

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 reqmt
 - 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://medinah.sed.monmouth.army.mil/pro-file> . Complete "survey". (Need AKO account to access this site, must upload picture to complete on NIPR)
- **MEDICAL: Complete Africa travel preparation checklist – ensure personnel are medically prepared**
 - <http://www.africom.mil/TheaterClearanceCoordCenter/Africa%20Travel%20Preparation%20Check-List.pdf> (follow links in document for risks and recommendations)
- **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).
 - Short term TDY personnel typically fall under COCOM (Annex B)
 - If unclear who holds FP responsibility contact the tasking authority or Embassy POC.
 - Create FP plan in accordance with [Component requirements](#) (see FCG for references). If not under a Component FP or there is no organizational FP Plan SOP format, see [FP Plan Basics](#) on [TCCC site](#).
 - 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 for FPCON B (O6 or equiv) and FPCON C (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)
 - Never required for leave travel
- **Submit a travel clearance request on APACS: (CBT on APACS site for assistance)**
 - Complete IAW Foreign Clearance Guide instructions, as described in Section III.C. Content of Personnel Request, 30 days in advance of travel.

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.

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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](#) – 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 and medical checklist will be retained by the unit for 1 year. FP Plan date: MMDDYY
- 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 Cell Tel: DSN: 314-421-9926/3789/2866; ACTheaterClearance@usaficom.mil and @usaficom.smil.mil; NIPR WEB: <http://www.africom.mil/theaterclearancecoordcenter/tcccmain.asp>
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 email: AF-JOCPERSREC@USAFRICOM.SMIL.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

Force Health Protection: DSN 314-421-4777 email: africom.force.health.protection@africom.mil.

AFRICOM JOC - 24/7 After Hours and for Emergencies (**NOT** for routine inquiries): JOCOPSOFF@usaficom.mil; DSN 314-421-4050

MEDICAL EVACUATION NOTE: Federal civilian employees (including retired military) on official travel are not systemically covered by any form of guaranteed 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. Without medical evacuation coverage, employees could incur significant (potentially \$80,000+ USD) initial out of pocket expenses without a readily available mechanism for DoD to guarantee the expense. Though TRANSCOM is working on a world-wide contract there is none currently in place. See FCG, Section VI Travel Information for additional remarks.