



CTR SOP 2011-04

JAN 04 2012

SUBJECT: Cooperative Threat Reduction (CTR) Standard Operating Procedure (SOP) for Office Secretary of Defense (OSD)/Defense Threat Reduction Agency (DTRA) (Non-CTR) personnel traveling in support of CTR missions

References: (a) DTRA/SCC-WMD Instruction 100.21 13 January 2011
(b) CTR SOP 04-01, Cables and Clearance Request 16 June 2010
(c) DoD Foreign Clearance Guide (electronic version)
(d) CT Travel Standards of Conduct June 2011
(e) DTRA Visa Processing Timelines November 2011

1. PURPOSE. This SOP establishes procedures supporting OSD and DTRA non-CTR travelers (also referred to as “external travelers”) who request use of CTR funds and CTR Directorate assistance with performing and coordinating travel in support of CTR missions. This includes activities such as the coordination of reservations for airlines, hotels, and ground transportation to sites, passport, visa and country clearance requests while on travel status for the CTR Program. DTRA’s Building Partnerships Division (OSP), Proliferation Prevention Branch (OSPN) is considered a part of CTR directorate when traveling in support of CTR.

2. POLICY. It is understood that there will be times when travelers who are not directly assigned to the CTR directorate will need to travel in support CTR missions, often on missions with multiple purposes. It is CTR Director’s policy that the travel purpose must be at least 51% CTR related for expenditure of CTR funds. Travelers must justify how the trip supports the CTR mission via Enclosure 1.

3. APPLICABILITY. This SOP is applicable for all OSD personnel and DTRA personnel who are external to the CTR directorate yet supporting operations, both domestically and internationally, on CTR-issued travel orders and/or funding.

4. RESPONSIBILITIES.

4.1 Director of CTR shall exercise authority, direction, and control and ultimate approval of all external travelers’ requests to use CTR travel funds.

4.2 CTR Program Managers shall ensure compliance with the CTR Director’s Travel SOP and CTR Travel Standards of Conduct by all individuals traveling in support of their programs.

4.3 External travelers shall ensure compliance with this Travel SOP and references (a) through (e) when requesting use of CTR funds and/or assistance from CTR staff with coordination of travel.

5. **PROCEDURES.** All requests for approval by an external traveler to use CTR funds and/or request for travel coordination assistance shall be initiated by completing an External Traveler Request Form (enclosure 1) and submitting to the CTR Director via the Director's Action Group. Due to the complexity and coordination requirements associated with CTR travel, it is necessary to identify and initiate travel requirements 60 days in advance of actual travel date.

5.1 Passport/Visa

5.1.1 All applications from external travelers for passport assistance should be submitted via the DoD Passport Management Office (Pentagon; Crystal City). Please coordinate with them regarding timelines and requirements.

5.1.2 All visa assistance, for visas in direct support of a CTR mission, should be submitted via DTRA's (not CTR's) Passport/Visa management Section in accordance with reference (a). Travelers outside of Defense Threat Reduction Center should coordinate pickup and delivery with DTRA Passport/Visa Management Office.

5.1.3 Visas are obtained and issued in compliance with the requirements governing the country to be visited as prescribed in the DoD Foreign Clearance Guide (FCG), Foreign Entry Requirements publications as well as per agreements (e.g., treaties, executive agreements) made with the issuing country.

5.2 Country Clearance and Cables

5.2.1 Detailed procedures in regards to Country Clearance Requests (CCR) and submission of Country Cables can be found in Reference (c). If an external traveler is requesting CTR directorate assistance with submission of a CCR, the request must include, at least the following information for each individual traveler. More information may be requested upon consultation with the DoD FCG.

Name
 Rank/Grade/Title
 Organization
 Address
 Commercial Phone
 DSN Phone
 Commercial Fax
 DSN Fax
 Email
 Citizenship
 Passport Place of Issue
 Passport Number
 Passport Expiration
 Date of Birth
 Place of Birth
 Visa Place of Issue
 Visa Expiration
 Gender
 Clearance
 AT/FP Date
 SERE Date
 ISOPREP Date (if required)

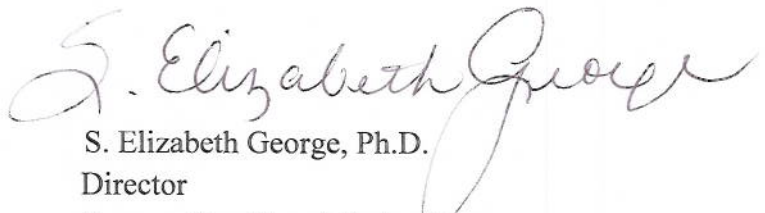
5.3 Travel Logistics

5.3.1 A completed CTR Travel logistics (CIS) Form (enclosure 2) shall accompany all external travel requests if traveler is requesting assistance with booking airline reservations and arranging accommodations via the CTR travel coordinator and/or the in country logistics contractor.

5.4 Trip Reports

5.4.1 A Trip Report (enclosure 3) is a formal record of trips that occur in support of CTR's mission overseas and within the United States. They serve as a reporting mechanism to CTR leadership regarding actions, discussions and issues while traveling. It also serves as a source of information for the Annual Reports to Congress.

5.4.2 External travelers are responsible for completing Trip Reports. Reports shall be submitted to DTRA CTR Directorate NLT within five (5) business days of return from travel.



S. Elizabeth George, Ph.D.
Director
Cooperative Threat Reduction

Enclosures:

- E1. External Traveler Request Form
- E2. CTR Travel Logistics (CIS) Form
- E3. DTRA-CTR Trip Report Template
- E4. DTRA Visa Processing Timelines

External Traveler Request Form

From				
To	Director, Cooperative Threat Reduction Center, (Director's Action Group)			
Destination				
Purpose of Trip				
Dates				
Date of Departure				
Date of Return				
Travelers				
Function	Last Name	First Name	Organization	Notes
Support Requests				
Type of Support	Required	Not Required	Notes	
Air Transportation				
Rental Car				
Passport				
Visa				
Logistical Support				
Country Clearance Request				
Trip Books				
In-Country Meeting Requests				
Agency	POC		Purpose	
Approval				
Approver Name				
Approver Title				
Approver Signature				
Certification				
<i>I affirm that at least 51% of the activities on the requested travel will be CTR-related</i>				
Date				
Requestor Signature				

CTR Travel Logistics (CIS) Form

DTRA Team Name			
Program:			
POC Name and E-mail			
Purpose of Trip:			
Travel Dates (if traveling separately, list dates in comments)		PM's Approval	
Day of Arrival:		Sign:	
Day of Departure:		Date:	
Travelers	Last Name	First Name	Organization
Team Leader			
Support Requests: BAH Travel Dept (CONUS/OCONUS)		Comments/Specifics	
	Yes	No	
Air Transportation			
Rental Car			
Teams:	Departure Date	Departure Airport	Destination
CTE SUPPORT REQUIREMENTS:			
Primary Name:			
Alternate Name:			
Support Requests: Raytheon Technical Services Corporation (In-Country Support):			
	Yes	No	Comments
Air Transportation			
Ground Transportation			
Rail Transportation			
Interpreter Support			
Hotel Accommodations			
Meeting Space			

Embassy Letters			
Video teleconference			
Translation			
In-Country Cell Phone			
DTRA Team Name			
Itinerary: Date and complete itinerary (including travel and meetings)			
Specific Requests (insert names of travelers traveling on each separate itinerary below)			
Names			
In Country Air Transportation			
Date	Time	Location to location	
Names			
In Country Ground Transportation			
Date	Time	Location to location	
Names			
In Country Rail Transportation			
Date	Time	Location to location	
Hotel Accommodations			
Hotel	Name	Check-In	Check-Out
Comments (use this space for additional information)			

DTRA – CTR Trip Report

Staffing Instructions

Sections with a red * are required and must be filled in prior to report submission. All trips that utilize CTR funding require a trip report; this includes both Continental United States (CONUS) and Outside Continental United States (OCONUS) travel. Trip reports are to be turned into the team's respective Program Assistant (PA) no later than 5 working days after the completion of the trip. PAs will close out all trips on the CTR Master Calendar after distribution of the final trip report to the following groups: CTRTripReports@DTRA.MIL, CTSC_Training@bah.com and the local //S.Drive.

Report Stakeholders:

*Program e.g. CBEP	*Trip Name e.g. Team Chapman	*Project Name Project Awesome
*Team Lead Name: (Rank, First, Last) Email: Phone:	*Report Point of Contact Name: (Rank, First, Last) Email: Phone:	

Trip Details:

*Start Date July 19, 2011	*Additional Team Member(s) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last)	*Additional Team Member(s) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last) (Rank, First, Last)
*End Date July 19, 2011		
*APACS Clearance # 		
*Total Estimated Cost \$XXXXXX		

*Trip Purpose

Provide a one to two sentence explanation of the trip's purpose, locations, and intended result(s).

***Executive Summary**

The purpose of this section is to briefly provide the audience with a snapshot of the outcomes, successes, issues, and any collaboration opportunities that resulted directly or indirectly from the trip. Provide a quick synopsis of your findings, not a dissertation. Topic areas that require further explanation beyond the Executive Summary should be included as attachments in Section IV: Supplemental Information.

***Section I. Action Items**

Note: Meeting notes/transcripts may be attached to the end of the report. Do not embed in the action items section.

1. Title (Location and Date MM DD, YYYY e.g. July 19, 2011)
 - a. Brief Description
 - b. Participants
 - i. USG (include agency)
 - ii. CTSC A&AS
 - iii. Contractors (e.g. CTRIC/BTRIC/Subcontractors)
 - iv. Foreign Country (agency)
 - v. Attach training or evaluation rosters to the end of the report in an appendix

Action Items

#	Description of Action Item	POC	Date Due
1			
2			
3			
4			

2. Title (Location and Date MMDD, YYYY e.g. July 19, 2011)

- a. Brief Description
- b. Participants
 - i. USG (include agency)
 - ii. CTSC A&AS
 - iii. Contractors (e.g. CTRIC/BTRIC/Subcontractors)
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2			
3			
4			

Section II. Lessons Learned

Note: Describe any lessons learned or best practices gleaned from the trip. While travel tips are appreciated, please try to scope your lessons learned around the project (e.g. contracts, negotiations, technical issues, export compliance). If you have no lessons learned or best practices to share you may delete this section from the report.

1. Title of Lesson Learned or Best Practice

- a. Brief Supporting Background
- b. Lesson Learned or Best Practice
 - i. Embed Pictures
 - ii. Embed Templates
- c. Applicability
 - i. Is this Lesson Learned or Best Practice country-specific?
 - ii. Program-specific?
 - iii. Agency-specific?

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 - ii. Program-specific?
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Section IV. Supplemental Information

If you have no issues/concerns/comments or attachments you may delete this section from the report.

1. Issues/Concerns/Comments:

2. Attachments:

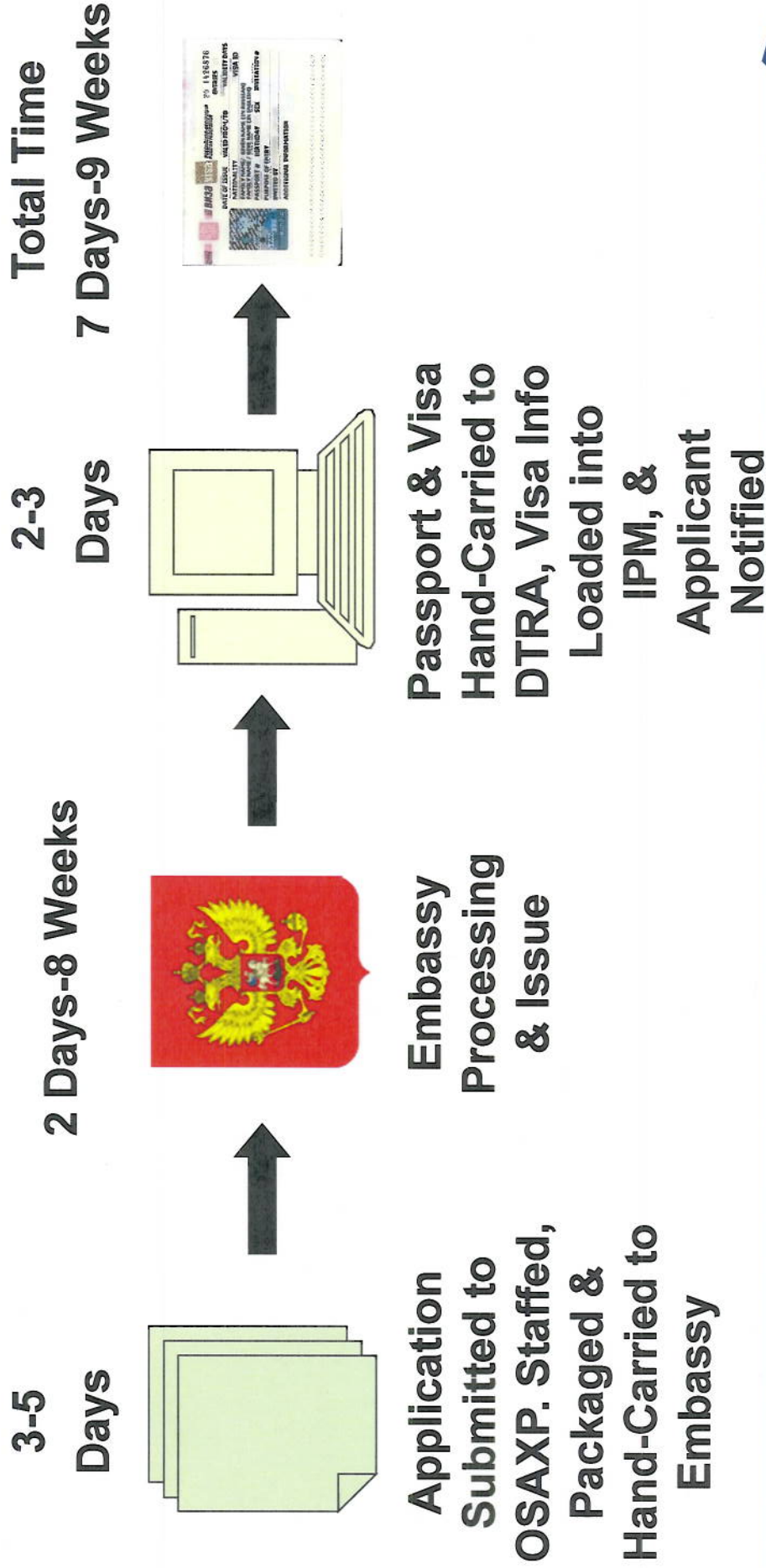
End of Trip Report

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Visa Processing Timeline

After the Passport is issued



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Enclosure 4 1



Visa Highlights

- Contact OP-OSAXP as soon as requirements to travel are known
- Current visa requirements & processing times for the country to be visited will be relayed back to the traveler
- There are no means for expediting visa requests
- Except travel conducted under a treaty or executive agreement, travel requirements and visa processing times may also be found by viewing the Foreign Clearance Guide along with embassy websites
- Each country has its own requirements and timelines for processing visas; DTRA has no influence over this
- Adequate time must be planned to allow passport and visa processing.

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Sample Visa Processing

Timelines



- Current processing times for frequently visited countries:
- Armenia—4 days
- Azerbaijan—11 days
- Bahrain—5 days
- France—11 days
- Japan—4 days
- Kazakhstan—7 days
- Qatar—5 days
- Russian—10-12 days
- Turkey—4 days
- UAE—5 days

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Passport & Visas Instruction

- DTRA Passport/Visa Section
- Customer Service: 767-6899
- HQC; Rm #4429



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