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BUREAU OF NAVAL PERSONNEL
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WASHINGTON, D.C. 20370**

BUPERSINST 1320.6F
PERS-454/CMC(MP)
13 Apr 01

BUPERS INSTRUCTION 1320.6F

From: Chief of Naval Personnel
Commandant of the Marine Corps
To: All Ships and Stations

Subj: NATO TRAVEL ORDERS TO AND WITHIN NATO COUNTRIES

Ref: (a) NATO Publication AmovP - 3 of May 98 (NOTAL)

Encl: (1) Details of Agreement NATO Travel Orders
(2) Sample NATO Travel Order

1. Purpose. To issue instructions for the issuance of NATO Travel Orders following the provisions of the agreement of NATO nations. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1320.6E.

3. Discussion. Reference (a) is the current agreement between NATO nations concerning NATO Travel Orders. Details of this agreement are provided for guidance in enclosure (1). NATO countries are Belgium, Canada, Czech Republic, Denmark, France, Federal Republic of Germany, Greece, Hungary, Iceland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Spain, Turkey, the United Kingdom of Great Britain, and the United States of America.

4. Action. All order-writing commands will upon issuing any travel orders to or within a NATO country to Navy or Marine Corps personnel and to Army, Air Force, and Coast Guard personnel on permanent duty with Navy and under their military

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command, attach a NATO Travel Order similar in content to the sample travel orders contained in enclosure (2).

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Distribution:
SNDL Parts 1 and 2
MARCORPS 71000000000 and 71000000100

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**DETAILS OF AGREEMENT
NATO TRAVEL ORDER**

1. **AGREEMENT.** NATO Travel Order format in enclosure (2) will be used by NATO Armed Forces and, subject to the presentation by individuals of identity cards, will permit individuals or bodies of troops to pass without difficulty from one NATO nation to one or more other NATO nations being exempt from those regulations of the receiving nation which concern passports, visas and immigration inspection.

2. **SCOPE**

a. NATO Travel Orders will be used for both individual and collective movement. When the travel order is issued to parties of 20 or over, detailed arrangements are to be made, as necessary, for movement, reception, staging, etc.

b. NATO Travel Orders will be used only for movement of military personnel, their personal baggage, individual weapons and official documents.

3. **ISSUE.** NATO Travel Orders will be issued by the appropriate agency of the sending nation. Where there is a requirement for frequent passing from one NATO country to another, the NATO Travel Order may be issued to individuals to cover a period not to exceed 1 year from the date of issue.

4. **OFFICIAL DOCUMENTS.** Official documents under official seal are not subject to custom inspection, provided the NATO Travel Orders issued to the courier shows the number of dispatches carried, and that it is certified in the NATO Travel Orders that they contain only official documents.

5. **EXEMPTION FROM CIVIL REGULATIONS.** Personnel traveling under conditions of this agreement will be exempt from regulations of the receiving nation concerning registration and control of aliens, but are not considered as acquiring any right to permanent residence or domicile in territories of the receiving nation.

6. **LANGUAGES TO BE USED ON THE FORMAT.** The NATO Travel Orders will be printed in the language of the issuing nation and in English and French languages. Additional languages may be included if required under National Agreements. Any instructions printed on the reverse of the form, will be in the language(s) of the issuing nation.

7. **DESCRIPTION OF THE FORMAT**

a. It is not necessary that the format in enclosure (2) be followed exactly; however, all the required information should appear in the same sequence as given in enclosure (2).

b. The NATO Travel Orders will be printed in black on white paper and its format will be as close as possible to the following dimensions:

- (1) Width (not including the possible addition of a stub): 20cm (8").
- (2) Length: 30 cm (12").

8. **COMPLETION OF THE FORMAT.** NATO Travel Orders will be completed in the language(s) of the issuing nation.

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SAMPLE NATO TRAVEL ORDER

(Appropriate Letterhead)

GRADING OF FORM: NATO UNCLASSIFIED

<u>NATO TRAVEL ORDER</u>	<u>ORDRE DE MISSION OTAN</u>	<u>FOGLIO DI VIAGGIO NATO</u>
Country of Origin)		Serial Number)
Pays de provenance)		Numéro de série)
Paese di Provenienza)		Numero di emissione)
1. The bearer Le porteur Il sottosegnato l'atore	(and group as shown hereon or on attached list) (et personnel porté ci-dessus ou sur la liste jointe) (ed il personale elencato di seguito o nel foglio allegato)	
Personal/Identity Card No. (If any) No Mle/de la carte d'identité (s'il y a lieu))) No del documento di riconoscimento (militare o civile) (quando previsto)	Rank) Grade) Grado)	Name) Nom) Nome)
2. Will travel from) Fera mouvement de) Viaggerà da)	to) à) a)	via) via) via)
	* and return et retour e ritorno	
* Date of Departure) Date du départ) Data di partenza)	* Expected date of return Date probable de retour Data di ritorno prevista)))
	* Period of Validity Durée de validité Periodo di validata	From : De : Da :
	To : A : A :	
3. Authority for travel Autorité qui a établi l'ordre Autorità che ha ordinato il viaggio))
4. Authority (is) (is not) granted to possess and carry arms Autorisation de porte d'armes (accordé) (non accordé) Autorizzazione per il porto d'armi (precisare se concessa o meno)		
5. The person named in paragraph 1 is authorized * Le personne indiquée au paragraphe 1 est autorisée La persona nominata nel paragrafo 1 è autorizzata		
(to carry) (à porter) (a portare)	(sealed dispatches numbered) (plis scellés numérotés) (plichi sigillati numerati)	

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(These dispatches contain only official documents)
(Ces plis ne contiennent que des documents officiels)
(I plichi suddetti contengono esclusivamente documenti ufficiali)

6. I hereby certify that this individual/group* is/are* member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigné certifie que le personnel visé appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de ce Accord.

Si dichiara che il personale latore del presente foglio di viaggio fa parte di una Forza Armata come definita nello "Accordo NATO sullo statuto delle Forze Armate", e, che pertanto, il movimento è autorizzato nei termini del predetto Accordo.

(Officer authorizing movement)
(and date of issue)

(Officier autorisant le mouvement)
(et date de l'autorisation)

* Delete if not applicable
Rayer la mention inutile
Cancellare qualora ritenuto
inutile

(Autorità che autorizza il movimento)
(e data di emissione)

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REVERSE SIDE OF NATO TRAVEL ORDER
VERSO DE L'ORDRE DE MISSION

SUGGESTED INSTRUCTIONS WHICH MAY BE PUT ON BACK OF FORM
PROPOSITIONS D'INSTRUCTIONS POUVANT FIGURER AU DOS DU FORMULAIRE

1. This Travel Order is to be used for both individual and collective movement. When the Travel Order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc...
 1. Cet Ordre de mission peut être utilisé à la fois pour les mouvements individuels ou collectifs. Toutefois, lorsqu'il sera utilisé pour de détachements égaux ou supérieurs à 20 hommes, des mesures de détail devront être prises si nécessaire par tous les organismes chargés de leur transport, de leur réception et de leur séjour, etc...
2. This Travel Order is to be produced to civil and military authorities on request.
 2. Cet Ordre de mission devra être présenté sur demande des Autorités civiles et militaires.
3. It is not to be used for civilian personnel.
 3. Cet Ordre de mission ne sera pas utilisé pour les personnels civils.
4. The country from which travel is authorized and the country (countries) to and through which travel is authorized must be included in Panel 2. The inclusion of the location (i.e. town, city) from and to which travel is authorized is optional.
 4. Au paragraphe 2, seule la mention des pays est obligatoire. L'indication de l'endroit exact (ville, lieu...) est facultative.
5. Panel 3 refers to National Military Authority and may be used if required.
 5. Le paragraphe 3 se réfère à une Autorité militaire nationale et peut être utilisé si besoin est.
6. Personnel are to be in possession of Service Identity Documents.
 6. Chaque individu sera porteur d'une pièce d'identité militaire.
7. Panel 5 should be deleted if not applicable.
 7. Le paragraphe 5 sera supprimé le cas échéant.
8. If more than one person is traveling, the list, as referred to in panel 1 of the form should show Personal/Identity Card Number (if any), Rank, Name, and Unit. This list may be shown on the face, on reverse, or on a separate document as appropriate.
 8. S'il s'agit du déplacement de plusieurs individus, la liste indiquée au paragraphe 1 du formulaire devra comporter le numéro matricule ou de la carte d'identité, le grade, le nom et l'unité de chacun d'eux. Cette liste pourra figurer soit sur le recto ou le verso de l'Ordre de mission, soit sur un document distinct, selon le cas.
9. Any additional details or instructions which issuing nations wish to include should be attached on a separate paper, or on the reverse of the form.
 9. Tous détails ou instructions supplémentaires que la nation d'origine désire inclure devront figurer soit au dos du formulaire, soit sur une feuille séparée.