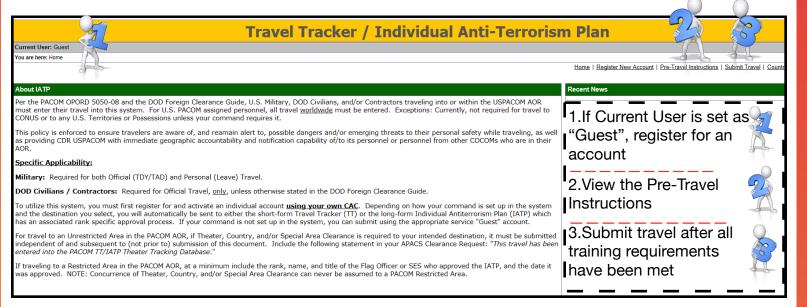
# **OCONUS TRAVEL** MEDICAL CENTER OF EXCELLENCE



## IATP (Individual Antiterrorism Plan)

## Required for ALL OCONUS Travel

- IATP Website: <u>https://iatp.pacom.mil</u>
- Use the "Register New Account" link to request access. An email will be sent to the email account you specify, with instructions to activate the account.
- Pre-Travel Instructions: <u>https://</u> <u>public.seat.nmci.navy.mil/iatp/</u> <u>default.aspx</u> (Contains training links)
- Submit the data as required, paying particular attention to the instructions on the right side of the application
- The required location-specific briefing is given <u>within</u> the IATP application
- . IATP or Travel Tracker is determine by your destination.
- Travel Tracker entries are for travel to an area that DOES NOT require approval in the system. It is a visibility/tracking tool for Commanders.

### HARD COPY

**Required Documents:** 

- Battalion Cdr's Approval Memo
- AT Level 1 Certificate
- SERE Certificate
- PRO-File/ISOPREP Memo from G2
- USFK Certificate (Korea only)
- Human Rights Certificate (generally for South America)
- Combating Trafficking in Persons (generally for South America)
- G1 submits APACS request
- G1 has final overall approval authority
- Soldiers: IATP/Hard copy required for EVERY trip OCONUS; Civilians: required for EVERY DoD-funded travel/DoD authorized travel
- Certain locations require a Force Protection Plan. Travelers will be notified when appropriate.

### **TRAINING (CAC REQUIRED)**

- AT Level 1 Training: JKO at <u>https://jkodirect.jten.mil</u>
- SERE Training: JKO at <u>https://jkodirect.jten.mil</u>
- Pre-OCONUS Travel File (PRO-File) For initial surveys, click the following link: <u>https://prmsglobal.prms.af.mil/</u> prmsconv/Profile/Survey/start.aspx
- Upon completion, complete the ISOPREP/PRO-File Verification Request Form via (SharePoint link for G2 site)
- If a PRO-File has been done previously for a deployment or overseas assignment (see example Certificate of Submission), request a verification from the G2 PRMS Manager at usarmy.jbsa.medicalcoe.other.g2-support@mail.mil.
- USFK Training (Korea only): JKO at <u>https://jkodirect.jten.mil</u>
- Human Rights Training (generally for South America): JKO at <u>https://</u> jkodirect.jten.mil
- Combating Trafficking in Persons (generally for South America): JKO at https://jkodirect.jten.mil
- JKO Account/Login Assistance <u>ikohelpdesk@jten.mil</u> or COMM: 757.203.5654, DSN: 668.5654 Monday
  Friday, 24 hours a day

# OCONUS TRAVEL



# <u>IATP</u>

- Your Command/Installation is: MEDCoE
- Requests will NOT be approved more than 60 days before travel
- In the "Additional Information box" enter USFK or Human Rights training, or other pertinent information
- There are NO exemptions
- Family and friends should be listed within the IATP as additional travelers
- Official Travel: Multiple travelers going to the same location with identical itineraries can be listed as additional travelers with the person submitting the request. Additional traveler's training dates/details MUST be entered in the "Additional Information" box.
- Soldiers PCSing OCONUS will submit an IATP request
- The right column of pages on the IATP site contain helpful tips and guidance

# HARD COPY

- Sample memo
- Per DoD Electronic Foreign Clearance Guide, the travel requirements for Alaska, Hawaii,Puerto Rico, US territories or possessions are the same as traveling within the U.S.
- Recommended best business practice: Complete all training in advance, whether traveling or not
- OCONUS Travel is a two-part process: The G1 is responsible for administrative processing, obtaining country clearance, and overall final approval authority. The G2 is responsible for verifying Force Protection requirements have been met and making recommendations to the Commander. Please ensure both obligations have been met for ALL OCONUS travel!

# **TRAINING**

- Country-specific information, Travel Alerts and Travel Warnings can be found on the U.S. State Department site <u>state.gov</u>
- Smart phone users: Download the SMART Traveler app from iTunes or Google Play Store
- S.T.E.P. Enroll in the Smart Traveler Enrollment Program. STEP is a free service to allow US citizens/nationals traveling abroad to enroll with the local US Embassy or Consulate.
- DoD Foreign Clearance Guide (https://www.fcg.pentagon.mil/) Check travel and training requirements
- SERE Training for military members: 8 hour module, DoD civilians: 3 hour module
- All training must remain current through completion of travel

#### Pre-OCONUS Travel File (PRO-File)

COMM 586-239-3701 DSN 312-273-3701 For any assistance pertaining to the following PRO-File website (https:// prmsglobal.prms.af.mil/prmsconv/ Profile/Survey/start.aspx), refer to the number above

G1: <u>usarmy.jbsa.medcom-ameddcs.mbx.g1-oconus@mail.mil</u>

· G2: usarmy.jbsa.medical-coe.other.g2-support@mail.mil