



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL CENTER OF EXCELLENCE
3630 STANLEY ROAD
JBSA FORT SAM HOUSTON, TEXAS 78234-6100

ATMC-IN
25 Aug 22

SUBJECT: OCONUS Travel Instructions

1. Purpose: To provide guidance on the preparation and approval of OCONUS travel through the G2 office

2. Facts:

- a. The Traveler's Individual Anti-Terrorism Plan (IATP) and Aircraft and Personnel Automated Clearance System (APACS) approval (if required) will be submitted by the G-2 office. Please be advised that this process can take up to 30 days in total.
- b. OCONUS Travel request should be submitted to our office no later than 60 days of desired travel date IAW OCONUS travel policy. This will allow for adequate processing time through the G2 office and distant end.
- c. OCONUS travel requests will be handled from the date of travel and not from the date of submission. Emergency travel will take precedence over all others.
- d. Once approval is received, the G-2 office will issue the traveler a signed OCONUS Travel Approved memorandum along with a copy of their Individual Anti-terrorism Plan. It is highly recommended that the traveler prints their IATP and approval memo and keep it in their possession during the duration of their trip.
- e. The traveler is responsible for completing all required AOR location specific briefs
 1. Worldwide Threat Levels https://iatp.pacom.mil/threat_matrices
 2. DOS Consular Travel Advisory (Country Specific) <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
 3. OSAC Warden Messages <https://www.osac.gov/>
 4. DOS Country Specific – <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
 5. DOD Foreign Clearance Guide (Country Specific) <https://www.fcg.pentagon.mil/index.html?aspxerrorpath=/>
 6. Travel. State <https://travel.state.gov/content/travel/en/international-travel.html> search for your specific country

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7. Japan Liberty Policy *Required only if travelling to Japan
https://iatp.pacom.mil/system/document_files/attachments/000/000/054/original/USFJ_Liberty_Order_12_July_16.pdf?1482256930
8. Mexico brief (5 in total) *Required only if travelling to Mexico
 - a. https://iatp.pacom.mil/system/document_files/attachments/000/000/033/original/NCIS_Mexico_Brief_JAN_2017.pdf?1485197628
 - b. https://iatp.pacom.mil/system/document_files/attachments/000/000/031/original/mexico_whti_fact_sheet.pdf
 - c. https://iatp.pacom.mil/system/document_files/attachments/000/000/029/original/comnavregswinst_liberty_inst_2007_-_ii.pdf
 - d. https://iatp.pacom.mil/system/document_files/attachments/000/000/034/original/tijuana_liberty_brief_2009_cha.ppt
 - e. https://iatp.pacom.mil/system/document_files/attachments/000/000/062/original/I_MEF_MCIWEST_Travel_Policy_Update_1-16.pdf?1497641322
- f. The traveler must complete the required Pre-Travel training <https://jkodirect.jten.mil/>
 1. Level 1 AT Awareness Training (must be within 12 months of travel)
JKO Course #US007
 2. SERE 100.2 Level A code of Conduct Training (must be within 36 months of travel) JKO Course # A-US1329
 3. USFK Training *Required only if travelling to South Korea JKO Course #US171
 4. Human Rights Training *Required only if travelling to SOUTHCOM AOR
JKO Course #N-US649-HB
- g. The traveler must enroll their trip into the Smart Traveler Enrollment Program (S.T.E.P) <https://step.state.gov/step/> Please note: Travel to US Territories, Alaska and Hawaii do not require enrollment
- h. Traveler must complete the OCONUS Travel Request Form
 1. Form must be completed in its entirety

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2. A detailed itinerary for the trip must be noted on the form. This should include dates, times, airport names, flight numbers and cities traveler will be visiting while OCONUS. An actual snapshot of the Travelers itinerary may also be submitted to the OCONUS travel manager as well.
3. Traveler must include complete Hotel/Lodging information with phone numbers an address. If traveler is staying with friends or family while OCONUS, they will need to include the name of the relative or friend along with their local address and phone number.
4. If traveler is going OCONUS on TDY, An OCONUS Point of Contact Name and Rank with phone and address must be listed on the form.
 - i. Traveler will return the completed form and copies of required training certificates to usarmy.jbsa.medical-coe.other.g2-support@army.mil. If traveler can not send encrypted emails, they will utilize DoD Safe [DoD SAFE \(apps.mil\)](https://apps.mil) to submit their documents.
 - j. The G-2 will conduct the ISOPREP validation on behalf of the traveler. If more information is needed the G-2 will contact the traveler.
 - k. The G-2 will enter in the IATP/TT and APACS (if required) on behalf of the traveler. Once an approval is granted through APACS, the OCONUS travel manager will email the Traveler their OCONUS Travel Approval Memo and their IATP.
 - l. Traveler must notify the G-2 office immediately if their travel has been canceled.
 - m. The point of contact for this instruction sheet is the G-2 Directorate at (210) 221-8200

Mrs. Natalie Wachowicz, OCONUS Travel Manager
Approved by: Carlton R. Hinnant GG14, DAC ACSIN/G2