337th Air Support Flight

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Traveling While at Post

Overview

Steps to complete prior to going on Leave/Temporary Duty

1. **Access Foreign Clearance Guide** (FCG) and find the country you are visiting. Follow the instructions provided in the guide. https://www.fcg.pentagon.mil/
   - After you have located the country you will be traveling to, carefully review the requirements for entry
   - It is recommended that you complete this step at least 60 days before expected travel

2. **Submit a Travel Tracker / Individual Anti-Terrorism Plan** (TT/IATP) https://iatp.pacom.mil/
   - Traveling to a foreign country within the Indo Pacific (not including domestic travel within Australia) requires a TT/IATP request
   - The TT/IATP must be completed before submitting your Aircraft and Personnel Automated Clearance System (APACS) request

3. **Submit Country and/or Theater Clearance via APACS** https://apacs.milcloud.mil/apacs/login.jsp
   - The information needed in your APACS requests is listed in the FCG. Each location will vary but all will require dates of arrival/departure from each location in the country, name/address/contact information of lodging facility and TT/IATP number.

4. **Submit leave request.**
   - New leave requests should be submitted through your unit. Make sure to follow applicable service requirements while traveling aboard. For further questions regarding leave, reach out to your admin section.

5. **If requiring Counterintelligence pre-brief or de-brief**, contact the Force Protection Detachment at the Sydney Consulate, E-mail: FPDAustralia2@state.gov or Phone: 02-9373-9101. This requirement will be established in the FCG (as required) or directed by your unit or service.

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FCG
(Foreign Clearance Guide)

- **Your first stop is the Electronic Foreign Clearance Guide (https://www.fcg.pentagon.mil/) This step should be completed at least 60 days before expected travel.**
- **Locate the country you are traveling to in order to find the requirements for entry to that specific country. Most countries have a minimum 30 day lead time to submit your APACS.**

Select the LV/TD location from the drop down menu on the left of the page

- **Each country has its own requirements for official travel and leave travel. Find the section that applies to you and follow the instructions.**
- **Some countries require both Country and Theater Clearance. Understand all requirements before submitting your travel request.** (FCG entry requirements for New Zealand, 11 May 2020)

SECTION IV: PERSONNEL ENTRY REQUIREMENTS FOR LEAVE TRAVEL

ATTENTION: Due to the potential for travel disruptions because of the ongoing COVID-19 crisis, Commander, INDOPACOM, advises all travelers (including DoD civilians/contractors on leave and family members) to review the latest travel/health alerts and pertinent information for their destination at:
  a. The Centers for Disease Control (CDC): https://www.cdc.gov (link)
  b. World Health Organization: https://www.who.int/emergencies/diseases/novel-coronavirus-2019 (link)
  c. Department of State (DOS): https://www.travel.state.gov (link)
  d. INDOPACOM Travel Tracker/Individual Antiterrorism Plan (TT/IATP) program: https://iatp.pacom.mil (link)

NOTE 1: In September 2013, INDOPACOM issued the following liberty policy for Service members traveling on temporary duty orders and liberty in the INDOPACOM AOR outside of the US and its territories. To ensure widest dissemination, travelers are required to acknowledge that they have read the policy when completing the TT/IATP entry.

NOTE 2: USAF personnel, to include reserve and Air National Guard, must read and understand the additional Commander, PACAF (COMPACAF) requirements while on TDY and/or liberty (pass/leave) in the INDOPACOM AOR.

NOTE 3: Effective 07 December 2017, CDR INDOPACOM directed implementation of a new Force Protection Condition (FPCON) program that includes specific measures and applicable restrictions for all countries in the INDOPACOM AOR (HQ INDOPACOM HONOLULU//J3// 071700Z DEC 17). Travelers are directed to comply with the new INDOPACOM FPCON Program, which is available in the "Pre-travel Instructions" of the Travel Tracker/Individual Antiterrorism Plan (TT/IATP) program (https://iatp.pacom.mil/travel_requirements).

A. CLEARANCE REQUIREMENTS
  1. **COUNTRY CLEARANCE**
    a. **Required for:**
      DoD-Military:
        Country Clearance is required.
        Request Country Clearance via APACS. For information on APACS, see IV.E below.
        For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact USDAO Wellington with the APACS request ID number.
        Country Clearance is required for active-duty military personnel.
      DoD-Civilian:
        Country Clearance is not required.
      Family Member:
        Country Clearance is not required.
    b. **Additional Information:**
        Do not assume Country Clearance. Approval/disapproval will flow through APACS. Approval comments need to be printed and the instructions followed.
        Members going to New Zealand on R&R leave from Iraq and Afghanistan via Kuwait, must ensure APACS has been submitted with all required information (i.e. Hotel, Point of Contact (Emergency), Phone numbers, etc). Do not delay or hold member up to wait for approval.

  2. **THEATER CLEARANCE**

- **In most cases there is also mandatory pre-travel training and documentation. If there is mandatory training, a link will be provided. Lead-time is very important. If you don't meet the lead times, you must provide justification on your APACS request.**

C. MANDATORY PRE-TRAVEL TRAINING AND DOCUMENTATION

NOTE 1: FAILURE TO COMPLY WILL CAUSE DELAY AND/OR DISAPPROVAL OF TRAVEL REQUEST.

NOTE 2: *INDOPACOM MANDATORY PRE-TRAVEL REQUIREMENTS (Four (4) total requirements):*
a. Travel Tracker/Individual Antiterrorism Plan (TT/IATP) (link);
b. AT Level 1 (link);
c. AOR Location Specific Brief (link); and
d. Personnel Recovery (PR) Theater Entry Requirements (TERs) (link).

1. **TT/IATP Entry #:** Travel Tracker/Individual Antiterrorism Plan entry number.
   a. **Applicability:**
      Required for all active-duty US DoD military and USCG members.
      Other DoD personnel (Civilians, DoD-Sponsored Contractors and Family Members) and USCG civilians are encouraged to enter unofficial travel into TT/IATP.
   b. **Validity:**
      Must be completed prior to entry into the AOR.
   c. **Instructions:**
      Complete TT/IATP *before* submitting APACS and enter TT/IATP Entry # in the APACS request.
      Failure to complete TT/IATP (approved by chain of command if required) before submitting the APACS will delay APACS processing and may result in denial of Theater Clearance.
      See attached instructions for Travel Tracker Individual AT Plan (TT/IATP).

TT / IATP
(Travel Tracker / Individual Anti-Terrorism Plan)

- Traveling to a foreign location within the Indo Pacific (not including domestic travel within Australia) requires a TT/IATP request. The TT/IATP must be completed before submitting your APACS.

- Both the TT and IATP requests are completed through the IATP website https://iatp.pacom.mil/

- If the foreign country is an un-restricted location, then only a TT is required. This request does not need an approval and serves as a tracking tool.

- If the foreign country is a restricted location, an approved IATP is required.

- Once you select the country on the website, it will automatically determine if you need a TT or an IATP.

- Keep your TT/IATP # handy for your APACS request.

TT / IATP

Reference TT/IATP Pre-Travel Instructions for more information.

- **Worldwide Threat Levels: https://iatp.pacom.mil/threat_matrices**

- **DoS Consular Travel Advisories: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/**

- **OSAC Warden Message: https://www.osac.gov/**

- **DoS Country Specific Info: https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html**

- **CDC Website: http://www.cdc.gov/travel/**

The DoS country specific information is the primary source for your unclassified AOR Location Specific Brief.

For travel to a restricted location, contact the Force Protection Detachment at the Sydney Consulate, E-mail: FPDAustralia2@state.gov or Phone: 02-9373-9101.

- **Once you have logged into the site, select "Submit Travel" to start your TT/IATP request**

INDIVIDUAL ANTI-TERRORISM PLAN (IATP) Help Sheet	
Site: https://iatp.pacom.mil/	CAC Enabled site. In the event you don't have CAC access to the website Contact the 337th for additional guidance
Page 1: Traveler Information	
Personal Information: Unit/Organization	*Search for your command*
Basis For Travel	*Leave or TAD/TDY*
Service	*Branch of Service*
Rank	*Military Rank*
Last Name	*Self Explanatory*
First Name	*Self Explanatory*
Middle Name	*Self Explanatory*
Phone Number	*Include country code (+61) and your work phone number*
Email Address	*Work email address*
Additional Email Address	*Another email address where you regularly receive mail*
Carrier	*Mobile Phone Carrier - none (No Australian Carriers are listed)*
Text Message Number / ID	*None - you cannot enter a number here without a carrier*
Alternate Duty Personnel	*Not required*
Page 2: Destinations	
Country	*Select country from drop-down menu*
State or Province	*Self Explanatory*
City	*Self Explanatory*
Zip or Postal	*Self Explanatory*
Start Date	*Anticipated date of arrival*
End Date	*Anticipated date of departure*
Workplace Location	*Only required for TAD/TDY*
Workplace Phone Number	*Only required for TAD/TDY*
Workplace Security Provider	*Only required for TAD/TDY*
Lodging Location	*Full address and name of home or hotel location or installation. Include city and postal code*
Lodging Phone Number	*Full number of home or mobile phone (include Country code)*
Lodging Security Provider	*Routine police / security patrols (Autofill)*
Add Destination	*If traveling to more than one location select "Add Destination" and repeat Page 2 instructions*
Resources	*May populate based on destinations; ensure box is checked*
Page 3: Instructions	*Review (No inputs)*

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Page 4: Additional Travelers	
# of Additional Travelers	*Number of Dependents*
Additional Traveler Information - As required	
Service	*From Drop-down, select (applicable Service or Other DoD) CIV/CONT*
Rank	*DEP*
Last Name	*Last Name of Dependent*
First Name	*First Name of Dependent*
Middle Name	*Middle Name of Dependent or NMI*
Email Address	*Email address of Dependent*
Page 5: Chain of Command	
Local Command Information: UIC	*Not required*
Command Organization/ Office Code	*Name of local Australian or DoD Command unit*
Travelers Command 24 Hour Contact Number	*Local duty officer phone number*
First Flag or SES in Chain of Command	*Select from dropdown*
Command Coordinators	*(No inputs)*
Supervisor	*Should be a DoD Supervisor in the local area. If none, use Agency Headquarters*
Service	*Self Explanatory*
Rank	*Self Explanatory*
Full Name	*Self Explanatory*
Phone Number	*Full number to work location (include Country code)*
Email Address	*Work email address*
Pre-Flag Endorser	
Service	*Self Explanatory*
Rank	*Self Explanatory*
Full Name	*Self Explanatory*
Phone Number	*Full number to work location (include Country code)*
Email Address	*Work email address*
Additional Chain of Command E-mail Address	*As Required*

Page 6: Preparation	
Reason for Travel	*Self Explanatory*
Leave Control Number	*N/A or TBD if not yet approved*
Will weapons be carried during this travel?	*Self Explanatory*
Level 1 ATFP Awareness Training	*Enter completion date (Training date currency varies by location so IATP will adjust automatically)*
Certification Number	*Enter ATFP Level 1 certificate number*
Date of Location / Area Specific training	*Enter completion date (Review DoS Location Briefs and any other required briefs)*
Date of last completed SERE 100.2 Level A Training	*Enter completion date (Training date currency varies by location so IATP will adjust automatically)*
Date of last ISOPREP verification in PRMS	*Enter review date - See instructions on the IATP Site for currency requirements NIPRNet Link: https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx*
Country Specific Information	Review DoS country specific information for unclassified AOR Location Specific Brief
Page 7: Matrix	
Buddy Rule Narrative	*If required, describe how you will meet this requirement*
Threat Matrix	*Review only*
Page 8: Transportation	
Air - Initial	
Departure Date	*Self Explanatory*
Departure City	*Self Explanatory*
Destination City	*Self Explanatory*
Airline	*Auto-filled, but review in case there are any difference based on local conditions*
Air - Return	
Departure Date	*Self Explanatory*
Departure City	*Self Explanatory*
Destination City	*Self Explanatory*
Airline	*Auto-filled, but review in case there are any difference based on local conditions*
Ground - Intra-Area After Arrival	
Method 1	*Auto-filled as taxi, but should more likely be POV or Bus*
Method 2	*Auto-filled as taxi, but should more likely be POV or Bus*
Other Method	*Auto-fill*

Page 9: Miscellaneous	
Additional Information	*As required*
Medical	
Medical Services Availability Briefing Date	*Use the date you reviewed country specific information on the CDC Website (http://www.cdc.gov/travel/)*
Medical Services Concerns Briefing Date	*Use the date you reviewed country specific information on the CDC Website (http://www.cdc.gov/travel/)*
Communication	
American Embassy telephone numbers	*Autofill*
On-Installation Police Telephone Number	*Auto defaults to will obtain on arrival - change as appropriate*
Off-Installation Police Telephone Number	*Auto defaults to will obtain on arrival - change as appropriate*
Awareness	
Primary Safe Haven	*U.S. Military installations, if available; American Embassy; Local Police Station*
Alternate Safe Haven	*Auto defaults to will obtain on arrival - change as appropriate*
Page 10: Acknowledgement	*Read information and agree by checking the box at the bottom of the page*
Page 11: Confirm	*Click Submit*

After submitting, you will receive your Travel Tracker or IATP #. You will need this number for submitting in your APACS request.

APACS

(Aircraft and personnel Automated Clearance System)

- **You can complete an APACS request.
  Go to https://apacs.milcloud.mil/apacs/login.jsp**
- **Agree to the terms, log-in, and select "Personnel Requester" then "Create Personnel Request"**

APACS (Continued)

- **The first section of the APACS request is titled "Main." Select the "?" Pop-up Boxes next to each field for the required information or reference the FCG**
- **After you have complete the information in "Main," select "Add New Country"**

APACS (Continued)

- **Select the desired country from the dropdown menu and then fill in the required information in each box**
- **Select the "?" next to each field for the required information or reference the FCG**

Add New Country

Country: Please select a Country

Add New Country: New Zealand, Wellington Arrival: (15:08:30L Dec 2020) Departure: (24:16:45L Dec 2020)

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

Country Required Information: N/A

Theater Required Information: Traveler(s) has submitted the INDOPACOM Travel Tracker data (TT/IATP) Entry #_____."

Location: Wellington

Arrival: 2020-12-15 (yyyy-MM-dd) 08 : 30 (Local Time 24-hour format)

Departure: 2020-12-24 (yyyy-MM-dd) 16 : 45 (Local Time 24-hour format)

If Lead Time Requirement is not met provide reason: N/A

Logistical Support:

Notes:

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

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APACS (Continued)

- **Continue adding the required country information. Once you have completed all fields, select "Save Country"**
- **Select "Add New Location" if visiting another location in the same country and repeat previous step**

■ **Once you have added all locations, the main page of your request shows your complete Itinerary**

Itinerary

Please add country(ies)

Add New Country

New Zealand (Wellington) – Arrival: (15:08:30L Dec 2020) Departure: (24:16:45L Dec 2020)   (Contains FCG Approver Notes)   Edit | Remove

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

Country Required Information:
N/A

Theater Required Information:
Traveler(s) has submitted the INDOPACOM Travel Tracker data (TT/IATP)
Entry #_____."

If Lead Time Requirement is not met provide reason:
N/A

Notes:
United Flight 1
Rental car pick up at Wellington International

Force Protection Responsibility: COCOM

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

Lodging Name: Old Wellington Inn	**Lodging Address:** 12 Anzac Ave Wellington, NZ 2000	**Lodging Commercial Phone:** +64 733 641 578
Lodging E-mail: OldWellingtonInn@aol.com	**POC Name:** Mr. Bill Example	**POC Address:** 12 Anzac Ave Wellington, NZ 2000
POC Commercial Phone: +64 733 641 578	**POC E-mail:** OldWellingtonInn@aol.com	

New Zealand (Auckland) – Arrival: (24:18:03L Dec 2020) Departure: (04:04:11L Jan 2021)   (Contains FCG Approver Notes)   Edit | Remove

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

Country Required Information:
N/A

Theater Required Information:
"Traveler(s) has submitted the INDOPACOM Travel Tracker data (TT/IATP)
Entry #_____."

If Lead Time Requirement is not met provide reason:
N/A

Force Protection Responsibility: COCOM

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

Lodging Name: Auckland Inn	**Lodging Address:** 1 Auckland Inn Ln	**Lodging Commercial Phone:** +64 123 45678
Lodging E-mail: AucklandInn@yahoo.com	**POC Name:** Mr. Zealand, New	**POC Address:** 1 Auckland Inn Ln
POC Commercial Phone: +64 123 45678	**POC E-mail:** AucklandInn@yahoo.com	

APACS (Continued)

- **Next you will need to provide information for every traveler (including yourself)**
- **Select "Add Traveler"**
- **Once complete, select "Save Traveler Information" and repeat step as necessary**

APACS (Continued)

- **The final information required for your request is a home station POC**
- **Enter the same Supervisor information you submitted in your TT/IATP**
- **Once complete, select "Continue to Submit"**

Traveler's Home Station Point of Contact (POC)

Name:	Will Supervisor	POC Rank:	MAJ
Unit/Organization Name:	US Army War College	Unit Location:	Canberra
POC Commercial Phone:	+61 123 652 458	POC DSN Phone:	N/A
POC E-mail:	Will.Supervisor		

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

APACS (Continued)

- **Review the information one last time and select "Submit"**
- **Take note of your APACS ID; this is the quickest way to find your request and view the status later**

The 22 May 2020 SECDEF memo Subj: "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Res
19 travel guidance/restrictions. For current CDC Travel Health Notices, visit https://wwwnc.cdc.gov/travel/notices. For DOS COVID-19 Traveler Information, v
https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html.

Personnel Request Detail

| Edit | History / Approver Comments | Cancel | Set as Template | Export to File | Clone | General Travel Information |

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

APACS ID:	2349571
Status:	NEW
Request Type:	Personnel Request Clearance
Subject:	Leave Travel / Capt Example / 2 Additional Travelers
Travel Type:	LEAVE
Classification Level:	UNCLASSIFIED
Notes:	Vacation Leave
(top)	

Requester Comments

Date:	Comments:

Traveler's Home Station Point of Contact (POC)

Name:	Will Supervisor
Unit/Organization Name:	US Army War College
POC Commercial Phone:	+61 123 652 458

APACS (Continued)

- **Once you submit your APACS, you can check the status by logging back in**
- **From the Home Page of the APACS site, select "Personnel Requester" then type in your APACS ID in the field labeled "Get Personnel Request with ID"**

APACS (Continued)

- **If you do not have your APACS ID, you can find your request by selecting "Active requests sorted by ID"**

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

APACS (Continued)

- **You cannot travel without an approved APACS**
- **You should receive emails as your request transitions from In-Progress to Approved status**
- **The approver may request changes by leaving a comment on the "History" tab of the request or by emailing you directly**
- **If you have submitted your APACS and don't receive an approval email or a request to makes changes, you can reach out to the POCs listed in the Foreign Clearance Guide**

Personnel Requests search found 2 requests.

⬇ ID	Subject	Earliest Upcoming Travel Date	Request Status	Edit Request	Export	History
2349571	Leave Travel / Capt Example / 2 Additional Travelers	18 DEC 2020 09:49	NEW	Edit	Export to File	View History
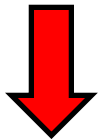
Questions?

DISCLAIMER: This document is created and maintained by the 337 Air Support Flight. It is Australia-specific and intended to guide you during your assignment in fulfilling INDO-PACOM travel requirements and official information presented in these websites.

If you have any questions, feedback, or find outdated errors in this guide, please send to: 337ASUF.Canberra@us.af.mil and 337asuf.cc@us.af.mil