



**FOR OFFICIAL USE ONLY
OCONUS TRAVEL WORKSHEET**

AG requires a response to every question asked on this form. Do not alter, omit, delete, change, edit, or ignore the questions asked on this document when inserting the responses to the questions. AG considers this document complete only when all questions are answered thoroughly.

Today's Date: _____
Date Due to AG: _____
(-30 days, minimum, from first day of travel)
Date Due to SGS: _____
(-7 working days, minimum, from first day of travel)

1. Organization Submitting Request:

2. Country(s) to be visited:

3. Particulars of Traveler(s). List each traveler, highest in grade first:

Full Name, Rank/Grade: _____
Duty Title: _____
Branch of Service: _____
SSN: _____
Organization: _____
Date / Place of Birth: _____
Citizenship or nationality if non-US: _____
Security Clearance Level: _____
Passport number, date of issue, where issued, and expiration date: _____

Date of Anti-Terrorism Level 1 Training (Certificate is valid for one year prior to travel). Day/Month/Year: _____

<https://atlevel1.dtic.mil/at/>

Date of Threat or Force Protection briefing required by country(s) being visited: _____

-Area of Responsibility (AOR) Threat Travel Briefings are conducted every Thursday at Building 77 (located at the corner of Grant and Reynolds Ave) on the first floor in the Installation Operations Center. There are four briefing sessions: The times are 1300-1330/1330-1400/1400-1430/1430-1500hrs. Please bring copies of your AT Level 1 completion certificate, SERE-100.1 Code of Conduct Training, and your PRO-File certificate.

4. Organizations(s) to be visited: _____

In-Country POC Name: _____

In-Country POC grade or title: _____

In-Country POC phone number: _____

In-Country POC email address: _____

5. Purpose of travel: (Be specific; "Official business" is not adequate.):

6. Dates of travel and complete itinerary:

-Flight information to include Airline, Flight #, Dates, and Times: _____

-Specific locations to be visited in each country, including each city, province, island, or state:

-Date and time arriving and departing each location: _____

-Alternate dates, if original dates cannot be accommodated. If no alternate dates planned, then state: "None."

7. Support required and source of funding: _____

-Logistical and / or administrative support requested. Examples of such support are hotel accommodations, ground and air transportation, drivers, required onward bookings, courier service or storage for classified material, security guards or forces, assistance in preparing or presenting briefings, and assistance in arranging meetings. If not support is requested, then state none.

-State who pays for the requested services, and with whose program funds?

-Fund cite or other funding source for services requiring payment?

8. Travel Tracker / Individual Antiterrorism Plan (TT/IATP) required by country?: YES or NO. If required please provide:

Approval date: _____

6 Digit Entry number: _____

-Check SECTION III of the Foreign Clearance Guide usually within '*Mandatory Training Documentation*' to see if this requirement pertains to your traveler(s). PACOM currently requires all travelers to have a TT/IATP. To access TT/IATP, use: <https://iatp.pacom.mil>. All TT/IATP must be signed by an O6 or above. CAC SGS has sample TT/IATP's.

9. SERE-100.1 Code of Conduct Training, PRO-File, Human Rights required by country?: YES or NO. If yes, please provide copy of certificates and date completed:

Date completed PRO-File (ISOPREP): _____

(PRO-File certificate is valid for one year prior to entering country, and usually requires updating every six months prior to travel). To access PRO-File training, use: <https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/Survey.aspx>

Date completed SERE-100.1 Code of Conduct Training: _____

(SERE-100 certificate is valid for two years prior to entering country, and usually requires updating every six months prior to travel). To access SERE-100.1 Code of Conduct Training use: <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

10. Attach signed DPTM Memorandum FOR RECORD "Receipt of OCONUS AOR Briefing". (OCONUS AOR Briefing Memo is valid for three months prior to entering country).

11. POC from submitting organization:

Name: _____
Address: _____
Telephone number: _____
E-mail address (cannot be a traveler): _____

Please do not deviate from this format. This information is required to process an OCONUS Travel Request.

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Data required by Privacy Act of 1974:

Authority: DoD 4500.54-M

Principle Purpose: To request country and theater clearance for official travel.

Routine Uses: Information will be entered into a secure automation system to request approval.

Disclosure: Disclosure is voluntary; however, missing data items could result in denial of country and theater clearance.

Proponent: Fort Leavenworth Adjutant General Division.