



## 8th ESB Foreign Leave Checklist

<b>*To complete these requirements please use CAC-enabled computer*</b>
<input type="checkbox"/> JOINT ANTI-TERRORISM LEVEL 1 (AT LEVEL 1 TRAINING) COMPLETE (Marinenet or <a href="https://jkodirect.jten.mil/">https://jkodirect.jten.mil/</a> )
<input type="checkbox"/> SERE 100 COMPLETE ( <a href="https://jkodirect.jten.mil/">https://jkodirect.jten.mil/</a> )
<input type="checkbox"/> Access Foreign Clearance Guide (FCG) and find the country you are visiting. Follow the instructions provided in the guide. ( <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a> ) -Select personnel entry requirements for leave travel -See AOR Location Specific Brief and verify if it is applicable -If applicable schedule country specific brief with S-2
<input type="checkbox"/> CREATE OR VERIFY ISOPREP WITH S-2 -If you have NEVER created an ISOPREP, complete pro-file at: <a href="https://prmsglobal.prms.af.mil/">https://prmsglobal.prms.af.mil/</a>  -To verify ISOPREP please call: 910-450-2056/ 910-450-7209                      OR  We accept walk-ins on Tuesdays and Thursdays from 0900-1100 and 1300-1600.
<input type="checkbox"/> Notify the Security Manager of foreign travel location and dates. Foreign travel is required to be reported for security clearance purposes. Security Manager's office is next to the Chaplain's office. (910) 451-4906
<input type="checkbox"/> Create IATP Account and submit Anti-Terrorism Plan: <a href="https://iatp.pacom.mil">https://iatp.pacom.mil</a>
<input type="checkbox"/> Create APACS account and submit request: <a href="https://apacs.milcloud.mil/">https://apacs.milcloud.mil/</a>
<input type="checkbox"/> Submit MOL Leave Request with Foreign Leave Quad Slide: <b>-Standard foreign leave requests must be approved by the <u>Battalion Commander</u> at minimum</b> -Find Quad slide in S2 Teams Page -Email S2 for Quad Slide <b>-EMAIL S2 ONCE IATP, APACS, AND MOL HAVE ALL BEEN SUBMITTED</b>
<input type="checkbox"/> Confirm MOL leave request and APACS is approved before travel.
<input type="checkbox"/> Notify S2 and Security Manager of return from leave
<b>Questions/ Concerns</b> Call: 910-450-2056/ 910-450-7209



CUI

# Foreign Leave



5 Ws

Training Requirements

Who:  
What:  
Where:  
When:  
Why:

**AT Level 1 (JKO):**  
(CY training requirement)  
**SERE 100 (JKO):**  
(complete within two years of travel)  
**ISOPREP:**  
(complete or validated within six months of travel)  
**Country Threat Brief:**  
(complete within 30 days of travel if applicable)

APACS Data

Extra Notes or Information

APACS ID:

Theater Clearance:

Country Clearance:

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