

**BY ORDER OF THE COMMANDER
908TH AIRLIFT WING**

**908TH AIRLIFT WING INSTRUCTION
10-201**



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Operations

ANTI-TERRORISM PROGRAM

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Certified by: 908 AW/CCE (LtCol Nancy
R. Stephenson)

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This instruction implements AFD 10-2, *Readiness*; Department of Defense Directive (DODD) 2000.12, *Antiterrorism (AT) Program*; Department of Defense Instruction (DODI) 2000.16, *Antiterrorism (AT) Standards*. It establishes and implements requirements, policies, procedures, standards and responsibilities governing unit participation in the 42 ABW AT Program and defines functional area responsibilities, working groups and education and training. This instruction applies to all units and personnel assigned to 908th Airlift Wing (AW) Maxwell Air Force Base, Alabama. Refer recommended changes and questions about this publication to 908 AW/SFS Maxwell AFB AL using the AF Form 847 *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with 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/rims.cfm>.

1. GENERAL.

1.1. The Installation Antiterrorism Officer (ATO) manages the 42 ABW AT Program with the assistance of Unit Antiterrorism Representatives (ATRs). Therefore, primary and alternate unit ATRs must be appointed by each unit/activity commander assigned or attached to Maxwell AFB as a means to coordinate the participation of their respective unit in the installation AT Program with the Installation ATO (Unit Security Managers may be appointed this additional duty).

1.2. The Maxwell AFB Antiterrorism Working Group (ATWG) acts as the 42 Air Base Wing Commander's primary advisory body on AT policy and program management. Membership will be in accordance with the approved ATWG Charter.

1.2.1. Maxwell ATWG will meet as needed or required by HHQ direction. Additionally, the ATWG will be combined, when possible, with the Integrated Defense Working Group (IDWG).

2. RESPONSIBILITIES.

2.1. The 908 AW/ATO will:

2.1.1. Act as the liaison between the 908 AW/CC and the Installation ATO.

2.1.2. Ensure Anti-Terrorism Representative ATR's coordinate through the Unit Training Manager (UTM), all unit personnel receive AT Level I (Force Protection) training. Unit personnel will accomplish this training through use of the Advanced Distributed Learning Service, (ADLS), a computer-based website at: <HTTPS://GOLEARN.CSD.DISA.MIL>. Unit personnel not able to complete Level I training on line may complete training off-line. Contact UTMs for specific instructions regarding course down-load and record updates.

2.1.3. Coordinate with Reserve Deployment Readiness Center (RDRC) AT awareness training with each unit deployment manager and ensure a primary and alternate ATO has been assigned to all mass troop movements.

2.1.4. Administer the 908 AW RAM Program IAW 42 ABW Plan 10-245. Designate unit personnel responsible for FPCON Measures and RAM implementation.

2.1.4.1. Send RAM completion to the Installation ATO if unable to access ATRAMP at: 42 ABW.Antiterrorism@Maxwell.AF.MIL. Include RAM number, date, initiation/termination times, location, name(s) of person(s) who completed the RAM and any specific facts (i.e., 10 ID Cards, 25 Cars, 10 rooms, etc.).

2.1.5. Ensure all construction projects are coordinated through the Installation ATO.

2.1.6. Create and maintain an AT Representatives program continuity book if unable to access the AT COP online. Book contents are subject to review during Installation, MAJCOM staff assistance visits (SAVs), IG inspections and Joint Staff Integrated Vulnerability Assessment reviews. The book will cover the following items:

2.1.6.1. Section 1 - Letter(s) of Appointment (update as changes occur).

2.1.6.2. Section 2 - Unit AT Officer/NCO Training. Retain copy of Installation ATO Level I/II training certificate/Local Training Certificate.

2.1.6.3. Section 3 – Unit Random Antiterrorism Measures (RAM) Tracking. Units will track all RAMs conducted internally over and above the assigned RAMS. ATR may produce an Excel Spreadsheet or other tracking tool showing date, time, length and type of RAM conducted, The Installation ATO will monitor unit RAMs each day and periodically visit a unit to verify RAMs and their effectiveness.

2.1.6.4. Section 4 – Functional Review Reports. These are centrally maintained by the base ATO

2.1.6.5. Section 5 – AT Information, Memorandums, Messages. This section contains pass-ons from and installation ATO (e-mails, memorandums, etc.), wing AT bulletin (if applicable), and the schedule for unit AT program reviews.

- 2.1.6.6. Section 6 – AFIs. AFI 10-245/AETC Sup and Installation plans. Reference these documents with a memorandum as to their electronic location. For units with access to the AT COP these are centrally maintained.
- 2.1.6.7. Section 7 –Unit Operating Instruction.
- 2.1.6.8. Section 8 –Installation ATO Annual AT Program Reviews. ATRs will maintain copies of most recent and previous calendar year’s annual ATO reviews of unit AT programs (See Attachment 1 for Program Review Checklist). For units with access to the AT COP these are done electronically and centrally maintained.
- 2.1.6.9. Section 9 – AT Exercise Reports. These reports are maintained on the 42 ABW Exercise Evaluation Team SharePoint Site
- 2.1.6.10. Section 10 – Meeting Minutes. These are maintained on the COP for those with access.
- 2.1.6.11. Section 11 – Miscellaneous Items.
- 2.1.7. Ensure dissemination of threat information, current FPCON status and procedures, and required RAM actions to all unit personnel as well as TDY units assigned or visiting the 908 AW.
- 2.1.7.1. TDY personnel will receive an up-to-date briefing within unit assigned concerning current FPCON and measures in-place as well as the unit RAM Program and how they will be expected to participate.
- 2.1.7.2. Assist each unit with developing a reporting and alerting system for notification of TDY members and unit specific procedures. Suggested source is newcomers checklist, and procedures in place for unit recall notifications.
- 2.1.7.3. Local work force will receive updates via base contact i.e. alerting system on computer, giant voice and verbal communication.
- 2.1.8. Work closely with 908 AW Plans Officer to ensure AT considerations are incorporated into unit plans where applicable.
- 2.1.9. Coordinate with ATR to offer Force Protection Training to any military or DoD employee family member traveling OCONUS on unofficial travel (such as leave).
- 2.2. Unit Deployment Manager (UDM)
- 2.2.1. Ensure individuals projected for TDY OCONUS receive/are current on Force Protection training via unit out-processing checklist (If you don’t have a unit out-processing checklist, establish some other documentation to achieve the same results, such filing memorandum with unit ATR). The UDM will ensure individuals receive the training prior to deployment.
- 2.2.1.1. AOR Threat Briefing: The mandatory Threat Briefing for all overseas deployments is given by the Air Force Office of Special Investigations (AFOSI). UDM will contact AFOSI at 953-7094 for briefing times and to ensure AOR-specific information may be incorporated into the deployment brief.

2.2.1.2. AFOSI Counterintelligence Threat Assessment. The UDM or Unit Commander will request a site-specific counterintelligence threat assessment be provided to team members within 15 days of any departure , if applicable.

2.2.2. The UDM will coordinate with the unit ATR to ensure a primary and alternate AT Officer/NCO is appointed for each mass troop movement. The UDM will document this information on unit deployment rosters.

2.2.2.1. The primary and alternate deployment team Antiterrorism Officers will contact the unit ATR for guidance on AT-related issues.

2.2.2.2. Once deployed, the deployment team Antiterrorism Officer will contact the host base Installation ATO on site for further guidance.

2.3. Unit ancillary training managers.

2.3.1. Ensure all Force Protection Training is being conducted and assist with Off-Line FP Briefings when necessary. (i.e., family members 14 YOA or older PCSing OCONUS on official travel).

2.3.2. Document Force Protection Training through normal ancillary records when documentation through ADLS. Alternate documentation will be PCS/TDY checklist or MILPDS is not possible.

2.4. All Unit Designation personnel will:

2.4.1. Implement RAMs as directed by the Installation ATO. Units may also conduct additional RAMs as deemed appropriate/necessary by the commander.

2.4.2. Be vigilant for attempts by suspect persons to gather information, conduct surveillance or commit criminal acts related to unit and wing operations. Personnel will report such incidents to their supervisor or the unit ATR, immediately. Do not assume others will report an incident no matter how obvious.

2.4.3. Always be aware of the current FPCON measure and why the base/community is in such conditions. Ensure procedures are in place to convey specific FPCON Measure information down to the newest Airman assigned to the unit.

3. PROCEDURES:

3.1. FPCON Measures and RAM Implementation

3.1.1. FPCON Implementation. The Force Protection Conditions (FPCONs) describe the progressive level of a terrorist threat to all U.S. military facilities, assets, and personnel under DoD Directive 2000.12. The purpose of the FPCON system is accessibility to, and easy dissemination of, appropriate information. The declaration, reduction, and cancellation of FPCONs are the prerogative of the military commander or the head of DoD Components. While there is no direct correlation between threat information, (e.g., Intelligence Summaries, Warning Reports, and Spot Reports), and FPCONs, such information, coupled with specific FPCON Measure guidance, assists commanders in making prudent FPCON declarations. FPCONs may also be suffixed with the geographic area deemed at risk. Once a FPCON is declared, the selected security measures are implemented immediately. UCCs will receive a Crisis Action Team Directive (CATD)

listing specific FPCON Measures listed in the 42 ABW Plan 10-245 Installation Security Antiterrorism Plan (FOUO). FPCON definitions follow:

3.1.1.1. FPCON NORMAL. Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture.

3.1.1.2. FPCON ALPHA. Applies when there is an increased threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable.

3.1.1.3. FPCON BRAVO. Applies when an increased and more predictable threat of hostile activity exists.

3.1.1.4. FPCON CHARLIE. Applies when an incident occurs or intelligence is received, indicating some form of terrorist action or targeting against personnel or facilities is likely.

3.1.1.5. FPCON DELTA. Applies in the immediate area where an attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent. Normally, this FPCON is declared as a localized condition.

3.1.1.6. Unit ATR will ensure all personnel assigned specific duties associated with FPCON Measures are briefed on their responsibilities. Units will use this paragraph to make specific reference to unit FPCON Measures checklist. Identify for your unit personnel the fact that specific guidance and responsibilities can be obtained by referencing the unit FPCON Measures checklist.

3.1.1.7. Unit personnel must be aware of specific FPCON Measures tasking associated with each FPCON Measure. Within the FPCON checklist (42 ABW Plan 10-245, Volume II) use sub-paragraphs to identify who is responsible for a particular task, describing in detail what actions are required for each measure, how they are to complete them and by whom. For example, if personnel are to arm with weapons this should cover when, where, how, who questions. Or, for single point entry and exit, who initiates it, what doors are locked, communication procedures, and by whom and what are the entry procedures. Ensure you identify actions for all FPCONs. Ensure you assign a responsible office (by office symbol) for each FPCON Measure and RAM for each facility under your unit. Ensure you also address alternative parking plans for 25m standoff to include relocating reserved and handicapped parking.

3.1.2. RAM Implementation. These measures are selected measures implemented from one or more levels above the current FPCON. These measures are implemented upon direction of the installation commander or his designee as a means to alter our security signature, provide/conduct training and/or test selected measures of a particular FPCON.

3.1.2.1. The Installation ATO will e-mail wing ATO with specific RAMs for each month. During increased FPCONs, additional RAM's will be provided to each unit.

3.1.2.2. Notification for RAMs will be emailed to each unit ATR no later than the day before RAM is due. This email will also provide the RAM to accomplish and detail understanding of responsibility. Once RAM is complete, unit ATR will email wing ATO of results of RAM.

3.2. Bomb Threats/Fire Alarms/Facility Evacuation Incidents

3.2.1. In the event of a fire alarm, bomb threat or other incident requiring evacuation of a Unit Designation facility, the following guidelines will be adhered to: Make sure to appoint a responsible office in each facility for initiating the evacuation, ensuring all personnel are evacuated, securing any classified material, reporting information to the Base Defense Operation Center (BDOC) (Ext. 2254 or 911) and advising unit leadership or the unit ATR on the status of the incident. You will designate a rally location (300+ feet from facility) and predesignate a POC. POC will ensure accountability of all facility employees is reported to Command Post (953-2717) or BDOC.

3.2.1.1. Personnel will immediately evacuate the facility when directed.

3.2.1.2. Evacuation will be conducted in a minimum of two directions, where possible, so as to prevent all personnel from massing in one location.

3.2.1.3. Personnel will not mass near parked vehicles, trash dumpsters, or any other large item that could contain a secondary explosive device. This is to mitigate any attempts by criminal elements at creating mass casualty situations via a secondary explosive.

3.2.1.4. Flight/section leadership will account for all personnel upon evacuation and provide missing/injured/fatality information to unit leadership.

3.2.2. Any unit member receiving a bomb threat via telephone will attempt to keep the caller on the line and immediately initiate AF Form 440, *Bomb Threat Checklist*

3.2.2.1. If possible, have another person call Command Post and/or BDOC on another phone.

3.2.2.2. If the caller hangs up, **DO NOT HANG UP** the phone.

3.2.2.3. **DO NOT TOUCH** any suspicious objects or open any packages or containers.

3.2.2.4. Initiate evacuation as directed by the on-scene commander

3.3. Chemical/Biological Incident Procedures

3.3.1. Individual Protective Measures in the event of dispersment of chemical/biological agents are located in AFPAM 10-100, Airman's Manual. Wear IPE, Treat each threat with SABC, decontaminate as needed, use auto injectors when experiencing symptoms, flush eyes and protect from further contamination and seek medical attention as soon as possible.

3.3.2. Shutdown of HVAC system is important to reduce the spread of all contaminants. Proper instruction can be provided by local Civil Engineering office.

3.3.3. Shelter-in-Place should be in a location located in each facility. Each location is required to have all items and equipment necessary to seal room from contaminants.

3.3.4. Building Evacuation procedures and rally locations are essential to maintain accountability of personnel from the work area.

4. LOGISTICS AND ADMINISTRATION.

4.1. Equipment. Identify where personnel maintain or have access to safety, first responder, and/or emergency equipment such as first aid kits and fire extinguishers. Identify where personnel may obtain equipment necessary to complete FPCONs and RAMs, e.g. chain to secure doors, cones and other barriers to block parking lots, etc.

BRETT J. CLARK, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTATION*****References***

AFI 10-245, AETC Sup, *Air Force Antiterrorism Standards*, 30 Mar 2009

AFPD, 10-2, *Readiness*, 30 Oct 2006

DoD O-2000.12-H, *Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence*, 19 Feb 1996

DoDI 2000.16, *DOD Antiterrorism Standards*, 21 Jul 1997

DoD 5200.8-R, *DoD Physical Security Program*, 9 Apr 2007

Abbreviations and Acronyms

ADLS—Advanced Distance Learning System

AFOSI—Air Force Office of Special Investigation

ATRAMP—Antiterrorism Random Antiterrorism Program

AOR—Area of Operation

ATRAMP—Antiterrorism Random Antiterrorism Program

ATO—Antiterrorism Officer

AT—Antiterrorism

ATR—Antiterrorism Representative

ATWG—Antiterrorism Working Group

BDOC—Base Defense Operation Center

CADT—Crisis Action Development Team

COP—Community of Practice

FPCON—Force Protection Condition of Notification

HHQ—Higher Headquarters

IDWG—Integrated Defense Working Group

RAM—Random Antiterrorism Measure

UCC—Unit Control Center

UDM—Unit Deployment Manager

UTM—Unit Training Manager

Attachment 2

PROGRAM REVIEW CHECKLIST

Unit ATO/ATR Responsibilities	YES	NO	N/A
Force Protection POC			
Has the commander designated a unit ATO/ATR in writing?			
Has the appointment memorandum been forwarded to the Installation ATO?			
Has the unit developed a folder or binder to maintain meeting minutes, AT plan and local AT OI?			
Is the unit participating in the Installation RAM Program?			
Does the unit have specific RAMS and checklists?			
AT Level I Training Requirements and Reporting			
Have Level I AT requirements been incorporated into unit ancillary training?			
Is Level I being documented?			
Are personnel in the unit scheduled for Level I training?			
AT Deployment/TDY/Leave Requirements			
Has the unit deployment manager developed procedures to request a deployment briefing for personnel deploying?			
Are procedures outlined on the checklist being followed for all deployments and TDYs?			
Does the administrative staff ensure AT requirements are met prior to issuing TDY orders or leave authorization numbers?			
Is a method of communication established so increase in threat level can be relayed to personnel while on leave or TDY?			
Unit FPCON Procedures			
Has the unit developed procedures to implement increased force protection conditions and measures?			
Have shortfalls in manpower or materials need to meet FPCON requirements been identified?			
Are projects, purchases of equipment, and READY program requirements being worked to correct shortfalls?			
Has the unit developed bomb threat and emergency evacuation procedures for all facilities controlled by the unit?			
Do the procedures identify assembly areas at least 500' from the facility and post incident responsibilities?			
Are notification procedures in place to ensure all personnel are notified of changes to the FPCON?			