



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

G. Kirk Alexander  
COL, FA  
Commanding



# Foreign Travel Packet

CUI with data entered  
DRAFT



## Section I - Contact Information

Last Name, First Name, MI:			
Section/Organization:		SSN (last four) or Passport #	

## Section II - Travel Details

Purpose of Travel (Official or Unofficial):		Number of Personnel Traveling:	
Military, DA civilian or Contractor:		Security Clearance Level (SECRET, TOP SECRET, N/A):	
Name of other Travelers			

Mode(s) of Travel	Automobile	Sea	Emergency Contact Name:
	Airplane	Train Walking	
		Phone:	Email:

Destination Country / City	Physical Address	Arrival Date	Departure Date
1			
2			
3			
4			

## Section III - Foreign Travel Briefing

DoD Foreign Clearance Guide - APACS required? Yes / No (circle)	<a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a>	_____
		DATE
Enroll State Department STEP Program (create a profile)	<a href="https://step.state.gov/step">https://step.state.gov/step</a>	_____
		DATE
Isolated Persons Report / Personnel Recovery Management	<a href="https://prmsglobal.prms.af.mil/prmsconv/Login/Banner">https://prmsglobal.prms.af.mil/prmsconv/Login/Banner</a> Smart Card Login if you have an active acct or PRO-File to create acct	_____
		DATE
Country Specific Information & Alerts and Warnings by country	<a href="https://travel.state.gov/content/passports/english/alertswarnings.html">https://travel.state.gov/content/passports/english/alertswarnings.html</a>	_____
		DATE
AT Level 1 Training JS-US007	<a href="https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf">https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf</a> Supplied by USAG Stuttgart via E-mail	_____
		DATE
Threat Brief by Security Manager or CI Staff	Contact Security Manager to coordinated threat brief	_____
		DATE

## Section IV - Traveler's Certification (Bring Signed Copy to your Supervisor for Verification/Accountability)

I certify that I have a contingency plan for the following situations while traveling: terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, high-profile events such as international conferences or regional sporting events, civil unrests, natural disasters, and emergency evacuations. I have received the Threat Awareness and Reporting Program (TARP) briefing and understand that I am required to report any unusual contact experienced during my travel.

Traveler's Cell Phone Number:			
Traveler's Personal Email Address:			
Date		Signature	

## Section V - Supervisor Accountability Information

Last Name, First Name, MI:	
Email Address:	Phone Number:
Date:	Signature:

## Section VI - Foreign Travel Briefing Statement

- Know the rules of the countries through which you are traveling. Pay close attention to duty requirements, currency laws, bans on importation, customs declarations, etc.
- Do not carry any letters/packages, on behalf of any third party.
- Carry only essential items of identification. Do not bring government access badges, building passes, or other official paperwork.
- Your hotel room may be searched sometime during your stay. Do not leave any official items or papers unattended in your room.
- Beware of overly friendly guides, interpreters, waitresses, hotel clerks, etc., who's intentions may go beyond being friendly.
- Do not discuss official business outside of U.S. government controlled areas.
- Never attempt to photograph military personnel or installations or other restricted/controlled areas. When in doubt, ask an official.
- If you suspect you are under surveillance, it is best to ignore it. Do not try to evade or lose surveillance agents. Report surveillance to the embassy or consulate security office.
- Avoid moral indiscretions or illegal activity, which could lead to compromise or blackmail.

Carefully avoid any situation which would provide a foreign service with the means for exerting coercion or blackmail. The Department of State, Bureau of Consular Affairs webpage, <http://www.usembassy.gov>, provides links to all U.S. Embassies, Consulates & Diplomatic Missions. Consider printing embassy emergency contact information prior to your departure to avoid not being able to access it online.

- I have emergency contact numbers for my chain of command and pertinent services (e.g. airline, train, bus Tour Company).
- I have provided my supervisor with my travel itinerary, modes of travel, lodging arrangements, and contact information prior to my departure.
- I have an individual AT/FP plan in place and ready to execute in order to mitigate and reduce the risk of becoming a possible target of opportunity or an easy target.
- I have incorporated my individual OPSEC measures at part of my individual AT/FP plan.

## PRIVACY ACT STATEMENT

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 5 USC Section 301.

**PRINCIPLE PURPOSE(s):** This information will be used by supervisors, and the Security Manager/S2 to track individual foreign travel as required by AF 380-5 and AR 381-12.

**ROUTINE USES:** Ensure that adequate contact can be established and accountability maintained in the event of an emergency.

**MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Last Name, First Name, E-mail, Telephone Numbers, Emergency Contact Information, Destination Address, Last 4 of SSN or Passport Number.

**DISCLOSURE:** If information is not provided, the individual jeopardizes his/her possibility of notification or assistance in the event of an emergency; additionally failure to report foreign travel may adversely affect Security Clearance determinations.

## USAG Stuttgart / IMCOM-E Security Office Safety Information

- (1) Know emergency numbers and potential safe areas. Have a realistic emergency action plan. Know how to contact local or host nation emergency services, if needed. **European wide emergency phone number is 110.**
- (2) Be aware of your surroundings at all times.
- (3) Please maintain alert/vigilance & avoid anti-U. S. confrontations in locations - current collateral threat to us personnel in Europe (bars/disco/night clubs/other public gathering areas & adjacent locations).
- (4) Always let someone know the details of your destination, departure, arrival, and return times.
- (5) Try to be inconspicuous. Try not to draw attention to yourself. Don't dress in a manner which makes you stand out as an American. Blend in with the crowd and remain low key.
- (6) Avoid spontaneous gatherings and demonstrations.
- (7) If you come upon a demonstration, remain calm and disengage from situation. Avoid speaking loudly or drawing attention to yourself, stay away from other likely areas for demonstrations/civil unrest or unsafe areas.
- (8) Travel in small groups and (never alone) varying movements.
- (9) Stay away from high-risk places and known high-crime areas.
- (10) Ensure your vehicle is in good working order and fuel tank full. Never exceed below half tank, if possible.
- (11) Always use local maps or global positioning system, if available.
- (12) In the event of an incident at your destination or any location on your itinerary, notify your chain of command of your status ASAP.
- (13) Monitor local TV, radio stations, news and government websites and social media networking sites for updated information. AFN, if possible.
- (14) Consider joining an auto safety club in the event of a mechanical breakdown or vehicle accident (ADAC).
- (15) Don't display large sums of money, especially us currency.
- (16) When traveling by train, select a window seat in the middle section of open coach cars.
- (17) When traveling away from us installations, consider staying in trusted hotels that do not have distinctly American names or service predominantly American guests.
- (18) Avoid taking street-level rooms with direct access to hotel grounds or stairwells. If possible, stay in a room located between the fourth and tenth floor.

## USAG Stuttgart / IMCOM-E Security Office Safety Information

(19) Use extra caution in hotel lobbies, nightclubs, and other public places where bombs may be placed. Be aware of egress points in the event of an attack.

(20) Military uniforms will not be worn while on leave or pass for unofficial travel. Uniforms will not be worn on public mass transit such as planes, trains, and buses.

(21) Consider joining the USAREUR anti-terrorism's stay safe Facebook page.

(22) Carry a cell phone and pre-program emergency contact phone numbers, if possible.

(23) The European-wide emergency contact number is 110.

“YOU COULD BECOME AN EASY TARGET OR A TARGET OF OPPORTUNITY”. You need to be aware of your surroundings at all times during your travel. Watch out for personnel that will attempt to gather information related to military missions or operations, solicit your services to join or promote a local party or cause, seek classified or sensitive information, pick your pockets, involvement in scams, cause bodily harm and/or attempt to kill you. Try not to stand out, rather blend in as much as possible. Do not draw attention to yourself and always conduct yourself professionally, respect the host nation laws, customs and courtesies. Always remember your individual OPSEC and Force Protection measures. Do not discuss unnecessary military information/operations with anyone because if someone knows you are an American and work for the Department of the Army they may attempt to secretly probe you for information. If there is trouble in your immediate area, remove yourself as safely and quickly as possible and always be aware of your surroundings (situational awareness). Maintain control of your passport, ID, and personal belongs at all times.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SECURITY OFFICE: \_\_\_\_\_

**Have an enjoyable, fun, and safe trip. Please implement your individual OPSEC and AT/FP measures prior to your departure.**

**Foreign Travel Debriefing – To be complete within 5 calendars day. Complete form and schedule an appointment with the USAG Stuttgart Security Office.**

Country of Travel:

Date of Travel:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Were any problems encountered at the time of your arrival or departure from the foreign country?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did you have any unusual experiences while traveling (to include harassment, suspected surveillance, detention, unusual customs inspection, searches of hotel room or trash, listening devices found, telephone monitoring, etc.)?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were any probing inquiries made relative to your job, duties, studies, and/or company or organization? (If yes, contact your Security Manager and Military Intelligence Office).   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did you experience any blatant indication of possible approach/efforts to obtain information by a Foreign Intelligence Service Officer?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did you meet a foreign national who requested future contact?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has any other agency or official debriefed you? (If yes, please list)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Were you a victim of a criminal act? Were you detained or arrested? Did you witness any acts that may be considered terrorist like? Were you approached by anyone offering to exchange currency?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did you lose/misplace any official materials or personal luggage? Did you take any personal pictures of foreign government, military installations, or equipment? Were you hospitalized during the trip? Did you check in & out with the local embassy or consulate? | <input type="checkbox"/> | <input type="checkbox"/> |

**\*If you answered yes to any of the above questions, contact your Security Manager.**

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DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**RETURN TO:**  
Attn: USAG Stuttgart Security Office or ATO

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**POST-TRAVEL SECURITY INTERVIEW CONDUCTED BY:**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_