



COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028

USPACOMINST 0614.1
J3
5 February 2013

USPACOM INSTRUCTION 0614.1

Subj: THEATER TRAVEL REQUIREMENTS IN U.S. PACIFIC COMMAND
(USPACOM)

Ref: (a) DODD 4500.54E, DOD Foreign Clearance Program (FCP),
28 Dec 09
(b) DOD 4500.54-G, Pacific and South Asia Section to the
Department of Defense (DOD) Foreign Clearance Guide
(c) DOD Foreign Clearance Manual, 31 Oct 12
(d) USPACOM Operations Order 5050-08, Antiterrorism /
Critical Infrastructure Protection (AT/CIP) w/FRAGO 3,
10 May 11
(e) DOD 4500.53, Department of Defense Commercial Air
Transportation Quality and Safety Review Program
(f) USPACOMINST 0305.1, Personnel Recovery in the U.S.
Pacific Command, 2 Apr 12

1. Purpose. To delineate the policies and procedures for requesting, processing and approving or disapproving Theater, Country and Special Area Clearance for travel into and within the USPACOM Area of Responsibility (AOR). To define what types of deployments, personnel moves and individual travel require approved Theater or Country Clearance prior to travel.

2. Supersedes USPACOMINST 0614.1, dated 5 Jun 09.

3. Applicability. This instruction applies to:

a. All active duty DOD military members

(1) Assigned, attached, in transit, or otherwise physically located within the USPACOM AOR, on official or unofficial travel to foreign countries or U.S. territories in the USPACOM AOR or other geographic combatant command AORs.

(2) Not assigned, attached, or otherwise physically located within the USPACOM AOR but on official or unofficial travel to foreign countries or U.S. territories in the USPACOM AOR.

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b. All DOD civilians and non-DOD personnel traveling under DOD sponsorship.

(1) Except for members and employees of Congress who are assigned, attached, in transit, or otherwise physically located within the USPACOM AOR, and who are traveling in an official capacity to foreign countries in the USPACOM AOR or another geographic combatant commander's AOR.

(2) Except for members and employees of Congress who are not assigned, attached, or otherwise physically located within the USPACOM AOR but who are traveling in an official capacity to foreign countries in the USPACOM AOR.

c. Contractor personnel traveling under DOD sponsorship in support of a DOD contract are considered DOD-sponsored personnel. The DOD Component sponsoring DOD contractor travel shall ensure that all necessary clearances (country, theater, and special area clearances, as required) are received before commencing travel. DOD-sponsored contractors shall obtain the proper identification credentials (e.g., passport and visa) to enter and exit each country.

4. General

a. Personnel as listed in paragraph 3 will comply with travel clearance requirements as detailed in:

(1) Reference (a), as part of any travel to a foreign country or U.S. territory in the USPACOM AOR. Additionally, personnel traveling to a foreign country outside of the USPACOM AOR will consult reference (a) and comply with applicable requirements for those countries. Theater clearance is not required when part of a unit deployment or Permanent Change of Station (PCS) move, and does not apply to travel within the foreign country of assignment.

(2) The USPACOM Travel Tracker/Individual Antiterrorism Plan (TT/IATP) program. TT/IATP requirements are listed by country in reference (a). The TT/IATP program is promulgated in reference (b). TT/IATP is a Common Access Card (CAC) enabled unclassified system. It is accessible at the following URL: <https://iatp.pacom.mil/>.

b. Personnel will submit clearance requests via Aircraft and Personnel Automated Clearance System (APACS). APACS automates the process of requesting and approving classified and

unclassified diplomatic and personnel clearances via a common, centralized, and secure database. APACS is mandatory for processing DOD-sponsored foreign travel in all combatant commands effective 1 May 2008 and is available for both classified and unclassified requests (<https://apacs.dtic.mil> or <https://apacs.dtic.smil.mil>).

5. Types of Travel Clearances. There are four types of travel clearances potentially required for OFFICIAL and/or UNOFFICIAL/LEAVE travel to or within the USPACOM AOR: Theater Clearance, Country Clearance, Special Area Clearance, and Personnel Clearance. Travelers must comply with all requirements in reference (a). Unless otherwise specified in reference (a), do not assume theater, country or special clearances are approved. Reference (a) will indicate if clearances may be automatically assumed within a set number of days following request submission.

a. Theater Clearance is authorization granted by the Geographic Combatant Commander or designed for OFFICIAL and/or UNOFFICIAL/LEAVE travel to or within the respective geographic AOR. The HQ USPACOM Director for Operations (J3) is responsible for ensuring all theater clearance requests for the USPACOM AOR are reviewed. The Anti-Terrorism/Critical Infrastructure Protection Division (J34) executes on behalf of the J3 and is the approval/disapproval authority. See references (a) and (c) for specific theater clearance requirements.

b. Country Clearance is authorization granted by the U.S. Mission (Embassy) for OFFICIAL and/or UNOFFICIAL/LEAVE travel to foreign countries. Reference (a) should be consulted for requirements and applicability. The U.S. Embassy or the U.S. Embassy Chief of Mission (COM) normally delegates country clearance-granting authority for DOD personnel to the Senior Defense Official (SDO) or another defense-related entity in-country.

c. Special Area Clearance is for OFFICIAL and/or UNOFFICIAL/LEAVE travel to or within select countries or regions. Department of State, through the Secretary of Defense/Under Secretary of Defense for Policy (SECDEF/USD(P)), approves or disapproves Special Area clearance requests. Special Area clearance requirements do not apply to personnel in Unified or overseas Service Component commands traveling to units of those commands, intra-theater troop movements, personnel deploying to support formally-approved exercises or deployments, or aircrew members who perform aircrew duties

exclusively. See reference (d) for individual country Special Area Clearance requirements.

d. Personnel Clearances are generally applicable only for travel to some U.S. territories, and may vary depending upon whether the travel is official or unofficial. Individuals planning travel to U.S. territories shall consult reference (d) for any clearance requirements.

6. Special Procedures. Listed below are the procedures for air travel within Federal Aviation Administration (FAA)-rated Category 2 countries.

a. In accordance with reference (e), unless otherwise authorized, air carriers from Category 2 countries are in nonuse status for DOD personnel due to the uncertainty of oversight provided by the carrier's Civil Aviation Authority. Commander, U.S. Pacific Command has approved specific category airlines for a specific duration, see reference (a) for most up to date guidance.

b. USPACOM has developed procedures for reporting air transportation quality and safety concerns within the geographic area of responsibility. It is incumbent upon the individual traveler to review the most recent safety data to support their detailed travel itinerary - Aviation Safety Network <http://aviation-safety.net/index.php>. Additionally, USPACOM requires a 30-day safety review to be completed by the Senior Defense Officer (SDO), before DOD personnel are authorized travel on approved Category 2 air carriers. Completion of the safety review will be annotated on the appropriate travel clearance request, via APACS, in the 'Notes' field.

7. Responsibilities

a. Military Services/Combatant Commands/DOD Agencies/DOD Field Activities will ensure DOD personnel and applicable contractors consult and comply with the FCM and USPACOM TT/IATP requirements when traveling to or within the USPACOM AOR.

b. USPACOM J3 will develop and promulgate theater clearance requirements and serve as final approval authority for theater clearances, to include USPACOM Travel Restricted areas.

c. In accordance with reference (d), J34 is designated as the office of primary responsibility for ensuring implementation and compliance of reference (d). Additionally, J34 is

responsible for issuing Component-specific implementing instructions, managing Component compliance with reference (d), and interfacing directly with the DOD Executive Agent for the DOD FCP, as required. The J34 will:

(1) Manage the Theater Clearance Program for DOD personnel traveling to foreign countries within the USPACOM AOR.

(2) Process USPACOM Theater Clearance Requests submitted via APACS.

(3) Delineate requirements for and, where applicable, process TT/IATP entries for accuracy and approval and cross reference those entries to traveler APACS requests.

(4) Process requests for exceptions to policy to USPACOM travel restrictions, except as otherwise provided for in this instruction.

(5) Coordinate changes to references (a) and (d) with the Senior Defense Officer for the country in question and submit updates to the DOD Executive Agent, HQ U.S. Air Force (USAF/A5XP), for worldwide dissemination and update to reference (c).

(6) Ensure current travel requirements and guidance is available on the USPACOM Web Portal (www.pacom.mil).

(7) Support HQ USPACOM Directorate and U.S. Embassy SDO requirements to access data in APACS and TT/IATP.

(8) Publish messages to combatant commands, Services, and subordinate commands as necessary to maximize compliance with reference (c) and theater requirements.

d. USPACOM Public Affairs Office (J01PA) will support J34 in ensuring travel requirements and information is readily available and easily discoverable on the USPACOM portal.

e. USPACOM Manpower Personnel Directorate (J1) will access APACS and TT/IATP as necessary to facilitate personnel accountability in the AOR.

f. USPACOM Logistics, Engineering, and Security Assistance Directorate (J4) will request waiver renewal of Foreign Air Carriers within USPACOM Category 2 countries.

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g. USPACOM Training and Exercises Directorate (J7) will incorporate theater and country clearance training into Headquarters training and indoctrination programs.

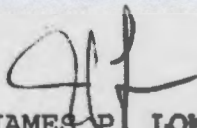
h. Theater Clearance Requirements. Individual travelers are responsible for:

(1) Reviewing country and area-specific travel requirements within reference (d).

(2) Completing theater-specific training and awareness requirements including DOD or Service-specific Antiterrorism Level I, country or area-specific threat/culture awareness orientation briefings, and personnel recovery requirements as specified in reference (f), Code of Conduct (CoC) Training, Survival Escape Resistance, and Escape (SERE) Training, and completion or validation of an Isolated Personnel Report (ISOPREP) form.

(3) Registering and complying with USPACOM TT/IATP personal data and chain of command coordination requirements as specified in reference (d) and <https://iatp.pacom.mil>.

(4) Providing personal data and submitting and obtaining clearance via the APACS (<https://apacs.dtic.mil> or <https://apacs.dtic.smil.mil>).


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Distribution: (USPACOMINST 0902.1)
List I
List II
List III