**PEP FAQs**

1. **Where can I find information about becoming a PEP participant?**

The best source for information about PEP tours is your Detailer. The Detailer maintains the list of PEP billets which you may be eligible to fill based on your rating/designator and qualifications, and which of those billets will be available around the time of your PRD.

1. **What is the best source of information for what I need to do to be ready for my PEP assignment?**

First, be sure to read your orders carefully in their entirety. They will contain information on many of the issues you will encounter as a Personnel Exchange Program participant.

In your orders you will find:

1. Contact information for the PEP Placement Officer

2. Direction to read and be familiar with the PEP Instruction, OPNAVINST 5700.7H (available on line)

3. Direction to read and be familiar with the DOD Foreign Clearance Guide for your country- this guide is updated regularly and contains country specific information

4. Information on obtaining official passports and visas

5. Information on preparing for overseas assignments

6. Direction to obtain updated Military ID / CAC cards for you and your dependents prior to detaching

7. Contact information for your PEP Administrative Support Element

8. Contact information for Navy International Programs Office (NIPO) in order to get in touch with its Disclosure Policy Division to receive a foreign disclosure briefing prior to departure overseas

9. Contact information for regional and country in-briefs

10. Directions for obtaining a required Government Travel Charge Card

1. **What if I still have questions?**

Contact your detailer or PEP Administrative Support Element (contact information for the latter):

USFFC, Norfolk, VA: YNCM Eric Townsend (757) 836-2659

NAVSOUTH, Mayport, FL: YN1 Stacy Johnson (904) 270-4043

NAVEUR, Naples, Italy: YN1 Randolph Forest, 011-39-081-568-1276

PACFLT, Pearl Harbor, HI: YNC Tina Jackson (808) 471-3823

1. **Any other points of importance I need to know?**

* In terms of Foreign Disclosure, the general rule is you should not share any classified material with your host command. You are working for the host command and are not an official representative of USN and therefore should not be conveying any classified documentation or information to host command.
* If you are attached to a host country unit slated to make a deployment in support of Contingency Operations and plan to accompany your unit, notify the Administrative Support Element as soon as possible. Your host nation must first submit a deployment request, which will be processed through the Administrative Support Element and routed for approval from a senior level official in the United States Department of the Navy or Defense (depending on type of employment). Be aware it can take about 3 months to work through the approval process – long lead time is needed. The sooner you notify us, the more likely it is that we can get approvals on time and avoid your host unit deploying without you.