



# Department of Defense

## INSTRUCTION

NUMBER 5110.11  
October 4, 2010

---

---

DA&M

SUBJECT: Raven Rock Mountain Complex (RRMC)

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Establishes policy and assigns responsibilities in accordance with the authority in section 2674 of title 10, United States Code, DoD Directive (DoDD) 5105.53, and DoDD 3020.26 (References (a), (b) and (c)) for the operation and management of RRMC.

b. Authorizes the Director, Washington Headquarters Services (WHS), and the Commander, RRMC, to issue further guidance for the operation and management of RRMC in accordance with Reference (b) and DoDD 5110.4 (Reference (d)).

c. Cancels WHS and Department of the Army Memorandum (Reference (e)) and Office of the Under Secretary of Defense for Policy Memorandum (Reference (f)).

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

b. Activities of other U.S. Government agencies located at RRMC.

3. DEFINITIONS. See Glossary.

FOR OFFICIAL USE ONLY

4. POLICY. It is DoD policy that:

a. (FOUO) The mission of RRMC is to support the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, select DoD Components and, as appropriate, non-DoD agencies of the Federal Government, and to enable the execution of DoD mission-essential functions (MEFs) in accordance with Reference (c), DoDD S-5100.44 (Reference (g)), and continuity of operations (COOP) plans and operational orders. (See Glossary for definition of RRMC.)

b. (FOUO) Facility, information technology (IT), security, and other supporting capabilities at RRMC shall be managed in accordance with the policies and procedures established for operation and management of the Pentagon Reservation under the authority, direction, and control of the Secretary of Defense, through the Director of Administration and Management (DA&M).

c. (FOUO) The RRMC concept of operations (CONOPS), including the required capabilities and priorities for RRMC support to DoD MEFs, shall be established by the Under Secretary of Defense for Policy (USD(P)) and the Chairman of the Joint Chiefs of Staff.

d. RRMC shall be commanded by a commissioned officer in the grade of Colonel, or Captain in the Navy. The position shall be filled on a rotational basis by the Military Departments as set forth in Enclosure 2.

e. RRMC tenants shall coordinate their use of allocated space, including facility and IT plans and requirements, with the Commander, RRMC, and the Director, WHS, to ensure the consistent and effective implementation of DoD COOP policies and plans, and the efficient use of RRMC space and infrastructure.

f. All personnel present on RRMC, including tenant personnel, visitors, and contractors, shall be subject to the orders of the Commander, RRMC, consistent with the Commander's assigned responsibilities in accordance with section 2 of Enclosure 2.

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. RESTRICTED. This Instruction is approved for restricted release. It is available to users with Common Access Card authorization on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.

A handwritten signature in black ink, appearing to read "Michael L. Rhodes". The signature is fluid and cursive, with a large initial "M" and "R".

Michael L. Rhodes  
Director of Administration and Management

Enclosures

1. References
  2. Responsibilities
- Glossary

ENCLOSURE 1

REFERENCES

- (a) Section 2674 of title 10, United States Code
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) DoD Directive 3020.26, "Department of Defense Continuity Programs," January 9, 2009
- (d) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
- (e) "Memorandum of Understanding Between Washington Headquarters Services and the Department of the Army for Operation and Management of RRMCC," August 22, 2003 (hereby cancelled)
- (f) Deputy Under Secretary of Defense for Policy Support Memorandum, "Process for Changing Site R Space Allocation," October 1, 2003 (hereby cancelled)
- (g) DoD Directive S-5100.44, "Defense and National Leadership Command Capability (DNLCC) (U)," July 9, 2008
- (h) DoD Instruction 6055.05, "Occupational and Environmental Health (OEH)," November 11, 2008
- (i) DoD Instruction 1338.10, "Department of Defense Food Service Program," June 5, 1991
- (j) Washington Headquarters Services, Raven Rock Mountain Complex Publication, "WHS RRMCC Service Level Standards (SLS)," October 1, 2006<sup>1</sup>
- (k) DoD Instruction 2000.16, "DoD Antiterrorism (AT) Standards," October 2, 2006
- (l) DoD Directive 3020.40, "DoD Policy and Responsibilities for Critical Infrastructure," January 14, 2010
- (m) DoD Directive 5105.68, "Pentagon Force Protection Agency (PFPA)," December 19, 2008
- (n) Director of Administration and Management Memorandum, "Designation of the Pentagon Chief Information Officer (CIO) and Pentagon Area CIO Council Chair (PACC)," March 14, 2006<sup>1</sup>
- (o) DoD Instruction 3110.06, "War Reserve Materiel (WRM) Policy," June 23, 2008
- (p) Department of the Army Office of the Deputy Chief of Staff (G-4) Memorandum, "Revised Equipment/Supply Authorizations for Site R," April 23, 2003 (S)<sup>1</sup>
- (q) Chairman of the Joint Chiefs of Staff Instruction 3280.01B, "National Military Command System (U)," September 2, 2009 (S)<sup>2</sup>
- (r) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition
- (s) Part 234 of title 32, Code of Federal Regulations

---

<sup>1</sup> This document is available to authorized users at <https://rrmc-intranet.army.smil.mil>

<sup>2</sup> This document is available to authorized users at <http://jointstaff.js.smil.mil/portal/site/jsportal/jelinstructions/>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, WHS. The Director, WHS, under the authority, direction, and control of the DA&M, shall:

a. (FOUO) Provide oversight for the operation, management, renovation, and construction of RRMC and shall exercise the authorities of the Secretary of Defense relating to RRMC, as delegated to the DA&M, in accordance with References (a) and (b).

b. Provide for the ongoing transformation and improvement of RRMC into a fully integrated, unified DoD enterprise that provides dedicated support to DoD MEFs.

c. Maintain an RRMC Annex to the Pentagon Reservation Master Plan. This plan shall serve as a guide for future RRMC modifications and shall reflect the WHS Capital Investment Strategy for RRMC.

d. Select the Commander, RRMC in coordination with the Chairman of the Joint Chiefs of Staff.

e. Develop guidance for RRMC space allocation and use in accordance with the RRMC CONOPS and in coordination with the USD(P) and Chairman of the Joint Chiefs of Staff.

f. Provide oversight, direction, and control of RRMC space allocation and use.

g. Approve budgetary resources for RRMC to include operating and capital budgets, capital equipment purchases, capital improvement projects, and military construction projects for inclusion in the RRMC Annex to the Pentagon Reservation Master Plan.

h. Provide full-service industrial hygiene program support to RRMC in accordance with DoD Instruction (DoDI) 6055.05 (Reference (h)) and food safety and sanitation services in accordance with DoDI 1338.10 (Reference (i)).

2. COMMANDER, RRMC. The Commander, RRMC, under the authority, direction, and control of the Director, WHS, shall command RRMC and organize and manage its assigned military and civilian personnel, units, and other resources to ensure RRMC is postured to accomplish its mission, responsibilities, and functions prescribed in this Instruction, and shall:

a. Manage the organizational and staff elements of RRMC, consistent with regulations and with policies and procedures established for the operation, management, and security of the Pentagon Reservation.

- b. Exercise overall authority and responsibility for the operation, management, IT, information management (IM), security, and force protection of RRMC for RRMC tenants.
- c. Collaborate with the Director, Pentagon Force Protection Agency (PFPA), to develop, coordinate, and execute comprehensive planning, training, and exercises necessary to protect RRMC. Planning shall include security force requirements, to include augmentation forces, and contingency plans for hostage situations, bomb threats, civil disturbances, and actions to withstand or repel penetration and seizure efforts by militants, terrorists, unlawful demonstrators, or other criminal elements.
- d. (FOUO) Develop, coordinate, and execute comprehensive planning, training, and exercises necessary to achieve and maintain the capability to support the execution of DoD MEFs in an all-hazards threat environment.
- e. (FOUO) On order, perform joint reception, staging, onward movement, and integration (JRSOI).
- f. (FOUO) Exercise overall on-site responsibility for antiterrorism and force protection, physical security, fire protection and emergency services, law enforcement, and chemical, biological, radiological, nuclear, and explosive (CBRNE) defense to ensure that RRMC can continue operations in the event of a national security emergency.
- g. Plan, program, and budget for the operation and management of RRMC in accordance with guidance provided by the WHS Financial Management Directorate. Coordinate RRMC common IT, IM, and telecommunications infrastructure and systems budgetary requirements through the Director, RRMC IT, and the OSD Chief Information Officer (CIO) and in coordination with Assistant Secretary of Defense for Networks and Information Integration/Department of Defense Chief Information Officer (ASD(NII))/DoD CIO).
- h. Exercise overall on-site responsibility for common IT support and IM services. This includes but shall not be limited to telecommunications, automation, visual information, IM control, and related information systems security.
- i. (FOUO) Provide goods and services in accordance with the standards in the WHS RRMC publication (Reference (j)) in support of RRMC tenants. Acquire support from other DoD activities when in-house capabilities do not exist or when support can be obtained more efficiently or effectively from other existing DoD capabilities. Provide and maintain installation food service operations capable of supporting all military and civilian personnel in an all-hazards threat environment, to include all contingency situations, surges, operations, and exercises.
- j. Coordinate with the Director, PFPA, in:
  - (1) Selecting the Director of RRMC Force Protection and Emergency Services (FP&ES) and rating the performance of that official. (The Director, PFPA, shall review the performance of that official pursuant to paragraph 5.d. of this enclosure.)

(2) Resourcing and staffing the PFFA detachment.

k. Provide intermediate rater input to the Army on the performance of the Director, RRMC IT.

l. Provide base operations support to elements of the PFFA detachment assigned to perform the force protection mission at RRMC in accordance with Reference (j).

m. Provide base operations support to Operating Location Alpha, Air Force Operations Group (OL-A, AFOG), and provide sufficient internal and external workspaces to allow OL-A, AFOG, to meet weather support requirements.

3. DIRECTOR, RRMC FP&ES. The Director, RRMC FP&ES, under the authority, direction, and control of the Commander, RRMC, and consistent with the professional standards and guidance of the Director, PFFA, shall:

a. (FOUO) Manage capabilities at RRMC relating to antiterrorism and force protection, physical security, fire protection and emergency services (including emergency medical services prior to contingency activation of the RRMC Health Clinic), law enforcement, CBRNE defense, hazardous materials response, and decontamination operations under all-hazard threat conditions, in support of normal, JRSOI, and contingency operations.

b. Provide security program support to RRMC, including information, personnel, industrial, and physical security and access control. Coordinate with PFFA to obtain support that is not organic to FP&ES.

c. Coordinate an annual vulnerability assessment or request, as needed, a Joint Staff Integrated Vulnerability Assessment, Defense Critical Infrastructure Program assessment, or a Defense Threat Reduction Agency Balanced Survivability Assessment in accordance with DoDI 2000.16 (Reference (k)) and DoDD 3020.40 (Reference (l)).

d. Provide security and quarantine enforcement support to pandemic influenza and other health-screening operations.

4. DIRECTOR, RRMC IT. The Director, RRMC IT, under the authority, direction, and control of the Commander, RRMC, and in coordination with the OSD CIO and ASD(NII)/DoD CIO, shall:

a. Serve as the senior on-site IT staff officer responsible for management of common IT, IM, and telecommunications operations programs at RRMC.

b. Chair any RRMC IT boards and committees established by the Commander, RRMC.

c. Inform the Commander, RPMC, of all proposed changes to IT systems or networks to ensure sufficient time to evaluate the effects on RPMC infrastructure, and incorporate the results of the evaluation in the final IT decision.

d. Coordinate issues involving operation, maintenance, upgrade, and provision of common IT services with RPMC tenants, and the Pentagon Area CIO Council (PACC) Chair, as appropriate.

e. Ensure all major IT projects or proposed changes to IT systems and networks are documented and coordinated as part of the RPMC Annex to the Pentagon Reservation Master Plan.

f. Manage funds from the Commander, RPMC, to provide common IT services at RPMC and provide periodic reviews and reports to the Commander, RPMC, and the OSD CIO, as appropriate.

5. DIRECTOR, PFPA. The Director, PFPA, under the authority, direction, and control of the DA&M and in accordance with DoDD 5105.68 (Reference (m)), shall provide policy oversight, direction, guidance, and resources to meet the full-spectrum force protection requirements of RPMC as part of the Pentagon Reservation, and shall:

a. (FOUO) Provide antiterrorism and force protection, physical security, law enforcement, and CBRNE defense services and capabilities in support of RPMC in an all-hazards threat environment.

b. Promulgate rules of engagement for the use of force and oversee security coordination with appropriate civilian law enforcement authorities and military commands.

c. Exercise responsibility for all hiring, training, pay, discipline, and removal of PFPA personnel at RPMC.

d. Select the Director of RPMC FP&ES in coordination with the Commander, RPMC and review the performance of that official. (The Commander, RPMC, shall rate the performance of that official pursuant to subparagraph 2.j.(1) of this enclosure.)

e. Conduct strategic planning, programming, and budgeting for all PFPA support to RPMC, to include all mission-related and administrative equipment necessary to support RPMC antiterrorism and force protection, physical security, law enforcement, and CBRNE defense requirements.

f. Resource and staff the PFPA detachment as coordinated with the Commander, RPMC, and approved by the DA&M.



6. OSD CIO. The OSD CIO, under the authority, direction, and control of the DA&M and in coordination with the Director, WHS and ASD(NII)/DoD CIO, shall:

a. Exercise technical control of common IT at RRMC.

b. Integrate and implement RRMC-wide IT programs and services through the Director, RRMC IT, with PACC oversight. As the OSD CIO, and as the designated Pentagon CIO and the PACC Chair in accordance with the DA&M Memorandum (Reference (n)), coordinate with the PACC on matters of common IT governance and with RRMC tenants on matters affecting tenant missions.

c. Oversee all RRMC IT and IM funding reviews and execution and ensure full integration into the WHS resource process.

d. Ensure all major IT projects and proposed changes to IT systems and networks are documented and coordinated as part of the RRMC Annex to the Pentagon Reservation Master Plan.

7. USD(P). The USD(P) shall coordinate with the Chairman of the Joint Chiefs of Staff to establish the RRMC CONOPS.

8. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall, on a rotational basis, provide a slate of nominees for the position of Commander, RRMC, to the Director, WHS.

9. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibility in section 8 of this enclosure, shall:

a. Deliver healthcare services in support of RRMC.

(1) Plan, program, and budget for all RRMC Health Clinic supplies and equipment and maintain them in a ready status at all times. Conduct monthly checks to ensure the ready status of equipment and rotate supplies prior to expiration.

(2) (FOUO) Upon contingency activation, provide a trained healthcare team to conduct behavioral health services, dental, primary care, and emergency medical services, including medical stabilization prior to evacuation to higher echelons of care in a permissive environment, as well as limited medical and surgical inpatient care in an austere, non-permissive, all-hazards threat environment.

(3) Ensure the assigned healthcare team remains current and competent to function at the site at all times, to include conducting regular training and live patient care.

(4) Support major exercises with healthcare assets coordinated to meet exercise mission and intent.

(5) Resource and provide full-service occupational health program support in accordance with Reference (h).

b. Include the RRMC Class I Food Service Operation in the existing Army Food Service Program and the Subsistence Supply Management Offices. Additionally, incorporate RRMC Food Program data into the Army Food Management Information System.

c. (FOUO) Resource and provide contingency stock items as required to support tenant COOP plans, including but not limited to clothing, health and comfort kits, Meals Ready-to-Eat, post-decontamination re-dress kits, Joint Service Lightweight Integrated Suit Technology, and accompanying equipment of masks with filters, gloves, and boots in accordance with DoDI 3110.06 (Reference (o)) and the Department of the Army Memorandum (Reference (p)).

d. Provide IT support to RRMC.

(1) Provide common IT, IM, and telecommunications operations and management and related support services to RRMC and RRMC tenants in accordance with Reference (j).

(2) (FOUO) Provide IT and IM support for the National Military Command Center-Site R in accordance with Reference (g) and Chairman of the Joint Chiefs of Staff Instruction 3280.01B (Reference (q)).

(3) Designate a signal battalion commander as the Director, RRMC IT. The Commander, RRMC, shall provide intermediate rater input on the performance of that official pursuant to paragraph 2.k. of this enclosure.

e. Provide air traffic control maintenance support and oversight of the RRMC helipad.

10. SECRETARY OF THE AIR FORCE. The Secretary of the Air Force, in addition to the responsibility in section 8 of this enclosure, shall provide weather support to RRMC.

11. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall coordinate with the USD(P) to establish the RRMC CONOPS and with the Director, WHS, to select the Commander, RRMC.

12. RRMC TENANTS. RRMC tenants shall:

a. Use RRMC facilities in accordance with Reference (j) and all other applicable governing regulations, policies, and procedures. Tenants shall not make changes to the use or configuration of their allocated space without the approval of the Commander, RRMC.

- b. Provide tenant representative(s) to participate in boards and committees established by the Commander, RRMCM.
- c. Submit to the Director, RRMCM IT, proposed changes to mission-related IT and command and control systems at RRMCM to ensure compatibility with common IT services and RRMCM infrastructure.
- d. Forward all public media queries regarding RRMCM through the RRMCM Strategic Communications Officer to PFPA Public Affairs, WHS Information and Communications, and OSD Public Affairs to determine appropriate action.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(NII)/DoD CIO	Assistant Secretary of Defense for Networks and Information Integration/ Department of Defense Chief Information Officer
CBRNE	chemical, biological, radiological, nuclear, and explosive
CIO	Chief Information Officer (OSD)
CONOPS	concept of operations
COOP	continuity of operations
DA&M	Director of Administration and Management
DoDD	DoD Directive
DoDI	DoD Instruction
FP&ES	Force Protection and Emergency Services (RRMC)
IM	information management
IT	information technology
JRSOI	joint reception, staging, onward movement, and integration
MEFs	mission-essential functions
OL-A, AFOG	Operating Location Alpha, Air Force Operations Group
PACC	Pentagon Area CIO Council
PFPA	Pentagon Force Protection Agency
RRMC	Raven Rock Mountain Complex
USD(P)	Under Secretary of Defense for Policy
WHS	Washington Headquarters Services

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Instruction. Other terms used in this Instruction are defined in Joint Publication 1-02 (Reference (r)).

MEFs. The specified or implied tasks required to be performed by or derived from statute or Executive order and those organizational activities that must be performed under all

circumstances to achieve DoD Component missions or responsibilities in a continuity threat or event. Failure to perform or sustain these functions would significantly impact the ability of the Department of Defense to provide vital services or exercise authority, direction, and control.

national security emergency. Any occurrence including but not limited to natural disaster, military attack, technological failure, civil unrest, or other disruptive condition that seriously degrades or threatens the national security of the United States.

Pentagon Reservation. Defined in Reference (a).

RRMC. Part of the Pentagon Reservation in accordance with Reference (a). RRMC comprises a complex of areas including the land, space, roads, improvements, and all supporting utilities and supporting easements of the areas known as Site R in Adams County, Pennsylvania, and Site C in Washington County, Maryland, in accordance with part 234 of title 32, Code of Federal Regulations (Reference (s)).

technical control. The authority to issue and enforce policy and authoritative direction concerning the use of techniques, procedures, standards, configurations, designs, devices, and systems for the IT enterprise.

tenants. Non-DA&M organizations, whether DoD Components or non-DoD Components, that maintain or would maintain in an emergency a presence at RRMC.