



Cooperative Threat Reduction

J3CT SOP-2013-01
March 2013

SUBJECT: Cooperative Threat Reduction Travel Standard Operating Procedure

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References: (a) DOD 4500.54-M, "Foreign Clearance Manual" current edition

(b) Joint Travel Regulations

(c) Joint Federal Travel Regulations

(d) DOD 1000.21R, "Passport and Passport Agent Services" dated 01 April 1997

(e) DOD Directive 1000.21E, "Passport & Passport Agent Services" dated
20 October 2009

(f) 2 Foreign Affairs Manual 221.1 "Diplomatic Personnel"

(g) 2 Foreign Affairs Manual 224 "Other US Representatives"

(h) DTS Business Rules Guide from DTRA/US Strategic Command Center for Combating
WMD (DTRA/SCC-WMD), Version 1.3 dated 26 May 2011

(i) DTRA Instruction 7040.1, "Employee Travel and Transportation Procedures" dated
06 October 2008

(j) DTRA/SCC 1000.21, "Passports and Visas" dated 21 January 2011

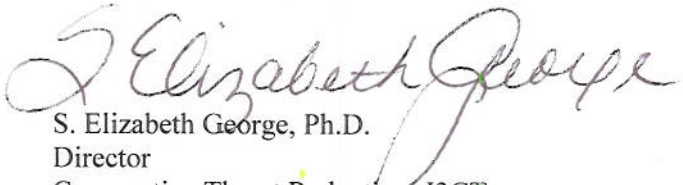
(k) Cooperative Threat Reduction Travel Standards of Conduct 2011

(l) CTR SOP 04-01, "CTR Clearances and Cables" dated 16 June 2010

1. PURPOSE. This Standard Operating Procedure (SOP) with its appendices establishes procedures for Cooperative Threat Reduction (CTR) related travel. The SOP also assigns responsibilities for coordination and performance of travel in support of CTR, including, but not limited to, reservations, clearance, visas and passports. This SOP and its appendices are in accordance with existing United States Government (USG), Department of Defense (DoD) and Defense Threat Reduction Agency (DTRA) guidelines and instructions.
2. APPLICABILITY. This SOP and its appendices is applicable to all CTR employees and Advisory and Assistance Support (A&AS) contractors traveling under CTR issued travel orders and/or funding. All other DoD-sponsored contractors, other USG personnel, and collaborators supporting operations both domestically and internationally on CTR missions via contract or agreement are encouraged to follow CTR guidelines in this SOP and appendices while on CTR funded travel.
3. POLICY. Refer to the CTR Travel Standards of Conduct (Appendix C). CTR personnel are NOT to actively collect intelligence while on official travel. CTR personnel are not afforded diplomatic privileges or immunities while on official travel (2 FAM 221.1 and 2 FAM 224).
4. RESPONSIBILITIES.
 - a) Director of CTR: Exercise authority, direction and control over all CTR funded travel.
 - b) CTR Program Managers (PM): Ensure compliance with all USG and CTR documents regulating travel by individuals who travel in support of their programs. PMs will assign Team Leads to operate as the responsible reporting party on all missions.

- c) Cooperative Threat Program Integration (CTI) Chief: Perform the required duties of the CTR Program Managers as applicable to his/her organization. However, he/she shall also be the approving authority for expedited travel requests.
- d) Advisory and Assistance Support (A&AS) Program Manager: Ensure compliance with all USG and CTR documents regulating travel by all support contractors currently operating on the A&AS contract.
- e) CTR Team Lead: Ensure compliance with all USG and CTR documents regulating travel by individuals traveling in support of their project. The Team Lead may institute additional rules and requirements not contained within this SOP to ensure the safe execution of the mission. Team leads are ultimately responsible for the safe, legal, and professional conduct of all personnel traveling under their direction. When there are no USG personnel traveling on a particular trip, then the contract PM will select a team lead and provide the team lead's name and contact information to the supported CTR PM. Team lead specific areas of responsibility include, but are not limited to, the following:
 - i. Ensure all team members have completed the travel checklist.
 - ii. Ensure all team members have valid passports and visas.
 - iii. Ensure all team members have validated and coordinated travel reservations.
 - iv. Ensure that clearance request (CR) is correct, complete, submitted and approved.
 - v. Ensure all team members have the proper training and briefings completed prior to departure.
 - vi. Ensure export compliance documentation has been completed.
 - vii. Coordinate with all team members to reinforce mission and ensure standards of conduct are understood.
 - viii. Report arrival in country, all major movements, and departing country to the Defense Threat Reduction Office (DTRO)/Cooperative Engagement Office (CEO) or Embassy (Defense Attaché Office (DAO)) and the DTRA Operations Center (Ops Center).
 - ix. Maintain accountability of all team members while in country.
 - x. Complete trip report (see Post-Travel section).
 - xi. In case of medical emergencies or political/social/economic events, coordinate with DTRO/CEO or Embassy (DAO) and DTRA Ops Center.
 - xii. Ensure all team members carry proof of medical insurance (DOS requirement).
- f) Traveler: Read and comply at all times with CTR Travel SOP and its appendices.
- g) Program Assistant (PA): Assist in the coordination of CRs, cables, reservations and the completion/submission of the Travel Tracker.
- h) Cooperative Threat Program Operations (CTIO) Passport and Visa Specialist: Provide subject matter expert support to obtain passports and visas. He/She is responsible for working with a courier service to process passports and visas through the DOS and respective embassies.
- i) CTIO Travel Team Lead: Provide subject matter expert support for travel to/from/within CTR destinations. He/She is responsible for issuing travel orders within the Defense Travel System (DTS) and coordinating with Carlson Wagonlit (CWL) for the issuance of tickets.
- j) Commercial Travel Office (CTO): Responsible for making transportation reservations and ticketing.
- k) Transportation (J4LP): DTRA office that holds the contract with CTO. Responsible for oversight of the travel process as well as coordination of business class package requests.

- l) DTRA Headquarters Passport and Visa Office (J3OSAXP): Central DTRA point of contact for passport applications and visa applications for the DoD Passport Management Office in Crystal City, Virginia. Provides the CTR Travel Team with subject matter expert support regarding the obtainment of passports and visas.
- m) DTRO/CEO or CIS Logistics Contract: Responsible for working with the program/project and the PA to ensure appropriate in-country logistics. Either the DTRO/CEO or the CIS contractor is responsible for in-country bookings at the USG rate (such as hotels, conference rooms and transportation).
- n) DTRO/CEO or sponsoring embassy office: Provide support to traveling teams by coordinating team travel with Embassy country team, approving country clearances, coordinating the visit with host-nation officials, arranging meetings and access, delivering letters, as well as arranging in-country lodging and transportation as required. Advise CTR Team Lead, PMs, and/or Director, when there are issues that may impact the team or the accomplishment of the trip objectives. Track and assist CTR Teams while they are in country.
- o) CTIO: Responsible for reviewing, and annually updating this entire SOP.


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Appendices:

- Appendix A: Travel Process Narrative
- Appendix B: CTR Travel Checklist
- Appendix C: CTR Travel Standards of Conduct
- Appendix D: CIS Logistics Form
- Appendix E: CTR Medevac Fact Sheet
- Appendix F: Trip Report
- Appendix G: Trip Report for CTB Training
- Appendix H: Actual Expense Allowance (AEA) Memorandum
- Appendix I: Cables and Clearances Standard Operating Procedures
- Appendix J: Travel Voucher Review Instructions