



## DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND

19 November 2014

MEMORANDUM FOR MEMBERS OF AIR EDUCATION AND TRAINING COMMAND

FROM: AETC/CC  
1 F Street, Suite 1  
JBSA Randolph TX 78150-4324

SUBJECT: GENERAL ORDER – Mexico Travel Restrictions

1. **PURPOSE:** To implement Department of Defense, United States Air Force, and Air Education and Training Command (AETC) restrictions on travel within Mexico due to security concerns. This General Order (GO) supersedes the previous GO - Mexico Travel Restrictions, dated 7 April 2014.
2. **AUTHORITY:** The Uniform Code of Military Justice (UCMJ); Title 10, United States Code, Sections 801-940; USNORTHCOM Force Protection (FP) Directive 13-164; and AFNORTH FP Directive 14-011.
3. **APPLICABILITY:** Effective immediately, this GO 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 GO. AETC civilian employees, AETC dependents, other members of the reserve components, and AETC contractors traveling for non-official purposes are strongly urged to abide by all travel prohibitions and advisories.
4. **PUNITIVE ORDER:** **Paragraph 5 of this GO is punitive. Failure to obey this GO by persons subject to the UCMJ is a violation of Article 92, UCMJ. Violations may result in court-martial, Article 15, or other disciplinary/administrative action. Failure to obey this GO by AETC civilian employees when traveling in an official capacity may result in adverse disciplinary action.**
5. **PROHIBITED ACTIVITIES:** The following activities are prohibited.
  - a. All non-official travel (leave) to, or through, any portion of Mexico located within 50 statute miles of the U.S.-Mexico border.
  - b. All non-official travel (leave) to the states of Michoacán, Tamaulipas, Chihuahua, Sinaloa, Durango, Coahuila, Nuevo Leon, San Luis Potosi, Jalisco, Zacatecas, Sonora, Nayarit and Guerrero (including Acapulco).
  - c. All non-official travel (leave) to all other areas of Mexico not specifically listed in paragraphs 5.a and 5.b without approval from the first O-5 in the chain of command prior to travel.
  - d. Ground travel across the U.S.-Mexico border through a travel prohibited state.

6. OFFICIAL TRAVEL: Official travel to the 13 prohibited 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 outlined in USNORTHCOM FP Directive 13-164, paragraph 4.B.

b. Minimum approval authority (APACS submission) for official travel to non-prohibited states is O-5 or civilian equivalent and for official travel to prohibited states is wing commander (O-6 or civilian equivalent).

7. NON-OFFICIAL TRAVEL.

a. The minimum approval authority for non-official travel (routine or emergency leave) to non-prohibited states is the first O-5 or civilian equivalent in the chain of command. APACS submission and Country/Theater clearance are not required.

b. Non-official travel (routine leave) to the following locations in prohibited states is permitted:

(1) Travel for leisure purposes to Puerto Vallarta and Guadalajara, Jalisco; Bahia De Banderas (Bay of Flags), Nayarit (coastal highway resort areas between Nuevo Vallarta and Punta Mita); and Mazatlán, Sinaloa. Travel must be via air to immediate area of destination city or arrive via cruise ship. Traveler must remain at resort location or onboard cruise ship. Exception may include official excursions if located in the resort or tourist areas and sponsored/recommended by the resort or cruise line.

(2) Pre-planned travel to U.S. Consulates in Nogales, Sonora; Ciudad Juarez, Chihuahua; Nuevo Laredo, Tamaulipas; and Matamoros, Tamaulipas for conduct of personal or family member Department of State business. 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).

(3) Travel on cruise ships that visit ports in prohibited states is authorized. Travelers must remain onboard during port calls unless an exception to policy is granted in accordance with paragraph 7.b.(1) or an emergency aboard ship directs debarkation.

(4) APACS submission and Country/Theater clearance are not required for these permitted locations. Minimum approval authority for permitted exceptions is wing commander (O-6 or civilian equivalent).

c. Non-official travel (emergency leave) to prohibited states may be approved. Determination of emergency leave is per AFI 36-3003, *Military Leave Program*.

(1) APACS submission and Country/Theater clearance is required for all emergency travel (leave) to prohibited states. Follow APACS submission requirements outlined in USNORTHCOM FP Directive 13-164, paragraph 4.C.4.B. Each request will be reviewed and weighed on a case-by-case basis by the country team. Minimum approval authority for emergency leave travel is wing commander (O-6 or civilian equivalent).

(2) When time is critical and immediate action is required, the traveler will contact the installation Antiterrorism Officer (ATO) to assist with expediting country clearance requests. Follow the procedures outlined in USNORTHCOM FP Directive 13-164, paragraphs 4.C.4.C through 4.C.4.C.5. Upon notification of emergency travel requirement, the installation ATO will immediately contact the HQ AETC/Antiterrorism Program Manager (ATPM).

d. Non-official travel (routine leave) to prohibited states, not permitted by paragraph 7.b or not meeting emergency leave criteria, will not be approved. If compelling or extenuating circumstances exist warranting an exception to policy request, the following procedures will be followed:

(1) Requests for exception to policy must be submitted to the HQ AETC/ATPM at [aetc\\_at\\_section@us.af.mil](mailto:aetc_at_section@us.af.mil), 60 days in advance of desired travel in order to complete necessary coordination. (Late requests will not be considered)

(2) In addition to providing general specifics of proposed travel, the request must cite the compelling and/or extenuating circumstances for authorizing travel.

(3) All requests will require first General/Flag Officer or civilian Senior Executive Service (SES) in the chain of command endorsement prior to being submitted through AFNORTH to USNORTHCOM. Chain of command endorsement does not imply that an exception to policy will be granted.

(4) APACS submission and Country/Theater clearance is required. Minimum approval authority (APACS submission) is the first General/Flag Officer or civilian Senior Executive Service (SES) in the chain of command. Follow APACS submission requirements outlined in AFNORTH FP Directive 14-011, paragraphs 7.B.1.2. and 7.B.1.4.1.

8. ENROUTE TRAVEL: Non-official travel into a prohibited state as part of an enroute travel plan with final destination into a state not prohibited may be authorized and does not require Country/Theater clearance. Travel of this nature should only be approved when conditions present undue hardship on the traveler. An approved AT plan is required that covers travel through the prohibited area and identifies the risk mitigation measures being implemented. For air travel layovers in prohibited states, the traveler must remain in the air terminal. Exception may include commercial travel to a lodging facility, but no other ground travel is authorized. Ground travel across the U.S.-Mexico border through a prohibited state to a non-prohibited state is not authorized given the travel distance.

9. EXCEPTION TO TRAVEL APPROVAL PROCESS: All travel to prohibited states requires exception to travel approval.

a. Exception to travel requests will be documented by completing the AFNORTH Mexico Exception to Travel Request Form. The required form may be obtained from unit or installation level ATRs/ATOs.

b. Exception to travel requests shall be staffed to the appropriate travel approval authority and include the AFNORTH Mexico Exception to Travel Request Form, APACS confirmation notification (if applicable) and Individual AT and Communications Plan. Minimum approval authorities cannot be waived or delegated. The approval authority must request a Force Protection (FP) Assessment from the HQ AETC/ATPM at [aetc\\_at\\_section@us.af.mil](mailto:aetc_at_section@us.af.mil) prior to making any risk acceptance decision.

c. All exception to travel request packages must be forwarded to the HQ AETC/ATPM no less than 60 duty days prior to departure. Emergency travel will be handled by exception. Upon review of request package, AETC/CC and AFNORTH/CC retain authority to disapprove travel to prohibited states if a concern with travel plans is noted or threat is a factor.

d. Approval authority must be notified within 72 hours of traveler's return from Mexico.

10. TRAVEL WARNING/ADVISORY: All personnel shall review the Department of State Travel Warning, found at <http://travel.state.gov/content/passports/english/alertswarnings.html>. Additional USNORTHCOM travel advisory information can be found in paragraph 5 of USNORTHCOM FP Directive 13-164.

11. UNIT COMMANDER RESPONSIBILITY: Commanders and military/civilian supervisors will ensure that all personnel are briefed on the prohibitions and requirements of this GO.

12. EFFECTIVE/EXPIRATION DATES: This GO is effective immediately and will remain valid until rescinded or superseded. Direct questions concerning this GO and its contents through the installation ATO to the HQ AETC/ATPM.

A handwritten signature in black ink, appearing to read "Robin Rand", written in a cursive style.

ROBIN RAND  
General, USAF  
Commander