

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

Name:	Rank:	Date of Submission:
SSN (Last 4 Digits):	Email Address: Alternate	
Phone Number:	Phone Number: Leave	
Location of Assignment:	Dates From:	To:
	APACS ID #	Current Security
Travel Location / Country:		Clearance Level

Per AR 381-12, Paragraphs 2-6, 2-7, 3-1, and 4-2; report CI Threats accordingly:

- (1) Call the 1-800-CALL-SPY (1-800-225-5779) Hotline if you are located in the United States or in one of the 21 countries where the system may be used;**
 - (2) Call the European CALL SPY Hotline at DSN 537-2176 or COM 49611-143-537-2176;**
 - (3) Call the Korean CALL SPY Hotline at DSN 723-3299 or COM 82-05033-723-3299;**
 - (4) Use the iSALUTE online CI incident reporting link on all Army public Web sites (<https://www.inscom.army.mil/isalute/>)**
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Step-1: Access the Electronic Foreign Clearance Guide at <https://www.fcq.pentagon.mil/>

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

SERE 100

AT LEVEL 1

ISOPREP

TT/IATP # (If Applicable)

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