

## **SECTION I: GENERAL ENTRY REQUIREMENTS**

### **A. IDENTIFICATION CREDENTIALS REQUIRED FOR OFFICIAL TRAVEL**

1. US Military.
  - a. Military personnel on official business do not require passports but do require military ID cards and travel orders.
2. US Government personnel.
  - a. Passport required effective 23 January 2007. (See [I.A.4](#), below.)
  - b. US Government civilians assigned PCS to units in Guantanamo Bay should obtain a no-fee passport before reporting to Guantanamo Bay. Government civilians already stationed in Guantanamo Bay should also obtain a no-fee passport.
  - c. PCS travel authorization and travel dates should not be delayed pending receipt of passports. Passports may be mailed to personnel once they arrive in Guantanamo Bay.
3. Eligible family members.
  - a. Passport required effective 23 January 2007. (See [I.A.4](#), below.)
  - b. Eligible family members assigned PCS to units in Guantanamo Bay should obtain a no-fee passport before reporting to Guantanamo Bay. Eligible family members already stationed in Guantanamo Bay should also obtain a no-fee passport.
  - c. PCS travel authorization and travel dates should not be delayed pending receipt of passports. Passports may be mailed to personnel once they arrive in Guantanamo Bay.
  - d. Dependent Entry Approval (DEA) is a Navy process to obtain permission from an area commander to bring dependents into a specific area. Information on how to obtain DEA and points of contact are available at <http://www.npc.navy.mil/CommandSupport/DistributionManagement/Procedures/Dependent+Entry+Approval.htm>.
4. United States citizens departing from the US by air or entering the US by air must present a valid passport or a Merchant Mariner Document. This is the first phase of the Western Hemisphere Travel Initiative (WHTI) implemented by the Department of Homeland Security (DHS) and the Department of State (DoS).
  - a. Active-duty members of the US Armed Forces, regardless of nationality, are exempt from this requirement. Active-duty military members must present a military ID card and orders.
  - b. DoD civilians, DoD contractors, or eligible family members of US military and DoD civilian personnel must present a valid passport. No exceptions, even if entering the US through a US military base.
  - c. US citizens and US nationals who travel directly between parts of the United States, including Guam, Puerto Rico, the US Virgin Islands, America Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands, without touching at a foreign port or place do not require a passport.
  - d. The new passport requirement does not apply to travelers departing from the US or arriving in the US by land or by sea. The second phase of the WHTI may require a valid passport for arrivals by land or sea beginning as early as 1 January 2008. While recent legislative changes permit a later date, DHS and DoS are working to implement the second phase as soon as possible.
5. **Consult Section III, below, to ensure compliance with requirements for Country Clearance and Theater Clearance.**
6. Lost or missing documentation.
  - a. In the event of lost or missing documentation, Commander, Naval Base Guantanamo Bay or his or her designated representative shall be contacted and will make the final determination as to whether an individual may be authorized travel to Guantanamo Bay.

- b. Contact Air Terminal Operations at tel. 011-5399-6305/6312.
7. Information on obtaining official "no-fee" passports and visas is available at <http://dodpassportmatters.hqda.pentagon.mil> (.mil/.gov domain restricted).

## **B. LEAVE REQUIREMENTS**

1. United States citizens departing from the US by air or entering the US by air must present a valid passport or a Merchant Mariner Document. This is the first phase of the Western Hemisphere Travel Initiative (WHTI) implemented by the Department of Homeland Security (DHS) and the Department of State (DoS).
  - a. Active-duty members of the US Armed Forces, regardless of nationality, are exempt from this requirement. Active-duty military members must present a military ID card and orders.
  - b. DoD civilians, DoD contractors, or eligible family members of US military and DoD civilian personnel must present a valid passport, even if entering the US through a US military base. *NOTE: Travelers who have applied for but not yet received their tourist passport may travel on the following: proof of US citizenship, proof of identity, and confirmation that the traveler has applied for a passport. For what constitutes as proof of US citizenship and identity, see [Foreword: I.A.6](#). To check the status of the passport application, go to [https://passportstatus.state.gov/opss/OPSS\\_Status\\_i.asp](https://passportstatus.state.gov/opss/OPSS_Status_i.asp).*
  - c. US citizens and US nationals who travel directly between parts of the United States, including Guam, Puerto Rico, the US Virgin Islands, America Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands, without touching at a foreign port or place do not require a passport.
  - d. The new passport requirement does not apply to travelers departing from the US or arriving in the US by land or by sea. The second phase of the WHTI may require a valid passport for arrivals by land or sea beginning as early as 1 January 2008. While recent legislative changes permit a later date, DHS and DoS are working to implement the second phase as soon as possible.
2. Guantanamo Bay is a closed military reservation. Only individuals personally hosted by base residents may take leave on the base.
3. Personnel Clearances required for leave travel: None.
4. Requirements to register with the US Embassy: None.

## **C. IMMUNIZATIONS AND OTHER MEDICAL REQUIREMENTS**

1. For DoD immunization requirements and sources of additional information on immunization, see [Foreword: I.C](#).
2. Yellow fever vaccination requirements are waived only for those traveling to the Guantanamo Bay Naval Base.

## **D. IMMIGRATION, CUSTOMS, OR QUARANTINE INSPECTIONS**

1. Not applicable.

## **E. UNIFORM REQUIREMENTS**

1. Seasonal Class "A" uniform will normally be worn on arrival and departure unless otherwise authorized in TDY/TAD orders. Lightweight clothing is recommended during off- duty hours.

## **F. OTHER GENERAL ENTRY REQUIREMENTS**

1. Media and public affairs personnel: Note that members of the media interested in visiting Guantanamo to report on detainee proceedings must coordinate the visit with the USSOUTHCOM Office of Public Affairs, tel. (305) 437-1242 or (305) 437-1213.

## **SECTION II: AIRCRAFT ENTRANCE REQUIREMENTS**

### **A. CLEARANCE REQUIREMENTS**

1. Blanket Clearances: None.
2. One-Time Clearances.
  - a. Official business only.
  - b. All flights to NAVSTA Guantanamo Bay require a PPR. Submit a complete manifest of all non-crew members to Operations or AMC representatives before disembarking crew or passengers.

### **B. AIRCRAFT CLEARANCE LEAD-TIME AND VALIDITY**

1. Not applicable.

### **C. ADDRESSES FOR AIRCRAFT CLEARANCE REQUESTS**

1. Not applicable.

Action:

Info:

### **D. CONTENT OF AIRCRAFT CLEARANCE REQUEST**

1. Not applicable.

### **E. ROUTE, FLIGHT, AND OTHER OPERATIONAL INFORMATION**

1. None reported.

### **F. AIRPORTS**

1. Enter and depart.

Guantanamo Bay/Guantanamo Bay NS (MUGM) (Leeward Point Fld)

## **SECTION III: PERSONNEL ENTRANCE REQUIREMENTS FOR OFFICIAL TRAVEL**

### **A. CLEARANCE REQUIREMENTS**

1. Country Clearance.
  - a. Country Clearance is required.

(1) The Country Clearance requirement applies to all DoD and DoD-sponsored travelers, including personnel traveling on deployment orders, personnel assigned to HQ USSOUTHCOM and USSOUTHCOM components, and contractors.

(2) The Country Clearance requirement also applies to those traveling in support of or to attend detainee proceedings.

(3) Request Country Clearance from Commander, Naval Base Guantanamo Bay; see the Action subheading under III.C.2, below, for the address.

(a) The Country Clearance POC for detainee proceedings is the JTF GTMO Operations Directorate, tel. 011-5399-9718 (DSN 660-9718).

(b) The POC for all other Country Clearance requests can be reached at tel. 011-5399-5024/5097.

(4) Submit Country Clearance requests via the Defense Messaging System (DMS).

2. Theater Clearance.
  - a. Theater Clearance is required.

(1) The Theater Clearance requirement applies to all DoD and DoD-sponsored travelers, including personnel traveling on deployment orders, personnel assigned to HQ USSOUTHCOM and USSOUTHCOM components, contractors.

(2) The Theater Clearance requirement also applies to those traveling in support of or to attend detainee proceedings.

(3) Submit the Theater Clearance request with the following lead-times:

(a) 20 days prior to travel in support of or to attend detainee proceedings.

(b) 21 days prior to travel for JTF GTMO operations.

(c) 30 days prior to all other travel.

(4) Submit requests by message to HQ USSOUTHCOM J3. Messages must be sent via Defense Messaging System (DMS).

- e. The POC for Theater Clearance is the HQ USSOUTHCOM Force Tracking Cell, tel. 305-437-3715. The HQ USSOUTHCOM POC for Military Proceedings is at 305-437-2576.
- 3. Special Area Clearance.
  - a. Special Area Clearance is required.

(1) The Special Area Clearance requirement applies to all DoD and DoD-Sponsored travelers, including personnel traveling on deployment orders, personnel assigned to HQ USSOUTHCOM, and USSOUTHCOM components and contractors.

(2) The Special Area Clearance requirements also applies to those traveling in support of or to attend detainee briefings.

(3) Request Special Area Clearance by message to SECDEF WASHINGTONDC//USDP SPECIAL AREA CLEAR//.

- d. Notification of whether your Special Area Clearance request has been approved or disapproved will appear at <https://www.fcg.pentagon.mil/docs/sacn.cfm> or <http://www.fcg.pentagon.smil.mil/docs/sacn.cfm>. The notification will be posted as soon as it is available, and no other notification will be provided.
- 4. Request Country Clearance and Theater Clearance in a single message to be sent to all action and information addresses.
- 5. For any visit to support or attend detainee proceedings, the Travel Clearance Request message must contain the specific information described under [III.D.3.](#)
- 6. Disapproval or absence of approval by any clearance-granting authority constitutes denial of authority to enter the USSOUTHCOM area of responsibility. Failure to have both Theater and Country Clearance may result in denial of entry or removal of the traveler from Guantanamo Bay.
- 7. Visitors supporting or attending detainee proceedings (i.e., Military Commissions (MC), Administration Review Boards (ARB), Combatant Status Review Tribunals (CSRT), and/or Habeas Corpus (HC) proceedings) must have the following in addition to Country and Theater Clearance:
  - a. Visitor memorandum approval from the Office of the Deputy Assistant to the Secretary of Defense for Detainee Affairs (DASD/DA) IAW Refs A, B, and C. The telephone number for the DASD/DA POC is 703-602-4173.

(1) Note that DASD/DA approval does not constitute approval to travel to Guantanamo Bay. Travel requires both prior Theater Clearance approval from HQ USSOUTHCOM and prior Country Clearance approval from NAVBASE GTMO.

- b. Security Clearance: Personnel traveling to GTMO must have the security office of their command, unit, agency, or corporation forward a copy of their security clearance message to JTF GTMO J2; info HQ USSOUTHCOM. Contact JTF GTMO Security at 011-5399-9750/9757 or DSN 660-9750/9757 and/or JTF GTMO SSO at 011-5399-9824 or DSN 660-9824. The HQ USSOUTHCOM

Security Office is at 305-437-2345/1706 (DSN 567-2345/1706), and the Special Security Office is at 305-437-2033/2032.

8. Mandatory Pre-Travel Training. DoD and DoD-sponsored travelers must complete the following training and documentation prior to travel and state that they have complied with these requirements under heading 8 of the Travel Clearance Request (see [III.D](#), below).
  - a. Anti-Terrorism/Force Protection (AT/FP) Training.

(1) AT/FP training requirements are available on the USSOUTHCOM home page at <http://www.southcom.smil.mil/forcetracking/default.htm> or <https://atlevel1.dtic.mil/at/>.

(2) USSOUTHCOM classifies all DoD TDY/TAD (temporary assigned duty) travelers to its AOR as either Category "A" or "B." If you are unsure which category a specific traveler falls into, contact the USSOUTHCOM Theater Clearance Manager (SCJ324) at DSN 567-3713/3909, commercial (305) 437-3713/3909, or fax DSN 312-567-3744 or USSOUTHCOM Force Protection (SCJ371) at DSN 312-567-3702/3354, commercial (305) 437-1259/3585, or fax DSN 312-567-3744.

- c. Personnel Recovery (PR) Training and Documentation.

(1) All DoD personnel (military, civilians, and contractors) must complete and submit an electronic version of DD Form 1833, Isolated Personnel Report (ISOPREP), to their sponsoring service component's Rescue Coordination Center (RCC) or the USSOUTHCOM Personnel Recovery Branch.

(2) Service components may have more restrictive requirements that travelers from their respective services have to meet prior to submitting a Theater and Country Clearance Request.

(a) USAF personnel and DoD military or civilian personnel supporting USAF operations must comply with theater entry training requirements found on the AFSOUTH PRCC website at <https://wwwmil.dm.af.mil/12afrc> (Unclassified) or <http://12afrc.davismonthan.af.smil.mil> (Classified).

(b) USAF personnel and DoD military or civilian personnel supporting USAF operations must complete Level-B training.

(3) HQ USSOUTHCOM will not approve Theater Clearances unless:

(a) An ISOPREP form is on file with the sponsoring service component's RCC, or if not sponsored by a service component, the USSOUTHCOM Personnel Recovery Branch.

(b) Travelers have completed required country and/or service component PR requirements.

(4) To complete DD Form 1833, Isolated Personnel Report (ISOPREP), visit the Personnel Recovery website at <https://www.southcom.mil/jsrc/main.htm> (Unclassified) or [http://www.southcom.smil.mil/sc327/j327\\_pr/main.htm](http://www.southcom.smil.mil/sc327/j327_pr/main.htm) (Classified). Use either of these links for instructions on how to complete and submit an ISOPREP form, for Level B Hostage Detention Training, and for links to service component PR information.

(a) USAF Personnel must use the AFSOUTH PRCC website at <https://wwwmil.dm.af.mil/12afrc> (Unclassified) or <http://12afrc.davismonthan.af.smil.mil> (Classified).

(5) Contact your sponsoring service component PR contacts for further information:

- (a) AFSOUTH: DSN 228-1070/1410/3007; commercial (520) 228-1070/1410/3007.
- (b) SOCSO: DSN 791-6410/6407/6411; commercial 305-224-6410/6407/6411.
- (c) NAVSO: DSN 960-7354, ext 4303; commercial 904-270-7354, ext 4303.
- (d) MARFORSOUTH: DSN 567-2603; commercial 305-437-2603.
- (e) USARSO: DSN 421; commercial 210-221-6025/6851/6829/2163.
- (f) JTF Bravo: DSN 449-4158/6591; commercial 504-237-4158/6591.
- (g) JIATF SOUTH: DSN 483-3118; commercial 305-293-3118.

(6) If you are a DoD civilian, DoD contractor, or civilian employee of another US Government agency and are not working under a Service contract, contact the USSOUTHCOM PR Branch for further information by e-mail at [ombpropr@hq.southcom.smil.mil](mailto:ombpropr@hq.southcom.smil.mil) or [upropr@hq.southcom.mil](mailto:upropr@hq.southcom.mil) or by phone at DSN 576-3409/3407 or commercial (305) 437-3409/3407.

i. Human Rights Training.

(1) Human rights training information is posted at <http://www.reddelasamericas.net>. Select Human Rights, and then select training. If you are a new user, click on "new account," type in a log-in ID, fill out the form, and a password will be e-mailed back to you.

(2) The point of contact for human rights training requirements is the SCJ5-Human Rights Division: commercial telephone 305-437-1556 or 1560; DSN 567-1556 or 1560.

## **B. LEAD-TIME FOR PROCESSING PERSONNEL CLEARANCE REQUESTS**

- 1. 20 days if supporting or attending detainee proceedings.
- 2. 21 days for JTF GTMO operations.
- 3. 30 days for all other travel to Guantanamo Bay.
- 4. If the nature of the mission makes it impossible to meet the lead-time requirement, the requesting agency must obtain a sponsor at the level of a HQ USSOUTHCOM director or higher to request clearance directly from HQ USSOUTHCOM J3.

## **C. ADDRESSES FOR PERSONNEL CLEARANCE REQUESTS**

- 1. A list of Plain Language Addresses (PLAs) used in the FCG and their DMS equivalents can be found here: [dms\\_addresses.pdf](#).
- 2. For information on sending Defense Message System (DMS) messages and finding AUTODIN message addresses in the DMS Global Directory, consult [Foreword: III.C.1](#), which will direct you to the appropriate websites.
- 3. Send the clearance request message to:  
NIPR: [CountryClearance@JTFGTMO.southcom.mil](mailto:CountryClearance@JTFGTMO.southcom.mil)  
SIPR: [CountryClearance@JTFGTMO.southcom.smil.mil](mailto:CountryClearance@JTFGTMO.southcom.smil.mil)  
and to the following addresses:

Action:

COMNAVBASE GUANTANAMO BAY CU//13/60//

HQ USSOUTHCOM J3 MIAMI FL (DMS delivery only.)

Info:

COMUSNAVSO

CTF 43

HQ USSOUTHCOM MIAMI FL (For general or flag officers and SES personnel only. DMS delivery only.)

HQ USSOUTHCOM J2 MIAMI FL (NGA deployments only; include in body of message: SCJ2 please pass a copy to the NGA office. DMS delivery only.)

HQ USSOUTHCOM J5 MIAMI FL (DMS delivery only.)

HQ USARSO G3 FT SAM HOUSTON TX (For DMS users: USARSO G3)

FOB EUCOM VAIHINGEN GE (for all travel by EUCOM personnel)

FOB-J CP ZAMA JA (for all travel by USPACOM personnel)

**Additional info for USAF:**

AFSOUTH DAVIS MONTHAN AFB AZ//A3O// (Always Info AFSOUTH by message. A second, backup copy may be e-mailed it to [AFSOUTH.A3OOPS@dm.af.mil](mailto:AFSOUTH.A3OOPS@dm.af.mil) or [AFSOUTH.A3OOPS@davismonthan.af.smil.mil](mailto:AFSOUTH.A3OOPS@davismonthan.af.smil.mil), but e-mail is for backup only.)

SAF WASHINGTON DC//IARL//

**D. CONTENT OF PERSONNEL CLEARANCE REQUEST**

1. The required format for a personnel Travel Clearance Request appears here: [personnel\\_clearance2.doc](#).
2. Theater-specific information for inclusion in paragraph 8 of the Travel Clearance Request.
  - a. SOUTHCOM organization the mission is supporting (USARSO, SOCSO, USMILGRP Peru, etc.).
  - b. Date that the traveler(s):

(1) Completed anti-terrorism/force protection (AT/FP) training.

(2) Completed additional personnel recovery training if required by your sponsoring service component or if traveling to Colombia, Haiti, or Peru.

(3) Submitted an Isolated Personnel Recovery Report (ISOPREP). Additionally, state which service component RCC (NAVSOUTH, MARFORSOUTH, SOCSOUTH, AFSOUTH, USARSO, or

JIATF-S) the ISOPREP was submitted to. If not sponsored by a service component, state that the ISOPREP was submitted to the USSOUTHCOM JSRC.

(4) Completed human rights training.

- f. For personnel visiting to support or attend any detainee proceeding, ensure that HQ USSOUTHCOM Action and Info addresses receive the same information specified under III.D.3, below.

(1) Those who follow instructions to prepare a single clearance request message to be sent to all addresses need not repeat in paragraph 8 the same information called for in paragraph 9, because HQ USSOUTHCOM will automatically receive both paragraphs. However, make sure that the HQ USSOUTHCOM addresses do receive all of the information specified under III.D.3.

3. Country-specific information for inclusion in paragraph 9 of the Travel Clearance Request.

- a. For personnel visiting to support or attend any detainee proceeding, provide the following additional information:

(1) Purpose of travel: Detainee proceedings.

(2) Additional traveler information: (List the following for each visitor.)

(a) Full name.

(b) Male or female.

(c) Nationality (including US citizen).

(d) Category of visitor (media, defense attorney, government rep., OMC, family member, translator, escort, witness, NGO rep., etc.).

(e) Which of the four missions the visitor is traveling to support (Military Commissions (MC), Administration Review Boards (ARB), Combatant Status Review Tribunals (CSRT), and/or Habeas Corpus (HC) proceedings).

(3) Additional travel and itinerary information:

(a) Estimated duration of visit.

(b) Preferred dates of arrival and departure.

(c) Time window in which the visit is feasible (i.e., from the earliest arrival date the traveler(s) can accept to the latest departure date).

(d) Transportation to and from Guantanamo Bay (SOUTHCOM-coordinated military strategic airlift, OSD-coordinated airlift, commercial air, etc). If commercial air, include name of carrier and flight information.

(4) Additional support information: (List the following forms of support and state the requirement for each. If no requirement, write "None.")

(a) Medical (handicap accessibility, special medications, health coverage, etc).

(b) Special transportation (driver, shuttle bus, dedicated vehicle, rental car, etc.).

(c) Office space. Note the intended use, such as for private interviews or classified conversations, and whether it should be dedicated or non-dedicated).

(d) Office automation. (dedicated or non-dedicated computer, classified or unclassified computer, internet access, cell phones, videotaping, video playback, video teleconferencing, etc).

(e) Classified handling and storage.

(f) Personal escorts. Include any guidance concerning restrictions on the visitor(s), such as whether they can enter the prison, meet or view detainees, etc.

(g) Translators (how many and what type of translation).

(f) Type of orders (DoD orders, USG orders, ITO, etc.).

4. If the Travel Clearance Request is classified, include paragraph markings and downgrade instructions to ensure timely processing. See [Foreword: III.D.4](#).
5. If personal information is required (e.g., Social Security number, birthplace), include the marking "Personal Data - Privacy Act of 1974."

## **SECTION IV: TRAVEL INFORMATION**

**NOTE 1: Refer to the FCG entry for [Cuba](#).**

### **A. STATE DEPARTMENT TRAVEL ADVISORIES**

1. Travel Warnings: None.
2. Public Announcements: None.
3. The DoS Bureau of Consular Affairs posts Consular Information Sheets and Country Background Notes as well as Travel Warnings and Public Announcements at <http://travel.state.gov/travel/warnings.html>. For general travel information, see the Bureau's main web page at <http://travel.state.gov>.

### **B. AMERICAN EMBASSY**

1. Location:

- a. Not applicable.

2. Telecommunications Contact Information:

- a. Not applicable.

3. Hours: Not applicable.
4. Mailing Address: Not applicable.
5. Holidays: Not applicable.

### **C. TIME CONVERSION**

1. Local Standard Time is Z - 5. Daylight Savings Time is Z - 4.
2. Daylight savings is in effect from the last Sunday in March through the last Sunday in October.

### **D. CUSTOMS REGULATIONS**

1. Not applicable.

### **E. HEALTH PRECAUTIONS**

1. None reported.

### **F. CURRENCY INFORMATION**

1. Not applicable.

### **G. CLOTHING RECOMMENDATIONS**

1. None reported.

### **H. TRANSIENT ACCOMMODATIONS**

1. None reported.

### **I. TRAVEL PRECAUTIONS AND INFORMATION**

1. None reported.