



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3

CJCSI 5261.01C

DISTRIBUTION: A, B, C, J, S

1 July 2003

COMBATING TERRORISM READINESS INITIATIVES FUND

References:

- a. DODI 2000.16, 8 January 2001, "DoD Antiterrorism Standards"
- b. DODD 2000.12, 13 April 1999, "DoD Antiterrorism/Force Protection Program"
- c. DOD 2000.12H, February 1993, "Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulence"
- d. DOD 7000.14-R, June 2000, "Financial Management Regulation"

1. Purpose. This instruction establishes policy and procedures to facilitate execution of the Combating Terrorism Readiness Initiatives Fund (CbT RIF) established by the Secretary of Defense and managed by the Chairman of the Joint Chiefs of Staff (CJCS).

2. Cancellation. CJCSI 5261.01B, dated 1 July 2001, is canceled.

3. Applicability. This instruction applies to the Joint Staff and combatant commands.

4. Policy

a. Overview. The purpose of the CbT RIF is to fund emergency and emergent high-priority combating terrorism requirements in the year of execution. The fund provides a means for combatant commanders (COCOMs) to react to unforeseen requirements from changes in a terrorist threat, threat levels, force protection doctrine/standards, as well as unanticipated requirements identified as a result of vulnerability assessments, tactical operations, and exercising antiterrorism (AT) plans. CbT RIF can be used to fund maintenance costs for CbT-RIF-funded items during the year of purchase and the subsequent year as a stop-gap measure to permit Services adequate time to program life-cycle costs, if maintenance funds are not programmed and provided from parent Service. The fund is not intended to subsidize ongoing

projects, supplement budget shortfalls, or support routine activities, which are Service responsibilities.

b. Considerations/Limitations

(1) CbT RIF requests can only be submitted by COCOMs for their geographic area, area of responsibility (AOR), or for assigned forces when the requests improves the security posture for combatant command assigned forces. COCOMs may submit requests for assigned forces, bases, stations, posts, agencies and Guard units stationed in the continental United States if in a title 10 status as designated by the Secretary of Defense or if in support of a COCOM. The COCOM must validate and forward CbT RIF requests to the Joint Staff, J-3 Deputy Director of Global Operations, J-3 Anti-Terrorism/Force Protection Division (DDGO, AT/FP) in accordance with CbT RIF submission, approval, and reporting procedures (Enclosure A). The requests must provide justification information, follow the specific format identified in Enclosure B, and be approved at the COCOM or Deputy COCOM level and coordinated through the COCOM comptroller and legal counsel for submission to the Joint Staff. The COCOM must also forward requests in a prioritized spreadsheet (Enclosure C) and report status of obligations and disbursements (Enclosure D). The same criteria apply for security assistance teams whose AT requirements fall under the COCOM per agreement with the Department of State.

(2) For emergent requirements, the requestor must have an approved, executable, and exercised AT Plan, as prescribed in reference a, prior to submitting a CbT RIF request, unless the plan is not executable because of the requested item. The AT Plan is the foundation for determining AT requirements, and therefore, a prerequisite for an emergent CbT RIF request. Operational units must be in support of a COCOM-approved AT Program. Emergency CbT RIF requests are exempt from this requirement.

(3) Commanders should focus on preventing mass casualties using an outside-to-inside approach emphasizing deterrence, detection, and defending against terrorist attacks. The purpose is to prevent terrorists from accessing DOD installations or facilities inhabited by DOD personnel or their families.

(4) CbT RIF requirements are only funded with operations and maintenance (O&M) or Procurement funds, as defined and governed by the DOD Financial Management Regulation (FMR). Submissions may include requirements for physical security equipment and physical security site improvements. Under extraordinary circumstances (e.g., USS COLE Commission recommendations), emergent or emergency CbT RIF requests may be submitted for management and planning, security forces/technicians, and security and investigative matters. Examples of these include contract

manpower, vulnerability assessments (TDY and equipment) associated costs, and training. CbT RIF will not be used to fund civilian or military personnel positions.

(5) Use of CbT RIF funds must meet the FMR guidelines.

(a) Generally, the following thresholds apply for items that are not centrally managed. If an item is not centrally managed and has a unit cost of less than or equal to \$100,000, it should be classified as an expense (O&M) item. If it exceeds \$100,000, then it is an investment item (Procurement). If an item is centrally managed, refer to the FMR, Volume 2A, Chapter 1, for additional guidelines.

(b) IAW title 10, section 2805, O&M can be used to carry out an unspecified minor military construction project costing not more than \$750,000, and \$1,500,000 for minor military construction projects. Projects exceeding these thresholds require military construction funding. For life-threatening military construction projects, the threshold is \$3,000,000. Refer to section 2805 for other limitations on the use of O&M for unspecified minor construction projects.

(c) Prior to submitting a request for CbT RIF, other sources of funding need to be considered either through the COCOM (e.g., Contingency Operations Funding) or Service process. It is common for DOD organizations to charge “pass-through” administrative fees to requesting organizations. “Pass-through” costs should be avoided, or when not avoidable, these costs should be minimized.

(6) Requestors should use Service and/or DOD sources (Technical Support Working Group and Physical Security Equipment Action Group) to determine optimum technology available to meet requirements. Do not rely solely upon contractor provided information.

c. Submission and Approval Process

(1) COCOMs prioritize and submit **emergent** CbT RIF requests to J-3 (DDGO, AT/FP), not later than (NLT) 1 October and 1 February in a fiscal year while following the procedures and timeline in Enclosure A. The requesting organizations must concurrently provide copies of their submission(s) to the parent Service. However, COCOMs may forward **emergency** requests at any time during the fiscal year for consideration. J-3 (DDGO, AT/FP) will staff emergency requests immediately upon receipt.

(2) J-3 (DDGO, AT/FP) will coordinate CbT RIF approved recommendations, to include maintenance costs, if applicable, with

ASD(SO/LIC), parent Services, Office of the Legal Counsel, CJCS, JRO CBRN J-8, and Joint Staff Comptroller. The CJCS or his designated representative is the final approval authority for CbT RIF requests. Each request for funds will be evaluated on its individual merits. The CJCS will approve requirements NLT 15 November and 15 March of each fiscal year. For previously approved and funded projects, the J-3 (DDGO, AT/FP), in coordination with the Joint Staff, can internally realign any unobligated balances to assist the COCOMs in executing their programs.

(3) Funding provided for approved projects should be obligated within 90 days of receipt and NLT the end of the fiscal year and expended within 1 year of obligation. Failure to obligate funds within 90 days could result in retrieval and redistribution of funds for other emergent requests. If funds cannot be obligated within 90 days, a memorandum requesting an extension must be submitted from the COCOM AT point of contact to J-3 (DDGO, AT/FP) explaining the problem and rationale for the delay with an anticipated obligation date.

(4) Using the format at Enclosure D, COCOMs must submit obligation and expenditure reports to the J-3 (DDGO, AT/FP) outlining the status of projects IAW Enclosure C. Obligation and expenditure status must be either certified by the installation accounting office or supplemented with a copy of an accounting report reflecting the current obligations and disbursements. The report will be provided quarterly for the first three-quarters of the fiscal year (December, March, and June); monthly in July and August, and weekly in September. The reports are due the 5th day following the end of the respective report period. September reports are due each Friday.

(5) For a CbT RIF request that was not approved in a given fiscal year, COCOMs can revalidate, reprioritize, and resubmit the same request to J-3 (DDGO, AT/FP). Requests for funding may only be revalidated once. If the Joint Staff does not fund the revalidated request, it is no longer considered emergent and should be funded by the parent Service in the Program Objective Memorandum (POM) or Budget Estimate Requests.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure E.

7. Summary of Changes

a. The changes to CJCSI 5261.01B incorporate administrative changes that include a revised submission schedule for CbT RIF packages, inclusion of procedures for CONUS based units operating under USNORTHCOM, adding

JRO CBRNE J-8 to the CbT RIF coordination process and replacing the term CINC with COCOM.

8. Releasability. This instruction is approved for limited release. DOD components (to include the combatant commands) and other Federal agencies may obtain copies of this instruction through controlled Internet access only (limited to .mil/.gov users) from the CJCS Directives Electronic Library at http://www.dtic.mil/cjcs_directives. Joint Staff activities may also access this instruction from the Joint Staff LAN.

9. Effective Date. This instruction is effective upon receipt.



JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

Enclosures:

- A--Combating Terrorism Readiness Initiatives Fund Submission, Approval, and Reporting Procedures
- B--Combating Terrorism Readiness Initiatives Fund Submission Format
- C--COCOM Combating Terrorism Readiness Initiatives Fund Prioritization Spreadsheet
- D--Obligation and Expenditure Status Report
- E--Responsibilities
- GL--Glossary

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ENCLOSURE A

COMBATING TERRORISM READINESS INITIATIVES FUND SUBMISSION,
APPROVAL, AND REPORTING PROCEDURES

1. COCOMs must submit candidate initiative requests for funding under the CbT RIF throughout the fiscal year using the formats shown in Enclosures B and C. Requests should be classified in accordance with DOD Directive 5200.1, "DoD Information Security Program," DOD 5200.1-R, "DoD Information Security Program Regulation," FMR, and the Joint Staff Integrated Vulnerability Assessment (JSIVA) Program Security Classification Guide.
2. COCOMs will submit "emergency" CbT RIF requests to J-3 (DDGO, AT/FP) immediately upon receipt, and the J-3 (DDGO, AT/FP) will immediately staff these requests. COCOMs will submit "emergent" CbT RIF requests IAW (and NLT) the CbT RIF Fiscal Year Timeline below.

Date	Activity
1 October	COCOMs submit revalidated (previous year) CbT RIF requests and new projects to J-3 (DDGO, AT/FP).
2 October- 14 November	First major decision-making cycle and staffing.
15 November	Joint Staff approves CbT RIF projects for funding.
1 February	COCOMs submit additional current year CbT RIF requests to J-3 (DDGO, AT/FP).
2 February- 14 March	Second major decision-making cycle and staffing.
15 March	Joint Staff approves CbT RIF projects for funding.
30 June	All CbT RIF projects should be 100-percent obligated.
15 July	-Redistribute funding from projects unable to obligate to other projects. -Prepare to obligate potential end-of-year funds. -Verify which unfunded CbT RIF requests can still be obligated and the latest date that funds received can be obligated.

3. Upon receipt of COCOM requests, the Joint Staff J-3 (DDGO, AT/FP) will:
 - a. Evaluate and prioritize requests and prepare and submit information for staffing on projects being recommended for approval and for those being deferred.
 - b. Coordinate with ASD(SO/LIC), Services, Legal Council for the Chairman, Joint Chiefs of Staff, JRO CBRN J-8, and the Joint Staff Comptroller.
 - c. Submit to the CJCS, or his designated representative, recommended COCOM requests for final Joint Staff approval NLT 15 November and 15 March.
 - d. Provide the COCOMs information on the status of approved or deferred requests NLT 15 November and 15 March of any given year.
 - e. Coordinate with the Joint Staff Comptroller on requests approved by the Chairman, or his designated representative, to ensure funds are transferred to the COCOMs.
 - f. Prepare reports and briefings, as required.
4. COCOMs will prepare a quarterly obligation and expenditure report to the J-3 (DDGO, AT/FP) outlining the status of projects IAW Enclosure C. Obligation and expenditure status must be either certified by the installation accounting office or supplemented with a copy of an accounting report reflecting the current obligations and disbursements. The report will be provided quarterly for the first three-quarters of the fiscal year (December, March, and June), monthly (July, and August), and weekly (September). The reports are due the 5th day following the end of the respective report period. September reports are due each Friday.

ENCLOSURE B

COMBATING TERRORISM READINESS INITIATIVES FUND
SUBMISSION FORMAT

1. Submitted By. COCOM, Component Command, and Parent Service.
 - a. Operating Agency Code. Command the funds will be transferred to.
 - b. Approving Authority. COCOM or Deputy COCOM.
2. Point of Contacts (POCs)
 - a. Project POC. Name, rank, office, phone number, fax number, E-mail.
 - b. Comptroller POC. Name, rank, office, phone number, fax number, E-mail.
3. Copy to Service HQ. Date and method of submission to the Service.
4. AT Plan. Does the requestor have an approved, executable, and exercised AT Plan? If yes, what is the date of the plan? If no, requests are not eligible for funding, unless plan is not executable because of the requested item.
5. Location. Provide city and country of the unit/installation and the current force protection condition.
6. Type of Request
 - a. **Emergency** or **emergent**?
 - b. Why was the project not funded last year or budgeted for this year?
 - c. Confirm that the request is not for the purpose of subsidizing an ongoing project, supplements a budget shortfall, or supports routine activity that is a Service responsibility.
7. Requirement Generation. Identify how the requirement was generated and recommended (JSIVA, Service vulnerability assessment (VA), COCOM VA, major Army command/major command (USAF), Echelon-2 Integrated Vulnerability Assessment, self-assessment, AT Plan development, exercise), and the date (month/year) the requirement generating activity occurred.
8. Project Title. Unclassified version.

9. Project Description. Define requirement to include:

a. Detailed description of the initiative; i.e., what the funds will purchase followed by a brief summary of what is to be accomplished.

b. Explain the specific type and application of physical security equipment (blast mitigation, communications, explosive detection, barriers, intrusion detection, personal protection, or other special equipment/sensors) and/or physical security site improvements and facility modifications (Prevention, Mitigation, Response). Refer to the Glossary.

c. Include applicable standards, regulations, and plans on which the requirement is based.

d. If applicable, describe steps taken to ensure technology requested will meet requirement.

10. Justification. State how the project directly supports the COCOM's efforts to combat terrorism, and justify the requirement through the elements: threat assessment, asset criticality assessment, VA, and AT Plan/Program effectiveness.

a. Threat. Specific threat-level information and guidance can be found in DOD 0-2000.12-H, Chapter 5.

(1) State the threat level (high/significant/moderate/low) based on the DIA or COCOM determination to assess the terrorist threat to DOD personnel.

(2) Describe the specified threat (small/large bomb, weapons of mass destruction (WMD), etc.) to be defended against.

b. Asset Criticality. Explain the asset (personnel/facility) criticality as it relates to the threat and the three criteria below:

(1) Importance. Importance measures the value of assets located in the area, considering their function, inherent nature, and monetary value, if applicable.

(2) Effect. Effect measures the ramifications of a terrorist incident in the area, considering the psychological, economic, sociological, and military impacts.

(3) Recoverability. Recoverability measures the time it takes for the function occurring at that area to be restored, considering the availability of resources, parts, expertise and manpower, and redundancies.

c. Vulnerability. Explain the specific vulnerability as it relates to the specified threat (small/large bomb, WMD, etc.) and the asset mentioned above and the three areas of vulnerability:

(1) Construction. Construction measures the degree to which the area protects the assets within it from the effects of a terrorist incident.

(2) Accessibility. Accessibility is measured in terms of the relative ease or difficulty of movement for terrorist elements and the likelihood of detection.

(3) Recognizability. Measures the degree to which a terrorist can determine the function and importance of an area and/or the assets located within it.

d. AT Plan Effectiveness. Describe the specific AT Program shortfall to determine how effective the installation performs the AT functions related to addressing the terrorist threat using one or more of the following criteria:

(1) Policy/Procedures/Plans. Measures the presence of effective plans, MOAs/memoranda of understanding and other agreements, as well as procedures for effectively performing the function.

(2) Equipment. Measures the adequacy of equipment used to perform the function. Consider whether the equipment is working properly, maintained properly, if there is a sufficient amount of equipment, or if the equipment is obsolete.

11. Commanders Risk Assessment (CRA). Based on the four elements (threat, asset criticality, vulnerability, AT Plan effectiveness) contained in the Justification Section (#10), state a rating of High (H) -- Medium (M) -- Low (L) for the CRA, and provide rationale for the rating. Describe the impact if the requirement is not funded this year. Explain the current tactics, techniques, or procedures in place to address the vulnerability and why they are inadequate measures to mitigate the vulnerability.

12. Priority. Prioritize each requirement based on the justification (threat, criticality vulnerability, the AT Plan effectiveness) described in #10 and the CRA. The priority should be labeled as must (M) or need (N) in accordance with the following guidelines:

a. Must. A required resource to mitigate a major risk.

b. Need. A required resource to mitigate medium risk.

13. Coordination. Have the comptroller and legal counsel approved the request(s)? Have other sources of funding been pursued (e.g., contingency operations funding, Service channels)? If not, state the reason. If yes, state the reason they were denied.

14. Budgeting/Programming Information

a. Are the requirements and the life-cycle costs also being forwarded as an unfunded requirement through the Planning, Programming, and Budgeting System of the parent Service or COCOM? If so, what is the specific control number of the project?

b. What are the manpower and maintenance costs associated with this request? If additional costs are required, identify the requirement (e.g., replacement or shelf life) and what the anticipated cost is per year and for how many years.

c. Identify how the follow-on sustainment costs will be funded -- internal to the organization or Component Command or forwarded as an unfunded requirement with the applicable parent Service and/or COCOM.

d. If purchasing via contract, have the maintenance costs for the current year + 1 stop-gap year been built into the contract? This is common practice.

15. Current Fiscal Year Funding Plan

a. Appropriation. Amount Requested O&M: rounded to the nearest thousand; Amount Requested Procurement: rounded to the nearest thousand.

b. Amount Requested. List detailed cost estimates in this section. In particular, contractual services and equipment purchases must provide detailed unit costs, rates, and descriptions, to include contractual vehicles and acquisition contracts to be used. Identify any maintenance/sustainment costs required for the item and to be funded via CbT RIF. Also, identify any administrative pass-through costs charged to execute a contract. Example:

Item/Description	Cost/Unit	# Requested	Appropriation
Hydraulic Barriers	\$2,000	4--\$8,000	O&M
Intrusion Detection	\$25,000	1--\$25,000	O&M
Notification System	\$1.4M	1--\$1.4M	Procurement

Total: \$33,000--O&M
\$1,400,000--Procurement

16. Additional Guidelines

a. Accurate information is required in order for the Joint Staff to assess and prioritize each initiative. Submission by letter vice message is preferable.

b. Submissions must contain all required information (paragraphs 1-15). If submissions are incomplete, processing delays and deferred requests may result until the appropriate information is provided.

c. Each project must stand by itself. Do not merge multiple projects into one project request, this will create an all-or-nothing funding situation during the determination process. For example, a request for a number of Jersey barriers for a specific base is a project that can stand by itself, likewise a request for a CCTV system with all its component parts to include monitors, computer controllers, cabling, etc will also meet this requirement. Combining the needs of several bases or several different pieces of equipment into the same request does not meet this criteria.

d. All project requests will have their corresponding Unified Command Control Number (formerly the CINC Control Number) if they have been identified as a Unfunded Requirement in the POM.

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ENCLOSURE C

COCOM COMBATING TERRORISM READINESS INITIATIVES FUND
PRIORITIZATION SPREADSHEET

COCOMs will complete and send an unclassified Excel spreadsheet (hard copy and electronic) when forwarding CbT RIF requests to J-3 (DDGO, AT/FP). An example spreadsheet is presented below. **J-3 (DDGO, AT/FP) will** forward the specific spreadsheet (one for O&M and Procurement) prior to suspense dates for emergent requirement submissions.

UNIFIED COMMAND Control Number	COCOM/ COMP	ITEM	LOCATION	COST	Stop-Gap Maintenance Requirement	COCOM PRIORITY	THREAT LEVEL	FY Requested
		HIGHLIGHT = Recommend Funding						
		HIGHLIGHT = Previously Funded						
	EUCOM							
	USAREUR	Thermal Viewers	Lerno Depot, IT	\$ 5,000			Low	2000
	USAFE	Repair Perimeter Fence and road	Moron AB, Spain	\$ 320,000			Low	2000
	USAREUR	Secure Communications	SFOR, Bosnia	\$ 39,000			Low	2000
	USAREUR	Mass Notification System	Moron AB, Spain	\$ 44,000			Low	2000
	USAREUR	Communication System	Souda Bay, GR	\$ 176,000			Low	2000
	USNAVEUR	Concrete Barriers for Pier Standoff	Moron AB, Spain	\$ 40,000		1	Low	2001
	USAFE	Mass Notification System at Dorms	Aviano AB, IT	\$ 40,000		2	Low	2001
	USAREUR	Fence Repair Project	Aviano AB, IT	\$ 125,000		3	Low	2001
	SUBTOTAL			\$ 789,000				
	Funded			\$ 584,000				
	Proposed Funding Total			\$ 205,000				

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ENCLOSURE D

OBLIGATION AND EXPENDITURE STATUS REPORT

COCOMs will complete and send unclassified obligation reports IAW Enclosure A and upon J-3 (GO, AT/FP) request. COCOM obligation reports will consist of a memorandum and an Excel spreadsheet. If an item was allocated both O&M and Procurement funds, provide separate entries on spreadsheet below. An example spreadsheet is presented below. **J-3 (DDGO, AT/FP) will** forward the specific spreadsheet to COCOMs at the beginning of the fiscal year.

COCOM/ COMP	FY	ITEM	LOCATION	O&M Allocation	Procurement Allocation	OBLIGATED \$	% Obligated	EXECUTED \$	Projected 100% Obligated Date
EUCOM									
USAREUR	2001	Thermal Viewers	Lerno Depot, IT	5,000		5,000	100%	5,000	complete
		Same as above (SAB)	SAB		430,000	430,000	100%	230,000	complete
USAFE		Repair Perimeter	Moron NAS, Spain	320,000		155,000	50%	-	1-Aug-01
USAREUR		Secure Communications	Ramstein AB, GE	39,000		-	0%	-	1-Mar-01
USAREUR		Mass Notification System	USAREUR HQ, GE	44,000		44,000	75%	20,000	complete
TOTAL				408,000	430,000	623,000	74%	255,000	1-Aug-01

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ENCLOSURE E
RESPONSIBILITIES

1. Chairman of the Joint Chiefs of Staff. The Chairman's responsibilities are as follows:
 - a. Manage the CbT RIF and act as approval authority or designate an appropriate representative.
 - b. Formulate instructions for program administration.
2. Director for Operations. The Director, J3, as the primary Joint Staff Office for managing the CbT RIF, and the designated Fund Manager, Deputy Director of Operations, Combating Terrorism (J-3 (DDGO, AT/FP)) responsibilities include:
 - a. Review requests to ensure compliance with this instruction.
 - b. Evaluate and prioritize initiative requests, and coordinate recommendations with the ASD (SO/LIC), Services, and Legal Council to the Chairman of the Joint Chiefs of Staff, and the Joint Staff Comptroller.
 - c. Notify the combatant commands of approved and deferred requests.
 - d. Provide Operating Agency Codes and funding points of contact to the Joint Staff Comptroller.
 - e. Monitor transfer of funds to the combatant commands, and coordinate with Joint Staff Comptroller on the status of obligation and expenditure rate reports received from the COCOMs.
 - f. In coordination with the Joint Staff Comptroller, redistribute funding returned from COCOMs to other previously approved CbT RIF projects requiring additional funding.
 - g. Prepare status reports for the Office of the Secretary of Defense, the Chairman, and Congress, as required.
 - h. Plan, program, and budget for the CbT RIF, to include formulation, consolidation, and justification of requirements to Under Secretary of Defense Comptroller and ASD (SO/LIC), in accordance with the FMR.
 - i. Program for adequate funding, within given budget authority, to meet the COCOMs' CbT requirements.

3. Joint Staff Comptroller. The, Joint Staff Comptroller, is responsible for funds control and reporting for on the CbT RIF and to:

- a. Review financial implications of COCOM requests.
- b. Coordinate with the Under Secretary of Defense (Comptroller), and perform other liaison activities, as required.
- c. Determine optimal method of fund transfer for approved requests and ensure the transfer is completed in a timely manner.
- d. Monitor the status of approved project obligations and expenditures through accounting systems data and reports from the COCOMs. Provide copy of reports to J-3 (DDGO, AT/FP).
- e. Assist in the preparation of status reports to the Secretary of Defense, the Chairman, and Congress, as required.

4. Combatant Commanders. The COCOMs' responsibilities are as follows:

- a. Establish an office of primary responsibility and assign a single point of contact for managing the CbT RIF program to include submission of requests and coordination with the Joint Staff.
- b. Ensure other sources of funding, either through the COCOM (e.g., Contingency Operations Funding) or Services, are not available prior to submitting request(s).
- c. Submit request(s) in compliance with instruction guidelines to the J-3 (DDGO, AT/FP), and ensure components concurrently send a copy of the request(s) to the parent Service.
- d. Forwarding approved submissions to the J-3 (DDGO, AT/FP) (IAW Enclosure B) and send a prioritized spreadsheet (IAW Enclosure C).
- e. Ensure the Component Command, installation, and/or unit submitting the request is notified of the status of the request NLT 2 weeks after the Joint Staff has notified the COCOM POC the project has been approved or deferred.
- f. Verify funds are received by the requesting organization NLT 2 weeks after receiving Joint Staff message.

g. Make every effort to obligate funds as soon as possible after they are received from the Joint Staff. Obligate funds received for approved CbT RIF requests NLT 90 days after receipt. If this is not possible, the COCOM POC must provide a memorandum to J-3 (DDGO, AT/FP) requesting an extension and explain the rationale for the delay and an expected obligation date.

h. Provide, in coordination with the local comptroller, obligation and expenditure status of all approved requests at the end of each quarter (except in the last quarter reporting will be monthly, and in the last month reporting will be weekly). Obligation and expenditure status must be either certified by the installation accounting office or supplemented with a copy of an accounting report reflecting the current obligations and disbursements.

i. Expend funds received for approved CbT RIF requests NLT 1 year from date of obligation.

j. Ensure funds that are in excess of requirements, or for projects unable to be executed, are returned as soon as possible to the Joint Staff in the fiscal year NLT 15 July so funds may be redistributed.

k. Ensure Component Command, installation, or unit submitting the CbT RIF requests forward the same requirement to J-3 (DDGO, AT/FP) as an Unfunded Requirement (UFR) to assist the Services in prioritizing and determining the merit of the UFRs. These same UFRs should be submitted to the parent Service for POM preparation and should identify follow-on costs, to include training, maintenance, and replacement.

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GLOSSARY OF TERMS

antiterrorism (AT). Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces. The following AT subcategories are provided in accordance with the FMR Volume 2B, Chapter 19.

a. physical security equipment. Any item, device or system that is used primarily for the protection of assets, personnel, information, or facilities, to include alarms, sensors, protective lighting and their control systems and the assessment of the reliability, accuracy, timeliness, and effectiveness of those systems.

b. physical security site improvements. Incremental costs associated with facility improvements (using O&M or MILCON funding), new construction, or new construction design, whose purpose is to protect DOD assets, personnel, or information from terrorist threats. These improvements may include walls, fences, barricades, or other fabricated or natural impediments used to restrict, limit, delay, or deny entry into a Defense installation or facility.

c. physical security management planning. All personnel who manage physical security programs, resources, and assets such as, but not limited to, headquarters staff (includes COCOM headquarters staff elements performing such functions).

d. security forces/technicians. Personnel and operating costs associated with protective forces whose primary or supporting mission is to safeguard assets, personnel, and information. Included are costs for salaries, overtime, benefits, materials, supplies, travel, support equipment, facilities, vehicles, helicopters, training, communications equipment, and management.

e. security and investigative matters. Includes Defense criminal investigative resources, conduct of vulnerability assessments (periodic high-level reviews and physical security assessments), security and intelligence activities, and any cross discipline security functions that do not easily fit into other security categories.

combating terrorism (CbT). Combating terrorism within the DOD encompasses all actions, including antiterrorism (defensive measures taken to reduce vulnerability to terrorist acts), counterterrorism (offensive measures taken to prevent, deter, and respond to terrorism), terrorism consequence management (preparation for and response to the consequences of a terrorist incident/event), and intelligence support (collection and dissemination of terrorism-related information) taken to oppose terrorism throughout the entire

threat spectrum, to include terrorist use of chemical, biological, radiological, nuclear materials or high-yield explosive devices.

Combating Terrorism Readiness Initiatives Fund (CbT RIF). Program established by Congress in the FY 1997 National Defense Authorization Act (NDAA), and managed by the Joint Staff (J-3 (GO, AT/FP)). Provides funds for emergency and emergent high-priority antiterrorism projects or equipment submitted by COCOMs, and approved by the Chairman of the Joint Chiefs of Staff, or designated representative, after coordination with the ASD(SO/LIC) and the Services.

combating terrorism requirement. A resource needed to deter, detect, defend, or respond to a terrorist threat or incident that will protect the lives of Service members, their families, or government property.

emergency requirement. An unanticipated requirement created by a combination of circumstances or the resulting state that requires *immediate* action to prevent, deter, or respond to a terrorist act.

emergent requirement. Newly formed, unexpected requirement resulting from a logical consequence of unforeseen circumstances calling for *prompt* action.