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**AFI 10-245, 21 June 2002 and AMC Supplement 1, 1 May 2003 are supplemented as follows:** This supplement applies to active duty, DOD civilian employees, deployed Air Force Reserve, and deployed Air National Guard (ANG). This supplement establishes the 43d Airlift Wing Commander's antiterrorism policy, guidance, responsibilities, techniques, tactics and procedures for all units assigned or attached to 43 Airlift Wing, Pope Air Force Base, North Carolina. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and the Air Force Records Disposition Schedule, accessible on-line at <https://webrims.amc.af.mil>

1.1.3. 43d Airlift Wing Force Protection Charter: The AF Force Protection Executive Council (FPEC) will discuss and coordinate antiterrorism/force protection matters. The FPEC will meet bi-annually or as directed by the 43 AW/CC. The FPEC is chaired by 43 AW/CC/CV. Core membership of the FPEC are those primary members designated on the Installation Security Council (ISP 31-1). The 43 AW/XPA, Antiterrorism Advisor is the OPR and recorder for the FPEC.

2.1.1.13. AFOSI fuses its efforts in counterintelligence, civil authority terrorism liaison, and threat warning through Threat Working Group (TWG) meetings as needed. Meeting attendees may vary by requirements, but will include at a minimum AFOSI, IN (23d/43d), CE, SF and the Wing ATO.

2.1.1.14. The Force Protection Working Group (FPWG) is an action officer level advisory body on AT policy and program management. The FPWG membership includes 43 AW/XPA (Chair), AFOSI, IN and representatives from the following organizations SF/CE/CS/JA/PA/MDG. The FPWG will meet quarterly as a minimum. Annually the FPWG will identify the funding requirements; equipment and TDY expenses (to include the annual MAJCOM AT Conference for reps from CE, SF, SC, WG ATO and CPTS office expenses, Level-11 training). Copies of the FPWG meeting minutes will be sent to all FPWG members.

2.2.1.4.2.1. Unit Commanders will submit through their Group Commander all Combating Terrorism Readiness Initiative Fund (CbTRIF) requests to 43 AW/XPA who will coordinate the requests with JA, CPTS, and CE. After review and approval by the FPEC Chairman (43 AW/CC), the submissions will be routed to the AMC SFX Division, IAW AMC Supl-1 to AFI 10-245 and the Antiterrorism Division via

the Vulnerability Assessment Management Program (VAMP). Status reports will be submitted as required through the FPWG for funded requests until the project is completed.

2.3.4.1. Wing Plans and Inspection (XPI) will ensure that AT exercises are embedded into wing exercise plans and exercised at least annually. Copies of exercises and lessons learned will be provided to the XPA NLT 30 days following each exercise. Exercises must run through the full spectrum of FPCONS, WMD, in-place sheltering and mass casualty IAW full spectrum response and AT plans.

2.3.4.2. 43 AW/PA is responsible to ensure terrorist threat awareness information/articles are published in base newspapers, on cable networks, in flyers, or other means to the base populace at regular intervals.

2.5.1. The 43d Airlift Wing ATO and staff members are authorized to inspect, exercise, review, assess, and report on all host and tenant unit's antiterrorism program, processes, and procedures, and take immediate (on-scene) corrective actions to ensure compliance with established antiterrorism plans, operating instructions, processes, or procedures. Corrective actions involving personnel or resources will be addressed to the respective unit commander or agency chief. The ATO will present minor deficiencies to the FPWG as deemed necessary. The ATO and staff are authorized to review organizational plans and instructions relative to normal or emergency physical security measures, FPCON measures, and emergency actions. The ATO or staff is authorized entry into all host/tenant unit restricted or controlled areas or facilities in the performance of antiterrorism duties and responsibilities.

**2.6. DoD Standard 6 – Designation of Antiterrorism Officers (ATOs).** 43 AW/XPA (Wing ATO) is appointed as the AT advisor and VAMP administrator for the 43 AW. The Wing ATO determines access authorization into the VAMP. Close coordination with 43 SFS/CC or designated representative on threat mitigation is essential.

2.6.1. All host/tenant units will have an unit antiterrorism representative (ATR), to include all non-Air Force units assigned to Pope AFB. Commanders will appoint in writing their primary and alternate ATR and forward their names to 43 AW/XPA (Wing ATO) within ten duty days of appointment. ATRs should have at least 18 months retainability and not be deployed at the same time. All unit/staff agency ATRs should be Level II trained as soon as possible. The Wing ATO will coordinate all AT Level II training course requirements with the MAJCOM/AMWC AT MTT or other Component Services. Personnel selected for AT Level II must have 12 months retainability and not possess PCS orders. Unit ATRs should receive Level II training within 120 days of appointment.

2.6.4.4. Vulnerability Assessment Management Program (VAMP) is a web-based program accessed through the SIPRNET. Use VAMP to enter and monitor identified vulnerabilities, regardless of method of identification. 43 AW VAMP monitor (Wing ATO) will provide oversight monitoring until the findings are closed. All funding requests must be identified in VAMP.

2.8.7. AFOSI provides Defense Threat Assessments (DTA). DTAs will meet the benchmarks in the Air Force Vulnerability Assessment Team Guidelines publication (Terrorist Threat, Terrorist Options, and Illustrative Target sections).

2.9.2. Installation Threat Working Group (TWG) responsibilities. The TWG members include IN (23d/43d), SF, XPA and AFOSI. The TWG will provide the FPWG and FPEC with an assessment of the threat, rationale, and options. Others will be invited to attend meetings in an advisory capacity as needed. TWG meetings will be chaired by 43 AW/IN and conducted as required or as directed by 43 AW/CC. The TWG will focus on the immediate threat and make recommendations to the Commander and FPWG on courses of action to mitigate/counter it.

2.12. **DoD Standard 12 – FPCON Measures Implementation.** There is no one-answer-fits-all when it comes to determining access to the installation during each FPCON (Normal-Delta) implementation and transition. Group commanders will determine the “skill mix” (numbers and types) of contractors, guests and visitors to meet operational mission and day-to-day sustainment requirements at various FPCON levels. The TWG will analyze the local threat and make recommendations to Wing leadership as appropriate.

2.13.4. The installation’s Random Antiterrorism Measures (RAMs) program will encompass a variety of units, agencies, and/or activities from across the installation. The number of RAMs to be conducted will depend on the current FPCON or as directed. Units will develop unit specific RAMs and these will be coordinated through the wing AT office. All host/tenant organizations, including NAF functions, are required to participate in the RAM program. Base Exchanges (AAFES), on-base schools, banks, credit unions, and visitor group contractor owned/operated facilities will participate in the RAM program in accordance with host/tenant Security Agreements, Inter/Intraservice Support Agreements, Memorandums or Agreement (MOAs), or Memorandums of Understanding (MOUs) in force during the agency’s tenure. All Pope AFB units and organizations will designate a unit antiterrorism representative to the wing antiterrorism officer. Non-military agencies that are required to participate in the base RAM program will appoint a point of contact (POC) to conduct the required RAMs. Each unit will conduct RAMs in accordance with the monthly schedule published by the wing antiterrorism office. Monthly schedules and measures will be manually provided to agencies that do not have direct access to the RAMs web page. The schedule will designate randomly selected units and measures to be implemented for each day of the month. On the date specified, this affected unit/agency will conduct their specific RAM. The designated measure must be completed at any time between 0001 and 2359 hours on the designated day. RAMs can be changed or substituted with prior approval from Wing ATO. Unit commanders or responsible designate representative may postpone or cancel a RAM only when it is detrimental to personnel, mission, or operational safety or security. If a RAM is canceled or postponed, the responsible unit/agency antiterrorism representative will annotate the specific reason(s) for cancellation or postponement on the RAM web page and notify the wing antiterrorism office. Agencies that do not have access to the RAM web page will notify the wing antiterrorism office by letter or electronic mail. Do not post classified information on the web page. Notify the wing antiterrorism office by secure means or runner for classified information.

2.13.5. Commanders/Staff Agency Chiefs will ensure that AT measures are incorporated into planned functions such as changes of commands, open house, air shows, and other organized base activities. Notify the wing ATO of upcoming (organized) events as soon as possible prior to the event.

2.14.5. Commanders/Agency Chiefs will forward a copy of their site/area specific AT measures (in addition to the measures already identified in the antiterrorism plan or installation security plan) to the Wing ATO for review. (**NOTE:** Measures that mitigate vulnerabilities that are site specific may require classification.)

2.17.3. Contracts in which personnel require entry onto Pope AFB must include personnel consent to a “background check.” The background check requirement will be included in all new contracts. The 43 CONS must coordinate this requirement with local on-base investigative agencies to ensure checks are from an acceptable source. Security Forces may conduct on-base records checks or checks through NCIC as required. The 43 SFS will maintain a copy of all background checks provided by the primary contractor along with the Pope Form 14, **Request for Visitor Vehicle Pass**. Contractors on one time visits to the installation or when the term of employment is too short to make the checks feasible will not require background checks for the visit, however, these individuals must be made aware that they could be subject to a background check if deemed necessary by law enforcement agencies at anytime before or during

employment. Examples of this type situation would be a one-time delivery or a sub contractor performing construction work for a primary contractor in unforeseen circumstances that will last for less than 72 hours. These situations require that the contractor be sponsored by the agency or unit to which the work is to be performed. Additionally, the contractor should be made aware that he/she is subject to a criminal background check while on the installation. Prime contractors are responsible for the suitability of their sub contractor personnel, as well as ensuring their sub contractor employees also have background checks if the duration of the work to be performed is greater than 72 hours. The 43 LRS/LGRR will ensure all new updated base support agreements include requirements for participation in base antiterrorism program.

2.22.3.4. All personnel going TDY, PCS, or on leave OCONUS must receive an AT Level I briefing prior to departure. This briefing must be documented on the unit and MPF out-processing checklists. A briefing from any Level II trained person or completion of the approved computer based training that is available at the following web site: <http://at-awareness.org> are acceptable means of meeting this requirement.

2.22.4.2. The squadron commander is responsible for ensuring unit personnel are Level I trained. Documentation of Level I training will be maintained by the unit.

2.22.7. All unit AT representatives will update their unit's AT training status no later than the fifth of every month and be available to the Wing ATO upon request. The statistics will include total numbers of personnel assigned, total that received Level I or Level II training during the month, and how many personnel deployed during the month that received Level I training. These figures are reported to HQ AMC. Training updates will be entered in the Level I training block on the RAMs web site.

2.23.1. Before traveling in the OCONUS, personnel will review country threat information through any of several means, including coordination with AFOSI, installation ATOs, or various SIPRNET/NIPRNET sites. This review must be conducted when building the initial itinerary and again just before departure. These itineraries/plans will be left with the unit during travel for emergency notifications. All travelers must consult the Foreign Clearance Guide for additional country clearance information at <http://www.fcg.pentagon.mil/>.

2.25.5. AFOSI is responsible for coordinating any requirements for USAF High-Risk Personnel (HRP) or those identified in USAF High-Risk Billets (HRB) both on station and in transit.

2.26.2.1. The annual vulnerability assessment team will, as a minimum, consist of following functional areas: SF, CE, CEX, AFOSI, SV, IN, CS, and MDG (Bio-environmental). Experts in the grade of E-7 or above are required (E-5/6s will be considered by exception) in the aforementioned functionals. Additional team members will be identified as needed by the Wing ATO. This same team will conduct the annual AT Program Review (PR) IAW DOD Standard-20. The PR will be conducted using the DOD AT Nine Critical Program Requirements as outlined in DOD Standard-26.

2.26.2.1.1. Vulnerability Assessments (VAs) are conducted annually except in years the installation receives HHQ VAs. The assessments will include the Force Protection Investment Matrix (FPIM) and Demography/Mission/Symbolism/History/Accessibility/Recognizability/Population/Proximity (DSHARPP OR MSHARPP) Matrix IAW AFI 10-245. At a minimum, copies of the completed assessment will be forwarded to the 43 SFS/CC, and to the AMC Antiterrorism Division for reference and file. All vulnerabilities identified during the assessment will be entered into VAMP.

2.28.2.1. For review and coordination of new construction projects and existing building rehabilitation projects, the functional expert for the project will determine if the facilities/sites, either currently occupied or under consideration for occupancy of DoD personnel, can adequately protect occupants against terror-

ist attacks. 43 CES will ensure all new construction meets DoD minimum antiterrorism standards for buildings IAW the most current Unified Facilities Criteria (UFC) 4-010-01 and DoD Security Engineering manuals. The Wing ATO must be included in the planning stages of all new construction and renovations.

2.28.2.3. The 43 CES will ensure funding (for bollards, barriers, barricades, etc) is coordinated with the Wing ATO.

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