



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE QUANTICO  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO  
3302.1  
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BATTALION ORDER 3302.1

From: Commanding Officer  
To: Distribution List

Subj: ANTITERRORISM FORCE PROTECTION PLAN

Ref: (a) DoDI 2000.12p  
(b) DoDI O-2000.16  
(c) DoD Antiterrorism Officer Guide  
(d) JP 3-07.2  
(e) NAVMC 3500.103  
(f) MCO 3302.1F  
(g) MCO 5530.14  
(h) MCO 5500.6G  
(i) Appendix 3 to Annex C of the Installation Protection Plan  
(j) Annex N of the Installation Protection Plan  
(k) Battalion Operations Security Program  
(l) BnO 8000.2C  
(m) BnO 1601.4\_  
(n) BnO 5530.2\_  
(o) BnO 5530.14\_

Encl: (1) Risk Management  
(2) Threat Assessment  
(3) Criticality Assessment  
(4) Action Set Matrix  
(5) Random Antiterrorism Measures  
(6) Training and Exercises  
(7) Barrier Plan  
(8) Shelter In Place Checklist

1. Situation

a. Recent terrorist attacks accentuate the need for Anti-Terrorism (AT) programs to keep pace with the asymmetrical and amorphous threats we confront. The threats that endanger the security and well-being of HQSVC Bn Command Post (CP) elements, personnel, and operations are not limited to terrorism. Man-made threats, natural hazards, and unintentional and intentional acts are additional threats that HQSVC Bn AT programs must also address. This order implements the requirements of references (a) through (j) and establishes the HQSVC Bn's Anti-Terrorism Force Protection Plan.

DISTRIBUTION STATEMENT F: Further dissemination only as directed by Headquarters and Service Battalion on 24 January 2020 or higher DOD authority.

a. Enemy. The general threat of terrorism to HQSVC Bn includes the intentions and capabilities, identification, composition, disposition, location, and estimated strengths of hostile forces. Natural hazards are also capable of threatening HQSVC Bn CP personnel, facilities, and equipment.

b. Friendly. Friendly forces include local, state and federal law enforcement agencies, and city, county and state disaster response organizations. The following are organizations key to the HQSVC Bn CP AT Program:

(1) Marine Corps Base Quantico (MCBQ) Installation Protection Branch (IPB). The MCBQ IPB provides oversight, direction, and coordination of installation protection programs to enhance operational readiness and to protect life and property aboard MCBQ. They execute a comprehensive, integrated all-threat/all-hazards risk management process to minimize risk to critical assets, allow for risk-informed allocation of resources, and support tenant command missions.

(2) MCBQ AT Working Group (ATWG). The MCBQ ATWG is conducted semi-annually comprised of the Anti-Terrorism Officer (ATO), the commander (or a designated representative), and other representatives as required to support AT planning and program implementation. Responsibilities of the ATWG will include:

- (a) Oversee implementation of AT program.
- (b) Develop and refine AT plans.
- (c) Address emergent or emergency AT program issues.
- (d) Brief leadership on outcome of ATWG and disseminate minutes.

(3) MCBQ Security Battalion. Provides law enforcement and fire and emergency services in order to protect the lives, property, and rights of all Marines, residents, employees, and visitors aboard MCBQ; maintains order; prevents, suppresses, and investigates crimes; provides installation access control, and enforces the Uniform Code of Military Justice and State and Federal regulations; maintains capabilities to respond to and mitigate all hazards; and provides support services to facilitate the security posture of the installation.

c. Assumptions

(1) HQSVC Bn is vulnerable to theft, pilferage, sabotage and other threats, and natural hazards. The installation is also vulnerable to conventional and unconventional attack, including Weapons of Mass Destruction (WMD).

(2) An act of terrorism involving WMD can produce major consequences that will almost immediately overwhelm the capabilities of MCBQ.

(3) Security personnel, both military and civilian, may be insufficient to provide total protection of HQSVC Bn; therefore, personnel must develop adequate awareness and safeguard measures.

(4) No single unit on MCBQ possesses the expertise and resources to act unilaterally in response to a major attack.

d. Intelligence. Threat foundation is based off the National Capital Region (NCR) Threat Assessment (TA) conducted by Naval Criminal Investigative Service and the All Hazard Threat Assessment (AHTA) conducted by MCBQ.

2. Mission. HQSVC Bn will establish and execute an AT/FP plan by following the instructions in the references in order to deter, detect, defend, and defeat a threat or hazard, enhance security and AT awareness, and safeguard personnel, property, and resources during normal operations.

### 3. Execution

a. Commander's Intent. HQSVC Bn CP will have a policy to protect HQSVC Bn CP elements and personnel from acts of terrorism and destructive or potentially destructive events. The threat of diverse hazards requires the development of a multi-faceted, comprehensive AT program. In an operating environment of constant and asymmetric threats, HQSVC Bn will remain the most effective force possible by ensuring that AT is embedded in HQSVC Bn planning, operations, and daily activities. Multi-faceted, comprehensive AT programs must follow an all-hazard, mission assurance (MA) approach, be proactive in nature, and be coordinated and synchronized throughout appropriate commands.

b. Concept of Operations. The HQSVC Bn AT program is comprised of five components: mandatory AT program elements, Mission Assurance Assessments (MAA), Special Event Risk Assessments (SERA), Force Protection Condition (FPCON) policies and processes, Random Antiterrorism Measure (RAM) policies and processes.

(1) Mandatory AT program elements. Department of Defense (DoD) and Marine Corps orders and policies mandate that AT programs at all levels address the following five elements: risk management, planning, training and exercises, resource application, and comprehensive program review.

(a) Risk Management. Risk management will be conducted by following the seven step process as it pertains to the HQSVC Bn CP. See enclosure (1).

(b) Planning. The stakeholders in the HQSVC Bn AT planning process include a myriad of internal and external subject matter experts and decision makers.

1. The external existing working groups and teams established to conduct the planning effort are as follows: the Installation Protection Branch, the MCBQ Threat Working Group, the Mission Assurance Working Group, and the MCBQ ATWG.

2. The existing internal working group is the HQSVC Bn ATWG. The HQSVC Bn ATWG assesses, refines and improves the ATRP Program as threats and the current operating environment changes. The HQSVC Bn ATWG meets quarterly, closely coordinates with the MCBQ ATWG, and implements any necessary requirements and tasks. The HQSVC Bn ATWG members include: the ATO, the Physical Security Officer, and the Access Control Officer. The ATO will update the HQSVC Bn Commander as appropriate on ATWG assessments, plans and proposals.

(c) Training and Exercises. The objectives of AT training and exercises are to develop the capability to react to incidents, implement best practices to mitigate risks, and to raise situational awareness for individuals and sections as a whole.

(d) Resource Application. Though HQSVC Bn CP does not have a designated AT budget, any resource recommendation generated through the risk mitigation planning are validated, documented, and submitted, see reference (f).

(e) Program Review. HQSVC Bn CP will conduct, at a minimum, an annual internal program review. The program will also be reviewed through external inspections conducted by the MCBQ Inspector General's office or the Marine Corps' Inspector General's office as directed.

(2) Mission Assurance Assessments. HQSVC Bn will contribute and participate in MCBQ MAA as directed.

(3) Special Event Risk Assessment. HQSVC Bn CP will conduct SERAs for events as required in order to ensure specific focus on potential threats, mitigations, and risks.

(4) Force Protection Conditions. Following and adhering to FPCON postures directed by MCBQ, maintains HQSVC Bn CP's alignment with the DoD and Marine Corps guidance to facilitate the desired effect of raising situational awareness and deterring adversaries from disrupting operations within the HQSVC Bn CP.

(5) RAM. The RAM program is a vital extension of the FPCON effort. RAMs will be nested within the FPCON levels in order to test the impact, feasibility, and resource requirements of increased FPCON measures.

c. Tasks

(1) ATO

(a) Be ATO Level II certified and appointed in writing for HQSVC Bn AT program.

(b) Ensure AT program includes policies and procedures for following the FPCON action set matrix from MCBQ; FPCON transition, dissemination, and implementation of FPCON measures; development of site specific FPCON measures as necessary; and a waiver process for FPCON implementation in accordance with ref (f).

(c) Annually, review this Plan to validate the commander's vision, mission, goals, and performance measures. Ensure this Plan is coordinated and synchronized with MCBQ and validated and exercised annually.

(d) Plan, coordinate and lead the execution of the HQSVC Bn's RAM program as directed by the HQSVC Bn Commander or the MCBQ Commander.

(e) Conduct quarterly battalion ATWG meetings and disseminate minutes as required.

(f) Gain access to the Marine Corps AT Sharepoint Portal that contains current AT orders, directives, guidance, information, tools, and up to the date point of contact information.

(g) Facilitate the HQSVC Bn's risk management process using the Marine Corps approved risk management process.

(h) Obtain threat assessments and threat update, via the Multiple Threat Alert Center, and disseminate information on terrorist threats, including specific warning of threats against HQSVC Bn CP elements and personnel, as required.

(i) Coordinate with MCBQ to receive likely threat and hazard information, via the All Hazard Threat Assessment, that may be used during the risk management process.

(j) Monitor compliance of this Plan and coordinate with MCBQ for required AT program reviews.

(k) Attend MCBQ ATWG, Threat Working Group, and other MA related working group meetings.

(l) Ensure AOR briefs and other travel requirements are provided to HQSVC Bn CP personnel traveling to a foreign country.

(m) Conduct SERAs as directed by references (f) and (i).

(2) Physical Security Officer.

(a) Develop, review and update as necessary a comprehensive site security plan. Reference (o) is the standing battalion physical security plan.

(b) Identify all restricted areas.

(c) Make risk priority recommendations to the battalion Commanding Officer (CO).

(d) Review and prioritize unit physical security and Critical Infrastructure Protection (CIP) actions as required.

(e) Using the current installation threat assessment and lessons learned, evaluates the effectiveness of current security programs and makes recommendations to the CO concerning priorities for the commitment and allocation of resources and funds.

(f) Ensure physical security and antiterrorism measures are systematic and integrated.

(g) Evaluate the results of security related inspections, surveys and exercises and recommends corrective action.

(h) Conduct other tasks as directed in support of this plan.

(3) HQSVC Bn Area Officer of the Day (AOD). Be familiar with the instructions and policies within references (m) through (n) as well as this Order.

(4) S-1. Submit a Serious Incident Report Operational Report-3 as required.

d. Coordinating Instructions. For the purposes of this plan, there are five basic coordinating instructions: AT planning and response elements; procedural; security posture; threat specific responsibilities; and special security areas.

(1) AT Planning and Response Elements. Initial and sustained response to an attack must be a coordinated effort between HQSVC Bn CP, MCBQ, and the other AT planning and response elements aboard MCBQ. Security Battalion will provide the initial response with their organic capabilities and the HQSVC Bn CP personnel will receive follow on direction from MCBQ Installation Protection Branch.

(2) Procedural

(a) Alert Notification Procedures

1. Mass Notification. HQSVC Bn relies on a MCBQ mass notification system and mass email as the capability to provide real-time information to all building occupants or personnel in the immediate vicinity of a building during emergency situations.

2. Command, Control, Communications, Computers, and Intelligence Suite (C4IS). Base ATO monitors and uses the C4IS to enhance near real-time threat sharing information and will distribute to the HQSVC Bn ATO to mitigate the impacts to personnel and operations should an incident occur.

3. Reporting Serious Incidents. Serious incidents will be reported for all incidents involving HQSVC Bn personnel and family members according to the HQSVC Bn Commander's Critical Information Requirements.

4. USMC Eagle Eyes at <https://www.USMCEagleEyes.org> (available to all Marines).

(b) Use of Force. Personnel within the HQSVC Bn CP will adhere to the rules and regulations for the use of force as outlined in reference (h). Armed personnel standing duty as AOD or Assistant Area Officer of the Day (AAOD) will sign the Use of Force Binder, located at the AOD desk.

(c) High Risk Personnel Protection Procedures. Currently, there are no high risk personnel assigned to HQSVC Bn CP. In the event that high risk personnel do become assigned to HQSVC Bn CP, the appropriate coordination and planning will be conducted.

(d) AT Program Review. All AT program areas, including the essential elements, will be reviewed thoroughly on at least an annual basis.

(e) Higher Headquarters Assessment. Coordinate with higher headquarters for periodic assessments.

(f) Special Event Assessment. Any HQSVC Bn CP event or activity determined to be a special event or other activity involving a gathering DoD personnel (Active, Reserve, or Civilian) or their family members will have a vulnerability assessment (VA) conducted utilizing the Marine Corps approved methodology as per reference (f). This will be done whether on or off installation. This is situationally dependent and should be left to the judgement of the ATO. Family Day and Marine Corps Ball events should have a VA completed, regardless of location or number of personnel in attendance.

(g) Training and Exercises

1. Training increases the awareness of personnel and fosters a mindset focused on prevention of terrorist acts.

a. All personnel within the HQSVC Bn CP will annually complete the Level I Anti-Terrorism Force Protection training whether it be via classroom instruction taught by an ATO Level II certified instructor or through the MarineNet training module.

b. All personnel will annually complete the MarineNet OPSEC training and Cyber Awareness training.

c. Additional training will be conducted to bring awareness to specific threats and considerations as they arise.

2. HQSVC Bn will annually conduct an exercise in order to provide an opportunity to test AT plans, the ability to transition between FPCONs, and to practice the skills taught in training.

(h) Incident Response/Consequence Management. HQSVC Bn CP will rely on the MCBQ Security Battalion and the Installation Protection Branch for response and management.

### (3) Security Posture

(a) Law Enforcement/On-site Security Elements. Security Battalion is the law enforcement agency for HQSVC Bn AO. HQSVC Bn AOD and AAOD will provide on-site interior guard response, if required to do so, due to an incident in accordance with ref (l).

#### (b) Physical Security

1. Barriers. In accordance with references (f), (g), and (o) a barrier plan will be maintained as an enclosure to this AT Plan. The barrier plan is designed to enhance the security of HQSVC Bn CP by ensuring that the barriers are properly planned for, stored, maintained, and installed. The barrier plan will detail specific barriers required for varied priority assets and contain comprehensive maps identifying placement. Maintenance, movement, equipment, support personnel, and staging/storage area requirements will be outlined in the barrier plan, see enclosure (7). Base G-3 dictates the implementation of the barrier plan.

2. Access Control. Positive identification of personnel authorized entry to HQSVC Bn CP areas is essential. Access control procedures for HQSVC Bn CP are outlined in reference (n).

(c) Operational Security (OPSEC). See reference (k) for HQSVC Bn CP OPSEC procedures.

### (4) Threat Specific Responsibilities

#### (a) Anti-Terrorism



1. Force Protection Condition. The "how to" manner to ensure brevity and clarity of implementation instructions are put into the form of action sets and can be displayed in the form of an execution matrix (Action Set Matrix). See enclosure (6).

2. Random Anti-Terrorism Measures. RAMs, at a minimum, shall consist of the random implementation of higher FPCON measures in consideration of the local terrorist capabilities. Random use of other physical security measures should be used to supplement FPCON measures. HQSVC Bn CP will follow the guidance provided by MCBQ with regards to the execution of RAMs.

(b) Risk Management. The AHTA, combined with the criticality assessment and vulnerability assessment form the unit's AT risk assessment. In accordance with references (e) and (f), HQSVC Bn uses an approved risk management methodology to determine risk to assets.

(c) AT Resource Application. Key to the success of the AT Program is the efficient management of resources; the identification of AT resource requirements will be documented and a submission of requirements will be accomplished in a timely fashion.

(d) Response Planning. Preplanned responses to anticipated threats will be built based on updated threat analysis and increased threat levels when applicable.

(e) Shelter in place. HQSVC Bn CP designated shelter in place location is the basement hallway. HQSVC Bn CP personnel will follow MCBQ shelter in place procedures in reference (j), and the Shelter in Place Checklist, enclosure (8).

(5) Special Security Areas. These areas will be identified during Risk Management activities and appropriate measures will be put in place to ensure their security. These areas are identified and the measures in place are all done in coordination with enclosures (1) through (5) and references (1) through (o).

#### 4. Administration and Logistics

##### a. Administration

(1) This plan contains operational information for official U.S. Government use only; thus distribution is limited to U.S. Government agencies. Requests for release of this document outside the U.S. Government must be made to HQSVC Bn.

(2) Personnel. Successful execution of an AT program requires an appointed ATO with staff support to include a Physical Security Officer and Access Control Officer.

b. Logistics. Specific logistics will emerge throughout the planning process outlined in the concept of operations, specifically when developing the action sets. Continuous coordination between the S4, Supply and the ATO is critical.

5. Command and Signal. HQSVC Bn CP will coordinate with MCBQ to establish procedures to allow for parallel coordination to report a terrorist incident. HQSVC Bn must provide for prompt dissemination of notifications and alarm signals, and the timely/orderly transmission and receipt of messages between elements involved in and responding to an incident.

a. Command. This plan is applicable to all HQSVC Bn CP personnel.

b. Signal. This plan is effective on the date signed.

c. The point of contact for this plan is the HQSVC Bn ATO, at (703)784-2555.



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Distribution: F