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Civil Engineering



**AIR NATIONAL GUARD EXPLOSIVE
ORDNANCE DISPOSAL (EOD) VERY
IMPORTANT PERSONS PROTECTION
SUPPORT ACTIVITY (VIPPSA) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the policy and guidelines for the use of Air National Guard (ANG) Explosive Ordnance Disposal (EOD) personnel for Secret Service Support as tasked by the United States Army Explosive Ordnance Disposal Very Important Persons Protection Agency (USAEODVIPPSA). This publication complies with the directives set forth by the following agencies: Department of Defense Directive (DoDD) 3025.13, *Employment of Department of Defense Resources in Support of the United States Secret Service*; Air Force Instruction (AFI) 32-3001, *Explosive Ordnance Disposal Program*. States are encouraged to supplement this instruction to meet local needs. The contents of this instruction are directive in nature and must be followed by all personnel tasked to provide secret service support.

1. Background: The purpose of this instruction is to establish procedural guidance for ANG EOD Flight Managers in administering the USAEODVIPPSA program.

2. Scope: The United States (US) Army is designated as the executive office for all Very Important Person (VIP) missions from the Office of the Secretary of Defense (OSD), United States Secret Service (USSS), or Department of State (DOS). They task and coordinate all missions by Department of Defense (DoD) EOD personnel, regardless of service affiliation, through the USAEODVIPPSA. See DoDD 3025.13, for general information regarding policy, responsibilities and cost recovery procedures. EOD Flights are routinely tasked for USSS support missions throughout both continental United States (CONUS) and outside the continental United States (OCONUS) locations. Streamlining the process so that EOD Flights fulfill all requirements prior to, during, and after a Very Important Persons Protection Support Activity (VIPPSA) tasking is paramount to a successful mission.

3. Responsibilities.

3.1. ANG Civil Engineer Readiness EOD Branch (ANG/CEXD): ANG/CEXD has overall responsibility for managing the ANG VIPPSA Program. USAEODVIPPSA taskings for ANG EOD

flights will come from ANG/CEXD. ANG/CEXD will task EOD flights based on team chief and team member availability. Because of time sensitivity, ANG/CEXD will provide tasking information by phone followed by a faxed tasking letter to the flight. EOD Team Leader requirements will be in accordance with DoD VIPPSA Operations Plan. Tasked teams must have at least one 3E851.

3.1.1. AFI 32-3001, outlines VIP support mission requirements. Approval authority for USSS support by ANG personnel rests with the individual state adjutant general (TAG).

3.1.2. ANG/CEXD will:

3.1.2.1. Designate a point of contact (POC) for VIPPSA.

3.1.2.2. Coordinate and facilitate VIP support missions directly with their respective EOD units.

3.1.2.3. Promptly send all mission information to the tasked unit.

3.1.2.4. Ensure EOD personnel comply with mission requirements.

3.1.2.5. Advise EOD VIPPSA of major events or activities affecting their capability to provide EOD support.

3.1.2.6. Immediately alert EOD VIPPSA of EOD units unable to provide assigned support due to operational commitments of higher precedence.

3.2. **Air Commander:** Each USSS request for EOD support must be evaluated to determine if it will impact the units' mission. Commanders should ensure that TAG approval for VIPPSA support is granted prior to units submitting team availability to ANG/CEXD.

3.2.1. Ensure ANG EOD personnel are in United State Code Title 10 or Title 32 status when providing USSS support as required in accordance with DoDD 3025.13.

3.3. **Flight Responsibilities:**

3.3.1. EOD team availability will be transmitted to ANG/CEXD on the first duty day of each week.

3.3.2. Ensure standby personnel are aware of team availability for after duty hours tasking notification.

3.3.3. Flight leaders will investigate credential misuse and submit a written report to ANG/CEXD within 10 days of the incident. Misuses of pins, placards, or credentials are grounds for removal from VIP support missions and Uniform Code of Military Justice (UCMJ) actions.

3.3.4. Flight leaders will ensure VIP missions do not interfere with higher priority operations, contingencies, or critical skills training of EOD personnel.

3.4. **Individual Responsibilities:**

3.4.1. Only display Technical Security Division (TSD) EOD pins and placards while supporting VIP missions.

3.4.2. Responding teams must pack for multiple missions and maintain contact with their home flight to permit timely flow of information for possible follow-on taskings. Upon notification of VIPPSA tasking, immediately contact agent-in-charge to check-in and receive specific details on tasking.

3.4.3. Personnel will hand carry their credentials, when needed, for taskings and return them to the flight immediately upon return from a tasking.

3.4.4. EOD Personnel Requirements for VIP Missions:

3.4.4.1. EOD personnel supporting Presidential support missions must have a SECRET or higher security clearance based on a current SECRET five year periodic reinvestigation.

3.4.4.2. ANG EOD personnel may be eligible to receive a civilian clothing allowance while supporting USSS or DoD missions. AFI 36-3014, *Clothing Allowance for Air Force Personnel*, specifies authorized amounts, how to apply, and how to get reimbursement. Flight chiefs selecting personnel for support missions should first consider sending individuals already receiving a civilian clothing allowance.

4. Procedures:

4.1. **Credential Procedures.** USAEODVIPPSA issues DD Form 2335, DoD EOD Credentials, and identification pins to qualified EOD personnel performing VIP support. Units send requests for pins, placards, and Hazardous Devices Countermeasures Manual (HDCMs) to ANG/CEXD.

4.1.1. Unless otherwise directed by EOD VIPPSA, ANG/CEXD will consolidate individual unit requirements for credentials and submit them to USAEODVIPPSA.

4.1.2. Flight leaders may request an individual's credentials upon assignment to the flight. Personnel may perform VIPPSA missions at the discretion of the EOD Flight Chief. Careful consideration must be given to ensure individuals have progressed satisfactorily in upgrade training and are eligible for unit stand-by/recall. Requests for credentials must include members' full name, SSN, security clearance, clearance granting (eligibility) date, investigation type, completed clearance date, time-on-station (TOS), and Navy School Explosive Ordnance Disposal (NAVSCO-LEOD) graduation date.

4.1.3. When issued, complete the DD Form 2335 exactly as described in the instruction shipped with them. Any deviation from these procedures will require destruction and re-distribution of the form.

4.1.4. Keep complete records of individuals receiving credentials and identification pins. When not in use, protect and store credentials and pins in the same manner as **confidential** material.

4.1.5. Control all pins, vehicle placards, HDCM's, and USSS credentials with a continuous receipt and accounting system. Show date signed out, to whom it was issued, credential number, pin number, placard number (if applicable), HDCM number, and date returned.

4.1.6. Each unit will send the USSS credential, pin, placard, and HDCM inventory, RCS: DD-Comp (SA) 1466, reports of all costs incurred to support the USSS, to ANG/CEXD on 1 January and 1 July of each year. The required transmission method is by electronic media only; either e-mail or send the information on a "3.5" floppy disk. The format for the three-part report is available from ANG/CEXD

4.1.6.1. **Part One.** List the name, rank, credential number; SSN, clearance, and background investigation (BI) date for all personnel issued credentials.

4.1.6.2. **Part Two.** List the number of TSD support pins, vehicle placards, and HDCM and their serial numbers.

4.1.6.3. **Part Three.** List all credentials destroyed and all credentials mailed to another location since the last inventory. Include the same personal information required in part one.

4.1.6.4. Forward the DD Form 2335 to the gaining organization to which the individual is transferring when the new assignment meets the criteria in paragraph 3.4.5.

4.1.6.5. When an individual separates or when duties do not meet the criteria in paragraph 3.4.5., destroy credentials locally and annotate destruction in part three of semiannual inventory.

NOTE: Written official correspondence from USAEODVIPPSA takes precedence over this paragraph.

4.1.7. **Lost Items.** Immediately report lost DD Form(s) 2335 and identification pins to:

4.1.7.1. USAEODVIPPSA message address: CINCUSACOM USAEODVIPPSA FT GILLEM GA//AFYB-VIP//.

4.1.7.2. Executive Secretary of the DoD, message address: OSD WASHINGTON DC//ES//.

4.1.7.3. Nearest USSS field office.

4.1.7.4. ANG/CEXD, gaining major command, and/or servicing Air Force Office of Special Investigation.

4.1.7.5. Submit message within five working days detailing the circumstances of the loss to ANG/CEXD.

4.1.8. Due to the access DD Form 2335 and identification pins afford the bearer, do not use or carry them except while supporting VIP missions. During the mission, do not leave these items unattended in hotel rooms. Keep them in your possession at all times.

4.2. **VIP Mission Funding:**

4.2.1. Upon receipt of a reimbursable VIP support mission [other than President of the United States (POTUS) and Vice-President of the United States (VPOTUS)], the unit will submit the fund cite request to USAEODVIPPSA utilizing the form provided by ANG/CEXD.

4.2.2. Fax the request to: USAEODVIPPSA, Fax number DSN: 797-5236 or Commercial: 404-363-5236, voice number DSN: 797-3339/3320 or Commercial: 404-362-3339/3320.

4.2.3. Upon completion of the mission send the completed travel voucher to:

Defense Finance and Accounting Service

2500 Leahy Ave, Box 34600

Orlando, FL 32893-4600

4.2.4. Forward a copy of paid travel voucher with mission number to USAEODVIPPSA within 10 days of its receipt.

4.2.5. ANG/CEXD will forecast funding to reimburse squadron accounts for POTUS and VPOTUS missions. It is after-the-fact funding. ANG/CEXD will authorize POTUS and VPOTUS support only when required within the local geographical area of the unit requested unless otherwise

directed. Any expenses incurred for POTUS and VPOTUS support will be charged against the units own fund cite.

DANIEL JAMES, III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 3025.13, *Employment of DoD Resources in Support of the United States secret Service*

AFI 32-3001, *Explosive Ordnance Disposal Program*

AFI 36-2014, *Clothing Allowance for Air Force Personnel*

Abbreviations and Acronyms

AFI—Air Force Instruction

ANG—Air National Guard

BI—Background Investigation

CONUS—Continental United States

DoD—Department of Defense

DoDD—Department of Defense Directive

DOS—Department of State

DSN—Defense Switched Network

EOD—Explosive Ordnance Disposal

HDCM—Hazardous Devices Countermeasures Manual

NAVSCOLEOD—Navy School Explosive Ordnance Disposal

OCONUS—Outside Continental United States

OSD—Office of the Secretary of Defense

POC—Point of Contact

POTUS—President of the United States

SSN—Social Security Number

TAG—The Adjutant General

TOS—Time on Station

TSD—Technical Security Division

UCMJ—Uniform Code of Military Justice

US—United States

USAEODVIPPSA—United States Army Explosive Ordnance Disposal Very Important Persons

USC—United States Code

USSS—United States Secret Service

VIP—Very Important Person

VIPPSA—Very Important Persons Protection Support Activity

VPOTUS—Vice President of the United States