

US Africa Command Theater Clearance Steps

NOTE: Theater clearance is required for all official travel and **all Leave** travel of active duty service members. There are no differences between training preparation/documentation between official and leave travel.

Links labeled as 'External' below will open in a new browser window.

1. **Review the Foreign Clearance guide.**

External link: [FCG](#)

Pay particular attention to Section I (host nation entry credential requirements) and to Section III.C. (tab by tab APACS instructions for both Official and Leave travel); Section VI (US Embassy provided details, contact info, travel advice based on hard earned experience of travelers)

2. **Create an Aircraft and Personnel Automated Clearance Systems (APACS) account.**

Instructions : [APACS Instructions.pdf](#)

External link: [APACS](#)

External link: [DoS Electronic Country Clearance \(eCC\)](#)

(eCC applies to official travel only, and then only if FCG Section III.A.1. of the country to be visited requires it – if so, you must submit eCC as well as APACS.)

3. **Complete AT/FP Level 1 training.**

External link: <https://atlevel1.dtic.mil/at/>

4. **Complete Level A SERE training in support of the Code of Conduct (CoC)” or Service Equivalent (initial or continuation training) within 36 months prior to entering the US Africa Command AOR. NOTE: Continuation training applies regardless of previous code of conduct training.**

External link: <http://jko.jfcom.mil> SERE 100.1 computer-based training satisfies the level A requirement. (This training can be found on Joint Knowledge Online (JKO) page, course number "J3T A-US022". Review this PDF for steps required

5. **Digital Isolated Personnel Report (ISOPREP) on file electronically**, reviewed/submitted within 12 months of arrival to AOR.

SIPR (direct into system): Personnel Recovery Mission Software (PRMS) located on SIPRnet at <https://prmsglobal.prms.af.smil.mil>. Personnel may register for an "individual account". Photos and Fingerprints are NOT required by AFRICOM or the PRMS SIPR website for completion.

NOTE: The only means to electronically file ISOPREPS via NIPRnet is via Pro-File tool located at External link (NIPR): <https://medinah.sed.apg.army.mil/PRO-File>. An AKO account is required to access the Pro-File site. AKO can be accessed at: <https://www.us.army.mil>. The Pro-File software requires you to upload two (2) digital pictures smaller than 200k to complete submission.

6. **Complete medical assessment and requirements**, including [Africa travel preparation checklist IAW Africa Command Manual \(ACM\) 4200.03 "Force Health Protection Procedures for Deployment and Travel."](#)

7. **Prepare a written Force Protection (FP) Plan** if under CDR AFRICOM FP Responsibility.

Consider all hazards. If a leave traveler or on official travel sponsored by a service, follow that Service Component Africa (e.g., USARAF or NAVAF) guidelines and submit to the component command if required (See @ Section III.A.5. of the FCG for the Component Africa requirements). Otherwise FP Plan should be maintained by sending organization for a period of one year.

NOTE: If HQ AFRICOM staff or a Joint DoD entity not under component sponsorship, follow the local FP Plan format. Can use the FP Plan content information: [FORCE PROTECTION PLAN](#) basics as a guide if desired (Adobe PDF, select all and copy to word document in order to edit).

8. **Submit PR Plan of Action** to one of the following: their unit PR office, their service component PR Coordination Center (PRCC), or the AFRICOM Joint Personnel Recovery Center (JPRC).

Example [PR Plan](#) Format – Component PRCC and AFRICOM JPRC contact info are in the footnotes.

NOTE: PR plan may be part of component force protection plan requirement, check component requirements.

9. **Submit travel clearance request.**

Instructions : [Personnel Request.pdf](#)