

Cooperative Threat Reduction (CTR) Travel Definitions

TRAVEL DEFINITIONS

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- a. Advisory and Assistance Services (A&AS) Contract: Contracted services that directly support CTR mission requirements by providing expert advice and services. For the purposes of this document, A&AS contract members are also considered “DOD sponsored contractors.”
- b. Cables: Official correspondence of the USG DOD. DOD uses the Automated Message Handling System (AMHS) and Department of State (DOS) utilizes SMART and CLOUT.
- c. Clearance Request: Request sent to the country to be visited, the theater command and the Special Area Office of the Office of the Secretary of Defense that indicates who/what/where/when/why and how a trip is occurring. The country, theater and special area can approve or deny the trip based upon a variety of issues including world events, lack of training, or inability to support the mission/trip requirements.
- d. Collaborators: Individuals that are contracted (via contract, Military Interdepartmental Purchase Request (MIPR), Interagency Cost Reimbursement Order (IACRO), Memorandum of Understanding (MOU), and Memorandum of Agreement (MOA)) to perform work in support of the CTR mission. Collaborators include, but are not limited to, Joint University Partnership individuals, visiting scientists
- e. Cooperative Engagement Office (CEO): A forward based office representing DTRA in overseas locations. CEOs are stationed primarily in the non-former Soviet Union cooperative countries. CEOs are the same as Defense Threat Reduction Offices (DTROs).
- f. Cooperative Threat Reduction (CTR): A division of the Defense Threat Reduction Agency charged with the destruction and elimination of threats of weapons of mass destruction including chemical, biological, radiological and nuclear. More commonly, it implements the Nunn-Lugar Act.
- g. Cooperative Threat Reduction employees: Government civilians and military that are employed directly in the service of CTR.
- h. Defense Threat Reduction Agency (DTRA): A Department of Defense Agency that eliminates the threats of weapons of mass destruction (WMD) through operations, planning and research.
- i. Defense Threat Reduction Office (DTRO): A forward based office representing DTRA in overseas locations. DTROs are stationed primarily in the former Soviet Union cooperative countries (a.k.a. legacy countries). They are the same as CEOs.
- j. Defense Travel System (DTS): The DOD travel system for orders, reservations and voucher processing.

- k. Department of Defense (DOD): Department of the United States Government charged with defense of the nation.
- l. Diplomatic Note (DIP NOTE): Official correspondence from the United States Embassy to the host country.
- m. DoD Foreign Clearance Guide/Manual (DOD FCG/FCM): A reference document containing detailed information on special travel areas, foreign country entrance requirements, and overseas commanders' requirements on visits within their area of command.
- n. DoD-sponsored contractors: Individuals that are contracted to perform CTR mission and who utilize CTR funding. CTR coordinates requirements ONLY with Prime Contractors. (A&AS contractors are defined separately.)
- o. Fund cite: Funding line provided by CTR in support of mission, operations or project requirements.
- p. Interagency Cost Reimbursement Order (IACRO): An IACRO is used to provide funding from one agency to another non-DOD agency.
- q. Letter of Invitation (LOI): A letter from a cooperative partner inviting a particular delegation to enter the country for a specific purpose.
- r. Memorandum of Agreement (MOA): This is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed objective. The purpose of a MOA is to have a written understanding of the agreement between parties. This is also referred to as a cooperative agreement.
- s. Memorandum of Understanding (MOU): A document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. It can be as legally binding as a contract.
- t. Military Interdepartmental Purchase Request (MIPR): A form that is used to provide funding from one DOD agency to another DOD agency.
- u. No Fee Passports: Passports issued to DOD personnel and their family members carrying out official duties. The no-fee passport carries an endorsement that identifies the bearer is an agent of the U.S. Government proceeding abroad on official travel. This endorsement is unique to no-fee passports. Passports are provided by the Government at Government expense; hence, no-fee to the passport applicant. The types of no-fee passports provided for official travel are: diplomatic (black), official (maroon), and no-fee regular (blue and/or green). No-fee passports are normally valid for 5 years.
- v. Official Travel: Authorized travel and assignment solely in connection with official business of the DOD and the USG at Government expense.
- w. Operations Center: Division of DTRA that tracks DTRA, operations across the globe, including CTR. Some of their responsibilities include tracking travelers and offering assistance if needed.

- x. Passport: An internationally recognized travel document attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing government that officials of foreign governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection.
- y. Passport Agent: A person authorized and empowered by the Secretary of State, the DoD Executive Agent (for DoD Passport and Passport Agent Services), or the Secretaries of the Military Departments to accept passport applications and perform passport services to include administering oaths for passport purposes (22 CFR 51.21(c)).
- z. Travel Orders: DD Form 1610 (issued manually or through DTS) that authorizes an individual to perform travel in support of a USG mission. Contractors do NOT receive orders.
- aa. Travel Tracker: A document that provides traveler emergency information, movements and contact information to the DTRA Operations Center. Information is entered for DTRA employees on a per trip basis.
- bb. Telex Number: An approval granted by specific countries regarding the ability of a delegation to enter a country for specific purposes.
- cc. United States Government (USG) personnel: Government civilians and military that are employed by non-CTR divisions, agencies and/or departments. These include, but are not limited to, the Department of State, Department of Energy, Army Corps of Engineers, as well as other divisions of DTRA.
- dd. Visa: A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time. (Period of validity varies by country.)