

# International Travel SOP

Ref: NAVPGSCOLINST 4650.4E

## Enclosures:

- (1) Authorization for a No-Fee Passport and/or Request for VISA and Instructions (Form DoD 1056).
- (2) Complete Passport Application (DSP Form 11)
- (3) Notification of Personnel Action (OPM Form SF-50)
- (4) Sample Expedite/Exception Memorandum
- (5) Country Clearance Request Form
- (6) Anti-terrorism plan

## **BACKGROUND:**

International travel means the traveler's destination is outside the contiguous United States (OCONUS). Generally speaking, arranging international travel is more involved than domestic travel and accordingly, takes more time to process since the traveler may need the following documents:

Travel orders (always required)

Government passport (also called no-fee passport) This is always required by PSD for issue of tickets; not always carried when traveling, sometimes personal passport should be carried instead.

Visa (may be required). An official authorization, appended to a passport, allowing entry into and travel within a specified country or region.

Country clearance (generally required). This is an outgoing message, sent by the US State Department, to a destination country to ask for permission to travel to that country on official US government business. Typically, a request for a country clearance must be submitted to the Shared Service Travel Office (SSTO) 40 days prior to departure.

Visitor clearance – to command/location to be visited (may be required)

Antiterrorism Plan for Overseas Traveler – (may be required) Depending on the area of overseas travel, a traveler may or may not be required to provide a detailed plan, which includes an estimate of the threat situation, review of the area of operations, and an emergency action plan. The NPS Security Office maintains the database of threat areas, and can provide a sample package to assist in the preparation of this document.

## **POLICY:**

Travelers and travel arrangers can consult Appendix O of the Joint Travel Regulations, as well as the Foreign Clearance Guide for policies governing international travel.

## **International Travel SOP**

### **PROCEDURES:**

Since there are more preparations for international trips (passport, visa, country clearance, anti-terrorism training), it is required that arrangements be initiated **at least** 40 days before the departure date. It is possible that mandatory documents may be denied by issuing agencies or countries if requested too close to the departure date.

### **Secure a government passport:**

1. Complete Form DD 1056 (Authorization for a No-Fee Passport and/or Request for VISA). See Attachment 1.
2. Complete DSP Form 11 (Passport Application). It must be signed by the applicant in the presence of the authorizing official (PSD – Transportation). See Attachment 2.
3. Supply the following documents along with the above: original birth certificate, SF-50 (Notification of Personnel Action) which is proof of employment, two passport photos, and a copy of the travel orders. SF-50s are available from the Human Resources Office.
4. Submit application and supporting documents to PSD - Transportation.

If the passport application is being submitted within 30 days of departure, an Expedite Memorandum must also be sent to the Department of State, including the following: applicant's name, social security number, date of birth, date of departure, length of stay, date passport is required, date applicant was notified of impending travel, destination, purpose of travel, reason for expediting the application, reason the travel can not be delayed, and a point of contact including phone numbers. This letter must be on command letterhead and be signed by the appropriate dean. The letter should be addressed to:

Department of State  
Special Issuing Agency  
1525 Wilson Boulevard, Suite 225  
Rosslyn, VA 22209

(See Attachment 4)

**Travel orders must accompany all Expedite Memoranda that will be processed within 10 days of the date of travel.**

**Determine what other documentation is required:**

## **International Travel SOP**

Depending on the destination and length of stay, international travelers may be required to have certain documents while traveling. The Department of Defense Foreign Clearance Guide should be consulted to determine which documents a traveler needs. It is available at <http://www.fcg.pentagon.mil>. See Attachment 5.

Specifically, the traveler or travel arranger should go to the Personnel Entrance Requirements in the Foreign Clearance Guide to determine which of the following is needed: country clearance, theatre clearance, visa requirements, etc.

Once the requirements are defined, the traveler or travel arranger should submit the needed information on the prescribed forms to the SSTO for processing. The SSTO can answer specific questions about these processes.

### **Make travel arrangements (using the standard process):**

Items to keep in mind:

1. Travelers may have three different air travel seating options
  - A. The default option is a government fare in coach class.
  - B. The traveler may choose an excursion fare but it must be noted in the Comments section of the travel orders as follows: Promotional fare requested and, if levied, cancellation/penalty fee authorized by this command.
  - C. If the scheduled flight time (including stopovers) is in excess of 14 hours, business class travel is authorized. An overnight rest stop is not allowed when traveling business class.
2. Generally speaking, travelers will be booked on American carriers under contract to the government. The Authorizing Official can approve use of a foreign carrier only when there are no US carriers available or all of the American carriers are full.
3. Make sure to list the date of Anti-Terrorism training in the Other Authorizations section of the travel orders.
4. Note that the traveler is using an official passport in the Comments section of the travel orders.

Please see Appendix O of the Joint Travel Regulations for more detail.

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### Anti-Terrorism Training/Plan (ATP):

Travelers must attend an initial classroom anti-terrorism training brief given by the NPS Security Manager. Contact the Security Manager at 656-2450 for a training schedule.

Thereafter, training can be updated once a year online at <http://AT-AWARENESS.ORG>. The access code is AWARE. Once the online training is complete, the certificate must be emailed to the NPS Security Manager at [securitymgr@nps.navy.mil](mailto:securitymgr@nps.navy.mil).

The traveler should contact the Security Manager at least 40 days prior to travel to inquire about the necessity of preparing an ATP. See Attachment 6. If required, the Security Manager will provide guidance for completing the plan. **If an ATP is required, but not submitted, the country clearance will be DENIED.**

### Upon return – filing of vouchers

The process for filing international trip vouchers is the same as for domestic trips, unless costs must be converted from the local currency into dollars. If this is necessary, there is a currency converter web site at <http://www.oanda.com>. The traveler or travel arranger must input the required information and allow 2% for the interstate bank rate fee for using a government credit card. The converted amount can then be entered into Travel Manager.

### Resources:

Per Diem rates: <http://www.dtic.mil/perdiem>

Currency Converter: <http://www.oanda.com>. Includes daily exchange rates.

\* Passport/visa requirements: <http://www.dp.hq.af.mil/dplp/dplp.htm>

\* DoD Foreign Clearance Guide: <http://www.fcg.pentagon.mil>

\* Websites are only accessible from DoD servers.

This form must be typed. See DoD 1000.21-R for form completion instructions.

<b>AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA</b>		1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT	2. MAJOR SERVICE COMPONENT	
3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME		4. APPLICANT'S DATE OF BIRTH	5. APPLICANT'S PLACE OF BIRTH	
6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME  <input type="checkbox"/> (If same as Item 3, X block)		7. SPONSOR'S MILITARY RANK/CIVILIAN GRADE	8. SPONSOR'S SSN	
9.a. APPLICANT'S CURRENT HOME ADDRESS (Include ZIP Code)		b. HOME TELEPHONE NUMBER (Include area code)		
		c. OFFICE TELEPHONE NUMBER (Include area code/DSN)		
10.a. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include ZIP Code)		b. NAME OF PERSON WITH WHOM RESIDING		
		c. TELEPHONE (Incl. area code)	d. AGENT ID CODE (If applicable)	
11. DESTINATION (Country or Countries)	12. SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See Note)	13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, building number, room number, ZIP Code, and telephone number/DSN)		
14. ESTIMATED DATE OF DEPARTURE (From country in which applicant is currently residing)	15. PROPOSED LENGTH OF STAY	16. AUTHORIZING OFFICIAL		
		a. NAME (Last, First, Middle Initial)		
17. ADDITIONAL INFORMATION (Attach continuation sheets if necessary)		b. GRADE	c. TITLE	
		d. COMPLETE MAILING ADDRESS (Include ZIP Code)		
		e. TELEPHONE NUMBER (Include area code/DSN)		
		f. SIGNATURE OF AUTHORIZING OFFICIAL	g. DATE	
<b>FOR USE BY ISSUING OR RECEIVING AGENT (Suspense Control)</b>				
18. DATE APPLIED FOR PASSPORT	19. PLACE APPLIED FOR PASSPORT	20. NAME OF COURT OR PASSPORT AGENT		
21. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE	22. PASSPORT NUMBER	23. DATE OF PASSPORT ISSUE	24. PASSPORT EXPIRATION DATE	
25. DOCUMENT(S) INCLUDED WITH PASSPORT	26. COUNTRY AND DATE VISA REQUESTED	27. DATE PASSPORT RECEIVED WITH VISA	28. DATE PASSPORT MAILED	
<b>PRIVACY ACT STATEMENT</b>				
AUTHORITY: Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.				
PRINCIPAL PURPOSE: To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.				
ROUTINE USES: Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.				
DISCLOSURE: Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.				
*NOTE: If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."				



U.S. Department of State  
**APPLICATION FOR U.S. PASSPORT OR REGISTRATION**  
**HOW TO APPLY FOR A U.S. PASSPORT**

OMB APPROVAL NO. 1405-0004  
EXPIRATION DATE 03/31/2006  
ESTIMATED BURDEN: 20 MINUTES  
(See Page 4)

**PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS**

**I applied:** Place: \_\_\_\_\_  
Date (mm-dd-yyyy): \_\_\_\_\_

**FOR INFORMATION, QUESTIONS, AND INQUIRIES:**

Please visit our website at [travel.state.gov](http://travel.state.gov) OR contact the National Passport Information Center at 1-900-225-5674, For TDD: 1-900-225-7778; or for credit card users: 1-888-362-8668, For TDD: 1-888-498-3648.

**U.S. PASSPORTS ARE ISSUED ONLY TO U.S. CITIZENS OR NATIONALS. EACH PERSON MUST OBTAIN HIS OR HER OWN PASSPORT.**

**APPLICANTS WHO HAVE HAD A PREVIOUS U.S. PASSPORT:**

If your most recent passport was issued less than 15 years ago and you were over 16 years old at the time of issuance, you may be eligible to use Form DS-82 (mail-in application). Please inquire about eligibility when you apply or visit our website as listed above. Address any requests for a passport amendment, extension of validity, or the addition of visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. In advance of your departure, check visa requirements with consular officials of the countries you will be visiting.

**SPECIAL REQUIREMENTS FOR CHILDREN UNDER AGE 14 (As directed by Public Law 106-119.)**

To submit an application for a child under age 14 both parents or the child's legal guardian(s) must appear and present all of the following:

- Evidence of child's U.S. citizenship,
- Evidence of child's relationship to parents or guardian(s), AND
- Parental identification

**IF ONLY ONE PARENT APPEARS YOU MUST ALSO SUBMIT ONE OF THE FOLLOWING:**

- Second parent's written statement consenting to passport issuance for the child,
- Primary evidence of sole authority to apply, OR
- A written statement (made under penalty of perjury) explaining the second parent's unavailability.

**FIRST TIME APPLICANTS:**

Please complete and submit this application in person. Each application must be accompanied by:

- (1) PROOF OF U.S. CITIZENSHIP
- (2) PROOF OF IDENTITY
- (3) TWO PHOTOGRAPHS, AND
- (4) FEES (as explained on reverse) to one of the following acceptance agents: a clerk of a Federal or State court of record or a judge or clerk of a probate court accepting applications, a designated municipal or county official, a designated postal employee at an authorized post office, an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Norwalk CT, Philadelphia, San Francisco, Seattle, or Washington, DC, or a U.S. consular official at a U.S. Embassy or Consulate, if abroad. To find your nearest acceptance facility, visit our web site or contact the National Passport Information Center.

**See Reverse Side for Detailed Information**

**PLEASE DETACH AND RETAIN THIS INSTRUCTION SHEET FOR YOUR RECORDS**

## 1. PROOF OF U.S. CITIZENSHIP

a. **APPLICANTS BORN IN THE UNITED STATES:** Submit previous U.S. passport or certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and the seal or other certification of the official custodian of such records.

- (1) If the birth certificate was filed more than 1 year after the birth: It is acceptable if it is supported by evidence described in the next paragraph.
- (2) If no birth record exists: Submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably in addition to at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of the issuing office (if customary) and signature of issuing official.

b. **APPLICANTS BORN OUTSIDE THE UNITED STATES:** Submit a previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, Consular Report of Birth Abroad, or evidence described below.

- (1) If You Claim Citizenship Through Naturalization of Parent(s): Submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.
- (2) If You Claim Citizenship Through Birth Abroad to One U.S. Citizen Parent: Submit a Consular Report of Birth (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, proof of citizenship of your parent, and an affidavit of your U.S. citizen parent(s) showing all periods and places of residence or physical presence in the United States and abroad before your birth.
- (3) If You Claim Citizenship Through Birth Abroad to Two U.S. Citizen Parents: Submit a Consular Report of Birth (Form FS-240), Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, parent's marriage certificate, proof of citizenship of your parents and an affidavit of your U.S. citizen parent(s) showing all periods and places of residence or physical presence in the United States and abroad before your birth.
- (4) If You Claim Citizenship Through Adoption by a U.S. Citizen Parent(s): Submit evidence of your permanent residence status, full and final adoption, and your U.S. citizen parent(s) evidence of legal and physical custody.

## 2. PROOF OF IDENTITY

You must establish your identity to the acceptance agent. You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous U.S. passport, Certificate of Naturalization, Certificate of Citizenship, driver's license (not temporary or learner's license), or government (Federal, State, municipal) employee identification card or pass. Temporary or altered documents are not acceptable

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. Citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DS-71) before the acceptance agent. You must also submit some identification of your own.

## 3. TWO PHOTOGRAPHS

Submit two identical photographs of you alone, sufficiently recent to be a good likeness of you (normally taken within the last 6 months), and 2 x 2 inches in size. The image size measured from the bottom of the chin to the top of the head (including hair) should not be less than 1 inch and not more than 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be in color or black and white. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable. Digitized photos must meet the previously stated qualifications and will be accepted for use at the discretion of Passport Services. (Visit our website for details)

## 4. FEES

- a. If you are 16 years of age or older: The passport processing fee is \$45. In addition, a fee of \$15 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period.
- b. If you are 15 years of age or younger: The passport processing fee is \$25. In addition, a fee of \$15 is charged for the execution of the application. Your passport will be valid for 5 years from the date of issue except where limited by the Secretary of State to a shorter period.

### **BY LAW, THE PASSPORT PROCESSING AND EXECUTION FEES ARE NON-REFUNDABLE**

- The passport processing and execution fees may be paid in one of the following forms: Checks (personal, certified, traveler's), major credit card (Visa, Master Card, American Express, and Discover), bank draft or cashier's check, money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank. All fees should be payable to the "U.S. Department of State" (except the \$15 execution fee when applying at a designated acceptance facility), or if abroad, the appropriate Embassy or Consulate. NOTE: Some designated acceptance facilities do not accept credit cards as a form of payment.
- For faster processing, you may request Expedited Service. Expedited requests will be processed in three workdays from receipt at a Passport Agency. The additional fee for expedited service is \$35. Expedited Service is available only in the United States.
- If you desire SPECIAL POSTAGE SERVICE (overnight mail, special delivery, etc.), include the appropriate postage fee with your payment.
- An additional \$15 fee will be charged when, upon your request, the U.S. Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because you are unable to submit evidence of U.S. citizenship.
- For applicants with U.S. Government or military authorization for no-fee passports no fees are charged, except the execution fee when applying at a designated acceptance facility.



U.S. Department of State

APPLICATION FOR  U.S. PASSPORT  REGISTRATION

(Type or print all capital letters in blue or black ink in white areas only)

1. NAME (First and Middle)

LAST

2. MAIL PASSPORT TO: STREET / RFD # OR P.O. BOX APT. #

CITY STATE

ZIP CODE COUNTRY / IN CARE OF (if applicable)

5 Yr. 10 Yr. Issue Date R D O DP End. # Exp.

3. SEX M F

4. PLACE OF BIRTH (City & State or City & Country)

5. DATE OF BIRTH Month Day Year

6. SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON PAGE 4)

7. HEIGHT Feet inches

8. HAIR COLOR

9. EYE COLOR

10. HOME TELEPHONE

11. BUSINESS TELEPHONE

12. OCCUPATION

13. PERMANENT ADDRESS (DO NOT LIST P.O. BOX) Street/R.F.D.# City State

14. FATHER'S FULL NAME Last First

BIRTHPLACE BIRTHDATE

U.S. CITIZEN Yes No

15. MOTHER'S FULL MAIDEN NAME Last First

BIRTHPLACE BIRTHDATE

U.S. CITIZEN Yes No

16. HAVE YOU EVER BEEN MARRIED? Yes No

SPOUSE'S OR FORMER SPOUSE'S FULL NAME AT BIRTH BIRTHPLACE BIRTHDATE

U.S. CITIZEN Yes No

DATE OF MOST RECENT MARRIAGE Month Day Year

WIDOWED/DIVORCED? Yes Give Date Month Day Year No

17. OTHER NAMES YOU HAVE USED (1) (2)

18. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? Yes No

NAME IN WHICH ISSUED MOST RECENT PASSPORT NUMBER

APPROXIMATE ISSUE DATE Month Day Year

DISPOSITION Submitted Stolen Lost Other

It is necessary to submit a statement with an application for a new passport when a previous valid or potentially valid passport cannot be presented. The statement must set forth in detail why the previous passport cannot be presented. Use Form DS-64.

19. EMERGENCY CONTACT. If you wish, you may supply the name, address and telephone number of a person not traveling with you to be contacted in case of emergency.

NAME

STREET

CITY STATE ZIP CODE TELEPHONE

20. TRAVEL PLANS (not mandatory) Month Day Year

Date of Trip Length of Trip

COUNTRIES TO BE VISITED:

21. STOP. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH. I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.

X Applicant's Signature - age 14 or older

X Father's/Legal Guardian's Signature (if identifying minor)

X Mother's/Legal Guardian's Signature (if identifying minor)

22. FOR ACCEPTANCE AGENT'S USE Subscribed and sworn to (affirmed) before me Month Day Year

- Clark of Court Location PASSPORT Agent Postal Employee (Vice) Consul USA

(Signature of person authorized to accept application)

23a. Applicant's or Father's Identifying Documents Driver's License Passport Other (Specify)

Issue Date: Expiration Date: Place of Issue: Name: ID No.

23b. Mother's Identifying Documents Driver's License Passport Other (Specify)

Issue Date: Expiration Date: Place of Issue: Name: ID No.

24. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)

- Birth Certificate SR CR City Filed/issued: Passport Bearer's Name: Report of Birth: Naturalization/Citizenship Cert. No: Other: Seen & Returned: Attached:

Issued: APPLICATION APPROVAL

25. FEE EXEC. EF OTHER

FOLD

STAPLE

STAPLE

FOLD

SUBMIT TWO RECENT IDENTICAL PHOTOS

U.S. Department of State  
**APPLICATION FOR U.S. PASSPORT OR REGISTRATION**

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**FEDERAL TAX LAW**

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26 U.S.C. 6039E (Internal Revenue Code) requires a passport applicant to provide his or her name and social security number. If you have not been issued a social security number, enter zeros in box #6. The U.S. Department of State must provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

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**ACTS OR CONDITIONS**

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(If any of the below-mentioned acts or conditions has been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

**WARNING:** False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 U.S.C. 1001 and/or 18 U.S.C. 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 U.S.C. 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 U.S.C. 1544. All statements and documents submitted are subject to verification.

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**PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

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**AUTHORITIES:** The information solicited on this form is requested pursuant to provisions in Titles 8, 18, and 22 of the United States Code, whether or not codified, including specifically 22 U.S.C. 211a, 212, and 213, and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR). Also, as noted, 26 U.S.C. 6039E.

**PURPOSE:** The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a U.S. passport. The information may also be used in connection with issuing other travel documents or evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad.

**ROUTINE USES:** The information solicited on this form may be made available as a routine use to other government agencies, to assist the U.S. Department of State in adjudicating passport applications, and for law enforcement and administration purposes. It may also be disclosed pursuant to court order. The information may be made available to foreign government agencies to fulfill passport control and immigration duties or to investigate or prosecute violations of law. The information may also be made available to private U.S. citizen 'wardens' designated by U.S. Embassies and Consulates.

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. You do not have to provide the information unless this collection displays a currently valid OMB number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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<b>FIRST ACTION</b>		<b>SECOND ACTION</b>	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number
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8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
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<b>EMPLOYEE DATA</b>			<b>24. Tenure</b>			<b>25. Agency Use</b>		<b>26. Veterans Preference for RIF</b>							
<input type="checkbox"/>	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	<input type="checkbox"/>	0 - None	2 - Conditional	<input type="checkbox"/>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO				
<input type="checkbox"/>	2 - 5 Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	<input type="checkbox"/>	1 - Permanent	3 - Indefinite									
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant							
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule				33. Part-Time Hours Per Biweekly Pay Period			

<b>POSITION DATA</b>			<b>35. FLSA Category</b>			<b>36. Appropriation Code</b>			<b>37. Bargaining Unit Status</b>		
<input type="checkbox"/>	1 - Competitive Service	3 - SES General	<input type="checkbox"/>	E - Exempt	36. Appropriation Code						
<input type="checkbox"/>	2 - Excepted Service	4 - SES Career Reserved	<input type="checkbox"/>	N - Nonexempt							
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)							

40. Agency Data	41.	42.	43.	44.
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45. Remarks

46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official		
47. Agency Code	48. Personnel Office ID	49. Approval Date			

# NOTICE TO EMPLOYEE

This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.

## The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

## Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your Interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of block 20A and 20B, it serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

## Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296-33 and RIF is explained in FPM Supplement 351-1; both should be available for review in your personnel office.

## Block 26 - Veterans Preference for RIF

- Indicates whether you have preference for reduction-in-force purposes.

## Block 30 - Retirement Plan

- FICA --Social Security System
- CS --Civil Service Retirement System
- CS-Spec --Civil Service Retirement System for law enforcement and firefighter personnel
- FS --Foreign Service Retirement and Disability System
- FERS --Federal Employees' Retirement System
- FERS-Reserve Tech --Federal Employees' Retirement System for National Guard Reserve Technicians
- FERS-ATC --Federal Employees' Retirement System for Air Traffic Controllers
- FERS-Spec --Federal Employees' Retirement System for law enforcement and firefighter personnel
- FSPS --Foreign Service Pension System

## Block 31 - Service Computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will show the rate at which you earn leave and your current unused leave balance.

## Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty and works when needed.
- Full-time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not.
- Seasonal employees work on an annually recurring basis for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season.
- On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

## Block 33 - Part-time Hours Per Biweekly Pay Period

- Indicates the number of hours a part-time employee is scheduled to work during a two-week pay period.

## Block 34 - Position Occupied

- Identifies the employment system under which you are serving--the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).
- The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you leave Federal service.

## Block 35 - FLSA Category

- Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees are covered.

## Block 37 - Bargaining Unit Status

- Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

## Blocks 38 and 39 - Duty Station

- Identifies the city, county, and state, or the overseas location, where you actually work.

## OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization,

you can elect to have your dues withheld from your salary.

- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

**It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.**



**Directions for completing expedite memo:**

- *Replace all italicized/underlined text*
- Staple letter to front of application.
- One original memo must be submitted. If more than one individual is on the expedite/exception request, make copies and highlight each individual's name and attach it to his/her corresponding application.
- Memo must be signed by a general officer or GS equivalent.
- The Non-NATO country stated in the expedite memo must coincide with the Non-NATO country stated on the passport application and DD Form 1056.
- If a passport is required in less than 10 days, orders must be submitted with the expedite memo. Blanket orders are not accepted by the Department of State. Orders must state same departure date and Non-NATO country that is stated in the expedite memo, passport application, and DD form 1056.

# **ANTI-TERRORISM PLAN FOR XXXXXXXXX TRAVELERS**

**Names of Travelers**

**DATE**

**LOCATION**

## 1. Estimate of the Situation

a. AT training, intelligence and threat briefings: COMPLETED

b. Current Threat Condition:

(1) Country X - Bravo

(2) Country Y - Alpha

c. Current Threat Level:

(1) Country X - Low

(2) Country Y - Low

d. ATIFP responsibility: USCINCPAC for Country X (no MOA completed). COM for Country Y IAW signed MOA.

e. Buddy rule in effect for Country X.

## 2. Review of area of operations

a. Security of billeting: Billeting arranged by local Embassy personnel will be commercial hotel (Hotel XX for Country X and Hotel XX, for Country Y).

b. Security of conference/work areas: Work areas will be at the embassies. HN security forces capable and well trained outside the embassy.

c. Areas of vulnerability

1. Transportation: Party will use commercial transportation both air and ground. All air carriers are on the FAA approved list.

2. Communication: Capabilities limited to fixed phones in public facilities. Each embassy will have telephone numbers.

3. Medical: Limited to host nation capabilities in both countries.

## 3. Emergency Action Plan

a. Communications: Notification numbers and emergency contacts via voice. In possession of a card listing the following telephone numbers for emergency use.

1. Country X Hotel: Phone Number: XXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Embassy/DATT: 6-03-2168-5133/5094

Fax: 6-03-242-1579

POC: COL XXXXXXXX/USA

Home: XXX-XXX-XXXX

2. Country Y Hotel: Phone Number: XXX-XXX-XXX

Embassy/DATT: CAPT XXXXXXX/USN: 852-2841-2267

Home: XXX-XXX-XXXX

Cell: XXX-XXX-XXXX

POC: MAJ XXXXXXXX/USA: XXX-XXX-XXXX

Cell: XXX-XXX-XXXX

Marine Security Guard (Post One): 852-2841-2230 (24 Hours)

3. Local Police number.

Country X: XXX-XXX-XXXX

Country Y: XXX-XXX-XXXX

Emergency Dial XXX-XXX-XXXX

b. Evacuation plans: Contact embassy if threat is critical for embassy evacuation plans. Otherwise move to airport and take available commercial air to another country, preferably a low threat country, i.e., Japan (Osaka or Narita), Singapore or Korea, with final onward movement to Honolulu. Lodging will be determined upon arrival on an as required basis.

c. Upon identification of suspicious activity possibly endangering personnel, facilities, or residences, travelers will notify the US Embassy at numbers listed above or USCINCPAC CDO at 808-477-7227.

d. Safe Havens: U.S. Embassy for all threats other than to embassy. For threats to embassy move to hotel, or nearest police station.

e. Available security: Hotel security for billeting. Embassy Security for all embassies.

f. Weapons available to traveler/assigned security personnel: No weapons nor assigned security personnel.

g. Method of obtaining threat information or THREATCON change while traveling: Embassy, USCINCPAC CDO 808-477-7227, JICPAC 808-473-6365.

h. Emergency medical support: Contact US Embassy at numbers listed above.