For JOC – Emergency Leaves

- Get all the information so Theater Clearance can follow up. Traveler information – name, unit, email phone, citizenship, physical location (city, state or city, country)
- Get all the supervisor info or unit POC contact info – name, phone, email, position/relationship (supervisor, 1SG, friend). This is important. The unit needs to be involved and is better able to focus on the details than the person in the middle of the emergency.
- Go through the Emergency Requests slide. Use judgment.
- Fill out Info sheet – if possible get answers to clarifying questions.
- Pass all the Theater Clearance official office contact info: africom.stuttgart.acj35.mbx.theater-clearance@mail.mil and the DSN and commercial numbers. DSN: 314-421-3789/9926/2866 commercial: from CONUS 011-49-711-729-3789/9926/2866. JOC can call Theater Clearance personnel at home if needed (don't pass to traveler unless instructed).
- AFRICOM website clearance info with sample forms/plans: http://www.africom.mil/staff-resources/travel-to-africa

Info for Emergency Clearance

Give them the africom.stuttgart.acj35.mbx.theater-clearance@mail.mil email and office phone numbers – DSN and Commercial

Traveler

Travel country and FPCON level	
Traveler Name	
Service/Rank	
Email	
Phone Unit:	H: Cell:
Physical location	
Type of Emergency	
City/Address	
Travel date	
Citizenship	
Passport?	
APACS ID # if already submitted	

Unit POC/Supervisor

Name	
Service/Rank	
Relationship to traveler	
Phone	
Email	
Realistic Travel date?	
Access to FCG?	
Can unit submit APACS ?	

Clarifying questions (see FCG):
Is Country clearance reqd for leave? Y / N
Visa required? Y / N
Visa available in country? Y / N
If not avail in country, does traveler have valid visa currently in possession? Y / N

Emergency Requests

- See **Foreign Clearance Guide (FCG)** for destination country **https://www.fcg.pentagon.mil**
  - **Section I**: lists entry credentials, if visa is required or available in country, medical documentation, **leave request content**, if country clearance is needed (theater always required)
  - Look at **Section IV for Embassy Contact**, website, travel warnings, DOS traveler registration
- Reassure the traveler that Theater Clearance can be granted very quickly. Help them to prepare, but it is rare a verbal approval must be given in space of very few hours. Gather info, help them and their chain of command identify gaps, call Theater Clearance personnel at home if needed.
- **Take care of the Soldier the way you want to be taken care of in an emergency.** Refer the caller to the FCG - Sections I, VI, and then Section III Theater Entry training links and medical checklist. If need be, copy FCG for country to a file, .pdf and forward to them or supervisor (if no access to govt computer).
  - Try to identify realistically when the traveler will be in a position to travel. Do they have visa if required? Do they have meds? When will they get their ticket?
  - APACS will have to be submitted even if we give a verbal, so try to ID who will submit APACS (unit or traveler). Refer to FCG for needed info. IF country clearance required for leave travel, a call and/or email to country may be needed.
  - Talk to them or supervisor about Theater Entry Requirements –links are in the FCG. Have the traveler list what they have and work with unit to mitigate the remainder. Emphasize that (violent) criminality threat is high in many countries and a returning leave traveler may relax when in fact their visit may be well known far outside family circles. "Be a hard target".
    - Have the unit t help mitigate absence of any training and have submitter describe mitigation. Don't just leave info blank in APACS, address shortfalls in the comments or Theater Required Info box.
    - Basic FP Plan is important– at minimum: 1) 24 hr Embassy contact info and tricare SOS number 2)Check in plan for travel to/around country 3) Register travel at DOS site 4) Any unit restrictions/guidance.
    - INVOLVE CMD CHAIN ASAP. Needs Ldrship review/approval at O6 (FPCON B) /O7 (FPCON C).
  - Make sure you get unit contact information from them and pass theater clearance contact information to them. Email: africom.stuttgart.acj35.mbx.theater-clearance@mail.mil will go to all theater approvers. Workday phone: DSN: 314-421-3789/9926/2866 Comm: 011-49-711-729+last 4

Foreign Clearance Guide (FCG)

SECTION I: GENERAL ENTRY REQUIREMENTS (Country and Theater)

Travel Credentials, including visa and immunization records

SECTION II: AIRCRAFT ENTRANCE REQUIREMENTS

SECTION III: PERSONNEL ENTRANCE REQUIREMENTS FOR OFFICIAL TRAVEL (All Clearance Authorities)

Clearances required, Theater entry requirements training links, Component links

Mandatory APACS content (special information requirements)

SECTION IV: PERSONNEL ENTRANCE RERQUIREMENTS FOR LEAVE TRAVEL (Country)

Clearances Required. Reference I.B for credential requirements, medical and immunizations, immigration, customs inspections. Lead-Time and Content of Clearance.

SECTION V: MISCELLANEOUS (Country)

Sometimes used, e.g., ship visit instructions

SECTION VI: TRAVEL INFORMATION

Embassy contact information, websites, travel registration instructions

Travel precautions and information, currency, clothing

Foreign Clearance Guide (FCG): https://www.fcg.pentagon.mil or http://www.fcg.pentagon.smil.mil