

Foreign Travel Fact Sheet

1. **All DoD employees** (civilian, military, and contractors) are **required** by regulation to comply with appropriate regulations when conducting **official and unofficial international travel** (on orders and on leave).
2. West Point has a Travel Program managed by the G3, with Country Clearance Administrators in each academic department and at the Office of the Dean. (See your Department XO to find out who the Country Clearance Administrator CCA is for your department, or contact the International and Intellectual Development Division (IIDD) for a complete list of Country Clearance Administrators in the Dean's Directorate.)
3. **Departmental Country Clearance Administrators** are briefed on procedures and processes, and should be the traveler's **first touch-point** for international travel clearances.
4. All international travelers (civilian, military, and contractors) are required to complete the appropriate, **country-specific** Travel Form (either "TDY" or "Leave") located at: <https://portal.westpoint.edu/usstaff/g3/training/apacs/forms/allitems.aspx>.
5. These **forms are country specific** and have both common and unique information requirements. In general, the common requirements include:
 - a. Personal information (passport, DoB, etc.).
 - b. Mandatory Pre-Travel Training completion dates.
 - c. Itinerary information (flights and accommodations).
 - d. Points of contact.
6. The **Travel Planning Forms should be submitted** by the Departments' **Country Clearance Administrators at least 30 days prior to travel**.
7. Mandatory Pre-Travel Training will also vary by Theater and Country. The most common requirements include:
 - a. Anti-Terrorism, Level 1 (Online, as per Travel Form).
 - b. ISOPREP (contact departmental PRMS REPRESENTATIVE: See your XO or IIDD).
 - c. Survival, Evasion, Resistance and Escape Training (ASERE 100.2: Online, as per Travel Form).
8. **Some Theaters and countries (PACOM, AFRICOM) have extensive additional requirements** that include Force Protection Plans or Anti-Terrorism Plans. These types of requirements are referenced on each country's Foreign Travel Form and can be found on the G3 share-point site referenced above.
9. Passports: Almost every country and US Embassy requires travelers **on official business to travel with the Official Passport (red cover)**, and to use the **Tourist Passport (blue cover) when in an unofficial capacity**. Official Passports (red cover) are obtained by contacting Ms Renee Caldwell at MPD (X: 8490). Tourist Passports are obtained through normal, civilian channels at any US Post Office.
10. For additional information, see the enclosure (USMA G3 Theater and Country Clearance SOP).

IIDD POC for O/Dean is Mr. Brent Matthews at 845.938.0210.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
West Point, New York 10996

MAAS

9 February 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Theater and Country Clearance Standard Operating Procedures

1. References. Located at Enclosure 6.
2. Purpose. This Standard Operating Procedure (SOP) establishes the theater and country clearance process for the United States Military Academy (USMA) and West Point.
3. Applicability. This SOP applies to all Department of the Army personnel (military and civilian) performing and coordinating outside the continental United States (OCONUS) travel under official orders (temporary duty) or ordinary/emergency leave. This SOP also applies to contractors on official travel. West Point organizations sponsoring OCONUS travel are responsible for preparing their travelers, as per the Foreign Clearance Guide (FCG), applicable regulations, and policies and ensuring their travelers have met all necessary requirements and received clearances (country/theater/special area, as required) before commencing travel.
4. Accountability. Organizations will maintain an internal tracking and /communication plan with all travelers during OCONUS official duty or leave travel.
 - a. In the event of an emergency, (natural or manmade disaster) OCONUS travelers will alert their chain of command within 12 hours of the event. The USMA parent organization will immediately notify the USMA G3 with a SITREP.
 - b. Travelers must have a means to communicate with their parent organization. Communication can be via telephone, email or a web-based communications system.
 - c. Travelers should be aware of their surroundings and monitor local news within their travel locations. Travelers should regularly contact their parent organization in order to provide a current situation report.
 - d. Travelers must enroll in Smart Traveler Enrollment Program (STEP).
5. Responsibilities. Properly requested and coordinated OCONUS travel is a joint responsibility of the following individuals and activities:

a. USMA G-3 Theater/Country Clearance Program Manager (TCCPM).

(1) The TCCPM has overall responsibility for the efficient functioning of the USMA and West Point Theater/Country Clearance Program. TCCPM advises, assists, and supports all OCONUS travel requests and travel-related action by Country Clearance Administrators (CCA)/TAC teams, Individual Advanced Development (IAD)/Cadet Troop Leader Training (CTLT) Officers In Charge (OIC) functioning at USMA. Tenant organizations include USAG-WP, DAD, KACH, ODIA/AWPAA and ACI.

(2) The TCCPM serves as the subject matter expert for all issues relating to DOD OCONUS travel clearance processes and matters pertaining to official and unofficial US Government travel by DOD and DOD-sponsored personnel into and out of all US Combatant Commands (COCOMs).

(3) The TCCPM is the direct liaison official to United States embassies (USEMBs), Defense Attaché Offices (DAOs), Security Cooperation/Assistance Offices (SCOs), Force Protection Detachments (FPD), Office of the Secretary Defense for Policy (OSD-P), Army Service Component Commands (ASCCs) and COCOMs.

(4) The TCCPM prepares briefings, workshops, reports and oversees staff preparation and processing of all theater and country clearance requests following guidelines defined by the DOD and Army regulations and ensures proper alignment with the command's international programs and missions.

(5) The TCCPM provide interpretation and authoritative explanations of directives policies, regulations, procedures, requirements and resolve operational problems or disagreements affecting these areas.

(6) The TCCPM conducts mandatory training for CCAs, IAD/CTLT OICS, executive/administrative officers and other designated personnel within the clearance requesting process in order to maintain overall program efficiency.

(7) The TCCPM will certify that personnel traveling into theaters/countries meet all requirements prior to deployment or travel. The TCCPM will verify travel planning forms, training requirements, entry credentials, force protection plans, force protection briefs, requests for leave, risk assessments and individual antiterrorism plans (IATPs).

(8) The TCCPM updates and maintains the USMA G-3 Travel SharePoint Portal information systems.

(9) The TCCPM provides daily updates of travel requests on the APACS OCONUS Travel Tracker located on the USMA G-3 Travel Portal as well as updates/changes to CCA's as indicated by the FCG or any other applicable regulations pertaining to OCONUS travel.

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(10) The TCCPM provides a monthly reminder to all CCAs of all future OCONUS travel within their departments in the upcoming 45 days.

(11) The TCCPM notifies all USMA and tenant organizations of current terrorism and crime threat levels and force protection conditions (FPCON) based on Defense Intelligence Agency (DIA) and other intelligence source assessments to reduce traveler vulnerability.

(12) The TCCPM tracks high risk personnel (HRP) and provides HRP training, as required.

(13) NLT 60 days in advance, the TCCPM coordinates with executive officers and administrative officers and CCAs of upcoming major OCONUS travel periods (holiday, spring break, summer assignments and cadet summer training) and conducts preliminary planning and provides direction to ensure timely and efficient processing of requests.

(14) The TCCPM briefs IATP approvers on the IATP review/approval process for travel to the PACOM AOR.

(15) The TCCPM assists CCAs in preparing force protection plans (FPP) and risk assessments, IATPs and requests for leave requiring O-5 or O-6 approval.

(16) The TCCPM manages the DOD Defense Contact Proposal (DCP) program for OCONUS travel that involves official contact with government or military officials representing the People's Republic of China (PRC) and Hong Kong.

(17) The TCCPM manages the execution of status protection waivers for countries without Status of Forces Agreements or Bi-Lateral Security Agreements (SOFAs or BSAs) through ASCCs with final decision and approval for travel by the COCOMs.

(18) The TCCPM provides the 902nd Military Intelligence Group with personnel travel destinations abroad to facilitate official pre-briefs and debriefs.

(19) The TCCPM administers classified briefings for Cadets, staff and faculty who are traveling abroad as required by the FCG.

b. USMA Staff, Commands and Directorates execute the following:

(1) Commanders and directors subordinate to the USMA Superintendent are responsible for ensuring adherence to the provisions of this SOP and referenced regulations.

(2) Designate one O-5 and O-6 as reviewer and approvers for force protection

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plans, IATPs, and requests for leave based on COCOM FPCONs. For electronic IATPs, the TCCPM will establish accounts for approvers. IATP approver must respond to IATP notification within 5 working days of receipt.

(3) Designate a minimum of one Country Clearance Administrators (CCA) at each organization and subordinate organizations (USCC, ODEAN, USAG-WP, KACH, ACI, DAD, USMAPS and ODIA/AWPAA) to work directly with the USMA TCCPM. CCAs and TAC teams are the first step in OCONUS travel preparation and are responsible for preparing their travelers for OCONUS travel as per the FCG and Army regulations. CCA responsibilities are located at Enclosure 1, and TAC team responsibilities are located at Enclosure 2.

c. ODEAN (AIAD) and USCC (LDB) summer travel are responsible for the following:

(1) Provide the TCCPM with a final list of all projected OCONUS IAD (Academic, Physical or Military) and CTLT for CST NLT the 1st duty day in March.

(2) Provide the TCCPM with a final list of all IAD and CTLT coordinators NLT the 1st duty day in March.

(3) Direct all coordinators to attend mandatory summer travel seminars conducted the last week in March. Seminars will be scheduled by departments/common travel destinations.

d. DA Civilian Leave Travel.

(1) Country and theater clearance approvals are not required for leave travel to many locations; however, the above references AR 525-28 (Personnel Recovery), AR 525-133 (Antiterrorism), AR 350-1 (Army Training and Leader Development), DOD Anti-Terrorism Officer Guide, and HQDA EXORD 103-18 Army ISOPREP and Personnel Recovery Mission state DA Civilians must complete AT Level 1, ARSERE 102 and 103 and receive an area of responsibility brief prior to departing the US.

(2) Organizational CCAs will provide guidance and travel forms.

6. Special Instructions.

a. Status Protection Waivers (SPW). SPWs are part of the clearance requesting process for countries which do not have SOFAs with the US. SPW is approved by the COCOM and has a lengthy legal staffing process. Each COCOM has their own process. The TCCPM will process the SPWs.

b. Uniform Requirements. Except when executing operations, training, exercises

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and events where individuals or organizations represent the DoD to the host nation in an official capacity:

(1) To the greatest extent possible, limit uniform wear within public areas.

(2) US military personnel in non-duty status, i. e., on leave or in transit) will not wear uniform in public.

c. The Foreign Clearance Guide (FCG). The FCG is a living document with daily changes. Consequently, these changes may affect processing. Changes are effective immediately and may require adjustments after approvals. Familiarity with the FCG and regular communication with the TCCPM by CCAs will ensure travelers meet current OCONUS travel requirements and receive any travel alerts or warnings currently in effect.

d. Failure to adhere to these procedures will delay departure and may result in a denied request from US embassies, COCOMs or special area approvers.

e. The USMA TCCPM is the proponent for this SOP and can be reached at 845-938-0325.

6 Encls

C. Mark WEATHERS
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DISTRIBUTION:
A via electronic mail

Enclosure 1 (Country Clearance Administrators (CCAs))

1. The CCAs are the first step in the OCONUS travel preparation process and are responsible for preparing their travelers for OCONUS travel as per the FCG and Army regulations.

2. The CCAs provide guidance, receive, review and submit to the TCCPM completed OCONUS travel requests for individual and group travelers within their organizations. The CCAs ensure their travelers meet the 35 to 40-day suspense for submission of all travel documents.

3. The CCAs will receive a monthly reminder from the TCCPM for any future OCONUS travel within 45 days. Once travelers and locations are identified, the CCAs will begin preparation as per the FCG and or guidance from TCCPM.

4. The USMA Travel Page covers all OCONUS travel requirements and are provided within the COCOM folders.

5. The CCAs will ensure travelers are using the current travel forms and related documents per COCOM. The TCCPM will return all outdated forms.

6. The CCAs will ensure travelers requesting permission to travel OCONUS are using correct entry credentials. Entry credential information is located at Enclosure 4.

7. The CCAs will ensure travelers have completed all theater training requirements. The minimum required training for all OCONUS travel is as follows (links are on the travel forms, further information is at Enclosure 5):

- a. AT Level 1. Annual requirement IAW AR 525-13.

- b. ARSERE 102 and 103. Required every three years IAW AR 350-1.

- c. ISOPREP. Completed within 90 days of travel IAW AR 525-28.

- d. Human Rights Training. SOUTHCOM annual requirement for official travel.

- e. Human Rights Training. Annual requirement for leave travel to Ecuador and Nicaragua only.

8. The CCAs are responsible for recognizing the different requirements for official and leave travel as well as the actions to process each type of request.

9. The CCAs will ensure military and civilian personnel on official travel OCONUS or military personnel on OCONUS leave schedule appointments for medical screening. Keller Army Community Hospital executes appointments for military personnel, the Occupational Health Clinic executes appointments for civilians on official travel, and the Malone Clinic executes appointments for Cadets. Contact information is located on the travel forms.

10. Travelers must certify on the travel form that they have received clearance from their medical professional for OCONUS travel, or that they have scheduled an appointment.

11. Ensure force protection plans (FPP) for AFRICOM, IATPs for PACOM and requests for leave for CENTCOM are approved when submitting packets.

a. When traveling to AFRICOM's AOR, assist travelers in preparing the FPP. Approval authorities are as follows:

(1) Countries designated as FPCON A and B require O-6 approval.

(2) Countries designated as FPCON C and D or restricted require GO approval.

(3) When submitting a packet for AFRICOM travel, submit the travel form as a word document and FPP as a PDF.

b. When traveling in a leave status to CENTCOM's AOR, assist travelers in preparing the request for leave and risk assessment. Approval authority is as follows:

(1) O-6 approval.

(2) When submitting packet for CENTCOM travel, submit travel form as a word document and request for leave as a PDF.

c. When traveling to PACOM's AOR, ensure travelers complete the electronic IATP. IATP link and FP Conditions per country are located on the PACOM travel form. Approval authorities are as follows.

(1) Countries designated as FPCON A require O-5 approval.

(2) Countries designated as FPCON B require O-6 approval.

(3) Countries designated as FPCON C or D or restricted: require GO approval.

d. IATP is not visible to CCAs; therefore, review of IATP is not required. Ensure the IATP reference number is in the travel form when submitting for processing.

12. The CCAs must maintain familiarity with FCG which provides theater and country-specific requirements. The FCG changes frequently, proficiency with the FCG and regular communication with the TCCPM by CCAs will ensure travelers have received the most recent OCONUS travel requirements and any travel alerts and warnings currently in effect.

13. The CCAs will attend the TCCPM's bi-monthly workshop.

Enclosure 2 (BTD)

1. Establish procedures which ensure Cadets and BTD staff are properly prepared for OCONUS travel as prescribed in this SOP; however, because of the complexity of Cadets' leave travel, the Theater Country Clearance Program Manager (TCCPM) recommends the following:

a. Identify one regimental POC for each regiment. The regimental POCs will act as the primary manager for OCONUS travel and are responsible for preparing their regiments for OCONUS travel as per guidance from the TCCPM.

b. TAC Teams are responsible for Cadet leave travel only. Cadet official travel will be managed by the organization sponsoring that event (CTLT, AIAD, SAP, and competitions, etc.).

c. Before each major travel iteration, the regimental POCs will meet with the TCCPM to review travel requirements and processes. The meeting windows are as follows:

(1) Last week in September of the calendar year.

(2) TEE week in December of the calendar year.

(3) Last week in March of the calendar year.

d. Provide pre-OCONUS work sheet with country and city Cadets' plan to visit to the TCCPM for review and guidance on country and theater requirements; FPP, IATPs, requests for leave, visas, FP briefs and State Department travel alerts and warnings. Provide the documents during the following windows:

(1) 2nd week in October of the calendar year.

(2) 2nd week in January of the calendar year.

(3) 2nd week in April of the calendar year.

e. After the TCCPM receives the pre-OCONUS work sheets from the regimental POCs with highlight requirements per location, the regimental POCs will schedule a room per regiment for the TCCPM to brief line-by-line requirements to REG POC, one TAC member per company and one CIC per company in order to limit confusion. The briefing schedules are TBD.

f. Ensure Cadets use the current travel forms and associated documents found on the USMA travel page, Cadet Folder. Travel forms and other document are in COCOM folders. (<https://portal.westpoint.edu/usstaff/g3/training/APACS/Forms/AllItems.aspx>)

g. Ensure theater training requirements are current and do not expire while Cadets are OCONUS. The training links are located in each COCOM travel form.

h. Ensure tourist passports are current and visas, where applicable, are used for leave travel. Official passport is NOT authorized for leave travel. Official passports begin with the number 8.

i. Ensure State Department travel alerts and warnings are reviewed when highlighted on the pre-OCONUS worksheets.

j. O-5/6 approval authorities for AFRICOM, CENTCOM and PACOM are as follows:

(1) When traveling to AFRICOM's AOR approval authorities are as follows:

(a) Map with FPCONs per country is located in the AFRICOM Folder on the USMA G3 Travel Page.

(b) Countries designated as FPCON A and B require O-6 approval.

(c) Countries designated as FPCON C or D or restricted require GO approval.

(d) When submitting packet for AFRICOM travel, submit travel form as a Word document and FPP as a PDF.

(2) When traveling in a leave status to CENTCOM's AOR approval authority are is follows:

(a) O-6 approval.

(b) When submitting packet for CENTCOM travel, submit travel form as a Word document and FPP as a PDF.

(3) When traveling to PACOM's AOR, ensure travelers complete the electronic IATP. IATP link and FP Conditions per country are located on the PACOM Travel form. Approval authorities are as follows.

(a) Countries designated as FPCON A require O-5 approval.

(b) Countries designated as FPCON B require O-6.

(c) Countries designated as FPCON C or D or restricted require GO approval.

(d) IATP is not immediately visible to TAC teams; therefore, review of IATP is not required. Ensure the IATP reference number is in the travel form when submitting for processing.

k. Cadets are required medical screening at Malone Clinic prior to OCONUS travel and can schedule appointments with Malone Clinic when SRP dates are announced. SRP dates are provided prior to each major travel event and individual Cadet travel forms should state the Cadet has been cleared for travel or is pending SRP medical screening.

l. TAC teams/CICs assist Cadet preparation, receive, review, and submit completed OCONUS travel requests at the regimental POC meeting the 35-40-day suspense.

m. The regimental POCs submit travel forms in bulk mail by COCOM to the TCCPM in accordance with the established timelines per major travel event.

n. Use Cadet cheat sheet and pre-OCONUS worksheets for everything related to Cadet leave travel.

Enclosure 3 (Individual Traveler and Officer in Charge (OIC) requesting OCONUS Travel)

1. Travelers, OIC/s will request permission through their chain of command (COC) for OCONUS official or ordinary/emergency leave travel.
2. Once official or leave travel is approved by the COC, the traveler will complete a current USMA travel planning form and associated forms per COCOM as per guidance from organizational CCAs. Once travel forms and associated documents are complete, travelers/OICs will forward request to the CCAs for review and submission to the TCCPM. Travelers are NOT authorized to forward requests directly to the TCCPM. Travel forms and other travel-related documents are located on the USMA G3 OCONUS Travel Page by COCOM, which will be provided to you by you CCA.
3. Travelers will only communicate with their organization's CCA throughout the entire theater/country clearance requesting process, unless the TCCPM contacts them for additional information or to address unusual circumstances.
4. Travelers are responsible to complete all theater required training, review area of responsibility (AOR) briefs and any additional country and theater-specific requirements, as directed by the Foreign Clearance Guide, i. e., FPPs, IATPs, FP briefs, risk assessments, etc.
5. Minimum required training for all OCONUS travel is as follows (travel forms contain the required links):
 - a. AT Level 1 – annual requirement IAW AR 525-13.
 - b. ARSERE 102 and 103 – required every three years IAW AR 350-1.
 - c. ISOPREP – completion date is within 90 days of travel IAW AR 525-28.
 - d. Human Rights Training for SOUTHCOM travel – Annual requirement for official travel.
 - e. Human Rights Training – annual requirement for leave travel to Ecuador and Nicaragua only.
6. For official travel, with guidance from the CCA, traveler obtains proper entry credentials as per the Foreign Clearance Guide (FCG).
 - a. Official passport and visa, when required, may take up to four to six weeks for issue. Travelers not in possession of an official passport or who have not applied for visas when required can contact the West Point Official Passport Agent at 845-938-8490 or email renee.caldwell@usma.edu.

b. Official passports are not authorized for leave travel.

7. Military Personnel/Cadets on leave or official OCONUS travel and DA Civilians on official OCONUS travel are required to do the following:

a. Cadets schedule an appointment for medical screening at Malone Clinic prior to OCONUS travel. SRP dates will be provided three times a year and those dates will be provided to the Cadet chain of command.

b. Active Duty personnel schedule an appointment at Keller Army Community Hospital (KACH) to complete medical clearance requirements as soon as OCONUS travel has been identified. KACH Appointment line is x7992.

c. DOD Civilians on official OCONUS travel can schedule an appointment with Occupational Health to complete medical screening as soon as OCONUS travel has been identified. A Memorandum for Record must be provided to Occupational Health to schedule appointment. Occupational Health can be reached at x2676.

d. Travelers must certify on the travel form the date their medical professional cleared them for travel to that location or that they are pending medical screening.

8. Traveler submits travel request to the CCA no later than 35-40 days prior to the desired OCONUS travel start date. Late submission must provide strong justification as to why the request is late, i. e., last minute official tasking, etc.

9. When applicable, complete the following when traveling into the AFRICOM), CENTCOM or PACOM AOR:

a. When traveling to AFRICOM's AOR, complete the FPP and RA. Approval authorities are as follows:

(1) Countries designated as FPCON A and B require O-6 approval.

(2) Countries designated as FPCON C or D or restricted require GO approval.

(3) When submitting packet to CCA for AFRICOM travel, submit travel form as a Word document and FPP as a PDF.

b. When traveling in a leave status to CENTCOM's AOR, complete request for leave and RA. Approval authority is as follows:

(1) O-6 approval.

(2) When submitting packet to CCA for CENTCOM travel, submit travel form as a Word document and FPP as a PDF.

c. When traveling to PACOM's AOR, complete the electronic IATP. The IATP link and FP conditions per country are located on the PACOM travel form. The approval authorities are as follows.

(1) Countries designated as FPCON A require O-5 approval.

(2) Countries designated as FPCON B require O-6 approval.

(3) Countries designated as FPCON C or D or restricted require GO approval.

(4) IATP is not immediately visible to your chain of command. Ensure the IATP reference number is listed on the travel form when submitting for processing.

Enclosure 4 (Entry Credentials)

1. For official travel to NATO Countries, military personnel will use CAC, DTS travel orders and NATO orders. Administrative officers can sign/approve NATO orders.
2. For official travel to Australia, Bahrain, Japan, Korea, and Singapore, military personnel will use CAC and travel orders (see FCG for any updates or changes).
3. For official travel to Afghanistan, Djibouti, Ethiopia, Jordan, Kuwait, Oman, Niger, Nigeria, Qatar, military and DA Civilian personnel will use CAC and Travel orders (see FCG for any updates or changes).
4. Military and DA Civilians on Official Travel to all other countries will use official Passport; a visa may be required. (see FCG for any updates or changes).
5. Official passport are not authorized as entry credentials for leave travel.
6. Applications for official passports are applied through West Point's Official Passport Agent at x8490 or renee.caldwell@usma.edu.

Enclosure 5 (Theater Entry Training Requirements)

Theater Entry Training Requirements are as follows (individual travel forms contain the training links):

1. Level I Antiterrorism Awareness Training course (JS-US007-14)
<https://Jkodirect.jten.mil> (AR525-13, Antiterrorism). This is an annual requirement and it cannot expire while conducting OCONUS travel.
2. ARSERE 102 and ARSERE 103 (AR 350-1, Leader Training and Development)
This training must be completed every three years and cannot expire while conducting OCONUS travel. Instructions for accessing the training are as follows:
 - a. Web Address: www.lms.army.mil.
 - b. Log-in with CAC.
 - c. Click "Search for Training".
 - d. In search box enter "ARSERE 102" and click "Search". ARSERE 102 and 103 will appear.
 - e. Click "Begin Registration" and then click "Complete Registration".
 - f. Click "GO to Course or Certification Details".
 - g. Click "SERE 102 or 103".
 - h. Click "Launch" to begin training.
3. ISOPREP (AR 525-26, Personnel Recovery). This task must be completed within 90 days of departing on OCONUS travel. First time users will accomplish the ISOPREP task via NIPR. All subsequent updates must be completed via SIPR. NIPR instructions are as follows:
 - a. Answer all sections, not just "required". Each section to the left side of screen has "+". Click on it to expand that section.
 - b. UIC for the staff and faculty is W1FBAA.
 - c. UIC for Cadets is W1FBA1.
 - d. Pictures must be cropped to 200 x 200 pixels.

e. Background statement must have a four-part answer to the questions, i. e., my first car was a Cadillac, it was rust in color, it was a convertible, and it gets 9 MPG.

f. Click "PRO-File center top of page to begin PRO-File
(Enter a PRO-File Survey) to begin survey.
<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>

4. Human Rights Awareness Education (N-US649-HB) <http://jko.jten.mil/>.

a. For SOUTHCOM official travel only.

b. For SOUTHCOM military personnel conducting leave travel to Ecuador and Nicaragua. This is an annual requirement and cannot expire while traveling OCONUS.

Enclosure 6 (References)

1. Aircraft Personnel Automated Clearance System (APACS).
2. HQDA EXORD 103-18 Army ISOPREP and Personnel Recovery Mission.
3. Army Regulation (AR) 525-13 (Antiterrorism), dated 17 Feb17.
4. AR 525-28 (Personnel Recovery), dated 5 Mar 10.
5. AR 350-1 (Army Training and Leader Development), dated 10 Dec 17.
6. Department of Defense (DOD) Anti-Terrorism Officer Guide, dated Nov 12.
7. DOD 4500.54 Foreign Clearance Guide, updated daily.
8. US Africa Command (AFRICOM) General Order Number 1, dated 18 Oct 13.
9. AFRICOM Instruction 32001.11 (Operations, individual and Small Group Travel), 19 Apr 16.
10. US Army Africa Force Protection Plan, dated 19 Jul 13.
11. US Army North OPORD 18-004 Force Protection Mission and Antiterrorism Program.
12. US Army Pacific, Individual Antiterrorism Plan SOP, 15 Aug 13.
13. U.S. Central Command Regulation 55-2, Appendix E, dated 1 Aug 16.
14. US European Command (EUCOM) Request for Visit Germany and Austria.
15. EUCOM Statement of Force Protection Responsibility.
16. US Pacific Command Area of Responsibility Liberty Policy, dated 23 Sep 13.
17. US Southern Command Regulation 0504, dated 20 Feb 15.
18. US Southern Command Regulation 23-1, dated 30 Apr 18.
19. US Southern Command General Order Number 1, dated 1 Mar 13.