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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:
ACTheaterClearance@afcom.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).

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Info for Emergency Clearance

Make sure you give them the theaterclearance@aftricom.mil email and office phone numbers – DSN and Commercial

Traveler

| | |
|---------------------------------|----------|
| Travel country | |
| Traveler Name | |
| Service/Rank | |
| Email | |
| Phone Unit: | H: Cell: |
| Physical location | |
| 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 req'd 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
- Has the embassy been notified? Y / N



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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, IV, and then Section III training links and medical checklist. Assure them we will work with them to get them home. If need be, copy FCG for country to a file, .pdf and forward to them or supervisor (they may have difficulty when not accessing from 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 if not leaving imminently 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. We can work with the 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”.
 - AT can be done in 1 hr or less on line. Tell them to talk to the unit to help mitigate absence of any training and have submitter describe mitigation. They should do what they can but don’t panic on absent training.
 - Basic FP Plan is important– at minimum: 1) traveler carries 24 hr Embassy contact info, gives also to family in case of emergency 2) Check in plan for travel to/around country to know he arrives 3) Register travel at DOS site 4) Any unit restrictions/guidance
- Make sure you get unit contact information from them and pass theater clearance contact information to them. Generic email: ACTheaterClearance@africom.mil will go to all theater approvers. Workday phone: DSN: 314-421-3789/9926/2866 Comm: +49-711-729+last 4



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Foreign Clearance Guide (FCG)

SECTION I: GENERAL ENTRY REQUIREMENTS (Country and Theater)

Travel Credentials, including visa and immunization records

Leave Travel information

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: TRAVEL INFORMATION (Country)

Embassy contact information, websites, travel registration instructions

Travel precautions and information, currency, clothing

SECTION V: MISCELLANEOUS (Country)

Sometimes used, e.g., ship visit instructions

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