



DEPARTMENT OF THE NAVY

PRECOMMISSIONING UNIT  
590 WASHINGTON STREET  
BATH, MAINE 04530

RAFAELPERALTA INST 1050.2A  
DDG 115/CMC  
AUG 31 2015

USS RAFAEL PERALTA (DDG 115) INSTRUCTION 1050.2A

From: Commanding Officer

Subj: FOREIGN LEAVE TRAVEL REQUIREMENTS

Ref: (a) MILPERSMAN 1050-250, Foreign Leave Travel  
(b) DOD Foreign Clearance Manual  
(c) DoDMAN 5105.21, SCI Administrative Security Manual  
(d) COMNAVREGSWINST 1500.1D, Travel and or Residency in Mexico

Encl: (1) Foreign Leave Travel Checklist  
(2) Mexico Leave Travel Checklist  
(3) Important Phone Numbers and Websites  
(4) Mexico Leave Chit Example

1. Purpose. To establish clear and specific policies, procedures, and preparedness measures for RAFAEL PERALTA Sailors and their families when foreign leave is desired.

2. Discussion. This instruction describes the requirements of active duty service members requesting leave in foreign countries.

3. Responsibilities

a. The Commanding Officer is responsible for ensuring that RAFAEL PERALTA Sailors and their dependents are authorized and prepared for foreign travel. IAW reference (a), the Commanding Officer has the authority to grant foreign leave travel, with the exception of travel to certain regions of Mexico. Ref (d) delineates approval authority for leave travel to Mexico.

b. The Executive Officer shall:

(1) Supervise the implementation of this instruction and ensure that RAFAEL PERALTA Sailors understand the requirements for foreign leave travel.

c. The Anti-Terrorism Officer shall:

(1) Be familiar with the requirements contained in refs (a), (b), and (d).

(2) Review all requests for foreign leave travel.

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(3) Provide country-specific AT/FP briefings to servicemembers requesting travel to specific countries, as required.

(a) The Electronic Foreign Clearance Guide shall be used as a means of determining specific country requirements. It can be accessed at <https://www.fcg.pentagon.mil/fcg.cfm>

(4) Provide the Commanding Officer, via the Executive Officer, with updates on the status of all hands requesting foreign travel and the status of their requests.

d. The Command Security Manager shall:

(1) Review all requests for foreign leave travel.

(2) Brief service members on potential security threats for the desired country.

(3) Conduct SCI briefings, as required, IAW ref (c).

e. The Servicemember Desiring Foreign Leave Travel shall:

(1) Inform the chain of command of the desired leave location and dates well in advance of travel.

(2) Log onto the Aircraft and Personnel Automated Clearance System (APACS) at <https://apacs.dtic.mil> and, if required, request an account. Training is available on the APACS website listed above to assist servicemembers in account creation and use of the web-based service.

(3) Prepare and submit a foreign clearance request using the APACS website. Ensure the chain of command reviews the request prior to submission. Be aware that the lead time of this request varies from country to country.

(4) Ensure all family members accompanying the servicemember on foreign travel are aware of the requirements and country-specific AT/FP concerns for foreign leave travel.

(5) Submit a formal leave request, along with proof of completion of required training and approved APACS request, to the Chain of Command for final approval. Unless significant extenuating circumstances dictate unplanned travel, requests submitted inside of 50 days from the start of travel will not be approved.

(6) Keep a copy of the approved leave request on your person at all times while traveling.

(7) If desired leave location is Mexico, complete items (1) through (6) as required and refer to ref (d) and enclosures (2) and (4) for additional requirements.

4. Foreign Emergency Leave.

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a. Emergency Leave to foreign countries will be handled on a case-by-case basis. Depending on the country, it is usually possible to request an accelerated clearance request due to emergencies. Immediately notify the chain of command in the event foreign travel for emergency leave is required or anticipated.

5. Review. The Weapons Officer is responsible for the annual review of this instruction.

A handwritten signature in black ink, appearing to read 'B. A. Ribota', written in a cursive style.

B. A. RIBOTA

Distribution: (Electronic via RAFAEL PERALTA share drive)

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**Foreign Leave Travel Checklist**

(Attach completed Checklist to Leave Request Form)

Notify Chain of Command of travel plans	
Obtain Access to APACS Website	
Prepare Foreign Clearance Request on APACS Website. Include complete itinerary of travel plans, to include desired flight #s and/or Google Maps showing route of travel.	
Department Head Review APACS Request	
Submit APACS Request	
Notify ATO of Travel Plans and receive country-specific AT/FP Training	
Notify Command Security Manager of Travel Plans and receive SCI Brief as req'd	

**NOTE:** For leave to Mexico, complete additional checklist contained in Enclosure (2)

Date of Travel: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

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**Mexico Leave Travel Checklist**

Items to route with your Mexico Leave Request package

Leave Chit	
Copy of COMNAVREGSWINST 1500.1D	
Travel Itinerary, cell and hotel phone numbers, dates, travel information to include flight numbers or cruise ship schedule (include on reverse of leave chit)	
Foreign Clearance Guide for Mexico	
NORTHCOM Guidance	
Level I OCONUS Anti-Terrorism Training (must be complete within 3 months)	
Registration In Step ( <a href="https://travelregistration.state.gov">https://travelregistration.state.gov</a> )	
Security Briefing	
Regional Threat Information ( <a href="https://iatp.pacom.mil/threatmatrices/">https://iatp.pacom.mil/threatmatrices/</a> )	
Individual Anti-Terrorism Training Plan Submission ( <a href="https://iatp.pacom.mil/">https://iatp.pacom.mil/</a> )	
Copy of Passport	
Communication Plan, with numbers indicated in COMNAVREGSWINST 1500.1D (include on reverse of leave chit)	

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**Important Phone Numbers and Websites**

**Electronic Foreign Clearance Guide**

<https://www.fcg.pentagon.mil/fcg.cfm>

**US State Department Travel Guidance**

Travelers Hotline 1-888-407-4747

<http://www.state.gov/travel/>

**Navy and Marine Corps Relief Society**

1-877-272-7337 (Armed Forces Emergency Services Center – 24hrs)

Website: <http://www.nmcrrs.org>

**COMNAVREGSW Border Liason Unit**

1-619-428-2427 or 1-619-428-1318 (Collect Calls Accepted)

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**Example Mexico Leave Chit Format (Front)**

**LEAVE REQUEST/AUTHORIZATION**  
NAVCOMPT FORM 3065 (3PT) (REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM  
ARE ON THE REVERSE OF PART 3

SEE REVERSE FOR  
PRIVACY ACT  
STATEMENT

1. DATE OF REQUEST <b>01JUL15</b>		2. FOR ADMIN. USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL NO		<b>LEAVE CONTROL NO</b> →	
3. SSN		4. NAME (Last, First, MI)		5. PAY GRADE	
6. SHIP/STATION <b>PCD RAFAEL PERALTA (DDG-115)</b>			7. REGION	8. DUTY SECTION <b>N/A</b>	9. DUTY PHONE
10. TYPE LEAVE <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER			FOR USE OUTUS ONLY 11a. <b>Extending Period of PERM/DUSTA</b> <input type="checkbox"/> YES <input type="checkbox"/> NO 11b. <b>Taking Leave in Progress</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		12. MODE OF TRAVEL <input checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> CAR <input type="checkbox"/> TRAIN
13. DAYS REQUESTED <b>7</b>	14. FROM (Mo, Day, YMMDD)		15. TO (Mo, Day, YMMDD)		16. NORMAL WORKING HOURS (DAY OF DEPARTURE: 150713) FROM 0700 TO 1500 (DAY OF RETURN: 150717) FROM 0700 TO 1600
17. LEAVE BALANCE	18. LEAVE USED THIS FY	19. LEAVE PHONE		20. RATION STATUS (Enlisted) <input type="checkbox"/> UNLIMITED RATIONS (CONTRACT) <input type="checkbox"/> Meal Pay for Cruises to US ports except during periods of issue	
21. LEAVE ADDRESS <b>Carolina Royal Tulam Carretera Cancun Chetumal Km 264.5 Xpuha 77390 Solidaridad, QROO Mexico (52) 999-673-1800</b>					
I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE BE APPROVED, RECEIVING MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION ON MY PAY WILL BE CHECKED FOR SUFFICIENT LEAVE.					
22. SIGNATURE OF REQUESTER					
RECOMMENDED				DATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO				
<input type="checkbox"/> YES	<input type="checkbox"/> NO				
<input type="checkbox"/> YES	<input type="checkbox"/> NO				
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO				
23. APPROVED		24. DISAPPROVED			
25. COMMAND USE ONLY <b>PER [REDACTED] COMNAVREGSWAST 1500 TO PAR 5A (4) - INFORMATION TO INCLUDE ON LEAVE REQUEST SEE REVERSE SIDE</b>					
25. SHIP OR STATION (including telegraphic address) <b>PCD RAFAEL PERALTA 5390 STRUTEVANT ST SAN DIEGO, CA 92136</b>			26. REPORT ON EXPIRATION OF LEAVE TO (if not (PAR 5B) 26)		
DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE (ENDING)	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. COB'S SIGNATURE		28c. COB'S SIGNATURE		29c. COB'S SIGNATURE	
IN CONSIDERATION OF THE MILES COVERED IN A FULL WORKDAY (AS OF FINE'S IN MILPERSWAN, NAVPERS 1550), ON THE DAYS OF DEPARTURE AND RETURN THE INCLUSIVE DAYS SHOULD BE CORRECT AND PROPER FOR CHARGING TO LEAVE.		30. INCLUSIVE LEAVE PERIOD TO BE CHARGED →		31. NO. OF DAYS	
32. CERTIFYING OFFICER'S TITLE		33. CERTIFYING OFFICER'S SIGNATURE			
I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE					

**FORWARD THIS COPY TO PERSONNEL OFFICE VIA COMMAND ONLY ON COMPLETION OF LEAVE**

**Example Mexico Leave Chit Format (Back)**

REF: COMNAVREGSWINST 1500.1D PAR 5.A (4) – INFORMATION TO INCLUDE ON LEAVE REQUEST

**PAR 5.a.(3)(a):**

ATFP LV1 Completed (DATE)

MEXICO-SPECIFIC AT AWARENESS TRAINING COMPLETED (DATE)

**PAR 5.a.(3)(b):**

Command Info:  
PCD RAFAEL PERALTA  
(619) 566-8688  
3395 STRUTEVANT ST.  
SAN DIEGO, CA 92136

Police Department:  
Playa del Carmen:  
Avenida 115 Fraccionamiento Villamar 1  
77710 Playa del Carmen, Quintana Roo  
Mexico

Hospital de Tulum  
Avenida Tulum Manzana 4 Lote 7  
77760 Tulum, Q.R.  
52 984 871 2271

**US Consular Agency Cancun**

Location: Blvd. Kukulcan Km 13 ZH Torre La Europea, Despacho 301 Cancun,  
Quintana Roo, Mexico C.P. 77500 (An extension of the Consulate in Merida)  
Contact Information: (1) Phone: (i) Switchboard: 011-52-998-883-0272  
(ii) After Duty Hours/Emergency: Contact US Embassy Mexico City  
Email: (i) Unclassified: ConAgencyCancun@state.gov  
Fax: (i) Unclassified: 011-52-998-883-1373

U.S. Consulate Merida  
Calle 60 No. 338-K x 29 y 31  
Col. Alcalá Martín Mérida, Yucatán, México 97050  
52 999 942 5700

**US Embassy Mexico City**

Location: Paseo de la Reforma 305, Colonia Cuauhtémoc, very near the "El Ángel" monument, Mexico D.F., Mexico C.P. 06500 (La Reforma is the most recognized street in Mexico City, and every taxi driver knows how to find the US Embassy.) The US Embassy consular responsibility covers the following areas: Federal District of Mexico, the states of Guanajuato, Queretaro, Hidalgo, Veracruz, Michoacan, the State of Mexico, Tlaxcala, Morelos, Puebla, Guerrero, Oaxaca, Tabasco, and Chiapas; and the city of Tampico Tamaulipas.  
Contact Information:  
Switchboard: 011-52-55-5080-2000  
Emergency: 011-52-55-5080-2000  
Email: acsmexicocity@state.gov  
Fax: 011-52-55-5080-2201  
Website: <http://mexico.usembassy.gov/>

**PAR 5.a.(3)(c):**

Traveler will monitor local media for existing threat conditions once per day.

**PAR 5.a.(3)(d):**

Member has reviewed all pertinent information to Entry/Exit requirements found on <http://travel.state.gov>