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**Security**

**100 ARW SELECTIVELY TRAINED AND  
READY (STAR) PROGRAM**

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The purpose of this instruction is to establish guidelines and procedures for the management and employment of the Selectively Trained and Ready Program (STAR). The STAR program identifies, places and trains personnel to meet RAF Mildenhall's Force Protection needs by providing Security Forces (SF) augmentation for installation-level exercises, contingencies, wartime, and, or, emergency situations. NOTE: Maintain and dispose of records created by prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, Records Disposition Schedule (will become AFMAN 33-322sss Volume 4).

**1. STAR OBJECTIVE.** The objective of the STAR program is to enhance force protection by instilling in every qualified Team Mildenhall member stationed at RAF Mildenhall in the rank of E-5 and below a general security forces and force protection knowledge that will enable them to augment SF in protecting the installation, personnel and resources. This initiative provides the installation a wide pool of personnel to augment SF while easing unit burden of long-term commitment. The program is designed to give unit commanders maximum flexibility in meeting their STAR obligations.

**2. STAR OPERATION.** The 100 ARW/CC will activate STAR augmentees. The 100 SFS will contact the 100 MSS/DPM with required number of needed STAR augmentees. 100 MSS/DPM will request unit deployment numbers from PRU. Manpower will match unit manning statistics against their tasking, based on individual unit fair share figures, and assign unit fair share numbers to the SF STAR Manager. SF STAR Manager will contact Unit STAR Monitors to match names with unit obligations under the fair share listing. Contingency augmentation can be a no notice recall, but every effort will be made to project requirements two weeks in advance. The SF STAR Manager will send Unit STAR Monitors duty schedules and reporting requirements, information after confirming unit tasking and matching with selected names.

2.1. STAR personnel will work in 14-day cycles before being released back to their units. Unit commanders have the flexibility to change people prior to the end of the 14 day cycle, changes should be mission related only and not for convenience of the unit.

2.2. If a unit is not able to fulfill their unit tasking they will reclama by submitting an AF Form 4006, Unit Deployment Shortfalls to the 100 ARW/CV for approval (100 ARW/CV is the single approving authority).

2.2.1. Justification must be explained in detail using the remarks section on AF Form 4006.

2.2.2. An approved copy of the reclama AF Form 4006 must be given to SF STAR Manager.

2.2.3. 352 SOG STAR PARTICIPATION: If STAR support is requested during wing level exercises, the 100 SFS/CC will contact the SOG/CC to request participation and ability to support STAR augmentation. If SOG cannot fulfill the request for augmentation, no reclama procedure is required. As a result, the fair share calculation will not include SOG participation in the request for SF STAR augmentation. If real world STAR support is requested this paragraph does not apply and normal reclama procedures will be followed.

### 3. TRAINING.

3.1. The Security Forces Training section will conduct STAR training. Training will last 3 days unless weapons' qualification is needed. STAR personnel will maintain their same arming category, so firing will be based on certification expiration date.

3.2. Based on SF class size, Wing manpower will designate unit manning tasking for training based on individual unit fair share figures, regardless of rank.

3.3. As a minimum STAR training will consist of the following:

3.3.1. Installation Entry Control Requirements.

3.3.2. Procedures for Accepting Post.

3.3.3. Installation Entry Point Checks.

3.3.4. UK Challenging Procedures for Vehicles and Individuals.

3.3.5. Individual Searches and Handcuffing Techniques for Prone and Standing Positions.

3.3.6. Use of Force.

3.3.7. Detention Procedures.

3.3.8. Rules of Engagement for Intruders.

3.3.9. Legal Authority and Jurisdictional Boundaries.

3.3.10. Definitions of Areas Vital to National Security and Inherently Dangerous to Others.

3.3.11. Procedures for Up-Channeling Breaches of Security.

3.3.12. Procedures for Local Duress Words and Authentication Procedures.

3.3.13. Procedures for Aircraft Anti-Theft/Hijacking.

3.3.14. Procedures for Restricted Area Circulation Control.

3.3.15. Procedures for Handling Demonstrators and Demonstrations.

3.3.16. Communication.

3.3.17. Defensive/Offensive Rifle Techniques.

3.3.18. Physical Apprehension and Restraint Techniques.

3.4. STAR augmentees must meet certain minimum requirements to qualify. As a minimum they will:

3.4.1. Be qualified with the M-16 or able to qualify with the M-16, and not under conditions listed in AFI 31-207 warranting withdrawal of arming status.

3.4.2. Possess at least a secret security clearance.

3.4.3. Not have an active UIF or control roster.

3.4.4. Not have a medical profile, which would disqualify them from performing SF STAR duties.

#### **4. RESPONSIBILITIES.**

4.1. The 100 ARW/CC will:

4.1.1. Approve/Disapprove the activation of STAR augmentees during installation-level exercises, contingencies, wartime, or emergency situations.

4.1.2. Appoint the Vice Wing Commander as the STAR program OPR.

4.2. 100 ARW/CV will:

4.2.1. Monitor the STAR program.

4.2.2. Approve/Disapprove reclama requests.

4.3. 100 MSS/DPM will:

4.3.1. Request unit deployed members from PRU.

4.3.2. Provide a fair share spreadsheet which shows Team Mildenhall's E-5 and below manning breakdown per unit.

4.3.3. Allocate unit-manning tasking for training and augmentation requirements based on fair share break down.

4.3.4. Provide unit alternates for immediate fill of approved reclaims.

4.4. PRU will:

4.4.1. Forward unit deployed numbers to 100 ARW/MO

4.5. Security Forces will:

4.5.1. Train all E-5 and below in basic SF and force protection duties.

4.5.2. Maintain a STAR folder for each STAR tasked unit.

4.5.3. Document STAR training in an automated data system.

4.5.4. Supply basic SF duty gear to STAR personnel prior to first workday.

4.5.5. Coordinate with Unit STAR Monitor on training and duty tasking. During normal operations, provide Unit STAR Monitors with training dates two months in advance.

4.6. Team Mildenhall Commanders will:

4.6.1. Designate in writing Unit STAR Monitor(s) and provide 24/7 contact numbers for no-notice requirements.

- 4.6.2. Forward a copy of designation letter to SF STAR Manager.
- 4.6.3. Ensure Unit STAR Monitor coordinates training and duty tasking with SF STAR Manager.
- 4.6.4. Ensure Unit STAR Monitor designates by name personnel attending STAR training to SF STAR Manager.
- 4.6.5. Limit changes to STAR selections in mid-tour duties.
- 4.7. Unit STAR Monitors will:
  - 4.7.1. Coordinate training and duty tasking with SF STAR Manager.
  - 4.7.2. Designate by name personnel attending STAR training to SF STAR Manager.
- 4.8. STAR individual will:
  - 4.8.1. Report for training with your current AF Form 522, USAF Ground Weapons Training Data.
  - 4.8.2. Maintain accountability for their basic SF duty Gear.
  - 4.8.3. Report for duty at designated time and location.
  - 4.8.4. Return SF duty gear after last duty day.

RICHARD T.DEVEREAUX, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 10-2, Readiness

AFPAM 10-243, Augmentation Duty

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**ARW**—Air Refueling Wing

**CC**—Commander

**CV**—Vice Commander

**MO**—Manpower Office

**OPR**—Office of Primary Responsibility

**PRU**—Personnel Readiness Unit

**RAF**—Royal Air Force

**SF**—Security Forces

**STAR**—Selectively Trained and Ready

