

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:**
  - Located in NIPR at: <https://www.fcg.pentagon.mil>
  - Located on SIPR at: <https://www.fcg.pentagon.smil.mil>
  - **CRITICAL REFERENCE:** travel credentials, content of APACS requests, training, warnings, POCS and links
  - **Section III.E.** provides tab by tab instructions to complete APACS (also for leave travel).
- **Complete all Mandatory Training Requirements:**
  - Annually (within 1 year prior to travel): Anti-Terrorism/Force Protection (AT/FP) Level 1
    - Located on NIPR at: <https://atlevel1.dtic.mil/at>
  - 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> or SIPR at <http://jko.jwfc.jfcom.smil.mil>
      - 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.**
  - Located on SIPR at <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)
  - If you do not have SIPR access, use: <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)**
  - See <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
  - [Travel Health Form](#) (guide)
  - [General Health Travel Counseling](#)
- **Force Protection: Determine FP Responsibility and Complete FP Requirements:**
  - 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.
  - 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](#) on AFRICOM.mil website.
  - 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:**
  - APACS at: <https://apacs.dtic.mil> or <https://apacs.dtic.smil.mil> (must register for account either system)
  - **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:**
  - Located on NIPR at: <https://ecc.state.gov/security/ecclogin.aspx> (must register for account)
- **Submit a travel clearance request on APACS: (CBT on APACS site for assistance)**
  - Complete IAW Foreign Clearance Guide, See Section III.E. Content of Personnel Request, 30 days in advance.

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## 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: O6/equiv, FPCON C: O7/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:**

- 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.
- 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](mailto:africom.stuttgart.acj35.mbx.theater-clearance@mail.mil) and [africom.stuttgart.acj3.mbx.theater-clearance@mail.smil.mil](mailto: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.joc-personnel-recovery@mail.smil.mil](mailto:africom.stuttgart.acj3.mbx.joc-personnel-recovery@mail.smil.mil) ; NIPR: [africom.stuttgart.acj33.mbx.j331-joc-personnel-recovery@mail.mil](mailto:africom.stuttgart.acj33.mbx.j331-joc-personnel-recovery@mail.mil)

**Components PR** : USARAF PR DSN: 314-637-1956/1514/1515; COMM: + 39-0444-66-xxxx; AFAFRICA: DSN 314-478-8984/7782/4550 (comm: +49-6371-405-xxxx); NAVAF: DSN 314-626-2353/4448 (+39-081-568-xxxx); MARFORAF: DSN 314-431-2986 (COMM +49-7031-15-xxxx); SOCAF DSN 314-421-5005 (COMM +49-711-729-xxxx); CJTF-HOA PR POC DSN 311-824-2159; CJTF HOA PR VOSIP 301-824-2159, IRIDIUM SAT PHONE COMM 00-88167-632-9729 or DSN 717-632-9729. Email: [HOA.PRCC@HOA.USAFRICOM.SMIL.MIL](mailto:HOA.PRCC@HOA.USAFRICOM.SMIL.MIL)

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