

**Headquarters United States Africa Command
OSC Personnel
Data Sheet & In-Processing Itinerary/Checklist**

SECTION I – Initial Data Collection

Personal Information

NAME (Last, First, MI):		RANK:	DATE OF RANK:	Projected OSC:
SSAN:	DOB:	Birth Place (State/Country):		
Home of Record (City/State):		Citizenship:	Derived by: <input type="checkbox"/> Birth <input type="checkbox"/> Naturalization	
Official Passport #:	Name on Passport:		Date Issued:	Exp Date:
			Place Issued:	
Tourist Passport #:	Name on Passport:		Date Issued:	Exp Date:
			Place Issued:	
Government Travel Card #:	Date Issue:		Expiration Date:	
E-mail (Official):	E-mail (Personal):		Duty Phone:	
<input type="checkbox"/> USA <input type="checkbox"/> USAR <input type="checkbox"/> USARNG <input type="checkbox"/> USN <input type="checkbox"/> USNR <input type="checkbox"/> USAFNG <input type="checkbox"/> USAF <input type="checkbox"/> USFR <input type="checkbox"/> USMC		Report No Later Than Date:	Tour Length (months):	
			<input type="checkbox"/> 12 <input type="checkbox"/> 15 <input type="checkbox"/> 18 <input type="checkbox"/> 24	
		Projected Report Date:	Date of Return to CONUS (Estimated):	
Security Clearance: <input type="checkbox"/> SECRET <input type="checkbox"/> TS <input type="checkbox"/> TS-SCI		Clearance Date:		Accompanied: <input type="checkbox"/> Yes <input type="checkbox"/> No
Spouse (full name):		DOB:	Passport #:	
SSAN:				
Child 1 (full name):		DOB 1:	Passport #1:	
SSAN:				
Child 2 (full name):		DOB 2:	Passport #2:	
SSAN:				
Child 3 (full name):		DOB 3:	Passport #3:	
SSAN:				
Child 4 (full name):		DOB 4:	Passport #4:	
SSAN:				

Immediate Actions

#	Activity	Note	Completed By	Date / Initials
1	Enroll in DISCS/Provide copy of SF 182 to J5M1	1	Member	/
2	Ensure that you meet the Security Clearance requirement	2	Member	/
3	Apply for Diplomatic Passport/Visa (this includes family members, if accompanied)	1, 3	Member	/
4	Provide AFRICOM Families Forward (AFF) Program Participation Election (if applicable)	1	Member	/
5	Provide Family and Pet Worksheet, if accompanied	1	Member	/
6	Provide Medical Readiness (Immunization Record)	1		
7	Copy of ORB (USA), SURF (USAF), OSR/ODC (USN)	1	Member	/
8	Register for Joint Knowledge Online (JKO)	1	Member	/
9	Complete training - Travel Card 101/SERE 100/AT-FP Level 1/Cyber awareness /CTIP/OPSEC/SHARP	1	Member	/

When filled-in, information on this form is subject to the Privacy Act of 1974

10	Are you in touch with the Community Liaison Office (CLO)?	1	Member/Spouse	/
11	Will you provide spouse email to CLO?	1	Member/Spouse	/
12	Do you consent to the release of the email to the Family Readiness Group to email spouse pertinent assignment information?	1	Member/Spouse	/

- 1 Email to J5 DSD at africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil
- 2 Contact your assignment manager/security officer to ensure the security
- 3 Members are required to obtain all required travel documentation (Passports, Visas) prior to reporting to USAFRICOM. Send copy of completed Diplomatic/Official Passports and Visas to J5 DSD.

SECTION II - Before PCS Departure

Pre-Departure Actions (PCCs/PCIs)				
#	Activity	Note	Completed By	Date / Initials
1	Copy of PCS Orders/Amendments	1	Member	/
2	Copy of PCS Leave Form (Army personnel only)	2	Member	/
3	Complete all Specific Country Entry Requirements https://www.fcg.pentagon.mil/fcg.cfm	3	Member	/
4	Completion of required Travel Documentation	4	Member	/

- 1 Additional Instructions of PCS Orders should include: Authorization of Civilian Clothing Allowance, Consumable Shipment, Family Concurrent Travel (If applicable), TDY en route to DISAM, NCR (OSC Chiefs Only), FACT and USAFRICOM.
- 2 Email to J5 DSD at africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil.
- 3 Visit the Electronic Foreign Clearance Guide and complete all Training, Medical, Clearance and Travel Requirements.
- 4 Members are required to obtain all required travel documentation (Passports, Visas) prior to reporting to USAFRICOM. Send copy of completed Diplomatic/Official Passports and Visas to J5 DSD.

Personal Actions				
#	Activity	Note	Completed By	Date / Initials
1	Update CAC Card (verify PIN number works)	1	Member	/
2	Update Family Member ID Cards	1	Member	/
3	Government Travel Card activation	-	Member	/
4	DA Photo (Army personnel only)	-	Member	/
5	Register for DODDS/ Homeschooling www.eu.dodea.edu/nondod/homeSchool.php	2	Member/Sponsor	/
6	Defense Language Proficiency Test Results	4	Member	/

- 1 Ensure that expiration date is extended beyond your AFRICOM tour length (ID Card facility is not available in Africa).
2. Update DA Photo prior to departure as no facilities will be available for the duration of your tour.
- 3 Contact your OSC Sponsor downrange for more specific information and applicability
- 4 Ensure language is "CURRENT" and Email DA Form 330 (DLPT Results) to J5 DSD at africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil

ACKNOWLEDGEMENT:

I have read and understand the requirements listed above:

Print Name: _____

Signature: _____

Date: _____