



DEPARTMENT OF THE ARMY
MISSION COMMAND TRAINING PROGRAM
400 KEARNY AVENUE
FORT LEAVENWORTH, KANSAS 66027-1306

ATZL-CTM

18 February 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP) for Requesting Country Clearance Travel for Temporary Duty (TDY).

1. References:

- a. DOD 4500.54-M Foreign Clearance Guide (FCG)
- b. Army Regulation 55-46 (Travel Overseas)
- c. Army Regulation 600-8-105 (Military Orders)
- d. USARPAC Reg 525-2

2. IAW Army and CAC policy, OPSGRPs will submit an OCONUS TDY travel packet for Soldiers and DA Civilians traveling outside the Continental United States (excluding Alaska and Hawaii). Travel must be approved by the MCTP Commander prior to submitting the country clearance packet to CAC AG for Personnel Automated Clearance System (APACS) processing. APACs approval is required by Army Regulation prior to any travel OCONUS.

3. OPSGRPs will input all travel into the MCTP Consolidated Travel Tracker prior to submitting the country clearance packet.

4. All OCONUS TDY request packets are routed through:

- a. OPSGRP POC for validation (OPSGRP POC Responsibility)
- b. OPSGRP COG for signature – Letter of Lateness, FP Plan (OPSGRP POC Responsibility)
- c. MCTP S3 Travel Manager for validation and S3 signature (S-3 Travel Manager Responsibility)
- d. MCTP Commander for signature (S-3 Travel Manager Responsibility)
- e. CAC AG for APACS entry and clearance approval notification (S-3 Travel Manager Responsibility)



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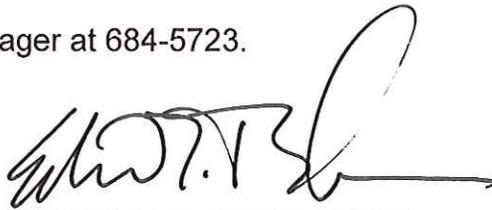
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5. The OPSGRP (or the designated lead OPSGRP) POC will submit the request for foreign country travel NLT than 45 days prior to the earliest travel date in accordance with this SOP to the MCTP S3. OPSGRPS will add all potential attendees onto the request.
6. MCTP S3 will process the packets through the MCTP chain of command for commander approval NLT 40 days and forward to CAC AG NLT 35 days prior to the earliest travel date.
7. Once AG receives clearance approval, they will send the APACs number to MCTP S3 and the OPSGRP POC. Approval times vary with the country and may take 2-3 weeks.
8. MCTP S3 will monitor the clearances and engage CAC AG if clearances are not received within 1 week of departure.
9. OCONUS Country Clearance packets will contain:
 - a. Letter of Lateness signed by the COG – if submitting OCONUS travel request less than 45 days from travel. (Encl 1)
 - b. TDY/Overseas Worksheet – If less than three travelers, enter all travel data/dates on this worksheet. If three or more use the Continuation List of Travelers spreadsheet. Flight data is required prior to forwarding the package for approval. Ensure all training dates are valid for travel. (Encl 2)
 - c. Continuation Sheet - List of Travelers (if more than two travelers) – ensure all training dates are valid for travel. (Encl 3)
 - d. AT/FP Plan – signed by O-6 or above. This plan is only required when noted in the Foreign Clearance Guide (FCG). (Korea requires one for exercises) (Encl 4)
 - e. Approved Individual Antiterrorism Travel Plan (IATP) number included on the worksheet and continuation sheet if traveling to the PACOM Region (Japan, Korea, Australia, Hawaii, etc). – The OPSGRP POC must submit an IATP through the PACOM portal for the team's travel into country. Once complete they will receive the IATP number. (Encl 5)
10. OPSGRPS must retain copies of:
 - a. Level 1 AT training certificate (valid to within 12 months of the travel completion date).
 - b. SERE100 Certificate (valid to within 24 months of the travel completion date).
 - c. USFK training certificate (if traveling to Korea) (valid to within 12 months of the travel completion date).
 - d. ISOPREP PRO-FILE completed and validated within 90 days of travel

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- e. PRMS ISOPREP letter (signed by the S2 showing ISOPREP has been created/reviewed within 90 days of travel (this date needs to go on the continuation list of travelers spreadsheet – not the ISOPREP “creation” date).
 - f. Copy(s) of Memorandum for Record of Receipt of foreign country AOR Briefing for Each Traveler – this will be obtained when the Soldier completes the briefing located on the S2 portal and notifies S2 of completion. Valid for three months prior to entering country.
 - g. Copy of DA Form 7425 (Readiness and Deployment Checklist) for all SAV and PDSS missions.
11. OPSGRPS will prepare NATO Travel Orders IAW AR 600-8-105, para 4-9 for travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Turkey, or the United Kingdom – **FOR MILITARY TRAVELERS ONLY**. NATO Travel orders are not submitted with the clearance packet to the S-3. (Encl 6)
12. OPSGRPS are responsible for filing OCONUS travel requests for all augmentee OC/Ts and should not wait for Augmentee OC/Ts to complete training at the expense of submitting a request late. If necessary, submit a second country clearance request packet for the delinquent augmentee OC/Ts once their training has been completed.
13. POC for this memorandum is Kim Bartenslager at 684-5723.



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