

Checklist for Reserve Component Point of Contact as of 7/01

Commence Selection Process (send out message requesting applications)

Give dates for travel

Request Biography Sketch, to include RED

Travel Clearance/Security/DOB/Place of Birth/Passport #

Host units (one host = 1 visit)

Sponsors (try to match up)

Application Process

Letter to Highest Headquarters (select unit in training status)

Letter to selected Unit Commander (informing them they need to pick a sponsor, provide web gear, reserve BOQ rooms, give/receive briefs, determine cost of meals (\$), uniforms needed, send SOP/gear lists to guest ASAP)

Letter to sponsor (re: BOQ rooms, meals, uniforms, web gear, training, contact info)

Letter to Visitor (what to expect)

AAR sent to DOD

Update Brief, for comments/updates to information in OSD brief

Send out info packets to visiting Officers

Include suggestions for participants to POCs

Letter from Component to Visiting Officer

Airline Flight arrangements

Suggested Gear List

RC Component Handbook

Security Brief, Customs and Courtesies, rank structure (with picture of insignia)

Requirement for meeting selectees (RCPOC for FRG, UK & US)

Expected to be here for FRG exchange at Pentagon.

Requirements of RC POC

Application Process

Travel Pay and arrangements

Orders Processing to include NATO orders

ITOs for visiting officers

Determining Host units

Cost of Rail Tickets included in Travel Pay to FRG (rail tickets with flight tickets by component)

Country & threat briefs may be required prior to US officers going overseas

AARs;

1. Provide updated POC info to OSD.
2. Arrange host unit for exchange UK/FRG. (must be in active training status)
3. Begin coordination with FRG MOD and UK Service POCs (host unit, person, work) UK & FRG do not have DSN, need commercial numbers.
4. Update application process. RED info to info sheets for emergencies/App process, Ht, Wt, DOR, DOB, SSN; geographical request, + UK or FRG, unit type request.
5. Try to ensure host unit to guests is same as sending US unit. Try to have Sponsor as the one going overseas.
6. Request theater and Country clearances.
7. Arrange flights for overseas.
8. Coordinate travel flights for FRG to units ensure you provide closest airport to training site.

9. Arrange travel flights for UK to units from CONUS point of entry.
10. Arrange travel flights for US to UK and FRG (coordinate arrival to FRG)
11. Ensure units have sent training schedules to their guests with all activities included.
12. Verify information on guests and units are correct and that the hosting units are correct.
13. Verify guests and units are compatible. Either with Military or Civilian background.
14. Get biography on all selectees and ensure compatibility.
15. Ensure OSD gets itineraries of both guests and US officers.
16. Ensure that US have Home, work, and unit addresses, phones, faxes and senior commanders.
17. Try to avoid Changes to people and itineraries. Ensure applicants have correct dates and can attend/know that if they transfer to IRR no longer eligible, etc.
18. All US officers must have NATO orders.
19. Issue no cost Invitational Travel Orders to Germans – this allows them access to military posts and government rates on hotels etc. ITO's to UK – this allows them pay for travel from first arrival in Conus to their host units and return, and access to military posts and govt. rates on hotels etc.
20. Issue NATO Travel orders to UK & FRG personnel participating in flights outside US.
21. Issue ticket to UK officers upon arrival in CONUS. (e-ticket)