



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09154-0401

AMIM-SGG-ZA

27 October 2023

MEMORANDUM FOR All Personnel Assigned or Attached to United States Army Garrison (USAG) Stuttgart

SUBJECT: US Army Garrison (USAG) Stuttgart Policy Letter #43 Foreign Travel Program

1. References.

a. Department of Defense Directive (DoDD) 4500.54E, Department of Defense (DoD) Foreign Clearance Program (FCP), 31 May 2022

b. Department of Defense Instruction (DoDI) 2000.12, DoD Antiterrorism (AT) Program, 8 May 2017

c. Department of Defense Manual (DoDM) 5105.21-V1 / V3, para 17a. (1), Administration of Personnel Security, 6 Oct 2020 / 14 Sep 2020

d. Joint Travel Regulation (JTR), 1 Feb 2023

e. DoD Foreign Clearance Guidance (FCG)

f. DoD Foreign Clearance Manual (FCM), 31 January 2023

g. Army Regulation (AR) 380-5, Department of the Army Information Security Program, Industrial Security and Special Activities, 25 Mar 2022

h. AR 380-67, Personnel Security Program, 24 Jan 2014

i. AR 381-12, Threat Awareness and Reporting Program, 1 Jun 2016

k. AER 525-13, Antiterrorism, 30 Sep 2020

2. Purpose. Provide foreign travel guidance IAW the DoD Foreign Clearance Guide (FCG) (<https://www.fcg.pentagon.mil>) to USAG Stuttgart personnel meeting the JTR and FCG regulatory requirements. Instruction includes tasks to travelers, supervisors, and the Garrison Security Office ensuring reporting for accountability and briefings for situation awareness and travel safety. Reporting provides leadership with a resource for foreign travel oversight, staff contact and accountability during individual or regional crisis situations.

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SUBJECT: USAG Stuttgart Foreign Travel Program Policy Memorandum

3. Applicability. All Military Service Members, Appropriated and Non-Appropriated Fund Civilian and contractor personnel assigned to USAG Stuttgart.

4. Policy.

a. The Traveling Individual will:

- (1) Notify Supervisor of travel.
- (2) Complete requirements stated on the Foreign Travel Request (FTR).
- (3) Review the Foreign Travel Briefing statement and digitally sign.
- (4) Email endorsed FTR your supervisor.

b. The Supervisor:

- (1) Confirm the travels meets the training and theater/country requirements.
- (2) Digitally sign and email to [USAGStuttgart\\_Security@army.mil](mailto:USAGStuttgart_Security@army.mil)

c. The USAG Stuttgart Security Office:

- (1) Verify travel requirements.
- (2) Ensure traveler receives current country threat assessment.
- (3) Record traveler information in the Defense Information System.
- (4) Endorse, return to the supervisor, and maintain a repository.

5. The POC for this policy is the Garrison Security Office at DSN 596-2008 or via email at [USAGStuttgart\\_Security@army.mil](mailto:USAGStuttgart_Security@army.mil).

Encl  
Foreign Travel Report

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