



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-3

DISTRIBUTION: A, B, C, J, S

CJCSI 5261.01A

1 August 1998

COMBATING TERRORISM READINESS INITIATIVES FUND

- References:
- a. DoD 2000.12, 15 September 1996, "DoD Combating Terrorism Program"
 - b. DOD 2000.12H, February 1993, "Protection of DoD Personnel and Activities Against acts of Terrorism and Political Turbulence"
 - c. DOD 700.14-R, July 1996, "Financial Management Regulation"

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

2. Cancellation. CJCSI 5261.01, 1 March 1997, is canceled.

3. Applicability. This instruction applies to the Joint Staff, unified combatant commands, and other agencies, as appropriate.

4. Policy

a. The purpose of the Combating Terrorism Readiness Initiatives Fund is to fund emergency or other unforeseen high-priority combating terrorism requirements.

b. The fund provides a means for CINCs to react to unanticipated requirements from changes in terrorist threat level or force protection doctrine/standards. It is not intended to subsidize ongoing projects, supplement budget shortfalls, or support routine activity that is normally a Service responsibility.

c. Funds may be requested by a unified commander (CINC) for requirements arising in the geographic area of responsibility (AOR) or by a functional commander in the area of responsibility. Funds may also be provided by the Chairman of the Joint Chiefs of Staff to a designated official for requirements in countries not within a CINC's AOR. Funds will not be allocated by apportioning a fixed percentage to each CINC. Each request for funds will be evaluated on its individual merits.

d. Initiative requests approved in any fiscal year are not normally considered eligible for resubmission or follow-on funding in subsequent years. For this reason, the fund will not apply to civilian personnel positions. O&M appropriated funding for approved projects must be obligated before the end of the fiscal year for bona fide needs of that fiscal year. Procurement appropriated funding for approved projects must be spent in the same year it is received.

e. Initiative requests are limited to O&M and procurement applications such as equipment, minor construction, rent, communications, utilities, other services, supplies, and materials. Use of O&M funds must meet the following thresholds; \$100,000 for equipment, and \$1M for life threatening minor construction projects. Projects exceeding thresholds require procurement funding.

f. Examples of possible uses of funds are listed below. Candidate initiative requests should be screened against this list to eliminate ineligible projects from consideration before submission to the Joint Staff.

(1) Physical security equipment. Examples are surveillance systems, lighting, access controls, alarm systems, body armor, and vehicle armor kits.

(2) Physical security site improvement. Examples are minor construction, including perimeter and entrance barriers, fencing, and gates.

g. CINC initiative requests must be approved for submission to the Joint Staff at the CINC or deputy CINC level. Initiative requests from non-CINC aligned commands must be approved for submission by the parent Service. Submissions must include written non-availability of funds from the parent Service and coordination approval from both the CINC comptroller and legal counsel. For security assistance teams whose force protection requirements fall under the CINC per agreement with the Department of State, both the Defense Security Assistance

Agency and the parent Service must provide statements of non-availability of O&M/Procurement funds, respectively.

h. After staffing at the Joint Staff level and with the applicable parent Service, the request must be validated by the Antiterrorism Coordinating Committee (ATCC). The ATCC consists of the Deputy Assistant Secretary of Defense for Policy and Mission and the Director, Combating Terrorism Directorate. The Chairman of the Joint Chiefs of Staff is the final approval authority for Combating Terrorism Readiness Initiatives Fund requests.

5. Definitions

a. Antiterrorism (AT). Force protection defensive measures used to reduce the vulnerability of individuals and property to terrorists acts, to include limited response and containment by local military forces.

b. Counterterrorism (CT). Offensive measures taken to prevent, deter, and respond to terrorism.

c. Combating Terrorism (CbT). Actions, including AT and CT, taken to oppose terrorism throughout the entire threat spectrum.

d. Combating Terrorism Readiness Initiatives Fund (CbT RIF). Program established by Congress and managed by the Joint Staff (J-3) that provides funds for emergency or unforeseen high priority Force Protection projects or equipment submitted by CINCs and approved by the Chairman of the Joint Chiefs of Staff.

6. Responsibilities

a. Chairman of the Joint Chiefs of Staff. The Chairman's responsibilities are as follows:

(1) Manage the Combating Terrorism Readiness Initiatives Fund and acting as approval authority.

(2) Formulate policies for program administration.

(3) Provide reports, as required.

(4) Plan, program, and budget for Combating Terrorism Readiness Initiative Funds, to include formulation and justification of funding requests to OSD.

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b. Director for Operations. The Director, J3, as the primary Joint Staff Office for the Combating Terrorism Readiness Initiatives Fund, responsibilities include:

- (1) Review requests to ensure they meet program criteria as outlined in this instruction.
- (2) Evaluate initiative requests and coordinate recommendations with the Joint Staff and with the unified commands and Services, as appropriate.
- (3) Submit requests to the OSD and Joint Staff co-chairs of the DOD Antiterrorism Coordinating Committee for validation.
- (4) Monitor transfer of funds for approved requests.
- (5) Provide CINC Operating Agency (OA) Codes and funding points of contact to the Comptroller, Joint Staff.
- (6) Initiate fund appropriation issues to ensure adequate funding is available to meet the CINCs' Force Protection requirements.
- (7) Prepare status reports for the Secretary of Defense, the Chairman, and Congress, as required.

c. Comptroller, Joint Staff. The Comptroller, Joint Staff, is responsible for funds control and reporting for the Combating Terrorism Readiness Initiatives Fund and to:

- (1) Review financial implications of CINC requests.
- (2) Coordinate with the Under Secretary of Defense (Comptroller) and perform other liaison activities, as required.
- (3) Determine optimal method of fund transfer for approved requests and ensure the transfer takes place in a timely manner.
- (4) Monitor the status of funds and execution of initiatives through accounting systems data and reports from the CINCs.
- (5) Assist in the preparation of status reports to the Secretary of Defense, the Chairman, and Congress.

d. DOD Antiterrorism Coordinating Committee (ATCC). The ATCC is cochaired by ASD/SO-LIC and the J-34, Joint Staff. Membership on this

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committee comes from OSD agencies, the Joint Staff, and the Services. The ATCC co-chairs will validate CINC requests prior to the Chairman's approval.

e. Commanders of Unified and Functional Commands. The CINCs' responsibilities are as follows:

(1) Submit requests in compliance with program guidelines, to include documenting non-availability of funds from their parent Services and security assistance agencies.

(2) Establish an office of primary responsibility for submission of requests and coordination with the Joint Staff.

(3) Expedite obligation of funds received for approved CbT RIF requests. CINCs will make every effort to obligate funds as soon as possible after they are received from the Joint Staff.

(4) Return funds to the Joint Staff that are determined to be in excess of requirements as soon as possible.

(5) In coordination with the local comptroller, provide obligation status at the beginning of each quarter, except in the last quarter reporting will be monthly. Obligation status must be reported based on the local accounting system data.

7. Summary of Changes

a. The CbT RIF may now include O&M and Procurement funds, depending on congressional approval.

b. Additional initiative request procedures at the CINC and Service level are included for process efficiency.

c. Obligation reporting procedures at the CINC level have increased, to include a new end-of-year report.

8. Releasability. This instruction is approved for limited release. DOD components (to include combatant commands) and other Federal agencies may obtain copies of this instruction through controlled Internet access only (limited to .mil and .gov users) from the CJCS Directives Home Page—<http://wwwdtic.mil/doctrine/jel.htm>. Joint Staff activities may access or obtain copies of this instruction from the Joint Staff LAN.

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

For the Chairman of the Joint Chiefs of Staff:

/Signature/
DENNIS C. BLAIR
Vice Admiral, U.S. Navy
Director, Joint Staff

Enclosures:

- A – Combating Terrorism Readiness Initiatives Fund Submission Procedures
- B – Combating Terrorism Readiness Initiatives Fund Submission Format
- C – Quarterly Report Format
- D – Monthly Obligations Status Report

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ENCLOSURE A

COMBATING TERRORISM READINESS INITIATIVES FUND
SUBMISSION PROCEDURES

1. CINCs may submit candidate initiative requests for funding under the Combating Terrorism Readiness Initiatives Fund throughout the fiscal year in the format shown in Enclosure B. Requests should be classified in accordance with DOD Directive 5200.1 (DOD Information Security Program), DOD 5200.1-R (DOD Information Security Program Regulation), and the Joint Staff Integrated Vulnerability Assessment Program Security Classification Guide. Due to fiscal year funding timeline constraints, requests should be submitted as early as possible in the fiscal year.

2. Upon receipt of CINC requests, the Joint Staff (J-34) will:

a. Prepare and submit for staffing information packets on each individual project submitted. Packets will be coordinated with concerned Joint Staff directorates and Services.

b. Submit packets to the ATCC co-chairs for validation.

c. Submit to the Director, Joint Staff, for final Joint Staff action, individual CINC requests with Joint Staff and parent Service recommendations and ATCC co-chair validation.

d. Provide the CINCs information on the status of requests.

e. Coordinate with the Joint Staff Comptroller on requests approved by the Chairman to ensure that funds are transferred to CINCs, as required.

f. Prepare all necessary reports.

g. To meet all of the valid requests received, will prioritize requests into two categories; one to be funded in current year, and second, those to be deferred until either receipt of additional funding in the current year or upon revalidation in the following year.

3. CINCs will prepare a quarterly report to the Chairman outlining the status of projects funded, the benefits derived from the fund, and other

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issues and concerns relating to the fund (Enclosure C). The report is due to J-34 by the 15th of the first month of each quarter (January, April, July, and October).

4. CINCs will prepare an end-of-fiscal-year report on 1 August and provide weekly updates during August and September to the J-34 (Enclosure D). The reports will enable J-34 to reissue uncommitted funds to meet identified unfunded requirements.

5. CINCs will prepare a “determination and findings” statement in accordance with the Federal Acquisition Regulation, Part 17.5, for approved projects if funds are to be provided to a non-DOD activity.

ENCLOSURE B

COMBATING TERRORISM READINESS INITIATIVES FUND SUBMISSION
FORMAT

Submitted by: (CINC Name)

Amount Requested O&M: (Rounded to the nearest thousand)

Amount Requested Procurement: (Rounded to the nearest thousand)

Title: (Unclassified version)

Description: (Must include a detailed description of the initiative, i.e., what the funds will buy followed by a brief summary of what is to be accomplished. Detailed cost estimates should be listed 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.)

Justification: (Should be a clear statement of need focused on how the project directly supports the CINC's efforts to combat terrorism. Include the impact if not funded, if the project has been included in a budget request or if other funding sources have been considered, and any other points for consideration.) In addition, confirm that the request is not for the purpose of subsidizing an ongoing project, supplement a budget shortfall, or support routine activity that is normally a Service responsibility.

(Provide separate answers to the following six questions:

(1) Why was the project not funded last year or budgeted for this year?

(2) Why does the project need to be funded this year and what will it add to the force protection posture?

(3) Can the project be delayed until next year? If not, state the reason.

(4) What is the impact of failure to fund this year?

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(5) Has the request been validated by the CINC comptroller and legal counsel?

(6) Is the request accompanied with a non-availability of funds statement from the parent Service?)

Funding Plan

Type of funds: (Breakout of funds by object class required. See Appendix)

Example: 2522 Contract Studies	\$250,000
3159 Photographic Equip	25,000
Total	\$275,000

Project Point of Contact: (Name, Rank, Office, Phone Number.)

Comptroller Point of Contact: (Name, Rank, Office, Phone Number.)

Operating Agency Code: (Of the command the funds will be transferred to.)

Approving Authority: (CINC or Deputy CINC)

NOTES: 1. Adequate information is required in order for the Joint Staff to assess each initiative competitively. Because of the length, submission by letter, vice message, is preferable. (No requirement exists to limit submissions to one page.)

2. Submissions must contain all paragraphs and required information. Failure to provide correct information may result in processing delays until the information is provided.

ENCLOSURE C

QUARTERLY REPORT FORMAT

Submitted by:

Amount funded:

Title: (Unclassified version)

Status of Project: (Outline how the project was completed. If not complete, state what progress is being made and the expected completion date.)

Funding Data: (Indicate how much of the fund has been committed and provide a brief summary of how the fund has been obligated, name of contractor, vendor, or organization.)

Benefits Derived: (If project is complete, outline what benefits are being achieved.)

Action Officer: (Name, Rank, Office, Phone Number)

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ENCLOSURE D

MONTHLY OBLIGATIONS STATUS REPORT

CLASSIFICATION: UNCLASSIFIED

COMBATING TERRORISM READINESS INITIATIVES FUND (CbT RIF)
FY ____ OBLIGATIONS STATUS REPORT
(Whole Dollar Amounts)

CINC:
Status as of:

Total Allocated Funding:

Data per Accounting Records

<u>Release Increment/ Date</u>	<u>Gross Committed</u>	<u>Obligations</u>	<u>% Ob'd</u>	<u>Balance Unobligated</u>	<u>Projected Date 100% Obligations</u>	<u>Remarks</u>
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Allocation #1
(Dollar amount)

Allocation #2
(Dollar amount)

Totals: _____

POC: Name
Office
DSN: FAX:
E-mail address:

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