



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09154-0401

AMIM-SGO-P

21 July 2023

MEMORANDUM FOR USAG Stuttgart Directorates, Special Staff, and Tenant Organizations

SUBJECT: USAG Stuttgart Command Policy Letter #23, Protecting Special and Off-Installation Activities

1. REFERENCES:

- a. Department of Defense Instruction, O-2000.16, Volume 1 (DoD Antiterrorism (AT) Program Implementation: DoD AT Standards).
- b. Army Regulation 525-13 (Antiterrorism).
- c. Army in Europe Regulation 525-13 (Antiterrorism).
- d. HEADQUARTERS USEUCOM OPORD 18-11 (Antiterrorism).
- e. USAREUR OPORD 0013-20 (FY20-FY21 Baseline Force Protection Posture).

2. **APPLICABILITY:** By the direction of the United States Army Garrison (USAG) Stuttgart Commander, the following will apply to protecting special and off-installation activities, including unique and/or recurring off-installation events such as unit/organizational activities, private organizations, non-DOD entities, Morale, Welfare, and Recreation (MWR), United Services Organizations (USO), Better Opportunities for Single Soldiers (BOSS), and Department of Defense Education Activity Europe (DoDEA-E) trips and tours in order to safeguard all service members, DOD civilians, and Family members.

3. **SPECIAL EVENT RISK MANAGEMENT:** Special events must be supported by a deliberate planning process which includes the products specified below. The complexity of the effort and deliverables are proportionate to the risk and criticality (population/symbolism).

a. **Threat Assessment.** A Special Event Threat Assessment (SETA) conducted by the Garrison Military Intelligence Detachment will be completed for events requiring Garrison Command approval. Lesser events may use existing Threat Assessments if less than a year old. Event planners will always plan to reduce risk from probable threat tactics.

b. **Vulnerability Assessment (VA) of the selected Venue.** Events requiring GC approval will have a facility VA that identifies vulnerabilities to probable threats.

c. **Security Plan.** A security plan will be developed that addresses what measures will be executed, when, and by whom and also clearly establish controls to monitor and coordinate execution.

d. **Deliberate Risk Assessment Worksheet (DRAW).** Will be prepared and signed by the originator as the preparer for approval by the appropriate authority. The DRAW will list the risk level of threats/tactics, identified the measures and how implemented, and document the residual risk.

4. **APPROVAL LEVELS:** Under normal conditions, Special Events require approval as specified below. During periods of elevated Force Protection Conditions (FPCON) or when specific threats are anticipated, approval authorities may be elevated. All agencies, tenant units and organizations operating within the USAG Stuttgart Area of Responsibility (AOR) are encouraged to contact the S-3/5/7 for clarification. All USAG Stuttgart agencies, organizations, and tenant units will complete special event packets (SEPS) and forward these packets through their respective unit's Antiterrorism Officer (ATO) to the USAG Stuttgart S-3/5/7, Protection Branch, ATO for review and approval within the timelines specified below.

Approval Matrix				
Environment		Small	Medium	Large
		1-49 pax	50 to 299 pax	≥ 300 pax
Off US or HN Access Controlled Installations	Not in uniform	Unit CDR (local policy)	USAG CDR (or O-6 Fwd Site CDR)	GOFP
	In uniform	USAG CDR (or O-6 Fwd Site CDR)		
On US or HN Access Controlled Installations		GOFPs may establish notification and approval requirements, or delegate authority to USAG CDR		

a. **Small event (1-49 pax)(on/off-post).** Unit Commanders or Staff Directors are the approval authority for events conducted in the USAG AOR with an anticipated attendance less than 49 DOD personnel or family members regardless of uniform wear (on-post only) and no uniform wear (off-post). Planners must submit informational packets through their respective unit's ATO to the USAG Stuttgart S-3/5/7, Protection Branch, ATO for Garrison review and awareness no later than (NLT) 10 days prior to the event. The unit/agency must maintain records for not less than 2 years.

b. **Medium event (50-299 pax) (on/off-post).** The USAG Stuttgart Commander is the approval authority for any event conducted on-post with more than 49 attendees,

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off-post uniform wear (up to 299 attendees) or events with an anticipated attendance of more than 49 up to 299 DOD personnel or family members. Complete packets must be submitted through their respective unit's ATO to the USAG Stuttgart S-3/5/7, Protection Branch, ATO NLT 45 days prior to the event.

c. **Large event (≥ 300 pax)(on/off post).** For any event conducted either off-post with an anticipated attendance of 300 or more DOD personnel or events permitting large volume of public access to an installation requires USAREUR General Officer for Force Protection (GAFP) approval. Complete packets must be submitted through their respective unit's ATO to the USAG Stuttgart S-3/5/7, Protection Branch, ATO NLT 60 days prior to the event.

d. **DODEA.** All DODEA sponsored events leaving an access-controlled installation must be registered in the current USEUCOM approved tracking mechanism where Commanders will direct measures and approve events. This will suffice for all DODEA events unless the activity is a DOD event such as a graduation or other "only DOD event." These events are subject to the normal special event planning and approval process.

5. Garrison planners will track off installation special events and use monthly Threat Working Groups (TWG) to ensure adequate security controls are in place to keep risk at an acceptable level. The Garrison Commander may cancel an event at any time if the threat/security environment changes. The garrison TWG will also include other factors then reviewing Special Events including attendances of HRPs, GOs, and VIPs, symbolism, public awareness, and advertising.

6. Pandemic mitigation measures. The planning and execution of all special events will be in strict compliance to the provisions of the current HPCON and medical requirements as outlined by the Baden-Wuerttemberg State Health Authority / Robert-Koch-Institute (RKI) and the United States Army Medical Center, Landstuhl.

7. Point of contact for this policy is the USAG Stuttgart S-3/5/7, Protection Branch, Antiterrorism Officers, Mr. William Christina, DSN (314) 596-2031, civilian 09641-70596-2031 or e-mail william.j.christina.civ@mail.mil; Mr. Douglas Toskin, DSN (314) 596-2033, civilian 09641-70596-2033 or e-mail douglas.toskin.civ@mail.mil; and Ms. Rita Reilly, DSN (314) 596-2032, civilian 09641-70596-5032 or e-mail rita.f.reilly.civ@mail.mil.



G. KIRK ALEXANDER
COL, FA
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