



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
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PENSACOLA, FLORIDA 32508-5220

NETCINST 5530.2C  
N005  
12 Jun 2024

NETC INSTRUCTION 5530.2C

From: Commander, Naval Education and Training Command

Subj: TRAVEL TRACKER NOTIFICATION AND INDIVIDUAL ANTI-TERRORISM PLAN SYSTEM REQUIREMENT

Ref: (a) DoD Electronic Foreign Clearance Guide  
(b) OPNAVINST F3300.53D  
(c) The Joint Travel Regulations (JTR) of 1 March 2024

Encl: (1) Travel Tracker and Individual Anti-Terrorism Plan System Guidance  
(2) Pre-Travel Checklist  
(3) Naval Education and Training Command Travel Tracker and Individual Anti-Terrorism Plan Command Registration

1. Purpose. To require the use of the Travel Tracker (TT) Notification and Individual Anti-Terrorism (AT) Plan (IATP) Program throughout Naval Education and Training Command (NETC). The TT and IATP Program enhances AT awareness and ensures official requirements are completed when traveling abroad. Additionally, TT and IATP provides an automated process to approve a traveler's plan prior to travel.

2. Cancellation. NETCINST 5530.2B.

3. Background

a. The TT and IATP Program, developed and maintained by Commander, U.S. Pacific Fleet (COMPACFLT), is designed to automatically notify an individual traveler in the event of increases to threat levels, sudden combatant commander (COCOM) travel restrictions, Secretary of State issued public announcements, or travel warnings. It is an automated tool, initiated by the traveler prior to foreign travel, used to ensure an individual is briefed and understands relevant threats and conditions at their destination. Additionally, the TT and IATP Program provides commands the ability to readily account for transient personnel on travel outside the continental United

States (OCONUS). The TT and IATP Program, is developed and maintained on the COMPACFLT web based automated program located at <https://iatp.pacom.mil/>.

b. The TT and IATP is a two-part system. Depending on the destination, the system prompts the traveler to complete the TT or the IATP function.

(1) The TT is used when traveling to an area that does not require command approval in the system, and it provides the command visibility on command personnel performing travel OCONUS in the event of emergencies.

(2) The IATP is used when traveling to an area that requires command approval in the system. When command approval is required, IATP will automatically electronically route the request to the listed approver.

NOTE: The TT and IATP requirements may not always be the same as the requirements in reference (a). This is due to changes in travel requirements which have not been updated in both the TT and IATP system and reference (a).

c. Use of the TT and IATP system must be included as part of the command approval process when traveling OCONUS. It is not intended to replace the traditional means for requesting leave travel approval (e.g., leave request or form, special requests, temporary additional duty request, and travel orders). Completing a TT and IATP submission is the final step required in the pre-travel process prior to submitting theater and country clearance requests via the Aircraft and Personnel Automated Clearance System (APACS).

d. The U.S. Department of State (DoS) Smart Traveler Enrollment Program (STEP) is a no-cost service that enables U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. embassy or consulate. Enrollment in STEP can be completed on the internet at <https://step.state.gov/step>.

e. The Department of Defense (DoD) Electronic Foreign Clearance Guide (FCG) is a web site that contains sensitive information based on bilateral arrangements between U.S. and foreign government officials. The information contained within this web site is not releasable outside the U.S. Government

(e.g., not releasable to foreign nationals, posting on social media) unless approved by the information owner. The FCG provides guidance and clearance requirements for aircraft international mission planning and execution, DoD and DoD-sponsored personnel official foreign travel, as specified within individual DoD FCG country pages. The FCG is available online at <https://apacs.milcloud.mil/fcg> and on the secure internet protocol router (SIPR) network (SIPRNet) at <https://apacs.milcloud.smil.mil/fcg>.

f. APACS is a web-based tool designed to aid DoD aircraft mission planners, operators, and DoD travelers on official business overseas (and in some cases on unofficial or leave status) to meet the clearance requirements outlined in the FCG. APACS is the conduit from the clearance requestor to the clearance approver. It can be accessed online at <https://apacs.milcloud.mil/apacs> and on the SIPRNet at <https://apacs.milcloud.smil.mil/apacs>.

#### 4. Applicability

a. References (a) and (b) establish the travel requirements, including IATP, for official and unofficial overseas travel.

b. Reference (a) takes precedence over this instruction in instances where there are conflicts.

c. Personnel required to use the TT and IATP program:

(1) Active-Duty personnel on official or unofficial OCONUS travel.

(2) Civilian personnel on official OCONUS travel or when directed by reference (a). Although not required, it is strongly encouraged that civilian personnel traveling OCONUS on unofficial travel to use the TT and IATP system.

d. Personnel required to use STEP:

(1) All military must enroll in STEP when traveling outside the United States as per reference (b).

(2) As per reference (b) all Department of the Navy

(DON) civilian personnel are required to enroll in STEP when conducting official travel outside of the United States and are encouraged to do so when on unofficial travel. Family members of military personnel, DON civilian personnel, and contractors are also encouraged to enroll with STEP.

e. Individual Travel Requirements (official travel, temporary duty, temporary additional duty, permanent change of station, and leave).

(1) All military, DON civilians, and contractor personnel traveling under DoD sponsorship in support of a DoD contract will comply with the travel requirements delineated in the FCG and as augmented by the associated geographic combatant commands. Navy family members must comply with these requirements when traveling in an official capacity under DoD sponsorship.

(2) Travel restrictions do not apply to DON civilians and Navy family members when in an unofficial travel status, unless otherwise stated in the FCG. However, DON civilians and Navy family members are encouraged to observe these restrictions.

(3) The requirement to develop AT plans does not apply to unofficial travel for DON civilians and Navy family members, unless otherwise stated in the FCG. However, DON civilians and Navy family members are encouraged to develop these plans as an added measure of caution.

(4) DON civilians and Navy family members are encouraged to take recommended security actions as delineated in the FCG. These recommendations vary from area of responsibility (AOR) to AOR.

f. Enclosures (1) and (2) are provided as basic guidance when using the TT and IATP Program to assist the traveler in preparing their TT and IATP submission. They are generic in nature, not all inclusive, and are not directive in nature. Specific country requirements can be found in reference (a).

g. Passports

(1) Blanket approval and reimbursement for the use of no-fee official (red) passports is not authorized.

(2) Military personnel, DON civilians, and Navy family members who are traveling for official purpose must follow all passport and identification requirements outlined in the FCG. The FCG is available online at <https://apacs.milcloud.mil/fcg> and on the SIPRNet at <https://apacs.milcloud.smil.mil/fcg>.

(3) Military personnel, DON civilians, and their families traveling on official orders to or from countries designated with threat levels of "significant" or "high" by commercial air arranged by Navy passenger transportation office are authorized, but not required, to obtain and use the regular fee passport (blue) for security reasons. Travelers electing to exercise that option are responsible for obtaining the regular fee passport and all required visas. Reimbursement for passports and visas obtained under those conditions are authorized by reference (c), and payment will be made on submission of appropriate documentation.

(4) The use of the regular fee passport obtained at government expense in connection with commercial air travel does not replace or delete the requirement to obtain and use the official no-fee passport (red) in connection with official business when required by the foreign country to be visited, as shown in the FCG. Some countries have strict rules as to type of passport or visa required for entry.

(5) Official passports will not be used for unofficial travel.

(6) Individuals traveling solely by military air or Air Mobility Command charter will not be reimbursed for regular fee passports, unless U.S. government transportation became available on short notice (e.g., after commercial travel arrangements had been made and passport purchased). Reimbursement for regular fee passports for personal travel is not authorized.

5. Responsibilities

a. Commander, NETC (CNETC): CNETC is the IATP final approval authority for all personnel in the NETC domain traveling to areas identified as "Restricted" in reference (a) or the TT and IATP system.

b. NETC AT Officer (ATO)

(1) Serve as the TT and IATP coordinator for NETC Headquarters.

(2) Review and advise CNETC for IATPs to restricted areas.

(3) Assist NETC commands in establishing their initial "Approval Hierarchy" in the TT and IATP system.

c. Commands

(1) Establish and maintain a TT and IATP command account. To establish a new command account complete and submit enclosure (3) to your immediate superior in command (ISIC) security office or ATO.

(2) Designate a command IATP approver.

(3) Designate a command IATP coordinator.

NOTE: The IATP approver and coordinator may be the same person. Enclosure (1) provides IATP system guidance.

(4) Commanding officers (CO) will establish an IATP account in order to submit IATP requests as the pre-flag endorser for travel to restricted areas as identified in reference (a).

(5) Ensure command personnel arranging OCONUS travel adhere to this instruction.

d. IATP Approver

(1) Designated by the CO.

(2) When required by travel destination, review the IATP and make approval decision. Enclosure (1) provides general guidance.

e. TT and IATP Coordinator

(1) Designated by the CO.

(2) Set IATP system permissions for the command, to include the command IATP approver.

(3) When required by reference (a) or this instruction, ensure all TT and IATPs are submitted utilizing the COMPACFLT web based automated program located at <https://iatp.pacom.mil/>.

(4) Verify and endorse the traveler's IATP indicating all pre-travel training and briefing requirements listed in reference (a) have been met. Enclosure (1) provides general guidance.

(5) Verify and endorse the traveler's IATP indicating all pre-travel training and briefing requirements listed in reference (a) have been met. Enclosure (1) provides general guidance.

f. Individual Travelers

(1) Ensure the TT and IATP coordinator is aware of all OCONUS travel.

(2) Ensure all training and requirements listed in reference (a) are completed and reported to the TT and IATP coordinator.

(3) Family members who do not have a common access card (CAC) but require AT level I awareness training for travel purposes can complete the training at Joint Knowledge Online (JKO) by registering as a non-government personnel or sponsored account at <http://jko.jten.mil/courses/at11/launch.html>, and enrolling in course #JS-US007 to receive the training. The printed certificate serves as proof of completion per reference (b).

(4) Contractors who possess a CAC may complete this training via Navy E-Learning. Contractors who do not own a CAC can complete this training at the following web site: <http://jko.jten.mil/courses/at11/launch.html>, and enrolling in course #JS-US007 to receive the training. The printed certificate serves as proof of completion per reference (b).

(5) Initiate and submit individual TT and IATPs using the COMPACFLT web based automated program located at <https://iatp.pacom.mil/>, when required by reference (a) or this instruction.

(6) A pre-travel checklist, enclosure (2), is provided for planning purposes.

## 6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless



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it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This directive is not cleared for public release and is available only to users with a .mil e-mail address via e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

TRAVEL TRACKER AND INDIVIDUAL ANTI-TERRORISM PLAN  
SYSTEM GUIDANCE

1. In order to use the TT and IATP system (<https://iatp.pacom.mil/>) all travelers, coordinators, approvers, etc., must first register for and activate an individual account using their CAC. Command coordinators can assign system positions only after users are registered for an individual account.

2. All TT and IATP users should review the information under the pre-travel instruction tab. In addition to links and travel information, there is a section at the bottom of the page with guidance for the TT and IATP coordinator.

3. Travelers: Based on travel destination, travelers will be routed to either the short-form TT or the long-form IATP which has an associated rank specific approval process.

4. IATP Coordinator

a. After an individual submits their travel into the TT and IATP system, a system generated e-mail notification will be sent to the IATP coordinator via e-mail.

b. If the e-mail subject line is "Travel Tracker Entry Submitted," it is for travel to an area that does not require approval in the system; therefore, no action is required; it is for visibility purposes only. Optionally, the coordinator could go into the document to review and verify the submission is meeting any locally established requirements.

c. If the e-mail notification subject line is "IATP Submitted," it is for travel to an area that requires approval in the system; therefore, the coordinator will need to log into the TT and IATP system and validate the document with comments; the IATP is then routed to the listed approver.

NOTE: An IATP will not route to the listed approver and cannot be approved in the system if it has not been processed and validated by the IATP coordinator.

5. IATP Coordinator Comments (sample endorsements)

a. Unrestricted Areas

(1) Sample 1: "IATP Reviewed. Traveler certifies, with chain of command and Supervisor cognizance, that all pre-travel training and briefing requirements listed in the DoD Foreign Clearance Guide have been met. Forwarded for your approval consideration. Very Respectfully, (identifying information)."

(2) Sample 2: "IATP Reviewed. I have personally verified that all pre-travel training and briefing requirements listed in the DoD Foreign Clearance Guide have been met. Forwarded for your approval consideration. Very Respectfully, (identifying information)."

b. Restricted Areas. Coordinator comments in an IATP for flag level approval would be a little more substantive. This example is for travel to a restricted area in the Philippines: "IATP Reviewed. This IATP is for personal leave travel to a restricted area in the Philippines (Mindanao) and therefore requires Flag level approval per the COCOM (Commander, USPACOM) requirements. I have personally verified that the traveler has met all pre-travel training and briefing requirements listed in the DoD Foreign Clearance Guide. Traveler is of Filipino descent, will likely blend-in with the community, and can speak and understand the host country language in the event of an emergency. Traveler's intent is to visit his childhood home during the holidays. Buddy-Rule will be met by utilizing adult family members and relatives who will be met upon arrival. The length of stay does not negate anonymity, and approval of this IATP would be consistent with prior approvals for travel to this area, in connection with personal travel by a Filipino service member who has family in the area. Forwarded for your approval consideration. Very Respectfully, (identifying information)."

NOTE: Before the coordinator validates an IATP with comments, ensure the listed approver or pre-flag endorser in the IATP has an active individual account in IATP and has approver permissions; otherwise, they will not be able to view the coordinator's comments or approve or endorse the IATP.

6. IATP Approver

a. The approver for an IATP must be of equal or higher rank to the individual submitting the IATP.

b. Self-approval of an IATP is not authorized.

c. The minimum required approval level for travel to a restricted area is general officer (GO), or flag officer (FO), or senior executive service (SES) personnel.

d. The minimum required approval level for travel to an unrestricted area is typically set by the respective COCOM: O3 or GS12, O4 or GS13, O5 or GS14, or O6 or GS15. Contractors cannot approve an IATP.

e. Once the coordinator "validates" an IATP with comments, a system generated e-mail will be sent to the approver's e-mail with a subject line of "IATP Forwarded." Copy and paste the link from the e-mail into your web browser to open the IATP and review the traveler's IATP and coordinator's comments.

f. An approver is not expected to review the entire IATP; that is the coordinator's responsibility. Approvers are expected to review the coordinator's comments and make an approve or disapprove decision based on those comments.

g. An approver can click on the approve or disapprove button to be taken to the approver's comment section. Normally the approver comments only need to contain the word "Approved." The system auto-generates the name of who actually made the approval.

7. IATP Pre-Flag Endorser

a. Pre-Flag endorsement of an IATP is required only if traveling to an area that requires GO, FO, or SES level approval, which is normally associated with restricted area travel.

b. If the IATP is for travel to a restricted area requiring flag level approval, the approver field changes to "Pre-Flag Endorser."

c. The pre-flag endorser is normally the CO since the endorsement is being forwarded for FO approval.

d. The Pre-Flag endorser is expected to review the coordinator comments and make a "Concur and Endorsed" comment after clicking on the endorse button.

e. Pre-Flag endorsement of an IATP is subsequent to validation of the document by the IATP coordinator.

#### 8. Command IATP Profile Maintenance

a. The command IATP coordinator is responsible for keeping their command's IATP profile current and up to date (setting approver permissions, updating, adding, deleting, reassigning coordinators, approvers, endorsers, etc.).

b. IATP coordinators must ensure that adding and deleting system roles and permissions is a part of their command's turnover and pass down process so there is no gap in TT and IATP processing of future travel.

c. Maintaining local command profiles in IATP is a command responsibility, and failure to do so can potentially result in delays in obtaining IATP approval and foreign clearance approval in APACS.

PRE-TRAVEL CHECKLIST

1. Applicability. The items in this pre-travel checklist are generic, and not directive in nature. The DoD FCG provides the specific requirements for each country.
2. Training and Readiness. Different countries and geographic COCOMs have their own set of requirements for travel. Review the FCG for the specific countries and areas to be visited.
3. DoD FCG
  - a. Available at:
    - (1) Non-classified Internet Protocol (NIPR):  
<https://www.apacs.milcloud.mil/fcg>
    - (2) SIPR: <https://apacs.milcloud.smil.mil/fcg>
  - b. In addition to providing training and briefing requirements, the FCG provides specific theater, country, and special area clearance requirements and submission timelines for the intended destination. See paragraph 8 of this enclosure for additional information.
  - c. Review the FCG for any travel restriction areas and advise your command foreign travel coordinator of those restrictions.
  - d. When reviewing FCG country requirements, there are embedded links to provide additional guidance and information which increases the traveler's awareness or advise if there are special requirements.
  - e. The FCG, in addition to listing travel requirements, provides important travel information. The first section of each country identifies the type of identification documentation required for official travel or leave travel. There is a section for required immunizations. The last section normally provides "good-to-know" information about the country, including information about the local U.S. Embassy.

4. Additional Resources

a. DoS country specific information sheets are available at: <http://travel.state.gov/>. DoS travel warnings are issued when the DoS recommends Americans avoid a certain country or location. DoS travel alerts are also issued to quickly distribute information about terrorist threats or other short-term conditions that pose significant risks or disruptions.

b. Additional information can be found at: Centers for Disease Control: <http://wwwnc.cdc.gov/travel/destinations/list.htm>

5. Pre-Travel Requirement:

a. All pre-travel training and briefing requirements listed in the DoD FCG must be completed and verified prior to submission of a TT or IATP.

b. Record completion dates for the training and briefings for entry into TT and IATP system and APACS request.

c. Travelers are required to receive an AOR location specific brief from the command ATO. The AOR location specific brief must be received within 90 days of travel. It is recommended that at a minimum you print out and keep with you the DOS country specific information document and any travel warnings and/or travel alerts for your intended destination(s). The ATO will include the below for AOR briefs:

(1) Worldwide Threat Levels: As part of the overall AOR Brief review the FPCON and various threat levels for the destination(s) online at [https://iatp.pacom.mil/threat\\_matrices](https://iatp.pacom.mil/threat_matrices).

(2) DOS Consular Travel Advisory (Country Specific): Countries will have travel advisories ranging from level 1 to 4. Check the destinations level online at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.

(3) Overseas Security Advisory Council (OSAC) Warden Messages: Provides the latest OSAC warden message postings for travelers intended destination(s) <https://www.osac.gov/>).

(4) DOS Country Specific Information Document: is a key briefing document for the overall AOR location specific brief that allows travelers to view information for their destination(s). It is recommended that travelers should print, read thoroughly, and keep in possession as part of overall TT and IATP package (<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>).

(5) DoD FCG: Provides views of the specific entry requirements and theater, country, and special area clearance submission timelines for travelers intended destination (<https://apacs.milcloud.mil/fcg>).

d. Travelers must complete the following:

(1) AT level 1 awareness training via navy e-learning, Total Workforce Management Services, or JKO. Course must be completed within 12 months of travel.

(2) SERE 100.2 level A code of conduct must be completed within 36 months of travel located via JKO.

(3) Isolated personnel report (ISOPREP) must be completed and reviewed within the time frame required by the commander of the AOR to which the traveler is traveling. Please note that different areas have different requirements. ISOPREP forms are available at:

SIPRNet: <https://prmsglobal.prms.af.smil.mil>  
NIPRNet: <https://prmsglobal.prms.af.mil/prmsconv/profile/%20survey/survey.aspx>

(4) Human Rights Training - if traveling to U.S. Naval Forces Southern Command AOR complete via JKO.

e. Anyone intending to submit a TT and IATP must first register for and activate an individual account using their CAC.

6. Sensitive Compartmentalized Information (SCI). SCI cleared or eligible personnel must contact their local security manager and special security officer office prior to foreign travel for requirement and information as per reference (a).



7. Traveler Accountability and Alerting

a. Register and enter personnel data for the TT and IATP Program at <https://iatp.pacom.mil/>.

b. Be prepared to provide documentation of completed requirements (e.g., training and briefing, listed in the FCG to the ATO).

8. Theater and Country Clearance. Register and submit data into APACS at <https://apacs.milcloud.mil/apacs> and on the SIPRNet at <https://apacs.milcloud.smil.mil/apacs>.

a. Most countries require at least 30 days lead time prior to departure date. Since the APACS request is the last step in the process, travelers must begin early enough to complete all other requirements prior to the 30-day window.

b. The FCG lists what information is required for each country clearance request; however, most countries require at a minimum: dates of training, itineraries, traveler's contact information during travel, home duty station official contact information, and a statement noting TT and IATP entry is completed.

NOTE: TT and IATP entry number is required for all APACS requests.

\* After completing the requirements and submitting an APACS request, all information will be verified in TT and IATP and APACS.

\* Travelers will receive notification of theater and country clearance via APACS.

NAVAL EDUCATION AND TRAINING COMMAND TRAVEL TRACKER AND  
INDIVIDUAL ANTI-TERRORISM PLAN COMMAND REGISTRATION

To register your command in the TT and IATP system, and have it available for selection, the following information is required:

1. **Name of your command (long name):** \_\_\_\_\_  
(Example: Center for Security Forces (CENSECFOR))
2. **Abbreviated name(s) of your command:** \_\_\_\_\_  
(Example: CENSECFOR, CSF)
3. **Geographic Location of your command:** \_\_\_\_\_  
(Example: Norfolk, VA)
4. **Your command unit identification code:** \_\_\_\_\_  
(Example: 3761A)
5. **Name of your parent command (for IATP purposes):** \_\_\_\_\_  
(Example: For the purposes of IATP, the parent command for CENSECFOR is NETC. The parent command for CENSECFOR LS MAYPORT is CENSECFOR).

NOTE: If the parent command is not listed in the TT and IATP system, it will be nested under NETC until the ISIC is added.

6. **Primary command IATP coordinator rank, name, and NIPR e-mail address:** \_\_\_\_\_

NOTE: In order to set system permissions at the coordinator level, the individual must first register for and activate their individual account using their own CAC.

7. **Primary pre-flag endorser and approver rank, name, and NIPR e-mail address:** \_\_\_\_\_

NOTE 1: The pre-flag endorser is normally your CO.

NOTE 2: In order to set system permissions at the pre-flag endorser level, the individual must first register for and activate their own individual account using their own CAC.

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TT and IATP web site: <https://iatp.pacom.mil/>

Contact NETC TT and IATP POC at: NETC Anti-Terrorism Officer  
NETC\_SECURITY\_OFFICE@NAVY.MIL  
850-452-3778 DSN 459-3778

Enclosure (3)