

APACS PERSONNEL REQUEST

Review 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

Open the **FCG** in another window (recommended) so you can toggle back and forth for info if required.

Log into APACS <https://apacs.dtic.mil>

From the home page, click on “Personnel Requester”. Then click on “Create Personnel Request”.

Complete all four tabs IAW instructions in the Foreign Clearance Guide, Section III.C. for the specific country of travel. Pay particular attention to COUNTRY required information and THEATER required information. Enter them in the correct fields.

General Info:

Data is extracted from APACS to another system for review. IF MANDATORY entries are NOT entered in the correct location, the data will not be visible and the request will be denied or returned for revisions. The information below is from the FCG, Section III.C. Content of Personnel Requests. (NOTE: All entries here apply to both LEAVE and OFFICIAL travel unless stated otherwise.)

(1) Approvers are on three (3) continents, three (3) different time zones and are not familiar with all missions/acronyms. Provide commercial/DSN phone prefixes and e-mails. Provide complete and detailed entries.

(2) Do not omit information merely due to lack of boldface type if the information is available. Just because it isn't bolded, doesn't mean the information isn't important or required – it just means that someone who may be filling out the APACS does not have to provide that info so it cannot be required in order for an APACS to be submitted. (APACS will not allow submission if bolded items are left blank.)

(3) Requesters MUST monitor APACS and comply with requests for information and instructions given in the approver comments. There is no auto-notification of approval or denial. Open APACS to review the full comment entries or "History/Approver Comments".

I. Main Tab

Select type of travel (official or leave).

(1) Purpose of Travel: **MANDATORY** for Official Travel to AFRICOM. Give the 5W's. Be reasonably detailed and avoid acronyms. If there is a mission name or event number, list it along with the title of the event, e.g., Don't say: “Medical TDY” say: Four person team to execute 7 day Army sponsored Mil to Mil event BWA### Orientation to Combat Lifesaver for Host Nation NCO Academy in (capital city).

(2) If 30 day lead time is not met: Provide the impact if the clearance is not approved. If the request is submitted with five (5) or less workdays to itinerary start date, it will normally be auto-denied by theater. For emergencies/contingencies contact Theater Clearance to coordinate expedited clearance.

(3) Sponsoring Agency: **MANDATORY** for Official Travel to AFRICOM. Please use a service as opposed to DoD if it applies, e.g., Army Corps of Engineers would enter “Army”, not DoD. Reserve personnel select their service. Special instructions **for AFRICOM Component Staff**: indicate the Division or Branch. (Example NAVY, Notes: NAVAF N3)

(4) Notes: DoD should be used for Joint Entities – enter the agency in the notes section. Special instructions
Special instructions **AFRICOM Staff**: indicate the Division or Branch. (Examples: DoD, Notes: AFRICOM J5)

II. Traveler Tab

- (1) Complete information on this tab as fully as possible even if the entry is not “bolded” as required.
- (2) Mission Training Requirements: List where the FP plan will be maintained.
- (3) Military travelers (LEAVE AND OFFICIAL) and DoD official travelers must indicate training dates and medical assessment date. Use calendar entry feature. Timeframes for AT and ISOPREP (both within one (1) year of travel), and SERE 100.1 (within three (3) years). Utilize drop down calendars to provide training completion dates.
- (4) Foreign Nationals and Civilian leave travelers are not required to provide training dates, though they are encouraged to complete all training for which they are eligible. Contractors should complete and enter training for which they are eligible. If not eligible then indicate in traveler notes. Do not just leave blank requiring approvers to guess.

Note1 : The “Senior Traveler” tab must be checked or application will not save properly.

Note2: On the itinerary tab you will need to affiliate travelers with specific itineraries if you have more than one traveler or itinerary. Use the traveler chooser on the itinerary tab to affiliate travelers with each itinerary.

Note 3: To edit traveler information, highlighting the traveler and select the edit icon (pencil) to edit. The information will reappear (edit as needed) and then select “update” or information will not save properly.

III. Itinerary Tab

Select the country to which personnel will be traveling.

- (1) Ensure the correct clearance authority boxes are requested. Check the FCG Section III (Official Travel) or Section IV (Leave Travel) for the proper authorities.

[NOTE: Within AFRICOM AOR Theater Clearance is ALWAYS required for Official travel and for Military Leave travelers. AFRICOM recommends Civilian leave travelers also submit APACS and comply with all preparations.]

- (2) THEATER Required Information – **Below MANDATORY information (a) through (e) MUST BE ENTERED IN THIS BLOCK or will not be seen by reviewers.** Entries should look something like this (minus notes):

a) “FP responsibility is held by COCOM (i.e., 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 and TDY OFFICIAL travelers: FP Responsibility held by COCOM exercised by CDR (Component-choose one: ARMY/AIR/NAVY/SOC/CJTF-HOA) Forces Africa. COM is generally reserved for those permanently assigned under the Embassy. For COM to hold FP responsibility they must EXPLICITLY accept it in the case of TDY personnel.]

b) RANK NAME has reviewed and approved this travel (**if traveling alone add**: and the traveler is authorized to travel alone), position, organization, email.

[NOTE1: Command review and approval statement (applies to both OFFICIAL and LEAVE travel). Identify the [required approval level](#) of the country of travel and then choose the level of approval that applies. O6 or equiv (GS15), and O7 or equiv (SES) authorization in areas of higher terrorism threat.]

[NOTE2: Authority to travel alone indicates that additional control measures are included in the FP Plan

to aid in emergency or to identify if the traveler becomes isolated. Buddy travel on the continent is required unless single travel is authorized via this statement.]

c) FP Plan (dated: YYYYMMDD) and documentation of medical preparation will be retained for 1 year.

d) Visa status (indicate status if applies and not available in country, otherwise N/A); eCC status (itinerary # if applies, otherwise N/A)

e) (mandatory for leave travelers) Additional Info: flight itinerary with Airline and flight numbers if known; Also include how getting around country upon arrival, e.g, rental car or family member POV.

(3) Country Required Information – Some countries have mandatory entries just like theater does. Check the FCG in Section III.C. Content of Personnel Request to see if they do. Some (not an exhaustive list) common countries of travel which do have mandated entries are: Djibouti, Ethiopia, Nigeria, Ghana.

(4) Location: Indicate specific town. If traveling to Djibouti for CJTF-HOA, indicate if lodging on Camp Lemonnier.

(5) Organization to be Visited: Fill it out as completely as possible. Provide an in-country POC with all contact information available to facilitate coordination across time zones. For leave travelers, indicate if private residence or hotel and provide all physical address information possible. If a hotel or travel agency, consider adding website address if known. If visiting a person indicate the person's name and relationship to the traveler (e.g., father, or family friend).

(6) Select Arrival Time (include hour and minutes or application will not work)

(7) Select Departure Time (include hour and minute or application will not work)

(8) For "traveler chooser", highlight "available" travelers and move them to "selected" (reflects each traveler's itinerary). This capability allows you to have different itineraries and connect the traveler to the correct one, e.g., traveler 2 leaves 2 days after traveler 1, so you make a separate itinerary for traveler 2.

(9) Fill in all "Organization to be Visited" fields. Bold items AND remaining fields must be populated for adequate contact information.

(10) TO ADD ADDITIONAL ITINERARIES (other countries of travel, or if personnel are traveling 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. One of these buttons must be selected before going to next tab or application will not save properly. If editing an itinerary, select the pencil button for the itinerary and click "UPDATE" to get it to include changes prior to saving and moving to the next tab.

IV. Traveler POC tab

POC must NOT be the traveler; should be from the sending organization and must have knowledge of the travel and include complete contact info (phone and e-mail address). Do not put a family member.

Select "Save" and "Continue" (to certify message is unclassified).

Save Request

Enter Subject. Type the highest ranked traveler last name 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. If successfully submitted, there will be a comment box that opens where the submitter can comment

IMPORTANT: IF STATUS remains as “NEW” or “MODIFIED” it has **not** been successfully submitted. Typically that means there is an error to correct. Check to see if there is an error message in the top left corner area.

IF EDITING EXISTING APACS please assist reviewers by indicating in that final Comment box what has changed, so they do not have to try to hunt to figure it out (e.g., “dates shifted to right” or “updated training for TRAVELER NAME”).