



## OFFICE OF SECURITY COOPERATION-IRAQ REPORTING INSTRUCTIONS

Reporting instructions apply to all personnel deploying to the Office of Security Cooperation-Iraq (OSC-I) regardless of status i.e., Temporary Duty (TDY), Temporary Assigned Duty (TAD), or Temporary Change of Station (TCS). Military and Department of Defense (DoD) Civilian personnel are required to have a valid Common Access Card (CAC), Deployment Orders, DA 1610 (DTS) Orders, Government Travel Card (GTC) valid for the duration of the deployment, official passport, and Iraqi visa prior to departure. **No traveler will be permitted to enter Iraq without an official passport and Iraqi visa.**

\_\_\_\_\_ **Within 48 hours of deployment notification**, DoD personnel will initiate the official passport and Iraqi visa process through their installation passport office. Only in certain situations will an individual process their official passport directly with the Special Issuance Agency or directly with the Travel Service Division of the DoD Passport and Visa Office. Under no circumstances will an individual process the Iraqi visa directly with the Iraq Embassy. **Enclosures 1 and 2 contain official passport and Iraqi visa instructions.**

\_\_\_\_\_ Your sponsor will contact you shortly after your deployment notification. If you are not contacted within two weeks of your official notification, contact OSC-I Human Resources (J1) for sponsorship information at [OSCIJ1HumanResources@state.gov](mailto:OSCIJ1HumanResources@state.gov) or DSN: (312) 294-9000, at second tone dial 8-724-2636.

\_\_\_\_\_ Items to exclude: **Weapons and CRBNE protective gear (JSLIST suit, gas mask, etc.) are not authorized for personnel deploying to OSC-I.** Do not bring Personal Protective Equipment (PPE), i.e., kevlar helmet and body armor. Sufficient PPE will be issued in Iraq.

\_\_\_\_\_ USCENTCOM Theater Specific Entry Requirements: All DoD personnel are required to complete Survival, Evasion, Resistance, and Escape (SERE) 100.1 Level A Code of Conduct Training every 12-months or prior to deployment, whichever comes first. This training can be accessed on Joint Knowledge Online (JKO). All personnel are required to provide evidence that they have successfully completed the Pre-OCONUS Travel File Program Survey (PRO-file) also known as a DD Form 1833 ISOPREP. This link is only accessible on a .mil or .gov web domain. All personnel must receive a minimum of Level I Anti-terrorism Awareness Training and Combating Trafficking in Persons (CTIP) Annual Awareness web-based training or service equivalent prior to deployment.



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All personnel deploying to USCENTCOM Area of Responsibility (AOR) are categorically considered a Medium Risk, set by CENTCOM Commander, and are required to review the self-administered briefings prior to deployment regarding Risk of Isolation. The **USCENTCOM Moderate Risk of Isolation (MRI) Theater Preparation Brief** can also be accessed on JKO. The following service, directed deployment training requirements are required for assignment at OSC-I:

USA; CONUS Replacement Center (CRC) Training (If applicable)  
USAF; Fieldcraft-Uncertain (FC-U)/Evasion and Conduct after Capture (ECAC)  
USN; Navy Individual Augmentee Center Training (NIACT)  
USMC; MARCENT Individual Augmentation Training

\_\_\_\_\_ All deploying personnel are required to have an active Government Travel Card (GTC). If you do not have one or need your card activated, contact your home unit's Agency Program Coordinator (APC).

\_\_\_\_\_ Ensure your home unit does not detach you in DTS.

\_\_\_\_\_ Comply with the medical deployment guidance specified in the most current version of the USCENTCOM Individual and Unit Deployment Policy located on the USCENTCOM SIPR REL portal at <https://rel.centcom.smil.mil/sites/ccsg/default%20aspx> NIPR portal at <http://www2.centcom.mil/sites/contracts/pages/gcp.aspx>.

All personnel must bring a copy of their DoD immunization record and Yellow Card. Additionally, all personnel assigned to OSC-I must be qualified for overseas deployment.

\_\_\_\_\_ The Department of State Health Care System provides emergent, urgent, and routine health care in Iraq. Upon arrival in Iraq, all active duty personnel who **choose** to receive routine care are required to change TRICARE enrollment to the TRICARE Overseas Program.

\_\_\_\_\_ Bring sufficient supplies of medical prescriptions to last throughout deployment as in-country stocks are insufficient.

\_\_\_\_\_ Travel into Iraq will be accomplished via commercial aircraft to Amman Jordan and Department of State Air from Amman to Baghdad. All new arrivals **must** transit through Queen Alia Airport (Amman, Jordan) and Travel Orders must reflect a stop in Amman, Jordan. OSC-I personnel will arrange follow-on travel from Amman, Jordan to Baghdad, Iraq. All personnel deploying to Iraq are limited to 50lbs of checked luggage and a 20lb carry on. Members must ensure that they meet the weight restrictions.



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Unaccompanied Baggage (UAB), not to exceed 500 pounds, is authorized and should be included on orders; reference sponsorship package for instructions on how to schedule UAB shipment.

\_\_\_\_\_Uniform is civilian business casual attire (Coat and tie, slacks and sport coat, open collar, dress/skirt/slacks and blouse/sweater). Personnel must bring a business suit (Pants/skirt and jacket cut from the same fabric cloth), and sufficient civilian business attire for daily wear. Individual sponsors can provide additional detail regarding civilian clothing requirements. All Enlisted personnel are authorized Civilian Clothing Allowance (CCA) IAW DoD FMR Vol 7A, Chapter 29, Subparagraph A-1, Table 29-8. Please note that Officers belonging to a CONUS UIC is not authorized a CCA.

\_\_\_\_\_Mandatory Service Uniforms:

- Service Applicable Class A/B Uniform
- Service Applicable PT Uniform
- Service Duty Uniform (OCP or equivalent)

\_\_\_\_\_Mail is processed under a Department of State contract. The sponsorship package outlines set-up instructions.

USCENTCOM POC for this message is the CCJ1-MPA Iraq Desk Officer, DSN: (312) 529-1114, or by email at: [ccj1-mpMapower@centcom.smil.mil](mailto:ccj1-mpMapower@centcom.smil.mil) or [ccj1-mpMapower@centcom.mil](mailto:ccj1-mpMapower@centcom.mil). OSC-I POC for this message is DSN: (312)294-9000, at second tone dial 8-724-2636, or by email at: [OSCIJ1HumanResources@state.gov](mailto:OSCIJ1HumanResources@state.gov).



## Official Passport Application Instruction Sheet Enclosure One

### **Required Documents:**

- Form DS11: New Application
- Form DS82: Renewal Application
- Evidence of Citizenship: Submit the original document and one (1) photocopy
- Photo Identification: Provide front/back photocopy of your government-issued photo identification
- Photo: Two (2) 2” x 2” photograph
- Authorization: One (1) copy of your deployment orders, or memo-in-lieu of orders and DTS commercial itinerary
- DD Form 1056 – Type written, signed with BLUE ink (**BLOCK 15**: Include complete mailing address, building number, room number, zip code, and telephone number or DSN. *Use of personal address or P.O. Box numbers is NOT AUTHORIZED*).

### **Processing Time:**

Routine: Six (6) weeks

Expedited: Three (3) weeks; requires official memorandum request as provided by your installation passport office

For urgent travel, contact: [usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil](mailto:usarmy.pentagon.hqda-oaa-det.mbx.det-ppv-customer-service@mail.mil)

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1. Forms can be obtained from Department of State website:  
<https://travel.state.gov/content/travel/en/passports/requirements/forms.html>
  2. Evidence of citizenship can also include expired passport issue when you were 16 years of age or older. Must be original documents. Provide legal supporting documents for any name changes.
  3. Passport photos must meet DOS requirements:  
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
  4. DD Form 1056, Block 15 must be an official physical address. **DO NOT use home or APO/FPO addresses.**
  5. Preferred method is through local military passport processing centers. If unavailable, use the address provided. If you are going to be in transition while the passport is being processed, in Block 15, put “Please call ###-###-#### once passport is complete” instead of an address.



## Visa Application Instruction Sheet Enclosure Two

### Required Documents:

- Iraqi visa Application – filled out electronically /type written and printed in color
- **SIGNED** official passport (**valid for at least six months from the date the visa application is submitted**).
- Photo: Two (2) 2” x 2” photograph
- DD Form 1056- Type written, signed with BLUE ink (**BLOCK 15**: Include complete mailing address, building number, room number, zip code, and telephone number or DSN. *Use of personal address or P.O. Box numbers is NOT AUTHORIZED*)

### Process:

- Process through your local military passport/visa processing center
- Ensure all requirements are mailed to the following address using certified traceable (FEDEX- preferred method):

**VISA Applications must now be forwarded to: (as of 1 Mar 2013)**  
**Directorate of Executive Travel (DET)**  
**DOD Passport and VISA**  
**Office 9301 Chapek Road, Bldg 1458**  
**Fort Belvoir, VA 22060**

**DO NOT MAIL REQUIRED DOCUMENTS DIRECTLY TO THE IRAQ EMBASSY**

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1. Iraqi visa application with instruction is available as an email attachment.
2. Application will be returned and the process delayed if official passport is not signed.
3. Passport Photos must meet DOS requirement. Visit DOS website for specifics.  
[http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)
4. DD Form 1056, Block 15 must be an official physical address. *Do not use home or APO/FPO addresses.*
5. DD Form 1056, Block 16 should be the 15th day of the month prior to your actual departure month to provide flexibility for an accelerated reporting date.
6. DD Form 1056, Block 17 should be 90 days greater than estimated length to account for exigent circumstances.
7. Preferred method is through local military passport processing centers.

**OSC-I Reporting Instructions**

**As of 22 April 2018**



## **Iraq Visa Application Form Instruction Sheet**

**All applications must be type written. The Iraqi Embassy will not accept hand-written applications. This Iraqi visa form reads right to left instead of the standard left to right.**

**Complete all fields unless otherwise noted. If the information does not apply, please enter “not applicable” or “none”. Do not leave the field blank or use the abbreviation “NA” unless otherwise noted by this instruction sheet.**

**Once dates are selected from the drop down menu they cannot be removed. If they are selected incorrectly, a new application must be started.**

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### **VISA APPLICATION, PAGE 1**

#### **Box 1 (Visa Applicant Information)**

- Name: Last Name, First Name
- Religion: Leave blank
- Gender: Mark “male” or “female”
- Original nationality: If you were born outside the U.S., list country of citizenship at time of birth, otherwise list U.S.
- Current Nationality: U.S.
- Country of birth: List the country you were born in
- Date of Birth: Year/Month/Day format
- Previous Occupation: Employment prior to occupation with the United States Government. Previous occupation can be “Student” or “None”.
- Current Occupation: Prefilled with “US Gov’t”
- Address of his Residence in his Country: List current U.S. home or work address. Do not use P.O. Box address.
- Languages spoken or read: List all languages spoken or read, including English.

#### **Box 2 (Spouse Information)**

**All information in the second box relates to your spouse if you have one. You can choose to enter information or you can list “Not Applicable” in all fields.**

- Nationality: List your spouse’s nationality if applicable.
- Wife’s/Husband’s name: List your spouse’s full name (LAST NAME, FIRST NAME – Middle Name not Needed).
- Occupation: List your spouse’s occupation (“None” is acceptable).
- Place and date of birth: List your spouse’s date of birth in Year/Month/Day format and abbreviated country of birth in the last field.
- Place of Husbands/Wife’s work: List your spouse’s place of employment (“None” is acceptable)

## **Iraq Visa Application Form Instruction Sheet (Continued)**

### **Box 3 (Official Passport Information)**

- Issuing country: U.S.
- Passport number: Provide your passport number.
- Exp. Passport: Passport Expiration Date in Year/Month/Day format.
- Date of issue: Passport Issue Date in Year/Month/Day format.
- Accompanied Persons – Type “Not Applicable”.

### **Box 4 (Professional Information)**

- Profession: Prefilled with “Diplomat”
- Certificates: List your highest educational achievement, i.e. High School Diploma, Bachelor’s Degree, Master’s Degree, etcetera.
- Place of issuing Certificates: List the school where diploma or degree was obtained.
- Date of issuing Certificate: List the date the degree was granted in Year/Month/Day format

### **Box 5 (Visa Information)**

- Place of Issuing Visa: Leave Blank.
- Place Proceed From: Leave Blank.
- Place of Entering: Leave Blank.
- Purpose of Entering Iraq: Prefilled in with “Official US Government Business”
- Expected Time of Residence in Iraq: List the duration of your stay or best estimate.

### **Box 6 (Address in Iraq)**

- Full Address for Staying in Iraq and Full Address for Place of Work in Iraq: Prefilled with “U.S. Embassy, Al Kindi Street, Baghdad”.
- Name of Contracting Firm in Iraq: Prefilled with “Not Applicable”

### **Box 7 (Previous Country Visits)**

- Number of previous entering to Iraq: List the number of times you had previously been in Iraq.
- Date of the last previous entry to Iraq: List the date of your most recent trip to Iraq in Year/Month/Day format.
- Previous occupation in Iraq: List your previous occupation in Iraq. If it was with the military or US government, list “U.S. Government”.
- Places of previous residence in Iraq: List the Iraqi city you previously were in or the US Embassy, if applicable
- Have you served in Diplomatic or Commercial Service in Iraq & when: Answer this question “Yes” or “No”. If “Yes” list date in Year/Month format.
- Have you been relegated from Iraq – Answer this question “Yes” or “No”. If “Yes” list date in Year/Month format.

## **Iraq Visa Application Form Instruction Sheet (Continued)**

### **Box 8 (Children's Name, Age, & Occupation)**

You may choose to provide no information regarding your children; however, at a minimum you must place "None" or "Not Applicable" on the first line.

- Occupation: Enter your children's occupation. You may include "None" or "Student".
- Date of birth: If none, do not select any dates or type in any numbers. If you choose to disclose this information, list your child's date of birth in the Year/Month/Day format.
- Name: List your child's full name or write "None".

If you have more than one child, complete a new entry for each child.

### **Box 9 (Countries Visited & Worked in)**

Only list the three most recent countries you have visited or worked in. List countries that you have been in previously or write "Not applicable" in the first line.

- Date of Work and Visited: List the date you traveled to a country in Year/Month/Date format.
- Kind of Work: List the type of work performed. "U.S. Government" is acceptable.
- Name of Country – List the country the work was performed in.

### **Box 10 (References & their Address in Iraq)**

- Reference & their Address in Iraq – Prefilled in with "U.S. Embassy, Al Kindi Street, Baghdad, +964-770-773-2594". No other names or information required
- Please sign and date in the box directly below the red writing at the bottom of the form.

### **BLANKS ON THE VISA FORM COULD DELAY ISSUANCE.**

***Travelers must submit one signed visa application and two passport-quality photos (2" x 2" headshot) with a white background and printed on photo paper along with the original signed official/diplomatic passport.***