



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
250 LEXINGTON BLVD SUITE 102
CORPUS CHRISTI TX 78419-5041

CNATRASTAFFINST 3300.1
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8 Aug 12

CNATRA STAFF INSTRUCTION 3300.1

Subj: CHIEF OF NAVAL AIR TRAINING ANTI-TERRORISM PLAN

Ref: (a) DODI 2000.16
(b) USNORTHCOMINST 10-222
(c) OPNAVINST 3300.53C
(d) USFF AT OPORD 3300-11
(e) COMANVAIRFORINST 3300.53A
(f) NAS Corpus Christi TX, AT Plan

Encl: (1) CNATRA AT Plan

1. Purpose. To publish an Anti-Terrorism (AT) Plan for the Chief of Naval Air Training (CNATRA) per references (a) through (f).

2. Scope. This instruction applies to all staff personnel attached to CNATRA including military, Department of Defense (DoD) civilians and contractors.

3. Background

a. The AT Plan is designed with the means and measures to fulfill AT requirements, safeguard personnel, and protect property. Enclosure (1) is provided to assist with the execution of this instruction.

b. The program includes:

(1) The safeguarding of property, resources, and personnel during normal operations, Force Protection Conditions (FPCON), and contingencies.

(2) Instituting AT situational awareness and security responsibilities.

(3) Providing a degree of protection and deterrence equivalent to the threat.

(4) Integrating this plan with the NAS Corpus Christi (NASCC) AT Plan, reference (f) as required by references (a) through (e).

4. Responsibilities

a. Commanding Officer, NASCC

(1) Will implement the Navy AT Program to prevent, deter, detect, plan for, respond to, and mitigate the effects of a terrorist attack within NASCC.

(2) Provide all tenants (to include all visiting forces, detachments, etc.) with guidance that integrates them into the NASCC AT plan and identifies requirements in support of the AT mission.

b. CNATRA

(1) Responsible for security of its spaces. CNATRA will provide sufficient resources, staff assistance and authority to implement, manage and execute an effective AT Program.

(2) Identify resources to support the NASCC AT program, per reference (f).

c. CNATRA AT Officer (ATO) will:

(1) Be the technical advisor to CNATRA for all staff AT matters.

(2) Provide technical and operational support to staff personnel on AT matters.

(3) Be guided in specific duties as delineated in references (a) through (f) and other applicable instructions.

(4) Oversee Level I AT training as delineated in references (a) and (b).

d. CNATRA Personnel (Military/Civilian/Contractors) will:

(1) Follow the requirements of this instruction.

(2) Be sensitive to the presence of strangers (unauthorized persons) in our buildings and spaces and either challenge such individuals or report their presence to a supervisor, the command Security Officer or base security.

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5. Action. All CNATRA personnel are required to read and follow this instruction. Each Department Head will maintain a copy for instant reference.

6. Review Responsibility. ATO is responsible for reviewing and updating of this instruction annually or as changes occur.

C. HOLLINGSWORTH

Chief of Staff

Distribution:
CNATRA Website

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CNATRA
AT
PLAN

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Appendix 1 - SHELTER IN PLACE PLAN

ANNEX A
ANTI-TERRORISM

1. Purpose. Provide information on crisis response procedures in the event of a terrorist attack or threat.
2. Responsibilities. The Commanding Officer (CO), NASCC is responsible for the maintenance of law and order within the grounds and buildings on NASCC. To enforce this authority, the CO may take necessary actions to protect life in the event of a sudden and unexpected terrorist attack or other emergencies. As a tenant, CNATRA will follow the guidelines set by the host activity. Reference (f) provides AT guidance and policy for the tenant commands.
3. Force Protection Conditions (FPCON) Levels and Measures. Reference (f) provides FPCON measures for tenants located on NASCC. Annex D of this instruction provides general information and Appendix 1 to Annex D provides specific measures.
4. Random Anti-Terrorism Measures. Random Anti-Terrorism Measures (RAMs) are used to enhance local FPCON measures. The implementation of RAMs:
 - a. Serves as a tool to enhance the security of NASCC and CNATRA and changes the security atmosphere within the NASCC.
 - b. Reference (f) addresses the RAM program for NASCC.
5. NASCC and Facilities Access
 - a. NASCC Access. As a tenant, CNATRA access to NASCC is governed by requirements contained in reference (f).
 - b. Facilities Access. Access control within CNATRA work spaces is governed by Appendix 1 to Annex D.
6. Emergency Actions
 - a. In the event of a terrorist incident, the senior person in charge at the time of the incident will determine, based upon situation and/or guidance received from NASCC, the need to evacuate premises, shelter in place, etc.

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b. Senior person in charge will ensure that all personnel exit the premises, when required, in an orderly fashion. Time permitting, they will ensure that all classified material is properly stored; all electrical power is turned off; and all windows and doors are shut.

c. An evacuation type drill (i.e. fire or bomb threat) should be held at least annually. Supervisors of handicapped employees will ensure their safe evacuation. This will be accomplished by having someone assigned to assist the handicapped employees during an emergency situation.

d. Per reference (b), evacuation plans and routes will be posted and include a mustering point for staff personnel to check-in.

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ANNEX B
BOMB THREAT PROCEDURES

1. Purpose. To publish procedures to be carried out upon receipt of a bomb threat.

2. Action

a. To avoid any possibility of loss of life and/or 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. All bomb threats will be processed in accordance with below procedures.

b. Individual receiving bomb threat will notify NASCC Security at 361-961-3333.

c. After the call is complete:

(1) Complete Bomb Threat Incident Checklist.

(2) Provide the responding Security personnel with details of the telephone call.

(3) Make a full written record of the conversation and your impressions based on the information annotated on the telephonic bomb information card.

d. Upon receipt of warning, the senior person in charge will decide on the need for evacuation.

e. If evacuation is necessary, ensure that personnel evacuate according to procedure, and that handicapped employees are provided appropriate assistance.

f. Exit the building in the same manner as you would for a fire and proceed to an area at least 100 yards from the building and await the signal to return.

g. Per reference (b), evacuation route diagrams, with identified muster areas, will be posted in each CNATRA office space.

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ANNEX C
MAILROOM OPERATING PROCEDURES
FOR SUSPICIOUS PACKAGES AND LETTERS

1. Purpose. To identify procedures for handling suspicious mail and packages.

2. Action

a. Every effort should be made to examine every piece of mail and look for suspicious characteristics.

b. Mail handlers will be trained on indicators identifying suspicious mail/packages per reference (b), attachment 8.

c. A list of all emergency phone numbers shall be posted within the mailroom.

d. If a suspicious item is identified and evacuation is required, the immediate area shall be evacuated and the senior ranking person within CNATRA Head Quarters (Building 1) shall be notified and NASCC Security called.

e. Per reference (b), evacuation plans and routes will be posted and include a clearly identifiable location for staff personnel to muster and receive follow-on instructions.

Enclosure (1)

ANNEX D
FPCON LEVELS/DOD TERRORIST
THREAT LEVEL INFORMATION

1. Discussion

a. This enclosure describes the DoD terrorist Threat Level and FPCON system that will be used by NASCC during times of increased readiness. They are supported by references (a) and (d) and provide a management system appropriate for the existing threat. NASCC specific measures can be found in reference (f).

b. FPCON levels should be posted in staff spaces to keep personnel informed of current status.

c. Current information can be obtained by contacting the NASCC ATO at 361-961-1692.

f. CNATRA staff personnel will be alerted to any increase in FPCON level and instructions, via electronic mail.

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APPENDIX 1 TO ANNEX D
CNATRA SPECIFIC FPCONS MEASURES

1. Filed as a separate document. CNATRA SPECIFIC FPCONS MEASURES ARE REQUIRED TO BE KEPT SEPARATE FROM THIS DOCUMENT.

Enclosure (1)

ANNEX E
BARRIER PLAN

1. General

a. This Annex is applicable for Building 1 by CNATRA staff personnel and will be implemented at the discretion of NASCC at any time to increase the Antiterrorism (AT) security and force protection readiness level.

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

c. Per reference (d), NASCC will plan, coordinate and provide sufficient service support for Antiterrorism Force Protection (AT/FP) operations and barrier protection.

2. Action. CNATRA Antiterrorism Officer will:

a. Coordinate this plan with NASCC

b. When notified by NASCC that barriers will be deployed, the ATO will coordinate the implementation of the barrier plan per reference (f).

c. Review this plan annually or when CNATRA assets/personnel are relocated.

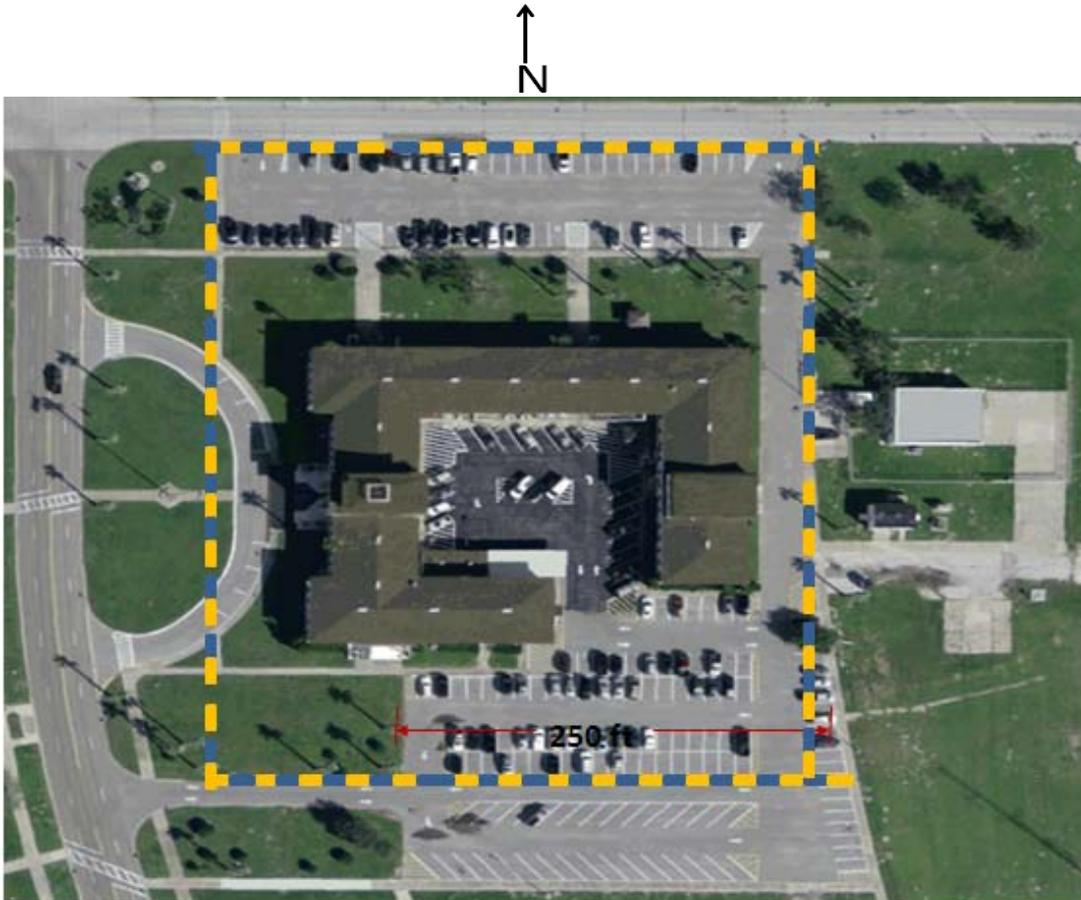
Appendix 1 to Annex E

BARRIER PLAN
(Chief Naval Air Training, Building 1)
(10 January 2012)

NOTICE: In the event that barriers are advised for the area included this building, NAS Corpus Christ will place barriers at the locations indicated below.

1. Entry and exit from all four sides.
2. A clearly marked cable may be strung between barriers if an insufficient number of barriers is available to restrict parking access on the south side of the building

Building Coordinator: LCDR Daryl Dodd, ATO RM#: 202 Telephone#: C: 361-961-3895



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ANNEX F
SHELTER IN-PLACE PLAN

1. General. This Annex is applicable for Building 1 by CNATRA staff personnel and will be implemented at the discretion of NASCC EOC or by the Senior Ranking Officer within Building 1.

Enclosure (1)

Appendix 1 to Annex F

**SHELTER-IN-PLACE PLAN
(Chief Naval Air Training, Building 1)**

NOTICE: In the event that a shelter-in-place is advised for the area including this building, all occupants including visitors will:

1. Close and lock all windows and doors.
2. Turn off all air handling equipment. (fans, heating, ventilation, and air condition)
3. Remain in normal office space, and await further instructions from the Senior Officer Present.
4. Everyone must stay in their space area or designated area until the "All Clear" is announced.

Building Coordinator: LCDR Daryl Dodd, ATO RM#: 202 Telephone#: C: 361-961-3895

The locations of the Heating & Ventilation Air Condition (HVAC) system switches are located near the condenser units outside of Building 1 and depicted in the diagram below.



Contact the EOC at 361-961-2953 or Emergency Dispatch at 361-961-3333 and provide the following information:

Location of Personnel, Floor/Room _____, Number of personnel _____.

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