# INDIVIDUAL ANTI-TERRORISM PLAN (IATP) Help Sheet

**Page 1: Traveler Information**  
**Personal Information:**  
- **Unit/Organization:** Search for your command  
- **Basis For Travel:** Leave or TAD/TDY  
- **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:** Select country from drop-down menu  
- **State or Province:** Self Explanatory  
- **City:** Self Explanatory  
- **Zip or Postal:** Self Explanatory  
- **Start Date:** Anticipated date of arrival  
- **End Date:** Anticipated date of departure  
- **Workplace Location:** Only required for TAD/TDY  
- **Workplace Phone Number:** Only required for TAD/TDY  
- **Workplace Security Provider:** Only required for TAD/TDY  
- **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)  
- **Lodging Security Provider:** Routine police / security patrols (Autofill)  
- **Add Destination:** If traveling to more than one location select "Add Destination" and repeat Page 2 instructions  
- **Resources:** May populate based on destinations; ensure box is checked  

**Page 3: Instructions**  
- **Review:** (No inputs)  

**Page 4: Additional Travelers**  
- **# of Additional Travelers:** Number of Dependents  
- **Additional Traveler Information:** As required
Service | From Drop-down, select (applicable Service or Other DoD) 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:** UIC
- **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:** Select from dropdown

**Command Coordinators**
- **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:** Work email address

**Pre-Flag Endorser**
- **Service:** Self Explanatory
- **Rank:** Self Explanatory
- **Full Name:** Self Explanatory
- **Phone Number:** Full number to work location (include Country code)
- **Email Address:** Work email address

**Additional Chain of Command E-mail Address**
- **As Required**

**Page 6: Preparation**

**Reason for Travel**
- Self Explanatory

**Leave Control Number**
- N/A or TBD if not yet approved

**Will weapons be carried during this travel?**
- Self Explanatory

**Level 1 ATFP Awareness Training**
- Enter completion date (Training date currency varies by location so IATP will adjust automatically)

**Certification Number**
- Enter ATFP Level 1 certificate number

**Date of Location/Area Specific training**
- Enter completion date (Review DoS Location Briefs and any other required briefs)

**Date of last completed SERE 100.2 Level A Training**
- Enter completion date (Training date currency varies by location so IATP will adjust automatically)

**Date of last ISOPREP verification in PRMS**
- Enter review date - See instructions on the IATP Site for currency requirements

**Country Specific Information**
- Review DoS country specific information for unclassified AOR Location Specific Brief
### Page 7: Matrix

<table>
<thead>
<tr>
<th>Buddy Rule Narrative</th>
<th>If required, describe how you will meet this requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threat Matrix</td>
<td>Review only</td>
</tr>
</tbody>
</table>

### Page 8: Transportation

<table>
<thead>
<tr>
<th>Air - Initial</th>
<th>Self Explanatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date</td>
<td></td>
</tr>
<tr>
<td>Departure City</td>
<td></td>
</tr>
<tr>
<td>Destination City</td>
<td></td>
</tr>
<tr>
<td>Airline</td>
<td>Auto-filled, but review in case there are any difference based on local conditions</td>
</tr>
<tr>
<td>Air - Return</td>
<td>Self Explanatory</td>
</tr>
<tr>
<td>Departure Date</td>
<td></td>
</tr>
<tr>
<td>Departure City</td>
<td></td>
</tr>
<tr>
<td>Destination City</td>
<td></td>
</tr>
<tr>
<td>Airline</td>
<td>Auto-filled, but review in case there are any difference based on local conditions</td>
</tr>
<tr>
<td>Ground - Intra-Area After Arrival</td>
<td>Auto-filled as taxi, but should more likely be POV or Bus</td>
</tr>
<tr>
<td>Method 1</td>
<td></td>
</tr>
<tr>
<td>Method 2</td>
<td></td>
</tr>
<tr>
<td>Other Method</td>
<td></td>
</tr>
<tr>
<td>Ground - Intra-Area After Arrival</td>
<td>Auto-fill</td>
</tr>
</tbody>
</table>

### Page 9: Miscellaneous

<table>
<thead>
<tr>
<th>Additional Information</th>
<th>As required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>Medical Services Availability Briefing Date</td>
<td>Use the date you reviewed country specific information on the CDC Website (<a href="http://www.cdc.gov/travel/">http://www.cdc.gov/travel/</a>)</td>
</tr>
<tr>
<td>Medical Services Concerns Briefing Date</td>
<td>Use the date you reviewed country specific information on the CDC Website (<a href="http://www.cdc.gov/travel/">http://www.cdc.gov/travel/</a>)</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>American Embassy telephone numbers</td>
<td>Autofill</td>
</tr>
<tr>
<td>On-Installation Police Telephone Number</td>
<td>Auto defaults to will obtain on arrival - change as appropriate</td>
</tr>
<tr>
<td>Off-Installation Police Telephone Number</td>
<td>Auto defaults to will obtain on arrival - change as appropriate</td>
</tr>
<tr>
<td>Awareness</td>
<td></td>
</tr>
<tr>
<td>Primary Safe Haven</td>
<td>U.S. Military installations, if available; American Embassy; Local Police Station</td>
</tr>
<tr>
<td>Alternate Safe Haven</td>
<td>Auto defaults to will obtain on arrival - change as appropriate</td>
</tr>
</tbody>
</table>

### Page 10: Acknowledgement

Read information and agree by checking the box at the bottom of the page

### Page 11: Confirm

Click Submit