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**UNITED STATES  
AFRICA COMMAND  
INSTRUCTION**

OPL-AT  
ACI 3200.11

10 May 2011

**OPERATIONS**  
Individual and Small Group Travel

References: See Enclosure A

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1. **PURPOSE.** This instruction establishes command policy and mandates procedures pertaining to the accountability, control and safe movement of individual and small groups of DoD personnel traveling into the U.S. Africa Command area of responsibility (AOR).

2. **CANCELLATION.** None.

3. **APPLICABILITY.** This instruction applies to Headquarters, United States Africa Command (USAFRICOM), Service Components, Joint Task Forces (JTFs) and its Sub-Unified Commands. It provides authoritative guidance for U.S. military members, DoD civilian employees, designated DoD contractors, non-DoD personnel traveling under DoD sponsorship (except for members and employees of Congress) and United States Government interagency personnel assigned, attached, or detailed to USAFRICOM traveling on official orders within the USAFRICOM AOR and under the U.S. Africa Commander's (CDR USAFRICOM) force protection responsibility. It also provides authoritative guidance for U.S. military members traveling on leave or pass. Permanent party Security Assistance Organizations (SAO), Force Protection Detachments (FPD) and Defense Attaché Offices (DATT) personnel listed on a DoS-DoD Force Protection Memorandum of Agreement Annex A are not subject to this ACI (Reference f). DoD Civilians, DoD Dependents, and DoD contractors traveling for non-official purposes are strongly encouraged to abide by all travel prohibitions and advisories, including pre-travel briefings, AT/FP and safety warnings, buddy rules, check-in reporting requirements, and other travel restrictions imposed by this ACI. **This ACI constitutes a lawful general order for U.S. military members and violations are subject to punishment in accordance with the UCMJ.**

4. **POLICY.**

a. The intent of this ACI is not to restrict travel, but rather to ensure the application of risk management through the active participation of supervisors and leaders, and to ensure adequate preparation prior to travel in the USAFRICOM AOR. Individual and small group travel plans shall be reviewed by unit leadership to ensure all travels to the USAFRICOM AOR is valid and consistent with, antiterrorism/force protection, force health protection, safety, mandated training and administrative requirements listed in

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the Foreign Clearance Guide (FCG) (Reference b) for the specific country(ies) to be visited.

b. This travel policy ensures the appropriate level of command acknowledges and accepts the identified risk associated with the travel. For travel to Force Protection Condition (FPCON) CHARLIE and FPCON DELTA countries, a General Officer/Flag Officer (GO/FO) or Senior Executive Service (SES) must approve travel. Contractors will use their corporate management for this review of travel in support of USAFRICOM or other U.S. Government missions, and will furnish a copy to the Contracting Officer's Representative. For all other travel to countries within the USAFRICOM AOR, an O-6, or civilian equivalent will review the details of the travel to include a force protection review and pre-deployment training requirements.

c. This ACI establishes a two-person travel policy on the continent. No single DoD individual will be permitted to travel within the USAFRICOM AOR without at least one other U.S. Government employee. Individual DoD travelers may join up with other USG personnel already forward to meet this rule. Personnel on leave must meet the two person rule, but family members or friends can satisfy this requirement. Approval statements will be entered on the appropriate leave document. Waivers to this policy require O-6 equivalent approval for travel to FPCON BRAVO and below countries and General Officer/Flag Officer (GO/FO) or Senior Executive Service (SES) approval for travel to FPCON CHARLIE and FPCON DELTA countries.

d. Force Protection Conditions for the USAFRICOM AOR are reviewed annually, approved by the CDR USAFRICOM and the results are published in a USAFRICOM message.

e. Use of the Aircraft and Personnel Clearance System (APACS) is directed for all DoD travels to the USAFRICOM AOR (Reference b).

## 5. APPLICATION.

a. U.S. AFRICOM Staff. HQ U.S. Africa Command routing and approving officials for the DoD traveler will ensure that appropriate measures have been taken to identify and accept the risks associated with the travel. Approving officials shall include the below certification statement into the theater/country clearance APACS request (Reference b and c) along with uploading the same statement into the substantiating records section of the Defense Travel System TDY request (Reference e). An example of the certification statement is described in sub-paragraphs (1) and (2) below, as appropriate. An individual/small unit travel checklist has been added to the FCG pages, and may be used by USAFRICOM staff to aid in reviewing force protection for individual/small group travel plans.

(1) For travel to FPCON CHARLIE/DELTA countries, an example of this statement would be: "BG xxxxx has authorized and Colonel xxxxxx has reviewed and approved these travel plans." If the traveler will be traveling alone, the statement would also include "and the individual is authorized to travel alone."

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(2) For travel to FPCON BRAVO and below countries, an example of this statement would be; "Colonel xxxxx has reviewed and approved these travel plans." If the traveler will be traveling alone, the statement would also include "and the individual is authorized to travel alone."

b. USAFRICOM Component Personnel. U.S. Africa Command Service Component Commands, Combined and/or Joint Task Forces, and Sub-Unified commands may develop or use existing individual/small group travel controls if consistent with guidance contained in this ACI. Components must ensure O-6 approval for travel to FPCON BRAVO and below countries and GO/FO (or civilian SES) approval for FPCON CHARLIE and FPCON DELTA countries.

c. All Other DoD Travelers. For any non-Service aligned DoD personnel who do not fall under direct control of either para 5.a or 5.b above, a small unit travel checklist has been created and is accessible through the FCG (Reference b). Command guidance is for all DoD personnel to have the travel checklist and training certifications reviewed and approved at the O-6 commander/director level for FPCON BRAVO and below countries, and GO/FO (or civilian SES) approval for FPCON CHARLIE/DELTA countries.

## 6. DEFINITIONS.

a. Department of Defense (DoD) Personnel. Includes all Department of Defense Military Services, including active forces, reserve forces and their civilian employees.

b. Small Groups. Non unit level travel, usually on individual travel orders. May be from two to 50 or more personnel, depending on the type of mission or conference.

c. U.S. Government (USG). Includes any Executive, Judicial or Legislative Branch employee and US Citizen Contractors who provide direct services to the USG.

d. Force Protection Conditions (FPCON). A designation representing a degree of anti-USG terrorism present at any particular location or area. Rated from Normal to Delta, it aids a Commander in making force protection mitigations to an acceptable level of residual risk (Reference d).

7. **RESPONSIBILITIES.** Commanders and Directors are responsible for their assigned and attached personnel. Designated DoD contractors will use their contract chain of command or pertinent corporate regulation. Failure to comply with this ACI may result in delay of mission, travelers being denied theater clearance or returned early for lack of compliance. Forward suggested improvements to HQ U.S. Africa Command, OPL-AT, e-mail address; [AFRICOM-AT-XO@africom.smil.mil](mailto:AFRICOM-AT-XO@africom.smil.mil).

8. **SUMMARY OF CHANGES.** None.

9. **RELEASABILITY.** RESTRICTED. This Instruction is approved for restricted release. Authorized users may obtain copies on the appropriate U.S. Africa Command SJS network portal page.

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10. **EFFECTIVE DATE.** This instruction is effective upon receipt.



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Enclosure  
A. References

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## ENCLOSURE A

### REFERENCES

- a. U.S. AFRICA Command Antiterrorism/Critical Infrastructure Protection (AT/CIP) OPORD 10-06
- b. DoD 4500.54-G, Foreign Clearance Guide
- c. ACM 3000.02, Theater Clearance Procedures within US AFRICA Command Area of Responsibility
- d. DoDI 2000.16, DoD Antiterrorism (AT) Standards, 2 October 2006.
- e. ACI 7300.01, U.S. Africa Command Defense Travel System Policy
- f. Universal Force Protection MOA between DoD and DoS, 1997.