



International Programs Office

OCONUS Travel Guide

Created: December 16, 2020

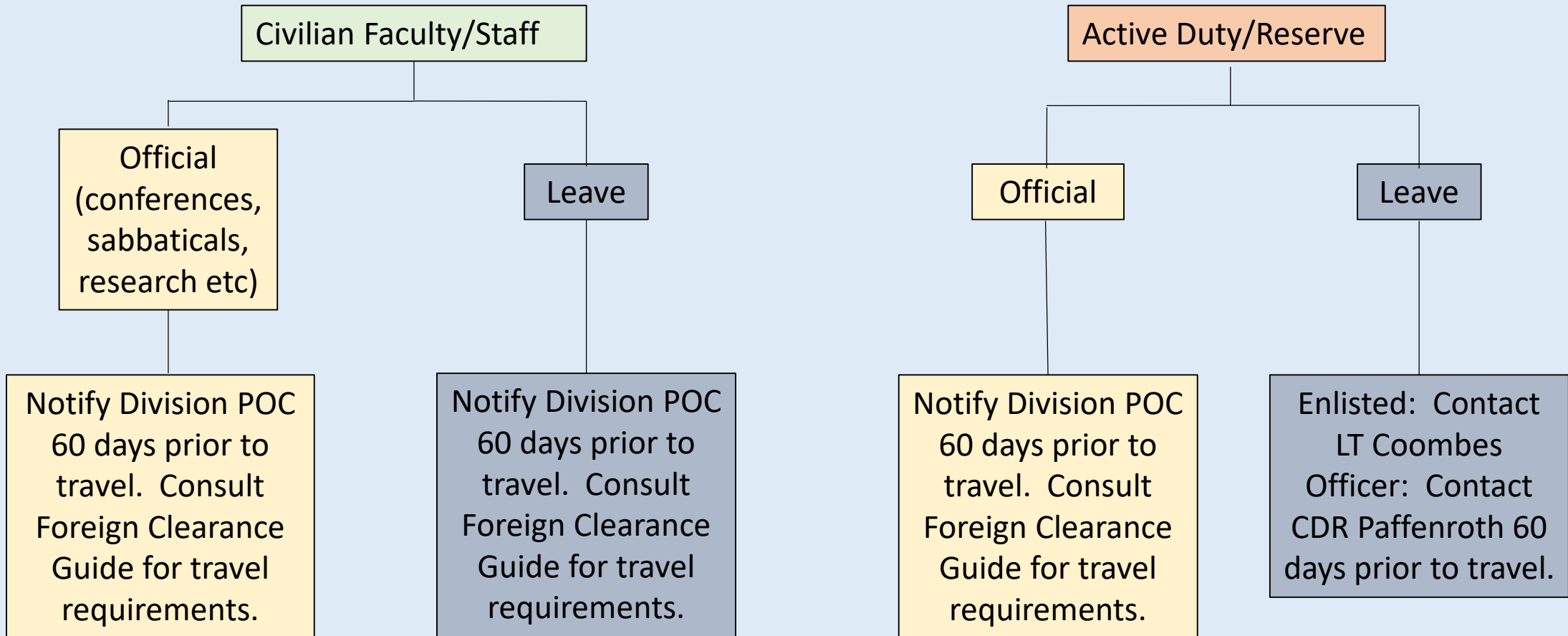
Last updated: April 2025

Steps to complete OCONUS Travel Requirements

- Determine type of travel (official or leave) and destination
- Check Foreign Clearance Guide to determine requirements for country.
- Coordinate with IPO for official passports/visas, if needed, 60 days prior.
- Complete trainings required in Foreign Clearance Guide.
- Submit Travel Tracker request, if needed, 30-45 days prior.
- Submit country/theater (APACS) request, if needed, 30-45 days prior.

*****All DoD Civilians, Active Duty Military, and Reserves MUST comply with regulations set forth by the Foreign Clearance Guide.*****

Determine type of travel





International Programs Office

Foreign Clearance Guide FCG

Created: December 16, 2020


Last updated: April 2025

Foreign Clearance Guide


- The Foreign Clearance Guide is a document which outlines the requirements per country and by category.
 - You must create an APACS account to access FCG.
 - **When creating an APACS account, select “Personnel” as the account type.**
 - Please note that FCG requirements are NOT to be disseminated! These requirements change frequently so check each time you travel.
 - To access FCG, log into APACS via <https://apacs.milcloud.mil/apacs/>
- Then click on the “Foreign Clearance Guide” link on the welcome page.

UNCLASSIFIED

Apacs Version Logout

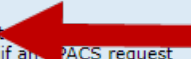


AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM



Personnel Requester | My Account | Message Center

Welcome to APACS

Check the applicable country(ies) in the [Foreign Clearance Guide \(FCG\)](#) to determine the credential requirements (i.e., CAC/orders, passport/visa) and to find out if an APACS request submission is required. 

Get Help Using APACS:

[Personnel Requester Help](#)

Release Update:

The latest release of APACS includes the following enhancements:

- Introduced the concept of version in an Aircraft Request to fix a bug that caused data inconsistency during the multiple updates on the same record at the same time.
- Deleting records from APACS when travel date or record creation/modification are older than five years.
- APACS country names and code were updated according to Geopolitical Entities, Names, and Codes (GENC) Standard.

To view previous and latest list of fixes, enhancements and new features of APACS click on [Release 62 \(07/23/2019\)](#)

Accessibility/Section 508:

The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with [Section 508 of the Rehabilitation Act \(29 U.S.C. 794d\)](#), as amended in 1999. Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the [DoD Section 508 website](#). Last Updated: 08/06/2013

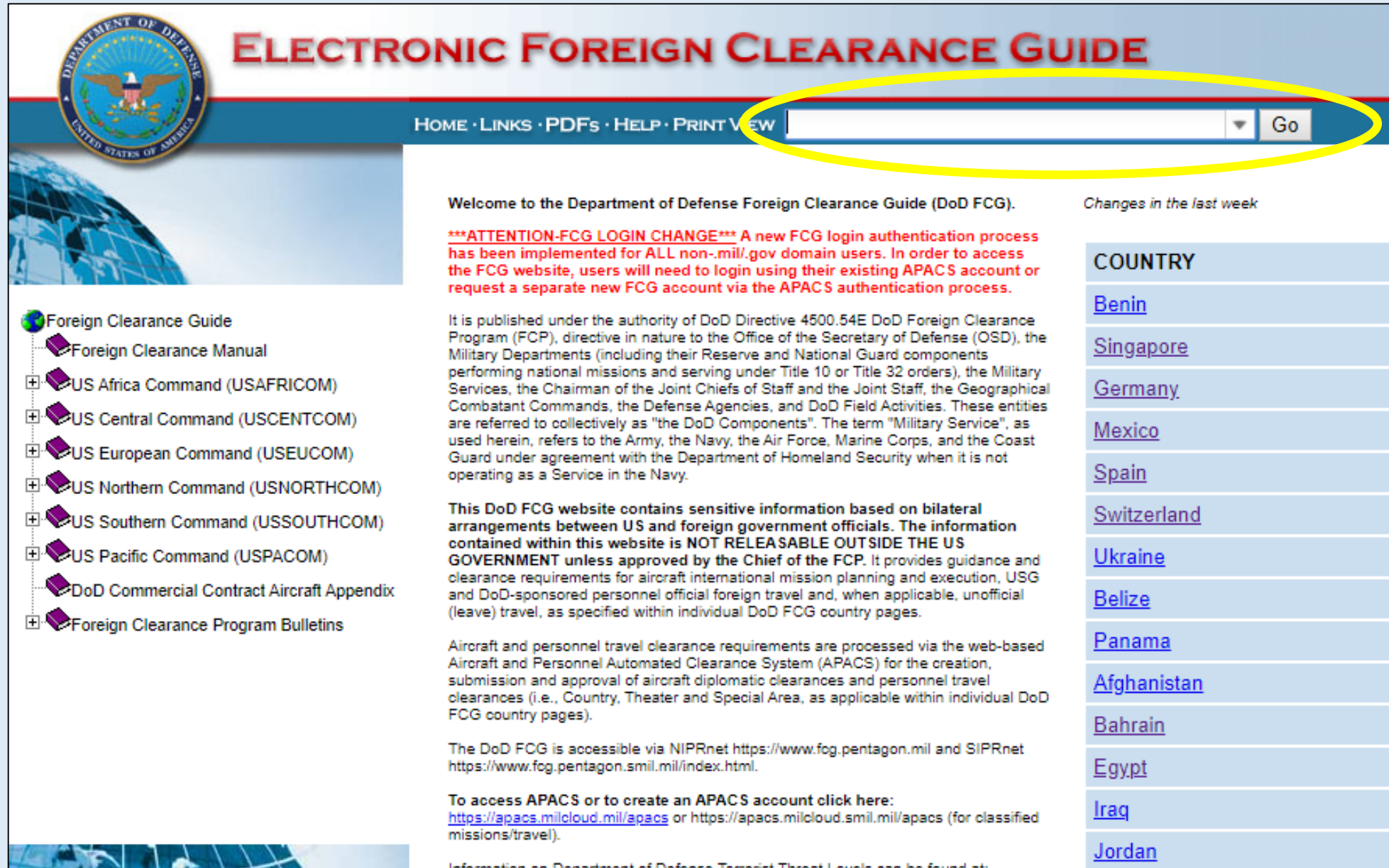
System of Records Notice (SORN):

To view the DoD Foreign Clearance Program - System of Records Notice (SORN) click [here](#).

Agency Disclosure Notice:

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the DoD Foreign Clearance Program Branch, HQ USAF/A10P

- Once you log in, type the country of your choice into the search field.



DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

ELECTRONIC FOREIGN CLEARANCE GUIDE

HOME · LINKS · PDFs · HELP · PRINT VIEW Go

Welcome to the Department of Defense Foreign Clearance Guide (DoD FCG).

*****ATTENTION-FCG LOGIN CHANGE***** A new FCG login authentication process has been implemented for ALL non-.mil/.gov domain users. In order to access the FCG website, users will need to login using their existing APACS account or request a separate new FCG account via the APACS authentication process.

It is published under the authority of DoD Directive 4500.54E DoD Foreign Clearance Program (FCP), directive in nature to the Office of the Secretary of Defense (OSD), the Military Departments (including their Reserve and National Guard components performing national missions and serving under Title 10 or Title 32 orders), the Military Services, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Geographical Combatant Commands, the Defense Agencies, and DoD Field Activities. These entities are referred to collectively as "the DoD Components". The term "Military Service", as used herein, refers to the Army, the Navy, the Air Force, Marine Corps, and the Coast Guard under agreement with the Department of Homeland Security when it is not operating as a Service in the Navy.

This DoD FCG website contains sensitive information based on bilateral arrangements between US and foreign government officials. The information contained within this website is **NOT RELEASABLE OUTSIDE THE US GOVERNMENT** unless approved by the Chief of the FCP. It provides guidance and clearance requirements for aircraft international mission planning and execution, USG and DoD-sponsored personnel official foreign travel and, when applicable, unofficial (leave) travel, as specified within individual DoD FCG country pages.

Aircraft and personnel travel clearance requirements are processed via the web-based Aircraft and Personnel Automated Clearance System (APACS) for the creation, submission and approval of aircraft diplomatic clearances and personnel travel clearances (i.e., Country, Theater and Special Area, as applicable within individual DoD FCG country pages).

The DoD FCG is accessible via NIPRnet <https://www.fcg.pentagon.mil> and SIPRnet <https://www.fcg.pentagon.smil.mil/index.html>.

To access APACS or to create an APACS account click here: <https://apacs.milcloud.mil/apacs> or <https://apacs.milcloud.smil.mil/apacs> (for classified missions/travel).

Information on Department of Defense Terrorist Threat Levels can be found at:

Changes in the last week

COUNTRY
Benin
Singapore
Germany
Mexico
Spain
Switzerland
Ukraine
Belize
Panama
Afghanistan
Bahrain
Egypt
Iraq
Jordan

- Foreign Clearance Guide
 - Foreign Clearance Manual
 - US Africa Command (USAFRICOM)
 - US Central Command (USCENTCOM)
 - US European Command (USEUCOM)
 - US Northern Command (USNORTHCOM)
 - US Southern Command (USSOUTHCOM)
 - US Pacific Command (USPACOM)
 - DoD Commercial Contract Aircraft Appendix
 - Foreign Clearance Program Bulletins

- Once you click “Go”, you will be taken to the country page which describes all of the requirements.

HOME · LINKS · PDFs · HELP · PRINT VIEW United States Go Logot

[VIEW GEOGRAPHIC MAP](#)



UNITED STATES OF AMERICA

Last Modified: 28-Mar-19

[General Entry Requirements](#) | [Aircraft Entry Requirements](#) | [Personnel Entry Requirements for Official Travel](#) | [Personnel Entry Requirements for Leave Travel](#) | [Maritime Entry Requirements](#) | [Contact Information](#) | [Travel Information](#) | [Miscellaneous](#)

SECTION I: GENERAL ENTRY REQUIREMENTS

[VIEW GEOGRAPHIC MAP](#)

UNITED STATES OF AMERICA

Last Modified: 28-Mar-19

[General Entry Requirements](#) | [Aircraft Entry Requirements](#) | [Personnel Entry Requirements for Official Travel](#) | [Personnel Entry Requirements for Leave Travel](#) | [Maritime Entry Requirements](#) | [Contact Information](#) | [Travel Information](#) | [Miscellaneous](#)

SECTION I: GENERAL ENTRY REQUIREMENTS

- General Entry Requirements contains information for Official Travel Identification, Leave Travel Identification, Immunizations and Medical Requirements, Immigration, Uniform Requirements, Same Sex Spouse Information, Dual Nationals and Other information.
- Official Travel Identification and Leave Travel Identification is broken up into sub-categories: US Military, DOD Civilians, Eligible Family Members etc. This section tells you what kind of passport you need to enter the country based on the type of travel.
- Official Travel = conferences, sabbaticals, research trips, anything for which you are using DTS.
- Leave Travel = any travel for tourist/vacation purposes for which your department is NOT paying.
- All active duty and reserve component must following the guidelines under US Military. All faculty and staff must follow the requirements under US Government Civilians.

[VIEW GEOGRAPHIC MAP](#)

UNITED STATES OF AMERICA

Last Modified: 28-Mar-19

[General Entry Requirements](#) | [Aircraft Entry Requirements](#) | [Personnel Entry Requirements for Official Travel](#) | [Personnel Entry Requirements for Leave Travel](#) | [Maritime Entry Requirements](#) | [Contact Information](#) | [Travel Information](#) | [Miscellaneous](#)

- Once you have determined what credentials you need for entering the country (official passport/visa or tourist passport/visa), click on either “Personnel Entry Requirements for Official Travel” or “Personnel Entry Requirements for Leave Travel”, as appropriate for your travel status.
- These sections will tell you if you need country or theater clearances.
- The Contact Information section provides country team contact information if you have any questions related to the process or travel requirements. Please direct these types of questions to IPO at oconus@usna.edu first as we may be able to provide guidance.

SECTION III: PERSONNEL ENTRY REQUIREMENTS FOR OFFICIAL TRAVEL

EUCOM REQUIRES ALL TRAVELERS TO ENROLL IN THE DOS'S SMART TRAVELER ENROLLMENT PROGRAM ([HTTPS://STEP.STATE.GOV](https://step.state.gov)) PRIOR TO ENTERING OR TRAVELING WITHIN THE EUCOM AOR, REGARDLESS IF THEATER CLEARANCE/COUNTRY CLEARANCE IS REQUIRED.

A. CLEARANCE REQUIREMENTS

1. COUNTRY CLEARANCE

a. Required for:

(1) DoD-Military:

- (a) Country Clearance is required.
- (b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.
- (c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO London](#) with the APACS request ID number.

(2) DoD-Civilian:

- (a) Country Clearance is required.
- (b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.
- (c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO London](#) with the APACS request ID number.

(3) DoD-Sponsored Contractor:

- (a) Country Clearance is required.
- (b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.
- (c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO London](#) with the APACS request ID number.

(4) Foreign National:

- (a) Country Clearance is required.
- (b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.
- (c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO London](#) with the APACS request ID number.

(5) Family Member:

- (a) Not required.

b. Additional Information:

- Important notices will be posted under the section header for the Personnel Entry Requirements section. You **MUST** read these notices as they may include travel restriction information.
- Check the requirements under the category that pertains to you to determine if a country or theater clearance is needed. If you have at least one that states its required, an APACS is needed.
- Sometimes the requirement for a clearance is conditional, for instance, visits to an Embassy or particular region may require a clearance. If the listed conditions do not apply, then you do not need a clearance.

C. MANDATORY PRE-TRAVEL TRAINING AND DOCUMENTATION

NOTE 1: Service components may have more restrictive requirements that their military members, civilian employees, and DoD-sponsored travelers must meet.

NOTE 2: FAILURE TO COMPLY WILL CAUSE DELAY AND/OR DISAPPROVAL OF TRAVEL REQUEST.

1. **AT Level 1 Training:** Antiterrorism Level 1 Training.
 - a. **Applicability:**
 - (1) Required by all US military, DoD civilians and DoD-sponsored contractors on official travel.
 - b. **Validity:**
 - (1) Must be completed within 12 months (one (1) year) prior to entry into the AOR.
 - c. **Instructions:**
 - (1) See attached [Level 1 AT Awareness Training Instructions](#).
2. **ISOPREP:** Isolated Personnel Report.
 - a. **Applicability:**
 - (1) Required by all US military, DoD civilians and DoD-sponsored contractors on official travel.
 - b. **Validity:**
 - (1) Must be completed within 12 months (one (1) year) prior to entry into the EUCOM AOR.
 - c. **Instructions:**
 - (1) See attached [ISOPREP Completion Instructions](#).
 - (2) Fingerprints are not required on the ISOPREP form to enter the AOR.
3. **SERE Training:** Survival, Evasion, Resistance and Escape training.
 - a. **Applicability:**
 - (1) Required by all US military, DoD civilians and DoD-sponsored contractors on official travel.
 - b. **Validity:**
 - (1) Must be current and completed within 36 months (3 years) prior to entry into the AOR.
 - (2) Re-currency training is required every 36 months.
 - c. **Instructions:**
 - (1) See attached [SERE 100.2 Completion Instructions](#).
4. **TT/IATP Entry #:** Travel Tracker/Individual Antiterrorism Plan entry number.
 - a. **Applicability:**
 - (1) Required only for US Navy, USCG members and civilian personnel.
 - (a) TT/IATP is required for all USN personnel traveling while on TAD, TDY, PCS or any other USN authorized status, while not on liberty.
 - (b) TT/IATP is required for all USCG members and civilian personnel conducting official foreign travel.
 - b. **Validity:**
 - (1) Must be completed prior to entry into the AOR.
 - c. **Instructions:**
 - (1) Complete TT/IATP **before** submitting APACS and enter TT/IATP Entry # in the APACS request.
 - (2) See attached instructions for [Travel Tracker Individual AT Plan \(TT/IATP\)](#).
5. **SCI Brief:** Sensitive Compartmented Information briefing.
 - a. **Applicability:**
 - (1) All travelers with SCI clearance.
 - b. **Validity:**
 - (1) None reported.
 - c. **Instructions:**
 - (1) Travelers need to contact their local Security Manager and SSO office for requirements and information.

D. LEAD-TIME

1. 30 days.
2. If lead-time requirement is not met, provide justification why the visit cannot be postponed and must occur on requested dates of travel.
3. Lead-time requirements may be shortened for emergencies and in some special cases.

- Continue scrolling down through the Personnel Entry Requirements for Official/Leave Travel.
 - Sub-section A details requirements for both Country and Theater clearances.
 - Sub-section B discusses Force Protection Responsibility.
 - Sub-section C outlines all required trainings with links to instructions for completion.
 - Sub-section D lists the required timeline for country and theater clearance request submission.
- Identify which trainings you are required to complete for your travel.
- Identify how far in advance of travel you need to submit clearance requests.



International Programs Office

Travel Tracker Individual Anti-Terrorism Plan TT/IATP

Created: December 16, 2020

Last updated: April 2025

- TT/IATP is a travel tracking system set up by INDO-PACOM which is used by most AORs.
 - You must have a .mil account in order to create an account on TT/IATP. Contact ITSD to create a .mil account for USNA.
 - Once you have a .mil account, you can register for an account on TT/IATP and login with CAC.
 - On the home page, select “Submit Travel” to begin the request. A new, smaller, window will pop-up with a form to fill out. Fill out the required fields designated by red font.
- ** APACS (previous step) and Travel Tracker should be completed together as it contains the same information. **

Travel Tracker / Individual Anti-Terrorism Plan

Dec 13, 2019 13:58

[Home](#) | [Account](#) | [Pre-Travel Instructions](#) | [Submit Travel](#) | [Country Threat Matrix](#) | [Notifications](#) | [Administration](#) | [Help](#)

Submission Date: 2019-12-13 Status: Not Submitted Comments: Not Available Package: Not Available

Travel Tracker/Notifier

Section: Traveler Information ▼

Personal Information

Unit/Organization
Required

United States Naval Academy (USNA) 🔍

TYPE IN YOUR COMMAND / ORGANIZATION NAME THEN CLICK ON THE SMALL MAGNIFYING GLASS TO SELECT IT.

NAVY NOTE: The Navy no longer utilizes a Guest Account. If you cannot locate your command in the system by name, it will need to get built-in so you can submit your TT/IATP. Go back to the "Home" page and click on the "Pre-Travel Instructions" link, then scroll to the "Command Registration Form." As authorized per your leadership, complete and submit the form. It will take 1-2 days to activate your Command Account and have it available for selection.

Basis For Travel <small>Required</small>	TAD ▼	Select the applicable basis for travel from the drop-down menu.
Service <small>Required</small>	USN CIV/CONT ▼	From the drop-down menu, select the TRAVELER'S AFFILIATED SERVICE BRANCH .
Rank <small>Required</small>	GS-15 ▼	Enter the TRAVELER'S RANK/PAYGRADE here.
Last Name <small>Required</small>	<input type="text"/>	Enter the TRAVELER'S LAST NAME here.
First Name <small>Required</small>	<input type="text"/>	Enter the TRAVELER'S FIRST NAME here.
Middle Name <small>Required</small>	<input type="text"/>	Enter 'NMN' if none. You may also just use an initial.
Phone Number <small>Required</small>	<input type="text"/>	Enter the TRAVELER'S WORK PHONE NUMBER here.
E-mail Address <small>Required</small>	<input type="text"/>	Enter the TRAVELER'S WORK E-MAIL ADDRESS here.
Additional E-mail Addresses <small>Required</small>	<input type="text"/>	Enter the e-mail address you will be checking while on travel. This normally is your personal e-mail address. If entering more than one e-mail address, be sure to separate each one with a semi-colon and a space.
Carrier	None ▼	
Text Message Number / ID	<input type="text"/>	
E-mail Address	<input type="text"/>	List a good working e-mail address for the person who will be taking your place while you're away from command.

- Fields are self-explanatory.
- There are descriptions to the right of the form.
- Anything in red font is required information.
- Once all the required fields are completed, scroll to the bottom of the page to click “Next”.

Back **Next >** Cancel

Destinations

Required

Country (required)

[Select a Country]

State or Province

City (required)

Zipcode or Postal Code

Start Date (yyyy-mm-dd)(required)

End Date (yyyy-mm-dd)(required)

Workplace Location (required)

Workplace Phone Number (required)

Workplace Security Provider (required)

Routine police / security pat

Lodging Location (required)

Lodging Phone Number (required)

Lodging Security Provider (required)

Routine police / security pat

[Remove](#)[Add Destination](#)

CRITICAL NOTE: ENTER THE DATE THAT YOU WILL ACTUALLY ARRIVE and DEPART YOUR INTENDED DESTINATION (in-country dates),... which may be different from the date that you will depart and return to your command. LIST IN-COUNTRY/AT DESTINATION DATES, ONLY.

Enter your travel destination (for each location) information here.

To include additional destinations, click on the 'Add Destination' link.

If staying at a location with a commercially recognizable name, enter the name only. Example, "Hyatt Hotel Seoul" or "BOQ Pearl Harbor."

If the location you are staying at is not a commercially recognizable name, list a complete physical address.

Entries such as "My parents house" or "My friends house" is not a sufficient entry and your IATP **will not** be processed for approval with this type of limited, incomplete information.

The phone number you list must be a number that can be dialed from your command **without any look-up** in order to quickly contact you.

Based on your selected destinations, additional information may be listed here.

Resources

[Back](#) [Next >](#) [Cancel](#)

- Fill out the fields regarding your destination.
- Note that you are to input the date you arrive *in* the country, not the date you depart *to* the country.
- Add destinations if you are traveling to more than once country.
- Once completed, click "Next" at the bottom of the page.

OTHER INSTRUCTIONS:

1. Based on the country/destination you selected, you are in the short-form Travel Tracker. It should only take a few moments of your time to complete as there is no approval process associated with this document (as there is with the IATP form).
2. NOTE: The TT/IATP form is not a document that approves travel. It is a document that confirms/validates the COCOM requirements have been met. It does not replace the formal service method of approving travel, such as an approved LV or TAD/TDY form. As such, your travel should already be approved by your Chain of Command (leave request, TAD/TDY orders) before filling out and submitting this document.
3. Completion of this short form will enable your command to quickly geographically account for you in the event of a natural disaster, act of terrorism, or any other serious incident. It will also enable you to receive auto-generated e-mail notifications to both your official and personal accounts, as well as to your cell phone via text message in the event of sudden increases of threats to your personal safety, i.e. Threat or FPCON level increase or sudden State Department/COCOM Travel Restrictions, Travel Warnings, and/or Public Announcements for your destination(s).
4. Travel Clearance, if required, MUST BE SUBMITTED FOR AND APPROVED IN APACS PRIOR TO INITIATING TRAVEL. **It is not a part of this document.**
5. Restricted Areas / Off-Limit Areas: Refer to the DOD Foreign Clearance Guide and specific COCOM guidance. Upon arrival, check regional or local commanders guidance/policy.
6. If you need additional clarification, contact your local command IATP coordinator/travel POC.

ARMY - USARPAC

Mr. Colin Swartz
DSN: 315-437-5740
COM: 808-787-5740
EMAIL: colin.a.swartz.civ@mail.mil

AIR FORCE – PACAF

Mr. Jeffrey N. Waldroop
DSN: 315-448-2481
COMM: (808) 448-2481
NIPR: jeffrey.waldroop@hickam.af.mil

AIR FORCE - PACAF

MSgt Brandon Mila
DSN: 315-448-2475
COMM: (808) 448-2475
NIPR: brandon.mila@us.af.mil

MARINES - I MEF

MSgt James Fuentes
COMM: 760-725-9114
EMAIL: james.fuentes@usmc.mil

- This page usually states you are only required to fill out the short-form Travel Tracker.
- Scroll down to the bottom and click “Next”.

Travel Tracker/Notifier Section: Additional Travelers ▾

of Additional Travelers

Additional Traveler Information

Service (required)

Rank (required)

Last Name (required)

First Name (required)

Middle Name (required)

E-mail Address (required)

[Remove](#)

[Add Additional Traveler](#)

For travel to a foreign country in the INDO-PACOM AOR, Navy affiliated additional travelers must be listed individually by clicking on the ADD ADDITIONAL TRAVELER link and providing the required information.

COAST GUARD NOTE: Enter the name and email address of each additional traveler.

Required additional travelers:

- individuals traveling together on official travel (CG members, civilians, & contractors)
- CG members (active duty & reserves) conducting unofficial foreign travel

Optional additional travelers:

- civilians, contractors, and CG dependents conducting unofficial travel

Back < **Next >** Cancel

- If you are traveling with others, you can include them on this page. This will allow you to obtain one TT number for the whole group, just as you did for the APACS.
- Click “Next” when complete.

Local Command Information		
UIC	<input type="text"/>	This is an optional field. If entering, input your command's 5 digit UIC.
Command / Organization Office Code <small>Required</small>	United States Naval Acader	IMPORTANT NOTE: If you are using one of the service GUEST Accounts or a parent command, you must list your actual command name here.
Traveler's Command 24-Hour Contact Number <small>Required</small>	410-293-2986	This number is usually your CDO, SDO, CQ, etc. Include extension if applicable. MARFORPAC 24 HR Number: (808) 477-0077 COMPACFLT 24 HR Number: (808) 471-3201 CC SEOUL: 723-3030
First Flag or SES in Chain of Command <small>Required</small>	RADM Buck, Sean S	Note: Flag Officer approval of an IATP is required only to PACOM Restricted Areas. If travel restrictions do not currently apply to your destination, this input is still required in the event sudden travel restrictions are imposed and your IATP requires reapproval at the Flag level.

Command Coordinators		
Coordinators	<ul style="list-style-type: none"> GS-9 Grim, Julia Beth grim@usna.edu Pajarillo, Marien pajarill@usna.edu GS-7 Ross, Mary Alice mross@email.usna.edu GS-9 McKnight, Joyce McKnight@usna.edu GS-9 Ross, Mary Alice mross@usna.edu PO2 Calloway, Jamarcus Calloway@usna.edu SCPO Hoffman, Anjela hoffman@usna.edu GS-9 Mazzei, Louisa Paige mazzei@usna.edu GS-9 Sakyi, Olivia A sakyi@usna.edu LT Alexander, Bryson Michael bmalexan@usna.edu LT Thomson, Kelly Reightler kelly.reightler@navy.mil 	<p>This is your command IATP coordinator whom you should contact if you need assistance in completing this document.</p> <p>If your command has multiple IATP coordinators, there will be more than one person listed here.</p>

- This page shows the command information.
- The 24 Hour Contact number should be your supervisor.
- Input your supervisor's information.
- Click "Next".

Supervisor		
Service <small>Required</small>	USN CIV/CONT	<p>These are required fields. The traveler cannot be listed here (traveler cannot be their own supervisor). The supervisor must be someone of equal or higher rank than the traveler.</p> <p>Note: If your supervisor is civilian, select 'Other' from the service drop-down menu in order to display the civilian paygrades.</p>
Rank <small>Required</small>	GS-15	
Full Name <small>Required</small>	Timothy Disher	
Phone Number <small>Required</small>	4102932981	
E-mail Address <small>Required</small>	disher@usna.edu	
Additional E-mails		
Additional Chain of Command E-mail Addresses	<input type="text"/>	<p>Enter any additional e-mail addresses of those you wish to inform of your TT submission/travel that are not listed above. Your command policy may drive what is listed here.</p> <p>For example, this could be your LEAVE/PASS OFFICE or your ORDERLY ROOM.</p> <p>Separate multiple e-mails with a semi-colon and a space.</p>
Back Next > Cancel		

Travel Tracker/Notifier		Section: Preparation
Reason for Travel <small>Required</small>	<input type="text"/>	Give a brief description of the reason for your travel, ... i.e., name of Conference, reason for site visit, etc.
Level 1 ATP Awareness Training <small>Required</small>	2019-12-05 <input type="text"/>	This is an annual requirement (must be within 12 months of travel) and cannot expire at any time during your travel. Important Note: By inputting a date here, you are certifying to your Command IATP Coordinator and the listed Supervisor that you have met this requirement.
Certification Number	<input type="text"/>	Level 1 Training: input your certificate number here. If you completed this required training in another manner, list how, i.e. video, level 2 instructor, etc.
Date of Location / Area Specific Training <small>Required</small>	<input type="text"/>	Insert the date you have reviewed this brief. You can obtain this brief by reviewing the SecState country specific information for your intended destination(s) (link provided below). Important Note: By inputting a date here, you are certifying to your Command IATP Coordinator and the listed Supervisor that you have met this requirement.
Date of last completed SERE 100.2 Level A Training <small>Required</small>	2017-12-08 <input type="text"/>	For the PACOM AOR, this must have been completed within 36 months of travel. Insert the date you have completed this training. Important Note: By inputting a date here, you are certifying to your Command IATP Coordinator and the listed Supervisor that you have met this requirement.
Date of last ISOPREP verification in PRMS <small>Required</small>	2019-12-05 <input type="text"/>	Insert the date of your most recent ISOPREP verification in PRMS (must be within 12 months of your travel start date). Important Note: By inputting a date here, you are certifying to your Command IATP Coordinator and the listed Supervisor that you have met this requirement. Contact your PRMS/ISOPREP POC or Unit Manager, or Command IATP Coordinator if you have any questions regarding ISOPREP.
Country specific information	https://travel.state.gov/content/travel/en/international-travel.html	This link is to the SecState country specific information. This is the primary source for you unclassified AOR Location Specific Brief.

Back **Next >** Cancel

- Enter “Reason for Travel”
- Enter in training completion dates, as required.
- Click “Next”.

Buddy Rule Narrative
Required

NOTE: COMSOCPAC requires implementation of the USPACOM Buddy Rule for all USPACOM travel for personnel who are TACON to COMSOCPAC.

For travel to Mexico, buddy rule is required.

For other destinations, consult the Foreign Clearance Guide. Per the CNRSW 1500.1C, an authorized 'buddy' is any adult, eighteen years or older, whom the service member chooses and identifies as a travel companion in Mexico. Enter the name and contact information of the selected buddy in the 'Buddy Rule Narrative' field to the left. For US Navy travelers E-3 and below, the identity and contact information of the buddy must also be included in the special request authorization NAVPERS 1336/3 or leave chit (NAVCOMPT form 3065) submitted for command approval prior to travel. Approval by the command of special request authorization or leave request also constitutes command approval of the members selection of travel 'buddy'.

Threat matrix

France	
Terrorist Threat Level:	Significant
Criminal Threat Level:	Medium
FPCON:	Bravo
Buddy Rule Required:	UNK
USPACOM Travel Restrictions:	No
DIA Political Violence Threat:	Medium
Remarks:	
Security Message for U.S. Citizens: Paris (France),	

- Look at the country specific information at the bottom of the screen to find Buddy Rule requirements. Then, input the Buddy Rule Narrative.
- Examples: N/A or name and contact information of your travel partner.

Additional Information

Additional Information

List any additional information that may help us in notifying you in the event of threat increases.

NOTE: If listing only the numbers of additional travelers instead of the individual names and e-mail addresses, **clarify here** where the names and contact information can be located.

Communication

American embassy telephone numbers	France 011-33-1-4312-2222
	Kuwait 965-259-1001;965-259-1002;after hours: 965-538-2097

Back **Next >** Cancel

- Enter additional contact information, if you wish.
- Click “Next”.

Acknowledgement

In submitting this Travel Tracker, I acknowledge and certify the following official statements:

I have met all the applicable COCOM and Country Pre-Travel Training and Briefing requirements, specifically:

- I have completed complete Level 1 AFTP Awareness Training within 12 months of this travel.
- I have received/obtained an AOR Location Specific Brief for my intended destination within 3 months of this travel, or sooner if required by the COCOM in the DOD Foreign Clearance Guide or other specific direction/instruction.
- I have completed SERE 100.1 Level A training within 36 months of this travel.
- I have completed/verified my Isolated Personnel Report (ISOPREP) in PRMS.
- (For travel to South Korea) I have completed the USFK Theater Specific Required Training as mandated by CDR USFK.
- If Theater, Country, and/or Special Area Clearance is required for this trip, I will ensure that such clearance is obtained prior to initiating the travel.
- I, the primary traveler, am responsible for ensuring the additional travelers listed in this document have met all pre-travel training and briefing requirements.
- As resource permit, I will monitor my personal and official e-mail accounts listed in this IATP for any system generated notifications. I will forward/brief any such notifications to the additional travelers listed in this IATP using the most expeditions, safe, and effective way possible.
- If my contact information in this document changes, I will immediately notify my Chain of Command.

I understand that following initial submission, this Travel Tracker (TT) entry must be resubmitted as an IATP for Flag approval if: The COCOM imposes a travel restriction for my destination(s).

Following submission of this TT:

- **If my travel start or return dates change, I will immediately notify my Command IATP Coordinator to correct the dates or cancel the travel within the IATP system.**

I have read and agree with the Acknowledgement of Responsibility and Conditions of Approval above.

Back **Next >** Cancel

- Read the statement.
- Check the box below indicating you have read and agree with the statement.
- Click “Next”.
- The next screen will give you a travel summary including name, command, destination and reason for travel.
- Click “Submit” on that screen.

Travel Tracker/Notifier

You have successfully submitted a Travel Tracker/Notifier (Travel Tracker) form. Your chain of command will also receive an e-mail notification stating the Travel Tracker has been submitted.

Your Travel Entry #: 880992

To prevent a delay in obtaining APACS theater clearance approval, enter the IATP number into your APACS request for travel to a foreign country in the PACOM AOR.

You may also view your current and future travel entries under your [account travel listing](#).

[Close Window](#)

- Once its submitted, your TT number will appear on the following screen.
- This is the number you input into the APACS.
- It is recommended to fill both out simultaneously as they both contain the same pieces of information.
- The TT may go through several levels of approval.
- APACS Approval will be pending until TT is approved.



International Programs Office

Aircraft and Personnel Automated Clearance System APACS

Created: December 16, 2020


Last updated: April 2025

- APACS is the system through which we request country and theater clearances.
- To use APACS, go to: <https://apacs.milcloud.mil/apacs/>
- You must create an account to access APACS.
- An APACS account will gain you access to FCG; however, creating the APACS account through FCG will not grant you access to APACS.

UNCLASSIFIED

APACS

AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests – not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.


I agree to the terms of the [User Agreement](#)

- After you have created an account, log in.
- From this screen, select “Personnel Requester”.

**** APACS and Travel Tracker should be completed together as it contains the same information. ****


UNCLASSIFIED

Apacs Version Logout



APACS

AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM



➔
[Personnel Requester](#) | [My Account](#) | [Message Center](#)

Welcome to APACS

Check the applicable country(ies) in the [Foreign Clearance Guide \(FCG\)](#) to determine credential requirements (i.e., CAC/orders, passport/visa) and to find out if an APACS request submission is required.

Get Help Using APACS:

[Personnel Requester Help](#)

Release Update:

The latest release of APACS includes the following enhancements:

- Introduced the concept of version in an Aircraft Request to fix a bug that caused data inconsistency during the multiple updates on the same record at the same time.
- Deleting records from APACS when travel date or record creation/modification are older than five years.
- APACS country names and code were updated according to Geopolitical Entities, Names, and Codes (GENC) Standard.

To view previous and latest list of fixes, enhancements and new features of APACS click on [Release 62 \(07/23/2019\)](#).

Accessibility/Section 508:

The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with [Section 508 of the Rehabilitation Act \(29 U.S.C. 794d\), as amended in 1999](#). Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the [DoD Section 508 website](#). Last Updated: 08/06/2013

System of Records Notice (SORN):

To view the DoD Foreign Clearance Program - System of Records Notice (SORN) click [here](#).

Agency Disclosure Notice:

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the DoD Foreign Clearance Program Branch; HQ USAF/A10P

- After you click “Personnel Requester”, you will be taken to this screen.
- To begin an APACS request, select “Create Personnel Request” from the left side.
- “Reports” allows you to search for requests you have submitted.
- FAQ, Help and User Guide give guidance on APACS requests.

AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM

DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

HOME
List Personnel Requests
Create Personnel Request
Reports
Custom Reports
FAQ
Help
User Guide
Contact Us
Logout

Find your requests:


Default Reports

- In process requests sorted by earliest upcoming travel.
- Active requests sorted by last modified.
- Active requests sorted by id (quicker results than last modified).

Get Personnel Request with ID **SUBMIT**


Custom Reports

Filter Type	Filter Name	Action
-------------	-------------	--------


- The APACS form is relatively self-explanatory.
- Clicking on the question mark icon  will give details of what to type in each field.
- The field names in bold are required for submission.
- Remember to save often!



Create/Edit Personnel Request



SAVE **CONTINUE TO SUBMIT** ** Request is not submitted until you click on "CONTINUE TO SUBMIT" then click the "SUBMIT" button on the following screen



Request ID: _____ Status: _____ Disable  Pop-up boxes

Main

Subject: 

Travel Type: OFFICIAL  **Sponsoring Agency:** --Choose One-- 

Classification Level: UNCLASSIFIED  **Operation/Exercise Name:** 

Purpose of Travel:  **Notes:** 

Itinerary

Please add country(ies)


Add New Country



Traveler(s)

Please add ALL travelers to INCLUDE YOURSELF if you are the traveler


Add Traveler Or if you have multiple travelers to upload in XML or CSV format click [here](#)

Traveler's Home Station Point of Contact (POC)

Name:  **POC Rank:**

Unit/Organization Name:  **Unit Location:** 

POC Commercial Phone: **POC DSN Phone:**

POC E-mail: 

SAVE **CONTINUE TO SUBMIT** ** Request is not submitted until you click on "CONTINUE TO SUBMIT" then click the "SUBMIT" button on the following screen

PRIVACY ACT STATEMENT: This message may contain competitive or other non-public information protected by federal law from disclosure and not intended for disclosure outside official government channels. Do not disseminate this message without the express consent of the originating office. This electronic transmission may contain FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974.

Step 8

Create/Edit Personnel Request

SAVE **CONTINUE TO SUBMIT** ** Request is not submitted until you click on "CONTINUE TO SUBMIT" then click the "SUBMIT" button on the following screen

Request ID: Draft ID: 4512473 Status: Disable Pop-up boxes

Main

Subject: **Step 1** LAST, FIRST, +0, OFFICIAL, COUNTRY1, COUNTRY2

Travel Type: **Step 2** OFFICIAL Sponsoring Agency: **Step 3** NAVY

Classification Level: **Step 4** UNCLASSIFIED Operation/Exercise Name: **Step 5**

Purpose of Travel: **Step 6** 1ea professor will attend the "name of conference" conference in city, country from date range. Notes: **Step 7**

Itinerary

Please add country(ies)

Add New Country **Step 9**

1. Begin by typing the subject in this format:
LAST, FIRST, +0, OFFICIAL, COUNTRY
+0 indicates number of travelers in addition to you.
2. Select the travel type (Official or Leave)
3. Sponsoring Agency is Navy
4. Classification level defaults to Unclassified

5. Operation/Exercise: leave blank
6. Purpose of travel can be formatted as depicted above.
7. Notes can be left blank.
8. Once complete, save, then select
9. "Add New Country"

- Scroll through the list until you find your destination country.

Add New Country

Country:

- Please select a Country
- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua & Barbuda
- Argentina
- Armenia
- Aruba
- Ascension Island
- Australia
- Austria
- Azerbaijan
- BES Islands
- Bahamas, The
- Bahrain

Country:

[Click here for Country Requirements](#)

FCG Approver Notes:

- Force Protection: Only DoD members working directly at the US Embassy or directly supporting a US Embassy DoD National Security Decision Directive (NSDD) -38 position fall under Chief of Mission Authority. All others DoD travelers fall under the Combatant Command (CCMD) for Force Protection (FP) responsibilities.

Country Clearance is Mandatory Theater Clearance is Mandatory SAC Clearance is Not Required

Country Required Information:

Theater Required Information:

Location:

Arrival: : (Local Time 24-hour format)
(yyyy-MM-dd)

Departure: : (Local Time 24-hour format)
(yyyy-MM-dd)

If Lead Time Requirement is not met provide reason:

Logistical Support:

Notes:

Force Protection Responsibility:

- APACS populates with the latest guidance from FCG.
- Under the country name, you will see any notices and which clearances are required.

Country Clearance is Mandatory Theater Clearance is Mandatory SAC Clearance is Not Required

Country Required Information:

(1) All Travelers
(a) None reported. State N/A in this block of the APACS request.

- Clicking in a field will bring up a box that tells you what information to type.
- You can also see this information by clicking the question mark icon.

Theater Required Information:

Location:

Arrival: : (Local Time 24-hour format)

Departure: : (Local Time 24-hour format)

(1) All Travelers
(a) State whether the Chief of Mission or CDR EUCOM has FP responsibility for the travelers, and if CDR EUCOM, which component command will exercise that responsibility. Refer to III.B, above for determination of FP responsibility.

1. Theater Required Information: almost always "CDR EUCOM".
2. Location: city, country
3. Dates and times of arrival and departure.

*Chief of Mission, or COM, is usually for work in or visits to Embassies or the Defense Attaché Office (DAO)

If Lead Time Requirement is not met provide reason: **Step 1**

Logistical Support: **Step 2**

Notes: **Step 3**

Force Protection Responsibility: --- Choose One ---

Official Travel In-country Lodging and Point of Contact (POC)

Lodging Name: **Step 5**

Lodging Address:

Lodging Commercial Phone:

Lodging E-mail:

Step 6 Unit/Organization to be Visited:

Step 7 Unit/Org POC Name:

Step 8 POC Rank:

Step 9 POC Commercial Phone:

POC DSN Phone:

POC E-mail:

Step 10 Save Country Close Without Saving

1. Lead time only needs to be filled out if you have not met lead time requirements. Provide a justification if this is the case.
2. Logistical Support can be left blank.
3. Notes can be left blank
4. Force Protection Responsibility is COCOM for CDR EUCOM or COM for Chief of Mission.
5. Fill out Lodging Name, Address and Phone.

6. Fill out Organization to be visited
7. POC Name: must be someone who resides in country – i.e. conference organizer, Program Director etc.
8. POC Rank: rank or title
9. POC Commercial Phone
10. Select “Save Country”

- On the main screen, select “Add Traveler”.

Traveler(s)


Please add ALL travelers to INCLUDE YOURSELF if you are the traveler

[Add Traveler](#)

Or if you have multiple travelers to upload in XML or CSV format click [here](#)

The request must have at least one traveler prior to submitting.

Add Traveler

Traveler Assignments:	Country	Arrival	Departure
	<input checked="" type="checkbox"/> France 	15:17:35L Jan 2020	30:12:25L May 2020

Step 1


Name (Last, First MI):


Rank/Rating:


Country of Citizenship:


Security Clearance: ?

ICASS: ?

AT Level 1 Training:  ?
(yyyy-MM-dd)

SERE Training:  ?
(yyyy-MM-dd)

Medical Assessment:  ?
(yyyy-MM-dd)

IATP:  ?
(yyyy-MM-dd)

Traveler Notes: ?


Category:


Highest Ranked:


Job Title: ?

Organization: ?

Mission Training Requirements: ?

ISOPREP:  ?
(yyyy-MM-dd)

Human Rights Awareness Education:  ?
(yyyy-MM-dd)

AOR Location Specific Brief:  ?
(yyyy-MM-dd)

TT/IATP Entry #: ?

Buddy Rule: ?



- The destination country(ies) will appear at the top. Check the boxes for the countries that apply to each traveler.



Fill in required information. Field titles that are bolded are required.



Name (Last, First MI):	Step 1	<input type="text"/>
Service:	Step 2	<input type="text" value="USN"/>
Rank/Rating:	Step 3	<input type="text"/>
Country of Citizenship:	Step 4	<input type="text"/>
Security Clearance:	Step 5	<input type="text"/>
ICASS:	Step 6	<input type="text"/>
Category:	Step 7	<input type="text" value="DOD-CIVILIAN"/>
Grade:	Step 8	<input type="text" value="GS15"/>
Highest Ranked:	Step 9	<input type="checkbox"/>
Job Title:	Step 10	<input type="text"/>
Organization:	Step 11	<input type="text"/>
Mission Training Requirements:	Step 12	<input type="text"/>


1. Name of traveler
2. Service: USN
3. Rank/Rating: can leave blank
4. Country of Citizenship
5. Security Clearance, if you have one.
6. ICASS: Leave blank
7. Category: DOD-CIVILIAN or DOD-MILITARY
8. Grade: Must use GS. Professor is GS15, Associate Prof is GS14.
9. Highest Ranked: check if you are highest rank of group.
10. Enter your Job Title
11. Organization: United States Naval Academy
12. Mission Training Requirements: Leave blank.


Fill in required information. Field titles that are bolded are required. Fields will change between countries.

AT Level 1 Training: **Step 1**  

SERE Training: **Step 2**  

ISOPREP: **Step 3**  

TT/IATP Entry #: **Step 4** 

Traveler Notes: **Step 5** 

1. Enter in training completion date.
2. Enter in training completion date.
3. Enter in training completion date.
4. Enter in TT/IATP number. *
5. Enter Traveler Notes, if required. Click on the field to see what, if anything, is needed here.

* Clicking on the TT/IATP field will show who is required to do TT/IATP. Tutorial on this is to follow.

1. Travel Tracker/Individual Antiterrorism Plan entry number.
France

a. Applicability:
(1) Required only for US Navy, USCG members and civilian personnel.
(2) TT/IATP is required for all USN personnel traveling while on TAD, TDY, PCS or any other USN authorized status, while not on liberty.
(b) TT/IATP is required for all USCG members and civilian personnel conducting official foreign travel.

b. Validity:
(1) Must be completed prior to entry into the AOR.

c. Instructions:
(1) Complete TT/IATP before submitting APACS and enter TT/IATP Entry # in the APACS request.
(2) See attached instructions for [Travel Tracker Individual AT Plan \(TT/IATP\)](#).

• Clicking on the Travelers Notes field will show what is required. This field varies by country.

France

- (1) Date of birth.
- (2) Place of birth.
- (3) Passport number for all USG civilian employees and those military personnel traveling on official passports.
- (4) VISA NUMBER for ALL USG civilian employees and those military members travelling on official passport (vice NATO Travel Orders).
- (5) MILITARY PERSONNEL ON TDY/TAD do not require passport or visa; however, they must include the statement: "Military Member traveling on ID Card and NATO orders" or similar statement in the remarks.
- (6) Any visitor needing access to the US Embassy must submit, via separate correspondence, their SSN so that security clearances may be verified. Do not enter the SSN in APACS.

Traveler's Home Station Point of Contact (POC)

The following fields are required: Name, Unit/Organization Name, POC Commercial Phone, Unit Location, POC Rank, POC E-mail

Name: ? POC Rank:

Unit/Organization Name: ? Unit Location: ?

POC Commercial Phone: POC DSN Phone:

POC E-mail: ?

SAVE **CONTINUE TO SUBMIT** ** Request is not submitted until you click on "CONTINUE TO SUBMIT" then click the "SUBMIT" button on the following screen



- Enter in your home station POC information as requested in the fields.
- The Home Station POC must be someone other than yourself.
- Once everything has been entered, click "Continue to Submit".

x

a. A representative who knows how to reach you if needed e.g Supervisor's or Commander's name
Kuwait

b. The Home Station POC must be aware of the visit, be co-located at the senior traveler's organization, and should not be a member of the traveling party.

c. Include name, rank, grade, title, organization, phone number (preferably DSN), and SIPRnet/NIPRnet e-mail addresses.

Description of Home Station POC role

Personnel Request Detail

[Edit](#)
[History / Approver Comments](#)
[Cancel](#)
[Set as Template](#)
[Export to File](#)
[Clone](#)
[General Travel Information](#)
[Return to List](#)

Please review details of this request then submit for approval.

Enter a comment for the Request History:

SUBMIT

UNCLASSIFIED

[COLLAPSE ALL](#)
[COLLAPSE ITINERARY DETAILS](#)
[SHOW HIDDEN BLANK FIELDS](#)

[Main](#) |
 [Traveler's Home Station Point of Contact \(POC\)](#) |
 [Itinerary](#) |
 [Travelers](#) |
 [Organizations](#) |
 [Approver Organizations](#)

Main

- Once you hit submit, you will be given the details to review. If satisfied, click submit again.

Personnel Submission

[View Detail](#)
[Contact Approver](#)
[Back to the List](#)

Your APACS request was submitted successfully.

APACS ID: 2277000
Status: SUBMITTED
Submitted Date: 13 DEC 2019 19:40
First Submitted Date: 13 DEC 2019 19:40

APACS has sent a notification to the following approvers for action.

- France
- USEUCOM
- USCENTCOM
- Kuwait

Contact Information

France

Personnel Country Clearance Approver

a. Organization/Unit: USDAO Paris

(1) Phone:

(a) Primary:

- (i) 011-33-1-4312-2143 / 2786 (for Aircraft Clearances)
- (ii) 011-33-1-4312-2929 (for Personnel Clearances)
- (iii) 011-33-1-4312-2578 (for Ship Clearances)
- (iv) OPSCO: 011-33-1-4312-2838

(b) After Duty Hours/Emergency:

- (i) 011-33-1-4312-2222 / 2958, ask for the USDAO duty officer.

(2) E-mail:

- (a) Unclassified: parisdao@state.gov
- (b) Classified: daoparis@dia.smil.mil

- The next screen will show that your request has been submitted.
- Your APACS number will be listed.
- Use this number to check the status of your request.
- Click on “View Detail”, then select the Print icon to print to PDF.



AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM

Find your requests:

Default Reports

- In process requests sorted by earliest upcoming travel.
- Active requests sorted by last modified.
- Active requests sorted by id (quicker results than last modified).

Get Personnel Request with ID

Custom Reports

Filter Type	Filter Name	Action
-------------	-------------	--------

- HOME
- List Personnel Requests
- Create Personnel Request
- Reports
 - Custom Reports
- FAQ
- Help
- User Guide
- Contact Us
- Logout

- To check the status of the request, enter the APACS number into the field and click "Submit".

- It will pull up your request where you will see the status: submitted, approved, partially denied, or denied.
- Click on History/Approver Comments for more information.
- If partially denied, it is likely you need to provide more information.

Personnel Request Detail

UNCLASSIFIED

[Main](#) | [Traveler's Home](#) | [Station Point of Contact \(POC\)](#) | [Itinerary](#) | [Travelers](#) | [Organizations](#) | [Submitter Information](#) | [Approver Organizations](#)

Main

APACS ID:	2277000
Status:	SUBMITTED
Submitted Date:	13 DEC 2019 19:40
First Submitted Date:	13 DEC 2019 19:40
Request Type:	Personnel Request Clearance

- An APACS request can take between 1-29 days for approval. Please check often until you see that your APACS has been approved.



International Programs Office

ISOPREP Isolated Personnel Report

Created: December 16, 2020

Last updated: April 2025


- ISOPREP is a database that contains personal information and identifying information for DOD Personnel. This database is used in cases when an individual is detained or incapacitated while abroad to aid in recovery operations.
- ISOPREP is only completed once a lifetime, but needs to be validated on an annual basis for most travel abroad. To validate your ISOPREP, contact oconus@usna.edu
- To complete the ISOPREP, you must have a VPN connection. If you do not have one, please contact IPO at oconus@usna.edu to set up a time to complete the ISOPREP in IPO.
- If you do have a VPN connection, please go to: <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>

INSTRUCTIONS FOR COMPLETING A PRO-File


- Fields marked with a * are mandatory
- Fields marked with a ~ are recommended
- You must complete the entire PRO-File in one session. You cannot save a partial PRO-File.

General Information	
Grade *	<input type="text"/> Required
Last Name *	<input type="text"/> Required
First Name *	<input type="text"/> Required
Middle Initial ~	<input type="text"/>
Go By Name ~	<input type="text"/>
Social Security Number *	<input type="text"/> Required
Confirm Social Security Number *	<input type="text"/> Required
+ Photos (1MB max per photograph)	
Personal Information	
Gender *	<input type="text"/> Required
Birth Date *	<input type="text"/> YYYY-MM-DD (you must include the dashes) Required
Blood Type *	<input type="text"/> Required
Height Inches *	<input type="text"/> Inches Required
Weight ~	<input type="text"/> Pounds
Hair Color *	<input type="text"/> Required
Eye Color *	<input type="text"/> Required
Religious Preference ~	<input type="text"/>
Blood Chit Number ~	<input type="text"/> You must enter your # if you have one, otherwise enter: na
Identifying Scars/Marks/Tattoos *	<input type="text"/> Required
Enter "none" if no marks, scars or tattoos.	
0 out of 1000 characters max.	
Known Medical Conditions and Prescriptions ~	<input type="text"/>
Enter "none" if no known medical conditions and prescriptions.	
0 out of 200 characters max.	

- Once you have logged in, you will see this form. It is relatively straightforward to complete. All red fields are required. All other fields are recommended.
- You must complete the form in one session. The website tends to time out after 20 minutes which may require you to start over.

Nationality/Citizenship-Primary	
Nationality/Citizenship *	<input type="text"/> Required
+ Citizenship - Secondary	
+ Heritage	
Service Info	
Branch of Service/Agency/Dept	<input type="text"/>
Unit *	<input type="text"/>  Required
+ Uniform Sizes	
SERE Training Records	
SERE Training 1	
TYPE *	<input type="text"/> Required
Year *	<input type="text"/> Required
Month *	<input type="text"/> Required
Location ~	<input type="text"/>
COMMENTS ~	<input type="text"/>
0 out of 100 characters max.	
Primary Language Capability	
Language *	<input type="text"/> Required
Language Ability *	<input type="text"/> Required
Comments ~	<input type="text"/>
0 out of 150 characters max.	
+ Other Language Capability	
+ Next of Kin - Parent - Residence Information	
+ Children at Home	
+ Special Family Situations	
+ Additional Info	
+ Contractor Company Info	



- To fill in your Unit, you must select the magnifying glass  and search by UIC 00161.
- SERE Training Type will be: SERE 100.

BACKGROUND STATEMENTS 1 - 4

Ensure the following BACKGROUND STATEMENTS are accurate and truthful

DO NOT ENTER FICTIONAL INFORMATION!

In order to receive a SUBMISSION CERTIFICATE, you must :

- Provide answers in all 4 of the **Background Statements**
- Provide enough information that a minimum of 4 questions could be generated from each statement

Background Statements should contain personal information. Firsts are good, **NOT** favorites.

Examples include: First Pet, First Car, High School Activity, First Non-Military residence, First Girl/Boy Friend, First Non-Military Job.

If you are unable to complete the 4 Background Statements, immediately notify your supervisor and/or Personnel Recovery Officer (PRO).

Background Statement 1 *

Required

0 out of 500 characters max.

Background Statement 2 *

Required

0 out of 500 characters max.

Background Statement 3 *

Required

0 out of 500 characters max.

Background Statement 4 *

Required

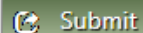
0 out of 500 characters max.

Identification Information

Personal Identification Number * Required

4 digits. No sequences of three or four digits (NOT: 1234, 1239, 9871).

No Zeros. No duplicate digits (NOT: 1109). NOT the last four of your SSN.

 Submit

- These four statements must have enough detail from which four questions can be derived from each statement.
 - Example: My first car was a 2001 Toyota Corolla that my parents gave me when I graduated high school. My car had lots of issues and even broke down in Phoenix when I was on a cross country road trip with my best friend Susan.
 1. What was your first car?
 2. Who gave you the car?
 3. Where did your car breakdown?
 4. Who were you with when it broke down?
- Recommendation: copy/paste statements into notepad in case ISOPREP times out.
- The PIN can be any number. You will not need to remember this for any reason.