

## Foreign Travel Checklist

This worksheet will be used to prepare leisure travel outside of the continental United States and its territories of all military personnel assigned to the 11 MDS.

1. Complete the OSI Foreign Travel Prebrief Survey found on the AF portal. This should be completed at least 30 days before your departure date.
2. Enroll in the Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>
3. Travelers must consult the Foreign Travel Clearance Guide (FCG) directly at <https://www.fcg.pentagon.mil/fcg.cfm> to determine if travel authorized and what training requirements exist for the destination countries.
4. Once the training is completed, submit this completed worksheet to the security manager. Worksheets should be completed as soon as travel is planned but at least 3 weeks prior to start of leave.

<b>PERSONAL INFORMATION</b>			
Name (Last, First M):		Rank/Civ: _____	
Security Clearance: _____			
Travel Destination(s):		_____	
Are these destinations part of a cruise?		_____	
YES            NO		_____	
Travel Dates: _____			
<b>TRAINING REQUIREMENTS (if applicable per FCG)</b>			
Course / Requirement	Date (YYYY-MM-DD)	Course / Requirement	Date (YYYY-MM-DD)
AT Level 1 Training :	_____	Force Protection:	_____
ISOPREP:	_____	Medical Assessment:	_____
SERE Training :	_____	AOR Location Brief :	_____
<b>CLEARANCE REQUIREMENTS (if applicable per FCG)</b>			
Country: _____			
Theater Clearance Required Yes	No	Date Clearance Granted	
Country Clearance Required Yes	No	Date Clearance Granted	
Special Area Clearance Required: Yes      No	Date Clearance Granted: _____		
<b>Supervisor:</b>			
<ul style="list-style-type: none"> <li>Ensure member completed above sections, training requirements, and is approved for leave by the section. Verify OSI certificate and APACS notification (if applicable)</li> </ul>			
Supervisor's Signature: _____			
<b>Security Manager:</b>			
<ul style="list-style-type: none"> <li>Consult JPAS and complete the Foreign Travel Reporting Form and submit to 11<sup>th</sup> Wg/IP (if required)</li> </ul>			
Security Manager's Signature: _____			
<b>Member:</b>			
<ul style="list-style-type: none"> <li>Submit leave request to Sq/CC with this checklist as an attachment in LeaveWeb</li> </ul>			

