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Personnel

**ANCILLARY TRAINING - ANTITERRORISM
AND FORCE PROTECTION**

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OPR: 446 SFS/SPAI (MSgt Ed Stewart)

Certified by: 446 AW/CC (Col Alan M. Mitchell)

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This pamphlet implements Air Force Policy Directive (AFPD) 36-22, *Military Training*. It is designed to provide all personnel with the basic guidance for the protection of personnel and USAF assets. Force Protection and Antiterrorism is everyone's job, through education and teamwork we can work to defeat this threat. It also provides a quick look at some measures which an individual can employ as part of his or her daily routine, whether at home or deployed, and is a source for additional information on Force Protection and Antiterrorism. This pamphlet fulfills the annual requirement to conduct Force Protection and Antiterrorism Training. It applies to all individuals assigned to the 446th Airlift Wing (446 AW).

1. Prescribing Directive:

- 1.1. DoD O-2000.12.-H, *DoD Antiterrorism/Force Protection (AT/FP) Program*.
- 1.2. Air Force Instructions (AFI) 31-210, *The Air Force Antiterrorist Force Protection (AT/FP) Program Standards*.
- 1.3. Joint Staff Guide 5260, *Service Member's Personal Protection Guide: A Self-Help Handbook to Combating Terrorism*.

2. General Terrorism Information:

- 2.1. DoD Policy. "To protect DoD personnel and their families, facilities, and other material resources from terrorist acts."
- 2.2. DoD Definition. The calculated use of violence or threat of violence to inculcate fear; intended to coerce or try to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.
- 2.3. Our presence around the world has attracted anti-US attention resulting in hostile activities toward American civil, commercial, and governmental interests. DoD personnel and facilities are highly visible symbols of the American "system," as well as the US Government. We have, therefore, become targets, targets to those individuals or groups that oppose US Government support and policies both home and abroad.

2.4. Attacks have been undertaken by terrorist groups against DoD personnel, facilities, and material as a result of deliberate, rational, and logical assessment of the group's goals and objectives. While the individuals carrying out the attack may be considered to be fanatical, psychopathic, or unbalanced, the leadership which is executing a logical and purposeful course of action is not.

2.5. Terrorist groups exhibit many behaviors comparable to those used by militaries around the world. While terrorist groups may not possess sophisticated weapons comparable to those deployed by the world's militaries, their skills and resourcefulness should never be under-estimated.

2.6. Terrorist Organizations:

2.6.1. Functional organizational structures are developed by terrorist groups based on the environment in which they operate. Security is these groups' primary consideration, due to the fact that, by definition, terrorist groups operate in a hostile environment. An isolated compartmentalized cellular structure is developed to optimize the need for security in the group. Each isolated cell performs independently in its functional area for the common goal. The cellular structure of the group provides optimum protection for all the members of the group. In the event of defection or capture, no one member can identify more than a few of the others.

2.6.2. These groups are tightly disciplined and structure themselves in a manner similar to military organizations. Tasks are organized and executed along clear lines of authority and function. Terrorist groups are categorized by government. Three general categories have gained acceptance:

2.6.2.1. Non-State Supported: A terrorist group that operates autonomously, receiving no significant support from any government.

2.6.2.2. State-Supported: A terrorist group that generally operates independently but receives support from one or more governments. These groups in the past received a wide range of assistance from their patrons. Such assistance has run the gamut from state-supported training facilities, sanctuaries, logistics and medical support, intelligence support, and direct financial aid.

2.6.2.3. State-Directed: The state is actively engaged in the organization and direction of the group's terrorist activities in addition to providing a level of support as mentioned above. These groups may have a much more disciplined, military-like organization, resulting in even better planning and execution of terrorist acts.

3. Training Requirements and General Guidance:

3.1. Training Requirements:

3.1.1. The Chairman of the Joint Chiefs of Staff (CJCS) directed all DoD personnel receive pre-deployment antiterrorism awareness training prior to deployment to any overseas locations (i.e., outside 50 states or US territories). This awareness training includes family members traveling on official orders and DoD civilians. The Air Force Joint Chiefs of Staff (JCS) as directed that antiterrorism awareness training be instilled in all levels of training from accession through separation, with annual refresher training.

3.1.2. As directed by AFI 31-210, commanders will ensure all personnel receive Level I training within six months of deployment, including TDY's and leave, and otherwise at least yearly as part of the annual ancillary training program. Family members traveling on official business will receive this training prior to departure.

3.2. Minimum Training Requirement for Level I:

3.2.1. Level I training is provided by the local AFOSI, or if necessary, by an instructor who has completed Level II training.

3.2.1.1. Individual Protective Measures.

3.2.1.2. Personal Protective Measures.

3.2.1.3. Protection for Family Members.

3.2.1.4. Travel Security.

3.2.1.5. Joint Staff Guide 5260 *Service Member's Personal Protection Guide: A Self-help Handbook to Combating Terrorism*.

3.2.1.6. Joint Staff *Antiterrorism Individual Protective Measures* folding wallet card.

3.3. General Guidance:

3.3.1. Force Protection/Antiterrorism (FP/AT) is everyone's job. This site outlines general steps that can be taken by each and every person affiliated with the Department of Defense (DoD) to reduce or mitigate the dangers of becoming a victim of a terrorist attack.

3.3.2. US Government civilian and military personnel, as well as civilian contractors associated with the US Government are often targets for terrorist activity. Heads of DoD components have two major antiterrorism responsibilities:

3.3.2.1. Provide as much security for personnel under their authority and control (to include dependents) consistent with threat, risk, vulnerability, critically assigned roles, missions, and resources; and

3.3.2.2. Provide awareness information and educational materials to assist service members, DoD civilians, and contractor personnel to prepare themselves and their dependents to reduce their individual risk and vulnerability to terrorist attack.

3.3.3. While some antiterrorism precautions are more applicable overseas than in the Continental United States (CONUS), development of good security and antiterrorism habits is the key to personal safety for DoD personnel and their dependents. This site concerns itself with the second responsibility: awareness and education. This is not a complete work on Force Protection and Antiterrorism measures or issues. It is only intended as a tool to provide awareness and education.

3.4. General Guidance for Individual Protective Measures: If you don't go any further, know these four basic principles.

3.4.1. Overcome routines.

3.4.2. Maintain a low profile.

3.4.3. Be sensitive to, and changes in, the security atmosphere.

3.4.4. Be prepared for unexpected events.

4. Individual Protective Measures. These basic steps can be taken by each and every person affiliated with the DoD to reduce or mitigate the dangers of becoming a victim of a terrorist or criminal attack.

4.1. While some antiterrorism precautions are more applicable overseas than in CONUS, development of good security and antiterrorism habits is the key to personal safety. Everyone should be familiar with the local terrorist and criminal threats in the area and the necessary measures/techniques to protect themselves and their family members.

4.2. Terrorists frequently emulate military organizations as they develop, plan, train, and carry out terrorist attacks against DoD assets. Like all military or paramilitary organizations, terrorists have a critical need for information regarding the whereabouts, habits, working environments, home environments, and other potential points of leverage against their targets.

4.3. Overcome Routines:

4.3.1. Vary your route to and from work, and the time you arrive and depart.

4.3.2. Exercise on a varying schedule (It is best not to exercise alone).

4.3.3. Avoid routines (time & location) for shopping, lunch, etc.

4.3.4. Do not divulge family or personal information to strangers.

4.3.5. Enter and exit building through different doors, if possible.

4.4. Maintain A Low Profile:

4.4.1. Dress and behave in public in a manner consistent with local customs.

4.4.2. Items that are distinctively American should not be worn or displayed outside American compounds unless necessary to accomplish official business (i.e. cowboy hats, clothing adorned with American flags or other national symbols, city or commercial logos, etc).

4.4.3. Show respect of local customs.

4.4.4. Shun publicity.

4.4.5. Do not flash large sums of money, expensive jewelry, or luxury items.

4.5. Be sensitive to, and changes in, the security atmosphere:

4.5.1. Be alert for surveillance attempts, or suspicious persons/activities.

4.5.2. Use the "buddy system" -- travel in groups.

4.5.3. Watch for unexplained absences of local citizens as an early warning of possible attack.

4.5.4. Avoid public disputes or confrontations.

4.5.5. Do not unnecessarily divulge your home address, phone number, or family information.

4.6. Be prepared for unexpected events:

4.6.1. Have a plan, "If this then..."

4.6.2. If something happens MOVE, get out of the affected area.

4.6.3. Get into the habit of "checking in" to let friends and/or family know where you are or when to expect you.

4.6.4. Know how to use the local phone system and key phone numbers, always carry "telephone change."

- 4.6.5. Know the locations of civilian police, military police, government agencies, US Embassy, and other safe locations where you can find refuge and/or assistance.
- 4.6.6. Know some key phrases in the local language.
- 4.6.7. Set up simple signal systems that can alert family members or associates that there is a danger.
- 4.6.8. Carry identification showing your blood type and any special medical conditions.
- 4.6.9. Keep your personal affairs in good order.
- 4.6.10. Do not carry sensitive or potentially embarrassing items.

5. Travel Security. Statistics indicate that acts of violence are most often perpetrated against victims during periods of movement. The following tips are provided to decrease your vulnerability during travel. The use of these security measures should be tempered by the nature or purpose of travel, the time and fiscal resources available, as well as the means and circumstances under which travel is made.

- 5.1. Do not assume that acts of violence "can't happen to me."
- 5.2. Obtain and use tourist passport/visa whenever possible.
- 5.3. Control distribution of itinerary and restrict detailed itinerary information.
- 5.4. Remove all decals and insignia from your luggage, jackets, vehicles, etc.
- 5.5. Avoid carrying potentially controversial materials (i.e., religious books, pornography, etc.).
- 5.6. Curbside check-in if possible at the airport.
- 5.7. Travel in groups, when possible, where appropriate.
- 5.8. Make copies of key documents and carry them separately (i.e., passport identification page, drivers license, credit cards, etc.).
- 5.9. Identify any "hot spots" on itinerary.
- 5.10. Avoid wearing military clothing.
- 5.11. Do not use rank and/or position to make reservations.
- 5.12. Obtain and/or update will and power of attorney.
- 5.13. Avoid routine schedules.
- 5.14. Carry identification.

6. Vehicle and Driving Security:

- 6.1. Vehicle Bomb Searches. IF YOU FIND ANYTHING SUSPICIOUS, YOUR SEARCH IS OVER! EVACUATE THE AREA AND CALL THE AUTHORITIES!
- 6.2. Preparation:
 - 6.2.1. Know your car, engine and underside.
 - 6.2.2. Alarm car and garage.
 - 6.2.3. Use locking hood and gas caps.

- 6.2.4. Have a handheld search mirror and flashlight.
- 6.2.5. Keep interior of car clean.
- 6.2.6. Get rid of hub caps and floor mats.
- 6.2.7. Install tail pipe screen.
- 6.2.8. Keep car in a secure well lit area.
- 6.3. When parking your car:
 - 6.3.1. Use a garage or secure area, if possible.
 - 6.3.2. Park on hard surface, not on dirt and/or grass areas.
 - 6.3.3. Clean debris from around vehicle.
 - 6.3.4. Leave sun visors in the down position.
 - 6.3.5. Take note of car and area condition.
- 6.4. The search:
 - 6.4.1. Check from a distance for obvious changes.
 - 6.4.2. Look for traps around your car.
 - 6.4.3. Walk around, look at ground around car (footprints, wires, traps, etc.).
 - 6.4.4. Check gas cap and door.
 - 6.4.5. Look for signs of tampering (wires, smudges, scratches on window/seals/locks, doors/hood/trunk ajar).
 - 6.4.6. Check ground around tires for signs of digging and/or debris.
 - 6.4.7. Look in windows for wires or unusual objects.
 - 6.4.8. Search the complete underside of the vehicle with flashlight and mirror.
 - 6.4.9. Check taillight and speaker wiring.
 - 6.4.10. Inspect grills for objects, wires, tampering.
 - 6.4.11. Don't touch anything until it is checked.
 - 6.4.12. Inspect door panels for signs of tampering.
 - 6.4.13. Open doors carefully checking for wires and/or objects.
 - 6.4.14. Look under dash and pedals, underside of seats and headrests.
 - 6.4.15. Check ashtrays, glove box, sun visors, dome lights, and roof.
 - 6.4.16. Open the trunk slowly, and peek in from the sides using a flashlight.

7. Criminal Threats:

7.1. Crime is a world wide epidemic, not an isolated American issue. Criminal attacks, thefts, vandalism, and countless other criminal acts happen every day around the world. With the number of DoD

members, dependants, and contractors around the world the chances of being a victim of a criminal act is real.

7.2. To help protect yourself and others with you, consider the following precautions:

- 7.2.1. Be alert at all times.
- 7.2.2. Be familiar with your surroundings.
- 7.2.3. Travel with friends, in a group.
- 7.2.4. If something doesn't seem right, get out of there.
- 7.2.5. Only travel and/or walk in know areas.
- 7.2.6. Don't look and act like a victim-move with a purpose.
- 7.2.7. Don't talk to strangers.
- 7.2.8. Have a plan and an escape route.
- 7.2.9. Lock your doors and windows.
- 7.2.10. Stay away from potentially dangerous and/or volatile situations.
- 7.2.11. Know how to get help if you need it.
- 7.2.12. Don't leave valuables in the open and unattended.

8. Letter and Package Bombs. Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The only common denominator that exists among bombs is that they are designed or intended to explode. Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber.

8.1. Recognition Points. The following information is useful in detecting the presence of letter or package bombs sent through U.S. and international mails. While by no means complete or foolproof, letters and packages exhibiting the characteristics below should be viewed with extreme caution.

- 8.1.1. Excessive postage.
- 8.1.2. Incorrect titles.
- 8.1.3. Titles but no names.
- 8.1.4. Misspellings of common words.
- 8.1.5. Oily stains or discoloration's.
- 8.1.6. No return address.
- 8.1.7. Excessive or uneven weight.
- 8.1.8. Rigid envelopes.
- 8.1.9. Lopsided or uneven envelope.
- 8.1.10. Protruding wires or tin foil.
- 8.1.11. Visual distractions.
- 8.1.12. Foreign mail, air mail and special delivery.

8.1.13. Restrictive markings (i.e. confidential personal, etc.).

8.1.14. Excessive securing material (i.e. masking tape, string, etc.).

8.2. Precautions. Never accept mail, especially packages, at your home in a foreign country.

Make sure family members and clerical staff know to refuse all unexpected mail at home or office. Remember: IT MAY BE A BOMB! Treat it with suspicion. (Source: From FBI and ATF Files)

9. Telephone Bomb Threats. Telephone bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.

9.1. Upon Receiving A Telephone Call:

9.1.1. Try to obtain answers to the questions listed on the telephone bomb threat information card (AF Form 440, **Bomb Threat Aid**).

9.1.2. Try to keep a word-for-word record of the conversation.

9.1.3. Summon assistance to trace the call and to corroborate facts and opinions.

9.1.4. Attempt to keep the caller talking and elicit further information, if possible.

9.1.5. Attempt to obtain the caller's name, address, and telephone number. Point out to the caller that by giving these details his or her call is a genuine warning.

9.1.6. Comply with the caller's request to be connected with another extension. Monitor the call if possible. **ALERT THE AUTHORITIES!** Security Forces, local police, or the officer of the day.

9.1.7. Do not hang up the phone that the call was received on. Instead, try to determine the source of the telephone call by contacting the operator immediately after the call ends on a separate phone.

9.1.8. After the call is complete, provide the police with details of the telephone call and make a full written record of the conversation and your impressions based on the information annotated on the AF Form 440. This could be invaluable to the law enforcement authorities.

9.2. Malicious Call Procedures. The capability to trace "malicious" calls is available on all XXXX AFB telephones. In order to trace a threatening phone call complete the following procedures:

9.2.1. With the caller on the line:

9.2.1.1. Single and/or two line telephones:

9.2.1.1.1. Depress the "hook switch" momentarily or press the "link" key.

9.2.1.1.2. Listen for a special or second dial tone.

9.2.1.1.3. Dial *72.

9.2.1.1.4. You will automatically be re-connected to the caller.

9.2.1.2. Multi-line Meridian "Black" telephones:

9.2.1.2.1. Depress the "3WC" or "Transfer Key."

9.2.1.2.2. Listen for a special or second dial tone.

9.2.1.2.3. Dial *72.

9.2.1.2.4. You will automatically be re-connected to the caller.

9.2.2. The use of this service for other than a threatening phone call, that expresses a "real" threat to person and/or property, is strictly prohibited. The Security Forces document all traces; erroneous activation of a trace is a violation of FCC regulations and is punishable by law.

9.3. Report any suspicious Activities to the Security Forces, AF OSI, federal, state, or local law enforcement agencies.

ALAN M. MITCHELL, Colonel, USAFR
Commander