



DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND

15 March 2018

MEMORANDUM FOR MEMBERS OF AIR EDUCATION AND TRAINING COMMAND

FROM: AETC/DS

1 F Street, Suite 1
JBSA Randolph TX, 78150-4324

SUBJECT: Guidance Memorandum - Mexico Travel Policy

1. **PURPOSE:** Provide guidance on implementation of Department of Defense (DoD), United States Air Force, and Air Education and Training Command (AETC) restrictions on travel within Mexico due to security concerns. This Guidance Memorandum (GM) supersedes the previous GO – Mexico Travel Restrictions, dated 5 October 2016.

2. **APPLICABILITY:** Effective immediately, this GM applies to all active component personnel, to include other DoD service members assigned to AETC installations and/or units. It also applies to AETC civilian employees, AETC dependents, members of the Air Force Reserve and Air National Guard (when organized under Title 10 of the United States Code) assigned or attached within AETC, and AETC contractors (as long as it does not violate any terms of the contract) when traveling in an official capacity. Members of the reserve component activated on Title 10 orders and traveling for non-official purposes (leave) must abide by applicable provisions of this GM. AETC civilian employees, dependents, and contractors traveling for non-official purposes are strongly urged to abide by all travel prohibitions and advisories.

3. **PROHIBITED ACTIVITIES:** The following activities are prohibited.

a. All non-official travel (routine or emergency leave) to, or through, any portion of Mexico located within 50 statute miles of the U.S.-Mexico border without proper approval from the first O-6 or civilian equivalent in the chain of command.

b. All non-official travel (routine or emergency leave) to the restricted states without proper approval from the first O-6 or civilian equivalent in the chain of command.

c. Ground travel across the U.S.-Mexico border through a restricted state without proper approval from the first O-6 or civilian equivalent in the chain of command.

4. **OFFICIAL TRAVEL:** Official travel to the restricted states is limited to mission essential travel.

a. Aircraft and Personnel Automated Clearance System (APACS) submission and Country/Theater Clearance is required for ALL official travel to Mexico. Follow APACS submission requirements in the Foreign Clearance Guide (FCG).

b. The Department of State (DoS) has mandated a non-waiverable training requirement for official travel to the following Consular Districts: Tijuana, Nogales, Ciudad Juarez, Nuevo Laredo, Matamoros, and Monterrey. Travelers must review the FCG requirements and cite completion date in their APACS submission.

c. Minimum approval authority for official travel to restricted and non-restricted states is an O-6 or civilian equivalent. Minimum approval authority cannot be waived or delegated.

5. NON-OFFICIAL TRAVEL:

a. Non-official travel (routine or emergency leave) to non-restricted states: Review FCG for travel requirements and verify destination is not a restricted state. APACS submission and Country/Theater Clearance are not required. Regular leave approval standards apply (no minimum approval authority required).

b. Non-official travel (routine or emergency leave) to restricted states and any portion of Mexico located within 50 statute miles of the U.S.-Mexico border: Per AFNORTH Force Protection Directive 15-101, AETC is charged with providing AFNORTH with situational awareness on non-official travel to restricted states. The member must contact the Installation Antiterrorism Officer (ATO) to begin the travel request process. Review FCG for travel requirements and a current list of restricted states. This travel requires an APACS submission and Country/Theater Clearance. Follow APACS and leave submission requirements in the FCG. The minimum approval authority for travel is the first O-6 or civilian equivalent in the chain of command. The traveler must complete the attached AETC Mexico Travel Exception to Policy Worksheet and receive APACS approval. The Installation Antiterrorism Officer (ATO) will forward the completed and approved worksheet to AFIMSC Det 7/Security Forces (SF) at AFIMSCDet7.SF.Workflow@us.af.mil for situational awareness.

(1) Determination of emergency leave is per AFI 36-3003, *Military Leave Program*.

(2) When time is critical and immediate action is required, the traveler must contact the Installation ATO to assist with expediting country clearance requests. Follow procedures outlined in the FCG, Mexico, Section IV, Paragraph D.3. Upon notification of emergency travel requirement, the Installation ATO will immediately contact AFIMSC Det 7/SF.

c. Special circumstance travel concessions in restricted states:

(1) Pre-planned travel to U.S. Consulates in Nogales, Sonora, Ciudad Juarez, Chihuahua, Matamoros, and Tamaulipas to conduct personal or family member DoS business is authorized. Travel is limited to day time only, with no overnight stay. The two-person buddy rule is in effect (i.e., traveler must remain with another person at all times). APACS submission and Theater/Country Clearance is not required. EXCEPTION: APACS submission and Theater/Country Clearance is required, if extenuating circumstances warrant overnight stay approval. Approval authority (listed in paragraph 5b) must ensure traveler has a communication plan.

(2) Travel on cruise ships that visit ports in restricted states is authorized. However, if the traveler intends to go ashore, then APACS submission and Country/Theater Clearance is required. The APACS request must specifically state city of port visit. Additionally, the traveler must comply with paragraph 5b to obtain minimum approval authority and submit the approved AETC Mexico Travel Exception to Policy Worksheet to the Installation ATO. The Installation ATO will forward it to AFIMSC Det 7/SF at AFIMSCDet7.SF.Workflow@us.af.mil.

d. Enroute travel through restricted states: Travel, such as flying, into a restricted state as part of an enroute travel plan to a final destination into an area not restricted may be authorized by an O-6 or civilian equivalent. Enroute travel does not require APACS submission or Country/Theater Clearance. Travel of this nature should only be approved when conditions present undue hardship on the traveler (i.e., extreme monetary cost, delay of expedient travel, no nearby air facilities, or other considerable

impacts). The first O-6 or civilian equivalent in the chain of command must approve a personal AT plan. It must cover travel through the restricted area and identify the risk mitigation measures being implemented is required. The traveler must submit the approved AETC Mexico Travel Exception to Policy Worksheet to the Installation ATO. The installation ATO will forward it to AFIMSC Det 7/SF at AFIMSCDet7.SF.Workflow@us.af.mil.

6. TRAVEL POLICY: All DoD travelers must review the FCG prior to planning travel and comply as applicable. Travel to any area requiring Country/Theater Clearance must be obtained prior to initiating travel. The FCG can be found at <https://www.fcg.pentagon.mil/>.

7. TRAVEL ADVISORY/WARNING: All DoD travelers must review the DoS Travel Warning for Mexico, found at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/mexico-travel-advisory.html>. However, this directive and the FCG take precedence.

8. APPROVING AUTHORITY RESPONSIBILITY: Approving authorities must review the applicable DoS Overseas Security Advisory Council (OSAC) Consular District Crime and Safety Report for travel to restricted and non-restricted states. This action is required prior to making any risk acceptance decision. Current OSAC Crime and Safety Reports for Mexico are available at <https://www.osac.gov/Pages/Home.aspx>; Region Location; Western Hemisphere – Mexico. Approval authority is responsible for ensuring AFIMSC Det 7/SF is notified per instructions above.

9. UNIT COMMANDER RESPONSIBILITY: Commanders and military/civilian supervisors will brief all personnel on the prohibitions and requirements of this GM.

10. EFFECTIVE/EXPIRATION DATES: This GM is effective immediately and will remain valid until rescinded or superseded. Direct questions concerning this GM and its contents through the installation ATO to the AFIMSC Det 7/SF.



TIMOTHY E. OWENS, Colonel, USAF
Director of Staff

Attachment:
AETC Mexico Travel Exception to Policy Worksheet