



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
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FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-HRM

DEC 19 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #54, Request for Leave Outside of the Continental United States (OCONUS)

1. References:

- a. AR 600-8-10, Leave and Passes, 15 February 2006, Rapid Action Revision, 4 August 2011.
- b. MILPER Message 02-057, Antiterrorism/Force Protection Training Requirements, December 2001.
- c. Department of Defense (DOD) Directive 4500.54-E Foreign Clearance Program (FCP), 28 December 2009.
- d. Army Regulation 55-46, Travel Overseas, 20 June 1994.

2. Requests for OCONUS leave must be submitted to the Military Personnel Division (MPD), Personnel Services Branch, not earlier than 60 days and not later than 30 days prior to leave start date.

3. All OCONUS leave request must include the following:

- a. Approved DA Form 31 signed by Company Commander or equivalent.
- b. Approved DA Form 4187 signed by Battalion Commander or equivalent, to ensure chain of command is aware of Soldiers taking leave outside of the United States.
- c. Tourist passport required (**photo must be legible**).
- d. Itinerary of countries visited to include address, telephone numbers, point of contacts and dates.
- e. Antiterrorism/Force Protection Training Level I certificate (not older than 12 months).

4. Unit commanders will ensure compliance with the Foreign Clearance Guide (FCG).

IMME-HRM

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The guide is issued under the authority of DOD Directive 4500.54E (Reference (c), and Deputy Secretary of Defense Directive, Subject DoD Foreign Clearance Program (FCP), dated 28 December 2009. The DoD FCG implements DoD policies governing the FCP and it establishes criteria for requesting DoD aircraft diplomatic clearances for DoD personnel travel clearances through US Embassies for overseas travel. The FCG can be viewed in its electronic version at <https://www.fcg.pentagon.mil/>.

5. Soldiers pending travel outside the United States and its territories or possessions will attend Antiterrorism Force Protection Level 1 Awareness Training prior to departure from current duty station. It is the unit commander's responsibility to ensure their Soldiers are scheduled for and receive the training prior to departure to OCONUS. Accordingly, Item 17 of Soldier's DA Form 31 requesting OCONUS leave must be annotated as follows: "Antiterrorism Force Protection Level 1 Awareness Training received on (date)" prior to submitting to the MPD for approval. It is recommended that accompanying Family Members also receive the training.

6. The use of the Aircraft and Personnel Automated Clearance System (APACS) is mandatory for submitting leave clearance requests and receiving approvals. Log onto the APACS website at <https://apacs.dtic.mil> to create an account to create and to submit a clearance request. Training materials, documentation and contact information are available on the website. Refer to the Electronic Foreign Clearance Guide at <https://www.fcg.pentagon.mil/> for the countries that require APACS.

7. Leave requests that do not comply with the submission criteria prescribed in paragraph 2 of this memorandum will require a letter of lateness signed by the Soldier's Battalion Commander or equivalent. Requests received without proper documentation or insufficient processing time will be returned without action.

8. Per AR 600-8-10, paragraph 8-1n, approvals will not be granted more than 60 days in advance of desired departure date.

9. Request that each unit appoint an OCONUS leave point of contact in the event of unforeseen developments.

10. Passport Requirements:

All travelers, US citizens and foreign nationals alike must present a passport or other acceptable document that denotes identity and citizenship when entering the United States. For more information regarding other acceptable travel documents that may be used to enter or reenter the United States by land, air or sea visit the US Customs and Boarder Protection website at <https://www.cbp.gov/travel/travel-tourism>.

IMME-HRM

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11. The point of contact for this memorandum is the Military Personnel Division,  
Installation Adjutant General, Mr. Richard Lee at (301) 677-4209 or email  
richard.lee6.civ@mail.mil.



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