



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

31 JUL 2018

MEMORANDUM FOR All Members of the U.S. Army Garrison Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #49, 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, dated 17 November 2017.
- b. Army Regulation 525-13, Antiterrorism, dated 17 February 2017.
- c. Army in Europe Regulation 525-13, Antiterrorism, dated 16 October 2013.
- d. Army in Europe Pamphlet 525-13, Antiterrorism, dated 16 October 2013.
- e. USAREUR OPORD 0077-18 (FY18-FY19 Baseline Force Protection Posture).

2. Situation.

a. Recent terrorist attacks and disrupted plots highlight the persistent terrorism threat in Europe. Terrorist groups and individuals inspired, encouraged, or directed by such groups will continue to threaten a variety of targets throughout the West. These may be official (e.g. politicians, police, and military personnel), public (e.g. tourist sites, mass transit venues, and mass transit vehicles), or private (e.g. journalists, religious figures, and ordinary citizens) in nature.

b. Terrorists will use simple weapons such as knives, small arms, and vehicles, as well as more sophisticated weapons, such as explosive devices. Although many European nations have taken measures to address the threat of terrorists conducting vehicle-ramming attacks, this remains a viable tactic requiring little training, experience, or preparation.

c. Collaborative counter-terrorism efforts have impacted terrorist planning efforts and capabilities. Recent terrorism violence in Europe, however, shows attacks can come with little or no warning.

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d. Off-installation events are an enriching and enhancing activity and also offer a larger selection of hosting venues from which to choose. However, in choosing an off-installation venue we leave behind armed access control, dedicated security, and numerous other layers of security. This may expose DoD personnel to increased risk.

3. Applicability. By the direction of the United States Army Garrison (USAG) Wiesbaden Commander, the following will apply to protecting special and off-installation activities, including unique and/or recurring off-installation events such as unit and organizational activities, 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. The purpose of this policy is to safeguard all Servicemembers, DoD Civilians, and Family members.

4. 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, criticality, population and symbolism.

a. Special Event Threat Assessment (SETA). Events requiring Garrison Commander (GC) and General Officer approval will be submitted with a formal SETA, which is produced by the 66th MI Wiesbaden Field Office. Hosting organizations will submit a SETA Request to the USAG Wiesbaden Antiterrorism Office for coordination and processing.

b. Vulnerability Assessment (VA) of the Event Location. Events requiring General Officer (GO) approval will submit a facility vulnerability assessment that identifies vulnerabilities to potential threats utilizing an All Hazards approach.

c. Event Protection Plan (EPP). An All Hazards EPP will be submitted with the Special Event Packet (SEP) that addresses what measures will be executed, when, and by whom and clearly establishes controls to monitor and coordinate event protection.

d. DD Form 2977 Deliberate Risk Assessment Worksheet (DRAW). A DRAW will be prepared and signed by the originator as the preparer for approval by the appropriate authority. The DRAW will identify all potential hazards, risk levels, protective measures, implementation plan, and identification of residual risk.

5. Approval Levels. Under normal conditions, special events require approval as specified below. During periods of elevated FPCON or if specific threats are anticipated the approval authorities will be elevated. All agencies, tenant units and organizations

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operating within the USAG Wiesbaden area of operation (AO) are encouraged to contact the Garrison Antiterrorism Office for clarification. All USAG Wiesbaden agencies, organizations, and tenant units will complete a SEP and forward it to the Garrison Antiterrorism Officer for review and approval within the timelines specified below.

a. Event conducted off-post in the Wiesbaden AOR with an anticipated attendance of 49 or less DOD personnel and/or family members not in uniform. Approval authority is the individual unit commander or staff director. Event planners must submit an informational SEP consisting of the SETA request and DD Form 2977 to the Garrison Antiterrorism Officer for review and tracking NLT 14 days prior to the event. The unit/agency must maintain these records for not less than two years.

b. Any event conducted off-post with an anticipated attendance of 50 to 299 DoD personnel and/or family members or any event with 299 or less uniformed personnel requires Garrison Commander (GC) approval. The SEP must be submitted NLT 45 days prior to the event.

c. Any event conducted off-post with an anticipated attendance of 300 or more DoD personnel or events permitting large volume of public access to an installation requires General Officer for Force Protection (GOFP) approval. Complete packets must be submitted NLT 60 days prior to the event.

Approval Matrix				
Environment		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		

d. 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.


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6. The Garrison Antiterrorism Officers will track off installation special events and use the Threat Working Group (TWG), when appropriate, to ensure adequate security controls are in place to keep risk at an acceptable level. The GC and GOFP may cancel any event at any time if the threat/security environment changes.

7. Points of contact for this policy are Mr. Eugene Fomby by phone at DSN (314) 548-3010 or civilian 0611-143-548-3010 or by email at eugene.fomby2.civ@mail.mil and Mr. Jeff Lopez by phone at DSN (314) 548-3028 or civilian 0611-143-548-3028 or by email at jeffrey.l.lopez2.civ@mail.mil.


NOAH C. CLOUD
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