



SOCKOR pre-travel brief for all assigned members.

*****If you are planning a trip to China, please contact me for additional requirements*****

The following order is for travel to a Foreign Country for SMs going on personal leave:

- 1. Directorate approves leave dates**
- 2. J-1 verifies 10% rule and annotates your name down IAW dates requested**
- 3. Submit an IATP request**
- 4. Then IATP is approved**
- 5. Submit an APACS request**
- 6. CoS Signs leave Form**
- 7. Complete SSO required travel documents for JPASS**
- 8. Sign out on leave**
- 9. Sign back from leave**

Why must I read this before I travel?

Per USPACOMINST 0536.2 and the DOD Foreign Clearance Guide, U.S. PACOM assigned personnel, travel worldwide must be entered into Individual Anti-Terrorism Plan (IATP) and Aircraft and Personnel Automated Clearance System (APACS).

Exceptions:

Currently not required for travel to the United States or its Territories/Possessions.

Does this apply to me?

Military: Required for **both** Official (TDY/TAD) and Personal (Leave) Travel.

DOD Civilians / Contractors: Required for **Official Travel**, only, **unless**

otherwise stated in the DOD Foreign Clearance Guide.

This policy is enforced to ensure travelers are aware of, and remain alert to, possible dangers and/or emerging threats to their personal safety while traveling, as well as providing CDR USPACOM with immediate geographic accountability and notification capability of/to its personnel or personnel from other COCOMs who are in their AOR.

Directions:

AT/FP Links (second column)

1. Click on IATP Link: <https://iatp.pacom.mil/>
 - You must complete the IATP **FIRST** then you will be able to submit your APACS request
 - Items that you will need to complete the IATP
 - **AT Level I:** Date must be within the last 12 months of the last day of travel <https://sockor.sof.socom.mil/svc/Lists/Training%20Tracker/default.aspx>
 - **AOR Specific Brief:** **Must be within 90 days of travel.** Located at <https://www.fcg.pentagon.mil/>
 - **SERE 100.2:** Date must be within 36 months of the last day of your travel
 - **ISOPREP verification:** Date must be within 3 months of travel (Army) W/in 12months of travel (All other branches)
 - **Supervisor:** **MUST** be the directorate NCOIC for Enlisted and Directors for Officers.
 - **Approver:** **MUST** be COL Scott Malone II Email: scott.j.malone@socom.mil

What happens next with IATP?

You and I will both receive an email from no-reply@iatp.pacom.mil **the subject line is important.**

If it states ***Travel Tracker entry submitted:*** The IATP is approved and you can submit your APACS request.

If it states ***IATP Submitted:*** I will review the entry and approve the request IF you meet all travel requirements.

You will receive an email each time there is movement with the IATP.

When you receive an email from no-reply@iatp.pacom.mil that has IATP Approved, you can then submit your APACS request.

APACS Directions:

2. APACS Website link: <https://apacs.milcloud.mil/apacs/>

Items needed for APACS submission:

- You **MUST** follow the Lead time the Foreign Clearance guides requires for your specific country of travel. <https://www.fcg.pentagon.mil/>
- The FCG is crucial and you **MUST** review it and follow the directions of the country you are traveling to. <https://www.fcg.pentagon.mil/>
- **When you create your account or if your account is created: Under edit information click the first four check boxes at the bottom of the page to receive notification on the status of your request!**
 - When listing a POC please list me as your POC
 - David Duke david.duke.ctr@socom.mil/722-9008
 - If you receive an email requesting more information you must login in to find out what additional requirements are requested-Typical requests:
 - ◆ Need Hotel POC information-you can list the front desk worker
 - ◆ Must have an approved IATP on file before you submit a APACS request
 - ◆ List someone other than yourself as the unit POC
 - ◆ Include flight itineraries
 - If you are having trouble with APACS please contact me immediately and we will work through it
 - The APACS will combine the theater and Country Clearances together.
 - You must have a theater and country clearance before you travel.

#1 Question-Can I travel Now that I have the Approved IATP and APACS request?

NO! Please remember an approved IATP request and APACS submission does not mean your leave is approved.

You must have a Signed leave form from the CoS! IATP and APACS are requirements in conjunction with the leave form to travel, completely separate from the Leave form