



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)  
HILL AIR FORCE BASE, UTAH

24 April 2006

MEMORANDUM FOR ALL HILL AIR FORCE BASE PERSONNEL AND ASSOCIATE  
UNITS

FROM: OO-ALC/CC

SUBJECT: Requirement for Foreign Disclosure Office Coordination Prior to Travel Outside  
Conus

1. In accordance with AFI 16-201, paragraph 5.8, all Hill Air Force Base personnel (military and civilian) utilizing commercial or civilian travel outside of CONUS must be cleared through the Foreign Disclosure Office (FDO). Classified Military Information (CMI) and Controlled Unclassified Military Information (CUMI) must also be cleared by the FDO prior to travel. Completed travel orders must be stamped and dated by the FDO prior to picking up tickets from the travel office.

a. AFI 16-201, paragraph 5.8, states: “**Air Force Personnel Visiting Foreign Government or International Organization Establishments Overseas.** Air Force personnel will obtain approval to visit foreign establishments overseas in accordance with DoD 4500.54-G, *the Foreign Clearance Guide*. Prior to commencing foreign travel, Air Force personnel will obtain disclosure approval from their servicing FDO for CMI and CUMI that will be discussed during their visit. Travelers will record the designated FDO, by office symbol that approved disclosure of the information to be discussed during their visit in the personnel clearance request.”

b. AFI 16-201 AFMCS1, paragraph 2.5, states: “The FDO determines the traveler has no valid requirement for disclosing classified or unclassified export controlled information.”

2. This policy is in place to prevent issue of a foreign travel ticket without prior FDO approval and avoid accidental release of CMI or CUMI.

3. All overseas travelers must be documented (logged) by the FDO enabling both local and Federal security agencies the opportunity to debrief the foreign traveler (if needed). Questions may be directed to Mr. David E. Page, OO-ALC/XPRP-FD, 586-0347.

  
KEVIN J. SULLIVAN, Maj Gen, USAF  
Commander