EXPEDITIONARY WARFARE TRAINING GROUP,
3423 GUADALCANAL ROAD
SAN DIEGO, CALIFORNIA 921 55-5099

LEAVE TRAVEL OVERSEAS CHECKLIST

(Red denotes on SIPRNet)

Name (Last/First/MI): _____

Rank: _____ **SSN: (last 4)**_____ **Division:** _____

Destination/Country: _____ **Mode of Travel:** _____

Reason for Travel: _____ **Airline/Cruise line:** _____

Date of Departure: _____ **Point of Departure:** _____

Date of Return: _____ **Point of Return:** _____

Point of Contact Phone while overseas:_____

Point of Contact Email while overseas:_____

____: AT/FP Level 1 Training within last year (can't expire during travel)
- Date Completed: _____
- Attach Certificate
- Can Be Completed at www.AT-AWARENESS.ORG, or NKO/Marine Net

____: SERE Level A/B or COC A/B, completed within last 24 months (can't expire during travel):
- Date Completed: _____
- Attach Certificate
- Marines: MARINENET www.marinenet.usmc.mil
- Navy: NKO www.nko.navy.mil
- Air Force: ADLS https://golearn.csd.disa.mil/kc/login/login.asp?kc_ident=kc0001&blnAccess=TRUE
- Army: AKO http://jko.jfcom.mil/

____: Location/Area Specific Training
- http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html
- Date Completed: _____

____: **AOR Location Brief (Japan Travel ONLY)**
- **SIPR AOR Brief: *http://psp-usa.hq.pacom.smil.mil/orgareas/J3/J34/J343/Travel%20Requirements/Pages/default.aspx***
- **Date Completed:** _____

____: APACS (Travel Clearance)
- Official Travel see Rusty Tulao for submission
- Unofficial Travel member must submit via APACS (if required) https://apacs.dtic.mil/apacs/apacsservlet?cmd=apacsLogin
- Verify if required for unofficial travel on FCG https://www.fcg.pentagon.mil/fcg.cfm
- APACS ID number: _____

EXPEDITIONARY WARFARE TRAINING GROUP, PACIFIC
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SAN DIEGO, CALIFORNIA 921 55-5099

____: ISOPREP Verification in PRIMS, SIPR Terminal Required
- https://prmsglobal.prms.af.smil.mil
- PRIMS/ISOPREP help desk (586)239-3701
- If no SIPR access contact the Joint Personnel Recovery Center at (808)477-8089 or email joc.cprc.pacom.fct@pacom.mil
- Date Completed: _____

____: Registered with State Department (Embassy)
- Attach copy of registration page
- https://travelregistration.state.gov/ibrs/ui/

____: Submit AT Travel Tracker
- attach confirmation page
- https://iatp.pacom.mil/iatp/new

____: AT Threat Update Brief within 1 week of departure
(Time/Date Scheduled _____)
- POC: AT Officer

____: Travel to Mexico - see following page
____: Copy of Passport Attached
____: Copy of Itinerary Attached

Anti-Terrorism Officer: I have reviewed the required AT/FP requirements for travel to _____. Member has reportedly completed all requirements.

_____ _____
Signature Date

Section Head: I have reviewed the above request and verify that the Marine/Sailor has a viable and safe plan for travel. I hereby recommend APPROVAL / DISAPPROVAL of this request.

_____ _____
Signature Date

Department Head: I have reviewed the above request and verify that the Marine/Sailor has a viable and safe plan for travel. I hereby recommend APPROVAL / DISAPPROVAL of this request.

_____ _____
Signature Date

1stSgt Comments (Enlisted Personnel Only): _____
Signature Date

Executive Officer Comments: _____
Signature Date

Commanding Officer Comments/Final Approval:

_____ _____
Signature Date

EWTGPAC 1000/10 (REV 6-12) Microsoft Word

Return Signed Copy to Command's AT Officer

Updated: June 2012

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Mexico Specific Requirements:

____: Communications Plan- must have in possession the following phone numbers in case of an emergency

- American Consulate General:
  - Ave. Tapachula #96, Colonia Hipodromo, 22420 Tijuana, Baja California, Mexico
  - Telephone: 01152-664-622-7400; Duty Phone: 619-692-2154
  - If not traveling to the Tijuana Mexico area, substitute the Tijuana number for the nearest U.S. Embassy/Consulate Office
- Border Shore Patrol:
  - Telephone: 619-428-2427/1318 (Collect Calls Accepted)
- EWTGPAC Command Duty Officer:
  - Telephone: 619-726-0861

____: Buddy System - All personnel will use the buddy system. The buddy system is any individual, military or civilian, that is over the age of 18.

- Name of Individual: _____

_____: Required Reading for Travel to Mexico, documents found at https://public.seat.nmci.navy.mil/iatp/default.aspx. From this link the documents are the last bullet under "AOR Location Specific Brief". These documents are also available on sharepoint at https://www.portal.navy.mil/comnavairfor/CSFTP/EWTGPAC/Departments/N0/Security/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fcomnavairfor%2fCSFTP%2fEWTGPAC%2fDepartments%2fN0%2fSecurity%2fShared%20Documents%2fOverseas%20Travel%2fRequired%20Reading%20for%20Mexico%20Travel&FolderCTID=&View=%7bCECAECFE%2d326F%2d47C2%2dA416%2d2F65EB5B39B8%7d :

- Mexico Brief
- WHTI Mexico Fact Sheet
- CNRSW Liberty INST 1500.1C
- Travel Tracker Procedures for CNAF Personnel
- Tijuana Liberty Brief
- CNRSW - 1 MEF Mexico Message - Mexico Travel Policy
- Date Completed: _____