**PACOM: (please circle) AUSTRALIA, BURMA, CAMBODIA, CHINA, FIJI, FRENCH POLYNESIA, HONG KONG, INDIA, INDONESIA, JAPAN, KIRIBATI, LAOS, MALAYSIA, MALDIVES, MARSHALL ISLANDS, MICRONESIA, NEPAL, NEW ZEALAND, PHILIPPINES, SAMOA, SINGAPORE, SOUTH KOREA, SRI LANKA, TAIWAN, TIMOR-LESTE, VIETNAM**

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|  | **\*\*STEPS MUST BE DONE IN ORDER\*\***  **\*\*ALL PAPERWORK MUST BE IN A FOLDER\*\***  **(please see FAQs on OCONUS website for tips on filling out paperwork, trainings, etc)**  **Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Alpha**\_\_\_\_\_\_\_\_\_\_\_\_\_**Co.**\_\_\_\_\_\_  Reason for travel (circle): vacation, mission, visiting family, etc.  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you traveling with other MIDN: Y / N. If so, please list names (ex: 1/C Jones, 2/C Smith…):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Summer OCONUS leave only:** Are you going to be TAD: Y / N If so, circle one: USN / USMC  Date just OCONUS portion leave STARTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENDS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Image result for usna logo |
| **1** | **Medical Readiness Screening. Email LT Dayna Stevens @** [**desteven@usna.edu**](mailto:desteven@usna.edu) **with country and travel dates.**  You will email the above address and be contacted by Brigade Medical.  \_\_ Medical Travel Checklist  \_\_ Tricare International SOS  **MIDN who fail to complete screening & mandated immunization are prohibited from travel.** | BMU STAMP  Sign/Date |
| **2** | **CO/SEL-Review Foreign Clearance Guide (FCG) w/MIDN, make recommendations, print, sign & date.**  <https://www.fcg.pentagon.mil/fcg.cfm>(choose “CAC Sign in” option)  Recommended? Y / N Restricted Area? Y / N Tourist Passport Required? Y / N  Visa Required?Y / N  Review State Department website: <https://travel.state.gov/content/travel/en/international-travel.html>**.**  **Travel is only allowed if authorized by FCG and DOS. Travel to Level IV (classified by State Dept.) countries is prohibited.**  Tourist PP # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Passport issuing country \_\_\_\_\_\_\_\_\_\_ Visa # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All cities to be visited (OCONUS only)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mode(s) of travel in-country (circle all) rental car, bus, Uber, train, etc. Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Flying Space “A”: Y / N  In-country lodging name, address and phone number (complete).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of residence (circle): private residence, hotel, hostel, Air BnB. Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In-country point of contact name, relationship, telephone, email. **(CANNOT be another MIDN you are traveling with). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | MIDPERS will not accept paperwork if this box is not completed  CO/SEL  PRINT:  SIGN:  DATE: |
| **3** | **ONLY complete required training items listed below. If it’s not listed, it’s not required. Attach copies of certificates, flight itinerary and leave request form.**  (AN APACS IS REQUIRED FOR THIS COUNTRY. PLEASE COMPLETE YOUR OWN APACS; APACS IS COMPLETED BY THE TRAVELER. APACS IS DONE BY THE COMMAND IN THE CASE OF OFFICIAL TRAVEL).  \_\_\_AT Level I Training (AT/FP) (valid for 1 year) (Required for all countries).  \_\_\_SERE 100.2 Training (valid for 3 years) (Required for SOUTHCOM/AFRICOM/PACOM/CENTCOM).  \_\_\_ISOPREP (done in BOOW Shack) (Required for SOUTHCOM/AFRICOM/PACOM/CENTCOM).  Date Previously Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must be reviewed within 6 months of travel-done by MIDPERS).  \_\_\_TT/IATP <https://iatp.pacom.mil> TT/IATP#\_\_\_\_\_\_\_\_\_\_ (Required for ALL countries that need an APACS)  \_\_\_AOR Brief Required (Review Section VII of the Foreign Clearance Guide)  \_\_\_Enroll in DOS Smart Traveler Program [**HTTPS://STEP.STATE.GOV**](https://step.state.gov/)(enter trip)  \_\_\_Leave Request Form (complete through Block 22)  \_\_\_Flight Itinerary – all flight #’s, airport codes, dates, times, airlines…coming and going (flights do not  need to be paid for at this time but must have itinerary to include in APACS).  \_\_\_ **JAPAN TRAVELERS ONLY**. Exception To Policy (ETP) letter. See FAQs (#26) for details on how to get ETP. | MIDPERS  Sign/Date  APACS# |
| **4** | **Turn the following in to Company Officer.**  \_\_\_**Entire OCONUS packet** (all paperwork from Step 2).  \_\_\_**USNA IATP** (completed and signed by traveler).  \_\_\_**SOUTHCOM IATP** form (if applicable).  Company Officer   1. Ensure all required paperwork is present. 2. Review IATP is IAW Commandant Instruction and FCG. 3. Sign IATP. For PACOM countries, Batt-O must also sign O-5 reviewer block on IATP.   AFRICOM, SOUTHOM, CENTCOM –   1. After CO reviews IATP and BATTO signs leave chit, route entire packet to Brigade ATFP Officer who will route for Deputy signature on IATP.   Battalion Officer must sign as final approver on all OCONUS leave chits.  \*06 Batt-O can sign instead of Deputy. Some AFRICOM/CENTCOM countries require 07 approval (per FCG). |  |
| **5** | **It is your responsibility to ensure all paperwork is complete prior to travel. It is highly recommended that you travel with your approved paperwork. PAPERWORK DOES NOT NEED TO BE RETURNED TO MIDPERS.** | BE SAFE &  HAVE FUN! |