

## Country Clearance

A country clearance is a mandatory memorandum used to request and authorize official international travel to a particular country. An approved country clearance must be in place before travel can happen.

All Center for Civil-Military Relations (CCMR) travelers planning to engage in official international must complete Country Clearance Requirement (CCR) packages and share these with their CCMR Point of Contact (POC) prior to departure (ideally, 40 days beforehand).

Center for Civil-Military Relations (CCMR) travelers include:

- DoD Civilians
- DoD Contractors and Subject Matter Experts (SMEs)
- Active Military

## Country Clearance Requirement (CCR) Packages

CCR packages vary by Area of Responsibility (AOR), country, and whether the traveler is a U.S. citizen or foreign national. Basic CCR packages, including the renewal timetables for CCR package items, are shown in the tables below. Your CCMR POC is responsible for telling you which CCR items you must complete prior to departure.

### Basic CCR Package

A basic CCR package includes a completed ISOPREP, along with valid AT/FP and SERE training certificates.

## Completing Your CCR Package

To be considered "travel ready," you must submit a complete CCR Package to your CCMR POC, and finalize your ISOPREP with the Naval Postgraduate School Security Manager's Office prior to departure. Your CCMR POC will tell you which CCR Package items you are obligated to complete. S/he is also responsible for routing your paperwork, and initiating and tracking your team's country clearance request in the Aircraft and Personnel Automated Clearance System (APACS) system. S/he will alert you when your country clearance is approved in APACS. Travel is authorized only when your country clearance is approved.

TABLE 1

TABLE 2

ISOPREP

Antiterrorism  
Force  
Protection  
(AT/FP)  
Training

Survival,  
Evasion,  
Resistance, and  
Escape (SERE)  
100.2 Training

Creating a Joint  
Knowledge  
Online (JKO)  
Account

AFRICOM  
-GO#1  
-MED Checklist

SOUTHCOM  
-GO#1  
-MED Checklist  
-Human Rights Training

HTSOS

## Country Clearance

A country clearance is a mandatory memorandum used to request and authorize official international travel to a particular country. An approved country clearance must be in place before travel can happen.

All Center for Civil-Military Relations (CCMR) travelers planning to engage in official international must complete Country Clearance Requirement (CCR) packages and share these with their CCMR Point of Contact (POC) prior to departure (ideally, 40 days beforehand).

Center for Civil-Military Relations (CCMR) travelers include:

- DoD Civilians
- DoD Contractors and Subject Matter Experts (SMEs)
- Active Military

## Country Clearance Requirement (CCR) Packages

CCR packages vary by Area of Responsibility (AOR), country, and whether the traveler is a U.S. citizen or foreign national. Basic CCR packages, including the renewal timetables for CCR package items, are shown in the tables below. Your CCMR POC is responsible for telling you which CCR items you must complete prior to departure.

**Table 1: U.S. Citizens – General Country Clearance Requirement (CCR) Renewal Timetable**

CCR Package Items		Renewal Schedule by Area of Responsibility (AOR)				
		AFRICOM	CENTCOM	EUCOM	PACOM	SOUTHCOM
1	Isolated Personnel Report (ISOPREP)	6 or 12 mo.	6 months	12 months	12 mo.	6 mo.
2	Antiterrorism/Force Protection (AT/FP) Certificate	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.
3	Survival, Evasion, Resistance and Escape (SERE) Certificate	24 or 36 mo.	24 mo.	36 mo.	36 mo.	36 mo.
4	Human Rights Training	-	-	-	-	12 mo.
5	Government Order #1	every trip	-	-	-	every trip
6	Travel Health Form	every trip	-	-	-	every trip
7	High Threat Security Overseas Seminar (HT-SOS) Certificate	varies/country	varies/country	varies/country	varies/country	varies/country
8	Itinerary (flights and lodging)	every trip	every trip	every trip	every trip	every trip

**Table 2: Foreign Nationals – General Country Clearance Requirement (CCR) Renewal Timetable**

CCR Package Items		Renewal Schedule by Area of Responsibility (AOR)				
		AFRICOM	CENTCOM	EUCOM	PACOM	SOUTHCOM
1	Isolated Personnel Report (ISOPREP)	6 or 12 mo.	6 mo.	12 mo.	-	6 mo.
2	Antiterrorism/Force Protection (AT/FP) Certificate	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.
3	Human Rights Training	-	-	-	-	12 mo.
4	Government Order #1	every trip	-	-	-	every trip
5	Travel Health Form	every trip	-	-	-	every trip
6	High Threat Security Overseas Seminar (HT-SOS) Certificate	varies/country	varies/country	varies/country	varies/country	varies/country
7	Itinerary (flights and lodging)	every trip	every trip	every trip	every trip	every trip

## Completing Your CCR Package

This page hosts the guidance, documents, and links necessary for completing your CCR package.

To be considered “travel ready,” you must submit a complete CCR Package to your CCMR POC, and finalize your ISOPREP with the Naval Postgraduate School Security Manager’s Office prior to departure. Your CCMR POC will tell you which CCR Package items you are obligated to complete. S/he is also responsible for routing your paperwork, and initiating and tracking your team’s country clearance request in the Aircraft and Personnel Automated Clearance System (APACS) system. S/he will alert you when your country clearance is approved in APACS. Travel is authorized only when your country clearance is approved.

## **Basic CCR Package**

A basic CCR package includes a completed ISOPREP, along with valid AT/FP and SERE training certificates.

## **Isolated Personnel Report (ISOPREP)**

The DoD Isolated Personnel Report (ISOPREP) is required of all nationalities traveling to all AORs (as shown in tables 1 and 2 above), with the exception of foreign nationals traveling to PACOM. ISOPREPs are valid for either 6 months or 1 year, depending on the destination AOR. The Naval Postgraduate School (NPS) Security Manager’s Office (SMO) will keep your complete ISOPREP on file and record it in Personnel Recovery Mission Software (PRMS).

### 5 Steps to Completing ISOPREP:

1. Read CCMR ISOPREP Instructions.
2. Follow CCMR ISOPREP Instructions to complete ISOPREP form.
3. Take 2 digital photos – 1 headshot and 1 profile – both in .jpeg format, maximum 200 kb per photo. Wear civilian clothing: uniforms and clothing with logos or organizational markers are prohibited.
4. Send ISOPREP form and photos to your CCMR POC.
5. Once told to do so by your CCMR POC, call the NPS SMO (PH#: 831-656-2450) to provide authentication statements and number. If you are on the NPS campus, or live within 1 hour from campus, you must provide your statements and number in person (call to schedule an appointment). Calls are accepted Monday through Friday from 11:00am to 3:00pm Pacific Time. Only landline calls, excluding hotel landlines, will be accepted. If your ISOPREP has expired, and you need to renew, repeat this step to revalidate.

CCMR ISOPREP Instructions and the ISOPREP form are available **here** for download.

If you already have an ISOPREP in PRMS, do not complete or submit an ISOPREP form. Instead, call your CCMR POC and provide your Social Security Number (SSN). Your CCMR POC will share your SSN with NPS SMO, and provide you with follow-on instructions, as needed.

## **Creating a Joint Knowledge Online (JKO) Account**

Joint Knowledge Online (JKO) is the online platform for the Antiterrorism Force Protection Training (AT/FP) training course, and Survival, Evasion, Resistance, and Escape (SERE) 100.2 training course. Both courses are part of the basic CCR package.

There are 3 ways to create an account. They are:

1. Common Access Card (CAC) Users
  - Go to <https://jkodirect.jten.mil>
  - Log in via CAC. This will automatically create your account
2. Have a .mil or .gov email address, but no CAC
  - Go to <https://jkodirect.jten.mil>
  - Select “Gov” button
  - Fill out mandatory items and submit your request
3. Do not have a .mil or .gov email, or CAC
  - Go to <https://jkodirect.jten.mil>
  - Select “Non-Gov” button
  - Fill out mandatory items

- Include your CCMR Government POC as your “sponsor”
- After submitting the form, an email will be sent to your CCMR Government “sponsor” to validate your request. Let your sponsor know to look out for the JKO email.
- Once your request is validated, the JKO help desk will create your account within 24 hours. You will be notified by JKO help desk of this action and they will provide your username and token.

Contact the JKO HELP DESK if you have difficulty creating an account.

- Phone: (757) 203-5654
- Email: [JKOHelpDesk@jten.mil](mailto:JKOHelpDesk@jten.mil)

### **Antiterrorism Force Protection (AT/FP) Training Level 1 Certificate**

The Antiterrorism Force Protection Training (AT/FP) is an internet-based training required for all nationalities traveling to all AORs (as shown in tables 1 and 2 above). The purpose of this training is to increase your awareness of terrorism and to improve your ability to apply personal protective measures. AT/FP certificates are valid for 1 year. The AT/FP training takes approximately 2 hours to complete and it must be done in a single sitting.

This training is housed by Joint Knowledge Online (JKO <https://jkodirect.jten.mil>) and requires Internet Explorer. You must take the training prior to departure, and give your CCMR POC a copy of your training certificate as proof. To login to JKO you must have an active user account (see “Creating a JKO Account”).

To enroll in the AT/FP Level 1 Course and Launch the Training:

1. Go to <https://jkodirect.jten.mil>, select CAC log in; enter your Username and Password under “Log In;” or select the “Received a Token? Click Here” option found directly below the Username and Password search boxes.
2. Navigate to **Course Catalogue** tab
3. Select **JS** from the **Prefix** drop-down menu (FYI: when first encountering the page, you’ll see that the drop-down menu defaults to ALL)
4. Enter **US007** in the **Partial Course #** search box (0 = zero. FYI: the site is case sensitive)
5. Click **Search**. Level 1 Antiterrorism Awareness Training will appear under **Title**
6. Click **Enroll** under **Course Status**
7. Click **Continue** in the next dialogue box
8. Navigate to the **My Training** tab
9. Click **Launch** under **Actions**

Contact the JKO HELP DESK if you encounter problems logging in to JKO, enrolling in the AT/FP training, navigating the course, or getting your certificate.

- Phone: (757) 203-5654
- Email: [JKOHelpDesk@jten.mil](mailto:JKOHelpDesk@jten.mil)

### **Survival, Evasion, Resistance, and Escape (SERE) 100.2 Training**

Required of all U.S. Citizens traveling to all AORs (as shown in tables 1 and 2 above). Required for foreign nationals traveling to PACOM.

SERE certificates are valid for 2-3 years, depending on the destination AOR. The SERE 100.2 training takes approximately 3 hours to complete and it must be done in a single sitting.

This training is housed by Joint Knowledge Online (JKO <https://jkodirect.jten.mil>) and requires Internet Explorer. You must take the training prior to departure, and give your CCMR POC a copy of your training certificate as proof. To login to JKO you must have an active user account (see “Creating a JKO Account”).

To enroll in the SERE 100.2 Course and Launch the Training:

1. Go to <https://jkodirect.jten.mil>, enter your **Username and Password** under Log In, or select the “Received a Token? Click Here” option found directly below the Username and Password search boxes, or click CAC log in.
2. Navigate to **Course Catalogue** tab

3. Select **J3T** from the **Prefix** drop-down menu (FYI: when first encountering the page, you'll see that the drop-down menu defaults to ALL)
4. Enter **A-US1329** in the **Partial Course #** search box (0 = zero. FYI: the site is case sensitive)
5. Click **Search**. SERE 100.2 will appear under **Title**
6. Click **Enroll** under **Course Status**
7. Click **Continue** in the next dialogue box.
8. Navigate to the **My Training** tab
9. Click **Launch** under **Actions**

Contact the JKO HELP DESK if you encounter problems logging in to JKO, enrolling in the AT/FP training, navigating the course, or getting your certificate.

- Phone: (757) 203-5654
- Email: [JKOHelpDesk@jten.mil](mailto:JKOHelpDesk@jten.mil)