



COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028

USPACOMINST 0614.1
J02
5 Jun 09

USPACOM INSTRUCTION 0614.1

Subj: TRAVEL CLEARANCE GUIDE FOR U.S. PACIFIC COMMAND (USPACOM)
THEATER

Ref: (a) DOD 4500.54-G, Pacific, South Asia, and Indian Ocean
Section to the Department of Defense (DOD) Foreign
Clearance Guide (<https://www.fcg.pentagon.mil>)
(b) DOD 4500.53, Department of Defense Commercial Air
Transportation Quality and Safety Review Program

1. Purpose. To establish policies and procedures for
requesting travel clearance into and within the USPACOM area of
responsibility (AOR). This instruction has been completely
revised and should be read in its entirety.

2. Supersedes USPACOMINST 0614.1, dated 24 Oct 06.

3. Applicability. This instruction applies to:

a. All U.S. military organizations within the USPACOM AOR.

b. All DOD personnel and DOD-sponsored personnel traveling
on official visits, official temporary duty to or within the
USPACOM AOR. This includes senior officials, O-7 above, and
Senior Executive Service personnel.

c. All active duty military personnel planning leave travel
within the AOR. Theater clearance is not required except for
when traveling to USPACOM restricted areas. See reference (a)
for countries that requiring country clearance for leave travel.
Country clearance is required for all DOD personnel and DOD-
sponsored personnel planning leave travel to Cambodia.

d. Contractor personnel traveling under DOD sponsorship in
support of a DOD contract are considered DOD-sponsored
personnel. The DOD Component sponsoring DOD contractor travel
shall ensure that all necessary clearances (country, theater,
and special area clearances, as required) are received before
commencing travel. DOD-sponsored contractors shall obtain the

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proper identification credentials (e.g., passport and visa) to enter and exit each country.

e. This instruction does not apply for travel to Hawaii, Alaska, Guam, American Samoa, or any other U.S. territories, possessions, compact states or protectorates. These are the U.S. Territory of Jarvis Island; the Commonwealth of Northern Mariana Islands; the Freely Associated States under the Compacts of Free Association which include the Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI) and the Republic of Palau (ROP); and the following U.S. possessions: Wake Island, Midway Islands, Johnston Island, Baker Island, Howland Island, Palmyra Atoll and Kingman Reef.

4. Types of Travel Clearances. There are three types of travel clearances required for DOD or DOD-sponsored travelers entering or traveling within the PACOM AOR:

a. Theater Clearance is for official and leave travel to or within the USPACOM AOR. The HQ USPACOM Chief of Staff (J02) reviews all theater clearance requests and is the granting authority. See reference (a) for specific theater clearance requirements.

b. Country Clearance is for official and leave travel to or within the USPACOM AOR. U.S. Embassy or the U.S. Embassy Chief of Mission (COM) normally delegates country clearance-granting authority for DOD personnel to the U.S. Defense Representative (USDR) or another defense-related entity in-country.

c. Special Area Clearance is for official and leave travel to or within the USPACOM AOR. Department of State through the Secretary of Defense/Under Secretary of Defense for Policy (SecDef/USDP) approves Special Area clearance. Special Area clearance requirements do not apply to personnel in unified or overseas Service commands traveling to units of those commands, intra-theater troop movements, personnel deploying to support formally-approved exercises or deployments, or aircrew members who perform aircrew duties exclusively. See reference (a) for specific Special Area Clearance requirements.

5. Responsibilities

a. USPACOM Chief of Staff (J02) approves/disapproves all theater travel clearance requests. USPACOM J02 reserves the right to disapprove, overrule or interject comments and concerns

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for travel and activities involving politically sensitive countries and areas.

b. Travelers are responsible for submitting travel clearance requests in accordance with this instruction and reference (a), and ensuring the required approvals from appropriate agencies and countries have been received before commencing travel.

6. Procedures.

a. Travelers should create an Aircraft and Personnel Automated Clearance System (APACS) account at <https://apacs.dtic.mil> for an unclassified account and <https://apacs.dtic.smil.mil> for classified account. A user guide is available for download in the help section of the system. Refer unclassified account related questions or comments to the APACS administrator at apacs@pentagon.af.mil or apacs@saic.com or telephone at (703) 676-5493. Refer classified account related questions or comments to apacs@af.pentagon.smil.mil or telephone at (703) 676-5493.

b. Request Theater clearance from HQ USPACOM J02 via APACS in accordance with reference (a). Upon receipt of original APACS requesting approval of intended travel, USPACOM J02 will take action to obtain approval or denial as appropriate. USPACOM J02 will notify the Requester via APACS.

c. Request Country clearance from the American Embassy/Consulate (or the U.S. Defense Attaché Office (USDAO) if assigned) via APACS in accordance with reference (a). In-country agencies have the authority to approve or deny travel clearance requests. If necessary, in-country clearance authorities may request J02 staff assistance in denying a travel clearance by providing recommendation and rationale. J02 will take appropriate action.

d. Request Special Area clearance from the State Department through the Secretary of Defense (SecDef)/USDP for visits to countries designated as Special Areas. Approval must be obtained via APACS from SecDef/USDP concurrently with country(ies) to be visited. Send request via APACS for all clearance requests to SecDef/USDP in accordance with reference (a).

7. Air Travel within Federal Aviation Administration (FAA)-rated Category 2 countries.

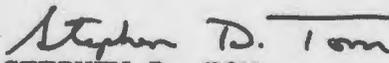
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a. In accordance with reference (b), unless otherwise authorized, air carriers from Category 2 countries are in nonuse status for DOD personnel due to the uncertainty of oversight provided by the carrier's Civil Aviation Authority. Commander, U.S. Pacific Command has approved specific category airlines for a specific duration, refer to reference (a) for most up to date guidance.

b. USPACOM has developed procedures for reporting air transportation quality and safety concerns within the geographic area of responsibility. It is incumbent upon the individual traveler to review the most recent safety data to support their detailed travel itinerary - Aviation Safety Network <http://aviation-safety.net/index.php>. Additionally, USPACOM requires a 30-day safety review to be completed by the USDR/Senior Defense Officer (SDO), before DOD personnel are authorized travel on approved Category 2 carriers. Completion of the safety review will be annotated on the appropriate travel clearance request, via APACS, in the 'Notes' field.

8. Special Procedures for Inspector General (IG) Travel. The IG must notify the appropriate activities listed in reference (a) and provide information copies to the addressees listed as requiring notification. For "No-Notice Inspections," the IG inspection notification will be provided to HQ USPACOM J02 ("eyes only") prior to travel. This will ensure that USPACOM has a record of who is in country in the event of an emergency.

9. Personnel Embarked on Ships. Personnel entering ports while embarked on ships are exempt from travel clearance procedures because deployed ships are covered under the Diplomatic clearance (Ship Visit Request). Service directives apply. This exception does not include personnel joining or departing their ships while in a foreign port.


STEPHEN D. TOM
Major General, U.S. Army
Chief of Staff

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List I

List II

List III