US Africa Command (USAFRICOM) Theater entry requirements are determined by the Combatant Commander (CCDR); applies to DOD military, civilian and contractor personnel traveling to and within the USAFRICOM Area of Responsibility (AOR).

- **Review the Foreign Clearance Guide (FCG) for each country:**
  o Located in NIPR at: [https://www.fcg.pentagon.mil](https://www.fcg.pentagon.mil)
  o Located on SIPR at: [https://www.fcg.pentagon.smil.mil](https://www.fcg.pentagon.smil.mil)
  o **CRITICAL REFERENCE:** travel credentials, content of APACS requests, training, warnings, POCS and links
  o **Section III.E.** provides tab by tab instructions to complete APACS (also for leave travel).

- **Complete all Mandatory Training Requirements:**
  o Annually (within 1 year prior to travel): Anti-Terrorism/Force Protection (AT/FP) Level 1
    ▪ Located on NIPR at: [https://atlevel1.dtic.mil/at](https://atlevel1.dtic.mil/at)
  o w/in 3 yrs of travel: Level A SERE tng (or sustainment) (ISO Code of Conduct); SERE 100.1 CBT meets rqmt
    ▪ SERE 100.1 located on NIPR at: [http://jko.jfcom.mil](http://jko.jfcom.mil) or SIPR at [http://jko.jwfc.jfcom.smil.mil](http://jko.jwfc.jfcom.smil.mil)
  o Search for SERE or use Prefix J3T and Course# A-US022 (civilian only course: A-US1282)

- **Submit or Review Electronic ISOPREP on SIPR’s PRMSGLOBAL website.**
  o Located on SIPR at [https://prmsglobal.prms.af.smil.mil](https://prmsglobal.prms.af.smil.mil) (preferred if SIPR access is available, no photo required, unit can establish an acct for centralized entry of personnel)
  o If you do not have SIPR access, use: [https://prmsglobal.prms.af.mil/prmsconv/Login/start.aspx](https://prmsglobal.prms.af.mil/prmsconv/Login/start.aspx). CAC and .mil domain required. Complete “survey” (must upload picture not larger than 200kb to complete on NIPR)

- **MEDICAL: Travel Health - SPECIFIC TO DESTINATION - health threat awareness (disease/food/water/insects/HIV)**
  o See [https://www.africom.mil/staff-resources/travel-to-africa](https://www.africom.mil/staff-resources/travel-to-africa)
    ▪ see link to 1) FHP medical guidance (directly above downloadable guides section).
    ▪ See link to Travel Health Form
    ▪ See link to General Health Travel Counseling
  o [Travel Health Form](https://www.africom.mil/staff-resources/travel-to-africa) (guide)
  o [General Health Travel Counseling](https://www.africom.mil/staff-resources/travel-to-africa)

- **Force Protection: Determine FP Responsibility and Complete FP Requirements:**
  o APACS must indicate who holds FP responsibility – Responsibility defaults to the CCDR *(NOTE: APACS still uses older acronym of COCOM) unless specifically accepted by the Chief of Mission (COM) – refers to Ambassador).
    ▪ TDY personnel fall under COCOM; the sponsoring Component exercises responsibility
    ▪ If unclear who holds FP responsibility contact the tasking authority or Embassy POC.
  o Create FP plan in accordance with Component Requirements. If not under a Component or if there is no organizational FP Plan SOP format, see [FP Plan Basics](https://www.africom.mil/staff-resources/travel-to-africa) on AFRICOM.mil website.
  o US Africa Command Instruction (ACI) 3200.11 Individual and Small Group Travel establishes the following policies for personnel under the FP responsibility of the AFRICOM Commander:
    ▪ Mandates sending unit Command review and approval of travel plans IAW FPCON of destination. FPCON B: O6 or equiv; FPCON C: O7 or equiv approval is required. By name endorsement is entered in the mandatory APACS entries. AFRICOM bases Theater clearance approval on this local approval.
    ▪ Mandates a two (2) person travel policy on the continent. Individual DoD travelers may join up with other USG personnel already in country to meet this rule. (The O6/O7 approver can authorize single person travel, should be explicit in approval statement and mitigations entered in FP plan.)

- **Create an Aircraft and personnel Automated Clearance System (APACS) account:**
  o APACS at: [https://apacs.dtic.mil](https://apacs.dtic.mil) or [https://apacs.dtic.smil.mil](https://apacs.dtic.smil.mil) (must register for account either system)
  o **NOTE:** NIPR is the default for APACS submission unless it is for VIP travel or MISSION itself is classified

- **If required by the FCG, Section III.A.1.a., submit a Dept. of State (DOS) electronic Country Clearance (eCC) request:**
  o Located on NIPR at: [https://ecc.state.gov/security/eccllogin.aspx](https://ecc.state.gov/security/eccllogin.aspx) (must register for account)

- **Submit a travel clearance request on APACS: (CBT on APACS site for assistance)**
  o Complete IAW Foreign Clearance Guide, See Section III.E. Content of Personnel Request, 30 days in advance.

*Continued on next page ➔*
US Africa Command Theater Entry Coordination Requirements

NOTE: MANDATORY STATEMENTS in the Theater Required Information box (Itinerary Tab of APACS) apply to both OFFICIAL and LEAVE travelers. ALL travelers should review Section III.E. Content of Personnel Request of the FCG in order to minimize errors and resubmissions.

Mandatory Statements- Theater Required Info box on the ITINERARY tab should look something like this:

a) “FP responsibility is held by CDR AFRICOM, exercised by CDR (select one and delete others): ARMY/AIR/NAVY/MARINE/SOC/HOA Forces Africa” or “FP Responsibility is held by Chief of Mission (COM, i.e., Embassy)” [NOTE for LEAVE travelers use: FP Responsibility held by COCOM exercised by CDR (Component) Forces Africa.]

b) (Approver level IAW destination FPCON) FPCON B: 06/equiv, FPCON C: 07/equiv RANK FULL NAME has reviewed and approved this travel (if applies: and the traveler is authorized to travel alone), position, organization, email.

c) FP Plan (dated: MMDDYYYY) and documentation of medical preparation will be retained for 1 year.

d) Visa status (indicate status if applies and not available in country); eCC status (itinerary # if applies)

e) (for official travelers) Travelers have read, understood and will comply with - General Order Number 1 (Prohibited Activities for Personnel within the United States Africa Command (USAFRICOM) Area of Responsibility (AOR))

--OR--

e) (for leave travelers) Leave info: flight itinerary with flight numbers, how getting around country.

• Submit a completed Personnel Recovery (PR) Action Plan to Component PRCC or the JPRC:
  o Purpose: Personnel Recovery preparation is required to prepare for a situation when a traveler needs to be located after they become isolated, whether through accident (e.g., vehicle breaks down en route to a location), political turmoil (e.g., riot) or criminal/terrorist action (e.g., kidnapping). Travelers should prepare for self-sustainment for 96 hours in case of isolation. All DoD travelers need a communication capability to alert PR personnel to isolation, a procedural check-in plan and emergency supplies/1st aid kit/survival gear.
  o Example PR Plan Format (emphasis on itinerary, PACE comms plan, PACE action plan, redundant comms)

Contact Information:
Intl access from US is 011/from Europe is 00 (“+” on cell phone automatically inserts appropriate int’l access code.); Commercial for all DSN 314-421-XXXX = Intl access+49-711-729-XXXX; for DSN 314-591-xxxx = Intl access +49-964-170-591-xxxx

Theater Clearance Coordination Center  Tel: DSN: 314-421-9926/3789/2866; africom.stuttgart.acj35.mbx.theater-clearance@mail.mil and africom.stuttgart.acj3.mbx.theater-clearance@mail.smil.mil; NIPR WEB: http://www.africom.mil/staff-resources/travel-to-africa SIPR: https://jramp.smil.mil, AFRICOM AOR, Component tab, then Theater Clearance.

Personnel Recovery (PR):  AFRICOM PR Staff: DSN 314-591-5033/2037; Comm:+49-(0)964-170-591-xxxx
AFRICOM HQ JPRC: DSN 314-591-2113/2064 email SIPR: africom.stuttgart.acj3.mbx.j331-joc-personnel-recovery@mail.smil.mil; NIPR: africom.stuttgart.acj33.mbx.j331-joc-personnel-recovery@mail.mil


Force Health Protection: DSN 314-421-4777 email: africom.stuttgart.acj47.mbx.j471-force-health-protection@mail.mil

AFRICOM JOC - 24/7 After Hours and for Emergencies (NOT for routine inquiries): africom.stuttgart.acj33.mbx.j331-joc-operations-officer@mail.mil; DSN 314-432-3909/3133; Comm: +49-711-680-xxxx

Note: All documents and links are subject to change. http://www.africom.mil/staff-resources/travel-to-africa for more info. 10-Feb-16