

INVITATIONAL TRAVEL ORDERS (ITO)

REQUIRED INFORMATION

1. CASE AND WORK CONTROL NUMBER (WCN). I WILL TAKE CARE OF THIS
2. NAME (LAST, FIRST, MIDDLE INITIAL)
3. SEX (MALE OR FEMALE)
4. RANK (BOTH DUTCH AND U.S. EQUIVALENT)
5. SERVICE NUMBER
6. DATE OF BIRTH
7. PLACE OF BIRTH
8. SECURITY CLEARANCE
9. STUDENT SCREENING. DATE MILITARY DEPARTMENT VERIFIES THAT STUDENT HAS NO HISTORY OF INVOLVEMENT IN HUMAN RIGHTS ABUSES, DRUG TRAFFICKING, CORRUPTION OR OTHER CRIMES. IF THIS VERIFICATION IS INCLUDED IN SECURITY CLEARANCE SCREENING, THEN DATE SECURITY CLEARANCE GRANTED.
10. ARE DEPENDENTS AUTHORIZED TO GO WITH STUDENT (YES OR NO). IF YES, NEED SAME INFORMATION FOR THEM AS IN #'S 2, 3, 6, 7 ABOVE.
11. IF STUDENT IS GOING TO PARTICIPATE IN HAZARDOUS DUTY (FLYING, EOD, ETC., THEN I NEED TO KNOW WHAT THEIR CURRENT STATUS IN NETHERLANDS IS LIKE PILOT, FLIGHT ENGINEER, EOD, ETC.)
12. LEAVE (IS ANY LEAVE TIME AUTHORIZED IN UNITED STATES? IF SO, HOW MANY DAYS?)
13. POV (IS STUDENT AUTHORIZED TO TRAVEL BY PRIVATELY OWNED VEHICLE ((I.E. RENTAL CAR))?)
14. MEDICAL EXAMINATION. WHEN WAS IT CONDUCTED? (DON'T FORGET, I NEED A COPY BEFORE STUDENT LEAVES FOR TRAINING)
15. ADDRESS YOU WANT STUDENT COPIES SENT
16. STUDENT UNIT OF ASSIGNMENT. I NEED THE ACTUAL UNIT DESIGNATION. I ALSO NEED NEW UNIT OF ASSIGNMENT IF STUDENT IS GOING TO BE TRANSFERRED TO ANOTHER UNIT DUE TO TRAINING RECEIVED

PLEASE USE ABOVE FORMAT – IF AN ITEM DOES NOT APPLY THEN PUT DOWN N/A. YOU DO NOT NEED TO FILL OUT ALL THE INFORMATION I HAVE ABOVE – JUST USE THE NUMBER AND PROVIDE INFORMATION REQUESTED.

REMINDER THAT ABOVE INFORMATION IS REQUIRED ON ALL TRAINING, WHETHER IT IS IN UNITED STATES OR ELSEWHERE (GERMANY, ETC.). PERSONNEL ATTENDING TRAINING ARE REQUIRED TO HAVE AN ITO IN THEIR POSSESSION AT TIME THEY ARRIVE – IT IS THE AUTHORIZATION FOR THE TRAINING.