

15 OCTOBER 2003



Operations

**POPE AFB CORPORATE READINESS
STRUCTURE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 43 CES/CEX (Capt Tutty)

Certified by: 43 AW/CC (Brig Gen Scott)

Pages: 7

Distribution: F

This Instruction implements 43d Airlift Wing (AW) Commander's directives. It enacts the direction provided by AMCI 10-213, *Air Mobility Command Corporate Readiness Structure* and establishes the basic structure, procedures, relationships, and authority for the Pope AFB CRS. This instruction outlines the organization and functions of the Pope AFB Corporate Readiness Structure (CRS) and explains its procedures and relationships. It applies to every unit on Pope AFB. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

1. Concept and Purpose. The Pope AFB CRS provides the Installation Commander (43 AW/CC), Vice Wing Commander, Group Commanders, and the Director of Staff with the capability to review installation readiness issues from a corporate point of view. The scope of the program addresses the Wing's mobility capability to include status of resources and training system (SORTS), ability to survive and operate (ATSO), nuclear/biological/chemical (NBC) defense, joint and unit readiness training, deployed and home station equipment of personnel and units to meet their assigned mission essential tasks, and the wing exercise and evaluation processes. This structure should also incorporate local and regional planning groups as required by federal, state, and local agencies (i.e. Environmental Protection Agency (EPA) Local Emergency Planning Committee, Federal Emergency Management Agency (FEMA) Emergency Management Council, etc.).

2. Organization. The CRS consists of the Readiness Board (RB), Readiness Working Group (RWG), Threat Working Group (TWG), and Exercise Steering Committee (ESC). **Attachment 2** is an organizational chart denoting the relationships among various groups and committees.

2.1. The RB provides strategic direction to readiness programs and is chaired by 43 AW/CC. It is composed of the Vice Wing Commander, Group Commanders, and the Director of Staff as listed in para **3.2.** below.

2.2. The RWG provides a forum to discuss and develop recommendations for issues affecting Pope AFB readiness. The RWG is co-chaired by the 43 MSG/CC and 43 OG/CC and is comprised of 43 AW Squadron Commanders, 43 AW/XP, 43 AW/CP, and representatives from all tenants on base.

2.3. The ESC convenes at least quarterly to develop, coordinate, and review base exercises. The goal of the committee is to improve the 43d Airlift Wing's ability to conduct combat and contingency operations worldwide, as well as to ensure the safety, security, and preparedness of all personnel working or living on Pope AFB. The ESC will review the base exercise program to include items such as annual schedule, requirements, procedures, concepts, funding, and results. The ESC is chaired by the vice wing commander and is comprised of the Director of Wing Staff, Chief, Wing Plans and Inspections, Wing Inspections personnel, Wing Safety rep, and the Exercise Evaluation Team (EET) Chief for each Group. Unit Commanders, unit EET reps, and other subject matter experts (SME) may be called to support the ESC depending on the exercise under consideration. Wing inspections personnel are responsible for administrative support to the ESC to include preparing briefings, concept papers, and maintaining meeting minutes.

2.4. The TWG operates and reports independently of the RB scheduled meetings due to the immediacy of the issues that may impact installation force protection and readiness.

3. Readiness Board.

3.1. Function. The RB is the commander's executive advisory committee responsible for providing strategic direction for the wing's readiness programs. It acts as the forum to receive, and pass strategic readiness issues on to the ESC and the RWG. The board is chaired by the Installation Commander and is composed of the members listed below in para 3.2. The RB reviews the findings and recommendations of each working group, and delegates these issues to the functional staff for implementation.

3.2. **Membership:** The RB consists the following members:

3.2.1. Vice Commander (43 AW/CV)

3.2.2. Commander, 43d Operations Group (43 OG/CC)

3.2.3. Commander, 43d Maintenance Group (43 MXG/CC)

3.2.4. Commander, 43d Medical Group (43 MDG/CC)

3.2.5. Commander, 43d Mission Support Group (43 MSG/CC)

3.2.6. Commander, 23d Fighter Group (23 FG/CC)

3.2.7. Commander, 18th Air Support Operations Group (18 ASOG/CC)

3.2.8. Director of Staff (43 AW/DS)

3.3. Commander's Responsibilities: The Installation Commander presides over meetings and has final decision authority for issues brought to the RB for resolution. The Commander will:

3.3.1. Approve the agenda for each meeting.

3.3.2. Convene and guide the operation of the RB.

3.3.3. Ensure information, briefings, and reports are received from MAJCOM, RWG, TWG, ESC, and other tasked integrated process teams.

3.3.4. Issue guidance and procedures to the 43 AW Staff and board structure.

3.3.5. Elevate issues to MAJCOM RWG when additional guidance and/or resolution for issues lay beyond the scope of the installation to resolve (i.e. through readiness assessment message (RAM) to 21st AF)

3.4. Administrative Responsibilities. The Readiness Flight Commander (43 CES/CEX) will:

3.4.1. Organize, schedule, and coordinate all aspects of the RB meetings.

3.4.2. Record and distribute minutes of the RB meeting.

3.5. Meetings: The RB will meet, at a minimum, semiannually, and as required. The RB meets at the call of the Installation Commander, or at the request of a member from the RB.

4. Readiness Working Group.

4.1. The RWG provides a forum to introduce, review, validate, and prioritize readiness initiatives, programs, and requirements and to recommend action to the RB on issues affecting wing readiness. The RWG is co-chaired by the 43d Mission Support Group Commander (43 MSG/CC) and the 43d Operations Group Commander (43 OG/CC), and is comprised of 43 AW Squadron Commanders, applicable Staff Agency Chiefs, and representatives from appropriate tenant units listed in paragraph 4.2. The RWG assures integration of Air Base Operability (ABO) planning, operations, and training initiatives for the wing. The RWG also directs and oversees the 43 AW Air Base Operability program by addressing policy/procedural guidance, training/exercise/evaluation criteria, and equipment issues. The agenda addresses the following areas: policy/procedural guidance; ABO training; ABO exercise/evaluation criteria; ABO equipment; and those areas recommended by 43 AW sub-committees and integrated process teams with readiness concerns/issues. RWG members must pre-brief their respective RB members prior to any RB meetings.

4.2. Membership: The installation commander will appoint and approve membership changes after discussion among the RWG. Members are typically squadron commanders. Minimum membership consists of:

43d Aeromedical Evacuation Sq (43 AES/CC)	43d Logistics Readiness Sq (43 LRS/CC)
2d Airlift Sq (2 AS/CC)	3d Aerial Port Sq (3 APS/CC)
41st Airlift Sq (41 AS/CC)	43d Maintenance Operations Sq (43 MOS/CC)
43d Operations Support Sq (43 OSS/CC)	43d Aircraft Maintenance Sq (43 AMXS/CC)
43d Security Forces Sq (43 SFS/CC)	743d Aircraft Maintenance Sq (743 AMXS/CC)
43d Services Sq (43 SVS/CC)	43d Maintenance Sq (43 MXS/CC)
43d Civil Engineer Sq (43 CES/CC)	43d Medical Operations Sq (43 MDOS/CC)
Chief, Fire Protection (43 C ES/CEF)	43d Medical Services Sq (43 MDSS/CC)
43d Mission Support Sq (43 MSS/CC)	Chief, Command Post (43 AW/CP)
43d Communication Sq (43 CS/CC)	23d Fighter Group Representative
43d Contracting Sq (43 CONS/CC)	18th Air Support Operations Group Representative
Chief, Wing Plans & Inspections (43 AW/XP)	Fort Bragg
Chief, Manpower (43 AW/MO)	Local Community

43d Comptroller Sq (43 CPTS/CC)	
---------------------------------	--

- 4.3. RWG Co-Chairpersons' responsibilities: The chairpersons (43 MSG/CC and 43 OG/CC) will:
- 4.3.1. Preside over meetings and make recommendations to the RB, retaining final decision authority for issues brought for resolution.
 - 4.3.2. Review and coordinate with installation commander the daily all risk/threat assessment briefing, GSORTS input and readiness/contingency capability reports.
 - 4.3.3. Approve the agenda for each meeting.
 - 4.3.4. Task staff organizations for after-action reports and briefings.
 - 4.3.5. Provide oversight and tasking authority to various sub-committees, see [Attachment 2](#).
 - 4.3.6. Appoint the CE Readiness Flight chief for administrative responsibilities.
- 4.4. 43 LRS Commander: Convene all appropriate RWG members as necessary to establish/review C-1 bag and sustainment Individual Protective Equipment (IPE) requirements and other Chem/Bio equipment requirements against mobility taskings and authorizations.
- 4.5. Meetings. The RWG meets quarterly and as requested by the installation commander, the RWG Chairpersons, or other RB members. After the chair approves a meeting, subcommittees will provide to 43 CES/CEX their final presentations for distribution.
- 4.6. Administrative Responsibilities. 43 CES/CEX will:
- 4.6.1. Organize, schedule, and coordinate all aspects of the RWG meetings.
 - 4.6.2. Record and distribute minutes of the RWG meeting.

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

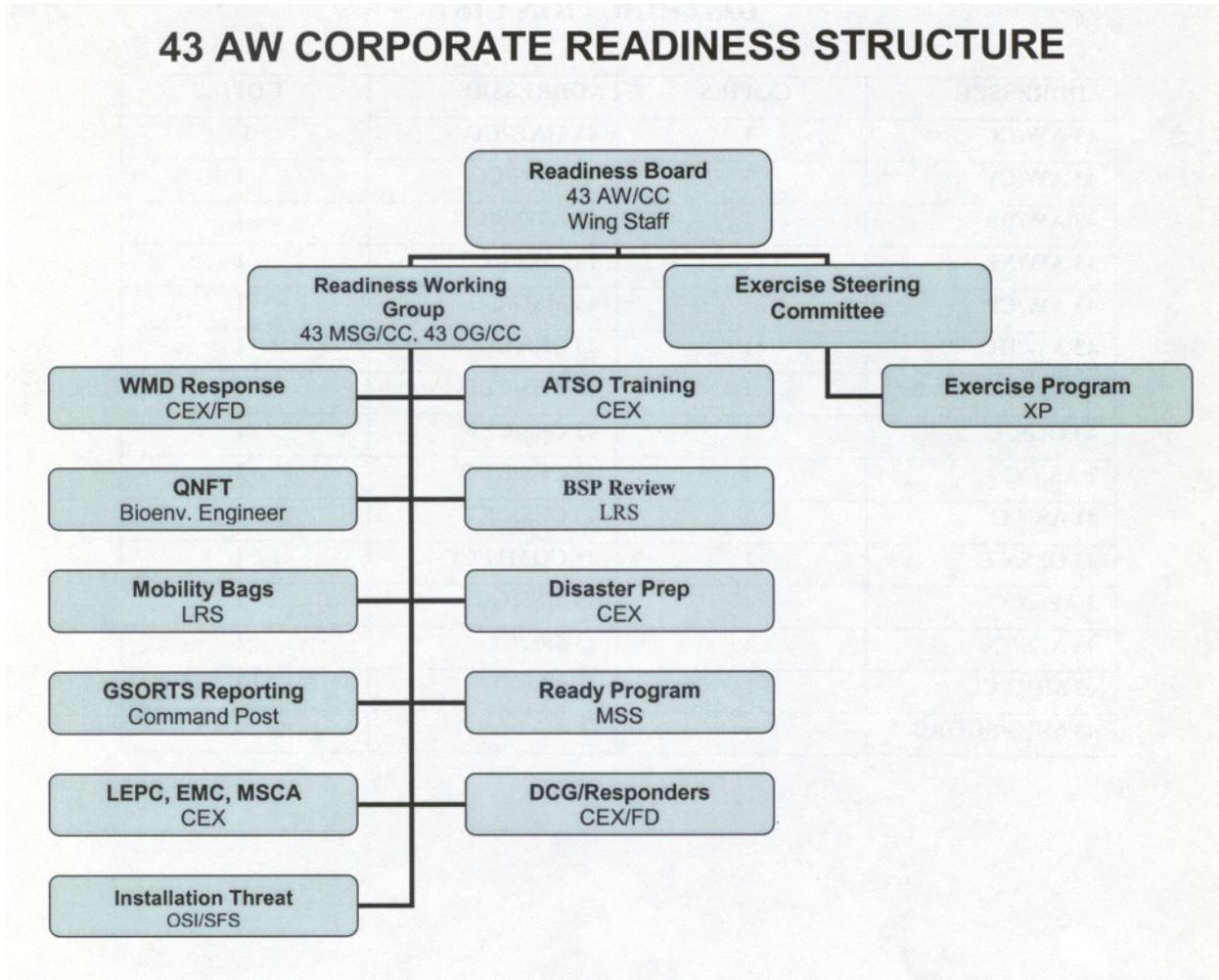
AMCI 10-213, *Air Mobility Command Corporate Readiness Structure*

Abbreviations and Acronyms

CRS—Corporate Readiness Structure
SORTS—Status of Resources and Training System
ATSO—Ability to Survive and Operate
NBC—Nuclear/Biological/Chemical
EPA—Environmental Protection Agency
FEMA—Federal Emergency Management Agency
RB—Readiness Board
RWG—Readiness Working Group
TWG—Threat Working Group
ESC—Exercise Steering Committee
EET—Exercise Evaluation Team
MAJCOM—Major Command
RAM—Readiness Assessment Message
ABO—Air Base Operability
IPE—Individual Protective Equipment

Attachment 2

43 AW CORPORATE READINESS STRUCTURE



Attachment 3

DISTRIBUTION LIST

ADDRESSEE	COPIES	ADDRESSEE	COPIES
43 AW/CC	1	43 MXG/CC	1
43 AW/CV	1	43 MOS/CC	1
43 AW/DS	1	43 AMXS/CC	1
43 AW/XP	1	743 MXS/CC	1
43 AW/CP	1	43 MSG/CC	1
43 AW/HC	1	43 CES/CC	1
43 AW/JA	1	43 CES/CED	1
43 OG/CC	1	43 CES/CEF	1
2 AS/CC	1	43 CES/CEO	1
41 AS/CC	1	43 CES/CEV	1
43 OSS/CC	1	43 COMM/CC	1
3 APS/CC	1	43 MSS/CC	1
43 AES/CC	1	43 SFS/CC	1
43 MDG/CC	1	43 SVS/CC	1
43 MDG/SGOAB	1	OSI	1