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MEMORANDUM FOR RECORD

SUBJECT: Country Updates to DOD Foreign Service Travel Guide

DOD maintains a website called the Electronic Foreign Clearance Guide (EFCG) <https://www.fcg.pentagon.mil/fcg.cfm> where it lists the travel regulations and restrictions for virtually every country around the world. This memorandum will outline the recent changes to the various entry requirements for Austria, France and Switzerland. Readers are encouraged to visit this website periodically to view new updates.

AUSTRIA

Last modified on 27 JAN 2010, the general entry requirements for *Official Travel* are divided into four (4) categories of visitors:

1. US Military:

- a. Military personnel who are supporting EUFOR (formerly SFOR), KFOR or OEF operations or any other UN-sanctioned operations and are transiting Austria as part of a unit or individual military movement cleared through USDAO Vienna and 21st TSC-TIB do not require passports but do require Military ID cards and NATO travel orders. A military driver's license suffices for vehicle movement, and [Austria requests proof of vehicle liability insurance \(letter from Headquarters, European Command\)](#). For further information please see [Section V](#).
- b. No-fee passport required for all other military personnel. Be advised that military ID cards are not a sufficient means of identification when processing through passport control (Immigration) at all Austrian international airports.
- c. Visa not required for stays less than 90 days. A visa is required for consecutive stays of 90 days or more.
 - (1) Obtain a visa before traveling to Austria.
 - (2) Be sure to describe the exact purpose of the travel in Block 17 (Additional Information) of DD Form 1056.

2. US Government Civilians:

- a. No-fee passport required.
- b. For visa requirements, see [I.A.1.c](#), above.

3. Eligible Family Members:

- a. See [I.A.2](#), above. (*Soggiornos*)
4. Non-US Citizens and Dual Nationals with Non-US Passports
 - a. Passport and visa requirements may vary for non-US citizens and for dual nationals traveling on non-US passports. Such travelers should check with an Austrian embassy or consulate to determine what credentials they require for entry.

Requirements for taking *Leave*:

- a. Passport required
- b. Visa not required for stays of less than 90 days in a six (6)-month period. A visa is required for stays of 90 days or more in a six (6)-month period. The 90 days begin when entering any of the following countries, which are parties to the Schengen Agreement: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Italy, Hungary, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden.

Other travel precautions and information:

1. Operators of US military vehicles must have ground transit authorization from the Austrian government, via USDAO Vienna, before entering Austria. (See [V](#) for detailed instructions on obtaining ground transit clearance.)
2. A US driver's license alone does not suffice to drive in Austria. It must be accompanied by an international driver's permit, which can be obtained in the US from the American Automobile Association or the American Automobile Touring Alliance, or by an official translation of the US driver's license, which can be obtained at one of the Austrian automobile clubs: OAMTC or ARBO. Even drivers who fly into Austria and rent a vehicle merely to drive to another country must have these credentials. Moreover, the additional credentials are good only for the first six months of driving in Austria, after which all drivers must obtain an Austrian license.
3. An international insurance certificate (Carte d'Assurance - green card) is required for travel by privately-owned vehicles. Every vehicle must have on the rear an oval country tag from the country where the vehicle is registered.
4. Austria requires all vehicles using the autobahn to display a highway tax sticker "Autobahn Vignette" on the inside windshield of the vehicle. The sticker may be purchased at border crossings, at gas stations in Austria, as well as at small "Tabak" shops located in Austrian towns. Travelers can obtain stickers that are valid for 10 days, two months, or a year. Fines for failing to display a valid Autobahn Vignette on the windshield of the car is approximately \$120.

A final note, Austria is not a NATO country – the privileges and rights enjoyed by U.S. Forces stationed in NATO countries are generally not applicable in Austria. If you have additional questions about these requirements, visit the EFCG website for more information.

FRANCE

Last modified on 16 FEB 2010, the general entry requirements for *Official Travel* are divided into four (4) categories of visitors:

1. US Military.

- a. Military personnel on TDY/TAD do not require passports but do require military ID cards and NATO travel orders. References to the service regulations on NATO travel orders appear in the [Foreign Clearance Manual: C3.2.2.2.1](#). Sample NATO travel orders are available at ([natoform.doc](#)). Any personnel intending to enter France on a no-fee passport must obtain a visa prior to arrival.
 - (1) Military personnel transiting France to a third country must have France listed on their military or NATO orders or have a passport. No transit visa is required.
- b. No-fee passport required for military personnel on PCS. Obtain a visa before traveling to France except as noted in Para [I.A.1.c](#), below.
- c. No-fee official passport required for military personnel assigned to the NATO Allied Rapid Reaction Corps (ARRC) or the High Readiness Force (HRF). Visa not required. These personnel will enter and depart France on their US military ID card and orders. Eligible family members require visas.
 - (1) Personnel assigned to the ARRC or HRF must obtain their official passport prior to arrival.
 - (2) Military personnel assigned to a NATO unit other than the ARRC or HRF but not tagged to a NATO Response Force (NRF) position must enter on military ID cards and NATO travel orders and obtain a passport upon arrival in theater.
- e. [Visa required to enter France on any no-fee passport, except members of ARRC or HRF \(see \[I.A.1.c\]\(#\), above\). Obtain a visa before traveling to France. Entry visas are not available in country.](#)
 - (1) PCS personnel must also obtain upon arrival an ID card (*carte de sejour*) issued by the French Government through the US Embassy.
- f. US military personnel embarking on or debarking from a ship in a French port may enter and exit France on a US military ID card and NATO travel orders, a tourist passport (visa not required), or an official passport with visa. Obtain the visa prior to arrival.

2. US Government civilians.

- a. [No-fee passport required.](#)
- b. [Visa required regardless of length of stay.](#)
 - (1) Obtain a visa before traveling. Entry visas are not available in France.
 - (2) To obtain a visa, passport must be valid for at least another six months.
- d. PCS civilians are subject to the same passport and visa requirements. Upon arrival, PCS civilians must also obtain an ID card (*carte de sejour*) issued by the French government through the US Embassy.

3. Eligible family members.
 - a. See [I.A.2](#), above.
4. Non-US citizens and dual nationals with non-US passports.
 - a. Passport and visa requirements may vary for non-US citizens and for dual nationals traveling on non-US passports. Such travelers should check with a French embassy or consulate to determine what credentials they require for entry.

Requirements for taking *Leave*:

1. US Military

- a. **Tourist (blue) passport highly recommended.**
 - (1) Visa not required for stays of less than 90 days in a six (6) month period. A visa is required for stays of 90 days or more in a six (6) month period. The 90 days begin when entering any of the following countries, which are parties to the Schengen Agreement: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Italy, Hungary, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden.
 - (2) Anyone intending to stay more than 90 days in France must obtain the appropriate visa issued by one of the French Embassy or Consulates prior to departure for France. This also applies to anyone considering marriage in France.
- c. As a backup, US military ID card and NATO travel orders with leave/pass form stapled to NATO travel order should be included. France must be listed on the NATO travel order and the service leave order or pass.
- d. **If a no-fee passport (maroon or black) is used, visa IS REQUIRED. No exceptions.**

2. US Civilians

- a. **Passport required.**
 - (1) Visa not required for stays of less than 90 days in a six (6) month period. A visa is required for stays of 90 days or more in a six (6) month period. The 90 days begin when entering any of the following countries, which are parties to the Schengen Agreement: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Italy, Hungary, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden.
 - (2) Anyone intending to stay more than 90 days in France must obtain the appropriate visa issued by one of the French Embassy or Consulates prior to departure for France. This also applies to anyone considering marriage in France.
- c. **If a no-fee passport (maroon or black) is used, visa IS REQUIRED. No exceptions.**

Additional requirements:

Country clearance is required;

Lead-time for processing personnel clearance requests is 35 days. If the visit is scheduled for July or August, provide 60 days of lead-time;

Personnel Clearance Requests can be submitted online at <https://apacs.dtic.mil>;

An American citizen visiting France as a tourist (less than six (6) months) does not need an international and/or French drivers license to operate a vehicle; only a US drivers license is required;

For military vehicle movements with fewer than 10 vehicles, a notification of the movement must be submitted. USDAO will coordinate with the appropriate French authorities on behalf of the traveler.

All bid/credit requests must be received by USDAO Paris 25 days before requested transit date. In cases where the movement requires an escort, 35 days notice must be given to USDAO Paris in order to allow the Government of France (GOF) to coordinate the escort.

SWITZERLAND

Last modified on 15 FEB 2010, the general entry requirements for *Official Travel* are divided into four (4) categories of visitors:

1. US Military.
 - a. No-fee passport required.
 - b. Military personnel being assigned to Switzerland will need to arrive with a Schengen visa in their diplomatic or official passport in order to receive a diplomatic ID once in the country.
 - c. *Schengen visa not required for stays of less than 90 days. Schengen visa required for stays of 90 days or more.*
 - d. Personnel staying over 90 days must register with police. Military personnel not affiliated with the US Embassy in Bern or US Mission in Geneva may be required to obtain a residency permit, please contact the Defense Attache Office for further details.
2. US Government civilians.
 - a. No-fee passport required.
 - b. Schengen visa not required for stays of less than 90 days. Schengen visa required for stays of 90 days or more.
 - c. Personnel staying over 90 days must register with police and may be required to obtain a residency permit, please contact the Defense Attache Office for further details.
3. Eligible family members.

- a. No-fee passport required.
 - b. Schengen visa not required for stays of less than 90 days. Schengen visa required for stays of 90 days or more.
 - c. Personnel staying over 90 days must register with police and may be required to obtain a residency permit, please contact the Defense Attache Office for further details.
4. DOD-sponsored contractors.
- a. No-fee passport required.
 - b. Schengen visa not required for stays of less than 90 days. Schengen visa required for stays of 90 days or more.
 - c. Personnel staying over 90 days must register with police and may be required to obtain a residency permit, please contact the Defense Attache Office for further details.

Requirements for taking *Leave*:

1. ID cards are valid as a travel document for military personnel, including military exchange program personnel, for stays of less than 90 days. A passport with visa is required for stays of 90 days or more.
2. Civilian personnel, including eligible family members.
 - a. Passport required.
 - b. Visa is not required for stays of less than 90 days. A visa is required for stays of 90 days or more.

In Switzerland there is a special Uniform Requirement:

1. Civilian clothing is required.
2. Uniforms require special authorization.
 - a. A special authorization letter must be obtained from the Swiss Government to wear or even carry a military uniform. This applies to all US military personnel visiting Switzerland. Even flight crews may not depart their aircraft for any reason wearing a uniform. Address any questions to USDAO Bern at daobern@state.gov.

Other General Entry Requirements:

1. Firearms and ammunition require special authorization.
 - a. A special authorization letter must be obtained from the Swiss Government to transport or possess a firearm and/or ammunition.

- b. Request a letter of authorization as part of the Travel Clearance Request (see [III.D.3](#)) or submit a separate request to USDAO Bern at least 30 days in advance.
 - c. Requests must give points and dates for entry into and exit from Switzerland, state the reason for bringing the weapon(s) into Switzerland, and list:
 - (1) Each weapon by caliber, type, and serial number.
 - (2) Each caliber and type of ammunition, with the number of rounds of each.
 - (3) Every location where the weapon(s) will be carried.
 - f. **Travelers should never have a firearm or ammunition in their possession unless they have the authorization letter on them.**
2. [US Government vehicles require special authorization.](#)
- a. [A special authorization letter must be obtained from the Swiss Government to drive a US Government vehicle into Switzerland.](#)
 - b. Request a letter of authorization as part of the Travel Clearance Request (see [III.D.3](#)) or submit a separate request to USDAO Bern at least 30 days in advance.
 - c. Requests must give points and dates for entry into and exit from Switzerland and must state the license plate number, color, make, and model of the vehicle.
3. Country Clearance.
- a. Country Clearance is required.
 - (1) Submit all clearance requests (classified and unclassified) via the Aircraft and Personnel Automated Clearance System (APACS) except for travel to Geneva, Switzerland. See [III.C.1](#), below, for APACS information.
 - (a) Official travelers to Geneva, Switzerland under the force protection of the Chief of Mission (COM) must also request Country Clearance separately via the State Department's electronic Country Clearance (eCC) system. Log into the eCC at <https://ecc.state.gov/security/EccLogin.aspx>. For a list of travel categories falling under COM force protection, see [State Dept MOU on Security](#). TDY personnel will generally be under the force protection of the Combatant Commander (COCOM). For additional information, e-mail the eCC help desk at ecchelpdesk-dl@state.gov.
 - (2) Do not assume Country Clearance. In no case may any official traveler enter the country without Country Clearance approval.
 - b. International Conferences.
 - (1) DoD and DoD-sponsored travelers entering the country exclusively to attend an international conference require Country Clearance.
 - (2) Do not assume clearance.
 - c. Also submit to USDAO Bern requests for the following special authorizations from the Swiss Government, if required:

- (1) To wear or carry a military uniform.
 - (2) To transport or possess firearms and/or ammunition.
 - (3) To drive a US Government vehicle into Switzerland.
 - (4) See [III.D.3](#), below, for information on how to request these authorizations as part of the Travel Clearance Request.
- d. Concurrent travel of DoD eligible family members PCS to Switzerland requires approval of the Defense Attache in Bern (SDO/DATT).
4. Mandatory Training and Documentation: Prior to requesting Theater Clearance, DoD and DoD-sponsored travelers must complete the following training and documentation.
- a. Anti-Terrorism/Force Protection (AT/FP) training.
 - (1) Complete Level 1 AT/FP training compliant with DODI 2000.16 prior to requesting Theater Clearance, and state in the “Theater Specific Information” field under “Country Information” on the “Itinerary” tab that the training has been completed.
 - (2) DoD and DoD-sponsored personnel who cannot receive Level 1 AT/FP training from a certified trainer may receive it on line at <https://atlevel1.dtic.mil/at/>. After logon, use a self-generated user ID and password to proceed. At the end of the process, save or print a copy of the completion certificate as proof of having completed Level 1 AT/FP training.
 - (3) Ensure that travel orders also certify completion of Level 1 AT/FP training.
 - b. Statement of Force Protection (FP) responsibility.
 - (1) State in paragraph 8 of the Travel Clearance Request (or, if using APACS, in the “Theater Specific Information” field under “Country Information” on the “Itinerary” tab) whether the Chief of Mission (US Ambassador) or Commander (CDR) USEUCOM has FP responsibility. If CDR USEUCOM has FP responsibility, also specify the component command that will exercise this responsibility.
 - (2) Ensure that travel orders also indicate FP responsibility.
 - (3) Memorandums of agreement (MOAs) between CDRUSEUCOM and chiefs of mission and accompanying matrices are posted at <http://www.eucom.smil.mil/epoc/at/MOA/moa.html>. Senior Defense Officials/Defense Attachés (SDOs/DATTs) or USDAOs in countries to be visited may assist in coordinating FP responsibility.
 - c. Personnel Recovery (PR) training and documentation.
 - (1) All personnel traveling in the USEUCOM area of responsibility (AOR) must complete Survival, Evasion, Resistance, and Escape (SERE) Level B (or higher) training prior to entering the USEUCOM AOR. The SERE 100 computer-based training satisfies this requirement. This unclassified course can be found on the NIPRNet on Army Knowledge Online (AKO), Defense Knowledge Online (DKO), and Joint Knowledge Online (JKO) at <https://www.us.army.mil>, on Navy Knowledge Online (NKO) at <https://www.nko.navy.mil>, on the Air Force’s Advanced Distributed Learning Service (ADLS) located at <https://golearn.csd.disa.mil>, and on Marine Net at <https://www.marinenet.usmc.mil>.

Additional requirements:

30 days for Personnel Clearances;

30 days for requests for letters of authorization for uniforms, firearms and/or ammunition, and US Government vehicles;

If personnel intend to drive a US Government vehicle into Switzerland, give points and dates for entry into and exit from Switzerland, and state the license plate number, color, make, and model of vehicle;

Provide a complete justification if Travel Clearance Request does not meet required lead-time;

Switzerland requires DoD representatives (whether military, civilian, or contractor personnel) to acquire a Swiss security clearance if they intend to visit Swiss service organizations, military installations, or Swiss industry (involving Swiss military contracts);

The following additional information must appear in the original Travel Clearance Request and must be received by the USDAO 30 days prior to the proposed visit:

- (1) Date and place of birth.
- (2) Contact information for the traveler, including phone, fax, and e-mail address.

If travel is by privately-owned vehicle, international insurance certificate (Carte d'Assurance) (Green Card) and oval (e.g., "USA" or "D", etc.) tag on rear of vehicle are required. Customs documents for entry of privately-owned vehicles are not required;

Clearance for all official DoD vehicles must be obtained through USDAO Bern. Submit request for clearance at least 30 days before travel commences. Include border crossing points where vehicle will enter and depart Switzerland; date and approximate time of each crossing; vehicle description; vehicle's USA number; and driver's name, grade, and last four digits of Social Security number (i.e., XXX-XX-1234). There is no assurance that Swiss authorities will approve request;

Travel on expressways (indicated by green signs with a white expressway symbol) requires purchase of a sticker or "vignette," which must be affixed to the car's windshield. Vignettes can be purchased at most border crossings points, gas stations and at Swiss post offices. Drivers using the highway system without a vignette are subject to hefty fines levied on the spot.