



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898

REPLY TO
ATTENTION OF

13 May 2011

AMSAC-RM

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.16 -
Official Travel Policy

1. This policy describes the procedures for official travel (both Continental United States [CONUS] and Outside Continental United States [OCONUS]), as well as consequences for noncompliance with the policy. The supervisor, director and/or designated travel approval official is the approving official for all travel orders. This is the first line of overseeing enforcement of the policy.
2. For CONUS travel, once travel orders are approved, USASAC expects an employee to perform the travel unless an unforeseen personal emergency causes the employee to be unable to do so (management will review these on a case-by-case basis) or the U.S. Department of Homeland Security or other appropriate agency has designated the location for travel as being unsafe.
3. For OCONUS travel, an OCONUS travel request must be submitted requesting approval for travel from a U.S. activity located in country. Approval or denial of the visit is based upon the threat situation as seen in country and after coordination with host country officials. Also, State Department warnings and evacuation of State employees from a location are considered in the approval or denial process. If the in-country U.S. organization has approved the visit and verified that the location is safe, USASAC expects an employee to perform the travel. Once again, an unforeseen personal emergency may cause the employee to be unable to perform the travel (these will be reviewed on a case-by-case basis).
4. For designated positions that have travel as an element of the job, USASAC expects the employee to participate in all required travel. When practicable, an employee shall advise someone in the supervisory chain as early as possible of unforeseen personal emergencies that may cause the employee to be unable to perform required travel. If an employee fails or refuses to comply with this policy, the supervisor may take disciplinary actions.

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5. Travel is what this organization does for a living; however, USASAC does not plan on sending an employee into harm's way. We will make all efforts to ensure that the travel location is safe prior to approval of travel.
6. This Policy Memorandum supersedes USASAC Policy Statement 101.16, 1 May 2003.



CHRISTOPHER TUCKER
Brigadier General, USA
Commanding