

Checklist for Foreign Travel

Soldier's Name and Rank: _____

Travel Date(s): _____

Leave Location(s): _____

_____ 1. Confirm that the foreign travel location is authorized, in accordance with the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/fcg.cfm>).

_____ 2. Notify the Company Commander/Battalion Commander of planned personal foreign travel.

_____ 3. Submit the following documents to Joint Force Headquarters Personnel Security (PERSEC) Manager between 30 and 60 days prior to travel:

_____ AGR and ADOS Personnel: DA Form 31 with the full leave address and phone number in block 6 and all countries to be visited, including layovers in foreign countries, in block 17.

_____ M-Day Personnel: Leave memorandum signed by the Commander. The memorandum must include the full leave address with phone number and all countries to be visited, including layovers in foreign countries. See Leave Memo Sample (enclosed).

_____ Flight itinerary.

_____ Picture page of your US Passport (clear photocopy).

_____ Level 1 Anti-terrorism Awareness Training Certificate (<https://jkodirect.jten.mil>)

_____ Foreign Travel Questionnaire (Pre-Travel); this applies only to Soldiers holding a Top Secret Security Clearance.

_____ 4. Upon receiving Foreign Travel Leave Orders from Joint Force Headquarters, complete Force Protection Training and Area Specific Briefing (as applicable).

_____ 5. Soldiers with a Top Secret Security Clearance must contact the JFHQ SSO for a debriefing within 30 days of completing foreign travel.