AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEMS (APACS)
The APACS system is a web based system that can be accessed from any internet connected computer. It standardizes the format of the clearance requests and provides a single communication venue to send, receive and process requests. It is designed to capture all the travel requirements required by the DoD Foreign Clearance Program. Before submitting an APACS request review the Foreign Clearance Guide (FCG) https://www.fcg.pentagon.mil.

APACS provides a web page interface for users to input travel request information. Upon submission, e-mail notification will be sent to a pre-defined and applicable set of request approvers that are designated Combatant Command and US Embassy representatives. Approvers can then connect to travel request documents and approve/disapprove the request and enter comments. Approval/disapproval status and comments from all approval agencies are uploaded to a summary document.

The clearance requestor will be automatically notified via email from APACS that a change in request status has taken place. The user will be prompted to log into APACS in order to determine the approval/disapproval status.

Following are the steps to register for an APACS account:

1. Navigate to https://apacs.dtic.mil
2. Click request account
3. Complete the demographic information
    a. Ensure the organization is specific to your office
    b. Enter a commercial phone number
4. Select permissions required
    a. **Personnel Requester** - Allows users to create and submit theater and country clearances for personnel (individual and/or group travel)
    b. **Aircraft Requester** - Allows aircraft mission planners to request diplomatic clearances for their aircraft
    c. **Personnel Approver** - Only select US Embassy representatives and Combatant Command personnel are allowed approval personnel approver permissions. (If you require authority to authorize/release clearance requests from your organization or command refer to information about APACS group accounts)
    d. **Aircraft Approver** - Only select US Embassy personnel are authorized aircraft approver permissions
    e. **Theater Approver** - Only select Combatant Command representatives are authorized approver permissions
    f. **Special Area Clearance Approver** - Only select USDP representatives are authorized special area approver permissions
5. In the account comments block specify your specific mission requirements for the type of permissions you requested - **NOTE:** If you belong to an organization which has multiple APACS requestors, it may be worthwhile to establish a **GROUP** account and get all requestors under one group to enable visibility on all requests within the organization.
6. Enter the authentication code
7. Press submit (It normally takes 1 business day (24 hrs) to activate the account)

APACS is also available on the SIPRNET for submitting classified country/theater clearance requests. The systems are identical but are separate. Each user must register for SIPR account the same way as on the unclassified side. The steps are the same. The APACS SIPR site is https://apacs.dtic.smil.mil