

How to Create A Personnel Request

Review the DoD travel requirements/restrictions in the DoD Foreign Clearance Guide (FCG) <https://www.fcg.pentagon.mil> before starting your APACS request.

1. Log in to APACS at <https://apacs.dtic.mil>. From the Home page, click on "Personnel Requester", then click on "Create Personnel Request".
2. Complete all the required fields (shown in bold) for each of the tabs. You must complete as many of the remaining fields as possible to ensure approvers have all your travel details and that you have complied with requirements in the DoD Foreign Clearance Guide <https://www.fcg.pentagon.mil>
3. Complete the Main Tab
 - Select the appropriate classification level
 - Select the sponsoring agency
 - Complete the purpose of travel with as much detail as required to help the approvers understand your mission requirements
 - If you do not meet the lead time requirements specified in the FCG explain why
4. Complete the Traveler Tab
 - Enter all traveler info
 - Click add
 - Your traveler will drop to the bottom and be added as a line item. All info about that traveler is included in that line item
 - Add more travelers as needed
 - You must select at least one traveler as a senior ranking/lead traveler
 - Check the senior traveler block to identify the senior traveler
 - Click update and the info will reappear (edit as needed)
 - Click update to store the travelers info
5. Complete the itinerary tab
 - All bold fields must be entered, at least one traveler must be selected and at least one remaining field must be entered before you can add an itinerary
 - Click Add & Continue or Add & Exit
 - Your itinerary will drop to the bottom and be added as a line item. All info about that itinerary is included in that line item.
 - Each itinerary line item is a separate entry that retains unique data that applies to that specific itinerary item.
 - If you need to add another country simply repeat the steps above and click add and continue to add another country
 - Each time you add another country it creates another line item
 - Click on the itinerary line item listed at the bottom of page and your info will reappear (edit as needed)
 - Click update to store the itinerary
6. Complete the address tab
 - Place your organizations name in the FROM line
 - Select the service component
 - Click import checked addresses

7. Complete the Travelers POC tab
 - Enter the information for yourself as the submitter or someone from your home unit that can be contracted regarding this request
8. Click SAVE
9. Enter a description for your subject line
10. Enter comments for the approver
11. Click Save
12. Click on list personnel requests to locate your saved request
13. Click view details/submit
14. Review your request
15. Click submit
16. Enter comments for the approver
 - We suggest listing your contact info or an alternate POC at your unit who can be contacted regarding this travel request
17. Click submit

Your request will be routed by APACS to the US Embassy and US Combatant Command authorities for approval. You will receive email notification on any actions taken on your request. To verify the status of your request log into to APACS and click list personnel requests. Click the view history or view details for specific information.