

**BY ORDER OF THE COMMANDER,  
36TH AIR BASE WING**

**36TH AIR BASE WING INSTRUCTION 31-207**

**25 SEPTEMBER 2002**



***ANTITERRORISM/FORCE PROTECTION  
REQUIREMENTS FOR TDY, PCS AND LEAVE  
(OVERSEAS LOCATIONS)***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 36 SFS/SFOF (MSgt Artie G. Robinson)

Certified by: 36 SFS/CC (Maj John G. Worley)

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This instruction outlines requirements for all persons traveling to an overseas location in performance of official duties and/or while on Government travel orders, and implements DoDI 2000.16, AFI 10-245, USCINCPAC OPORD 5050-99 (U) and AFI 31-210, PACAF Supplement 1. It establishes policy and procedures for all Andersen AFB personnel traveling deployed, TDY, PCS or on-leave to an overseas location to develop a Force Protection Plan prior to travel. Consistent with the provisions of DoDI 2000.16 and USCINCPAC OPDRD 5050-99 (U), this instruction is applicable to all military and civilian employees.

## Chapter 1

### FUNCTION OF THE FORCE PROTECTION PLAN

#### 1.1. PURPOSE.

1.1.1. The purpose of a Force Protection Plan (FPP) is to implement measures that reduce risk to personnel before, during and after travel to an overseas location. As we learned on 11 September 2001, terrorism is innovative, global in nature and has no regard for the loss of innocent life. Proper planning before travel can greatly reduce risks to DoD personnel and their dependents and ensure mission accomplishment.

1.1.2. Through the use of relatively simple measures, Commanders can ensure personnel under their control develop and maintain working Force Protection Plans that reduce vulnerabilities to individuals or groups.

#### 1.2. BACKGROUND.

1.2.1. After the devastating attack on Khobar Towers, the Downing Commission made a number of observations with regard to protection of the deployed forces. Among the Commission's findings was a lack of plans for deployed personnel in the event of a bomb threat or emergency evacuation, including immediate contact information and notification procedures. After the Commission's findings were published, the Department of Defense began outlining relevant policies and procedures for all DoD components and personnel. In 1999, USCINCPAC published USCINCPAC OPORD 5050-99 in two parts. Part one is unclassified and delineates procedures for all DoD members to follow when preparing for deployment, TDY, PCS or leave to an overseas location. In June 2001, the DoD update DoDI 2000.16 further mandated personnel and family members 14 years-of-age and above meet certain training requirements when traveling on official government orders to an overseas base.

## Chapter 2

### FORCE PROTECTION PLANS

#### 2.1. Requirements for Deployment or TDY.

2.1.1. Unit commanders will ensure that all personnel assigned to or employed on Andersen AFB develop, coordinate and receive appropriate level approval of a FPP before deploying or proceeding TDY to an overseas location (see **Attachment 2** for an example). For those traveling to a country with a medium or higher terrorist threat level or significant or high criminal threat level, the first flag or general officer in the chain of command must approve the FPP.

2.1.2. Persons charged with developing an FPP for a deploying group or any individual proceeding on TDY will consult and follow anti-terrorism (AT) instructions and information outlined in the Foreign Clearance Guide (FCG). The FCG is available on the internet at <http://www.fcg.pentagon.mil>. Information contained in the FCG covers a broad arena and in some cases, the bulk of the FPP can be built with this information.

2.1.3. Determine the latest country threat levels and FPCONs. This information can be obtained by reviewing weekly threat status updates, by contacting Det-602 AFOSI, by accessing the USCINCPAC SIPRNET homepage at <http://www.hq.pacom.smil.mil/j3/at/athome.htm>, or by accessing the USPACOM country threat page at <http://www.pacom.mil/staff/at/atthreat.htm>.

2.1.3.1. When traveling to countries with a medium or higher terrorist threat level or a Department of State (DoS) criminal threat level of significant or high, ensure the following information is included in country or theater travel clearance requests to the granting authority and include USCINCPAC HONOLULU HI//J021/J33// as information addressees:

2.1.3.1.1. Name of unit or group.

2.1.3.1.2. Number of personnel.

2.1.3.1.3. Countries and areas to be visited.

2.1.3.1.4. Dates of visit.

2.1.3.1.5. Purpose of visit.

2.1.3.1.6. Certification that intelligence threat information was received.

2.1.3.1.7. Certification that pre-deployment antiterrorism training, as prescribed by attachment 4 of this instruction, has been completed by all travelers.

2.1.3.1.8. Statement that force protection planning has been conducted.

2.1.4. Complete all training as outlined in **Attachment 3** of this instruction.

2.1.5. All units will assign an officer or an NCO to be the force protection officer for the deployment. This person will be responsible to the commander to ensure the following (see **Attachment 1** for a deployment requirements checklist):

2.1.5.1. All antiterrorism/force protection requirements have been met.

2.1.5.2. All deploying personnel in the unit are aware of the threat.

2.1.5.3. All deploying personnel have been properly trained to reduce the risks of, or mitigate the effects of a terrorist attack.

2.1.6. Each deploying unit will conduct a pre-deployment vulnerability assessment. The scope of this assessment will vary depending on the terrorist threat level, type of mission, length of deployment, etc. The assessment will assist commanders in identifying AOR-specific training and obtaining any necessary physical security materials and equipment.

2.1.7. In addition to the current deployment requirements, personnel deploying to any area within the PACOM AOR will:

2.1.7.1. Be current in appropriate immunizations.

2.1.7.2. Have required medications and necessary personal protection items (e.g., insect repellent, sun block, etc) for the area where they will be deployed.

2.1.7.3. Individuals and units should deploy with the following appropriate protective equipment, as a minimum:

2.1.7.3.1. Helmet.

2.1.7.3.2. Web gear (belt, suspenders, etc).

2.1.7.3.3. Canteen(s).

2.1.7.3.4. Flak vest.

2.1.7.3.5. Individual or unit weapons (as required).

2.1.7.3.6. NCBR individual protective equipment.

2.1.8. Information included herein is not all-inclusive and is only intended as a minimum. Commanders may require additional measures be taken by members before traveling.

## **2.2. Buddy Rule**

2.2.1. Very real and potential threats exist within the PACOM AOR, including, but not limited to, criminal acts, hostile intelligence activity and terrorist acts. Traveling in groups or pairs can mitigate risks associated with these threats.

2.2.2. The "Buddy Rule" states commanders at all levels should, to the maximum extent possible, deploy a minimum of two personnel together for travel within the AOR. Any exceptions should be weighed against:

2.2.2.1. Current intelligence and threat assessment.

2.2.2.2. Location of activity during deployment.

2.2.2.2.1. Metropolitan versus rural areas.

2.2.2.2.2. Potential for civil disturbance or strife.

2.2.2.2.3. Security of local transportation.

2.2.2.2.4. Proximity to a support structure such as an embassy, consulate, etc.

2.2.2.3. Nature of the mission (conference versus field training).

2.2.2.4. Qualifications of individual travelers (e.g., foreign languages or special skills).

2.2.3. After review of the above considerations, the deploying commander may waive the requirement, if in his/her judgment the particular mission does not warrant the Buddy Rule. However, USCINCPAC, retains the authority to implement a mandatory/no-exception Buddy Rule based on terrorist and criminal threats. The Buddy Rule is mandatory in areas where FPCON Bravo and higher have been declared.

2.2.4. Although funding should be considered, it should not be the primary determinate for allowing individuals to travel alone.

2.2.5. Regardless of the terrorist or criminal threat, travelers to the PACOM AOR must complete all requirements set forth in the current FCG. Commanders will ensure pre-deployment training is tailored to the local situation. Instruction should be aimed at increasing the ability for the travelers to recognize and respond to potential terrorist attack or pre-attack activities.

### **2.3. On-leave or PCSing**

2.3.1. All personnel going on-leave or PCSing to an overseas location must also have an FPP in writing and authorized before traveling. FPPs for individuals/families may differ somewhat from those proceeding in a TDY or deployed status. Regardless, the plan should be sufficiently in-depth to protect the traveler(s) from any given threat as well as providing ample information to the commander to assist the traveler(s) should the threat change. Developing an FPP is the responsibility of each individual requesting the leave or selected for PCS. Before approving an FPP, commanders will ensure the unit AT/FP monitor has reviewed the plan for completeness. If going to a location where a general officer approval is required, route or hand-carry the plan through the appropriate chain. All FPP that requires 13 AF/CC approval will be electronically forwarded through your direct chain of command. (see [Attachment 2](#) for a sample FPP).

### **2.4. Individual Force Protection Plans**

2.4.1. Estimate of the situation at the country deploying/traveling too.

2.4.1.1. Name of unit or group.

2.4.1.2. Number of personnel.

2.4.1.3. Countries and areas to be visited.

2.4.1.4. Dates of visit.

2.4.1.5. Purpose of visit.

2.4.1.6. Contact your security/intelligence/AT/FP Officer/NCO and complete AT Level I awareness and area specific threat briefings as required.

2.4.1.7. Determine the current FPCON at your planned destination. This information can be obtained by reviewing weekly threat status updates, contacting Det-602 AFOSI, or accessing the USCINCPAC SIPRNET homepage at <http://www.hq.pacom.smil.mil/j3/at/athome.htm>, or by accessing the USPACOM country threat page at <http://www.pacom.mil/staff/at/atthreat.htm>.

2.4.1.8. Confirm who has AT/FP responsibility within the AOR. Annotate on your orders and your formal request.

2.4.1.9. Review requirements for buddy rule (required for all travel in PACOM unless waived by the installation commander). USCINCPAC waiver is required when FPCON Bravo or higher is declared in destination country or when a mandatory buddy rule is imposed by USCINCPAC.

#### 2.4.2. Review the area of operations.

2.4.2.1. Review security of billeting areas (optional unless traveling to countries with medium or higher terrorist threat levels or significant or higher criminal threat levels).

2.4.2.2. Review the security of conference areas and work areas (optional unless traveling to countries with medium or higher terrorist threat levels or significant or higher criminal threat levels).

2.4.2.3. Identify potential vulnerabilities for all phases of travel, such as security of transportation, airport internal and external security, ground travel and the availability of communications.

2.4.2.4. Obtain as much information as you can pertaining to the culture and customs of the countries intended as your destinations. This information is available from the State Department Consular Information Sheet/Public Announcements/Travel Warnings via the internet at

<http://www.travel.state.gov>.

#### 2.4.3. Develop an emergency action plan

##### 2.4.3.1. Develop a communications plan.

2.4.3.1.1. Establish notification numbers for hotels, in-country POCs, etc., where travelers can be contacted and a means for the traveler to contact unit leadership if necessary.

2.4.3.1.2. Establish emergency contact numbers for each destination, such as the US Embassy, local and military police, fire department, hospitals, AFOSI and FBI (or equivalent).

2.4.3.2. Compile evacuation plans. Plans should include evacuation routes from lodging accommodations and from the country itself. Include methods of travel and routes. Identify multiple escape routes and rally points when preparing plans for accommodations.

2.4.3.3. Detail actions to take if encountering possible terrorist surveillance, observing suspicious persons that may endanger personnel, facilities or resources, prowlers etc. Identify who the traveler needs to contact in these situations.

2.4.3.4. Identify safe havens along routes of travel and provide telephone numbers if possible.

2.4.3.5. Identify available security for each destination. This may include hotel security guards, embassy security personnel, personal protection, hallway surveillance cameras, etc.

2.4.3.6. Identify any weapons available to the traveler or assigned security personnel.

2.4.3.7. Establish a method of obtaining threat information, changes in threat levels and any changes in FPCON.

2.4.3.8. Establish a contingency plan for medical support. Consider avenues for transiting from transiting from initial response and transport of casualties from point of incident to a host nation or DoD medical facility. Include procedures to contact transportation agencies to be used in emergencies.

2.4.3.9. Develop any additional procedures or plans as deemed necessary.

2.4.4. Exercise the plan beforehand. Walk through the plan step-by-step and address potential questions or scenarios that may present unforeseen vulnerabilities. Ensure risk is reduced to the lowest level possible.

2.4.5. Submission for approval. Submit finalized FPPs to your unit commander for approval. When projected travel is planned for or through countries with medium or higher terrorist threat levels or significant or higher criminal threat levels, the FPP requires the approval of the first flag or general officer in the chain-of-command. Once approved, maintain one copy of the plan at the unit level, one copy will be maintained by 13 AF (if general officer approval is required), and ensure each traveler has a copy of the plan in possession.

JOSEPH F. MUDD, Colonel, USAF  
Commander, 36th Air Base Wing

## Attachment 1

## DEPLOYMENT REQUIREMENTS CHECKLIST

- Consult the current Foreign Clearance Guide at <http://www.fcg.pentagon.mil> and comply with country and theatre clearance requirements.
- Contact your security/intelligence/AT Officer/NCO to determine current threat level (terrorist and criminal threat). You may also consult USPACOM website at <http://www.pacom.mil/direct/at/athome.htm>
- Receive the appropriate AT training.
- Confirm who has Antiterrorism/Force Protection responsibilities.
- Prepare and submit your country and theatre clearance request (IAW the FCG).
- Obtain culture and custom information for the country you plan to visit
- Review State Department Consular Information Sheet/Public Announcements/Travel Warnings at <http://www.travel.state.gov>.
- Develop a comprehensive FPP. Tailor the plan to address the terrorist threat environment.
- Use the two-person "Buddy Rule." (Mandatory when in FPCON Bravo or higher or when directed by USCINCPAC)
  - \_\_\_ Notification phone numbers where travelers can be contacted
  - \_\_\_ Emergency support phone numbers (e.g. embassy, police, hospital)
  - \_\_\_ Evacuation plan (primary and alternate
  - \_\_\_ Safe havens
  - \_\_\_ Travel modes and routes
  - \_\_\_ Means of communication
  - \_\_\_ Available security
  - \_\_\_ Weapons availability/security
  - \_\_\_ How to obtain threat information when traveling
- Submit FPP to your AT/FP officer for review . Submit FPP to your commander for approval. Submit FPP to first flag or general officer in the chain-of- command for travel to countries with medium or higher terrorist threat levels or significant or higher criminal threat levels.

**Attachment 2**

**FORCE PROTECTION PLAN SAMPLE FORMAT**

19 Jul 02

MEMORANDUM FOR UNIT ANTITERRORISM MONITOR

FROM: 36 SFS/SFOA (SSGT JOHN E. DOE)

SUBJECT: Force Protection Plan for Leave in the Philippines

1. The purpose of this memorandum is to outline our Force Protection Plan (FPP) as required IAW USCINCPAC OPORD 5050-99. Due to requested leave being in a "significant" threat area, general officer approval is required.

2. Travel Information:

- a. Brief itinerary: origin to destination
- b. Dates of requested travel: 18 – 30 Aug 02
- c. Purpose of travel: Leave/TDY
- d. Travel location: Angeles City, Philippines, 2009

3. Required training, awareness, and threat briefings:

- a. Antiterrorism/Force Protection (AT/FP) Level I training conducted on 27 Jun 02.
- b. PACOM and AOR specific brief conducted by AFOSI on 28 Jun 02.
- c. Current FPCON: Bravo
- d. Current threat levels:
  - (1) Criminal: Medium
  - (2) Terrorist: Significant
- e. AT/FP responsibility for AOR: USCINCPAC

f. Buddy rule is in effect due to FPCON level. I certify I will be traveling with SrA David Dreary throughout the trip and while in-country.

g. There is an active SECSTATE Public Announcement/Travel Warning for the Philippines, issued 18 Apr 02 and expires 22 Oct 02: DoS warns the threat of terrorist action by extremists both domestic and foreign does exist. DoS warns of kidnappings and terrorist act aimed at foreigners. Americans should exercise great caution throughout the Philippines.

**Moreover, US Citizens are also warned to avoid travel to Mindanao and Negros Island as well as Quezon Province and the Cordillera and Bicol regions of Luzon. Location of our leave is Angeles City, an urban area away from restricted locations.**

h. There is a USCINCPAC DoD travel restriction for the Philippines. We will NOT be traveling to any of the areas indicated in the travel restriction.

#### 4. Review of AOR:

a. Security of Billeting/Lodging: Lodging will be at a commercial hotel. The hotel has armed guards posted at each entry/exit point, 24 hours/day.

Slip Inn Hotel  
693 Rebecca Lane  
Balibago, Angeles City  
Philippines 2009  
PH: 63 (44) 3456789

b. Security of conference/work areas: N/A

c. Areas of vulnerability:

(1) Transportation: Commercial aircraft will be used for transportation. Carrier is on the FAA list. Upon arrival at airport, commercial taxi will be used to transit from the airport to our hotel.

(2) Communications: Communications capabilities are limited to fixed phones in public facilities. US Embassy has commercial and secure telephone capabilities.

(3) Medical: Limited to host nation capabilities. Several medical care facilities are located within Angeles City.

#### 5. Emergency Action Plan:

a. Communications Plan: Notification and emergency contact will be done via voice using available phone lines. Travelers do not have cell phones for personal use. Travelers will have, in possession, the emergency contact number listed below.

(1) Notification Number: Slip Inn Hotel: 63 (44) 3456789

(2) Emergency Numbers: JUSMAG Philippines: 63-2-523-1295, FAX: 63-2-523-1296, US Embassy, Manila: 63-2-523-1283

b. Evacuation Plan:

(1) Our evacuation plan is to report to the US Embassy. We would then secure either MILAIR or commercial air travel out of the Philippines.

(2) Our alternate plan is to have a family member/friend/taxi drive us to the near police station.

c. Upon identification of any suspicious activity with the potential to endanger personnel, facilities or residences, we will notify the US Embassy at the number previously listed or we will notify USCINCPAC at 808-477-7227

d. Safe Havens: The US Embassy will be the safe haven for all threats. Should the embassy be targeted, follow-on safe havens will be the hotel or nearest Police station.

e. Available Security: The Slip Inn Hotel has armed guards at all hotel exits/entrances on a 24 hour basis.

f. Weapons available to traveler(s)/assigned security personnel: N/A

g. Method of obtaining threat information or FPCON change while traveling: Members will use the US Embassy as primary means of obtaining threat information updates.

h. Emergency Medical Support: Members will contact the US Embassy at the numbers previously listed.

6. This FPP has been walked-through, addressing various potential situations, questions, and other unforeseen vulnerabilities. IAW USCINCPAC OPOD 5050-99, since requested travel is to a "significant" terrorist threat country, approval by the first general or flag officer in the chain-of-command is required. If there are any questions, please contact our unit Security Manager at 366-XXXX.

//SIGNED...jed, 19 Jul 02//  
JOHN E. DOE, SSgt, USAF  
36th Security Forces Squadron

1st Ind, UNIT ANTITERRORISM MONITOR

MEMORANDUM FOR 36 SFS/CC

Recommend approval/disapproval

//SIGNED...mww, 19 Jul 02//  
MICHAEL W. WILLIAMS, TSgt, USAF  
Unit Antiterrorism Monitor

2d Ind, 36 SFS/CC

MEMORANDUM FOR 36 SPTG/CD

Recommend approval/disapproval.

JOHN G. WORLEY, Major, USAF  
Commander, 36th Security Forces Squadron

3rd Ind, 36 SPTG/CD

MEMORANDUM FOR 36 ABW/CV

Recommend approval/disapproval.

BARRY S. MINES, Lt Col, USAF  
Deputy Commander, 36th Support Group

4th Ind, 36 ABW/CV

MEMORANDUM FOR 13 AF/CC

Recommend approval/disapproval

THOMAS P. FINNEGAN, Colonel, USAF  
Vice Commander, 36th Air Base Wing

5th Ind, 13 AF/CC

MEMORANDUM FOR 36 SFS/SFOA (SSGT JOHN E. DOE)

Approved/disapproved.

THEODORE W. LAY II  
Major General, USAF  
Commander, Thirteenth Air Force

**NOTE:** Several force protection plans format are located on the Andersen web paper under force protection plans. Items highlighted in yellow must be changed for your specific force protection plan. Contact your unit's antiterrorism monitor for assistance in developing your plan.

**Attachment 3****ANTITERRORISM TRAINING REQUIREMENTS**

- Low threat level countries:
  - AT Level I training, including issuance of JS 5260 Guide and IPM wallet cards
  - AOR Specific briefing to include:
    - Brief on current threat and FPCON levels at location
    - History of anti-US, anti-government actions
    - Terrorist methods of surveillance/attack in country
    - Projections/assessment for future terrorism directed towards DoD assets
    - Culture and customs of country
  - Weapons training (if required)
  - Country-specific rules of engagement briefing
  - Personnel associated with high-risk billets or designated as being high risk to terrorist attacks must receive advanced AT training
  
  - Individuals performing law enforcement or security duties will receive supplemental, scenario base training on ROE and deadly force within 72 hours of arrival and prior performance of such duties. The servicing SJA and senior security forces officer will approve this training
  
  - Brief on USCINCPAC's Blue Dart threat alerting system
  - Proficiency in NCBR skills and currency in training
- Medium of higher threat levels
  - Complete all items listed above and include:
    - Hostage and kidnap survival briefing (including family members PCSing overseas)
  
    - Instructions on recognition and reporting of improvised explosive device's and techniques for vehicle searches and Mine Awareness training (if applicable)
- These requirements are effective for all travel by DoD personnel into/within the USPACOM AOR, to include travel while on-leave
- Pre-deployment AT training is the responsibility of the parent organization. Document this training and retain for one year