



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

09 OCT. 2018.

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 42

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of Individual Antiterrorism Plan Tracking System/ Travel Tracker

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. USAPAC 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 Individual Antiterrorism Plan (IATP) Tracking System.

3. **APPLICABILITY:** This policy applies to all USAG Yongsan Casey military personnel on official and un-official travel (i.e. TDY, TAD, PCS, and leave or any other type of official travel). All USAG Yongsan-Casey 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/Travel Tracker when on official travel. DOD civilians and Family Members are encouraged to use Travel Tracker if on un-official travel.

IMYN-ZA

SUBJECT: Implementation of Individual Antiterrorism Plan Tracking System/ Travel Tracker

4. **POLICY:** The intent of this policy is to ensure the commander is informed regarding the travel plans of their 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 AO of events that may affect their safety.

5. **PROCEDURES:** Overview: IATP/Travel Tracker is a web based application accessed via the NIPRNET. It utilizes the traveler's Senior Responsible Officer (SRO) chain of command at the individuals' location of assignment. It is CAC-enabled and users will be prompted for CAC card verification. No password is required to access the site at the following link: <https://iatp.pacom.mil>

a. USAG Yongsan Casey military personnel submit IATPs for all travel off peninsula unless the travel 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 and 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 Yongsan Casey 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 request 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 too.

IMYN-ZA

SUBJECT: Implementation of Individual Antiterrorism Plan Tracking System/ Travel Tracker

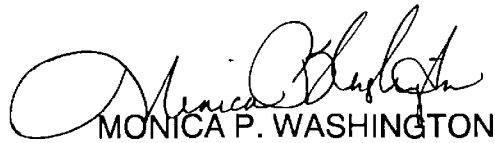
d. Outside the Continental United States (OCONUS) TDY travel in accordance with Enclosure 1 (Travel Matrix).

e. 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 Yongsan - Casey DPTMS Branch at 738-7905. The POC is Mr James Baker at james.a.baker1.civ@mail.mil.

Encls

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


MONICA P. WASHINGTON
COL, LG
Commanding

Travel Matrix

1. General USAG YONGSAN CASEY Personnel Category Requirements (IATP)

General IATP Category Requirements			
WHO	TYPE OF TRAVEL	DESTINATION	EXCEPTIONS
Military Personnel	TOY 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	TOY	Foreign Travel outside the Korean Peninsula	1. Travel to the United States, its possessions or territories. 2. Deployment
Contractors Supporting USAG Yongsan	TOY (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 YONGSAN CASEY traveling on official orders to an OCONUS location will complete an IATP and 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

Encl (1)

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, BA OPOD 14-15-11-03 (IATP Requirements))

4. Travel Tracker. Military personnel assigned to USAG YONGSAN CASEY will complete a Travel Tracker (TT) when traveling to the United States or U.S. territory. USAG YONGSAN CASEY 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 YONGSAN CASEY 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

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.dtc.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=tab1
Travel to Korea	USFK Required Training	http://www.usfk.mil/usfk/content.theater.required.trainino.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 SA 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.

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: pr2rmsmail@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.

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.

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

f. 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: pr2rmsmail@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

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

h. 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.

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

IATP Account Enrollment

1. To begin the IATP process, go to the website at <https://iatp.pacom.mil/> or BA 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.

IATP: IATP - Windows Internet Explorer
https://iatp.pacom.mil/

Links Customize Links
Portal - Board File IATP: IATP

Individual Anti-Terrorism Plan

Current User: Guest Sep 09, 2010 01:52 Z
You are here: Home

[Register New Account](#) | [Home](#) | [Submit Travel](#) | [Country Threat Matrix](#) | [Help](#)

About IATP

According to the direction in USPACOM OPOD 5050-08 (Mar 08), all DOD personnel must complete an Individual Anti-Terrorism (AT) Plan (IATP) prior to deploying or travelling to countries or areas within the USPACOM AOR that are not part of the United States, its territories, or possessions. This policy is enforced to ensure that travellers are aware of their surroundings and alert to possible dangers and/or emerging threats while travelling. For clarification, this requirement applies to military personnel for all official (TAD) and unofficial (leave) travel. It also applies to DOD civilians and family members when travelling in an official capacity.

The Individual AT Plan application is designed to automate the process of routing the approval process of travel requests. It enables all travellers, command IATP coordinators, and decision-makers (Flag Officers or SES) to submit, manage, and approve/disapprove IATP requests.

The Pre-Travel training and instructions can be found on the COMPACFLT Share Point site:
<https://public.seat.nmci.navy.mil/iatp/default.aspx>

Contact

If there are any questions in regard to this website, please feel free to contact:

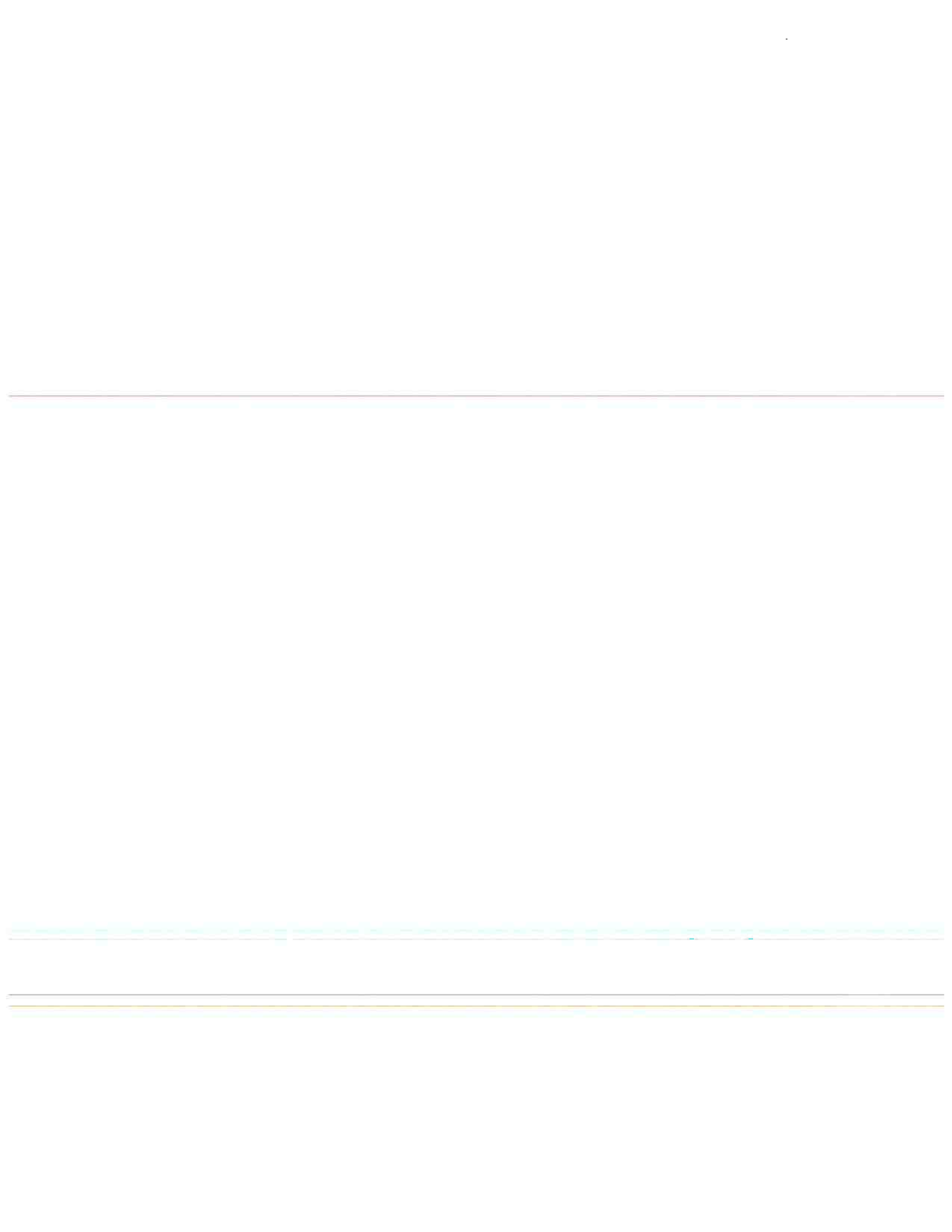
James Rollison
COMPACFLT
jim.rollison@navy.mil
808.474.6790

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.

Done Trusted sites | Protected Mode: Off 100%



IATP VERIFICATION INSTRUCTIONS EMAIL

-----Original Message-----

From: no-reply@iatp.pacom.mil [mailto:no-reply@iatp.pacom.mil]

Sent: Wednesday, September 08, 2010

To: (Name, Unit)

Subject: Individual Anti Terrorism (IATP) account verification instructions

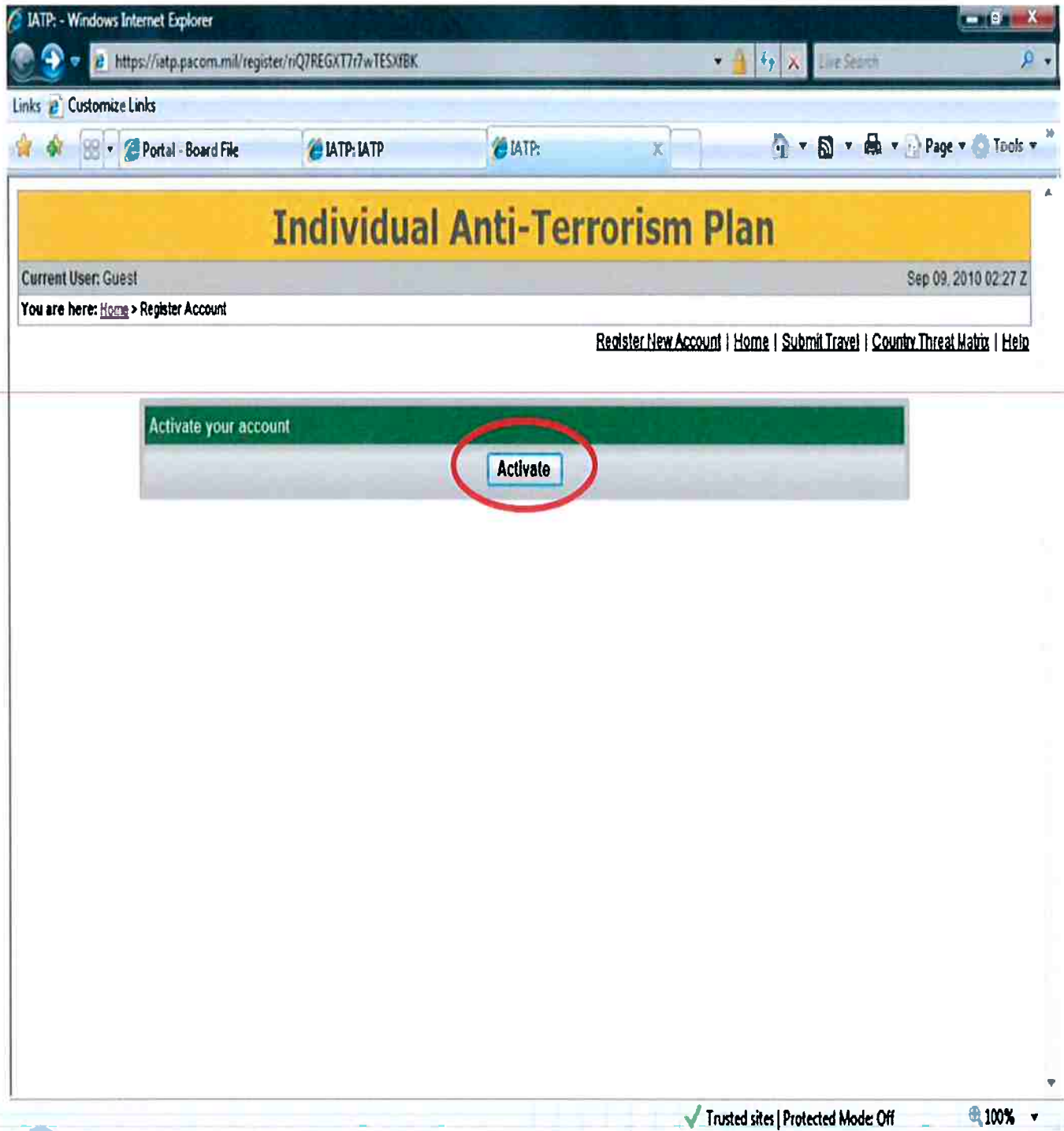
Account reverification was requested for your account with Individual Anti-Terrorism Plan (IATP). Click on the url below to reverify your account.

[https://iatp.pacom.mil/register/\(XXXXXXXXXXXXXXXXXXXXX\)](https://iatp.pacom.mil/register/(XXXXXXXXXXXXXXXXXXXXX))

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.

Classification: UNCLASSIFIED

Caveats: FOUO



IATP ACTIVATION COMPLETE EMAIL

-----Original Message-----

From: no-reply@iatp.pacom.mil [mailto:no-reply@iatp.pacom.mil]

Sent: Wednesday, September 08, 2010

To: (Name, Unit)

Subject: Activation Complete

Your Individual Anti-Terrorism Plan (IATP) account has been activated.

<https://iatp.pacom.mil/>

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.

Classification: UNCLASSIFIED

Caveats: FOUO