

**United States Army Student Detachment  
Aircraft and Personnel Automated Clearance System  
(APACS)**

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Name: Rank: Date of Submission:

SSN (Last 4 Digits): Email Address:

Phone Number: Alternate Phone Number:

Location of Assignment: Leave Dates From: To:

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Step-1: Access the Electronic Foreign Clearance Guide at <https://www.fcg.pentagon.mil/>  
See instructions on the back of this form on navigating through all required areas.

Step-2: Review all mandatory pre-travel training and requirement needs for official travel or leave.

Step-3: Submit the following documents in addition to those required in Step-2:

DA Form 31(Leave Request)

DA Form 4187 (Request for Personnel Action)

Copy of current Passport (includes travel to Mexico, Canada, and U.S. Territories)

Copy of Travel Itinerary (To include location address and phone number)

LES

**All Requests Must Be Submitted 60 Days Prior To Leave Start Date**