**DEPARTMENT OF THE AIR FORCE**
337TH AIR SUPPORT FLIGHT (PACAF)
U.S. EMBASSY CANBERRA, AUSTRALIA

27 July 2015

MEMORANDUM FOR DOD MEMBERS ASSIGNED TO AUSTRALIA

FROM: 337 ASUF/CC

SUBJECT: Completion of USPACOM Travel Tracker and Individual Antiterrorism Plan

1.  This memorandum implements USPACOM guidance for members posted to Australia to establish a USPACOM Travel Tracker (TT) account and develop an Individual Antiterrorism Plan (IATP).  Individuals who follow the guidance outlined herein satisfy the requirements of (U/FOUO) MOD 2 to USPACOM FP Directive 15-001DTG 160155Z APR 15, Paragraphs 4.D.6, 4.E.4, and 4.E.7.  This guidance is applicable to DoD members permanently assigned to Australia and on Annex B of the USEMBASSY Canberra – USPACOM Force Protection Memorandum of Agreement signed 15 May 2015.

2.  Members will complete an IATP at the Common Access Card-enabled website (https://iatp.pacom.mil/).  In order to complete the IATP members must have completion dates for the following training:

      a.  Level 1 ATFP Awareness via JKO

      b.  ISOPREP / PRMS:  SIPR https://prmsglobal.prms.af.smil.mil, or NIPR https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx

      c.  SERE 100.1 Level A Code of Conduct Training via service links

Currency requirements and website links for the above events can be found on the Pre-Travel Instructions page of the IATP website.

3.  Due to limited CAC access throughout Australia, 337<sup>th</sup> ASUF urges members to complete the TT/IATP prior to permanent change of station.  Members without CAC access or with other questions can contact the 337<sup>th</sup> ASUF at 337asuf.cc@us.af.mil for further guidance.

MICHAEL D. KING, Lt Col, USAF
Commander

Attachment: IATP Help Sheet

# INDIVIDUAL ANTI-TERRORISM PLAN (IATP) Help Sheet

*CAC Enabled site.  In the event you don't have CAC access to the website Contact the 337th for additional guidance*

Site: https://iatp.pacom.mil/

| Page 1: Traveler Information | |
|---|---|
| Command | 337TH AIR SUPPORT FLIGHT CANBERRA - *337th is the submitting command for purposes of the IATP* |
| Basis for travel | PCS |
| Service | *Branch of Service* |
| Rank | *Military Rank* |
| Last Name | *Self Explanatory* |
| First Name | *Self Explanatory* |
| Middle Name | *Self Explanatory* |
| Phone Number | *Include country code*  (+61) *and your work phone number* |
| Email Address | *Work email address* |
| Additional Email Address | *Another email address where you regularly receive mail* |
| Carrier | *Mobile Phone Carrier -* none (No Australian Carriers are listed) |
| Text Message Number / ID | *None - you cannot enter a number here without a carrier* |
| **Alternate Duty Personnel** | *Not required* |
| **Page 2: Destinations** | |
| Country | Australia |
| State or Province | *New South Wales, Australian Capital Territory  etc.* |
| City | *Australian City of workplace* |
| Zip or Postal | *Australian Postal Code for workplace* |
| Start Date | *Date reported to Australia on PCS Orders* |
| End Date | *Anticipated date of departure from Australia on PCS orders* |
| Workplace Location | *Full address and name of work location or installation* |
| Workplace Phone Number | *Full number to work location (include Country code)* |
| Workplace Security Provider | *Auto-filled, but review in case there are any difference based on local conditions* |
| Lodging Location | *Full address and name of home or hotel location or installation.  Include city and postal code* |
| Lodging Phone Number | *Full number of home or mobile phone (include Country code)* |
| **Page 3: Instructions (No inputs)** | |
| **Page 4: Additional Travelers** | |
| # of Additional Travelers | *Number of Dependents* |
| **Additional Traveler Information - As required** | |
| Service | *CIV/CONT* |
| Rank | *DEP* |

| | |
|---|---|
| Last Name | *Last Name of Dependent* |
| First Name | *First name of dependent* |
| Middle Name | *Middle Name of Dependent or NMI* |
| Email Address | *Email address of dependent* |
| **Page 5: Chain of Command** | |
| Local Command Information | |
| UIC | *Not required* |
| Command organization/ Office Code | *Name of local Australian or DoD Command unit* |
| Travelers command 24 Hour Contact Number | *Local duty officer phone number* |
| First Flag or SES in Chain of Command | *Only one choice if you select 337th Air Support Flight Canberra as the Command on page one* |
| **Command Coordinators: No input required** | |
| **Supervisor: Should be a DoD Supervisor in the local area.** **If none, use Agency Headquarters** | |
| Service | *Self Explanatory* |
| Rank | *Self Explanatory* |
| Full Name | *Self Explanatory* |
| Phone Number | *Full number to work location (include Country code)* |
| Email Address | Email address of dependent |
| **Approver** | |
| Service | USAF |
| Rank | Lt Col |
| Full Name | Michael D. King |
| Phone Number | +61262145880 |
| Email Address | michael.king.7@us.af.mil |
| **Additional Emails** | |
| Additional Chain of Command E-mail Addresses | None Required |
| **Page 6: Preparation** | |
| Leave control number | *N/A* |
| Will Weapons be carried | *More than likely leave unchecked* |
| Level 1 ATFP Awareness Training | *Enter completion date (Must be a date within 12 months of the plan development)* |
| Certificate Number | *Enter ATFP Level 1 certificate number* |
| Date of Location / Area Specific Training | *See instructions and links on the form* |
| Date of last completed SERE 100.1 Level A Training | *Enter completion date* |
| Date of Last ISOPREP verification in PRMS | *Enter review date - See instructions on the IATP Site for currency requirements  NIPRNet Link: https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx* |
| **Page 7: Matrix** | |
| Buddy Rule | *Not required.  Will implement if directed for Australia* |

| | |
|---|---|
| Threat Matrix | *Review only* |
| **Page 8: Transportation** | |
| **Air Initial** | |
| Departure Date | *Date departing for Australia on PCS orders* |
| Departure City | *Previous permanent duty station to Australia* |
| Destination City | *Destination City of duty location within Australia (see instructions in program)* |
| Airline | *Auto-filled, but review in case there are any difference based on local conditions* |
| **Air Return** | |
| Departure Date | *Estimated final departure date from Australia(PCS)* |
| Departure City | *Where you will begin your PCS (most likely your PDS)* |
| Destination City | *Best guess* |
| Airline | *Auto-filled, no need to change* |
| **Ground - Intra-Area After Arrival** | |
| Method 1 | *Auto-filled as taxi, but should more likely be POV or Bus* |
| Method 2 | *Auto-filled as bus, but should more likely be POV or Bus* |
| Other Method | *Auto-fill* |
| **Page 9: Miscellaneous** | |
| **Additional Information** | *As required* |
| **Medical** | |
| Medical Services Availability Briefing Date | *Use the date your received your TRICARE (or other health insurance) briefing* |
| Medical Services Concerns Briefing Date | *Use the date you reviewed country specific information on the CDC Website (http://www.cdc.gov/travel/)* |
| **Communication** | |
| American Embassy telephone numbers | *Auto -filled* |
| On-Installation Police Telephone Number | *Auto defaults to will obtain on arrival - change as appropriate* |
| Off-Installation Police Telephone Number | 000 |
| **Awareness** | |
| Primary Safe Haven | *Auto-filled to "U.S. Military installations…".  Change to embassy, consulate, or ADF installation as appropriate* |
| Alternate Safe Haven | *Auto-filled.  Adjust as appropriate* |
| **Page 10: Acknowledgement** | *Read information and agree by checking the box at the bottom of the page* |
| **Page 11: Confirm** | *Click Submit* |