

## **TRAINING AND DOCUMENTATION**

- (1) COPY OF PCS ORDERS + ANY AMENDMENTS + **(DA 31 Army personnel)**
- (2) A COPY OF YOUR LAST PERFORMANCE EVALUATION
- (3) COPY OF YOUR LAST PHYSICAL FITNESS TEST
- (4) COPY OF FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB) ORDERS **(IF APPLICABLE)**
- (5) COPY OF SGLI AND DD FORM 93 (EMERGENCY DATA CARD)
- (6) COPY OF ORB/ERB/SURF/ODC/OSR **(AS APPLICABLE)**
- (7) COPY OF PASSPORTS/VISA (DIPLOMATIC FOR YOU AND FAMILY MEMBERS)
- (8) COPY OF YOUR ID CARDS
- (9) COPY OF MOST RECENT DEFENSE LANGUAGE PROFICIENCY TEST SCORES-DLPT, DA FORM 330 **(IF APPLICABLE)**
- (10) CERTIFICATE OF COMPLETION FOR DTS (BASIC) 101 - **(SEE DTS & TRAVEL CARD TRAINING.pptx**
- (11) GOVT TRAVEL CARD (101) – **(SEE DTS & TRAVEL CARD TRAINING.pptx (#8 on Welcome letter email, ABOUT DTS, DTS TRAVEL DOCUMENTS (DTS 101), TRAVEL POLICIES)**
- (12) COPY OF COMPLETE FLIGHT ITINERARY INCLUDING TRAVEL ALL THE WAY TO THE OSC IN AFRICA.

### **REGISTER FOR JKO TO COMPLET THE REQUIRED TRAINIG, AS LISTED BELOW:**

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

**JKO Link:** <http://jko.jten.mil/> (also try google)

- (13) JKO - CERTIFICATE OF COMPLETION FOR SERE 100.2 (J3T A-US1329) (4HRS)
- (14) JKO - CERTIFICATE OF COMPLETION FOR LEVEL I ANTITERRORISM AWARENESS TRAINING (FOR YOU AND FAMILY MEMBERS 14 YEARS AND OLDER) (JS-US007) (2HRS)
- (15) ANNUAL DOD CYBER AWARENESS CHALLENGE V4.0 (DOD -US1364) (1HR)
- (16) COMBATING TRAFFICKING IN PERSONS (CTIP) (J3T A-US1328) (1 HR)
- (17) OPERATIONS SECURITY (OPSEC) ANNUAL REFRESHER COURSE-Lite (EUC -ECJ6-110-N-LB)
- (18) USAFRICOM RECORDS MANAGEMENT (AFR -US002-RM-101) (.5 HR)
- (19) COPY OF UPDATED SHARP CERTIFICATE
- (20) Copy of your BIO.
- (21) COPY OF UPDATED DERIVATIVE CLASSIFICATION CERTIFICATE (STR USA34).

**NOTE: PLEASE COMPLETE AND SEND ALL DOCUMENTATION AND TRAINING CERTIFICATES TO**  
[africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil](mailto:africom.stuttgart.acj5.list.j50-dsd-admin@mail.mil)