

<b>NOTIFICATION OF FOREIGN VISIT</b>				TO:	DATE
<b>PRIVACY ACT STATEMENT</b>					
<p>AUTHORITY: Chapter 5F, Title 5, U.S.C. and Executive Order 9397 (SSN).          PRINCIPAL PURPOSE(S): Form is used to collect data for preparation of overseas travel orders and related documents.          ROUTINE USES: The "Blanket Routine Uses" published by DLA and set forth at the beginning of DLA's compilation of systems of records notices apply.          DISCLOSURE: Voluntary. However, failure to provide all the requested information may result in disapproval of overseas travel.          DLA PRIVACY ACT SYSTEM NOTICE S431.15 DLA-C, TRAVEL RECORD, APPLIES.</p>					
<b>PART I - TRAVELER'S ORGANIZATIONAL INFORMATION</b>					
1. POINT OF CONTACT		2. SECURITY OFFICER		3. ORGANIZATION TO CHARGE FOR TRAVEL	
a. NAME		a. NAME			
b. OFFICE SYMBOL	c. TELEPHONE NUMBER	b. OFFICE SYMBOL	c. TELEPHONE NUMBER		
<b>PART II - INFORMATION ON TRAVELER</b>					
4. NAME ( <i>Last, First, Middle</i> )			5. GRADE	6. DATE OF BIRTH	7. U. S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO
8. NATIONALITY	9. SSN		10. PLACE OF BIRTH ( <i>City, State, Country</i> )		11. PASSPORT NUMBER
12. POSITION TITLE			13. TRAVELER'S OFFICE SYMBOL	14. SECURITY CLEARANCE	
<b>PART III - DETAILS OF VISIT</b>					
15. ESTIMATED DATES OF DEPARTURE/RETURN		16. ESTIMATED NUMBER OF DAYS ( <i>Include Travel Time</i> )		17. SYSTEM/PROGRAM INVOLVED ( <i>MOU, weapon system, FMS case</i> )	
18. PURPOSE ( <i>Complete purpose is required. This information is provided for the Theater/Country Clearance at each location.</i> )					
<b>PART IV - SPECIAL REMARKS</b>					
19. May include the following: Rental car authorized, limited to DoD rates; 60 lbs. excess baggage is authorized; authorized to make long distance telefaxes/telephone calls in the interest of the government; government quarters are available at the rate of \$ _____ per night.					
<b>PART V - JUSTIFICATION</b>					
20. Justification is required if request does not meet 45 days lead time requirement. Late submission is signed by PSE Unit Commander/Administrator if less than 30 days in advance of departure.					
<b>PART VI - APPROVING OFFICIAL</b>					
21. TYPED NAME OF PSE HEAD		22. OFFICE SYMBOL	23. SIGNATURE OF PSE HEAD		24. DATE SIGNED

