

APACS How to Guide

U.S. Africa Command Theatre Clearance

August 2024 version

- I. Note: APACS approvals come in tiers: country clearance and theatre clearance. These approval levels are independent of each other, but both are required for travel unless specified in the FCG.
- II. Theater Requirements for Official Travel
 - a. Mandatory statements (the “Theatre Required Information” Section in APACS)
 - i. FPCON level and approval (name, rank, title). Example: *FPCON CHARLIE, COL Jane Smith [title] approves Sgt Jane Doe to travel to Kenya. Sgt Jane Doe will fall under force protection plan 20240124, maintained by the unit for 1 year, and has received their visa.*
 1. ALPHA and BRAVO require O5/GS14 approval
 2. Charlie requires O6/GS15 approval
 - a. Travelers to FPCON CHARLIE countries – *as well as Djibouti* – must take component provided personal protective equipment (PPE) including a body armor plate carrier, front and rear plates, and a ballistic helmet in accordance with ACI 1700.14B when travelling longer than 30 days to these countries.
 3. DELTA requires O7/GO/FO/SES approval
 - a. Travelers to FPCON DELTA countries require PPE (see comment above)
 - ii. Force Protection (FP) Plan: Either reference the control number or date the plan was approved or indicate if the traveler will fall under an existing plan. Plans must be current within one year. Templates can be requested but are also posted to the USAFRICOM NIPR/SIPR SharePoint and JRAMP.
 1. Request a Friendly Force Tracking (FFT) device through the Personnel Recovery Office
 - iii. VISA
 - b. Training & required documents
 - i. Required for all USC on DoD orders
 1. AT Level 1 Training (annually)
 2. ISOPREP required documentation: Isolated Personnel Report (annually)
 3. SERE Training (every 3 years)
 4. SCI Brief & AOR Briefing
 5. FACT or CTAT (only for COM responsibility)
 - c. Medical Assessment – must be current within 4 months of the date of travel.
 - d. Additional requirements (it depends)
 - i. In accordance with USAFRICOM GENADMIN 021300Z Nov 23, Commander USAFRICOM directs personnel on official travel falling under USAFRICOM force protection authority travelling to Djibouti for any length of stay, to travel with component-provided PPE, to include a body armor plate carrier, front and rear plates, and a ballistic helmet. Requested deviations from this requirement must be

approved by the USAFRICOM Commander. This policy remains in effect until rescinded.

- ii. Note that DoD contractors and foreign nationals traveling under DoD orders may not be subject to the same FCG requirements. Review each relevant section to determine what applies to whom. Contractors should check their contracts to determine any additional requirements or exceptions to the FCG as needed.

III. Theatre Clearance Requirements for Unofficial Travel

a. Mandatory statements (the “Theatre Required Information” Section in APACS)

- 1. FPCON level and approval (name, rank, title). Example: *FPCON CHARLIE, General Jane Smith [title] approves Sgt Jane Doe to travel to Kenya. Sgt Jane Doe will fall under force protection plan 20240124, maintained by the unit for 1 year, and has received their visa.*
- 2. ALPHA and BRAVO require O5/GS14 approval
- 3. CHARLIE requires O6/GS15 approval
- 4. DELTA and AFRICOM restricted countries require O7/GO/FO/SES approval

- ii. Force Protection (FP) Plan: Either reference the control number or date the plan was approved or indicate if the traveler will fall under an existing plan. Plans must be current within one year. Templates can be requested but are also posted to NIPR/SIPR SharePoint and JRAMP.

- 1. Request a Friendly Force Tracking (FFT) device from the Personnel Recovery Office

iii. VISA

b. Training & required documentation

i. Required for all USC on DoD orders

- 1. AT Level 1 Training (annually)
- 2. ISOPREP required documentation: Isolated Personnel Report (annually)
- 3. SERE Training (every three years)

c. Medical Assessment - current within 4 months of travel.

d. Additional requirements (it depends)

- i. Travel to restricted or prohibited locations may require higher level approver(s), a waiver, and more. Check the FCG for additional requirements.

- ii. Note: DoD contractors, foreign nationals, and family members may not be subject to the same FCG requirements. Check each relevant section to determine what applies to whom.

iii. Travelers must an explanation for submissions falling short of the 30 day lead time.

IV. Country Requirements

- a. Ensure that correct travel (official v leave) permissions and types are authorized and appropriate
- b. Ensure that all visas, COVID, and medical requirements are undertaken in advance of anticipated travel.
- c. Ensure that traveler(s) are compliant with country requirements such as: visa v CAC entry, weapons, currency, lodging, travel, and documentation. Traveler(s) must keep all POC information and emergency information (such as embassies) on their person when traveling.

- d. For any additional questions, please reach out to POC listed for each country clearance office in the FCG.

V. Reminders:

- a. DoD military personnel deploying as part of the approved Time Phased Force Deployment Data (TPFDD) do not require APACS requests.
- b. Enroll with the U.S. Department of State's [STEP program](#)
- c. Receive AOR briefing prior to travel. Foreign travel briefings are required annually and before foreign travel for specific clearance levels.
- d. Ensure that your travel is registered and documented in accordance with established procedures, i.e. your command and/or directorate portal.
- e. Travel with your DoD ID, official passport, and tourist passport as you may enter the country one way and need to exit via another method. Be prepared for anything.
- f. Ensure that all additional requirements like visas or special area clearances are achieved in advance of travel.
- g. Take all important POC information with you and keep it on your person in case of emergency. This includes POCs at gaining location and embassies or consulates.
- h. Travel safe, travel smart.

VI. References

- a. [APACS](#)
- b. [Foreign Clearance Guide \(FCG\)](#)
- c. [Foreign Clearance Manual](#)
- d. ACM 3000.02B USAFRICOM Theatre Clearance Procedures
- e. ACI 1700.14B USAFRICOM Reporting Instructions
- f. DoD Directive 4500.54E
- g. General Order Number 1
- h. Joint Risk Assessment Management Program (JRAMP, available on SIPRNet)
- i. USAFRICOM website – Staff Resources (Travel to Africa page)
<https://www.africom.mil/staff-resources/travel-to-africa>

VII. USAFRICOM Contact Information:

- a. USAFRICOM Theatre Clearance Office:
 - i. Email: africom.stuttgart.acj3.mbx.theater-clearance@mail.mil
 - ii. Phone: DSN 324-591-3426/0614
- b. USAFRICOM APACS and Visa Office:
 - i. Email: africom.stuttgart.accs.mbx.visa-office@mail.mil
 - ii. Phone: DSN 324-591-0604/0604