

# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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J-3  
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CJCSI 5261.01G  
2 December 2013

## COMBATING TERRORISM READINESS INITIATIVES FUND

### References:

- a. DoDI 2000.16, Change 2, 8 December 2006, "DoD Antiterrorism (AT) Standards"
- b. DoDD 2000.12, 18 August 2003, "DoD Antiterrorism (AT) Program"
- c. DoD 7000.14-R, June 2008, "Financial Management Regulation," Volume 2A, Chapter 1, October 2008; Volume 2B, Chapter 19, September 2008
- d. Title 10, U.S.C., section 2805, 24 January 2002 "Unspecified Minor Construction,"
- e. Title 10, U.S.C., section 166b, 3 January 2012, "Combatant Commands: Funding for Combating Terrorism Readiness Initiatives"

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, hereafter referred to as the Chairman.

2. Superseded/Cancellation. CJCSI 5261.01F, 21 October 2008, is hereby superseded.

3. Applicability. This instruction applies to the Joint Staff, Combatant Commands, Services, and Department of Defense (DoD) Agencies.

4. Policy. See Enclosure A.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure B.

7. Summary of Changes


a. Major revisions were made to reflect the retirement of the Core Vulnerability Assessment Management Program (CVAMP), requiring CbT RIF requests to be made via memorandum from the Combatant Commands to the Joint Staff.

b. Administrative changes include updated references to ASD(SO/LIC&IC) to reflect ASD(HD&ASA), updated reference citations and Web addresses, changes reflecting the new J-3 organization, and clarification of internal Joint Staff coordination with the J-2 for evaluation of the threat and hazard assessment in Combatant Command submissions.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DoD Components (including the Combatant Commands), other Federal Agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

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

For the Chairman of the Joint Chiefs of Staff:



DAVID L. GOLDFEIN, Lt Gen, USAF  
Director, Joint Staff

Enclosures:

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

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## ENCLOSURE A

### POLICY

1. 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 to react to unanticipated or unforeseen requirements (e.g., requirements identified as a result of a change in terrorist threat/threat levels, antiterrorism (AT) standards/doctrine, a current vulnerability assessment, tactical operations, and exercising 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 stopgap measure to permit the Services adequate time to program life-cycle costs if maintenance funds are not programmed and provided from the parent Service. The fund is not intended to subsidize ongoing projects, supplement budget shortfalls, or support routine activities that are Service responsibilities. CbT RIF funds will not be used to fund weaponry, ammunition, military table of organization and equipment, or table of distribution and allowances equipment that is normally acquired through Service logistics channels.

#### 2. Considerations/Limitations

a. CbT RIF requests can only be submitted by Combatant Commands for their geographic area of responsibility (AOR) or for assigned forces or other DoD elements present in the AOR when the fulfillment of such requests improves the AT posture for those DoD elements. Combatant Commands must submit requests for CbT RIF funds via memorandum in accordance with reference a, E3.30., "DoD STANDARD 30: AT Resource Application."

b. Combatant Commands may submit requests for assigned forces, bases, stations, posts, agencies, Reserve Components (RC), 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 Combatant Command. The Combatant Commands must validate and forward CbT RIF requests to the Joint Staff/J-3, Deputy Director for Nuclear, Homeland Defense and Current Operations (DDNHDCO), Protection Division, in accordance with CbT RIF submission, approval, and reporting procedures (Enclosure C).

c. The requests must provide justification information, follow the specific format identified in Enclosure D, be approved by the Combatant Commander or Deputy Combatant Commander, and be coordinated through the Combatant Command comptroller and legal counsel for submission to the Joint Staff. Each request must be written to clearly and effectively convey all requirements to commanders and officials in the review and approval process. The same criteria apply for security assistance teams with AT requirements falling under

the Combatant Command, per agreement with the Department of State. All requesters for this fund must also coordinate with their local legal and comptroller personnel prior to formal submittal to J-3 DDNHDCO.

d. Emergent requirements are typically the result of a change in mission, policy, or threat, or result from a recent vulnerability assessment (less than 24 months old). 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 is a prerequisite for an emergent CbT RIF request. Operational units must be in support of a Combatant Command-approved AT program. Emergency CbT RIF requests are exempt from the provisions of this paragraph.

e. Commanders should maintain an outside-to-inside security approach, focus on prevention of mass casualties, and sustain DoD strategic AT goals (e.g., deter, detect, defend, and respond). The central purpose is to enhance the overall security of DoD installations or facilities and raise and strengthen the defense-in-depth threshold for potential terrorist incidents or attacks.

f. CbT RIF requirements are only funded with Defense operations and maintenance (O&M) or Defense procurement funds, as defined and governed by reference c. Submissions may include requirements for physical security equipment and physical security site improvements. Under extraordinary circumstances (e.g., Fort Hood Independent Review), emergent or emergency CbT RIF requests may be submitted for management and planning, security forces or technicians, and security and investigative matters. Examples of these include contract manpower, vulnerability assessment (TDY and equipment) associated costs, and training. CbT RIF will not be used to fund civilian or military personnel positions. Refer to reference c for a more detailed explanation of items that are eligible for CbT RIF funding.

g. Use of CbT RIF funds must meet the Financial Management Regulation guidelines in reference c.

(1) Generally, the following thresholds apply for acquisition of items that are not centrally managed. If an item is not centrally managed and has a unit cost less than or equal to \$250,000, it should be classified as an expense (O&M) item. If it exceeds \$250,000, then it is an investment item (procurement). Refer to reference b for additional guidelines if an item is centrally managed.

(2) There are three categories of items that can either be combined to mitigate vulnerability or that may individually compose the mitigation through CbT RIF funding.

(a) The first category is an individual item, such as a drop-in bollard or a hydraulic gate. These are primarily stand-alone items.

(b) The second category is a system, such as a personal alerting system, that consists of several subparts, including monitors, speakers, cables, and telephone interface.

(c) The final category is a system of systems. An illustration of this is a base security system composed of several separate systems combined into one linked system. Examples include a base defense system consisting of an intrusion detection and surveillance system triggered to fence alarm cabling that is in turn remoted to an alarm monitoring station with VCR/DVR recorder capabilities, TV monitors, and control software. The dollar cost for a system cannot be further broken down into subrequests; therefore, it is an all-or-nothing capability. The cost of a system of systems may be broken down into subcomponents for funding or requested as one complete package. Requesting funding for a system of systems, in one complete package, places that request in an all-or-nothing funding situation.

(3) In accordance with (IAW) reference d, O&M may be used for an unspecified minor military construction project costing not more than \$750,000. In the case of unspecified minor military construction projects intended solely to correct a deficiency that is life-threatening, health-threatening, or safety-threatening, funding should be limited to or less than \$1,500,000. However, these same military construction projects may be approved for as much as \$3,000,000. Projects exceeding these thresholds require military construction (MILCON) funding. Refer to reference d for additional limitations on the use of O&M for unspecified minor construction projects.

(4) Prior to submitting a request for CbT RIF, consider other sources of funding through the Combatant Commands (e.g., Combatant Commander Initiative Fund or Contingency Operations Funding), Service baseline/contingency operations funding, or facility internal operating funds. It is common for DoD organizations to charge pass-through administrative fees to requesting organizations for normal financial operations. These fees are part of the cost of processing requirements and other overhead requirements that are endemic to the process. Pass-through costs are not authorized for projects funded under CbT RIF.

h. Requestors should use Service or DoD sources (Technical Support Working Group and Physical Security Equipment Action Group) to optimum technology available to meet requirements. Do not rely solely on contractor-provided information.

i. CbT RIF funding is for use on the approved project only and cannot be used for any purpose other than what is specifically stated in the Automated Message Handling System (AMHS) message provided by the Joint Staff. If the project is no longer required, the CbT RIF funding must be returned to Joint Staff for reallocation.

### 3. Submission and Approval Process

a. Combatant Commands prioritize and submit emergent CbT RIF requests to J-3 DDNHDCO NLT 15 August and 3 January in a fiscal year following the procedures and timeline in Enclosure A. However, Combatant Commands may forward emergency requests at any time during the fiscal year for consideration. J-3 DDNHDCO will staff emergency requests immediately upon receipt. If there are sufficient monies returned to the CbT RIF fund or sufficient funds remain, additional calls for projects capable of being obligated on short notice may be conducted.

b. J-3 DDNHDCO will coordinate all CbT RIF requests, including maintenance costs, if applicable, with the Assistant Secretary of Defense for Homeland Defense and Americas Security Affairs (ASD(HD&ASA)), parent Services, Joint Staff Legal Counsel and Comptroller, and Joint Staff/J-8 Joint Requirements Office for Chemical, Biological, Radiological, and Nuclear Defense (JRO-CBRND) for those projects concerning CBRND. Recommendations for CbT RIF project approvals will be accompanied by inputs from the appropriate Services/Defense Agencies as to why they cannot fund the costs through their own resources. The Chairman or the designated representative is the final approval authority for CbT RIF requests. Each request for funds will be evaluated on its individual merits. The Chairman will notify requesting Combatant Commands of approved projects via AMHS message upon approval by the Director, Joint Staff. For previously approved and funded projects, J-3 DDNHDCO, in coordination with the Joint Staff, can internally realign any un-obligated balances to assist the Combatant Commands in executing their programs.

c. Funding provided for approved projects must be obligated within 90 days of release by the Joint Staff Comptroller and not later than (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 or emergency requests. If funds cannot be obligated within 90 days, a memorandum requesting an extension must be submitted by the first



flag officer in the Combatant Command CbT RIF representative's chain of command to J-3 DDNHDCO explaining the problem and rationale for the delay with an anticipated obligation date. If funds are not expended within 1 year of obligation, a memorandum requesting an extension must be submitted by the first flag officer in the Combatant Command CbT RIF representative's chain of command to J-3 DDNHDCO documenting the problem, rationale for the delay, and the anticipated expenditure date.

d. Combatant Commands are responsible for submitting monthly reports to the Chairman for each of the CbT RIF requests requested and funded regardless of where or to what component in their AOR the money was sent. Reports will outline the status of projects funded, with specific comments on any projected balance of authorized funding, the benefits derived from the fund (including status of metrics or performance measures established in the submission packet), and other issues and concerns relating to the fund (Enclosure E). The report is due to J-3 DDNHDCO by the 5th of each month and will be included on the Combatant Commander's monthly flash report to the Joint Staff Comptroller. Reports will be provided to J-3 DDNHDCO starting a month after the funds are received and will stop when the funds are completely spent or returned to the Joint Staff.

e. For a CbT RIF request that was not approved in a given fiscal year, Combatant Commands can revalidate, reprioritize, and resubmit the same request to J-3 DDNHDCO. If the Joint Staff does not fund the revalidated request during the subsequent fiscal year, it is no longer considered emergent and should be funded by the parent Service in the program objective memorandum (POM) or budget execution review.

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ENCLOSURE B  
RESPONSIBILITIES

1. Chairman of the Joint Chiefs of Staff. The Chairman's responsibilities are to:

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, J-3, as the primary Joint Staff Office for managing the CbT RIF and the designated Fund Manager, Deputy Director for J-3 DDNHDCO, has the following responsibilities:

a. Review requests to ensure compliance with this instruction.

b. Evaluate and prioritize requests, and coordinate recommendations with ASD(HD&ASA), the Services, the Legal Council to the Chairman of the Joint Chiefs of Staff, the Joint Staff J-2, and the Joint Staff Comptroller. Additional coordination is required with the J-8 for JRO-CBRND-related projects.

c. Notify the Combatant Commands of approved, deferred, or denied 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 the Joint Staff Comptroller on the status of obligation and disbursement rate reports received from the Combatant Commands.

f. In coordination with the Joint Staff Comptroller, redistribute funding returned from Combatant Commands 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 the formulation, consolidation, and justification of requirements through the Joint Staff Comptroller to the Under Secretary of Defense (Comptroller) and ASD(HD&ASA).

i. J-3 DDNHDCO DAR branch will conduct audits of Combatant Command CbT RIF holdings at least once per fiscal year.

3. Joint Staff Comptroller. The Joint Staff Comptroller is responsible for controlling funds, reporting on CbT RIF, and the following tasks:

- a. Review financial implications of Combatant Command 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. Reconcile the status of approved project obligations and disbursements between DFAS/CABS accounting systems data and monthly reports from the Combatant Commands. Comptroller will maintain monthly financial reporting and will make reports available to J-3 as needed.
- e. Assist in the preparation of status reports to the Secretary of Defense, the Chairman, and Congress, as required.

4. Combatant Commanders. The responsibilities of the Combatant Commands are to:

- 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 Combatant Commands (e.g., Combatant Commander Initiative Fund or Contingency Operations Funding) or Services, are not available prior to submitting request(s).
- c. Submit request(s) in compliance with this instruction guideline to the J-3 DDNHDCO via memorandum in accordance with the timeline in Enclosure A.
- d. Ensure the Combatant Command, installation, or unit submitting the request is notified of the status of the request NLT 2 weeks after the Joint Staff has notified the Combatant Commands' point of contact the project has been approved or deferred.
- e. Verify funds are received by the requesting organization NLT 2 weeks after receiving the Joint Staff message.

f. Ensure funds are used as described in this instruction and directed in the CbT RIF allocations AMHS message provided by the Joint Staff. CbT RIF funds are to be used in accordance with the approved project and are not authorized for any other purpose. If the funds are no longer needed, immediately return to the Joint Staff for reallocation. Requesting comptrollers are responsible for notifying the J-3 DDNHDCO that funds have been returned to Program Budget Automated System and are ready for withdrawal.

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 release by the Joint Staff Comptroller. If funds cannot be obligated within 90 days, a memorandum requesting an extension must be submitted by the first flag officer in the Combatant Command CbT RIF representative's chain of command to J-3 DDNHDCO explaining the problem and rationale for the delay with an anticipated obligation date.

h. Update status of projects as changes in obligations and disbursements occur. Obligation and disbursement 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 or via the report issued by J-3 DDNHDCO.

i. Expend funds received for approved CbT RIF requests NLT 1 year from date of obligation. For funds that are not expended within 1 year, provide a memorandum from the first flag officer in the Combatant Command CbT RIF representative's chain of command to J-3 DDNHDCO documenting the circumstance and rationale for the delay and an anticipated expenditure date.

j. Ensure funds 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. Track and verify the completion of all past year requests to ensure that unused funds are returned to the Joint Staff.

k. Ensure the component command, installation, or unit submitting the CbT RIF request forwards the same requirement to J-3 DDNHDCO as an unfunded requirement (UFR) in a memorandum per Enclosure D to assist the Services in prioritizing and determining the merit of the UFRs. These same UFRs must be submitted to the parent Service for POM preparation and should identify follow-on costs, including training, maintenance, and replacement.

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ENCLOSURE C

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

1. Combatant Commands must submit candidate initiative requests for funding under the CbT RIF throughout the fiscal year using the format provided in Enclosure D and the additional guidance given at Enclosure B. Classify requests in accordance with DoDI 5200.01 and the Joint Staff Integrated Vulnerability Assessment (JSIVA) Program Security Classification Guide.

2. Combatant Commands will submit emergency CbT RIF requests to J-3 DDNHDCO immediately upon receipt, and the J-3 DDNHDCO will immediately staff these requests. Combatant Commands will submit emergent CbT RIF requests IAW and NLT the CbT RIF fiscal year timeline below.

<u>Date</u>	<u>Activity</u>
15 August	Combatant Commands submit revalidated (previous year) CbT RIF requests and new projects to J-3 DDNHDCO.
2 August- 30 September	First major decision-making cycle and staffing.
1 October	Joint Staff approves CbT RIF projects for funding.
3 January	Combatant Commands submit additional current year CbT RIF requests to J-3 DDNHDCO.
4 January- 1 February	Second major decision-making cycle and staffing.
2 February	Joint Staff approves CbT RIF projects for funding.
1 June	All CbT RIF projects should be 100 percent obligated.
NLT 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 Combatant Command requests, the J-3 DDNHDCO will:
  - a. Evaluate and prioritize requests and prepare and submit information for staffing on projects being recommended for approval.
  - b. Coordinate with ASD(HD&ASA), Services, Legal Counsel for the Chairman of the Joint Chiefs of Staff, Joint Staff J-2, J-8 JRO-CBRND, and the Joint Staff Comptroller.
  - c. Submit to the Chairman of the Joint Chiefs of Staff, or the designated representative, recommended Combatant Command requests for final Joint Staff approval NLT 15 September and 15 January.
  - d. Provide the Combatant Commands information on the status of approved or deferred requests NLT 5 October and 5 February of any given year.
  - e. Coordinate with the Joint Staff Comptroller on requests approved by the Chairman, or the designated representative, to ensure funds are transferred to the Combatant Commands.
  - f. If sufficient funds remain, conduct subsequent calls for CbT RIF projects capable of being obligated on short notice.
  - g. Prepare reports and briefings, as required.
4. Combatant Commands will prepare an obligation and expenditure report to the J-3 (DDNHDCO) outlining the status of projects IAW Enclosure E. 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 D

COMBATING TERRORISM READINESS INITIATIVES FUND  
SUBMISSION FORMAT

1. Submitted By. Combatant Command, Component Command, and parent Service.
  - a. Operating Agency Code. Command the funds will be transferred to.
  - b. Approving Authority. Combatant Commander or Deputy Combatant Commander.
2. Point of Contacts (POCs)
  - a. Project POC. Name, rank, office, phone number, fax number, e-mail address.
  - b. Comptroller POC. Name, rank, office, phone number, fax number, e-mail address.
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), Combatant Command VA, major Army command/major command (USAF), 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 the requirement.

10. Justification. State how the project directly supports the Combatant Command'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 O-2000.12-H, Chapter 5.

(1) State the threat level (high/significant/moderate/low) based on the Defense Intelligence Agency or Combatant Command 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/memorandums 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, whether there is a sufficient amount of equipment, or whether 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), or Low (L) for the CRA, and provide a 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, 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 no, 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, Budgeting and execution (PPBE) Process of the parent Service or Combatant Command? 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 Combatant Command.

d. If purchasing via contract, have the maintenance costs for the current year +1 stopgap 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) and 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, including contractual vehicles and acquisition contracts to be used. Identify any maintenance/sustainment costs required for the item and to be funded via CbT RIF. In addition, identify any administrative pass-through costs charged to execute a contract. Examples:

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 instead of 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. Similarly, a request for a CCTV system with all its component parts including 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 E

OBLIGATION AND EXPENDITURE STATUS REPORT

Combatant Commands will complete and send unclassified obligation reports IAW Enclosure A and upon J-3 (DDNHDCO) request. Combatant Command 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 the spreadsheet below. A sample spreadsheet is presented below.

Combatant Command /COMP	FY	ITEM	LOCATION	O&M Allocation	Procurement Allocation	OBLIGATED \$	% Obligated	EXECUTED \$	Projected 100% Obligated Date
<b>USEUCOM</b>									
USAREUR	2013	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, Spain	320,000		155,000	50%	-	1-Aug-13
USAREUR		Secure Communications	Ramstein AB, GE	39,000		-	0%	-	1-Mar-13
USAREUR		Mass Notification System	USAREUR HQ, GE	44,000		44,000	75%	20,000	complete
<b>TOTAL</b>				<b>408,000</b>	<b>430,000</b>	<b>623,000</b>	<b>74%</b>	<b>255,000</b>	<b>1-Aug-13</b>

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## GLOSSARY

NOTE: The following terminology is chiefly specialized for the scope of this instruction. It is limited to the scope of the subject matter of the instruction and has not been approved for general, DoD-wide use and inclusion in Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," except when a definitional entry is followed by a parenthetical caption such as the following: "(JP 1-02). Source: JP X-xx (i.e., the source document in which the terminology was developed or revised)."

antiterrorism. Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, including rapid containment by local military forces. Also called AT (JP1-02. Source: JP 3- 07.2). The following AT subcategories are defined:

- a. physical security equipment. Any item, device, or system that is used primarily for the protection of assets, personnel, information, or facilities, including 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 operation and maintenance or military construction funding), new construction, or new construction design where the 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 Combatant Command 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. Actions, including antiterrorism and counterterrorism, taken to oppose terrorism throughout the entire threat spectrum. Also called CbT. See also antiterrorism: counterterrorism (JP 1-02. Source: JP 3-26).

Combating Terrorism Readiness Initiatives Fund (CbT RIF). Program established by Congress in the Fiscal Year 1997 National Defense Authorization Act and managed by the J-3 DDNHDCO. Provides funds for emergency and emergent high-priority antiterrorism projects or equipment submitted by Combatant Commands, and approved by the Chairman of the Joint Chiefs of Staff, or a designated representative, after coordination with the Assistant Secretary of Defense for Homeland Defense and Americas Security Affairs.

combating terrorism requirement. A funding request needed to deter, detect, defend, or respond to a terrorist threat or incident that will protect the lives of Service members and 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. A newly formed, unexpected requirement resulting from a logical consequence of unforeseen circumstances calling for prompt action.