

NOTE: THE HIGHLIGHTED AREAS ARE EITHER ACTION ITEMS OR INSTRUCTIONS. INSTRUCTIONS SHOULD NOT BE INCLUDED IN THE FINAL DOCUMENT. WHEN YOU CUT AND PASTE, PLEASE BE SURE TO FORMAT THE PRINTING AND FONT TO THE ORIGINAL DOCUMENT.

UNIT LETTERHEAD AND COMPLETE ADDRESS
(Do not abbreviate)

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Antiterrorism/Force Protection/Recovery Plan for (Rank and name of traveler),
Destination: (place(s) traveling to), Dates of Travel: (dates of each destination) (Standard
format for all travel except USAPACOM restricted areas)

1. Summary.

a. Buddy Rule is/is not in effect. (If in effect, state how the Buddy Rule will be satisfied and
with whom).

b. SECSTATE Public Announcements or Travel Warnings: Make a separate sub-paragraph
for each destination (If none, state none). Travel Warning information can be cut and paste
from the DOD Electronic Foreign Clearance Guide, Section IV A at the NIPRNet site
<https://www.fcq.pentagon.mil/>.

c. CDR, Travel Restrictions: Make a separate sub-paragraph for each destination. Travel
restricted country information can be cut and paste from the DOD Electronic Foreign Clearance
Guide, Section III at the NIPRNet site <https://www.fcq.pentagon.mil/>. If there **are not** any travel
restrictions for country(ies) of travel, state "NONE". If there **are** travel restrictions in effect,
include the following information. If not in effect, delete (1-3).

(1) Indicate how the traveler(s) will comply with the requirements of the restriction (will
not be traveling to Travel Restricted locations or participating in restricted types of events).

(2) State that the travel has been designated "mission essential" by the traveler(s) chain
of command, (Include name and rank of person in the chain of command that made the
designation). A mission essential statement must be signed by the commander/director and
submitted with the USAMRMC Form 55 when requesting clearances.

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- (1) If traveling to a restricted area, the commander/director must do an Operational Risk Assessment (ORA). A signed statement by the commander/director must be submitted with the USAMRMC Form 55 when requesting clearances.

2. Security (responsibility and measures)

- a. Weapons: (e.g., State who will be armed or no weapons authorized.)
- b. Workplace: (e.g., Dept of State Guards, US Army MPs, direct hire/contract security guards, or local police.)
- c. Billeting: (Include address and phone number of billeting or hotel.)

3. Medical (Health Precautions and warnings can be cut and paste from DOD Electronic Foreign Clearance Guide, Section IV E at the NIPRNet site <https://www.fcg.pentagon.mil/>. In addition to the health precautions, provide the following information:

- a. State whether comprehensive medical care/ambulance service is available, location of medical or hospital and phone numbers.
- b. Emergency medical support: Provide medical information to (Traveler).
- c. Installations public health officers can assist in determining if a traveler requires a vaccination. For additional information on vaccines, refer to the MILVAC website at NIPRNet site <http://www.vaccines.mil>.
- d. Travelers may obtain additional information from the international travelers' hotline of the Centers for Disease Control and Prevention (CDC) at 1-888-232-3228, from the CDC AUTOFAX at 1-888-232-3229, or from the CDC NIPRNet site <http://www.cdc.state.gov/>.

4. Communications

- a. Availability of telephones in-country: (Public/International cell phones/other. Include Country/City Code dialing information.)
- b. Contact numbers in-country: (Links to all American Embassy web pages are available at NIPRNet site <http://www.usembassy.state.gov/>).

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5. American Embassy Locations: (Include street address and other pertinent directions to locate the nearest American Embassy or Consulate – Links to all American Embassy web pages are available at NIPRNet site <http://www.usembassy.state.gov/>).

6. Emergency Action Plans

- a. Evacuation Plans: (Provide detailed information for Traveler(s) to evacuate the country in the event of an emergency. Include phone numbers and points of contact at American Embassy/Consulate to obtain guidance on evacuating the country. Also include telephone numbers necessary to change airline reservations if required.)
- b. Upon identification of suspicious activity possibly endangering personnel, facilities, or residences, traveler(s) will notify hotel security and local police. Subsequent notification will be made to the American Embassy/Consulate.
- c. Safe Havens: American Embassy/Consulate for all threats other than those to the Embassy/Consulate. For threats to American Embassy/Consulate, traveler(s) will remain in their hotel unless otherwise instructed by American Embassy personnel.

7. Specific Contingency Plans

- a. Terrorist attacks on an American Embassy: Cease activities; return to hotel room or other available safe haven; assess situation; contact Theater JOC Director and USAMRMC EOC (301-619-0605) or USAMRMC Force Protection Office (301-619-7281, 301-619-6060 or 301-619-7270).
- b. Terrorist attack against work place: Cease activities; evacuate to the American Embassy and contact applicable Theater JOC Director and USAMRMC EOC (301-619-0605) or the USAMRMC Force Protection Office (301-619-7281, 301-619-6060 or 301-619-7270) for guidance. Continue to assess the situation, and plan to evacuate via commercial airlines. Host nation security and law enforcement personnel increase security of workplace and embassy until situation is resolved, or depart country.
- c. Mob violence or coup: Cease activities; remain at hotel until situation is resolved; coordinate with the American Embassy and depart via commercial air.

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- a. In the event that a terrorist attack occurs in country, new terrorist threat information is received, change in Threat Level or FPCON: Coordinate with the American Embassy/USDA; assess the situation, contact applicable Theater JOC Director and USAMRMC EOC (301-619-0605) or the USAMRMC Force Protection Office (301-619-7281, 301-619-6060 or 301-619-7270), and either continue with enhanced American Embassy/host nation security, or cease activities and depart the country via commercial air.

8. Protective Measures. Traveler(s) will comply with attachments 1 and 2 and the FPCON measures in accordance with USAMRMC guidelines and policy.

9. Approval. In accordance with USAMRMC Guidance and Policy, this FP plan is approved.

COMMANDER/DIRECTOR
SIGNATURE
BLOCK

TRAVELER'S
SIGNATURE
BLOCK

Attachments

1. Preparation and Planning
2. Antiterrorism Individual Protective Measures