



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 4650.1C

G-1

01 JUL 1992

OFFICIAL FILE COPY

DIVISION ORDER 4650.1C

From: Commanding General
To: Distribution List

Subj: PROCEDURES AND REQUIREMENTS FOR AREA CLEARANCE

Ref: (a) FMFPacO 4650.10D (NOTAL)
(b) USAF Foreign Clearance Guide
(c) DivO P2110.1E

Enlc: (1) Sample Request for Area Clearance
(2) Pacific Command Areas Requiring Area Clearance

1. Purpose. To promulgate procedures and requirements in amplification of reference (a) for processing requests for area clearance for official travel within the Pacific Command (PACOM).

2. Cancellation. DivO 4650.1B

3. Background

a. Area clearance is defined in enclosure (1) of reference (a) as permission obtained from CINCUSPACFLT or other designated authority for official travel by TAD/TDY personnel to and within the CINCUSPACFLT area of responsibility (PACOM).

b. Area clearance requests serve as notification to pertinent PACOM activities of intent for certain personnel to perform official travel to or through certain PACOM areas. Area clearance requests must be submitted sufficiently in advance and in sufficient detail concerning the nature of the visit and support required to allow orderly processing, evaluation of the necessity of the visit, and, if appropriate, coordination with U. S. diplomatic and consular missions in the countries to be visited. Enclosure (1) to reference (a) requires that, except in those few situations where the mission of the trip would be impaired, clearance for visits will be requested at least 30 days in advance of visit. An exception to this is travel to Hawaii, where advance notice to activities to be visited is required at least 10 days prior to arrival. Emergency requests will include complete justification for the visit in order that a waiver of the 30 day advance requirement may be considered. Cancellations will be reported to all concerned in a timely manner.

c. Official travel to PACOM SPECIAL AREAS requires concurrence of the Secretary of Defense and Department of State prior to submission of a request for area clearance. In those cases, there can be no formal contacts made regarding travel with anyone in foreign countries prior to obtaining concurrence.

d. While an area clearance is not specifically required for official travel to Camp Fuji, the Commanding General, Marine Corps Base, Camp Butler (Attn: AC/S, G-1) and the Commanding Officer, Camp Fuji must be notified sufficiently in advance of the intended visit to ensure that required support can be provided.

4. Area Clearance Requirements

a. Requests for area clearances will be in the following format (see enclosure (1)):

(1) Name, rank/grade/GS equivalent, title, organization to which assigned, and security clearance (include citizenship if non U.S. citizen).

(2) Proposed itinerary, including commands, units (include point of contact by name, if known) etc., to be visited, dates of visit, ETA, and ETD.

(3) Purpose of visit in sufficient detail including field of interest and scope of material to be covered to permit evaluation.

(4) Statement of whether visit will involve:

(a) Meeting with foreign government official, industrial representatives, or U. S. Embassy personnel.

(b) Disclosure of classified information. If disclosure to foreign nationals is proposed, the security classification of material and authority for disclosure must be included.

(5) Statement to the effect that SECDEF has approved the proposed visit, or has been notified as appropriate, or that SECDEF approval is not required.

(6) Local support desired (hotel accommodations, transportation, briefings, onward booking, classified courier requirements, security guards for aircraft, etc.), if none, so state.

(7) Justification for late submission when the request is submitted less than 30 days in advance of proposed travel.

(8) Statement "Concurrence in visit will be assumed unless otherwise advised within ten (10) days."

b. Following are special instructions and required message addressees for PACOM areas normally visited by Division personnel:

(1) GUAM. The area clearance request must be addressed to CINCPAC REP TTPI GUAM, and CINCUSPACFLT must be an information addressee.

(2) HAWAII. The area clearance request must be addressed to the commands/activities to be visited at least 10 days prior to arrival. For matters of joint interest to more than one service, info HQ CINCUSPACFLT. Traveler may proceed following advance notice unless otherwise advised.

(3) HONG KONG. The area clearance request must be addressed to USDLO HONG KONG, and CINCUSPACFLT must be an information addressee along with the ship/activity to be visited.

(4) KOREA. All requests must be coordinated through COMNAVFORKOREA SEOUL KOR.

(a) For visits to U. S. Army activities the request must be addressed to the command to be visited. Send information copies to CDR USARPAC FT SHAFTER HI, COMUSKOREA SEOUL KOR, CDRUSAEIGHTH SEOUL KOR//AJ-PPO//, DIA WASHINGTON DC//DAT-3//, USCINCPAC HONOLULU HI//J1M//.

(b) For visits to U. S. Navy activities, the request must be addressed to COMNAVFORKOREA SEOUL KOR with info copies to CINCUSPACFLT PEARL HARBOR HI, COMUSKOREA SEOUL KOR, Command(s) to be visited, DIA WASHINGTON DC//DAT-3//.

(c) For visits to U. S. Air Force activities the request must be submitted to the command(s) to be visited with information copies to CINCPACAF HICKAM AFB HI//CSA//, 7AF OSAN AB KOR//CS/SP//, COMUSKOREA SEOUL KOR, DET 6 6598SYS HICKAM AFB HI, HQ USAF WASHINGTON DC//XOXXI//DIA WASHINGTON DC//DAT-3//.

(d) For visits to joint activities, the request must be submitted to command(s) to be visited with information copies to USCINCPAC HONOLULU HI//J1M//, COMUSKOREA SEOUL KOR//AJ-PPO, HQ USAF WASHINGTON DC//XOXXI//, DIA WASHINGTON DC//DAT-3//.

(5) PHILIPPINES. All temporary duty travel to the Philippines is restricted to urgent, essential business only. Leave travel is limited to personnel on Emergency leave who have immediate family (spouse, mother, father, child, brother, sister) living in the Philippines. Emergency leave travel is restricted to either the service member or the spouse (not both) on funded emergency leave to visit immediate family only. Travel clearance cannot be authorized (in accordance with reference (b)) for either the service members or spouse to visit in-laws.

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(a) For visits to USN, USMC and USCG activities the request must be addressed to USCINCPAC REP PHILIPPINES SUBIC BAY RP//NZ//. Send information copies to the command(s) to be visited, DIA WASHINGTON DC//DAT-3//, CINCPACFLT PEARL HARBOR HI, USCINCPAC HONOLULU HI//J1M//, USDAO MANILA RP.

(b) For visits to U. S. Air Force activities the request must be addressed to the command to be visited with information copies to CINCPACAF HICKAM AFB HI//CSA//, HQ USAF WASHINGTON DC//XOXXI//, DIA WASHINGTON DC//DAT-3//, USCINCPAC HONOLULU HI//J1M//, USDAO MANILA RP.

(c) For visits to Joint activities the request must be addressed to USCINCPAC REP PHILIPPINES SUBIC BAY RP with information copies to USCINCPAC HONOLULU HI//J1M, Commands/activities to be visited, DIA WASHINGTON DC//DAT-3//, SEC DEF WASHINGTON DC//USDP ADMIN//, USDAO MANILA RP.

(6) SINGAPORE. The area clearance request must be addressed to USDAO SINGAPORE, with CINCUSPACFLT and AMEMB SINGAPORE as information addresses.

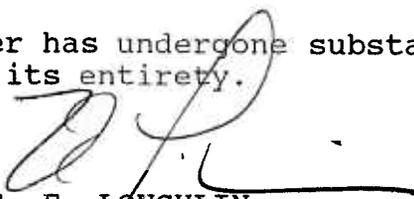
(7) TRUST TERRITORY OF THE PACIFIC ISLANDS. For all areas except Kwajalein Missile Range the area clearance request must be addressed to CINCUSPACFLT REP TTPI GUAM, with SECDEF, and HICOMTERPACIS SAIPAN as information addressees.

5. Action. Commanding Officers and general and special staff sections will:

a. Plan requirements for official travel to PACOM areas listed in enclosure (1) sufficiently in advance to allow submission of request for area clearance per this Order.

b. Submit requests for area clearance to this Headquarters for release using the format shown in enclosure (2). Requests to support personnel actions (i.e., emergency leave, annual leave, etc.) are handled by the Division Adjutant. Requests to support operational requirements (i.e., augmentation of Sub-Unit, Exercise augmentation, etc.) will be addressed to the AC/S, G-3. Commanding Officers will submit the area clearance request as a request message in accordance with reference (c). If the request cannot be submitted at least 30 days prior to commencement of travel, justification for late submission must be included.

6. Summary of Revision. This Order has undergone substantial revision and should be reviewed in its entirety.


T. E. LOUGHLIN
Chief of Staff

DISTRIBUTION: A/D

SAMPLE REQUEST FOR AREA CLEARANCE

FROM: CG THIRD MARDIV

TO: COMNAVFORKOREA SEOUL KS

INFO: CINPAC FLT PEARL HARBOR HI

COMUSKOREA SEOUL KR

(COMMANDS/ACTIVITIES TO BE VISITED)

(DIVISION UNIT SUBMITTING REQUEST)

UNCLAS //N04650//

REF/A/DIVO 4650.1

1. PER REF A, REQ AREA CLNC FOR FOL VISIT:

	NAME	RANK	UNIT	SCTY CLR
A.	CHARLIE, A. B.	COL	CO, 12TH MAR	
	FOXTROT, D. E.	MAJ	S-3, 9TH MAR	
	INDIA, G. H.	CAPT	ORDO, 3D MARDIV	

B. ITINERARY (TIMES APPROX)

ETD	KADENA AB JA	090800I	JAN
ETA	OSAN AB KS	091000I	JAN
ETD	OSAN AB KS	091100I	JAN
ETA	YONGSON/SEOUL KS	091200I	JAN
ETD	YONGSON/SEOUL KS	121000I	JAN
ETA	OSAN AB KS	121100I	JAN
ETD	OSAN AB KS	121455I	JAN
ETA	KADENA AB JA	121620I	JAN

C. MODE OF TRAVEL:

ENCLOSURE (1)

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D. TO DISCUSS OPERATIONAL AND ORDNANCE MATTERS PERTAINING TO FORTHCOMING TRAINING EXERCISE.

E. VISIT WILL/WILL NOT INVOLVE CONTACT WITH FOREIGN OFFICIALS.

F. VISIT DOES NOT INVOLVE THE DISCLOSURE OF CLASSIFIED INFO.

G. SECDEF APPROVAL IS/IS NOT REQR.

H. LOCAL SUPPORT REQUIRED/NOT REQUIRED: FOR EXAMPLE:

REQ GOVET BILLETING YONGSON 9-11 JAN. REQ GOVT
TRANSPORTATION YONGSON TO OSAN IAW ITINERARY. DESIRE COURTESY CALL
ON CNFK PM 9 JAN.

I. JUSTIFICATION FOR LATE SUBMISSION (IF REQUIRED)

2. POC: RANK, NAME, PHONE.

ENCLOSURE (1

PACIFIC COMMAND AREAS REQUIRING AREA CLEARANCE

- * Afghanistan
- Australia
- * Bangladesh
- * Burma
- * China, Peoples Republic of
- * Cambodia
- Diego Garcia
- * Fiji
- Guam
- Hawaii
- Hong Kong
- * India
- * Indonesia
- Japan
- Johnston Island
- Korea
- * Laos
- * Madagascar
- * Malaysia
- * Maldives, Republic of
- Midway Atoll
- * Nepal
- * New Hebrides Islands
- * Pakistan
- Philippines
- Singapore
- * Solomon Islands
- * Sri Lanka
- * Taiwan
- * Thailand
- * Trust Territory of the Pacific Island
 - Federated States of Micronesia
 - Kosac
 - Ponape
 - Truk
 - Yap
 - Marshalls
 - Bikini
 - Eniwetok
 - Kwajalein Missile Range
 - Palau
 - Northern Marianas
- Wake Atoll

* Denotes special area

ENCLOSURE (2)

SECTION

SIDE

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SECTION	SIDE	PAGE										PAPER COLOR	NO. OF COPIES	
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REMARKS



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

In reply refer to:

5215

ADJ

07 DEC 1998

From: Division Adjutant

To:

Subj: REVIEW OF DIVISION ORDER 4650.1C

Ref: (a) MCO P5215.1F

1. In accordance with the reference, the subject directive, originating from your section, requires annual review. This annual review form must be returned to the Division Adjutant, regardless of any changes made to the directive, by 981218

T. D. Owens Jr.
T. D. OWENS JR.

FIRST ENDORSEMENT

From: G-1
To: Division Adjutant

1. Returned. The subject directive has been reviewed and (choose one of the following)

a. The directive is current and requires no further action

b. The directive requires changes. The changes are attached or will be forwarded by _____ Date

c. The directive is no longer required and may be canceled.

[Handwritten Signature]
(Originator's Signature)