



**DEPARTMENT OF THE ARMY  
HEADQUARTERS  
UNITED STATES ARMY AFRICA/ SOUTHERN EUROPEAN TASK FORCE  
Unit 31401, Box 5  
APO AE 09630**

ARAF-OPC

MEMORANDUM FOR Current Operations and Integration Center (ARAF-OPC), U.S. Army Africa, Unit 31401, Box 5, APO AE 09630

SUBJECT: Force Protection Plan For <enter city and country of travel>

1. (U) Purpose of Travel. <clearly state what the travel is for, when the travel will occur, where the travel will occur>
2. (U/FOUO) Personnel.

Rank, LastName, FirstName	Organization	Title	APACS Number

3. (U/FOUO) Itinerary. Full Travel Itinerary is attached below.

DEPART/ARRIVE		DATE	TIME
Departure	City, Country	Click here to enter a date.	HH:MM
Arrival	City, Country	Click here to enter a date.	HH:MM
Departure	City, Country	Click here to enter a date.	HH:MM
Arrival	City, Country	Click here to enter a date.	HH:MM

4. (U) Situation.
  - a. (U) Threat.

(1) (U/FOUO) Overall risk for this operation is: Choose an item.  
Items in 4(a)(2) through 4(a)(6) should include information on threats, vulnerabilities, consequences, and likelihood.

(2) (U) Threat Brief was completed with local S2/G2/J2 on: Click here to enter a date.

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(3) (U) FPCON Condition: Choose an item. Find detailed force protection information on SIPR Joint Risk Assessment Management Program (JRAMP) at <https://jramp.smil.mil> or from the USARAF TIMS website on the AKO portal at: <https://www.us.army.mil/suite/page/622433> .

(4) (U) Country Brief was completed with local AT/FP on: Click here to enter a date. Or, get from DoS website at <https://travel.state.gov/content/passports/en/country.html>.

(5) (U) Travel Alerts, Warnings, Precautions, and Information issued: Click here to enter a date.. Get from <https://travel.state.gov/content/passports/en/country.html> and <https://www.fcg.pentagon.mil>.  
Copy and paste here.

(6) (U) Infectious disease risk: Choose an item. Get from <https://www.intelink.gov/ncmi> or on SIPR Joint Risk Assessment Management Program (JRAMP) at <https://jramp.smil.mil>. Once on the sites choose "AFRICOM" for the Command dropdown menu.

(7) (U) Environmental health risk: Choose an item. Get from [https://www.intelink.gov/ncmi/region\\_command/region.php?cmd=USUSAFRICOM](https://www.intelink.gov/ncmi/region_command/region.php?cmd=USUSAFRICOM).

(8) (U) Infectious disease Alerts, Warning, Precautions and Information issued: Click here to enter a date.. Get from [https://www.intelink.gov/ncmi/region\\_command/region.php?cmd=USUSAFRICOM](https://www.intelink.gov/ncmi/region_command/region.php?cmd=USUSAFRICOM).  
Copy and paste summary from Web site above.

5. (U) Execution. Concept of AT/FP Plan.

a.(U) Pre-deployment. All personnel completed within departure date:

<b>Rank, LastName, FirstName</b>	<b>AT/FP Level 1 (annual)</b>	<b>SERE 100.1 (bi-annual)</b>	<b>ISOPREP (annual)</b>

b. (U)  Check here if TDY is greater than 30 days, the traveler certifies that the individual(s) completed theater required training and mission specific training IAW DoDI 1404.10 Civilian Expeditionary Workforce; DoD Directive 1322.18, Military Training; DoD 4500.54-M, Department of Defense Foreign Clearance Manual; USAFRICOM Instruction, Individual and Small Group Travel; and USARAF Theater Entry Policy.

c. (U) Deployment/Movement between Countries. This should be modified by the traveler based on mission requirements.

(1) (U) It is DoD policy to ensure that DoD personnel traveling abroad on official business are in possession of the proper no-fee passport (either diplomatic, official or no-fee regular) and appropriate visa(s). The no-fee passport carries an endorsement that identifies the bearer as an agent of the U.S. Government proceeding abroad on official travel. This endorsement is unique to no-fee passports. Passports are provided by the Government at Government expense, hence, no-fee to the passport applicant. The types of no-fee passports provided for official travel are: diplomatic (black), official (maroon), and no-fee regular (blue and/or green). No-fee passports are normally valid for 5 years.

(2) (U) DoD personnel and eligible family members traveling to or from high-risk countries by commercial air are authorized, for security reasons (but are not required), to obtain and use regular-fee passports. No blanket authorization to use regular-fee passports or to receive reimbursement exists. Prior to traveling, DoD personnel may obtain information from local personnel offices concerning individual country restrictions on the use of regular-fee passports.

(3) (U) Consult the DoD Foreign Clearance Guide for country specific identification requirements (<https://www.fcq.pentagon.mil/fcq.cfm>). Passports must be valid for at least six (6) months beyond date of entry. Information on obtaining official "no-fee" passports and visas is available at [https://passportmatters.hqda.pentagon.mil/Customr\\_Resources/Forms.aspx](https://passportmatters.hqda.pentagon.mil/Customr_Resources/Forms.aspx) (.mil/.gov domain restricted).

(4) (U) Travel will be in civilian attire and should be with civilian luggage to reduce visibility and military presence.

d. (U) Employment. These should be modified by the traveler based on mission requirements.

(1) (U/FOUO) Travelers will meet with the U.S. Embassy Defense Attache Office upon arrival to receive a mandatory threat brief.

(2) (U/FOUO) Movement in country will be by U.S. Embassy-approved ground transportation.

(3) (U/FOUO) Travelers will maintain a communications plan with the local U.S. Embassy Defense Attache Office.

(4) The mission lead will accomplish a daily check-in and provide a SITREP to the COIC that encompasses Last 24 Hours, Next 24 hours, and OIC Comments and Issues, at a minimum.

(5) (U/FOUO) USUSAFRICOM and USARAF policy prescribe a two-person travel requirement (Buddy Rule) within the USUSAFRICOM AOR. Individual travelers may join up with other personnel already in country to satisfy this requirement.

e.(U) Redeployment. These should be modified by the traveler based on mission requirements. Redeployment will follow the same sequence and procedures of deployment.

f. (U) Immunization and Medical Requirements. Travelers must be in possession of their current International Certification of Vaccination, PHS-731 "Yellow Card." An electronic copy of the Yellow Card or Immunizations will not be accepted by the country(s) of travel.

a. I acknowledge that all immunizations are valid.

b. I acknowledge that sufficient amount of personal medications are on hand

g. (U) DA civilians and contractors on official travel within the USUSAFRICOM Area of Responsibility (AOR) may not be fully covered by their medical insurance and by any form of guaranteed medical evacuation insurance in the event of a medical emergency. All DA Civilians and Contractors must read the USARAF Chief of Staff Memorandum for Record (MFR) on Medivac Coverage (attached) and sign the appropriate MFR of acknowledgement (attached) and provide it to their director. Federal civilian employees are not guaranteed medical evacuation coverage by TRICARE. All civilian employees traveling within the USUSAFRICOM AOR should notify their medical insurance provider of travel in Africa and receive policy information about medical coverage in and emergency medical evacuation from Africa through International SOS. Civilian travelers should provide their employer with basic medical insurance information to help facilitate treatment and evacuation in the event of a medical emergency. For additional information visit the Department of State travel site at <https://travel.state.gov/content/passports/en/emergencies.html>). **This section is not applicable to active duty, reserve, and national guard military on official orders.**

Name	Medical Insurance Provider	Policy Number	MFR Date Signed
Rank/Title, Last Name, First Name. To add additional travelers, insert rows.	Name of provider or supplemental coverage with ISOS.	Policy Number.	Click here to enter a date.
Rank/Title, Last Name, First Name. To add additional travelers, insert rows.	Name of provider or supplemental coverage with ISOS.	Policy Number.	Click here to enter a date.

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k. (U)  Check here to certify that the traveler(s) received medical screening, briefing, medication, and immunizations for deployment or travel IAW DoDI 1404.10 Civilian Expeditionary Workforce and USARAF Regulation 40-1, Force Health Protection.

6. (U) Personnel Recovery (PR) Plan of Action.

a.(U) Reporting requirements.

(1) (U/FOUO) Senior/ lead traveler or designated representative will call or email USARAF Operation Center upon departure from home station, arrival at temporary duty location, departure from temporary duty location, and arrival back at home station using the standard departure/closure report format.

(2) (U/FOUO) Senior/ lead traveler or designated representative will provide a standard SITREP to the USARAF Ops Center between 1800-1900 (CET) daily while deployed. Alternate reporting times are authorized, but must be coordinated with USARAF COIC, at DSN 314-637-1899/1900, COMM 0039-0444-66-1899/1900 prior to travel.

b.(U) In Case of Emergency, the traveler's emergency contacts (PACE plan) are:

(U/FOUO) Primary. Click here to enter text.

(U/FOUO) Alternate. Click here to enter text.

(U/FOUO) Contingency. Click here to enter text.

(U/FOUO) Emergency. Click here to enter text.

(U) USARAF COIC 24 Hr Contact Information.

(U/FOUO) DSN: 314-637-1899 or 314-635-1900

(U/FOUO) COMM: 00-39-0444-66-1899 or 00-39-0444-66-1900

(U/FOUO) NIPR: [usarmy.usag-italy.usaraf.mbx.coic-ops@mail.mil](mailto:usarmy.usag-italy.usaraf.mbx.coic-ops@mail.mil)

(U/FOUO) SIPR: [usarmy.usag-italy.usaraf.mbx.coic-ops@mail.smil.mil](mailto:usarmy.usag-italy.usaraf.mbx.coic-ops@mail.smil.mil)

(U) U.S. Embassy Contact Information (<https://www.fcg.pentagon.mil> or SIPR <http://dchc.dia.smil.mil/Offices/DASRoster.asp>).

(U) Address: Click here to enter text.

(U) Switchboard Phone: Click here to enter text.

(U) After Hours Phone: Click here to enter text.

(U) Emergency Phone: Click here to enter text.

(U/FOUO) OPSCO Phone: Click here to enter text.

(U) Hotel Accommodation.

(U/FOUO) Name: Click here to enter text.

(U/FOUO) Address: Click here to enter text.

(U/FOUO) Commercial: Click here to enter text.

(U/FOUO) Room #: Click here to enter text.

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(U/FOUO) Web site: [Click here to enter text.](#)

(U) Unit POC at the traveler's home station.

(U/FOUO) Name: [Click here to enter text.](#)

(U/FOUO) DSN: [Click here to enter text.](#)

(U/FOUO) Commercial: [Click here to enter text.](#)

(U/FOUO) Email: [Click here to enter text.](#)

c. (U) Predicted Actions Upon Isolation: Example: "If I become isolated or separated from my party, I will immediatly attempt to contact Hotel \_\_\_\_\_, secondly I will attempt to call the Embassy. If communications are not available, I will attempt to make it back to the hotel or embassy as soon as possible."

d. (U) PR will issue personal tracking device(s) to all travelers/groups based on mission, threat, and connectivity.

7. (U) POC for this memorandum is the undersigned at DSN phone or Email.

(Senior Traveler)

NAME  
Rank/Branch  
Title

Approved by:  
(Directorate Chief)

NAME  
Rank/Branch  
Title

Authorized by:  
(Commander)

NAME  
GO/FO/SES  
Commanding

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\* A GO/FO or SES civilian equivalent will authorize travel to countries designated as Force Protection Condition (FPCON) Charlie or Delta and the first Colonel (O6) or civilian equivalent in the traveler's chain of command will review and approve the travel.

\* The first Colonel (O6) or civilian equivalent in the traveler's chain of command will authorize and approve travel to countries designated as FPCON Bravo and Alpha.

\* Contractors supporting or delivering products, services, or other support and material on behalf of the U.S. Army as official government business, will furnish a copy of the USARAF theater entry requirements and its prescribed documents to their corporate management and contracting officer's representative (COR) prior to travel.



Aeromedical Evac  
Options Memo.docx



MEDEVAC DAC  
MEMO.docx



MEDEVAC  
CONTRACTOR MEMO