How to Create a Personnel Request

Review the DoD travel requirements in the DoD Foreign Clearance Guide (FCG) https://www.fcg.pentagon.mil before starting an Aircraft Personnel Automated Clearance System (APACS) request.

Computer Based Training (CBT) – step by step APACS Personal Requestor Demo link :

 https://apacs.dtic.mil/apacs/docs/CBT/personnel/CBT-PersonnelRequester-demo-final.htm?APACS_AREA=PERSONNEL_APPROVER_LIST

Log into APACS https://apacs.dtic.mil .
From the home page, click on "Personnel Requester". Then click on "Create Personnel Request".
For each tab (four pages) complete all required fields including bold items. Theater and Country Clearance can be determined from details provided that meet DoD Foreign Clearance Guide (FCG) requirements.

Main Tab
- Select type of travel (official or leave).
- Complete the purpose of travel with as much detail as required to determine mission validity.
- If personnel do not meet the 30 day lead time requirement specified in the FCG, explain why.
- Select the sponsoring agency for personnel traveling.

Travel Tab
- Populate all traveler information.
- Utilize drop down calendars to provide training completion dates.
- Click the "add" button when page is complete. Traveler information will drop to the bottom box. Additional travelers can be added in line by line format.

  Note: The "Senior Traveler" tab must be checked or application will not save properly.
- Highlighting traveler field will enable information to reappear (edit as needed) and then select "update" or information will not save properly.

Itinerary Tab
- Select country personnel will be traveling to.
- Select the "Theater Clearance Required" box for all travel into AFRICOM AOR.

  Note: A Country and Special Area clearance may also be needed. "Country Clearance Required" and "Special Area Clearance Required" boxes should be selected as needed. Refer to the DoD Foreign Clearance Guide for clarification. The U.S. Embassy (in each country) and OSD Foreign Travel (CONUS) are approving authorities for Country and Special Area Clearances.
- Select location in country personnel will be residing.

- Select Arrival Time (include hour and minutes or application will not work)
- Select Departure Time (include hour and minute or application will not work)
- For "traveler chooser", highlight "available" travelers and move them to "selected" (reflects each traveler's itinerary).
- Fill in all "Organization to be Visited" fields. Bold items AND remaining fields must be populated for adequate contact information. For additional countries of travel, or if personnel are to travel on different dates, select the "Add & Continue Itinerary" button.

Note: Once entire Itinerary page is filled out, the "Add & Exit Itinerary" and "Add & Continue Itinerary" buttons turn blue and become available to select. Either one of these buttons must be selected before going to next tab or application will not save properly.

Traveler POC tab
- Provide point of contact information from requester and/or organization representative. Complete home unit information (or equivalent) for inquiries regarding Theater and Country Clearance request.
- Select "Save" and "Continue" (to certify message is unclassified).

Save Request

Enter Subject. Type the highest ranked traveler plus additional number of travelers followed by request type (official or leave) and country of travel (Ex: Smith + 5, Official, Kenya).
- Select "Save & Review or **Save & Submit**" to submit request.

Personnel Request Detail/Submit
- Review details of request and then select the "**Submit**" button on top of page.
- To locate requests that have already been saved or submitted, select "list personnel request". The "Status" drop-down box contain folders that a "New", "In Progress", or "Pending Submission" request can be found. Select "Review/Request/Submit" to open up Theater and Country Clearance request for details.

Your request will be routed by APACS to the US Embassy and U.S. Combatant Command authorities for approval. An email notification is generated on any action taken on Theater and Country Clearance requests submitted. To verify the status of your request, log into APACS and click "List Personnel Requests". Select "Review/Request/Submit" and /or "View History" for specific information.