



Defense Health Agency

ADMINISTRATIVE INSTRUCTION

NUMBER 5000.01

April 1, 2021

DAD-A&M/ISD

SUBJECT: Foreign Travel Program (FTP)

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (k), establishes the Defense Health Agency's (DHA) procedures to:

- a. Manage the DHA FTP.
- b. Develop, coordinate, and implement the FTP across the DHA.

2. APPLICABILITY. This DHA-AI applies to DHA and all DHA Active Duty Military, Reserve, Government Civilian, Contractor (when required by the terms of the contract) and other personnel employed, or on temporary duty, and foreign nationals assigned to DHA Facilities, regardless of where stationed are required to report official foreign travel (OFT) and covered individuals only are to report unofficial foreign travel (UFT) to the DHA Foreign Travel and Visits Office.

3. POLICY IMPLEMENTATION. It is DHA's policy, pursuant to References (c) through (k) to establish procedures, processes, and instructions for the DHA FTP.

- a. The DHA will determine requirements for reporting foreign travel as part of an individual's official duties.
- b. DHA reserves the right to advise covered individuals not to travel when it is determined such travel presents an unacceptable risk and the physical safety and security of the individuals (in accordance with Reference (h)), or classified information cannot be reasonably ensured. Failure to comply with such advice may result in administrative action that includes, but is not limited to, revocation of national security eligibility as discussed in Reference (f).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosures 3.

6. RELEASABILITY. **Cleared for public release.** This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

7. EFFECTIVE DATE. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

8. FORMS. The following forms can be found on the internet at:

https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms%20Management/AllItems.aspx.

a. DHA Form 18, Foreign Travel Notification

b. DHA Form 119, Foreign Travel Debriefing

/S/
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Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (d) DoD Instruction 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019
- (e) Security Executive Agent Directive (SEAD) 3, “Reporting Requirements for Personnel with Access to Classified Information or Who Holds a Sensitive Position,” June 12, 2017
- (f) DoD Foreign Clearance Guide¹
- (g) Security Executive Agent Directive 6, “Continuous Evaluation,” January 12, 2018
- (h) DoD Instruction 2000.16 Volume 1, “DoD Anti-Terrorism Program Implementation: DoD Standards,” November 17, 2016
- (i) DoD Instruction 2000.12, “Department of Defense Antiterrorism Officer Guide,” May 8, 2017, as amended
- (j) DoD Directive 3000.10, “Contingency Basing Outside the United States,” August 18, 2017, as amended
- (k) DoD Dictionary of Military and Associated Terms, January 2020²

¹ Reference located at <https://www.fcg.pentagon.mil/fcg.cfm4>

² Reference located at <https://www.jcs.mil/Portals/36/Documents/Doctrine/pubs/dictionary.pdf>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will establish the FTP to be managed by DHA Enterprise Security, Threat Management, and Safety (ESTMS) and ensure the necessary resources are available.

2. ASSISTANT DIRECTOR, MANAGEMENT. The Assistant Director, Management, must ensure compliance with foreign travel reporting and accountability from all personnel within their directorate, to include military medical treatment facilities.

3. DAD-A&M. The DAD-A&M must ensure agency-wide uniform implementation and execution of the DHA FTP.

4. CHIEF, ESTMS. The Chief, ESTMS, will approve and publish all agency-wide and/or site-specific guidance regarding the execution of the DHA FTP procedures, processes, and guidelines, in addition to overseeing the management of the FTP.

5. FTP MANAGER. The Foreign Travel Manager is assigned by the Chief, ESTMS, and must:
 - a. Serve as the primary advisor regarding all matters related to the implementation of the DHA FTP and ensure compliance with the provisions of this DHA-AI and associated requirements.

 - b. Implement, monitor, manage, and ensure compliance of the provisions within this DHA-AI.

 - c. Develop applicable DHA FTP procedures, processes, and guidelines.

6. FOREIGN TRAVEL MANAGERS. Foreign Travel Managers are assigned at the DHA headquarters level and report directly to the FTP Manager. The Foreign Travel Managers must:
 - a. Provide regular updates to the FTP Manager pertaining to program compliance.

 - b. Identify foreign travel requirements and assists Foreign Travel Coordinators when applicable.

- c. Ensure Foreign Travel Coordinators are adhering to Foreign Travel requirements and tracking all foreign travel requests.
- d. Alert Foreign Travel Coordinators of new foreign travel restrictions and advisories.
- e. Serve as the point of contact for Foreign Travel Coordinators regarding program compliance, foreign travel reporting and tracking.
- f. Disseminate DHA FTP procedures, processes, and guidelines to Foreign Travel Coordinators.

7. FOREIGN TRAVEL COORDINATORS. Foreign Travel Coordinators are identified by the local Antiterrorism Officer(s) or are assigned to Antiterrorism Officers at the local level and report to the Foreign Travel Managers at DHA headquarters. The Foreign Travel Coordinators must:

- a. Regularly provide updates to the FTP Manager pertaining to program compliance.
- b. Process foreign travel requests.
- c. Update and submit required DHA trackers to the Foreign Travel Managers.
- d. Alert personnel of new foreign travel restrictions and advisories.
- e. Serve as the point of contact for local personnel.
- f. Disseminate DHA FTP procedures, processes, and guidelines to DHA personnel within their locality.
- g. Maintain training records of personnel assigned to their facility.

8. SUPERVISORS. Supervisors must review OFT orders of Military and DoD Civilians from the Defense Travel System and forward to the DHA Foreign Travel and Visits Office, in addition to ensuring their personnel are self-reporting OFT and UFT.

9. COVERED INDIVIDUALS. In accordance with Reference (f), covered individuals will self-report OFT and UFT by submitting the DHA Form 18, Foreign Travel Notification to the DHA Foreign Travel and Visits Office at a minimum of 30 days prior to travel departure and complete DHA Form 119, Foreign Travel Debriefing within 5 days of their return.

ENCLOSURE 3

PROCEDURES

1. INTRODUCTION

a. Travel to Alaska, Hawaii, Puerto Rico, Guam, and other United States territories, referred to as Continental United States, are not considered foreign travel; for further clarification refer to the glossary in Reference (j).

b. Travel to all other foreign countries, Outside the Continental United States, is considered foreign travel; for further clarification refer to Reference (k).

2. OFT OVERVIEW. OFT is defined as authorized Outside the Continental United States travel and assignment solely in connection with official business of the DoD and the United States Government at Government expense.

a. Covered individuals are required to complete the DHA Form 18 and ensure their government supervisor has approved OFT prior to scheduled travel.

b. DHA Form 18 must be submitted to the DHA Foreign Travel and Visits Office at a minimum of 30 days in advance of travel.

3. UFT. UFT is travel outside the United States for personal non-government visit(s) or vacation. For covered individuals with duty assignments in foreign countries and taking unofficial trips outside of their assigned country location, trips should be taken:

a. UFT during regular off duty time will be reported by the fifth working day of the following month via a DHA Form 18 and submitted to the DHA Foreign Travel and Visits Office.

b. Trips taken during official leave must be reported 30 business days in advance.

c. DHA will advise on the consequences of an employee traveling to restricted location(s). While an employee can rightfully travel to a restricted location(s), however, in doing so may be subject to revocation of a security clearance/access to sensitive information required to perform their duties and ultimately lead to termination.

4. EMERGENCY FOREIGN TRAVEL. In the event emergency foreign travel is needed, covered individuals are to inform their supervisor/management chain and submit the necessary training and DHA Form 18. Exceptions will be made on a case-by-case basis for emergencies

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and short notice official travel. Contact the DHA Foreign Travel and Visit Office for assistance at: dha.ftv@mail.mil. In any event, full reporting will be accomplished within 5 working days of return.

5. NORTH ATLANTIC TREATY ORGANIZATION. North Atlantic Treaty Organization travel orders are not required when travel involves transferring from one airplane to another airplane, without passing through airport security and/or immigration control, as identified in Reference (g).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A&M	Administration and Management
DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
ESTMS	Enterprise Security, Threat Management, and Safety
FTP	Foreign Travel Program
OFT	official foreign travel
UFT	unofficial foreign travel

PART II. DEFINITIONS

The following term and definition is for the purpose of this DHA-AI.

covered individual. DHA Military, Civilians, Contractors, Sub-contractors, and Consultants which perform work on behalf of the government and who have been granted access to classified information or who holds a sensitive position.