

TRICARE Area Office Pacific Travel Guide

Table of Contents:

Background Information: Access APACS.....	4
Training Requirements for all countries.....	5
AT-Level 1 Training.....	5
SERE 100.....	6
ISOPREP.....	12
Training Requirement for Republic of Korea.....	18
USFK Country Specific Training.....	19
Force Protection Plan Template (AT-Plan).....	30
Passport Information.....	35
Other Specific Guidance.....	36

**According to the Electronic Foreign Clearance Guide
<https://www.fcg.pentagon.mil/fcg.cfm>
along with guidance from PACOM
<http://www.pacom.mil/staff/j35/index.shtml>
the following booklet has been put together by the
TRICARE Area Office Pacific to assist you in the process
for required training & clearance.**

All contents in this booklet are subject to change.

Mandatory Training and Documentation

Prior to travel, **DoD** and **DoD-sponsored travelers** must complete the following training and documentation, regardless of length of travel, and must state in paragraph 8 of the Travel Clearance Request that they have complied & completed the following training prior to travel. The training/documentation will be listed throughout this booklet.

APACS

Travel Clearance Requests must be submitted through a web-based system called APACS (Aircraft and Personnel Automated Clearance System). Most DoD organizations have a security office/officer that uses this system to submit requests. If your organization does not have access to APACs, you will need to request access with this link: <https://apacs.dtic.mil/apacs/apacsservlet?cmd=apacsLogin>
(Note: Check box, click on and then Sign Up to Use APACS)

APACS is mandatory for processing DoD sponsored foreign travel in all Combatant Commands effective 01 May 2008. The DoD Executive Agent for the Foreign Clearance Program has authorized APACS as the web-based tool to create, submit, coordinate and approve aircraft diplomatic and personnel travel clearances (Special Area, Theater and Country) for DoD sponsored travel. DoD Contractors who are traveling on DoD Sponsored travel/mission are required to use this system.

This system is not designed for every DoD traveler to have access to APACS, only the designated security officer/appointment within your organization.

Training Name: AT-Level One Training (Anti-Terrorism)

Access: To Access AT Level One Training use the following link:

<https://atlevel1.dtic.mil/at/>

Be sure to create a username & password!

Expiration: This is an annual requirement

Time Requirements: 1-2 Hours

Training Name: SERE 100
(Survival, Evasion, Resistance & Escape Code of Conduct Training)

Access: To Access SERE 100 use the following link (s):

<http://www.jko.cmil.org>

Or

<http://jko.jfcom.mil/>

Using the link above, the course abbreviation is entitled J3TA-USO222. See the next pages for details on how to access the course.

You can also access SERE 100 through NKO, ADLS, and MarineNet.

Expiration: Upon completion, your certificate is good for **24** months

Time Requirements: 2-5 hours

Log Onto JKO Website

<http://jko.jfcom.mil>

<http://jko.jfcom.mil>



Enter JKO

New User

USFK

JIAT



Click "Enter JKO"

Welcome to Joint Knowledge Online

Individually Focused. Globally Shared.

JKO is the enterprise portal system providing convenient access to online joint training and information resources. JKO integrates with other DoD systems and uses the latest advanced distributed learning technologies to provide training courses and resources that better prepare warfighters for joint exercises and integrated operations.

Courses are available on any standard browser or operating system worldwide 24/7.

Recognized For Excellence

Click "Take Courses"

JKO
JOINT KNOWLEDGE ONLINE

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾

Search... AKO Content ▾

Joint Knowledge Online (Related Content ▾) Options ▾

AKO Home > DoD Organizations > Defense Agencies > Joint Knowledge Online > Joint Knowledge Online

Welcome to Joint Knowledge Online (JKO)

[Joint Content Search](#) [JKO Communities](#) [JKO Help Desk](#) [Take Courses](#)

Looking for Cultural Training?
[Cultural Training](#)

for JKO news, visit our ...
[JKO Stakeholders COI](#)

JKO Alerts and Announcements
NEW COI! The Maritime Domain Awareness (MDA) Community of Interest provides an environment for information sharing, collaboration, communication and training resources for MDA stakeholders
[The Maritime Domain Awareness \(MDA\)](#)

Deploying to a JTF?
[JTF HQ Training](#)

Small Group Training
[Small Group Training](#)

Click "Enrollments, Browse Courses"

JKO JOINT KNOWLEDGE ONLINE **Learning Management System**

My Information Enrollment Records My Schedule Search

Home HELP Student Support Tools Feedback About System Requirements

Cancel Enrollment

Browse Courses

- ▶ To enroll in a course, click 'Enroll' from the top menu
- ▶ If you are enrolled in a course, click the course link to access the courseware.
- ▶ Joint Knowledge Online Help Desk: JKOHelpDesk@jfc.com.mil, (757)203-5654 DSN 668-5654

You are enrolled in the following certification(s).

Certification

You have passed the following courses.

J3T A-US030 Combating Trafficking in Persons Course [\[Official Certificate\]](#) [\[Download Official Certificate\]](#)

Click "J3T"

- Home
- HELP
- Student Support Tools
- Feedback
- About
- System Requirements

MELISSA - Student [Browse Courses](#)

- Select the appropriate tab to search for courses
- Joint Knowledge Online Help Desk: JKO HelpDesk@jfcorn.mil, (757)203-5654 DSN 668-5654

[Joint Courses](#) [Cocom Courses](#) [Curriculum](#)

Joint Courses List														
J10	J1S	J20	J30	J3S	J3T	J40	J4S	J50	J5S	J60	J6S	J70	J7S	NNC
NOR	PSP	USA	ALL											

(1 of 1) << first < prev 1 next > last >> Per Page: 10

Enroll	Course Prefix	Course Name
--------	---------------	-------------

Select J3TA-USO22 by checking box – then click ENROLL

Joint Courses Cocom Courses Curriculum

Joint Courses List

J10 J1S J20 J30 J3S **J3T** J40 J4S J50 J5S J60 J6S J70 J7S NNC
NOR PSP USA ALL

(1 of 1) << first < prev 1 next > last >> Per Page: 10

Enroll	Course Prefix	Course Name
<input type="checkbox"/>	J3TA-MNO68	Map Reading Course [COI Link]
<input type="checkbox"/>	J3TA-US014	Introduction to Joint Nonlethal Attack Electronic Warfare (EW), and Suppression of Enemy Air Defenses (SEAD) Course [COI Link]
<input type="checkbox"/>	J3TA-US015	Introduction to Battlespace Maneuver with Integrated Firepower Course [COI Link]
<input type="checkbox"/>	J3TA-US016	Introduction to Joint Interdiction Operations Course [COI Link]
<input type="checkbox"/>	J3TA-US022	SERE 100 Code of Conduct Training Course [COI Link]
<input type="checkbox"/>	J3TA-US030	Combating Trafficking in Persons Course [COI Link]
<input type="checkbox"/>	J3TA-US032	M9 Pistol Training Course [COI Link]
<input type="checkbox"/>	J3TA-US033	M16A3 Service Rifle Training Course [COI Link]

Enroll

Course should load automatically after you click enroll.

Training Name: ISOPREP
(Isolated Personnel Report)

Access*: To Access ISOPREP use the following link (s):

<https://medinah.sed.monmouth.army.mil/PRO-File>

You will be required to enter your username & password. The user name & password are created through your Army Knowledge Online Account.

Expiration: Upon completion, your certificate is good for **24** months

Time Requirements: 2-5 hours

*This is for NON-SIPRNET access, the US Army has allowed this link to be used to create a "Pro File". Due to TAO-P not having access to SIPRNET, we have been authorized to use the same form.

Please see continuation pages for worksheet that should be used a reference. ISOPREP PRO-File cannot save while you go and must be done in one sitting.

Pre-OCONUS Travel File Pre-Survey

Grade: _____
Last Name: _____
First Name: _____
Middle Initial: _____
Go by Name: _____

Photos (need 1 neck up front, 1 neck up profile)
Photo must be at least 200x200 pixels and less that 200K

Personal Info

Gender * ▼

Birth Date * YYYY-MM-DD (you must include the dashes)

Blood Type * ▼

Height * ▼ Feet ▼ Inches

Weight * lbs

Hair Color * ▼

Eye Color * ▼

Religious Preference *

Blood Chit # ~ you must enter your # if you have one, otherwise enter: n/a

Identifying Marks/Scars/Tattoos *

Known Medical Conditions and Prescriptions *

0 out of 200 characters max.

Nationality/Citizenship - Primary

Nationality/Citizenship * ▼

Citizenship - Secondary

If you have a Secondary Citizenship check this box.

▼

Heritage

Ethnic Group *

Accent * Enter none for no accent.

Service Info

Branch Of Service/Agency/Dept * ▼

Unit Identifier Code (UIC) * D-2416 (if non-military, enter n/a)

Uniform Data

Shirt Size * Pant Size * Hat Size *
Boot: Type * Size * Width *

SERE Training 1

If you took SERE training check this box. Uncheck this box if this does not apply to you.

Type *
Year * Month *
Location *
Comments

SERE Training 2

If you took a 2nd SERE training check this box.

High Risk of Isolation (HRI) Training

If you completed any HRI training check this box.

AFRICOM HRI Training Date ~ YYYY-MM-DD (you must include the dashes)
CENTCOM HRI Training Date ~ YYYY-MM-DD (you must include the dashes)
EUCOM HRI Training Date ~ YYYY-MM-DD (you must include the dashes)
PACOM HRI Training Date ~ YYYY-MM-DD (you must include the dashes)
SOUTHCOM HRI Training Date ~ YYYY-MM-DD (you must include the dashes)

Moderate Risk of Isolation (MRI) Training

If you completed any MRI training check this box.

AFRICOM MRI Training Date ~ YYYY-MM-DD (you must include the dashes)
CENTCOM MRI Training Date ~ YYYY-MM-DD (you must include the dashes)
EUCOM MRI Training Date ~ YYYY-MM-DD (you must include the dashes)
PACOM MRI Training Date ~ YYYY-MM-DD (you must include the dashes)
SOUTHCOM MRI Training Date ~ YYYY-MM-DD (you must include the dashes)

Authentication

Authentication Number * 4 digits. No sequences of three or four digits (NOT:1234,1239,9871)
No zeros. No duplicate digits (NOT:1351). NOT last four of your SSN

Primary Language Capability

Language *
Comments
0 out of 150 characters max.

Primary Next of Kin

Name *

Primary Next of Kin - Contact Info

If this person is deceased uncheck this box.

Street Address *

City *

State *

U.S. Zip Code * (##### or #####-####)

Phone *

Parent # 1

Name *

Parent # 1 - Contact Info

If this person is deceased uncheck this box.

Street Address *

City *

State *

U.S. Zip Code * (##### or #####-####)

Phone *

Parent # 2

Name *

Parent # 2 - Contact Info

If this person is deceased uncheck this box.

Street Address *

City *

State *

U.S. Zip Code * (##### or #####-####)

Phone *

Home of Record

Street Address *

City *

State *

U.S. Zip Code * (##### or #####-####)

Children at Home - Child 1

I have 1 or more children at home check this box.

YYYY-MM-DD (you must include the dashes)

In order to receive a full **Completion Certificate**, you *must*:

- Provide answers in at least **4** of the following **BACKGROUND** sections, *and*
- Provide at least **4** answers in *each* of those 4 sections

This information will be **vital** should you become isolated, missing, detained or captured.

Therefore, **DO NOT** enter inaccurate or untruthful information.

If you are unable to complete at least 4 of the following BACKGROUND sections, immediately notify your supervisor and/or Personnel Recovery Officer (PRO).

BACKGROUND Questions

Affirmation * By checking this box, **I affirm** that any and all information I provide for the following **BACKGROUND** sections is accurate and truthful.

BACKGROUND - First Pet

If you had a pet ~ check this box. Uncheck this box if this does not apply to you.

Gender ~ (If you had more than one pet, you must pick one)

Name ~

Type ~ (cat, dog, etc.)

Breed ~

Color ~

Age of pet at death ~ (or na if still alive)

How I got this pet ~ (parents, gift, stray, pound, breeder, etc.)

BACKGROUND - First Car

If you had a car ~ check this box. Uncheck this box if this does not apply to you.

Make ~

Model ~

Year ~

Color ~

Number of doors ~

Roof type ~ (hard top, convertible, t-top, targa, etc.)

How I got the car ~ (bought, built, gift, etc.)

Where I got the car ~

BACKGROUND - High School Activity

If you were involved in an activity ~ check this box. Uncheck this box if this does not apply to you.

Type ~ (football, basketball, club, society, etc.)

Position ~

Year ~ (freshman, sophomore, junior, senior)

Uniform color ~

Mascot ~

Number of years involved ~ (freshman, sophomore, junior, senior)

Team accomplishments ~

My accomplishments ~

BACKGROUND - First Non-Military Residence Away From Home

Did you have a non-military residence check this box. Uncheck this box if this does not apply to you.

Type ~ (apartment, dorm, house, trailer, etc.)
How I paid ~ (rent, lease, own, share, barter, etc.)
Number of floors ~ (for the entire building)
Number of bedrooms ~ (for the entire building)
Number of bathrooms ~ (for the entire building)
Main color ~ (of the entire building)
Location ~ (city, state)

BACKGROUND - First Girlfriend or Boyfriend

Did you have a Girlfriend or Boyfriend check this box. Uncheck this box if this does not apply to you.

Gender ~
Name ~
Nick name ~
Where we met ~
What year we met ~
Hair color ~
First date ~
Annoying habits ~

BACKGROUND - First Non-Military Job

Did you have a job check this box. Uncheck this box if this does not apply to you.

Company name ~
Type ~
Location ~ (city, state)
Boss name ~
Indoors or outdoors ~ (or both)
Special training ~
Duration ~ (years, months)

By clicking the submit button, I affirm that the information I have provided on this form is complete and accurate, and attest that I understand that provision of this information is voluntary, and that this information is only to be used for identification by Rescue Forces should I become isolated, missing, detained or captured while traveling OCONUS.

**Training Name: USFK
(US Forces Korea—Country Specific Training)**

Access: To Access USFK use the following link (s):

<http://www.usfk.mil/usfk/TheaterRequiredTraining.aspx>

Click on “USFK Training Module”

You will have to log into your JKO Account to complete the training

Expiration: Upon completion, your certificate is good for 12 months

Time Requirements: 5-8 hours

Please see continuation sheets for more detailed instructions on how to access USFK.



Instructions for completing USFK Theater Specific Required Training

Welcome

Welcome to the USFK Theater Specific Required Training website designed to facilitate completion of mandatory training that arriving personnel and units assigned to, rotating to, or in temporary duty status to USFK must complete prior to deployment to the Republic of Korea (ROK). It is imperative this training be completed to facilitate accomplishment of assigned missions or tasks, and at the same time, ensure you understand specific policies and customs that will prepare you to act in a manner that is compatible and respectful of the culture and laws of the ROK and thereby maintain good order and discipline.

“All personnel performing duties in Korea must complete this training by reviewing/reading, understanding and adhering to the video, policy letters and web-based USFK Training Module provided on the Joint Knowledge Online (JKO) website.”

(Section II, Paragraph 5) **USFK Regulation 350-2, 22 January 2008**

Completing the Training Module

The following steps are required to complete the training:

Step 1 You must complete review of the Welcome Video and Command Policy Letters prior to completing the follow-on chapters in the USFK Training Module. If you have not reviewed the video and command policy letters, return to the previous page titled “Theater Specific Required Training” and click on the “Welcome Video” and review the entire video. After reviewing the video, click on “Command Policy Letters” and review each of the policy letters. Then return to this page and follow the instructions below to LOGIN to the Distributed Learning System and complete the training module.

The screenshot shows the USFK Theater Specific Required Training website. A red box on the left highlights the 'Welcome Video' link in the 'COMMAND INFO CENTER' sidebar, with the text 'The Welcome Video is embedded on the page'. A red box in the center highlights the 'Theater Specific Required Training' main content area, which includes a video player and text explaining the training requirements. A red box on the right highlights the 'COMMAND POLICY LETTERS' link in the sidebar, with the text 'Links for policy letters, regulation and training site'. Below the main content area, a red box highlights a list of links: 'Command Policy Letters: 2, 3, 6, 7, 10, 25, 44, 45', 'USFK Training Module', and 'USFK REG 350-2'. The website header includes the USFK logo, navigation tabs, and search functionality. The footer includes contact information and a 'NEW USFK.MIL' banner.

<http://www.usfk.mil/usfk/TheaterRequiredTraining.aspx>

Instructions for completing USFK Theater Specific Required Training

Step 2 After viewing the video and reviewing the command policy letters, click on “USFK Training Module” which will link you to the Joint Knowledge on Line, Learning Management System (<https://jkolms.cmil.org/html/login/login.jsp>).

Step 3 Confirm your system settings are compatible with the training. On the login page you will see the words “SYSTEM CAPABILITY CHECK” at the bottom of the “Login in to Virtual Campus”. Clicking this will identify any missing components. Incorrect system settings will prevent completion of the courseware. An older version of JAVA is a common problem. This link will take you to the download page <http://www.java.com/en/download/manual.jsp> and you should install the windows version (<http://javadl.sun.com/webapps/download/AutoDL?BundleId=20977>).

NOTE: If this is a government computer you will need administrative privileges to load updates!

This block will tell you if your system settings are correct.

Check	Property	System Status	AtlasPro Requirement
✓	Java Enabled	Yes	Yes
✓	Highest Javascript Version Supported	1.3	1.3 or above
✓	JRE version	1.6.0_07	1.4 or above for JRE
✓	Capability to run applets (Requirement to run all courses)	Yes	Yes
	Microsoft Virtual Machine	No	Microsoft Virtual Machine may or may not be sufficient to run applets. Depending upon your configuration settings, using Microsoft VM may not be sufficient to run courseware. We recommend using JRE.

Instructions for completing USFK Theater Specific Required Training

Step 4 If you're using a computer that's loaded with Windows Vista instead of XP then follow the sequence below. This step should not be performed if you are using Windows XP – you can proceed to Step 5.

ATLAS Pro - Windows Internet Explorer
https://jko.lms.cmil.org/html/login/login.jsp

File Edit View Favorites Tools

JKO JOINT KNOWLEDGE ONLINE

Learning Management System

Help
Student Support Tools
About
Login

Welcome!

WELCOME TO THE JOINT KNOWLEDGE DEVELOPMENT AND DISTRIBUTION CAPABILITY (JKDDC) JOINT KNOWLEDGE ONLINE (JKO) PUBLIC PORTAL/LEARNING MANAGEMENT SYSTEM. A DEFENSE DEPARTMENT RESOURCE ADDRESSING INDIVIDUAL TRAINING NEEDS VIA DISTANCE LEARNING.

To enhance your learning experience, students are also encouraged to apply for a Joint Knowledge Online (JKO) Portal account. A portal account is not required to take courses in the Learning Management System; however, the JKO portal provides access to Instant Messaging, Communities of Interest, and other Joint resources. To obtain a JKO portal account, please visit the JKO public site at <http://jko.cmil.org/> and register for a portal account.

[CLICK HERE TO REGISTER FOR AN LMS ACCOUNT](#)

[CLICK HERE IF YOU FORGOT YOUR ACCOUNT PASSWORD](#)

USFK STUDENTS If you are experiencing difficulty in taking the USFK Theater Specific Required Training due to heavy user demand, you can access this alternate site <http://www.usfk.mil/webtraining/>. Because this site does not offer a certificate of completion you will need to present a memorandum to the sponsoring organization in Korea signed by your supervisor verifying that you completed training on the alternate site and the date completed. You should also retain a copy of the memorandum since the training is good for one year for TDY personnel and the entire tour for personnel on PCS. Thank you.

U.S. Department of Defense Students - Please ensure you include your Social Security Number (SSN) when registering for an account with the JKO LMS if you want JKO to enter course completions into your respective personnel systems.

Courses are available now! If you need assistance, contact the HELP DESK at JKOHelpDesk@jcom.mil, (757)203-5654/DSN 668-5654.

Login to Virtual Campus

Username:

Password:

Login

SYSTEM CAPABILITY CHECK

Select "Tools > Internet Options" from the top menu.

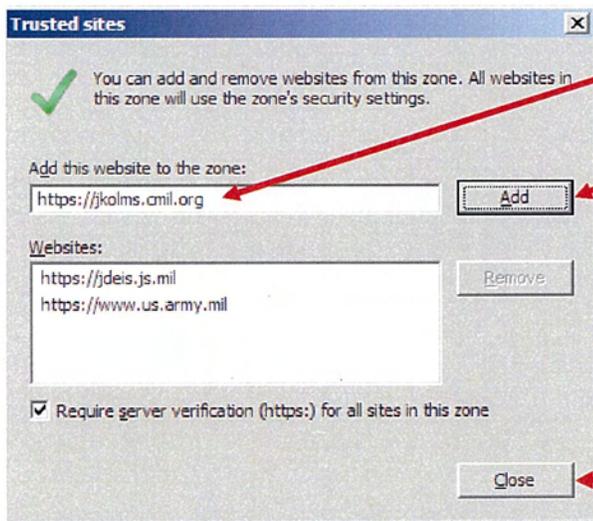
Instructions for completing USFK Theater Specific Required Training



Select the "Security"
tab.

Select "Trusted
Sites".

Select "Sites".

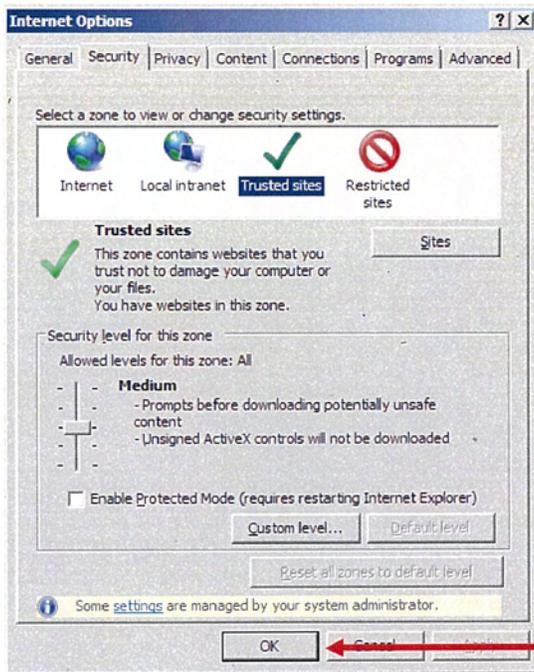


This box should have
"https://jkolms.cmil.org" in it.

Click "Add".

Click "Close".

Instructions for completing USFK Theater Specific Required Training



Go back to step 3 and run the **“SYSTEM CAPABILITY CHECK”** once more. You should receive the correct results this time and you can proceed below to Step 5.

Instructions for completing USFK Theater Specific Required Training

Step 5 Register for a LMS Account. Click on the link **“CLICK HERE TO REGISTER FOR AN LMS ACCOUNT”**

Click on the link “CLICK HERE TO REGISTER FOR AN LMS ACCOUNT”

The screenshot shows the JKO Learning Management System interface. At the top left is the 'JKO JOINT KNOWLEDGE ONLINE' logo. At the top right is the 'Learning Management System' title. Below the logo is a 'Student Support Tools' menu with links for 'Help', 'About', and 'Login'. The main content area features a 'Welcome!' message and a paragraph of text. A red box highlights the link [CLICK HERE TO REGISTER FOR AN LMS ACCOUNT](#). To the right is a 'Login to Virtual Campus' form with fields for 'Username:' and 'Password:', and a 'Login' button. Below the login form is a 'SYSTEM CAPABILITY CHECK' section.

Step 6 Create your student profile. Fill in the **Bold *** mandatory fields.

USER MANAGEMENT

Welcome to the JKO Learning Management System
Please fill out the form below to update your student profile.
Items listed in bold are mandatory fields.

Create Account

- ▶ Items listed in **Bold** are mandatory elements
- ▶ To update your personal information, edit the information in the fields below and click on the Submit button.

Personal Data :

<p>Account Type * : <input type="text" value="Civilian"/></p> <p>Title : <input type="text" value="Select One"/></p> <p>First Name * : <input type="text"/></p> <p>Last Name * : <input type="text"/></p> <p>SSN : <input type="text"/></p>	<p>Gender : <input type="text" value="Male"/></p> <p>Pay Grade : <input type="text" value="Select One"/></p> <p>Pay Plan : <input type="text" value="Select One"/></p>
--	--

Address(s)

Mailing Address

Address 1 :

Address 2 :

Address 3 :

Address 4 :

Instructions for completing USFK Theater Specific Required Training

City :

Zip Code :

Country :

APD/FPO Codes :
 AE (Armed Forces Europe / Canada / Middle East / Africa)
 AP (Armed Forces Pacific)
 AA (Armed Forces Americas)

Mail Information :

Business Email * :

User Access Information :

User Name * :

Submit ← **Click on Submit**

Step 7 Account Update Email. An email will be sent to the “business email” you listed when creating your profile. Select the “continue box. You will not need your system generated password until you log out of the system and log in again.

The screenshot shows the JKO Learning Management System interface. At the top, there is a navigation bar with 'My Information', 'Enrollment', 'Records', 'My Schedule', and 'Search'. Below this, a notification box states: 'An email has been sent upon updating the account information. To check your email address in this system, mouse over My Information menu at the top of the page and select Change Email.' Below the notification, there is a section titled 'Account Update Email' with the text: 'An email has been sent to your account. If you do not receive it within two hours, make sure your email address in this system is correct. To check your email address mouse over My Information menu at the top of the page, and select Change Email Address.' At the bottom right of this section, there is a 'Continue' button. A red box and arrow point to the 'Continue' button with the text 'Click on Continue'.

Step 7.a Check your email. You will receive an email from JKOHelpDesk@JFCOM.MIL, the subject will be “Password Notification”. It will look like this (lines were deleted to reduce space:

Dear “Your user name”:

Good afternoon, your JKO Learning Management System (LMS) Public Internet account is ready.

Go to: <https://jkolms.cmil.org> to login and begin using the system.

Your username and password for the JKO Learning Management System (LMS) Public Internet will be sent in two separate emails. Your password is as follows:

XXXXXXXXXXXXXXXXXXXX (Your Password)

Student Information:
 Name :Your User Name
 Email : Your business email address

Helpdesk Information:
 HelpDesk can be reached at:
 (757)203-5654

As of

Instructions for completing USFK Theater Specific Required Training

Check your email. You will receive a second email from JKOHelpDesk@JFCOM.MIL, the subject will be "Welcome to Virtual Campus-XXXXX". It will look like this (lines were deleted to reduce space):

Dear "Your user name":

Welcome to the Joint Knowledge Online Learning Management System (LMS) Public Internet. Thank you for registering into our system. In case you need further information, please contact the Help Desk.
Your User Name is : "Your user name"

Student Information:
Name : "Your user name"
Email : Your business email address
User Name : "Your user name"

Helpdesk Information:
HelpDesk can be reached at:
(757)203-5654

Hours 0800-1600 Mon-Fri EST
DSN: 668-5654
You can Email Help Desk at:JKOHelpDesk@jfc.com.mil

Step 8 Enroll in the course.

The screenshot shows the JKO Learning Management System interface. The top navigation bar includes "My Information", "Enrollment", "Records", "My Schedule", and "Search". The user is logged in as "TEST - Student". The main content area displays a message: "You are not enrolled in any course at this time." Below this message, there are two links: "Joint Courses - Browse By Category" and "CoCom/CSA Courses - Browse By Category | Curriculums". A red box highlights the "Joint Courses - Browse By Category" link, and a red arrow points from a separate box on the left containing the text "Click on Joint Courses - Browse By Category" to this link. The footer contains navigation links: "My Information | Enrollment | Records | My Schedule | Search" and "Home | HELP | Student Support Tools | Feedback | About | System Requirements".

Instructions for completing USFK Theater Specific Required Training

Step 8.a Click on J3S

JKO JOINT KNOWLEDGE ONLINE Learning Management System

My Information | Enrollment | Records | My Schedule | Search

TEST - Student | Browse Courses

Select the appropriate tab to search for courses
 Joint Knowledge Online Help Desk: JKOHelpDesk@jcom.mil, (757)203-5554 DSN 668-5554

Joint Courses | Cocon Courses | Curriculum Courses

Joint Courses List

Enroll | Course Prefix | Course Name

Enroll	Course Prefix	Course Name
<input type="checkbox"/>	J10P-MN067	Law of Armed Conflict Course
<input type="checkbox"/>	J10P-MN071	Introduction to Medical Intelligence Course
<input type="checkbox"/>	J10P-US132	Understand Legal Authorities and Limitations Required in Support of JKO-JTF State Operations Course

Enroll

My Information | Enrollment | Records | My Schedule | Search
 Home | HELP | Student Support Tools | Feedback | About | System Requirements

Step 8.b Select J3S T-US171 USFK Theater Specific Required Training Course and enroll

Click on J3ST-US171 USFK Theater Specific Required Training Course

<input type="checkbox"/>	J3ST-MN050	National Security and Defense Strategy (Spanish) Course
<input type="checkbox"/>	J3ST-US009	Homeland Security and Defense (HSD) Course
<input type="checkbox"/>	J3ST-MN051	National Security and Defense Strategy (Portuguese) Course
<input type="checkbox"/>	J3ST-MN053	International Security Risks (Drugs, Migration, Climate, Finances, Terrorism) Course
<input type="checkbox"/>	J3ST-MN055	SPRIT: Security Policy, International Relations, and Information Technology Course
<input type="checkbox"/>	J3ST-MN056	The Interagency Process Course
<input type="checkbox"/>	J3ST-MN057	Introduction to Information Operations Course
<input type="checkbox"/>	J3ST-MN058	Information Security Fundamentals Course
<input type="checkbox"/>	J3ST-US010	Defense Support of Civil Authorities (DSCA) Course
<input type="checkbox"/>	J3ST-US006	Introduction to Defense Distribution Course
<input checked="" type="checkbox"/>	J3ST-US171	USFK Theater Specific Required Training Course
<input type="checkbox"/>	J3ST-MN170	Arms Control and Arms Control Agreements Course
<input type="checkbox"/>	J3SN-MN174	Defense Against Terrorism - A Challenge for NATO and the International Community Course
<input type="checkbox"/>	J3ST-US171-SA1	USFK Civilian Equal Employment Opportunity and Military Equal Opportunity Programs Course
<input type="checkbox"/>	J3ST-US171-SA2	USFK Awareness Training for Combating Trafficking in Persons and Prostitution Course
<input type="checkbox"/>	J3ST-MN187	Critical Infrastructure Awareness (CIA) Course
<input type="checkbox"/>	J3SN-MN186	Human Trafficking: Causes, Consequences, Counter Strategies
<input type="checkbox"/>	J3ST-MN168	Introduction to NATO Force Protection Course
<input type="checkbox"/>	J3ST-US026	Joint Special Operations Task Force Course (JSOTF)
<input type="checkbox"/>	J3ST-US211	Base Population Awareness Course
<input type="checkbox"/>	J3SN-US189	Combating Trafficking in Persons Leadership Training

Click on Enroll

Enroll

As of 4 June 2009

Instructions for completing USFK Theater Specific Required Training

JKO JOINT KNOWLEDGE ONLINE Learning Management System

My Information | Enrollment | Records | My Schedule | Search

TEST - Student Quick Enrollment

Home
HELP
Student Support Tools
Feedback
About
System Requirements

This page shows the list of messages sent to you by users of this system.
 ▶ You can send a message to anyone by clicking on 'Send Message'
 ▶ You may reply to a message by clicking on its corresponding 'Read' link. Also, by clicking on this link the message will automatically be marked as READ
 ▶ Joint Knowledge Online Help Desk: JKOHelpDesk@jcom.mil, (757)203-5654 DSN 668-5654

Enrollment Results

J3ST-US171
 ▶ Enrollment status: Enrolled

Click on View Course → View Course

Step 9 Select "Launch Course"

JKO JOINT KNOWLEDGE ONLINE Learning Management System

My Information | Enrollment | Records | My Schedule | Search

TEST - Student Home

Home
HELP
Student Support Tools
Feedback
About
System Requirements

To enroll in a course select 'Enrollment' from the top menu
 ▶ If you are enrolled in a course, click the course link to access the courseware.
 ▶ Joint Knowledge Online Help Desk: JKOHelpDesk@jcom.mil, (757)203-5654 DSN 668-5654

You are enrolled in the following course(s).

Launch Course J3ST-US171_USFK Theater Specific Required Training Course Section 001

Primary Instructor : Secondary Instructor :

Start Date : 10/22/2008 End Date : 10/23/2009 [View Gradebook]

Joint Courses - Browse By Category | CoCom/CSA Courses - Browse By Category | Curriculums

View courses you completed in Meridian

My Information | Enrollment | Records | My Schedule | Search
 Home | HELP | Student Support Tools | Feedback | About | System Requirements

Click on Launch → Launch Course

USFK Theater Specific Required Training Course

Start Help Exit Course

Expand Tree (Collapse Tree)

J3ST-US171
 in USFK

Chapter 1: Command Relations
 Chapter 2: US-ROK Status of Force
 Chapter 3: USFK Installation Affairs
 Chapter 4: USFK Public Affairs
 Chapter 5: Force Health Protection
 Chapter 6: Culture Awareness
 Chapter 7: USFK Awareness
 Chapter 8: Sexual Assault Prevention
 Chapter 9: Force Protection Planning
 Chapter 10: Operations Security
 Chapter 11: Information Assurance
 Chapter 12: Safety
 Chapter 13: Civilian Equal Employment Opportunity
 Chapter 14: Religious Opportunity
 Chapter 15: Suicide Prevention
 Chapter 16: Equipment Requirements
 Chapter 17: Department of Defense
 Chapter 18: International Maritime

Welcome to J3ST-US171
 USFK Theater Specific Required Training Course

To begin the course, click the Start button in the header bar.
 ▶ If you are re-entering the course, click the Resume button to access your previous location in the course.
 ▶ Navigation controls are located in three areas:
 ◦ Top header bar - Contains the Previous Lesson, Next Lesson, Suspend Lesson, Help, and Exit Course buttons.
 ◦ Table of Contents Tree - Contains a listing of all lessons and exams.
 ◦ Content area - Contains the Previous Page and Next Page buttons.
 ▶ Use the Next Lesson button to access the next required lesson.
 ▶ Use the Next button in the content area to access each page in the lesson.
 ▶ Use the links in the Table of Contents Tree to access an item that is active.
 ◦ Progress (completion) is indicated by colored circles next to lessons and tests.
 ◦ Access to some of the completed items, such as tests, might be disabled after completion of the item.
 ◦ After the completion of the course (graduator), the course content is accessible to you at anytime.
 ◦ Click the Expand/Collapse Tree links to change the view of the Table of Contents Tree.
 ▶ Use the Suspend Lesson button to bookmark your current progress in the course.
 ▶ Use the Exit Course button to bookmark your current location and to close the course window.
 ▶ Use the Exit button (when available) on the content menu bar, followed by the Next Lesson button on the header bar to achieve chapter or lesson completion. All chapters, modules and lessons must be completed to receive certification.

Click on Start → Start

Directions for navigating the course → Welcome to J3ST-US171

Instructions for completing USFK Theater Specific Required Training

Step 10 Complete the Training.

Step 11 You need a certificate indicating the training was completed so you can show your Commander or Supervisor prior to deployment to Korea and the sponsoring organization upon arrival. Print your certificate. You have one of two options. Either download the certificate, which is in Adobe Acrobat Reader format, or open the document and print it.

The screenshot shows the JKO Learning Management System interface. At the top, there is a navigation bar with 'My Information', 'Enrollment', 'Records', 'My Schedule', and 'Search'. Below this, a 'TEST - Student' header is visible. A sidebar on the left contains links for 'Home', 'HELP', 'Student Support Tools', 'Feedback', 'About', and 'System Requirements'. The main content area displays a message: 'You have passed the following online courses.' Below this, a table lists a course: 'USFK Theater Specific Required Training Course'. A red box highlights the 'Official Certificate' link in the table, with an arrow pointing to it from a larger red box on the right that contains the text: 'Click on Official Certificate or Download Official Certificate'. Below the table, a 'Download Certificate' dialog box is open, providing instructions: 'To view the certificate on the screen click on the link' and 'To download this certificate to your local file, right click on the link and then specify a download location and a file name.' A 'Right Click to Download' button is also visible.

USFK Theater Specific Required Training Course Certificate



“The training is valid for the entire tour for military and civilian personnel performing duties in Korea on a permanent assignment (completed one time prior to each permanent assignment). It is an annual requirement (completed during the last 12 months) for military and civilian personnel performing duties in Korea on TDY.”
(Section II, Paragraph 5) **USFK Regulation 350-2, 22 January 2008**

FORCE PROTECTION PLAN

The next few pages will provide you with an example of a Force Protection Plan or AT-Plan as required when submitting a country clearance or any official travel.

The provided example is the current plan that TAO-P uses.

You may also find an example located here provided by USPACOM.

[http://www.pacom.mil/web/PACOM_Resources/Word/J34%20-%20Sample%20AT%20Plan%20\(15Sep09\).doc](http://www.pacom.mil/web/PACOM_Resources/Word/J34%20-%20Sample%20AT%20Plan%20(15Sep09).doc)

THREAT LEVEL DETERMINATION

To determine the threat level, use the below website for guidance.

http://www.pacom.mil/web/Site_Pages/Staff%20Directory/J3/J34%20-%20ATCIP.shtml

Click on USPACOM Country Information for matrix listing.

TRICARE Area Office Pacific Individual Force Protection Travel Plan

Completion of this form is mandatory prior to departure for OCONUS travel. The form is not required if traveling to the United States, US territories or possessions, or mainland Japan. Destroy this form upon completion of travel. Multiple travelers can be approved on one form provided they are traveling together. Commanders must not sign leave forms for OCONUS travel until this form is completed. A signed leave form does not waive FPTP requirements. This form is located electronically in the travel folder here: S:\Travel\Travel Policy & Travel Request Form

SECTION I - PERSONAL INFORMATION

A. TRAVELER INFORMATION (List everyone in your party, including family members if taking leave)

Rank: _____ Name: Last, First, MI _____ Organization or Unit: _____ SSN (last 4) _____

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(Use "Tab" button for additional travelers in your group)

B. PURPOSE OF TRAVEL: (double click box & select "checked")

Leisure Military Leave Official/TAD Non-official Business Emergency LV
Other (explain)

C. TRAVEL DATES: (from: dd-mmm-yy to: dd-mmm-yy)

--

(Use "Tab" button for additional dates)

D. DESTINATION COUNTRY(S): _____ **NEAREST CITY(S) YOU WILL VISIT** _____

--	--

(Use "Tab" button for additional countries/cities)

FIRST VISIT? <input type="checkbox"/> YES <input type="checkbox"/> NO

E. ORGANIZATION(S) TO BE VISITED (List all organizations/with contact information here)

Organization # 1 Name:	ORG #1 Address:
Organization #1 POC:	ORG #1 Phone:
Organization # 2 Name:	ORG #2 Address:
Organization #2 POC:	ORG#2 Phone:

SECTION II - COUNTRY INFORMATION AND REQUIRED TRAINING

A. THREAT: Visit the USPACOM Antiterrorism Website and click on USPACOM Country Information http://www.pacom.mil/web/site_pages/staff%20directory/j3/J34%20-%20ATCIP.shtml . Please complete all sections below from the spreadsheet.

Country	FPCON	Approval Level	Terrorist Level	Criminal Level

(Use "Tab" button for additional countries/cities)

Is destination a restricted travel area & requires PACOM exception to policy?: Yes No

If **yes**, traveler must provide below information. If no, skip to the next question.

1. State what the restriction is.
2. State how traveler will comply with the restriction.
3. State that travel has been designated mission essential by chain of command.
4. State that travel will not occur until permission is obtained from HQ USPACOM/JO2.
5. State the O-7 FP plan approval authority.

The first O-7 in the chain of command is responsible for FP Plan approval only, actual travel to restricted areas requires an exception to policy. Exception to policy requests should be sent via general admin message to CDR USPACOM //J02//. Clearly describe the purpose for travel and the FP plan approval authority (USPACOMINST 3850.2k Ch 4.1.b.3).

**TRICARE Area Office Pacific
Individual Force Protection Travel Plan**

Is there a current **Travel Warning**? Go to http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html

Yes No (if yes, read all information)

B. ENTRANCE REQUIREMENTS: Use the Foreign Clearance Guide <https://www.fcg.pentagon.mil/fcg.cfm> and verify entrance requirements (passports, visas). Are the following required? **If YES, give date completed.**
* Remember to ensure you have a current "SOFA" stamp prior to your travel*

Passport: <input type="checkbox"/> Yes <input type="checkbox"/> No Military ID	If yes, passport must not expire within SIX months.
Travel return date (dd-mmm-yy):	Your passport expires (dd-mmm-yy):

Visa: <input type="checkbox"/> Yes (dd-mmm-yy) <input type="checkbox"/> No	Country Clearance: <input type="checkbox"/> Yes (dd-mmm-yy) <input type="checkbox"/> No
--	---

Security Clearance Level:

Registration with American Embassy: <input checked="" type="checkbox"/> Yes (dd-mmm-yy) <input type="checkbox"/> No

Additional passport & visa assistance is available at <https://secureapp2.hqda.pentagon.mil/passportmatters>

C. BUDDY POLICY: Travel to countries with a FPCON of Bravo or higher within the PACOM AOR requires the traveler to have a buddy. A buddy can be another DoD person, family member, or a trusted destination point of contact. Is a buddy required? Yes No

Buddy Name (if not listed in Section 1 above):

Buddy is (check all that apply):	<input type="checkbox"/> Traveling with me	<input type="checkbox"/> Will meet me there	<input type="checkbox"/> Friend
	<input type="checkbox"/> Relative	<input type="checkbox"/> Work associate	<input type="checkbox"/> Lives there

D. LEVEL I AT AWARENESS TRAINING: All personnel, to include dependents 14 years old & above complete online Level I AT Awareness training at <https://atlevel1.dtic.mil/at> print and attach certificates for every traveler entered. Sign "trainee" block. Training is good for 12 months. Keep a copy for your records. Office Manager maintains packet for one year. If you have already submitted the training certificates for the traveler(s) for a previous trip, you do not need to duplicate effort. Just fill in blocks below.

Name of Travelers (if child, provide age)	Age	Date of Training (dd-mmm-yy)	Date of Departure (dd-mmm-yy)

(Use "Tab" button for additional travelers in your group)

E. OTHER TRAINING REQUIRED FOR FOREIGN COUNTRIES: For the military or DoD civilian personnel, The following training is required for all travel: SERE 100 and ISOPREP. SERE 100 is good for 12 months. ISOPREP requires photo uploads and is good for 24 months. Korea requires additional training. See Office manager for further instructions. For links to training sites, go to the bottom of this form.

Name of Traveler(s)	Age	Date of Training (dd-mmm-yy)	Date of Departure (dd-mmm-yy)

SECTION III – MEDICAL / FORCE HEALTH PROTECTION BRIEF

(HIGHLY ENCOURAGED BUT NOT REQUIRED)

A. VISIT THE TRAVEL CLINIC? Yes No

Travel Clinic is located at Internal Medicine Clinic. Travel Clinic hours: Every Friday morning (call 643-7714 / 7715 for appointment to see the provider).

Travel Medicine Clinic Physician Signature

Briefing Date

TRICARE Area Office Pacific
Individual Force Protection Travel Plan
SECTION IV – THREAT UPDATE

A. RECEIVE A DESTINATION SPECIFIC THREAT BRIEF WITHIN 90 DAYS OF TRAVEL
 (Contact Office Manager at 643.2029 for more information).

BRIEFING GIVEN BY

BRIEFING DATE

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Travelers should check for destination threat changes 48-72 hours prior to actual travel at the following websites:
http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html
http://www.pacom.mil/web/site_pages/staff%20directory/j3/J34%20-%20ATCIP.shtml

SECTION V - ITINERARY

A. ITINERARY:

Locations	Date (dd/mm/yy)	Time (24 hr)	Carrier/flight #:
DEP: Naha, Okinawa			
ARR:			
DEP:			
ARR:			
DEP:			
ARR:			
DEP:			
ARR:			
DEP:			
ARR:			
DEP:			
ARR:			

(Use "Tab" button for additional entries)

B. MAP. Attach a legible, one-page map for each destination country and **highlight** the cities you will visit.

C. LODGING LOCATIONS:

Hotel name	Address	Phone number

(Use "Tab" button for additional entries)

D. EMERGENCY CONTACT INFORMATION (how can you be reached at destination in an emergency?):

Phone 1:	Phone 2:
Email 1:	Email 2:

**TRICARE Area Office Pacific
Individual Force Protection Travel Plan
SECTION VI - MITIGATION**

A. SAFE HAVENS (list nearest US embassy or consulate):

Address

Phone number

(Use "Tab" button for additional entries)

B. EMERGENCY ACTION PLANS (mandatory entry, be specific). Briefly describe what you will do for each using actual addresses and phone numbers. Describe other actions you will take to reduce risks):

1. Medical emergency.
2. Protests, mob violence, or coup.
3. Immediate need to evacuate the country due to threat or natural disaster.
4. Sudden increase in destination threat conditions.
5. Actions you will take to reduce risk.

SECTION VII - CERTIFICATION

A. TRAVELER CERTIFICATION: I certify that on the date below I have completed all mandatory travel and training requirements.

Signature of traveler

Date (dd-mmm-yy)

--	--

Office Manager (also security officer) reviewed and certified complete

TAO-P OFFICE MANAGER

Signature

Date

Rank/Title

FPTP Approving Authority reviewed and

Approved

Disapproved

Signature

Date

Rank/Title

ENCLOSURES: *Note: if you have previously turned in your certificates and it is still valid, you do not have to turn in*

1. Level 1 ATFP Training Certificate (one per traveler, 14 years & up) – if applicable
2. SERE 100 Training Certificate: <http://jko.jfcom.mil> Select "Take Courses", then "Joint Courses, Browse by Category" (this page is slow to load). Under Joint Courses select "J3T" and course JT3A-US022 is "SERE 100 Code of Conduct Training Course".
3. ISOPREP Completion Certificate
4. Additional Training Certificate(s) that is country specific
5. Map of Destination, with cities highlighted.

PASSPORT INFORMATION

Passports: You will need a tourist passport [US - blue]. If the passport is valid for less than 6 months from the date of entry into A-P countries, you will not be able to enter the countries, so be sure he has a passport that doesn't expire within 6 months. You may also need a visa; some countries don't require a visa if you stay <30 days. You can get more information through the U.S. Department of State website:

<http://www.state.gov/>

For those who are currently assigned to an overseas office (i.e. Japan, Korea, etc), be sure to get your entry/exit/SOFA stamp prior to your travels. This further ensures that your transition in and out of your home duty station be as smooth as possible.

Other Specific Guidance/Key Information

Two-Person Buddy Rule: The commander of USPACOM recommends the two person travel room (Buddy Rule) at all times. This means to have a travel partner at all times—this can be a co-worker, family member, or even someone you will meet at your TDY location.

Forms of ID: Always carry *two* forms of photo ID on your person. This includes your passport, drivers license, military ID card, etc.

Credit Card Use: Be sure to inform your bank that you will be traveling abroad or away from your current duty location. Most areas near an MTF have adequate ATM access, but keep in mind you might need to exchange money. All military bases will accept US Dollars.

The End

If you have any specific questions please contact
PACOM or the TAO-P Office Manager
Missy Burton at melissa.burton@med.navy.mil