

# OCONUS TRAVEL

## MEDICAL CENTER OF EXCELLENCE



### Travel Tracker / Individual Anti-Terrorism Plan

Current User: Guest  
You are here: Home

Home | Register New Account | Pre-Travel Instructions | Submit Travel | Count

#### About IATP

Per the PACOM OPORD 5050-08 and the DOD Foreign Clearance Guide, U.S. Military, DOD Civilians, and/or Contractors traveling into or within the USPACOM AOR must enter their travel into this system. For U.S. PACOM assigned personnel, all travel worldwide must be entered. Exceptions: Currently, not required for travel to CONUS or to any U.S. Territories or Possessions unless your command requires it.

This policy is enforced to ensure travelers are aware of, and remain alert to, possible dangers and/or emerging threats to their personal safety while traveling, as well as providing CDR USPACOM with immediate geographic accountability and notification capability of/to its personnel or personnel from other COCOMs who are in their AOR.

**Specific Applicability:**

**Military:** Required for both Official (TDY/TAD) and Personal (Leave) Travel.

**DOD Civilians / Contractors:** Required for Official Travel, only, unless otherwise stated in the DOD Foreign Clearance Guide.

To utilize this system, you must first register for and activate an individual account **using your own CAC**. Depending on how your command is set up in the system and the destination you select, you will automatically be sent to either the short-form Travel Tracker (TT) or the long-form Individual Antiterrorism Plan (IATP) which has an associated rank specific approval process. If your command is not set up in the system, you can submit using the appropriate service "Guest" account.

For travel to an Unrestricted Area in the PACOM AOR, if Theater, Country, and/or Special Area Clearance is required to your intended destination, it must be submitted independent of and subsequent to (not prior to) submission of this document. Include the following statement in your APACS Clearance Request: "This travel has been entered into the PACOM TT/IATP Theater Tracking Database."

If traveling to a Restricted Area in the PACOM AOR, at a minimum include the rank, name, and title of the Flag Officer or SES who approved the IATP, and the date it was approved. NOTE: Concurrence of Theater, Country, and/or Special Area Clearance can never be assumed to a PACOM Restricted Area.

#### Recent News

1. If Current User is set as "Guest", register for an account
2. View the Pre-Travel Instructions
3. Submit travel after all training requirements have been met

### IATP (Individual Antiterrorism Plan)

Required for **ALL** OCONUS Travel

- IATP Website: <https://iatp.pacom.mil>
- 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: <https://public.seat.nmci.navy.mil/iatp/default.aspx> (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 within 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 <https://jkodirect.jten.mil>
- SERE Training: JKO at <https://jkodirect.jten.mil>
- Pre-OCONUS Travel File (PRO-File) For initial surveys, click the following link: <https://prmsglobal.prms.af.mil/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.medical-coe.other.g2-support@mail.mil](mailto:usarmy.jbsa.medical-coe.other.g2-support@mail.mil).
- USFK Training (Korea only): JKO at <https://jkodirect.jten.mil>
- Human Rights Training (generally for South America): JKO at <https://jkodirect.jten.mil>
- Combating Trafficking in Persons (generally for South America): JKO at <https://jkodirect.jten.mil>
- **JKO Account/Login Assistance** [jkohelpdesk@jten.mil](mailto:jkohelpdesk@jten.mil) or COMM: 757.203.5654, DSN: 668.5654 Monday - Friday, 24 hours a day

# OCONUS TRAVEL

## Tips



### IATP

- 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 [state.gov](http://state.gov)
- 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: [usarmy.jbsa.medcom-ameddcs.mbx.g1-oconus@mail.mil](mailto:usarmy.jbsa.medcom-ameddcs.mbx.g1-oconus@mail.mil)

• G2: [usarmy.jbsa.medical-coe.other.g2-support@mail.mil](mailto:usarmy.jbsa.medical-coe.other.g2-support@mail.mil)