

US Africa Command Reporting Instructions

PLEASE REVIEW THE ENTIRE DOCUMENT PRIOR TO ISSUING ORDERS

This document is current as of: 2 September 2014 previous editions are obsolete.

This information supersedes all documentation on the same subject.

.....

GENERAL: This instruction applies to all Department of Defense (DoD) military, DoD Civilian, and DoD contractor personnel assigned, attached or on temporary duty (TDY) to US Africa Command's (USAFRICOM) and the USAFRICOM Area of Responsibility (AOR). DoD contractor personnel are only included to the extent provided in the applicable contracts or according to DoD and Service or Agency policy.

POLICY: It is US Africa Command policy that all personnel deploying or on temporary duty (TDY), temporary additional duty (TAD), temporary change of station (TCS) to the U.S. Africa Command AOR in support of a named operation, will comply with the reporting and training requirements set forth in this instruction. Additional deployment guidance for civilians can be found on the following link:

http://www.per.hqusareur.army.mil/cpd/Contingency_Info/otherContingencyOps.aspx.

Non DoD Civilian employees should use the link as a guide when applying their organization's deployment procedures. This instruction does not apply to short term (TDYs that are 30 days or less) TDY/TAD's meant to be visits to the continent.

USAFRICOM, component and subordinate activities commanders are responsible for ensuring their personnel meet all service specific reporting and training requirements.

COMPONENTS SHALL USE THIS DOCUMENT AS A TEMPLATE TO CREATE COMPONENT SPECIFIC REPORTING INSTRUCTIONS.

EFFECTIVE DATE: This instruction is effective upon receipt.

INSTRUCTIONS ARE IN THREE PARTS

NEW INFORMATION:

- [Updated changes to Force Health Protection requirements](#)

UNCLASSIFIED

UNCLASSIFIED

PART I – GENERAL INSTRUCTIONS

PART II – SITE SPECIFIC REPORTING INSTRUCTIONS

PART III – TRAINING REQUIREMENTS

APPENDIX A. Training Requirements

APPENDIX B. Specific Unit Training Requirements

APPENDIX C. Training Readiness

APPENDIX D. Uniform & Clothing Readiness

APPENDIX E. Joint Knowledge On-line Instructions for member deploying to AFRICOM AOR (non- CJTF-HOA)

APPENDIX F. Joint Knowledge On-line Instructions for member deploying to CJTF-HOA

APPENDIX G. Joint Knowledge On-line Course Offerings

APPENDIX H. Unit Field Sanitation Kits

APPENDIX I. ADDITIONAL SITE SPECIFIC INSTRUCTIONS FOR LIBERIA - Operation Onward Liberty (OOL)

USAFRICOM Reporting Instructions POC Information: J133 /J135 at africomres-htm_J15group@afcom.smil.mil and africom_res_htp_J14@afcom.smil.mil. DSN: 314 421-3039/421-4198.

UNCLASSIFIED

PART I

GENERAL INSTRUCTIONS

- 1 - COMPLIANCE
- 2 - PERSONNEL READINESS FUNCTION
- 3 - ORDERS
- 4 - DUTY UNIFORM
- 5 - REQUIRED ITEMS
- 6 - MOBILITY BAGS
- 7 - EXCESS BAGGAGE AUTHORIZATION
- 8 - SECURITY CLEARANCE
- 9 - FUNDING
- 10 - WEAPONS
- 11 - TRANSPORTATION
- 12 - RENTAL CAR
- 13 - MEDICAL
- 14 - TRAINING
- 15 - COUNTRY CLEARANCE
- 16 - LEAVE

UNCLASSIFIED

1. COMPLIANCE

Compliance with the following instructions and requirements are mandatory for all DoD personnel deploying or going on TDY/TAD/TCS to U.S. Africa Command and the U.S. Africa Command AOR.

2. ORDERS ISSUING FUNCTION:

Personnel reporting to USAFRICOM and traveling to the AOR shall contact the gaining location point of contact (POC) upon receipt of travel orders/itinerary. All waiver requests (for personnel who do not meet specified requirements) shall be approved by the deployed commander or designated representative. Send waiver requests to USAFRICOM Resources Directorate, J133 /J135 immediately at africomres-htm_J15group@africom.smil.mil and africom_res_htp_J14@africom.smil.mil. Requests shall include the following information: Electronic Joint Manpower and Personnel System (e-JMAPS) position number, grade, name, social security number (SSN), Skill, additional or special skill (s), DRI (reporting date), line remarks, and justification for waiver. If reporting to CJTF-HOA, contact Strength Management at strength.management@hoa.usafricom.mil.

3. ORDERS:

A. North Atlantic Treaty Organization (NATO) orders are mandatory if traveling **to/from/through a NATO country**. Refer to the foreign clearance guide for a complete listing of all NATO countries. NATO orders shall be on a separate sheet of paper and shall not be on the back of the Contingency Exercise and Deployment (CED) order. If the member is deploying with a weapon it shall be reflected on the order that the member is authorized to bear arms and the weapons serial number.

B. e-JMAPS Number: Ensure e-JMAPS number is included in the remarks section of the order.

C. Joint Operations Planning and Execution Systems (JOPES): All personnel traveling/deploying in support of (ISO) a contingency or exercise will have their Unit Line Number (ULN) listed in their orders.

D. Force Tracking Number (FTN): All personnel traveling/deploying ISO a contingency or Theater Security Cooperation (TSC) event will have their FTN listed in their orders.

E. Meals and lodging: All orders shall indicate a meal and a lodging option. (See part II, Site Specific Reporting Instructions, for the options at each location.) The default

UNCLASSIFIED

meal rate for USAFRICOM named operations is "government meals available and directed." All orders shall state this unless specifically stated in part II of this instruction. Meal availability is the same for officers and enlisted.

4. DUTY UNIFORM:

A. Service-specific working uniform, as appropriate. Non-issue headgear and baseball style hats with squadron insignia are not authorized. Uniforms will be worn in accordance with Service directives. Deployed commanders will determine if there is a need for DoD civilians to wear the tactical working uniforms. When performing field duties, appropriate field uniforms (example: ABU, ACU or CCU) are authorized, including when conducting meetings or other activities in the field with partner nation militaries in attendance. When conducting activities with US Embassy or Host Nation, uniformed military leadership in venues outside of field conditions, service Class B or equivalent will be worn. In all cases, when meeting leadership of partner nation militaries, dress should match (Class B for Class B, or Service Dress for Service Dress) the attire of the partner nation leadership attending the meeting.

B. Civilian clothing allowance for officers and enlisted personnel. In addition to any other clothing allowance authorized, service members (officer or enlisted) directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a civilian clothing allowance. By law, an officer is authorized a civilian clothing allowance only if his or her permanent duty station is outside the United States.

5. REQUIRED ITEMS:

A. All military and civilian shall hand carry:

- Military or Civilian identification (ID) Card, as applicable (valid past end date of orders)*
- Official passports: Official passports may take 60 – 80 days to process and deliver
- ID tags with one short and one long chain (provided by component)
- Immunization records form (CDC 731), International Certificate of Vaccination or Prophylaxis, (yellow shot record) with an official yellow fever stamp is required. African countries may require re-vaccination or deny entry without proof (stamp) of yellow fever vaccination.
- Weapons qualification form (on rare occasions, deploying civilians may be issued side arms). Only government-issued side arms and ammunition are authorized.

UNCLASSIFIED

Civilians who are authorized to receive a side arm shall receive weapons-familiarization training on the proper use and safe handling of firearms.

- Deployment order and NATO travel order if travelling through NATO Countries

B. All members should arrive with the following:

- Verification of all ancillary training (including training completion date) as outlined in paragraph 14.
- Updated deployable medical record (DD Form 2766 or equivalent)
- Current documentation of quantitative gas mask fit test
- Government Travel Card and adequate supply of personal checks
- Copy of Security Clearance
- Equipment Operator License, if applicable
- Enough personal hygiene items and personal prescription medications to last duration of deployment plus 15 days or until resupply can be expected
- Servicemen's Group Life Insurance (SGLI) Election and Certification, DD Form 8286
- DD93 Record of Emergency Data/vRED

*NOTE: Under both The Hague and Geneva Conventions, DOD civilian employees are entitled to be protected as Prisoners of War (POWs) if captured. These protections are afforded to civilians who are authorized to accompany the armed forces and are issued a Geneva Conventions ID card. The Geneva Conventions ID card is different than a standard CAC and shall be requested through appropriate channels.

6. MOBILITY BAGS:

A. Reference Part II, Site Specific Reporting Instructions, for additional information.

B. Individuals who deploy with 'C' mobility bags shall deploy with a serviceable protective mask, hood, and filters, issued prior to departure from home station.

C. Definition of Mobility Bags

- A Bag/TA-50 Gear/Field Gear – Service provided organization clothing and equipment. Example: Sleeping bag, poncho, Kevlar helmet, canteen, cover, cup, cap, mess pan, utensils, first aid kit, insect repellent, ammunition (ammo) pouch, web belt, helmet head band, etc.

UNCLASSIFIED

- B-Bag/Service provided cold weather organization clothing and equipment as required for environmental conditions. Example: A-3 Kit, lined field cap, mitten set, Mukluk inserts, muklucs, N3B parka, wool socks, wool sweater, bottom undergarment and top undergarment.
- C-Bag/Service provided chemical warfare defense (CWD) equipment, as required for threat conditions. Example: DECON kit, C-2 Canister, MCU-2A/P Hood, Paper detecting M8, Tape detecting M9, Cotton inserts, Protective over garment, Glove (.14 mil), Black protective over boot (or Green/Black Vinyl Overshoe), and Kit Bag (if in built up configuration)
- D-bag/Aircrew Equipment – Service provided uniforms and equipment as required for environmental and threat conditions. Example: Aircrew Life Support Equipment, Aircrew CWD ensemble.

D. Does not apply if individual is deploying aboard a ship. IE: Africa Partnership Station.

7. EXCESS BAGGAGE AUTHORIZATION:

Personnel required to deploy with Mobility Bags are authorized excess baggage in accordance with (IAW) the Joint Federal Travel Regulations. (JFTR) Allowance will not exceed 3 pieces at 75lbs each. Civilian airlines may charge excess baggage fees (\$60-\$150 per bag) which are payable on the spot by member. If member transports a weapon as luggage an additional bag is authorized. Fire Protection and Explosive Ordinance Disposal (EOD) personnel are authorized two additional pieces of excess baggage for professional gear.

8. SECURITY CLEARANCE:

A. Personnel deploying in support of USAFRICOM operations shall have a minimum U.S. SECRET clearance with an investigation that is no older than 10 years on the planned date of departure from theater.

B. Personnel deploying to fill a TOP SECRET requirement shall have TOP SECRET clearance eligibility and the appropriate investigation (investigation shall be no older than 5 years unless member submits a Periodic Reinvestigation (PR) that can be verified in the Joint Personnel Adjudication System (JPAS). Personnel filling USAFRICOM positions may have interim TOP SECRET clearance if it can be verified in JPAS. "One time" TOP SECRET access may be acceptable, depending on the deployment position. However, "one time" TOP SECRET access is only acceptable for "collateral" TOP SECRET and not for positions requiring access to Sensitive Compartmented Information (SCI), Special Access Programs (SAP), or North Atlantic

UNCLASSIFIED

Treaty Organization (NATO) COSMIC TOP SECRET. Contact USAFRICOM POC for all exceptions to TS clearance.

C. US Africa Command POC for SCI security clearance is the USAFRICOM Security Support Office (SSO). Contact numbers are: DSN from US: 314-421-3752 or 314-421-3756, DSN FAX from US: 314-421-8966, or comm.: 011-49-711-729-8966. For non-SCI security clearance, contact USAFRICOM office of Security Management. Contact numbers are: DSN from US: 314-421-3756 or 2256.

9. FUNDING:

A. **Deployment funding:** US Africa Command will not provide funding. Deployments are component/service funded unless otherwise indicated on the Execute Order (EXORD) or Operations Order (OPORD) for the operation. For contingency operations, funding will be provided after the fact via reimbursement for O&M requirements captured in accounting system.

B. Prior to departure, members shall report to their Services financial office to determine eligibility and entitlements for Hardship Duty Pay (HDP-L formerly foreign duty pay), Family Separation Allowance (FSA), Per Diem, Imminent Danger Pay (IDP), Hostile Fire Pay (HFP) and Combat Zone Tax Relief (CZTR).

C. Members will set up an Electronic Fund Transfer (EFT) accrual payment to facilitate payment of monthly government travel card balance and/or ensure access to accrued Per Diem funds. Home station finance offices should ensure personnel are briefed concerning the importance of EFT accrual payments.

D. The Combatant or Joint Task Force (JTF) Commander determines the appropriate TDY option. For example, a JTF commander might determine that personnel in regular TDY status will have a Per Diem rate of \$3.50, since all meals are provided at no cost. In this case, the Per Diem rate, even for TDY personnel on interim travel within the AOR, will also be \$3.50. Members shall provide an AF FM 2282 Statement of Adverse Affect (or other service equivalent); to support payment of any missed meals. The Deployed commander (or equivalent) shall sign as the approval authority, which will be process at home station.

E. Personnel reporting to CJTF-HOA shall have a Government Travel Credit Card (GTCC). Members reporting without a GTCC may be denied the ability to travel in support of command missions.

UNCLASSIFIED

10. WEAPONS:

A. Members are not authorized to bring weapons unless required by the site-specific information in Part II of this instruction. Personnel who are required to bring weapons will deploy with their assigned weapons.

B. All deploying military personnel shall meet service qualification standards for their assigned weapon. Weapons qualification is not conducted at any deployed location

C. Deployment orders shall include serial number of the weapon.

Note: **All deploying personnel shall be weapons qualified whether or not a weapon is needed. This qualification will not be waived.**

11. TRANSPORTATION:

Maximum use of the passenger channel mission from Norfolk NAS, VA to Camp Lemonier Djibouti (with intermediate stops at Rota, Sigonella and Bahrain) is directed if appropriate for final destination. Other MILAIR is directed to the maximum extent possible where cost is beneficial to the government. **However, do not delay deployment due to unavailability of MILAIR.** Contact local transportation provider (Travel Management Office (TMO), SATO, etc) for travel arrangements. If stationed within USAFRICOM AOR, and within driving distance, transportation by privately owned vehicle (POV) is authorized, but is not to exceed transportation request cost. Most locations have shuttle transportation. The member should check with vehicle operations upon arrival to the airport. If shuttle transportation is not available, member shall annotate transportation expenditures at deployed location (costs/mileage) on standard form (SF) 1164, then have SF 1164 validated by deployed supervisor, and signed by deployed site commander. The SF 1164 should be filed with the member's travel voucher upon completion of temporary duty, at home finance office.

12. RENTAL CARS:

A. Individual rental cars (at government expense) are not authorized unless specifically addressed in Part II (specific instructions for individual locations) of this instruction or required by position-specific line remarks. The temporary duty status of an individual does not necessarily justify the use of a DOD provided motor vehicle.

B. The unauthorized use, willful misuse and/or failure to prevent misuse of government-owned or leased vehicles are punishable under title 31, U.S.C. section 1349. The unauthorized or willful misuse of government vehicles, rented or leased, can be cause for disciplinary action or other administrative procedures under the provisions of the UCMJ.

UNCLASSIFIED

C. At many deployed locations, local transportation offices are authorized short-term lease of vehicles to meet mission needs, though they cannot exceed command vehicle authorizations for that particular site.

13. FORCE HEALTH PROTECTION REQUIREMENTS:

a. Please consult the the most current USAFRICOM AOR theater entry requirements as outlined in the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm> prior to theater entry.

b. USAFRICOM FHP Requirements may be found in Appendix 6 to Annex Q of U.S. Africa Command Theater Campaign Plan 7000-12 located at https://intellipedia.intelink.gov/wiki/USAFRICOM_Force_Health_Protection.

c. The example checklist below may be used to facilitate completion of USAFRICOM medical assessment requirements.



USAFRICOM Medical
Assessment Checklist

d. IAW U.S. Africa Command Theater Campaign Plan Appendix 6 to Annex A, the following conditions and requirements must be met by all DoD personnel before entering the USAFRICOM AOR for any reason (TDY, PCS, leave, deployment, etc). A review of the following requirements must be completed for each entry into the USAFRICOM AOR to ensure currency in medical readiness. These are the minimum medical requirements for entry into the AOR and do not supersede any requirements of the US Services or Components, US Department of State, or African nations.

1) Currently Medically Ready IAW Service and/or agency guidelines (contractors IAW DODI 3020.41) with no deployment limiting conditions.

2) Laboratory/diagnostic tests (HIV, Tuberculosis, pregnancy, G6PD, Blood Type, DNA, etc) current IAW Service guidelines.

3) Mandatory vaccinations for entry into the USAFRICOM AOR are:

- a) Hepatitis A (series complete or first dose at least 14 days prior to travel)
- b) Hepatitis B (series complete or first dose at least 14 days prior to travel)
- c) Tetanus-Diphtheria (every 10 yrs - one time adult booster of TDap if not previously received)
- d) Measles, Mumps, Rubella (single adult booster is required)
- e) Poliovirus (series complete plus single adult booster is required)

UNCLASSIFIED

- f) Seasonal Influenza (current annual vaccine)
- g) Varicella (documented immunity or vaccination)
- h) Typhoid (injectable every 2 yrs; oral every 5 yrs)
- i) Meningococcal (every 5 yrs)
- j) Yellow Fever (every 10 yrs - last dose must be at least 10 days prior to arrival to Africa)
- k) Rabies / Pneumococcal if high risk and as needed for occupational exposure (veterinary personnel, SOF, dog handlers, etc)

4) Traveling with a CDC 731 "Yellow Shot" card demonstrating all required vaccinations and bearing an official yellow fever vaccination stamp. A DD form 2766C is not an acceptable substitute for the CDC 731 form.

5) Traveling with a sufficient quantity of current medications and/or medical equipment to last travel duration

6) Traveling with a sufficient quantity of anti-malarial medications as required per National Center for Medical Intelligence assessment of malaria transmission risk for countries to be visited to last travel duration

7) Traveling with a sufficient quantity of recommended medications for common traveler illnesses (such as diarrhea)

8) Traveling with a permethrin-treated bednet

9) Traveling with enough repellent-treated clothing (civilian and/or uniform) to last travel duration

10) Traveling with enough individual insect repellent containing 24-35% DEET and sunscreen to last travel duration

11) Received a location specific health threat brief within 30 days prior to arrival in Africa

12) Reviewed the food safety brief {at link} and understand how to mitigate the risks of consuming non-approved food & water
http://phc.amedd.army.mil/phc%20resource%20library/deployment_food_risk_briefing.pdf

13) Knowledge of the following:

a) Federal civilian employees (including retired military) and contractors on official travel within the USAFRICOM AOR are not systemically covered by any form of guaranteed medical evacuation plan in the event of medical emergency.

UNCLASSIFIED

- b) Swimming in any fresh water (lakes, rivers, streams, ponds, etc) is prohibited
- c) Physical contact, keeping, or feeding any animals in USAFRICOM AOR is prohibited
- d) All personnel are directed to use personal protective measures to avoid being bitten by any insects or animals
- e) If seeking out medical care within 12 months of return, inform providers of travel to Africa

14) Personnel who will be in the USAFRICOM AOR for more than 30 consecutive days, must also meet all deployment health requirements in accordance with DODI 6490.03, *Deployment Health* and/or all applicable Service guidelines.

15) Personal Protective Measures (PPM) and Personal Protective Equipment (PPE) for non-medical personnel to reduce the risk of exposure to the Ebola Virus. U.S. personnel will ensure PPM are implemented whenever possible. PPM includes but is not limited to the following:

- a) Avoid non-essential travel to Ebola affected countries. If travel is necessary, use social distancing as much as possible, keeping at least 3 feet of distance between you and other persons. Avoid crowds whenever possible.
- b) Practice vigilant sanitation and hygiene measures, frequently wash hands with soap and water and use hand sanitizers. Avoid contact with blood and bodily fluids. Avoid touching nose, mouth, and eyes whenever possible. Cover all exposed wounds/cuts.
- c) Do not handle items or touch surfaces that may have been in contact with an infected person's blood or body fluids.
- d) Avoid contact with all animals (including monkeys, forest antelopes, rodents and bats), both alive and dead, and consumption of 'Bush Meat' animals or raw meat. Personnel will eat and drink from approved food and water sources only. If unavailable, commander's will conduct food and water risk assessments prior to consuming food or drinking water from unapproved sources.
- e) If unable to comply with PPM recommendations, the following are recommended for non-medical personnel to have readily available:
 - 1. Impermeable plastic or rubber gloves (e.g. surgical/latex or household rubber gloves). If contact with blood or bodily fluids is anticipated, double-glove prior to making contact with blood or bodily fluids

UNCLASSIFIED

2. Use a protective barrier for eyes (e.g. eyeglasses, sunglasses, or goggles).
3. Hand-sanitizer. Keep hand-sanitizer readily available and use after touching public surfaces or when soap and water are not available for hand-washing

16). Waivers to these FHP requirements for HQ AFRICOM personnel, civilians unaffiliated with a Service (e.g., Defense Intelligence Agency, etc) and for Coast Guard personnel may be granted by the USAFRICOM Surgeon at: africom.stuttgart.acsg.mbx.surgeon-general@mail.mil, DSN: 314-421-4012, Comm: +49 711 729 4012

For all others, waivers to these requirements may be granted by the appropriate Service component surgeon below:

- Air Force Personnel - Air Force Africa: usafesg@us.af.mil, DSN 314-480-7443, Comm: +49 6371 47 7443
- Marine & Navy Personnel - Marine Forces Africa and Navy Africa: cne-c6f_hss@eu.navy.mil, DSN 314-626-4096, Comm: +39 081 568 4095
- Army Personnel - US Army Africa: usarmy.vincenza.usaraf.mbx.usaraf-medical-waiver@mail.mil, DSN 314-634-8382, Comm: +39 444 71 8382
- SOF Personnel - Special Operations Command Africa: DSN 314-421-3339, Comm: +49 711 729 3339.
- CJTF-HoA: cjtf-hoasurgeoncell@usafricom.mil, DSN 311-824-4098, Comm: 253-358-993

14. TRAINING: Commanders are responsible to ensure that their unit or members assigned as Individual Augmentees (IA) complete the USAFRICOM required training prior to deployment. Commanders have the latitude to adjust training based on lessons learned, previous experience, and other circumstances. Changes to training requirements shall be approved by deployed location or designated representative. Change request will be submitted to AFRICOM – J133/J135 who will coordinate all changes to the appropriate location.

A. All personnel shall complete an Isolated Personnel Report (ISOPREP) in the personnel recovery mission software (PRMS) web-based application. PRMS can be found only on the SIPRNET at <http://prms.osc.acc.af.smil.mil/prms>. Once completed in PRMS, ISOPREPS should be exported and saved as a word document and that copy retained at the member's deployed unit. ISOPREPs will be completed and filed on

UNCLASSIFIED

PRMS. PRMS can be found on the SIPRNET at <http://www.jptra.jfcom.smil.mil/>. For personnel without access to the SIPRNET, submit ISOPREP entries via AKO Pro-file format. AKO can be found at www.us.army.mil. Navy personnel can select the link to Defense Knowledge Online (DKO) and apply for an account. Once account is established, select the link for <https://medinah.sed.apg.army.mill/pro-file/> and use the logon and password for DKO to access. The pro-file survey information will be automatically sent to SIPR PRMS. Print completion certificate and maintain on file for future reference. Fingerprints are not required for the ISOPREP.

Commanders must determine individual risk of isolation IAW refs C and D (OPNAVINST & ACI). Prepare personnel for isolation IAW refs C and D (ACI & OPNAVINST). Ensure required individuals are familiar with USAFRICOM Personnel Recovery Concept of Operation (PR CONOPS), isolated personnel guidance and PR special instructions located

https://portal.africom.smil.mil/orgs/oplog/fo/fos/pr/_layouts/viewlists.aspx?basetype=1

Training is divided into four blocks based on billet or mission requirements to ensure that each individual and/or unit is prepared prior to entering the AOR. Individual Augmentees and units shall be able to demonstrate proficiency in the required tasks and training requirements outlined in this training guidance. Completion shall be documented in the service member's record book or by completion certificate for all individual training. Commanders may submit a validation memorandum for unit training. The detailed training requirements are contained in APPENDIX A of this document.

B. Units who deploy to austere locations for more than 30 days without organic preventive medicine or public health support will ensure that at least two personnel per location/site are trained and certified to provide basic field sanitation services. An austere condition is one where there are no preventive disease or public health programs in place. The purpose of these individuals is to provide limited preventive medicine/public health capability to minimize disease and non-battle injury impact on operations in the US AFRICOM AOR. This is accomplished by advising and assisting the commander in the many duties essential to reducing Disease Non Battle Injury (DNBI). By providing instruction, supervision, inspection, and reporting, trained personnel ensure that appropriate field sanitation facilities are established and maintained; that effective sanitary and control measures are applied; and that effective preventive medicine and public health measures are practiced. Personnel assigned field sanitation duties will have completed training IAW Service policy, which shall include the following areas: Components of the Medical Threat; Environmental injury prevention; Unit field water supply and sanitation training; Unit field food supply and sanitation training; Unit sanitary field waste disposal training; Rudimentary field vector/pest management techniques; Fundamentals of personal hygiene in the field; Unit field sanitation equipment selection and utilization.

UNCLASSIFIED

1. Training and field sanitation certification shall be obtained prior to deployment to the USAFRICOM AOR.
2. Army Medical Department Center and School Field Sanitation Training Lesson 2 through 11 and Lesson 15 may be used as a template for field sanitation training. On-line class presentations are available at <https://echppm.apgea.army.mil/apps/tg276/default.aspx>. Training is located in folder 33.
3. Training templates, LOIs, equipment listings, and sample team SOPs are available in FM 4-25.12, Unit Field Sanitation Team, available at www.apd.army.mil.
4. Designated sanitation personnel should receive hands-on training and verification of training through local service preventive medicine personnel (Army ESO, Navy EHO, Air Force PHO, or enlisted equivalents).
 - a. U.S. Army requirement for this is AR 350-1, FORSCOM Reg 350-1, and USASOC PAM 40-1.
 - b. US Marine Corps guidance for training and selection of unit field sanitation personnel is provided in MCRP 4-11.1D.
 - c. US Navy guidance for training and selection of unit field sanitation capability is provided in NAVPUB 5010-9.
5. All personnel deploying to the USAFRICOM AOR will review Ebola information located at www.who.int/ith/updates/20140421/en and www.cdc.gov/vhf/ebola. Additionally, review the training of, donning, and use of personal protective equipment (PPE) to reduce the risk of exposure to the Ebola virus at www.cdc.gov/hai/prevent/ppe.html.

15. TRAVEL CLEARANCE/PASSPORT REQUIREMENTS:

The DoD Foreign Clearance Guide (FCG) is directive and requires travel clearance approval for all DOD and DOD-sponsored travel outside of the Continental United States (OCONUS). The Aircraft and Personnel Automated Clearance System (APACS) web-based system is mandatory for processing DoD official foreign travel requirements as outlined in the FCG.

The FCG is organized by country and provides country specific clearance information and instructions for the completion of the APACS. There are three levels of travel clearance requirements: 1 – Country Clearance, 2 – Theater Clearance, and 3 – Special Area Clearance which may be required depending on the destination country. The FCG identifies required clearance levels by country and travel type.

UNCLASSIFIED

Refer early to the FCG for country specific clearance information at: <https://www.fcg.pentagon.mil> or <http://fcg.pentagon.smil.mil> and read all sections. The FCG provides country specific information on travel credentials required, links for review prior to Force Protection planning, Embassy information and other important security, health, cultural awareness information. It will provide information if a secondary approval system is required via the State Department (e.g., required for Liberia). For more information visit the Africa Command Theater Clearance Coordination Center (ATCCC) web site at: <http://www.africom.mil/staff-resources/travel-to-africa>. Please note the FCG listed training requirements are focused on the TDY traveler and documentation for the APACS clearance, not the requirements for the long term deployer and deployment certification. These reporting instructions take precedence.

16. LEAVE.

a. For Chad, Democratic Republic of the Congo, Djibouti, Ethiopia, Kenya, Rwanda, Somalia, Sudan, and Uganda: Ordinary leave is not authorized for personnel TDY/deployed to the U.S. Africa Command AOR. Upon release from duty at the completion of the TDY/deployment, leave may be authorized enroute, if approved by the deployed commander and home-unit command.

b. For Mauritius, Seychelles, Tanzania, commanders may authorize ordinary leave for TDY/deployed personnel with 12 month tour lengths and at least 270 days or greater boots on ground. Ordinary leave shall not exceed 20 calendar days (including travel) during a 12-month period. Leave should not be planned for countries listed in the State Department's "Current Travel Warnings" available at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html; exceptions may be authorized by the first O6 in the chain of command after confirmation that appropriate force protection measures are in place to minimize risk to the member. Transportation will not be funded. Deployed commanders/senior deployed personnel shall ensure that no greater than 10% of the deployed force is absent on leave at any time.

c. Reference the site specific guidance for additional leave requirements. NOTE: Leave is not generally granted for FPCON C countries on the continent except to visit family living there, even then it requires AFRICOM J3 waiver for leave travel to FPCON C country. If authorized leave ensure you research the destination to ensure it is even feasible.

UNCLASSIFIED

PART II

SITE SPECIFIC INSTRUCTIONS

A SITE-SPECIFIC INSTRUCTIONS

1. Sierra Leone
2. Kelley Barracks, Germany
3. Camp Lemonnier, Djibouti
4. Special Operations Command and Control Element-Horn of Africa (SOCCE-HOA), Combined Joint Task Force – Horn of Africa (CJTF-HOA), Camp Lemonnier, Djibouti
5. Liberia - Operation ONWARD LIBERTY (OOL) (For additional site-specific instructions go to Appendix I).
6. All Other African Locations

1. SIERRA LEONE (BYXW).

a. Meals and Lodging.

(1) Government meals are not available or directed

(2) Government lodging is available and directed at no cost to the member (Three US International Military Advisor Training Team (IMATT) personnel will share one, three bedroom apartment).

b. Duty Uniform.

(1) Service-specific working uniform (ACUs, BDUs, CCUs, flight suit, as appropriate).

(2) Personnel will deploy with Kevlar helmet, body armor, and load-bearing equipment, or current Service equivalent.

c. Additional Required Items.

(1) **WEAPONS:** US Africa Command authorizes personnel deployed in support of (ISO) the UK IMATT to carry individual side arms while deployed within Sierra Leone.

UNCLASSIFIED

Weapons will be provided by the American Embassy, Freetown Regional Security Officer/Defense attaché (RSO/DATT).

(2) **SECURITY:** Country clearance message should request expeditor service in case US Defense Attaché Office (USDAO) or US IMATT personnel are not available to pick up traveler. All visiting US Government (USG) personnel will be required to receive a security briefing from the Regional Security Officer (RSO) upon arrival. Sierra Leone is rated high for crime. All travel outside of Freetown shall have the approval of the Ambassador and the RSO.

(3) **TRAINING:** Individuals may be required to attend a pre-deployment briefing at USAFRICOM. If so, the briefing will be given by US Africa Command/J5 Directorate, call DSN 421-2559 for more information. J5 will make billeting reservations for all personnel attending the training in Stuttgart for the duration of the training. All personnel are responsible for their reservation from Stuttgart to Freetown, Sierra Leone (Lungi International Airport).

(4) **RECORDS:** Passport and Visa are required for entry into Sierra Leone

d. Additional Information.

(1) **TRANSPORTATION:** Personnel will normally be met at the Freetown airport by IMATT or U.S. Embassy personnel. Each individual will send a copy of their individual orders and copy of their travel itinerary to J5 and USDAO Freetown within 15 days of their arrival date. Travelers are requested to bring adequate U.S. cash currency to cover transit travel from Lungi to Freetown (Hovercraft – USD 30.00), as well as the airport departure tax (USD 30.00). Passengers are required to pay the expeditor for the cost of travel from Lungi to Freetown. If a traveler arrives late at night and there are no means to travel to Freetown, visitors will be assisted with an overnight stay at the Lungi Airport Hotel or Mahera Beach Hotel.

(2) **RENTAL CAR:** Not authorized.

(3) **FINANCE:** Credit cards or automated teller machines (ATM) cards SHOULD NOT be used in Sierra Leone due to theft and/or fraudulent transactions. Sierra Leone is effectively a cash-only economy. Exchanging money with street vendors is risky. Criminals may “mark” such people for future attack, and there is a risk of being provided counterfeit currency. Travelers with TDY orders and fiscal data may cash checks at the Embassy cashier.

(4) **MEDICAL CARE:** Medical facilities in Sierra Leone fall critically short of U.S. standards, and persons with medical conditions that may require treatment are discouraged from traveling there. Medicines are in short supply, the sterility of equipment is questionable and treatment is unreliable. Many primary health care workers, especially in rural areas, lack professional training. Instances of misdiagnosis, improper treatment, and administration of improper drugs have been reported. There is

UNCLASSIFIED

a Nurse Practitioner on staff at the Embassy. However, any serious injuries or illnesses will require medical evacuation (MEDEVAC).

(5) **MEDICAL REQUIREMENTS:** All personnel deploying/traveling to Sierra Leone shall meet the requirements outlined in paragraphs 13 above IAW Appendix 6 to Annex Q of U.S. Africa Command Theater Campaign Plan.

(e) **MOBILITY BAGS:** None

(f) **In-processing Information:**

(1) **REPORTING:** Contact POC for specific reporting instructions.

(2) POC: Embassy Operations Coordinator, BarnettDr@state.gov; Comm: 232-22-226-481, ext 260/147, Cell: 232-76-647-523; Embassy after-hours (local guard): Comm: 232-22-227-998.

(3) US Africa Command POC: J5, DSN 421-2559.

d. **Listed numbers are DSN unless otherwise noted.**

(1) **FREETOWN, SIERRA LEONE** Ops Coordinator, Embassy, Comm: 232-22-226-481, ext 260/147, Cell: 232-76-647-523, Embassy after-hours (local guard): Comm: 232-22-227-998, Embassy Comm: 232-22-225-471 OR 232-22-228-191 State Department Intranet: Opennet: [HTTP://Freetown.State.Gov/](http://Freetown.State.Gov/); Internet: [HTTP://Freetown.Usembassy.Gov/](http://Freetown.Usembassy.Gov/); HQ US Africa Command SPP: 314-421-2559

2. KELLEY BARRACKS, GERMANY (MCBS)

a. **Meals and Lodging.**

(1) "Government meals are not available or directed." This option applies to locations where all three meals are not available in government mess.

(2) "Government lodging is available and directed" This option applies to locations at which on-base lodging and/or commercial contract quarters are available. Costs are paid by the member and reimbursed. Member shall make lodging reservations at least 30 days prior to departure from home station. If government lodging is not available, obtain a non-availability statement from the lodging office prior to seeking off-base quarters. Members who have a non-availability statement are entitled to full Per Diem and amendments to orders are not required, (Dual lodging is authorized).

UNCLASSIFIED

b. **Duty Uniform.**

(1) Service-specific working uniform (ACUs, BDUs, CCUs, flight suit, as appropriate)

(2) Army Class B uniform, or service equivalent

c. **Additional Required Items.**

(1) **Transportation:** Fly commercial air into Stuttgart International Airport, Germany. 24-hour POC phone number for billeting is commercial (0711) 729-2167.

(2) **Orders.** Include the following on orders: “request orders issuing command scan or fax an advance copy of all orders to HQ US Africa Command/J1/8. Comm Fax# 011-49-711-729-4478, DSN FAX: 314-421-4478, Voice Comm. 011-49-711-729-4198, DSN: 314-421-4198.” Include US Africa Command NATO orders; include the Joint line number on all CED orders.

(3) **Weapons:** Not authorized

(4) **Mobility Bags:** Not required

(5) **Security:** Refer to the Joint Manning Document (JMD) for required minimum clearance.

(6) **Records:** Personnel will deploy with security clearance paperwork. Members are required to bring immunization/medical/dental records.

d. **Additional information.**

(1) **Rental Car:** Not authorized. Stuttgart garrison operates a regular shuttle service during normal operating hours.

(2) **Finance:** ATMs and a bank are available on post to obtain/change American and local currency.

(3) **Medical Care:** Out-patient military medical care is available at Stuttgart Health Clinic on Patch Barracks and Kelley Barracks; however, personnel should bring enough prescription medication to last the duration of the deployment/travel.

(4) **Medical Requirements:** All personnel deploying/traveling to Germany shall meet the requirements IAW USEUCOM FHP policy and procedures.

(5) **FYI:** Members will be provided APO postal mailbox upon in processing.

UNCLASSIFIED

(6) **Leave:** For personnel that are TDY/TCS, ordinary leave is not authorized unless on a 12 month order with at least a projected 270 days boots on ground.

e. **In-processing information.** REPORTING: Report to US Africa Command Joint Reception Actions Branch immediately upon arrival and upon departure from location. POC: US Africa Command/J1/8-J114 at DSN 314-421-3587, Bldg 3313, Room 11.

f. **Listed numbers are DSN unless otherwise noted.**

(1) STUTTGART, GERMANY (HQ US Africa Command JOC), COMM: +49 711 680 4050, (from US, add +011)

(2) HQ COMMANDANT: 314-421-4749, Bldg 3306, Rm 103

(3) US AFRICA COMMAND RESOURCES J1/8: 314-421-3039/4198, Bldg 3313, Rm 15

3. CJTF-HOA CAMP LEMONNIER, DJIBOUTI (FGVD).

a. Augmentees supporting Combined Joint Task Force – Horn of Africa (**CJTF-HOA**) should report directly to Headquarters Joint Task Force (HQS JTF), Camp Lemonnier, Djibouti. Contact CJTF-HOA J1/Strength Management Office, DSN 311-824-4724 to receive up-to-date reporting instructions. Additional reporting information can be found at

<https://www.cnic.navy.mil/cldj/OperatingForceSupport/ReportingtoCamp/index.htm>.

b. Personnel will deploy in a TDY/TCS status. Military and DOD personnel are required to have a valid Armed Forces Identification Card and Orders.

c. **Official passport.** The possibility exists for CJTF-HOA personnel to travel to neighboring countries while deployed (i.e., Uganda, Rwanda, Burundi, and Tanzania). No-fee passport is required for travel to these countries. If a passport cannot be issued before deployment, members are required to have a completed application. Please reference the FCG for additional clearance and/or country requirements at:

<http://www.fcg.pentagon.mil> or <http://fcg.pentagon.smil.mil>.

d. Personnel will be attached to US Africa Command upon deployment.

e. Ensure deploying personnel are aware of threat levels set by Commander (CDR) US Africa Command throughout US Africa Command's AOR. Ensure personnel receive antiterrorism awareness training prior to deployment.

f. **Medical Care:** Outpatient military medical care is available at Camp Lemonnier Expeditionary Medical Facility.

UNCLASSIFIED

g. **Medical Requirements:** All personnel deploying/traveling to Djibouti shall meet the requirements outlined in paragraphs 13 above and IAW Appendix 6 to Annex Q of U.S. Africa Command Theater Campaign Plan.

h. **Weapons:** Contact the J-1 Strength Management Office at DSN 318-824-4724 to determine if a weapon is required. If you are unable to get in touch with HOA prior to your departure, personnel will report and deploy with personal/issued weapon (s).

i. **Mobility Bags:** For CJTF-HOA and Camp Staff the 'A', 'B' and 'C' mobility bags are no longer required. For aircrews, the 'D' mobility bag may be required. Units deploying to Camp Lemonnier, who will conduct missions throughout the Operating Area, are still required to deploy with their 'A' mobility bag.

j. **Excess Baggage Authority:** Excess accompanied baggage up to 210 lbs, not to exceed (NTE) 3 bags are authorized in accordance with the Joint Force Travel Regulations (IAW JFTR); however, all personnel should check with their airline prior to traveling for seasonal baggage restrictions. TDY shipment of household goods is not authorized. (There is a bi-weekly channel flight from Norfolk to HOA. Here is the number to Air Mobility Command (AMC) for channel info DSN 779-4636 or Com 618-256-4636).

k. Parent units shall coordinate under-aircraft shipment of weapons to include providing appropriate shipping case.

l. Uniform for deployment is service specific. Members will deploy with service-specific dress uniforms.

m. Direct Liaison Authorized (DIRLAUTH) organization should coordinate with US Africa Command requesting agencies for coordinating instructions and specific movement instructions. Keep US Africa Command J1 informed.

n. US Africa Command will not provide any funding associated with this deployment. Components will fund all costs of the deployment. Components will capture and report to service Comptrollers incremental costs for deployments ISO Operation Enduring Freedom. Service Comptrollers will report incremental costs to Defense Finance and Accounting Service (DFAS)-Denver IAW DOD Financial Management Regulation 7100.14R, volume 12, chapter 23, para 2306.

o. Personnel in grades E7 - E9, O1 – O6 and all Warrant Officers are required to complete the online Joint Individual Augmentee Training (JIAT) program prior to deploying for duty at the assigned staff. This is accessed by going to [HTTP://JKO.JFCOM.MIL/](http://JKO.JFCOM.MIL/) on the NIPRNET or Internet; selecting the "Joint Individual Augmentee Training (JIAT) program" link near the bottom of the page, and following the instructions to access the required training. To resolve any difficulties obtaining an AKO account contact the JKO help desk at JKOHELPDESK@JFCOM.MIL, commercial (757) 203-5654 or DSN 312-668-5654. To resolve difficulties accessing the JIAT program

UNCLASSIFIED

website or answer questions about the program, contact the JIAT program coordinator at JIATPROGRAM@JFCOM.MIL, commercial (757) 203-5577 or DSN 312-668-5577.

p. All CJTF-HOA staff will attend introductory course on African and Djiboutian culture, African environment, and basic French greetings.

q. Unit specific training in Appendix B of this instruction only applies to units deploying as a group. If a member of a civil affairs unit is deploying as a command staff member and will not be performing civil affairs tasks, for example, then he/she would not be required to complete the unit training in Appendix B.

4. SPECIAL OPERATIONS COMMAND AND CONTROL ELEMENT-HORN OF AFRICA (SOCCE-HOA) CAMP LEMONNIER, DJIBOUTI (FGVD)

a. Augmentees should report directly to HQS Joint Special Operation Task Force (JSOTF)-HOA J-1, Horn of Africa, Camp Lemonnier, Djibouti. Augmentees shall contact the J1 to receive up-to-date reporting instructions.

b. Personnel will deploy in a TDY/TCS status. Military and DOD personnel are required to have a valid Armed Forces Identification Card and Orders.

c. **Official passports are required.** All personnel will deploy with an official passport.

d. Personnel will be attached to US Africa Command upon deployment.

e. Tour length should not exceed service policy and regulations for deployment. All requirements are rotational until cancelled by this Headquarters.

f. Ensure deploying personnel are aware of threat levels set by CDR US Africa

g. Command throughout within the AOR. Ensure personnel receive antiterrorism awareness training prior to deployment.

h. Personnel will deploy with appropriate mission-oriented protective posture gear, CTA-50 and personal comfort items.

i. **Medical Care:** Outpatient military medical care is available Camp Lemonnier Expeditionary Medical Facility.

j. **Medical Requirements:** All personnel deploying/traveling to Djibouti shall meet the requirements outlined in paragraphs 13 above IAW Appendix 6 to Annex Q of U.S. Africa Command Theater Campaign Plan.

k. **Weapons:** All personnel will deploy and report with assigned weapons.

UNCLASSIFIED

l. **Excess Baggage Authority:** Excess accompanied baggage up to 210 lbs, NTE 3 bags is authorized IAW JFTR; however, all personnel should check with their airline prior to traveling for seasonal baggage restrictions. TDY shipment of household goods is not authorized.

m. **Mobility Bags:** The 'A' and 'C' mobility bags are no longer required

n. Parent units shall coordinate under-aircraft shipment of weapons to include providing appropriate shipping case.

o. Uniform for deployment is per service policy.

p. DIRLAUTH is authorized and encouraged with SOCCE-HOA for agencies requiring specific coordinating instructions and specific movement instructions. Keep SOCAFRICA informed, DSN 314-421-2776.

q. US Africa Command/SOCAFRICA will not provide any funding associated with this deployment. Components will fund all costs of the deployment.

r. Personnel in grades E7 - E9, O3 - O6 and all Warrant Officers are required to complete the online Joint Individual Augmentee Training (JIAT) program prior to deploying for duty at your assigned staff. Go to [HTTP://JKO.JFCOM.MIL/](http://JKO.JFCOM.MIL/) on the NIPRNET or internet; select the "Joint Individual Augmentee Training (JIAT) program" link near the bottom of the page, and follow the instructions to access the required training. If you have difficulties obtaining an AKO account contact the JKO help desk at JKOHELPDESK@JFCOM.MIL, commercial (757) 203-5654 or DSN 312-668-5654. If you have difficulties accessing the JIAT program website or have questions about the program contact the J1 at DSN 314-421-5234.

[5. LIBERIA - Operation ONWARD LIBERTY \(OOL\) \(For additional site-specific instructions go to Appendix I.\)](#)

6. **ALL OTHER AFRICAN LOCATIONS:** Reference the general instructions listed above in addition to the information below.

a. **Meals and Lodging.**

(1) Government meals are not available or directed.

(2) "Government lodging is available and directed" This option applies to locations at which on-base lodging and/or commercial contract quarters are available. Costs are paid by the member and reimbursed. Member shall make lodging reservations at least 30 days prior to departure from home station. If government lodging is not available, obtain a non-availability statement from the lodging office prior to seeking off-base quarters. Members who have a non-availability statement are entitled to full Per Diem and amendments to orders are not required, (Dual lodging is authorized).

UNCLASSIFIED

b. Duty Uniform.

(1) Service-specific working uniform (ACUs, BDUs, CCUs, flight suit, as appropriate), additional information will be listed in the foreign clearance guide.

(2) Army Class B uniform, or service equivalent if mentioned in an order.

c. Additional Required Items.

(1) **Transportation:** Fly commercial air into Stuttgart International Airport, Germany. 24-hour POC phone number for billeting is commercial (0711) 729-2167.

(2) **Orders:** Request orders issuing command scan or fax an advance copy of all orders to HQ US Africa Command/RES-HTM. Comm. Fax# 011-49-711-729-4479, DSN FAX: 314-421-4479, Voice Comm. 011-49-711-729-5806, DSN: 314-421-5806." Include the Joint line number on all orders.

(3) **Weapons:** Not authorized unless otherwise stated in an order.

(4) **Mobility Bags:** Not authorized unless otherwise stated in an order.

(5) **Records:** Personnel will deploy with security clearance paperwork. Members are required to bring immunization/medical/dental records.

(6) **Official Passport:** Reference the foreign clearance guide

d. Additional information.

(1) **Rental Car:** Not authorized.

(2) **Medical Care:** Personnel should bring enough prescription medication to last the duration of the deployment/travel.

(3) Ensure deploying personnel are aware of threat levels set by CDR US Africa Command throughout within the AOR. Ensure personnel receive antiterrorism awareness training prior to deployment. (Reference the FCG for additional information.)

UNCLASSIFIED

PART III – APPENDIX Appendix A. Training Requirements

1. **GROUP ONE.** Training consists of the minimum theater entry requirements established by US Africa Command and the designated Joint Task Force, if applicable. This training is required for all personnel prior to entry into the USAFRICOM AOR. The following training tasks may be accomplished individually through web-based classes or collectively through packaged briefings. These requirements may be met by Service-equivalent training. If there is no Service equivalent, U.S. Army training shall be completed. An Army Knowledge On-line (AKO) account will be required. Instructions are available in appendix D.

2. **Theater Entry Training**

a. Anti-Terrorism/Force Protection Level 1 training compliant with DoD Instruction 2000.16 AT standards, available on line at: <https://atlevel1.dtic.mil/at/>

b. Operational Security

c. Subversion and Espionage Directed against the US military (SAEDA)

d. Survival, Evasion, Resistance and Escape (SERE) 100 – Code of Conduct or equivalent

e. Trafficking in Persons

f. DOD Information assurance awareness

g. Equal Opportunity/Prevention of Sexual Harassment (EO/POSH)

h. Sexual Assault

i. Combat Stress/Suicide Prevention

j. Law of Land Warfare

(1) Comply/Enforce Law of War/Geneva Convention

(2) Reporting requirements for Law of War Violation

k. Global Assessment Tool (GAT) (US Army only) (<https://www.sft.army.mil>)

3. **GROUP TWO:** Training consists of required training for each individual augmentee (IA) assigned to the USAFRICOM AOR for a minimum of 120 days. Service members above E-7 and filling staff individual augment billets are required to complete Joint Knowledge On-line training. The training is designed to educate individual augmentees on the function of the staff and better prepare members to

UNCLASSIFIED

perform duties within their specific billet. Some billet codes have additional specialized training.

a. **JKO Training**. Academic Training: Modules are from academic seminars covering fundamentals of headquarter operations. This group of training is mandatory for all E-7 and above reporting to AFRICOM and optional for all others. Group 2 training consists of JIAT (Joint Individual Augmentee Training), which is available via JKO (Joint Knowledge Online). JIAT training may be waived if a member has completed Phase 1 of Joint Professional Military Education (JPME). Appendices E & F contain details on how to access the required JIAT training for AFRICOM and CJTF-HOA, respectively. JKO modules should be assigned as below. (Note: these modules will auto-populate in the enrollments section when members click the CJTF-HOA button). Mandatory JKO modules (for AFRICOM and CJTF-HOA).

- (1) Staff Integration
- (2) Comprehensive Approach
- (3) Information Sharing
- (4) Forming the Joint Task Force
- (5) Commander's Communication Strategy
- (6) JTF Logistics
- (7) Intelligence Support to Operations
- (8) Planning
- (9) Legal Aspects of Joint Operations
- (10) Interagency coordination
- (11) Applicable Exercise Scenarios
- (12) Applicable staff training presentations

(13) Virtual Cultural Awareness Training (VCAT). Members need only complete modules required for their deployed role as outlined in VCAT.

4. Optional JKO modules:

- a. J code – specific training modules
- b. Country and culture briefs in addition to VCAT

UNCLASSIFIED

5. **GROUP THREE: Training consists of basic war fighting skills training and shall be completed by all personnel prior to entering the USAFRICOM AOR.**

Service members filling staff billets are not required to deploy with an individual weapon, but shall participate in qualification firing on the M16/M4 series rifle for O-3 and below and E-7 and below. Service members in the grades of O-4 and above and E-8 and above shall participate in qualification firing with the M-9 pistol. All service members shall be familiar with loading, firing, clearing malfunctions, cleaning, and maintaining their primary and secondary weapons. All service component weapon qualification courses will satisfy this requirement.

6. Any required weapons training/qualification shall be completed before entering the USAFRICOM AOR. Train service members to be confident with their weapon and competent in their ability to hit a target under varied conditions. Qualification or re-qualification should occur as close to the theater arrival date as possible in order to minimize operational readiness impacts. All deploying personnel shall be familiar with their primary weapon, whether or not a weapon will be carried. Weapons qualification is not conducted at any deployed locations.

7. NBC defense training shall be current. Personnel assigned to non-mobility designated positions or staff positions shall arrange for training classes well in advance of their deployment. Training shall be current through the duration of the deployment. All personnel require all pre-deployment force protection training prescribed below. No exceptions are made because of grade or position.

8. Service Level 1, Force Protection Program of Instruction, includes protection measures for DOD personnel, approach to individual protective measures and travel security. **IAW USAFRICOM AT/FP OPOD 01-01.** Commanders will ensure all personnel receive Force Protection Level 1 training within six months of notification of deployment.

a. Law of armed conflict training is required annually and shall be current.

b. Before departure, member should receive a country-specific threat assessment. This should include an AOR-specific update on terrorist/dissident threat, foreign intelligence services threat and criminal threat. **Note: Under no circumstance will an individual arrive in the USAFRICOM AOR without completing required Level 1 force protection training.**

9. Rule of Engagement/Escalation of force (ROE/EOF):

a. All Service members shall be provided instruction on US Africa Command ROE orders and EOF procedures. Training should include the use of lethal and non-lethal means.

b. For maneuver units, commanders shall incorporate rigorous, realistic, and innovative training into normal training evolutions.

UNCLASSIFIED

c. Appendix B delineates specific Warrior skills each individual is responsible for knowing prior to deploying.

d. Training is required for all maneuver units assigned to the AFRICOM AOR. Training shall be completed through practical application during field training that simulates conditions that service members will encounter in the AOR. Due to the nature of the operating environment and unique demographics and topography, tasks need not be trained while in Mission Oriented Protective Posture (MOPP). Unit commanders may and are encouraged to incorporate additional training for their units or individuals based on results of their Pre-Deployment Site Survey (PDSS) or other assessment of the environment to which they will deploy in the AFRICOM AOR.

10. **GROUP FOUR – Specific Unit Training.** Appendix B. Specific Unit Training Requirements

a. **BLOCK A: Engineering Units**

(1) Be prepared to execute general engineering tasks, as specified in the RFF mission statement, in support of stability and support operations. General engineering tasks include, but are not limited to:

- (a) Construct or repair logistics-support facilities.
- (b) Construct or repair supply routes, airfields, and heliports.
- (c) Construct or repair railroads.
- (d) Construct or repair ports.
- (e) Construct or repair water wells.
- (f) Construct or repair utilities and sanitation.
- (g) Construct or repair power plants.
- (h) Construct or repair pipelines.
- (i) Provide electrical distribution expertise

(2) Shall be self-sustaining and able to operate in the field for extended periods of time.

(3) Shall have sufficient M-16/M-4 and M9 qualifications to operate in up to five locations simultaneously.

(4) Be prepared to construct, repair, maintain, and modify building structures, bridges, and roadways.

UNCLASSIFIED

- (5) Capable of completing vertical and horizontal construction projects.
- (6) Capable of completing utility facility projects.
- (7) Trained to world standards for electricity.

(8) Drivers training: Personnel shall obtain an international driving permit if they will be assigned to drive in countries requiring them. Information can be found at: http://travel.state.gov/travel/tips/safety/safety_1179.html

(9) Communications

(a) Communications training: Shall be able to transmit and receive voice and written communications on applicable communications gear.

(b) Shall be familiar with the following communications procedures

1. SITREP/SPOTREP
2. MEDEVAC reports
3. Heliborne communications
4. Visual Signaling Techniques

b. **BLOCK B: Aviation units**

- (1) Able to operate in austere and dusty environments
- (2) Qualified to conduct aerial refueling operations
- (3) Prepared to execute long range missions
- (4) Prepared to conduct forward area refueling point (FARP) operations
- (5) Qualified to conduct parachute operation for personnel and/or equipment during day and night environments
- (6) Rotary wing units:
 - (a) Conduct confined area landings
 - (b) Trained to conduct landings in brownout conditions
 - (c) Conduct operations onboard ship and land

UNCLASSIFIED

- (d) Perform external lift operations
 - (e) Crew served weapons qualified; minimum 2 crews
 - (f) NVG LLL capable/qualified; minimum 2 crews
 - (g) HAAR capable/qualified; min 2 crews
- c. Fixed wing units: conduct minimum length takeoffs and landings

d. **BLOCK C: Civil Affairs Units**

(1) Ability to operate and conduct distributed operations in an urban or rural environment.

(2) Be prepared to conduct convoy operations using non-tactical vehicle to include:

- (a) Negotiating roadway hazards such as flash floods and wash outs.
- (b) Interaction with contracted drivers in permissive and hostile events.

(c) Familiar with human terrain mapping, Tactical Ground Reporting system (TGR), and Joint Civil Information Management (JCIM) system.

- (d) Ability to integrate Public Affairs Officers into operations
- (e) Ability to interact with interpreters
- (f) Force Protection

(1) Ability to perform force protection at the team size level

(2) Ability to integrate host nation force protection

(3) Ability to passively defend Team Houses (i.e. exit strategy development, building reinforcement)

(3) Ability to develop relationships with host nation ministries, international organizations, non-government organizations, and local authorities to assist area development.

(4) Be prepared to handle the following contingencies:

- (a) React to criminal activity
- (b) React to hostile fire to include sniper fire

UNCLASSIFIED

- (c) Isolated personnel
 - (d) Lost-communications procedures
 - (e) MEDEVAC procedures
 - (f) React to civil unrest
 - (g) React to accidents involving civilians and animals
 - (h) React to carjacking
 - (i) React to personal assault
 - (j) React to armed confrontations
- (5) Attend the following course: SERE level-B training or service equivalent
- (6) Weapons handling (Advanced firing techniques):
- (a) Concealed carry proper draw and fire skills
 - (b) Reflexive fire
 - (c) Transition fire
 - (d) Rules of engagement application
- (7) Culture and language training: Attend introductory course on African and Djiboutian culture, African environment, and basic French and Swahili greetings
- (8) Communications training:
- (a) Shall be able to transmit and receive voice and written communications on applicable communications gear
 - (b) Shall be familiar with the following communications procedures
 - 1. SITREP/SPOTREP
 - 2. MEDEVAC reports
 - 3. Heliborne communications
 - 4. Visual Signaling Techniques

UNCLASSIFIED

(9) Medic/corpsman staffing:

(a) Civil Affairs companies will deploy with at least 5 medics/corpsmen per company (or 1 per team).

(b) Deploying medics/corpsmen will be current in their Pre-Deployment Trauma Training (PDTT) or service-equivalent training.

e. **BLOCK D: Combat Arms battalion.** Ground maneuver unit for CJTF-HOA is tasked with base security, military to military training, force protection of CJTF personnel and equipment, quick reaction force (QRF), and JCSAR security.

(1) Camp Security: Security of fixed site to include, but not limited to:

- (a) ECP establishment and operations
- (b) Vehicle and personnel searches
- (c) Biometric operations including familiarization on either BATS or HIIDES systems.
- (d) Crew served weapons employment from a static level and elevated positions
- (e) Vehicle and personnel search procedures
- (f) Flight line security
- (g) Conduct presence patrols (coordinated with host nation military forces)
- (h) Perform security operations at port facilities to include shipboard security where required.
- (i) Conduct voice communications
- (j) Conduct QRF operations
- (k) Provide Command and Control for company level operations
- (l) Trained in nonlethal engagement techniques to include at minimum, non-lethal shotgun ammunition
- (m) QRF and Port Security will conduct convoy live-fire training (mounted and dismounted) including platoon-level day and night training to include break contact.
- (n) Conduct base defense operations at the platoon level.

UNCLASSIFIED

(2) Military to military training:

(a) Ability to provide instruction to host nation militaries.

(b) Per reference (a) and (b), capable of instructing courses in the following areas:

1. Noncommissioned officer leadership. Units should ensure they have enough senior NCO's trained as instructors so as not to disrupt unit leadership when these NCO's are unavailable due to operational training requirements.

2. Junior officer leadership

3. Compliance with Law of War and Geneva and Hague conventions. Classes are taught by Staff Judge Advocate, but all instructors shall be familiar.

4. First aid skills

5. Move as a member of a fire team

6. Move under direct fire

7. Move over, through, or around obstacles (except minefields)

8. Select temporary fighting positions

9. Perform movement techniques during an urban operation at fire team level, both mounted and dismounted

10. Search vehicles in a tactical environment

11. Control access to a military installation

12. All navigation skills

13. Perform voice communications

14. Communicate via a tactical telephone

15. Perform surveillance without the aid of electronic devices. Preference is to have at least four E5 or above in each mortar, engineer and infantry Military Occupational Specialty (MOS).

16. Advanced Counter-Improvised Explosive Device (C-IED) Awareness
Training

UNCLASSIFIED

17. All commissioned officers shall have a basic knowledge of the Military Decision-Making Process (MDMP) and Tactical Operations Center (TOC) operations in order to be able to provide functional training to partner nations' militaries.

(3) Force protection detachments:

- (a) Familiarization of convoy techniques with non-tactical vehicles
- (b) Operate in fire team and squad size elements
- (c) Complete qualifications on service rifle and pistol for dual carry capability
- (d) Be prepared to conduct platoon-level Forward Operating Base (FOB) operations including base defense operations, defense of a strong point, and site improvement

(4) Joint combat search and rescue (JCSAR) security platoon:

- (a) Trained to provide security for JCSAR/PR (Personnel Recovery) units
- (b) Familiarity with Guardian Angel (GA) operations to include infiltration/exfiltration operations IAW AFTTP 3-3 and 3-1 guidance
- (c) Proficient in weapons utilization during day/night operations using night vision devices (NVDs)
 - 1. Basic ability to shoot, move, and communicate (actions on contact) as a team
 - 2. Conduct live fire exercises as a team
 - 3. Proficient in basic maneuver tactics during day/night operations using night vision devices (NVDs)
 - a. Basic battle drills as part of team, squad, and platoon
 - b. Basic skills of alternate insertion/extraction to include fast rope, rappel, and rope ladder
 - 4. Classroom familiarization with both fixed-wing and rotary-wing operations
 - a. Basic communication techniques and procedures to/from an aircraft
 - b. Familiarity with establishing a security perimeter after egressing airframe and prior to pick-up

UNCLASSIFIED

c. Familiarity with specific aircraft operations, movement, employment, and aircrew expectations upon takeoff, landing, and pick-up

d. Know how to brief and communicate sectors of fire with respect to the aviation unit and ground combat element (GCE)

(5) Drivers training:

(a) Tactical vehicle licenses. Personnel assigned to Camp Flight Line Security, Port Security and QRF shall be HMMWV and/or medium weight vehicle licensed.

(b) Units shall emphasize roll-over drills for all vehicles types.

(c) 100% of HMMWV licensed personnel shall be HMMW rollover (HEAT) trained

(d) Designated force protection personnel only. Obtain an international driving permit if required for specified country (information can be found at: http://travel.state.gov/travel/tips/safety/safety_1179.html)

(6) Communications training: Shall be able to transmit and receive voice and written communications on applicable communications gear.

(7) Specialized training:

(a) Medics shall complete advanced trauma training

(b) Military-to-Military instructors:

1. Army Complete Instructor Course or equivalent (minimum of 20 per battalion)

2. Tactics Certification Course (TCC) or equivalent (minimum of 30 per battalion)

3. Advanced C-IED Awareness Train-the-Trainers (T3) courses provided by the Joint Improvised Explosive Device Defeat Organization (JIEDDO)

(c) Combat Life Saver (CLS) (2 per squad)

(d) Service shotgun qualified (2 per company)

(e) Anti-Terrorism Level 2 qualified (minimum of 2 per battalion)

(f) Reflexive Fire training for assigned weapon(s)

UNCLASSIFIED

f. **BLOCK E: Protective Services Detail (PSD)**

(1) Designated force protection personnel shall obtain an international driving permit. Information can be found at:

http://travel.state.gov/travel/tips/safety/safety_1179.html

(2) Personnel will be trained to conduct PSD operations in forward deployed areas.

(3) Personnel shall be trained in a 3-week Program of Instruction at the US Army Military Police School at Fort Leonard Wood as approved by the Federal Law Enforcement Training Center before deployment.

g. **BLOCK F: Country Coordination Element (CCE)**

(1) Culture and language training:

(a) Perform Virtual Cultural Awareness Training (VCAT) applicable modules per Appendix A of this instruction

(b) Attend introductory course on African and Djiboutian culture, African environment, and basic French and Swahili greetings

(2) Ability to develop relationships with host nation ministries, international organizations, non-government organizations and local authorities to assist area development.

(3) Driver Training: Personnel shall obtain an international driving permit if they will be driving in a country that requires it. Information can be found at:

http://travel.state.gov/travel/tips/safety/safety_1179.html

(4) Embassy counterterrorism procedures to include use of safe havens

(5) Familiarization course on Department of State operations to include:

(a) Roles and responsibilities of Embassy personnel

(b) DoS and NGO/IGO interaction

(c) Department of State roles and responsibilities

(d) Chief of Mission Authority

(e) USAID

(f) Embassy protocol

UNCLASSIFIED

- (g) Cable messages
- (h) Distributed operations

h. **BLOCK G: MEDICAL PERSONNEL**

(1). IAW DoDI 1322.24, Medical Readiness Training, the Military Services will ensure medical personnel with deployment assignments or identified to deploy to a military operation are trained prior to deployment. When possible, training should be conducted in the environment and with the type of equipment that the Service member will use while deployed and with the unit or a similar unit with which the Service member is scheduled to deploy or backfill.

(2). ALL Medical Personnel deploying to USAFRICOM AOR will be familiarized on: (NOTE: this is per guidance in 1322.24, para 8 (b)(2), except *)

- (a) Threats and potential battlefield environments
- (b) Operational concepts of operation
- (c) Operational command, control, and communications
- (d) Preventive medicine, including field sanitation and hygiene, disease prevention, vector control
- (e) Occupational and environmental hazard recognition, mitigation, and reporting
- (f) Combat stress control
- (g) Identification and treatment of endemic infectious diseases
- (h) Identification and treatment of traumatic injuries
- (i) Aeromedical evacuation, patient and patient movement item staging
- (j) Medical support of stability operations, humanitarian assistance activities, and defense support of civil authorities
- (k) Recognition and medical management of chemical, biological, radiological, nuclear, and explosive injuries
- * (l) Deployment health surveillance requirements and Medical Situation Analysis Tool (MSAT)
- * (m) Language and culture training is highly recommended

UNCLASSIFIED

(3). All Physicians, Nurses, Nurse Practitioners, Physician Assistants and Independent Duty Corpsmen (IDC)/Independent Duty Medical Technicians (IDMT) will be trained in:

(a) Tropical Medicine

1. Ability to diagnose and treat malaria and other tropical diseases.

Training shall include disease prevention and education as well as rapid malaria testing and microscopy.

2. Recommended courses are the Walter Reed Army Institute of Research (WRAIR) Tropical Medicine Course "Deployment and International Health Short Course," the AF Institute for Occupational Health "Global Medicine Course", or the Navy Military Tropical Medicine Course. Course must be completed within the 24 months prior to deployment to the AOR. Alternate courses will be considered on a case-by-case basis and approved by the USAFRICOM SG.

(b) Post exposure rabies management and treatment

(c) Post-exposure HIV management and treatment

(d) Disease non-battle injury and Tri-service reportable medical events reporting

(e) MEDEVAC procedures and familiarization with ISOS in Africa

(4). Privileged and/or credentialed providers (including but not limited to physicians, nurse practitioners, nurse anesthetists, physician assistants, IDC/IDMT's, and special forces/special operations/civil affairs medics) should hand-carry a one-page inter-facility transfer brief indicating their clinical privileges. The inter-facility transfer brief should be obtained through the provider's credentialing office via the Centralized Credentials Quality Assurance System (CCQAS) or equivalent reference.

(5). Medical Planners will be trained in:

(a) Military Decision Making Process/JOPES/JOPP/GFM/JCRM

(b) MEDEVAC procedures and familiarization with ISOS in Africa

(c) Transportation Command Regulating and Command and Control Evacuation System (TRAC2ES)

(d) Theater Medical Data Store (TMDS) systems

(6). Medical Regulating Officers, Aeromedical Evacuation Officer, and all enlisted medical technicians will be trained in:

(a) MEDEVAC procedures and familiarization with ISOS in Africa

UNCLASSIFIED

(b) Transportation Command Regulating and Command and Control Evacuation System (TRAC2ES)

(c) Theater Medical Data Store (TMDS) systems

(7). Preventive Medicine or Public Health officers/enlisted technicians, Environmental Health Officers, and IDC/IDMT's who deploy to forward operating locations will be trained in:

(a) Deployment health surveillance requirements to include occupational and environmental health site assessments, environmental (air, water, soil) sampling and operational reporting

(b) Field sanitation and hygiene, disease prevention, and vector surveillance and control

(c) Disease non-battle injury and Tri-Service reportable medical event reporting

(d) Facility sanitary inspections (food, barber shops, gyms, et al)

(e) Integrated Pest Management Program

(f) Industrial Hygiene requirements

(g) Disease outbreak investigation techniques

(h) Medical intelligence

(i) Food & Water Vulnerability Assessments

(8). US Army Veterinarian Personnel will be trained in:

(a) Veterinary civic action programs

(b) Veterinary preventive medicine

(c) Diagnosis and prevention of zoonotic diseases

(d) Sanitary audits and sampling of local food sources

(e) Food facility inspections

(9). Per DoDI 1322.24, medical personnel assigned as Joint task force (JTF) and joint force commander (JFC), Service component, or special operations forces headquarters surgeon staff will be trained in:

(a) Command relationships

UNCLASSIFIED

- (b) Command, control, and communication processes
- (c) Joint planning and execution
- (d) Medical intelligence
- (e) Service, joint, and combined operations
- (f) Health service support doctrine
- (g) Medical support to detainee operations
- (h) Military medical support to stability operations and humanitarian relief
- (i) Role specific subject matter expertise skills (i.e., blood management, medical logistics, medical regulating, public health emergency management)

i. **BLOCK I: Tactical Contracting Personnel:** Field Ordering Officers and Paying Agents.

- (1) Identify appropriate candidates for appointment as Field Ordering Officers and Paying Agents.
- (2) Trained on Field Ordering Officer and Paying Agent duties and responsibilities.
- (3) Trained in fiscal law and “color of money” regulations and authorities (Title 10/22)

j. **BLOCK J: Guardian Angel Squadron:** A ground maneuver unit tasked to execute full spectrum personnel and sensitive item recovery.

- (1) Qualified to operate on USMC CH-53E and USAF HC-130P aircraft
 - (a) Familiar with CH-53E tethered duck / hard duck ops
- (2) Aerial deployment of equipment
 - (a) Fixed wing resupply procedures
 - (b) RAMZ (Rigged Alternate Method Zodiac)
- (3) Familiar with MEDEVAC / trans-load operations
- (4) Operate and integrate with JCSAR security platoon
 - (a) Ability to perform squad sized dismounted movement for isolated personnel recovery and battle drills.

UNCLASSIFIED

(5) Ability to operate around hazardous material for sensitive item recovery operations (land and water).

(6) Critical skill sets required on each team:

- (a) Extrication
- (b) Dive recovery
- (c) Extended medical care
- (d) Secure communications

(7) Combat support requirements:

(a) Aircrew flight equipment:

- 1. JAI certified (minimum 1 person)
- 2. Forklift qualified (minimum 1 person)
- 3. Qualified parachute riggers (minimum 2, one shall be a 7-level)
- 4. Familiar with filling compressed cylinders (minimum 1 person)

(b) Combat Arms: Familiar with munitions/weapons handling and storage

(c) Ability to operate and maintain ground radios (PRC-152, PRC-117)

- 1. Trained to manage COMSEC (minimum 1 person)

(d) Small Engine Mechanic trained to maintain:

- 1. Boat engines
- 2. Generators
- 3. All-terrain vehicles

(e) SERE personnel should be able to manage and support Phase 1 reintegration facility

UNCLASSIFIED

Appendix C. Training Readiness

TRAINING READINESS	CJTF-HOA STAFF	ENGINEERING UNITS	PERSONNEL SECURITY DETACHMENT	AVIATION UNITS	MEDICAL/VETERINARIAN	CIVIL AFFAIRS	COMBAT ARMS BATTALION
Warrior Tasks (INDIVIDUAL)							
SHOOT							
Qualify w/ assigned weapon (marksmanship)	X	X	X	X	X	X	X
Perform a function check	X	X	X	X	X	X	X
Load/Unload weapon	X	X	X	X	X	X	X
Correct malfunctions w/ assigned weapon	X	X	X	X	X	X	X
Engage targets	X	X	X	X	X	X	X
Conduct weapon clearing procedures	X	X	X	X	X	X	X
Engage targets with M240B MG			X				X
Engage targets with M60 or M249 MG			X				X
Engage targets with M2 Cal. 50 MG							X
Correct malfunctions of a MG (M2, M240B, M249, MK-19)			X				X
Engage targets with weapon using a night vision sight (AN/PVS-4, AN/PAS-13, AN/TVS-5)		X	X				X
Engage targets using an aiming light (AN/PEQ-2A, AN/PAQ-4)			X				X
Employ mines and hand grenades							X
Concealed carry training			X			X	X
MOVE							
Determine location on ground (terrain association, map, & GPS)		X	X		X	X	X
Navigate from one point to another (dismounted & mounted)		X	X		X	X	X

UNCLASSIFIED

Move over, through, or around obstacles (except minefields)		X	X		X	X	X
Prepare/operate a vehicle in a convoy		X	X		X	X	X
PERFORM VOICE COMMUNICATIONS							
SITREP	X	X	X		X	X	X
SPOTREP	X	X	X		X	X	X
MEDEVAC	X	X	X		X	X	X
Use visual signaling techniques		X	X			X	X

TRAINING READINESS							
Warrior Tasks (INDIVIDUAL)	CJTF-HOA STAFF	ENGINEERING UNITS	PERSONNEL SECURITY DETACHMENT	GENERAL AVIATION UNITS	MEDICAL/VETERINARIAN	CIVIL AFFAIRS	COMBAT ARMS BATTALION
URBAN OPERATIONS							
Perform movements techniques during an urban operation			X			X	X
Engage targets during an urban operation			X			X	X
Enter a building during an urban operation			X			X	X
FIGHT							
Move under direct fire		X	X			X	X
React to indirect fire (dismounted & mounted)		X	X			X	X
React to direct fire (dismounted & mounted)		X	X			X	X
React to unexploded ordnance hazard		X	X			X	X
React to man-to-man contact (Combative)			X			X	X
React to chemical or biological attack/hazard	X	X	X	X	X	X	X
Decontaminate yourself & individual equipment using chemical decontaminating	X	X	X	X	X	X	X

UNCLASSIFIED

kits							
Maintain weapon and equipment		X	X		X	X	X
Select temporary fighting position		X	X		X	X	X
COMBAT LIFESAVER SKILLS							
Evaluate a casualty	X	X	X	X	X	X	X
Perform first aid to clear an object stuck in the throat of a conscious casualty		X	X		X	X	X
Perform first aid to prevent or control shock		X	X		X	X	X
Perform first aid for burns		X	X		X	X	X
Perform first aid to prevent or control heat injuries	X	X	X	X	X	X	X
Perform first aid to restore breathing and/or pulse		X	X		X	X	X
Perform first aid for open wound (abdominal, chest, & head)		X	X		X	X	X
Perform first aid for bleeding, fractured, and/or severed extremity		X	X		X	X	X
Prepare & Transport a casualty		X	X		X	X	X
Medical evacuation		X	X		X	X	X

UNCLASSIFIED

Appendix D. Uniform & Clothing Readiness

1. Digital/desert utilities in adherence with individual service regulations. Boonie hats authorized.
2. Flight suits are authorized for designated aviation/aircrew and special operations personnel.
3. Jewelry and sunglasses shall comply with Service regulations and be conservative in nature.
4. Serviceable, clean, Service-authorized PT gear with PT shoes and white socks are authorized during after-hours activities in designated areas.
5. Depending on location and Service, appropriate civilian attire may also be authorized for on-post wear. Appropriate civilian attire shall comply with common sense standards of safety, decency, and modesty, and present neat, conservative, appearance (no torn clothes, no flip-flops/ sandals without heel straps, no inappropriate slogans).

Appendix E. Joint Knowledge On-line Instructions for members deploying to AFRICOM AOR (non-CJTF-HOA)

The Joint Individual Augmentee Training (JIAT) program is posted on the Joint Knowledge Online (JKO) portal of the Army Knowledge online/Defense Knowledge Online (AKO/DKO) website so you shall attain a DKO/AKO account.

To register for a DKO/AKO account:

- (1) Go to: <https://www.us.army.mil>
- (2) Under "New User?" click on "Register for DKO."
- (3) Click on "Create Army Account" and follow the prompts.
- (4) Once you have your account go to: <http://jko.ifcom.mil> and login to JKO. Please ensure you complete all the required fields to validate your user information.

Here's how to get to the JKO-NIPR and the JIAT program (once you have your account):

A. **Log into your AKO** account using your AKO user name and password or your CAC.

B. On the AKO homepage scroll down, look on the right hand side of the homepage near the "Key Links" heading. Select "**DoD Links**." The system will take you to the DKO portal.

UNCLASSIFIED

- C. On the DKO portal, under "Joint Training," select the **JKO** icon on the far left side of the web page. This takes you to the JKO portal.
- D. On the JKO portal, select the "Take Courses" tab on the right.
- E. Select the "Enrollment" drop down menu at the top.
- F. Select "Browse Courses."
- G. Select the "Curriculum" tab.
- H. Select "CERTIFICATION: JTF FUNDAMENTAL COURSE JTF-101," and you will be automatically enrolled in the JTF 101 curriculum.

Appendix F. Joint Knowledge On-line Instructions for members deploying to CJTF-HOA

The Joint Individual Augment Training (JIAT) program is posted on the Joint Knowledge Online (JKO) portal of the Army Knowledge online/Defense Knowledge Online (AKO/DKO) website so you shall attain a DKO/AKO account.

To register for a DKO/AKO account:

- 1) Go to: <https://www.us.army.mil>
- 2) Under "New User?" click on "Register for DKO."
- 3) Click on "Create Army Account" and follow the prompts.
- 4) Once you have your account go to: <http://jko.jfcom.mil> and login to JKO. Please ensure you complete all the required fields to validate your user information.

Here's how to get to the JKO-NIPR and the JIAT program (once you have your account):

- 1) **Log into your AKO** account using your AKO user name and password or your CAC.
- 2) On the AKO homepage scroll down, look on the right hand side of the homepage near the "Key Links" heading. Select "**DoD Links**." The system will take you to the DKO portal.
- 3) On the DKO portal, under "Joint Training," select the **JKO** icon on the far left side of the web page. This takes you to the JKO portal.
- 4) On the JKO portal, in the upper right side of the page under the purple banner titled "Deploying to a JTF?" select the button labeled "**JTF HQ Training**" on the top row, Right side.

UNCLASSIFIED

5). The system will take you automatically to the JTF HQ Communities homepage. On that page, select the link to the specific JTF HQ op area identified in your orders. In your case, select the **Horn of Africa / OEF** link (or click on the logo).

6) Scroll down to the section labeled JIAT CJTF-HOA Enrollment and click on the link labeled JKO Learning Management Systems (LMS).

7) Scroll down to the “JIAT CJTF-HOA Enrollment” section and follow the instructions to automatically enroll in all required Joint IA training for CJTF-HOA.

Appendix G. Joint knowledge On-line Course Offerings

A. Baseline academic training (part 1, 2 and 3)

Part 1: Academic Training (13hrs)

- J3OP-US196, Forming the JTF HQ (CJTF HOA) (2hrs)
- J3OP-US197, Information Management (CJTF HOA) (1hr)
- J3OP-US198, Legal Issues (CJTF HOA) (1hr)
- J3OP-US202, Staff Integration (CJTF HOA) (1hr)
- J3OP-US203, Joint Public Affairs (CJTF HOA) (1hr)
- J3OP-US204, Comprehensive Approach (CJTF HOA) (1hr)
- J3OP-US205, Theater Logistics Operations (CJTF HOA) (1hr)
- J3OP-US207, Intelligence Fusion and Sharing (CJTF HOA) (1hr)
- J3OP-US208, Interagency Perspective and Integration (CJTF HOA) (1hr)
- J3OP-US209, Commander's Communication Strategy (CJTF HOA) (1hr)
- J3OP-US210, Joint Information Operations (CJTF HOA) (1hr)
- J3OP-US239, Planning (OIF) (1hr)

Part 2: Scenarios (1hr)

- J3OP-US219, CJTF-HOA Exercise Scenarios **(1hr)**

Part 3: Presentations **(8.5)**

- J3OP-US095, Joint Operations Center (JOC) Presentation **(.5hrs)**
- J3OP-US098, Joint Personnel Recovery Agency (JPRA) Introduction **(1hr)**
- J3OP-US156, Joint Center for Operations Analysis (JCOA) Introduction **(1hr)**
- J3OP-US158, Knowledge and Information Fusion Exchange (KNIFE) **(1hr)**
- J3OP-US218, Operational Protection (CJTF-HOA) (1hr)
- J3OP-US228, Joint Civil-Military Operations (CJTF-HOA) (1hr)
- J3OP-US231, Civil-Military Operations and Humanitarian Assistance Program (CJTF-HOA) (1hr)
- J3OP-US323, JTF Transition Planning (CJTF HOA, OIF, OEF) **(1hr)**
- J3OP-US331, Combat Stress and PTSD (CJTF HOA, OIF, OEF) **(1hr)**

UNCLASSIFIED

Part 4: Cultural Awareness training

- J3OP-US500, Virtual Cultural Awareness Trainer (VCAT) Horn of Africa (HOA) Course

B. JMD specific Billet Code Training offerings

J2 Intelligence (8hrs)

- J2OP-US013-13 JTF 101, Module 13: Joint Intelligence (2Hrs)
- J3OP-US0224 N/S, Intelligence Support to Operations (OIF) Unclassified Course (2Hrs)
- J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)

J3 Operations (7hrs)

- J3OP-US013-02 FOUO, Module 5: Joint Operations Planning (2Hrs)
- J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)
- J3OP-US018, Fundamentals of Personnel Recovery (FPR) Course (6.5hrs/Only to J3100 billets)

J4 Logistics (9.5hrs)

- J5OP-US001, Joint Operations Planning and Executions System Course (JOPES) (6hrs)
- J4OP-US013-07 JTF 101, Module 7: Joint Logistics (1.5hrs)
- J4OP-US013-08 JTF 101, Module 8: Joint Reception, Staging, Onward Movement, and Integration (JROOI) (1hr)
- J4OP-US096, Medical Patient Movement Items Tracking and Visibility Course (1hr)

J5 Plans (14hrs)

- J50P-US002, Joint Planning Orientation Course (JPOC) (9hrs)
- J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)

J6 Communications (2hrs)

- J6OP-US004, Global Command and Control System Joint (GCCS-J) Course (2hrs)

Joint CMO Task Force (JCMOTF) (5hrs)

- J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)
- J3OP-US231 N/S, Civilian Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)
- J3SN-MN105, Introduction to Rules of Engagement (ROE) Course (5hrs)

UNCLASSIFIED

- JP 3-57 Civil-Military Operations (1hr/Document)

Surgeon (10hrs)

J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)

J4OP-US013-17 N/S, Module 17: The Joint Task Force (JTF) Fundamentals Course (JTF 101) Introduction to the Role of the Joint Task Force Surgeon (8hrs)

Legal (3hrs)

J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)

J3OP-US231 N/S, Civil Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)

Chaplain (3hrs)

J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)

J3OP-US231 N/S, Civil Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)

PAO (4hrs)

J3ST-MN102, Peace Support Operations, Civil Military Cooperation for Commanders and Staff (2hrs)

J3OP-US231 N/S, Civil Military Operations and Humanitarian Assistance Program (CTJF-HOA) (1hr)

J3OP-US238, Joint Public Affairs (OIF) Course (1hr)

UNCLASSIFIED

Appendix H. UNIT FIELD SANITATION KITS

Due to the enhanced disease and non-battle injury threat in the USAFRICOM AOR, all deploying units are required to have unit field sanitation and vector surveillance equipment capability when deploying to locations without organic public health support in the USAFRICOM AOR. Basis of allocation is one field sanitation kit per site with sufficient quantities for the population supported. Purpose of this equipment is to provide basic field sanitation capability for unit personnel in order to minimize impact of disease and non battle injury due to sanitation and vectors. Table 13.1 displays suggested minimum stockage list for a unit field sanitation kit, which will support 150 personnel.

TABLE 13.1 UNIT FIELD SANITATION STOCKAGE

NOMENCLATURE	NSN	UI	QTY REQ
Insect repellent, personal application (2 oz tube)+	6840-01-284-3928	BX	2 TUBES/SM
Insect repellent, clothing IDA kit+	6840-01-345-0237	BX	3 KIT/SM
Insect repellent, clothing and bed net treatment	6840-01-278-1336	BX	1 CN/SM
Insecticide, d-phenothrin	6840-01-412-4634	CN	1 can/ SM
Insecticide, Demand Pestab (note 3)	6840-01-431-3357	CO	1/150 SM
Fly bait	6840-01-183-7244	CN	1/150 SM
Sprayer, insecticide manually carried (2 gal) or (note 6)	3740-00-641-4719	EA	1/50 SM
Sprayer, insecticide manually carried (1 gal)	3740-00-191-3677		
Sprayer, insecticide repair parts kit (note 5)	3740-01-234-3448	EA	3/Sprayer
Trap glue, rodent	3740-01-240-6170	BX	2 BX/150 SM
Trap glue, roach	3740-01-096-1632	BX	2 BX/150 SM
Swatter, fly	3740-00-252-3383	DZ	1 dz/150 SM
Goggles, industrial (non-vented)	4340-00-190-6432	EA	2/150 SM
Gloves, chemical and oil protective	8415-01-012-9294	PR	2/150 SM

UNCLASSIFIED

Respirator, pesticide	4240-01-259-4578	EA	3/team
Coveralls, cotton sateen	8405-00-082-5533	EA	6/150 SM
Calcium hypochlorite (6 oz jar) (note 1)	**6810-00-255-0471	BT	1/150 SM
Chlorination kit, water purification + or Chlorination kit, water	6850-00-270-6225 or 6850-01-374-9921	KT	1/15 SM
Water purification tablet, iodine	6850-00-985-7166	BT	2/SM
Thermometer, food	6685-00-444-6500	EA	2/team
Wet bulb-globe temperature kit (WBGT) (note 7 and 8)	6665-00-159-2218	EA	1/unit
Wet bulb-globe temperature, black globe thermometer	6685-01-110-4429	EA	1/unit
Wet bulb-globe temperature, wet bulb thermometer	6685-01-110-4430	EA	1/unit
Wet bulb-globe temperature, dry bulb thermometer	6685-01-110-6563	EA	1/unit
Alcohol swabs, single pads (500)	6510-01-153-4638	BX	1 BX/150 SM
Chest #3, 30 x 18 x 10 (note 2)	6810-00-914-3480	EA	As required to store supplies
Chlorine test tablets DPD #1 (100 tablets)	6550-01-044-0315	PG	1
Container, bait, rodent (UI contains 6 bait stations)	3740-01-423-0737	BX	1/team
Disinfectant, food service (U/I contains 12 packets)	6840-00-810-6396	BX	1/75 indv
Mouse trap, spring indv (UI contains 12 traps)	3740-00-252-3384	DZ	4dz/150 indv
Rat trap, spring (UI contains 12 traps)	3740-00-260-1398	DZ	4dz/150 indv
Rodenticidal bait anticoagulant, 0.005% diphacinone 40 blocks per box	6840-00-089-4664	BX	1/150 indv

UNCLASSIFIED

Rodenticide bait anticoagulant, 0.005% brodifacoum (Talon-G) 11 lb can	6840-01-426-4808	CN	1/150 indiv
or			
Rodenticidal bait anticoagulant, 0.005% bromadiolone, (Maki pellets) 11 lb can	or		
(See Note 4)	6840-01-151-4884		
Test paper, chlorine residual	6630-01-012-4093	PG	1
Water purification tablet, chlorine or	6850-01-352-	PG	10/indv
Water purification tab 50s, iodine, 8 mg (UI contains 50 tablets)	6129	BT	2/indv
	or		
	6850-00-985-7166		

- Note 1: Store calcium hypochlorite separately from organic materials in individually packed plastic zip lock bags. Place individually packed zip lock bags into serviceable ammunition can marked with Department of Transportation (DOT) oxidizer labels.

- Note 2: Units may store FLD SAN materials (except NSN 6810-00-255-0471, calcium hypochlorite, unless packed in serviceable ammunition can) in a sealed metal chest or in a footlocker. Whenever possible, keep all materials in their original packaging. If removed from the original package, package the materials in a fiberboard or plywood box and then place them into the sealed metal chest or footlocker.

- Note 3: Demand Pestab replaces insecticide, chlorpyrifos (Dursban LO, NSN 6840-01-210-3392). Use Dursban LO until stocks depleted.

- Note 4: Do not prestock Talon-G or Maki because of short shelf-life. Order on a priority basis prior to anticipated deployment. For emergency procurement: Contact the Defense Supply Center, Richmond (DGSCR) Emergency Supply Operations Center (ESOC) at DSN 695-4865 or Commercial (804) 279-4865. This ESOC is staffed 24 hours a day, 7 days a week.

- Note 5: Obtain three sets of repair parts for each sprayer. Repair parts include items such as: check valves, pressure cups, filters, O-rings, and four way nozzles with crack and crevice tips. Order repair parts from the sprayer manufacturer by part number as Class IX repair parts.

- Note 6: If all sprayers are not equipped with a pressure gauge, order a pressure gauge, NSN 3740-01-332-8746, and filter, NSN 4330-01-332-1639, to retrofit the sprayers.

- Note 7: WGBT kit replacement wick (Part Number 5180-0001), water reservoir (Part Number 6013-0145), and black globe analog (round piece that fits over black thermometer) (Part Number 6013-0142) can be purchased from Sigma Products, South Carolina, 1-800-215-0440 (Ms. Cramer). NSN assignment and Armed Forces Management Board review pending.

- Note 8: Cotton shoestring may be used for wick replacement.

1. Unit Field Sanitation kits can be ordered through the standard unit supply system for an estimated cost of \$11,000 for a 150 person sized element. Single stock number

UNCLASSIFIED

item kits can be ordered from TACSURV (NSN 4540-01-578-4352) for an estimated cost of \$7,065 for a 25 person sized element. Kits can be ordered from TACSURV (stock code 01-FSK-150, GSA Contract #GS-07F-9123D) for a 150 person sized element for an estimated cost of \$30,175.

2. For US Army units requirements for this kit are established in AR 350-1 and FORSCOM Regulation 350-1 requirement, for USASOC units this is a USASOC Pamphlet 40-1 requirement. The kit is a unit funded requirement.

3. For USMC units guidance on equipment is provided in MCRP 4-11.1D.

4. For US Navy units guidance on equipment is provided in NAVPUB 5010-9.

Appendix I. Site Specific Instructions for Liberia – (OOL)

1. There are two seasons in Liberia, a wet and dry season. In the wet season, the weather is extremely rainy with periods of up to six days of consecutive rain during certain months. In the dry season, it rains much less and temperatures can climb to around 90 degrees Fahrenheit.

2. These reporting instructions are location-specific reporting instructions and supersede other reporting instructions that apply to the African continent as a whole. The point of contact for all information regarding these reporting instructions is the U.S. Marine Corps Forces, Africa (MFA) G-1 Operations office. MFA G-1 can be contacted via e-mail at mfag1@mfe.usmc.mil, by calling DSN 314-431-2060/2069, or commercial 011-49-7031-15-2060/2069. After working hours, the MFA Command Center can be contacted at DSN 314-431-2265/2520 or commercial (49) 7031-15-2265/2520, or e-mail mfewatch@mfe.usmc.mil.

3. Travel

a. **All Marines will fly commercial air into Stuttgart, Germany and report to Headquarters, U.S. Marine Corps Forces, Africa G-1 for administrative processing and mission orientation training.** MFA will have a representative of the staff receive all personnel outside customs declaration in the baggage claim area of the Stuttgart Airport. **Other service members will in-process through their units.** Although not required, it is recommended that all non USMC personnel in-process with their respective component command before traveling to Liberia in order to administratively and operationally prepare for duty in Liberia. Non-USMC personnel will proceed as directed by respective service headquarters. Personnel can expect to be at the component headquarters between 3 to 5 days. After check-in and training is complete, all personnel will fly into Roberts International Airport in Monrovia, Liberia. Initial travel into Europe and follow on travel dates to Monrovia will be coordinated with component headquarters in advance IOT facilitate country clearance submissions and approvals prior to departing home station. The MFA G-1 Operations will track flight itineraries. If changes occur, the member and/or components need to inform the MFA G-1

UNCLASSIFIED

immediately. Due to the difference in time zones, all information is required in advance, as normal duty hours do not coincide with CONUS. After normal working hours, contact the MFA Command Center using the contact information provided in paragraph (5).

b. Upon arrival in Monrovia, Liberia, the OOL Officer-in-Charge (OIC) will have a representative of his staff receive all personnel outside the customs declaration in the baggage claim area. Upon arrival, each service member will pay a \$20 expeditor fee. **THIS PAYMENT CAN ONLY BE MADE IN CASH (U.S. DOLLARS)**. The expeditor fee should be claimed and will be reimbursed on the initial travel claim. Payment will be made to the OOL S-4 representative or to the expeditor if present at the airport. For each arrival, an Operation ONWARD LIBERTY member will be present to pick-up new personnel. Though highly unlikely, if no OOL personnel are upon arrival, contact the Roberts International Airport staff and call United States Embassy operator at local phone number of 077054826. Then request the Embassy operator to contact any member of Operation ONWARD LIBERTY and they will proceed directly to the airport.

4. Administration. Service members must have received a detailed administrative screening to ensure they have sufficient obligated service remaining to complete their prescribed tour of duty, and not have any financial or family hardships that would cause significant issues during the assignment.

a. Marines will be assigned "To TAD Excess," crisis code 9GF, and PersTempo will be started via the unit diary by MFA.

b. MFA will report appropriate entitlements on Marines via unit diary once they are joined. Entitlements for OOL may include Family Separation Allowance (FSA), Hardship Duty Pay (HDP) and Imminent Danger Pay (IDP). Note: Liberia is not a combat zone; therefore, members are not tax exempt.

c. Service members must have an EAS/ECC valid throughout their prescribed tour of duty and all personnel must have a valid U.S. Armed Forces Identification Card that will remain valid during the entire period plus two months, in case of an extension.

d. Official photos can be taken for promotion boards at the U.S. Embassy, Monrovia, However, it is recommended that service members take promotion photos prior to arrival in country due to limited availability at the Embassy.

5. Orders Writing Instructions

a. The following information must be included in TAD orders:

(1) The Department of State will fund travel and per diem, operations and maintenance costs per U.S. Africa Command RFF 7090081 Liberia Defense Sector Reform Mentor-Advisor Program message.

UNCLASSIFIED

(2) Purpose of travel is in support of OPERATION ONWARD LIBERTY for U.S. Africa Command and U.S. Marine Corps Forces, Africa.

(3) Location of temporary duty is Liberia (other), Camp Edward B. Kesselly (majority of personnel are located here), or Camp Ware.

(4) Government Quarters are available at no cost and government messing is NOT available or directed.

(5) Variation of itinerary is authorized.

(6) Rental car is not authorized.

(7) Certification of completion of AT/FP Level I training.

(8) Certification of completion of Level B Code of Conduct Training.

(9) Security clearance with date and type of investigation.

(10) Excess baggage authorized at government expense up to 5 pieces, not to exceed 70 lbs per bag. Checked baggage in excess of 70 lbs will be considered as two pieces and items over 100 lbs will not be accepted.

b. Prior to creating authorization, Marines will contact their home station ODTA and request to be dropped from their hierarchy. Once dropped, service members (Marines) will contact the MFA G-1 to be added to the MFA hierarchy. Once added to MFA hierarchy, Marines will create DTS orders to go from their home station to Monrovia, Liberia via Stuttgart, Germany. Service components are to execute a similar process.

c. Service members will book unrestricted roundtrip transportation in DTS. The SATO Germany 24 hour number is +49 800 826-8960. If calling from the U.S. the number is 1-866-576-4635.

d. Service members will build their itinerary for the duration of the prescribed tour. Monthly partial payments are directed.

e. Service members (Marines) will route their DTS authorization using MFA G-1 route list, which is populated in the default list once added to the MFA hierarchy. The routing is service member to SATO to MFA Comptroller to MFA G-1. Service components are to execute a similar process.

f. Use of the GTCC is directed in accordance with DoD Policy. An initial cash advance up to \$500 is authorized.

g. Upon completion of TAD, service members will submit a final travel voucher within five days of returning to their home station.

UNCLASSIFIED

- h. All travel will be funded by Department of State funds via the MFA Comptroller.
- i. Members will be setup for recurring partial payment in DTS as payments will be scheduled in 30 day increments by the MFA Comptroller.

j. Authorized Per Diem Rates and lodging for all locations are as follows:

(1) Camp Ware

Per diem (Local Meals) \$37.00 per day.

Local Incidentals \$9.00 per day.

M&IE rate total is \$46.00 per day.

Government lodging is provided.

Government meals are not available or directed.

(2) Camp Edward B. Kesselly

Per Diem (Local Meals) \$37.00 per day.

Local Incidentals \$9.00 per day

M&IE rate total is \$46.00 per day.

Government lodging is provided.

Government meals are not available or directed.

(3) Monrovia/Barclay Training Center (BTC)

Per diem (Local Meals) \$72.00 per day.

Local Incidentals \$18.00 per day.

M&IE rate total is \$90.00 per day.

Government lodging is provided.

Government meals are not available or directed.

k. Reporting/detaching endorsements will be issued by MFA G-1 for all service members to insure the correct payment of Per diem/lodging.

6. Legal. Personnel must update powers of attorney, wills and medical directives prior to deployment. Personnel who have medical directives will include a copy in their

UNCLASSIFIED

deployed medical records. Deploying service members will be screened for all for the following:

- a. Severe financial problems/difficulties.
- b. Projected child support or custody hearings.
- c. Projected divorce/separation hearings.
- d. Outstanding administrative or legal issues.
- e. All personnel will report with their skeletal SRB/OQR/Mobility folder (USAF)/Officer/Enlisted Report Book (USA), and medical and dental records.

7. Training. Personnel shall utilize the Pre-Deployment Training Program per MCO 3502.6 - Marine Corps Force Generation Process (FGP) - 29 Apr 2010. Training requirements are broken down into three categories - Annual service requirements (Service); Pre-deployment block 1a (Component & Service); Pre-deployment block 1b (Combatant Commander). Note that many block 1b requirements, mandatory for all personnel, are also annual USMC service training requirements. Personnel may utilize Marine Net, JKO, other comparable service source, etc to satisfy training requirements and need only complete any given course title one time. The following pre-deployment training must be completed prior to departure from home station. Under no circumstances will a service member depart their home station without completing all training requirements listed and having their Commanding Officer sign and verify that all training is complete:

- a. Annual Service requirements. The following training requirements apply to all USMC OOL mentors. It is expected that all personnel be current in their respective annual service required training and physical fitness test/evaluations prior to OCONUS travel and documented in service record books or electronic service records. It is highly encouraged that personnel from other (non-USMC) services access Marine Net, Army Knowledge Online (AKO), Joint Knowledge Online (JKO), or other DOD sponsored sites to complete the training. Minimum applicable USMC service standards are listed below for service comparison. Senior service representatives will coordinate as appropriate to ensure the maintenance of service requirements while deployed, to include updated physical fitness test/evaluation.

- (1) Joint Anti-Terrorism Level 1. Marine Net course code JATLV 10000 or DOD Level 1 Antiterrorism Training System via <https://atlevel1.dtic.mil/at/>

- (2) Cyber Awareness Training. Marine Net Course Code Cyber M0000 or service equivalent.

UNCLASSIFIED

(3) Sexual Assault Prevention and Response (SAPR). Marine Net Course Code SAPR01 0000 or service equivalent.

(4) USMC Personally Identifiable Information (PII). Marine Net Course Code PII 090000 or service equivalent.

(5) Combating Trafficking in Persons. Marine Net Course Code DD01AO0000 or DKO Course Code J3TA-US030.

(6) DOD Information Assurance Awareness. Marine Net Course Code DODIA 80000 of JKO Course J3OP-US250.

(7) Suicide Prevention. Marine Net Course Code CI06816D0 or service equivalent.

(8) ORM Refresher. Marine Net Course Code DI5101B000 or service equivalent.

b. Pre-deployment block 1a (Service Pre-deployment standards)

(1) Individual skills that support METS per MCO 1553.3A.

(a) Advising Foreign Security Forces 101. JKO Course Code J7SN-US333 (provides the basics of what the purpose is of an advisor and what types of skills/traits are required of advisors).

(b) Additional block 1a training will begin upon arrival at AFRICOM component headquarters, if so routed, and conclude on site in Liberia.

(c) Foreign Weapons Safety. Marine Net Course Code FWS 001.

(2) Code of Conduct, SERE, and Risk of Isolation (MCO 3460.aA, MCO 3502.1A, and MCO 3460.2). This training is a requirement for all personnel assigned to the USAFRICOM AOR and must be completed prior to travel in AOR. Completion of this training must be reflected in MCTFS or service equivalent administrative system prior to deployment.

(a) Sere 100.1 Level A Code of Conduct training course. JKO Course Code J3TA-US022.

(b) All personnel will register for an "individual account" and will complete the accompanying ISOPREP computer based training found on the SIPRNET at <https://prmsglobal.prms.af.smil.mil/prms215/login/start.aspx> and submit the ISOPREP data as indicated.

(1) Law of War.

(a) (Law of Land Warfare (MCO 3300.4). Marine Net Course Code 4401AO.

UNCLASSIFIED

(b) Law of War brief to be provided upon arrival at AFRICOM component headquarters.

(2) Operational Culture and Language.

(a) Operational cultural information regarding Liberia and West Africa can be found in numerous locations in the public domain, but will be addressed upon arrival at AFRICOM component headquarters, if so routed, and conclude on site in Liberia.

c. Pre Deployment block 1b (Combatant Commander AOR standards)

(1) Combating Trafficking in Persons. DKO Course Code J3TA-US030.

(2) Joint Anti-Terrorism Level 1. DOD Level 1 Antiterrorism Training System via <https://atlevel1.dtic.mil/at/>.

(3) DOD Information Assurance Awareness. JKO Course Code J3OP-US250.

(4) Suicide Prevention. Service Standard.

d. All training must be completed and reflected in MCTFS or Component equivalent administrative system prior to deployment in accordance with MCO P3302.1C or applicable service regulations.

e. All personnel are required to submit and/or review current Isolated Personnel Report (ISOPREP) DD form 1833 via the Personnel Recovery Mission Software (PRMS) system.

f. Personnel are required to complete their service standard Physical Fitness Test (PFT) / Combat Fitness Test (CFT) and have the score entered into MCTFS or equivalent service reporting systems prior to reporting. PFT's and CFT's will be administered in Liberia, but will be executed on a limited basis.

8. Weapons. Personnel will not be issued a weapon as weapons are not authorized in Liberia. The U.S. Embassy, in coordination with UNMIL, does not allow U.S. military to carry weapons in Liberia. Personnel are authorized to bring small knives into Liberia provided it is packed in their checked luggage.

9. Driving. Personnel must have a valid U.S. driver's license that will remain valid during their prescribed tour of duty. Personnel will be required to drive vehicles in connection with their official duties. Personnel must also have the capability to drive a (stick shift) vehicle, as there are no automatic transmission vehicles available in Liberia. Drivers will receive additional driver's training in Monrovia upon arrival.

UNCLASSIFIED

10. Government Travel Charge Card (GTCC). Personnel will require a GTCC with a minimum monthly limit of \$10,000. All GTCC's must be issued through your home station's Agency Program Coordinator (APC) prior to beginning travel. Marine Corps personnel will be added to the MFA GTCC account hierarchy for the duration of the deployment. GTCC payments are tracked for each deployed Marine through MFA the G-1.

11. Personal Finance

a. The U.S. dollar is readily accepted in Liberia and there is no limit on the amount of foreign currency that can be transported into and out of the country, provided each member follows the specific regulations on how such transfers must be completed. Regulations require sums in excess of \$10,000 (U.S. dollars) to be reported at the port of entry and no more than \$7,500 (U.S. dollar equivalent) in foreign currency banknotes can be moved out of Liberia at one time. Larger sums must be transferred via bank drafts or other financial instruments. Personnel are limited to two outgoing \$5,000 (U.S. dollars) over-the-counter cash wire transfers per month. Wire transfers are NOT RECOMMENDED as they are unreliable and subject to substantial fees. **ATMs are not available. Traveler's checks and credit/debit cards are not accepted anywhere in Liberia.** The only way to procure money is by cashing a check at the U.S. Embassy in Monrovia, Liberia. Mentors will have the opportunity to get cash each week through the Embassy Finance Office. Service member must have a copy of orders to submit with check to Embassy cashier. Keep in mind that there is a \$27.00 U.S. check cashing fee that is assigned to the OOL funding stream each time you cash a check, so plan your checking cashing accordingly. All members must arrive with a minimum of \$500 cash. This should be taken out as a travel advance from the GTCC at any bank before arrival in country. The cash advance will be paid with submission and settlement of initial travel claim. Because of the challenges highlighted, **home stations must complete a thorough screening for financial stability due to the remote nature of this mission.**

b. Service members should also ensure they have accounts set up in DFAS and MyPay to enable them access to pay and leave information. Members are also highly encouraged to set up an online account with their respective bank to verify they are receiving payments.

12. Internet, E-mail and Connectivity

a. Internet access for OOL personnel is limited based upon local service contract and base location. Service members must have access to their service component online email account (i.e. Marine Online, Air Force Portal, Army AKO/DKO).

UNCLASSIFIED

b. Service members should set up an account with a free internet service provider (i.e., Skype or Yahoo) to make CONUS phone calls. Internet account access will require the purchase of an air card at the member's expense. Vonage® does not work in Liberia, as the only internet service available is wireless (cellular network).

13. Medical. Commands will ensure strict compliance with all medical screening requirements prior to deployment as outlined below and IAW requirements found in Appendix 6 to Annex Q of U.S. Africa Command Theater Campaign Plan 7000-12 located at https://intellipedia.intelink.gov/wiki/USAFRICOM_Force_Health_Protection. Service members will hand-carry all malaria medication and skeleton medical/dental records

a. Currently Medically Ready IAW Service and/or agency guidelines (contractors IAW DODI 3020.41) with no deployment limiting conditions

b. Laboratory/diagnostic tests (HIV, Tuberculosis, pregnancy, G6PD, Blood Type, DNA, etc) current IAW Service guidelines

c. Mandatory vaccinations for entry into the USAFRICOM AOR are:

- 1) Hepatitis A (series complete or first dose at least 14 days prior to travel)
- 2) Hepatitis B (series complete or first dose at least 14 days prior to travel)
- 3) Tetanus-Diphtheria (every 10 yrs - one time adult booster of TDap if not previously received)
- 4) Measles, Mumps, Rubella (single adult booster is required)
- 5) Poliovirus (series complete plus single adult booster is required)
- 6) Seasonal Influenza (current annual vaccine)
- 7) Varicella (documented immunity or vaccination)
- 8) Typhoid (injectable every 2 yrs; oral every 5 yrs)
- 9) Meningococcal (every 5 yrs)
- 10) Yellow Fever (every 10 yrs - last dose must be at least 10 days prior to arrival to Africa)
- 11) Rabies / Pneumococcal if high risk and as needed for occupational exposure (veterinary personnel, SOF, dog handlers, etc)

d. Traveling with a CDC 731 "Yellow Shot" card demonstrating all required vaccinations and bearing an official yellow fever vaccination stamp

e. Traveling with a sufficient quantity of current medications and/or medical equipment to last travel duration

f. Traveling with a sufficient quantity of anti-malarial medications as required per

UNCLASSIFIED

National Center for Medical Intelligence assessment of malaria transmission risk for countries to be visited to last travel duration

g. Traveling with a sufficient quantity of recommended medications for common traveler illnesses (such as diarrhea)

h. Traveling with a permethrin-treated bednet

i. Traveling with enough repellent-treated clothing (civilian and/or uniform) to last travel duration

j. Traveling with enough individual insect repellent containing 24-35% DEET and sunscreen to last travel duration

k. Received a location specific health threat brief within 30 days prior to arrival in Africa

l. Reviewed the food safety brief {at link} and understand how to mitigate the risks of consuming non-approved food & water
http://phc.amedd.army.mil/phc%20resource%20library/deployment_food_risk_briefing.pdf

m. Failure to comply with any of the above medical or dental requirements presents potential medical issues. Any medical requirement not satisfied prior to reporting or transfer to this AOR places an undue burden on this command and the supporting medical and dental commands. With limited resources, medical issues may not get resolved in this AOR. Any unresolved medical issues can be considered disqualifying, which may result in the early return of personnel, thus severely compromising the readiness and mission of OOL.

n. Medical support in Liberia is limited to the OOL medical team and local support at the Jordanian Medical Hospital, UNMIL. Urgent medical care patients will be transferred to this hospital and/or evacuated from Liberia.

o. For active duty service members on orders less than 180 days, you may remain on your current Tricare program. For active duty service members on orders greater than 180 days and Reservists/Guardsmen on orders greater than 30 days, since you will be deployed to a location in which fully operational medical assets are not available, you are required to enroll in TOP Prime Remote (TOP PR). This will provide you access to medical and dental care while in Liberia when care is beyond the scope of the OOL medical staff. Failing to enroll may delay access to medical or dental care. Prior to leaving your home station, please contact your Tricare office so they can assist you with this enrollment. Upon arriving you will medically in-process with the OOL medical officer. If your family lives in the United States when you are activated, they may be eligible for the following U.S. program options:

UNCLASSIFIED

- TRICARE Prime
- TRICARE Prime Remote for Active Duty Family Members
- TRICARE Standard and TRICARE Extra
- TFL (if enrolled in Medicare Part A and Part B)

Your coverage and your family's coverage can begin as early as the first day of your orders, but only after your enrollment in TOP PR has been processed. There are no enrollment fees. For more information before arriving in Liberia, please contact your local Tricare office. Information is also available at the following Tricare website:

<http://www.tricare.mil/mybenefit/ProfileFilter.do;jsessionid=MPvBvJx38L7gxLfzGZxcP6D4F195vrGLvXqWzHNmJyM9gBqG8Hxk!-210283434?puri=%2Fhome%2Foverview%2FPlans%2FLearnAboutPlansAndCosts%2FTRICAREGlobalRemoteOverseas>

14. Passports. A no-fee official passport or civilian tourist passport is required. **A VISA IS ALSO REQUIRED. THE FEE IS REIMBURSABLE BUT THE PROCESS MAY TAKE SEVERAL WEEKS IF YOU ARE NOT NEAR A LIBERIAN EMBASSY. HOWEVER, IF, DUE TO TIME CONSTRAINTS, YOU ARE UNABLE TO OBTAIN A VISA PRIOR TO YOUR REPORT DATE, THE STATUS OF FORCES AGREEMENT (SOFA) WILL SUFFICE FOR ENTRY INTO LIBERIA.** In the absence of a visa, all service members **MUST** hand-carry the United States of America and Republic of Liberia SOFA along with official orders and their U.S. military Identification Card. The SOFA will be given to you when you receive your official orders. These documents will be presented to Customs officials when transiting European countries. If you do not possess a SOFA or a visa, you will not be allowed to transit through European countries. Contact the MFA G-1, via your chain of command, if there is an issue with obtaining any of the above mentioned documents prior to departure.

15. Country and Area Clearance. In accordance with the Department of Defense Foreign Clearance Guide, www.fcg.pentagon.mil, and U.S. AFRICOM guidance; an Electronic country clearance (ECC) and Aircraft and Personnel Automated Clearance System (APACS) are **required** to enter Monrovia, Liberia. Access to both the ECC and APACS are available at the following websites:

<https://ecc.state.gov/security/EccLogin.aspx>

<https://apacs.dtic.mil/apacs/>

Failure to complete either of these country access requests will result in denied access into Monrovia, Liberia. Clearances should be submitted 30 days prior to deployment CONUS. **Allow for a minimum lead time of two weeks from**

UNCLASSIFIED

submission to approval for clearance request. Home unit readiness personnel/deployment managers will complete both the ECC and APACS. Ensure that MARFORAF is added to the itinerary TAB under “organization to be visited” in order to allow for visibility. **When submitting an (ECC) request, be sure to submit it to Office of Defense Cooperation where it asks you for “section” or it will be denied.**

15. Personal Equipment. Refer to enclosures (2) to (4).

16. Additional Notes.

a. Delayed luggage is a frequent occurrence when flying into Liberia. Service members must pack the following items in their carry-on luggage.

Passport

Visa/SOFA

Malaria Medication

Personal Checkbook

GTCC

Skeletal Service Record Book/Mobility folder/Officer or Enlisted Report book

Medical/Dental Records

Five copies of original orders

Military ID card

Valid U.S. Driver’s License

Dog Tags – 2 pair

Prescription eye glasses – 1 pair

One complete set of utility uniforms (Green)

One complete set for casual civilian attire

One complete set of PT gear

Hygiene kit

Laptop (personal)

CAC reader (optional)

UNCLASSIFIED

b. Civilian clothing monetary allowance is not authorized. **Appropriate civilian attire is necessary for occasional visits to the Embassy and liberty.**

c. Postal/mail operations are limited and currently handled by the U.S. Embassy. If you think you need it, bring it. It is not recommended to request or receive excessive size care packages. Mail is picked up by OOL personnel at the U.S. Embassy mailroom. The average time to receive mail is three to four weeks. Outgoing mail is currently limited to a normal letter size envelope or small box not to exceed 2.2lbs. This policy is for OOL mentors as well as Department of State personnel. Please note that packages have been returned to Dulles Airport as a result of prohibited items. Prohibited items for mail can be found at the following website:

http://pouch.a.state.gov/content.asp?content_id=177&menu_id=89

Once you gain access, click on the UPDATED PROHIBITED ITEMS LIST link for a detailed list of items.

d. The mailing address for OOL is:

Rank & Name

Attn: OSC/OOL

8800 Monrovia Place

Dulles, VA 20189-8800

e. Personnel are highly encouraged to bring as many hygiene and amenity items as possible as these items are quite expensive in Liberia (i.e. toothpaste, shaving cream, toilet paper, razors, soap, etc.).

f. There is no Chaplain on the OOL staff. Service members may attend local churches for Catholic and Protestant services.

g. There is currently a wide disparity in excess baggage charges by airlines serving Liberia. Service members should use their GTCC for any unforeseen additional charges; MFA G-1 will arrange for payment of the GTCC in the initial travel claim. **DO NOT use personal credit cards to pay for excess baggage fees or airline tickets.** Each service member must pay particular attention to what is being charged based upon currency conversion.

h. Personal electronics and computers, power in nearly all of Monrovia is run off generators, to include Armed Forces of Liberia bases, and the voltage output is 220V in most places. Ensure your power adapters are capable of switching and support an input voltage of 100-240V or something similar. If you plug in a 120V power strip or a device

UNCLASSIFIED

that doesn't support 220V power, you **WILL** destroy your device. Note that the rooms you will be living in will have Western (US) style plugs. These are 220V – not 110V.

i. Service members are highly encouraged to read the USMC Small Wars Manual as it will provide knowledge relative to the 14 year long civil war in Liberia. This publication can be found on the official website for the Marine Corps, <http://www.marines.mil> or at the following URL: <http://www.au.af.mil/au/awc/awcgate/swm/index.htm>.

16. Summary. The mission of mentoring for OOL is dynamic and requires paradigm thinking (outside of the box). Being an effective mentor requires one to listen, assess and provide thoughts to our AFL counterparts. It is highly recommend that each servicemember reads as much as possible on Liberia and its political and military history, as well as the West Africa region ECOWAS and UNMIL participation; this will greatly aid in your success as a mentor/advisor. The Commander, U.S. Marine Corps Forces, Africa welcomes your arrival.

Commander's Checklist

Documentation/Accesses:

Valid US Armed Forces ID Card (must remain valid during entire deployment)
Skeletal SRB/OQR/Mobility folder (USAF) / Officer / Enlisted Report Book (USA), and medical and dental records

Official Passport (valid for duration of tour) w/ Liberian visa

Government Travel Charge Card (GTCC) w / minimum monthly limit of \$ 10,000

Access to service component's online email account (Marine Online, Air Force Portal, Army AKO / DKO)

Minimum of \$500.00 (US) in cash – can be taken out as cash advance from any bank prior to deployment

DFAS and MyPay accounts and access to them

Pre-deployment Training (see reporting instructions):

PTP, Block 1A

Level "B" Code of Conduct Training

Level 1 Anti-Terrorism/Force Protection Training

ISOPREP cards

Current PFT/CFT completed and entered in MCTFS (USMC)

Online Joint Training course (J7SN-US333) "Advising F Foreign Security Forces 101"
(<http://jko.jfcom.mil/>)

Medical:

Medical and Dental records including CDC 731 "Yellow Shot" card demonstrating all required vaccinations and bearing an official yellow fever vaccination stamp

UNCLASSIFIED

A 6-month or 1-year supply (based on length of tour) of malaria medication and all other prescribed medications

Documentation of requirement for specific medical equipment prior to departure from prior duty station

Laboratory/diagnostic tests (HIV, Tuberculosis, pregnancy, G6PD, Blood Type, DNA, etc) current IAW Service guidelines

Mandatory vaccinations for entry into the USAFRICOM AOR are:

Hepatitis A (series complete or first dose at least 14 days prior to travel)

Hepatitis B (series complete or first dose at least 14 days prior to travel)

Tetanus-Diphtheria (every 10 yrs - one time adult booster of TDap if not previously received)

Measles, Mumps, Rubella (single adult booster is required)

Poliovirus (series complete plus single adult booster is required)

Seasonal Influenza (current annual vaccine)

Varicella (documented immunity or vaccination)

Typhoid (injectable every 2 yrs; oral every 5 yrs)

Meningococcal (every 5 yrs)

Yellow Fever (every 10 yrs - last dose must be at least 10 days prior to arrival to Africa)

Rabies / Pneumococcal if high risk and as needed for occupational exposure (veterinary personnel, SOF, dog handlers, etc)

Miscellaneous:

An appropriate free internet provided service for access to call home – Access requires the purchase of an air card (Vonage does not work here)

Extra hygiene items, as items are expensive to purchase through the local economy in Liberia

UNCLASSIFIED

COMMANDING OFFICER'S READINESS CERTIFICATION

FAX/EMAIL TO MARFORAF AFTER COMMANDER SIGNS

NAME, RANK, UNIT, PHONE #			
ADMINISTRATIVE READINESS			
I certify that all requirements listed in this handbook have been complied with and the Marine identified above is administratively ready for deployment.			
RESPONSIBLE OFFICER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)	DSN – XXXX	Email	Signature and Date
SECURITY CLEARANCE READINESS			
I certify that Marine identified above has the security clearance required by the billet and a visitor's request was submitted to COMMARFORAFRICA.			
RESPONSIBLE OFFICER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)	DSN – XXXX	Signature and Date	
TRAINING READINESS			
I certify that Marine identified above has met all training requirements for deployment.			
RESPONSIBLE OFFICER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)	DSN – XXXX	Signature and Date	

UNCLASSIFIED

MEDICAL/DENTAL READINESS			
I certify that Marine identified above is qualified for deployment.			
RESPONSIBLE OFFICER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)	DSN -XXXX	Signature and Date	
EQUIPMENT/GEAR READINESS			
I certify that all equipment listed has been issued to the Marine identified above.			
RESPONSIBLE OFFICER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)	DSN -XXXX	Signature and Date	
FAMILY READINESS			
I certify that Marine identified above has met all requirements for deployment.			
RESPONSIBLE OFFICER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)	DSN-XXXX	Email	Signature and Date
SERVICE MEMBER'S STATEMENT OF UNDERSTANDING			
I certify that I have read and understand the Reporting Instructions for Operation Onward Liberty (OOL), and that I meet all deployment readiness criteria.			
Signature and Date			
COMMANDING OFFICER'S REVIEW AND ACKNOWLEDGEMENT			

UNCLASSIFIED

I certify that the Marine identified above meets all deployment readiness criteria.			
Rank & Name (Print)	DSN - XXXX	Email	Signature and Date

Military Gear List

a. The following items are NOT required:

- Flak jacket and helmet
- Chemical/biological warfare gear
- Winter gear
- Body armor

b. Required Items (Military)/excess to minimum requirements are a recommendation:

- Official or tourist Passport (No Fee) (preferably the official passport)
- Visa or Status of Forces Agreement (SOFA) from home station
- Government Travel Credit Card (activated)
- Modified copy of Service Record Book/Mobility folder/Officer or Enlisted Report Book
- Medical/Dental Records
- 5 copies of original orders
- Military ID card
- Valid U.S. Driver's License
- 782 Gear (minus flack & helmet, LBV, web belt etc.)
- Dog Tags - 2 pair
- Prescription eye glasses – 2 pair
- Malaria Medication (6 month or 1 year supply depending on length of tour)
- Boots - hot weather (ICB or service equivalent) – 2-3 pairs

UNCLASSIFIED

- Socks (green) - 6 pair
- Hygiene Kit – 1
- Reflective PT Belt - 1
- Summer Service Uniform w/ Ribbons (service equivalent)
- Dress Blues/Mess Dress (service equivalent)
(Military Balls & Other Functions at U.S. Embassy)
- Green undershirt - 3
- Underwear – As deemed appropriate
- Woodland pattern utility uniform, service specific – 4 sets – (PERMETHERIN-TREATED) --Permethrin Arthropo Repellent spray, NSN 6840-01-278-1336 or Insect/Arthropod Repellent Protective Treatment for Military BDU, NSN 6840-01-345-0237)
- Woodland pattern utility covers – 2
- Woodland pattern field cover – 1
- MCMAP Belt (Marine Corps specific) – 2 – service equivalent for utility uniform
- Rank Insignia
- Boot bands
- Boot laces
- Seabag – 2
- Duffel bag/service equivalent – 1
- Poncho – 1
- Poncho liner – 1
- Inflatable Foam Pad/ISOMAT (optional) – 1
- CamelBack (optional)– 1
- Black leather or Tactical Gloves (optional, black) – 1 pair
- Hearing Protection -1
- Eye protection/Sunglasses (optional)- 1 pair

UNCLASSIFIED

- Ballistic Goggles
- Assault Pack/Daypack – 1
- Mosquito head net – 1
- Waterproof bag (military issue) – 1
- Gore-Tex top “Green” - 1
- Gore-Tex bottom “Green” – 1
- Towels – 2
- Wash cloths – 4
- Shower Shoes – 1 pair
- Insect repellent (min 25% DEET concentration) – 2
- Protractors – 1
- Pad Locks – 1
- Water bottle – 2
- Flashlight – 1

Civilian Gear List

- Personal Check Book
- Socks (PT) – 10 pr
- PT gear (Civilian) – 2 sets
- Running Shoes – 2 pairs
- Laundry Bag – 2
- Durable Watch – 1
- Civilian dress/collared shirts – 3
- Civilian trousers - 3 pair to include at least one khaki or dress trouser
- Civilian shorts – 2 pair
- Civilian t-shirts - 5

UNCLASSIFIED

- Swim suit - 1
- Civilian hat – 1
- Leather Belt (black or brown) - 1
- Dress shoes - 1 pair
- Dress socks – 2 pair
- Rain jacket (thin for hot weather) Evening jacket/sport coat (officers and NCOs-
for formal events at U.S. Embassy
- Necktie
- Sunscreen – 2 bottles
- U.S. Postage Stamps

Recommended Items

Recommended Supplies (these items are not required, but may assist in performing your duties:

- Note Cards (various sizes)
- Waterproof Notebooks - 2
- Black Ink Pens - 1 box
- Batteries (AA, AAA) - 1 case
- Compass - 1
- Map Markers (super fine) - 1 set
- 90 mph Tape - 1 roll
- 550 cord (50 ft.) - 1
- Notepads - 5
- Extension cord – 1 (ensure cord is rated for at least 220V)
- GPS
- Surge protector (220v, American style)
- U.S. to European power wall adapters

UNCLASSIFIED

- Laptop (personal, if not issued one from gov't)
 - Mass storage device/thumb drive/ external hard drive (personal, if not issued from gov't)
 - Leatherman/Gerber multi-tool
 - Hand sanitizer
 - Face wipes
 - Antibacterial/disinfectant wipes
 - Waterproof boots – 1 (rainy season)
 - I-Pod
 - Headphones w/mic (Internet access)
 - Hiking Boots/Trail Shoes- 1 pair
 - Camera
 - Hangers
 - Ziplock baggies
 - Badge/ID card holder
 - Bathing suit
 - Can opener
- Civilian clothing monetary allowance is not authorized. **Appropriate civilian attire is necessary for occasional visits to the Embassy and liberty.**
- Postal/mail operations are limited and currently handled by the Embassy. If you think you need it, bring it. It is not recommended to request or receive excessive size care packages.

Mail is picked up by OOL personnel at Embassy mailroom each Wednesday and Friday, minus U.S. and Liberian holidays. The average time to receive mail is 3 to 4 weeks. Outgoing mail is currently limited to a normal letter size envelope. This policy is for OOL mentors as well as Department of State personnel. MFA is actively working to have his policy updated to allow for larger size out going mail. Please note that packages have been returned to Dulles Airport as a result of prohibited items. Prohibited items for mail can be found at:

http://pouch.a.state.gov/content.asp?content_id=177&menu_id=89 Once you gain

UNCLASSIFIED

access, click on the UPDATED PROHIBITED ITEMS LIST link for a detailed list of items.

36. Summary. The mission of mentoring for this operation is dynamic and requires paradigm thinking (outside of the box). Being an effective mentor requires one to listen, assess and provide thoughts to our AFL counterparts. Recommend service members read as much as possible on Liberia and its political and military history, as well as the West Africa region (ECOWAS) and UNMIL participation; this will greatly aid in your success as a mentor/advisor. The Commander of U.S. Marine Corps Forces, Africa welcomes your arrival.