

**1 JULY 1999**



**Security**

**ANTITERRORISM/FORCE PROTECTION  
PROGRAM MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 18 SFS/SFOFP (MSgt Mark A. Kinner)

Certified by: 18 SFS/CC  
(Lt Col James D. Brophy II)

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This instruction implements AFD 31-2, *Law Enforcement*, 6 May 94; DoDD 2000.12, *DoD Combating Terrorism Program*, 15 Sep 96; DoDI 2000.14, *DoD Combating Terrorism Program Procedures*, 15 Jun 94; *Installation Force Protection Guide* (not dated); and USCINCPACINST 3850.2J, *Commander in Chief US Pacific Command Antiterrorism Program* (not dated). It is designed to be used in conjunction with AFI 31-210, *The Air Force Antiterrorism Program*, 1 Jul 97. This instruction fulfills the requirement to implement a base-level Antiterrorism (AT)/Force Protection (FP) Program to combat the local terrorist threat and support the USAF AT Program. This instruction tasks specific agencies in support of the AT/FP Program. This instruction applies to all 18th Wing and tenant units. References: AFI 31-210; *The Air Force Antiterrorism (AT) Program*, AFM 32-1071 Vols 1-3, *Security Engineering Project Development*; DoDD 2000.12, *DoD Combating Terrorism Program*; DoDH 2000.12H, *Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence*; DoDI 2000.14, *DoD Combating Terrorism Program Procedures*; DoDI 2000.16, *DoD Combating Terrorism Program Standards*.

**1. The 18th Wing AT/FP Program.** The 18th Wing AT/FP Program is designed to deter and mitigate the effects of a terrorist attack. This is accomplished by establishing AT/FP training and exercise requirements, establishing review processes for new construction and major renovations to existing facilities, programming for physical security aids, ensuring the timely dissemination of threat information, and providing appropriate responses to terrorist threats and incidents.

1.1. Numerous wing and unit plans are utilized to fulfill the requirements of the AT/FP Program for the 18th Wing. All listed references are "For Official Use Only."

1.1.1. Kadena AB OPLAN 503, *Installation Security Plan*.

1.1.1.1. Describes and implements the physical security and resource protection portions of the AT/FP Program.

1.1.1.2. Tasks units for specific support and actions in Threat Conditions Normal through Delta and also covers responsibilities for actions during numerous contingencies.

1.1.1.3. Additional information on these programs can be found in AFI 31-101, *The Air Force Physical Security Program* and AFI 31-209, *The Air Force Resource Protection Program*.

1.1.2. Kadena AB OPLAN 32-1, Base Disaster Operations Plan.

1.1.2.1. Describes response plans to major accidents, natural disasters, and attacks.

1.1.2.2. Tasks units for specific support and actions to be taken during both peacetime and wartime.

1.1.2.3. Additional information on this program can be found in AFI 32-4001, *The Air Force Disaster Preparedness Program*.

1.1.3. Civil Engineer Contingency Response Plan 519, Base Civil Engineer Contingency Response Plan.

1.1.3.1. Describes civil engineer procedures for restoring operational capabilities to meet the primary mission of Kadena AB.

1.1.3.2. Applies to both wartime and peacetime operations.

1.1.4. Medical Contingency Response Plan. Provides general guidance and assigns responsibilities for medical emergencies resulting from a variety of scenarios, including casualty management and major accident response.

1.2. Additional guidance on the AT/FP Program can be found in DoDH 2000.12H.

## 2. AT/FP Training and Exercise Requirements.

2.1. AT/FP training is implemented at four levels: Level 1, Individual Personnel Protection Awareness Training; Level 2, Training for Unit AT/FP Officers and Noncommissioned Officers; Level 3, AT/FP Training for Commanders; and Level 4, Executive-Level and Commanders' AT/FP Seminar.

2.1.1. Level 1, Individual Personnel Protection Awareness Training. Kadena AB host and tenant unit commanders will ensure all assigned personnel receive Level 1 training within 6 months of deployment, including TDYs and leaves to medium or higher threat countries, and otherwise at least yearly as part of the unit's Ancillary Training Program.

2.1.1.1. Documentation of received training will be in accordance with other ancillary training requirements.

2.1.1.2. Family members 13 years old and over will also receive AT/FP training prior to a PCS move or travel outside of CONUS. It is the responsibility of the sponsor to ensure this training is conducted.

2.1.1.3. AFOSI, Det 624, and 18 SFS/SFOP provide Level 1 training on a monthly basis. Tailored briefings for specific deployment locations are available and should be coordinated as early in the deployment planning process as possible. A minimum of 48 hours is recommended to allow for researching the threat for the requested area of deployment.

2.1.1.4. Units with personnel that have attended an accredited Level 2 course may conduct Level 1 training for their units. Units conducting Level 1 training must coordinate with 18

SFS/SFOP, AFOSI Det 624, and 18 OSS/IN to ensure the most current threat information is being presented. A copy of the final record of training for each trained individual must be provided to the unit's AT/FP point of contact and to 18 SFS/SFOP (See [Attachment 1](#)).

2.1.2. Level 2, Training for Unit AT/FP Officers and Noncommissioned Officers. Level 2 training is a 1-week course currently taught at Nellis AFB, NV, and Hurlburt Field, FL. Course quotas are controlled by HQ USAF/SFP and are advertised at the beginning of each fiscal year. This course is designed to provide individual qualification to those personnel assigned as their unit's AT/FP officer or NCO and will equip them with the knowledge to provide Level I briefings. It is highly recommended that large squadrons and units that frequently deploy have a unit designee attend this course in order to serve more effectively as their unit's AT/FP Officer or NCO.

2.1.3. Level 3, AT/FP Training for Commanders. This course of instruction is taught at the PACAF Squadron Commander Orientation Course. Wing and group commanders receive this training during the group and wing commander courses at Maxwell AFB, AL.

2.1.4. Level 4, Executive-Level and Commander AT/FP Seminar. This training is accomplished through the National Defense University. It is designed for installation commanders, joint task force and/or battle group commanders, and those responsible for AT policy, planning, and execution. Upon notification of seminar dates, the 18 WG provides nominations for attendees to PACAF/SF.

2.2. The 18 WG/IGI will incorporate AT scenarios in its annual exercise schedule in order to test Kadena AB's capability to initiate the appropriate THREATCON (based on exercise threat information) and to react, respond, and recover from a variety of terrorist-driven scenarios. At a minimum, 18 WG/IGI will develop scenarios designed to test and evaluate Kadena AB's performance in implementing all THREATCON and post-incident reactions annually. These scenarios should be based on the local threat.

### **3. New Construction and Major Modifications to Existing Facilities Requirements.**

3.1. New construction involving JFIP, O&M, NAF, Housing, and MILCON funds will have programming and design reviews for AT/FP conducted by 18 SFS/SFOP. Programming/design review letters will be included with all projects prior to award. The timing for reviews will be as follows:

3.1.1. JFIP Projects: All JFIP projects require a signed letter from 18 SFS/SFOP in the programming phase before submittal to 5 AF. Reviews are made after the initial (unsigned) draft of the USFJ Form 22 is completed. A total of 10 working days will be allowed for review.

3.1.2. O&M, NAF, Housing, MILCON Projects: These projects will at a minimum be reviewed at the 35% design stage to ensure adequate AT/FP actions are being pursued. A copy of the design package for each project will be forwarded to 18 SFS/SFOP within 5 working days of receipt. A total of 10 working days will be allowed for review.

3.2. The siting of new facilities will be reviewed for opportunities to group similar resources and functions to allow for the establishment of secure areas. All sitings for new construction will be coordinated by 18 SFS/SFOP prior to final approval.

#### 4. Threat Information Dissemination Processes.

4.1. The installation threat assessment is developed using all available information combining intelligence, counterintelligence, and criminal information. This assessment will be compiled in an annual report and maintained under the separate title "Kadena AB Threat Assessment." A monthly report on the threat level to Okinawa is provided through the Naval Criminal Investigative Service.

4.1.1. AFOSI Det 624, 18 OSS/IN and 18 SFS/SFOP will compile the Kadena AB Threat Assessment.

4.1.2. AFOSI Det 624 will present a threat assessment update at least annually to the 18 WG/CC and develop procedures to ensure information possibly affecting the local threat is immediately forwarded to 18 SFS and 18 OSS/IN.

4.2. The Installation Security Council will review and update the local threat assessment at least annually and as needed as the threat environment evolves. This can be done in conjunction with the convening of the Installation Security Council or other appropriate forum.

4.3. The Threat Working Group (TWG) will be recalled, as needed, to evaluate new information and/or changes to the threat level for local impact. The minimum composition of the TWG will consist of representatives from AFOSI Det 624, 18 OSS/IN, and 18 SFS. The 18 WG/CC may recall additional representatives throughout the wing, as needed, to provide expertise in response to specific threat situations. These may include, but are not limited to: medical, explosive ordnance disposal, chaplain, fire, logistics, engineering, legal, safety, public affairs, communications, transportation, and munitions.

4.3.1. When recalled, functions will provide a representative to the TWG that is knowledgeable of threat criteria and measures that can be utilized to mitigate the threat.

4.3.2. The TWG will assist the 18 WG/CC in the development of procedures and plans to counter an emergent threat.

4.3.3. The 18 WG/CP will develop procedures to immediately notify the 18 WG/CC upon receipt of a threat condition alerting message (TCAM) or information that could lead to an increase in either the threat level or THREATCON. As directed by the 18 WG/CC, the 18 WG/CP will recall the TWG and designated representatives.

4.3.3.1. Threat Level: The DoD uses a five-step scale to describe the severity of the threat as judged by the intelligence analysts. These five steps from the highest to lowest are as follows: critical, high, medium, low, and negligible.

4.3.3.2. THREATCON: The Terrorist THREATCON System describes the progressive level of protection measures implemented by all DoD components in response to terrorist threats in accordance with DoDD 0-2000.12.

4.3.4. The 18 SFS will develop procedures to ensure information that may affect the local threat is forwarded to AFOSI Det 624 and 18 OSS/IN for evaluation.

4.3.5. The 18 OSS/IN will provide a monthly report to the 18 WG/CC detailing threat information for the local area, as well as countries within the PACOM AOR. This report is to be completed in the FP section of the monthly intelligence summary and will include, at a minimum, the local threat level and THREATCON for Okinawa, as well as all other countries within the PACOM AOR that have a threat level of medium or higher.

## 5. AT/FP Funding Requirements.

5.1. The 18 WG/CC is the approving authority for AT/FP minor construction projects and/or equipment purchases. The request for funding will be forwarded through the appropriate channels to the commander for funding consideration.

5.1.1. Commanders at all levels are encouraged to implement AT/FP enhancements.

5.1.2. Coordinate all information pertaining to AT/FP requirements and proposed enhancements through 18 SFS/SFOP.

5.2. The 18 WG/CC will ensure annual O&M funds are provided to the AT/FP Program for the reproduction of required training pamphlets and handouts.

5.3. The 18 CPTS will ensure funding requirements for the AT/FP Program are identified in the budgeting process for inclusion in the POM cycle and AT/FP funded project shortfalls for each fiscal year. In the event of the latter, 18 CPTS will advise the 18 WG/CC.

## 6. Unit AT/FP Point of Contact (AT/FP POC) Program.

6.1. The squadron commander of each Kadena AB host and tenant unit will appoint a unit AT/FP POC. It is highly recommended that these duties be given to an E-6 or above. When possible, the person selected as the unit's AT/FP POC should also be the Resource Protection Monitor and Security Manager for the unit. This will provide continuity between related programs and provide the commander with a single focal point within the unit. These appointments will be made in writing and forwarded to 18 SFS/SFOP (See [Attachment 2](#)). Personnel assigned these duties:

6.1.1. Act as the unit focal point for all AT/FP matters and coordinate the unit's AT/FP Program.

6.1.2. Provide updates on the status of Level 1 trained personnel within the unit and identify training deficiencies and/or problem areas to the Unit Deployment Manager, Unit Training Manager, Commander's Support Staff (or orderly room), unit commander, and 18 SFS/SFOP.

6.1.2.1. Updates will be provided by monthly report to 18 SFS/SFOP on the status of Level 1 training for all assigned active duty members, DoD employees, and their dependents.

6.1.2.2. This report will consist of the number of such personnel that arrived for the month and the number that received Level 1 training prior to departing their last duty station; the number of such personnel that completed a PCS from Kadena AB and the number that received Level 1 training prior to their port call dates; and the number of such personnel that went TDY for the month and the number that received Level 1 training prior to the first TDY travel day (See [Attachment 3](#)).

6.1.3. Forward information throughout the unit concerning threat level and THREATCON changes as they occur and assist in the development of AT/FP plans for their unit's deploying or TDY personnel and personnel traveling on leave to countries with a medium or higher threat level.

6.1.4. Ensure THREATCON procedures are developed for the unit that identify who will be responsible for carrying out the THREATCON measures implemented by the wing. Shortfalls in the materials and manpower needed to implement the THREATCON measures should immediately be identified to the unit commander. For additional THREATCON information, see Kadena AB OPLAN 503.

6.1.5. Coordinate with facility managers/building custodians within the unit to ensure evacuation procedures for bomb threats, suspicious packages, and other terrorist events are identified for facilities under the commander's control. All evacuation plans should be coordinated with 18 SFS/SFOP prior to dissemination and implementation. For additional information on bomb threat procedures, see enclosure 2 to Tab B to appendix 6 to Annex C to Kadena AB OPLAN 503.

6.2. Ensure personnel are scheduled to attend Level 1 training at least annually and within 6 months of deployment, including TDYs and leaves.

JAMES B. SMITH, Brigadier General, USAF  
Commander, 18th Wing

**Attachment 1**

**SAMPLE OF ANTITERRORISM/FORCE PROTECTION (AT/FP) APPOINTMENT LETTER**

MEMORANDUM FOR 18 SFS/SFOP

FROM:

SUBJECT: Antiterrorism/Force Protection (AT/FP) Appointment

1. The following personnel are appointed as the (Unit) AT/FP Officer/NCO.

Rank	Name	Unit	Office Sym	Duty Phone	DEROS
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Primary:

Alternate:

2. Any questions or comments concerning these appointments can be directed to \_\_\_\_\_

Unit Commander

**Attachment 2**

**SAMPLE OF KADENA AB ANCILLARY TRAINING INFORMATION LETTER**

**Antiterrorism/Force Protection Level 1 Training**

To: \_\_\_\_\_/CCQ

From: Wing Force Protection (FP)/Antiterrorism(AT) Manager

**PART 1 (Unit Copy)**

In accordance with AFI 31-210, *The Air Force Antiterrorism (AT) Program*, the individual listed below has completed Level 1 AT/FP training at Kadena AB, Japan:

Please Print:

LAST, FIRST, MI	RANK/GRADE	UNIT	DUTY LOCATION	DATE

Documenting Instructions: Unit training managers or commander support staff (CSSs) must update the individual's ancillary training record identifying completion of **Level 1 AT/FP Training** at Kadena AB, Japan. Orderly Rooms or training managers will record AT/FP training as they would any other annual ancillary training IAW AFI 31-210, para 4.1.1.1. **NOTE:** Part 1 is to be maintained in the individuals PIF.

**Please complete the attached memo and return to the 18 SFS/SFOP**

**PART II (Antiterrorism Manager's Copy)**

Please mark the appropriate boxes and sign prior to returning.

LAST, FIRST, MI	RANK/GRADE	UNIT	DUTY LOCATION	DATE

Member has been on station less than 6 months.

Did **Not** receive Level 1 training prior to arriving at Kadena AB.

Previous Unit \_\_\_\_\_  
(Office Symbol, Base, MAJCOM)

The current Level 1 training date has been properly annotated in the ancillary training record and part 1 has been filed.

\_\_\_\_\_  
( /CCQ)

**Attachment 3**

**SAMPLE OF AT LEVEL 1 MEMORANDUM**

MEMORANDUM FOR 18 SFS/SFOP

FROM:

SUBJECT: AT Level 1

1. The following information is provided for the month of \_\_\_\_\_.

Active Duty Inprocessed \_\_\_\_\_ # Level 1 Trained \_\_\_\_\_

# Dep Inprocessed \_\_\_\_\_ # Level 1 Trained \_\_\_\_\_

# Deployed TDY \_\_\_\_\_ # Level 1 Trained \_\_\_\_\_

# PCS \_\_\_\_\_ # Level 1 Trained \_\_\_\_\_

(Note: Only personnel traveling to an area outside of the United States require the level 1 training.)

2. If you have any questions, please call \_\_\_\_\_ at # \_\_\_\_\_.

Signature Block

**Attachment 4****18 WGI 31-210 FP POC SAMPLE CHECKLIST**

This checklist will be used to ensure your unit is meeting the goals of the 18th Wing Force Protection/Antiterrorism Program. It should be used periodically to check progress for deficient areas and at a minimum completed annually and a report of findings forwarded to 18 SFS/SFOP. **NOTE:** Transfer the following information on AF Form 2519 and type in Yes/No/NA for column entries.

**18WGI 31-210 FP POC RESPONSIBILITIES****Force Protection POC**

Has a unit Force Protection point of contact been designated by the commander?

Has an appointment letter been completed and forwarded to 18 SFS/SFOP?

Has a folder or binder been developed within the unit to maintain meeting minutes, Oplan 503 and WGI 31-101?

**AT/FP Level 1 Training Requirements and Reporting**

Have AT/FP level 1 training requirements been incorporated into the unit ancillary training requirements?

Is the level 1 training being annotated in the personnel's ancillary training records?

Are personnel in the unit scheduled for level 1 training as required?

Is the monthly report on level 1 training forwarded to 18 SFS/SFOP?

**AT/FP Deployment/TDY/Leave Requirements**

Has the Unit Deployment Manager developed procedures to request a deployment briefing from OSI or SF for personnel deploying?

Is the pre-deployment checklist provided by 18 SFS/SFOP being used?

Are procedures outlined on the checklist being followed for all deployments and TDYs?

Is the orderly room monitoring TDY and leave requests for travel to countries that have been placed at medium or higher threat?

Is the orderly room ensuring that AT/FP requirements are met prior to issuing TDY orders or leave authorization?

Is the orderly room utilizing the PACOM Country Threat Status Page (URL:<http://www.pacom.mil/direct/at/athreat.htm>) to determine the threat levels prior to travel?

Is a method of communication required so increases in the threat level can be relayed to personnel while on leave or TDY?

#### **THREATCON Procedures for the Unit**

Has the unit developed procedures to implement increased threat conditions and measures?

Have shortfalls in manpower/materials needed to meet threatcon requirements been identified?

Are projects, purchases of equipment, and READY program requirements being worked to facilitate the correction of the shortfalls?

Have bomb threat and emergency evacuation procedures been developed for all facilities controlled by the unit?

Do the procedures identify assembly areas with a minimum of 500' from the facility and post incident responsibilities?

Are notification procedures in place in the unit to ensure all personnel are notified to changes to the threat condition?