DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-PL

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 3-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of Individual Antiterrorism Plan (IATP) Travel Tracker System

1. **References:**

    a. United States Pacific Command (USPACOM) Operations Order (OPORD) 5050-08, Antiterrorism, with Fragmentary Order (FRAGO) 3, 10 MAY 11.

    b. United States Army Pacific (USARPAC) Regulation 525-2, Antiterrorism, 13 Apr 2011.

    c. USARPAC Individual Antiterrorism Plan (IATP) Standard Operating Procedure (SOP), 15 AUG 13.

    d. United States Forces Korea (USFK) OPORD 5050-11, Antiterrorism/Critical Infrastructure Protection 01 JUN 11.

    e. 8th Army (8A) OPORD 14-12-11-03, Individual Antiterrorism Plan (IATP) Travel Tracker Requirements, 11 NOV 13.

2. **Purpose:** To establish procedures for implementation of the IATP Travel Tracker system.

3. **Applicability:** This policy applies to all USAG-Y military personnel on official and un-official travel (i.e. Temporary Duty (TDY), Temporary Additional Duty (TAD), Permanent Change of Station (PCS), and leave or any other type of official travel). All USAG-Y military personnel will submit IATPs for all official and unofficial travel and all assigned personnel will maintain an IATP account. Department of Defense (DOD) civilians and family members will use IATP or Travel Tracker when on official travel. DOD civilians and family members are encouraged to use Travel Tracker if on un-official travel. See Enclosure 1 for details.

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4. **Policy:** The intent of this policy is to ensure the Commander is informed regarding the travel plans of our personnel. The Commander is alerted when personnel intend to proceed to a high-threat area or when personnel become located in a high threat area. IATP allows the Commander to expeditiously inform Soldiers, Civilians, and Family Members who are travelling outside the area of operation (AO) of events that may affect their safety.

5. **Procedures:** Overview: The IATP program is a web based application that utilizes the traveler's Senior Responsible Officer (SRO) chain of command at the individual's location of assignment.

    a. USAG-Y military personnel submit IATPs for all travel off-peninsula unless the traveler meets one of the exemption criteria listed in Enclosure 1 (Travel Matrix).

    b. Department Army (DA) civilian employees, contractors and family members will submit IATP for all government funded TDY travel off-peninsula, unless the traveler meets one of the exemption criteria listed in Enclosure 1 (Travel Matrix).

    c. Once an IATP is completed by the traveler it is automatically sent to the IATP Coordinator. The IATP Coordinator reviews the IATP for completeness and accuracy then forwards the record to the IATP Approver.

    d. The level of IATP approval is based on the Force Protection Condition (FPCON) level of the traveler's destination and the SRO chain of command.

6. **Requirements:**

    a. All personnel assigned to USAG-Y are required to register for an IATP account at https://iatp.pacom.mil within thirty (30) days of arrival to the gaining unit. Reference Enclosure 3 (IATP Account Enrollment).

    b. **An IATP submission via IATP/Travel Tracker does not constitute a request for authorization to travel.** Such requests shall be submitted and approved by the traveler's chain of command prior to using IATP/Travel Tracker.

    c. Defense Travel System (DTS) travel orders will not be approved without an approved IATP, which will be uploaded to DTS as a supporting document prior to outside the continental United States (OCONUS) TDY travel in accordance with Enclosure 1 (Travel Matrix).

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    d. Specific training must be completed before an IATP can be submitted and approved. Reference Enclosure 2 (IATP Training Requirements).

7. Proponent for this policy is the USAG-Y Protection Office at DSN 738-7318. The POC is Mr. Luther Israel at Email luther.d.israel.civ@mail.mil.

Encls
1. Travel Matrix
2. IATP Training Requirements
3. Account Enrollments

MARIA P. EOFF
COL, LG
Commanding

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Enclosure 1 – Travel Matrix

1. General USAG-Y Personnel Category Requirements (IATP)

General IATP Category Requirements			
WHO	TYPE OF TRAVEL	DESTINATION	EXCEPTIONS
Military Personnel	TDY OCONUS Leave OCONUS Pass	Foreign Travel outside the Korean Peninsula	1. Travel to the United States, its possessions or territories. 2. PCS 3. Deployment
Civilian Personnel	TDY	Foreign Travel outside the Korean Peninsula	1. Travel to the United States, its possessions or territories. 2. Deployment
Contractors Supporting USAG Yongsan	TDY (Government Funded)	Foreign Travel outside the Korean Peninsula	1. Travel to the United States, its possessions or territories. 2. Deployment
Family Members	When traveling on official business for USAG Yongsan	Foreign Travel outside the Korean Peninsula	Travel to the United States, its possessions or territories.

2. General USAG Yongsan Personnel Category Requirements (Travel Tracker)

General Travel Tracker Category Requirements			
WHO	TYPE OF TRAVEL	DESTINATION	EXCEPTIONS
Military Personnel	CONUS Travel	United States or U.S. Territory	Complete TT
Civilian Personnel	CONUS Travel	United States or U.S. Territory	Highly Encouraged
Contractors Supporting USAG-Y	CONUS Travel	United States or U.S. Territory	Highly Encouraged
Family Members	CONUS Travel	United States or U.S. Territory	Highly Encouraged

3. IATP. All personnel (Military, Civilian, Contractor and Family Members) assigned to USAG-Y traveling on official orders to an OCONUS location will complete an IATP and

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receive approval prior to the completion of DTS and departure. This applies to all
official (TDY) travel when the latter is not part of a unit deployment or PCS move. This
does not apply to travel within the foreign country of assignment (i.e. Republic of
Korea). To clarify, travel to the United States and U.S. territories does not require an
IATP. Travel as part of an off-peninsula exercise **requires** completion of an IATP (See
Annex C, 8A OPORD 14-15-11-03 (IATP Requirements))

4. Travel Tracker. Military personnel assigned to USAG-Y will complete a Travel
Tracker (TT) when traveling to the United States or U.S. territory. USAG-Y Civilians,
Contractors, and Family Members are **highly encouraged** to submit a Travel Tracker
(TT) for personal travel. The travel tracker is submitted through the IATP system and
allows USAG-Y to obtain accountability of all personnel traveling who do not meet the
mandatory requirements of an IATP submission, in case of an emergency.

5. U.S. Territories and Possessions:

    a. Federated States of Micronesia

    b. Guam

    c. Marshall Islands

    d. Northern Mariana Islands

    e. Palau

    f. Puerto Rico

    g. American Samoa

    h. U.S. Virgin Islands

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Enclosure 2 – IATP Training Requirements

1. The following training is required prior to submitting an IATP. IATP coordinators
ensure training is conducted within the required timeframe before forwarding the IATP
for approval. If training is not completed within the required timeframe, the IATP will not
be processed for approval.

Training	Required Timeframe	Web Link
AT Level 1 Awareness Training	Within 12 months of completion of travel	https://atlevel1.dtic.mil/at/
Isolated Personnel Report (ISOPREP) /Personnel Recovery Mission Software (PRMS)	One time input, updates as required	https://www.us.army.mil/suite/page/382779 If website is down, see your S-2 for changes or completing a new ISOPREP
Survival, Evasion, Resistance and Escape (SERE) 100	Within 36 months of completion of travel	https://jkodirect.jten.mil/Atlas2/faces/page/desktop/DesktopHome.seam?tabId=1&cid=tab_1
Travel to Korea	USFK Required Training	http://www.usfk.mil/usfk/content.theater.required.training.52
Travel to SOUTHCOM AOR	Human Rights Training	https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?cid=91038 Course number N-US649-HB
AOR Specific Brief	Within 90 days of travel	Conducted Tuesday and Thursday through the 8A Special Security Officer (SSO)

* IATPs require the certificate number from your Level I AT Awareness Training
Certificate. Certificate numbers are automatically generated upon completion of training
and are different on each certificate.

2. If a Group IATP is submitted for travel to an off-peninsula exercise, the exercise lead
is responsible for ensuring all travelers have completed the required training and must
maintain training documentation for at least one year. Training documentation will be
inspected during Command Inspection Program (CIP)s.

3. Alternate instructions for completing Isolated Personnel Report (ISOPREP). Due to
the ongoing issues with PRO-file the below is the alternative method for ISOPREP
submission.

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Note: A completed Form DD 1833 (ISOPREP) is classified as Confidential. All completed Form DD 1833 (ISOPREP) must be stored and transmitted in accordance with applicable regulations.

    a. Army Personnel who need to submit an ISOPREP should contact their UNIT PRMS MANAGER and enter their information directly into PRMS.

    b. If that is not an option then:

        (1) Units should contact the PRMS Help Desk and inform them of the need to submit an ISOPREP. (Comm: 586-239-3701; DSN: 312-273-3701 or email: prmsmail@enclave.jrico.osis.gov)

        (2) Download the electronic pdf of the ISOPREP (FAQ #22) at https://prmsglobal.prms.af.smil.mil/prms215/Login/start.aspx (Please note the website is SIPR only).

        (3) Fill out the ISOPREP, scan it as a .pdf and save as "Last Name Last 4 of SSN" (i.e. Rock0123)

        (4) Take two digital photos for each ISOPREP, one front, one right profile and save as a.jpg as "LastNameLast4 SSN on photo position" (i.e. Rock0123Front)

        (5) Ensure that each ISOPREP is correctly filled out to include proper statements, authentication number, etc.

        (6) Ensure that there is a good POC for each ISOPREP.

        (7) Email the ISOPREP and both photos to: PRMSMail@jricp.dia.smil.mil

    c. PRMS POC is U.S. Forces Korea DSN (315) 784-6945.

    d. Priority for this alternative goes to deploying units first. All others who do not have a time critical need should wait until the PROFILE system is back up.

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Enclosure 3 – IATP Account Enrollment

1. To begin the IATP/TT process, go to the website at https://iatp.pacom.mil/ or 8A
Portal under G3 (Antiterrorism Page) link marked 'Travel Tracker Individual
Antiterrorism Plan'.

    a. Once at the website select "Register New Account".

    b. Enter required information; First Name, Last Name and valid e-mail address.

    c. You will receive an e-mail to 'activate' your account.

    d. Open the e-mail click on the activate button and you will be complete. You will
receive another e-mail stating your account is activated.

Registering for a new account.

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Travel Tracker / Individual Anti-Terrorism Plan

Current User: Guest   Apr 11, 2012 01:26 Z
You are here: Home

Home | Register New Account | Pre-Travel Instructions | Submit Travel | Country Threat Matrix | Help

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 reamain 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

PACOM IATP Website
Posted on: 2010-08-31 18:35:14 UTC
Welcome to the new PACOM IATP website. An account is required to submit travel entries. If you do not have an account, please click on the 'Register New Account' link.

Pre-Travel Training and Instructions

Review Pre-Travel training and instructions at:
https://public.aset.nmci.navy.mil/iatp

Contact

Fill in all Blocks: Military Choose (Mil Service) Than Rank.

Travel Tracker / Individual Anti-Terrorism Plan

Current User: Guest   Apr 11, 2012 01:28 Z
You are here: New Registration

Home | Register New Account | Pre-Travel Instructions | Submit Travel | Country Threat Matrix | Help

New Registration

Service	USA
Rank	GEN
First Name (Required)	Stephen
Middle Name	W
Last Name (Required)	Gamble
E-mail (Required)	hen w.gamble.civ@mail.mil
Intercept E-mails	(Optional) Automatic notification rerouting for coordinators and flag officers only. Please separate each address with a semi-colon.

Submit

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You will immediately receive an email: Activate the account

From:	no-reply@iatp.pacom.mil	Sent: Wed 4/11/2012 10:32 AM
To:	Gamble, Stephen W CIV (US)	
Cc:		
Subject:	Individual Anti Terrorism (IATP) account activation instructions	

Your account has been created with Individual Anti-Terrorism Plan (IATP). Click on the url below to activate your account.

https://iatp.pacom.mil/register/KQyY7N1sq27rHRywZVDA

If the above URL does not work try copying and pasting it into your browser. If you continue to have problem, please feel free to contact us.
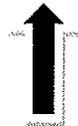
Activate the Account

Travel Tracker / Individual Anti-Terrorism Plan

Current User: Guest
You are here: Home > Register Account

Home | Register New Account | Pre-Travel Instructions | Submit Travel | Country Threat Matrix | Help

Activate your account

Activate

You are complete!