



305 AIRLIFT MOBILITY WING

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Security

**AIR FORCE ANTITERRORISM/FORCE
PROTECTION (AT/FP) PROGRAM
STANDARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-210, AMC Sup 1 is supplemented as follows: This publication supplements AFI 31-210 and AMC Sup 1 to AFI 31-210 as well as establishes procedures and guidance for the management of the McGuire AFB Antiterrorism/Force Protection Program. It applies to all military personnel (Active-duty, Reserve and National Guard), their family members, Department of the Air Force civilians, and visitors who live on or transit McGuire AFB. Send recommended changes to this publication via AF Form 847, **Recommendation for Change of Publication**, to 305 SFS/SFP, 178 E. Arnold Ave., McGuire AFB NJ 08641.

SUMMARY OF REVISIONS

This supplement is a completely new publication. All AT/FP representatives at all levels must completely review for new requirements to ensure unit compliance

1. (AMCS1) McGuire AFB AT/FP Program. The McGuire AT/FP program enhances the Department of Defense, Air Force and Air Mobility Command programs of deterrence designed to blunt terrorist attacks against personnel and resources by providing timely guidance on collecting and disseminating threat information, providing training to all installation members, developing comprehensive plans to deter, counter and recover from terrorist incidents, allocating funds, and implementing defensive measures.

1.6. (AMCS1) This program is an integrated effort where all unit commanders and supervisors must have the mindset that combating terrorism is not solely the responsibility of the Security Forces (SF). All personnel must play an active role in ensuring these program standards are met and actively seek to deter and combat terrorist activities.

1.7. (AMCS1) The final decision making body for AT/FP matters at McGuire AFB is the Installation Security Council (ISC). This body has been established in order to fully integrate and coordinate all AT/FP actions affecting the installation and/or theaters of operation using the information provided by the

local threat assessment and the established working groups. The two primary established working groups are the Force Protection Working Group (FPWG) and the Threat Working Group (TWG).

1.7.1. (Added) Specifically, the ISC is responsible for the following

1.7.1.1. (Added) Select and designate restricted and controlled areas.

1.7.1.2. (Added) Ensure adequate personnel, equipment and facilities for protection level resources are provided.

1.7.1.3. (Added) Monitor ongoing installation security enhancement projects.

1.7.1.4. (Added) Review and approve entry control procedures for free zones.

1.7.1.5. (Added) Review both Installation Security Plan (ISP) and Installation Security Instruction (ISI) annually. Publish a new plan if events occur which change the installation security program significantly.

1.7.1.6. (Added) Conduct annual reviews of all deviations or waivers in effect. Ensure compensatory measures are adequate. Estimated completion dates should be tracked to ensure corrective actions are being actively pursued and costs validated.

1.7.1.7. (Added) Complete all other taskings as directed by installation commander.

1.7.2. (Added) The ISC may establish working groups as necessary to address specific force protection needs. These groups may be established to identify mission-essential resources or test program effectiveness and work under the direction and authority of the ISC to ensure the responsibilities of the ISC are accomplished.

1.7.2.1. (Added) The McGuire AFB Force Protection Working Group (FPWG) has been established in order to integrate and coordinate AT/FP actions between the Threat Working Group (TWG), all organizations providing membership to the FPWG and the ISC.

1.7.2.2. (Added) The purpose of this group is to add valuable input, from a functional expert's point of view, to any recommendations that will be made to the installation commander and/or the ISC regarding force protection concerns affecting the installation. This group will work closely with the Threat Working Group (TWG) and use information provided by the TWG to make recommendations to the ISC and/or the installation commander. The FPWG will meet, as a minimum, on a quarterly basis.

1.7.2.3. (Added) The FPWG must include, as a minimum, representatives from AFOSI, CS, CE, IN, SJA, OG, SFS, FM, MDG, LG and others as needed and requested on a case by case basis. Representatives from all other base organizations, including tenant and associate units, are welcome to attend, however, are not required to do so.

1.7.2.4. (Added) Representatives should be Senior NCO/Company Grade Officer level, have the ability to speak on behalf of the unit commander and have at least a secret clearance.

1.7.3. (Added) The McGuire AFB Threat Working Group (TWG) has been established in order to provide relevant threat information to the FPWG, the ISC and the Crisis Action Team (CAT) (all working under the authority of the installation commander) regarding force protection issues affecting McGuire AFB and/or theaters of operation affecting McGuire AFB personnel.

1.8. (AMCS1-Added) Operations Security, Communications Security, Tactical deception, Information Security and Computer Security must all be incorporated into the McGuire AFB AT/FP program. The

general goal of each of these programs is to control information and observable actions about friendly capabilities, limitations, and intentions to prevent or control their exploitation by an adversary.

3.1.1.1. (AMCS1) 305 AMW/CC will establish an AT/FP corporate structure. 305 SFS/SFP is the OPR and the executive agent for 305 AMWAT/FP matters and policy. 305 AMW/CV is the chair for the Installation Security Council (ISC). 305 SPTG/CD is the chair for the Force Protection Working Group (FPWG). 305 SFS/CC is the chair for the Threat Working Group (TWG). Unless otherwise stated, commanders of all units providing membership to the ISC are required to attend themselves. If the commander is unable to attend, the designated representative must have decision-making authority. 305 SFS provides a recorder for the ISC.

- 3.1.1.1.1. (Added) 305 AMW/CV acts as chairman for the ISC.
- 3.1.1.1.2. (Added) 305 AMW/SE provides a member to the ISC.
- 3.1.1.1.3. (Added) 305 AMW/JA provides member to the ISC and the FPWG.
- 3.1.1.1.4. (Added) 305 LG provides a member to the ISC and FPWG.
- 3.1.1.1.5. (Added) 305 SPTG provides a member to the ISC and FPWG.
- 3.1.1.1.6. (Added) 305 OG provides a member to the ISC and FPWG.
- 3.1.1.1.7. (Added) 305 MG provides a member to the ISC and FPWG.
- 3.1.1.1.8. (Added) 621 AMOG provides a member to the ISC.
- 3.1.1.1.9. (Added) 21 AF/DS provides a member to the ISC.
- 3.1.1.1.10. (Added) AMWC/CV provides a member to the ISC.
- 3.1.1.1.11. (Added) 305 APS provides a member to the ISC.
- 3.1.1.1.12. (Added) 305 MXS provides a member to the ISC.
- 3.1.1.1.13. (Added) 305 AGS provides a member to the ISC.
- 3.1.1.1.14. (Added) 305 OSS/IN provides a member to the ISC, FPWG and TWG.
- 3.1.1.1.15. (Added) 305 TRANS provides a member to the ISC.
- 3.1.1.1.16. (Added) 305 CES provides a member to the ISC and FPWG.
- 3.1.1.1.17. (Added) 305 SFS provides a member to the ISC, FPWG and TWG.
- 3.1.1.1.18. (Added) 305 MSS provides a member to the ISC.
- 3.1.1.1.19. (Added) 305 CS provides a member to the ISC and FPWG.
- 3.1.1.1.20. (Added) 305 SVS provides a member to the ISC.
- 3.1.1.1.21. (Added) AFOSI Detachment 307 provides a member to ISC, FPWG and TWG.
- 3.1.1.1.22. (Added) 605 AGS provides a member to the ISC.
- 3.1.1.1.23. (Added) 108 SFS provides a member to the ISC.
- 3.1.1.1.24. (Added) 514 SFS provides a member to the ISC.
- 3.1.1.1.25. 305 SUP provides a member to the ISC.

3.1.1.1.26. (Added) 305 CPTS provides a member to the ISC and FPWG.

3.1.1.1.27. (Added) Defense Courier Station provides a member to the ISC.

3.1.1.1.28. (Added) AAFES General Manager (Main Exchange) provides a member to the ISC.

3.1.1.1.29. (Added) DeCA Officer (Commissary) provides a member to the ISC.

3.1.1.1.30. (Added) Andrews Federal Credit Union provides a member to the ISC.

3.2.2. (AMCS1) 305 SFS/SFP is the OPR for this instruction, which implements the Air Force and AMC AT/FP programs at McGuire AFB.

3.2.3. (AMCS1) Each unit assigned to McGuire AFB will provide a copy of their AT/FP Squadron Operating Instruction to 305 SFS/SFP within 120 days from the date of this supplement, and as changes occur thereafter. A template of required information is located in the McGuire AFB Antiterrorism Public Folder.

3.2.4. (AMCS1) Each squadron commander must budget for unit-specific force protection requirements during the unfunded (UR) process.

3.3.1. (AMCS1) 305 AMW/CC has operational AT/FP responsibility for all units and individuals whether permanently or temporarily assigned to McGuire AFB. In accordance with Joint Pub 3-10, *Doctrine for Joint Rear Area Operations*, Chapter II, paragraph 3b, tenant units assigned to McGuire AFB will comply with the requirements of McGuire AFB's AT/FP program. Tenant commanders maintain overall responsibility for their command's physical security and AT/FP planning not provided by McGuire AFB.

3.3.2. (AMCS1) The ISC, FPWG and TWG are the focal points for all McGuire AT/FP matters. The Vice-Commander, 305 Air Mobility Wing, (305 AMW/CV) holds the position as the permanent chairperson for this forum. 305 SFS/SFP is the Executive Agent and Office of Primary Responsibility for the McGuire AT/FP program. Commanders at all levels will ensure a current Letter of Appointment for their primary and alternate AT/FP representatives is on file with 305 SFS/SFP. An electronic sample of this letter can be found in the McGuire AFB Antiterrorism Public Folder. This folder can be found under the 305th Security Forces Public Folder.

3.3.4.1. (AMCS1) Installation-wide antiterrorism exercises (both operational and command post) will be conducted at the installation commander's discretion, but no less than annually. The exercises will be used to test and evaluate the installation's ability to respond to the local terrorist threat. Exercises will test a broad range of required THREATCON actions specified within the installation's local plans and may be combined with other base exercises such as MARE, BROKEN ARROW, etc.

3.3.4.2. (AMCS1) The public affairs program will provide periodic AT/FP awareness training on terrorist threats and personnel protection principles and techniques to base populace. This may be satisfied using base newspaper articles or flyers distributed at accessible points throughout McGuire AFB. Real-world incidents of terrorism will generate external media attention. Although it may be prudent to acknowledge obvious increased security measures, external media personnel will be referred to 305 AMW/PA or other person designated to speak on behalf of the installation commander for this communication. Care, prudent judgement and OPSEC must be considered in any discussion relating to security measures affecting the installation.

3.3.4.4. (AMCS1-Added) Unit AT/FP representatives will report Air Force Strategic Plan, Vol. 2, Performance Plan Performance Measures 2.A.9. *Antiterrorism/Force Protection Program*, and 2.A.11., *Implementation and Tracking of Level I Antiterrorism Training*, semi-annually, no later than 01 April and 01 Oct of each year to 305 SFS/SFP.

3.3.4.4.1. (AMCS1-Added) The reporting periods for both FP Performance Measures are 1 Oct through 31 Mar, and 1 Apr through 30 Sept.

3.3.4.4.2. (Added) Use the McGuire AFB AT/FP self-inspection checklist to report FP Performance Measure 2.A.9. This checklist can be found in the McGuire AFB Antiterrorism Public Folder.

3.3.4.4.3. (AMCS1-Added) Calculate the percentage for reporting FP Performance Measure 2.A.11 by ascertaining the number of unit personnel who deployed, and of those, the number who received Level I Antiterrorism Training.

3.4.5. (Added) Local support planning efforts must consider Threat Levels 1 and 2 (AFI 31-101, *Air Base Defense*), as well as the known criminal threat in the immediate area of the installation. Memorandums of Understanding/Agreement must be formally coordinated with surrounding local emergency support to include fire, law enforcement and medical agencies. These agreements must be reviewed by the ISC at least annually as well as during the AT/FP vulnerability assessment process.

3.4.5.1. (Added) Support agreements will be coordinated with, as a minimum: AFOSI Detachment 307, 514th Security Forces Squadron, 108th Security Forces Squadron, U.S. Army Department of Defense Police (Ft Dix, NJ), Federal Bureau of Investigation, U.S. Attorney's Office, North Hanover Township Police Department, Pemberton Police Department and New Jersey State Police.

3.5.2. (AMCS1) The McGuire AFB AT/FP Plan will be assessed during higher headquarters program reviews as identified in Standard 6 to DoDI 2000.16 and paragraph 3.6 to AFI 31-210. This plan will be developed and revised as needed by the Force Protection Working Group using the J-34 installation planning template as an initial guide. Revisions to the plan will make use of all available AT/FP planning resources.

3.6.3.1. (AMCS1-Added) Unit commanders are responsible for addressing and correcting unit-specific AT/FP vulnerabilities identified during local and higher headquarters vulnerabilities assessments. Vulnerabilities that are procedural or relatively inexpensive and would improve the AT/FP posture must be corrected as soon as reasonably possible. Conversely, high cost improvements must be considered in context with threat and risk assessment, and if necessary, planned and programmed for. Commanders should use the FPWG as an avenue for high cost or difficult corrections.

3.6.5. (AMCS1) All tenant organizations (on the installation or remotely/administratively attached) of McGuire AFB must be included in the force protection plans and afforded the same level of AT/FP support as the 305th AMW. Vulnerability assessments may not physically assess every single activity at McGuire AFB, but may instead assess an adequate number of activities to indicate the level of AT/FP effectiveness.

3.7. (AMCS1) The TWG will ensure commanders have available the most current terrorism threat in overseas areas of operation as well as the local area. This will be done by request and/or through official correspondence. 305 OSS/IN (through the TWG) will develop risk assessments and force protection recommendations as well as coordinate all source threat analysis for ongoing and future 305 AMW operations.

3.7.4. (AMCS1) The McGuire AT/FP Plan will be developed and updated using information provided by the TWG and the functional areas of the FPWG. Intelligence information provided by reliable sources (as determined by the TWG) will also be used to enhance the AT/FP program.

3.8.2.2. (AMCS1) AFOSI Detachment 307 and 305 OSS shall collect and analyze intelligence/counterintelligence terrorist threat information which affects or may affect McGuire AFB or McGuire AFB person-

nel. This information will be disseminated using the established AT/FP corporate structure. Commanders at all levels will ensure personnel under their command report information on events or situations that could pose a threat to or impact the McGuire AFB AT/FP program to AFOSI Detachment 307.

3.13.1.3. (AMCS1) Commanders at all levels shall establish local measures to transition between THREATCONS. These procedures shall be included in the McGuire AT/FP Plan as well as in Squadron AT/FP Operating Instructions (see paragraph **3.2.3. (AMCS1)**).

3.13.1.4. (AMCS1) Commanders at all levels will participate in the McGuire AFB Random Antiterrorism Measure (RAM) program as outlined in the Installation Security Plan. Unit commanders may add unit specific measures to their unit program in addition to the approved RAM matrix.

3.14.2. (AMCS1) A physical security vulnerability assessment will be conducted every twelve months.

3.14.2.1. (AMCS1-Added) The FPWG will consider identified vulnerabilities when the installation commander's priority requirements list is developed for AT/FP funding submissions.

3.15.2. (AMCS1) The FPWG will review the AT/FP plan annually. Any recommendations for revisions will be submitted to the ISC.

3.15.3. (AMCS1) The AT/FP plan must include all tenant units and DoD elements assigned to McGuire AFB. The base physical security plans must be reviewed on a semi-annual basis or when the local threat level changes.

3.15.5. (AMCS1) All units assigned to McGuire AFB will forward unit specific AT/FP plans to the 305 SFS/SFP within 120 days from the date of this supplement, and as changes occur thereafter. Unit specific AT/FP plans may be attachments to or otherwise a part of unit Squadron Operating Instructions (see paragraph **3.2.3. (AMCS1)**).

3.16.1. (AMCS1) All portions of the McGuire AFB AT/FP Plan will be exercised semi-annually. Exercises shall involve off-base agencies to the greatest extent possible, and encompass duty and non-duty hours. Exercises shall include all tenant activities and/or DoD elements and personnel for who the commander has force protection responsibility. Properly documented "Real World" scenarios as well as participation in installation-wide antiterrorism exercises (as required by paragraph **3.3.4.1. (AMCS1)**) will satisfy this requirement.

3.17.2. (AMCS1) Individual unit commanders are responsible for routinely reviewing the effectiveness of day to day physical security measures under the existing THREATCON posture within all facilities owned by their unit. These measures must also be reviewed when the Terrorist Threat Level changes or when directed by a higher authority.

3.17.2.1. (AMCS1-Added) The TWG will review all THREATCON measures a minimum of semi-annually.

3.18.2. (AMCS1) The Housing Office will ensure that proper guidance for selecting private residences to mitigate the risk of terrorist attack is available for personnel selecting to reside off-base (other than off-installation housing). This guidance may be provided by pamphlet or electronic means. Physical security guidance that is written with the intent to mitigate the criminal threat may be used to satisfy this requirement due to the similarity in measures. Additionally, guidance can be found on the McGuire AFB Antiterrorism Public Folder as well as in Chapter 11 of DoD 0-2000.12-H.

3.19.3. (AMCS1) The FPWG, when reviewing THREATCON measures, will determine whether or not residential security assessments of off-installation housing should be conducted. If so, assessments will be

conducted in accordance with AFI 31-210, paragraph **3.14.2. (AMCS1)** These assessments will be maintained by 305 SFS/SFP and available for review by higher headquarters assessment officials.

3.20.2.1. (AMCS1-Added) The FPWG will be given the opportunity to review new construction projects and building rehabilitation plans.

3.21.2. (AMCS1) Recommendations from all assessments, including local and higher headquarters, shall be considered to determine if facilities/sites, either occupied or under consideration for occupancy by DoD personnel, can adequately protect occupants against terrorist attacks.

3.23.4.2. (AMCS1-Added) Unit AT/FP Representative Appointment Letters will be formatted similarly to the example provided in the McGuire AFB Antiterrorism Public Folder. In addition to the AMC requirements, this letter will list all unit Level II AT/FP trained personnel in paragraph 2. These letters will be updated in January of each year and/or as changes occur; pen and ink changes are not authorized. Forward a copy of this letter to 305 SFS/SFP no later than 31 January each year.

3.24.8.1. (AMCS1) Level I AT/FP training will be conducted annually for all military personnel. This training will be tracked by the unit training section annotating the full name, rank, social security number and date of training. Unit deployment managers are responsible for ensuring that all personnel receive Level I training within six months prior to traveling overseas (PCS, TDY or leave). This will be done by placing the requirement on the appropriate outprocessing checklist. Personnel, to include family members over the age of fourteen, who have not received this training within six months prior to travel will not be issued orders.

3.24.8.1.1. (Added) All units will add the following to their PCS, TDY and leave outprocessing checklists: "Antiterrorism/Force Protection: All personnel leaving the United States (including family members traveling on government orders) must receive Level I Antiterrorism training within six months prior to the departure date." Either the unit training section (after verifying training status) or the class instructor can sign this checklist. This checklist will be maintained for a minimum of one year after the date of departure.

3.24.8.1.2. (Added) A Level I Antiterrorism class (which meets the requirements as stated in paragraph **3.24.8.1. (AMCS1)**) is taught on a monthly basis at the Family Support Center/Welcome Center. The schedule for these classes can be received by contacting either your unit AT/FP representative or the Installation AT officer at 754-3904. They are open to all base personnel including Active-duty, Reserve, National Guard, DoD civilians and family members. Appointments are not required. These classes are intended to supplement, but not replace, unit AT/FP training.

3.24.8.1.3. (Added) Individuals traveling overseas (PCS, TDY and leave) are required to receive medical and country-specific threat briefings before departure. The medical threat briefing can be received from Public Health (562-9352/9354) and the country-specific threat brief can be received from AFOSI Detachment 307 (754-3107) every Friday from 0900-1000 hrs, or on Thursday if a holiday falls on a Friday. Briefings should be scheduled no earlier than 30 days and no later than 14 days prior to departure. Orders are not required. These briefings should also be annotated on the outprocessing checklists.

3.24.9. (AMCS1) Individuals who are Level II AT/FP certified are still required to receive annual AT/FP training (due to the ever-changing threat and tactics used by terrorists). This requirement can be fulfilled by either attending or instructing a Level I AT/FP class. Level I AT/FP instructors must ensure their training material is updated with current information. One source of this information is AFI 31-210, Attachment 1 and Attachment 5.

3.24.12. (AMCS1) The unit antiterrorism awareness training program will be incorporated into the Squadron Operating Instruction (see paragraph **3.2.3. (AMCS1)** and **3.15.5. (AMCS1)**).

3.25. (AMCS1) In addition to this list of websites, the McGuire AFB Antiterrorism Public Folder (located under the 305th Security Forces Public Folder) has a reference library that contains DoD, Air Force, Army, Navy and DoS antiterrorism publications. A list of checklists is also located in this folder.

3.28. (Added) All requirements for the Terrorism Incident Response Plan will be addressed in the McGuire AFB AT/FP Plan.

3.29.2. (AMCS1) Coordination with local authorities to ensure special security arrangements are made during heightened terrorist threat to off-installation housing will be addressed in Memorandums of Understanding/Agreement.

3.32.1. (AMCS1) The potential Weapons of Mass Destruction (WMD) threat will be addressed in the McGuire AFB AT/FP Plan. In addition, 305 OSS/IN and AFOSI Detachment 307 are tasked with collecting and analyzing potential WMD threat information which could affect McGuire AFB or McGuire AFB personnel. The McGuire AFB AT/FP corporate structure (TWG, FPWG and ISC) will disseminate information appropriately.

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