

**BY ORDER OF THE COMMANDER
403D WING**

403D WING INSTRUCTION 10-245

14 JANUARY 2014



Operations

ANTITERRORISM PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

ACCESSIBILITY: Publication and forms are available for download or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 403WG/ATO

Certified by: 403 WG/CC
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Pages: 11

This supplement implements the requirements identified in AFI 10-245, *Antiterrorism (AT)*, 21 September 2012 AFI 10-245 AETC Supplement I, *Antiterrorism (AT)*, 24 June 2010; Department of Defense Directive (DoDD) 2000.12, *Antiterrorism (AT) Program*; Department of Defense Instruction (DoDI) 2000.16, *Antiterrorism (AT) Standards*, Keesler Air Force Base Plan 10-245, *Antiterrorism Plan Volume 1 and 2*, 12 October 2010. It establishes responsibilities and guidance for the 403d Wing Antiterrorism (AT) Program and integrates security precautions and defensive measures. This instruction applies to all military and civilian 403 WG personnel including contractors assigned to the 403 WG. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. See Attachment 1 for a Glossary of References and Supporting Information .

1. The 403 WG Antiterrorism Program. Force protection and antiterrorism are integral principles of the 403 WG vision, mission, values, and operating style. The 403 WG/AT program enhances the Department of Defense and the Air Force programs of deterrence designed to blunt terrorist acts against personnel and resources by providing timely guidance on collecting and disseminating threat information. This will be accomplished by training members, developing comprehensive plans to deter terrorist incidents, training and evaluating the plans, allocating

funds, implementing measures to defeat or mitigate the threat, and reducing the effects of an attack.

- 1.1. Provide personnel with the appropriate level of threat awareness to properly plan for and combat terrorist activities.
- 1.2. Provide resources, facilities, and personnel assigned to the 403 WG a level of security protection resulting in the greatest possible deterrence to terrorist acts, sabotage, espionage, or other acts of aggression.
- 1.3. Implement measures to defeat or mitigate the terrorist threat through a combination of physical protective measures, detection methods, procedures, and plans.
- 1.4. Reduce the effects of an attack through standoff, physical security, early warning, plans, and procedures.
- 1.5. The ultimate objective of this antiterrorism. (AT) program is to preserve combat readiness and sustain the wing's ability to survive and operate in all FPCONs. The program is an integrated effort where all units and commanders must have the mindset of watchfulness; combating terrorism requires every individual to maintain a level of awareness, to practice personal security measures, and to report suspicious activity.

2. Antiterrorism Officer and Antiterrorism Representative (ATO and ATR)

2.1. Commanders will designate ATOs or ATRs in writing (see AFI 10-245, Standard 26 for certification criteria). The ATO/ATR is the commander's military or civilian advisor charged with managing the AT Program. The ATO/ATR advisory role does not replace a functional manager's or commander's responsibility to execute programs in support of the operational commander's mission. Security clearance requirements will be established by the commander. ATOs shall be assigned to:

- 2.1.1. Installations or self-supported separate facilities with inherent responsibility for emergency response functions.
- 2.1.2. Squadrons having 300 or more personnel.
- 2.1.3. Deploying squadrons and higher with potential perimeter security and access control responsibilities.
- 2.1.4. Deploying units under the operational control of a designated commander having 300 or more personnel (both civilian and military) assigned.

2.2. ATRs shall be assigned to:

- 2.2.1. Every subordinate unit of the 403d Wing at Keesler AFB.

2.3. Once primary and alternate squadron ATRs have been designated, forward a copy of the appointment memorandum containing rank and/or civilian grade, name, social security number, security clearance, duty phone number, and e-mail address to the 403 WG/ATO. Update appointment memorandums as changes occur; pen and ink changes are not authorized.

3. Antiterrorism Planning. Force protection measures shall receive priority command emphasis in all wing, and squadron plans.

3.1. As a tenant unit on Keesler AFB, the 403 WG shall comply with AFI 10-245 AETC Supplement I, *Antiterrorism (AT)* and Keesler Air Force Base Plan 10-245, *Antiterrorism Plan*.

3.2. Risk analysis is a critical factor in the AT planning process. Every commander must use operational risk management tools to balance threat information and asset criticality and vulnerabilities with the scarcity of resources to prioritize FPCON measures and Random Antiterrorism Measures. The 403 WG will be fully engaged with the Installation ATO to apply the Integrated Base Defense Risk Management Process to determine the risk to our flying mission and reserve personnel both in a fulltime and part time capacity.

3.3. Subordinate units shall develop and customize unit-level antiterrorism planning, checklists, and training to local mission, threat, and situation.

4. 403 WG/ATO Responsibilities:

4.1. Attend an approved AT Level II course within 120 days of appointment, or as soon as possible. ATOs must complete AT Level II Refresher Course every three years. AFRC has an approved AT Level II course that is regularly offered by the 610 SFS and should be utilized to the greatest degree possible.

4.2. Ensure units are tracking Level I training and higher headquarters instructions and guidance.

4.3. Provide unit ATOs/ATRs with clarification and guidance on Level I training and AT-related travel guidance.

4.4. Collect data regarding Level I training and provide data to the 81 Training Wing (TRW) Installation ATO and higher headquarters, as requested.

4.5. Assist unit ATO/ATR develop local Force Protection Condition (FPCON) measures.

4.6. Disseminate appropriate AT information and program guidance received from the 81 TRW Installation ATO, higher headquarters, or other intelligence sources. The 403 WG ATO is not responsible for up-channel or down-channel reporting of FPCON measure implementation. Down-channeling of FPCON measures will normally be done through the command post and appropriate ATOs and unit control centers (UCC).

4.7. Evaluate unit AT programs annually.

4.8. Control and monitor the wing random antiterrorism measure (RAM) program.

4.9. Serve as the wing commander's primary advisor on AT matters and provide oversight of the wing AT program.

4.10. The ATO in conjunction with members of the Antiterrorism Working Group (ATWG), as necessary, will provide advice to unit commanders on AT/FP related projects.

4.11. In conjunction with 81 TRW/ATO, participate in Keesler AFB AT vulnerability assessments (VA).

4.12. As directed, support/participate in ORIs, UCIs, SAVs, VAs, and wing exercises. Identify and document intelligence-related findings, observations, and best practices; update AT programs appropriately.

5. Unit Commander Responsibilities:

- 5.1. Approve a unit AT Plan that outlines unit programs and policies.
- 5.2. Appoint, in writing, primary and alternate unit ATO or ATR as their AT focal point that have a minimum of 1-year retainability. Forward a copy of the memorandum to the wing ATO. Either the primary or alternate ATO/ATR appointed must be a full time AFRC employee. ATOs/ATRs (primary and alternate) must be a military member, rank E-5 or higher or a civil-service member, GS-7/equivalent or higher.
- 5.3. Ensure unit recall rosters are updated and disseminated as needed to authorize personnel only.
- 5.4. Ensure unit security managers, ATOs/ATRs, or supervisors provide newcomers with localized briefings on unit specific operations security (OPSEC) and communications security (COMSEC) procedures. Newcomers should also be provided a local area threat briefing if it's not conducted during base in-processing.
- 5.5. Ensure random antiterrorism measures (RAM) Program is being conducted in accordance with this instruction.
- 5.6. Appoint an OPR to post the appropriate FPCON checklist and signs, and ensure dissemination of threat information upon FPCON implementation (actual or exercise) in accordance with the applicable plan.
- 5.7. Ensure unit specific FPCON measure implementation checklists are developed. Each measure requiring clarification will have action to be taken appointed to a person, position, or office.
- 5.8. Ensure unit specific FPCON measures provide enough specificity so that all unit personnel are able to quickly and effectively implement all required measures.
- 5.9. Provide functional-area experts as needed to advise the FPWG.
- 5.10. Ensure unit out processing checklists include completion of Level I and area specific threat awareness training for travel, official and unofficial, to overseas locations. Maintain documentation of all travel related Level I training completion for at least 1 year.
- 5.11. Ensure the Unit Training Manager (UTM) records AT Training results for all unit personnel and provides reporting capability to the unit ATO/ATR.
- 5.12. Provide for mitigation of any vulnerabilities or negative observations affecting buildings, assets, plans, or programs under their control. Report the status of vulnerabilities to the wing ATO for tracking.

6. Unit ATRs Responsibilities:

- 6.1. Encourage compliance and implement a unit specific AT Plan.
- 6.2. Maintain AT program continuity books in order to maintain standardization and consistency of AT programs across the wing. Continuity book requirements are listed in AFI 10-245 AETC Supplement1. The installation ATO will, as a minimum, inspect all continuity books once every 12 months.

- 6.3. Attend the mandatory AT training and meetings held by 403 WG/ATO and the 81 TRW/ATO.
- 6.4. Monitor unit AT Level I training.
- 6.5. Ensure random antiterrorism measures (RAMs) assigned are completed in accordance with AFI 10-245.
- 6.6. Ensure RAMs are conducted by unit personnel in accordance with this plan, 81 TRW AT guidance, and unit specific program guidance.
- 6.7. Upon completion ensure RAMs are reported as directed by the 403 WG/ATO.
- 6.8. Serve as the unit commander's primary advisor on AT issues.
- 6.9. Coordinate with appropriate unit personnel to ensure unit personnel are conducting required FPCON measures, and unit personnel are aware of the current FPCON and the threat generating it.
- 6.10. Conduct annual AT program self-inspection's on unit AT programs using the self-inspection checklist.
- 6.11. Brief all pertinent AT issues and initiatives to unit personnel as directed by the commander and the 403 WG/ATO.
- 6.12. Monitor their surroundings and report suspicious activity through the Eagle Eyes program.
- 6.13. Ensure an AF Form 440, *Bomb Threat Aid*, card or approved equivalent is readily available at all government telephones.
- 6.14. Ensure Building Managers have an adequate number of FPCON signs available and they are posted on all exterior entrances/exits to all 403 WG assigned facilities and areas.

7. Building Manager Responsibilities:

- 7.1. Assist Unit ATO/ATR in development of appropriate emergency action and evacuation plans for each assigned facility. Develop maps that highlight evacuation points.
- 7.2. Train all building personnel on Heating Ventilation Air-condition (HVAC) emergency shut off procedures.
- 7.3. Implement unit level FPCON checklist and emergency action procedures during both real world and exercise FPCON changes. Assist Unit ATOs/ATRs in training all assigned personnel and exercising them once completed.

8. Training.

- 8.1. Level I training is required of all 403d WG personnel, to include civilians, each calendar year.
- 8.2. Level I training can be accomplished in one of two ways.
 - 8.2.1. By computer-based training. The approved website address is through the Air Force Distance Learning web site from the Air Force Portal, Or through AT Level II certified unit ATO/ATR.

8.2.2. All individuals qualified to administer Level I - AT Awareness Training will be designated in writing by the 403d WG ATO. Individuals who complete a formal AF approved Level II - ATO Training (DoD Standard 26) course of instruction, whether in residence or through a mobile training team, may qualify to administer Level I - AT Awareness training.

8.3. The unit ATR will complete AT Level II training and certification at an approved USAF course.

8.4. Personnel who are qualified as an ATO but have not served as an ATO in the last 36 months shall complete a formal AF approved Level II - ATO refresher training course of instruction. The refresher may be through a course in residence, mobile training team, or the approved ADLS CBT for Level II refresher.

9. Random Antiterrorism Measures (RAM). RAMs seek to deter terrorist attacks on DoD facilities and personnel by varying routines and being sensitive to changes in the security atmosphere around DoD facilities and personnel without presenting an undue hardship. RAMs also allow for validation of existing FPCON measures.

9.1. RAMs will be implemented in a random manner during every FPCON to include FPCON NORMAL so that times for implementation, location, and duration will be regularly changed to avoid predictability. Key to the installation's RAM program is the support of individual work centers tasked to perform RAMs.

9.2. A listing of Keesler AFB RAMs will be initiated by the 81 TRW ATO every month.

9.3. No later than the 30th of each month the wing ATO will assign and send all RAMs to unit ATO/ATRs via email or the Antiterrorism SharePoint link.

9.4. RAM completion is the responsibility of each ATO/ATR and/ or building specific RAM Monitor assigned the responsibility.

9.5. Tasked organizations will perform their RAM as directed by the Wing ATO and report completion as directed by the 81 TRW/Installation ATO.

9.6. To ensure any required follow-up actions are taken in a timely manner, all RAMs must be reported within 48 hours of completion. If something suspicious is discovered it must be reported by contacting the 81 SFS Base Defense Operations Center at 377-3040. Call 911 for any real word emergencies or hostile terrorist activity.

9.7. RAM Program Documentation. The 403 WG ATO will maintain a tracking document to document compliance with the RAM program. Unit ATOs that wish to maintain a log may do so.

9.8. The wing ATO may conduct random visits to organizations tasked to perform a RAM to provide guidance and assistance in conducting any RAM and to evaluate the effectiveness of the RAM.

9.9. The wing ATO will monitor, track and analyze RAM implementation efforts and provide the appropriate feedback through the chain of command to the 403 WG/CC and subordinate commanders.

10. Emergency Action Plans. All 403 WG units will develop local, unit specific plans for emergency actions. Units can utilize locally developed FPCON checklists, 403 WG Shelter In-

Place Guide and fire evacuation plans developed for 403 WG Safety. Plans will include the following information.

10.1. Unit specific FPCON measures and procedures.

10.2. Bomb threat evacuation procedures.

10.3. Fire evacuation procedures.

10.4. Active shooter procedures.

10.5. Shelter in-place procedures.

10.6. Unit Emergency Action Plans should be maintained by the unit ATO/ATR and will include unit procedures and unit POCs for each action. Unit ATO/ATRs will coordinate these plans with the Unit Control Center (UCC) staff and Facility Managers to determine the best personnel to implement their plans. Plans should be kept in a binder in the UCC for implementation.

10.7. Units collocated with other units will coordinate plans to determine the best personnel to implement each action.

11. OPERATIONS SECURITY (OPSEC). 403 WG ATO/ATRs must incorporate OPSEC principles and countermeasures into their antiterrorism and force protection programs.

11.1. ATO/ARTs will safeguard unclassified sensitive information such as antiterrorism working group minutes, random antiterrorism measures, security measures, maps, diagrams, layouts, photos, known vulnerabilities and "For Official Use Only" information.

11.2. All ATO/ATRs will dispose of these documents by shredding and will refrain from distributing to personnel without a need to know.

12. Outside the Continental United States (OCONUS) Travel.

12.1. Unofficial (Leave) Travel) All military personnel in Title 10 status will comply with the 81 TRW unofficial (Leave) travel requirements when traveling OCONUS. Personnel may contact their unit ATR or the wing ATO for assistance. Personnel in civilian status are highly encouraged to comply with this policy.

12.2. Official Travel. All personnel traveling OCONUS in an official capacity will receive a threat briefing from 403 Wing Intel if required in AOR reporting instructions.

12.3. In-Transit AT Plans. 50 or more personnel deploying as a unit will complete and file an In-Transit AT plan. This plan is the responsibility of the troop commander and will be completed by the unit ATR with the assistance of the wing ATO. Units will coordinate with MAJOM or ground combatant commanders to determine additional in-transit AT plan filing requirements.

FRANK L. AMODEO, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-245, *Antiterrorism (AT)*, 21 September 2012

AFI 10-245 AETC Supplement I, *Antiterrorism (AT)*, 24 June 2010

Department of Defense Directive (DoDD) 2000.12, *Antiterrorism (AT) Program*

Keesler Air Force Base Plan 10-245, *Antiterrorism Plan Volume 1 and 2*, 12 October 2010

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning System

AFI—Air Force Instruction

AT—Antiterrorism

ATO—Antiterrorism Officer

ATR—Antiterrorism Representative

ATWG—Antiterrorism Working Group

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

FPCON—Force Protection Condition

OCONUS—Outside the Continental United States

OPSEC—Operations Security

RAM—Random Antiterrorism Measure

Term

Antiterrorism (AT)—Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military and civilian forces.

AT Officer (ATO)—The principal military or civilian advisor charged with managing the AT program for the commander or DoD civilian exercising equivalent authority.

AT Program Review—The systematic assessment of the AT program against the AT Standards.

Terrorism—The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

Terrorist—An individual who commits an act or acts of violence or threatens violence in pursuit of political, religious, or ideological objectives.

Terrorist Groups—Any number of terrorists who assemble together, have a unifying relationship, or are organized for the purpose of committing an act or acts of violence or threatens violence in pursuit of their political, religious, or ideological objectives.

Unit Antiterrorism Representative—The principal military or civilian advisor charged with managing the AT program for a unit or DoD element not required to have an ATO as stipulated in Standard 9.

Vulnerability Assessment (VA)—A Department of Defense, command, or unit-level evaluation (assessment) to determine the vulnerability of a terrorist attack against an installation, unit, exercise, port, ship, residence, facility, or other site. Identifies areas of improvement to withstand, mitigate, or deter acts of violence or terrorism.

Attachment 2

ATO/ATR APPOINTMENT MEMORANDUM

ATR Appointment Memorandum, *Sample*

Date

MEMORANDUM FOR 81 TRW/AT

FROM: Unit/CC

SUBJECT: Appointment of Unit Antiterrorism Representative

1. The following individuals are appointed as Antiterrorism Officers (ATO) for the 403 Wing and are responsible for managing the unit's program IAW Air Force and host installation instructions.

Name (Primary)

Security Clearance: Secret, Adjudicated on (date)

DP: 228-377-xxx

DSN: 597-xxxx

NIPR: (email address)

Name (Alternate)

Security Clearance: Secret, Adjudicated on (date)

DP: 228-377-xxxx

DSN: 597-xxxx

NIPR: (email address)

2. Individual's Security Clearance data verified, via JAPAS, on (date).

3. Please direct any questions on this matter to (unit POC).

Commander Name, Rank, USAFR
Commander