



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
UNIT 29237
APO AE 09014-9237

IMBW-ZA

OCT 12 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum # 28, Special Event Packet (SEP) Requirements

1. Reference:

- a. DoDI 2000.16, Antiterrorism Standards, 2 Oct 06, and 8 Dec 06 change 2
- b. AE Reg 525-13, Antiterrorism, 30 Mar 09
- c. USAREUR TASKORD 12-0226 (Consolidated AT Operations) 23 Mar 12

2. We rely on all our tenants to be aware of conferences, large gatherings, and special events that take place in their area of operation. In order to assure these events will be held safely and securely the sponsoring activity or a more senior authority will determine that the risk of a terrorist attack is mitigated to an acceptable level. A SEP will be completed for all events meeting the thresholds outlined in ref. 1.b/c. above.

3. Tenant unit ATOs are our primary point of contact (POC) with the garrison AT Office. ATOs will follow the five step process outlined in ref. 1.b/c. above. ATOs will complete the AT Plan and the Risk Assessment (RA). They must submit their SEP request form through the garrison AT Office for coordination of the Security Plan (SP) and the Special Event Threat Assessment (SETA).

4. All Special events will have a sponsoring unit / organization. Such an example is the Child and Youth Ministries, which is sponsored by IMCOM-E's Religious Service Organization (RSO).

5. Company size or smaller units will designate an individual as the point of contact with the garrison AT Office. All efforts will be made to coordinate the SEP approval process through the appropriate Battalion level ATO. In the event that the Company's higher headquarters is not within the USAG B-W footprint, coordinate directly with the garrison AT Office for assistance in all AT matters.

6. For my AT staff to assist you, all staffs, tenant units, organizations, activities, and outside requestor must submit a SEP request form for events requiring Garrison Commander (GC) approval NLT 30 days prior to the event. SEPs requiring GOSMC approval will be submitted to the garrison NLT 45 days prior to the event. You can determine approval level by using Table 1 below.

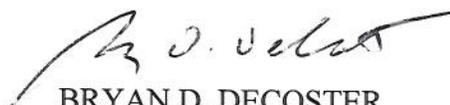
Table 1: Approval & Timeline Requirements for Special Event Packet (SEP)

# of Attendees	On or Off Post	Level of Approval Required	# of Working Days Prior to Event Required for Request to be at the Garrison ATO Office
Less than 300	On Post	Unit Commander if approval authority authorized by the Garrison Commander	N/A
300 or more	On Post	Garrison Commander	30
Less than 300 when NOT in uniform	Off Post	Unit Commander if approval authority authorized by the Garrison Commander	N/A
Less than 50 when in uniform	Off Post	Unit Commander	N/A
50-299 when in uniform	Off Post	Garrison Commander	30
300 or more	Off-Post	GOSMC	45

7. Publicized conferences, High Risk Personnel (HRP), Heads of State, 0-9 / 0-10 or civilian equivalent attending a special event off post of 300 or more attendees will require GOSMC approval with a 45 day notice prior to the event. Our notice is when the garrison AT office receives a completed SEP request form.

8. If the requestor cannot meet these timelines to submit a SEP, we will provide a SEP template with the AT Plan and Risk Assessment documents to you. Your unit / organization will be responsible for completion and submission of the required documents to the garrison for processing and approval. The garrison AT Office will retain responsibility for notification to DES and 66th MI.

9. Point of contact for this memorandum is the Antiterrorism Office at, 373-7420 / 7531 or 06221-17-7420 / 7531.



BRYAN D. DECOSTER
COL, MI
Commanding

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