# OFFICE SYMBOL TODAYS DATE

# MEMORANDUM FOR Personnel Security Manager, JFHQ J2, 330 Old Niskayuna Road, Latham, NY 12110

SUBJECT: Notification of Personal Foreign Travel

1. This is notification of a Soldier’s plan to travel outside the United States. The following information is submitted.

2. Itinerary:

 **Full Name**: First M. Last

 **Unit Address**: 123 Main Street Sometown, Somecity 00000

 **DOB**: day-month-year **POB**: City, State

 **Passport #** 000000000 Expiration Date: Day Month Year

 **Place of Issue:** State

3. **Departure Date:** Day Month Year

 **Arrival Date:** Day Month Year

4. **Proposed Itinerary and Location:**

 **Address:** Complete Address of OCONUS Leave

 **Commercial Phone:** (000)000-0000

 **Fax:** None

 **Email:** Military Email

5. **Purpose of Visit:** Personal

6. **Anti-Terrorism:** Date on certificate

7. Point of Contact for this request is the Soldier who is traveling.

 FULL NAME IN CAPS

 RANK, BRANCH, NYARNG

 Commanding