

311 TRS RASI Preparation Tips (updated 6/25/15)

This guide has been prepared to assist future RAS officers in their preparation for in-country immersions. It is a basic checklist of RAS hints, helps, and foreign travel requirements. The checklist is broken down into 2 sections: 1) Items that can be accomplished prior to immersion country notification and 2) Items that must be accomplished after immersion country notification. Some of the items below can be done before you are in contact with AFCLC; others need AFCLC and SAF/IA's coordination. Please use common sense and sound judgment to discern what to do when. The list of items below is driven from a sub-Saharan Africa RASI trip, so some of them may not apply to other RASI regions. *****This checklist is a checklist to help RAS officers with basic directions. IT IS NOT INTENDED TO COVER ALL SITUATIONS. THE RASI HANDBOOKS (OLD and NEW versions) SHOULD BE REFERRED TO AS THE FIRST SOURCE FOR ALL RAS QUESTIONS*****

PRIOR TO COUNTRY NOTIFICATION...

- **Joint Foreign Area Officers Course (JFAOC)**
 - This is a week-long mandatory training event for RAS who attend DLI or NPS. It provides instruction in the fundamentals of the FAO Corps. Senior flag officers as well as an Ambassador provide keynote addresses and frame course instruction. Representatives from across the DoD and other government agencies provide instruction on the Joint, Interagency, Intergovernmental, and Multinational (JIIM) environment. Upon completion of the course, students should have a firm understanding of the unique requirements for Joint FAOs and the vital nature of the regional expertise. RAS officers will receive an email from SAF/IA calling for attendance; however, it is strongly encouraged to contact the JFAO program at faoprogramoffice@dliflc.edu to sign up for the first available class. Normally during this course, SAF/IA leadership will have a Q&A session with DLI/NPS RAS officers. Historically, the class is offered 2 times a year. *****NOTE - IT IS MUCH EASIER TO DO THIS COURSE EARLY ON DURING YOUR LANGUAGE PROGRAM*****

- **FAOweb**
 - Register for a FAOweb account by emailing faowebhelp@nps.edu. Visit <http://fao.nps.edu/> and familiarize yourself with FAOweb. FAOweb is an online portal that provides distance learning and community networking to Foreign Area Officers worldwide as well as a variety of online tools, reports, templates, and handbooks for RAS/FAOs.

- **Regional Affairs Strategist Immersion (RASI) Handbook and briefing**
 - The RASI Handbook and *RASI Overview* PowerPoint briefing provide detailed information on the immersion experience. If you did not receive a RASI Handbook or briefing with your original RAS notification, you can download one from FAOweb or contact Chief, IAS Force Development at DSN 754-3693 or saf_iapa_ias@pentagon.af.mil for an updated copy.

- **Foreign Clearance Guide**
 - Familiarize yourself with the Foreign Clearance Guide (FCG) and its structure. This guide explains the DoD requirements for foreign travel. There is no need to get into detail until you know what country/countries you will visit. Upon country notification, review the FCG for that country especially ID, medical info, and entry requirements. Visit <https://www.fcg.pentagon.mil/> for the FCG from a .mil domain or request access IAW the RASI Handbook.

- **Official (2nd if needed) No-Fee Passport, Visa (T-60 days) and Personal Tourist Passports**
 - RAS officers will travel on an official passport. Start early on getting an official passport as this may be one of the most time consuming processes. ***NOTE - YOU DO NOT HAVE TO KNOW WHAT COUNTRY YOU WILL VISIT TO GET AN OFFICIAL PASSPORT*** Use the RASI Handbook to apply for a passport and if possible, get a second official passport to help when in-country applying for multiple visas. Also, obtain a personal tourist passport by visiting <http://travel.state.gov/passport/>. This is important and can act as a backup. Additionally, you will need several (8-10) photos for passports and visas for your travel. POC: Mr. Osborne (NPS). tsosborn@nps.edu.

- **Anti-Terrorism Training Level 1 (AT Level 1)**
 - Accomplish AT Level 1 using ADLS on the Air Force Portal page and print a certificate of completion. This is required by the FCG for Foreign Travel.
 - <https://cs3.eis.af.mil/sites/27310/default.aspx>
 - <http://www.africom.mil/staff-resources/travel-to-africa>
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- **AFRICOM Specific requirements**
 - Apply for SOFA waivers if your RASI country requires for it. Contact SAF/IA SSA Director if in doubt
 - Complete AFRICOM AT/FP Plan (Terrorism Threat, Criminal, Political, Health threat levels)
 - <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=27310>

- ISOPREP (some portions are CLASSIFIED), Personal Recovery plan, AT/FP plan, ANNEX (for solo RASI travel) front/back digital photos...work with Mr. Brian Johnson in NPS SSO office to submit the form in the system, but AFCLC (O-6/O-7 equiv) will eventually sign the ANNEX and AT/FP plan...very complex...work with SAF/IA Regional director and AFCLC to clarify process.
- **Create an APACS account**
 - <https://apacs.dtic.mil/apacs/login.jsp>.
 - Submit final APACS request NLT 45 days prior to arrival in each country.
 - Do not submit request until you have required info (flights, hotels).
 - If traveling RASI solo, need O-6/O-7 approval from AFCLC with the ANNEX waiver. See my example APACS request (must add the rank of AFCLC director in the APACS request –O-6/O-7 equiv or higher--COCOM required before non-restricted approval).
 - Give embassy POC a draft of your APACS request for review to speed up their approval once the ANNEX waive from AFCLC is received (2 weeks prior dep.). You will need at least 10 days before departure to get your APACS request approved by embassies....
- **DTS Training**
 - <http://www.defensetravel.osd.mil/dts/site/index.jsp>
 - Click on TraX. If you have never used TraX before, you must register
 - Once logged in, click on training at the top (chalk board icon)
 - The select your roles-Traveler Only
 - Select WBT and DTS 101
 - MUST complete “Programs & Policies – Travel Card Program (travel Card 101)” training at <http://www.defensetravel.dod.mil/passport> for AFIT Finance to be accepted under their org (away from last base or NPS), which will be needed to see the SAF/IA 15 TRNG line of accounting in DTS to pay for your RASI trip...DO this ASAP
 - Sign GTC Statement of Understanding and send it to Mr. Gary Zembo
 - Gary Zembo (gary.zembo@afit.edu)
 - Budget Analyst
 - Air Force Institute of Technology (AFIT)
 - DSN: 785-8400 x 3605
 - Com: 937-255-8400 x 3605
 - Fax DSN: 986-4775
 - Fax Com: 937-656-4775
 - Increase credit limit prior to RASI departure...Send Mr. Zembo the filled out “GTC credit limit increase form” and “GTC SOU”...Your GTC is turned off until your date of departure. However, DTS/SATO will need your GTC to be turned on 1-2 months prior departure to book your plane tickets, hotels, or rental car...DO this ASAP.

- - FYSA: Doing order on DTS, NPS students are required to call NPS SATO team at 855-744-4657 once travel authorization has been approved by SAF/IA within 72 hours to confirm plane, hotel, and rental car. (New JFTR rule for DTS).
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- **Isolated Personnel Reports (ISOPREP)**
 - This report contains the important identification information and “code phrases” that will be used to identify you in the case that you are held hostage or kidnapped. The report is accomplished IAW the RASI Handbook. See other input above.
- **Level I AT/FP training on JKO**
 - This is computer based training required for RAS Immersions and will take approximately 2 hours to complete. CAC access is required. The training can be found on the Joint Knowledge Online (JKO) page <http://jko.jfcom.mil> under “Take Courses”, Enroll in Course # JS-US007-14.
- **Authorization to miss MUSTER and extended residency at NPS**
 - Submit request to miss MUSTER during RASI trip and extended residency at NPS to 2/3 weeks after RASI trip (to do outprocessing) before your RASI departure to PO, AFIT section/CC, deputy dean of students via the MUSTER page at the bottom.
- **Survival, Evasion, Resistance, and Escape 100 Training (SERE 100)**
 - This is computer based training required for RAS Immersions and will take approximately 8 hours to complete. CAC access is required. The training can be found on the Joint Knowledge Online (JKO) page <http://jko.jfcom.mil> under “Take Courses”, course # J3T A-US022.

UPON COUNTRY NOTIFICATION...

- **Travel Visas**
 - Along with the passports, these are the most important documents required for RASI immersion. The Air Force contractor, ABM, will help you apply for the visa. You will receive the information for applying with your country notification. Contact Mr. Osborne at NPS for further direction.

- **Aircraft Personnel Automated Clearance System (APACS)**
 - Prior to your immersion, you must get permission to enter the Theater and Country via the Aircraft and Personnel Automated Clearance System (APACS). You will use the FCG to input Country and Theater Requests IAW the RASI Handbook. Familiarize yourself with the APACS website as you will probably use it often as a RAS. Submit your APACS request ASAP upon learning your RASI location.

- **Immunizations**
 - Once you know your immersion location call x5741/5663 or visit the immunization clinic at DLI to set up an appointment. The clinic will determine the necessary vaccinations. Ensure you get and keep your yellow vaccination card for immersion travel. ***NOTE – SOME IMMUNIZATIONS MUST BE TAKEN OVER A PERIOD OF TIME (1 week), SO PLAN ACCORDINGLY***

- **Anti-Terrorism Plans (ATP) and Pre-Departure Briefs**
 - These will be accomplished upon country notification IAW the RASI Handbook.

- **Defense Travel System (DTS) Orders**
 - You must build orders on DTS IAW the RASI Handbook and briefing *RASI Overview.ppt*. ***NOTE - PRIOR TO SIGNING THE DTS ORDERS, ENSURE YOU SAVE DTS ORDERS AS A PDF AND SEND A COPY TO SAF/IA FOR REVIEW.***
 - Hotel reservations: need embassy RSO-approved list if not a homestay. Coordinate with AFCLC. If no direct feedback is received, put 75% per-diem & M&IE rates (if RASI is more than 30 days but less than 180 days—which turns to 50% if over 180 days) in DTS for strategic engagement. You need to book the RSO-approved hotel on your own (outside of DTS or within DTS if available). For language training, you don't get the 75% M&IE due lunch/dinner being paid by hotel/training facilities...not sure...contact AFCLC for further direction.

- **US Embassy Coordination Memo**
 - SAF/IA will contact the US Embassy in your immersion countries to coordinate your Strategic Engagement time. Upon approval, SAF/IA will notify you to begin communication with the embassy IAW the RASI Handbook. This is the best time to plan your participation in embassy events and mil-mil exercises.

- **TRICARE, arrival notification, Contact list, copies of passports/visa**
 - TRICARE: once arrived in country, call TRICARE overseas program for transfer: +44 20 8762 8384 or 1-877 678 1207 (stateside) to get medical coverage. Email is

tricarelon@internationalsos.com . Must contact TRICARE West region 877-988-9378 upon return to US to get US medical coverage.

- ARRIVAL notification: send a quick email of safe arrival to AFCLC team, SAF/IA country director, AFIT NPS CC within 24 hours.
- Develop an electronic and hardcopy lists of contact for RASI trip
- Make photocopies of passports/visa/ID/credit card in case of loss in foreign countries. Leave original in hotel's safe and bring photocopies as you travel in town.

*******THIS CHECKLIST DOES NOT CLAIM TO BE ALL-INCLUSIVE AND SHOULD BE USED ONLY AS A BASIC GUIDE. RAS OFFICERS SHOULD REVIEW AND FOLLOW CAREFULLY THE RASI HANDBOOK AND CONTACT SAF/IA WITH ANY OTHER QUESTIONS.*******

Additional resources:

DTS Online Course

<http://intranet.nps.edu/Travel/index.html>

DTS Training

<http://www.nps.edu/Services/Travel/Training/index.html>

No Fee Passports (may need 2 official passports for ease of visa application while in another African country).

Contact Mr. Theodore Osborne (Ted) at the NPS Passport Office

277 Stone Rd. Monterey CA 93943

831-656-1855

Don't get creative – just use this template.

GTC

- Link is here - <https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>

Visa requirement for South Africa

U.S. citizen visitors to South Africa for stays of up to 90 days for tourism, short business meetings, or in transit do not require visas in advance.

Visa requirement for Ethiopia

Travelers are advised to obtain a valid Ethiopian visa at the nearest Ethiopian Embassy prior to arrival. You must obtain a visa prior to arrival if you plan to enter Ethiopia by any land port-of-entry.