



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA**  
**1903 HATFIELD STREET**  
**FORT HUACHUCA, ARIZONA 85613-7000**

ATZS-CG (525-13a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 23-21 – Foreign Travel

1. REFERENCES.

- a. AR 600-8-10 (Leave and Passes (Rapid Action Revision)).
- b. AR 525-13 (Army Antiterrorism Program).
- c. AR 380-67 (Army Personnel Security Program).
- d. Foreign Clearance Guide (FCG), <https://www.fcg.pentagon.mil/fcg.cfm>.
- e. ARNORTH OPORD 18-004 Force Protection Mission and Antiterrorism Program, 1 Jun 18.
- f. AR 381-12 (Threat Awareness and Reporting Program).

2. APPLICABILITY. This policy concerns foreign travel on official (Temporary Duty) or unofficial (personal) business and applies to all assigned, attached, or temporary duty Active Component military personnel, Army Reserve personnel on active duty status, and Army National Guard personnel in Title 10 status to USAICoE, and includes Defense Language Institute (Presidio of Monterey, CA) and 344<sup>th</sup> Military Battalion (Goodfellow Air Force Base, TX). This policy also applies to USAICoE DA Civilians and DA contractors (provided it does not violate the terms of the contract) when travelling in an official capacity, and to DA Civilians with access to classified information. All foreign trips must be reported to the SSO or G2 Security Office for input into DISS. This includes any day trips across the border of Mexico. This policy is not applicable to those traveling on permanent change of station orders or DA civilians with no access to classified information traveling for personal business. Contractors who are not read on to SCI will report their foreign travel to their respective company FSO (Facility Security Officer).

3. POLICY.

- a. Foreign Travel Briefing Checklist: All USAICoE Security Offices will utilize the enclosed checklist/briefing. The SSO may use their proprietary form as required. Applicable USAICoE travelers, defined in Paragraph 2, will complete the enclosed briefing checklist with their security office 30 days prior to foreign travel. For TDY travel, a copy of the completed checklist should be attached to the Defense Travel System

ATZS-CG (525-13a)  
SUBJECT: POLICY 23-21 – Foreign Travel

(DTS) authorization as a substantiating document as required. Upon return, travelers will report back to their security office for a debriefing. Personnel read-on to SCI programs, facilities, or material will contact their Special Security Officer (SSO) for the SCI pre-brief and debrief. The checklist unifies the Army's two principle foreign travel regulations, Antiterrorism (AT) and Personnel Security (PERSEC). AT requirements concern protection of DA personnel traveling abroad while PERSEC concerns protection of DA classified information. Both regulations attempt to mitigate associated risks inherent to foreign travel such as susceptibility to foreign intelligence services as well as terrorist attacks. Special threat awareness briefings will be presented to those personnel identified in paragraph IAW 1. f. para 2–6 and will either be conducted one-on-one with the individual concerned or in small groups. These briefings will be conducted by CI agents.

b. Foreign Clearance Guide. All applicable travelers, defined in paragraph 2, must review the Department of Defense Foreign Clearance Guide (FCG) (<https://www.fcq.pentagon.mil/fcq.cfm>) prior to travel planning and comply as applicable. The FCG highlights the risks involved with travel to Mexico or other high risk areas, as well as additional restrictions on the travel of US Government personnel. The FCG country page provides access or reference information to the Area of Responsibility Brief (AOR) brief. The AOR brief may be obtained by the Department of State website for the country visited.

c. Country Clearances. Unless specifically not required in the FCG, Personnel subject to this policy will open a travel request in the Aircraft and Personnel Automated Clearance System (APACS). APACS is a web-based tool designed to aid DoD travelers on official business (and in some cases leave) overseas in meeting the clearance requirements outlined in the DoD FCG. APACS automates the process of requesting and approving diplomatic and personnel clearances via a common, centralized, and secure database. Depending on the country, APACS may require the completion or update of the traveler's Isolated Personnel Report (ISOPREP) and/or the Individual Antiterrorism Plan (IATP).

d. ISOPREP. The USAICoE G2, HT-JCOE J2, 111<sup>th</sup> MI Bde S2 offices to include the Battalions offices house ISOPREP managers.

e. IATP. The USAICoE G3, HT-JCOE J3 and the 111<sup>th</sup> MI Bde S3 offices house the IATP assigned Antiterrorism Officers (ATO's). IATP approvers must register at <https://iatp.pacom.mil>. Approvers must meet the following criteria:

- (1) FPCON Normal & Alpha: O-5 (LTC) / civilian equivalent GG/GS-14.
- (2) FPCON Bravo & Charlie: O-6 (COL) / civilian equivalent GG/GS-15.

ATZS-CG (525-13a)  
SUBJECT: POLICY 23-21 – Foreign Travel

(3) FPCON Delta & USINDOPACOM Restricted Areas: Flag Officer (FO) / General Officer (GO) / Senior Executive Service (SES).

f. Required Training. All applicable travelers will, at a minimum, complete AT Level 1 online training (<http://jko.jten.mil>) within six months of the planned trip. Some locations may require completion of the SERE Level 1 training, completion of which is updated on the individual's ISOPREP profile, APACS, or IATP.

g. Approval Levels. Not to be confused with 2e above. Foreign travel approval authority rests with unit procedures unless otherwise outlined in the FCG. All military personnel absence requests for foreign travel, must be routed to the Military Personnel Services Division, Personnel Services Section, prior to approval IAW 1.a., para 2-12, for validation by the Installation Foreign Travel Clearance Manager. Unit commanders will follow up with the S2/G2 and approving COCOM AOR 2 weeks prior to start date on any Soldier's approved unofficial leave travel to ensure there is no change in the country restrictions or APACS travel approval.

4. This policy constitutes a lawful military order, is punitive in nature and applies to military personnel under my general court-martial jurisdiction. Military personnel who violate or fail to obey this policy may be subject to administrative or disciplinary action under Article 92, Uniform Code of Military Justice. While the punitive nature of this order does not apply to DA Civilians, dependents or contractors, those personnel are highly encouraged to avoid non-official travel to the prohibited states and border areas. Lack of compliance by DA Civilians on official travel will be governed by civilian personnel policies and regulations.

5. This memorandum supersedes HQ USAICoE, ATZS-CG memorandum (POLICY 20-21 – Foreign Travel), 21 September 2020.

6. PROPONENT. USAICoE G3 Antiterrorism Officer, 533-5049.

Encl  
Foreign Travel Checklist

RICHARD T. APPELHANS  
Brigadier General, USA  
Commanding

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