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To display a list of aircraft clearance requests, do the following:

NOTE: The [Aircraft Request List](#) page is the default view when selecting [Aircraft Requester](#) on the APACS home page (see **Figure 1: Aircraft Request List**, below). The requester may also select the [List Aircraft Requests](#) button on the Aircraft Requester left navigation menu on any screen.

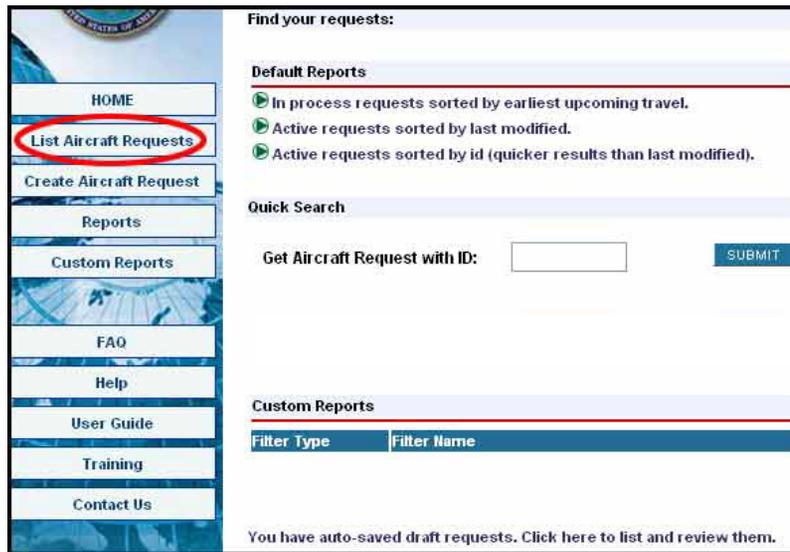


Figure 1: Aircraft Request List

- Choose your preferred sorting method - the following options are available:
 - In process requests sorted by earliest upcoming travel:** Sorts requests by the earliest date contained in the request.
 - Active requests sorted by last modified:** Sorts requests by the most recently edited/modified.
 - Active requests sorted by id (quicker results than last modified):** Sorts requests in descending order by request id number.
 - Get Aircraft Request with ID:** Enter the ID number for the request you are looking for.
 - Get Aircraft Draft by ID:** Enter the ID number for the draft you are looking for.
 - Custom Reports:** For information on setting up the custom reports, see the Custom Reports help file. Custom Reports can be edited by clicking the pencil or deleted by clicking the trash can.
 - Auto-Saved Drafts:** Drafts created as a back-up in the event of a request loss. Bring up the draft list by clicking on the sentences [You have auto-saved draft requests. Click here to list and review them.](#) Requests in the draft list can be edited by clicking the pencil, or deleted by clicking the trash can (see **Figure 2: Aircraft Draft List**, below).

You are seeing draft requests because a version of the request that you worked on was not saved successfully. This feature is used in case you encounter a problem while you are working on a request to prevent you from losing your work. You can review the draft and save it to make it the latest version of your request.

Auto-Saved Drafts (drafts are auto-deleted after 31 days)

Draft Id	Draft Description	Last Modified By	Last Modified	Action
478	Request ID: [NEW] Subject: [BLANK]	Liz Jones	30-06-2011 20:36	 
477	Request ID: [NEW] Subject: [BLANK]	Liz Jones	30-06-2011 20:31	 
472	Request ID: 36790 Subject: Test2 try 2	Liz Jones	13-06-2011 12:55	 
468	Request ID: 36784 Subject: Test for tab descriptions in error messages	Liz Jones	07-06-2011 21:13	 

-- Configure Your Layout -- Results Per Page: 10

Aircraft Request List						
ID	Subject	Earliest Upcoming Travel Date	Status PENDING SUBMISSION			
38469	test	N/A	NEW	Review Request/Submit	Export to File	View History
18798	TEST	N/A	NEW	Review Request/Submit	Export to File	View History

Figure 3: Aircraft Request List sorted by in process requests and by earliest upcoming travel

2. Review the list according to the following columns:

- o **ID:** APACS-assigned number of the aircraft clearance request to be approved.
- o **Subject:** Title created by an Aircraft Diplomatic Clearance Requester for each request submitted.
- o **Earliest Upcoming Travel Date:** List of active aircraft clearance request travel dates, sorted by closest upcoming travel time.
- o **Classification Level:** Identification of a personnel clearance request as **classified** or **unclassified**.

NOTE: On the unclassified APACS, all of the requests must be **UNCLASSIFIED**; therefore the classification field will not show up on the request listing. On the classified APACS, the requester may select an input of **UNCLASSIFIED, CONFIDENTIAL, or SECRET TRAVEL**.

3. Filter current request **Status** by selecting an option in the **Status** column drop-down menu. The status options (see

Figure 4: Status Options) are defined as:

Status
PENDING SUBMISSION
- NEW
- MODIFIED
PENDING APPROVAL
- SUBMITTED
- IN PROGRESS
- NEED MORE INFO
ALL APPROVERS RESPONDED
- APPROVED
- APPROVAL RESTRICTED
- DENIED
- PARTIALLY DENIED
ARCHIVED
CANCELLED
TEMPLATE
ALL ACTIVE REQUESTS

Figure 4: Status Options

- o **PENDING SUBMISSION:** Saved requests that have not yet been submitted or have been taken out of submission for editing, sorted in order of earliest upcoming travel date.
 - **NEW:** Requests that have been saved but have not been submitted for approval in APACS.
 - **MODIFIED:** Requests that have been submitted previously through APACS but were then modified by the requester. Modified requests have not been resubmitted through APACS.
- o **PENDING APPROVAL:** Requests that have been submitted but at least one itinerary clearance determination (approved/denied) has not been provided through APACS, sorted in order of earliest upcoming travel date.
 - **SUBMITTED:** Requests that have been submitted through APACS but no approvers have responded with a clearance determination (approved/denied).
 - **IN PROGRESS:** Requests that have been approved or denied in APACS by at least one approver.
 - **NEED MORE INFO:** Requests that do not contain all information the approver requires to review the request.
- o **ALL APPROVERS RESPONDED:** Requests that have had all approvers respond, sorted in order of last modified.

- approved.
- **APPROVAL RESTRICTED:** Requests for which all approvers for the request have approved but at least one approver has set a restriction to the clearance.
 - **DENIED:** Requests for which all of the approvers have denied the request.
 - **PARTIALLY DENIED:** Requests for which all approvers have responded and at least one approver has denied the request.
- **ARCHIVED:** Requests for which all travel dates are past. APACS automatically archives requests ten days after the ending travel date, regardless of the status. Archived requests are sorted in order of last modified.
 - **CANCELLED:** Requests that were cancelled by the requester and no longer require approval. A request can be cancelled at any time by a requester with edit permissions. Cancelled requests are sorted in order of last modified.
 - **TEMPLATE:** Requests that are saved as templates with identifiable descriptions. A template cannot be submitted for approval but may be updated with current request information, saved as a new request, and submitted for approval under a new title.
 - **ALL ACTIVE REQUESTS:** Lists all active requests. Note that this will not list Archived, Cancelled, or Template requests.
4. Act on the current request by selecting the following links:
- **Review Request/Submit:** Select to display the details of a request, comments on the request, and/or to submit the request.
 - **Export to File:** Select to save the request as a text, html or xml file in a separate location (i.e., locally on your hard drive). The text file is in AUTODIN format.
 - **View History:** Select to view a description of changes made to the request and comments by either an approver or requester. This link also lets the user review an APACS generated detailed listing of specific changes made to the request (see View Audit help file).
 - **Set as Template:** Click to save as a template on which to build new requests.
5. **Configure your layout:** Click this button to change the columns in the layout. **Figure 5: Modify Layout of Aircraft Request List.**

Modify Layout

Restore Defaults
(ID | Subject | Earliest Upcoming Travel Date | Request Type | Request Status | Review/Submit Request | Export To File | View History | Set As Template)

Add New Column:

-- Return to List --

ID	Subject	Earliest Upcoming Travel Date	Request Type	Request Status	Review/Submit Request	Export To File	View History	Set As Template
ID	Subject	Earliest Upcoming Travel Date	Request Type	Request Status	Review/Submit Request	Export To File	View History	Set As Template

Figure 5: Modify Layout of Aircraft Request List.

6. Click the arrows to move columns to the left or right.
7. Click the drop down menu next to **Add New Column** to see all available Columns to add to the **List Aircraft Requests**. (Figure 6: All Available Columns).

Modify Layout

Restore Defaults (ID | Subject | Earliest Upcoming Travel Date | Request Type | Request Status | Review/Submit Request | Export To File | View History | Set As Template)

6

Add New Column: Purpose Of Flight Add

- Purpose Of Flight
- Aircraft Tail Number
- Number Of Passengers
- Cargo Distinguished Visitors
- Cargo Hazardous
- Itinerary Origination
- Itinerary Destination
- Mission POC
- Last Modified Date
- Last Modified By
- Created Date
- First Submitted Date
- Last Submitted Date
- Classification Level
- Aircraft Mission Number(s)
- Aircraft Call Sign(s)
- Itinerary ICAO
- Itinerary Country Name(s)
- Mission POC Organization

-- Return to List --

ID	Earliest Upcoming Travel Date	Request Type	Request Status				
 ID	 Earliest Upcoming Travel Date	 Request Type	 Request Status	 Review/Submit Request	 Export To File	 View History	 Set As Template

Figure 6: All Available Columns.

- Select the column you would like to add and click the add button. The new column will be added to the far left side on the Modify Layout page.
- Click the [Restore Defaults](#) to return the [List Aircraft Requests](#) to its original column format.
- If you selected [Active requests sorted by last modified](#), you can sort information by column by clicking on the column header. You can sort by any of the columns except for Earliest Upcoming Travel Date (if you wish to sort requests by travel date please click [List Aircraft Requests](#) and select [In Process requests sorted by earliest upcoming travel](#)). In [Figure 7](#), the ID column is being used to sort the requests, and a small icon appears over the ID heading to show that this is the column being used to sort requests. You may also sort your active requests by ID, please click [List Aircraft Requests](#) and select [Active requests sorted by id \(quicker results than last modified\)](#).

-- Configure Your Layout -- Results Per Page: 10

Aircraft Request List

ID	Subject	Earliest Upcoming Travel Date	Action	Request Status			
110682	test	15 NOV 2018 10:45	ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History

Figure 7: Aircraft Request List sorted by id (quicker results that last modified) with all Available Columns

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To create an aircraft diplomatic clearance request, do the following:

NOTE: Always refer to the Department of Defense **Foreign Clearance Guide (FCG)**, at <https://www.fcg.pentagon.mil> or <https://www.fcg.pentagon.smil.mil> for specific information on completing an aircraft diplomatic clearance request for each country.

1. Click [Create Aircraft Request](#) on any Aircraft Requester page left navigation menu. (See **Figure 1: Aircraft Request List page with Create Aircraft Request button circled**, below.)

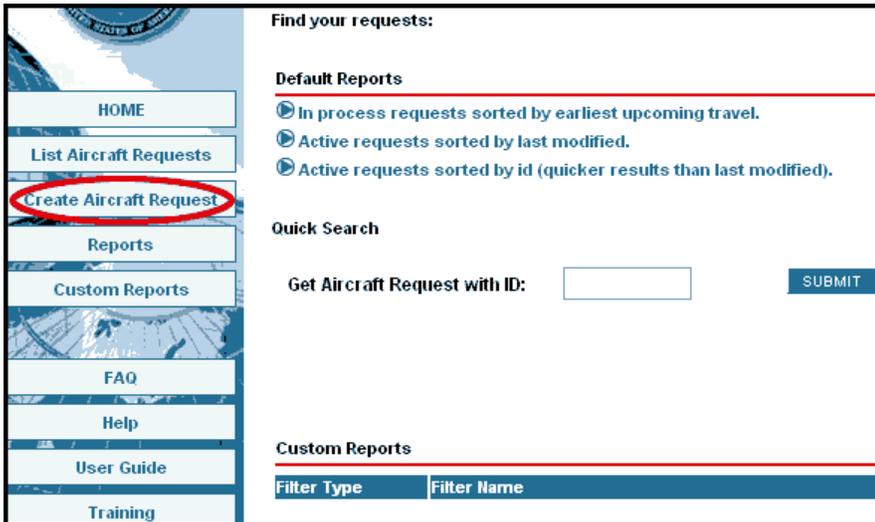


Figure 1: Aircraft Request List page with Create Aircraft Request button circled

NOTE: A clearance approver may not approve the request unless the appropriate fields are completed IAW the DoD FCG, which may require more than the bolded fields.

NOTE: The APACS form is organized into sections with a tabbed interface. (See **Figure 2: Create/Edit Aircraft Request**, below.) If the user's mouse is placed over a green question mark next to a field, a description of what should be entered in that field will pop up. This information will also pop up when the user begins to type information into the field. To disable this feature, click on [Disable Pop-up boxes](#) at the top right corner of the screen.

NOTE: To use Julian Dates click the [Show Julian Dates](#) checkbox at the top right corner of the screen. (See **Figure 4: Create/Edit Aircraft Request - Itinerary tab (with Show Julian Dates selected)**, below.)

Create/Edit Aircraft Request

SAVE REVIEW FOR SUBMISSION VIEW TEXT

Disable  Pop-up boxes
 Show Julian Dates

Subject:  Request ID:

* At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.

Main Itinerary Aircraft Cargo Crew Mission POC

Classification Level: UNCLASSIFIED 

Purpose of Flight: 

Operation/Exercise Name: 

Mission Information: 

continue to Itinerary tab

SAVE REVIEW FOR SUBMISSION

Figure 2: Create/Edit Aircraft Request

TIP: SAVE – Click this button to save the request. Reference the SAVE AIRCRAFT REQUEST help file for further information.

TIP: VIEW TEXT – Click this button to view your request in the AUTODIN format. The information you have entered so far will display in AUTODIN, or as a completed AUTODIN request if you are done.

TIP: DRAFTS – If you accidentally leave your request while you are working on it, a draft will be automatically saved after 5 minutes, and can be found by clicking "you have auto-saved drafts" on the [List Aircraft Requests](#) page. The request will also be assigned a draft ID number at this time. At the top of the page you will see there is an option to delete the draft and close the editor; otherwise the user can continue to fill out their request. (See [Figure 3: Create/Edit Aircraft Request with the draft option circled](#)), below.

Create/Edit Aircraft Request

SAVE REVIEW FOR SUBMISSION VIEW TEXT **DELETE DRAFT AND CLOSE EDITOR**

Disable  Pop-up boxes
 Show Julian Dates

Subject: example  Request ID: 101960
 Draft ID: 588798

* At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.

Main Itinerary Aircraft Cargo Crew Mission POC

Figure 3: Create/Edit Aircraft Request with the draft option circled

SUBJECT– Enter a title for your request to make it identifiable. Please include travel leg segments, origination location first, request type: Aircraft Clearance Request / Short Notice Aircraft Clearance Request).
For example: US/UK/Germany. Short Notice.

[Main](#) | [Itinerary](#) | [Aircraft](#) | [Cargo](#) | [Crew](#) | [Mission POC](#)

MAIN (See Figure 2: Create/Edit Aircraft Request – Main Tab, above.)

NOTE: **Main** is the default view for both creating and editing a request. Begin your clearance request on the **Main** tab.

- **Classification Level (required):** This pull-down menu permits the requester to properly classify the request.

NOTE: Unclassified APACS will default to **UNCLASSIFIED** in the classification level field. Classified APACS provides options: **UNCLASSIFIED**, **CONFIDENTIAL**, and **SECRET**.

- **Purpose of Flight:** The requesters flight purpose is entered into this field.

NOTE: Explain the mission's operational necessity and urgency, as required.

- **Operation/Exercise Name:** Include the operation/exercise the aircraft is supporting.
- **Mission Information:** Include any other information that may be useful to the approver.

2. Select the **Itinerary** tab to proceed to the next section of the request.

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Itinerary (See Figure 4: Create/Edit Aircraft Request – Itinerary tab with Show Julian Dates selected, below.)

Create/Edit Aircraft Request

SAVE REVIEW FOR SUBMISSION VIEW TEXT

Disable  Pop-up boxes
 Show Julian Dates

Subject:  Request ID:

* At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.

Main **Itinerary** Aircraft Cargo Crew Mission POC

Country:  **FCG: LEAD TIME REQUIRED**

Flight Type:

Clearance Required:  **FCG: CLEARANCE REQUIREMENT**

Cargo Visible: 

Crew Visible: 

Airport:  **FCG: AIRPORTS**

ICAO Code: 

Arrival/Entry Date (z):  **hh:mm** (24-hour format) 
 (yyyy-mm-dd) alternate modified julian format (yyddd)

Landing Date (z):  **hh:mm** (24-hour format)
 (yyyy-mm-dd) alternate modified julian format (yyddd)

Takeoff Date (z):  **hh:mm** (24-hour format) 
 (yyyy-mm-dd) alternate modified julian format (yyddd)

Departure/Exit Date (z):  **hh:mm** (24-hour format) 
 (yyyy-mm-dd) alternate modified julian format (yyddd)

Previous APACS ID: 

Next APACS ID: 

Entry Points: 

Exit Points: 

Route of Flight: 

Fuel Services: 

Aircraft Services: 

Other Logistical Support: 

Country Specific Information:  **FCG: COUNTRY SPECIFIC**

Short Notice Justification: 

ADD ITINERARY ITEM **UPDATE ITINERARY ITEM** **CLEAR FORM**

IMPORT ITINERARY **VIEW DETAILS FOR ALL ITINERARIES** **UPDATE ITINERARY TIMES**

Itinerary Summary *click country to view details* Auto Sort Itinerary 

▲	Country	ICAO	Entry	Exit	Type	Edit	Remove
There are currently no itineraries on this request.							

continue to **Aircraft** tab

SAVE REVIEW FOR SUBMISSION

Figure 4: Create/Edit Aircraft Request – Itinerary tab (with Show Julian Dates selected)

Blanket Clearances: If you have blanket clearance to the country you are traveling to/overflying, complete the itinerary for this country but deselect the clearance required button, and in the Country Specific Information field state the blanket clearance number.

- o **Country (required):** Select the country to be visited from the drop-down menu.
- o **FCG: LEAD TIME REQUIRED:** Select this button to open a window containing information listed in the **Foreign Clearance Guide** regarding submission lead time required to receive an aircraft clearance for the chosen country. Ensure the Request Type line in the Main tab agrees with the information in this window.

- o **Approving Organizations (required):** If this option appears, select the appropriate approving organization from the drop-down menu. If the organization is not known, select **Unknown**.
- o **Flight Type (required):** Click on the drop-down menu and select the choice that identifies if the mission is taking off from, flying over, or landing in the chosen country.

NOTE: If **OVERFLY** is selected, the Airport, ICAO Code, Fuel Services, Aircraft Services, and Other Logistical Support fields will be disabled; Flight Leg Type checkboxes will be disabled; and Landing Date (z) and Takeoff Date (z) will be disabled, allowing the user to enter the Arrival/Entry Time (Z) and Departure/Exit Time (Z) only.

- o **Clearance Required:** This box is checked by default. Uncheck this box if the clearance is not required.

NOTE: Select the **FCG: CLEARANCE REQUIREMENT** button to verify specific instructions and to determine if an aircraft clearance is required for the chosen countr. (See **Figure 5: Clearance Requirements sample window**, below).

A. CLEARANCE REQUIREMENTS

1. Blanket Clearances:
 - a. Albania grants monthly blanket overflight clearance numbers for all US military aircraft. Submit an APACS request for the current clearance number.
 - b. For emergency short-notice overflights, contact USDAO Tirana for the number.
2. One-Time Clearances.
 - a. Diplomatic clearance through USDAO Tirana is required for all landings.
3. US Navy commands considering sending aircraft into the USNAVEUR AOR should refer to specific entry requirements located at the CNE-C6F secure Collaboration at Sea (CAS) website, on the SIPRnet, <http://205.0.171.115/navy/c6f/site.nsf> (Select "Operations," then "Air Operations.")
4. Aircrews are required to file ICAO flight plans; consult the [Foreign Clearance Manual, C2.3.2.4](#) for further information.
5. DoD commercial contract aircraft must use the Appendix for overflight and landing procedures. Do NOT use Section II.

B. LEAD-TIME AND VALIDITY

1. Lead-time: seven (7) days.
 - a. Short-notice requests must be fully justified. Administrative oversights and schedule changes are not considered sufficient justification.
2. Clearance valid for: plus or minus 72 hours.

C. CONTENT OF CLEARANCE REQUEST

1. Prepare and submit the clearance request automatically with APACS at <https://apacs.dtic.mil> or if classified,

Figure 5: Clearance Requirements sample window

- o **Cargo Visible:** Checking this box allows approvers to view information contained in the Cargo tab.
- o **Crew Visible:** Checking this box allows approvers to view information contained in the Crew tab.
- o **Airport:** Select the **FCG: AIRPORTS** button to display a list of airports from the **Foreign Clearance Guide**. (See **Figure 6: Airports/ICAO Code selection window**, below). Click on the Airport name to automatically fill the airport and ICAO code fields. If your airport is not displayed, type in the airport name and ICAO code.

NOTE: United States airports and ICAO codes must be entered manually if the US is your origination or destination.

Airport	Code
Abu Dhabi Intl	OMAA
Dubai Intl	OMDB

Figure 6: Airports/ICAO Code selection window

- o **ICAO Code (required):** Complete this field as identified in the **Airport** field. (See **Figure 6: Airports/ICAO Code selection window**, above).
- o **Arrival/Entry Date (z):** Enter the entry date for entering the country's airspace using a YYYY-MM-DD format or by selecting the date on the calendar. Enter an arrival time using a 24-hour format (i.e., 00:01 to 23:59), in the hh and mm field. Select **Show Julian Dates** and the modified julian format (yyddd) will appear. (See **Figure 7: Origination flight options with Show Julian Dates selected**, below.)
- o **Landing Date (z):** Enter an arrival date using a YYYY-MM-DD format or by selecting the date on the calendar. Enter an arrival time using a 24-hour format (i.e., 00:01 to 23:59), in the hh and mm field. Select **Show Julian Dates** and the modified julian format (yyddd) will appear. (See **Figure 7: Origination flight options with Show Julian Dates selected**, below.)

- o **Origination:** Select the checkbox if the country entered is the **first traveling point of the itinerary**. This will disable the Arrival Date (z) and Entry Date (z) fields (See **Figure 7: Origination flight options with Show Julian Dates selected**, below.)

The screenshot shows a flight options form. On the left, there are four date and time fields: 'Arrival/Entry Date (z):', 'Landing Date (z):', 'Takeoff Date (z):', and 'Departure/Exit Date (z):'. Each field has a calendar icon and a '24-hour format' label. Below each field is an 'alternate modified julian format (yyddd)' field. The 'Takeoff Date (z)' field is filled with '2015-02-24' and '1200', and its alternate format is '5055'. On the right, the 'Flight Leg Type:' section contains four checkboxes: '*Origination' (checked), 'En Route Stop', '*Termination', 'Intra Country Flight No Exit', and 'Intra Country Flight No Entry'. Each checkbox has a help icon.

Figure 7: Origination flight options with Show Julian Dates selected

- o **En Route Stop:** Select this box if the aircraft is making an en route stop in this country.
- o **Takeoff Date (z):** Enter a departure date using a YYYY-MM-DD format or by selecting the date on the calendar. Enter a departure time using a 24-hour format (i.e., 00:01 to 23:59), in the hh and mm field. Select **Show Julian Dates** and the modified julian format (yyddd) will appear. (See **Figure 7: Origination flight options with Show Julian Dates selected**, above.)
- o **Departure/Exit Date (z):** Enter an exit date for exiting the countrys airspace using a YYYY-MM-DD format or by selecting the date on the calendar. Enter an exit time using a 24-hour format (i.e., 00:01 to 23:59), in the hh and mm field. Select **Show Julian Dates** and the modified julian format (yyddd) will appear. (See **Figure 7: Origination flight options with Show Julian Dates selected**, above.)
- o **Termination:** Select the checkbox if the country entered is the **last traveling point of the itinerary**. This will disable the Departure Date (z) and Exit Date (z) fields (see **Figure 8: Termination flight options**).

The screenshot shows the same flight options form as Figure 7. In this version, the 'Flight Leg Type:' section has '*Termination' checked, while '*Origination' is unchecked. The date and time fields are empty.

Figure 8: Termination flight options

- o **Intra Country Flight No Exit:** Select this option if this part of the flight plan is remaining in-country.
- o **Intra Country Flight No Entry:** Select this option if this part of the flight plan is starting off in-country.
- o **Previous APACS ID:** Previous mission Id.
- o **Next APACS ID:** Next mission Id.
- o **Entry Points:** Specify where you plan to enter the countrys airspace from.
- o **Exit Points:** Specify where you plan to exit the countrys airspace from.
- o **Route of Flight:** Enter the route you intend to take. This field can be expanded by dragging the lower right corner.
- o **Fuel Services:** List specific fuel service requirements of the country. This field can be expanded by dragging the lower right corner.
- o **Aircraft Services:** List specific aircraft service requirements of the country. This field can be expanded by dragging the lower right corner.
- o **Other Logistical Support:** List specific logistical support requirements of the country. This field can be expanded by dragging the lower right corner.
- o **Country Specific Information:** List country specific information in this block. This field can be expanded by dragging the lower right corner. Select the **FCG: COUNTRY SPECIFIC** button to display specific requirements of the country listed in the **Foreign Clearance Guide**. (See **Figure 9: Country Specific Requirements sample window**, below.)
- o **Short Notice Justification:** Include information as to why the request does not meet the submission lead time of one or more of the countries to be visited. Consult the **Foreign Clearance Guide** for more information.

C. CONTENT OF CLEARANCE REQUEST

1. Prepare and submit the clearance request automatically with APACS at <https://apacs.dtic.mil> or if classified, <https://apacs.dtic.smil.mil>.
2. Information required in the "Country Specific Information" field on the "Itinerary" tab in APACS or in paragraph 6 of the Aircraft Clearance request message.
 - a. Route of flight:
 - (1) Territory/FIR entry point (name or coordinates- name is preferred), date/time (Z).
 - (2) Route of flight within territory or FIR of country.
 - (3) Territory/FIR exit point (name or coordinates),date/time (Z).
3. If the Aircraft Clearance Request is classified, include paragraph markings and downgrade instructions to ensure timely processing. See the [Foreign Clearance Manual, Figure C2.F1](#)

Figure 9: Country Specific Requirements sample window

NOTE: **ADD ITINERARY ITEM**, **UPDATE ITINERARY ITEM**, or **CLEAR FORM** must be selected for each itinerary leg before the information or changes can be saved.

▲	Country	ICAO	Entry	Exit	Type	Edit	Remove
	United States	EWM		2018-11-13 11:50	TAKE OFF/LAND		
+	United Kingdom	LHR	2018-11-15 10:45		TAKE OFF/LAND		

Figure 10: Flight information added sample window

- o **ADD ITINERARY ITEM:** Select this button to add the country information to the itinerary list. (See **Figure 10: Flight information added sample window**, above.)
- o **UPDATE ITINERARY ITEM:** Select this button after you have finished editing an itinerary that has already been added in the request.
- o **CLEAR FORM:** If you decide not to make changes to a highlighted itinerary, click the **CLEAR FORM** button to remove all of the itinerary information from the fields. If changes were made, they will not be saved by clicking the **CLEAR FORM** button. **CLEAR FORM** does not remove the country from the request.
- o **IMPORT ITINERARY:** Click this if you would like to upload an itinerary from a CSV or XML file. The Aircraft Itinerary Uploader window will open with instructions on how to upload files as well as providing examples of acceptable files and country code listing. (See **Figure 11: Aircraft Itinerary Uploader window**, below.) Choose the file type you intend to upload (CSV or XML) and click Browse to select the appropriate file. Clicking update will upload that file to the Itinerary List at the bottom of the Itinerary tab. To view samples of each type of file, click the [here](#) link to either open the example file or save it to your hard drive.

NOTE 1: XML files using a time or date method other than the one used by APACS will not transfer properly. Be sure time fields are in 24 hour format (hh:mm) and date fields are in YYYY-MM-DD format.

NOTE 2: Please note that APACS is currently accepting 2 and 3 digit country codes for itinerary uploads. We urge users to begin using the 3 digit country codes as the 2 digit country codes will be phased out over the 6 months.

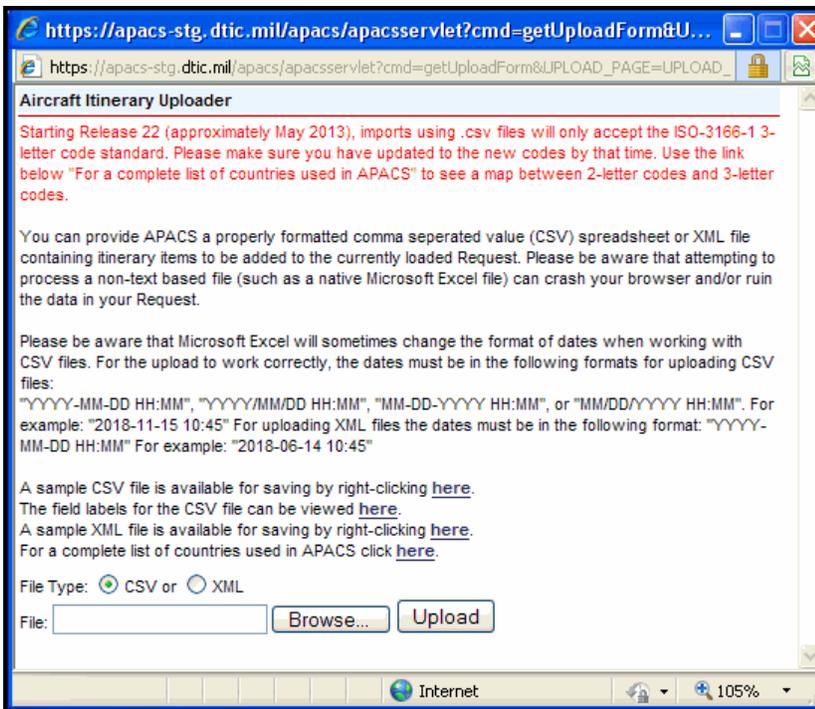


Figure 11: Aircraft Itinerary Uploader window

- **VIEW DETAILS FOR ALL ITINERARIES:** Select this button to view all itineraries in the request at once. (See **Figure 12: Itinerary Details sample window**, below.) Click on the x at the top right of the window to close it.

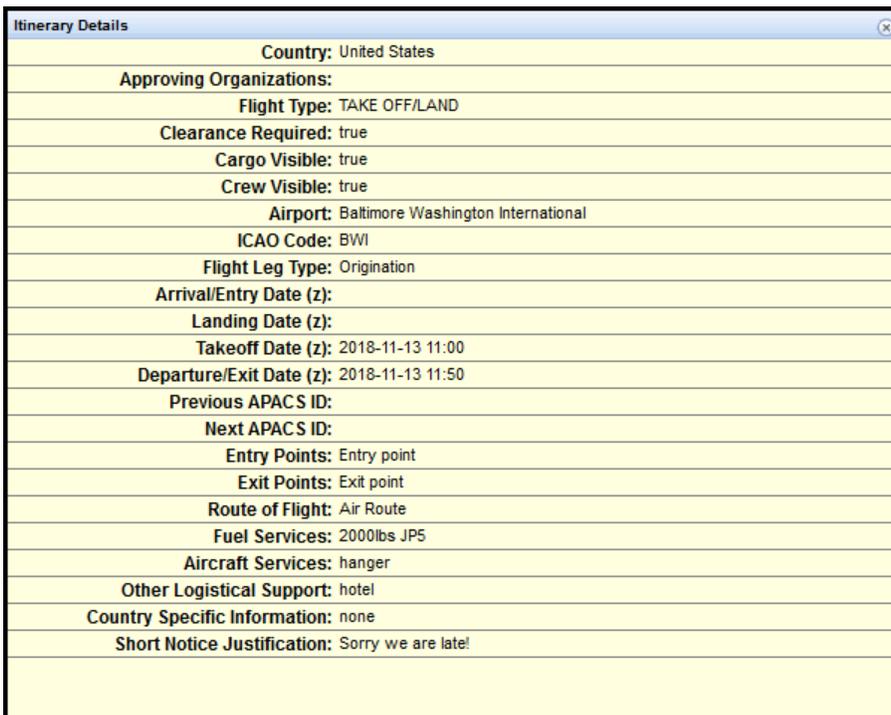


Figure 12: Itinerary Details sample window

- **UPDATE ITINERARY TIMES:** Select this button to view all itinerary times in the request at once (see **Figure 13: Update Itinerary Times window**, below). Edit as many or as few of the fields as necessary, then click **UPDATE TIMES**. You may update all itinerary times at once by using the Bulk Change Selected Dates feature - i.e. you may change the entire trip by a day, hour, or minutes. (See **Figure 13.2: Update Itinerary Times window, Bulk change circled**), below.

Figure 13: Update Itinerary Times window

Figure 13.2: Update Itinerary Times window with Bulk Change Selected Dates circled

- o **ITINERARY SORT:** The aircraft requester allows the user to sort the itineraries listed in the itinerary summary themselves by using the arrow located to the left of the listing. The user can enable the system to auto-sort these itineraries based on the travel dates and times by clicking the checkbox next to **Auto Sort Itinerary** above the itinerary summary. (See **Figure 14: Auto Sort Itinerary option circled**, below.)

Figure 14: Auto Sort Itinerary option circled

3. To edit an itinerary, click on the pencil in the same line as that itinerary, and when your previously entered information appears in the fields above, make the changes as necessary and click **UPDATE ITINERARY ITEM**. To delete an itinerary, click on the trash can in the same line as that itinerary. (See **Figure 10: Flight Information Added Sample window**, above.)
4. Select the **Aircraft** tab to proceed to the next section of the request.

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Aircraft (See **Figure 15: Create/Edit Aircraft Request – Aircraft tab**, below.)

Create/Edit Aircraft Request

SAVE REVIEW FOR SUBMISSION VIEW TEXT

Request ID: 110638

Subject: Example

At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.

Main Itinerary **Aircraft** Cargo Crew Mission POC

Type:

Call sign:

Alternate Call sign(s):

Tail Number:

Alternate Tail Number(s):

Mission Number:

Fuel Services Payment Information:

Aircraft Service Payment Information:

Logistical Support Payment Information:

Aircraft Notes:

ADD AIRCRAFT ITEM UPDATE AIRCRAFT ITEM CLEAR FORM

Aircraft Summary *click aircraft to view details*

Type	Call Sign	Alt Call Sign	Tail Number	Mission Number	Edit	Remove
F16	tango 1	charlie foxtrot	123	mission 234		

continue to **Cargo** tab

SAVE REVIEW FOR SUBMISSION

Disable Pop-up boxes
Show Julian Dates

Figure 15: Create/Edit Aircraft Request – Aircraft tab

- **Type (required)**: List the specific type of aircraft.
- **Callsign**: List the callsign for the aircraft.
- **Alternate Callsign(s)**: List the alternate callsign(s) for the aircraft.
- **Tail Number**: List the tail number of the aircraft.

Alternate Tail Number(s): List the alternate tail number(s) for the aircraft. Click the piece of paper with the plus sign on it to upload this information from a CSV file (see **Figure 19: Comma Separated Value (CSV) Uploader**, below). Click the piece of paper with RTF on it to switch over to rich text formatting, then click on the edit pencil to enter your information. This will allow you to use standard formatting options (text, numbering, indentation, etc.) in this field. (See **Figure 16: Rich Text Editor**, below.) When you perform the copy and paste, be sure to paste by clicking **CTRL + V**, otherwise the user will receive an error stating The "Paste" action is only available in your browser using a keyboard shortcut. Use ctrl+V. Click **Plain Text Editor** to switch back to text entry only.

- Click **Update** to save your changes or **Cancel** to return to the request. Click **Plain Text Editor** to revert back to plain text.

The screenshot shows a web form with several input fields. The 'Alternate Tail Number(s)' field is the largest and contains a rich text editor. A red circle highlights the 'Plain Text Editor' button, which is represented by a pencil icon. Other visible fields include 'Alternate Call sign(s)', 'Tail Number', 'Mission Number', and 'Fuel Services Payment Information'. The 'Fuel Services Payment Information' field has a green question mark icon next to it.

Figure 16: Rich Text Editor

- Mission Number:** List the mission number for the request.
- Fuel Services Payment Information:** List AIR Card, cash or other. DO NOT list fund citation. DO NOT enter credit card or AIR card numbers.
- Aircraft Service Payment Information:** (Within Airfield) List AIR Card, Fund Cite, cash or other. DO NOT enter credit card or AIR card numbers.
- Logistical Support Payment Information:** (Outside Airfield) List Fund Cite, cash or other. DO NOT enter credit card numbers. NOTE: AIR card cannot be used for off-airfield support.
- Aircraft Notes:** List any other pertinent information about the aircraft not covered elsewhere in the Aircraft tab.
- ADD AIRCRAFT ITEM:** Select this button to add the aircraft information to the aircraft list. (See **Figure 17: Flight information added sample window**, below.)

Type	Call Sign	Alt Call Sign	Tail Number	Mission Number	Edit	Remove
F16	tango 1	charlie foxtrot	123	mission 234		

continue to [Cargo](#) tab

SAVE REVIEW FOR SUBMISSION

Figure 17: Flight information added sample window

11. **UPDATE AIRCRAFT ITEM:** Choose an aircraft from the list to load the information in the form to be edited. Update the information in each field, as required. Click on **UPDATE AIRCRAFT ITEM** to change the information in the aircraft list.
 12. **CLEAR FORM:** If you decide not to make changes to a highlighted aircraft, click the **CLEAR FORM** button to remove all of the aircraft information from the fields. If changes were made, they will not be saved by clicking the **CLEAR FORM** button. **CLEAR FORM** does not remove the aircraft from the request.
- NOTE:** **ADD AIRCRAFT ITEM, UPDATE AIRCRAFT ITEM, or CLEAR FORM** must be selected for each aircraft before the information or changes can be saved.
13. To edit an aircraft, click on the pencil in the same line as that aircraft listing, and when your previously entered information appears in the fields above, make the changes as necessary and click **UPDATE AIRCRAFT ITEM**. To delete an aircraft, click on the trash can in the same line as that aircraft listing. (See **Figure 17: Flight Information Added Sample window**, above.)
 14. Select the **Cargo** tab to proceed to the next section of the request.

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Cargo (See Figure 18: Create/Edit Aircraft Request – Cargo tab, below.)

SAVE REVIEW FOR SUBMISSION VIEW TEXT

Request ID: 1087679

Disable Pop-up boxes 19
Show Julian Dates

Subject:

* At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.

Main Itinerary Aircraft **Cargo** Crew Mission POC

Number of Passengers:

Distinguished Visitors (name/rank/title):

Description:

Hazardous Cargo:

Notes:

continue to Crew tab

SAVE REVIEW FOR SUBMISSION

Figure 18: Create/Edit Aircraft Request – Cargo tab

- **Number of Passengers:** List the total number of passengers, **excluding aircrew**.

NOTE: Aircrew will be addressed on the next tab.

- **Distinguished Visitors (name/rank/title):** List the name, rank, and title of any distinguished visitors traveling on the mission.
- **Description:** List a specific description of the **non-hazardous** cargo to be carried on this mission.
- **Hazardous Cargo:** List a specific description of the **hazardous** cargo to be carried on this mission. Information can be automatically uploaded in this tab by clicking on the image with a piece of paper and a green plus sign next to it. When this image is clicked, the Comma-Separated Value (CSV) uploader window will appear. (See **Figure 19: Comma Separated Value (CSV) Uploader**, below.) To view samples of each type of file, click the [here](#) link to either open the example file or save it to your hard drive.

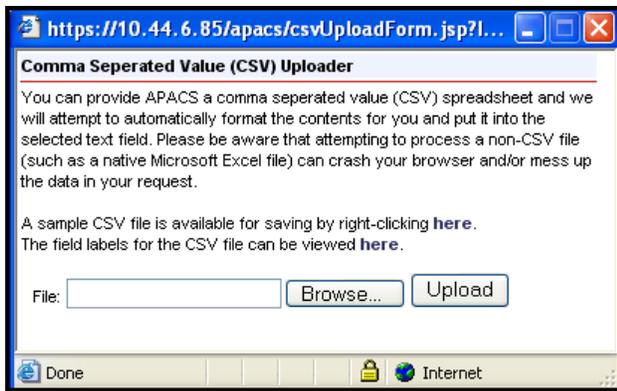


Figure 19: Comma Separated Value (CSV) Uploader

Click on the piece of paper with "RTF" on the front to switch to rich text format. This will allow you to cut and paste from any document and maintain the original formatting. (See **Figure 16: Rich Text Editor**, above.)

When you perform the copy and paste, be sure to paste by clicking **CTRL + V**, otherwise the user will receive an error stating **The "Paste" action is only available in your browser using a keyboard shortcut. Use ctrl+v**. Click **Plain Text Editor** to switch back to text entry only.

- o **Notes:** List any other pertinent information about the cargo, not covered elsewhere in the Cargo tab. List administrative support requirements for cargo identified in this tab. If no support is requested, state so.

15. Select the **Crew** tab to proceed to the next section of the request.

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Crew (See **Figure 20: Create/Edit Aircraft Request – Crew tab**, below.)

Figure 20: Create/Edit Aircraft Request – Crew tab

- o **Commander Name:** Include the name of the commander.
- o **Commander Rank:** Include the rank of the commander.
- o **Number of Crew:** List the total number of crew members supporting the mission.

- o **Crew Names and Ranks:** List each crew member by name and rank. Click the icon on the right to upload this information from a CSV file via the CSV Uploader. (See **Figure 19: Comma Separated Value (CSV) Uploader window**, above.) Click Browse to select the file and Click Upload to upload the information directly into this block. To view samples of each type of file, click the [here](#) link to either open the example file or save it to your hard drive. **NOTE:** You can also copy and paste the information for the crew names, nationalities and notes from an XML spreadsheet. Click on the piece of paper with "RTF" on the front to switch to rich text format. This will allow you to cut and paste from any document and maintain the original formatting. (See **Figure 16: Rich Text Editor**, above.) When you perform the copy and paste, be sure to paste by clicking **CTRL + V**, otherwise the user will receive an error stating **The "Paste" action is only available in your browser using a keyboard shortcut. Use ctrl+V**. Click **Plain Text Editor** to switch back to text entry only.
 - o **Nationality of Non-US Crew:** Enter the nationality(ies) of any aircrew members who are not US citizens. Click the icon on the right to upload this information from a CSV file via the CSV Uploader. (See **Figure 19 Comma Separated Value (CSV) Uploader window**, above.) Click Browse to select the file and Click Upload to upload the information directly into this block. To view samples of each type of file, click the [here](#) link to either open the example file or save it to your hard drive. Click on the piece of paper with "RTF" on the front to switch to rich text format. This will allow you to cut and paste from any document and maintain the original formatting. (See **Figure 16: Rich Text Editor**, above.) When you perform the copy and paste, be sure to paste by clicking **CTRL + V**, otherwise the user will receive an error stating **The "Paste" action is only available in your browser using a keyboard shortcut. Use ctrl+V**. Click **Plain Text Editor** to switch back to text entry only.
 - o **Notes:** List any other pertinent information about the aircrew (i.e., number of officers, number of enlisted, etc.), not covered in the **Crew** tab.
16. Select the **Mission Point Of Contact (POC)** tab to proceed to the next section of the request.

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Mission POC (See Figure 21: Create/Edit Aircraft Request – Mission POC tab, below.)

The screenshot shows the 'Create/Edit Aircraft Request' interface. At the top, there are buttons for 'SAVE', 'REVIEW FOR SUBMISSION', and 'VIEW TEXT'. Below these, the 'Subject' field contains 'test' and the 'Request ID' is 110505. A note states: '* At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.' The 'Mission POC' tab is selected in the navigation bar. The form fields include: Name (with a question mark icon), Rank, Address (with a question mark icon), Unit Location (with a question mark icon), Title, Organization, COMM Phone, DSN Phone, COMM Fax, DSN Fax, and Email. At the bottom, there are buttons for 'SAVE' and 'REVIEW FOR SUBMISSION'. On the right side, there are checkboxes for 'Disable Pop-up boxes' and 'Show Julian Dates'.

Figure 21: Create/Edit Aircraft Request – Mission POC tab

- o **Name (required):** List the name of the sponsoring organizations mission POC.
- o **Rank:** List the rank of the sponsoring organizations mission POC.
- o **Address:** List the mailing address of the sponsoring organizations mission POC.
- o **Unit/Location:** Include the base or post of the sponsoring organizations mission POC.
- o **Title:** List the job title of the sponsoring organizations mission POC.
- o **Organization (required):** List the name of the sponsoring organization.
- o **COMM Phone (required):** List the commercial phone number of the sponsoring organizations mission POC.

- **DSN Phone:** List the DSN phone number of the sponsoring organizations mission POC.
- **COMM Fax:** List the commercial fax number of the sponsoring organizations mission POC.
- **DSN Fax:** List the DSN fax number of the sponsoring organizations mission POC.
- **Email:** List the email address of the sponsoring organizations mission POC.

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NOTE: If an APACS session terminates prematurely (i.e., loss of Internet connectivity or a computer is turned off prior to saving), an auto-draft of the most recent updated request can be retrieved by clicking on [List Aircraft Requests](#).

NOTE: A request may be saved at any point while entering information. If you save a request prior to completing the required fields for submission, an error message at the top of the page will appear specifying what fields remain to be completed.

TIP: Use the following text links to jump to specific sections of this Help file:

[Save a Request](#) | [Create and Save a New Request from a Template](#)

Save a Request

1. While in the edit mode of a request, click **SAVE** to open the [Create/Edit Aircraft Request](#) save window. (See [Figure 1: Create/Edit Aircraft Request – Save](#), below.)

Create/Edit Aircraft Request

SAVE REVIEW FOR SUBMISSION VIEW TEXT

Subject: Request ID:

Disable Pop-up boxes
 Show Julian Dates

* At a minimum, bold fields are required for submission. Consult FCG for all clearance requirements.

Main Itinerary Aircraft Cargo Crew Mission POC

Classification Level: UNCLASSIFIED

Purpose of Flight:

Operation/Exercise Name:

Mission Information:

continue to Itinerary tab

SAVE REVIEW FOR SUBMISSION

Figure 1: Create/Edit Aircraft Request – Save

2. Edit the following fields, as necessary:

Subject (required): Enter a short title for the request that will allow APACS approvers to easily identify/locate this Aircraft Diplomatic Clearance Request. Please include travel leg segments, origination location first, request type: Aircraft Clearance Request / Short Notice Aircraft Clearance Request). For example: US/UK/GERMANY, Short Notice.

NOTE: If you are modifying an existing request, creating a new request from a template, or modifying a template and wish to rename the aircraft clearance request, type a new subject in the field. This will distinguish a request in the [Aircraft Request List](#).

3. Click the **SAVE** button to save the entered information and return to the request editor. A saved successfully message and the last tab you were working on will appear. This request message will now be available in the [Aircraft Request List](#).
4. Click the **REVIEW FOR SUBMISSION** button to save the request and submit without making further changes or additions. This will bring you to the [Aircraft Request Detail](#) page where you can review your information before submitting.

NOTE: If the Lead time requirement has not been met for an Itinerary - Country, you will not be able to submit the request until a justification has been entered on the **Itinerary Tab** in the [Short Notice Justification](#) field.

5. Click the **CANCEL** button to return to the tab you were working on without saving.

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Create and Save a New Request from a Template

To use an Aircraft Request template to create and save a new request, do the following:

1. Click [Custom Reports](#) from the left navigation menu.
2. Use the drop-down menu to select **Status**, then select **TEMPLATE** from the status list. (See [Figure 2: Aircraft Request Reports with TEMPLATE circled](#), below.)

Figure 2: Aircraft Request Reports with TEMPLATE circled

3. Click on **RUN REPORT** to run the report once or **SAVE REPORT** to save this report for future use. If you opt to save the report, you will need to title it (i.e., Templates). If you opt to save the report, you will need to click on that report under the **Filter Name** when returned to the List Aircraft Requests to run it.
4. Click the **ID** number of the template you wish to edit. The template information will load on the [Create/Edit Aircraft Request](#) page.
5. Edit the fields within each tab, as necessary. On the Itinerary and Aircraft tabs, if you wish to edit a previously added itinerary or aircraft, scroll down to the bottom of the tab and click on the pencil to the right of the listing (see [Figure 3: Itinerary List in Itinerary tab](#)). Once the previously entered information populates the fields above, make

your modifications and then click **UPDATE ITINERARY ITEM** at the bottom of the tab. If you want to discard your changes, click **CLEAR FORM** to keep the previous version of the listing. You can also change the times on all itineraries at once by clicking **UPDATE ITINERARY TIMES**. (See **Figure 4: Update Itinerary Times window**, below.) After making your changes, click **Update Times**, or click **Cancel** to return to your request without saving the changes.

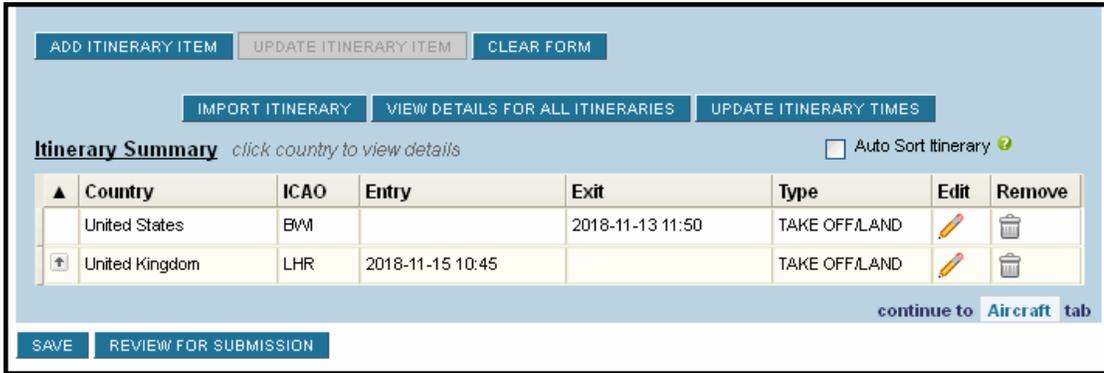


Figure 3: Itinerary List in Itinerary Tab

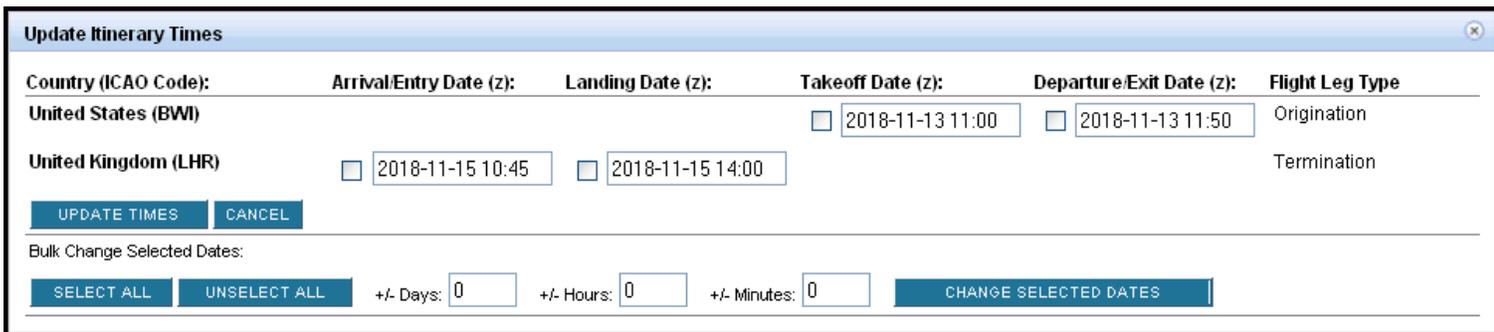


Figure 4: Update Itinerary Times window

- Click **SAVE** to update the **TEMPLATE**. Click on the **SAVE AS NEW REQUEST** button. (See **Figure 5: Template Save Window**, below.) This will create a new request with a status of **NEW** in the **Aircraft Request List**. A "saved successfully" message and the last tab you were working on will appear. The original template will remain unchanged in the **TEMPLATE** list. See the **SUBMIT/RESUBMIT AIRCRAFT REQUEST** help file for more information.



Figure 5: Template Save Window

A draft copy of each request is auto saved by APACS every 5 minutes after the user begins to edit the request. If the APACS user is a member of a group, drafts will be available to all group members. To open a draft, follow these instructions:

1. Click [List Aircraft Requests](#) from the left navigation menu.
2. If there are [Auto-Saved Drafts](#) in the system, they will be listed at the bottom of the screen. (See **Figure 1: List Aircraft Requests with emphasis around Auto-Saved Drafts**, below.) Click on this sentence to view a listing of all drafts. (See **Figure 2: List Aircraft Requests with emphasis around Draft listing**, below.)

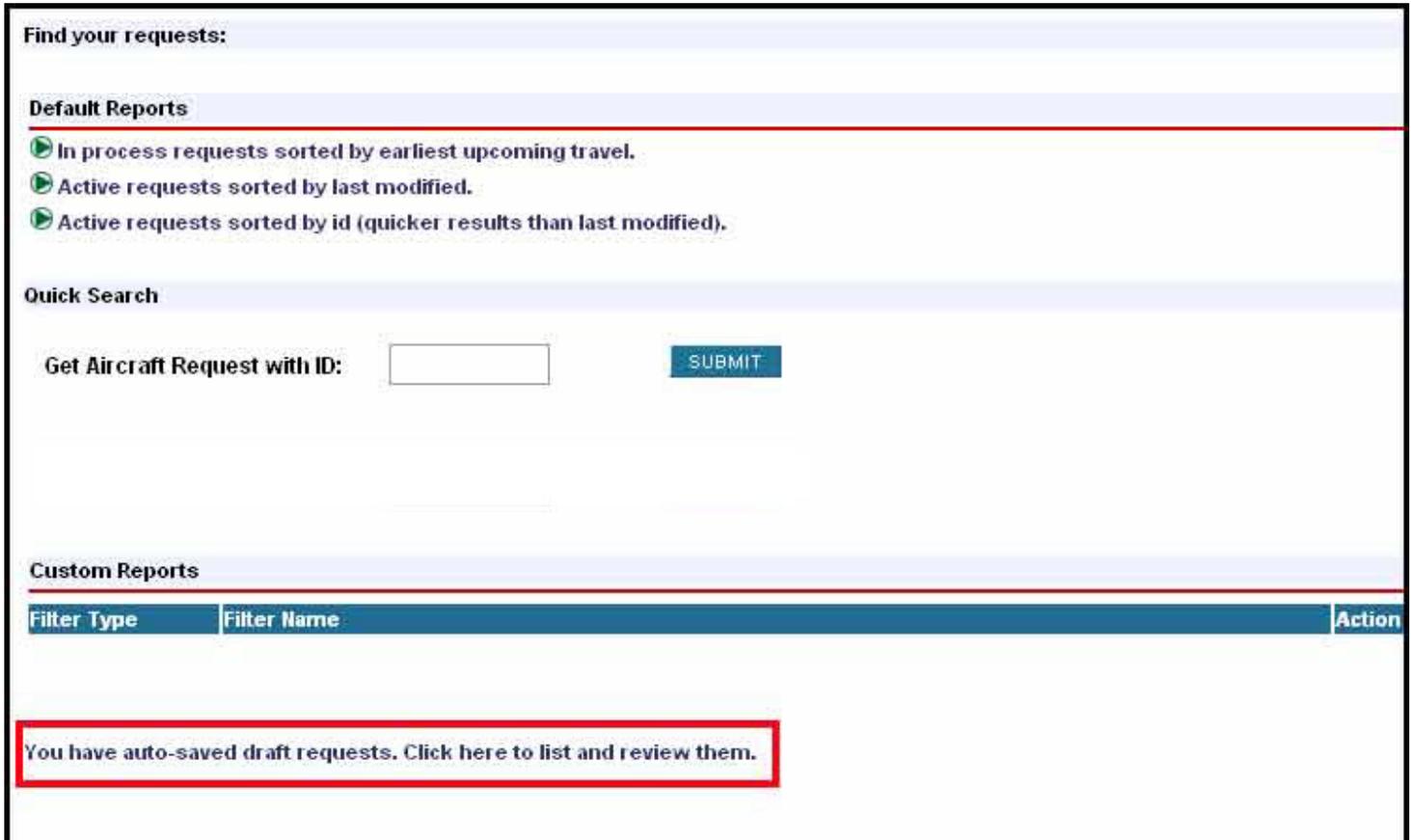


Figure 1: List Aircraft Requests with emphasis around Auto-Saved Drafts

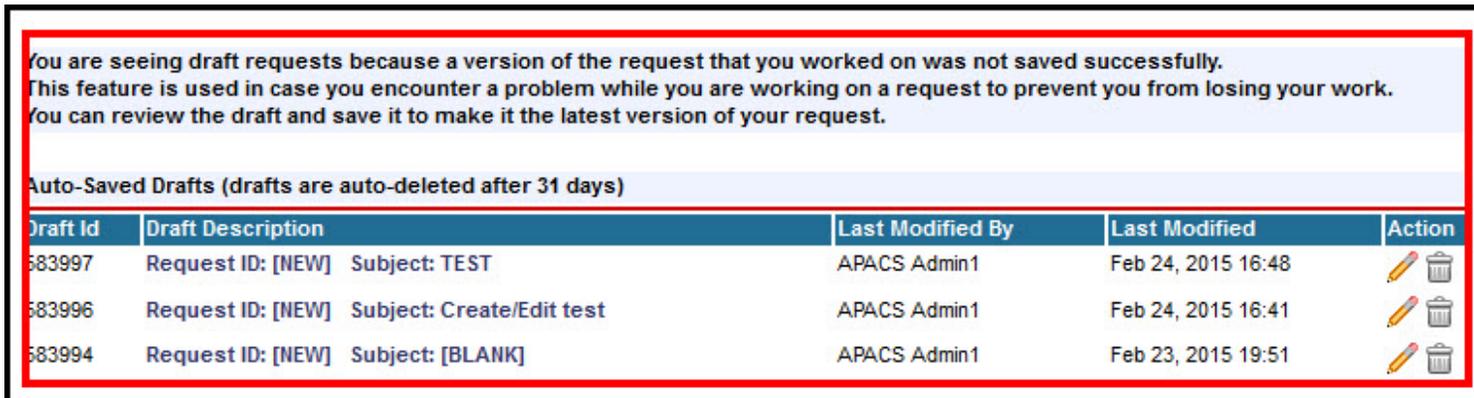


Figure 2: List Aircraft Requests with emphasis around Draft Listing

3. To edit a draft, click on the [Draft Description](#), or click on the pencil to the right of the draft listing.
4. To delete a draft, click on the trashcan to the right of the draft listing. Drafts will be auto-deleted after 31 days.

- o **NOTE:** Drafts are not intended to replace the save option, and are not tied in to the workflow of a saved request. Drafts are created in the event of a computer or system crash, power outage, or any other instance where the user is unable to save the request before exiting the system.

5. Once the user successfully saves the draft, the draft will be assigned a request ID number, and the draft version of the request will be automatically removed from the Auto-Saved Draft listing on the List Aircraft Requests page. If the draft already has a request ID number, it will maintain the same ID number and the draft will be deleted.

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To edit an existing aircraft clearance request and re-save it, follow these steps:

1. Click [List Aircraft Requests](#) from the left navigation menu.
2. Select [Active requests sorted by last modified](#) or [Active requests sorted by id \(quicker than last modified\)](#).
3. Click on the **ID** number for the request you wish to take action on (your request will load in the Aircraft Request editor).
4. Edit the fields within each tab, as necessary. On the Itinerary and Aircraft tabs, if you wish to edit a previously added itinerary or aircraft, scroll down to the bottom of the tab and click on the pencil to the right of the listing. (See **Figure 1: Itinerary List in Itinerary tab**, below.) Once the previously entered information populates the fields above, make your modifications, and then click [UPDATE ITINERARY ITEM](#) at the bottom of the tab. If you want to discard your changes, click [CLEAR FORM](#) to keep the previous version of the listing. You can also make changes by clicking [UPDATE ITINERARY TIMES](#). Clicking this option will bring up a window of all current itinerary times, which can each be updated within this window. (See **Figure 2: Update Itinerary Times window**, below.) Click [UPDATE TIMES](#) when you have finished your changes.

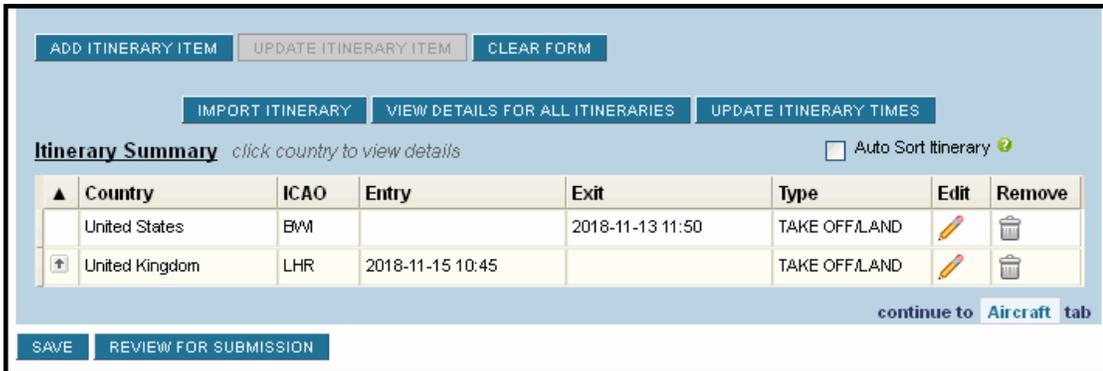


Figure 1: Itinerary List in Itinerary Tab

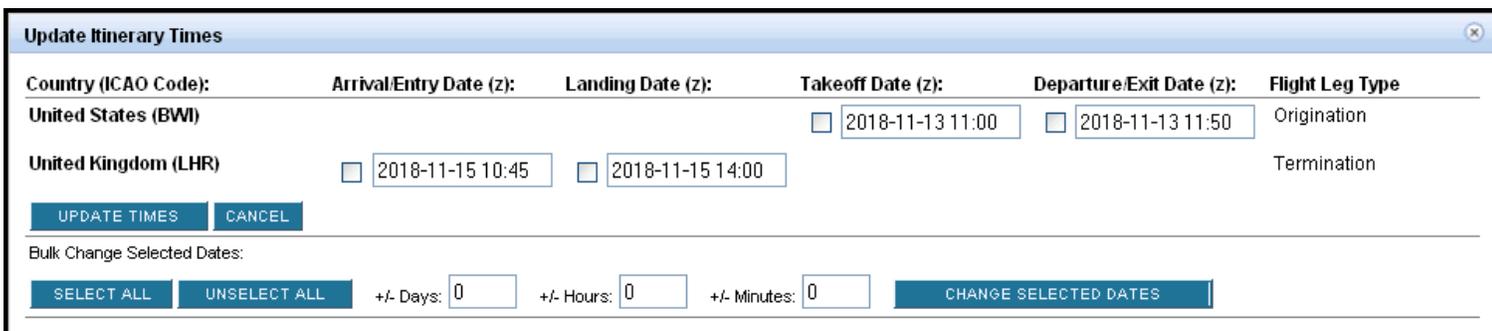


Figure 2: Update Itinerary Times window

5. You may select the radio buttons next to the times to update select times. Click **Select All** to update all itinerary times.
6. Click update times when finished updating itinerary times.
7. Click [SAVE, REVIEW FOR SUBMISSION](#) or [VIEW TEXT](#) to do the following:
 - o **SAVE:** Click [SAVE](#) to save the entered information.
 - a. Edit the following fields, as necessary:
 - **Subject (required):** The subject is a short title that will allow the APACS users to easily identify/locate this request in the list. The previously saved subject will load in this field.

NOTE: If you wish to rename the aircraft clearance request, be sure to type a new subject in the field.

NOTE: Comments are automatically date stamped each time the request is saved.

- b. Click the [REVIEW FOR SUBMISSION](#) button to submit the entered information for approval

NOTE: If the Lead time requirement has not been met for an Itinerary - Country, you will not be able to submit the request until a justification has been entered on the Itinerary Tab in the Short Notice Justification section.

NOTE: Clicking **REVIEW FOR SUBMISSION** will not submit the request fully. You must verify that the information entered is UNCLASSIFIED and then click CONTINUE. On the Request Detail page review the request for completion and accuracy. Enter request comments for your history and click **SUBMIT**.

- o **VIEW TEXT:** Click **VIEW TEXT** to display an AUTODIN version of the Aircraft Request form.

NOTE: Clicking **VIEW TEXT** will not save the changes to the fields, permit the edited request to be renamed, or provide comments for record.

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TIP: Use the following text links to jump to specific sections of this Help file:

[Create a Template](#) | [Create and Save a New Request from a Template](#) | [Edit a Request Template](#)

Create a Template

1. Go to [List Aircraft Requests](#), and select [In process requests sorted by earliest upcoming travel](#) to open the Aircraft request list.
2. Click on [Set as Template](#). (See [Figure 1: Aircraft Request List with Set as Template circled](#), below.)

Aircraft Request List						-- Configure Your Layout -- Results Per Page: 10	
ID	Subject	Earliest Upcoming Travel Date	Status	Review Request/Submit	Export to File	View History	Set as Template
38469	test	N/A	PENDING SUBMISSION	NEW			Set as Template
18798	TEST	N/A		NEW			Set as Template

Figure 1: Aircraft Request List with Set as Template circled.

3. A pop up window will appear asking "Are you sure you want to Set Request as Template?". Click Ok or Cancel.
4. The request will open in the Aircraft Request Detail page with a new status of **Template**. (See [Figure 2: Template Request Detail](#), below.)

Aircraft Request Detail

[Edit](#) | [History / Approver Comments](#) | [Archive](#) | [Export to File](#) | [Clone](#) | [Return to List](#)

APACS APPROVERS: Do not rely on APACS as a near-real-time flight-following tool. Use other applications (e.g., SMS, GDSS) for aircraft mission control.

UNCLASSIFIED

[Collapse All](#) | [Hide Itinerary Details](#)

[Main](#) | [Requester Comments](#) | [Itinerary](#) | [Aircraft](#) | [Cargo](#) | [Crew](#) | [Mission POC](#) | [Approver Organizations](#)

Main

APACS ID: 110017

Status: **TEMPLATE**

Figure 2: Template Request Detail

- o **Edit**: Click to edit the template and either save it as a new request, or save the changes to the template.

NOTE: When creating a new request from a template, or modifying a template and wish to rename the aircraft clearance request, type a new subject in the field. This will distinguish a request in the [Aircraft Request List](#).

- o **History/Approver Comments**: Click to view a history of the request as well as any comments posted to the request.
- o **Archive**: Click to move the request to an archived status. This is the only way for a requester to archive a request; otherwise, the system will auto-archive requests 30 days after the travel dates in the itinerary(s).
- o **Export to File**: Export the request to a plain text, html, or xml file that can be saved to your hard drive.
- o **Clone**: Click to automatically create a new request from a template. If the itinerary dates occur in the past, you must change the dates before saving (otherwise the system will archive the request).
- o **Return to List**: Click to return to your most recent request listing.

Create and Save a New Request from a Template

To use an Aircraft Request template to create and save a new request, do the following:

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1. Click **Custom Reports** from the left navigation menu.
2. Use the drop-down menu to select **Status**, then select **TEMPLATE** from the status list. (See **Figure 3: Aircraft Request Reports with TEMPLATE circled**, below.)

Aircraft Request Reports

Select fields to search on and add them to your report:

Status

Status is

- APPROVAL RESTRICTED
- APPROVED
- ARCHIVED
- CANCELLED
- DENIED
- IN PROGRESS
- MODIFIED
- NEED MORE INFO
- NEW
- PARTIALLY DENIED
- SUBMITTED
- TEMPLATE**

* Use "ctrl" + click to select multiple values

Figure 3: Aircraft Request Reports with TEMPLATE circled

3. Click on **RUN REPORT** to run the report once or **SAVE REPORT** to save this report for future use. If you opt to save the report, you will need to title it (i.e., Templates). If you opt to save the report, you will need to click on that report under the **Filter Name** when returned to the List Aircraft Requests to run it.
4. Click the **ID** number of the template you wish to edit. The template information will load on the **Create/Edit Aircraft Request** page.
5. Edit the fields within each tab, as necessary. On the Itinerary and Aircraft tabs, if you wish to edit a previously added itinerary or aircraft, scroll down to the bottom of the tab and click on the pencil to the right of the listing. (See **Figure 4: Itinerary List in Itinerary tab**.) Once the previously entered information populates the fields above, make your modifications and then click **UPDATE ITINERARY ITEM** at the bottom of the tab. If you want to discard your changes, click **CLEAR FORM** to keep the previous version of the listing. You can also change the times on all itineraries at once by clicking **UPDATE ITINERARY TIMES**. (See **Figure 5: Update Itinerary Times window**, below.) Click select all to make changes to the entire itinerary. After making your changes, click **Update Times**, or click **Cancel** to return to your request without saving the changes.

Itinerary Summary *click country to view details* Auto Sort Itinerary

▲	Country	ICAO	Entry	Exit	Type	Edit	Remove
	United States	BWM		2018-11-13 11:50	TAKE OFF/LAND		
+	United Kingdom	LHR	2018-11-15 10:45		TAKE OFF/LAND		

Figure 4: Itinerary List in Itinerary Tab

Figure 5: Update Itinerary Times window

- Click **SAVE** to open the **Create/Edit Aircraft Request** save window. Update the subject and, if necessary, add a comment for the log (click and drag the lower right corner to expand either of these fields), then click on the **SAVE AS NEW REQUEST** button. (See **Figure 6: Template Save Window**, below.) This will create a new request with a status of **NEW** in the **Aircraft Request List**. A "saved successfully" message and the last tab you were working on will appear. The original template will remain unchanged in the **TEMPLATE** list. See the **SUBMIT/RESUBMIT AIRCRAFT REQUEST** help file for more information.

Figure 6: Template Save Window

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Edit a Request Template

To edit an existing template and re-save it as a template, do the following:

- Click **List Aircraft Requests** from the left navigation menu.
- Use the drop-down menu to select **Status**, then select **TEMPLATE** from the status list. (See **Figure 2: Aircraft Request Reports with TEMPLATE circled**, above.)
- Click on **RUN REPORT** to run the report once or **SAVE REPORT** to save this report for future use. If you opt to save the report, you will need to title it (i.e., Templates). If you opt to save the report, you will need to click on that report under the **Filter Name** when returned to the List Aircraft Requests to run it.
- Click the **ID** number of the template you wish to edit. The template information will load on the **Create/Edit Aircraft Request** page.
- Edit the fields within each tab, as necessary. On the Itinerary and Aircraft tabs, if you wish to edit a previously added itinerary or aircraft, scroll down to the bottom of the tab and click on the pencil to the right of the listing. (See **Figure 3: Itinerary List in Itinerary tab**, above.) Once the previously entered information populates the fields above, make your modifications and then click **UPDATE ITINERARY ITEM** at the bottom of the tab. If you want to discard your changes, click **CLEAR FORM** to keep the previous version of the listing. You can also change the times on all itineraries at once by clicking **UPDATE ITINERARY TIMES**. (See **Figure 4: Update Itinerary Times window**, below.) After making your changes, click **Update Times**, or click **Cancel** to return to your request without saving the changes.
- Click **SAVE** to save the entered information.
- Edit the following fields, as necessary, and save the request.
 - Subject (required)**: Enter a short title to rename the template, if necessary. The original template name will no longer exist in the **Aircraft Request List**.
 - Comments (for log)**: List any comments that will allow the APACS users to maintain a record of changes made to the template.

NOTE: Comments are automatically date stamped each time the template is saved.

8. Click **UPDATE TEMPLATE** to save the modified information in the existing template. (See **Figure 5: Template Save Window**, above.) A "saved successfully" message and the last tab you were working on will appear.

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NOTE: The only means of saving an APACS message on your hard drive is through the following steps.

If an error message is displayed indicating that an Aircraft Diplomatic Clearance Request cannot be submitted through APACS, it may be viewed and submitted by exporting the file. To view an aircraft clearance request as an exported file and submit it, perform the following:

1. Click [List Aircraft Requests](#) from the left navigation menu, enter the ID number of your request, and click [Submit](#).
2. Click [Export to File](#) in the row of the aircraft clearance request you wish to save (see **Figure 1: Aircraft Request Detail with Export to File circled**). The [Aircraft Request Export Options](#) page will open (see **Figure 2: Aircraft Request Export Options**).

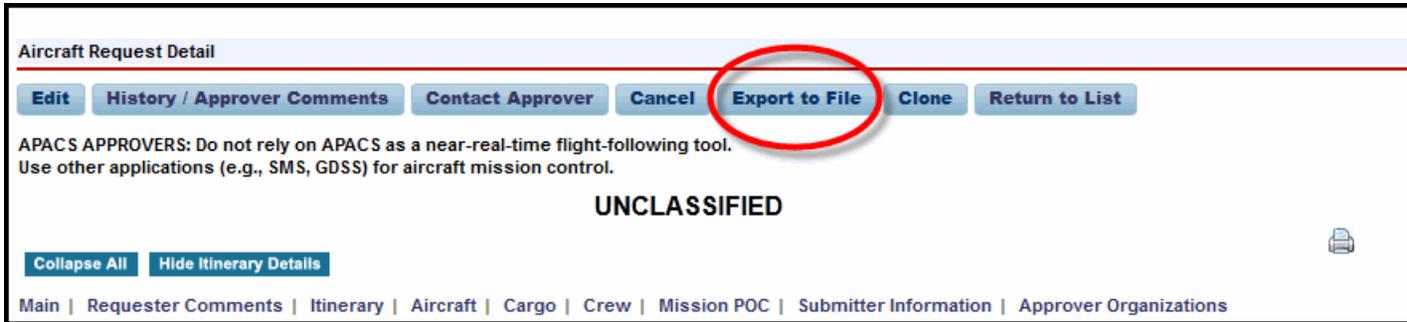


Figure 1: Aircraft Request Detail with Export to File circled

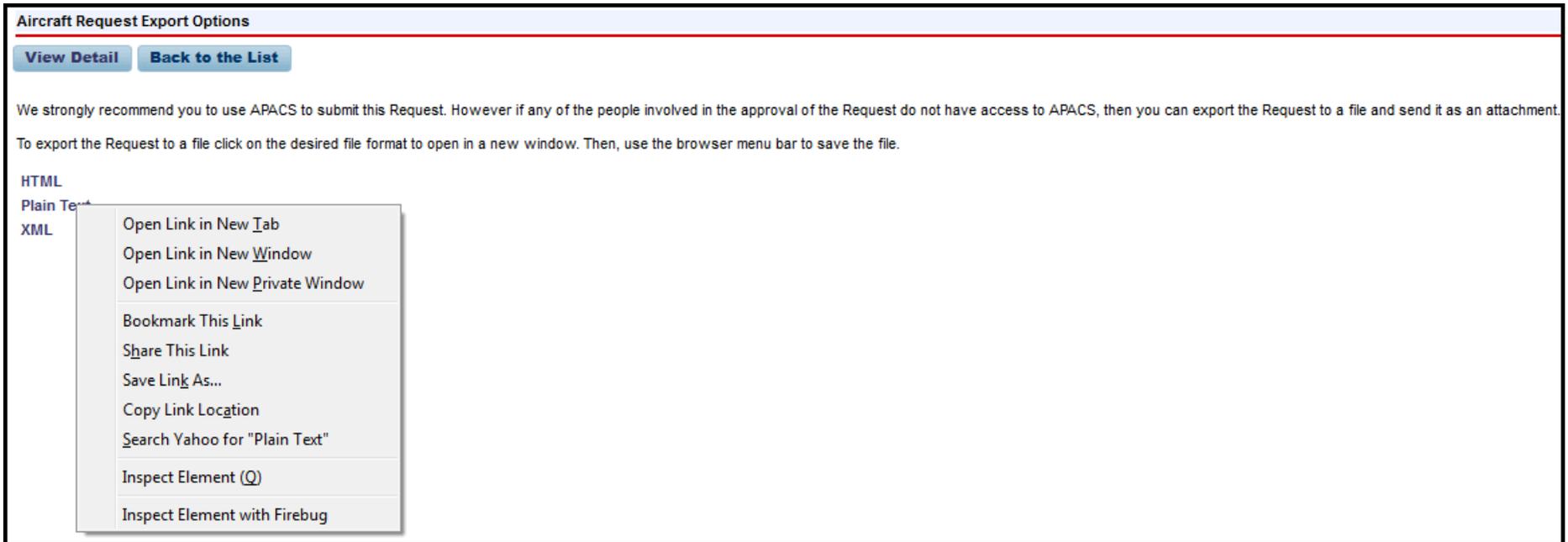


Figure 2: Aircraft Request Export Options

3. Right click on the [HTML](#) option to save the request in the APACS Aircraft Request Detail format, the [Plain Text](#) option to save in the AUTODIN format, or the [XML](#) option to save the request in XML format locally on your hard

NOTE: To view the Aircraft Request Detail format, AUTODIN format or XML format without saving, left-click on the [HTML](#), [Plain Text](#) or [XML](#) link. A new window will display the request in the appropriate format.

4. Select [Save Target As...](#) or [Save Link as...](#) in the browser menu.
5. Rename the file and choose a place to save it in your filing system.
6. Click [Save](#).

NOTE: You may also get to the [Aircraft Request Export options](#) page through the [Aircraft Request List](#) page.

7. Click [List Aircraft Requests](#) and select the appropriate default or custom report to pull up your request.
8. Click [Export to File](#) (see **Figure 3: Aircraft Request List with Export to File circled**).

Figure 3 shows a screenshot of the 'Aircraft Request List' interface. At the top right, there is a configuration bar with the text '-- Configure Your Layout -- Results Per Page: 10'. Below this is a table with the following columns: ID, Subject, Earliest Upcoming Travel Date, Request Status, and a set of action buttons. The first row of the table has ID '110682', Subject 'test', Earliest Upcoming Travel Date '13 NOV 2018 11:50', and Request Status 'IN PROGRESS'. The second row has ID '110562', Subject 'test', Earliest Upcoming Travel Date '13 NOV 2018 11:50', and Request Status 'SUBMITTED'. The action buttons for each row are 'Review Request/Submit', 'Export to File', and 'View History'. The 'Export to File' button for the first row is circled in red.

ID	Subject	Earliest Upcoming Travel Date	Request Status	Review Request/Submit	Export to File	View History
110682	test	13 NOV 2018 11:50	IN PROGRESS	Review Request/Submit	Export to File	View History
110562	test	13 NOV 2018 11:50	SUBMITTED	Review Request/Submit	Export to File	View History

Figure 3: Aircraft Request List with Export to File circled

9. Right click on the [HTML](#) option to save the request in the APACS Aircraft Request Detail format, the [Plain Text](#) option to save in the AUTODIN format, or the [XML](#) option to save the request in XML format locally on your hard drive.

NOTE: To view the Aircraft Request Detail format, AUTODIN format or XML format without saving, left-click on the [HTML](#), [Plain Text](#), or [XML](#) link. A new window will display the request in the appropriate format.

10. Select [Save Target As ...](#) in the browser menu.
11. Rename the file and save it in your filing system by clicking [Save](#).
12. From here you can send the file by whatever means are most convenient (e-mail, fax, etc.).

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NOTE: Prior to submitting or resubmitting an aircraft request, the request must first successfully be created and saved without warning messages. See the CREATE AIRCRAFT REQUEST or EDIT AIRCRAFT REQUEST help files for more information.

TIP: Use the following text links to jump to specific sections of this Help file:

[Submit a Request](#) | [Resubmit a Request](#)

Submit a Request

To submit an aircraft clearance request, do the following:

1. Click [List Aircraft Requests](#) from the left navigation menu and choose the appropriate default or custom report to pull up your request.
2. Click [Review Request/Submit](#) in the row of the aircraft request to open. (See **Figure 1: Aircraft Request List with Review Request/Submit circled.**)

ID	Subject	Earliest Upcoming Travel Date	Request Status	Review Request/Submit	Export to File	View History
110682	test	13 NOV 2018 11:50	IN PROGRESS	Review Request/Submit	Export to File	View History
110562	test	13 NOV 2018 11:50	SUBMITTED	Review Request/Submit	Export to File	View History

Figure 1: Aircraft Request List with Review Request/Submit circled

3. Review the [Aircraft Request Detail](#) page to ensure the information is correct.
4. Click the [Collapse All/Expand All](#) options to either hide or show, respectively, the details of your request, and click the [View Itinerary Details/Hide Itinerary Details](#) to either show or hide, respectively, the details of each itinerary.
5. Click [Review for Submission](#) at the top of the page. (See **Figure 2: Aircraft Request Detail with Submit circled.**)

Please review details of this request then submit for approval.

Enter a comment for the Request History:

SUBMIT

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Figure 2: Aircraft Request Detail with Submit circled

NOTE: If you receive any error messages, you may select the [Back](#) button to return to the [Aircraft Request Detail](#) page to view the entered information but you must then return to the [Create/Edit Aircraft Request](#) form to correct the errors. See the **EDIT AIRCRAFT REQUEST** help file for more information.

NOTE: If an error message is received that "**APACS has no approvers for the following countries:**" and one or more of the countries on your aircraft request is listed, you must export the request and transmit the request by other means (i.e., fax, DMS, or AUTODIN). See the **VIEW/SAVE REQUEST IN**

6. If the Lead time requirement has not been met for an Itinerary - Country, you will not be able to submit the request until a justification has been entered on the **Itinerary Tab** in the **Short Notice Justification** field. (See **Figure 3: Aircraft Request: Lead time justification**, below.)

Aircraft Request Detail

Itinerary - Afghanistan Takeoff/Landing (271100Z FEB2015) has a required lead time of 14 days. The Lead Time Requirement is not met. Please provide justification why the visit cannot be postponed and must occur on requested dates of travel in the itinerary Short Notice Justification box.

[Edit](#) [History / Approver Comments](#) [Cancel](#) [Set as Template](#) [Export to File](#) [Clone](#) [Return to List](#)

Please review details of this request then submit for approval.

Enter a comment for the Request History:

[SUBMIT](#)

Figure 3: Aircraft Request: Lead time justification

7. On the **Aircraft Request Detail** page (see **Figure 4: Aircraft Request: Comment**), enter any necessary text in the **Comment** field.

Aircraft Request Detail

[Edit](#) [History / Approver Comments](#) [Cancel](#) [Set as Template](#) [Export to File](#) [Clone](#)

Please review details of this request then submit for approval.

Enter a comment for the Request History:

[SUBMIT](#)

UNCLASSIFIED

Figure 4: Aircraft Request: Comment

NOTE: Comments are for logging purposes and will appear in the approval process along with the request.

8. Click **SUBMIT**. APACS returns to the **Aircraft Request Detail**, marking this request as **SUBMITTED** and having a yellow note come up stating "Your APACS request was submitted successfully". **NOTE:** After **SUBMIT** is clicked, APACS will transmit an e-mail notification of the request to the appropriate approving and information agencies that have accounts on APACS. If you have "Do you want to receive APACS request submission notifications?" box checked in your profile, you will receive notifications via email on APACS request submission notifications.

Resubmit a Request

NOTE: In APACS, when you modify any fields in a previously submitted aircraft request and then save the request, the status of the request on the **Aircraft Request List** page will change to **Modified**. This request will need to be resubmitted for the approval process to continue in APACS. Only after it is resubmitted in APACS will approvers of this request receive an email informing them that there have been changes to the request and they need to review it. If there have been any changes to a request, the approver must approve the request again.

To resubmit an aircraft clearance request after edits have been made, do the following:

1. Click **List Aircraft Requests** from the left navigation menu, and select the appropriate default or custom report to pull up your request.
2. Make changes to the request.

3. Click [Review for Submission](#) at the top of the page. (See **Figure 2 above, Aircraft Request Detail with Submit circled.**)

NOTE: If you receive any error messages, **you may** select the [Back](#) button to return to the [Aircraft Request Detail](#) page to view the entered information but **you must** then return to the [Create/Edit Aircraft Request](#) form to correct the errors. See the **EDIT AIRCRAFT REQUEST** help file for more information.

NOTE: If an error message is received that "[APACS has no approvers for the following countries:](#)" and one or more of the countries on your aircraft clearance request is listed, you must export the request and transmit the request by other means (i.e., fax, DMS, or AUTODIN). See the **VIEW/SUBMIT REQUEST IN AUTODIN (text) FORMAT** help file for more information.

4. On the [Aircraft Request Detail](#) page (see **Figure 3 above, Aircraft Request: Comment**), above, enter any necessary text in the [Comment](#) field.

NOTE: Comments are for logging purposes and will appear in the approval process along with the request.

5. Click [SUBMIT](#). APACS returns to the [Aircraft Request Detail](#), marking this request as [SUBMITTED](#) and having a yellow note come up stating "**Your APACS request was submitted successfully**". **NOTE:** After [SUBMIT](#) is clicked, APACS will transmit an e-mail notification of the request to the appropriate approving and information agencies that have accounts on APACS. If you have "**Do you want to receive APACS request submission notifications?**" box checked in your profile, you will receive notifications via email on APACS request submission notifications.

6. [Printer Icon](#): Click to print a printer-friendly version of the request. The user can opt to show Rich Text Format fields in the printed version as an attachment.

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To contact an approver regarding a specific request, do the following:

1. Click **List Aircraft Requests** from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click **Review Request** to pull up the request detail.
2. Click **Contact Approver** to open the message window for this particular request (see **Figure 1: Aircraft Request Detail with Contact Approver circled**, below).

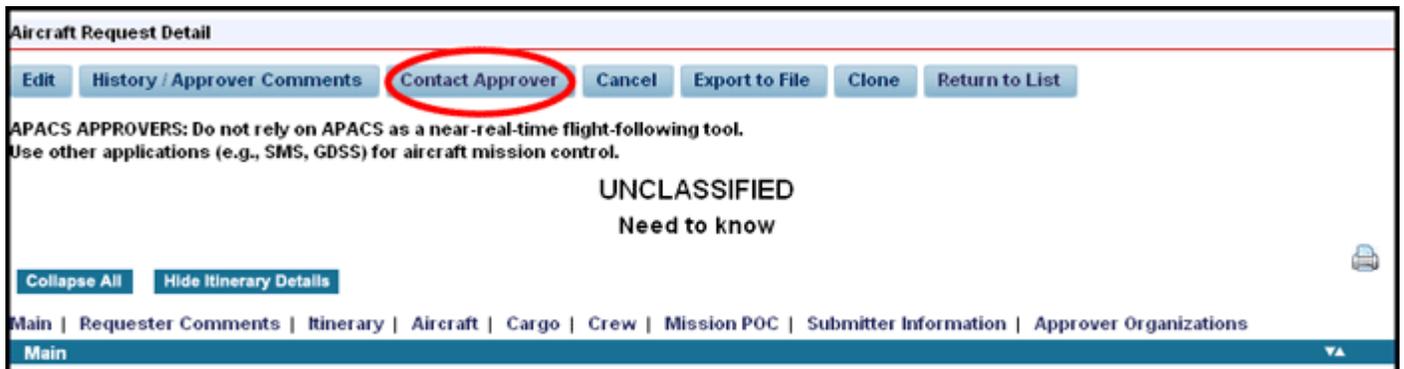


Figure 1: Aircraft Request Detail with Contact Approver circled

3. Click **Start new discussion** to open a blank message. If provided by the approver, approver contact information will be provided at the bottom of the screen. (See **Figure 2: Aircraft Request Discussions window with Start New Discussion circled**, below). You can either use the contact information provided to contact the approver, or click Start new discussion to contact the approver through APACS.

Aircraft Request: Discussions

[View Detail](#) [Start New Discussion](#)

DATE	REQUESTING GROUP	APPROVER GROUP

Contact Information

Azerbaijan

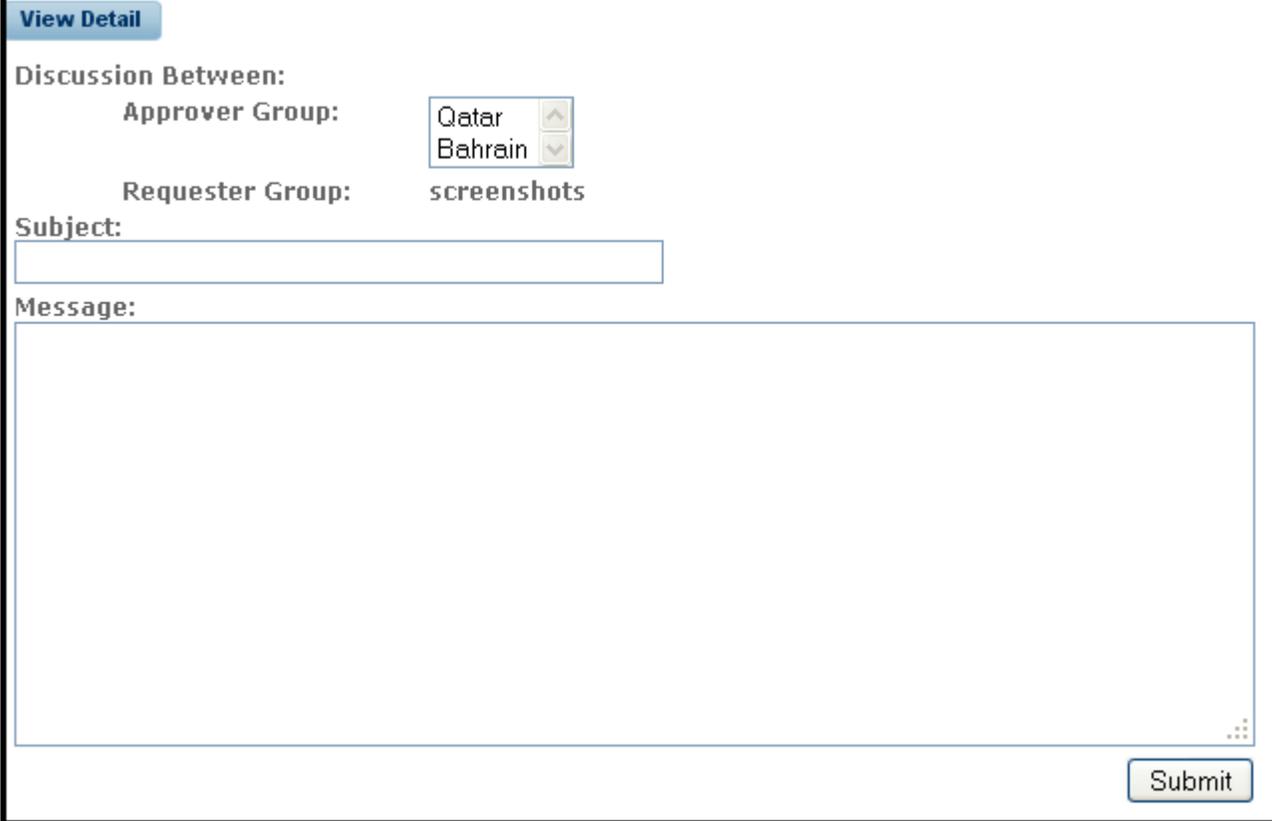
NOTE note for aircraft clearance approver. don't contact me!!

a. Organization/Unit:

- (1) Phone:
 - (a) Primary:
 - (i) sdfsd sdf
 - (b) STE/SVoIP:
 - (i) ""loppopooo
 - (c) After Duty Hours/Emergency:
 - (i) 2362
- (2) Email:
 - (a) feed@leidos.com
 - (b) castropa@leidos.com
- (3) Fax:
 - (a) 526325544
- (4) Website:
 - (a) leidos.com

Figure 2: Aircraft Request Discussions window with Start New Discussion circled

4. Choose the approver you wish to contact from the Approver Group listing (see **Figure 3: Aircraft Request Create Discussion window**, below). To select more than one approval office, hold down the Ctrl key.



View Detail

Discussion Between:

Approver Group: Qatar
Bahrain

Requester Group: screenshots

Subject:

Message:

Submit

Figure 3: Aircraft Request Create Discussion window

5. Enter a subject in the subject line.
6. Type out your message in the message box, and click **Submit**. If you would like to expand the message window, click and drag the lower right corner of the window.
7. If notifications have been selected, you will receive a notification email when the approver responds. You can also check for approver response by clicking **Home** and clicking **Message Center**.
8. Archiving discussion messages:
 - Past requests - The discussion messages for past requests will be archived 10 days after the departure date of the last itinerary item.
 - Cancelled requests - The discussion messages will be auto-archived upon cancellation of the request.

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An aircraft requester has the option to cancel a previously saved or submitted request, regardless of the status.

1. Click [List Aircraft Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request/Submit](#) to pull up the request detail.
2. Click [Cancel](#) from the menu bar at the top of the screen (see **Figure 1: Aircraft Request Detail with Cancel circled**).

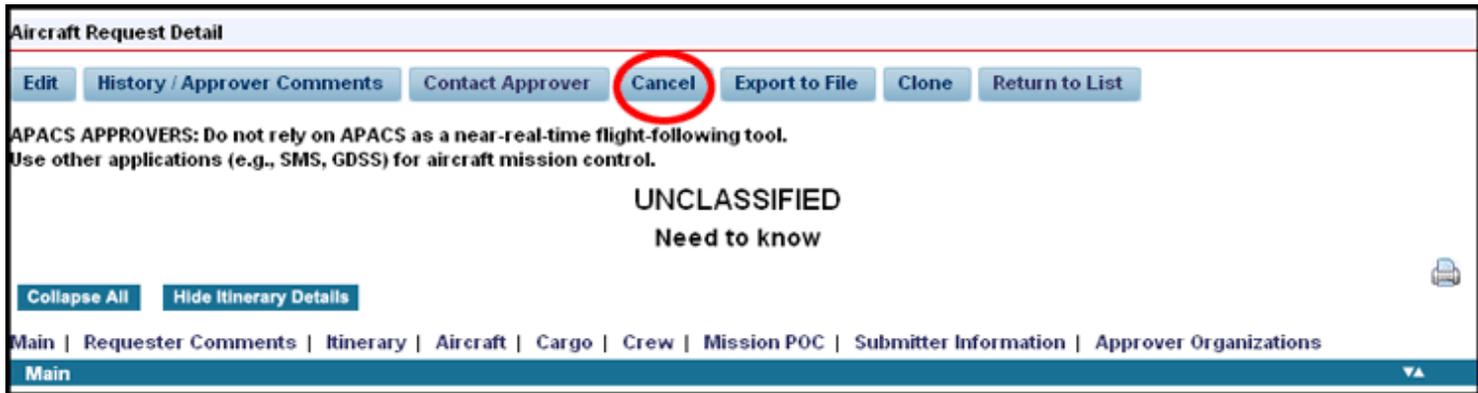


Figure 1: Aircraft Request Detail with Cancel circled

3. A pop-up window will appear stating "Are you sure you want to Cancel the Request?" Click OK.
4. A Comment box will come up. You may enter any comments and they will be added to the Request History.
5. Click the [Confirm Cancellation](#) button to cancel the request. (**Figure 2: Confirm request Cancellation, Circled**).

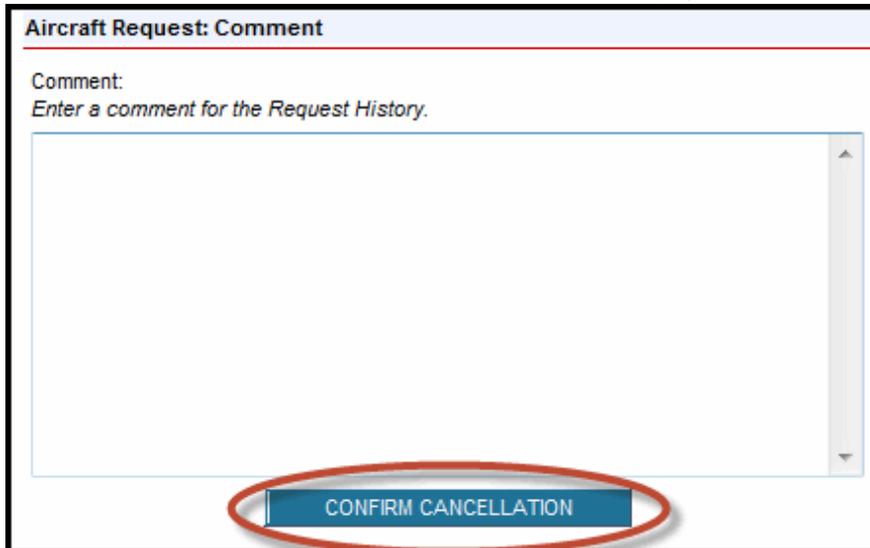


Figure 2: Confirm request Cancellation, Circled

6. Once you have confirmed that you would like to cancel the request, the approver will receive a notification email (if they have opted to receive notifications) letting them know that the request is cancelled and no longer requires their approval. The country, theater, special area and overall request statuses will change to **Cancelled**. To access this request after it has been cancelled:
 - o Click [List Aircraft Requests](#) from the left navigation menu and select [In process requests sorted by earliest upcoming travel date](#).
 - o Change the status to **CANCELLED**.

o Your request is stored in this section of APACS.

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AIRCRAFT REQUESTER: CLONING A REQUEST

An aircraft requester has the option to clone a previously saved request, regardless of the status. The cloned request will be created as an exact copy of the request being cloned, and can be edited as necessary.

1. Click [List Aircraft Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request/Submit](#) to pull up the request detail.
2. Click [Clone](#) from the menu bar at the top of the screen (see **Figure 1: Aircraft Request Detail with Clone circled**).

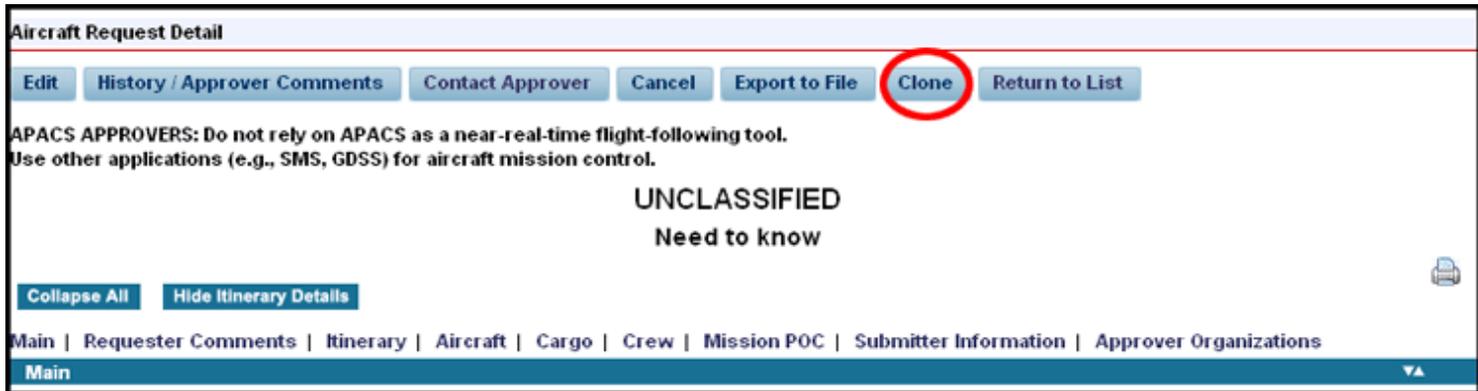


Figure 1: Aircraft Request Detail with Clone circled

3. The request will open in the request editor. Make any necessary changes to the new request and click [SAVE](#) or [REVIEW FOR SUBMISSION](#). **NOTE: Update the itinerary dates before saving - if you are working with an archived request, the cloned request will archive upon saving if the dates are not modified.** The request will receive a new ID number upon saving, and will appear in the Pending Submission status until submitted.

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An Aircraft Diplomatic Clearance requester or approver may view a specific request's modification history for aircraft clearance requests. This view includes the date modifications were made, request type, modifier's name(s), and comments pertaining to each action taken throughout the life of the request. To view an aircraft clearance request change history, do the following:

1. Click [List Aircraft Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [History/Approver Comments](#) at the top of the page (see **Figure 1: Aircraft Request Detail with History/Approver Comments circled**, below).

Aircraft Request Detail

[Edit](#) [History / Approver Comments](#) [Contact Approver](#) [Cancel](#) [Export to File](#) [Clone](#) [Return to List](#)

APACS APPROVERS: Do not rely on APACS as a near-real-time flight-following tool. Use other applications (e.g., SMS, GDSS) for aircraft mission control.

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[Collapse All](#) [Hide Itinerary Details](#)

[Main](#) | [Requester Comments](#) | [Itinerary](#) | [Aircraft](#) | [Cargo](#) | [Crew](#) | [Mission POC](#) | [Submitter Information](#) | [Approver Organizations](#)

Figure 1: Aircraft Request Detail with History/Approver Comments circled

3. When the [Aircraft Request Log History](#) page opens (see **Figure 2: Aircraft Request Log History**), review the information to understand the current status of modifications.

Aircraft Request Log History

[View Detail](#) [View Audit](#) [Back to the List](#)

Date	Type	Author	Comments
JAN 14, 2013 22:33	REQUEST SUBMITTED	Patricia Castro	
JAN 14, 2013 22:33	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 110588 Clearance Modification Notification: aircraft clearance request was submitted [2/2]
JAN 14, 2013 22:33	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 110588 Submission Notification: aircraft clearance request approval required [1/1]
JAN 14, 2013 22:33	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:23	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:22	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:14	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:14	REQUEST CREATED	Patricia Castro	

Figure 2: Aircraft Request Log History sample page

NOTE: From this page the requester or approver can view more information about each aircraft clearance request by clicking on [View Detail](#) or [View Audit](#). [View Audit](#) can only be accessed from the [Aircraft Request Log History](#) page.

VIEW AIRCRAFT REQUEST AUDIT HISTORY

An Aircraft Diplomatic Clearance requester or approver may view a specific request's modification history, including date changes, modifier's name(s), and specific modifications that were made. Whenever the user modifies a request APACS automatically records the information that appears on this page. To view an aircraft clearance request audit history, do the following:

NOTE: View Audit can only be accessed from the [Aircraft Request Log History](#) page.

1. Click [List Aircraft Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [History/Approver Comments](#) at the top of the page (See **Figure 1: Aircraft Request Detail with History/Approver Comments circled**, below).



Figure 1: Aircraft Request Detail with History/Approver Comments circled

3. Click [View Audit](#) at the top of the [Aircraft Request Log History](#) page. (See **Figure 2: Aircraft Request: Log History**).

Aircraft Request Log History			
Date	Type	Author	Comments
FEB 12, 2013 15:27	Guam 160635Z MAR2012 APPROVER APPROVED	Admin Admin3	none
FEB 12, 2013 15:27	Guam 160635Z MAR2012 CLEARANCE NUMBER	Admin Admin3	CLEARANCE NUMBER: 12345
FEB 12, 2013 15:27	United States (Hawaii) 110200Z APR2013 APPROVER APPROVED	Admin Admin3	none
FEB 12, 2013 15:27	United States (Hawaii) 110200Z APR2013 CLEARANCE NUMBER	Admin Admin3	CLEARANCE NUMBER: 12345
FEB 12, 2013 15:27	REQUEST APPROVED	APACS SYSTEM	SYSTEM ACTIVITY
FEB 12, 2013 15:27	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 83623 Clearance Status Notification: aircraft clearance request approver action [1/1]
JAN 26, 2013 00:27	Guam APPROVER VIEWED	Thea Lehming	SYSTEM ACTIVITY
MAR 09, 2012 00:08	REQUEST SUBMITTED	John Hooder	Trip is to support a critical IW install at NCTAMS Guam
MAR 09, 2012 00:08	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 83623 Submission Notification: aircraft clearance request approval required [1/1]
MAR 09, 2012 00:07	REQUEST MODIFIED	John Hooder	This is a critical IW install at NCTAMS Guam
MAR 09, 2012 00:00	REQUEST CREATED	John Hooder	Please sign and approve request.

Figure 2: Aircraft Request Log History

4. When [Aircraft Request Audit History](#) page opens (see **Figure 3: Aircraft Request: Audit History**), review who

Aircraft Request: Audit History

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View Detail

View History

Date	Modifier	Modifications
FEB 12, 2013 15:27	Admin Admin3	Aircraft Request "Status" field was modified: From " SUBMITTED " To " APPROVED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Status" field was modified: From " VIEWED " To " APPROVED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Comments" field was modified: From " [EMPTY] " To " none "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Clearance Number" field was modified: From " [EMPTY] " To " 12345 "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Blanket Clearance Approval" field was modified: From " TIME CONSTRAINED CLEARANCE " To " BLANKET CLEARANCE APPROVAL "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Clearance Required" field was modified: From " NOT REQUIRED " To " REQUIRED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Status" field was modified: From " N/A " To " APPROVED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Comments" field was modified: From " [EMPTY] " To " none "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Clearance Number" field was modified: From " [EMPTY] " To " 12345 "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Blanket Clearance Approval" field was modified: From " TIME CONSTRAINED CLEARANCE " To " BLANKET CLEARANCE APPROVAL "
JAN 26, 2013 00:27	John Hooder	Itinerary Country Guam "Status" field was modified: From " SUBMITTED " To " VIEWED "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "Status" field was modified: From " NEW " To " SUBMITTED "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "Submitter" field was modified: From " [EMPTY] " To " johnhooder "
MAR 09, 2012 00:08	John Hooder	Itinerary Country Guam "Status" field was modified: From " NEW " To " SUBMITTED "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "Last Submitted" field was modified: From " [EMPTY] " To " 2012-03-09 000829 "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "First Submitted" field was modified: From " [EMPTY] " To " 2012-03-09 000829 "
MAR 09, 2012 00:07	John Hooder	Contact "Rank" field was modified: From " [EMPTY] " To " GS-15 "
MAR 09, 2012 00:07	John Hooder	Contact "Name" field was modified: From " [EMPTY] " To " Ronald Williams "
MAR 09, 2012 00:07	John Hooder	Contact "Address" field was modified: From " [EMPTY] " To " DISA Headquarters Complex, Fort Meade Acquisition Building (Room A5B55E) Fort meade, Maryland, 20755-0549 "
MAR 09, 2012 00:07	John Hooder	Contact "From Address" field was modified: From " [EMPTY] " To " Fort meade "
MAR 09, 2012 00:07	John Hooder	Contact "Title" field was modified: From " [EMPTY] " To " Branch Chief, IW and Wireless (HSE13) "
MAR 09, 2012 00:07	John Hooder	Contact "Organization" field was modified: From " [EMPTY] " To " Defense Information Systems Agency "
MAR 09, 2012 00:07	John Hooder	Contact "Com Phone" field was modified: From " [EMPTY] " To " (301) 255-2110 "
MAR 09, 2012 00:07	John Hooder	Contact "DSN Phone" field was modified: From " [EMPTY] " To " 375-2110 "
MAR 09, 2012 00:07	John Hooder	Contact "Email" field was modified: From " [EMPTY] " To " ronald.williams@disa.mil "
MAR 09, 2012 00:07	John Hooder	Aircraft Request "Aircraft" field was modified: From " Request was modified, item added: Aircraft: Aircraft Type : Boeing 747 and Airbus 360 Tail Number : Alt Tail Number : Call Sign : AA369 Alt Call Sign : Fund Site Aircraft Services : Fund Site Logistical Support: Fuel Services Payment Information:

Figure 3: Aircraft Request: Audit History

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To view all submitted, unapproved aircraft clearance requests within your specified timeframe, do the following:

1. Click **Reports** from the left navigation menu. The **Aircraft Request Reports** page opens (See **Figure 1: Aircraft Request Reports**).

Aircraft Request Reports

Select from one of the following filter options to retrieve Reports

Get Aircraft Request with ID

List all unapproved Aircraft Requests scheduled to depart after today and before

2013-02-12   [Help](#)

List all Aircraft Requests where

Arrival/Entry and Departure/Exit times are between 2013-02-12   [Help](#)

and 2013-02-12   [Help](#)

Subject

Itinerary Country is 

- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua & Barbuda
- Argentina
- Armenia
- Aruba
- Ascension Island
- Australia
- Austria

* Use "ctrl" + click to select multiple values

Aircraft Callsign

Aircraft Type

Aircraft Tail Number

Aircraft Mission Number

Overall Request Status 

- APPROVED
- ARCHIVED
- CANCELLED
- CONFIRMED

The screenshot shows a web interface for generating an Aircraft Request Report. It features two dropdown menus for selecting request statuses. The first dropdown menu lists: DENIED, IN PROGRESS, MODIFIED, NEED MORE INFO, NEW, PARTIALLY DENIED, SUBMITTED, and TEMPLATE. The second dropdown menu, labeled "Itinerary Country Clearance Status", lists: APPROVAL RESTRICTED, APPROVED, AUTO APPROVED, CANCELLED, DENIED, IN PROGRESS, MODIFIED, N/A, NEED MORE INFO, NEW, NOT REQUIRED, NO ACTION TAKEN, SUBMITTED, and VIEWED. Below each dropdown is a note: "* Use 'ctrl' + click to select multiple values". At the bottom of the interface are three buttons: "RUN REPORT", "SAVE REPORT", and "CUSTOMIZE REPORT".

Figure 1: Aircraft Request Report

2. Use one of the following fields to bring up a report:
 - a. **Get Aircraft Request with ID:** Enter the ID number of the request you are looking for without having to go through the status menu, and click **SUBMIT**.
 - b. **List all unapproved aircraft requests scheduled to depart after today and before:** Select a single date using the calendar to the left, or select a date range using the calendar on the right using **today plus/today minus**, and click **SET DATE**. Click **Help** for further guidance on using the calendars. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save the report for future use, or **CUSTOMIZE REPORT** to customize the information provided in the report. The list shows any aircraft requests within the timeframe specified sorted by last modified date.
 - c. **List all Aircraft Requests where:**

NOTE: Use as many or as few of the following filters as needed.

- **Arrival/Entry and Departure/Exit times are between:** Enter the dates by selecting a single date using the calendar to the left, or select a date range using the calendar on the right using **today plus/today minus**, and click **SET DATE**. Click **Help** for further guidance on using the calendars.
- **Subject:** Enter the full or partial subject.
- **Itinerary Country is:** Select as many countries as desired by holding down the control key as you select them.
- **Aircraft Callsign:** Enter the full or partial callsign.
- **Aircraft Type:** Enter the full or partial Aircraft Type.
- **Aircraft Tail Number:** Enter the full or partial Aircraft Tail Number.
- **Aircraft Mission Number:** Enter the full or partial Aircraft Mission Number.
- **Overall Request Status:** Select the appropriate status or multiple statuses by holding down the

control key.

- **Itinerary Country Clearance Status:** Select the appropriate status or multiple statuses by holding down the control key.

- d. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save the report for future use, or **CUSTOMIZE REPORT** to customize the information provided in the report. The list shows any aircraft requests within the timeframe specified sorted by last modified date.

NOTE: The **Aircraft Request Reports List** page permits the requester to view the ID, Subject, Earliest Upcoming Travel Date (or Last Modified Date if the request has already been processed), Request Type and Request Status of each request. The requester can also Review Request, View History and Export to File each request. The requestor can also set the request as a template if it has not yet been submitted.

Updated 24 February 2015

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To run or save a new sort method of the APACS program, do the following:

1. Click Custom Reports from the left navigation menu. The Aircraft Request Reports window will open (see **Figure 1: Custom Reports**, below).

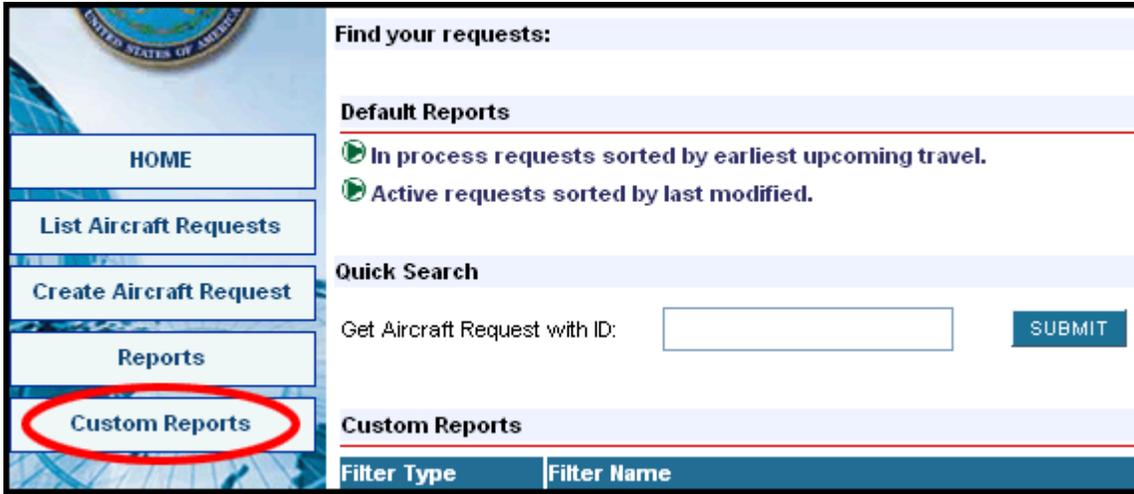


Figure 1: Custom Reports

2. Use the drop-down menu to select from the following request filters (see **Figure 2: Report options**, below):

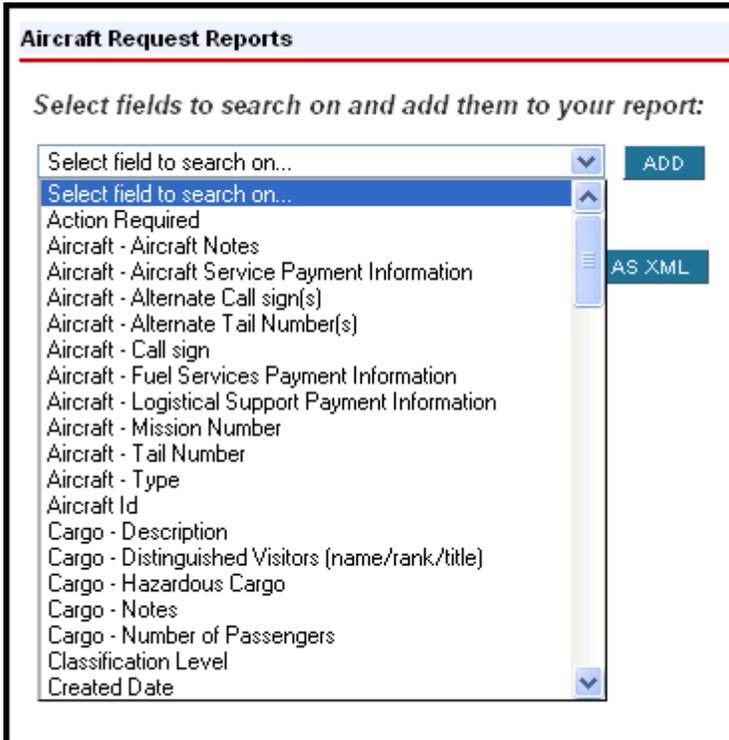


Figure 2: Report options

- **Action Required:** Select this and click **ADD**. When the Action Required drop-down menu appears, select **TRUE** for requests that still require action from the approvers, and **FALSE** for requests that no longer require approver action.
- **Aircraft - Aircraft Notes:** Select this and click **ADD**. When the Aircraft - Aircraft Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Notes.

- **Aircraft - Aircraft Service Payment Information:** Select this and click **ADD**. When the Aircraft - Aircraft Service Payment Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Service Payment Information.
- **Aircraft - Alternate Call Sign(s):** Select this and click **ADD**. When the Aircraft - Alternate Call Sign(s) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Alternate Call Sign(s).
- **Aircraft - Alternate Tail Number(s):** Select this and click **ADD**. When the Aircraft - Alternate Tail Number(s) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft - Alternate Tail Number(s).
- **Aircraft - Call Sign:** Select this and click **ADD**. When the Aircraft - Call Sign drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Call Sign.
- **Aircraft - Fuel Services Payment Information:** Select this and click **ADD**. When the Aircraft - Fuel Services Payment Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Fuel Services Payment Information.
- **Aircraft - Logistical Support Payment Information:** Select this and click **ADD**. When the Aircraft - Logistical Support Payment Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Logistical Support Payment Information.
- **Aircraft - Mission Number:** Select this and click **ADD**. When the Aircraft - Mission Number drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Mission Number.
- **Aircraft - Tail Number:** Select this and click **ADD**. When the Aircraft - Tail Number drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Tail Number.
- **Aircraft - Type:** Select this and click **ADD**. When the Aircraft - Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Type.
- **Aircraft - Id:** Select this and click **ADD**. When the Aircraft - Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Aircraft Id.
- **Cargo - Description:** Select this and click **ADD**. When the Cargo - Description drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Description.
- **Cargo - Distinguished Visitors (name/rank/title):** Select this and click **ADD**. When the Cargo - Distinguished Visitors (name/rank/title) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Distinguished Visitors.
- **Cargo - Hazardous Cargo:** Select this and click **ADD**. When the Cargo - Hazardous Cargo drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Hazardous Cargo.
- **Cargo - Notes:** Select this and click **ADD**. When the Cargo - Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Notes.
- **Cargo - Number of Passengers:** Select this and click **ADD**. When the Cargo - Number of Passengers drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Number of Passengers.
- **Classification Level:** Select this and click **ADD**. When the Classification Level drop-down menu appears, select **Unclassified, Confidential, or Secret**.

- **Created Date:** Select this and click **ADD**. When the Created Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Crew - Commander Name:** Select this and click **ADD**. When the Crew - Commander Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Commander Name.
- **Crew - Commander Rank:** Select this and click **ADD**. When the Crew - Commander Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Commander Rank.
- **Crew - Crew Names and Ranks:** Select this and click **ADD**. When the Crew - Crew Names Ranks drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Names and Ranks.
- **Crew - Nationality of Non-US Crew:** Select this and click **ADD**. When the Crew - Nationality Non-US Crew drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Nationality of Non-US Crew.
- **Crew - Notes:** Select this and click **ADD**. When the Crew - Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Notes.
- **Crew - Number of Crew:** Select this and click **ADD**. When the Crew - Number of Crew drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Number of Crew.
- **Derived From:** Select this and click **ADD**. When the Derived From drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Derived From category.
- **Downgrade/Declassification Date of Event:** Select this and click **ADD**. When the Downgrade/Declassification Date of Event drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Downgrade/Declassification Date of Event.
- **First Submitted Date:** Select this and click **ADD**. When the First Submitted Date drop-down menu appears, select **is, is before or on, or is after or on** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field.
- **Itinerary - Aircraft Services:** Select this and click **ADD**. When the Itinerary - Aircraft Services drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Aircraft Services.
- **Itinerary - Airport:** Select this and click **ADD**. When the Itinerary - Airport drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Airport.
- **Itinerary - Approving Organizations:** Select this and click **ADD**. When the Itinerary - Approving Organizations drop-down menu appears, select **is, or is not** and select the approving organization - this is the organization that will approve your request per the DoD FCG. If the approving authority is unknown, select **UNKNOWN**.
- **Itinerary - Arrival/Entry Date:** Select this and click **ADD**. When the Itinerary - Arrival/Entry Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on

the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.

- **Itinerary - Arrive/Entry or Departure/Exit Time:** Select this and click **ADD**. When the Itinerary - Arrive/Entry or Departure/Exit Time drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Blanket Approval:** Select this and click **ADD**. When the Itinerary - Blanket Approval drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Clearance Number:** Select this and click **ADD**. When the Itinerary - Clearance Number drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Clearance Number.
- **Itinerary - Comments:** Select this and click **ADD**. When the Itinerary - Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Comments.
- **Itinerary - Country:** Select this and click **ADD**. When the Itinerary - Country drop-down menu appears, select **is/is not** and select the appropriate country(s) from the list. Hold down the Ctrl key to select multiple countries at one time.
- **Itinerary - Clearance Auto Response:** Select this and click **ADD**. When the Itinerary - Clearance Auto Response drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Country Clearance Required:** Select this and click **ADD**. When the Itinerary - Country Clearance Required drop-down menu appears select: **true** or **false**.
- **Itinerary - Country Clearance Status:** Select this and click **ADD**. When the Itinerary - Country Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manner); **Submitted** (submitted requests that have received no approver action); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- **Itinerary - Country Specific Information:** Select this and click **ADD**. When the Itinerary - Country Specific Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Country Specific Information.
- **Itinerary - Departure/Exit Date:** Select this and click **ADD**. When the Itinerary - Departure/Exit Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.

- **Itinerary - Entry Points:** Select this and click **ADD**. When the Itinerary - Entry Points drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Entry Points.
- **Itinerary Exit - Points:** Select this and click **ADD**. When the Itinerary - Exit Points drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Exit - Points.
- **Itinerary - Flight Type:** Select this and click **ADD**. When the Itinerary - Flight Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Flight Type (TAKE OFF/OVERFLY/LAND).
- **Itinerary - Fuel Services:** Select this and click **ADD**. When the Itinerary - Fuel Services drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Fuel Services.
- **Itinerary - ICAO Code:** Select this and click **ADD**. When the Itinerary - ICAO Code drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary ICAO Code.
- **Itinerary - Id:** Select this and click **ADD**. When the Itinerary - Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Itinerary Id.
- **Itinerary - In Country Number Of Days:** Select this and click **ADD**. When the Itinerary - In Country Number Of Days drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the In Country Number Of Days.
- **Itinerary - Intra Country Flight No Entry:** Select this and click **ADD**. When the Itinerary - Intra Country Flight No Entry drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Intra Country Flight No Exit:** Select this and click **ADD**. When the Itinerary - Intra Country Flight No Exit drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Landing Date:** Select this and click **ADD**. When the Itinerary - Landing Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Next APACS ID:** Select this and click **ADD**. Enter in the APACS request id for the next mission that is associated with the current APACS request you are filling out.
- **Itinerary - Other Logistical Support:** Select this and click **ADD**. When the Itinerary - Other Logistical Support drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Logistical Support.
- **Itinerary - Previous APACS ID:** Select this and click **ADD**. Enter the APACS request id for the previous mission that is associated with the current APACS request you are filling out.
- **Itinerary - Route of Flight:** Select this and click **ADD**. When the Itinerary - Route of Flight drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Route of Flight.
- **Itinerary - Short Justice Notification:** Select this and click **ADD**. When the Itinerary - Short Justice Notification drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Short Justice Notification.
- **Itinerary - Submitted:** Select this and click **ADD**. When the Itinerary - Submitted drop-down menu appears, select **TRUE or FALSE**.

- **Itinerary - Takeoff Date:** Select this and click **ADD**. When the Itinerary - Takeoff Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Valid From:** Select this and click **ADD**. When the Itinerary - Valid From drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Valid To:** Select this and click **ADD**. When the Itinerary - Valid To drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Last Modified:** Select this and click **ADD**. When the Last Modified drop-down menu appears, select **is, is before or on, or is after or on** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field.
- **Last Modifier:** Select this and click **ADD**. When the Last Modifier drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Last Modifier.
- **Log History-Date:** Select this and click **ADD**. When the Log History- Date drop-down menu appears, select **is, on or before, on or after, from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Log History-Id:** Select this and click **ADD**. When the Log History- Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your request id number.
- **Log History-Type:** Select this and click **ADD**. When the Log History- Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in any value that appears under the Log History.
- **Log History-Username of author (not display name):** Select this and click **ADD**. When the Log History- Username of Author (not display name) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in partial or full username of request author.
- **Mission Information:** Select this and click **ADD**. When the Mission Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Mission Information.
- **Mission POC - Address:** Select this and click **ADD**. When the Mission POC - Address drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Address.
- **Mission POC - COMM Fax:** Select this and click **ADD**. When the Mission POC - COMM Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Fax.
- **Mission POC - COMM Phone:** Select this and click **ADD**. When the Mission POC - COMM Phone drop-

down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Phone.

- **Mission POC - DSN Fax:** Select this and click **ADD**. When the Mission POC - DSN Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Fax.
- **Mission POC - DSN Phone:** Select this and click **ADD**. When the Mission POC - DSN Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Phone.
- **Mission POC - Email:** Select this and click **ADD**. When the Mission POC - Email drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Email.
- **Mission POC - Name:** Select this and click **ADD**. When the Mission POC - Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Name.
- **Mission POC - Organization:** Select this and click **ADD**. When the Mission POC - Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Organization.
- **Mission POC - Rank:** Select this and click **ADD**. When the Mission POC - Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Rank.
- **Mission POC - Title:** Select this and click **ADD**. When the Mission POC - Title drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Title.
- **Mission POC - Unit Location:** Select this and click **ADD**. When the Mission POC - Unit Location drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Unit Location.
- **Operation/Exercise Name:** Select this and click **ADD**. When the Operation/Exercise Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Operation/Exercise Name.
- **Owner:** Select this and click **ADD**. When the Owner drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Owner.
- **Privacy Act Enforced:** Select this and click **ADD**. When the Privacy Act Enforced drop-down menu appears, select **TRUE or FALSE**.
- **Purpose Of Flight:** Select this and click **ADD**. When the Purpose Of Flight drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Purpose Of Flight.
- **Request Id:** Select this and click **ADD**. When the Request Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Request ID.
- **Request Type (prior to 7/16/2013):** Select this and click **ADD**. When the Request Type drop-down menu appears, select **is/is not** and select either **Aircraft Clearance Request** or **Short Notice Aircraft Clearance Request**.
- **Short Notice Justification (prior to 7/16/2013):** Select this and click **ADD**. When the Short Notice Justification (prior to 7/16/2013) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Short Notice Justification (prior to 7/16/2013).
- **Special Access Caveats or Other Required Statements:** Select this and click **ADD**. When the Special Access Caveats or Other Required Statements drop-down menu appears, select **contains, starts with,**

ends with, is exactly or is not blank and type in your information regarding the Special Access Caveats or Other Required Statements.

- **Status:** Select this and click **ADD**. When the Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manner); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- **Subject:** Select this and click **ADD**. When the Subject drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Subject.
- **Submitted Date:** Select this and click **ADD**. When the Submitted Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Submitter:** Select this and click **ADD**. When the Submitter drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Submitter.

3. Select as many or as few custom reports as you wish.

4. Click **DEFINE CUSTOM RESULT COLUMNS FOR REPORT** to select additional information shown in the report (see **Figure 3: Custom Result options**, below). To remove a column, click the red x next to the column listing. To revert back to the default report settings, click **REMOVE CUSTOM COLUMNS**.

Aircraft Request Reports

Select fields to search on and add them to your report:

Select field to search on...

Select column to add to report...

Select column to add to report...

- Count of Requests
- Count of Itinerary Items
- Count of Aircraft
- Count of Log History
- Aircraft - Call sign
- Aircraft - Mission Number
- Aircraft - Tail Number
- Aircraft - Type
- Aircraft Id
- Cargo - Distinguished Visitors (name/rank/title)
- Cargo - Number of Passengers
- Classification Level
- Created Date
- Crew - Commander Name
- Crew - Commander Rank
- Crew - Nationality of Non-US Crew
- Crew - Notes
- Crew - Number of Crew
- Derived From

Figure 3: Custom Result options

5. Click **RUN REPORT** to run the report once or **SAVE REPORT** to save the report and return to the List Aircraft Requests page. If saving the report, you will need to create a Report Name, then click **SAVE** to save the report or **CANCEL** to remove the saved information and return to the Run and Save Report options.

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The left navigation menu is described below:

- **HOME:** Click to access the APACS home page.
- **List Aircraft Requests:** Click to display a list of aircraft clearance requests.
- **Create Aircraft Request:** Click to create an aircraft clearance request.
- **Reports:** Click to select from a variety of reporting options.
- **Custom Reports:** Click to run or save a search method.
- **FAQ:** Click to view Frequently Asked Questions (FAQ) and their answers.
- **HELP:** Click to view the help files for the role of an Aircraft Requester.
- **User Guide:** Click to view instructions and guidelines on how to use APACS.
- **Contact Us:** Click to send an email to the APACS Administrator; to obtain the APACS help desk phone number; or to retrieve the Foreign Clearance Guide website used for approver contact information.
- **Logout:** Click to end your session in APACS.

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**AIRCRAFT REQUESTER/APPROVER:
ICON USAGE**

The following icons are used throughout APACS and can be defined in greater detail below:

Icon	Definition
	Move (a column) to the left, from its current location. This option can be found in "Configure Your Layout" in the Aircraft Request List.
	Move (a column) to the right, from its current location. This option can be found in "Configure Your Layout" in the Aircraft Request List.
	Find a date (for travel) in the Editor.
	Select a specific date, to search for a request, in APACS reports.
	Select a date range relative to now, to search for a request, in APACS reports.
	Edit the filter you have selected in your APACS report. Also, edit a line item in the editor's data table.
	Delete the filter you have selected in your APACS report.
	Run the default report or custom report you have selected from the List Personnel Requests page.
	This is found in the request list. Any request that has been identified with this flag is due within 48 hours.
	This icon will be found next to any item in the editor that may need further explanation. Hover over this to get more information.
	This is used in the discussion forum of APACS. It will link you to the details of the discussion concerning your request.
	This icon is to notify you that your information is loading, and will be available shortly.
	This icon is found in the editor. You will be able to select this and upload a comma-delimited (CSV) file to APACS to help with expediting the data-entry process.
	This icon is found in custom reports. Click on this button to save a comma-delimited (CSV) file to your

	local hard drive.
	This icon is found in the editor. You will be able to select this and use a rich-text editor for the fields that have this icon associated with it.
	This icon is found on the details page. You will be able to select this and pull up a print view of your request.
	This icon is found in both the editor and the filter/report areas. Delete your item.

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To display a list of aircraft clearance requests, follow these steps:

NOTE: The Aircraft Request List page is the default view when selecting [Aircraft Approver](#) on the APACS home page. (See [Figure 1: Aircraft Request List](#)). The approver may also select the [List Aircraft Requests](#) button on the Aircraft Approver left navigation menu on any screen.

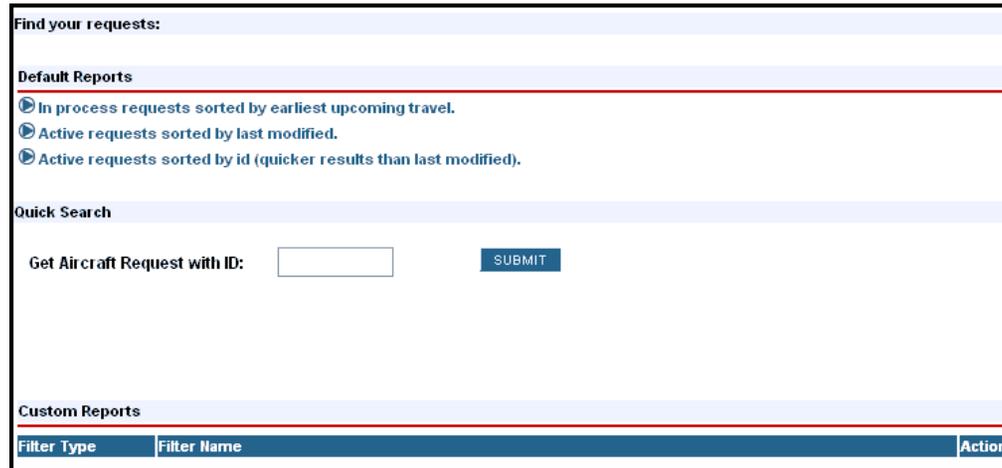


Figure 1: Aircraft Request List

- Choose your preferred sorting method – the following options are available:
 - In process requests sorted by earliest upcoming travel:** Sorts requests by the earliest date contained in the request.
 - Active requests sorted by last modified:** Sorts requests by the most recently edited/modified, and does not allow the approver to separate the requests by status as described below.
 - Active requests sorted by id (quicker results than last modified):** Sorts requests by the id number in descending order.



Figure 2: Aircraft Request List

- When the Aircraft Request List loads (see [Figure 2: Aircraft Request List](#), above) review the list according to the following columns:
 - ID:** APACS assigned number of the aircraft clearance request to be approved.
 - Subject:** Title created by an Aircraft Diplomatic Clearance Requester for each request submitted.
 - Earliest Upcoming Travel Date:** List of active personnel clearance request travel dates, sorted by closest upcoming travel time to the Approver's Area of Responsibility (AOR) country. Please note that if the traveler is already in country the country code will appear instead of the travel date.
 - Classification Level:** Identification of a personnel clearance request as classified or unclassified.

NOTE: Unclassified APACS will default to **UNCLASSIFIED** in the classification level field. Classified APACS provides options: **UNCLASSIFIED**, **CONFIDENTIAL**, and **SECRET TRAVEL**.

REQUIRED) or not (**NO ACTION REQUIRED**). You can also pull up all requests by selecting **ALL**.

NOTE: Even if an aircraft clearance request is not required by a host nation, APACS will automatically send a notification of the Aircraft Diplomatic Clearance Request to the approver and it will appear as **NO ACTION REQUIRED**.

3. Filter current request **Status** by selecting an option in the **Status** column drop-down menu. The status options (see **Figure 3: Status Options**) are defined as:

Aircraft Request List							-- Configure Your Layout -- Results Per Page: 10		
ID	Subject	Earliest Upcoming Travel Date	Action	Status					
110562	test	13 NOV 2018 11:50	ACTION REQUIRED	PENDING APPROVAL	Review Request/Approve	Export to File	View History		
110682	test	15 NOV 2018 10:45	ACTION REQUIRED	ALL APPROVERS RESPONDED	Review Request/Approve	Export to File	View History		
110640	test	15 NOV 2018 10:45	ACTION REQUIRED	ARCHIVED	Review Request/Approve	Export to File	View History		
110657	tacc	15 NOV 2018 10:45	ACTION REQUIRED	CANCELLED	Review Request/Approve	Export to File	View History		

Figure 3: Status Options

- o **PENDING APPROVAL:** Requests waiting for approval, sorted in order of earliest upcoming travel date to the approver's country.
 - **SUBMITTED:** Requests that have been submitted through APACS but no approvers have responded (approved/denied).
 - **IN PROGRESS:** Requests that have been submitted through APACS and at least one approver has responded (approved/denied).
 - **NEED MORE INFO:** Requests that require the requester to add additional information before the request can be processed.
 - o **ALL APPROVERS RESPONDED:** Requests that have had all approvers respond, sorted in order of the request's Last Modified date.
 - **APPROVED:** Requests for which all itineraries needing clearance have been reviewed and approved.
 - **APPROVAL RESTRICTED:** Requests for which all approvers for the aircraft request have approved but at least one approver has set a restriction to the clearance.
 - **DENIED:** Requests for which all of the approvers have denied the aircraft request.
 - **PARTIALLY DENIED:** Requests for which all approvers have responded and at least one approver has denied the aircraft request.
 - o **ARCHIVED:** Requests for which all travel dates are past. APACS automatically archives requests ten days after the ending travel date, regardless of the status. Filtering by ARCHIVED changes the **Earliest Upcoming Travel Date** column and sorts the request list by **Last Modified** date.
 - o **CANCELLED:** Requests that were cancelled by the requester and no longer require approval. A request can be cancelled at any time by a requester. Filtering by CANCELLED changes the **Earliest Upcoming Travel Date** column and sorts the request list by **Last Modified** date.
 - o **ALL ACTIVE REQUESTS:** Lists all requests except for Cancelled and Archived.
4. Act on the current request by selecting the following links:
- o **Review Request/Approve:** Select to display the details of a request, the requester's comments, and/or to approve/deny the request.
 - o **Export to File:** Select to save the request as a text or html file in a separate location (i.e., locally on your hard drive). The text file is in AUTODIN format.
 - o **View History:** Select to view a general description of when changes were made to the request and comments by either an approver or requester. This link also lets the user review an APACS generated detailed listing of specific changes made to the request (see View Audit help file).
5. **Configure your layout:** Click this button to change the columns in the layout. (See **Figure 4: Modify Layout of Aircraft Request List**.)

7. Click the drop down menu next to [Add New Column](#) to see all available Columns to add to the [List Aircraft Requests](#).

Modify Layout 75

Restore Defaults
(ID | Subject | Earliest Upcoming Travel Date | Request Type | Request Status | Review/Submit Request | Export To File | View History | Set As Template)

Add New Column: Purpose Of Flight

-- Return to List --

ID	Subject	Earliest Upcoming Travel Date	Request Type	Request Status	Review/Submit Request	Export To File	View History	Set As Template
 	 	 	 	 	 	 	 	 
ID	Subject	Earliest Upcoming Travel Date	Request Type	Request Status	Review/Submit Request	Export To File	View History	Set As Template

Figure 4: Modify Layout of Aircraft Request List.

8. Select the column you would like to add and click the [add](#) button. The new column will be added to the far left side on the [Modify Layout](#) page. (See [Figure 5: Modify Layout drop down.](#))
9. Click the [Restore Defaults](#) to return the [List Aircraft Requests](#) to its original column format.
10. If you selected [Active requests sorted by last modified](#), you can sort information by column by clicking on the column header. You can sort by any of the columns except for Earliest Upcoming Travel Date. If you wish to sort requests by travel date, please click [List Aircraft Requests](#) and select [In Process requests sorted by earliest upcoming travel](#). In [Figure 4](#), the ID column is being used to sort the requests, and a small icon appears over the ID heading to show that this is the column being used to sort requests.

Modify Layout

Restore Defaults
(ID | Subject | Earliest Upcoming Travel Date | Request Type | Action | Request Status | Review/Submit Request | Export To File | View History)

Add New Column: Purpose Of Flight

-- Return to List --

ID	Subject	Earliest Upcoming Travel Date	Request Type	Action	Request Status	Review/Submit Request	Export To File	View History
 			 	 	 	 	 	 
ID		Earliest Upcoming Travel Date	Request Type	Action	Request Status	Review/Submit Request	Export To File	View History

Figure 5: Modify Layout drop down.

**AIRCRAFT APPROVER:
RESPOND TO AIRCRAFT REQUEST**

To act on or approve an aircraft clearance request, do the following:

1. Select [List Aircraft Requests](#) from the left navigation menu and select [In process requests sorted by earliest upcoming travel](#) or [Active requests sorted by id \(quicker results than last modified\)](#).
2. Select [Review Request/Approve](#) in the row of the aircraft clearance request you wish to act on or respond to (see [Figure 1: Aircraft Request List view with In process requests sorted by earliest upcoming travel and/or Figure 2: List view with Active requests sorted by id \(quicker results than last modified\)](#)).

Figure 1 shows a screenshot of the 'Aircraft Request List' interface. The table has columns for ID, Subject, Earliest Upcoming Travel Date, Request Type, Action, Status, and three action buttons: Review Request/Approve, Export to File, and View History. The 'Review Request/Approve' button is circled in red. The first row shows a request with ID 110682, Subject 'IN COUNTRY (RP)', Request Type 'aircraft clearance request', Action 'ACTION REQUIRED', and Status 'SUBMITTED'. The subject field is expanded to show 'Operation Enduring Freedom'.

ID	Subject	Earliest Upcoming Travel Date	Request Type	Action	Status	Review Request/Approve	Export to File	View History
110682	IN COUNTRY (RP) Operation Enduring Freedom		aircraft clearance request	ACTION REQUIRED	SUBMITTED	Review Request/Approve	Export to File	View History

Figure 1: Aircraft Request List view with In process requests sorted by earliest upcoming travel.

Figure 2 shows a screenshot of the 'Aircraft Request List' interface. The table has columns for ID, Subject, Earliest Upcoming Travel Date, Action, Request Status, Review Request/Approve, Export to File, and View History. The 'Results Per Page' dropdown is set to 10. The first row shows a request with ID 110682, Subject 'test', Request Status 'IN PROGRESS', and Action 'NO ACTION REQUIRED'.

ID	Subject	Earliest Upcoming Travel Date	Action	Request Status	Review Request/Approve	Export to File	View History
110682	test	N/A	NO ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History
110681	trest	N/A	NO ACTION REQUIRED	NEW	Review Request/Approve	Export to File	View History
110680	test	N/A	NO ACTION REQUIRED	NEW	Review	Export	View

Figure 2: Aircraft Request List view with Active requests sorted by id (quicker results than last modified).

NOTE: The details of the selected request will be displayed on a new page, Aircraft Request Detail (see [Figure 3: Aircraft Request Detail](#)).

Aircraft Request Detail

[History / Requester Comments](#)
[Contact Requester](#)
[Approver Options](#)
[Export to File](#)
[Cancelled Itinerary Details](#)
[Return to List](#)

APACS APPROVERS: Do not rely on APACS as a near-real-time flight-following tool.
Use other applications (e.g., SMS, GDSS) for aircraft mission control.

UNCLASSIFIED
Need to know

[Collapse All](#)
[Hide Itinerary Details](#)

[Main](#) | [Requester Comments](#) | [Itinerary](#) | [Aircraft](#) | [Cargo](#) | [Crew](#) | [Mission POC](#) | [Submitter Information](#) | [Approver Organizations](#)

Main

APACS ID: 110902
Status: SUBMITTED
Submitted Date: FEB 23, 2015 17:56
First Submitted Date: FEB 23, 2015 17:56
Subject: Aircraft Clearance Request, Turkey (test)
Classification Level: UNCLASSIFIED
Purpose of Flight: training mission
Operation/Exercise Name: operation 123
Mission Information:
Short Notice Justification: not required
 (top)

Requester Comments

Date: **Comments:**
 (top)

Itinerary 1

Country:	Airport:	Status:	Entry:	Arrival:	Depart:	Exit:
United States	Baltimore Washington International	SUBMITTED			131100Z NOV2018	131150Z NOV2018

Itinerary 1 Detail

ICAO Code: BWI
Flight Type: TAKE OFF/LAND
Entry Points: Entry point
Exit Points: Exit point
Route of Flight: Air Route
Fuel Services: 2000lbs JP5
Aircraft Services: hanger
Other Logistical Support: hotel
Country Specific Information: none
Short Notice Justification: Sorry we are late!
Clearance Required: true
Clearance Number:
Comments:

Figure 3: Aircraft Request Detail

3. Click the [Collapse All/Expand All](#) options to either hide or show, respectively, the details of your request, and click the [View Itinerary Details/Hide Itinerary Details](#) to either show or hide, respectively, the details of each itinerary.
4. Review the details of the request and choose from the following actions:
 - o **History/Requester Comments:** Click to display a history of changes made to the request by either an approver or requester, including the date and time of the action, type of action that took place (i.e., request created, modified, approved), author, and additional comments.
 - o **Contact Requester:** Click to view, initiate, or continue a discussion with the requester. A window will appear listing what messages have already been sent, and will give the option to "Start new discussion". When the discussion window opens (see **Figure 4: Approval Options**, below), type a subject and the message of your request, then hit submit (you can expand the message field by clicking and dragging the lower right corner). If you are an approver for more than one country, you will be able to select which approval agency you are speaking on behalf of. The requester will be notified via system-generated e-mail of the message in their APACS account. If you are an approver for more than one country, a drop-down window will appear

- o **Approval Options:** Click to act on the request. An options box opens (see **Figure 4: Approval Options**) permitting the approver to perform the following:

Aircraft Request Detail

History / Requester Comments Contact Requester Approver Options Export to File Return to List

OPTIONS									
Permissions:	Earliest Travel Date/Time:	Status:	Approve:	Approve W/Restrictions:	Deny:	Not Required:	In Progress:	Need More Info:	
UNITED STATES	140935Z MAR2012	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UNITED STATES	141300Z MAR2012	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UNITED STATES (HAWAII)	141425Z MAR2012	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GUAM	160635Z MAR2012	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UNITED STATES (HAWAII)	110200Z APR2013	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UNITED STATES	122100Z APR2012	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UNITED STATES	122250Z APR2012	N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Select All			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: If you need to use the same clearance number for multiple itinerary items approvals, choose the itinerary items and click Next. Otherwise, approve them one at a time.

NEXT

Figure 4: Approval Options

1. **Approve:** Click on the radio button to approve the request and select **Next**. Complete the Select/Update Clearance Validity Window (see **Figure 5: Select/Update Clearance Validity Window**). If applicable, enter the clearance number. Enter approval comments in the Comments field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. (see **Figure 6: Aircraft Request: Comment**). For instructions on how to create an aircraft clearance request approval response, please see below. APACS will then send an email message to the requester letting them know an action has been taken on their request.
2. **Approve with Restrictions:** Click on the radio button to approve the request with restrictions and select **Next**. Complete the Select/Update Clearance Validity Window (see **Figure 5: Select/Update Clearance Validity Window**). If applicable, enter the clearance number. Enter approval comments in the Comments field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. (see **Figure 6: Aircraft Request: Comment**). For instructions on how to create an aircraft clearance request approval response, please see below. APACS will then send an email message to the requester letting them know an action has been taken on their request.

- HOME
- List Aircraft Requests
- Reports
- Custom Reports
- List Approval Responses
- FAQ
- Help
- User Guide
- Training
- Contact Us
- Logout

Aircraft Request: Comment

Select/Update Clearance Validity Window

Note: Dates below are expected in Zulu time using the format (yyyy-MM-dd HH:mm) in 24-hour time. You are not required to enter dates for legs that are covered by blanket clearances. Pre-populated dates for NEW clearance requests are calculated using the clearance validity time defined in the foreign clearance guide and are starting point. Please change these dates as appropriate.

Country	Earliest Travel Date/Time	Blanket Clearance	Valid From: yyyy-MM-dd HH:mm	Valid To: yyyy-MM-dd HH:mm
UNITED STATES	140935Z MAR2012	<input type="checkbox"/>	2012-03-12 09:35	2012-03-16 09:35
UNITED STATES	141300Z MAR2012	<input type="checkbox"/>	2012-03-12 13:00	2012-03-16 13:00
UNITED STATES (HAWAII)	141425Z MAR2012	<input type="checkbox"/>		
GUAM	160635Z MAR2012	<input type="checkbox"/>		
UNITED STATES (HAWAII)	110200Z APR2013	<input type="checkbox"/>		
UNITED STATES	122100Z APR2012	<input type="checkbox"/>	2012-04-10 21:00	2012-04-14 21:00
UNITED STATES	122250Z APR2012	<input type="checkbox"/>	2012-04-10 22:50	2012-04-14 22:50

Clearance Number:

Note: If no clearance number is required with your approval, enter N/A.

Comment:

Enter a comment to further describe your approval.

3. **Deny:** Click on the radio button to deny the request and select **Next**. If applicable, enter the clearance number. Enter comments in the Comments field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. (see **Figure 6: Aircraft Request: Comment**). For instructions on how to create an aircraft clearance request approval response, please see below. APACS will then send an email message to the requester letting them know an action has been taken on their request.
4. **Not Required:** Click on the radio button to state clearance was not required for this request and select **NEXT**. If applicable, enter the clearance number. Enter comments in the Comments field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. (see **Figure 6: Aircraft Request: Comment**). For instructions on how to create an aircraft clearance request approval response, please see below. APACS will then send an email message to the requester letting them know an action has been taken on their request.
5. **In Progress:** Click on the radio button to select In Progress for the request and select **Next**. If applicable, enter the clearance number. Enter comments in the Comments field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. (see **Figure 6: Aircraft Request: Comment**). For instructions on how to create an aircraft clearance request approval response, please see below. APACS will then send an email message to the requester letting them know an action has been taken on their request.
6. **Need More Info:** Click on the radio button to state that the request did not include all required information, and select **NEXT**. If applicable, enter the clearance number. Enter comments in the Comments field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. (see **Figure 6: Aircraft Request: Comment**). For instructions on how to create an aircraft clearance request approval response, please see below. APACS will then send an email message to the requester letting them know an action has been taken on their request.
7. **Select All:** Click on the radio button to select all above options and select **NEXT**.
8. **NOTE:** If there is more than one itinerary leg for a country, you will be able to approve/deny each leg separately.

Aircraft Request: Comment

Clearance Number:
Note: If no clearance number is required with your approval, enter N/A.

Approval Response:
You can pre-fill your approval comments below with one of your response templates or start from scratch

Comment:
Enter a comment to further describe your approval.

Figure 6: Aircraft Request: Comment

- **Export to File:** Click to open the [Aircraft Request Export Options](#) page to export the request as html, xml or plain text to a separate location (i.e., locally on your hard drive). The text file is in AUTODIN format.
- **Cancelled Itinerary Details:** Click to display the details of any cancelled itineraries within the request.
- **Return to List:** Click to return to the previous listing of requests.
- **Printer Icon:** Click to print a printer-friendly version of the request. The user can opt to show Rich Text Format fields in the printed version as an attachment.

To **Create** an aircraft clearance request approval response, do the following:

1. Select **List Approval Responses** from the left navigation menu. The **Add/Edit Approval Response** window will appear.
2. Type in a **Name** of your choosing to identify the response. Add in the **Response**. Select the drop down menu and complete the options for **Who can see and edit this response** and **What type of approval option is related to this response**. Click on **SAVE RESPONSE**. Your saved **Approval Response** will show below. Under Approval Responses you will be able to see the **Owner, Approval Option, Name, Last Modified, Last Modifier, and Action**. To edit a response, click on a the pencil icon under **Action**. To delete a response, click on the trash can icon under **Action**. To select the appropriate approval response for the appropriate approval, please choose one of the following options from the drop down menu: **ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED or NEED MORE INFO**. (see **Figure 7: Aircraft Add/Edit Approval Response Detail**).

- HOME
- List Aircraft Requests
- Reports
- Custom Reports
- List Approval Responses
- FAQ
- Help
- User Guide
- Training
- Contact Us
- Logout

Name:

Response:

Who can see and edit this response:

What type of approval option is related to this response:

SAVE RESPONSE

Approval Responses

Owner	Approval Option	Name	Last Modified	Last Modifier	Action
AFGHANISTAN APPROVERS	APPROVED	tnep	Dec 19, 2012 13:36	admin	 
CENTRAL AFRICAN REPUBLIC APPROVERS	APPROVED	Blanket C-LRA	Aug 06, 2012 09:10	caveserj	 
CHINA APPROVERS	ANY	Dip Note Submitted	Jul 30, 2012 01:45	Turnbullkc	 
CHINA APPROVERS	ANY	Standard Approval	Jul 30, 2012 01:45	Turnbullkc	 
FINLAND APPROVERS	APPROVED	Aircraft Approval	Jul 30, 2012 06:42	mattwood	 
UNITED KINGDOM APPROVERS	NEED MORE INFO	Need More Info	Feb 12, 2013 15:07	mauckjl	 
LIBYA APPROVERS	ANY	Landing at Tripoli/Mitiga	Jul 31, 2012 09:54	wilsonca1	 
LIBYA APPROVERS	ANY	Overflight Approval	Jul 19, 2012 21:16	wilsonca1	 
SOUTH SUDAN APPROVERS	ANY	ANY Clearance (NON-Blanket)	Aug 08, 2012 14:38	dihamre	 
SOUTH SUDAN APPROVERS	ANY	BLANKET CLEARANCE - DCA222	Aug 08, 2012 14:32	dihamre	 
UNITED STATES APPROVERS	NEED MORE INFO	Need More Info	Feb 12, 2013 15:08	mauckjl	 

Figure 7: Aircraft Add/Edit Approval Response Detail

To **Contact** a requester do the following:

1. Additionally, Approvers may also open the request to the Airframe Request Detail page, scroll down to the **Submitter Information** section and select the submitters email address - (this is a clickable link). This will open a new email message in your email messaging system to contact the requester directly. (see **Figure 8: Contact Requester/Email Address Link**).

(top)

Submitter Information ▼▲

Name:	MyraTEST Account
Rank:	CTR
Organization:	SAIC
Organizational Mailing Address:	1710 SAIC Dr
Duty Phone:	703-676-5493
Duty Fax:	
Email:	turmyra.L.frith@saic.com

(top)

Figure 8: Contact Requester/Email Address Link

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To contact a requester regarding their request, perform the following:

1. Click [List Aircraft Requests](#) from the left navigation menu and select [In process requests sorted by earliest upcoming travel](#).
2. Choose the appropriate status of the request from the Status drop-down menu to show it on the list.
3. Click [Review Request/Approve](#) to pull up the request detail.
4. Click [Contact Requester](#) to open the message window for this particular request (see **Figure 1: Aircraft Request Detail with Contact Requester circled**).

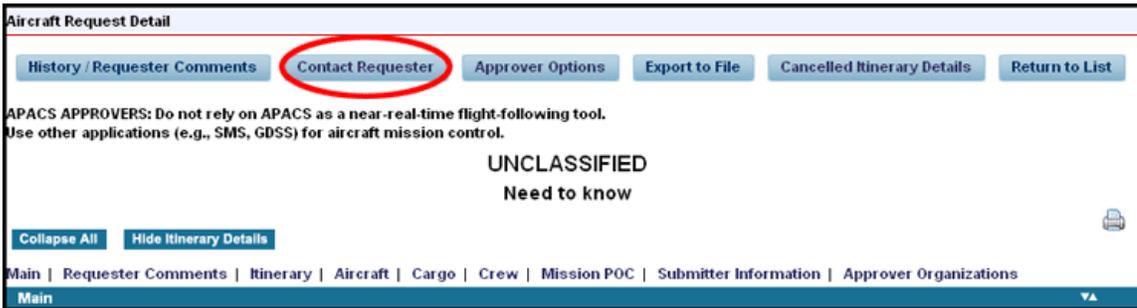


Figure 1: Aircraft Request Detail with Contact Requester circled

5. Click [New Discussion w/ Approver](#) to open a blank message (see **Figure 2: Aircraft Request Discussions window with Start New Discussion circled**).



Figure 2: Aircraft Request Discussions window with Start New Discussion circled

6. Enter a subject in the subject line. **Please note that if you are an approver for more than one approval agency, you will need to select which agency you are writing the message from.
7. Type out your message in the message box, and click [Submit](#).
8. If notifications have been selected, you will receive a notification email when the requester responds. You can also check for requester response by clicking [Home](#) and then clicking [Message Center](#).
9. Archiving discussion messages:
 - Past requests - The discussion messages for past requests will be archived 10 days after the departure date of the last itinerary item.
 - Cancelled requests - The discussion messages will be auto-archived upon cancellation of the request.
10. Additionally, approvers may [Contact](#) the requester by doing the following:

- o Open the request to the Aircraft Request Detail page, scroll down to the [Submitter Information](#) section and select the submitters email address - (this is a clickable link). This will open a new email message in your email messaging system to contact the requester directly. (see **Figure 3: Contact Requester/Email Address Link**)



Figure 3: Contact Requester/Email Address Link

**AIRCRAFT REQUEST:
VIEW/SAVE REQUEST IN HTML/XML/AUTODIN (Plain Text) FORMAT**

NOTE: The only means of saving an APACS message on your hard drive is through the following steps.

If an error message is displayed indicating that an Aircraft Diplomatic Clearance Request cannot be submitted through APACS, it may be viewed and submitted by exporting the file. To view an aircraft clearance request as an exported file and submit it, perform the following:

1. Click [List Aircraft Requests](#) from the left navigation menu, enter the ID number of your request, and click [Submit](#).
2. Click [Export to File](#) in the row of the aircraft clearance request you wish to save (see **Figure 1: Aircraft Request Detail with Export to File circled**). The [Aircraft Request Export Options](#) page will open (see **Figure 2: Aircraft Request Export Options**).

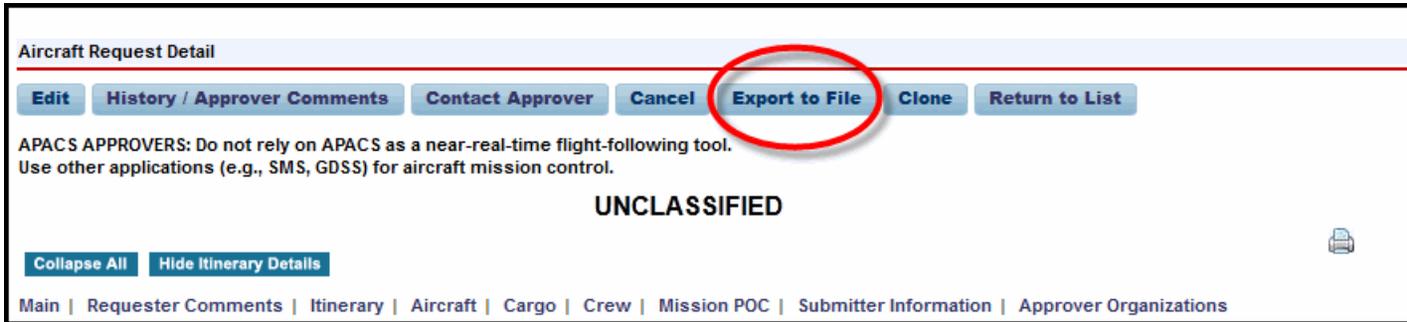


Figure 1: Aircraft Request Detail with Export to File circled

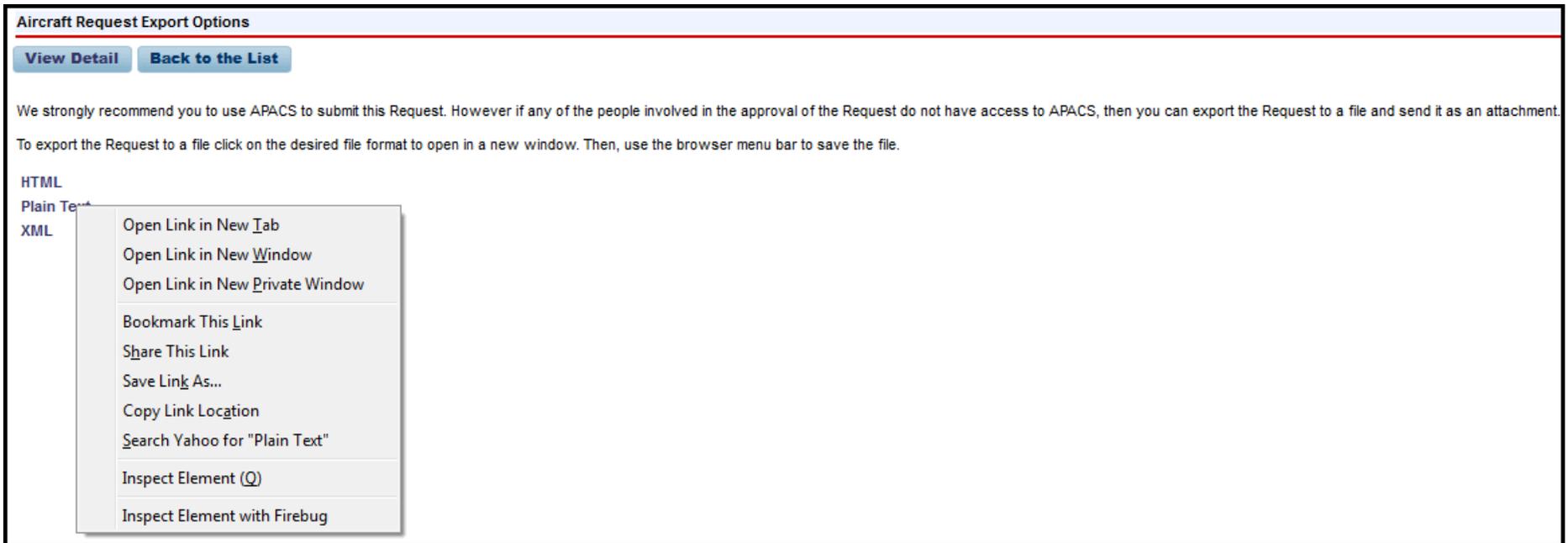


Figure 2: Aircraft Request Export Options

3. Right click on the [HTML](#) option to save the request in the APACS Aircraft Request Detail format, the [Plain Text](#) option to save in the AUTODIN format, or the [XML](#) option to save the request in XML format locally on your hard

NOTE: To view the Aircraft Request Detail format, AUTODIN format or XML format without saving, left-click on the [HTML](#), [Plain Text](#) or [XML](#) link. A new window will display the request in the appropriate format.

- 4. Select [Save Target As...](#) or [Save Link as...](#) in the browser menu.
- 5. Rename the file and choose a place to save it in your filing system.
- 6. Click [Save](#).

NOTE: You may also get to the [Aircraft Request Export options](#) page through the [Aircraft Request List](#) page.

- 7. Click [List Aircraft Requests](#) and select the appropriate default or custom report to pull up your request.
- 8. Click [Export to File](#) (see **Figure 3: Aircraft Request List with Export to File circled**).

-- Configure Your Layout -- Results Per Page: 10 ▾

ID	Subject	Earliest Upcoming Travel Date	Request Status			
110682	test	13 NOV 2018 11:50	IN PROGRESS	Review Request/Submit	Export to File	View History
110562	test	13 NOV 2018 11:50	SUBMITTED	Review Request/Submit	Export to File	View History

Figure 3: Aircraft Request List with Export to File circled

- 9. Right click on the [HTML](#) option to save the request in the APACS Aircraft Request Detail format, the [Plain Text](#) option to save in the AUTODIN format, or the [XML](#) option to save the request in XML format locally on your hard drive.

NOTE: To view the Aircraft Request Detail format, AUTODIN format or XML format without saving, left-click on the [HTML](#), [Plain Text](#), or [XML](#) link. A new window will display the request in the appropriate format.

- 10. Select [Save Target As ...](#) in the browser menu.
- 11. Rename the file and save it in your filing system by clicking [Save](#).
- 12. From here you can send the file by whatever means are most convenient (e-mail, fax, etc.).

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To view an aircraft clearance request report, do the following:

1. Click **Reports** from the left navigation menu to open the **Aircraft Request Reports** page (see **Figure 1: Aircraft Request Reports sample, pages 1-3**).

The screenshot shows the 'Aircraft Request Reports' interface. At the top, it says 'Select from one of the following filter options to retrieve Reports'. There are three filter options, each with a radio button:

- Get Aircraft Request with ID**: Includes a text input field and a 'SUBMIT' button.
- List all where Mission Number contains**: Includes a text input field and buttons for 'RUN REPORT', 'SAVE REPORT', and 'CUSTOMIZE REPORT'.
- List all Requests in my Country(s) where Arrival/Entry and Departure/Exit times are between**: Includes two date pickers (each with a calendar icon and a 'Help' link) and buttons for 'RUN REPORT', 'SAVE REPORT', and 'CUSTOMIZE REPORT'.

Figure 1: Aircraft Request Reports sample, page 1

2. Filter the requests by:
 - o **Get aircraft request with ID:**
 - a. Enter the ID number of the request.
 - b. Click **SUBMIT**. The **Aircraft Request Detail** will open, providing the specific request searched for.
 - o **List all requests where mission number contains:**
 - a. Enter the mission number provided by the requester.
 - b. Click **Run Report** to run the search once, **Save Report** to save this report for future use, or **Customize Report** to open the **Custom Reports** window.
 - o **List all requests in my Country(s) where Arrival/Entry and Departure/Exit times are between:**
 - a. Use the calendars on the left to select a single date for the date of arrival or the calendars on the right to select a range. If selecting a range, click **Set Date** to set the date or **Cancel** to remove these options. Click **Help** for further information on how to use these calendars.
 - b. Click **Run Report** to run the search once, **Save Report** to save this report for future use, or **Customize Report** to open the **Custom Reports** window.

List all Aircraft Requests where

Arrival/Entry and Departure/Exit times are between   [Help](#)

and   [Help](#)

Subject

Itinerary Country is

* Use "ctrl" + click to select multiple values

Aircraft Callsign

Aircraft Type

Aircraft Tail Number

Aircraft Mission Number

Overall Request Status
 APPROVED
 ARCHIVED
 CANCELLED
 DENIED
 IN PROGRESS
 MODIFIED
 NEED MORE INFO
 NEW
 PARTIALLY DENIED
 SUBMITTED
 TEMPLATE
* Use "ctrl" + click to select multiple values

Itinerary Country Clearance Status
 APPROVED
 CANCELLED
 DENIED
 IN PROGRESS
 MODIFIED
 N/A
 NEED MORE INFO
 NEW
 NOT REQUIRED
 NO ACTION TAKEN
 SUBMITTED
 VIEWED
* Use "ctrl" + click to select multiple values

Figure 1: Aircraft Request Reports sample, page 2

o [List all Aircraft Requests where:](#)

NOTE: Use as many or as few of the following filters as needed.

- **Arrival/Entry and Departure/Exit times are between:** Use the calendars on the left to select a single date for the date range of arrival or the calendars on the right to select a range. If selecting a range, click **Set Date** to set the date or **Cancel** to remove these options. Click **Help** for further information on how to use these calendars.

- **Subject:** Enter the full or partial subject.
- **Itinerary Country is:** Select the country or countries from the list.
- **Aircraft Callsign:** Enter the full or partial callsign.
- **Aircraft Type:** Enter the full or partial Aircraft Type.
- **Aircraft Tail Number:** Enter the full or partial Aircraft Tail Number.
- **Aircraft Mission Number:** Enter the full or partial Aircraft Mission Number.
- **Overall Request Status:** Select the appropriate status (or statuses) from the list.
- **Itinerary Country Clearance Status:** Select the appropriate status (or statuses) from the list.

List all Aircraft Requests where

Arrival/Entry and Departure/Exit times are between 2011-07-01 [Help](#)

and 2011-07-01 [Help](#)

Subject

Action Required TRUE

Itinerary Country is Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
* Use "ctrl" + click to select multiple values

Aircraft Callsign

Aircraft Type

Aircraft Tail Number

Aircraft Mission Number

Figure 1: Aircraft Request Reports sample, page 3

o **List all Aircraft Requests where:**

NOTE: Use as many or as few of the following filters as needed.

- **Arrival/Entry and Departure/Exit times are between:** Use the calendars on the left to select a single date for the date range of arrival or the calendars on the right to select a range. If selecting a range, click **Set Date** to set the date or **Cancel** to remove these options. Click **Help** for further information on how to use these calendars.
- **Subject:** Enter the full or partial subject.
- **Action Required:** Select true for requests that still require approver action, or false for requests that do not require approver action.
- **Itinerary Country is:** Select the country or countries from the list.
- **Aircraft Callsign:** Enter the full or partial callsign.

- **Aircraft Type:** Enter the full or partial Aircraft Type.
 - **Aircraft Tail Number:** Enter the full or partial Aircraft Tail Number.
 - **Aircraft Mission Number:** Enter the full or partial Aircraft Mission Number.
- Click **Run Report** to run the search once, **Save Report** to save this report for future use, or **Customize Report** to open the **Custom Reports** window.

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To run or save a new sort method of the APACS program, do the following:

1. Click Custom Reports from the left navigation menu. The Aircraft Request Reports window will open (see **Figure 1: Custom Reports**, below).

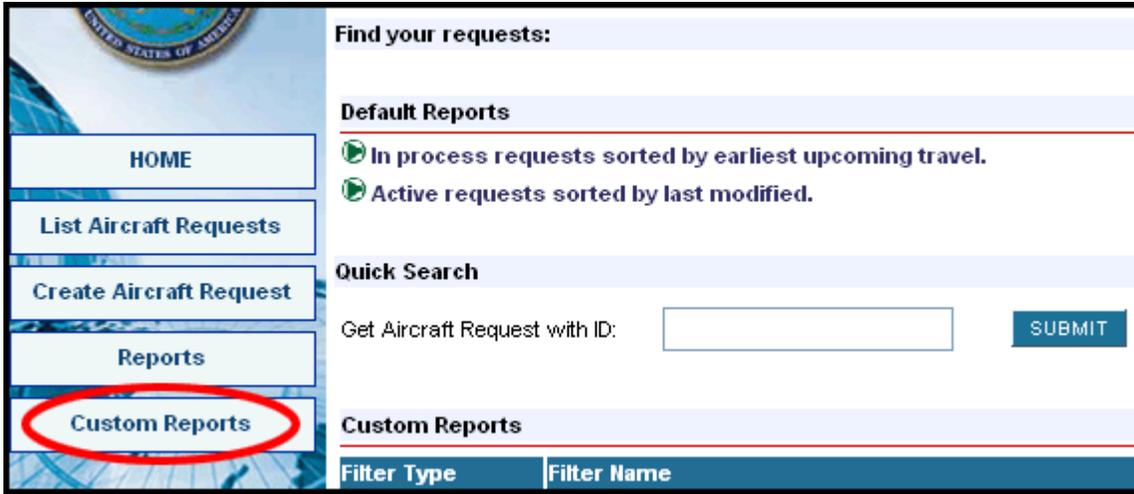


Figure 1: Custom Reports

2. Use the drop-down menu to select from the following request filters (see **Figure 2: Report options**, below):

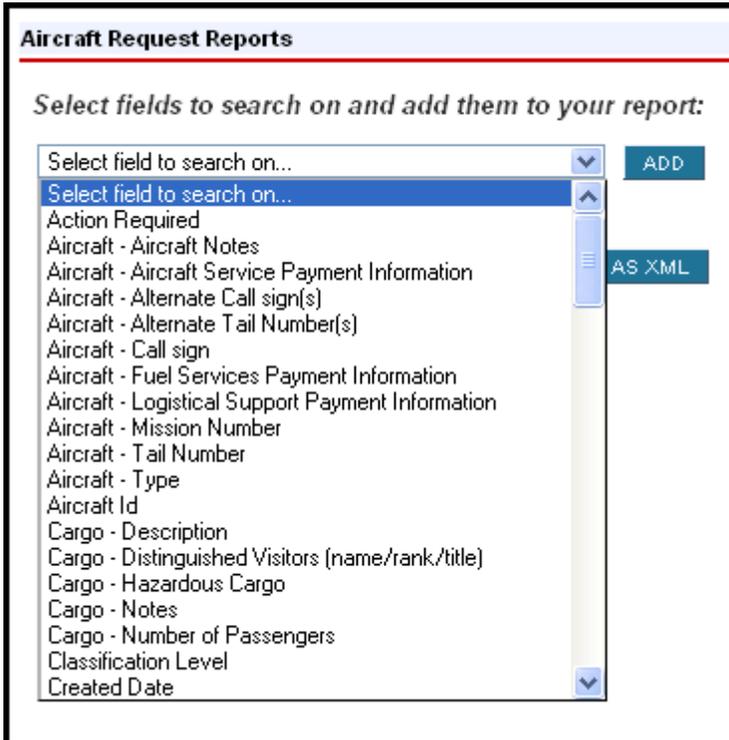


Figure 2: Report options

- **Action Required:** Select this and click **ADD**. When the Action Required drop-down menu appears, select **TRUE** for requests that still require action from the approvers, and **FALSE** for requests that no longer require approver action.
- **Aircraft - Aircraft Notes:** Select this and click **ADD**. When the Aircraft - Aircraft Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Notes.

- **Aircraft - Aircraft Service Payment Information:** Select this and click **ADD**. When the Aircraft - Aircraft Service Payment Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Service Payment Information.
- **Aircraft - Alternate Call Sign(s):** Select this and click **ADD**. When the Aircraft - Alternate Call Sign(s) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Alternate Call Sign(s).
- **Aircraft - Alternate Tail Number(s):** Select this and click **ADD**. When the Aircraft - Alternate Tail Number(s) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft - Alternate Tail Number(s).
- **Aircraft - Call Sign:** Select this and click **ADD**. When the Aircraft - Call Sign drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Call Sign.
- **Aircraft - Fuel Services Payment Information:** Select this and click **ADD**. When the Aircraft - Fuel Services Payment Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Fuel Services Payment Information.
- **Aircraft - Logistical Support Payment Information:** Select this and click **ADD**. When the Aircraft - Logistical Support Payment Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Logistical Support Payment Information.
- **Aircraft - Mission Number:** Select this and click **ADD**. When the Aircraft - Mission Number drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Mission Number.
- **Aircraft - Tail Number:** Select this and click **ADD**. When the Aircraft - Tail Number drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Tail Number.
- **Aircraft - Type:** Select this and click **ADD**. When the Aircraft - Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Aircraft Type.
- **Aircraft - Id:** Select this and click **ADD**. When the Aircraft - Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Aircraft Id.
- **Cargo - Description:** Select this and click **ADD**. When the Cargo - Description drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Description.
- **Cargo - Distinguished Visitors (name/rank/title):** Select this and click **ADD**. When the Cargo - Distinguished Visitors (name/rank/title) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Distinguished Visitors.
- **Cargo - Hazardous Cargo:** Select this and click **ADD**. When the Cargo - Hazardous Cargo drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Hazardous Cargo.
- **Cargo - Notes:** Select this and click **ADD**. When the Cargo - Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Notes.
- **Cargo - Number of Passengers:** Select this and click **ADD**. When the Cargo - Number of Passengers drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Cargo Number of Passengers.
- **Classification Level:** Select this and click **ADD**. When the Classification Level drop-down menu appears, select **Unclassified, Confidential, or Secret**.

- **Created Date:** Select this and click **ADD**. When the Created Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Crew - Commander Name:** Select this and click **ADD**. When the Crew - Commander Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Commander Name.
- **Crew - Commander Rank:** Select this and click **ADD**. When the Crew - Commander Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Commander Rank.
- **Crew - Crew Names and Ranks:** Select this and click **ADD**. When the Crew - Crew Names Ranks drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Names and Ranks.
- **Crew - Nationality of Non-US Crew:** Select this and click **ADD**. When the Crew - Nationality Non-US Crew drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Nationality of Non-US Crew.
- **Crew - Notes:** Select this and click **ADD**. When the Crew - Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Crew Notes.
- **Crew - Number of Crew:** Select this and click **ADD**. When the Crew - Number of Crew drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Number of Crew.
- **Derived From:** Select this and click **ADD**. When the Derived From drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Derived From category.
- **Downgrade/Declassification Date of Event:** Select this and click **ADD**. When the Downgrade/Declassification Date of Event drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Downgrade/Declassification Date of Event.
- **First Submitted Date:** Select this and click **ADD**. When the First Submitted Date drop-down menu appears, select **is, is before or on, or is after or on** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field.
- **Itinerary - Aircraft Services:** Select this and click **ADD**. When the Itinerary - Aircraft Services drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Aircraft Services.
- **Itinerary - Airport:** Select this and click **ADD**. When the Itinerary - Airport drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Airport.
- **Itinerary - Approving Organizations:** Select this and click **ADD**. When the Itinerary - Approving Organizations drop-down menu appears, select **is, or is not** and select the approving organization - this is the organization that will approve your request per the DoD FCG. If the approving authority is unknown, select **UNKNOWN**.
- **Itinerary - Arrival/Entry Date:** Select this and click **ADD**. When the Itinerary - Arrival/Entry Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on

the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.

- **Itinerary - Arrive/Entry or Departure/Exit Time:** Select this and click **ADD**. When the Itinerary - Arrive/Entry or Departure/Exit Time drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Blanket Approval:** Select this and click **ADD**. When the Itinerary - Blanket Approval drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Clearance Number:** Select this and click **ADD**. When the Itinerary - Clearance Number drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Clearance Number.
- **Itinerary - Comments:** Select this and click **ADD**. When the Itinerary - Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Comments.
- **Itinerary - Country:** Select this and click **ADD**. When the Itinerary - Country drop-down menu appears, select **is/is not** and select the appropriate country(s) from the list. Hold down the Ctrl key to select multiple countries at one time.
- **Itinerary - Clearance Auto Response:** Select this and click **ADD**. When the Itinerary - Clearance Auto Response drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Country Clearance Required:** Select this and click **ADD**. When the Itinerary - Country Clearance Required drop-down menu appears select: **true** or **false**.
- **Itinerary - Country Clearance Status:** Select this and click **ADD**. When the Itinerary - Country Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manner); **Submitted** (submitted requests that have received no approver action); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- **Itinerary - Country Specific Information:** Select this and click **ADD**. When the Itinerary - Country Specific Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Country Specific Information.
- **Itinerary - Departure/Exit Date:** Select this and click **ADD**. When the Itinerary - Departure/Exit Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.

- **Itinerary - Entry Points:** Select this and click **ADD**. When the Itinerary - Entry Points drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Entry Points.
- **Itinerary Exit - Points:** Select this and click **ADD**. When the Itinerary - Exit Points drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Exit - Points.
- **Itinerary - Flight Type:** Select this and click **ADD**. When the Itinerary - Flight Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Flight Type (TAKE OFF/OVERFLY/LAND).
- **Itinerary - Fuel Services:** Select this and click **ADD**. When the Itinerary - Fuel Services drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Fuel Services.
- **Itinerary - ICAO Code:** Select this and click **ADD**. When the Itinerary - ICAO Code drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary ICAO Code.
- **Itinerary - Id:** Select this and click **ADD**. When the Itinerary - Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Itinerary Id.
- **Itinerary - In Country Number Of Days:** Select this and click **ADD**. When the Itinerary - In Country Number Of Days drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the In Country Number Of Days.
- **Itinerary - Intra Country Flight No Entry:** Select this and click **ADD**. When the Itinerary - Intra Country Flight No Entry drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Intra Country Flight No Exit:** Select this and click **ADD**. When the Itinerary - Intra Country Flight No Exit drop-down menu appears, select **TRUE** for itineraries where this item is selected, and **FALSE** for itineraries where this item is not selected.
- **Itinerary - Landing Date:** Select this and click **ADD**. When the Itinerary - Landing Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Next APACS ID:** Select this and click **ADD**. Enter in the APACS request id for the next mission that is associated with the current APACS request you are filling out.
- **Itinerary - Other Logistical Support:** Select this and click **ADD**. When the Itinerary - Other Logistical Support drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Logistical Support.
- **Itinerary - Previous APACS ID:** Select this and click **ADD**. Enter the APACS request id for the previous mission that is associated with the current APACS request you are filling out.
- **Itinerary - Route of Flight:** Select this and click **ADD**. When the Itinerary - Route of Flight drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Route of Flight.
- **Itinerary - Short Justice Notification:** Select this and click **ADD**. When the Itinerary - Short Justice Notification drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Short Justice Notification.
- **Itinerary - Submitted:** Select this and click **ADD**. When the Itinerary - Submitted drop-down menu appears, select **TRUE or FALSE**.

- **Itinerary - Takeoff Date:** Select this and click **ADD**. When the Itinerary - Takeoff Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Valid From:** Select this and click **ADD**. When the Itinerary - Valid From drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Itinerary - Valid To:** Select this and click **ADD**. When the Itinerary - Valid To drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Last Modified:** Select this and click **ADD**. When the Last Modified drop-down menu appears, select **is, is before or on, or is after or on** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field.
- **Last Modifier:** Select this and click **ADD**. When the Last Modifier drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Last Modifier.
- **Log History-Date:** Select this and click **ADD**. When the Log History- Date drop-down menu appears, select **is, on or before, on or after, from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Log History-Id:** Select this and click **ADD**. When the Log History- Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your request id number.
- **Log History-Type:** Select this and click **ADD**. When the Log History- Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in any value that appears under the Log History.
- **Log History-Username of author (not display name):** Select this and click **ADD**. When the Log History- Username of Author (not display name) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in partial or full username of request author.
- **Mission Information:** Select this and click **ADD**. When the Mission Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Mission Information.
- **Mission POC - Address:** Select this and click **ADD**. When the Mission POC - Address drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Address.
- **Mission POC - COMM Fax:** Select this and click **ADD**. When the Mission POC - COMM Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Fax.
- **Mission POC - COMM Phone:** Select this and click **ADD**. When the Mission POC - COMM Phone drop-

down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Phone.

- **Mission POC - DSN Fax:** Select this and click **ADD**. When the Mission POC - DSN Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Fax.
- **Mission POC - DSN Phone:** Select this and click **ADD**. When the Mission POC - DSN Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Phone.
- **Mission POC - Email:** Select this and click **ADD**. When the Mission POC - Email drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Email.
- **Mission POC - Name:** Select this and click **ADD**. When the Mission POC - Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Name.
- **Mission POC - Organization:** Select this and click **ADD**. When the Mission POC - Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Organization.
- **Mission POC - Rank:** Select this and click **ADD**. When the Mission POC - Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Rank.
- **Mission POC - Title:** Select this and click **ADD**. When the Mission POC - Title drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Title.
- **Mission POC - Unit Location:** Select this and click **ADD**. When the Mission POC - Unit Location drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Unit Location.
- **Operation/Exercise Name:** Select this and click **ADD**. When the Operation/Exercise Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Operation/Exercise Name.
- **Owner:** Select this and click **ADD**. When the Owner drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Owner.
- **Privacy Act Enforced:** Select this and click **ADD**. When the Privacy Act Enforced drop-down menu appears, select **TRUE or FALSE**.
- **Purpose Of Flight:** Select this and click **ADD**. When the Purpose Of Flight drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Purpose Of Flight.
- **Request Id:** Select this and click **ADD**. When the Request Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Request ID.
- **Request Type (prior to 7/16/2013):** Select this and click **ADD**. When the Request Type drop-down menu appears, select **is/is not** and select either **Aircraft Clearance Request** or **Short Notice Aircraft Clearance Request**.
- **Short Notice Justification (prior to 7/16/2013):** Select this and click **ADD**. When the Short Notice Justification (prior to 7/16/2013) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Short Notice Justification (prior to 7/16/2013).
- **Special Access Caveats or Other Required Statements:** Select this and click **ADD**. When the Special Access Caveats or Other Required Statements drop-down menu appears, select **contains, starts with,**

ends with, is exactly or is not blank and type in your information regarding the Special Access Caveats or Other Required Statements.

- **Status:** Select this and click **ADD**. When the Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manner); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- **Subject:** Select this and click **ADD**. When the Subject drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Subject.
- **Submitted Date:** Select this and click **ADD**. When the Submitted Date drop-down menu appears, select **is, on or before, on or after or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.
- **Submitter:** Select this and click **ADD**. When the Submitter drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Submitter.

3. Select as many or as few custom reports as you wish.

4. Click **DEFINE CUSTOM RESULT COLUMNS FOR REPORT** to select additional information shown in the report (see **Figure 3: Custom Result options**, below). To remove a column, click the red x next to the column listing. To revert back to the default report settings, click **REMOVE CUSTOM COLUMNS**.

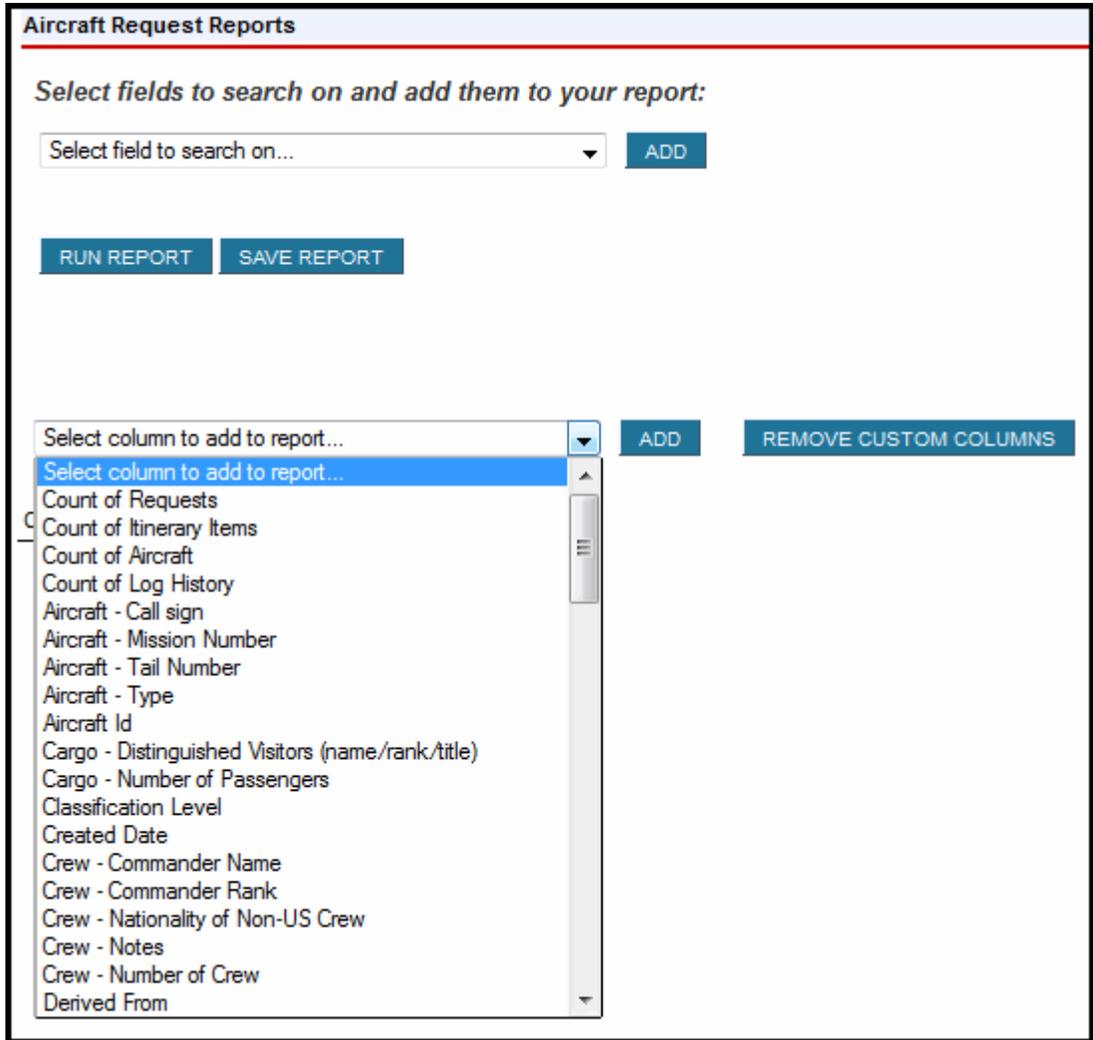


Figure 3: Custom Result options

- 5. Click **RUN REPORT** to run the report once or **SAVE REPORT** to save the report and return to the List Aircraft Requests page. If saving the report, you will need to create a Report Name, then click **SAVE** to save the report or **CANCEL** to remove the saved information and return to the Run and Save Report options.

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An Aircraft Diplomatic Clearance requester or approver may view a specific request's modification history for aircraft clearance requests. This view includes the date modifications were made, request type, modifier's name(s), and comments pertaining to each action taken throughout the life of the request. To view an aircraft clearance request change history, do the following:

1. Click [List Aircraft Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [History/Approver Comments](#) at the top of the page (see **Figure 1: Aircraft Request Detail with History/Approver Comments circled**, below).

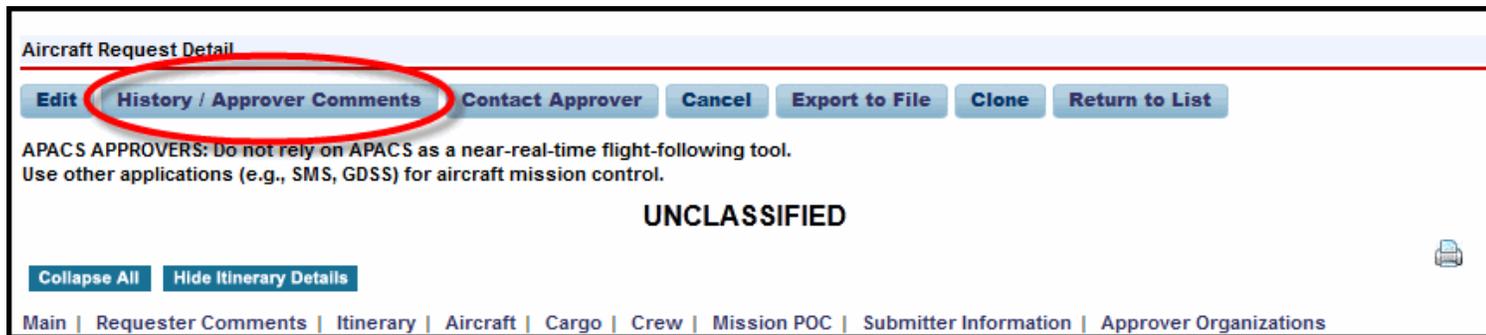


Figure 1: Aircraft Request Detail with History/Approver Comments circled

3. When the [Aircraft Request Log History](#) page opens (see **Figure 2: Aircraft Request Log History**), review the information to understand the current status of modifications.

Aircraft Request Log History			
View Detail View Audit Back to the List			
Date	Type	Author	Comments
JAN 14, 2013 22:33	REQUEST SUBMITTED	Patricia Castro	
JAN 14, 2013 22:33	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 110588 Clearance Modification Notification: aircraft clearance request was submitted [2/2]
JAN 14, 2013 22:33	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 110588 Submission Notification: aircraft clearance request approval required [1/1]
JAN 14, 2013 22:33	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:23	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:22	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:14	REQUEST MODIFIED	Patricia Castro	
JAN 14, 2013 22:14	REQUEST CREATED	Patricia Castro	

Figure 2: Aircraft Request Log History sample page

NOTE: From this page the requester or approver can view more information about each aircraft clearance request by clicking on [View Detail](#) or [View Audit](#). [View Audit](#) can only be accessed from the [Aircraft Request Log History](#) page.

VIEW AIRCRAFT REQUEST AUDIT HISTORY

An Aircraft Diplomatic Clearance requester or approver may view a specific request's modification history, including date changes, modifier's name(s), and specific modifications that were made. Whenever the user modifies a request APACS automatically records the information that appears on this page. To view an aircraft clearance request audit history, do the following:

NOTE: [View Audit](#) can only be accessed from the [Aircraft Request Log History](#) page.

1. Click [List Aircraft Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [History/Approver Comments](#) at the top of the page (See **Figure 1: Aircraft Request Detail with History/Approver Comments circled**, below).



Figure 1: Aircraft Request Detail with History/Approver Comments circled

3. Click [View Audit](#) at the top of the [Aircraft Request Log History](#) page. (See **Figure 2: Aircraft Request: Log History**).

Aircraft Request Log History			
Date	Type	Author	Comments
FEB 12, 2013 15:27	Guam 160635Z MAR2012 APPROVER APPROVED	Admin Admin3	none
FEB 12, 2013 15:27	Guam 160635Z MAR2012 CLEARANCE NUMBER	Admin Admin3	CLEARANCE NUMBER: 12345
FEB 12, 2013 15:27	United States (Hawaii) 110200Z APR2013 APPROVER APPROVED	Admin Admin3	none
FEB 12, 2013 15:27	United States (Hawaii) 110200Z APR2013 CLEARANCE NUMBER	Admin Admin3	CLEARANCE NUMBER: 12345
FEB 12, 2013 15:27	REQUEST APPROVED	APACS SYSTEM	SYSTEM ACTIVITY
FEB 12, 2013 15:27	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 83623 Clearance Status Notification: aircraft clearance request approver action [1/1]
JAN 26, 2013 00:27	Guam APPROVER VIEWED	Thea Lehming	SYSTEM ACTIVITY
MAR 09, 2012 00:08	REQUEST SUBMITTED	John Hooder	Trip is to support a critical IW install at NCTAMS Guam
MAR 09, 2012 00:08	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 83623 Submission Notification: aircraft clearance request approval required [1/1]
MAR 09, 2012 00:07	REQUEST MODIFIED	John Hooder	This is a critical IW install at NCTAMS Guam
MAR 09, 2012 00:00	REQUEST CREATED	John Hooder	Please sign and approve request.

Figure 2: Aircraft Request Log History

4. When [Aircraft Request Audit History](#) page opens (see **Figure 3: Aircraft Request: Audit History**), review who

Aircraft Request: Audit History

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View Detail

View History

Date	Modifier	Modifications
FEB 12, 2013 15:27	Admin Admin3	Aircraft Request "Status" field was modified: From " SUBMITTED " To " APPROVED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Status" field was modified: From " VIEWED " To " APPROVED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Comments" field was modified: From " [EMPTY] " To " none "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Clearance Number" field was modified: From " [EMPTY] " To " 12345 "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country Guam "Blanket Clearance Approval" field was modified: From " TIME CONSTRAINED CLEARANCE " To " BLANKET CLEARANCE APPROVAL "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Clearance Required" field was modified: From " NOT REQUIRED " To " REQUIRED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Status" field was modified: From " N/A " To " APPROVED "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Comments" field was modified: From " [EMPTY] " To " none "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Clearance Number" field was modified: From " [EMPTY] " To " 12345 "
FEB 12, 2013 15:27	Admin Admin3	Itinerary Country United States (Hawaii) "Blanket Clearance Approval" field was modified: From " TIME CONSTRAINED CLEARANCE " To " BLANKET CLEARANCE APPROVAL "
JAN 26, 2013 00:27	John Hooder	Itinerary Country Guam "Status" field was modified: From " SUBMITTED " To " VIEWED "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "Status" field was modified: From " NEW " To " SUBMITTED "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "Submitter" field was modified: From " [EMPTY] " To " johnhooder "
MAR 09, 2012 00:08	John Hooder	Itinerary Country Guam "Status" field was modified: From " NEW " To " SUBMITTED "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "Last Submitted" field was modified: From " [EMPTY] " To " 2012-03-09 000829 "
MAR 09, 2012 00:08	John Hooder	Aircraft Request "First Submitted" field was modified: From " [EMPTY] " To " 2012-03-09 000829 "
MAR 09, 2012 00:07	John Hooder	Contact "Rank" field was modified: From " [EMPTY] " To " GS-15 "
MAR 09, 2012 00:07	John Hooder	Contact "Name" field was modified: From " [EMPTY] " To " Ronald Williams "
MAR 09, 2012 00:07	John Hooder	Contact "Address" field was modified: From " [EMPTY] " To " DISA Headquarters Complex, Fort Meade Acquisition Building (Room A5B55E) Fort meade, Maryland, 20755-0549 "
MAR 09, 2012 00:07	John Hooder	Contact "From Address" field was modified: From " [EMPTY] " To " Fort meade "
MAR 09, 2012 00:07	John Hooder	Contact "Title" field was modified: From " [EMPTY] " To " Branch Chief, IW and Wireless (HSE13) "
MAR 09, 2012 00:07	John Hooder	Contact "Organization" field was modified: From " [EMPTY] " To " Defense Information Systems Agency "
MAR 09, 2012 00:07	John Hooder	Contact "Com Phone" field was modified: From " [EMPTY] " To " (301) 255-2110 "
MAR 09, 2012 00:07	John Hooder	Contact "DSN Phone" field was modified: From " [EMPTY] " To " 375-2110 "
MAR 09, 2012 00:07	John Hooder	Contact "Email" field was modified: From " [EMPTY] " To " ronald.williams@disa.mil "
MAR 09, 2012 00:07	John Hooder	Aircraft Request "Aircraft" field was modified: From " Request was modified, item added: Aircraft: Aircraft Type : Boeing 747 and Airbus 360 Tail Number : Alt Tail Number : Call Sign : AA369 Alt Call Sign : Fund Site Aircraft Services : Fund Site Logistical Support: Fuel Services Payment Information:

Figure 3: Aircraft Request: Audit History

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The left navigation menu is described below:

- **HOME:** Access the APACS home page.
- **List Aircraft Requests:** Gives the user options of how to list aircraft requests.
- **Reports:** View an aircraft clearance request report sorted by ID, mission number, entry and exit dates, subject, callsign and/or country, aircraft type/tail number/mission number, status, and action required.
- **Custom Reports:** Create a custom report to run or save for later use.
- **List Approval Responses:** (Only for Approvers) Provides a saved list of common responses to choose from when approving requests.
- **FAQ:** View Frequently Asked Questions (FAQ) and their answers.
- **HELP:** View the help files for the role of Aircraft Approver.
- **User Guide:** View instructions and guidelines on how to use APACS.
- **Contact Us:** Send an email to the APACS Administrator; to obtain the APACS help desk phone number; or to retrieve the Foreign Clearance Guide website used for approver contact information.
- **Logout:** Exit APACS.

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The following icons are used throughout APACS and can be defined in greater detail below:

Icon	Definition
	Move (a column) to the left, from its current location. This option can be found in "Configure Your Layout" in the Aircraft Request List.
	Move (a column) to the right, from its current location. This option can be found in "Configure Your Layout" in the Aircraft Request List.
	Find a date (for travel) in the Editor.
	Select a specific date, to search for a request, in APACS reports.
	Select a date range relative to now, to search for a request, in APACS reports.
	Edit the filter you have selected in your APACS report. Also, edit a line item in the editor's data table.
	Delete the filter you have selected in your APACS report.
	Run the default report or custom report you have selected from the List Personnel Requests page.
	This is found in the request list. Any request that has been identified with this flag is due within 48 hours.
	This icon will be found next to any item in the editor that may need further explanation. Hover over this to get more information.
	This is used in the discussion forum of APACS. It will link you to the details of the discussion concerning your request.
	This icon is to notify you that your information is loading, and will be available shortly.
	This icon is found in the editor. You will be able to select this and upload a comma-delimited (CSV) file to APACS to help with expediting the data-entry process.
	This icon is found in custom reports. Click on this button to save a comma-delimited (CSV) file to your

	local hard drive.
	This icon is found in the editor. You will be able to select this and use a rich-text editor for the fields that have this icon associated with it.
	This icon is found on the details page. You will be able to select this and pull up a print view of your request.
	This icon is found in both the editor and the filter/report areas. Delete your item.

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To display a list of personnel clearance requests, do the following:

NOTE: The [List Personnel Requests](#) page is the default view when selecting [Personnel Requester](#) on the APACS home page (see **Figure 1: List Personnel Requests**, below). The requester may also select the [List Personnel Requests](#) button on the Personnel Requester left navigation menu on any screen.

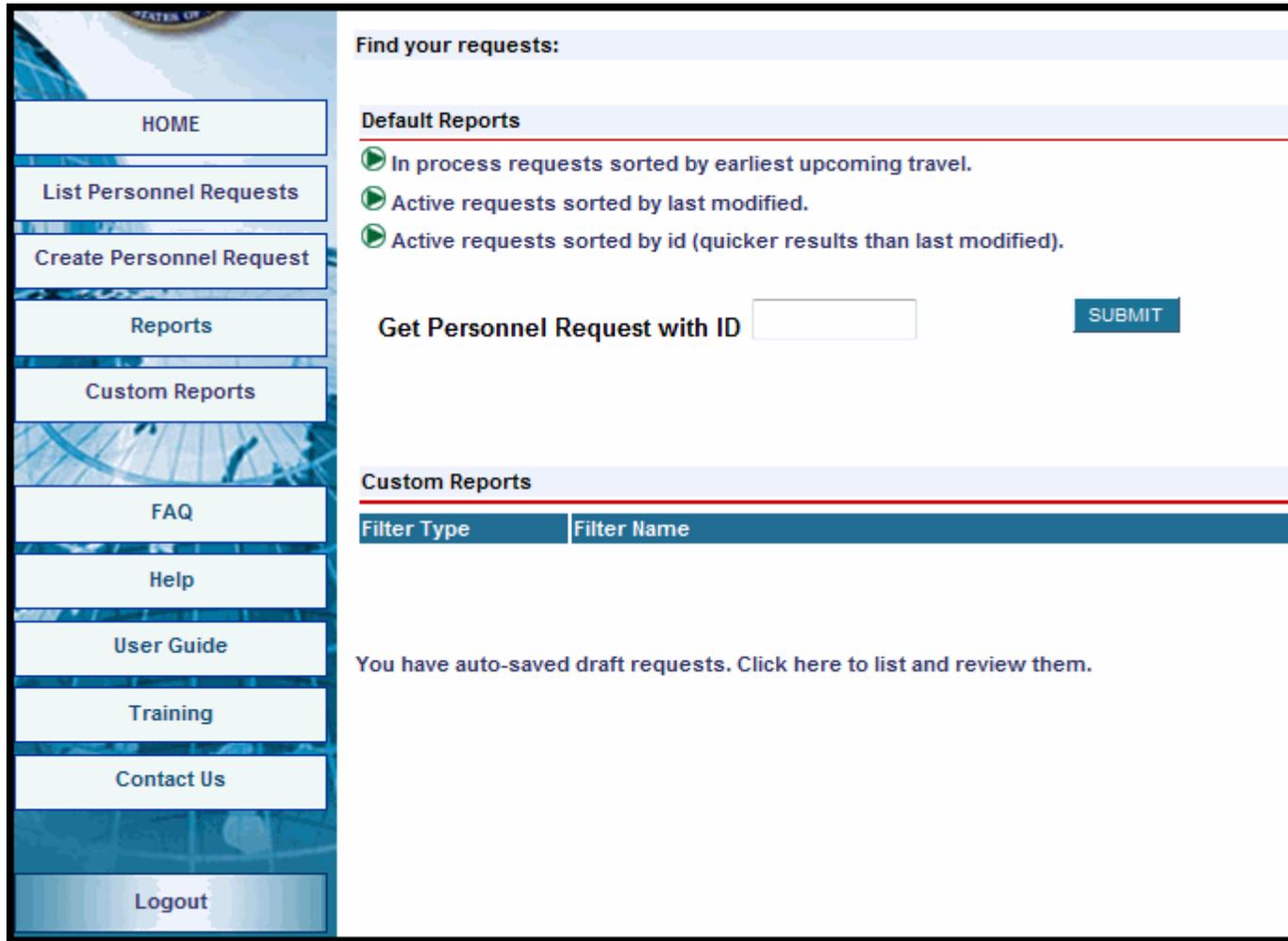


Figure 1: List Personnel Requests

1. Choose a reporting method from the following options:
 - o **In process requests sorted by earliest upcoming travel:** This will pull up a personnel request list that can be sorted by status, and will default to showing requests pending submission by earliest upcoming travel.
 - o **Active requests sorted by last modified:** This will pull up all active requests, regardless of status, and sorts the requests by when they were last modified by the user.
 - o **Active requests sorted by id (quicker results than last modified):** Sorts requests in descending order by request id number.
 - o **Get Personnel Request with ID:** Enter the ID number of the request you are looking for and click **SUBMIT**. The request will open in the Review Request window.
 - o **Custom Reports:** This will list all previously saved custom reports, and will allow the user to: run the report by clicking on the report listing; edit the report by clicking on the pencil; or delete the report by clicking on the trash can. To set up a custom report, click **Custom Reports** from the left navigation menu.

- o **Auto-Saved Drafts:** If there are auto-saved drafts, there will be a statement at the bottom of the page, shown above. Click on this statement to list all auto-saved drafts, and edit the draft by clicking on the request subject or on the pencil to the right of the listing. You can delete a draft by clicking on the trash can unless you are a member of a group. This prevents group members from accidentally deleting each other's drafts.

2. When the list comes up, review the list according to the following columns:

- o **ID:** APACS assigned number of the personnel clearance request to be approved. Click on the ID number to edit the request.
- o **Subject:** Title created by an Personnel Clearance Requester for each request submitted.
- o **Earliest Upcoming Travel Date:** List of active personnel clearance request travel dates, sorted by closest upcoming travel time.
- o **Classification Level:** Identification of a personnel clearance request as **classified** or **unclassified**.

NOTE: On the unclassified APACS, all of the requests must be **UNCLASSIFIED**. On the classified APACS, the requester may select an input of **UNCLASSIFIED, CONFIDENTIAL, or SECRET TRAVEL**.

3. Filter current request **Status** by selecting an option in the **Status** column drop-down menu. The status options (see Figure 2: Status Options) are defined as:

Personnel Request List			
ID	Subject	Earliest Upcoming Travel Date	Status
194801	Test for deletion of single traveler and itinerary	N/A	<div style="border: 1px solid black; padding: 2px;"> PENDING SUBMISSION PENDING SUBMISSION - NEW - MODIFIED PENDING APPROVAL - SUBMITTED - IN PROGRESS - NEED MORE INFO ALL APPROVERS RESPONDED - APPROVED - APPROVAL RESTRICTED - DENIED - PARTIALLY DENIED ARCHIVED CANCELLED TEMPLATE ALL ACTIVE REQUESTS </div>
194587	Travel on Leave	N/A	<div style="border: 1px solid black; padding: 2px;"> Review Request/Submit Export to File View History Set as Template </div>
194588	Travel on Official	N/A	<div style="border: 1px solid black; padding: 2px;"> Review Request/Submit Export to File View History Set as Template </div>

Figure 2: Status Options

- o **PENDING SUBMISSION:** Requests containing at least one itinerary item, sorted in order of earliest upcoming travel date.
 - **NEW:** Requests that have been formatted but have not been submitted for approval in APACS.
 - **MODIFIED:** Requests that have been submitted previously through APACS but then modified by the requester. The modified request has not been resubmitted through APACS.
- o **PENDING APPROVAL:** Requests that have been submitted but at least one itinerary leg clearance determination (approved/denied) has not been provided through APACS, sorted in order of earliest upcoming travel date.
 - **SUBMITTED:** Requests that have been submitted through APACS but no approvers have responded with a clearance determination (approved/denied).
 - **IN PROGRESS:** Requests that have been approved or denied in APACS by at least one approver.
 - **NEED MORE INFO:** Requests that need additional information added, which is asked for by the

- o **ALL APPROVERS RESPONDED:** Requests that have had all approvers respond, sorted in order of last modified.
 - **APPROVED:** Requests for which all itinerary legs needing clearance have been reviewed and approved.
 - **APPROVAL RESTRICTED:** Requests for which all approvers for the request have approved but at least one approver has set a restriction to the clearance.
 - **DENIED:** Requests for which all of the approvers have denied the request.
 - **PARTIALLY DENIED:** Requests for which all approvers have responded and at least one approver has denied the request.
- o **ARCHIVED:** Requests for which all approvers have taken action and all travel dates are past. APACS automatically archives requests ten days after the ending travel date, regardless of the status. Archived requests are sorted in order of last modified.
- o **CANCELLED:** Requests that were cancelled by the requester and no longer require approval. A request can be cancelled at any time by a requester with edit permissions. Cancelled requests are sorted in order of last modified.
- o **TEMPLATE:** Requests that are saved as templates with identifiable descriptions to use for future requests. A template cannot be submitted for approval but may be updated with current request information, saved as a new request, and submitted for approval under a new title.
- o **ALL ACTIVE REQUESTS:** All active requests sorted by earliest upcoming travel date. This category does not include Archived, Cancelled, or Template requests.

NOTE: Click on the status of a request to go to the itinerary on the Review Request/Submit page to see which approvers have taken action on your request.

4. Act on the current request by selecting the following links:

- o **Review Request/Submit:** Select to display the details of a request, the requester’s comments, and/or to submit the request.
- o **Export to File:** Select to save the request as a text, html or xml file in a separate location (i.e., locally on your hard drive). The text file is in AUTODIN format.
- o **View History:** Select to view a description of changes made to the request and comments by either an approver or requester. This link also lets the user review an APACS generated detailed listing of specific changes made to the request (see View Audit help file).
- o **Set as Template:** Click to save as a template on which to build new requests.

5. **Configure your layout:** Click this button to change the columns in the layout. All available column options are shown below in **Figure 4: Personnel Request List with all Available Columns.**

Personnel Request List									
ID	Subject	Earliest Upcoming Travel Date	Request Status					Last Modified Date	Last Modified By
194917	test	16-05-2011 08:00	APPROVED	Review Request/Submit	Export to File	View History		02-05-2011 19:11	Turmyra Holmes
194916	jjuj	12-10-2011 12:45	NEW	Review Request/Submit	Export to File	View History	Set as Template	14-04-2011 16:35	Diyari Fee

Figure 4: Personnel Request List with all Available Columns (Right Side)

-- Configure Your Layout --

Last submitted Date	Itinerary Location (s)	Itinerary Country Name(s)	Travel Type	Classification Level	Sponsoring Agency	Mission POC Organization	Itinerary Traveler Name(s)	Travelers Organization
2-05-2011 9:10	rtrtrt	Iraq	OFFICIAL	UNCLASSIFIED	DOD	ewrer	bbghgh	
	Berlin, London	Germany, United Kingdom	OFFICIAL	UNCLASSIFIED	AIR FORCE	SAIC	Johnson, Sam, Smith, Joe	EUCOM, AF DOD

Figure 4: Personnel Request List with all Available Columns (Left Side)

6. If you selected **Active requests sorted by last modified**, you can sort information by column by clicking on the column header. You can sort by any of the columns except for Earliest Upcoming Travel Date (if you wish to sort requests by travel date please click **List Personnel Requests** and select **In Process requests sorted by earliest upcoming travel**). In **Figure 4**, the ID column is being used to sort the requests, and a small icon appears over the ID heading to show that this is the column being used to sort requests. You may also sort your active requests by ID, please click **List Aircraft Requests** and select **Active requests sorted by id (quicker results than last modified)**. In **Figure 5**, the ID column is being used to sort the requests in descending order (note the arrow is pointing down). You may sort the list in ascending order by clicking on the arrow so it points upward. You may also sort your active requests by Subject, Request Type and Request Status.

-- Configure Your Layout -- Results Per Page: 10

Personnel Request List

ID	Subject	Earliest Upcoming Travel Date	Request Status				
388624	as	14-02-2012 00:00	NEW	Review Request/Submit	Export to File	View History	Set as Template
388613	test1	12-10-2018 12:45	NEW	Review Request/Submit	Export to File	View History	Set as Template
388612	test	12-10-2018 12:45	SUBMITTED	Review Request/Submit	Export to File	View History	

Figure 5: Personnel Request List sorted by id (quicker results that last modified) with all Available Columns

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**PERSONNEL REQUESTER:
CREATE PERSONNEL REQUEST**

To create a personnel clearance request, do the following:

1. Click [Create Personnel Request](#) on any Personnel Requester page left navigation menu (see **Figure 1: List Personnel Request page with Create Personnel Request circled**, below).

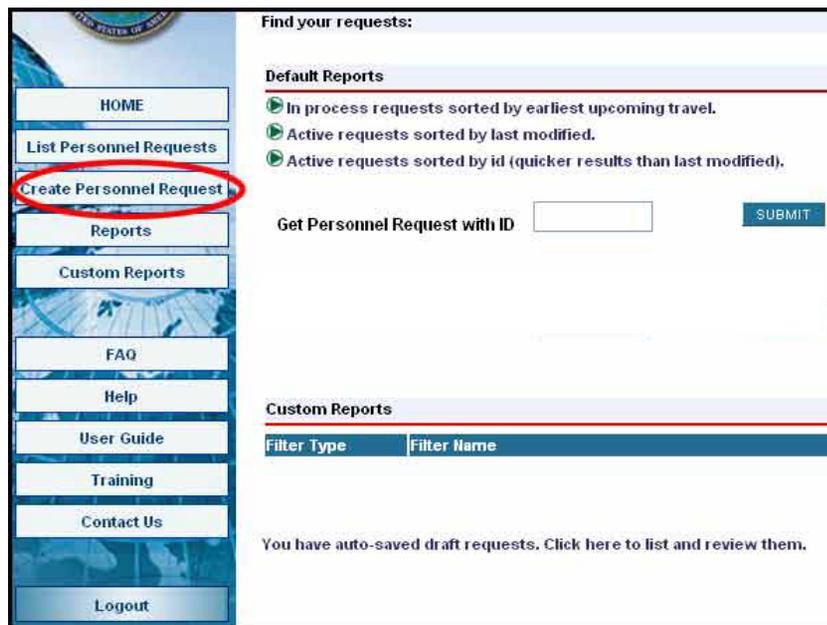


Figure 1: Personnel Request List page with Create Personnel Request circled

NOTE: The APACS form is organized into 4 sections with a scroll interface (see **Figure 2: Create/Edit Personnel Request**). If the user's mouse is placed over a black question mark next to a field, a description of what should be entered in that field will pop up.

NOTE: The fields shown in bold in each section must be completed before the request can be submitted. However, a clearance approver may not approve the request unless the appropriate fields are completed in accordance with the Department of Defense **Foreign Clearance Guide** (<https://www.fcg.pentagon.mil>).

Create/Edit Personnel Request

[SAVE](#) [REVIEW FOR SUBMISSION](#)

Disable  Pop-up boxes

Request ID:

Status:

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Main

Subject:



Travel Type:

OFFICIAL 

Sponsoring Agency:

--Choose One-- 



Classification Level:

UNCLASSIFIED 

Operation/Exercise Name:



Purpose of Travel:

Notes:



Itinerary

Please add an itinerary.

[Add Itinerary](#)

Traveler(s)

Please add a traveler.

[Upload Traveler\(s\)](#)

[Add Traveler](#)

Traveler(s) POC

Name:



Rank:

COMM Fax:

DSN Fax:

Address:

[SAVE](#) [REVIEW FOR SUBMISSION](#)

Figure 2: Create/Edit Personnel Request

TIP: SAVE – Click this button to save the request. The request can save with a minimum amount of information (**Sponsoring Agency** and **Subject** for official travel, only **Subject** for leave travel). Unless all the bold fields in all the **Create/Edit Personnel Request** tabs are completed, you will receive a message under the top **REVIEW FOR SUBMISSION** button describing which fields still need to be completed. Reference the **SAVE PERSONNEL REQUEST help file** for further information. Using both the new and alternative editors, you may **Save** a request but if there are errors on the form, you will receive a save validation error. You may choose to **Continue Without Save**, this option will save the request as a draft if there are changes. By selecting **Cancel**, you will stay on the same page. (see **Figure 3: Create/Edit Personnel Request with validation**, below).

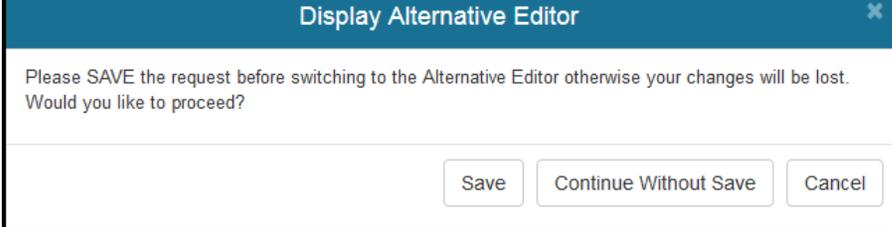


Figure 3: Create/Edit Personnel Request with validation

TIP: DRAFTS – If you accidentally navigate away from your request in the APACS system, a saved draft of the request can be found on the [List Personnel Requests](#) page in the [Drafts](#) section. The draft ID will show at the top of the request editor when the Draft is created by the system.

Tool Tips – When you begin typing into the text fields that have tool tips (black question marks), APACS will display/define the requirements for the particular field.

Disable Pop-up boxes: Checking this box will remove the helpful hints that appear while you complete your request.

TIP: Use the following hyperlinks (text links) to jump to specific sections of this Help file.

[Main](#) | [Traveler](#) | [Itinerary](#) | [Traveler POC](#)

NOTE: Begin your clearance request starting with the [Main](#) section.

- o **Subject:** This should include the highest ranking traveler name, number of additional travelers, type of travel, and the first country being traveled to.
- o **Type of Travel (required):** Click the drop-down menu and choose either official or leave.
- o **Emergency Leave (Leave travel only):** Check the box if travel is for emergency leave (death or serious illness of immediate family member, etc.).
- o **Sponsoring Agency (for official travel only, required):** Click on the drop-down menu to select the name of the agency sponsoring this travel. If the traveler's sponsoring agency is not specifically identified on the list, choose DoD.
- o **Classification Level (required):** Click on the drop-down menu to properly classify the request. Unclassified APACS will default to **UNCLASSIFIED** in the classification level field. Classified APACS provides options: **UNCLASSIFIED, CONFIDENTIAL, and SECRET**. Ensure proper consideration is given to disclosure authority if briefing foreign nationals.
- o **Operation/Exercise Name (for official travel only):** Enter the name of the operation or exercise the personnel will be supporting
- o **Purpose of Travel (for official travel only):** Give the 5W's. (Who, What, Where, When, Why). Be detailed with reasonable specificity; and avoid acronyms. This should be a stand-alone headline version statement that conveys the gist of the event. Do NOT only use wording such as "TDY/TAD" or "Official".

NOTE: Be specific ("official business" is not adequate). Provide sufficient detail on subjects to be discussed to permit the approval authority to evaluate against prescribed criteria, including the field of interest and scope of the material to be covered. Identify the classification level of material and disclosure authority if meeting with foreign nationals.

- o **Notes:** Enter any additional necessary information not covered in previous fields to meet clearance requirements.

2. Click on [Add Itinerary](#) to enter itinerary details in the next section of the request. (See [Figure 4: Create/Edit Personnel Request – Add Itinerary](#))

Itinerary
Please add an itinerary.

Add Itinerary

Traveler(s)
Please add a traveler.

Upload Traveler(s) **Add Traveler**

Traveler(s) POC

Name: Rank:

COMM Fax: DSN Fax:

Address:

SAVE **REVIEW FOR SUBMISSION**

Figure 4: Create/Edit Personnel Request – Add Itinerary

Enter the Itinerary Details.

Country:

Approving Organizations: **FCG: Approving Organizations**

Country Clearance is Mandatory Theater Clearance is Mandatory SAC Clearance is Not Required

Country Required Information:

Theater Required Information:

Location:

Arrival: : (Local Time 24-hour format)
(yyyy-MM-dd)

Departure: : (Local Time 24-hour format)
(yyyy-MM-dd)

If Lead Time Requirement is not met provide reason:

Logistical Support:

Notes:

Force Protection Responsibility:

Figure 5: Create/Edit Personnel Request – Itinerary Section

Country Information:

NOTE: Travelers should consult the Foreign Clearance Guide (<https://www.fcg.pentagon.mil>) to ensure they are requesting the appropriate clearances. Official travel instructions are in section III and Leave travel instructions are in section VI of the FCG.

- o **Approving Organizations:** Some countries have multiple approving organizations, and when this is the case, an **Approving Organizations:** option will appear. Select the appropriate approving organization from the drop-down menu. If you do not know who the approving organization is, select **Unknown**. Please note that this will only be available for select countries with multiple approving organizations.
 - **FCG: APPROVING ORGANIZATIONS:** Click on this button to determine who the appropriate approving organization for the country should be.

- o **Country Clearance Required / Theater Clearance Required / Special Area Clearance Required Checkboxes:** Based on the **FCG: CLEARANCE REQUIREMENT** instructions, make sure the appropriate clearance required checkboxes are checked.

NOTE: All official DoD travelers must obtain the necessary clearances prior to the commencement of travel. Disapproval or absence of approval from any of the approval authorities constitutes denial of entry authority. Theater clearance is permission to enter a geographic combatant commanders area of responsibility (AOR). Country clearance is permission to enter the country, which is granted by the US Embassy. Special Area clearance is approval to travel to countries designated as Special Areas by the Department of State, granted by the Department of State through the Office of the Under Secretary of Defense for Policy (USDP).

- o **FCG: Theater/Country Required Information:** Click this button for Foreign Clearance Guide theater- and country-specific information regarding the country the traveler is visiting. Enter required information into the appropriate boxes below.
- o **Location (required):** Type the specific location the traveler is visiting in the country (e.g., city, province, state, or island).
- o **Arrival (required):** An arrival date to the visited country must be entered, even if it will change later. Click on the calendar icon and select an arrival date for the location identified above. Enter the expected arrival time using 24-hour format (i.e. from 00:01 to 23:59). APACS will not let you submit without an arrival time.
- o **Departure (required):** A departure date from the visited country must be entered, even if it will change later. Click on the calendar icon and select a departure date for the location identified above. Enter the expected departure time using 24-hour format (i.e. from 00:01 to 23:59). APACS will not let you submit without a departure time.
- o **If Lead Time Requirement is not met provide reason:** If lead time requirement is not met enter justification why the visit cannot be postponed and must occur on requested dates of travel.
- o **Logistical Support:** Enter billeting, transportation requirements, or other logistical support from in-country agencies. If no logistical support is necessary leave this field blank.
- o **Notes:** Enter any additional necessary information not covered in previous fields. Enter administrative support requirements such as courier service or storage for classified material, assistance in preparing or presenting briefings, and assistance in arranging meetings. If no support is requested, state so. Also enter fund cite or other funding source for logistics or administrative support requested which require payment and how the services are to be paid (e.g., official credit card, program funds, or fund cite but do not include personal credit card information in the request message).
- o **Force Protection Responsibility:** Select who has Force Protection (FP) Responsibility if an incident occurs. Consult the Foreign Clearance Guide on COCOM/COM agreements for specific responsibilities. Choose One from the drop down box: **COCOM**, **COM**, **BOTH**, or **UNKNOWN**. Select **COCOM** if TDY or for Combatant Command duties. Select **COM** if working or visiting an embassy. Select **BOTH** if both apply. Select **UNKNOWN** if information is not known. (see **Figure 5: Create/Edit Personnel Request – Itinerary Section**, above).

Organization:

Organization/Conference/ Lodging Name:	<input type="text"/>	Organization/Lodging Address:	<input type="text"/>
POC Name:	<input type="text"/>	POC Rank:	<input type="text"/>
POC Title:	<input type="text"/>	POC Organization:	<input type="text"/>
COMM Phone:	<input type="text"/>	COMM Fax:	<input type="text"/>
DSN Phone:	<input type="text"/>	DSN Fax:	<input type="text"/>
Email:	<input type="text"/>		

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Figure 6: Create/Edit Personnel Request – Organization

- **Organization/Conference/Lodging Name (required):** Enter the name of the organization to be visited (i.e., agencies in foreign governments, industrial firms, US Embassy) or the conference being attended (official travel), or the name and type of business where the leave will be spent (leave travel).
 - **POC Name:** Enter the organization/conference point of contact's (POC) full name or person extending the invitation.
 - **POC Title:** Enter the official title of the organization/conference POC.
 - **COMM Phone (required):** Enter the complete local commercial phone number of the organization or conference site to be visited.
 - **DSN Phone (for official travel):** Enter the DSN phone number of the organization or conference site to be visited (if available).
 - **Email:** Enter the email address of the POC for the organization or conference site to be visited (if available).
 - **Organization/Lodging Address:** For official travel, enter the specific street address of the organization to be visited or hosting the conference. For leave travel, enter the street address of the hotel or residence you will be visiting.
 - **POC Rank (for official travel):** Enter the official rank of the organization/conference POC.
 - **POC Organization:** Enter the name of the POC's organization/conference.
 - **COMM Fax:** Enter the complete local commercial fax number of the organization or conference site to be visited (if available).
 - **DSN Fax (for official travel):** Enter the DSN fax number of the organization or conference site to be visited (if available).
- **Add Itinerary:** Click this button to add this itinerary to the Itinerary Summary and to continue adding more itineraries to the request.
 - **FCG Clearance Information:** Click on this button to determine which types of clearances are required for the chosen country. A pop-up window will appear containing specific instructions listed in the **Foreign Clearance Guide** for the chosen country. (see **Figure 6: Create/Edit Personnel Request – Organization**, above).
 - **Cancel:** To close the section and return to the Create/Edit Personnel Request page.

Germany (Berlin) - Arrival: (12:12:45L Oct 2018) Departure: (15:13:50L Oct 2018) [Edit](#) | [Remove](#)

Country Clearance is Not Required	Theater Clearance is Required	SAC Clearance is Not Required
Country Required Information: bring your mug	Theater Required Information: N/A	
If Lead Time Requirement is not met provide reason: sorry we are late.	Logistical Support: hotel accomodations	
Notes: N/A	Force Protection Responsibility: BOTH	
Organization:		
Organization/Conference/ Lodging Name: ACME	Organization/Lodging Address: 123 Amce St	POC Name: Henry Fonda
POC Title: Major Sgt	POC Organization: DC-1	POC Rank: Major
COMM Fax: 123-334-2765	DSN Phone: 765	COMM Phone: 123-334-2222
Email: hfonda@acme.org		DSN Fax: 765

Figure 7: Create/Edit Personnel Request – Itinerary Summary

- **Edit:** To edit a previously entered itinerary when multiple itineraries are included in the request, click Edit next to the country listing for the Itinerary details. Edit the information as necessary, and click [Update Itinerary](#) when finished.
- **Remove:** If an itinerary is cancelled or is no longer applicable in the request, click on Remove next to the country listing for the Itinerary details.

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3. Click on [Add Traveler\(s\)](#) to enter traveler details in the next section of the request.

TIP - Use the [Traveler Assignment](#) section to assign the traveler(s) to the itinerary(s). By selecting itinerary, you may add your traveler to multiple itineraries. To remove a traveler from an itinerary, deselect the itinerary item and save and/or resubmit the request. (See Figure 9: Create/Edit Personnel Request – Traveler Assignments, below). If you do not select an itinerary to assign a traveler with, you will receive the following message, "Traveler is not assigned to any itineraries. Do you wish to continue and assign the traveler to itineraries later?"

Travelers should see sections III for Official travel or IV for Leave travel in the Foreign Clearance Guide (<https://www.fcg.pentagon.mil>).

Update Traveler

Traveler Assignments:	Country	Arrival	Departure
<input checked="" type="checkbox"/>	United Kingdom	12:10:45L Nov 2018	15:11:50L Nov 2018
<input type="checkbox"/>	Germany	12:12:45L Oct 2018	15:13:50L Oct 2018

Name (Last, First MI): **Category:**

Service:

Rank/Rating: **Highest Ranked:**

Country of Citizenship: **Job Title:**

Security Clearance: Organization:

ICASS: Mission Training Requirements:

AT Level 1 Training: ISOPREP:

SERE Training: **Human Rights:**

Figure 8: Create/Edit Personnel Requester - Traveler(s) Section

- o **Traveler Assignments (required):** Select the country(s) to assign the travelers to the appropriate itinerary(s).
- o **Name (Last, First MI) (required):** Enter the name of the traveler. If there are multiple travelers, enter the highest ranking traveler first.
- o **Service (required for DoD-Civilian and DoD-Military):** Click on the drop-down menu to select the traveler's service in relation to their category.
- o **Rank/Rating:** Enter the rank of the traveler.
- o **Country of Citizenship:** Enter the citizenship or nationality of the traveler.
- o **Security Clearance:** Enter the security clearance currently held by the traveler.
- o **ICASS:** Include this information if visiting the US Embassy or if embassy services are required.
 - **NOTE:** All training must be valid for the timeframe specified in the FCG. You will receive a message stating that the training is not within the allowed validity date for your travelers and you will need to check the eFCG for additional guidance.
- o **AT Level 1 Training:** Click on the calendar to choose your date of completion of the Anti-Terrorism/Force Protection training.
- o **SERE Training:** Click on the calendar to choose your date of completion.
- o **Medical Assessment:** Click on the calendar to choose your date of completion.
- o **IATP:** Click on the calendar to choose your date of completion.
- o **Traveler Notes:** Add any other information regarding the traveler here.
- o **Category (required):** Click on the drop-down menu to select the traveler's relationship to the DoD.
- o **Grade (required for DoD-Civilian and DoD-Military):** Click on the drop-down menu to select the traveler's grade in relation to their service

request, APACS will automatically select that traveler as the highest ranking.

- o **Job Title:** Enter the official title of the traveler.
- o **Organization:** Enter the traveler's organization.
- o **Mission Training Requirements:** Enter the date (MM/DD/YY) the traveler completed the training specified in Section III of the Foreign Clearance Guide (<https://www.fcg.pentagon.mil>) if it is not listed in the training options below. The Foreign Clearance Guide will also contain information for how to access each of the different types of training required for the country you are traveling to.
 - **NOTE** - Consult the Foreign Clearance Guide (FCG) for mandatory training and documentation for the country or countries you are traveling to.
- o **ISOPREP:** Click on the calendar to choose your date of completion.
- o **Human Rights Awareness Education:** Click on the calendar to choose your date of completion.
- o **AOR Location Specific Brief:** Click on the calendar to choose your date of completion.
- o **TT/IATP Entry:** Enter the TT/IATP Entry number.
- o **Buddy Rule:** Check here if requirements have been met.
- o **Edit:** To edit a traveler's information when there are multiple travelers listed, click Edit next to the travelers entry. Edit the information as necessary, and click **Update Traveler** when finished.
- o **Remove:** To delete travelers from a request, click **Remove** next to each travelers name in the Traveler Details. The system will delete the traveler(s) from all itineraries in the Itinerary section and all traveler details will be removed from the traveler section as well. (See **Figure 9: Create/Edit Personnel Request - Edit Traveler(s) Section**, below) .

Traveler(s)			
Johnson, Sam			
Edit Remove			
Category: DOD-CIVILIAN	Service: USAFR	Grade: GS13	Rank/Rating: General
Job Title: Director	Organization: EUCOM	Security Clearance: TOP SECRET	Country of Citizenship: US
Mission Training Requirements: 11-DEC-1974	AT Level 1 Training: 2009-09-06	ISOPREP: 2009-09-06	SERE Training: 2009-09-05
Human Rights Awareness Education: 2009-09-03			
Traveler Notes: more notes			
Upload Traveler(s)		Add Traveler	

Figure 9: Create/Edit Personnel Request – Edit Traveler(s) Section

Add Traveler: Click this button to add this itinerary to the Itinerary Summary and to continue adding more itineraries to the request. (see **Figure 10: Add Traveler**, below).

Cancel: To close the section and return to the Create/Edit Personnel Request page.

ISOPREP:  

(yyyy-MM-dd)

Human Rights Awareness:  

Education:

(yyyy-MM-dd)

AOR Location Specific Brief:  

(yyyy-MM-dd)

TT/IATP Entry #: 

Buddy Rule: 

Figure 10: Add Traveler

- Upload Traveler(s):** Click this button to upload traveler information from a Comma Separated Value (CSV) or XML file. When the Personnel Traveler Uploader window appears (see **Figure 11: Personnel Traveler Uploader**, below), select the file type and click **Browse...** to select the file from your computer. Click the [here](#) options to see sample CSV and XML files, the field labels for the CSV file, and a listing of country code definitions. When the file is selected, click **Upload**. All travelers will be listed here and can be edited as necessary.

Personnel Traveler Uploader ✕

You can provide APACS a properly formatted comma separated value (CSV) spreadsheet or XML file containing traveler(s) to be added to the currently loaded request. Please be aware that attempting to process a non-text based file (such as a native Microsoft Excel file) can crash your browser and/or mess up the data in your request.

Please be aware that Microsoft Excel will sometimes change the format of dates when working with CSV files. For the upload to work correctly, the dates must be in the following formats for uploading CSV files:
 "YYYY-MM-DD", "YYYY/MM/DD", "MM-DD-YYYY", "MM/DD/YYYY"
 For example: "06/14/2018"

For uploading XML files the dates must be in the following format:
 "YYYY-MM-DD"
 For example: "2018-06-14"

A sample CSV file is available for saving by right-clicking [here](#).
 The field labels for the CSV file can be viewed [here](#).
 A sample XML file is available for saving by right-clicking [here](#).

For a complete list of countries used in APACS click [here](#).

File Type: CSV or XML

File:
 No file selected.

Figure 11: Personnel Travel Uploader

NOTE: If you do not enter a traveler in the Traveler Section, the following reminder will appear, "The request must have at least one traveler prior to submitting." You will need to select Add Traveler to enter the traveler details. (See **Figure 12: Create/Edit Personnel Request – Traveler Assignment**, below)

Add Traveler

Traveler Assignments:	Country	Arrival	Departure
	<input type="checkbox"/> Germany	12:12:45L Oct 2018	15:13:50L Oct 2018
	<input type="checkbox"/> United Kingdom	12:10:45L Nov 2018	15:11:50L Nov 2018

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Figure 12: Create/Edit Personnel Request – Traveler Assignment

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4. For the **Traveler(s) POC** section, see **Figure 13: Create/Edit Personnel Request – Traveler(s) POC section**, below.

Traveler(s) POC:

Traveler(s) POC			
Name:	<input type="text" value="sam smith"/>	Rank:	<input type="text" value="colonel"/>
Organization:	<input type="text" value="SAIC"/>	Title:	<input type="text" value="tester"/>
Email:	<input type="text" value="foo@bar.com"/>	Unit Location:	<input type="text" value="ASIMOV///ROBOTS"/>
COMM Phone:	<input type="text" value="123-345-5678"/>	DSN Phone:	<input type="text" value="345-345-5678"/>
COMM Fax:	<input type="text" value="143-654-5432"/>	DSN Fax:	<input type="text" value="876-654-5432"/>
Address:	<input type="text" value="123 nowhere ville"/>		
<input type="button" value="SAVE"/>		<input type="button" value="REVIEW FOR SUBMISSION"/>	

Figure 13: Create/Edit Personnel Request – Traveler(s) POC section

NOTE: Complete these fields to provide a local representative at your home station/unit who can be reached on your behalf while you are on travel, if needed.

- o **Name (required):** Type the name of the traveler(s) POC.
- o **Organization (required):** Type the entire name of the traveler(s) POC organization.
- o **Email:** Type the email address of the traveler(s) POC.
- o **COMM Phone (required):** Type the commercial phone number of the traveler(s) POC.
- o **COMM Fax:** Type the commercial fax number of the traveler(s) POC.
- o **Address:** Type the mailing address of the traveler(s) POC.
- o **Rank:** Type the official rank of the traveler(s) POC.
- o **Title:** Type the official title of the traveler(s) POC.
- o **Unit/Location:** Type the unit and/or the location of the traveler(s) POC.
- o **DSN Phone:** Type the DSN phone number of traveler(s) POC.
- o **DSN Fax:** Type the DSN fax number of the traveler(s) POC.

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To save a personnel clearance request, perform the following:

NOTE: If an APACS session terminates prematurely (i.e., loss of Internet connectivity or a computer is turned off prior to saving), a draft of the request can be found on the List Personnel Requests page. Drafts are created 5 minutes after the user begins to enter information in the request.

NOTE: A request may be saved at any point while entering information. Attempts to submit a request prior to completing the required fields will result in an error message at the top of the page specifying what fields remain to be completed.

TIP: Use the following text links to jump to specific sections of this Help file:

[Save a Personnel Request](#) | [Create and Save a New Personnel Request from a Template](#)

Save a Personnel Request

1. Click **SAVE** in the personnel editor window (see **Figure 1: Create/Edit Personnel Request Save window**).

Create/Edit Personnel Request

SAVE **REVIEW FOR SUBMISSION**

Request ID: Status: Disable **?** Pop-up boxes

Main

Subject: **?**

Travel Type: OFFICIAL **?** Sponsoring Agency: --Choose One-- **?**

Classification Level: UNCLASSIFIED **?** Operation/Exercise Name: **?**

Purpose of Travel: **?** Notes: **?**

Itinerary

Please add an itinerary. **Add Itinerary**

Traveler(s)

Please add a traveler. **Upload Traveler(s)** **Add Traveler**

Traveler(s) POC

Name: **?** Rank:

COMM Fax: DSN Fax:

Address:

SAVE **REVIEW FOR SUBMISSION**

Figure 1: Create/Edit Personnel Request Save window

2. Edit the following fields, as necessary:
 - o **Subject (required):** Enter a short title for the request that will allow APACS users to easily identify/locate this Personnel Clearance Request. APACS recommends inputting the highest ranking traveler, number of additional travelers, type of travel, and country. The area can be expanded by clicking and dragging on the lower right corner.

NOTE: If you are modifying an existing request, creating a new request from a template, or modifying

a template and wish to rename the personnel clearance request, type a new subject in the field. This will distinguish a request in the [Personnel Request List](#).

3. Click the **SAVE** button to save the entered information and return to the request editor. A saved successfully message and the last tab you were working on will appear. This request message will now be available in the [Personnel Request List](#).
4. Click the **REVIEW FOR SUBMISSION** button to save the request and submit without making further changes or additions. This will bring you to the [Personnel Request Detail](#) page where you can review your information before submitting.
5. Click the **CANCEL** button to return to the tab you were working on without saving.

NOTE: Once you have successfully saved your request you will be taken to the [Personnel Submission](#) page, where you will see the following message highlighted in yellow at the top of the page, "Your APACS request was submitted successfully." You will also find the contact approver information for your approver(s), if it has been provided. (see [Figure 2: Create/Edit Personnel Requester Submission page](#), below).

Personnel Submission

[View Detail](#) [Contact Approver](#) [Back to the List](#)

Your APACS request was submitted successfully.

APACS ID: 547043
Status: SUBMITTED
Submitted Date: FEB 18, 2015 18:46
First Submitted Date: FEB 18, 2015 18:41

APACS has sent a notification to the following approvers for action.

- Special Area Clearance
- USEUCOM
- Azerbaijan

Contact Information

USEUCOM

Personnel Theater Clearance Approver

a. **Organization/Unit:**

(1) **Phone:**

(a) **Primary:**
(i) 34234235235345346346

(b) **After Duty Hours/Emergency:**
(i) 4563211

(2) **Email:**
(a) karimd@leidos.com

(3) **Fax:**
(a) 89999999999-000000000000

Azerbaijan

Personnel Country Clearance Approver

NOTE note for personnel clearance approver. don't contact me!!

a. **Organization/Unit:**

(1) **Phone:**

(a) **Primary:**
(i) 456789098878

(b) **After Duty Hours/Emergency:**
(i) 234545666

(2) **Email:**
(a) rocco@leidos.com
(b) castropa@leidos.com

(3) **Website:**
(a) personnel.com

SAC

Personnel Special Area Clearance Approver

NOTE : Not required.

Figure 2: Create/Edit Personnel Requester Submission page

NOTE: At the very bottom of the [Personnel Submission](#) page, you will find instructions on how to check the status of your clearance request. (See [Figure 2: Create/Edit Personnel Requester Check Status](#), below).

You can check the status of your request by:

1. Logging into APACS at <https://apacsmirror.dhcp.saic.com>
2. To search for your request:
 - make a note of your request ID number and use the "Get Personnel Request with ID" filter. Or any of the following:
 - click Active requests sorted by last modified.
 - click Active requests sorted by id (quicker results than last modified)
 - click In process requests sorted by earliest upcoming travel
3. If you need to contact the approver(s), you can use the Contact Approver button on top of the request detail page.

The APACS administrators/ help desk are unable to approve travel requests.

Figure 3: Create/Edit Personnel Requester Check Status

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Create and Save a New Personnel Request from a Template

To use a Personnel Request template to create and save a new request, do the following:

1. Click [List Personnel Requests](#) from the left navigation menu, and use the appropriate report to bring up your template listing. You can also select [In process requests sorted by last modified](#) on the [List Personnel Requests](#) page, then use the status drop-down menu and select [TEMPLATE](#) (see [Figure 2: Status drop-down with TEMPLATE circled](#)).

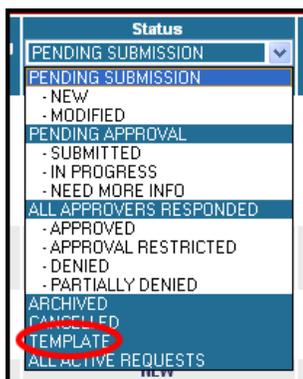


Figure 4: Status drop-down with [TEMPLATE](#) circled

2. Click the [ID](#) number of the template you wish to edit. The template information will load on the [Create/Edit Personnel Request](#) page.
3. Edit the fields within each tab, as necessary.
4. Click [SAVE](#) to update the template. Confirm that you would like to overwrite the template by selecting YES and select CONITNUE to verify that all information is UNCLASSIFIED. Templates cannot be submitted for approval. You must save it as a new request. Click [SAVE AS NEW REQUEST](#) button and select CONITNUE to verify that all information is UNCLASSIFIED. Select [REVIEW FOR SUBMISSION](#) again. You will then review the request details for completion and accuracy on the Personnel Request Detail Page. Select [Submit](#) in the top right corner. Enter any comments for the request history. The original template will remain unchanged in the [TEMPLATE](#) list. See the [SUBMIT/RESUBMIT PERSONNEL REQUEST](#) help file for more information.

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DRAFTS

A draft copy of each request is saved every 5 minutes after the user begins to edit the request. If the APACS user is a member of a group, drafts will be available to all group members. To open a draft, follow these instructions:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. If there are auto-saved drafts, the following statement will be listed at the bottom of the page: "[You have auto-saved draft requests. Click here to list and review them.](#)" Click on this statement to show the draft listing.
3. Refer to the listing under [Auto-Saved Drafts](#) (see **Figure 1: List Personnel Requests with emphasis around Auto-Saved Drafts**).

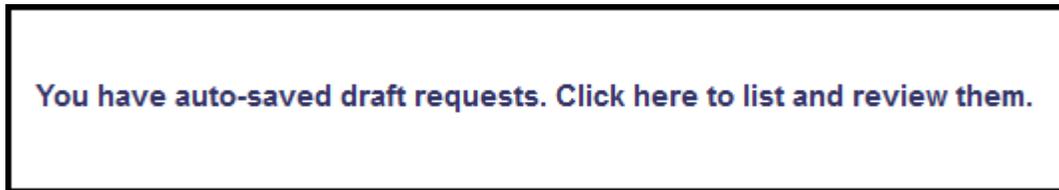


Figure 1: List Personnel Requests with emphasis around Auto-Saved Drafts

4. To edit a draft, click on the [Draft Description](#), or click on the pencil to the right of the draft listing.
5. To delete a draft, click on the trashcan to the right of the draft listing. Drafts will be auto-deleted after 31 days. If you are a member of a group, you will not be able to delete a draft request.
 - o **NOTE:** Drafts are not intended to replace the save option, and are not tied in to the workflow of a saved request. Drafts are created in the event of a computer or system crash, power outage, or any other instance where the user is unable to save the request before exiting the system.
6. Once the user successfully saves the draft, the draft will be assigned a six-digit request ID number, and the draft version of the request will be automatically removed from the Auto-Saved Draft listing on the List Personnel Requests page. If the draft already has a six-digit ID number, it will maintain the same ID number and the draft will be deleted.

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To edit an existing personnel clearance request and re-save it, perform the following:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Enter the ID number of the request and click [Submit](#).
 - o If you do not know the ID number of your request, choose the appropriate reporting method to pull up your request in a list, then click [Review Request/Submit](#) to view your request.
3. Click [Edit](#) at the top of the page.
4. Edit the fields within each section, as necessary. For the Traveler and Itinerary sections, if you wish to edit a previously added traveler or itinerary, select edit next to the listing (see **Figure 1: Itinerary Details in Itinerary section**). Once the previously entered information populates, make your modifications, then click [Update Itinerary/Update Traveler](#) at the bottom of the section. If you want to discard your changes, click [Cancel](#) to keep the previous version of the listing.

Germany (Berlin) - Arrival: (12:12:45L Oct 2018) Departure: (15:13:50L Oct 2018) Edit Remove		
Country Clearance is Not Required	Theater Clearance is Required	SAC Clearance is Not Required
Country Required Information: bring your mug	Theater Required Information: N/A	
If Lead Time Requirement is not met provide reason: sorry we are late.	Logistical Support: hotel accomodations	
Notes: N/A	Force Protection Responsibility: BOTH	
<u>Organization:</u>		
Organization/Conference/ Lodging Name: ACME	Organization/Lodging Address: 123 Amce St	POC Name: Henry Fonda
POC Title: Major Sgt	POC Organization: DC-1	POC Rank: Major
COMM Fax: 123-334-2765	DSN Phone: 765	COMM Phone: 123-334-2222
Email: hfonda@acme.org		DSN Fax: 765

Figure 1: Itinerary List in Itinerary tab

5. Click [SAVE, REVIEW FOR SUBMISSION](#) to do the following:
 - o **SAVE:** Click [SAVE](#) to save the entered information.
 - a. Edit the following fields, as necessary:
 - **Subject (required):** The subject is a short title that will allow the APACS users to easily identify/locate this request in the list. The previously saved subject will load on this field. You can expand this field by clicking and dragging the lower right corner.

NOTE: If you wish to rename the personnel clearance request, be sure to type a new subject in the field.

NOTE: Comments are date stamped each time the request is saved.
 - o **REVIEW FOR SUBMISSION:** Click the [REVIEW FOR SUBMISSION](#) button to submit the entered information for approval.

NOTE: Clicking [REVIEW FOR SUBMISSION](#) will not submit the request fully. You must verify that the information entered is UNCLASSIFIED and then click CONTINUE. On the Request Detail page you will select [Submit](#) in the top right hand corner after reviewing the request for completion and accuracy. Enter request comments for your history and click [Submit](#).
6. If you do not wish to make any changes but select [REVIEW FOR SUBMISSION](#), you will receive a warning informing you that there were no changes found in the request. (See **Figure 2: Itinerary List in Itinerary Tab - Warning**), below.

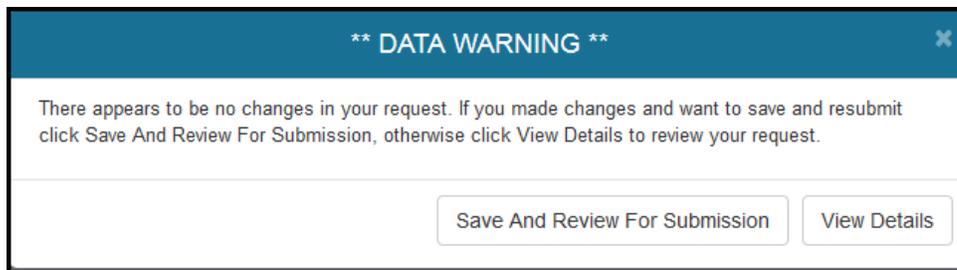


Figure 2: Itinerary List in Itinerary Tab - Warning

Save And Review For Submission: You must verify that the request contains CLASSIFIED information only, then proceed with clicking SAVE. Otherwise, select CANCEL and submit your request via the classified version of APACS at <https://apacs.dtic.smil.mil>. The request status will remain MODIFIED until submitted.

View Details: This option will take you to the Personnel Request Detail page where you will be able to view the details of your submitted request.

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TIP: Use the following text links to jump to specific sections of this Help file:

[Create a Template](#) | [Create and Save a New Request from a Template](#) | [Edit a Request Template](#)

Create a Template

1. Go to [List Personnel Requests](#), and select [In process requests sorted by earliest upcoming travel](#) to open the Personnel request list.
2. Click on [Set as Template](#) (see **Figure 1: Personnel Request List with Set as Template circled**, below).

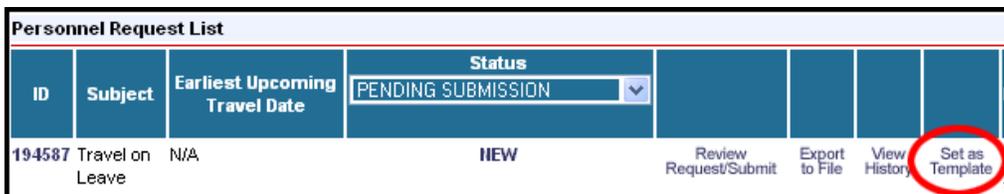


Figure 1: Personnel Request List with Set as Template circled

3. A pop-up box will appear asking "Are you sure you want to Set Request as Template?" Click "OK" or "Cancel".
4. The request will open in the Personnel Request Detail page with a new status of **Template** (see **Figure 2: Template Request Detail**, below).



Figure 2: Template Request Detail

- **Edit:** Click to edit the template and either save it as a new request, or save the changes to the template.

NOTE: When creating a new request from a template, or modifying a template and wish to rename the personnel clearance request, type a new subject in the field. This will distinguish a request in the [Personnel Request List](#).

- **History/Approver Comments:** Click to view a history of the request as well as any comments posted to the request.
- **Archive:** Click to move the request to an archived status. This is the only way for a requester to archive a request; otherwise, the system will auto-archive requests 30 days after the travel dates in the itinerary(s).
- **Export to File:** Export the request to a plain text, html, or xml file that can be saved to your hard drive.
- **Clone:** Click to automatically create a new request from a template. If the itinerary dates occur in the past, you must change the dates before saving (otherwise the system will archive the request).

To use an Personnel Request template to create and save a new request, follow these steps:

1. Click **List Personnel Requests** from the left navigation menu, and use the appropriate report to bring up your template listing. You can also select **In process requests sorted by last modified** on the **List Personnel Requests** page, then use the status drop-down menu and select **TEMPLATE** (see **Figure 2: Status drop-down with TEMPLATE circled**).

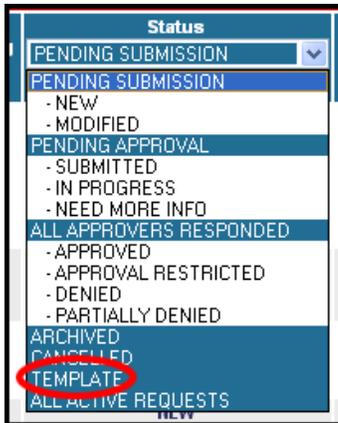


Figure 2: Status drop-down with TEMPLATE circled

2. Click the **ID** number of the template you wish to edit. The template information will load on the **Create/Edit Personnel Request** page.
3. Edit the fields within each section, as necessary.
4. Click **SAVE** to update the template. Confirm that you would like to overwrite the template by selecting YES and select CONITNUE to verify that all information is UNCLASSIFIED. Templates cannot be submitted for approval. You must save it as a new request. Click **SAVE AS NEW REQUEST** button and select CONITNUE to verify that all information is UNCLASSIFIED. Select **REVIEW FOR SUBMISSION** again. You will then review the request details for completion and accuracy on the Personnel Request Detail Page. Select **Submit**. Enter any comments for the request history. The original template will remain unchanged in the **TEMPLATE** list. See the **SUBMIT/RESUBMIT PERSONNEL REQUEST** help file for more information

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Edit a Request Template

To edit an existing template and re-save it as a template, follow these steps:

1. Click **List Personnel Requests** from the left navigation menu, and use the appropriate report to bring up your template listing. You can also select **In process requests sorted by earliest upcoming travel** on the **List Personnel Requests** page, then use the status drop-down menu and select **TEMPLATE**.
2. Click the **ID** number of the template you wish to edit. The template information will load on the **Create/Edit Personnel Request** page.
3. Edit the fields within each section, as necessary.
 - o **Subject (required)**: Enter a short title to rename the template. The original template name will no longer exist in the **Personnel Request List**.
4. Click **SAVE** to update the template see (**Figure 3: Template Save window**). Confirm that you would like to overwrite the template by selecting YES and select CONITNUE to verify that all information is UNCLASSIFIED. Templates cannot be submitted for approval. You must save it as a new request.

Create/Edit Personnel Request

SAVE AS NEW REQUEST SAVE GENERATE Test Draft

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Saved successfully on Feb 18, 2015 14:41:28.

Disable  Pop-up boxes

Request ID: 547018

Status: TEMPLATE

[Alternative Editor View](#)

Main

Subject: 

Travel Type:  Sponsoring Agency:  

Classification Level:  Operation/Exercise Name: 

Purpose of Travel:  Notes:

Itinerary

Please add an itinerary.

[Add Itinerary](#)

Traveler(s)

Please add a traveler.

[Upload Traveler\(s\)](#) [Add Traveler](#)

Traveler(s) POC

Name:	<input type="text"/> 	Rank:	<input type="text"/>
Organization:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Unit Location:	<input type="text"/> 
COMM Phone:	<input type="text"/>	DSN Phone:	<input type="text"/>
COMM Fax:	<input type="text"/>	DSN Fax:	<input type="text"/>
Address:	<input type="text"/>		

SAVE REVIEW FOR SUBMISSION GENERATE Test Draft

Figure 3: Template Save window

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If an error message is displayed indicating that a Personnel Clearance Request cannot be submitted through APACS, it may be viewed and submitted through the AUTODIN process. To view a personnel clearance request in AUTODIN (text) format and submit it, do the following:

1. Click [List Personnel Requests](#) from the left navigation menu, and enter the ID number.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [Export to File](#) in the row of the personnel clearance request you wish to save (see **Figure 1: Personnel Request Detail with Export to File circled**).



Figure 1: Personnel Request Detail with Export to File circled

3. Right-click on the [Plain Text](#) option (see **Figure 2: Personnel Request Export Options**).

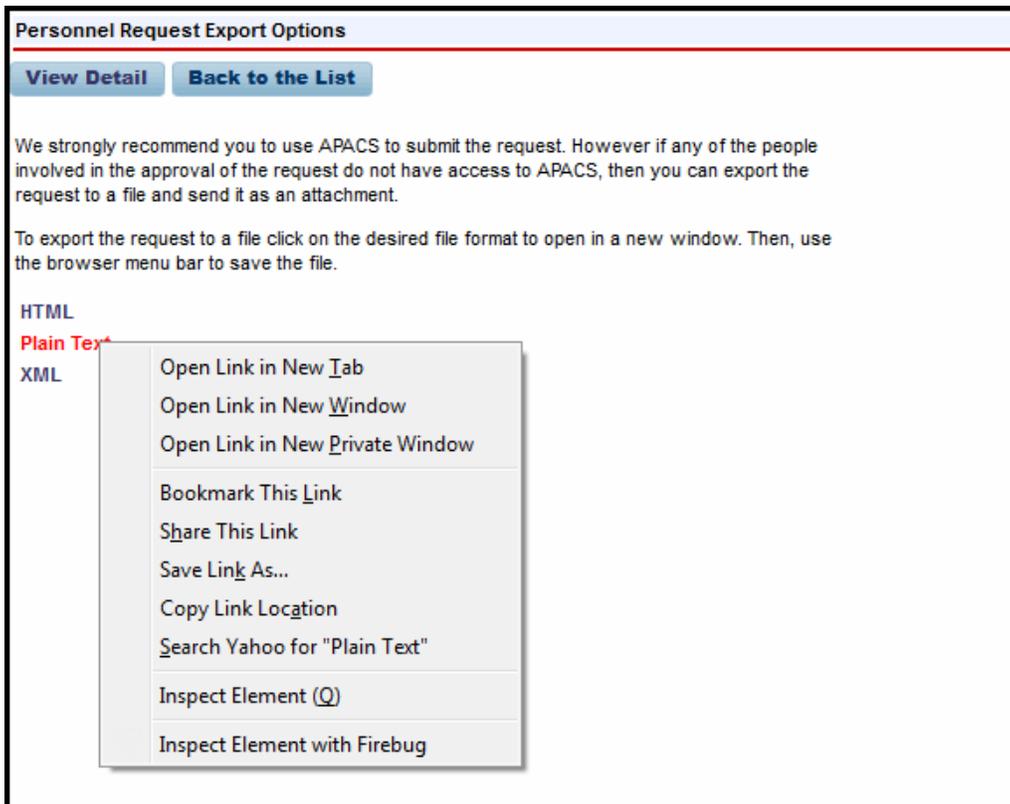


Figure 2: Personnel Request Export Options

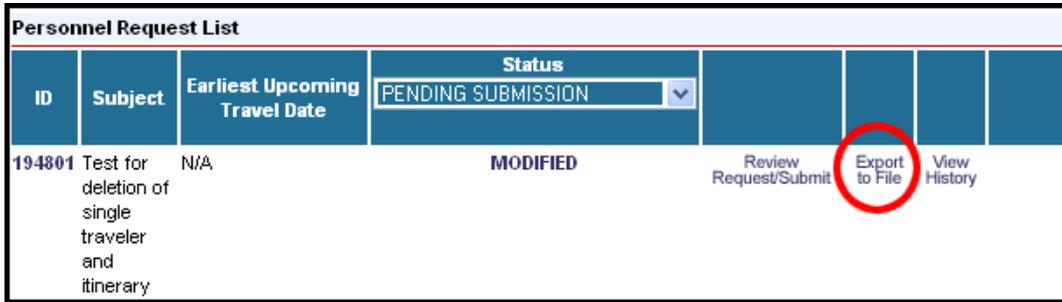
NOTE: To view the Personnel Request Detail format or AUTODIN format without saving, left-click on the HTML, XML or Plain Text link. A new window will display the request in the appropriate format.

4. Select [Save Target As...](#) or [Save Link As...](#)
5. A window will appear, navigate to where you would like the file saved.
6. Edit the File name, if necessary.

7. Click **Save**.

You may also get to the [Personnel Request Export Options](#) page through the [Personnel Request List](#) page.

1. Click [List Personnel Requests](#) from the left navigation menu, and select a report to bring up the request listing.
2. Click [Export to File](#) on the same line as your request on the [Personnel Request List](#) page (see **Figure 3: Personnel Request List with Export to File circled**).



Personnel Request List						
ID	Subject	Earliest Upcoming Travel Date	Status			
194801	Test for deletion of single traveler and itinerary	N/A	PENDING SUBMISSION	MODIFIED	Review Request/Submit	Export to File

Figure 3: Personnel Request List with Export to File circled

3. Right-click on the [Plain Text](#) option (see **Figure 2: Personnel Request Export Options**).

NOTE: To view the AUTODIN format without saving, left-click on the [Plain Text](#) link. A new window will display the request in the AUTODIN format. You also have the option to view your request in HTML and XML formats.

4. Select [Save Target As...](#)
5. Navigate to where you would like the file saved.
6. Edit the File name, if necessary.
7. Click **Save**.

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**PERSONNEL REQUESTER:
SUBMITTING AND RESUBMITTING A REQUEST**

To submit a personnel clearance request, perform the following:

NOTE: Prior to submitting or resubmitting a personnel request, the request must first successfully be created and saved without warning messages. See the **CREATE PERSONNEL REQUEST** or **EDIT PERSONNEL REQUEST** help files for more information.

TIP: Use the following text links to jump to specific sections of this Help file:

[Submit Personnel Request](#) | [Resubmit Personnel Request](#)

Submit a Personnel Request

To submit a personnel clearance request, do the following:

1. Enter the ID number of the request and click **Submit**.
 - o If you do not know the ID number of your request, choose the appropriate reporting method to pull up your request in a list, then click the appropriate **request id number** to view your request. (see **Figure 1: Personnel Request List with Review Request/Submit circled.**)

Personnel Request List						-- Configure Your Layout --		
ID	Subject	Earliest Upcoming Travel Date	Status					
226036	Test	N/A	PENDING SUBMISSION	NEW	Review Request/Submit	Export to File	View History	Set as Template

Figure 1: Personnel Request List with Review Request/Submit circled

2. Review the **Personnel Request Detail** page to ensure accuracy. This is the page the approvers will see when reviewing your request.
3. Click the **Collapse All/Expand All** options to either hide or show, respectively, the details of your request, and click the **View Itinerary Details/Hide Itinerary Details** to either show or hide, respectively, the details of each itinerary.
4. Click **Review for Submission** at the top of the page (see **Figure 2: Personnel Request Detail with Submit circled**).

Personnel Request Detail

[Edit](#)
[History / Approver Comments](#)
[Cancel](#)
[Set as Template](#)
[Export to File](#)
[Clone](#)

Please review details of this request then submit for approval.

Enter a comment for the Request History:

SUBMIT

UNCLASSIFIED

Figure 2: Personnel Request Detail with Submit circled

NOTE: If you receive any error messages, these changes must be made before the system will allow you to submit your request.

NOTE: If an error message is received that "**APACS has no approvers for the following countries:**" and one or more of the countries on your personnel request is listed, you must export the request and transmit the request by other means (i.e., fax, DMS, or AUTODIN). See the **VIEW/SUBMIT REQUEST IN AUTODIN (text) FORMAT** help file for more information.

- As the **Personnel Request: Comment** page opens (see **Figure 3: Personnel Request: Comment**, below), enter any necessary text in the **Comment:** field. You can also expand the comment field by clicking and dragging the lower right corner.

Personnel Request Detail

[Edit](#)
[History / Approver Comments](#)
[Cancel](#)
[Set as Template](#)
[Export to File](#)
[Clone](#)
[Return to List](#)

Enter a comment for the Request History:

SUBMIT

UNCLASSIFIED
Need to know

[COLLAPSE ALL](#)
[COLLAPSE ITINERARY DETAILS](#)
[SHOW HIDDEN BLANK FIELDS](#)

[Main](#) |
 [Traveler POC](#) |
 [Itinerary](#) |
 [Travelers](#) |
 [Organizations](#) |
 [Approver Organizations](#)

Figure 3: Personnel Request: Comments

NOTE: Comments receive a date and time stamp when the request is submitted.

6. Click **SUBMIT**. APACS returns to the **Personnel Request List**, marking this request as **SUBMITTED** and having a yellow note come up stating "Your APACS request was submitted successfully" (See **Figure 4: Fully Submitted Request**)¹⁴⁷
NOTE: After **SUBMIT** is clicked, APACS will transmit an e-mail notification of the request to the appropriate approving and information agencies that have accounts on APACS. If you have "Do you want to receive APACS request submission notifications?" box checked in your profile, you will receive notifications via email on APACS request submission notifications.

7.

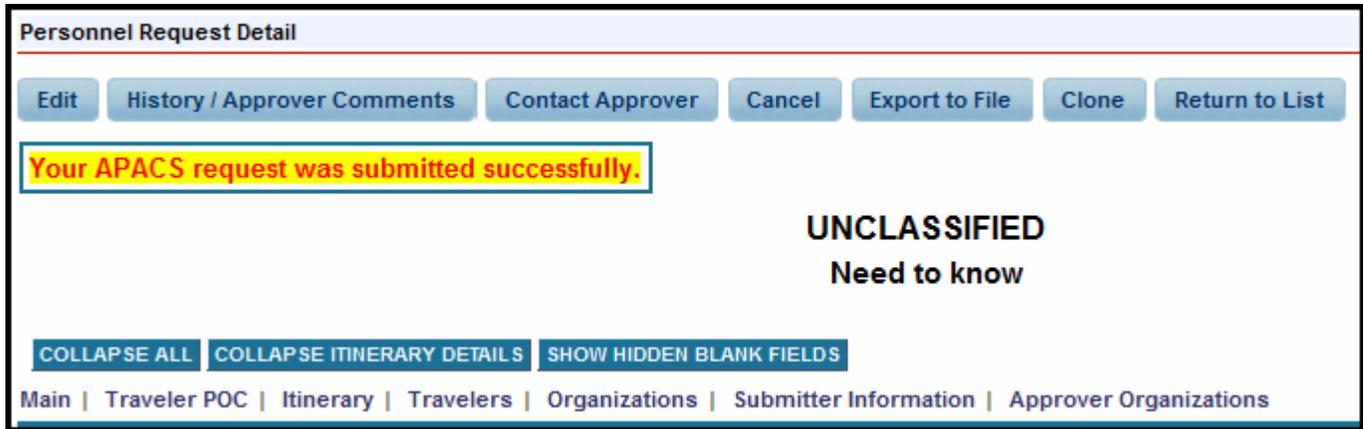


Figure 4: Fully Submitted Request.

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Resubmit Personnel Request

NOTE: In APACS, when you modify any fields in a previously submitted personnel request and then save the request, the status of the request on the **Personnel Request List** page will change to **Modified**. This request will need to be resubmitted for the approval process to continue in APACS. Only after it is resubmitted in APACS will approvers of this request receive an email notification informing them that there have been changes to the request and they need to review it. If there have been any changes to a request, the approver must approve the request again.

To resubmit a personnel clearance request after edits have been made, perform the following:

1. Click **List Personnel Requests** from the left navigation menu.
2. Enter the ID number of the request and click **Submit**.
 - o If you do not know the ID number of your request, choose the appropriate reporting method to pull up your request in a list, then click **Review Request/Submit** to view your request.
3. Review the **Personnel Request Detail** to ensure accuracy.
4. Click **Submit** at the top of the page. **NOTE:** If you receive any error messages, **you may** select the **Back** button to return to the **Personnel Request Detail** page to view the entered information but **you must** then return to the **Create/Edit Personnel Request** form to correct the errors. See the **EDIT PERSONNEL REQUEST** help file for more information.

NOTE: If an error message is received that "**APACS has no approvers for the following countries:**" and one or more of the countries on your personnel clearance request is listed, you must export the request to text (AUTODIN) and transmit the request by other means (i.e., fax, DMS, or AUTODIN). See the **VIEW/SUBMIT REQUEST IN AUTODIN (text) FORMAT** help file for more information.

NOTE: Comments are for logging (internal tracking) purposes only but are viewable by the approver.

5. As the **Personnel Request: Comments** page opens, enter any necessary text in the **Comment:** field.

6. Click **SUBMIT**. APACS returns to the **Personnel Request List**, marking this request as **SUBMITTED**.

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NOTE: After **SUBMIT** is clicked, APACS will transmit an e-mail notification of the request to the appropriate approving and information agencies that have accounts on APACS.

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**PERSONNEL REQUESTER:
CONTACTING APPROVERS**

A personnel requester has the option to contact the approvers for a request by using the message center on both the homepage after logging in and on the Personnel Request Detail page. A message can be created only after the request has been submitted. To initiate contact with an approver:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Enter the ID number of the request and click [Submit](#).
 - o If you do not know the ID number of your request, choose the appropriate reporting method to pull up your request in a list, then click [Review Request/Submit](#) to view your request.
3. Click [Contact Approver](#) from the menu bar at the top of the screen (see **Figure 1: Personnel Request Detail with Contact Approver circled**, below).



Figure 1: Personnel Request Detail with Contact Approver circled

4. If provided by the approver, approver contact information will be provided at the bottom of the screen (see **Figure 2: Personnel Request Discussions page**, below). You can either use the contact information provided to contact the approver, or click [Start new discussion](#) to contact the approver through APACS.

[View Detail](#)

[Start New Discussion](#)

DATE	REQUESTING GROUP	APPROVER GROUP	MESSAGE COUNT	SUBJECT
------	------------------	----------------	---------------	---------

Contact Information

USEUCOM

Personnel Theater Clearance Approver

a. **Organization/Unit:**

(1) **Phone:**

(a) **Primary:**

(i) 34234235235345346346

(b) **After Duty Hours/Emergency:**

(i) 4563211

(2) **Email:**

(a) karimd@leidos.com

(3) **Fax:**

(a) 8999999999-000000000000

Azerbaijan

Personnel Country Clearance Approver

NOTE note for personnel clearance approver. don't contact me!!

a. **Organization/Unit:**

(1) **Phone:**

(a) **Primary:**

(i) 456789098878

(b) **After Duty Hours/Emergency:**

(i) 234545666

(2) **Email:**

(a) rocco@leidos.com

(b) castropa@leidos.com

(3) **Website:**

(a) personnel.com

SAC

Personnel Special Area Clearance Approver

NOTE : Not required.

Figure 2: Personnel Request Discussions page

- Select the approver you wish to address your message to from the drop-down menu (Country approvers will be listed as the country name, Theater approvers will end in COM, and the Special Area approver is SAC), include a subject, and type out your message in the message box (see **Figure 2: Personnel Request: Create Discussion**). You can expand the message window by clicking and dragging the lower right corner. You can also select multiple approvers to send your message to by holding down the Ctrl key while selecting the approvers.

Personnel Request: Create Discussion for Request 194890

[View Detail](#)

Discussion Between:

Approver Group:

Requester Group: screenshots

Subject:

Message:

Figure 2: Personnel Request: Create Discussion

6. Click [Submit](#).
7. The message is automatically routed to the appropriate approver, and a notification email is sent to them letting them know there is a message waiting.
8. If notifications have been selected, the APACS system will automatically send the requester an email when the approver responds. The requester may also check to see if an approver has responded by logging into APACS and looking at the [Message Center](#) on the homepage.
9. Archiving discussion messages:
 - Past requests - The discussion messages for past requests will be archived 10 days after the departure date of the last itinerary item.
 - Cancelled requests - The discussion messages will be auto-archived upon cancellation of the request.

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A personnel requester has the option to cancel a previously saved or submitted request, regardless of the status.

1. Click [List Personnel Requests](#) from the left navigation menu and enter your ID.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request/Submit](#) to pull up the request detail.
2. Click [Cancel](#) from the menu bar at the top of the screen (see **Figure 1: Personnel Request Detail with Cancel circled**).



Figure 1: Personnel Request Detail with Cancel circled

3. A pop-up box will appear asking "Are you sure you want to Cancel the Request?". Click OK or Cancel. Ok will continue with the cancellation of the request.
4. Once you have confirmed you want to cancel this request a box with the option for comments to the approver will appear (your request is not cancelled at this point. Once you have entered comments click the **Confirm Cancellation** button (See **Figure 2: Comments page, Confirm Cancellation circled**).

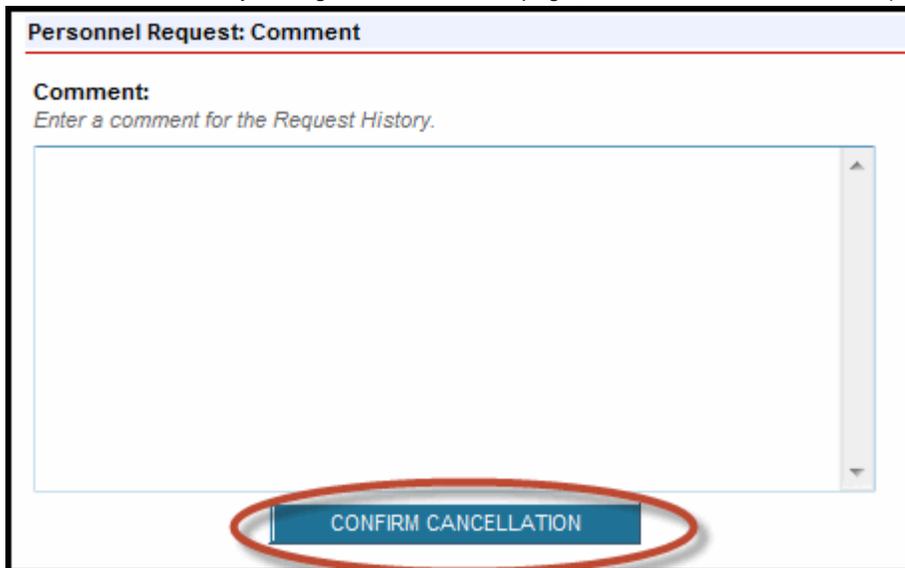


Figure 2: Comments page, Confirm Cancellation circled.

5. Once cancelled the approver will receive a notification email (if they have opted to receive notifications) letting them know that the request is cancelled and no longer requires their approval. The country, theater, special area and overall request statuses will change to Cancelled. To access this request after it has been cancelled:
 - o Click [List Personnel Requests](#) from the left navigation menu and select [In process requests sorted by earliest upcoming travel date](#).
 - o Change the status to **CANCELLED**.

o Your request is stored in this section of APACS.

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A personnel requester has the option to clone a previously saved request, regardless of the status. The cloned request will be created as an exact copy of the request being cloned, and can be edited as necessary.

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Run a report to find your request. If you already know the ID number of the request, enter that information and click submit, then skip to step 4, below.
3. Click [Review Request](#) in the row of the personnel request for which you wish to clone.
4. Click [Clone](#) from the menu bar at the top of the screen (see **Figure 1: Personnel Request Detail with Clone circled**, below).

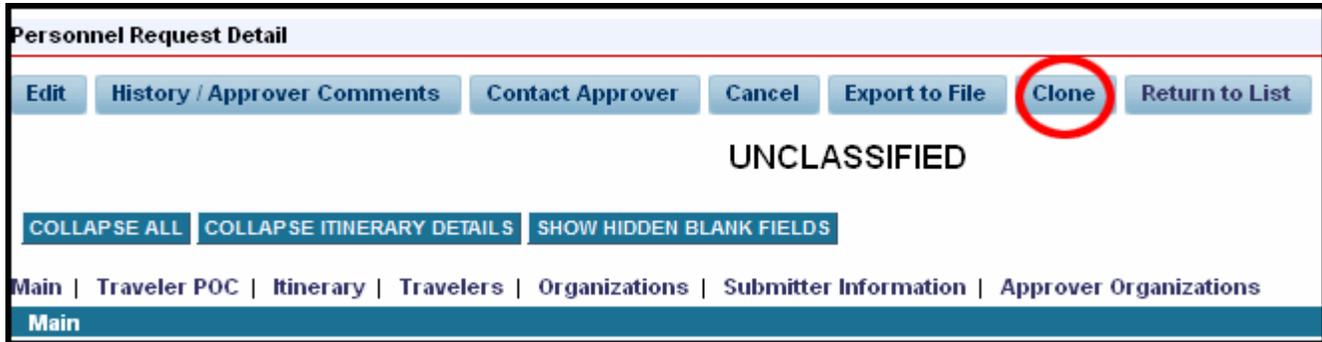


Figure 1: Personnel Request Detail with Clone circled

5. The request will open in the request editor (you may select to display the alternative editor by selecting [Alternative Editor View](#) and Continue Without Save). Make changes as necessary, and note that you **MUST** change the dates in the itinerary before saving the request, otherwise the system may believe the dates are in the past and may not save or submit properly. When you have completed making changes save the request with a modified Subject. The request will appear in the Pending Submission status until submitted.

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**PERSONNEL APPROVER/REQUESTER:
VIEW PERSONNEL REQUEST CHANGE HISTORY**

A Personnel Clearance Requester may view a specific request's change history to display changes to a particular personnel clearance request, including the date changes were made, request type, modifier's name(s), and comments pertaining to each action taken throughout the life of the request. To view a personnel clearance request change history, do the following:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Enter your APACS Request ID number and click [Submit](#).
 - o If you do not know the ID number of your request, choose the appropriate reporting method to pull up your request in a list, then click [View History](#) to view your request. (See **Figure 1: Personnel Request List with View History circled.**) The [Personnel Request Log History](#) page opens. (See **Figure 2: Personnel Request: Log History sample page.**)

Personnel Request List							
ID	Subject	Earliest Upcoming Travel Date	Status				
194641	Error message generation	N/A	PENDING SUBMISSION	Review Request/Submit	Export to File	View History	Set as Template
194596	joe's test	N/A	NEW	Review Request/Submit	Export to File	View History	Set as Template

Figure 1: Personnel Request List with View History circled

Personnel Request: Log History			
View Detail	View Audit	Back to the List	
Date	Type	Author	Comments
31-08-2010 16:54	REQUEST CREATED	Liz Jones	

Figure 2: Personnel Request: Log History sample page

3. A user can also access the request history from the request detail page. In **Figure 1** above, select [Review Request/Submit](#) instead of [View History](#). At the top of the Personnel Request Detail page, click [History/Approver Comments](#). (See **Figure 3: Personnel Request Detail with History/Approver Comments circled**, below.)

Personnel Request Detail 158

[Edit](#) [History / Approver Comments](#) [Cancel](#) [Set as Template](#) [Export to File](#) [Clone](#) [Return to List](#)

Enter a comment for the Request History:

[SUBMIT](#)

UNCLASSIFIED
Need to know

[COLLAPSE ALL](#) [COLLAPSE ITINERARY DETAILS](#) [SHOW HIDDEN BLANK FIELDS](#)

[Main](#) | [Traveler POC](#) | [Itinerary](#) | [Travelers](#) | [Organizations](#) | [Approver Organizations](#)

Figure 3: Personnel Request Detail with History/Approver Comments circled

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A Personnel Clearance requester or approver may view a specific requests audit history to display changes to a particular personnel request, including the date changes were made, modifier's name(s), and specific modifications that were made. To view a personnel clearance request audit history, perform the following:

1. Click [List Personnel Requests](#) from the left navigation menu and enter your ID number.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [History/Approver Comments](#) at the top of the page (see **Figure 1: Personnel Request Detail with History/Approver Comments circled**, below). Please note that approvers will see the option reading [History/Requester Comments](#).



Figure 1: Personnel Request Detail with History/Approver Comments circled

3. Click [View Audit](#) at the top of the [Personnel Request: Log History](#) page (see **Figure 2: Personnel Request: Log History**). The [Personnel Request Audit History](#) page will open (see **Figure 3: Personnel Request: Audit History sample page**).

The screenshot shows the 'Personnel Request Log History' page. At the top, there are two buttons: 'View Detail' and 'View Audit'. Below the buttons is a table with the following columns: 'Date', 'Type', 'Author', and 'Comments'. The table contains 13 rows of log entries.

Date	Type	Author	Comments
FEB 08, 2013 20:59	United Kingdom APPROVER APPROVED	Admin Admin3	
FEB 08, 2013 20:59	REQUEST IN PROGRESS	APACS SYSTEM	SYSTEM ACTIVITY
FEB 08, 2013 20:59	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Clearance Status Notification: personnel clearance request approver action [1/1]
FEB 08, 2013 20:52	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Clearance Modification Notification: personnel clearance request was submitted [2/2]
FEB 08, 2013 20:52	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Modification Notification: personnel clearance request modified, approval required [3/4]
FEB 08, 2013 20:52	REQUEST SUBMITTED	Admin Admin3	
FEB 08, 2013 20:52	REQUEST MODIFIED	Admin Admin3	
FEB 08, 2013 20:41	REQUEST SUBMITTED	Admin Admin3	
FEB 08, 2013 20:41	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Clearance Modification Notification: personnel clearance request was submitted [2/2]
FEB 08, 2013 20:41	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Submission Notification: personnel clearance request approval required [3/4]
FEB 08, 2013 20:41	REQUEST MODIFIED	Admin Admin3	
FEB 08, 2013 20:41	REQUEST CREATED	Admin Admin3	

Figure 2: Personnel Request: Log History

[View Detail](#) [View History](#)

Date	Modifier	Modifications
FEB 08, 2013 20:59	Admin Admin3	Personnel Request "Status" field was modified: From "SUBMITTED" To "IN_PROGRESS"
FEB 08, 2013 20:59	Admin Admin3	Itinerary Country United Kingdom "Country Clearance Comments" field was modified: From "[EMPTY]" To " "
FEB 08, 2013 20:59	Admin Admin3	Itinerary Country United Kingdom "Country Clearance" field was modified: From "NOT REQUIRED" To "REQUIRED"
FEB 08, 2013 20:59	Admin Admin3	Itinerary Country United Kingdom "Country Clearance Status" field was modified: From "N/A" To "APPROVED"
FEB 08, 2013 20:52	Admin Admin3	Personnel Request "Status" field was modified: From "MODIFIED" To "SUBMITTED"
FEB 08, 2013 20:52	Admin Admin3	Personnel Request "Last Submitted" field was modified: From "2013-02-08 204111 " To "2013-02-08 205206 "
FEB 08, 2013 20:52	Admin Admin3	Personnel Request "Status" field was modified: From "SUBMITTED" To "MODIFIED"
FEB 08, 2013 20:52	Admin Admin3	Itinerary Country "PersonnelItineraryItem" field was modified: From "Request was modified, item deleted: PersonnelItineraryItem: Location : Berlin Depart Time : 2018-10-15 11:50:00.0 Arrive Time : 2018-10-12 10:45:00.0 Notes : N/A Logistical Support : hotel accomodations Traveler : Johnson, Sam Organization : ACME Country : Germany Country Clearance Needed : no Theater Clearance Needed : yes SAC Needed : no " To "[EMPTY]"
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "Status" field was modified: From "NEW" To "SUBMITTED"
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "Submitter" field was modified: From "[EMPTY]" To "mauckj"
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "Last Submitted" field was modified: From "[EMPTY]" To "2013-02-08 204111 "
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "First Submitted" field was modified: From "[EMPTY]" To "2013-02-08 204111 "
FEB 08, 2013 20:41	Admin Admin3	Itinerary Country Germany "Theater Clearance Status" field was modified: From "NEW" To "SUBMITTED"
FEB 08, 2013 20:41	Admin Admin3	Itinerary Country United Kingdom "Theater Clearance Status" field was modified: From "NEW" To "SUBMITTED"

Figure 3: Personnel Request: Audit History sample page

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To view a personnel clearance request report, perform the following (see **Figure 1: Personnel Request Reports page**):

The screenshot shows the 'Personnel Request Reports' page with the following sections:

- Section 1:** 'Get Personnel Request with ID' with an input field and a 'SUBMIT' button.
- Section 2:** 'List all unapproved Personnel Requests scheduled to depart after today and before'. It includes a date input field with '2010-08-04', two calendar icons, and a 'Help' link. Below are three buttons: 'RUN REPORT', 'SAVE REPORT', and 'CUSTOMIZE REPORT'.
- Section 3:** 'List all Personnel Requests with Traveler Name' with an input field and the text 'Last, First'. Below is a descriptive paragraph: 'This summary report returns the following: Travelers Name, Travelers Organization, Request Id, Subject, Last Modified, Classification Level, Status'. Below the paragraph are three buttons: 'RUN REPORT', 'SAVE REPORT', and 'CUSTOMIZE REPORT'.

Figure 1: Personnel Request Reports page

1. Click **Reports** from the left navigation menu.
2. Filter the request by:
 - o **Get personnel request with ID:**
 - Enter the ID number of the request you are looking for.
 - Click **SUBMIT**.
 - o **List all unapproved Personnel Requests scheduled to depart after today and before:**
 - Select a single date from the left calendar, or a date range from the right calendar. If the calendar on the right is selected, select either **today plus** or **today minus** and enter a number of days.
 - Click **RUN REPORT** to run the report once, **SAVE REPORT** to save the report for future use, or **CUSTOMIZE REPORT** to select specific information for the report to bring back.
 - o **List all personnel requests with traveler name:**
 - Enter traveler's name in the format Last Name, First Name.
 - Click **RUN REPORT** to run the report once, **SAVE REPORT** to save the report for future use, or **CUSTOMIZE REPORT** to select specific information for the report to bring back.

NOTE: APACS will search through name recognition, whether it's last name, first name, or middle initial. The best way to narrow your search is to list last name first, then a comma, then first name. APACS will also search by last name only.

NOTE: See **Figure 2: Custom Report Results sample page**, below.

Custom Report Results						
Traveler - Name (Last, First MI)	Traveler - Organization	Request Id	Subject	Last Modified	Classification Level	Status
Smith, Joe I	AF DOD	194584	get personnel request ws	02-02-2010 16:33	UNCLASSIFIED	CANCELLED
Smith, Joe I	AF DOD	194585	get personnel request ws	02-02-2010 17:16	UNCLASSIFIED	CANCELLED
Smith, Joe I	AF DOD	194650	test canceled notification	29-04-2010 14:20	UNCLASSIFIED	CANCELLED

Figure 2: Custom Report Results sample page

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To run or save a new sort method of the APACS program, do the following:

1. Click Custom Reports from the left navigation menu. The Personnel Request Reports window will open (see **Figure 1: Custom Reports**).



Figure 1: Custom Reports

2. Use the drop-down menu to select from the following request filters:
 - o **Action Required:** Select this and click **ADD**. When the Action Required drop-down menu appears, select **TRUE** for requests that still require action from the approvers, **FALSE** for requests that no longer require approver action.
 - o **Classification Level:** Select this and click **ADD**. When the Classification Level drop-down menu appears, select **Unclassified, Confidential, or Secret**. This filter is for SIPR APACS users.
 - o **Created Date:** Select this and click **ADD**. When the Created Date drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
 - o **Derived From:** Select this and click **ADD**. When the Derived From drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Derived From category.
 - o **Downgrade/Declassification Date or Event:** Select this and click **ADD**. When the Downgrade/Declassification Date or Event drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Downgrade/Declassification Date or Event. This filter is for SIPR APACS users.
 - o **Emergency Leave:** Select this and click **ADD**. When the Emergency Leave drop-down menu appears, select **TRUE** for requests that are for Emergency Leave, **FALSE** for requests that are not for Emergency Leave.
 - o **First Submitted Date:** Select this and click **ADD**. When the First Submitted Date drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.

- o **If Lead Time Requirement is not met provide reason:** Select this and click **ADD**. When the Lead Time Requirement is not met provide reason drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Lead Time Requirement field on the Main Tab (for times when the lead time requirement is not met).
- o **Itinerary - Approving Organizations:** Select this and click **ADD**. When the Itinerary - Approving Organizations drop-down menu appears, select **is or is not** and select the approving organization - this is the organization that will approve your request per the DoD FCG. If the approving organization is unknown, select UNKNOWN.
- o **Itinerary - Arrival:** Select this and click **ADD**. When the Itinerary - Arrival drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Itinerary - Arrive or Depart Time:** Select this and click **ADD**. When the Itinerary - Arrive or Depart Time drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Itinerary - COMM Fax:** Select this and click **ADD**. When the Itinerary - COMM Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary COMM Fax.
- o **Itinerary - COMM Phone:** Select this and click **ADD**. When the Itinerary - COMM Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary COMM Phone.
- o **Itinerary - Country:** Select this and click **ADD**. When the Itinerary - Country drop-down menu appears, select **is/is not** and select the appropriate country(s) from the list. Hold down the Ctrl key to select multiple countries at one time.
- o **Itinerary - Country Auto Response:** Select this and click **ADD**. When the Itinerary - Country Clearance Auto Response drop-down menu appears, select **true or false**.
- o **Itinerary - Country Clearance Comments:** Select this and click **ADD**. When the Itinerary - Country Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Country Clearance Comments.
- o **Itinerary - Country Clearance Required:** Select this and click **ADD**. When the Itinerary - Country Clearance Required drop-down menu appears, select **true, or false**.
- o **Itinerary - Country Clearance Status:** Select this and click **ADD**. When the Itinerary - Country Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely

manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.

- o **Itinerary - Country Required Information:** Select this and click **ADD**. When the Itinerary - Country Required Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Country Required Information.
- o **Itinerary - DSN Fax:** Select this and click **ADD**. When the Itinerary - DSN Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary DSN Fax.
- o **Itinerary - DSN Phone:** Select this and click **ADD**. When the Itinerary - DSN Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary DSN Phone.
- o **Itinerary - Departure:** Select this and click **ADD**. When the Itinerary - Departure drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Itinerary - eCC Visible:** Select this and click **ADD**. When the Itinerary - eCC Visible drop-down menu appears, select **TRUE** for itineraries where the approver selected the **eCC Visible** option, and **FALSE** for itineraries where this item is not selected by the approver.
- o **Itinerary - Email:** Select this and click **ADD**. When the Itinerary - Email drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Email.
- o **Itinerary - Force Protection Responsibility:** Select this and click **ADD**. When the Itinerary - Force Protection Responsibility drop-down menu appears, select **is or is not** and select from **COCOM, COM, BOTH, or UNKNOWN**.
- o **Itinerary - Id:** Select this and click **ADD**. When the Itinerary - Email drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Itinerary Id.
- o **Itinerary - If Lead Time Requirements is not met provide reason:** Select this and click **ADD**. When the Itinerary - If Lead Time Requirements is not met provide reason drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding If Lead Time Requirements is not met provide reason.
- o **Itinerary - In Country Number Of Days:** Select this and click **ADD**. When the Itinerary - In Country Number Of Days drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the In Country Number Of Days.
- o **Itinerary - Location:** Select this and click **ADD**. When the Itinerary - Location drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Location.
- o **Itinerary - Logistical Support:** Select this and click **ADD**. When the Itinerary - Logistical Support drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Logistical Support.
- o **Itinerary - Notes:** Select this and click **ADD**. When the Itinerary - Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Notes.

- o **Itinerary - Organization/Conference/Lodging Name:** Select this and click **ADD**. When the Itinerary - Organization/Conference/Lodging Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Organization Address.
- o **Itinerary - Organization//Lodging Address:** Select this and click **ADD**. When the Itinerary - Organization/Lodging Address drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Organization/Conference Name.
- o **Itinerary - POC Name:** Select this and click **ADD**. When the Itinerary - POC Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Name.
- o **Itinerary - POC Organization:** Select this and click **ADD**. When the Itinerary - POC Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Organization.
- o **Itinerary - POC Rank:** Select this and click **ADD**. When the Itinerary - POC Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Rank.
- o **Itinerary - POC Title:** Select this and click **ADD**. When the Itinerary - POC Title drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Title.
- o **Itinerary - Special Area Clearance Auto Response:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Auto Responses drop-down menu appears, select **true or false**.
- o **Itinerary - Special Area Clearance Comments:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Special Area Clearance Comments left by the Special Area Clearance approver.
- o **Itinerary - Special Area Clearance Notes:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Special Area Clearance Notes left by the Special Area Clearance approver.
- o **Itinerary - Special Area Clearance Required:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Required drop-down menu appears, select **TRUE or FALSE**.
- o **Itinerary - Special Area Clearance Status:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- o **Itinerary - Submitted:** Select this and click **ADD**. When the Itinerary - Submitted drop-down menu appears, select **TRUE or FALSE**.

- o **Itinerary - Theater Clearance Auto Response:** Select this and click **ADD**. When the Itinerary - Theater Clearance Auto Responses drop-down menu appears, select **true or false**.
- o **Itinerary - Theater Clearance Comments:** Select this and click **ADD**. When the Itinerary - Theater Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Special Area Clearance Comments left by the Special Area Clearance approver.
- o **Itinerary - Theater Clearance Required:** Select this and click **ADD**. When the Itinerary - Theater Clearance Required drop-down menu appears, select **TRUE or FALSE**.
- o **Itinerary - Theater Clearance Status:** Select this and click **ADD**. When the Itinerary - Theater Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- o **Itinerary - Theater Name:** Select this and click **ADD**. When the Itinerary - Theater Name drop-down menu appears, select the respective theater from the list: **USEUCOM, USCENCOM, USPACOM, USNORTHCOM, USSOUTHCOM, or USAFRICOM**.
- o **Itinerary - Theater Required Information:** Select this and click **ADD**. When the Itinerary - Theater Required Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Theater Required Information.
- o **Itinerary - Theater Clearance Comments:** Select this and click **ADD**. When the Itinerary - Theater Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Theater Clearance Comments left by the theater approver.
- o **Last Modified:** Select this and click **ADD**. When the Last Modified drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Last Modifier:** Select this and click **ADD**. When the Last Modifier drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Last Modifier of the request.
- o **Log History-Date:** Select this and click **ADD**. When the Log History-Date drop-down menu appears, select **is, on or before, on or after, from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.

- o **Log History-Id:** Select this and click **ADD**. When the Log History-Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your request id number.
- o **Log History-Type:** Select this and click **ADD**. When the Log History-Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in any value that appears under the Log History.
- o **Log History-Username of author (not display name):** Select this and click **ADD**. When the (not display name) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in partial or full username of request author.
- o **Notes:** Select this and click **ADD**. When the Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Notes field on the Main Tab.
- o **Operation/Exercise Name:** When the Operation/Exercise Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Operation/Exercise Name.
- o **Organizations Id:** Select this and click **ADD**. When the Organizations Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Organizations Id.
- o **Owner:** Select this and click **ADD**. When the Owner drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Owner of the request (whose account the request was created under).
- o **Privacy Act Enforced:** Select this and click **ADD**. When the Privacy Act Enforced drop-down menu appears, select **TRUE or FALSE**.
- o **Purpose Of Travel:** Select this and click **ADD**. When the Purpose Of Travel drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Purpose Of Travel entered on the Main Tab.
- o **Request Id:** Select this and click **ADD**. When the Request Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Request ID.
- o **Special Access Caveats or Other Required Statements:** Select this and click **ADD**. When the Special Access Caveats or Other Required Statements drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Special Access Caveats or Other Required Statements entered on the Main Tab.
- o **Sponsoring Agency:** Select this and click **ADD**. When the Sponsoring Agency drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Sponsoring Agency entered on the Main Tab.
- o **Status:** Select this and click **ADD**. When the Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has

viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.

- o **Subject:** Select this and click **ADD**. When the Subject drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Subject/title of the request.
- o **Submitted Date:** Select this and click **ADD**. When the Submitted Date drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Submitter:** Select this and click **ADD**. When the Submitter drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Submitter of the request.
- o **Theater Name:** Select this and click **ADD**. When the Theater Name drop-down menu appears, select the respective theater from the list: **USEUCOM, USCENTCOM, USPACOM, USNORTHCOM, USSOUTHCOM, or USAFRICOM** .
- o **Travel Type:** Select this and click **ADD**. When the Travel Type drop-down menu appears, select **is or is not** and type select either Official or Leave.
- o **Traveler - AOR Location Specific Brief:** Select this and click **ADD**. When the Traveler - AOR Location Specific Brief drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars
- o **Traveler - AT Level 1 Training:** Select this and click **ADD**. When the Traveler - AT Level 1 drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Buddy Rule:** Select this and click **ADD**. When the Buddy Rule drop-down menu appears, select **TRUE** or **FALSE**.
- o **Traveler - Category:** Select this and click **ADD**. When the Traveler - Category drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Category (DoD-Military, contractor, etc.).
- o **Traveler - Country of Citizenship:** Select this and click **ADD**. When the Traveler - Country of Citizenship drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Country of Citizenship.
- o **Traveler - FACT:** Select this and click **ADD**. When the FACT drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.

- o **Traveler - Force Protection (FP) Plan:** Select this and click **ADD**. When the Traveler - Force Protection (FP) Plan drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Grade:** Select this and click **ADD**. When the Traveler - Grade drop-down menu appears, select **is/is not** and select the grade from the list.
- o **Traveler - HTSOS:** Select this and click **ADD**. When the Traveler - HTSOS drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars
- o **Traveler - Highest Ranked:** Select this and click **ADD**. When the Highest Ranked drop-down menu appears, select **TRUE** or **FALSE**.
- o **Traveler - Human Rights Awareness Education:** Select this and click **ADD**. When the Traveler - Human Rights Awareness drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - IATP:** Select this and click **ADD**. When the Traveler - IATP drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - ICASS:** Select this and click **ADD**. When the Traveler - ICASS drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler ICASS information.
- o **Traveler - ISOPREP:** Select this and click **ADD**. When the Traveler - ISOPREP drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Id:** Select this and click **ADD**. When the Traveler - Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Traveler Id.
- o **Traveler - Job Title:** Select this and click **ADD**. When the Traveler - Job Title drop-down menu appears, select **contains, starts with, ends with, is exactly, or is not blank** and type in the Traveler Job Title.
- o **Traveler - Medical Assessment:** Select this and click **ADD**. When the Traveler - Medical Assessment drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the

calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.

- o **Traveler - Mission Training Requirements:** Select this and click **ADD**. When the Traveler - Mission Training Requirements drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Mission Training Requirements.
- o **Traveler - Name (Last, First MI):** Select this and click **ADD**. When the Traveler - Name (Last, First MI) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Name.
- o **Traveler - Organization:** Select this and click **ADD**. When the Traveler - Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Organization field on the Traveler Tab.
- o **Traveler - Rank/Rating:** Select this and click **ADD**. When the Traveler - Rank/Rating drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Rank/Raiting field on the Traveler Tab.
- o **Traveler - SERE Training:** Select this and click **ADD**. When the Traveler - SERE drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Security Clearance:** Select this and click **ADD**. When the Traveler - Security Clearance drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Security Clearance.
- o **Traveler - Service:** Select this and click **ADD**. When the Traveler - Service drop-down menu appears, select **is/is not** and select the service from the list.
- o **Traveler - Status:** Select this and click **ADD**. When the Traveler - Status drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in the Traveler Status.
- o **Traveler - TT/IATP Entry #:** Select this and click **ADD**. When the Traveler - TT/IATP Entry # drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the TT/IATP Entry #.
- o **Traveler - Traveler Notes:** Select this and click **ADD**. When the Traveler - Traveler Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in the Traveler Notes.
- o **Traveler POC - Address:** Select this and click **ADD**. When the Traveler POC - Address drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Address.
- o **Traveler POC - COMM Fax:** Select this and click **ADD**. When the Traveler POC - COMM Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Fax.
- o **Traveler POC - COMM Phone:** Select this and click **ADD**. When the Traveler POC - COMM Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Phone.
- o **Traveler POC - DSN Fax:** Select this and click **ADD**. When the Traveler POC - DSN Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Fax.

- o **Traveler POC - DSN Phone:** Select this and click **ADD**. When the Traveler POC - DSN Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Phone.
 - o **Traveler POC - Email:** Select this and click **ADD**. When the Traveler POC - Email drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Email.
 - o **Traveler POC - Name:** Select this and click **ADD**. When the Traveler POC - Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Name.
 - o **Traveler POC - Organization:** Select this and click **ADD**. When the Traveler POC - Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Organization.
 - o **Traveler POC - Rank:** Select this and click **ADD**. When the Traveler POC - Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Rank.
 - o **Traveler POC - Title:** Select this and click **ADD**. When the Traveler POC - Title drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Title.
 - o **Traveler POC - Unit Location:** Select this and click **ADD**. When the Traveler POC - Unit Location drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Unit Location.
3. Select as many or as few custom reports as you wish.
 4. Click **DEFINE CUSTOM RESULT COLUMNS FOR REPORT** to select additional information shown in the report (see **Figure 2: Define Custom Results Options**, below). Click **ADD** to add an option, and click the red x next to the column listing to remove that column. To revert back to the default report settings, click **REMOVE CUSTOM COLUMNS**.

The screenshot shows a web interface titled "Personnel Request Reports". Below the title is a red horizontal line. The main heading is "Select fields to search on and add them to your report:". There is a search field with a dropdown arrow and an "ADD" button. Below this are three buttons: "RUN REPORT", "SAVE REPORT", and "EXPORT REPORT AS XML". At the bottom, there is another search field with a dropdown arrow, an "ADD" button, and a "REMOVE CUSTOM COLUMNS" button. Below these buttons is a label "Columns to be displayed:" followed by a horizontal line.

Figure 2: Define Custom Results Options

5. Click **RUN REPORT** to run the report once or **SAVE REPORT** to save the report and return to the List Aircraft Requests page. If saving the report, you will need to create a Report Name, then click **SAVE** to save the report or **CANCEL** to remove the save information and return the Run and Save Report options.

The left navigation menu is described below:

- **HOME:** Click to access the APACS home page.
- **List Personnel Requests:** Click to display a variety of reporting methods to pull up a list of personnel requests.
- **Create Personnel Request:** Click to create a personnel clearance request.
- **Reports:** Click to view a personnel clearance request report.
- **Custom Reports:** Click to create new reporting methods using information found in the request.
- **FAQ:** Click to view Frequently Asked Questions (FAQ) and their answers.
- **HELP:** Click to view the help files for the role of a Personnel Requester.
- **User Guide:** Click to view a complete guide for all APACS users.
- **Contact Us:** Click to send an email to the APACS Administrator.
- **Logout:** Exit APACS.

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ICON USAGE

The following icons are used throughout APACS and can be defined in greater detail below:

Icon	Definition
	Move (a column) to the left, from its current location. This option can be found in "Configure Your Layout" in the Personnel Request List.
	Move (a column) to the right, from its current location. This option can be found in "Configure Your Layout" in the Personnel Request List.
	Find a date (for travel) in the Editor, or identify a training date in the Editor.
	Select a specific date, to search for a request, in APACS reports.
	Select a date range relative to now, to search for a request, in APACS reports.
	Edit the filter you have selected in your APACS report. Also, edit a line item in the editor's data table.
	Delete the filter you have selected in your APACS report.
	Run the default report or custom report you have selected from the List Personnel Requests page.
	This is found in the request list. Any request that has been identified with this flag is due within 48 hours.
	This icon will be found next to any item in the editor that may need further explanation. Hover over this to get more information.
	This is used in the discussion forum of APACS. It will link you to the details of the discussion concerning your request.
	This icon is to notify you that your information is loading, and will be available shortly.
	This icon is found in the editor. You will be able to select this and upload a comma-delimited (CSV) file to APACS to help with expediting the data-entry process.
	This icon is found in custom reports. Click on this button to save a comma-delimited (CSV) file to your

	local hard drive.
	This icon is found on the details page. You will be able to select this and pull up a print view of your request.
	This icon is found in both the editor and the filter/report areas. Delete your item.

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To display a list of personnel clearance requests, do the following:

NOTE: The **Personnel Request List** page is the default view when selecting **Personnel Approver** on the APACS home page (see **Figure 1: Personnel Request List**). The approver may also select the **List Personnel Requests** button on the Personnel Approver left navigation menu on any screen.

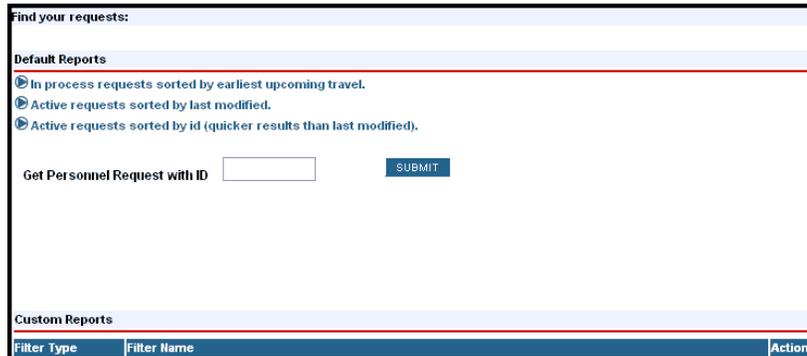


Figure 1: Personnel Request List

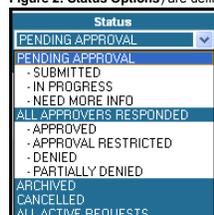
- Pull up a list of personnel requests by using one of the following options:
 - In process requests sorted by earliest upcoming travel:** Will sort the requests by travel date.
 - All requests sorted by last modified:** Will sort the requests by modification date.
 - Active requests sorted by id (quicker results than last modified):** Sorts requests by the id number in descending order.
 - Get Personnel Request with ID:** Use this option to bypass a request listing and go directly to the request.
 - Custom Reports:** Lists previously saved custom reports. For more information about custom reporting, please see the **Custom Reports** help file.



Figure 2: List of Personnel Requests

- Review the list according to the following columns:
 - ID:** The number of the personnel clearance request to be approved.
 - Subject:** Title of each request submitted by a Personnel Clearance Requester.
 - Earliest Upcoming Travel Date:** List of active personnel clearance request travel dates, sorted by closest upcoming travel time to the Approver's Area of Responsibility (AOR) country. Note that, if the travel has already begun, the Earliest Upcoming Travel Date will state IN COUNTRY and will list the digraph of the country the traveler is in.
 - Classification Level:** Identification of a personnel clearance request as **classified** or **unclassified**.
NOTE: On the unclassified APACS, all of the requests must be **UNCLASSIFIED**. On the classified APACS, the approver may see the requester's input of **UNCLASSIFIED**, **CONFIDENTIAL**, or **SECRET TRAVEL**.
 - Filter current request **Action** by selecting whether a personnel clearance request requires an approver's action (**ACTION REQUIRED**) or not (**NO ACTION REQUIRED**).

- Filter current request **Status** by selecting an option in the **Status** column drop-down menu. The status options (see **Figure 2: Status Options**) are defined as:



- o **PENDING APPROVAL:** Requests waiting for approval, sorted in order of earliest upcoming travel date.
 - **SUBMITTED:** Requests that have been submitted through APACS but no approvers have responded (approved/denied).
 - **IN PROGRESS:** Requests that have been submitted through APACS and at least one approver has responded (approved/denied).
 - **NEED MORE INFO:** Requests that require further information before they can be approved.
 - o **ALL APPROVERS RESPONDED:** Requests that have had all approvers respond, sorted in order of the request's Last Modified date.
 - **APPROVED:** Requests for which all itineraries needing clearance have been reviewed and approved.
 - **APPROVAL RESTRICTED:** Requests for which all approvers for the personnel request have approved but at least one approver has set a restriction to the clearance.
 - **DENIED:** Requests for which all of the approvers have denied the personnel request.
 - **PARTIALLY DENIED:** Requests for which all approvers have responded and at least one approver has denied the personnel request.
 - o **ARCHIVED:** Requests for which all approvers have taken action and all travel dates are past. APACS automatically archives requests ten days after the ending travel date, regardless of the status. Filtering by **ARCHIVED** changes the **Earliest Upcoming Travel Date** column and sorts the request list by **Last Modified** date.
 - o **CANCELLED:** Requests that were cancelled by the requester and no longer require approval. A request can be cancelled at any time by a requester. Filtering by **CANCELLED** changes the **Earliest Upcoming Travel Date** column and sorts the request list by **Last Modified** date.
 - o **ALL ACTIVE REQUESTS:** Click to list all active requests regardless of status. This listing will not include Archived or Cancelled requests.
4. Act on the current request by selecting from the following links:
- o **Review Request/Approve:** Select to display the details of a request, the requester's comments, and/or to approve/deny the request.
 - o **Export to File:** Select to save the request as a text, html or xml file in a separate location (i.e., locally on your hard drive). The text file is in AUTODIN format.
 - o **View History:** Select to view a general description of when changes were made to the request and comments by either an approver or requester. This link also lets the user review an APACS generated detailed listing of specific changes made to the request (see View Audit help file).

5. **Configure your layout:** Click this button to change the columns in the layout. (Figure 4: Modify layout of Personnel Request)



Figure 4: Modify layout of Personnel Request.

- 6. Click the arrows to move columns to the left or right.
- 7. Click the drop down menu next to Add New Column to use all available columns to add to the List Aircraft Requests. (Figure 5: All Available Columns).

Modify Layout

Restore Defaults

(ID | Subject | Earliest Upcoming Travel Date | Action | Request Status | Review/Submit Request | Export To File | View History)

Add New Column: Purpose Of Travel

- Traveler(s) Category
- Traveler(s) Service
- Logistical Support
- Force Protection
- Traveler POC
- Last Modified Date
- Last Modified By
- Created Date
- First Submitted Date
- Last Submitted Date
- Travel Type
- Classification Level
- Sponsoring Agency
- Mission POC Organization
- Submitter
- Itinerary Location(s)
- Itinerary Country Name(s)
- Itinerary Traveler Name(s)
- Highest Ranked Traveler
- Travelers Organization

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-- Return to List --

ID	Earliest Upcoming Travel Date	Action	Request Status	Review/Submit Request	Export To File	View History

8. Select the column you would like to add and click the **Add** button. The new column will be added to the far left side on the **Modify Layout** page.
9. Click **Restore Defaults** to return to the **List Aircraft Requests** to its original column format.
10. If you selected **Active requests sorted by last modified**, you can sort information by column by clicking on the column header. You can sort by any of the columns except for Earliest Upcoming Travel Date (if you wish to sort requests by travel date please click **List Personnel Requests** and select **In Process requests sorted by earliest upcoming travel**).

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**PERSONNEL APPROVER:
RESPOND TO PERSONNEL REQUEST**

To act on or respond to a personnel clearance request, do the following:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Choose a default or custom sort method to pull up the request. (**NOTE:** If you know the ID number of the request you wish to approve, you can enter that and skip the next step).
3. Click [Review Request/Approve](#) in the row of the personnel clearance request you wish to act on or respond to (see **Figure 1: Personnel Request List with Review Request/Approve** and/or **Figure 2: List view with Active requests sorted by id** (quicker results than last modified)).

Personnel Request List -- Configure Your Layout -- Results Per Page: 10

ID	Subject	Earliest Upcoming Travel Date	Action ACTION REQUIRED	Status PENDING APPROVAL	Review Request/Approve	Export to File	View History
546482	new request	12 OCT 2018 12:45	ACTION REQUIRED	SUBMITTED	Review Request/Approve	Export to File	View History
546463	sdzs	12 OCT 2018 12:45	ACTION REQUIRED	SUBMITTED	Review Request/Approve	Export to File	View History
546222	test	12 NOV 2018 10:45	ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History
546223	test	12 NOV 2018 10:45	ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History

Figure 1: Personnel Request List view with In process requests sorted by earliest upcoming travel.

Personnel Request List -- Configure Your Layout -- Results Per Page: 10

ID	Subject	Earliest Upcoming Travel Date	Action	Request Status	Review Request/Approve	Export to File	View History
546482	new request	12 OCT 2018 12:45	ACTION REQUIRED	SUBMITTED	Review Request/Approve	Export to File	View History
546463	sdzs	12 OCT 2018 12:45	ACTION REQUIRED	SUBMITTED	Review Request/Approve	Export to File	View History
546433	test	12 NOV 2018 10:45	NO ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History
546425	test	12 NOV 2018 10:45	NO ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History
546223	test	12 NOV 2018 10:45	ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History
546222	test	12 NOV 2018 10:45	ACTION REQUIRED	IN PROGRESS	Review Request/Approve	Export to File	View History

Figure 2: Personnel Request List view with Active requests sorted by id (quicker results than last modified).

NOTE: The details of the selected request will be displayed on a new page, [Personnel Request Detail](#) (see **Figure 3: Personnel Request Detail**, below).

[History / Requester Comments](#)
[Contact Requester](#)
[Approver Options](#)
[RFV Forms](#)
[Export to File](#)
[Cancelled Itinerary Details](#)

[Return to List](#)

UNCLASSIFIED

[COLLAPSE ALL](#)
[COLLAPSE ITINERARY DETAILS](#)
[SHOW HIDDEN BLANK FIELDS](#)

[Main](#) |
 [Traveler POC](#) |
 [Itinerary](#) |
 [Travelers](#) |
 [Organizations](#) |
 [Submitter Information](#) |
 [Approver Organizations](#)

Main

APACS ID:	725212
Status:	SUBMITTED
Submitted Date:	13 JAN 2014 15:40
First Submitted Date:	13 JAN 2014 15:40
Request Type:	Personnel Request Clearance
Subject:	Kitchens, Mickie-OFFICIAL-GERMANY-Under contingency operations to coordinate with the PM, engineers, and local command to identify and resolve technical or contract issues.
Travel Type:	OFFICIAL
Purpose of Travel:	Under contingency operations to coordinate with the PM, engineers, and local command to identify and resolve technical or contract issues.
Operation/Exercise Name:	
Classification Level:	UNCLASSIFIED
Sponsoring Agency:	ARMY NATIONAL GUARD
Notes:	

Requester Comments

Date: **Comments:**

Figure 3: Personnel Request Detail

4. Click the [Collapse All/Expand All](#) options to either hide or show, respectively, the details of your request, and click the [View Itinerary Details/Hide Itinerary Details](#) to either show or hide, respectively, the details of each itinerary.
5. Review the details of the request and choose from the following actions:
 - o **History/Requester Comments:** Click to display a history of changes or comments made to the request by either an approver or requester, including the date and time of the action, type of action that took place (i.e., request created, edited, approved), author, and additional comments.
 - o **Contact Requester:** Click to view or initiate a conversation with the requester. A window will appear listing what messages have already been sent, and will give the option to "Start new discussion". When the discussion window opens (see **Figure 4: Personnel Request: Create Discussion window**, below), type a subject and the message of your request, then hit submit (you can expand the message field by clicking and dragging the lower right corner). If you are an approver for more than one country, you will be able to select which approval agency you are speaking on behalf of. The requester will be notified via system-generated e-mail of the message in their APACS account. If you are an approver for more than one country, a drop-down window will appear and you will need to choose which country the message is associated with.

View Detail

Discussion Between:

Approver Group: Bahamas, The
Afghanistan
Colombia
United Kingdom

Requester Group: mauckjl

Subject:

Message:

Submit

Figure 4: Personnel Request: Create Discussion window

- o **Approver Options:** Depending on your permission(s) as an approver, the countries and theaters requiring clearance or special area clearance, or both, will display. Please note that as an approver you have the option to take action/comment on multiple itinerary items or all itinerary items at once. You must select **Select All** to enter the the required permission or select each individual permission separately. (see **Figure 5: Approver Options**). You will then be able to do the following:

[History / Requester Comments](#)[Contact Requester](#)[Approver Options](#)[RFV Forms](#)[Export to File](#)[Return to List](#)

OPTIONS									
Permissions:	Arrival Date:	Departure Date:	Status:	Approve:	Approve w/Restrictions:	Deny:	Not Required:	In Progress:	Need More Info:
USEUCOM GERMANY	121045L OCT2018	151150L OCT2018	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UNITED KINGDOM	121045L NOV2018	151150L NOV2018	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Make traveler(s) to UNITED KINGDOM visible in eCC visitor list report. More Info									
USEUCOM UNITED KINGDOM	121045L NOV2018	151150L NOV2018	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AFGHANISTAN	170730L NOV2018	170730L DEC2018	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Make traveler(s) to AFGHANISTAN visible in eCC visitor list report. More Info									
UNITED KINGDOM	241200L DEC2018	011200L JAN2019	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Make traveler(s) to UNITED KINGDOM visible in eCC visitor list report. More Info									
USEUCOM UNITED KINGDOM	241200L DEC2018	011200L JAN2019	VIEWED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				Select All	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
									NEXT

Figure 5: Approver Options

- Approve:** Enable the radio button to approve the request and select **Next**. Enter approval comments in the **Comments** field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. APACS will then send an email message to the requester letting them know an action has been taken on their request. **Common Responses can be generated by clicking on [List Approval Responses](#) on the left in the navigation menu. Enter the Name of your response and type your common response in the Response section. Choose **Who can see and edit this response** by selecting **ONLY ME, ALL COUNTRY APPROVERS** or **ALL THEATER APPROVERS** from the drop down list. Using the drop down menu select **What type of approval options is related to this response: ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED OR NEED MORE INFO**. To save the response select **SAVE RESPONSE**. Your list of approval responses will appear below in the space below.
- Approve with Restrictions:** Enable the radio button to approve the request and select **Next**. Enter approval restrictions in the **Comments** field and click **CONFIRM CHANGES**, or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. APACS will then send an email message to the requester letting them know an action has been taken on their request. **Common Responses can be generated by clicking on [List Approval Responses](#) on the left in the navigation menu. Enter the Name of your response and type your common response in the Response section. Choose **Who can see and edit this response** by selecting **ONLY ME, ALL COUNTRY APPROVERS** or **ALL THEATER APPROVERS** from the drop down list. Using the drop down menu select **What type of approval options is related to this response: ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED OR NEED MORE INFO**. To save the response select **SAVE RESPONSE**. Your list of approval responses will appear below in the space below.
- Deny:** Enable the radio button to deny the request and select **Next**. Enter a denial explanation in the **Comments** field and click **CONFIRM CHANGES**, or you can select your Approval Response from

the --Approval Response Template-- using the drop down menu. APACS will then send an email message to the requester letting them know an action has been taken on their request. **Common Responses can be generated by clicking on [List Approval Responses](#) on the left in the navigation menu. Enter the Name of your response and type your common response in the Response section. Choose [Who can see and edit this response](#) by selecting **ONLY ME, ALL COUNTRY APPROVERS** or **ALL THEATER APPROVERS** from the drop down list. Using the drop down menu select [What type of approval options is related to this response](#): **ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED OR NEED MORE INFO**. To save the response select [SAVE RESPONSE](#). Your list of approval responses will appear below in the space below.

- **Not Required:** Enable this radio button to let the requester know your approval is not required, and to clear the request for travel and select [Next](#). Enter an explanation in the [Comments](#) field and click [CONFIRM CHANGES](#), or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. APACS will then send an email message to the requester letting them know an action has been taken on their request. **Common Responses can be generated by clicking on [List Approval Responses](#) on the left in the navigation menu. Enter the Name of your response and type your common response in the Response section. Choose [Who can see and edit this response](#) by selecting **ONLY ME, ALL COUNTRY APPROVERS** or **ALL THEATER APPROVERS** from the drop down list. Using the drop down menu select [What type of approval options is related to this response](#): **ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED OR NEED MORE INFO**. To save the response select [SAVE RESPONSE](#). Your list of approval responses will appear below in the space below.
- **In Progress:** Enable this radio button to let the requester know your approval is in progress and select [Next](#). Enter an explanation in the [Comments](#) field and click [CONFIRM CHANGES](#), or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. APACS will then send an email message to the requester letting them know an action has been taken on their request. **Common Responses can be generated by clicking on [List Approval Responses](#) on the left in the navigation menu. Enter the Name of your response and type your common response in the Response section. Choose [Who can see and edit this response](#) by selecting **ONLY ME, ALL COUNTRY APPROVERS** or **ALL THEATER APPROVERS** from the drop down list. Using the drop down menu select [What type of approval options is related to this response](#): **ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED OR NEED MORE INFO**. To save the response select [SAVE RESPONSE](#). Your list of approval responses will appear below in the space below.
- **Need More Info:** Enable this radio button to let the requester know they need to submit further information before the request can be approved, and select [Next](#). Enter an explanation of what still needs to be completed in the [Comments](#) field and click [CONFIRM CHANGES](#), or you can select your Approval Response from the --Approval Response Template-- using the drop down menu. APACS will then send an email message to the requester letting them know an action has been taken on their request. **Common Responses can be generated by clicking on [List Approval Responses](#) on the left in the navigation menu. Enter the Name of your response and type your common response in the Response section. Choose [Who can see and edit this response](#) by selecting **ONLY ME, ALL COUNTRY APPROVERS** or **ALL THEATER APPROVERS** from the drop down list. Using the drop down menu select [What type of approval options is related to this response](#): **ANY, APPROVED, APPROVAL RESTRICTED, DENIED, NOT REQUIRED OR NEED MORE INFO**. To save the response select [SAVE RESPONSE](#). Your list of approval responses will appear below in the space below.
- **Make traveler(s) to (country) visible in ECC visitor list report:** This box will appear for country approvers on the approval Option Box. Due to different processing rules between APACS and eCC, a checked request in APACS does not mean that the request, or all travelers on the request, will show up in eCC. Please note that eCC still requires an update to their system before they will be able to view these requests. Here are the business rules for determining which travelers are visible:

1. DoD Civilian, DoD Military and Foreign travelers on official travel only.

2. Itineraries that are Approved or Approved With Restrictions regardless of DoD approval.

3. "Make traveler(s) to (Country) visible in ECC visitor list report" checkbox is checked.

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- **RFV Forms:** UK and Germany - only approvers will have an **RFV Forms** button. Select this option to open Rich Text Format (RTF) forms that use RFV forms for the request approval process. You can download a sample RVF xsl file and change the format to suit your needs. Then upload your changes to generate a new RFV form. These forms include information regarding itinerary items for the country requiring clearance approval.
- **Export to File:** Click to export the request as a file in order to save it in a separate location (i.e., locally on your hard drive), as text, HTML or XML. The text file is in AUTODIN format.
- **Cancelled Itinerary Details:** This option will appear if one or more of the itineraries in the request has been removed by the requester. Click to view the details of the cancelled itinerary, which will appear in the same format as the request detail. Click **View Detail** to go back to the current request, or click **Back to List** to return to your request listing.
- **Return to List:** Click this to return to the previous request listing.

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A personnel approver has the option to contact the requester for a request by using the message center on either the homepage after logging in or on the Personnel Request Detail page. To initiate contact with the requester:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Enter the ID number of the request, or select a reporting option. If using reporting, click [Review Request/Approve](#) in the row of the personnel request for which you wish to contact the requester.
3. Click [Contact Requester](#) from the menu bar at the top of the screen (see **Figure 1: Personnel Request Detail with Contact Requester circled**).



Figure 1: Personnel Request Detail with Contact Requester circled

4. Click [Start new discussion](#).
5. If you are an approver for more than one country, you will need to select which country the message pertains to from a drop-down window next to the Approver Group listing. Include a subject and type out your message in the message box (see **Figure 2: Personnel Request: Create Discussion**). You can expand the subject box by clicking and dragging the lower right corner.

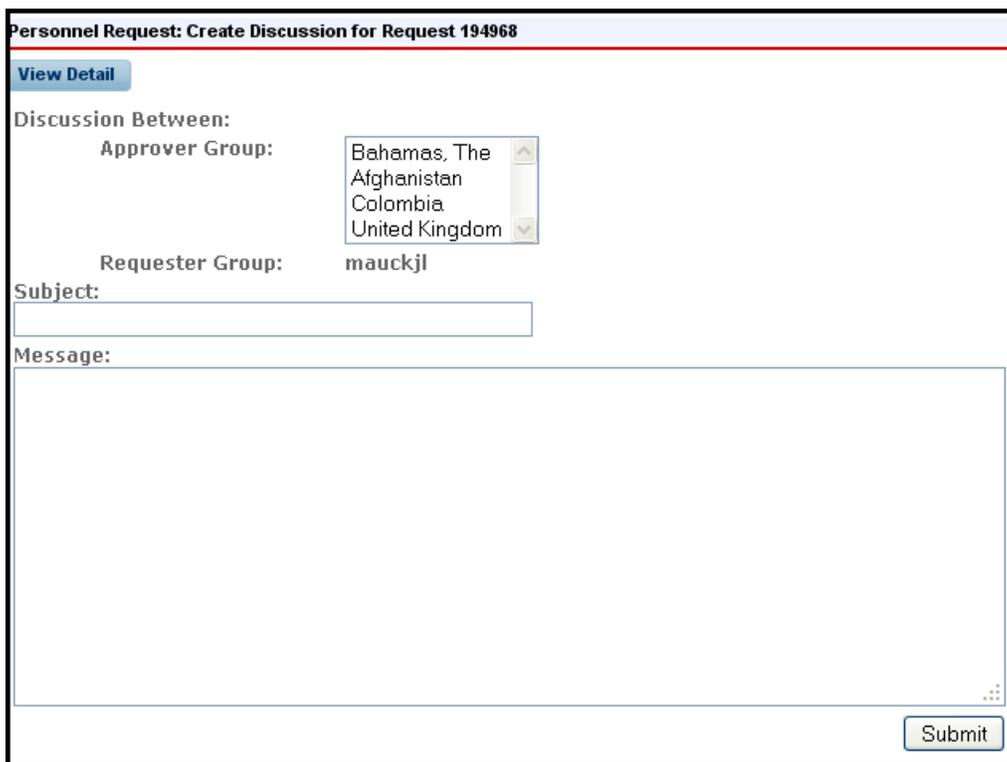


Figure 2: Personnel Request: Create Discussion

6. Click [Submit](#).
7. The message is automatically routed to the requester, and a notification email is sent to them letting them know there is a message waiting.
8. If notifications have been selected, the APACS system will automatically send the approver an email when the requester responds. The approver may also check to see if an approver has responded by logging into APACS and looking at the Message Center.
9. The messages are auto-archived 10 days after the departure date of the request. (For requests with multiple itineraries the messages are auto-archived 10 days after the **last** departure date of the request).

10. Approvers may also open the request to the [Personnel Request Detail](#) page, scroll down to the [Submitter Information](#) section and select the submitters email address - (this is a clickable link). This will open a new email message in your email messaging system to contact the requester directly. (see **Figure 3: Personnel Request: Contact Requester**).

(top)

Submitter Information	
Name:	MyraTEST Account
Rank:	CTR
Organization:	SAIC
Organizational Mailing Address:	1710 SAIC Dr
Duty Phone:	703-676-5493
Duty Fax:	
Email:	turmyra.L.frith@saic.com

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Figure 3: Personnel Request: Contact Requester

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If an error message is displayed indicating that a Personnel Clearance Request cannot be submitted through APACS, it may be viewed and submitted through the AUTODIN process. To view a personnel clearance request in AUTODIN (text) format and submit it, do the following:

1. Click [List Personnel Requests](#) from the left navigation menu, and enter the ID number.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [Export to File](#) in the row of the personnel clearance request you wish to save (see **Figure 1: Personnel Request Detail with Export to File circled**).



Figure 1: Personnel Request Detail with Export to File circled

3. Right-click on the [Plain Text](#) option (see **Figure 2: Personnel Request Export Options**).

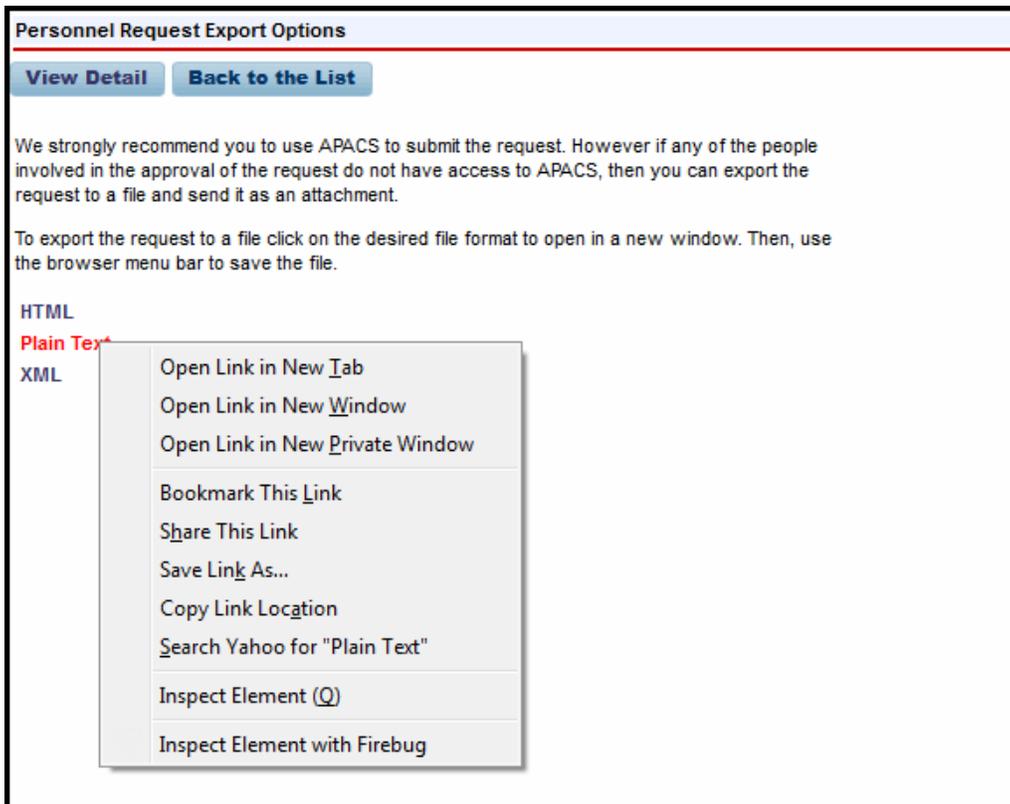


Figure 2: Personnel Request Export Options

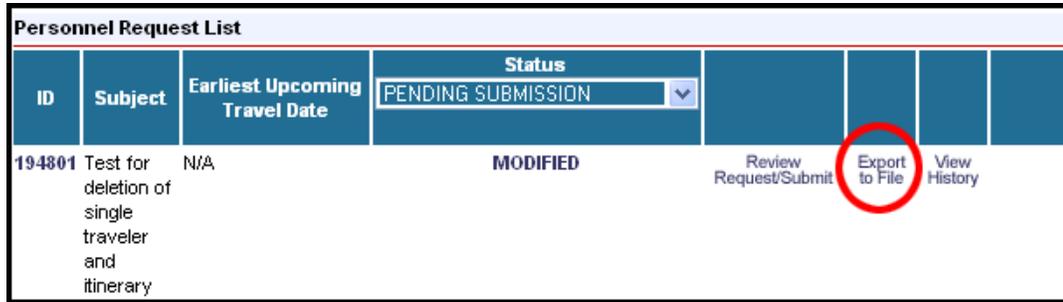
NOTE: To view the Personnel Request Detail format or AUTODIN format without saving, left-click on the HTML, XML or Plain Text link. A new window will display the request in the appropriate format.

4. Select [Save Target As...](#) or [Save Link As...](#)
5. A window will appear, navigate to where you would like the file saved.
6. Edit the File name, if necessary.

7. Click **Save**.

You may also get to the [Personnel Request Export Options](#) page through the [Personnel Request List](#) page.

1. Click [List Personnel Requests](#) from the left navigation menu, and select a report to bring up the request listing.
2. Click [Export to File](#) on the same line as your request on the [Personnel Request List](#) page (see **Figure 3: Personnel Request List with Export to File circled**).



The screenshot shows a table titled "Personnel Request List". The table has several columns: ID, Subject, Earliest Upcoming Travel Date, Status, and a set of action buttons. The "Status" column has a dropdown menu currently showing "PENDING SUBMISSION". The "Action" column contains three buttons: "Review Request/Submit", "Export to File", and "View History". The "Export to File" button is circled in red. The first row of data has ID "194801", Subject "Test for deletion of single traveler and itinerary", Earliest Upcoming Travel Date "N/A", and Status "MODIFIED".

ID	Subject	Earliest Upcoming Travel Date	Status	Action		
194801	Test for deletion of single traveler and itinerary	N/A	MODIFIED	Review Request/Submit	Export to File	View History

Figure 3: Personnel Request List with Export to File circled

3. Right-click on the [Plain Text](#) option (see **Figure 2: Personnel Request Export Options**).

NOTE: To view the AUTODIN format without saving, left-click on the [Plain Text](#) link. A new window will display the request in the AUTODIN format. You also have the option to view your request in HTML and XML formats.

4. Select [Save Target As...](#)
5. Navigate to where you would like the file saved.
6. Edit the File name, if necessary.
7. Click **Save**.

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To view a personnel clearance request report, do the following:

1. Click [Reports](#) from the left navigation menu to display the [Personnel Request Reports](#) page (see [Figure 1: Personnel Request Reports](#)).

Personnel Request Reports

Select from one of the following filter options to retrieve Reports

Get Personnel Request with ID SUBMIT

View itinerary data available to eCC where Arrive & Depart Time ▾ is between  and 
Enter Zulu (Z) Date/Time

AND country is Zambia ▾ SUBMIT

List the number of Travelers per Country and per Year in my Theater SUBMIT

List all personnel requests in my country(s) where

Arrive and Depart times are between   [Help](#)

and   [Help](#)

Subject

Sponsoring Agency is

AIR FORCE
AIR NATIONAL GUARD
ARMY
ARMY NATIONAL GUARD
COAST GUARD
DOD
MARINE CORPS
NATIONAL GUARD (prior to 7/5/2012)
NAVY
UNSPECIFIED

* Use "ctrl" + click to select multiple values

Itinerary Country is

Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica

- Antigua & Barbuda
- Argentina
- Armenia
- Aruba
- Ascension Island
- Australia
- Austria

* Use "ctrl" + click to select multiple values

Action Required TRUE

RUN REPORT SAVE REPORT CUSTOMIZE REPORT

List all personnel requests in my country(s) where

Arrive and Depart times are between 2014-01-1: [Help](#)

and 2014-01-1: [Help](#)

Subject

- Itinerary Country is
- Afghanistan
 - Albania
 - Algeria
 - American Samoa
 - Andorra
 - Angola
 - Anguilla
 - Antarctica
 - Antigua & Barbuda
 - Argentina
 - Armenia
 - Aruba
 - Ascension Island
 - Australia
 - Austria

* Use "ctrl" + click to select multiple values

- Overall Request Status
- APPROVAL RESTRICTED
 - APPROVED
 - ARCHIVED
 - CANCELLED
 - DENIED
 - IN PROGRESS
 - MODIFIED
 - NEED MORE INFO
 - NEW
 - PARTIALLY DENIED
 - SUBMITTED
 - TEMPLATE

* Use "ctrl" + click to select multiple values

- Country Itinerary Status
- APPROVAL RESTRICTED
 - APPROVED
 - AUTO APPROVED
 - CANCELLED
 - DENIED
 - IN PROGRESS
 - MODIFIED
 - N/A
 - NEED MORE INFO
 - NEW
 - NOT REQUIRED
 - NO ACTION TAKEN
 - SUBMITTED
 - VIEWED

VIEWED

* Use "ctrl" + click to select multiple values

Theater Itinerary Status

- APPROVAL RESTRICTED ▲
- APPROVED
- AUTO APPROVED
- CANCELLED
- DENIED
- IN PROGRESS
- MODIFIED
- N/A
- NEED MORE INFO
- NEW
- NOT REQUIRED
- NO ACTION TAKEN
- SUBMITTED
- VIEWED ▼

* Use "ctrl" + click to select multiple values

SAC Itinerary Status

- APPROVAL RESTRICTED ▲
- APPROVED
- AUTO APPROVED
- CANCELLED
- DENIED
- IN PROGRESS
- MODIFIED
- N/A
- NEED MORE INFO
- NEW
- NOT REQUIRED
- NO ACTION TAKEN
- SUBMITTED
- VIEWED ▼

* Use "ctrl" + click to select multiple values

[RUN REPORT](#) [SAVE REPORT](#) [CUSTOMIZE REPORT](#)

List traveler(s) in country(s) where

Itinerary Country is

- Afghanistan ▲
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua & Barbuda
- Argentina
- Armenia
- Aruba
- Ascension Island
- Australia
- Austria ▼

* Use "ctrl" + click to select multiple values

[RUN REPORT](#) [SAVE REPORT](#) [CUSTOMIZE REPORT](#)

List all personnel requests in my country(s) where

Arrive and Depart times are between   [Help](#)

and   [Help](#)

Itinerary Country is

Afghanistan ▲

- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua & Barbuda
- Argentina
- Armenia
- Aruba
- Ascension Island
- Australia
- Austria

* Use "ctrl" + click to select multiple values

Traveler name contains

- Traveler is in service**
- ANG
 - ARNG
 - USA
 - USAF
 - USAFR
 - USAR
 - USCG
 - USCGR
 - USMC
 - USMCR
 - USN
 - USNR
 - DOD
 - NONE

* Use "ctrl" + click to select multiple values

- Traveler is in category**
- DOD-CIVILIAN
 - DOD-MILITARY
 - DOD-SPONSORED CONTRACTOR
 - FOREIGN NATIONAL
 - FAMILY MEMBER
 - OTHER

* Use "ctrl" + click to select multiple values

- Traveler is in grade**
- E01
 - E02
 - E03
 - E04
 - E05
 - E06
 - E07
 - E08
 - E09
 - E10
 - O01
 - O02
 - O03
 - O04
 - O05

* Use "ctrl" + click to select multiple values

[RUN REPORT](#) [SAVE REPORT](#) [CUSTOMIZE REPORT](#)

List all Personnel Requests with Last, First
Traveler Name

This summary report returns the following:

This summary report returns the following:

Traveler - Name (Last, First MI), Traveler - Organization, Request Id, Subject, Last Modified, Classification Level, Status

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[RUN REPORT](#)

[SAVE REPORT](#)

[CUSTOMIZE REPORT](#)

List all Travelers' Names and POC Information where

Arrive and Depart times are between   [Help](#)

and   [Help](#)

This summary report returns the following:

Traveler - Name (Last, First MI), Itinerary - Country, Traveler POC - Rank, Traveler POC - Name, Traveler POC - Email, Traveler POC - COMM Phone, Traveler POC - DSN Phone, Traveler POC - COMM Fax, Traveler POC - DSN Fax, Traveler POC - Address

[RUN REPORT](#)

[SAVE REPORT](#)

[CUSTOMIZE REPORT](#)

List the number of Travelers per Country where

Arrive and Depart times are between   [Help](#)

and   [Help](#)

This summary report returns the following:

Itinerary - Country, Count of Travelers

[RUN REPORT](#)

[SAVE REPORT](#)

[CUSTOMIZE REPORT](#)

List the number of Travelers per Country by Service where

Arrive and Depart times are between   [Help](#)

and   [Help](#)

This summary report returns the following:

Itinerary - Country, Traveler - Service, Count of Travelers

[RUN REPORT](#)

[SAVE REPORT](#)

[CUSTOMIZE REPORT](#)

Summary of traveler information where

Arrive and Depart times are between   [Help](#)

and   [Help](#)

This summary report returns the following:

Traveler - Name (Last, First MI), Traveler - Grade, Traveler - Rank/Rating, Traveler - Service, Traveler - Organization, Travel Type, Itinerary - Country, Itinerary - Location, Itinerary - Arrival, Itinerary - Departure, Purpose of Travel, Traveler POC - COMM Phone

[RUN REPORT](#)

[SAVE REPORT](#)

[CUSTOMIZE REPORT](#)

List the number of Request received per Country where

Arrive and Depart times are between   [Help](#)

This summary report returns the following:
Itinerary - Country, Count of Requests

[RUN REPORT](#)[SAVE REPORT](#)[CUSTOMIZE REPORT](#)

Figure 1: Personnel Request Reports

2. Filter the request by:

- o **Get Personnel Request with ID:**
 - a. Enter ID.
 - b. Click **SUBMIT**.
- o **View itinerary data available to eCC where:**
 - a. Arrive and Depart Times are between:
 - 1. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a date range (Enter Zulu (Z) Date/Time). For more information on using these calendars, click the **Help** link.
 - b. And Country is option select the country you want to view eCC itinerary date for.
 - c. Click **SUBMIT** to run this basic report.
- o **List the number of Travelers per Country and per Year in my Theater:**
 - a. Click **SUBMIT** to run this basic report.
- o **List all personnel requests in my country(s) where:**
 - a. Arrive and Depart Times are between:
 - 1. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.
 - b. Enter a partial or full subject, if desired.
 - c. Choose a sponsoring agency from the drop-down, if applicable.
 - d. Select the country/countries from the Itinerary Country list.
 - e. Choose TRUE or FALSE from the drop-down menu next to Action Required.
 - f. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.
- o **List all personnel requests in my country(s) where:**
 - a. Arrive and Depart Times are between:
 - 1. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.
 - b. Enter a partial or full subject, if applicable.
 - c. Select the country/countries from the Itinerary Country list, if applicable.
 - d. Choose a Overall Request Status, if applicable, and hold down the control key to select multiple statuses.
 - e. Choose a Country Itinerary Status, if applicable, and hold down the control key to select multiple statuses.
 - f. Choose a Theater Itinerary Status, if applicable, and hold down the control key to select multiple

statuses.

g. Choose a SAC Itinerary Status, if applicable, and hold down the control key to select multiple statuses.

h. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List traveler(s) in country(s) where:**

a. Select the itinerary country/countries from the list.

b. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List all personnel requests in my country(s) where:**

a. Arrive and Depart Times are between:

1. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.

b. Select the country/countries from the Itinerary Country list.

c. Enter a full or partial traveler name, if applicable.

d. Choose a service from the drop-down menu, if applicable.

e. Choose a category from the drop-down menu, if applicable.

f. Choose a grade from the drop-down menu, if applicable.

g. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List all Personnel Requests with Traveler Name:** Enter the name (Last Name, First Name) of a traveler listed within the request. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List all Travelers' Names and POC Information where Arrive and Depart Times are between:**

a. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.

b. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List the number of Travelers per Country where Arrive and Depart Times are between:**

a. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.

b. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List the number of Travelers per Country by Service where Arrive and Depart Times are between:**

a. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.

b. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **Summary of traveler information where Arrive and Depart Times are between:**

a. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.

b. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

o **List the number of Requests received per Country where Arrive and Depart Times are between:**

a. Enter dates, as applicable, using the calendars. Use the calendars on the right to select a single date or the calendars on the left to select a date range. If the date range is selected, choose **today plus/today minus** and enter a number of days, then click **Set Date**. For more information on using these calendars, click the **Help** link.

b. Click **RUN REPORT** to run this report once, **SAVE REPORT** to save this report for future use, or **CUSTOMIZE REPORT** to customize the information the report produces.

NOTE: Theater, country, and special area clearance approvers will only see the filters for their own approval capability. The descriptions above detail all options.

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To run or save a new sort method of the APACS program, do the following:

1. Click Custom Reports from the left navigation menu. The Personnel Request Reports window will open (see **Figure 1: Custom Reports**).



Figure 1: Custom Reports

2. Use the drop-down menu to select from the following request filters:
 - o **Action Required:** Select this and click **ADD**. When the Action Required drop-down menu appears, select **TRUE** for requests that still require action from the approvers, **FALSE** for requests that no longer require approver action.
 - o **Classification Level:** Select this and click **ADD**. When the Classification Level drop-down menu appears, select **Unclassified, Confidential, or Secret**. This filter is for SIPR APACS users.
 - o **Created Date:** Select this and click **ADD**. When the Created Date drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
 - o **Derived From:** Select this and click **ADD**. When the Derived From drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Derived From category.
 - o **Downgrade/Declassification Date or Event:** Select this and click **ADD**. When the Downgrade/Declassification Date or Event drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Downgrade/Declassification Date or Event. This filter is for SIPR APACS users.
 - o **Emergency Leave:** Select this and click **ADD**. When the Emergency Leave drop-down menu appears, select **TRUE** for requests that are for Emergency Leave, **FALSE** for requests that are not for Emergency Leave.
 - o **First Submitted Date:** Select this and click **ADD**. When the First Submitted Date drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.

- o **If Lead Time Requirement is not met provide reason:** Select this and click **ADD**. When the Lead Time Requirement is not met provide reason drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Lead Time Requirement field on the Main Tab (for times when the lead time requirement is not met).
- o **Itinerary - Approving Organizations:** Select this and click **ADD**. When the Itinerary - Approving Organizations drop-down menu appears, select **is or is not** and select the approving organization - this is the organization that will approve your request per the DoD FCG. If the approving organization is unknown, select UNKNOWN.
- o **Itinerary - Arrival:** Select this and click **ADD**. When the Itinerary - Arrival drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Itinerary - Arrive or Depart Time:** Select this and click **ADD**. When the Itinerary - Arrive or Depart Time drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Itinerary - COMM Fax:** Select this and click **ADD**. When the Itinerary - COMM Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary COMM Fax.
- o **Itinerary - COMM Phone:** Select this and click **ADD**. When the Itinerary - COMM Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary COMM Phone.
- o **Itinerary - Country:** Select this and click **ADD**. When the Itinerary - Country drop-down menu appears, select **is/is not** and select the appropriate country(s) from the list. Hold down the Ctrl key to select multiple countries at one time.
- o **Itinerary - Country Auto Response:** Select this and click **ADD**. When the Itinerary - Country Clearance Auto Response drop-down menu appears, select **true or false**.
- o **Itinerary - Country Clearance Comments:** Select this and click **ADD**. When the Itinerary - Country Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Country Clearance Comments.
- o **Itinerary - Country Clearance Required:** Select this and click **ADD**. When the Itinerary - Country Clearance Required drop-down menu appears, select **true, or false**.
- o **Itinerary - Country Clearance Status:** Select this and click **ADD**. When the Itinerary - Country Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely

manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.

- o **Itinerary - Country Required Information:** Select this and click **ADD**. When the Itinerary - Country Required Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Country Required Information.
- o **Itinerary - DSN Fax:** Select this and click **ADD**. When the Itinerary - DSN Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary DSN Fax.
- o **Itinerary - DSN Phone:** Select this and click **ADD**. When the Itinerary - DSN Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary DSN Phone.
- o **Itinerary - Departure:** Select this and click **ADD**. When the Itinerary - Departure drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Itinerary - eCC Visible:** Select this and click **ADD**. When the Itinerary - eCC Visible drop-down menu appears, select **TRUE** for itineraries where the approver selected the **eCC Visible** option, and **FALSE** for itineraries where this item is not selected by the approver.
- o **Itinerary - Email:** Select this and click **ADD**. When the Itinerary - Email drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Email.
- o **Itinerary - Force Protection Responsibility:** Select this and click **ADD**. When the Itinerary - Force Protection Responsibility drop-down menu appears, select **is or is not** and select from **COCOM, COM, BOTH, or UNKNOWN**.
- o **Itinerary - Id:** Select this and click **ADD**. When the Itinerary - Email drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Itinerary Id.
- o **Itinerary - If Lead Time Requirements is not met provide reason:** Select this and click **ADD**. When the Itinerary - If Lead Time Requirements is not met provide reason drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding If Lead Time Requirements is not met provide reason.
- o **Itinerary - In Country Number Of Days:** Select this and click **ADD**. When the Itinerary - In Country Number Of Days drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the In Country Number Of Days.
- o **Itinerary - Location:** Select this and click **ADD**. When the Itinerary - Location drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Location.
- o **Itinerary - Logistical Support:** Select this and click **ADD**. When the Itinerary - Logistical Support drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Logistical Support.
- o **Itinerary - Notes:** Select this and click **ADD**. When the Itinerary - Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Notes.

- o **Itinerary - Organization/Conference/Lodging Name:** Select this and click **ADD**. When the Itinerary - Organization/Conference/Lodging Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Organization Address.
- o **Itinerary - Organization//Lodging Address:** Select this and click **ADD**. When the Itinerary - Organization/Lodging Address drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Organization/Conference Name.
- o **Itinerary - POC Name:** Select this and click **ADD**. When the Itinerary - POC Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Name.
- o **Itinerary - POC Organization:** Select this and click **ADD**. When the Itinerary - POC Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Organization.
- o **Itinerary - POC Rank:** Select this and click **ADD**. When the Itinerary - POC Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Rank.
- o **Itinerary - POC Title:** Select this and click **ADD**. When the Itinerary - POC Title drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary POC Title.
- o **Itinerary - Special Area Clearance Auto Response:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Auto Responses drop-down menu appears, select **true or false**.
- o **Itinerary - Special Area Clearance Comments:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Special Area Clearance Comments left by the Special Area Clearance approver.
- o **Itinerary - Special Area Clearance Notes:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Special Area Clearance Notes left by the Special Area Clearance approver.
- o **Itinerary - Special Area Clearance Required:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Required drop-down menu appears, select **TRUE or FALSE**.
- o **Itinerary - Special Area Clearance Status:** Select this and click **ADD**. When the Itinerary - Special Area Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- o **Itinerary - Submitted:** Select this and click **ADD**. When the Itinerary - Submitted drop-down menu appears, select **TRUE or FALSE**.

- o **Itinerary - Theater Clearance Auto Response:** Select this and click **ADD**. When the Itinerary - Theater Clearance Auto Responses drop-down menu appears, select **true or false**.
- o **Itinerary - Theater Clearance Comments:** Select this and click **ADD**. When the Itinerary - Theater Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Special Area Clearance Comments left by the Special Area Clearance approver.
- o **Itinerary - Theater Clearance Required:** Select this and click **ADD**. When the Itinerary - Theater Clearance Required drop-down menu appears, select **TRUE or FALSE**.
- o **Itinerary - Theater Clearance Status:** Select this and click **ADD**. When the Itinerary - Theater Clearance Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.
- o **Itinerary - Theater Name:** Select this and click **ADD**. When the Itinerary - Theater Name drop-down menu appears, select the respective theater from the list: **USEUCOM, USCENCOM, USPACOM, USNORTHCOM, USSOUTHCOM, or USAFRICOM**.
- o **Itinerary - Theater Required Information:** Select this and click **ADD**. When the Itinerary - Theater Required Information drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Theater Required Information.
- o **Itinerary - Theater Clearance Comments:** Select this and click **ADD**. When the Itinerary - Theater Clearance Comments drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Itinerary Theater Clearance Comments left by the theater approver.
- o **Last Modified:** Select this and click **ADD**. When the Last Modified drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Last Modifier:** Select this and click **ADD**. When the Last Modifier drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Last Modifier of the request.
- o **Log History-Date:** Select this and click **ADD**. When the Log History-Date drop-down menu appears, select **is, on or before, on or after, from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. Click **Help** for further information on using these calendars.

- o **Log History-Id:** Select this and click **ADD**. When the Log History-Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your request id number.
- o **Log History-Type:** Select this and click **ADD**. When the Log History-Type drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in any value that appears under the Log History.
- o **Log History-Username of author (not display name):** Select this and click **ADD**. When the (not display name) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blanks** and put in partial or full username of request author.
- o **Notes:** Select this and click **ADD**. When the Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Notes field on the Main Tab.
- o **Operation/Exercise Name:** When the Operation/Exercise Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Operation/Exercise Name.
- o **Organizations Id:** Select this and click **ADD**. When the Organizations Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Organizations Id.
- o **Owner:** Select this and click **ADD**. When the Owner drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Owner of the request (whose account the request was created under).
- o **Privacy Act Enforced:** Select this and click **ADD**. When the Privacy Act Enforced drop-down menu appears, select **TRUE or FALSE**.
- o **Purpose Of Travel:** Select this and click **ADD**. When the Purpose Of Travel drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Purpose Of Travel entered on the Main Tab.
- o **Request Id:** Select this and click **ADD**. When the Request Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Request ID.
- o **Special Access Caveats or Other Required Statements:** Select this and click **ADD**. When the Special Access Caveats or Other Required Statements drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Special Access Caveats or Other Required Statements entered on the Main Tab.
- o **Sponsoring Agency:** Select this and click **ADD**. When the Sponsoring Agency drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Sponsoring Agency entered on the Main Tab.
- o **Status:** Select this and click **ADD**. When the Status drop-down menu appears, select **is/is not** and select one of the following from the status list: **Approval Restricted** (approved requests that have at least one restriction from an approver); **Approved** (requests that have received approval from all approvers); **Archived** (requests with travel dates more than 10 days in the past); **Auto-Approved** (requests where travel is partaking in a country or theater that sets requests to auto-approve a certain number of days after submission); **Cancelled** (requests that have been cancelled by the requester); **Denied** (requests that have received denials from all approvers); **In Progress** (submitted requests that have received at least one response from an approver); **Modified** (requests that have been submitted and taken out of submission for editing); **N/A** (requests where the clearance requirement has been deselected by the requester due to applicability); **Need More Info** (requests where the approver requires further information for approval); **New** (requests that have not ever been submitted); **Not Required** (requests where the clearance requirement has been deselected by the approver due to applicability); **No Action Taken** (requests where the approver failed to take action on a request in a timely manor); **Partially Denied** (requests that have received at least one approver denial); **Submitted** (submitted requests that have received no approver action); **Template** (requests that have been made into a template by the requester); **Viewed** (requests where the approver has

viewed the request and is processing approval). Please note that multiple options may be selected by holding down the Ctrl key while selecting the options.

- o **Subject:** Select this and click **ADD**. When the Subject drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Subject/title of the request.
- o **Submitted Date:** Select this and click **ADD**. When the Submitted Date drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Submitter:** Select this and click **ADD**. When the Submitter drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Submitter of the request.
- o **Theater Name:** Select this and click **ADD**. When the Theater Name drop-down menu appears, select the respective theater from the list: **USEUCOM, USCENTCOM, USPACOM, USNORTHCOM, USSOUTHCOM, or USAFRICOM** .
- o **Travel Type:** Select this and click **ADD**. When the Travel Type drop-down menu appears, select **is or is not** and type select either Official or Leave.
- o **Traveler - AOR Location Specific Brief:** Select this and click **ADD**. When the Traveler - AOR Location Specific Brief drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars
- o **Traveler - AT Level 1 Training:** Select this and click **ADD**. When the Traveler - AT Level 1 drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Buddy Rule:** Select this and click **ADD**. When the Buddy Rule drop-down menu appears, select **TRUE** or **FALSE**.
- o **Traveler - Category:** Select this and click **ADD**. When the Traveler - Category drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Category (DoD-Military, contractor, etc.).
- o **Traveler - Country of Citizenship:** Select this and click **ADD**. When the Traveler - Country of Citizenship drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Country of Citizenship.
- o **Traveler - FACT:** Select this and click **ADD**. When the FACT drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.

- o **Traveler - Force Protection (FP) Plan:** Select this and click **ADD**. When the Traveler - Force Protection (FP) Plan drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Grade:** Select this and click **ADD**. When the Traveler - Grade drop-down menu appears, select **is/is not** and select the grade from the list.
- o **Traveler - HTSOS:** Select this and click **ADD**. When the Traveler - HTSOS drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars
- o **Traveler - Highest Ranked:** Select this and click **ADD**. When the Highest Ranked drop-down menu appears, select **TRUE** or **FALSE**.
- o **Traveler - Human Rights Awareness Education:** Select this and click **ADD**. When the Traveler - Human Rights Awareness drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - IATP:** Select this and click **ADD**. When the Traveler - IATP drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - ICASS:** Select this and click **ADD**. When the Traveler - ICASS drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler ICASS information.
- o **Traveler - ISOPREP:** Select this and click **ADD**. When the Traveler - ISOPREP drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Id:** Select this and click **ADD**. When the Traveler - Id drop-down menu appears, select **equals, less than or equals, or greater than or equals** and type in your information regarding the Traveler Id.
- o **Traveler - Job Title:** Select this and click **ADD**. When the Traveler - Job Title drop-down menu appears, select **contains, starts with, ends with, is exactly, or is not blank** and type in the Traveler Job Title.
- o **Traveler - Medical Assessment:** Select this and click **ADD**. When the Traveler - Medical Assessment drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the

calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.

- o **Traveler - Mission Training Requirements:** Select this and click **ADD**. When the Traveler - Mission Training Requirements drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Mission Training Requirements.
- o **Traveler - Name (Last, First MI):** Select this and click **ADD**. When the Traveler - Name (Last, First MI) drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Name.
- o **Traveler - Organization:** Select this and click **ADD**. When the Traveler - Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Organization field on the Traveler Tab.
- o **Traveler - Rank/Rating:** Select this and click **ADD**. When the Traveler - Rank/Rating drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Rank/Raiting field on the Traveler Tab.
- o **Traveler - SERE Training:** Select this and click **ADD**. When the Traveler - SERE drop-down menu appears, select **is, is on or before, is on or after, or from today through** and either select the calendar to the left to select a single date, or select the calendar on the right to select a date range. If the calendar on the right is selected an additional drop-down window will appear with the options of **today plus/today minus** and a field to enter in the number of days. Please note a numeric character must be entered into this field. After making this selection click **SET DATE** to use this additional filter, or **CANCEL** to revert back to the previous date setting. Click on **Help** for further information on using these calendars.
- o **Traveler - Security Clearance:** Select this and click **ADD**. When the Traveler - Security Clearance drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Traveler Security Clearance.
- o **Traveler - Service:** Select this and click **ADD**. When the Traveler - Service drop-down menu appears, select **is/is not** and select the service from the list.
- o **Traveler - Status:** Select this and click **ADD**. When the Traveler - Status drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in the Traveler Status.
- o **Traveler - TT/IATP Entry #:** Select this and click **ADD**. When the Traveler - TT/IATP Entry # drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the TT/IATP Entry #.
- o **Traveler - Traveler Notes:** Select this and click **ADD**. When the Traveler - Traveler Notes drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in the Traveler Notes.
- o **Traveler POC - Address:** Select this and click **ADD**. When the Traveler POC - Address drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Address.
- o **Traveler POC - COMM Fax:** Select this and click **ADD**. When the Traveler POC - COMM Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Fax.
- o **Traveler POC - COMM Phone:** Select this and click **ADD**. When the Traveler POC - COMM Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact COMM Phone.
- o **Traveler POC - DSN Fax:** Select this and click **ADD**. When the Traveler POC - DSN Fax drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Fax.

- o **Traveler POC - DSN Phone:** Select this and click **ADD**. When the Traveler POC - DSN Phone drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact DSN Phone.
 - o **Traveler POC - Email:** Select this and click **ADD**. When the Traveler POC - Email drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Email.
 - o **Traveler POC - Name:** Select this and click **ADD**. When the Traveler POC - Name drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Name.
 - o **Traveler POC - Organization:** Select this and click **ADD**. When the Traveler POC - Organization drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Organization.
 - o **Traveler POC - Rank:** Select this and click **ADD**. When the Traveler POC - Rank drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Rank.
 - o **Traveler POC - Title:** Select this and click **ADD**. When the Traveler POC - Title drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Title.
 - o **Traveler POC - Unit Location:** Select this and click **ADD**. When the Traveler POC - Unit Location drop-down menu appears, select **contains, starts with, ends with, is exactly or is not blank** and type in your information regarding the Contact Unit Location.
3. Select as many or as few custom reports as you wish.
 4. Click **DEFINE CUSTOM RESULT COLUMNS FOR REPORT** to select additional information shown in the report (see **Figure 2: Define Custom Results Options**, below). Click **ADD** to add an option, and click the red x next to the column listing to remove that column. To revert back to the default report settings, click **REMOVE CUSTOM COLUMNS**.

The screenshot shows a web interface titled "Personnel Request Reports". Below the title is a red horizontal line. The main heading is "Select fields to search on and add them to your report:". There is a search field with a dropdown arrow and an "ADD" button. Below this are three buttons: "RUN REPORT", "SAVE REPORT", and "EXPORT REPORT AS XML". At the bottom, there is another search field with a dropdown arrow, an "ADD" button, and a "REMOVE CUSTOM COLUMNS" button. Below these buttons is a label "Columns to be displayed:" followed by a horizontal line.

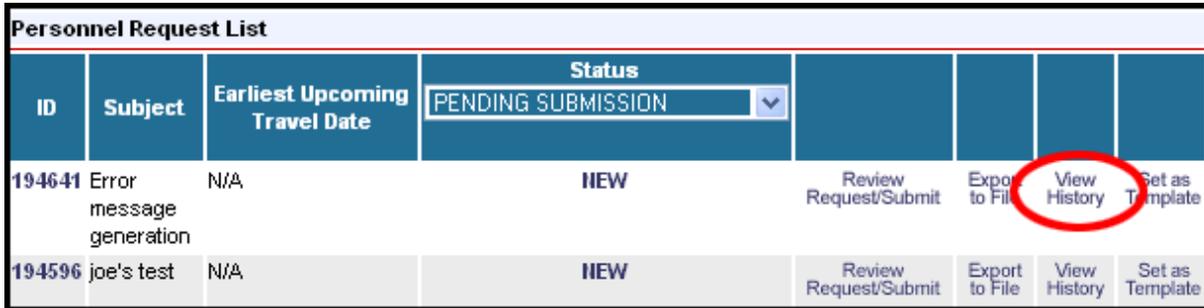
Figure 2: Define Custom Results Options

5. Click **RUN REPORT** to run the report once or **SAVE REPORT** to save the report and return to the List Aircraft Requests page. If saving the report, you will need to create a Report Name, then click **SAVE** to save the report or **CANCEL** to remove the save information and return the Run and Save Report options.

**PERSONNEL APPROVER/REQUESTER:
VIEW PERSONNEL REQUEST CHANGE HISTORY**

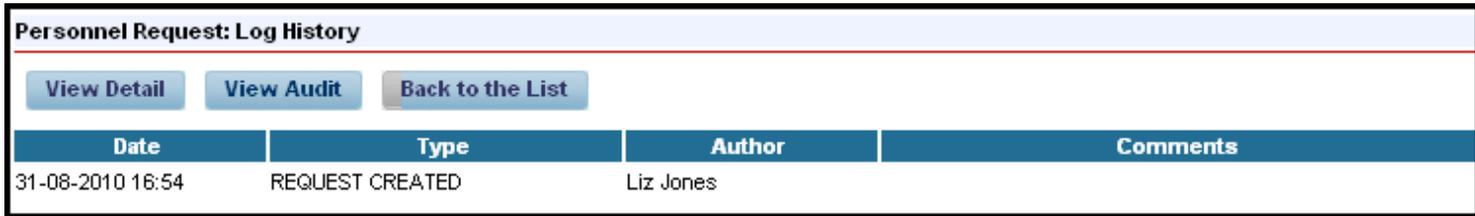
A Personnel Clearance Requester may view a specific request's change history to display changes to a particular personnel clearance request, including the date changes were made, request type, modifier's name(s), and comments pertaining to each action taken throughout the life of the request. To view a personnel clearance request change history, do the following:

1. Click [List Personnel Requests](#) from the left navigation menu.
2. Enter your APACS Request ID number and click [Submit](#).
 - o If you do not know the ID number of your request, choose the appropriate reporting method to pull up your request in a list, then click [View History](#) to view your request. (See **Figure 1: Personnel Request List with View History circled.**) The [Personnel Request Log History](#) page opens. (See **Figure 2: Personnel Request: Log History sample page.**)



Personnel Request List							
ID	Subject	Earliest Upcoming Travel Date	Status				
194641	Error message generation	N/A	PENDING SUBMISSION	Review Request/Submit	Export to File	View History	Set as Template
194596	joe's test	N/A	NEW	Review Request/Submit	Export to File	View History	Set as Template

Figure 1: Personnel Request List with View History circled



Personnel Request: Log History			
View Detail	View Audit	Back to the List	
Date	Type	Author	Comments
31-08-2010 16:54	REQUEST CREATED	Liz Jones	

Figure 2: Personnel Request: Log History sample page

3. A user can also access the request history from the request detail page. In **Figure 1** above, select [Review Request/Submit](#) instead of [View History](#). At the top of the Personnel Request Detail page, click [History/Approver Comments](#). (See **Figure 3: Personnel Request Detail with History/Approver Comments circled**, below.)

Personnel Request Detail 214

[Edit](#) [History / Approver Comments](#) [Cancel](#) [Set as Template](#) [Export to File](#) [Clone](#) [Return to List](#)

Enter a comment for the Request History:

[SUBMIT](#)

UNCLASSIFIED
Need to know

[COLLAPSE ALL](#) [COLLAPSE ITINERARY DETAILS](#) [SHOW HIDDEN BLANK FIELDS](#)

[Main](#) | [Traveler POC](#) | [Itinerary](#) | [Travelers](#) | [Organizations](#) | [Approver Organizations](#)

Figure 3: Personnel Request Detail with History/Approver Comments circled

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A Personnel Clearance requester or approver may view a specific requests audit history to display changes to a particular personnel request, including the date changes were made, modifier's name(s), and specific modifications that were made. To view a personnel clearance request audit history, perform the following:

1. Click [List Personnel Requests](#) from the left navigation menu and enter your ID number.
 - o If you do not know the ID number, run the appropriate default or custom report to pull up your request in a list. Click [Review Request](#) to pull up the request detail.
2. Click [History/Approver Comments](#) at the top of the page (see **Figure 1: Personnel Request Detail with History/Approver Comments circled**, below). Please note that approvers will see the option reading [History/Requester Comments](#).



Figure 1: Personnel Request Detail with History/Approver Comments circled

3. Click [View Audit](#) at the top of the [Personnel Request: Log History](#) page (see **Figure 2: Personnel Request: Log History**). The [Personnel Request Audit History](#) page will open (see **Figure 3: Personnel Request: Audit History sample page**).

The screenshot shows the 'Personnel Request Log History' page. At the top, there are two buttons: 'View Detail' and 'View Audit'. Below the buttons is a table with the following columns: 'Date', 'Type', 'Author', and 'Comments'. The table contains 13 rows of data.

Date	Type	Author	Comments
FEB 08, 2013 20:59	United Kingdom APPROVER APPROVED	Admin Admin3	
FEB 08, 2013 20:59	REQUEST IN PROGRESS	APACS SYSTEM	SYSTEM ACTIVITY
FEB 08, 2013 20:59	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Clearance Status Notification: personnel clearance request approver action [1/1]
FEB 08, 2013 20:52	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Clearance Modification Notification: personnel clearance request was submitted [2/2]
FEB 08, 2013 20:52	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Modification Notification: personnel clearance request modified, approval required [3/4]
FEB 08, 2013 20:52	REQUEST SUBMITTED	Admin Admin3	
FEB 08, 2013 20:52	REQUEST MODIFIED	Admin Admin3	
FEB 08, 2013 20:41	REQUEST SUBMITTED	Admin Admin3	
FEB 08, 2013 20:41	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Clearance Modification Notification: personnel clearance request was submitted [2/2]
FEB 08, 2013 20:41	EMAIL NOTIFICATION	APACS SYSTEM	APACS ID 546428 Submission Notification: personnel clearance request approval required [3/4]
FEB 08, 2013 20:41	REQUEST MODIFIED	Admin Admin3	
FEB 08, 2013 20:41	REQUEST CREATED	Admin Admin3	

Figure 2: Personnel Request: Log History

[View Detail](#) [View History](#)

Date	Modifier	Modifications
FEB 08, 2013 20:59	Admin Admin3	Personnel Request "Status" field was modified: From "SUBMITTED" To "IN_PROGRESS"
FEB 08, 2013 20:59	Admin Admin3	Itinerary Country United Kingdom "Country Clearance Comments" field was modified: From "[EMPTY]" To " "
FEB 08, 2013 20:59	Admin Admin3	Itinerary Country United Kingdom "Country Clearance" field was modified: From "NOT REQUIRED" To "REQUIRED"
FEB 08, 2013 20:59	Admin Admin3	Itinerary Country United Kingdom "Country Clearance Status" field was modified: From "N/A" To "APPROVED"
FEB 08, 2013 20:52	Admin Admin3	Personnel Request "Status" field was modified: From "MODIFIED" To "SUBMITTED"
FEB 08, 2013 20:52	Admin Admin3	Personnel Request "Last Submitted" field was modified: From "2013-02-08 204111 " To "2013-02-08 205206 "
FEB 08, 2013 20:52	Admin Admin3	Personnel Request "Status" field was modified: From "SUBMITTED" To "MODIFIED"
FEB 08, 2013 20:52	Admin Admin3	Itinerary Country "PersonnelItineraryItem" field was modified: From "Request was modified, item deleted: PersonnelItineraryItem: Location : Berlin Depart Time : 2018-10-15 11:50:00.0 Arrive Time : 2018-10-12 10:45:00.0 Notes : N/A Logistical Support : hotel accomodations Traveler : Johnson, Sam Organization : ACME Country : Germany Country Clearance Needed : no Theater Clearance Needed : yes SAC Needed : no " To "[EMPTY]"
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "Status" field was modified: From "NEW" To "SUBMITTED"
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "Submitter" field was modified: From "[EMPTY]" To "mauckj"
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "Last Submitted" field was modified: From "[EMPTY]" To "2013-02-08 204111 "
FEB 08, 2013 20:41	Admin Admin3	Personnel Request "First Submitted" field was modified: From "[EMPTY]" To "2013-02-08 204111 "
FEB 08, 2013 20:41	Admin Admin3	Itinerary Country Germany "Theater Clearance Status" field was modified: From "NEW" To "SUBMITTED"
FEB 08, 2013 20:41	Admin Admin3	Itinerary Country United Kingdom "Theater Clearance Status" field was modified: From "NEW" To "SUBMITTED"

Figure 3: Personnel Request: Audit History sample page

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The left navigation menu is described below:

- **HOME:** Click to access the APACS home page.
- **List Personnel Requests:** Click to display a list of personnel clearance requests.
- **Reports:** Click to view a personnel clearance request report.
- **Custom Reports:** Click to change the default sorting method or to add a new sorting method.
- **List Approval Responses:** (Only for Approvers) Provides a saved list of common responses to choose from when approving requests.
- **FAQ:** Click to view Frequently Asked Questions (FAQ) and their answers.
- **HELP:** Click to view the help files for the role of a Personnel Approver.
- **User Guide:** Click to view help files for all types of APACS accounts.
- **Contact Us:** Click to send an email to the APACS Administrator.
- **Logout:** Exit APACS.

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ICON USAGE

The following icons are used throughout APACS and can be defined in greater detail below:

Icon	Definition
	Move (a column) to the left, from its current location. This option can be found in "Configure Your Layout" in the Personnel Request List.
	Move (a column) to the right, from its current location. This option can be found in "Configure Your Layout" in the Personnel Request List.
	Find a date (for travel) in the Editor, or identify a training date in the Editor.
	Select a specific date, to search for a request, in APACS reports.
	Select a date range relative to now, to search for a request, in APACS reports.
	Edit the filter you have selected in your APACS report. Also, edit a line item in the editor's data table.
	Delete the filter you have selected in your APACS report.
	Run the default report or custom report you have selected from the List Personnel Requests page.
	This is found in the request list. Any request that has been identified with this flag is due within 48 hours.
	This icon will be found next to any item in the editor that may need further explanation. Hover over this to get more information.
	This is used in the discussion forum of APACS. It will link you to the details of the discussion concerning your request.
	This icon is to notify you that your information is loading, and will be available shortly.
	This icon is found in the editor. You will be able to select this and upload a comma-delimited (CSV) file to APACS to help with expediting the data-entry process.
	This icon is found in custom reports. Click on this button to save a comma-delimited (CSV) file to your

	local hard drive.
	This icon is found on the details page. You will be able to select this and pull up a print view of your request.
	This icon is found in both the editor and the filter/report areas. Delete your item.

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To request an APACS account, follow these steps:

1. On the APACS welcome page, under **New Accounts & Help**, click **Sign up to use APACS**.
2. Fill out the data in the **CONTACT INFO** fields:
 - o **User name**: The user login name for this account. **NOTE**: This field is not editable once entered. Each user name is unique in the APACS system, and is case-sensitive. Ensure that the username meets the following criteria: the length must be between 6 and 20 characters, it should only contain alphanumeric characters and spaces are not allowed.
 - o **First Name**: The first name of the user who will use this account.
 - o **Last Name**: The last name of the user who will use this account.
 - o **Rank (optional)**: The official rank of the user who will use this account.
 - o **Organization**: The organization name of the user who will use this account.
 - o **Duty Phone**: The duty phone number (with area code & extension) of the user who will use this account. **NOTE**: Commercial numbers are preferred, and at least 10 digits **MUST** be entered.
 - o **Duty Fax (optional)**: The duty fax number of the user who will use this account.
 - o **Email**: The email address of the user who will use this account (case-sensitive). Please note that on the NIPR the address should end in .mil or .gov, and on the SIPR email addresses will be rejected if they do not contain "smil" or "sgov". If you would like notification emails to come to a non-.mil or -.gov account, enter your .mil or .gov email address into the **Comments** block below the description of the account/permissions you are requesting.

NOTE: Please use the following email format when requesting an APACS account:

- Uppercase and lowercase English letter: (a-z, A-Z)
 - Digits 0 to 9
 - Characters !#\$%&*+~/=?^_`{|}~
 - Character . (dot, period, full stop) provided that it is not the first or last character, and provided also that it does not appear two or more times consecutively (e.g. John..Doe@example.com is not allowed.).
 - Special characters are allowed with restrictions Space and "(),:;<>@[]
The restrictions for special characters are that they must only be used when contained between quotation marks, and that 3 of them (The space, backslash \ and quotation mark " (ASCII: 32, 92, 34) must also be preceded by a backslash \ (e.g. "\ \\\").
for example: "user name"@example.com
 - A quoted string may exist as a dot separated entity within the local-part, or it may exist when the outermost quotes are the outermost characters of the local-part (e.g. abc."defghi".xyz@example.com or "abcdefghixyz"@example.com are allowed. Conversely, abc"defghi"xyz@example.com is not; neither is abc"def"ghi@example.com).
 - Domain name ends with smil.mil and/or sgov.gov on the Classified side.
- o **Confirm Email**: Re-type the email address above (case-sensitive).
 - o **Organizational Mailing Address**: The full organization postal address of the user who will use this account (street, building/suite/office number if applicable, city, state, zip, and country if applicable. APO addresses accepted for overseas units).
 - o **Date format**: The date format the user wishes to use when displaying information through APACS.

- o **Authentication question:** The authentication question that will be used when creating or resetting a user's account.
- o **Answer:** The answer to the authentication question that will be used when creating or resetting a user's account (case-sensitive). **NOTE:** Be sure to choose something memorable. If you forget your password or if the account becomes inactive, this will be the only way to access the account.
- o **Do you want to receive request notifications via email?:** The option to receive request notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. Please note that APACS does not send out unnecessary notifications - users will only receive notifications directly dealing with their requests or changes to their account. These notification can include items such as requests for feedback, surveys, information about upcoming changes, etc.
- o **Do you want to receive aircraft request notifications via email?:** The option to receive request aircraft notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. Please note that APACS does not send out unnecessary notifications - users will only receive notifications directly dealing with aircraft clearance requests.
- o **Do you want to receive personnel request notifications via email?:** The option to receive request personnel notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. Please note that APACS does not send out unnecessary notifications - users will only receive notifications directly dealing with personnel clearance requests.
- o **Do you want to receive APACS request submissions notifications?:** The option to receive request notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. Please note that APACS does not send out unnecessary notifications - users will only receive notifications directly dealing with upcoming scheduled maintenance.
- o **Do you want to receive system maintenance notifications?:** The option to receive request notifications for scheduled maintenance via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. Please note that APACS does not send out unnecessary notifications - users will only receive notifications directly dealing with upcoming scheduled maintenance.
- o **Type of email sent to you:** The option to receive email in a plain text or HTML format. Both types of email include the same information.
- o **Select account type(s) required:** Select the appropriate type of account. Definitions of account types are as follows:
 - **Aircraft:** Required for users submitting requests for DIP clearances for aircrew and flight equipment. User prepares, submits and tracks aircraft Diplomatic Clearance requests for DoD aircraft missions overseas (usually a DoD mission planner).
 - **Personnel (standard):** Required for users submitting requests for country, theater, and/or special area clearances. User prepares, submits and tracks Country, Theater, and Special Area Clearance requests for DoD members traveling overseas (usually an individual, unit, or command level requester).
- o **Comments:** Describe why you need an APACS account and the type of permissions you require, as well as DoD affiliation should you not have a .mil/.gov email address.
- o **Type the code appearing in the picture below:** The code that appears as a security precaution which must be typed into the field to ensure a human is the one requesting the account. If you are unable to read the code you may opt to play the code using the audio version, enter your best guess and click **SUBMIT**. If the entry is wrong a new code will load in its place.

3. Click **Register** or **Register with CAC**:

- o **Register:** You will receive an e-mail confirming account activation, usually within two business days provided notifications have been selected.
- o **Register with CAC:** Your account will be validated immediately.

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**MY ACCOUNT:
CREATE/RESET PASSWORD**

To create or reset your password in APACS, choose from the following three (3) options:

1. If you are currently logged in to APACS click on **My Account**, then click on **Change Password** button.
2. On the APACS welcome page click **Need Login in Assistance?** under **Sign in to APACS**. Please select the **Password Help - Create/Forgot/Reset** from the options, then click **SUBMIT**.

- o **Login Assistance - all fields are case sensitive.** By answering the required information you will be able to:
 - Reactivate your account.
 - Unlock your account.
 - Create/Forgot/Reset Password.

** The APACS System will send you an email with a link to click on to change your password. The link will be active for 24hrs otherwise you will have to repeat these steps. If you repeat these steps more than once you will receive multiple e-mails. Only the most current e-mail will contain a valid link. If you need to update your email address please send the APACS helpdesk a written email request via usaf.apacs@mail.mil and provide the following information: New or changed email address and user name if known.

** Password reset is limited to once every 24 hours. Please contact the APACS Helpdesk if you are having problems with your password.

- o Enter your user name.
- o Select your authentication question from the down menu and answer it.
- o Type the code appearing in the picture below, and click **SUBMIT**. The code that appears is a security precaution which must be typed into the field to ensure a human is the one requesting the account. If you are unable to read the code you may opt to play the code using the audio version, enter your best guess and click SUBMIT. If the entry is wrong a new code will load in its place.

3. On the APACS welcome page click **Need CAC Login in Assistance?** under **CAC Sign in to APACS**. Please select the **I have a valid CAC, and I want to login with username and password** from the options, then click **SUBMIT**.

- o **Login Assistance - all fields are case sensitive.** By answering the required information you will be able to:
 - Reactivate your account.
 - Unlock your account.
 - Create/Forgot/Reset Password.

** The APACS System will send you an email with a link to click on to change your password. The link will be active for 24hrs otherwise you will have to repeat these steps. If you repeat these steps more than once you will receive multiple e-mails. Only the most current e-mail will contain a valid link. If you need to update your email address please send the APACS helpdesk a written email request via usaf.apacs@mail.mil and provide the following information: New or changed email address and user name if known.

** Password reset is limited to once every 24 hours. Please contact the APACS Helpdesk if you are having problems with your password.

- o Enter your user name.
- o Select your authentication question from the down menu and answer it.
- o Type the code appearing in the picture below, and click **SUBMIT**. The code that appears is a security precaution which must be typed into the field to ensure a human is the one requesting the account. If you

are unable to read the code you may opt to play the code using the audio version, enter your best guess and click SUBMIT. If the entry is wrong a new code will load in its place.

NOTE: The password must:

- have at least **15 alphanumeric characters**
- have at least **1 upper case letter**
- have at least **1 lower case letter**
- have at least **1 numeric character**
- have at least **1 special character (! @ # \$ % ^ & * () ~)**
- have password differ from previous password by at least **4 characters**
- not contain personnel information such as **names, telephone numbers, or account names**
- not be reused within the last **10 password changes**

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To view and/or edit your APACS account, follow these steps:

1. Login to APACS.
2. Click **My Account**.
3. A description of your **Account Profile** will appear. You will have the following options:
 - o **Edit Profile**: Select this option to edit or update your profile details. See Step #4 below.
 - o **Change Password**: Select this option to reset your APACS password.
 - o **Authentication Options**: Selecting these options option will allow you to Enable/Disable Password Authentication or Enable/Disable CAC Authentication: The option to enable/disable your CAC. You may disable your password after you have enabled your CAC. If you choose to disable your password, please be sure that your CAC has been enabled to prevent account/log in issues. You will no longer be able to access your account if both CAC and Password Authentication have been disabled on the account. **NOTE**: You may have both the CAC and Password Authentication enabled on your account.
 - o You will also see the Aircraft or Personnel Group List located under **Account Group Information** if you are linked to a group account.
4. Click **Edit Profile** button on the **APACS Profile** page.
5. Fill out or change the data in the **CONTACT INFO** fields, as necessary, using the fields below:
 - o **User Name**: The user login name for this account. **NOTE**: This field is not editable once entered. Each user name is unique in the APACS system, and is case-sensitive.
 - o **First Name**: The first name of the user who will use this account.
 - o **Last Name**: The last name of the user who will use this account.
 - o **Rank (optional)**: The official rank of the user who will use this account.
 - o **Organization**: The organization name of the user who will use this account.
 - o **Duty Phone**: The duty phone number of the user who will use this account.
 - o **Duty Fax (optional)**: The duty fax number of the user who will use this account.
 - o **Email**: The email address of the user who will use this account.
 - o **Organizational Mailing Address**: The organization's mailing address to include, street, city, state, zip or APO, of the user who will use this account.
 - o **Date Format**: The date format the user wishes to use when displaying information through APACS.
 - o **Authentication Question**: The authentication question that will be used when creating or resetting a user's account.
 - o **Answer**: The answer to the authentication question that will be used when creating or resetting a user's account (case-sensitive).
 - o **Do you want to receive request notifications via email?**: The option to receive request notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. **NOTE**: These notifications can include items such as requests for feedback, surveys, information about upcoming changes, etc.
 - o **Do you want to receive aircraft request notifications via email?**: The option to receive aircraft clearance request notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question.

- o **Do you want to receive personnel request notifications via email?**: The option to receive personnel clearance request notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question.
- o **Do you want to receive APACS request submission notifications?**: The option to receive request submission notifications via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. If selected, you will receive notifications via email confirming an APACS request submission.
- o **Do you want to receive system maintenance notifications?**: The option to receive request notifications for scheduled maintenance via email or not. Make sure the box is checked if you wish to answer **Yes** to this question. If selected you will receive notifications via email on upcoming scheduled maintenance.
- o **Type of email sent to you**: The option to receive email in a plain text or HTML format. Both types of email include the same information.
- o **Approver Advanced Notification Options**: (For approvers only) The option to receive notifications regarding different request modifications and updates.
- o **Authentication Options**: The option to enable your CAC. If you choose to enable your CAC, you will receive the option to disable your password. If the password authentication is disabled, you will only be able to sign in using your CAC.

6. Click **SUBMIT** to save changes.

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Choose from the following options:

1. On the APACS welcome page click **Need Login Assistance?** under **Sign in to APACS**. Please select from the following options below, click **SUBMIT** and follow the instructions on the next screen:
 - o I do not remember my username and/or authentication question
 - o I can't login, my account is inactive
 - o I can't login, my account is locked
 - o Password Help - Create/Forgot/Reset

2. On the APACS welcome page click **Need CAC Login Assistance?** under **CAC Sign in to APACS**. Please select from the following options below, click **SUBMIT** and follow the instructions on the next screen:
 - o I can't login with my CAC, my account is inactive and/or locked
 - o I have been asked to reset my password even though I log in with my CAC
 - o I have a valid CAC, and I want to login with username and password
 - o I am getting errors when trying to login to APACS with my CAC

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