

APACS How to Guide

U.S. Africa Command Theatre Clearance

- I. Note: APACS approvals come in tiers: country clearance and theatre clearance. These approval levels are independent of each other, but both are required for travel unless specified in the FCG.
- II. Theater Requirements for Official Travel
 - a. Mandatory statements (AKA 3 mandatory statements)
 - i. FPCON level and approval (name, rank, title). Example: *FPCON CHARLIE, COL Jane Smith [title] approves Sgt Jane Doe to travel to Kenya. Sgt Jane Doe will fall under force protection plan 20231031, maintained by the unit for 1 year, and has received their visa.*
 1. ALPHA and BRAVO require O5/GS14 approval
 2. Charlie requires O6/GS15 approval
 - a. Travelers to FPCON CHARLIE countries – as well as Djibouti – must take component provided personal protective equipment including a body armor plate carrier, front and rear plates, and a ballistic helmet.
 3. DELTA requires O7/GO/FO/SES approval
 - ii. Force Protection (FP) Plan
 1. Coordinate with your security office to submit your FP Plan, or request a template from the theatre clearance specialists that you can use.
 2. If falling under an existing FP Plan, provide the reference or control number or the date that it was approved.
 3. Friendly Force Tracking (FFT) device
 - iii. VISA
 - b. Training & required documents
 - i. Required for all USC on DoD orders
 1. AT Level 1 Training
 2. ISOPREP required documentation: Isolated Personnel Report
 3. SERE Training
 4. SCI Brief & AOR Briefing
 5. FACT or CTAT (only for COM responsibility)
 - c. Medical Assessment – must be current within 4 months of the date of travel.
 - d. Additional requirements (it depends)
 - i. Special Area Clearance – APACS submission must indicate if this has been granted when it is required. The FCG will tell you when it is required and how to apply for it.
 - ii. Status protection waiver – required for travel longer than 15 days, if sensitive in nature, or 20+ personnel. Submissions require a 60 day lead time, or if less notice, a letter of lateness.
 - iii. Note that DoD contractors and foreign nationals traveling under DoD orders may not be subject to the same FCG requirements. Review each relevant section to determine what applies to whom. Contractors should check their contracts to determine any additional requirements or exceptions to the FCG as needed.

III. Theatre Clearance Requirements for Unofficial Travel

a. Mandatory statements

1. FPCON level and approval (name, rank, title). Example: *FPCON CHARLIE, General Jane Smith [title] approves Sgt Jane Doe to travel to Kenya. Sgt Jane Doe will fall under force protection plan 20231031, maintained by the unit for 1 year, and has received their visa.*
2. ALPHA and BRAVO require O5/GS14 approval
3. CHARLIE requires O6/GS15 approval
4. DELTA and AFRICOM restricted countries require O7/GO/FO/SES approval

ii. Force Protection (FP) Plan

1. Coordinate with your security office to submit your FP Plan, or request a template from the theatre clearance specialists that you can use.
2. Provide the reference or control number or the date the plan was approved.
3. Friendly Force Tracking (FFT) device

iii. VISA

b. Training & required documentation

i. Required for all USC on DoD orders

1. AT Level 1 Training
2. ISOPREP required documentation: Isolated Personnel Report
3. SERE Training
4. SCI Brief & AOR Brief

c. Medical Assessment - current within 4 months of travel.

d. Additional requirements (it depends)

- i. Travel to restricted or prohibited locations may require higher level approver(s), a waiver, and more. Check the FCG for additional requirements.
- ii. Note: DoD contractors, foreign nationals, and family members may not be subject to the same FCG requirements. Check each relevant section to determine what applies to whom.
- iii. Travelers must an explanation for submissions falling short of the 30 day lead time.

IV. Country Requirements

- a. Ensure that correct travel (official v leave) permissions and types are authorized and appropriate
- b. Ensure that all visas, COVID, and medical requirements are undertaken in advance of anticipated travel.
- c. Ensure that traveler(s) are compliant with country requirements such as: visa v CAC entry, weapons, currency, lodging, travel, and documentation. Traveler(s) must keep all POC information and emergency information (such as embassies) on their person when traveling.
- d. For any additional questions, please reach out to POC listed for each country clearance office in the FCG.

V. Reminders:

- a. DoD military personnel deploying as part of the approved Time Phased Force Deployment Data (TPFDD) do not require APACS requests.

- b. All travelers to Djibouti and FPCON CHARLIE countries must carry component provided personal protective equipment (PPE) including a body armor plate carrier, front and rear plates, and a ballistic helmet.
- c. Enroll with the U.S. Department of State's [STEP program](#)
- d. Receive AOR briefing prior to travel. Foreign travel briefings are required annually and before foreign travel for specific clearance levels.
- e. Ensure that your travel is registered and documented in accordance with established procedures, i.e. your command and/or directorate portal.
- f. Travel with your DoD ID, official passport, and tourist passport as you may enter the country one way and need to exit via another method. Be prepared for anything.
- g. Ensure that all additional requirements like status protection waivers or special area clearances are achieved in advance of travel.
- h. Take all important POC information with you and keep it on your person in case of emergency. This includes POCs at gaining location and embassies or consulates.
- i. Travel safe, travel smart.

VI. References

- a. [APACS](#)
- b. [Foreign Clearance Guide \(FCG\)](#)
- c. ACM 3000.02B USAFRICOM Theatre Clearance
- d. ACI 5800.08A USAFRICOM Status Protection Waivers
- e. General Order Number 1
- f. Joint Risk Assessment Management Program (JRAMP, available on SIPRNet)

VII. POC: AFRICOM Theatre Clearance:

- a. Email: africom.stuttgart.acj3.mbx.theater-clearance@mail.mil or
- b. Phone: 324-591-3426/3428
- c. After hours: +49 1626 305 052 .This number is only for USAFRICOM assigned personnel for urgent official travel needs falling outside of normal business hours.