



# MAG-24 Foreign Pre-Travel Checklist

Rank and name (LName, FName MI): _____
Additional travelers (LName, FName): _____
Countries visiting / purpose: _____
Departure / return dates (YYYYMMDD): _____

## 1. Review Location Specific Information

<http://travel.state.gov/content/passports/english/country.html>  
(Must be reviewed within 90 days of travel)

## 2. Complete Antiterrorism Level I Training

[MarineNet](#) Course Code: JATLV10000 OR  
[Joint Knowledge Online](#) (JKO) Course Code: JS-US007  
(Must be completed within 12 months of travel)

## 3. Survival, Evasion, Resistance, and Escape (SERE) Course 100.2

[Joint Knowledge Online](#) (JKO) Course Code: J3T A-US1329  
(Must be completed within 36 months of travel)

## 4. Complete Theater Specific Training with local S-2/ATO.

Travelers with clearances higher than SECRET must contact their SSO.  
(Must be completed within 12 months of travel)

## 5. Verify Isolated Personnel Report (ISOPREP) with local S-2.

SIPRNet: <https://prmsglobal.prms.af.smil.mil>  
(Must be completed within 12 months of travel)

## 6. Review the DOD Foreign Clearance Guide (FCG)

<https://www.fcg.pentagon.mil/>  
Note: Contact Medical for any concerns about upcoming travel

## 7. Submit Travel Tracker/Individual Antiterrorism Plan

(TT/IATP) <https://iatp.pacom.mil>  
TT/IATP #/Approval Date will be needed for APACS request  
(Must be completed and approved prior to travel; TT does NOT require additional approval, IATP submissions must be approved)

## 8. Submit Aircraft & Personnel Automated Clearance System (APACS)

<https://apacs.milcloud.mil/apacs/>  
(Must be completed 30 days prior to travel)  
Travelers will need dates of travel, itineraries, official contact info, and TT/IATP completion and entry #.

## 9. Enroll in the Smart Traveler Enrollment Program (STEP)

<https://step.state.gov/>

## 10. Save this document (LName\_YYYYMMDD-YYYYMMDD\_MAG-24 PRE-TRAVEL CHECKLIST (CAO 20250807)) and route to your Antiterrorism Officer (ATO) with the PDF following enclosures:

- a) AT Level 1 Certificate b) SERE Course Certificate  
c) Approved TT/IATP d) Approved APACS request

### Additional USFK Requirements

<http://www.usfk.mil/Newcomers/Training/> &  
[Joint Knowledge Online](#) (JKO) Course Code: USFK-US171  
(Must be completed within 12 months of travel)

Ensure the information for dependents/civilians (who are not required to submit TT/IATP but are traveling with you) are added in the additional traveler section. In the event of a personnel recovery, this information will ensure the proper assets can be deployed to retrieve all personnel.

### TT/IATP Applicability:

- Military: applies to both OFFICIAL and UNOFFICIAL/LEAVE Travel.
- DOD Civilians: Generally, applies to OFFICIAL travel only.
- CONTRACTORS: Generally, applies to OFFICIAL travel only.
- CIVILIAN DEPENDENTS/FAMILY MEMBERS: applies to OFFICIAL travel only and does not include the SERE or ISOPREP requirements. However, if traveling with the servicemember, their information needs to be added to the TT/IATP for the reasons listed in the TT/IATP Submissions section of this document.

### COMPLETION DATES (YYYYMMDD):

1. State Department Review: \_\_\_\_\_
2. AT Level I: \_\_\_\_\_
3. SERE 100.2: \_\_\_\_\_
4. AOR Brief: \_\_\_\_\_
5. ISOPREP: \_\_\_\_\_
6. FCG: \_\_\_\_\_
7. TT/IATP #: \_\_\_\_\_
8. APACS #: \_\_\_\_\_
9. STEP: \_\_\_\_\_
10. Passport Expiration Date: \_\_\_\_\_
11. Departure Date / Airline / Flight #: \_\_\_\_\_
12. Return Date / Airline / Flight #: \_\_\_\_\_
13. Attestation Statement:  
"All information on this request is true and accurate. I understand that I am responsible to inform the Commanding Officer of any changes or deviations to this Foreign Travel Plan.  
Traveler Signature & Date \_\_\_\_\_
14. ATO Signature & Date \_\_\_\_\_
15. MAG CO Signature & Date \_\_\_\_\_

\*When Required\*

### TT/IATP Guidance:

If traveling with another DOD Servicemember/Civilian/Contractor from the same unit, one person will submit the TT/IATP for all travelers. If additional travelers originate from different units, everyone will submit their own TT/IATP. This allows each unit to properly track their personnel.