

**BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE**

**AIR FORCE RECRUITING SERVICE
INSTRUCTION 10-7011**



5 AUGUST 2014

**Certified Current 05 August 2015
Operations**

**AIR FORCE RECRUITING SERVICE
FORCE PROTECTION (AFRS FP)**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFRS/RXSLA

Certified by: HQ AFRS/RX
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Pages: 9

This instruction establishes responsibilities and procedures for an effective force protection program for Air Force Recruiting Service (AFRS) personnel and implements Air Force Doctrine Document 3-10, *Force Protection*, 28 July 2011, Air Force Instruction (AFI) 10-245, *Antiterrorism (AT)*, 21 September 2012, USNORTHCOM Instruction 10-222, *USNORTHCOM FP Mission And AT Program*, 30 September 2012, and Unified Facilities Criteria (UFC) 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*, 1 October 2013. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain records created as a result of processes prescribed in this publication in accordance with (IAW) AFI 33-322, *Records Management Program*, and disposed of IAW the *Air Force Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afirms/afirms/afirms/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 through the appropriate functional chain of command. See Attachment 1 for a glossary of references and supporting information.

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1. Introduction.

1.1. The Air Force defines force protection (FP) as the process of detecting threats and hazards to the Air Force and its mission, and applying measures to deter, pre-empt, negate, or mitigate them based on an acceptable level of risk. FP is a fundamental principle of all

military operations as a way to ensure the survivability of a commander's forces. The Air Force takes an integrated approach to FP in order to conserve the force's fighting potential.

1.2. The AFRS FP program provides instruction for FP planning and execution by AFRS personnel while involved in off-installation activities. The minimum elements of this program are risk management, planning, training and exercises, resource management, public awareness, and comprehensive program review. It is not intended to replace the more comprehensive Air Force directives in dealing with specific acts or instances of terrorism, criminal activities, or natural hazards. The dispersed and highly visible nature of the AFRS mission makes recruiting personnel vulnerable to diverse threats and hazards.

1.3. The information contained in this instruction is intended to provide assistance to AFRS commanders, supervisors, and personnel in preventing injury or loss of life, and protecting personal and government property. Personnel on the scene must use their best judgment while detecting threats and hazards to the Air Force and its mission, and apply measures to deter, pre-empt, negate, or mitigate them based on an acceptable level of risk. The key element of any response must be personnel safety, followed by the immediate reporting of all incidents to the local authorities and through Air Force channels.

1.4. Every Airman is a sensor and protecting the force is everyone's duty. Individuals should know the assessed threat against them and the vulnerabilities at their current location, along their route of travel, and at their destination. They should also know and implement individual protective measures. In addition, individuals should immediately report suspicious activities or occurrences to the nearest local law enforcement, Air Force Office of Special Investigation (AFOSI), and their chain of command.

1.5. Most AFRS Airmen (military and civilian) are not on bases or installations; therefore, key factors must to be recognized while planning for all threats and hazards:

1.5.1. AFRS does not have assigned security forces and relies on local, state, and federal law enforcement for first responder support.

1.5.2. The first responder resources may be affected by numerous situations that constitute a threat to their operational capability (i.e., major crimes, terrorism, or natural disaster).

1.5.3. Situations may occur with little to no warning and allow little reaction time.

1.5.4. Terrorists, thieves, dissident individuals, or groups will have some knowledge of FP procedures and normal operations of proposed targets.

1.5.5. Individuals posing a threat could be from the civilian populace or from within the USAF or other DoD service component.

1.5.6. Due to AFRS operations being spread over a large geographical area, our personnel must be prepared to react to a terrorist/criminal act or natural disaster with limited assistance from DoD assets.

1.5.7. In accordance with **Unified Facilities Criteria (UFC) 4-010-01**, *DoD Minimum Antiterrorism Standards for Buildings*, 1 October 2013, the security standards established by the Department of Homeland Security's Interagency Security Committee (ISC) in *The Risk Management Process for Federal Facilities*, August 2013, shall apply to all off-

installation leased space managed by DoD and all DoD occupied spaced in buildings owned or operated by the US General Services Administration (GSA).

2. Responsibilities.

2.1. AFRS Commander will:

2.1.1. Appoint an Antiterrorism Officer (ATO) and alternate to manage the AFRS FP program for all AFRS personnel.

2.1.2. The minimum grade of these ATOs shall be O-3, E-7, GS-12 or equivalent.

2.1.3. Develop and maintain a comprehensive FP plan for all AFRS elements and personnel.

2.2. Group and squadron commanders will:

2.2.1. Designate a primary and alternate Force Protection Representative (FPR). The FPR will be an E-5 or above or civilian equivalent, and a copy of the letter of appointment will be forwarded to AFRS/ATO.

2.2.2. Ensure a unit FP continuity folder is loaded on the unit SharePoint¹ site.

2.2.3. Implement a unit Random Antiterrorism Measures (RAM) program.

2.3. AFRS ATO responsibilities:

2.3.1. Complete AT Level II training within 120 days of assignment.

2.3.2. Complete Interagency Security Committee (ISC) training through the Federal Emergency Management Agency (FEMA) Emergency Management Institute.

2.3.3. Establish and maintain FP electronic continuity folder on the HQ AFRS/RSXL SharePoint² site.

2.3.4. Assist with the development and maintenance of a comprehensive FP plan for all AFRS elements and personnel.

2.3.5. Implement the Recruiting Services Standard Operating Procedures (RS-SOP) at all AFRS off-installation facilities as directed by USNORTHCOM I 10-222 Chapter 16.

2.3.6. Conduct annual program reviews on subordinate unit FP programs.

2.3.7. Develop and conduct AFRS FPR training for all appointed unit FPRs.

2.3.8. Publish FP awareness bulletins for AFRS personnel and their dependents.

2.3.9. Develop and manage the AFRS FP exercise program.

2.3.10. Participate in the DoD Recruiting Service Force Protection Working Group (DoD RS-FPWG) to address FP issues that affect recruiting personnel and facilities.

2.3.11. Coordinate FP resource funding and requests.

2.3.12. Direct the RAM program in close coordination with the AFRS commanders.

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2.3.13. Participate in the AFRS working groups such as the Force Protection Executive Committee (FPEC), FP/Threat Working Group (FPWG/TWG), Emergency Operations Center (EOC), or others as needed.

2.4. AFRS FPR Responsibilities:

2.4.1. Manage the FP program on behalf of their respective unit commander and serve as his/her advisor on all FP issues.

2.4.2. Complete AFRS FPR training within 120 days of assignment. This training will be conducted by AFRS ATO.

2.4.3. Implement the AFRS FP Plan at their unit.

2.4.4. Gather AT Level I Awareness training statistics from their unit training managers (UTM) bi-annually.

2.4.5. Maintain a unit FP continuity folder (Attachment 2) on the unit SharePoint³ site. AFRS ATO will be granted visitor access to the unit's SharePoint⁴ site.

2.4.6. Ensure requests for FP funding and equipment are coordinated through AFRS ATO.

2.4.7. Implement and manage unit's RAM program.

2.4.8. Conduct annual unit program self-assessments and ensure an Air Force Recruiting Office (AFRO) FP self-assessment is completed at each off-installation facility.

2.4.9. Conduct off-installation large gathering security assessments.

2.4.10. Ensure immediate and appropriate force protection Condition (FPCON) implementation using the USNORTHCOM Recruiting Station FPCON Measures.

2.4.11. Ensure all off-installation unit facilities have an up-to-date Recruiting Station Standard Operating Procedures (RS-SOP).

2.4.12. Ensure that AF Form 440, Bomb Threat Aid, is available at all unit recruiting facilities.

3. Training.

3.1. FP awareness training.

3.1.1. AFRS recruiter-specific FP training and awareness materials will be developed by AFRS ATO and disseminated to AFRS personnel.

3.1.2. All AFRS personnel will accomplish annual Level I AT Awareness Training by completing the FP computer-based training (CBT) course on the Advanced Distributed Learning System (ADLS).

3.2. Unit FPR training.

3.2.1. Will complete AFRS FPR training within 120 days of assignment. This training will be developed and conducted by AFRS ATO.

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3.3. AFRS ATO training.

3.3.1. Complete AT Level II training within 120 days of assignment.

3.3.2. Complete Interagency Security Committee (ISC) training through the FEMA Emergency Management Institute. The courses are IS-00890.A: Introduction to the Interagency Security Committee (ISC), IS-00891: Facility Security Level Determinations for Federal Facilities, IS-00892: Physical Security Criteria for Federal Facilities, and IS-00893: Facility Security Committees.

4. Operations.

4.1. AFRS FP establishes a system for AFRS personnel to report activities and incidents that do or could adversely affect the ability of AFRS to perform its mission.

4.1.1. AFRS Recruiting Incident Reporting System allows an activity or incident to be electronically reported promptly and accurately via the web-based incident reporting system; <https://ricky.rs.af.mil/apps/incidents/>.

4.1.2. If the incident or activity requires further up-channel reporting, AFRS ATO will submit the necessary reports.

4.1.3. Each AFRS unit will develop a procedure to ensure immediate and appropriate FPCON implementation and dissemination of threat and hazard information.

4.1.3.1. These procedures should be a unit recall by cell phone or text message, or other means the unit uses to disseminate information.

4.2. Historically, suspicious mail/packages and phone calls are the most frequently reported suspicious incidents.

4.2.1. Unit personnel will be kept aware of suspicious letter and package indicators, which are available on the HQ AFRS/RSSL SharePoint⁵ site.

4.2.2. Bomb Threat Aid Card (AF Form 440) shall be at all recruiting facilities.

4.2.3. The RS-SOP contains bomb threat and mail handling procedures.

4.3. Emergency management and response to threats and hazards at AFRS off-installation facilities will be by the local law enforcement and first responders.

4.3.1. AFRS personnel at off-installation facilities must engage with local authorities and become aware of the emergency notification and response structure and procedures in their local communities.

4.3.2. If, in response to an emergency, the local authority orders an evacuation, AFRS personnel in that area will comply; however, the unit commander must initiate any travel orders for the member to be reimbursed by the USAF.

4.4. Major incidents, manmade or natural, occur across the AFRS area of operations and there is always the possibility that AFRS personnel and/or dependents could be affected.

4.4.1. During a major incident, AFRS units should conduct personnel accountability to ascertain if any personnel are affected and need assistance.

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4.4.2. Personnel accountability results will be forwarded up the chain of command.

MICHAEL A. ROMERO, Colonel, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFDD 3-10, *Force Protection*, 28 July 2011

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

DoDD 8000.01, *Management of the Department of Defense Information Enterprise*, 10 February 2009

USNORTHCOM Instruction 10-222, *USNORTHCOM FP Mission And AT Program*, 30 September 2012

Unified Facilities Criteria (UFC) 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*, 1 October 2013

Adopted Forms

AF Form 440, *Bomb Threat Aid*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning System

AFI—Air Force Instruction

AFRS—Air Force Recruiting Service

AFOSI—Air Force Office of Special Investigation

AT—Antiterrorism

ATO—Antiterrorism Officer

CBT—Computer-Based Training

EOC—Emergency Operations Center

FEMA—Federal Emergency Management Agency

FP—Force Protection

FPCON—Force Protection Condition

FPEC—Force Protection Executive Committee

FPR—Force Protection Representative

FPWG/TWG—Force Protection/Threat Working Group

GSA—General Services Administration

ICS—Interagency Security Committee

RAM—Random Antiterrorism Measure

RS-SOP—Recruiting Services Standard Operating Procedures

Terms

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—One of several security-related programs that fall under the overarching combating terrorism and FP programs. The AT program is a collective, proactive effort focused on the prevention and detection of terrorist attacks against DoD personnel and their families, facilities, installations, and infrastructure critical to mission accomplishment as well as the preparation to defend against and planning for the response to the consequences of terrorist incidents. Although not elements of AT, plans for terrorism consequence management preparedness and response measures as well as plans for continuing essential military operations are important adjuncts to an effective AT program. The minimum elements of an AT program are AT risk management, planning, training and exercises, resource application, and program reviews.

Commander—Personnel assigned to command positions at all levels and the heads of the Defense Agencies and DoD Field Activities.

Force Protection (FP)—The process of detecting threats and hazards to the Air Force and its mission, and applying measures to deter, pre-empt, negate, or mitigate them based on an acceptable level of risk. FP is a fundamental principle of all military operations as a way to ensure the survivability of a commander's forces. The Air Force takes an integrated approach to FP in order to conserve the force's fighting potential.

Force Protection Condition (FPCON)—A DoD-approved system standardizing the Department's identification, recommended preventive actions, and responses to terrorist threats against US personnel and facilities. This system is the principal means for a commander to apply an operational decision on how to protect against terrorism. It facilitates inter-Service coordination and support for AT activities.

Force Protection Representative—The principal military or civilian advisor charged with managing the FP program for a unit that contains off-installation recruiting facilities.

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base.

Off-Installation Recruiting Facility—Leased commercial property for the purpose of conducting recruiting activities.

Program Review—A review conducted to evaluate the effectiveness and adequacy of FP program implementation.

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.

Attachment 2

AFRS FP PROGRAM CONTINUITY FOLDER

A2.1. Responsibility. The Recruiting Group and Squadron Force Protection Representatives (FPRs) are responsible for maintaining FP program continuity folders on the units' SharePoint⁶ sites. This attachment provides a continuity folder template and defines the contents and format for folders maintained by the unit FPRs. Folder contents are subject to review during Higher HQ staff assistance visits (SAV), inspector general (IG) inspections, and FP program reviews.

A2.2. Continuity Folder. The folder will contain at a minimum, the following items:

A2.2.1. Section 1. Memorandum of Appointment (update as changes occur).

A2.2.2. Section 2. Unit Level I and AFRS FPR training. Retain a copy of AFRS FPR training certificates for all assigned FPRs and bi-annual Level I training reports.

A2.2.3. Section 3. Logs. Unit FPRs will maintain a unit RAM log. (If maintained elsewhere, indicate where).

A2.2.4. Section 4. Annual Self-Inspections. Retain the last two self-inspections.

A2.2.5. Section 5. FP Information, Memorandums, Messages. This section contains passages from the ATO (e-mails, memorandums, etc.) and the schedule for unit FP program reviews.

A2.2.6. Section 6. AFIs. AFRSI 10-XX and AFRS FP Plan. (If maintained elsewhere, indicate where).

A2.2.7. Section 7. FP Program Reviews. Unit FPRs will maintain copies of most recent and previous ATO reviews of unit FP programs.

A2.2.8. Section 8. FP Exercise Reports. Maintain reports generated from FP exercises.

A2.2.9. Section 9. Meeting Minutes. All FPWG, TWG minutes, and other related minutes.

A2.2.10. Section 10. Facility RS-SOPs and Miscellaneous Items.

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