

## **Checklist for Consecutive Overseas Tour (COT) Travel Orders Request**

\*\*\*Please read and follow these instructions PRIOR to contacting S1 or MPD\*\*\*

Submit the following documents to your Unit S-1 for processing and forwarding to the MPD:

- DA Form 4187 must include the following information:
  - COT Leave Destination: Physical Leave Address
  - Current Address: In Okinawa, Japan
  - Home of Record: City, State
  - Purpose: In Place(IPCOT) / Consecutive Overseas Tour (COT) Travel
  - Leave Dates: Start Date: YYYYMMDD and End Date: YYYYMMDD
  - List All Eligible Command Sponsored Dependents (Full Name; Relationship, DOB; Passport #):

Example: Betty B. Smith (Spouse), DOB: 19981012, Passport # 123456789  
John R. Smith, Jr. (Son), DOB: 20101115, Passport # 123456799

- PCS orders from last OCONUS duty station to Okinawa, Japan (dependents must be listed on PCS order to be placed on COT travel order)
- Copy of DA Form 31, Leave Form, from last OCONUS duty station to Okinawa, Japan
- DA Form 31, Leave Form, signed and approved for the actual COT leave
- Copy of Current ERB/ORB