

US Africa Command Theater entry requirements are determined by the Combatant Commander (COCOM) and pertain to all DOD military, civilian and contractor personnel traveling in any capacity to and within the US Africa Command Area of Responsibility (USAFRICOM AOR).

- **Review the Foreign Clearance Guide (FCG) for each country:**
  - Located in NIPR at: <https://www.fcg.pentagon.mil>
  - Located on SIPR at: <http://www.fcg.pentagon.smil.mil>
  - **CRITICAL REFERENCE:** travel credentials, content of APACS requests, training, warnings, POCS and links
  - **Section III.C.** 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>
      - Course # J3TA-US022 (JKO can be accessed through AKO; login to AKO first)
- **Within 12 months: Submit or Review Electronic ISOPREP on SIPR's PRMSGLOBAL website.**
  - Located on SIPR at <https://prmsglobal.prms.af.smil.mil>
  - 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 Preparation – health threat awareness (disease/food/water/insects/HIV)**
  - See [https://intellipedia.intelink.gov/wiki/USAFRICOM\\_Force\\_Health\\_Protection](https://intellipedia.intelink.gov/wiki/USAFRICOM_Force_Health_Protection) -requires CAC login
  - <https://www.intelink.gov/go/KxKFF2B> -General Health travel brief with Health Form attached at end
  - [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 Combatant Commander (COCOM) unless specifically accepted by the Chief of Mission (COM –refers to Ambassador).
    - TDY personnel fall under COCOM (Annex B); 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 (Annex B):
    - Mandates Command review and approval of travel plans IAW the country's FPCON. FPCON B requires O6 or equiv and FPCON C requires O7 or equiv countries, with acknowledgement reflected in mandatory APACS entries.
    - 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 alter authorization statement IOT authorize single person travel.)
- **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., 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.C. Content of Personnel Request, 30 days in advance.

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

*Continued on next page →*

## US Africa Command Theater Entry Coordination Requirements

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

- a) "FP responsibility is held by COCOM (CDR AFRICOM), exercised by CDR (Component, e.g., ARMY) Forces Africa" or "FP Responsibility is held by Chief of Mission (COM, i.e., Embassy)" [NOTE: for 99% of all Leave travelers: FP Responsibility held by COCOM exercised by CDR (Component) Forces Africa.]
- b) (Approver level IAW – FPCON B: O6, FPCON C: O7) RANK NAME has reviewed and approved this travel (if applies add: and the traveler is authorized to travel alone), position, email.
- c) FP Plan (dated: MMDDYYYY) and documentation of medical preparation will be retained for 1 year.
- d) Visa status (indicate if applies and not available in country); eCC status (itinerary # if applies)
- e) (for leave travelers) Leave info: flight itinerary with flight numbers if known, 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 AFRICOM J333 Special Programs Branch Chief; DSN: 314-421-2881; Comm:+49-711-729-2881

**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 [actheaterclearance@usafricom.smil.mil](mailto:actheaterclearance@usafricom.smil.mil); NIPR WEB: <http://www.africom.mil/staff-resources/travel-to-africa> SIPR: <https://portal.africom.smil.mil>, choose "Command Services" dropdown, then Theater Clearance

**Personnel Recovery (PR):** AFRICOM PR Staff: DSN 314-421-3418(SERE)/3430(Planning)/8900(JPRC Director) AFRICOM HQ JPRC: DSN 314-421-2139/4646 email SIPR: [AF-JOCPERSREC@USAFRICOM.SMIL.MIL](mailto:AF-JOCPERSREC@USAFRICOM.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: DSN 314-635-4788/4418 (COMM from CONUS 011-39-0444-71-xxxx) ; AFAFRICA: DSN 314-478-8729/7782 (comm. From CONUS: 011-49-6371-405-xxxx); NAVAF: DSN 314-626-2353/4448 (comm from CONUS 011-39-081-568-xxxx); MARFORAF: DSN 314-431-2986 (COMM from CONUS 011-49-7031-15-xxxx); SOCAF DSN 314-421-5005 (COMM from CONUS 011-49-711-729-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 314-421-4050

**MEDICAL EVACUATION NOTE:** Federal civilian employees (including retired military) on official travel are not systemically covered by any medical evacuation plan in the event of a medical emergency. In the event of an emergency, commercial medical evacuation providers may require a guarantee of payment up front before moving medical evacuation assets. Employees could incur significant (potentially \$80,000+ USD) initial out of pocket expenses without a mechanism for DoD to guarantee the expense. TRANSCOM is working on a world-wide contract but there is none currently. See FCG, Section VI Travel Information for additional remarks.