

**Subject:** Procedures for Processing Foreign Travel

1. Traveler gets Security Briefing on Foreign Travel from organization's security officer.
2. Traveler completes ENG Form 4960-R. (Request for Approval of Foreign Travel).
3. Traveler, contact logistics to see if an In-country clearance is required, if so, acquire from logistics and complete DA form 2374 request for Foreign Visit.
4. Traveler creates Travel order in CEFM's, Executive office approves funds, super certifies funds and log authenticates orders.
5. Traveler completed ENG form 4960, and submit a copy of all documents to the Transportation officer or Asst in Logistics.
6. Transportation officer or Asst prepares an OF 71 and take it with all other documents to the Executive office for the commander's approval.
7. Once the documents have been signed by the Commander. A copy is faxed to HQ. (Attn: Belinda Camp, (fax) 202-761-1588)