This instruction implements AFI 10-245, *Antiterrorism (AT)*. It applies to all military, civilian Air Force personnel, and cadets under the supervision of the Air Force Reserve Officer Training Corps (AFROTC). This instruction takes into account the unique mission and position of being a tenant organization external to the direct support and security of a military installation. AFROTC detachments are isolated and therefore are naturally vulnerable targets for organizations that have a desire to cause damage to the Department of Defense (DOD) and Air Force missions. This instruction provides a framework for commanders and detachments to implement an AT program within a campus environment. The program is a commander's tool to mitigate risk and reduce vulnerabilities. This instruction establishes the roles and responsibilities, procedures, and guidelines for implementing and sustaining the program to include AT training, planning, risk management, and program review. Send change recommendations, waiver requests, and any questions to the HQ AFROTC Antiterrorism Officer (ATO) at Maxwell Air Force Base, AL. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Subordinate units may issue implementing publications, including Detachment AT Plans, pending approval by Region Antiterrorism Representatives (ATRs) and the HQ AFROTC ATO.

SUMMARY OF CHANGES

This publication has been substantially updated and must be reviewed in its entirety. Changes include the following:

(Chapter 1) Commanders at all levels and detachment cadre must ensure compliance with AFI10-245, the Jeanne M. Holm Center AT Plan, and the AFROTC AT Plan. Recognizes the addition of the Holm Center AT Plan as HHQ guidance and redacts requirements concerning the AETC10-245 Supplement which is no longer active guidance.

(Chapter 2) The AT reporting chain must include the full chain of command to ensure reliable, accurate, and timely communication. The Air University ATO is included in the chain as well as AFNORTH/A7S. Clarifies the role of AFROTC/CCV in inspecting detachments and enforcing currency of latest AT procedures, regulations, and expectations from AFROTC leadership.

(Chapter 3) Due to their unique environments, AFROTC detachments must rely heavily upon outside sources for information concerning threats and vulnerabilities. Clarifies the role of OSI in providing threat information. Specifies the importance of host tenant agreements and requests for Criticality Assessments to ascertain security vulnerabilities.

(Chapter 4) Detachment AT Plans consist of tactics, techniques, and procedures for AFROTC detachment cadre to follow in the event of an active threat. The ATO will support Region ATR by initiating a quarterly review in WINGS to ensure currency of detachment AT Plans. Region ATR will follow up with detachment ATR to ensure action is taken to remedy expired plans. AFROTC/CCV will conduct more thorough reviews of detachment AT Plans during regularly scheduled inspections.

(Chapter 5) Using the FPCON template, detachments must adhere existing procedures to their unique environments. Detachment cadre may keep FPCON with RAM at the FOUO level but must not collocate their detachment AT Plans with FPCON or RAM. The ATO will provide RAM guidance each quarter based on the overall FPCON level as instructed by AFNORTH/A7S and AETC/A4S. The ATO will draw from the AFROTC RAM Identification list to ensure that each Region ATR has relevant and applicable RAM to instruct their detachments to execute.

(Chapter 6) Foreign travel for active duty members requires compliance with AFI10-245 and the Foreign Clearance Guide. While cadets are not subject to the same restrictions, AFROTC cadre members have an obligation to ensure that all relevant unclassified threat assessment information from the Foreign Clearance Guide is provided to ensure the safety of cadets initiating foreign travel.

(Chapter 7) Reporting of threats and alerts is essential to maintain the safety of AFROTC members and associated personnel. Clarifies the distinction between time-sensitive campus alerts requiring accountability and more generalized concerns which may only necessitate an AFROTC Form 8, *Incident Information Report*. Codifies an existing requirement that all AFROTC members and personnel enroll in AtHoc as well as their university's respective emergency notification system.

(Attachment 5) The Crisis Response Checklist ensures fast and reliable communication procedures between the HQ AFROTC ATO, Region ATR, and detachment cadre. The checklist specifies the responsibility of each member along with the associated conditions in which accountability is required. The checklist provides a list of crucial members of the chain whom the HQ AFROTC ATO will notify in the event of a time-sensitive threat or campus alert.

Table of Contents

CHAPTER 1 – INTRODUCTION

1.1. General Information.

1.1.1. The nature of the AFROTC mission isolates assigned personnel from the security afforded by most military installations. This instruction provides guidance to develop tailored detachment-specific mitigation measures that are easy to implement, execute, and track.

1.1.2. The focus of the AFROTC AT program is to reduce the likelihood that personnel, facilities, and material will be targets of terrorism and mitigate the effects of such events should they occur. The program seeks to deter or limit the effects of terrorist acts against AFROTC units/personnel by establishing guidance on awareness training, planning, risk management, situational awareness, and mutual support with host educational institutions, campus security, local law enforcement, adjacent ROTC units, and sponsoring/supporting installations.

1.1.3. Program coordination encompasses many aspects such as mutual support with adjacent units, notification and reporting procedures, and detachment dissemination protocols. In order for the AT program to be effective, a network of partners must have established lines of communication. These lines of communication enable information to be analyzed from a broader perspective in order to identify potential larger threats and devise mitigation procedures to reduce risk.

1.1.4. Force protection is a command responsibility. Commanders must embrace AT measures and integrate the AT mindset into the daily operational tempo/rhythm of their detachments. The AT program requires every individual's participation to maintain awareness, practice personal security measures, and report suspicious activity.

1.2. Higher Headquarters (HHQ) Policy.

1.2.1. AFI 10-245, *Antiterrorism*, establishes responsibilities and guidance for the Air Force AT Program.

1.2.2. The Jeanne M. Holm Center provides further guidance for AFROTC in the Holm Center AT Plan.

1.2.3. This instruction will be implemented and utilized in conjunction with higher HHQ guidance and the AFROTC AT Plan, which is located in the publish files of the WINGS database.

1.3. Program Review. A program review evaluates the effectiveness and adequacy of mandatory AT program elements and assess the viability of the AT plans in view of local operational constraints and conditions. Paragraph 2 of Chapter 4 of this instruction addresses the AFROTC program review process and the various roles of responsible parties at the HQ, region, and detachment levels.

CHAPTER 2 – ROLES AND RESPONSIBILITIES

2.1. General Information. Commanders at every level within AFROTC maintain responsibility for the execution of the AT program. Each Commander will designate an AT officer (ATO) or representative (ATR) to execute and monitor the program.

2.2. AFROTC/CC. The HQ AFROTC/CC will:

2.2.1. Provide oversight and overall direction to the program IAW applicable directives and guidelines.

2.2.2. Appoint in writing a primary and alternate ATO.

2.2.3. Maintain familiarity with the AFROTC AT program.

2.3. HQ AFROTC ATO.

2.3.1. The HQ AFROTC ATO is the program monitor. The minimum grade of the HQ AFROTC primary ATO will be O-2 and the minimum grade of the alternate ATO will be E-7 or GS-12.

2.3.2. The primary and alternate HQ AFROTC ATO will:

2.3.2.1. The HQ AFROTC ATO and alternate will complete AT Level II certification.

2.3.2.2. Be the Commander's subject matter expert on the AFROTC AT program and its application within the AFROTC mission. The ATO is the Commander's advisor charged with managing the AT program.

2.3.2.3. Administer the AT program IAW AFROTC AT Plan 10-245, this instruction, and the Commander's intent.

2.3.2.4. Establish and maintain communication with the Holm Center ATO, Air University ATO, AETC/A7S AT Section (MAJCOM ATO), and AFNORTH/A7S to ensure emerging AT changes and current intelligence/threat information are provided to all detachments. The HQ AFROTC ATO will also direct the incorporation of AT reporting and communication (non-emergency) into the established operational communication processes

2.3.2.5. Prepare and distribute AT correspondence IAW the Commander's intent.

2.3.2.6. Disseminate AT and threat info to affected AFROTC region ATRs and detachments.

2.3.2.7. As directed/needed, organize, schedule, and conduct AT representative meetings via teleconference. Maintain regular contact through routine updates.

2.3.2.8. Maintain an AFROTC AT program continuity book in accordance with AFI 10-245. See Attachment 2 for the standardized format.

2.3.2.9. Direct the successful reporting of time-sensitive information during real-world active shooter events, bomb threats, and other emergencies at or near AFROTC detachments.

2.3.2.10. Direct a quarterly review of AFROTC detachment AT plans for currency. The purpose of this review is to ensure that all detachment ATRs have access to the latest AT guidance and that all detachments have uploaded their AT Plans to the WINGS database.

2.4. HQ AFROTC/CCV. The HQ AFROTC/CCV will:

2.4.1. Maintain familiarity with the AFROTC AT program.

2.4.2. Conduct meetings with the AFROTC ATO as needed to ensure awareness of latest AT/FP guidance and enforcement via unit inspection checklists.

2.4.3. Inspect the region and detachment AT programs.

2.5. AFROTC Region Commanders. Region Commanders will:

2.5.1. Provide oversight of their Region's AT program IAW HQ AFROTC guidance.

2.5.2. Appoint in writing a primary and alternate antiterrorism representative (ATR).

2.5.3. Ensure Detachment Commanders incorporate the AT program into the daily operational tempo/rhythm of the AFROTC mission.

2.5.4. Act as a liaison between detachments and HQ AFROTC during real-world active shooter events, bomb threats, and other emergencies to ensure successful reporting of time-sensitive information.

2.6. Region ATR.

2.6.1. The minimum grade of the primary region ATR is O-2. The alternate region ATR may be an officer or NCO.

2.6.2. The primary and alternate region ATR will:

2.6.2.1. Administer the AT program within their region. The ATR is the Commander's advisor charged with managing the region AT program.

2.6.2.2. Act as liaison between detachment ATRs and the HQ AFROTC ATO. Disseminate relevant AT information to detachment ATRs.

2.6.2.3. Accomplish annual AT Plan reviews for detachments within their region.

2.6.2.4. Create and maintain a region continuity book in accordance with this instruction. See Attachment 3 for the standardized format.

2.7. Detachment Commanders (Det/CC). Det/CCs will:

2.7.1. Provide oversight and overall direction to the AT/FP program by ensuring AT/FP considerations are incorporated in detachment activities.

2.7.2. Designate in writing a primary and alternate ATR.

2.7.3. Report all relevant information concerning active shoot events, bomb threats, and other real world emergencies in the vicinity of their detachment.

2.7.4. Establish and maintain mutual support relationships with other military units in the local area (Army ROTC, Naval ROTC, etc.).

2.7.5. Oversee review of Detachment AT program at least annually and whenever there is a significant change in threat.

2.8. Detachment ATR.

2.8.1. The minimum grade of the primary detachment ATR is O-2. The alternate detachment ATR may be an officer or NCO. Where rank requirements cannot be met due to manning constraints, Commanders may appoint region/detachment ATRs based on their best judgment.

2.8.2. The Detachment ATR and alternate will:

2.8.2.1. Administer the detachment AT program. Detachment ATR will establish and maintain a relationship with the region ATR, the HQ AFROTC ATO, and the campus security office.

2.8.2.2 Liaise with campus/university security to ensure the detachment is aware of emergency response protocols and procedures for events affecting the detachment and its personnel.

2.8.2.3. Liaise with adjacent military units (other service ROTC units, recruiting, AFOSI, etc.) to provide mutual support and information sharing.

2.8.2.4. Keep the Det/CC informed of AT information.

2.8.2.5. Create and maintain a detachment continuity book in accordance with AFI 10-245, the Holm Center AT Plan, and this instruction. See Attachment 3 for the standardized format.

2.8.2.6. Disseminate information to detachment personnel in accordance with the Det/CC's directives.

2.8.2.7. Draft Detachment AT plan using provided template and upload the plan into WINGS in the appropriate AT/FP folder.

2.8.2.8. Request a formal local threat assessment from AFOSI annually and maintain an unclassified version of the AFOSI assessment. Additionally, request a local threat assessment annually from the local law enforcement elements.

2.9. Other Personnel.

2.9.1. All assigned military personnel must annually complete Level I – AT Awareness Training via the Advance Distributed Learning Service (ADLS) website.

2.9.2. Non-Common Access Card (CAC) holders (including cadets and family members) may access the DOD AT Level I course at https://atlevel1.dtic.mil/at/ via standard internet access.

2.10. AT Program Meetings.

2.10.1. The AFROTC AT Working Group (ATWG).

2.10.1.1. The AFROTC ATWG membership shall include the HQ AFROTC ATO, HQ AFROTC Commander, and Region Commanders. The HQ AFROTC Commander will serve as the chair.

2.10.1.2. The AFROTC AT Working Group (ATWG) will meet as required (tele-conference is acceptable).

2.10.1.3. The purpose of the AFROTC ATWG is to oversee significant changes to the AT program and address AT program issues.

2.10.2. The AFROTC Threat Working Group (TWG).

2.10.2.1. The TWG is an AT/FP advisory body for the Commander that meets as needed based on the level of threat activity.

2.10.2.2. The AFROTC TWG membership will include the HQ AFROTC ATO, HQ AFROTC Commander, Region Commanders, and respective Det/CCs (if the threat is particular to certain detachments). The HQ AFROTC Commander will serve as the chair.

2.10.2.3. The key functions of a TWG include analyzing specific threats and providing recommendations to the Commander.

CHAPTER 3 – DETACHMENT SUPPORT

3.1. General Information.

3.1.1. Intelligence support is a dual responsibility. Timely dissemination of threat information to Commanders is paramount in order to make appropriate risk management decisions and to be proactive in mission execution.

3.1.2. In addition, it is just as important for Commanders to provide information pertaining to suspected terrorist threats or acts of terrorism involving AFROTC personnel (including cadets) to HHQ.

3.2. Support Agencies.

3.2.1. Commanders must be aware of agencies that can provide regional and local intelligence. The key is having good situational awareness and being plugged into other organizations for mutual support.

3.2.1.1. The detachment's supporting installation has an AFOSI detachment and an installation ATO who can provide regional and local threat information. Detachment ATRs should consider attending the host base TWG if the host base is reasonably close to the detachment

3.2.1.2. AFOSI is the only agency authorized to liaison with the FBI or any other federal law enforcement agency.

3.2.1.3. The campus and local security and law enforcement elements can also provide insight into the local threats.

3.3. Criticality Assessments.

3.3.1. Det/CCs must review their host tenant service agreement (HTSA) to ensure the document addresses AT/FP. If it does not, Det/CCs must submit inputs to their Region ATR to the HQ AFROTC ATO for inclusion in the detachment's HTSA. The HQ AFROTC ATO will ensure that Holm Center/ CCX includes the Det/CC's inputs during the next periodic review.

3.3.2. Detachments with particular or pressing security concerns will contact their region ATR and the HQ AFROTC ATO to provide an in-depth explanation of the concerns faced by the detachment. The HQ AFROTC ATO will coordinate with the Holm Center ATO and the AETC ATO to coordinate a criticality assessment as available.

CHAPTER 4 – DETACHMENT AT PLANS

4.1. Local Security Requirements.

4.1.1. Each detachment has a unique footprint on a campus and thus should develop local security requirements to secure its facilities, offices, classrooms, vehicles, and equipment.

4.1.2. Detachments ATRs will maintain localized security requirements in the detachment AT Plan along with a record of compliance with the Holm Center Geographically Separated Unit AT/FP self-assessment checklist (see Detachment AT Plan Template in WINGS). All detachment personnel will be familiar with both Holm Center and local security requirements.

4.2. Detachment AT Plan Review.

4.2.1. Detachment ATRs will create a detachment-specific AT plan from the template and upload the final product into the WINGS AT database. Each detachment will maintain a copy of their AFROTC AT plan, localized annexes to the plan, and a copy of this instruction.

4.2.2. Det/CCs will review detachment-specific AT plan and locally tailored FPCONs.

4.2.3. The HQ AFROTC ATO will maintain the AT Plan template in the WINGS database under the published files link. Once a quarter the HQ AFROTC ATO will check the currency of AFROTC detachment AT plans and direct a review of expiring detachment AT Plans.

4.2.3.1. The purpose of this review is to ensure that all detachment ATRs have access to the latest AT guidance and that all detachments have uploaded their AT plans to the WINGS database.

4.2.3.2. Region ATRs will maintain WINGS visibility of the AT plans for the detachments that fall under their scope and ensure detachments are notified to remedy expired AT plans.

4.2.3.3. AFROTC/CCV will thoroughly review and inspect detachment AT Plans during regularly scheduled inspections.

CHAPTER 5 – FORCE PROTECTION MEASURES (FPCONs) AND RANDOM ANTITERRORISM MEASURES (RAMs)

5.1. General Information.

5.1.1. Attachment 4 of this instruction provides definitions of FPCON level. The implementation of FPCON at the detachment level increases awareness.

5.1.2. Detachments will use RAMs, which are derived from FPCONs, to enhance in-place AT physical security measures and FPCONs. RAMs convey an impression of increased vigilance and awareness to observers of detachment operations by implementing certain measures from higher FPCONs. To maximize the effectiveness and deterrence value, RAMs should occur without a set pattern, either in terms of measure selected, time, place, or other variables.

5.2. FPCON and RAM Storage.

5.2.1. Detachment ATRs will tailor FPCONs and RAMs to each detachment's unique environment.

5.2.2. Detachment ATRs will mark FPCONs and RAMs as 'FOR OFFICIAL USE ONLY' if the detachment ATR stores them together.

5.2.3. Detachment ATRs must keep FPCONs and RAMs separate from their detachment AT Plans to avoid classification.

5.2.3.1. Detachment ATRs will store the hard-copy Detachment AT Plan in a separate binder which they must keep in different locations (i.e., separate bookshelves).

5.2.3.2. Detachment ATRs will store soft-copy Detachment AT Plan on the same shared-drive as FPCONs and RAMs but the plan must be in a separate folder. Detachment ATRs will restrict access to these folders to protect these documents.

5.3. FPCON Notifications.

5.3.1. Detachments will communicate FPCON notifications via AFROTC channels; this may be done through emails, phone calls, etc.

5.3.2. Normal posting of FPCON signs is not practical in the campus environment. As an alternative, detachment ATRs may post an FPCON sign inside the detachment if feasible.

5.3.3. In joint use environments, detachments will post FPCON signs only in hallways and/or rooms which are utilized only by AFROTC personnel if feasible.

5.4. FPCON Changes.

5.4.1. The HQ AFROTC ATO will disseminate FPCON changes following receipt of change information from HQ AETC and/or AFNORTH/A7S. The Detachment CC/ATR will inform all assigned personnel of FPCON changes.

5.4.2. Additionally, the Det/CC has the authority to implement FPCON changes should he/she determine it is necessary based on immediate threats. Upon doing so the Det/CC must notify their Region ATR and the HQ AFROTC ATO of the FPCON change.

5.5. RAM Implementation.

5.5.1. HQ AFROTC will direct a varying amount of RAMs (minimum of one) per quarter at irregular intervals. HQ AFROTC may increase frequency of RAM intervals in higher FPCON and in particular when a specific/direct threat exists.

5.5.2. Det/CCs may develop and implement additional RAMs tailored to the detachment's unique environments.

CHAPTER 6 – FOREIGN TRAVEL

6.1. General Information and Requirements.

6.1.1. Detachment cadre and active duty members participating in AFROTC programs (Nurses Enlisted Commissioning Program, etc.) are subject to restrictions when traveling overseas.

6.1.2. In addition to maintaining currency in AT/FP Level 1 training, cadre and activity members must be aware of AT awareness protocols, advisories, and restrictions located in the Foreign Clearance Guide (FCG): https://www.fcg.pentagon.mil/fcg.cfm.

6.1.3. Military personnel must also enroll in the State Department's Smart Traveler Enrollment Program (STEP) and acquire Aircraft and Personnel Automated Clearance System (APACS) Theater Clearance as applicable. Detachment ATRs, Region ATRs, or the HQ AFROTC ATO can certify compliance.

6.1.4. It is the responsibility of the HQ AFROTC/ATO and Region ATRs to ensure all available information concerning travel restrictions is provided to AFROTC cadre members. The HQ AFROTC/ATO will inform Region ATRs of any new restrictions or advisories and subsequently post them in the WINGS AT/FP Folder.

6.2. Cadet Travel.

6.2.1. Cadre must counsel all contracted cadets wishing to conduct foreign travel (to include personal travel as well as participation in PROJECT GO, Language Flagship Programs, etc.). During the counseling the cadre member must check the travel destination(s) in the FCG and brief current travel restrictions/advisories (Section VII: Travel Information).

6.2.2. Contracted cadets with TS/SCI will follow additional guidance covered in the FCG pertaining to travelers with SCI clearance.

CHAPTER 7 – REPORTING PROCEDURES

7.1. General Information and Requirements.

7.1.1. Detachments, Regions, and the HQ AFROTC ATO must report suspicious activity in a timely manner. Timely reporting is absolutely essential in order to share and disseminate critical information/intelligence. Timely reporting consists of detachments first notifying campus police and then submitting applicable reports to the Region ATR and AFOSI as the situation allows.

7.1.2. It is the responsibility of the Region ATR to review completion of the report (summary of all applicable information about an incident or event) and forward the report to the HQ AFROTC ATO.

7.1.3. The AFROTC AT Plan provides resources for utilization in the event of an emergency campus alerts including, but not limited to, real-world active shooter events, bomb threats to detachments or host universities, and direct attacks against AFROTC cadre members and cadets. The HQ AFROTC/ATO maintains the files in the published files folder of the WINGS database.

7.2. Emergency Notification Systems.

7.2.1. All AFROTC cadre and active duty cadets (Nurses Enlisted Commissioning Program, etc.) must enroll in AtHoc to receive information and alerts from the AETC Command Center and the detachment's respective host base.

7.2.2. All AFROTC cadre and active duty cadets (Nurses Enlisted Commissioning Program, etc.) must also enroll in their respective university's emergency notification system (ENS) to receive information and reports concerning threats, advisories, and campus alerts.

7.3. Accountability Procedures.

7.3.1. Suspicious activity and campus alerts involving danger to AFROTC cadre or cadets may trigger accountability procedures for affected personnel. If a specific threat occurs on a detachment's host university campus or at a location affiliated with the detachment's host university, conduct emergency action procedures in accordance with the Holm Center, AFROTC, and detachment AT Plans. If the threat involves danger to or direct targeting of military personnel and occurs in the locale of the detachment's host university or on a cross-town campus, then exercise accountability procedures in accordance with the AFROTC Crisis Response Checklist (Attachment 5).

7.3.2. Accountability for AFROTC cadre must be reported to the HQ AFROTC/ATO following notification from AtHoc, a campus alert, or report of an active threat (active shooter, bomb threat, etc.) on campus or against the detachment and its personnel. This includes Nurse Enlisted Commissioning Program (NECP) and Air,am Education and Commissioning Program (AECP) assigned members. Additionally, accountability for AFROTC cadets must be reported to the HQ AFROTC/ATO if the threat takes place during Practical Military Training (PMT) or in situations where cadets are directly targeted based on their military affiliation. During

other incidents accountability for cadets is recommended but the final result need not be reported to the HQ AFROTC/ATO.

7.3.3. Accountability for Air Force Institute of Technology (AFIT), AF Fellows, School of Advance Aerospace Studies (SAASS) students or other members in similar status on university campuses is not required. These individuals are notified and accounted for via their own chain of command.

7.4. AFROTC Form 8, *Incident Information Report***.**

7.4.1. Detachments will use an AFROTC Form 8, *Incident Information Report*, to submit a report following resolution of a campus/emergency alert or for suspicious activity that does not result in an immediate emergency. The HQ AFROTC ATO will maintain a Form 8 template in the published files of the WINGS database.

7.4.2. Det/CCs and/or Detachment ATRs will populate the form with as much information as possible at the soonest available opportunity as the situation allows. Detachments will then submit the form to their Region ATR.

7.4.3. The Region ATR will then submit the worksheet to the HQ AFROTC ATO. Thereafter the HQ AFROTC/ ATO will distribute the completed Form 8 to AFROTC leadership, the AETC/ATO, and AFNORTH for further investigation, follow-up, and reporting as appropriate.

MICHAEL J. SOWA, Colonel, USAF
Commander, AFROTC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-245, *Antiterrorism (AT)*, 25 June 2015

AFROTC AT Plan 10-245, 23 August 2013

Prescribed Form

AFROTC Form 8, *Incident Information Report*

Abbreviations and Acronyms

AECP—Airman Education and Commissioning Program

AF—Air Force

AFIT—Air Force Institute of Technology

AFOSI—Air Force Office of Special Investigations

AFROTC—Air Force Reserve Officer Training Corps

APACS—Aircraft and Personnel Automated Clearance System

AT/FP—Antiterrorism/Force Protection

AT/FP—Antiterrorism/Force Protection

ATO—Antiterrorism Officer

ATR—Antiterrorism Representative

ATWG—Antiterrorism Working Group

DET/CC—Detachment Commander

DOD—Department of Defense

FPCON—Force Protection Condition

GSU—Geographically Separated Unit

HHQ—Higher Headquarters

NECP—Nurse Enlisted Commissioning Program

PMT—Practical Military Training

RAM—Random Antiterrorism Measure

SAASS—School of Advanced Aerospace Studies

STEP—Smart Traveler Enrollment Program

TWG—Threat Working Group

Attachment 2

HQ AFROTC AT PROGRAM CONTINUITY BOOK TABLE OF CONTENTS

Figure A2.1. HQ AFROTC AT Program Continuity Book Table of Contents.

Section 1	APPOINTMENT LETTERS - Include letter of appointment for HQ AFROTC ATO and all Region ATRs
Section 2	AT TRAINING - Copy of AT Level II certificate Section
Section 3	MAXWELL/GUNTER AT UNIT REPS
Section 4	LOCAL WING (MAFB) FPCON MEASURES
Section 5	RAM IDS & MONTHLY SCHEDULE
Section 6	AT/FP INFO/MEMOS/ADVISORIES
Section 7	AIR FORCE INSTRUCTION 10-245
Section 8	UNIT OPERATING INSTRUCTIONS
Section 9	CHECKLISTS (MICT)
Section 10	ATO ANNUAL PROGRAM REVIEW
Section 11	EXERCISE, SAV & IG INSPECTION RESULTS
Section 12	ATO/ATR MEETING MINUTES
Section 13	AT LEVEL 1 ANNUAL TRAINING TRACKER
Section 14	AT LEVEL 3 COMMANDER'S TRAINING CERT
Section 15	OCONUS TRAVEL MEMO/THREAT BRIEF
Section 16	MISCELLANEOUS - Completed Forms 8 & Crisis Action Checklists - Social Media Smart Cards

Attachment 3

REGION AND DETACHMENT AT PROGRAM CONTINUITY BOOK TABLES OF CONTENTS

Figure A3.1. Region and Detachment AT Program Continuity Book Tables of Contents.

Section 1	APPOINTMENT MEMORANDUM
Section 2	AFROTC AT PLAN 10-245
Section 3	AFROTCI 10-245
Section 4	COMPLETED HOLM CENTER SELF-ASSESSMENT CHECKLISTS
Section 5	ADDITIONAL INFORMATION/MEMOS/MESSAGES
Section 6	MEETING MINUTES
Section 7	MISCELLANEOUS ITEMS - AT/FP Directory

Attachment 4

FORCE PROTECTION CONDITIONS

A4.1. Force Protection Conditions (FPCON) are a DOD-approved system standardizing the department's identification, recommended preventive actions and responses to terrorist threats against US personnel and facilities. The system is the principle means for a commander to apply an operational decision on how to protect against terrorism. It facilitates inter-service coordination and support for AT activities. Table A4.1 provides FPCON definitions.

Table A4.1. FPCON Definitions.

CONDITION	DEFINITION
NORMAL	Applies when a general global threat of possible terrorist activity exists and warrants a routine security posture.
ALPHA	Applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCON measures resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely.
BRAVO	Applies when an increased or more predictable threat of hostile activity exists. Sustaining BRAVO measures for a prolonged period may affect operational capability and military-civil relationships.
CHARLIE	Applies when an incident occurs or intelligence is received indicating some form of terrorist action or targeting against personnel and facilities is likely. Prolonged implementation of CHARLIE measures may create hardship and affect the activities of the unit and its personnel.
DELTA	Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that hostile action against a specific location is imminent. FPCON DELTA is usually declared as a localized condition. FPCON DELTA measures are not intended to be sustained for an extended duration.

Attachment 5

AFROTC CRISIS RESPONSE CHECKLIST

Figure A5.1. AFROTC Crisis Response Checklist.

ATO CRISIS RESPONSE CHECKLIST Items Required by AFI 10-245, AFROTCI 10-245		CAO: MAY 2017		
NO.	ITEM	Det/CC	Region ATR	ROTC ATO
	FOLLOWING NOTIFICATION OF EMERGENCY CAMPUS ALERT (CAMPUS LOCKDOWN, ACTIVE SHOOTER, BOMB THREAT, ETC.):			
1.	**Proximity.** If the AFROTC/ATO receives the alert first, then the ATO must determine proximity of incident to nearest AFROTC detachment. If the incident occurred on a university/college campus affiliated with AFROTC (host or cross-town), the ATO will forward notification to respective region ATR and Det/CC. If the region ATR or Det/CC receives the alert first, then they must report the incident to the AFROTC ATO. In either case the AFROTC ATO will immediately notify AFROTC/CC, AFROTC/DO, and the AETC Command Center.	☐	☐	☐
2.	**Accountability.** Following initial reporting of an on-campus incident, the Det/CC will direct accountability for all assigned active-duty AFROTC personnel (cadre, RDA, CBR, NECP, etc.). The Det/CC will also direct accountability for AFROTC cadets only if: (1) the event occurs on a host university campus; and (2) during Professional Military Training (PMT). Frequent updates (min. 1 per hour) should be reported to the region ATR and AFROTC ATO until 100% accountability is reached. If a member of the chain is unavailable, then an alternate member may perform reporting functions. Otherwise, reporting should flow to the next level to ensure expedient delivery of time-sensitive information.	☐	☐	☐
3.	**Initial Notification, Preferably to CC.** After accountability has been initiated, the AFROTC/ATO will deliver an initial email notification to the AFROTC/CC and the emergency reporting distro (see item #6). Initial notification should consist of the incident and the current actions being taken. Include only relevant, verifiable information such as a description of the event, the AFROTC detachment and/or members affected, status of accountability, other security precautions taken, and notice of pending future reports (5Ws, Form 8, etc.). If available,			☐

	cite initial source of notification for the incident (i.e., Det/CC's email, university ENS report, etc.) in the email. If email access is prevented (i.e., incident occurring after hours), then phone notification may be utilized.			
4.	**5Ws.** While awaiting accountability, the AFROTC/ATO will compile reporting in accordance with the 5W email format. The 5W format consists of a bottom line up front (BLUF) that reports most relevant information, including any updates to initial CC notification. The remainder of the 5W email should answer the following questions in concise fashion: 4a. What is the nature of the incident? 4b. Who are the points of contact, to include Det/CC, region ATR, and AFROTC/ATO contact information? 4c. Where exactly did the event occur (i.e., in relation to the AFROTC det)? 4d. When did the event occur and when was it resolved (annotate time zone for all times reported)? 4e. Why did this incident trigger this report (include initial source of reporting)? If available, the ATO will cite the AFNORTH SPOTREP (request by calling DSN 523-5678/COMM 850-283-5678 or DSN 532-5382/COMM 850-283-5382) or reporting from official channels concerning the event. If no official info is available, use reliable open source reporting. Disseminate 5Ws to distro list (see item #6) once 100% accountability has been gained unless directed otherwise by AFROTC/CC or higher.			☐
5.	**Form 8.** Following dissemination of 5Ws, the AFROTC/ATO will ensure follow-up action directed by AFROTC/CC or higher is completed and reported in accordance with AFROTCI 10-245, 18.2, using the Form 8 template. Ensure the Form 8 details coordination with local law enforcement/campus police.	☐	☐	☐
6.	**Distribution.** For the reporting of critical incidents as defined above, the AFROTC/ATO will include the following points of contact (at a minimum) for initial notifications, 5Ws, and Forms 8: 6.1. Det/CC of respective detachment.			☐

	6.2. AFROTC/CC, AFROTC/CV, AFROTC/DO, and AFROTC/DOD. 6.3. HC/CC, HC/CV, and HC/ATO. 6.4. AU/ATO. 6.5. AETC/ATO, AETC/A4S, and AETC Command Center (AETC.CommandCenter@us.af.mil; 210-652-1859). 6.6. AFNORTH LETIC (AFNORTH LETIC OMB afnorth.letic@us.af.mil).			
7.	EVENT DESCRIPTION: _____ _____ CHECKLIST CONDUCTED BY: _____ DATE: _____			