

Reporting Instructions

Office of Defense Representative-Pakistan Individual

Augmentee (IA) Reporting Instructions

25 June 2018

1. CLASSIFICATION. Overall classification of this document is UNCLASSIFIED.
2. GENERAL INFORMATION.
 - a. Personnel are in deployment status. Military personnel are required to have a valid armed forces identification card and orders.
 - b. These instructions are intended to clarify and augment CENTCOM and service reporting instructions and training requirements. All personnel must comply with CENTCOM and service requirements.
 - c. Contact information:
 - i. Office of Defense Representative-Pakistan (ODRP)
 1. HR – DSN 318-456-6180
 2. ODRP CENTCOM Liaison Office - Comm 813-529-5194/DSN 529-5194
 3. ODRP Washington, DC Liaison Office (WLO) – Comm 571-256-7447 or 571-256-7453 or DSN 312-260-7447 or 312-260-7453
 - ii. USCENTCOM
 1. CCJ5 Pakistan Desk Officer - Comm 813-529-5166/DSN 312-529-5166
 2. CCJ1 MPA Office – Comm 813-529-1113/DSN 312-529-1113
3. REQUIRED DOCUMENTATION.
 - a. An Official passport is required for all individual augmentees deploying to Pakistan. Submit for an official passport immediately upon notification of assignment.
 - b. Visa application
 - i. A No-Objection Certificate (NOC) from the Pakistan Military must be received prior to visa issuance. E-mail a color copy of the passport bio page (page 2) and a SPECIMIN Letter of Invitation (LoI) (template provided by sponsor) to ISLODRPHR@state.gov as soon as the passport is received.
 - ii. Installation passport office will submit the passport and visa application to the DoD Passport Office. DO NOT wait for the NOC to send the passport and application. DO NOT send the visa application directly to the Pakistan Embassy or the ODRP WLO.
 1. Submit 4 Copies of the visa application and 4 passport photos
 2. Wet sign all 4 applications (do not copy)
 3. Fill in every block, leave no blanks and spell out all acronyms

- a. Use N/A or None
 - b. Item 2 will read: "Filling ODRP Position # - ODRP duty title – Replacing [name of incumbent]"
 4. Make sure you fill out the military pages and you may need to use more than 1 page; you may list medals/awards and training on an additional page
 5. The only hand written item on the application is the signature
 6. If you have questions concerning the completion of your visa application, e-mail a completed visa application to the ODRP Washington LNO for review prior to submitting to installation passport office. E-mail draft visa application for review to centcom.macdill.centcom-hq.mbx.centcom-cci5-odrp@mail.mil. Do not wait for the passport to be issued to submit the visa review.
 - iii. Refer to this website for more information:
https://passportmatters.hqda.pentagon.mil/Requirements/Visa_Requirements.aspx?country_name=Pakistan
 - iv. Visas are often issued just days before scheduled travel. DO NOT request delayed reporting without prior coordination with ODRP/HR.
 - c. Electronic Country Clearance (eCC) (<https://ecc.state.gov/>) is required for all personnel. Clearance is required prior to arrival in country. The Pakistan visa number is required for eCC approval, ensure you add the email address of your sponsor next to his/her name.
 - d. Refer to the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm> for the current Aircraft and Personnel Automated Clearance System (APACS) (<https://apacs.dtic.mil/apacs>) individual theater/country clearance requirements.
4. TDY ENTITLEMENTS: Members provided lodging at no cost. Long term per diem rules apply for M&IE. All enlisted personnel are authorized civilian clothing allowance IAW DoD FMR Vol 7A, Chapter 29, Table 29-8. Officers whose permanent duty station is OCONUS are also authorized a civilian clothing allowance.
 5. EXCESS BAGGAGE. Excess baggage is authorized. Even though A, B, and C bags will not be issued, appropriate civilian attire and miscellaneous items for one year may require 3-5 bags.
 6. SECURITY CLEARANCES. Personnel must arrive with the appropriate clearance. Secret or top secret security clearance is required as specified in the manning document. Members requiring TS/SCI MUST have the appropriate caveats for access to TS/SCI networks as ODRP does not have the capability to read in-personnel. Contact the ODRP Security Manager at 318-456-6162 or 318-456-6030 with questions and for caveats. If the base does not have the capability to read in personnel, contact the ODRP CENTCOM LNO for assistance.

7. CLOTHING/EQUIPMENT REQUIREMENTS AND RESTRICTIONS.

- a. Weapons and ammunition are strictly prohibited. DO NOT bring weapon(s) or ammunition to Pakistan in baggage or household goods.
- b. Uniform of the day (UOD) is civilian clothing.
 - i. Civilian clothing
 1. Official/business casual: suits, dress slacks, collared button-down shirts/blouses, polo shirts
 2. Off-duty wear: jeans, t-shirts (do not bring any clothing that may be considered offensive or derogatory; avoid short skirts and sleeveless/low-cut shirts)
 3. Civilian PT gear
 4. Season/climate appropriate gear (umbrella, jacket, light fleece, sweaters, etc.)
 - ii. Military clothing. Suggested minimum. Bring all items required to complete the following uniforms:
 1. Two (2) full sets of Operational Camouflage Pattern (OCP) uniforms to include all appropriate boots, name tapes and patches.
 2. One (1) set each Class A/Service Dress and Class B/short sleeve
 3. Formal wear (Mess dress, semi-formal) for the Marine Corps Ball in November (optional)
- c. Do not bring A, B or C bags, body armor or other gear not specified above

8. MEDICAL.

- a. Personnel must comply with all requirements in CENTCOM Individual Protection and Individual-Unit Deployment Policy.
https://www.fcg.pentagon.mil/static/USCENTCOM_MOD_12.pdf
- b. Documentation of medical clearance requirements information is required on the on the cardstock DD Form 2766, Adult Preventive and Chronic Care Flowsheet.
- c. Personnel must hand carry medical, dental and immunization records.
- d. There is a small Health Clinic at the Embassy. In emergency situations, personnel may receive treatment at a local hospital and/or be evacuated. Personnel in Pakistan for more than six (6) months are eligible for Tricare Remote.
- e. **Country exit requirement:** Personnel may be required to show proof of polio vaccination when exiting the country. To meet this requirement, personnel with a polio vaccination more than one year old as of the date departing Pakistan will be required to get a vaccination.
<http://wwwnc.cdc.gov/travel/destinations/traveler/none/pakistan>

9. COMMUNICATIONS.

- a. Submit the following documents to IslamabadODRPCOMM@state.gov at least 15 days prior to arrival in Pakistan (templates may be obtained from sponsor):
 - i. DD Form 2875
 - ii. AF Form 4394
 - iii. Digital Sender User Agreement
 - iv. CDV/DCI Training Certificate
- b. All personnel will be issued a cell phone upon arrival. Cell phones may be used for personal calls, but charges are the responsibility of the user.
- c. Residential internet: All houses have wireless internet. Personnel are encouraged to bring personal computers for communications and entertainment as well as a CAC reader to access webmail.
- d. All personnel should arrive with a SIPR token, however, do not delay departure due to SIPR token shortages. Army 42A and Air Force 38P/3A personnel must arrive with a SIPR token.

10. REQUIRED TRAINING.

- a. Weapons training (fully qualified) on M-9 is mandatory for both officer and enlisted.
- b. Department of State Foreign Affairs Counter Threat (FACT) Course (OT-611) or US Army Military Police School (USAMPS) Evasive Driver Course
 - i. FACT is a 5-day course given every week except those weeks with Federal holidays.
 1. Submit a Standard Form 182 (SF 182) to fsiregistrar@state.gov or fax 703-302-7152. The Registrar may be reached at 703-302-7137/44.
 2. The Registrar will not schedule personnel for the course until tuition has been paid. FSI accepts payment via GTC, GPC or fund cite. Payment method must be coordinated with unit resource manager as they may have preferred methods.
 3. Refer to FACT Welcome Package for actual TDY location.
 4. Sign up at least 2-3 months out because this course fills up quickly.
 - ii. USAMPS Registration:
 1. Air Force Personnel: Contact Jeffrey Rogers, USAFCENT/A3TX, via email at jeffrey.rogers.ctr@afcent.af.mil or via phone via commercial: (803) 717-6584 or DSN: 313-717-6584.
 2. Army, Navy, Marine personnel: Request a quota in ATRRS www.atrrs.army.mil/atrrscc/ (Course # 7H-F23/830-F16, School Code 191).
 3. All ODRP, AFPAK and WIAS deployers will accomplish AAC once they arrive at Ft Leonard Wood

- c. Defense Institute of Security Cooperation Studies (DISCS) courses are required for positions in the Security Assistance Office (SAO) and Logistics and Financial Management branches. Contact the ODRP sponsor for specific requirements.
 - i. Security Cooperation Overseas Course (SCM-O)
 - 1. Go to <http://www.iscs.dsca.mil/pages/courses/onsite/scm-o.aspx?section=des>
 - a. On the "Details" tab (grey tab at top), click the drill down and select "Schedule;" identify which class you want to attend (make note of the dates).
 - b. Then go back to the Details tab; drill down and select "Registration".
 - c. In the second paragraph; click on the "DISCS Web-based Registration Form."
 - d. Complete the on-line registration form (ensure you select the class/dates you want to attend) and submit (button at the bottom of the application form).
 - e. You should receive an email within one (1) working day stating you have been accepted for the class and follow-on instructions. If you do not receive this notice; call the DISCS Registrars office at DSN 713-3330/Comm (937) 713-3330 or through e-mail at dsca.wright-patt.iscs.list.registrars@mail.mil.
 - 2. Funding for the course is provided by DISCS.
 - 3. Finance and training personnel should contact their sponsor to determine if they are required to attend the fourth week of training.
 - ii. Security Cooperation Familiarization Course (SCM-FA-OL) is an on-line course (<http://www.iscs.dsca.mil/pages/courses/online/scm-fa-ol.aspx?section=des>)
 - iii. Security Cooperation Management - Orientation Course (SCM-OC-OL) is an on-line course (<http://www.iscs.dsca.mil/pages/courses/online/scm-oc-ol.aspx?section=des>)
 - iv. International Programs Security Requirements course (IPSR-OL) is an on-line course (<http://www.iscs.dsca.mil/pages/courses/online/ipsr-ol.aspx?section=des>)
- d. Risk of Isolation (RI) briefings. The following individuals must complete HRI requirements: ODRP Chief; all other personnel must complete MRI requirements.

11. ORIENTATIONS.

- a. CENTCOM orientation is required for the following positions: Staff Judge Advocate, Executive Officer, SCO Deputy, Program Manager, Financial Management Chief, Comptroller, and Human Resources Chief. Contact the ODRP LNO offices to schedule meetings.
- b. Washington, DC orientation is required for the following positions: Staff Judge Advocate, Executive Officer, SCO Deputy, Program Manager, Financial Management Chief and Comptroller. Contact the ODRP LNO offices to schedule orientation.
- c. AFCENT orientation is required for the Comptroller and Paying Agent. Contact AFCENT/FM (Jerry Seymour, 313-717-5438, Jerry.Seymour.CTR@afcent.af.mil) to schedule orientation.
- d. Mechanicsburg, PA orientation may be required for the following positions: Chief, Logistics Branch, Logistics NCOIC, and Logistics NCO. Contact the ODRP sponsor to determine requirement.

12. TRAVEL GUIDELINES.

- a. All personnel must travel to Islamabad via commercial air. No military airlift is available.
- b. Commercial air is **both authorized and directed**. Personnel are directed to travel in civilian clothes. Personnel are not authorized to travel by way of the cities of Karachi or Lahore and should fly directly to Islamabad with no connections within Pakistan. Once travel arrangements have been made, notify your sponsor and ODR-P/HR at ISLODRPHR@state.gov. Information should include date, time of arrival, airline and flight number. The sponsor will coordinate ground transportation and meet the arriving member at the airport. Public transportation is **not authorized** under any circumstances. An embassy-employed expeditor will meet all arrivals and guide them through customs and to the sponsor. Carry valid contact numbers for the sponsor and the US Embassy Islamabad.
- c. US Army personnel must contact the POC below to arrange travel to Pakistan:
Luella Wallace
Joint Individual Augmentation Account Manager USARCENT, G1, JIAD
Shaw, AFB, SC 29152
Comm: (803) 885-7403 / DSN: 312-889-7403
(NIPR): luella.wallace.civ@mail.mil / (SIPR): luella.wallace.civ@mail.smil.mil

13. LODGING AND AMENITIES.

- a. Lodging: All ODRP personnel will live inside the U.S. Embassy compound in an apartment type setting with one house-mate. Full kitchen facilities and washer/dryer are available. Linen (comforter, sheets, pillows) are provided but towels are not. Wireless Internet is available in each apartment at the Service Member expense.

- b. Grocery shopping: A small commissary is on the compound and there are several grocery stores with American-style groceries on the economy. A US Employees Association (USEA) membership is required to use the commissary.
 - c. Meals: All apartments have fully equipped kitchen facilities. Personnel may choose to have a house staff for cleaning and cooking at their own expense. Three food service locations are available on the embassy compound. Additional restaurants are on the diplomatic enclave, and restaurants on the economy are plentiful.
 - d. Fitness: USEA operates a fitness center on the embassy compound that is open 24 hours a day with free weights, treadmills, ellipticals and recumbent bicycles. Personnel may run on the embassy compound or the diplomatic enclave (subject to security limitations).
 - e. Barbershop and Salon: Barbershops are located on the Embassy compound and inside the diplomatic enclave. A salon is available inside the diplomatic enclave.
14. TRANSPORTATION. Local travel is via fully-armored vehicle or self-drive government-leased vehicles. Vehicles drive on the left side of the road. Drivers must possess a valid driver's license. POVs are not authorized.
15. POSTAL. A Diplomatic Post Office is available for inbound and outbound mail. Outgoing mail must be paid for using USPS Click-and-Ship. Packages are limited to 27"x14x14".
The mailing address is:
Your Name (No Rank)
ODRP
Unit 8100 Box 9100
DPO AE 09812-9100
16. HOUSEHOLD GOODS (HHG) SHIPMENT. Sometimes the orders of IA reservists authorize an HHG/UAB shipment, however, due to the non-diplomatic status of IA personnel, shipments may be subject to Pakistan duties and taxes, both inbound and outbound. These payments are the responsibility of the individual. IA personnel are discouraged from shipping UAB or HHG because of the personal fiscal liabilities.
17. HIGHER EDUCATION AND EPME OPPORTUNITIES.
- a. The US Education Foundation in Pakistan (USEFP) test facility in Islamabad offers DANTES Subject Standardized Tests (DSST) and College Level Examination Program (CLEP) testing. All testing is free for military personnel. More information is available on the ODRP Portal and shared drive.
 - b. EPME testing is conducted by appointed ODRP personnel upon request.
18. FUNDING FOR TRAINING/ORIENTATIONS. USCENTCOM does not provide any funding associated with a deployment. Components will fund all deployment costs. Components will report to the respective service comptroller incremental costs for deployments in support of Operation FREEDOM'S SENTINEL. Service comptrollers will report incremental costs to DFAS-Denver IAW DOD Financial Management Regulation 7100.14R, Volume 12, Chapter 23, para 2306.

