

**BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE (AMC)**

**FAIRCHILD AIR FORCE BASE
MANUAL**



31-101

8 JUNE 2021

Security

**ANTITERRORISM/FORCE
PROTECTION (AT/FP)
REPRESENTATIVE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj. Brian S. Slater)

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NOTE: DO NOT STORE THIS MANUAL WITH THE FPCON CHECKLIST. FAIRCHILDAFBMAN31-101 is directive in nature and failure to adhere to the standards set out in this manual may form the basis for adverse action under the Uniform Code of Military Justice (UCMJ) and AFI 36-704, *Discipline and Adverse Actions*. An example would be a dereliction of duty offense under Article 92. As used in this manual, “Shall” or “Will” or an action verb in the imperative sense means a procedure is mandatory. “Should” means a recommended procedure. “May” means an optional procedure. To the extent its directions are inconsistent with other FAFB manuals, the information herein prevails. Units tasked by this manual must initiate procedures to support any procedural changes. There are prohibited practices and specific requirements throughout this manual. Violations of the specific prohibitions and requirements of this manual by military personnel may result in prosecution under the Uniform Code of Military Justice (UCMJ). Violations of this manual by Air Force civilian employees may result in appropriate disciplinary action without regard to criminal liability. Administrative action, such as a reprimand, may be taken with regard to military members and civilian employees who violate any requirements of this manual even if such violations do not constitute criminal misconduct. This manual applies to

all personnel assigned to Fairchild AFB, both military and civilian, guard and reserve, as well as transient or TDY personnel.

The Fairchild Air Force Base (AFB) AT/FP Representative Manual is being published by the Defense Force Commander in accordance with the requirements of the 92 ARW Integrated Defense Plan 31-1. This manual provides information and "how-to-guidance" for establishing and maintaining an effective AT/FP Representative Program on Fairchild AFB. In addition, it provides helpful information on "best business practices" and "lessons learned." This manual applies to active duty AF military; Air National Guard (ANG); AF Reserve Command (AFRC); AF civilian employees; and all DoD contractors as prescribed in AFI 16-1406, *Industrial Security Program* when contract performance depends on access to AF information.

This manual promulgates requirements contained in DoDIO-2000.16V1_AFI10-245-O Supplement (GM 15 May 18) *AT Program Implementation* 18 Jul 17, DoDIO-2000.16V1_AFI10-245-O_AMCSUP-O Antiterrorism Program Implementation 30 Sep 19 and AFI 31-101, *Integrated Defense*. To the extent there is a disagreement between this manual and any HHQs directives, the HHQs directives will prevail.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force (AF) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This manual requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 USC 552a. Systems of records notice F024 AF IL C applies. Ensure all records created by this manual containing For Official Use Only (FOUO) information, including privacy records, are marked IAW Department of Defense Manual (DoDM) 5200.01-V1, *Information Security Program*, and AFI 33-332, *Air Force Privacy and Civil Liberties Program*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

1. ANTITERRORISM REPRESENTATIVES.

1.1. Appointment of ATR: Per DoDI O-2000.15, v1_ AFI 10-245-O (Supplement) dated 7 December 2020, ATRs will be appointed in writing. All units (Group, Squadron, Detachment, tenant, etc) will appoint a primary and alternate(s) Antiterrorism Representatives (ATR) to best accomplish the intent of the wing AT program. Group Commanders may choose to appoint a primary and as many alternates as deemed appropriate to represent all units within the Group in lieu of multiple squadron ATRs within their group. However, those appointed will meet all training requirements and have tasking authority to ensure the assignment of monthly RAMs, adherence to FPCON changes, dissemination of information and coordination with appropriate POCs (UDMs, UTMs, Facility Managers, etc), for all units as required.

1.1.1. ATR's will receive initial training within 90 days of appointment. Training will consist of completion of the AT Level II in-residence course or equivalent AT Level II online, until an MTT is hosted at FAFB or squadron funds and classes are available to attend.

1.1.2. ATR will be a E-5 or above, or civilian equivalent. This requirement may be waived locally for alternate ATR's only, if there is no other available personnel to conduct the duty.

1.2. Clearance and Access Requirements. It is desirable, although not mandated, for ATR's to have an active and valid SECRET security clearance as well as access to SIPRNet.

1.3. Antiterrorism Representatives Responsibilities.

1.3.1. Ensure AT/FP planning is integrated into overall unit force protection planning as outlined in DoDI 2000.16 v1_AFI 10-245/3.11.d.(9). (a) –(f). Assist in the development of unit AT/FP training programs and unit exercising under the AT/FP program as directed by the commander/agency head.

1.3.2. Maintain an AT/FP continuity binder; hard copy or electronic. At a minimum this should include:

1.3.2.1. Most recent copy of the semiannual self-inspections using the ATR checklist in MICT.

1.3.2.2. Unit training stats for AT Level I (Force Protection) and maintain a copy of certificates for personnel who are current on AT Level II and AT Level III for those personnel filling commander billets. In addition, ATR will provide AT Level II & III certificates to the Antiterrorism Program Manager ATPM.

1.3.2.2.1. The unit ATR is responsible for reporting AT Level I training stats to the ATPM semiannually, NLT 10 March & 10 October.

1.3.2.2.2. Units with personnel who do not have access to USAF online learning may receive AT Level I (Force Protection) training in the form of a briefing given by a fully qualified, AT Level II MTT trained ATR or using equivalent training provided through <http://jko.iten.mil/courses/at1/launch.html>.

1.3.2.3. Reference to the location of the most current Force Protection Conditions (FPCON) checklist. (Stored separately from the Integrated Defense/Antiterrorism Plan)

1.3.2.3.1. ATR should coordinate with commander and other members of the unit as needed, to ensure FPCON checklist is localized to meet needs of facilities within the unit.

1.3.2.4. Units will maintain the ability to demonstrate 33ft of unobstructed space from manned facilities, not including parking, in the event it is directed by the Wing Commander.

1.3.2.5. Copy of unit process to assign and track Random Antiterrorism Measures (RAMs) assigned by the ATO/ATPM.

1.3.3. Ensure there is a process in place to disseminate threat information, advisories, warnings and changes to the FPCONs.

1.3.3.1. Ensure Random Antiterrorism Measures (RAMs) are accomplished, tracked and results reported to the ATPM, NLT the 7th day of the next month.

1.3.4. Assist the unit deployment manager in meeting AT/FP requirements for deploying members or for organizational members going PCS, TDY or on leave OCONUS.

1.3.5. When sharing a facility with another unit, coordinate with other ATRs to assign responsibilities to ensure the most effective and timely responses to the Wing CC.

1.3.6. When possible, either the primary or alternate ATR should attend meeting hosted by the ATO/ATPM.

2. UNIT RANDOM ANTITERRORISM MEASURES (RAM) PROGRAM.

2.1. Purpose. RAMs provide several advantages to the Fairchild AFB AT/FP program, including:

2.1.1. Variation in security routines makes it harder for terrorists to identify important assets, build detailed descriptions of significant routines, or predict movement within a targeted facility or installation.

2.1.2. Increased AT/FP awareness for DoD personnel, their dependents, visitors, and neighbors.

2.1.3. Increased alertness among law enforcement and security personnel.

2.1.4. Validation of the installation's ability to execute individual measures from higher FPCONs.

2.1.5. Assesses the adverse operational impacts and unplanned economic costs of AT/FP measures that must be maintained for extended periods.

2.2. Authority. The ATO/ATPM, on behalf of the Installation Commander, assigns monthly RAMs under the AT Program. Commanders can complement installation-wide RAMs by implementing integrated and supportive RAMs within their areas of responsibility. The RAM policy letter is maintained by the ATPM.

2.3. Wing Exercises. There will be times when increased RAMs are a result of wing exercises. These RAMs should be implemented as directed and annotated on the monthly RAM certification letter.

2.4. Implementation. RAM reports are provided to the ATPM monthly which outline the completion. The proper implementation of RAMs provide:

2.4.1. A tool to test which measures have higher costs to an installation or facility in terms of productivity than others. RAMs can help identify those measures that personnel and the installation infrastructure are more capable of sustaining and those that will be unduly stressful on human and materiel resources.

2.4.2. The proper implementation of RAMs offer an excellent alternative to full implementation of all FPCON measures when terrorist threat estimates suggest that a specific FPCON may not, for the moment, be adequate protection in view of the risk, vulnerability, and criticality of DoD assets at the installation. Selected RAMs extracted from higher FPCONs can supplement a lower FPCON posture and may prove to be a more economical, sustainable response to a terrorist threat.

3. FORCE PROTECTION CONDITIONS (FPCON).

3.1. Storage of FPCON Checklists. Storing the FPCON Checklists with the ID/AT Plan 31-1 and/or the AT Manual makes the overall classification of the documents CONFIDENTIAL. **Do not store this Manual with the FPCON checklists unless they are both protected as classified material.**

3.2. Purpose of FPCON. The 92 ARW/CC will employ the appropriate mix of countermeasures, both active and passive, to prevent terrorists from attacking FAFB assets. When an activity threatens USAF resources and/or personnel, FPCON and contingency action procedures maintain a capability for escalated response to neutralize hostile acts. The wing will exercise FPCONs through Charlie (preferably through Delta) annually.

3.3. Role of ATR in FPCON Process. The role of the ATR in the FPCON process includes continuous involvement in the real-world threat picture and participation in local and HHQ exercises. The ATR is the representative for ensuring threat information is passed along to other members of the unit by implementing additional measures as designated by the Installation Commander. In addition, the ATR ensures the FPCON checklists are localized, where possible, to include site-specific measures for the particular building/location/mission associated to the unit. The ATR ensures all facilities have the most current FPCON checklist for implementation. NOTE: Delete references to “Unit Barrier Plans” from the current FPCON checklist.

3.4. FPCON Changes. The 92 ARW/CC will direct the change of FPCON. Upon notification of a change in FPCON, ATRs should ensure personnel are aware of the change and assist the commander in completing all applicable measures prior to up channeling the status to the CAT.

4. RISK MITIGATION MEASURES—IN TRANSIT MOVEMENTS (OVERSEAS TRAVEL).

4.1. ATR Responsibility. The ATR is responsible for assisting personnel completing the required documents pertinent to travel overseas for PCS, TDY, Deployment or Leave.

4.2. Permanent Change of Station (PCS) Overseas. PCS overseas requirements include that the member have updated AT Level I training certificate which is available in the USAF online learning database. It is encouraged for all family members 14 years old and over to take the course. Family members can access the training link at <https://atlevel1.dtic.mil/at/>.

4.3. Overseas TDY/Deployments. Overseas TDY/Deployments are managed by the Unit Deployment Manager (UDM). The ATR should work closely with the UDM to ensure requirements are met.

4.4. Overseas Leave. All active duty military personnel are required to follow the COCOM's requirements for travel within the AOR. Personnel must review Foreign Clearance Guide (FCG) and complete Aircraft and Personnel Automated Clearance System (APACS) for unofficial travel outside of the CONUS. The FCG and APACS links are readily available through the ATO sharepoint: <https://eim2.amc.af.mil/org/92sfs/S5/ATFP/SitePages/Home.aspx>

5. ACTIVE SHOOTER RESPONSE PLANNING.

5.1. Unit Commander Responsibility. Each unit commander should implement annual Active Shooter Response Planning and Training within their units. ATRs should be involved in the training process and assist in developing/reviewing plans as well as being involved in the exercise of those plans. Helpful online training is available at <http://www.activeshooter.lasd.org/index.html> and additional assistance/training materials by contacting the 92 SFS/S3T at 247-5209.

5.1.1. Active Shooter and Facility Lockdown. Active Shooter and lockdown procedures are located in the 92 ARW PLAN 10-2, *Contingency Emergency Management Plan (CEMP)*, 92 ARW PLAN 31-1, *Integrated Defense/Antiterrorism Plan (ID/AT)* and AFMAN 31-201V, *High-Risk Response*.

5.1.2. Personnel are highly encouraged to use TTPs for the “Run, Hide, Fight” methodology. “Fight” should be a last resort for unit personnel who cannot locate cover or concealment. Commanders must ensure their personnel understand that 92 SFS Defenders serve as the response

force to active shooters; all other personnel should undoubtedly follow instructions given by responders to eliminate confusion and undue harm.

5.1.3. Active Shooter Plans for each facility should be reviewed by all assigned personnel and familiarization with the plan should be conducted with all newly assigned personnel during in processing. Initial and annual refresher training should be documented and kept on file per unit commander

5.2. Active Shooter Exercise. Unit Commanders should disseminate their Active Shooter Plans and practice it annually. Review active shooter/lockdown plans in the form of tabletop exercises and discussions during staff meetings, commander's calls and unit training functions to ensure all personnel maintain a high vigilance of their surroundings. All unit level active shooter drills will be **preannounced and coordinated** with 92 SFS/BDOC, 92 ARW/Command Post, 92 ARW/Safety, 92 CES/Fire Department and personnel who are affected by the exercise, to include customers and visitors. For assistance in planning, unit commanders or designees are to contact the 92 SFS/S3T (247-5209).

CASSIUS T. BENTLEY III, Colonel, USAF
Commander, 92d Air Refueling Wing

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

92 ARW Plan 10-2, *Contingency Emergency Management Plan (CEMP)*

92 ARW Plan 31-1, *Integrated Defense/Antiterrorism (ID/AT) Plan*

AFI 16-1406, *Industrial Security Program*

AFI 31-101, *Integrated Defense*

AFI 33-332, *Air Force Privacy and Civil Liberties Program*

AFI 36-704, *Discipline and Adverse Actions*

AFMAN 33-363, *Management of Records*

DoDIO-2000.16V1 AFI10-245-O Supplement, 7 Dec 20, *AT Program Implementation*

DoDM 5200.01-V1, *Information Security Program*

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AOR—Area of Responsibility

APACS—Aircraft Passenger

AT—Antiterrorism

ATO—Antiterrorism Officer

ATPM—Antiterrorism Program Manager

ATR—Antiterrorism Representative

BDOC—Base Defense Operations Center

CAT—Crisis Action Team

CBT—Computer Based Training

CONUS—Continental United States

COCOM—Combatant Commander

DoD—Department of Defense

FAFB—Fairchild Air Force Base

FCG—Foreign Clearance Guide

IDP—Integrated Defense Plan

FP—Force Protection

FPCON—Force Protection Condition

HHQ—Higher Headquarters

LIMFACS—Limiting Factors

OCONUS—Overseas Continental United States

PCS—Permanent Change of Station

RAM—Random Antiterrorism Measure

TDY—Temporary Duty

TTP—Tactics, Techniques and Procedures

UDM—Unit Deployment Manager

Attachment 2

USER FEEDBACK

A2.1. Users in the field are highly encouraged to submit comments on any DoD or AF level publication using AF Form 847, *Recommendation for Change of Publication*. Users may submit comments concerning any Fairchild AFB and Security Forces Publication including this document by using the template in this attachment and sending it to 92 SFS/S5X.

Figure A2.1. User Feedback.

NOTE: Add any additional information on bond paper and include with this attachment. Please provide the following information as a minimum:

1.1. Full Name (Rank/First/Last):

1.2. Unit:

1.3. Address:

1.4. Phone (DSN or Commercial):

2. Content:

2.1. Is the information provided accurate? If not, what needs to be updated?

2.2. Is this publication consistent with other AF documents?

2.3. Can this instruction be better organized for better understanding of the material presented?

2.4. Is the information provided useful? If not, how can we improve it?

3. Writing and Appearance.

3.1. Where does the publication need revision to make the writing more clear and concise? What words would you use?

3.2. Are the charts and figures clear and understandable? How would you revise them?

4. Recommended Urgent Change(s), if any:**5. Other Comments:****6. Send Responses to:**

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