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COMDTNOTE 5710
SUBJ: FOREIGN TRAVEL REQUIREMENT - AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM (APACS)
A. COMDT COGARD WASHINGTON DC 201149Z AUG 09/ALCOAST 480/09
B. DEPARTMENT OF DEFENSE (DOD) FOREIGN CLEARANCE GUIDE (FCG), HTTPS://WWW.FCG.PENTAGON.MIL
C. APACS: NIPRNET HTTPS://APACS.DTIC.MIL/APACS/
D. ELECTRONIC COUNTRY CLEARANCE SYSTEM (ECC): NIPRNET AT HTTPS://ECC.STATE.GOV/
E. PERSONNEL MANUAL, COMDTINST M1000.6 (SERIES)
F. PERSONNEL SECURITY AND SUITABILITY PROGRAM, COMDTINST M5520.12 (SERIES)
1. PURPOSE: THIS MESSAGE PROVIDES CONTINUING GUIDANCE CONCERNING FOREIGN TRAVEL COUNTRY CLEARANCE REQUEST REQUIREMENTS AND REPLACES REF (A).
2. BACKGROUND:
A. THE FCG, REF (B), PROVIDES NECESSARY INFORMATION FOR AIRCRAFT INTERNATIONAL MISSION PLANNING AND EXECUTION, PERSONNEL TRAVEL TO FOREIGN COUNTRIES ON OFFICIAL BUSINESS OR ON LEAVE TRAVEL, AS WELL AS GENERAL INFORMATION ON FOREIGN LOCATIONS.
B. THE AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM (APACS) STREAMLINES THE PROCESS OF REQUESTING OFFICIAL US GOVERNMENT TRAVEL AND AIRCRAFT CLEARANCES. IT IS A SINGLE SOURCE, WEB-BASED TOOL THAT FACILITATES THE CREATION, SUBMISSION, COORDINATION, NOTIFICATION, AND MONITORING OF ALL AIRCRAFT AND PERSONNEL TRAVEL CLEARANCES (SPECIAL AREA CLEARANCE, THEATER, AND COUNTRY CLEARANCE). IN ADDITION, APACS ENSURES THAT THE U.S. EMBASSY AND THE COMBATANT COMMANDER ARE AWARE OF USCG PERSONNEL IN COUNTRY AND ARE READY TO RENDER ASSISTANCE IN THE EVENT OF AN EMERGENCY. THE SYSTEM ALSO INTERFACES WITH REF (B) AND HAS UP-TO-DATE WORLDWIDE CLEARANCE REQUIREMENTS AND COUNTRY INFORMATION.
C. WHEN THE EMBASSY CHIEF OF MISSION (COM) HAS FORCE PROTECTION RESPONSIBILITY PER REF (B), THE TRAVELERS ARE REQUIRED TO UTILIZE THE DEPARTMENT OF STATE (DOS) WEB-BASED ELECTRONIC COUNTRY CLEARANCE SYSTEM (ECC) OUTLINED IN REF (D). SOME FOREIGN EMBASSIES (E.G. LIBERIA) AND CONSULATES IN THE U.S. MAY REQUEST COPIES OF APPROVED ECC DOCUMENTS BEFORE ISSUING VISAS REGARDLESS OF FORCE PROTECTION RESPONSIBILITIES.
3. GUIDANCE:
A. ALL USCG MEMBERS TRAVELING ABROAD ON LEAVE TRAVEL, ON OFFICIAL USCG BUSINESS TO INCLUDE MEMBERS TRAVELING TO MEET OR DEPART A USCG CUTTER IN A FOREIGN PORT SHALL FOLLOW THE GUIDACNE IN REF (B), AND SUBMIT COUNTRY CLEARANCE REQUESTS VIA APACS AND ECC AS APPLICABLE. A COUNTRY CLEARANCE REQUEST MESSAGE IS NOT REQUIRED FOR FOREIGN TRAVEL. MEMBERS SHALL CONTINUE TO FOLLOW LEAD-TIME REQUIRMENET SSPECIFICED FOR EACH COUNTRY WITHIN REF (B) FOR PROCESSING CLEARANCE REQUESTS. COUNTRY CLEARANCE APPROVAL STATUS MAY BE MONITORED BY EACH INDIVIDUAL TRAVELER OR COMMAND WHO SUBMITTED THE REQUEST BY ACCESSING THEIR INDIVIDUAL APACS OR ECC ACCOUNT.
B. USCG CUTTERS SHALL CONTINUE TO SUBMIT CUTTER FOREIGN PORT CALL REQUESTS VIA MESSAGE TRAFFIC IN ACCORDANCE WITH REF (B). APACS AND

ECC SUBMISSION FOR FOREIGN PORT CALLS ARE NOT REQUIRED.

C. TRAVELERS SHALL CONTINUE TO NOTIFY THEIR RESPECTIVE PROGRAM OFFICE OR ANY OTHER APPROPRIATE USCG PROGRAM ELEMENT TO ENSURE VISIBLITY REGARDING FOREIGN TRAVEL WITHIN THE CHAIN OF COMMAND AS PER REF (E). TRAVELERS SHALL ALSO NOTIFY THE COGNIZANT COMMAND SECURITY OFFICER (CSO) AND RECEIVE A FOREIGN TRAVEL BRIEF PER REF (F).

4. APACS AND ECC ACCOUNT INFORMATION: USCG PERSONNEL AND/OR UNITS WHO NORMALLY CONDUCT FOREIGN TRAVEL SHOULD CREATE APACS AND ECC ACCOUNTS VIA REFERENCES (C) AND (D). PERSONNEL/UNIT APACS AND ECC ACCOUNTS WILL BE ACTIVATED WITHIN ONE BUSINESS DAY.

5. APACS USER INSTRUCTIONS:

A. QUICK START APACS HELPER GUIDE:

(1) LOGIN TO HTTPS://APACS.DTIC.MIL/APACS/.

(2) CLICK ON THE CHECK BOX TO ACCEPT TERMS OF USER AGREEMENT.

(3) CLICK ON SIGN UP TO USE APACS.

(4) FILL IN YOUR INFORMATION.

(5) UNDER ACCOUNT TYPE REQUIRED, SELECT PERSONNEL REQUESTOR.

(6) AFTER REGISTERING FOR AN ACCOUNT, IN THE LEFT MARGIN, CLICK ON CREATE PERSONNEL REQUEST TAB.

(7) CLICK ON MAIN TAB AND FILL IN APPROPRIATE INFORMATION, THEN CLICK NEXT.

(8) IN THE TRAVELER TAB, FILL IN TRAVELER INFORMATION AND THEN CLICK ADD OR UPDATE. CONTINUE THE SAME PROCESS FOR ALL TRAVELERS PRIOR TO MOVING ON TO THE NEXT TAB. ONE TRAVELER MUST BE DESIGNATED AS THE SENIOR TRAVELER. COMPLETE THIS BY CLICKING ON THE BOX LABELED SENIOR TRAVELER FOR THE APPROPRIATE MEMBER. IF THERE IS ONLY ONE TRAVELER, THAT MEMBER IS THE SENIOR TRAVELER. ONCE COMPLETED, CLICK NEXT.

(9) IN THE ITINERARY TAB, FILL IN TRAVEL INFORMATION. BE SURE TO MOVE EACH TRAVELERS NAME FROM THE LEFT BOX TO THE RIGHT BOX, MAKING THE BOTTOM BUTTONS HIGHLIGHT IN BLUE. ENSURE REQUIRED AMPLIFYING INFORMATION IS INCLUDED AS OUTLINED FOR THE SPECIFIC LOCATION(S) AS PER REF A. CLICK ON THE BOTTOM BLUE BUTTON NAMED ADD AND EXIT ITINERARY, AND THEN CLICK NEXT.

(10) IN THE ADDRESSES TAB, APACS USERS MUST ENTER A VALID ADDRESS (PLAD) FOR THEIR HOME UNIT IN THE FROM LINE. IN THE ADDRESSES TAB, CHECK THE COMMON ADDRESSES AND USCG BUTTONS AND THEN CLICK ON THE IMPORT CHECKED ADDRESSES BUTTON. CLICK NEXT.

(11) IN THE HOME STATION POC TAB, FILL IN APPROPRIATE INFORMATION AND THEN CLICK NEXT.

(12) FILL IN THE SUBJECT AND DESCRIPTION/COMMENT BOX AND THEN CLICK SAVE.

(13) ONCE COMPLETE, IN THE LEFT MARGIN CLICK ON THE LIST PERSONNEL REQUESTS BUTTON, CHECK THE REQUEST INFORMATION/DETAILS, AND THEN
CLICK SUBMIT.

B. FURTHER INFORMATION AND TRAINING MAY BE OBTAINED VIA THE TRAINING TUTORIAL, USER MANUAL, AND QUICK START GUIDES AVAILABLE WITHIN THE APACS WEBSITE.

6. POINTS OF CONTACT: PACAREA EXTERNAL AFFAIRS (PAC-092), LANTAREA INTERNATIONAL AFFAIRS (LANT-53), AND COMDT OFFICE OF INTERNATIONAL AFFAIRS (CG-DCO-I-1).

7. RADM BRIAN SALERNO, DEPUTY COMMANDANT FOR OPERATIONS SENDS.

8. INTERNET RELEASE AUTHORIZED.

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