**Commander, U.S. Naval Forces Central Command, Bahrain**

**Reserve AT, ADT, COMBINED AT/ADT Request Form**

**Instructions:**

1. Applicant completes Section One; saves Request Form as a Word document.
2. Applicant forwards Request Form to designated approval authority.
3. Approval authority verifies accuracy of Section One and completes Section Two; forwards Request Form to Security Manager.
4. Security Manager completes Section Three; forwards Request Form, **from a dot mil email address**,to the COMUSNAVCENT OSO Office using the appropriate address: (AT.customerservice@me.navy.mil and/or ADTADSW.customerservice@me.navy.mil).
5. NOSC or Unit authority enter Country Clearance request in APACS per Foreign Clearance Guide --- ***MUST BE DONE 30 DAYS IN ADVANCE OR DELAY MUST BE JUSTIFIED!***

# Section 1 *(Member should complete ALL fields within this section)*

1. Name (Last, First, MI):
2. Rate/Rank/Designator:
3. SSN (Last four only):
4. Mailing address:
5. E-mail address:
6. Telephone number:
7. Airport (three-digit code), city, and state from which I will depart:
8. Orders/Travel start date (estimate time of day if possible):
9. Bahrain Arrival Date (Normally a Saturday, since Reserve Indoc is on Sunday):

1. Bahrain Departure Date:
2. Total number of Days Requested:
3. Gaining Command and Department (Which shop will you support? Do NOT put OSO unless you are actually working for the OSO!):
4. Work Center code, POC name, number and e-mail address (POC with/for whom you will actually perform your duty):
5. Reserve Unit Name:
6. RUIC:
7. NOSC/Reserve Center:
8. Type of Orders:

AT [ ]  ADT [ ]  Back-to-back AT/ADT [ ]

If Back-to-back, specify number of AT days        ,specify number of ADT days

1. I have a Government Travel Charge Card: Yes [ ]  No [ ]

If not, I have a valid exemption which will appear on my orders: Yes[ ]  No [ ]

1. I have $8,000.00 available credit on either my personnel credit card or GTCC to cover the expense of this AT/ADT: Yes [ ]  No[ ]
2. Date of last AT/ADT at COMUSNAVCENT:
3. Date Anti-Terrorism Level 1 Brief Completed (within 1 year):
4. Date Trafficking in Persons/Human Rights Awareness training completed (within 1 year):
5. Date Code of Conduct/SERE Level A training completed (within 2 years) :
6. Date ISOPREP training completed (within 1 year):

# Section 2  *(The Unit CO/TO Approving Official should complete this section)*

1. Approving Official’s Name/Rank:
2. Approving Official’s Email address:
3. Approving Official’s Telephone Number:
4. Has applicant been counseled about the expenses associated with performing AT/ADT/Combined AT/ADT in Bahrain? Yes[ ]  No [ ]

(Approximate cost of lodging, rental car and per-diem rates are available on the OSO webpage)

1. Has applicant been counseled about the method of paying first, being reimbursed after travel claim is processed, and the requirement to pay off a GTCC on time, *even if the travel claim has not yet been processed*? Yes [ ]  No [ ]
2. Has proposed AT/ADT/Combined AT/ADT been coordinated with Gaining Command and supported Department? Yes [ ]  No [ ]
3. Has applicant reviewed COMUSNAVCENT OSO Webpage? Yes [ ]  No [ ]

# Section 3 *(The Unit/NOSC Security Manager should complete this section)*

1. Security Manager’s name/rank/rate:
2. Email Address:
3. Telephone Number:
4. Applicant’s Clearance Type:
5. Date of Clearance:
6. Applicant’s Citizenship:
7. Date Request Form Forwarded to COMUSNAVCENT OSO: