.

(2) Attendance at international scientific, technical, engineering or other professional meetings in the U.S. or in any country outside the U.S. where it can be anticipated that representatives of communist controlled countries will participate or be in attendance.

b. Individuals who travel frequently, or attend or host meetings of foreign visitors as reflected in paragraph a(2) above, need not be briefed for each occasion, but shall be provided a thorough briefing at least once every 6 months and a general reminder of security responsibilities before each such activity. These briefings can be arranged through HQUSACE, Office of Security and Law Enforcement (CEPM-S).