DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5530.3
BUPERS-00
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BUPERS INSTRUCTION 5530.3

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL ANTITERRORISM/PHYSICAL SECURITY PLAN

Ref: (a) DoD Instruction 2000.16 of 17 November 2016
(b) DoD Instruction 2000.12 of 1 March 2012
(c) Office of the Assistant Secretary of Defense for Homeland Defense and Americas' Security Affairs, "DoD Antiterrorism Officer Guide," December 2012
(d) USNORTHCOM Instruction 10-222, Force Protection (FP) mission and Antiterrorism (AT) Program of 30 September 2013 (NOTAL)
(e) USFF AT OPORD 3300-17, USFFC AT Planning (NOTAL)
(f) COMUSFLTFORCOM NORFOLK VA 081911Z Nov 17
(g) OPNAVINST 3300.53C
(h) OPNAVINST 5530.14E
(i) OPNAVINST 3440.17A
(j) CNICINST 5530.1
(k) NAVSUPPACTMIDSOUTHINST 3300.1B
(l) NAVSUPPACTMIDSOUTHINST 5530.1E
(m) BUPERSINST 5530.2C
(n) NAVSUPPACTMIDSOUTHINST 5530.2D
(o) NAVPERSCOM M-5000.1

Encl: (1) BUPERS Millington/NAVPERSCOM Antiterrorism/Physical Security Plan
(2) BUPERS Millington/NAVPERSCOM Force Protection Condition (FPCON) Measures

1. Purpose. To provide comprehensive antiterrorism (AT) and facility physical security (PS) plans for Bureau of Naval Personnel (BUPERS) Millington and Navy Personnel Command (NAVPERSCOM) per references (a) through (m). The primary focus will be the following buildings: 453 (Ray Hall), 768 (Goetsch Hall), 769 (Wood Hall), 785 (Capodanno), and 791 (Whitten). The desired end-state of this program is to preserve life, minimize mission degradation, and protect property through integration and cooperation with Naval Support Activity (NSA) Mid-South. For the purposes of this instruction, facility PS will be considered a component of the AT plan. BUPERS Millington/NAVPERSCOM will employ the plan included in enclosure (1) to deter, detect, defend, and mitigate against potential threats. Enclosure (2) contains the BUPERS Millington/NAVPERSCOM force protection condition (FPCON) measures.

2. Cancellation. NAVPERSCOMINST 5530.1E.

3. Scope and Applicability. This instruction applies to all military, Department of Defense (DoD) civilian, and contractor personnel assigned to BUPERS Millington/NAVPERSCOM in buildings 453, 768, 769, 785, and 791 located aboard NSA Mid-South, per references (a) through (k). This instruction complements existing DoD and Department of the Navy directives and aligns to local site-specific procedures.

4. Commander's Intent. To develop and sustain a command-wide culture of vigilance to preserve life and protect property, foundational to achieving mission success. This requires employment of all means to deter, detect, defend, mitigate, and recover from acts of terrorism or any natural or man-made disaster or emergency. This will be accomplished through support, comprehensive communication, and integration with the Commanding Officer (CO), NSA Mid-South in the planning and execution of all aspects of the overarching AT and Emergency Management (EM) Programs.

5. Background

a. The AT plans are designed with the means and measures to fulfill AT requirements to preserve life and protect prosperity.

b. The plan(s) include:

(1) The safeguarding of personnel, property, and resources during normal operations, heightened FPCON, and any man-made or natural emergencies.

(2) Heightening situational awareness and assigning AT responsibilities for all BUPERS Millington/NAVPERSCOM building occupants.

(3) Providing necessary deterrence, notification, and protection that is appropriate to the threat or emergency.

(4) Integration with the NSA Mid-South AT and PS Programs as required by references (a) and (j).

(5) Conducting AT and PS awareness training as required by reference (a).

(6) Developing pre-planned actions and training for all staff personnel for probable or possible emergency situations.

6. Responsibilities

a. NAVPERSCOM Executive Assistant (PERS-00EA):

(1) In concert with NSA Mid-South intent and concept of operations, provides direction and guidance as required.

(2) Ensures the senior watch officer and staff duty officers (SDO) understand the procedures for transmitting naval messages and disseminating threat information to the chain of command.

(3) Assigns the BUPERS Millington/NAVPERSCOM antiterrorism officer (ATO).

b. BUPERS Millington/NAVPERSCOM ATO:

(1) Acts as the lead staff officer for coordinating AT action and training for BUPERS Millington/NAVPERSCOM personnel.

(2) Retains primary responsibility for the implementation, execution, and revision of this instruction, consistent with the Commander's intent.

(3) Must be prepared to execute increased FPCON and BUPERS Millington/ NAVPERSCOM site-specific measures contained in enclosure (2) and respond to emergency situations as required.

(4) Acts as advisor to the chain of command on all AT and facility PS issues.

(5) Attends the NSA Mid-South Antiterrorism Executive Committee (ATEC) and Antiterrorism Working Group (ATWG) meetings, as required.

(6) Establishes a system for the daily end-of-the-workday security check of facilities and facility perimeters, equipment, etc.

c. All BUPERS Millington/NAVPERSCOM military personnel, DoD civilians, and DoD contractors:

(1) Complete AT Awareness Level I Training and Active Shooter Training Courses annually or as directed by higher authority.

(2) Report any suspicious or dangerous activity to the NSA Mid-South Security Department, chain of command, and BUPERS Millington/NAVPERSCOM ATO immediately.

d. CO, NSA Mid-South exercises operational control for NSA Mid-South AT and PS events. The CO utilizes the following functional groups as a means for developing strategy, disseminating information, and maintaining lines of communication with NSA Mid-South tenant commands. The BUPERS Millington/NAVPERSCOM ATO will be the command representative.

(1) NSA Mid-South ATEC. The ATEC is the executive steering committee that establishes installation AT policy, directs AT courses of action, and acts as the approving authority for installation level AT resource allocation. Membership includes the NSA CO (chairman), executive officer, ATO (facilitator), and others, as required. The BUPERS Millington/NAVPERSCOM ATO will attend these meetings as required.

(2) NSA Mid-South ATWG. The ATWG develops and manages the installation AT Program. The ATWG mission, membership requirements, group composition, and duties are defined per the NSA Mid-South AT Plan. A sub-element of the ATWG is the Threat Working Group and Vulnerability Assessment Team. The BUPERS Millington/NAVPERSCOM ATO will attend ATWG meetings as required.

7. Threat and Emergency Information Dissemination

a. The NSA Mid-South ATO and EMO will disseminate FPCON and cyclone conditions of readiness notices, advisories, and warnings to all hands via any means possible. Information may be passed utilizing local computer notification systems, giant voice, television, or radio. The NSA Mid-South Public Affairs Officer will activate the Command Information Bureau when directed by CO, NSA Mid-South or designated representative. BUPERS Millington/NAVPERSCOM CDO and BUPERS Millington/ NAVPERSCOM ATO will facilitate communications between BUPERS Millington/NAVPERSCOM and NSA Mid-South.

b. Emergency reporting. General emergency reporting procedures are as follows:

(1) Identify nature of emergency (fire, injured personnel, hazardous material, etc.).

(2) Identify location, known casualties, additional hazards, if any.

(3) Report all known facts to appropriate officials, to include calling 911, the CDO, and fire, security, and medical departments, etc. Additional emergency contact information is contained in enclosure (2).

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00Y and BUPERS Millington/NAVPERSCOM ATO will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40,

Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Form. OPNAV 5580/8 Telephonic Threat Complaint is available for download from Naval Forms Online (https://navalforms.documentservices.dla/mil/web/public/home.

J. W. HUGHES
Deputy Chief of Naval Personnel

Releasability and distribution:
This instruction is cleared for public release and is available electronically via the BUPERS/NAVPERSCOM public Web site, https://www.public.navy.mil/bupers-npc/reference/Instructions/BUPERSInstructions/Pages/default.aspx

BUREAU OF NAVAL PERSONNEL (BUPERS) MILLINGTON AND NAVY PERSONNEL COMMAND (NAVPERSCOM) ANTITERRORISM/PHYSICAL SECURITY PLAN

1. Purpose. Effectively deter, detect, defend, and mitigate potential terrorist attacks. Additionally, provide information on crisis management procedures in the event of a terrorist attack or threat.

2. Responsibilities

a. Commanding Officer (CO), Naval Support Activity (NSA) Mid-South is responsible for the maintenance of law and order within the grounds and buildings of NSA Mid-South. To enforce this authority, the CO may take necessary actions to protect life in sudden and unexpected terrorist attacks or other emergencies disrupting the normal process of government. As a tenant command, BUPERS Millington/NAVPERSCOM will follow the guidelines set by the CO, NSA Mid-South.

b. Experience has shown that heightened situational awareness, coupled with common sense and personal initiative in taking security precautions, is the best deterrent to preventing terrorist events. NSA Mid-South has established programs that will:

(1) Provide ongoing terrorist awareness training.

(2) Coordinate AT actions with Commander, Navy Region Southeast (CNRSE) and tenant commands.

3. Force Protection Conditions (FPCONs), Random Antiterrorism Measures (RAM), and Threat Levels (TL)

a. FPCON measures are the principal means a commander has to apply an operational action to guard against threats. They provide a management system that is adaptable to a full spectrum of security needs from minor civil disturbances to acts of war. These conditions will be employed full time and as RAMs to the extent required in order to provide the degree of security considered appropriate for the existing threat.

b. The TL and FPCON system that will be used by NSA Mid-South in support of CNRSE during times of increased readiness is governed by references (a) and (f) and provides a management system appropriate for the existing threat.

c. The Department of Defense (DoD) Terrorist TL is directed by the Defense Intelligence Agency and is an intelligence assessment of the likelihood of an attack against DoD personnel, installations, or facilities. The four levels are:

(1) High: Terrorist group is operationally active and uses mass casualty attacks as its preferred method of attack. There is a substantial DoD presence and the operating environment favors the terrorist.

(2) Significant: Terrorist group is operationally active and attack of personnel is its preferred method of attack, or a group uses mass casualty attacks, but has limited operational activity. Operating environment is neutral.

(3) Moderate: Terrorist groups are present, but there is no indication of anti-United States activity. The operating environment favors the host nation or the United States.

(4) Low: No group is present or group activity is nonthreatening.

d. FPCON Level Information

(1) Current FPCON will be a command duty officer (CDO) turnover item to keep personnel informed of the current status.

(2) Current information can be obtained by contacting the BUPERS Millington/ NAVPERSCOM Antiterrorism Officer (ATO) at (901) 874-3082 or (901) 237-0213 (cell), the BUPERS Millington/NAVPERSCOM Security Manager at (901) 874-3091, or the BUPERS Millington/NAVPERSCOM CDO at (901) 874-3070/3071/3985 or (901) 573-1232 (cell).

(3) BUPERS Millington/NAVPERSCOM building occupants will be alerted to any increase in FPCON level and provided instructions via electronic mail, computer-based notifications (at hoc), giant voice, telephone, or television.

e. Reference (l) provides FPCON measures utilized by NSA Mid-South.

f. Enclosure (2) provides specific FPCON measures utilized by BUPERS Millington/NAVPERSCOM. The BUPERS Millington/ NAVPERSCOM FPCON measures will be maintained separately from this plan to keep them "For Official Use Only."

g. RAMs

(1) RAMs serve as tools to enhance the security of installations and tenant commands and enhance local FPCON measures.

(2) RAMs change the security atmosphere within the installation. Such programs, when implemented in a truly random fashion, alter the external appearance or security "signature" of the installation or individual facility to would-be terrorists who may be conducting surveillance.

(3) RAMs are procedures that are normally executed at any random time, not just during specific FPCON levels. At any given level, implementing certain measures from a higher FPCON conveys an impression of increased vigilance and awareness to observers and may be considered a RAM.

(4) Reference (k) addresses the RAM program on NSA Mid-South. BUPERS Millington/NAVPERSCOM will utilize RAMs as tools to deter, detect, and mitigate terrorist actions. RAMs will be developed and coordinated with NSA Mid-South by the BUPERS Millington/NAVPERSCOM ATO. When affecting a RAM, the ATO, security personnel, or assigned watchstanders will report the type of RAM, its initiation and completion time, and its results to the NSA Mid-South Security Watch Commander.

4. Facility Access, Personnel Identification, and Movement Control

a. BUPERS Millington/NAVPERSCOM is a tenant command onboard NSA Mid-South; installation access is governed by requirements contained in reference (k).

b. DCNP is responsible for the security and safety of all assigned military and civilian personnel. DCNP jurisdiction is applicable to all military and civilian personnel, regardless of employment status (Federal employee, contractor, or non-affiliated civilian). In exercising authority under U.S. Navy Regulations, DCNP may:

(1) Have individuals detained and or removed from BUPERS Millington/ NAVPERSCOM buildings.

(2) Bar any individual from entry to the BUPERS Millington/NAVPERSCOM building areas for cause.

(3) Limit BUPERS Millington/NAVPERSCOM building area access and entry to only those with legitimate official necessity to access or enter.

(4) Have all personnel and carried baggage inspected per the inspection policy outlined in subparagraph 4f of this enclosure.

(5) In coordination with CO, NSA Mid-South, have vehicles inspected.

c. Classifications of Personnel

(1) Military member: Any military member (active duty or reserve) ordered to permanent or temporary duty.

*Note: Foreign military personnel in training or on joint exercises may sometimes be assigned to temporary duty at BUPERS Millington/NAVPERSCOM and are considered active duty military.

(2) Government employee: Any civilian employed by the U.S. Government.

(3) Contract employee: An individual working for a contractor whose contract is with the U.S. Government whose work requires the employee's presence on board.

(4) Visitors: For the purpose of this instruction, the term "visitor" includes anyone not listed above and who requires infrequent access to BUPERS Millington/NAVPERSCOM buildings.

d. Access Control. Screening of personnel seeking access will be accomplished as follows:

(1) Visitor Access Badges. BUPERS Millington/NAVPERSCOM visitor access badges may be issued by the NAVPERSCOM Security Branch (PERS-534), located in Wood Hall, room 184, upon verification of appropriate security clearance levels. If granted, the badge is treated as "Escort Not Required." All badges will be logged in the required badge log maintained within PERS-534.

(a) Escort Required: If a visitor seeking access to BUPERS Millington/NAVPERSCOM does not have prior approval for unescorted access from a Division Director (DIVDIR) or Special Assistant (SA) of the division with whom the visitor intends to conduct business, then an escort will be assigned from that division. The assigned escort will be responsible for control of the visitor. The escort will ensure the visitor is not exposed to classified material or hazardous areas and will physically remain with the visitor for the duration of the visit.

(b) Visitor Badges: Official visitors seeking unescorted access to BUPERS Millington/NAVPERSCOM will be required to make an advance request to the DIVDIR or SA for the division with whom they will be conducting business. Once the respective DIVDIR or SA has approved the visitor's request, the respective DIVDIR or SA will notify PERS-534 via e-mail. The visitor will also need an escort to take them to PERS-534 for badge issuance. Prior to issuance, PERS-534 will verify the visitor's clearance eligibility. All unescorted visitors require the "Secret" eligibility based upon a Department of the Navy Central Adjudication Facility (or DoD Consolidated Adjudications Facility) adjudicated clearance investigation. Upon verification, a PERS-534 staff member will fill-in the visitor badge log and the visitor will sign for the badge. Upon completion of the visit, the visitor will return the badge to PERS-534. Lost badges will be immediately reported to the NSA Mid-South Physical Security (PS) Officer for deactivation. PERS-534 will conduct a quarterly audit of visitor badges and report the results of the audit to the NSA PS Officer.

(c) Selection Board Visitor Badges: NAVPERSCOM Records Management Policy Branch (PERS-313) will conduct security vetting for all approved selection board space visitors. A visitor's badge will be issued to approved selection board members when they report aboard. PERS-313 will maintain the log for all assigned visitor badges and will immediately report any lost or stolen badges to the NSA PS Officer. PERS-313 will conduct a quarterly audit of visitor badges and report the results of the audit to the NSA PS Officer.

(2) During periods of heightened FPCON, or as a RAM, additional identification procedures may be employed. This may include, but is not limited to, positively identifying any person seeking access to BUPERS Millington/NAVPERSCOM buildings. This may be accomplished by requiring one or more means of identification. All persons who enter the buildings must have appropriate identification in their immediate possession. All personnel must present their identification to security personnel or watchstander personnel upon request. No person will have any false identification cards in his or her possession. Security and watchstander personnel will confiscate false identification cards.

(3) BUPERS Millington/NAVPERSCOM Employee Access

(a) The DoD common access card (CAC) is the primary credential used to enter assigned buildings. All personnel are required to have their CACs programmed into the security system at the NSA Mid-South Visitor Control upon check-in. The access period will be set for a period not to exceed the member's projected rotation date or CAC expiration date, whichever occurs first.

(b) Personnel separating or transferring from the command will be removed from the security system access list as part of the check-out process.

e. Vehicle Access and Movement Control. Vehicle parking in and around BUPERS Millington/NAVPERSCOM buildings will be affected per reference (n). During heightened states of FPCON or as directed by NSA Mid-South, parking barriers may be erected and placed to restrict parking access and vehicular traffic around the perimeter of BUPERS Millington/NAVPERSCOM buildings to increase the stand-off distances.

f. Inspections. When directed by DCNP or the respective Assistant Commander, Navy Personnel Command (ACNPC), inspections will be conducted per reference (a) to prevent loss of Government property and preclude unlawful contraband from entering BUPERS Millington/NAVPERSCOM. DCNP may direct, verbally or in writing to the ATO, the time periods and locations at which inspections will be conducted. Inspections will be conducted on a random basis or as an NSA Mid-South-directed RAM action.

5. Restricted Areas. Restricted areas are those areas in BUPERS Millington/NAVPERSCOM buildings that require access controls in addition to those outlined in subparagraph 4d of this enclosure. Reference (h) defines levels one, two, and three restricted areas and specifies the minimum access control procedures required for each. Distinctions are based upon the safeguarding of classified information, asset criticality, mission sensitivity, and protection of explosives and equipment.

a. The following areas have been identified as restricted areas:

Building	Room	Space Description	Class
453	327	*SIPR Space	Level 2
768	S107	SIPR Space	Level 2
768	S305	SIPR Space	Level 2
769	184A/V	SIPR Space/Vault	Level 2
791	D107	SIPR Space	Level 2
791	F104	SIPR Space/VTC	Level 2
791	F204A	SIPR Space	Level 2
791	G101	SIPR Space	Level 2
791	MIC	Conference/VTC Room	Level 1

*Secret Internet Protocol (SIPR)

b. All restricted areas will be marked with appropriate signage per reference (h).

6. AT Training

a. AT levels I, II, III, and IV training requirements are found in references (a), (b), and (g).

b. Training objectives are to heighten AT awareness and individual responsibilities.

c. As required by reference (a), the BUPERS Millington/NAVPERSCOM ATO will ensure all assigned personnel receive Level I Awareness Training annually, or as required, and report completion to NSA Mid-South AT staff.

7. Bomb Threat Procedures. To avoid any possibility of loss of life and or property damage, it must be assumed that any bomb threat is not a hoax. Major disruptions to normal operations are not desired, but each threat must be treated seriously. The following will be procedures followed for all bomb threats:

a. Individuals receiving bomb threats will complete an OPNAV 5580/8.

b. Upon completion of the call, the individual receiving the call must:

(1) Contact the Regional Dispatch Center (RDC) via 911 and provide call details. If calling from a cell phone, call (901) 874-5533 and select option 3 to reach the RDC.

(2) Contact immediate supervisor and provide him or her the hard copy of OPNAV 5580/8.

(3) Make a full written record of the conversation and his or her impressions based on the information annotated on OPNAV 5580/8. Investigators may require this detailed information.

(4) Evacuate as ordered according to procedures contained in OPNAV 5580/8. Ensure handicapped employees are provided appropriate assistance.

8. Mail Operations for Suspicious Packages

a. All hands will make every effort to examine every piece of mail being handled and look for suspicious characteristics.

b. If mail appears suspicious, attempt to contact the addressee to see if he or she recognizes the package. If unable to locate the addressee, do not open it. Immediately contact the RDC via 911, report the suspicious package or letter, and immediately notify your supervisor. It is the supervisor's responsibility to ensure his or her chain of command is notified. The emergency first responders will be responsible for determining whether or not the package is a threat.

9. Emergency Management Plan

a. Additional emergency action plans will be carried out in accordance with reference (o), ADMINMAN articles 3000-010 and 3440-020 for fire, flooding, shelter-in-place, and active shooter events. These plans will also assist in the preparation for resumption of mission essential functions (MEF) in the event that any buildings become untenable due to enemy attack.

10. Barrier Plan

a. The barrier plan is applicable for BUPERS Millington/NAVPERSCOM buildings and will be implemented at the discretion of the NSA Mid-South CO and ATO as threat conditions dictate.

b. The purpose of the barrier plan is to afford sufficient stand-off distance to mitigate damage to the building and personnel caused by either an explosive device or a forced entry attempt into the facility utilizing a vehicle as the primary tool.

c. Per reference (m), NSA Mid-South will plan, coordinate, and provide sufficient logistics support (e.g., Public Works Department or NSA Mid-South Physical Security (PS) Division) for barrier implementation.

d. Barrier Plan Actions

(1) When notified by NSA Mid-South that barriers will be deployed, BUPERS Millington/NAVPERSCOM ATO will coordinate the implementation of the barrier plan for the safety and security of BUPERS Millington/NAVPERSCOM building occupants per reference (l). If during the workday, all assigned personnel may be required to move their vehicles to a different parking lot to comply with the barrier plan.

(2) The BUPERS Millington/NAVPERSCOM ATO and NSA Mid-South PS Officer will review this plan annually or when BUPERS Millington/NAVPERSCOM assets and or personnel are relocated to another building.

BUPERS MILLINGTON/NAVPERSCOM FORCE PROTECTION CONDITION (FPCON) MEASURES

1. The BUPERS Millington/NAVPERSCOM FPCON measures will be kept separate from this instruction to protect sensitive information. These documents must not be stored together unless in a General Services Administration-approved security container. Per reference (a), the tailored command AT/FP measures are classified as Confidential when kept together with this instruction, but are For Official Use Only when kept separate. A copy of these measures, with this instruction, will be kept in the PERS-534 ATO safe. A copy of the these measures, without this instruction, will be kept in the CDO turnover binder for watchstander use during changes in FPCON levels.

2. A copy of the updated BUPERS Millington/NAVPERSCOM FPCON measures will be maintained and is available from the BUPERS Millington/NAVPERSCOM ATO or Security Manager (BUPERS-00Y).