



# POPE FIELD

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## COMMANDER'S GUIDE POPE & BRAGG



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## INTRODUCTION

### COMMANDER'S GUIDE TO POPE & BRAGG

Commanders,

Welcome to Pope Field. Pope Field is home to Air Force units from five separate MAJCOMs and plays a major role supporting rapid deployment of the 18<sup>th</sup> Airborne Corps, 82<sup>nd</sup> Airborne Division, and Special Operations Forces.

March 2011 marks the official BRAC realignment date for Pope Air Force Base in accordance with the 2005 BRAC law. This transition required the transfer of real property and the provision of host services to the Army as the resident Air Force units remain on Pope Field. As such, both the units and the individual Airmen assigned to Pope Field receive much of the support they would normally receive from the Air Force through the garrison on Fort Bragg.

As commander's, we must all be committed to assuring mission success, and to ensuring that Pope Field is a "sought after place to work and live." This guide has been created to provide incoming commanders a "heads up" about the unique Pope environment, and also to serve as reference material during your time in command. With the exception of a few operational topics, the primary objective of this guide is to outline key support functions and services that are carried out in a manner unique to Pope Field.

The Commander's Guide to Pope and Bragg is a living document, maintained by the 43d Airlift Group. As Team Pope continues through the BRAC transition, and as we make transitions typical to any military unit, this guide will be updated semi-annually. The 43d Airlift Group executive staff will coordinate for updates to current topics, as well as solicit for additional topics.

This book, partnered with the "Airmen's Guide to Pope Field and Fort Bragg," publication and in conjunction with the Fort Bragg "Answers Unlimited" publication should provide you the starter information to hit the ground running and side-step potential hurdles to supporting our mission, our Airmen and their families. Further, it will ensure Team Pope continues to reflect our strong "Ready Now!" culture as we support Fort Bragg's "All The Way" culture.



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## **ORIENTATION OVERVIEW**

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### **POPE IS NOT A JOINT BASE**

Pope AFB transferred all installation support functions and real property to Fort Bragg and became a part of Fort Bragg's Garrison (as Pope Field). A Joint Base is defined as two or more DoD services merely sharing installation support functions to eliminate excess infrastructure/gain efficiencies (with one Service designated as lead).

### **UNIQUE POST-BRAC ORGANIZATIONAL CONSTRUCTS**

We are five Air Force MAJCOM units on Pope Field under the oversight of the Fort Bragg Garrison Commander and Eighteenth Airborne Corps Senior Commander. This is the first Army Airfield operated by Air Force tenants.

## **FORT BRAGG COMMANDS & LINES OF EFFORT**

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### **FORSCOM (4-Star)**

United States Army Forces Command. Train, mobilize, deploy, sustain and transform, reconstitute conventional forces.

### **XVIII AIRBORNE CORPS (3-Star)**

Eighteenth Airborne Corps. Airborne Forcible Access; independently deployable Joint Task Force Headquarters.

### **JSOC (3-Star)**

Joint Special Operations Command. Develops joint special operations tactics.

### **USASOC (3-Star)**

United States Army Special Operations Command. Special Forces, MISO, Civil Affairs (CA).

### **USARC (3-Star)**

United States Army Reserve Command. Command and control and support for all Reserve CONUS units (except MISO and CA).

### **FORT BRAGG GARRISON COMMAND (0-6)**

Provide people, infrastructure and services to train, sustain, mobilize and deploy forces while enhancing environment, security and well-being of the Fort Bragg community.

## SERVICES PROVIDED TO AIRMEN AT POPE (ARMY MACOMS)

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- Contracting (MICC) – Contracting Support
- Medical (MEDCOM) – Support for Air Force dependents and retirees
- Garrison (IMCOM) – Installation Host for Pope Field
  - Facility/infrastructure support provided by Army Director of Public Works
  - Security – Installation law enforcement and weapon system security
  - Services – Dining facility, chapel, MWR
  - Fire Department – Crash, Fire, Rescue
  - Communications (NETCOM) – Outside plant support, telephone service & ops/LMR radios
  - 22,700 housing units managed and serviced

## REVEILLE, RETREAT & DV's

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On Fort Bragg the custom of Reveille and Retreat is slightly different than on a typical Air Force Installation.

### **REVEILLE, 0630**

At or just before the first note of retreat, military personnel will face the flag or sound of retreat if flag is not visible, come to the position of attention and salute. After the end of the last note, Order Arms.

### **RETREAT, 1715**

At the sound of the first note of Retreat, military personnel will go into the position of parade rest. At the end of the last note of retreat, go into the position of Attention. Next, a canon (the evening gun) will sound. Then, at the first note of "To The Colors" or the first note of the National Anthem, Present Arms. After the end of the last note, Order Arms.

### **DISTINGUISHED VISITOR VEHICLES**

Distinguished visitors will arrive at Pope Field on occasion and transit the area in an assortment of DV vehicles. Any vehicle bearing a license plate indicating an 0-6 or higher (Eagle or one, two, three, or four stars) must be saluted. This is the same as the Air Force custom.

Air Force and Navy DV plates are blue with a white eagle or star(s). Army and Marine DV plates are red with a white eagle or star(s).

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### **CONTACT INFORMATION**

Fort Bragg Protocol Office  
(910) 396-9417

## POPE FIELD COMMANDS & LINES OF EFFORT

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### **440<sup>th</sup> AIRLIFT WING (AFRC)**

Air Force Reserve Support to Combatant Commanders. Sixteen C-130H2 PAA.

### **43d AIRLIFT GROUP (AMC)**

Contingency Outload and En Route operations – “Green Ramp” mission

### **18<sup>TH</sup> AIR SUPPORT OPERATIONS GROUP (ACC)**

XVIII Airborne Corps advisor.

### **COMBAT CONTROL SCHOOL (AETC)**

Combat Control apprentice/Special Operations Weathermen (please verify) advanced special tactics training.

### **21<sup>st</sup> SPECIAL TACTICS SQUADRON (AFSOC)**

Air traffic control, fire support and command, control, and communications in covert or austere environments supporting Combatant Commanders.

## CHANGES TO SERVICES PREVIOUSLY PROVIDED BY HOST WING

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### **43d AIRLIFT GROUP (AMC)**

En Route (CP, APS, MX)  
Supply / TMO / POL  
Active Duty Medical & Dental  
Finance / MPF  
ADCON Active Duty Associate Sqs

### **440 AIRLIFT WING (AFRC)**

OPDIR AD Associate Sqs (2AS & 43 AES)  
Flight Planning / Weather  
Airfield Management / ATC Tower Ops  
Nav-Aid / WX Systems MX

### **FORT BRAGG (IMCOM / FORSCOM)**

Fire / Emergency Services & Law Enforcement  
Contracting  
In-Flight Meals  
Special Vehicle MX / Aircrew Transportation  
Customs  
Airfield / Flightline Security  
Real Property SRM  
Dependent / Retiree Medical

### **COMBINATION**

Communications Infrastructure & Support  
(440 AW & Fort Bragg)

## 43d AIRLIFT GROUP & 440th AIRLIFT WING SPECIFIC UNIT FUNCTIONS

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### 43d AIRLIFT GROUP: CONTINGENCY OUTLOAD / EN ROUTE OPERATIONS

#### Operations

- **43 OSS** – Range and airspace management and joint airdrop inspection for cargo
- **43 AES** – Contingency Aeromedical evacuation expertise (440 AW Associate)
- **2 AS** – C-130 & tactical airlift aircraft maintenance (440 AW Associate)
- **3 APS** – Pax / Cargo operations supporting en route operations
- **43 AMXS** – Aircraft Recovery / MX generation supporting en route operations
- **43 LRS** – Supply and Aircraft Fueling supporting en route operations

#### Group Staff

- Command Post; PA/Protocol; JA; XP; HC; HO; SE; EO; CBRNE; Dorm Manager

#### Support

- **43 CPTS** – Financial support to Air Force personnel assigned to Pope Field
- **43 FSS** – Military personnel & Family Advocacy support to Pope Field Personnel

#### Medical Support

- **43 MDS** – Medical / Dental support to Active Duty personnel assigned to Pope Field

#### Operational Capability

Example: Haiti Relief effort, Operation Unified Response (% of AMC mission) 308 departures (35%), 3,251 PAX (76%), 4,533 STONS (60%), entire Brigade Combat Team airlifted in 10-days

### 440th AIRLIFT WING: OPERATE 16 C-130s SUPPORTING WORLD-WIDE COCOM REQ's

#### Operations

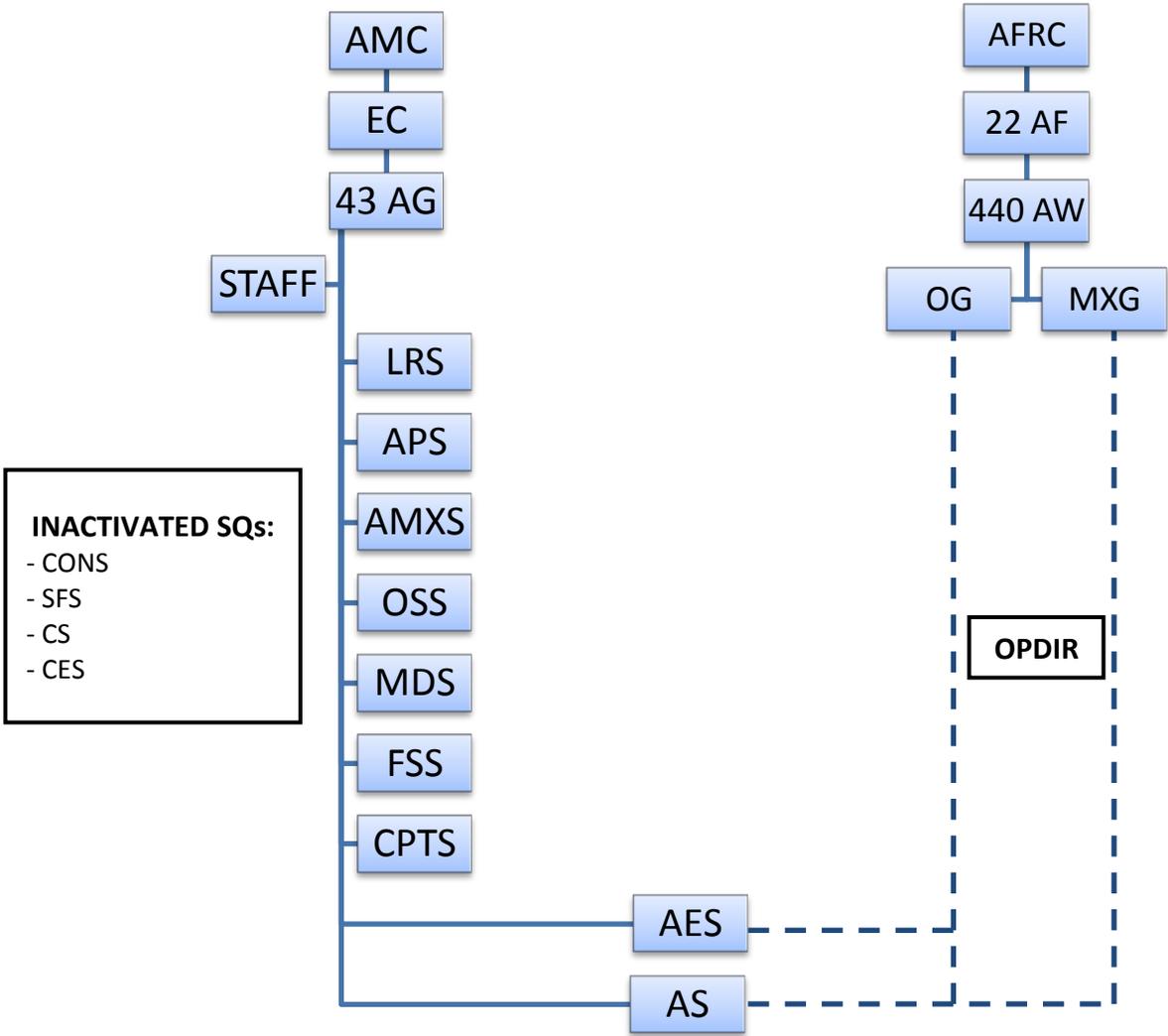
- **440 OG** (95 AS & 36 AES) – Train aircrews to op C-130's; Manage Base Ops & ATC Tower
- **440 MXG** – Crash Damage / Disabled Aircraft Recovery (CCDAR) & backshop aircraft maintenance support for 43d Airlift Group's Green Ramp Ops

#### Mission Support

- **Mission Support Flight** – Civilian personnel support to all AF units assigned to Pope Field
- **Comm Support Flight** – Network support, NIPR/SIPR, Air-to-Ground / CP radios for Pope
- **Sexual Assault Response Coordinator** – Support to AF personnel assigned to Pope Field

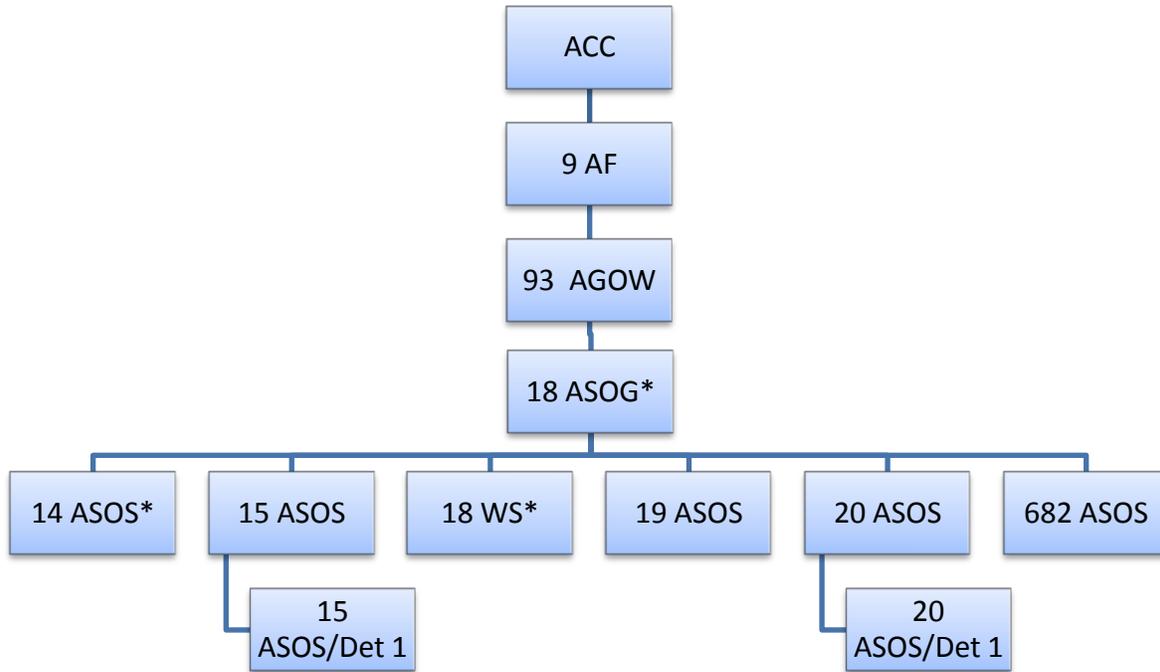
**43 AG & 440 AW ORGANIZATION CHART (POST-BRAC)**

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# 18 ASOG ORGANIZATION CHART

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## 21 STS ORGANIZATION CHART

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## COMBAT CONTROL SCHOOL ORGANIZATION CHART

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## AIRMEN'S CAMPUS

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### DESCRIPTION

The Airmen's Campus Area Development Plan defines the strategy for creating a unique campus for Airmen as Pope Field integrates fully with Fort Bragg. This AMC award winning design will serve as the enduring Master Plan for the defined Air Force campus. As such, the plan determines the specific projects required for future design and construction to complete the formal interconnectivity between the buildings and defines special outdoor areas for Airmen. The plan encompasses the administrative and operational areas primarily utilized and occupied by USAF forces post BRAC. The plan identifies hardscape (buildings, structures, benches) and softscape (landscaping) for the area and includes a list of 23 projects valued at more than \$25M required to realize the vision. To date, seven projects valued at \$3.6M have been funded and are currently under construction.

### STANDARD AFB FUNCTION/PROCESS

The General Plan or Master Plan at any AFB would be followed when programming for funding of construction projects. The Airmen's Campus Plan will be followed by the 43d Airlift Group in the post-BRAC environment to request projects which would normally require AF funding. At an AFB, the local Civil Engineer Squadron would develop a Comprehensive Plan or General Plan for the Base, and would submit changes to the Plan annually to the MAJCOM A7 staff.

### POPE PROCESS

The DPW Master Planning Division maintains master plans for Fort Bragg. Short and Long Range Plans, Capital Investment Strategies, and other Area Development Plans are updated periodically by DPW. The Airmen's Campus Plan will be incorporated into the Fort Bragg Plan. AF Units at Pope Field will be asked to provide inputs/updates to the Airmen's Campus Plan.

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### CONTACT INFORMATION

Department of Public Works, Master Planning Division  
(910) 396-6761  
<http://www.bragg.army.mil/dpw/>

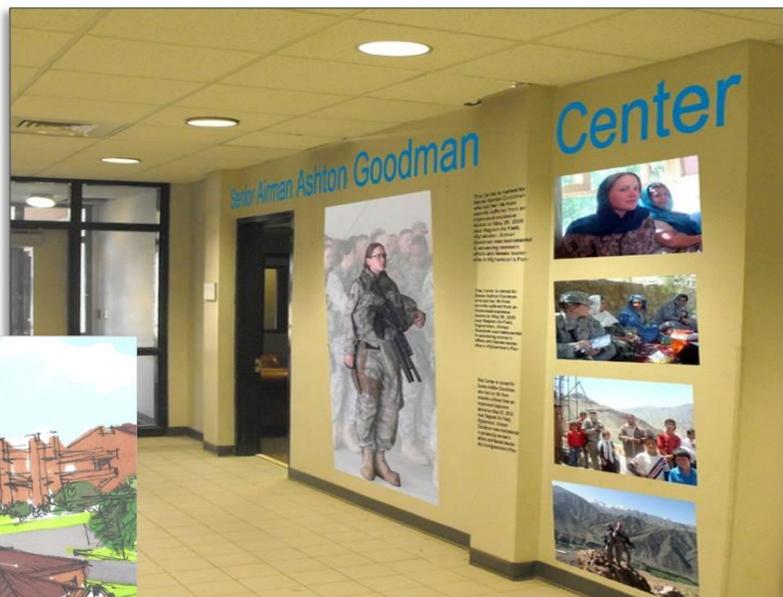


## GOODMAN AIRMEN'S CENTER

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The Goodman Airmen's Center is the central building within the Airmen's Campus. The Airmen's Center is the social and professional meeting center for all Airmen on Pope Field. The Airmen's Center has undergone over \$3M in renovations over the past five years and is poised to complete interior construction Spring 2011. The Airmen's Center will include many amenities for the Pope Airmen including a central location to receive dormitory residents' incoming mail, meeting rooms/ballroom for large gatherings and ceremonies, a game room for multiple console gamers and recreational sport viewing on large-screen televisions, social lounge for Wingman meetings and dance floor, music room for Airmen to play and practice live musical instruments, and a kitchen area for food vendors and a possible sandwich shop.

The Goodman Airmen's Center was named after Senior Airman Ashton Lynn Marie Goodman, a Vehicle Operator assigned to the 43d Logistics Readiness Squadron at Pope AFB. SrA Goodman served in the United States Air Force from July 2006 to May 2009. She was killed in the line of duty while deployed to Afghanistan as a member of the Panjshir Provincial Reconstruction Team. SrA Goodman was posthumously awarded the Air Force Commendation Medal, Purple Heart, and Bronze Star.



## COMMAND POST

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### DESCRIPTION

Pope Command Post is a full service AF combined (Total Force) command post providing Air Force C2 functions for all AF tenant units on Fort Bragg/Pope Field. This includes all four core C2 functions:

- Emergency Action Messaging
- Operational Reporting including SORTS
- Emergency Management
- Mission Management

### STANDARD AFB FUNCTION/PROCESS

At a typical AFB, CP is a staff agency under an AF Wing Commander who is also the Installation Commander. CP controllers manage support activity of aircraft mission on the airfield, execute notification and Quick Reaction Checklists in response to incidents, accidents and emergencies, transmit OPREP-3 operational reports to HHQ, and function as the installation control center from emergency management and contingencies during routine operations.

### POPE PROCESS

Pope Command Post is combined CP manned by personnel from both 440AW and 43AG. The CP is the 24/7 single C2 agency for all AF tenants on Ft Bragg/Pope Field. The significant difference at Pope is the lack of an AF installation commander. The installation command and the associated support organizations are functions belonging to Ft Bragg. Issues requiring support from, or notification to, the installation command are routed from the Pope CP through our Army equivalent C2 unit, the Ft Bragg Operations Center (FBOC). FBOC in turn passes the information or request to the appropriate Army agency/unit. Major emergency and incident response operates differently in that the CP will not activate an ICC/EOC. The CP will activate the AF Operations Center (AFOC) which will support AF response and the Ft Bragg Emergency Operation Center (FB EOC). More details on this process can be found in the EM/C2 section of this guide.

### QUESTION & ANSWER

Q: How does Command Post conduct notifications and recalls?

A: Notifications are conducted IAW Commander's Critical Information Requirements (CCIRs), which are incorporated into QRC's. CP has a number of methods to execute notifications. Mass notification to the airfield can be accomplished through the Giant Voice system. Mass notification to the entire AF population, or tailored notifications to a specific unit or group, can be conducted via desktop pop-up, email, and telephone contact through our AtHoc automated notification system.

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## COMMAND POST (continued)

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Q: What is the Air Force Operations Center, who activates and who staff's it?

A: The Command Post is the AFOC during normal operations. If an incident, accident or contingency directly affects an AF tenant, the Command Post will notify the commander of the affected tenant unit. It will be at the discretion of that commander to activate the AFOC; typically either 440AW/CC or 43AG/CC. The AFOC itself is a generic term used to designate a C2 extension of the command post to support a specific response. For large scale outload operations of Ft Bragg Army units the AFOC is known as the Green Ramp FusioN center or GRFN Ops. For Emergency Response the AFOC is tailored for the specific scenario. AFOC is an AF C2 node supporting the Ft Bragg EOC when it is activated for emergency response. For more details on the AFOC concept see EM/C2 portion of this guide.

Q: Does the CP transmit OPREP-3 reports and if so is the Army chain of command included in the report?

A: Yes, the CP is a full service CP and will transmit OPREP-3s IAW with appropriate AFI and MAJCOM guidance for all AF tenants on Ft Bragg. OPREP-3s require the approval of the unit commander and are transmitted to the AF chain of command and functional organizations as dictated by AFI and MAJCOM supplements. At the approving commander's discretion, CP will also send a copy of the final OPREP-3 to the FBOC for distribution to impacted Army commanders. Command Post recommends commanders include the Army in the OPREP distro only when Army personnel, facilities, or assets are involved in the incident that triggered the report.

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### CONTACT INFORMATION

Pope Command Post, Bldg 900  
(910) 394-9000, DSN 424-9000

# EMERGENCY MANAGEMENT

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## DESCRIPTION

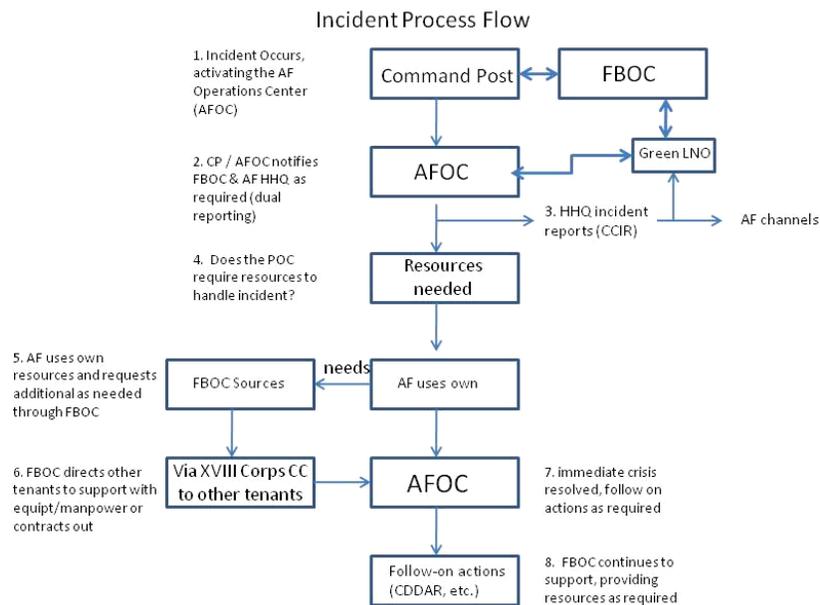
Pope Field Emergency Management (EM) Process. Procedures for Pope Field EM and Command and Control (C2) reporting within the Fort Bragg Garrison EM construct.

## STANDARD AFB FUNCTION/PROCESS

Refer to AFI 10-2501 for AFB Emergency Management implementation.

## POPE PROCESS

Example provided below is for an emergency response initiated on Pope Field. Change terminology in diagram below to be AF Operations Center (AFOC) instead of Pope Operations Center (POC)



NOTE: AFOC is treated as a BDE TOC (same as all Bragg tenants)  
 LOC remain through the FBOC (central point of coordination)

Pope Combined Command Post remains the single C2 node for all AF Tenant units on Pope Field/Ft Bragg for AF mission management, emergency management, emergency action messages, and operational reporting.

Step 1: Command Post receives notification of an incident/accident/situation requiring emergency response. This notification may come from FBOC, Fort Bragg DES, through the chain of command, from HHQ, or direct from the scene of the incident.

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## **EMERGENCY MANAGEMENT (continued)**

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Step 2: Command Post will open the appropriate Quick Reaction Checklist and notify affected AF Commanders and responding agencies IAW CCIRPIR/IRs. CP will execute the appropriate QRCs and commander's instructions. CP will recall the POC when directed by appropriate AF Commander (typically 43AG/CC or 440 AW/CC). The activation/recall message will be sent via AtHoc automated notification system or by telephone recall pyramid through the respective units CoC. CP will remain the operations center for the AF response until the POC is convened.

Step 3: If the incident involves Army personnel, facilities or assets, and/or the AF tenants require Army assistance/support, CP will notify FBOC of the situation.

Step 4: Upon convening, the AFOC will be the primary C2 body for the AF tenant's response and support with regard to the incident. The affected AF commander establishing the POC will select an AFOC director and LNOs to the FB EOC (if convened) and tailor the composition and battle rhythm of the AFOC as required. CP will maintain a representative in the AFOC but the CP console will revert to day-to-day C2 duties as much as practical. If the AFOC is not convened CP will remain the AF C2 agent for the duration of the event.

Note: The AFOC will normally stand up if the FB EOC is activated, however the AFOC may be activated independently of the FB EOC. Pope is treated as a brigade Tactical Operations Center (TOC) and in situations where incident occurs on post.

Step 5: CP will continue to conduct AF Operational Reporting IAW AFI 10-207 requirements. CP has established MOA's with AF tenant unit commanders establishing approval authority to transmit Operational Reports to HHQ. AF Operational reports will remain within the AF chain of command unless the approving command deems it prudent to share operational reports with Army host. This may be necessary when Army personnel, assets or facilities are involved in the associated incident or response. In such cases CP will cc the FBOC on the final verbiage of the report when direct by the approving AF commander. In order to meet time criteria and maintain fidelity IAW AFI 10-207, the CP will not submit operational reports for approval by the Army Chain of Command.

Step 6: Upon resolution of the incident and deactivation of the AFOC, CP will resume normal C2 functions and again become the primary emergency response C2 node for all AF tenants.

### **QUESTION & ANSWER**

Q: Who initiates AFOC activation and how are AFOC reps notified?

A: Affected AF commander or designated representatives will initiate via the Command Post. AFOC reps will be notified either by AtHoc or by telephone recall.

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## **EMERGENCY MANAGEMENT (continued)**

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Q: Are all AF tenants represented in the AFOC?

A: Yes, depending on scenario or incident, the AF commander activating the POC can tailor the AFOC to the situation.

Q: Who is the AF representative that coordinates with FBOC (Single Voice)?

A: Command Post until an LNO has been designated by AFOC commander.

---

### **CONTACT INFORMATION**

Pope Command Post (24/7), Bldg 900  
(910) 394-9000, DSN 424-9000

Fort Bragg Operations Center (24/7), Bldg 1-1326  
(910) 396-0371/0372

43d Airlift Group, Emergency Management  
(910) 394-8140, DSN 424-8140  
Mr. Ed Dickens, calvin.dickens@pope.af.mil

## INCLEMENT WEATHER

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### **DESCRIPTION**

Procedures and priorities for Inclement Weather operations.

### **STANDARD AFB FUNCTION/PROCESS**

Upon notification of impending snow or ice, Civil Engineer snow removal team would be assembled. In the event precipitation exceeds snow removal team capability, contractor assistance will be required. Whenever snowfall or ice begins or is forecasted, all available base resources will be used as required to accomplish necessary snow or ice removal. The OG/CC or MSG/CC would be responsible for assigning priorities to all airfield snow/ice control operations.

Standard Base Priorities:

#### Priority 1 - Primary Runways and Overruns

- Adjoining Taxiways and Apron Access Taxiways
- Aircraft Crash Fire Equipment Lanes
- Access Roads to Flight line
- Access to Medical Clinic Emergency Room
- Taxiways for Yellow Ramp as required

#### Priority 2 - Secondary Taxiways, aircraft parking ramps

- Taxiways and Other Aircraft Operations
- Air Traffic Control and Landing Systems
- Access Roads to POL Areas
- Primary Base Roads and Streets
- Fire Department, Civil Engineer compound and Base Operations
- Golden Knights Ramp

#### Priority 3 – Secondary Base Roads and Streets

- Vehicle Parking Areas
- Other Warehouse and Open Storage Areas
- Other Miscellaneous Facilities

### **POPE PROCESS**

Upon notification of impending snow or ice, the Department of Public Works (DPW) snow removal team will be assembled. In the event precipitation exceeds snow removal team capability, contractor assistance will be required. Whenever snowfall or ice begins or is forecasted, all available garrison resources will be used as required to accomplish necessary snow or ice removal. The Fort Bragg Operations Center will be responsible for assigning

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## INCLEMENT WEATHER (continued)

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priorities to all Garrison and airfield snow/ice control operations. AFOC leadership will coordinate through the FBOC for airfield snow/ice removal. As of publishing date (Jan 2011), Pope AFB Priorities have not been incorporated in the Fort Bragg plan. Additional information can be found in, XVIII Airborne Corps and Fort Bragg Regulation 500-2: Fort Bragg Severe Weather Plan, dated 05 Apr 2010.

Fort Bragg Priorities:

Priority 1 - Primary Base Roads and Streets to include:

- Butner Road
- Honeycutt Road
- Normandy Drive
- Reilly Street
- WAMC
- Zabitosky Road
- Gruber Road
- Knox Street
- Randolph
- HQ, XVIII Airborne
- All-American Freeway
- HQ, USASOC
- Longstreet Road
- Armistead Street

Priority 2 - Secondary Base Roads and Streets

- Vehicle Parking Areas
- Other Warehouse and Open Storage Areas
- Other Miscellaneous Facilities

Removal of sand and debris is accomplished primarily by DPW. Area Commanders will assist to the maximum extent possible with small street sweepers and personal equipped with booms and shovels.

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## **INCLEMENT WEATHER (continued)**

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### **QUESTION & ANSWER**

Q: Who takes care of military housing?

A: Picerne Military Housing

Q: Where do I go for supplies?

A: Supplies should be purchased with unit funds to support anticipated needs.

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### **CONTACT INFORMATION**

Department of Public Works, Customer Service

(910) 396-0312

## AVIATION, GROUND & WEAPONS SAFETY

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### DESCRIPTION

Execute Airlift Safety functions to ensure prevention of accidents and mitigation of risk to the lowest acceptable level. It requires anticipation, education, promotion, recognition, evaluation, investigation and management of the risk of unintended losses to acceptable levels, while maintaining the capability to respond and recover from incidents that degrade the mission.

Safety activities include training, inspections and evaluations, investigations, technical consultations and safety awareness promotions. Safety sub-program areas include, but are not limited to; airfield safety, occupational/ industrial safety, off-duty recreational safety, range safety, traffic safety, nuclear surety, and explosives safety. Airlift Group Safety excludes aviation operational safety, maritime safety, space/missile safety, acquisition system safety of weapon system development and centralized technical support from safety centers. Also excluded is occupational health which includes industrial hygiene, occupational medicine, hearing conservation, ionizing radiation, radiofrequency radiation, laser safety and other aspects of occupational health services as defined in Program Element Code 807705 (reference DoD 7045.7-H).

### STANDARD AFB FUNCTION/PROCESS

IAW AFI 91-202, The US Air Force Mishap Prevention Program; AFI 92-204, Safety Investigations & Reports; AFI 91-207, The US Air Force Traffic Safety Program; AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program; and other applicable AF, AFRC, AMC, and local safety-regulations.

### POPE PROCESS

The USAF Mishap Prevention Program is managed by the 440th AW and 43d AG Safety staffs, DBA (spell out): Pope Safety Center. Fort Bragg (IMCOM) Safety, as the host organization, will conduct facility inspections annually, with an emphasis on Occupational Safety and Health Administration (OSHA) criteria. Air Force tenant units will continue to work safety issues through their parent unit. Pope Safety Center will be the primary safety POCs for the 440th AW and the 43d AG; they will assist tenant units as specified in the support agreement. Hazard Reports may be turned in to the Fort Bragg Installation Safety Office or routed through the Pope Safety Center.

(continued next page)

## AVIATION, GROUND & WEAPONS SAFETY (continued)

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### QUESTION & ANSWER

Q: Where can I get more information?

A: Contact the Pope Safety Center. We have Commander's Guides to General Safety, Ground Safety and Weapons/Explosives Safety.

---

### CONTACT INFORMATION

Pope Safety Center, Bldg 900

43 AG Chief of Safety, (910) 394-8380

440 AW Chief of Safety-(910) 394-8385

43 AG Flight Safety Officer, (910) 394-8383

440 AW Flight Safety Technician, (910) 394-8374

43 AG Ground Safety Mgr, (910) 394-8394

440 AW Ground Safety Mgr, (910) 394-8387

43 AG Weapons Safety Mgr, (910) 394-8372

440 AW Weapons Safety Mgr,(910) 394-8386

<https://eim.amc.af.mil/org/43se/default.aspx>

<http://www.facebook.com/home.php#!/pages/Pope-AFB-Safety-Center/178777462134529>

## COMPTROLLER CUSTOMER SERVICE

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### DESCRIPTION

Provides military, civilian, and travel pay support. The customer service section is the focal point for the GTC program as well as DTS support. We have a disbursing operation which oversees all revolving cash transactions and locally generated EFT payments.

### STANDARD AFB FUNCTION/PROCESS

Pope's Customer Service section performs the same functions and operates under the same guiding principles as every other base in AMC. The only thing that makes us noticeably different than other AMC units is the break-down of our customer base. 70% of our customers are Reservists (is this true?...625 personnel in ASOG/CCT/STS and 1280 in AG. 1550 personnel in Reserves = less than 50%), while most other bases have a much smaller per capita Reserve population.

### POPE PROCESS

We have a walk-in lobby Monday, Tuesday, Thursday and Friday from 0800-1500. Wednesdays are reserved for appointments only. Appointments can be made through the "FSO appointments system" found on the 43d CPTS EIM site.

### QUESTION & ANSWER

Q: Will the Comptroller Squadron remain post-BRAC? Will the manning numbers change?

A: The Squadron and its functions will remain the same in nearly every respect post-BRAC. The Squadron's manning level will be reduced 50%, with 20 out of 40 authorizations remaining.

Q: Who processes Reserve vouchers?

A: The 43d CPTS owns the travel process both now and in the future. The 440<sup>th</sup> has their own FMA flight, and also provides military pay, civilian pay, and GTC services to the Reserve population.

Q: Does Pope AFB currently use the CSA (Controlled Spend Account) card?

A: As of 25 Jan 2011, (aside from two test Wings) AMC has decided to stay with the current GTC program. AMC has not announced when they plan to roll out the new card, however they are taking proactive steps in educating the Comptroller Squadron and base populace about the changes. AMC is sending a team of experts to train Pope the week of 14-18 Feb 2011. Contact your unit leadership for the most current information.

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### CONTACT INFORMATION

43d AG Comptroller Squadron, Customer Service, Bldg 315

(910) 394-1412, popefinance@pope.af.mil

<https://eim.amc.af.mil/org/43cpts/default.aspx> (Appointments and more)

## **GOVERNMENT PURCHASE CARD**

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### **DESCRIPTION**

The Government Purchase Card may be used to purchase authorized supplies, equipment, and non-personal services up to the micro-purchase threshold.

### **STANDARD AFB FUNCTION/PROCESS**

The Air Force GPC Program is governed by the FAR and AFI 64-117. The Army's program is also governed by the FAR and AR 715-xx. Air Force units at Pope Field who utilize the GPC program will fall under the Army program and regulations.

### **POPE PROCESS**

There are several differences in the way Pope ran the GPC Program and how the ARMY runs their program. Examples are as follows:

Pope's instruction is the AFI 64-117. Fort Bragg's instruction is AR 715-xx.

When account setup packets were submitted through the Pope GPC Office, it was only required that the approving official or cardholder obtains a signature from his/her Squadron Commander before being processed- regardless of rank. Fort Bragg requires a signature from an O-5 or above before being processed.

Pope gave cardholders a 15-day span to approve monthly cycles within the banking system (Access Online) and approving officials 30 days. Fort Bragg requires cardholders to approve their cycles within 3 days and approving officials have 5 days to approve statements.

The Air Force requires all IT related purchases be procured through AFWAY. AFWAY was developed to provide a re-engineer purchasing process for acquiring and managing IT products. The ARMY has a similar program called CHESS.

The Pope GPC Office requires cardholders to submit a completed feeder sheet before making purchases between \$3K and \$25K. The feeder sheet provides evidence of market research and fulfilled competition requirements. Fort Bragg requires cardholders attend a small briefing before making purchases that exceed their micro purchase limit. The briefing covers competition requirements.

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### **CONTACT INFORMATION**

Missions & Installations Contracting Center  
(910) 396-4818  
Michelle Wynn, [Michelle.j.wynn@us.army.mil](mailto:Michelle.j.wynn@us.army.mil)

## CONTRACTING

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### **STANDARD AFB FUNCTION/PROCESS**

Typically the process begins by the unit (or customer) submitting a form 9 through Finance office, who then funds it and sends it to the contracting office. The contracting officer will solicit for bids, then one will be selected based on the procedures in the solicitation. A contract will be awarded then after all work is complete and delivery is made the contractor will be paid.

### **POPE PROCESS**

The contracting process is the same, be it Army, or Air Force. The only changes will be the Army is now supporting the Air Force units here post BRAC.

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### **CONTACT INFORMATION**

Fort Bragg Missions & Installations Contracting Center (MICC)  
2175 Reilly Road Stop A  
Fort Bragg, NC 28310-5000

Mr. Marc Lopez, (910) 907-3128, marc.lopez1@us.army.mil

## TELEPHONE OPERATOR SUPPORT

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### DESCRIPTION

Telephone operator service is provided by Fort Bragg Network Enterprise Center.

### STANDARD AFB FUNCTION/PROCESS

The local Communications Squadron typically is the POC for the 24-hour manned operator service.

### POPE PROCESS

Manned telephone operator service is provided from 0700-1700 Monday through Friday. After hours operator service is automated using a pre-recorded menu. Incoming morale calls can be placed by dialing DSN 236-0001. On-base users should dial 0 to reach an operator. Calls from local prefixes other than Pope and Fort Bragg government official lines will reach the automated service 24 hours a day. Fort Bragg only places local, credit card, bill-to-third, or toll free morale calls for their DSN customers. POC for service is the Network Enterprise Center.

### QUESTION & ANSWER

Q: How do I call an operator?

A: On-base users should dial 0 to reach an operator. All off-base callers will dial 394-1110 and receive the automated service.

Q: What are operator hours?

A: Manned telephone operator service is provided from 0700-1700 Monday through Friday, except on holidays. After hours operator service is automated, providing a pre-recorded menu.

Q: Can I still make incoming morale calls?

A: Incoming morale calls can be placed using the automated system by dialing DSN 236-0001. Calls can only be made by customers with DSN access.

Q: Who do I call if I have difficulty placing calls?

A: Contact the Fort Bragg IT Service Desk at 396-4444.

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### CONTACT INFORMATION

Fort Bragg Network Enterprise Center  
(910) 396-4444

## **VISUAL INFORMATION SUPPORT**

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Visual information support, photos, video documentation, graphics, are provided by Fort Bragg. This section will be expanded upon during the next publication of this guide.

### **CONTACT INFORMATION**

Fort Bragg Visual Information Branch  
(910) 396-7339, Photography  
(910) 396-7739, Video Documentation  
(910) 396-8920, Graphics

## **MEETING SPACES & MULTIMEDIA**

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The following list contains the Pope Field meeting spaces and multi-media capabilities.

#### 43 Airlift Group Conference Room – Building 309

- POLYCOM IPower 9800 VTC, Unsecured
- Infocus Ceiling Projector (above conference table)
- Laptop connects at podium
- Single drop down screen
- Seating capacity 47
- POC for scheduling; 43 AG Admin, 910-394-2357

#### 43d AW/JA Courtroom, Second Floor, Building 309

- TANDBERG 6000 MXP (Unclassified)
- Normally used only for court
- POC: MSgt Birchard, 394-1512
- No Multimedia equipment installed, but can manually set up if needed
- Seating Capacity 30
- Status; Unclassified

#### 43 Airlift Group Commander Office, Building 309

- TANDBERG 1700 (Secured)
- 43d Airlift Wing/CC Desk
- POC: 43 AG Execs, 394-4300
- Commander use only
- Status; VOIP Secured

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## MEETING SPACES & MULTIMEDIA (continued)

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### 440<sup>th</sup> Conference Room, Building 306

- TANDBERG 6000 - MXP VTC
- Status (Unclassified)
- Single Screen Projection for multimedia briefings
- Capt King, 394-5444
- Seating capacity 12

### Aircrew Briefing Room – Building 900

- Tandberg 6000 MXP 6000 VTC
- Single Screen rear projection w/ two 65" flat panel monitors on sides on conference room wall
- Rear projection, computer (behind screen), can conduct classified & unclassified briefings
- Built in audio system
- POC for scheduling; Mr. Grensavitch, 394-8211

### Bldg 900 Ground Floor Conference Room

- No VTC
- Single - front projection screen
- Accommodates multimedia briefings
- Seating capacity 35
- Post-BRAC POC; TBD

### Battle Staff, Building 900

- TANDBERG 6000MXP VTC
- Building 900 (unsecured & secured) status; operational
- POC Bruce Campbell, 394-4146
- Seating Capacity 15

### EOC Building 900

- Three overhead projectors
- Three screens
- Multimedia Briefing Capabilities
- 1 Podium
- 20 workstations w/ NIPR & SIPR capability

### Pope Command Post , Building 900

- TANDBERG Desktop 1700 VTC
- POC: Ken Thayer 394-9340
- First Floor Building 900 - Status; Secured VOIP
- Seating Capacity 2

## **COMPUTER APPLICATIONS & PERMISSIONS**

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### **DESCRIPTION**

On line personnel tools for commanders include:

- Assignment Management System (AMS) — Commander Role
- Airmen Development Plan (ADP) — Commander/Supervisor Roles
- Base Level (BLSDM)— Commander Role
- Case Management System (CMS)— Commander Role

### **STANDARD AFB FUNCTION/PROCESS**

Once member is placed into a commander position, they will be granted these privileges to view unit information by AFPC

### **POPE PROCESS**

Same as Standard AFB function/process.

### **QUESTION & ANSWER**

Q: Who do I contact if I do not get commander access after 2 weeks of taking command?

A: Contact the Military Personnel Section at DSN: 424-2083 or the 43 FSS Commander

Q: Is there training available for these programs?

A: Training guides are available at the AFPC website. In addition, the FSS Commander will visit new commanders to provide initial orientation and answer any questions.

---

### **CONTACT INFORMATION**

43 FSS, Military Personnel Section, Bldg 308

(910) 394-2083, DSN: 424-2083

Website: Visit the AFPC Home Page (via Air Force Portal)

## **ANTI-TERRORISM / RANDOM ANTITERRORISM MEASURES PROGRAM**

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### **DESCRIPTION**

Air Force / Army Anti-Terrorism (AT) Program. The AT program seeks to deter or limit the effects of terrorist acts against the DoD by giving guidance on collecting and disseminating timely threat information, providing training to all AF members, developing comprehensive plans to deter and counter terrorist incidents, allocating funds and personnel and implementing AT measures.

### **STANDARD AFB FUNCTION/PROCESS**

AT is an AF command responsibility and must be thoroughly integrated into every unit mission. Commanders must continually review their AT posture to keep current with changing policies and threat levels. Risk management is the key when determining vulnerabilities and resource prioritization. Any threat or potential vulnerability with risk that cannot be controlled to an acceptable level must be forwarded to the next level in the chain of command for resolution.

### **POPE PROCESS**

Fort Bragg will exercise AT responsibility over Pope Field IAW Army Regulation 525-13. The Commander, 18th Airborne Corp is designated the AT Senior Responsible Officer (SRO) by senior Army leadership for Fort Bragg to include Pope Field. He oversees the implementation of the installation AT program. The Garrison Commander executes the Garrison AT program and is responsible to the SRO for all AT requirements. Each of the five remaining post-BRAC organizations must appoint an ATO that represents his/her unit to the Garrison ATO. All Army / Air Force AT requirements must be met. The ATO must have specialized training and a Web EOC account.

### **QUESTION & ANSWER**

Q: Do AF units on Pope Field follow Army or AF AT guidance?

A: Both. Fort Bragg is the host component, therefore we must follow Army AT guidance. However, there may be a few AF requirements that also have to be met. Contact your ATO for further information.

---

### **CONTACT INFORMATION**

Emergency Services Directorate, Fort Bragg Anti-Terrorism Office, Bldg 2-5935

(910) 432-3761

<https://webeoc.bragg.army.mil/eoc7/>

Mr. Dave Polney, (910)432-3761, david.polny@us.army.mil

## AIRFIELD SECURITY

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### DESCRIPTION

Fort Bragg provides Department of the Army Civilian Security Guards per the ISSA. They provide airfield security in accordance with Air Force Instruction 31-101.

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### CONTACT INFORMATION

Law Enforcement Desk  
(910) 396-0392

## INCIDENT NOTIFICATION PROCESS

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### DESCRIPTION

Outlines the process for incident notification.

### POPE PROCESS

Minor Infractions. Unit commanders will not be notified if their personnel are ticketed or have a minor infraction (run in) with the PMO. The only time a notification will be made is when a Serious Incident occurs and then the first O-6 and E-9 are notified. For some lesser offenses, the PMO will call the Pope Command Post and the CP will use the Alpha Roster to contact the corresponding unit leadership.

Post Housing Incidents. Base Housing Incidents are a Picerne issue after an event has occurred. During any serious incidents there will be approved Army notification process if necessary. The Army has the capability to use Giant Voice and in the future (ECD not available) they are going to use mass notification system similar to AtHoc. FBOC may notify AFOC in the event of incidents with AF personnel in Post Housing

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### CONTACT INFORMATION

Law Enforcement Desk  
(910) 396-0392

## BLOTTER

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### POPE PROCESS

Blotter distribution is limited to the first O-6 and E-9 in the chain of command and those they indicate. The blotter is limited to those personnel, and should not be forwarded to unauthorized personnel.

---

### CONTACT INFORMATION

Law Enforcement Desk  
(910) 396-0392

## OFF-LIMITS LIST

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### DESCRIPTION

A list of establishments, businesses, companies and living communities which adversely affect the health, safety, welfare, morale and discipline of the Armed Forces. Military personnel observed in off limits establishments are in violation of a lawful order and are subject to apprehension and prosecution for violation of the UCMJ.

### STANDARD AFB FUNCTION/PROCESS

The Joint Bragg-Pope Armed Forces Disciplinary Control Board reviews conditions of establishments identified to the board and decides which meet the criteria to add to the list.

### POPE PROCESS

Pope's representative to the board is the 43d Airlift Group Deputy Commander. AG leadership will share the list with AF commanders. Any concerns regarding establishments can be brought to this office. The off-limits list (policy letter) is currently posted on the 43 AW home page on EIM (intranet). After 1 Mar 2011 the list will be posted to the 43 AG home page on EIM (intranet).

---

### CONTACT INFORMATION

43d Airlift Group, Deputy Commander  
(910) 394-4300, DSN 424-4300

## **VISITOR ACCESS TO POPE & BRAGG**

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### **POPE PROCESS**

Each non-DoD personnel desiring to enter Fort Bragg will need a valid driver's license and allow a search of their vehicle. After this, they will be allowed access to the base. If a person desires to get a visitors pass for their guest, they can do so at the visitor center at the All American gate.

All active duty military personnel and their family members assigned to Fort Bragg, DA/DoD civilians employed by Fort Bragg, local Reserve and National Guard members, and contractors working on Fort Bragg must register their privately owned vehicles (POVs) with Vehicle Registration.

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### **CONTACT INFORMATION**

(910) 432-8193

## PASSENGER MOVEMENT & U-DRIVE-IT

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### DESCRIPTION

Support for Passenger movement and U-Drive-It requirements for Pope Field assigned units.

### STANDARD AFB FUNCTION/PROCESS

The Vehicle Operations Element falls under the Logistics Readiness Squadron Deployment & Distribution Flight and provides transportation support i.e., passenger movement, cargo movement, and U-Drive-It vehicles.

### POPE PROCESS

Passenger movement and U-Drive-It vehicles beyond the capability of the unit will be provided by Fort Bragg Transportation Motor Pool (TMP).

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### CONTACT INFORMATION

Transportation Motor Pool, Bldg 2-3227  
Building 2-3227 Armistead Street (Fort Bragg)  
(910) 396-1992/4657  
[www.bragg.army.mil/ito/tmp.html](http://www.bragg.army.mil/ito/tmp.html)

## CARGO MOVEMENT WITHIN POPE FIELD

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### DESCRIPTION

Cargo movement within Pope Field for deployments, exercises, etc.

### STANDARD AFB FUNCTION/PROCESS

Cargo movement beyond unit capability is a function of the Vehicle Operations Element which falls under the Deployment & Distribution Flight.

### POPE PROCESS

Cargo movement beyond the capability of the unit will be provided by Army Arrival/Departure Airfield Control Group (A/DACG). They will provide cargo movement i.e., tractor/trailer & MHE support.

---

### CONTACT INFORMATION

A/DACG, Bldg W1967  
(910) 396-9911

## OPERATOR RECORDS & LICENSING

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### DESCRIPTION

Operator Records and Licensing (OR&L). Provides government licensing support to AF units assigned to Pope Field.

### STANDARD AFB FUNCTION/PROCESS

#### POPE PROCESS

OR&L will function as it would at other installations with the exception of being assigned to a Vehicle Operations Element.

---

### CONTACT INFORMATION

43d Logistics Readiness Squadron, Deployment & Distribution Flight  
(910) 394-6360, DSN 424-6360

## DOCUMENTED CARGO

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### DESCRIPTION

Documented cargo provides routine and MICAP parts delivery to Pope Field units.

### STANDARD AFB FUNCTION/PROCESS

#### POPE PROCESS

Documented Cargo will function as it would at other installations with the exception of being assigned to a Vehicle Operations Element.

---

### CONTACT INFORMATION

43d Logistics Readiness Squadron, Deployment & Distribution Flight  
(910) 394-7935, DSN 424-7935

## TRAFFIC MANAGEMENT

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### **DESCRIPTION**

Inbound/outbound cargo services.

### **STANDARD AFB FUNCTION/PROCESS**

Traffic Management Office (TMO) normally provides inbound/outbound cargo service and passenger/personal property service associated with PCS moves.

### **POPE PROCESS**

Inbound/outbound cargo service (shipping government equipment to a new location) is provided by the 43d LRS Traffic Management Element. Passenger/personal property service associated with PCS moves is handled by Fort Bragg TMO.

---

### **CONTACT INFORMATION**

43d Logistics Readiness Squadron, Traffic Mgt, Bldg 560 (rear of building)  
(910) 394-6664, DSN 424-6664,

Fort Bragg TMO, Build 4-2843, Solider Support Center (Normandy Drive)

Fort Bragg Personal Property  
<http://www.bragg.army.mil/ito/ppso.html>

Official Travel <http://www.bragg.army.mil/ito/cto.htm>

## VEHICLE MAINTENANCE & FLEET MANAGEMENT

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### DESCRIPTION

Vehicle Management and Maintenance of ground vehicle assets.

### STANDARD AFB FUNCTION/PROCESS

Vehicle management and maintenance is performed by the Vehicle Management Flight, located within the LRS.

### POPE PROCESS

There will be (1) military and (1) civilian assigned to Vehicle Management Flight to serve as a focal point between using organizations, contractor and AMC Headquarters. Their mission will consist of the management and monitoring of the remaining of AF assets assigned to Pope AAF. All vehicle maintenance will be accomplished by Fort Bragg Director of Logistics, Material Maintenance Division contractors.

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### CONTACT INFORMATION

Material Maintenance Division (MMD)  
(910) 907-4364, Mr. Black, Contractor  
(910) 394-7297, Mr. Steve Solaya Jr. , ITT Contractor

## MUNITIONS

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### DESCRIPTION

Provide 100% accountability/serviceability of all AF munitions assigned to Pope.

### STANDARD AFB FUNCTION/PROCESS

At most bases this service is provided by as many as six separate shops each is in charge of one aspect of the accountability/serviceability process.

### POPE PROCESS

At Pope we provide all services required for accountability/serviceability. This is conducted out of one shop consisting of 7 personnel. Munitions support provided for Air Force units, i.e. 440 AW, CATMs, 21 STS, etc.

---

### CONTACT INFORMATION

43d Logistics Readiness Squadron, Munitions  
DSN 424-5605/5626/5660

## **FUELS MANAGEMENT**

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### **DESCRIPTION**

Fuels Management. Safely and efficiently deliver the highest fuel and cryogenic products to our customers supporting all missions of Pope Field and higher headquarters. Maintain deployments ready fuels mobility support equipment; poised and ready for contingency or peacetime taskings.

### **STANDARD AFB FUNCTION/PROCESS**

Fuels operations are comprised of the Fuels Distribution and Fuels Storage Element. Combined they are responsible for the safe receipts, storage and issue of fuels and cryogenic products 24/7. Fuels Distribution performs required maintenance on the refueling fleet and coordinates with Refueling maintenance for necessary repairs and inspections. The Fuels Storage Element maintains storage and hydrant refueling systems through effective coordination with MAYTAG and Liquid Fuels Maintenance.

### **POPE PROCESS**

Fuels operations at Pope Field will be performed in the same manner as any other base in the Air Force IAW AFI 23-201, Technical Orders and AFOSH.

### **QUESTION & ANSWER**

Q: Who would a unit call for fuel and cryogenic support at any time or any POL question?

A: Call the Fuels Resource Service Center 24/7 at 394-6784/6795.

---

### **CONTACT INFORMATION**

43d Logistics Readiness Squadron, Fuels Management Flight  
DSN 424-6801 / 6800 / 5937

## **DEPLOYMENT TASKING**

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### **DESCRIPTION**

Deployment tasking notification. Deployment Taskings flow down to the base level from AMC through the Deployment Crisis Action Planning System (DCAPES). This is how personnel get sourced to fill specific taskings.

### **STANDARD AFB FUNCTION/PROCESS**

The Installation Deployment Readiness Cell (IDRC) receives taskings through DCAPES and flows it to the appropriate units through their Unit Deployment Managers (UDM's). The IDRC also provides the UDM's with special training and travel requirements for the tasking. UDM's collaborate with their Squadron Leadership and also access their current AEF Reporting Tool (ART) status to find a qualified person to fill the tasking. Once a person is selected the UDM's provides the IDRC with the name of the personnel that will fill the tasking, the IDRC inputs that information into DCAPES.

### **POPE PROCESS**

Same as the Standard AFB function/process. The 43 AG Installation Deployment Officer (IDO) serves as the IDO for all Air Force units on Pope Field.

### **QUESTION & ANSWER**

Q: Is there a minimum number of personnel a unit must have in order to have a UDM?

A: Any unit that has a deployment requirement according to their Doc Statement is required to have a UDM.

---

### **CONTACT INFORMATION**

43d Logistics Readiness Squadron, Installation Deployment Readiness Cell, Bldg 900

(910) 394-5068, DSN 424-5068

<https://eim.amc.af.mil/org/43lrs/default.aspx>

## **DEPLOYMENT TRAVEL**

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### **DESCRIPTION**

Deployment Travel is when a tasked member receives travel arrangements. The Installation Deployment Readiness Cell (IDRC) in coordination with the unit's UDM, is responsible for the procurement of travel from homestation to the member's Aerial Port of Embarkation (APOE).

### **STANDARD AFB FUNCTION/PROCESS**

This process is typically done by the Traffic Management Office (TMO) located within the Logistic Readiness Squadron.

### **POPE PROCESS**

Each unit UDM's provide the IDRC information for their tasked personnel. Upon that travel is requested three months prior to the member's Available Load Date (ALD), except when they have training prior to departing for the AOR. The IDRC coordinates with the TMO office on Ft. Bragg for all commercial, port call and bus travel.

### **QUESTION & ANSWER**

Q: If deploying personnel have training scheduled before arriving to the AOR, how does travel work for those members?

A: Once identified by the UDM that a member has en-route training, travel will be made for that member to arrive to that location. If the member has 10 or more days between their graduation date and ALD to the AOR the member will be allowed to return to Homestation. If the member has less than 10 days they will be scheduled transportation from training location to APOE.

Q: What is the primary means of travel from Homestation to APOE?

A: If there are five or more personnel departing Pope on the same day and traveling to the same APOE the IDRC will coordinate a travel bus for those members. If it's less than five; commercial travel will be coordinated for those members.

---

### **CONTACT INFORMATION**

43d Logistics Readiness Squadron, Installation Deployment Readiness Cell, Bldg 900  
(910) 394-5068, DSN 424-5068  
<https://eim.amc.af.mil/org/43lrs/default.aspx>

## **MATERIEL MANAGEMENT**

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### **DESCRIPTION**

Aircraft Parts Store provides overall support to aircraft and flightline customers by issuing and ordering specific aircraft assets to include assisting 440<sup>th</sup> AW with Readiness Spares Package support and staging area for these items.

Flight Service Center serves as the primary point of contact with maintenance units regarding aircraft requirements and repair cycle management.

Customer Support serves as the materiel management liaison and equipment accountability authority for customers.

Inventory/Document Control is responsible for centralized execution of inventory functions for the squadron commander in accordance with inventory policies and procedures. Document Control performs quality control checks; manages the delinquent document program; corrects documentation errors through reverse-post action; and maintains suspense files, document files, and other listings required for quality control checks.

Central Storage stores all in-warehouse supply and equipment items, classified and sensitive items, and War Consumables Distribution Objective (WCDO) items; selecting items to be issued, shipped, or transferred; conducting warehouse validations; maintaining central locator functions; and managing the staging area for delivery of these items.

Individual Protective Equipment is responsible for the inspection, receipt, storage, and issue of mobility bags, base mobility small arms/light weapons, chemical warfare defense equipment, and gas masks/weapon support kits. Also stores and issues/transfers Individual Body Armor (IBA) to unit Equipment Custodians and Responsible Persons.

### **STANDARD AFB FUNCTION/PROCESS**

The Materiel Management Flight is responsible for stocking, storing, issuing, managing, inventorying, inspecting and decentralized inventory management of all DoD supplies and equipment for which the Squadron has storage responsibility. This flight is the primary liaison between customers and the Air Force Global Logistics Support Center.

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## **MATERIEL MANAGEMENT (continued)**

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### **QUESTION & ANSWER**

Q: Who should I contact regarding supply related matters post BRAC?

A: Customer Support and the Aircraft Parts Store will continue to provide cradle to grave supply support for all units which will remain on Pope.

Q: Who will provide organizational equipment post BRAC?

A: The Aircraft Parts Store will continue to issue/order/fill aircraft requirements while Customer Support will provide routine and equipment items as required.

Q: Where can uniforms be purchased?

A: Uniform will be order/purchased through LCI Industrials located in building 739, DSN 424-6344.

Q: Will Individual Protective Equipment continue to manage mobility bags?

A: Individual Protective Equipment will continue to manage active duty mobility bags post BRAC.

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### **CONTACT INFORMATION**

43d Logistics Readiness Squadron, Materiel Management Flight, Bldg 720 & 560

Aircraft Parts Store DSN 424-7771

Flight Service Center DSN 424-7764

Customer Support DSN 424-6314

Inventory/Document Control DSN 424-7207

Central Storage DSN 424-5304 (Bldg 720)

Individual Protective Equipment DSN 424-5101 (Bldg 560)

<https://eim.amc.af.mil/org/43lrs/default.aspx>

## **MILITARY PERSONNEL SECTION**

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### **DESCRIPTION**

Services provided by the Military Personnel Section (MPS) include the following.

- Adverse Actions
- Air Force Personnel Accountability and Assessment System (AFPAAS)
- Airman Development Plan (ADP)
- Assignment Management System (AMS)
- Assignments
- Awards & Decorations
- Casualty/SBP
- Duty History Updates
- Duty Status
- Evaluations
- G-Series Orders
- ID Cards/DEERS
- In-processing
- Leave
- Passports/Citizenship
- Personnel Reliability Program (PRP)
- Personnel Records Display Application (PRDA)
- Promotions
- Personnel System Management
- Reenlistments
- Retraining
- Retirements/Separations
- Service Group Life Insurance Updates
- WAPS Testing

Hours of operation are 0730 – 1530 Monday – Wednesday, Friday; 0900 – 1500 Thursday

### **POPE PROCESS**

Force Support Squadron will provide service to all Pope Field AF work-force just as at “normal” bases.

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### **CONTACT INFORMATION**

43d Airlift Group, Military Personnel Section, Bldg 308  
(910) 394-0955, DSN 424-0955

(continued next page)

## **MILITARY PERSONNEL SECTION (continued)**

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### **Military Personnel Section Chief**

DSN 424-1091, 43fss.fsmp@pope.af.mil

### **Adverse Actions, Duty Status Updates, Evaluations, G-Series Orders**

DSN 424-4718, 43fss.fm@pope.af.mil

### **Air Force Personnel Accountability and Assessment System (AFPAAS)**

DSN 424-6849, 43 FSS/FSMPX

### **Assignments**

DSN 424-1113, 43FSSOutbound@pope.af.mil

### **Awards & Decorations**

DSN 424-4424, 43FSS/DART@pope.af.mil

### **ID Cards/DEERS:**

DSN 424-4772, 43fss/CustomerService@pope.af.mil

### **Promotions**

DSN 424-2200, 43fssReenlistments&promotions@pope.af.mil

### **Reenlistments**

424-2109, 43fssReenlistments&Promotions@pope.af.mil

## CIVILIAN PERSONNEL OFFICE

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### DESCRIPTION

Services provided by the Civilian Personnel Office (CPO) include the following.

Staffing Recruitment/Placement

Employee Management Relations (EMR)

- Performance Management (Appraisals)
- Leave Programs
- Local Awards

Labor Management Relations (LRO)

- Disciplinary/Adverse Actions
- Grievances & Appeals

### POPE PROCESS

The 440 AW CPO will provide service to all Pope Field AF work-force.

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### CONTACT INFORMATION

440<sup>th</sup> Airlift Wing, Civilian Personnel Office, Bldg 306  
(910) 394-2695, DSN 424-2695

## LEGAL OFFICE

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### DESCRIPTION

The legal office supports command and airmen across a spectrum of issues. The primary legal services offered are military justice advice to commanders, legal assistance to service members, dependents, and retirees for personal civil legal matters, and legal advice for various Air Force entities regarding civil law and administrative law.

### STANDARD AFB FUNCTION/PROCESS

For military justice advice: Commanders and First Sergeants contact the SJA, DSJA, Chief of Military Justice or a member of the military justice section for issues pertaining to good order and discipline.

For legal assistance: Service members, dependents and retirees may visit the legal office to obtain legal advice on personal civil legal issues. Some offices see clients by appointment, others offices take walk-in clients. Topics appropriate for legal assistance include, but are not limited to, will and estate planning, family law (adoption, dependent support, divorce, child custody and child support), land-lord and tenant issues, consumer/financial affairs, immigration, taxes, and powers of attorney.

For general law advice: Personnel contact the SJA, DSJA, Chief of General Law.

### POPE PROCESS

For legal assistance (43 AG/JA): The Pope Legal Office sees clients on a walk-in basis on Mondays and Wednesdays from 1300-1600. Powers of attorney are available on a walk-in basis Monday through Friday, 1000-1500. It is recommended that clients consult the USAF Legal Assistance website before visiting the legal office. The link is: <https://aflegalassistance.law.af.mil/lass/lass.html>. This process will continue post-BRAC.

43 AG/JA will continue to address most active duty legal issues. However, the 440th Airlift Wing (440 AW) will maintain a legal office as well, 440 AW/JA.

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### CONTACT INFORMATION

43d Airlift Group Legal Office, 259 Maynard Street, Bldg 309, Room 200 (Second Floor)  
(910) 394-2341, DSN 424-2341

440<sup>th</sup> Airlift Wing Legal Office, 374 Maynard Street, Bldg 306, Suite 308 (Third Floor)  
(910) 394-5408, DSN 424-5408

## **MAGISTRATE & SEARCH AUTHORITY**

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### **DESCRIPTION**

JA maintains an on-call JAG 24 hours a day, 7 days a week. The on-call JAG is the point of contact for legal advice during off-duty hours. This advice typically revolves around military justice matters such as search authorizations to locate contraband connected to some misconduct in violation of the UCMJ. Advice is not limited to misconduct involving Air Force, or even simply, military members.

### **STANDARD AFB FUNCTION/PROCESS**

An echelon of command discovers some type of off-duty misconduct requiring legal advice. The on-call attorney is then contacted through the Command Post (CP), which keeps a current on-call JAG roster. CP then contacts the on-call attorney and connects them to the individual requiring legal support. If the situation involves a search, then a three-way call is initiated through the CP between the law enforcement official, on-call JAG and the military magistrate. The law enforcement official presents his case to establish probable cause for the search. The JAG provides the legal opinion. The magistrate decides whether to proceed or not with the search. The magistrate is usually a senior garrison leader appointed by the installation commander. More than one magistrate is usually appointed.

### **POPE PROCESS**

Same as Standard AFB function/process.

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### **CONTACT INFORMATION**

43d Airlift Group, Legal Office, Bldg 309  
(910) 394-2341, DSN 424-2341

## INSPECTOR GENERAL

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### DESCRIPTION

The Inspector General (IG) provides military personnel, their dependents, and civilians an avenue for prompt and objective resolution of problems affecting the Air Force mission. Anyone can file a complaint at any level in the IG system, or with a member of Congress, without fear of reprisal.

### STANDARD AFB FUNCTION/PROCESS

If an individual is unable to resolve a complaint in command channels, and reasonably believes inappropriate conduct has occurred, or that a violation of law, policy, procedure or regulation has been committed, he or she may contact the installation IG for assistance. If IG channels are not appropriate for the specific issue presented, IGs will identify and assist transfer to the proper agency.

### POPE PROCESS

At Pope Field there is no active-duty AF, installation IG. Amn should file complaints with unit or AF higher headquarters IGs (listed below). Amn may seek assistance from the XVIII ABN Corps IG, but unless the complaint is installation/infrastructure specific, XVIII ABN Corps IG personnel will transfer the complaint to the AF higher headquarters IG or, for complaints not appropriate for IG channels, back to the local chain of command. For complaints related to medical process administration, Amn may contact the Northern Regional Medical Command, Detailed Inspector General at Womack Army Medical Center.

### QUESTION & ANSWER

What is the governing AFI regarding Inspector General processes?

AFI 90-301, *Inspector General Complaints*

What is the specific form utilized for complaint registration?

AF IMT 102

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### CONTACT INFORMATION

#### **440th Airlift Wing Inspector General – 440 AW/IG**

Kimberly.robinson@pope.af.mil  
Bldg. 308, lower level, Pope Field  
910-394-1798

#### **93d Air Ground Operation Wing Inspector General – 93d AGOW/IG**

william.patterson@acc.af.mil  
Moody AFB, GA  
DSN 460-6915

## **INSPECTOR GENERAL (continued)**

[CLICK HERE TO RETURN TO TABLE OF CONTENTS](#)

### **Air Education and Training Command – AETC/IGQ**

igq@randolph.af.mil  
Randolph AFB, TX  
DSN 487-2217

### **Air Force Special Operations Command – AFSOC/IGQ**

afsoc.igq@afsoc.af.mil  
Hurlburt AFB, FL  
DSN 579-2876

### **Air Mobility Command, Inspector General, Complaints Resolution Division - AMC/IGQ**

amc.igq@amc.af.mil  
Scott AFB, IL  
DSN 779-0446 (Comm: 618-229-0446)

### **XVIII AIRBORNE CORPS IG**

Bldg. 1-2732, Corner of Randolph & Armistead Streets, Ft Bragg  
(910) 396-5106/5117

### **Northern Regional Medical Command, Detailed Inspector General**

Womack Army Medical Center, Room IP-8, Ft Bragg  
(910) 907-8993 office fax (910) 907-7896

### **Other avenues for reporting Fraud, Waste and Abuse:**

**AF IG Hotline – (800) 538-8429**

**DoD IG Hotline -- (800) 424-9098**

## EDUCATION OFFICE

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### **DESCRIPTION**

The Pope Field Education and Training Office is committed to providing quality services and programs to active duty personnel, family members, retired military personnel and civilian personnel.

### **STANDARD AFB FUNCTION/PROCESS**

Counselors are available to visit units and provide briefings to Airmen and commanders regarding the education opportunities on Pope Field and Fort Bragg. In addition to counseling, other services available at the Education Office include Montgomery GI Bill Information, testing services and college program information.

### **POPE PROCESS**

No change from the Standard AFB function/process.

### **HOURS OF OPERATION**

M-W, F, 0800 – 1530

R, 0930 - 1530

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### **CONTACT INFORMATION**

43d Airlift Group, Education Office, Bldg 280 (second floor)  
(910) 394-4692/4693, DSN 424-4692/4693

## SEXUAL ASSAULT RESPONSE COORDINATOR

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### **DESCRIPTION**

The Sexual Assault Prevention and Response (SAPR) Program reinforces the Air Force's commitment to eliminate sexual assaults through the awareness and preventions training, education, victim advocacy, response, reporting, and accountability. The Air Force promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes.

### **STANDARD AFB FUNCTION/PROCESS**

Once a sexual assault is reported to the Sexual Assault Response Coordinator (SARC), the victim will be educated on their options and which services are available to them. Only military members have the Restricted Reporting option, provided they only speak to a SARC, victim advocate, chaplain or any medical staff. If the victim reported the incident to anyone outside of those fields, the victim will be informed that they opted for the Unrestricted Report and the Office of Special Investigations will be notified. Family members and civilians are only offered the Unrestricted Reporting option..

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### **CONTACT INFORMATION**

440<sup>th</sup> Airlift Wing, Sexual Assault Prevention & Response Office  
(910) 394-7272, Hotline  
Captain Tyeshia King, DSN 424-4551, Tyeshia.king@pope.af.mil

## CASUALTY NOTIFICATION

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### DESCRIPTION

The casualty Assistance Representative (CAR) is available 24 hours a day/7 days a week. During normal duty hours, they can be reached at (910) 394-2538. After duty hours, they can be reached at 910-429-6966 or thru the command post 910-394-9000. The CAR will coordinate the activities of all relevant agencies in assisting commander in any casualty event.

### STANDARD AFB FUNCTION/PROCESS

Casualty reports are required for active duty AF personnel, and certain other personnel, classified as deceased, duty status whereabouts unknown (DUSTWUN), very seriously ill or injured (VSI), seriously ill or injured (SI), and incapacitating illness or injury (III). A six-step Active Duty Death Process followed.

### CONTACT INFORMATION

Casualty Assistance Representative, Airmen and Family Readiness Center  
DSN 424-2538  
Mr. Quenzie Cole, quenzie.cole@pope.af.mil

## DINING FACILITY & MEAL CARDS

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### DESCRIPTION

Dining Facility is run by Fort Bragg Directorate of Logistics.

### STANDARD AFB FUNCTION/PROCESS

Normal bases do not allow officers or civilians to patron their dining facilities.

### POPE PROCESS

Pope Dining Facility falls under Fort Bragg Director of Logistics and is open to the public. A flat rate is charged for meals for patrons who do not receive substance in kind (SIK). SIK members will show their ID card for meals versus paying. Flat rate for breakfast is \$2.30, lunch/dinner flat rate is \$4.25.

### HOURS OF OPERATION

Monday-Friday, 0530-0745 (bkfst), 1030-1315, 1600-1900  
Weekends & Holidays, 0630-0845 (bkfst), 1100-1315, 1600-1900

### CONTACT INFORMATION

Pope Dining Facility (Kitty Hawk Inn), 507 Virgin St  
(910) 394-4377

## **FITNESS CENTER & FITNESS ASSESSMENT CELL**

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### **DESCRIPTION**

Pope Fitness Center

#### Operating Hours

- Mon-Fri 0500-2300
- Sat & Sun 0700-1800
- Air Force Training Holidays & Holidays 0700-1500

Facility features include gym, racquetball, sauna, cardio, group fitness classes, free weights, selectorized weights, and juice bar.

### **FITNESS ASSESSMENT CELL**

The FAC is located in the Pope Fitness Center. AF members will conduct their fitness assessments at the Pope Fitness Center. Unit Fitness Program Managers are responsible for coordinating test times for their members with the FAC.

### **QUESTION & ANSWER**

Q: How many fitness centers are on Fort Bragg?

A: There are 13 total fitness centers

Q: How to I reserve courts/areas in a fitness center?

A: Contact the individual fitness center to make reservations.

Q: Where do Airmen perform their fitness assessments?

A: Fitness assessments are performed at the Pope Fitness Center. The fitness assessment cell is located in the Pope fitness center and the staff is assigned to the 43d Force Support Squadron

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### **CONTACT INFORMATION**

Bldg. 402, Armistead Street

(910) 394-2892

Korynn Drake, Manager

## **LODGING & TEMPORARY LIVING FACILITY**

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### **DESCRIPTION**

Airborne Inn Lodging facilities are open to military personnel (all ranks/grades), their family members, guests, and retired military and their guests. You can make advance reservations up to 6 months ahead of time. The Airborne Inn is the only on base/post official lodging facility. Statements of non-availability are only issued if official on base/post lodging is not available. Official travelers must attempt to gain on base/post official lodging first before a Statement of Non-Availability is issued.

Incoming PCS personnel may occupy temporary living facilities (TLF) for up to 30 days without loss of BAH. Outgoing personnel may occupy TLF for up to 10 days. Please note that you are required to pay in advance for 7 days upon check-in.

### **STANDARD AFB FUNCTION/PROCESS**

Same process under Air Force Inn program.

### **POPE PROCESS**

Reservation and lodging function falls under Fort Bragg MWR.

---

### **CONTACT INFORMATION**

Airborne Inn Lodging Office, Bldg D-3601, Moon Hall (Darby Loop)  
(910) 396-7700, DSN 312-236-7700

Carolina Inn (Pope Field)  
(910) 394-4131

Army Central Reservation Line  
(800) 462-7691, Available M-F 0800-2200 CST, Closed Holidays and Weekends

## MORALE, WELFARE & RECREATION FACILITIES

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### DESCRIPTION

All MWR programs are run by Fort Bragg MWR.

Facility guide and contact numbers can be found at their website:

<http://www.fortbraggmwr.com/>

A variety of locations are available for special functions and phone numbers are provided in the directory.

On Pope Field, venues for events include:

- Base Theater (AAFES) Ph: (910) 436-5323
- Airmen and Family Readiness Center conference rooms (43 FSS) (910) 394-2538
- Airmen Center POC TBD
- Building 900 Auditorium
- 2 AS Auditorium
- Habaneros Mexican Café (910) 394-4580
- Chapel and Annex

### STANDARD AFB FUNCTION/PROCESS

Normal bases MWR programs are run by the Force Support Squadron.

### POPE PROCESS

All MWR programs are run by Fort Bragg MWR. Amn and Family Readiness Center operated by 43 FSS

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### CONTACT INFORMATION

Fort Bragg MWR

(910) 396-2407

<http://www.fortbraggmwr.com>

## **AIRMAN & FAMILY READINESS CENTER / ARMY COMMUNITY SERVICES**

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### **DESCRIPTION**

Airmen & Family Readiness Center/ Army Community Services

### **POPE PROCESS**

The Airmen and Family Readiness Center provides the following programs.

- Personal Financial Management Program (PFMP)
- Relocation Program / Sponsor Program
- Air Force Aid Society section (AFAS)
- Leadership Consultation
- Casualty/Survivors' Benefits Assistance
- Military Child Education / School Liason
- Air Force Wounded Warrior (AFW2)
- A Family Service Coordinator
- Transition Assistance Program
- Personal and Family Readiness Program
- Career Readiness Consult Model
- Key Spouse Program

### **ARMY COMMUNITY SERVICES**

Army Community Services (ACS) is an important part of the Army's program to assist Soldiers and their Families in meeting specific needs. ACS offers a wide variety of programs tailored to assist Army families living on- and off-post. ACS is similar to the Airmen & Family Readiness Center, Airmen and their families are eligible to participate in the majority of ACS programs.

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### **CONTACT INFORMATION**

Airmen & Family Readiness Center, Bldg 430  
(910) 394-2538, DSN 424-2538

Fort Bragg Soldier Support Center (Third Floor)  
(910) 396-8682/8683

## CHAPLAIN

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### DESCRIPTION

Chaplain Support. The 43 AG Religious Support Team (RST) consisting of two Chaplains and one Chaplain Assistant ensure spiritual care and free exercise of religion for Pope Airmen.

### STANDARD AFB FUNCTION/PROCESS

RST's are available 24/7. Duty hours are 0730-1630 at the Pope chapel. Contact after duty hours via the Command Post at (910) 394-9000.

### POPE PROCESS

43 Airlift Group RST is available 24/7. Same as the Standard AFB function/process.

### QUESTION & ANSWER

Q: How do I access a chaplain during duty hours?

A: The 43 AG Chaplains can be accessed via the RST office at 394-2677/3123/1354 or the Chaplain's blackberry at 910 689-4917.

Q: How do I access a chaplain after duty hours?

A: Via Pope Air Force Ops Center at 394-9000. Note, Bragg Garrison Chaplains cover after hours duty calls for the 43 Airlift Group Chaplains. If a member wants to talk with the AF Chaplain ask the Command Post to call the Installation Chaplain at (910) 689-4917.

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### CONTACT INFORMATION

43d Airlift Group Chaplain, Bldg 317  
(910) 394-2677/3123/1354  
(910) 689-4917, Chaplain Blackberry

## **FACILITY WORK REQUESTS**

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### **DESCRIPTION**

To construct, repair, or maintain facilities on Pope Field in the post-BRAC environment, AF Tenant Units must work within the Fort Bragg Garrison systems. Building managers and Tenant Unit Facility Representatives will be required to receive training from the Directorate of Public Works (DPW) Customer Service Branch on proper paperwork to submit. Work requests are tracked by DPW and utilized for future year budgeting purposes, labor tracking, and maintenance expenditure tracking.

### **STANDARD AFB FUNCTION/PROCESS**

At normal AF installations, units submit work requests on AF Form 332. The local Civil Engineer Squadron tracks 332 work requests and coordinates with requestors to provide updates on work status and funding status.

### **POPE PROCESS**

At Pope Field in the post-BRAC environment, AF Tenant Units will have bldg managers assigned who will receive training on proper procedures to call in work requests to DPW customer service, as well as circumstances appropriate to fill out the Department of Army form (DA Form) 4283 work request. Depending on the level of effort and cost of each work request, a simple phone call vs submitted form will be required. Each Air Force Major Command represented at Pope Field (AMC, AETC, AFRC, ACC, and AFSOC) will have an assigned Facility Representative who will coordinate and submit each DA Form 4283. DPW has a Customer Service Guide published for use by customers.

Work-Orders are considered “new” installations or Service Orders that cost more than \$2,500.

Service orders are for repairs. They are assigned three levels of priority and the timelines for each are set by the Fort Bragg Garrison Commander.

#### Service Order Priority Timelines

Priority 1 – 24-hour response time

Priority 2 – Seven day response time

Priority 3 – 30-day response time

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### **CONTACT INFORMATION**

Department of Public Works, Customer Service

(910) 396-0321 (Service Requests) (910) 396-4807 (Work Orders)

<http://www.bragg.army.mil/dpw/>

DPW CS BOID, Industrial Engineering Technician (Send Form 4283)

## ACCESS TO MEDICAL CARE

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### DESCRIPTION

Access to medical care is available at the Pope Health Clinic for those ADAF and dependents that are enrolled to the Pope Health Clinic by TRICARE. All ADAF members will be enrolled to the Pope Health Clinic. Members who PCS to Pope Field can enroll in TRICARE by visiting the TRICARE office at Womack Army Medical Center, or can enroll at their Newcomer's briefing.

### STANDARD AFB FUNCTION/PROCESS

The process of accessing medical care varies from base to base.

### POPE PROCESS

Appointments are made by calling 907-APPT (907-2778). Sick call is available for ADAF each weekday morning from 0700-0730.

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### CONTACT INFORMATION

43d Medical Squadron

Pope Health Clinic: 907-POPE (907-7673)

Appointment Line: 907-APPT (907-2778)

## ACCESS TO DENTAL CARE

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### DESCRIPTION

Access to Dental Care is available at the Pope Dental Clinic for ADAF members.

### STANDARD AFB FUNCTION/PROCESS

The process of accessing dental care varies from base to base.

### POPE PROCESS

Appointments are made by calling 570-3002. ADAF members are contacted by the Pope Dental Clinic when they are due for a yearly exam.

Sick call is available for ADAF each weekday morning from 0700-0730 and 1245-1315.

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### CONTACT INFORMATION

43d Medical Squadron, Pope Dental Clinic  
(910) 570-3002

## AFTER-HOURS MEDICAL CARE

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### DESCRIPTION

After hours medical care and sick-call.

### STANDARD AFB FUNCTION/PROCESS

The process of accessing medical care at sick call and after-hours vary from base to base.

### POPE PROCESS

Sick call for ADAF is available Monday through Friday at the Pope Health Clinic from 0700-0730. Urgent care is also available for ADAF and dependents through the Acute Minor Illness Clinic (AMIC), located at the Womack Army Medical Center (WAMC) Clinic Mall, All American Expressway Entrance (Co-located with Family Medicine Clinic). Hours for the AMIC are weekdays 1600-0000, weekends 0900-2100, training holidays 1600-0000, and federal holidays 0900-1700. Emergency services are available through the WAMC ER department, which is open 24/7/365.

---

### CONTACT INFORMATION

43d Medical Squadron, Pope Health Clinic  
(910) 907-POPE (907-7673)

Acute and Minor Illness Clinic  
(910) 907-6606

Emergencies  
Dial 911

## **MEDICAL DUTY LIMITING CONDITIONS**

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### **DESCRIPTION**

The 469 is the form that outlines specific duty limitations for personnel with medical issues, the 422 is the form used to outline fitness restrictions for these personnel. Additionally the 422 is used for all other clearance action such as overseas, retraining, and PME applications.

### **STANDARD AFB FUNCTION/PROCESS**

All patients are screened for duty limiting conditions at each visit, if one is identified, the provider, Force Health Management, and the Profile Officer complete the AF 469 and forward to Squadron Commanders, UDMs, and UFPMs. The Commander should sign the AF 469 and provide it to the member. The UFPM will then coordinate with the Fitness Program Manager if an AF 422 (fitness restrictions) is deemed necessary. The 422 is generated and sent back to the UFPM for implementation.

For clearance requests, the member reports to Force Health Management with the required paperwork. The clinic will complete a records review within 10 duty days, though it generally takes less time.

### **POPE PROCESS**

This process is identical at Pope when compared to the process at other bases.

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### **CONTACT INFORMATION**

43d Medical Squadron, Bldg 307, Pope Health Clinic  
907-POPE (907-7673)

## **WOMACK MENTAL HEALTH ADMISSIONS**

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### **DESCRIPTION**

Pope Clinic does not offer Mental Health Inpatient services. All patients will be assessed at Pope Mental Health Clinic and the determination will be made, if the patient deemed at imminent risk or needing inpatient care for psychiatric stabilization he/she will be referred for inpatient care.

### **STANDARD AFB FUNCTION/PROCESS**

Dependent upon base specific MTF capabilities.

### **POPE PROCESS**

In the event evaluation for hospital admission is warranted for an active duty member, the MH provider will contact the on-call psychiatrist at WAMC to arrange the admission/evaluation (phone # 907-6666). In the event evaluation for hospital admission is warranted for a family member, the MH provider will contact Cape Fear Hospital (609-4000) and triage case with appropriate staff within the Mental Health Department. In the event that WAMC does not offer the specific inpatient services required for the patient, the Tricare network will be used.

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### **CONTACT INFORMATION**

43d Medical Squadron, Bldg 430, Pope Mental Health Clinic  
(910) 394-4700

## EXCEPTIONAL FAMILY MEMBER PROGRAM

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### DESCRIPTION

Military personnel flight provides special needs screening to all PCSing members. If directed Pope Clinic offers assistance throughout the Facility Determination Process. Also Pope Clinic maintains case files and an on-line database for Air Force "Q-coded" members, whose family members have special needs.

### STANDARD AFB FUNCTION/PROCESS

Dependent upon base specific MTF capabilities, but generally family member relocation clearance processes and facility determination processes would be accomplished within the same MTF, where case files are maintained.

### POPE PROCESS

After members contact Pope Clinic for appropriate forms and guidance, they will be directed to WAMC EFMP. Family member clearances are accomplished at WAMC, but determinations are subject to final review by the Pope Clinic medical director. After the clearance the family returns the package to Pope Clinic for review.

---

### CONTACT INFORMATION

43d Medical Squadron, Special Needs  
394-4700/DSN: 424-4700  
SrA Timothy Travers, [timothy.travers@pope.af.mil](mailto:timothy.travers@pope.af.mil)

Womack Army Medical Center, Exceptional Family Member Program, M-F 0800-1600  
(910) 907-EFMP (Appointment line)

## **CASE REVIEW COMMITTEE PROCESS**

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### **DESCRIPTION**

Case Review Committee (CRC) Process. All AF Family Advocacy referrals of suspected abuse and/or neglect are made to the WAMC FAP, 910-907-7651. Referrals that are accepted will be reviewed at the CRC to determine whether it meets criteria for substantiated maltreatment.

### **STANDARD AFB FUNCTION/PROCESS**

AF Family Advocacy referrals are handled by the base specific Family Advocacy office.

### **POPE PROCESS**

Pope no longer offers Family Advocacy. All maltreatment referrals are now handled by WAMC Social Work Services. Hours of operation are Monday-Friday, 0800 to 1700.

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### **CONTACT INFORMATION**

Family Advocacy Office for Education/Prevention, Soldier Support Center (3<sup>rd</sup> Floor)  
(910) 396-5521

Womack Dept. of Social Work, Family Advocacy Office for Maltreatment  
(910) 907-7869/7651

## MEDICAL EVALUATION BOARD

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### DESCRIPTION

The process begins when a member is identified as having a condition which may preclude the individual from further service in the Air Force according to AFI 48-123 and AFI 41-210 .If the individual's commander feels that a medical condition causes sufficient absences from duty that interferes with mission accomplishment, the commander may at their discretion request medical evaluation to determine fitness for duty.

### STANDARD AFB FUNCTION/PROCESS

The member is placed on a code 37 by the provider and pertinent medical information is gathered by the PEBLO (Physical Evaluation Board Liaison Office) for the MEB process. The commander will be asked to answer questions about the member in a commander's letter to include Question's include: "is the member able to perform his/her primary duties without restrictions, limitations, or work-a rounds?", "can they be assigned to an AEF tasking?", "has the members duty schedule been modified?", and "what would be the optimal outcome for the member, your organization, and the needs of the Air Force regarding his/her continued military service?".

The entire MEB process from start to finish typically takes 9-12 months. Once a determination is made on the individual, he/she will either be permanently retired, temporarily retired, discharged with severance pay, or returned to duty and placed on one of the assignment limitation codes (ALC). The ALCs are:

- **C-1:** Can go to CONUS and OCONUS installations with a fixed Medical Treatment Facility
- **C-2:** Can go to CONUS installations with a fixed Medical Treatment Facility
- **C-3:** Non-Deployable Assignment limited to specific installations based on medical needs and availability of care

### POPE PROCESS

This process is identical at Pope when compared to the process at other bases.

### QUESTION & ANSWER

Q: What is the MEB Process?

A: The MEB process is what the AF uses to determine if a member is medically fit for continued duty in the AF.

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### CONTACT INFORMATION

43d Medical Squadron, Bldg 307, Pope Health Clinic  
(910) 907-POPE (907-7673)

## **TOXICOLOGY SCREENING**

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### **DESCRIPTION**

Active duty personnel and civilians in Testing Designated Positions will be tested through random selection using the Air Force Drug Testing Program software at a level commensurate with established guidelines.

### **STANDARD AFB FUNCTION/PROCESS**

Normal Duty Hours Collections are accomplished by the Drug Demand Reduction (DDR) staff located in building 430, 829 Armistead Street, (910) 394-1182/1126. Collections are accomplished daily from 0730-1100. Contact the DDR staff to coordinate collections after regular collection hours.

Non-Aircraft Incident After-Hours Collections are accomplished by the DDR on-call collector at building 430, 829 Armistead Street. The requesting squadron should send an observer with the testing member. To coordinate an afterhours UA collection, contact Command Post at (910) 394-9000 who will call the after-hours DDR cell phone.

Aircraft Incidents. IAW AFI 44-120 paragraph 5.6.1.1. Collection, packaging, and shipping of specimens for all aircraft mishaps and/or fatalities involving active duty members is the responsibility of Flight Medicine. See AFPAM 91-2111, USAF Guide to Aviation Safety Investigation, paragraphs 4.9.2.2. and A4.7.6. DDRPSs and/or DTPAMs may provide assistance upon request.

### **POPE PROCESS**

Commanders have the authority to order drug testing IAW AFI 44-120. Guidelines for sweep testing, probable cause testing, and commander directed testing are provided in the AFI. Coordinate other than random collections through the SJA at DSN 424-2341.

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### **CONTACT INFORMATION**

43d Medical Squadron  
DSN 424-1182/1126

## HEALTHCARE CONSUMER COUNCIL

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### **DESCRIPTION**

The HCC is an open forum for the Medical Squadron and Pope Health Clinic to relay information and interface with all beneficiaries, including Active Duty and dependants. The purpose of this forum is to allow for and encourage the free flow of communication between the medical community and those they serve.

### **STANDARD AFB FUNCTION/PROCESS**

Varies from base to base.

### **POPE PROCESS**

The HCC will convene quarterly and all Active Duty members and eligible beneficiaries are encouraged to attend.

### **QUESTION & ANSWER**

Q: What topics might be covered in a typical HCC?

A: Topics such as IMR, medical access, the MEB process, Duty Limiting Conditions, medical deployment processing, and TRICARE are a few of the processes covered. Attendees are encouraged to ask questions and interact with the medical staff to help resolve any issues or clarify any questions or concerns that the attendees may have.

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### **CONTACT INFORMATION**

43d Medical Squadron, Pope Health Clinic  
907-POPE (907-7673)

## **HONORARY COMMANDER PROGRAM**

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The Honorary Commander Program that partners our Civic Leaders with commanders to foster a mutually beneficial relationship supporting Pope Airmen and their families. For more information on this program contact the AG Public Affairs Office.

## **COMMUNITY COUNCIL CHARTER**

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Pope has enjoyed great community support throughout the years and we look forward to continuing our relationship as we go, “back to our future,” transitioning from an AFB to an Army Air Field.

The Pope Community Council is comprised of the senior leadership of Pope’s Air Force units, Honorary Commanders and other community members who regularly interact with Pope Airmen via a quarterly council meeting and at other formal and informal events on Pope and in the community.

The purpose of Pope’s Community Council is:

- Establish Pope as a sought-after place to work and live
- Increase civilian understanding of long-range objectives of various missions and contributions of the USAF and Pope Field
- Increase understanding of community support and resources for Pope Airmen and their families
- Provide assistance and access to community resources that may benefit the community and Airmen assigned to Pope

The relationship between Pope’s Airmen and the local community is important to us all and as the leadership of Pope, we must remain committed to this forum focused on continually strengthening the bonds that tie us together.

## **MILITARY AFFAIRS COMMITTEE**

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The Military Affairs Committee is a part of the Fayetteville-Cumberland County Chamber of Commerce. The committee’s mission is to enhance relationships and foster a heightened understanding between council members and the military community. Contact your unit’s Public Affairs office for further information.

## POPE INFORMATION DISTRIBUTION

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Several methods of distributing information directly to Pope Airmen are available.

Enterprise Information Management (EIM) a.k.a. Pope Intranet

- Pop-up
- Ticker

Pope Field Facebook page, <http://www.facebook.com/PopeAFB?ref=search>

Pope (AFB?) public website, (website address)

“Drive-By” poster-signs, 440 AW PA, (910) 394-2619

Marquee, TBD. Contact 43 AG/CCE until further notice. (910) 394-4300

## AMERICAN RED CROSS

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The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and help people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Chapter and the fundamental principles of the International Red Cross Movement.

The American Red Cross is there for all members of the Armed Forces. Around the clock and around the globe, during times of personal crisis, the Red Cross keeps the American people in touch with their family members serving in the U.S. military.

### **EMERGENCY COMMUNICATION SERVICES**

The Red Cross is a lifeline to members of the U.S. Armed Forces sending communications all over the world on behalf of family members who are facing emergencies or other important events. The Red Cross provides this service quickly through a network of chapters, stations, communication centers and staff members serving on military installations and major deployment sites worldwide. This network links military personnel any place in the world (including ships at sea, embassies and isolated military units) with their loved ones. Information in the message assists the command in making decisions regarding emergency leave.

### **SOCIAL SERVICES**

Include access to financial assistance, counseling, family support and assistance with representation at the Board of Veterans Appeals.

### **RED CROSS STAFF MEMBERS DEPLOY OVERSEAS**

Red Cross staff members deploy overseas along with members of the military and handle emergency communications. They can offer respite from harsh conditions and bring a little bit of home to the troops by operating a 24-hour canteen service with coffee, cold drinks, snacks, games, videos and books. Red Cross teams also visit patients in clinics and hospitals.

### **FAMILY SUPPORT GROUPS**

Are located at many Red Cross chapters and stations. Here family members can be with others who are also learning to cope with separation and community resources that can help them.

### **TO ACCESS RED CROSS ASSISTANCE**

Active duty service members stationed in the United States and their immediate family members may call the Red Cross Services to the Armed Forces for help 7 days a week, 24 hours a day, 365 days a year. Ph: 1-877-272-7337

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### **CONTACT INFORMATION**

1-1139 Macomb & Hamilton Streets, Fort Bragg  
(910) 396-1231/907-7124

## UNITED SERVICE ORGANIZATIONS

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USO of NC Fort Bragg Center for Soldiers and Airmen, and is a recreation center with free Wi-Fi. Service members may play pool, ping-pong, foosball, watch a movie, check email or make a phone call home. USO of NC offers snacks, drinks, coffee and special events each month.

The Center also provides support to Army and Air Force units and families before and after deployment, provides Rack Packs to returning Single Soldiers and Airmen and care packages to all deploying service members. The Center also offers UTR (United Through Reading) to deploying service members – call our Center for an appointment.

Hours: Mon., Tues., Thurs., Fri. 10 a.m. – 7 p.m.; Wed. 3-7 p.m.; Sat., Sun. 12-6 p.m.

### QUESTION & ANSWER

Q: How can I learn about ticket opportunities to local or regional sporting events?

A: Check our Facebook page often: USO Fort Bragg

Q: Who may I call for volunteer opportunities?

A: Please contact Bev Jackson, asst center director and volunteer coordinator at 910-495-1437.

Q: Does the Center accept donations of snacks, drinks, books, DVDs, or other items?

A: We gladly accept donations to keep the Center stocked and supplied at all times. Please call the Center at 910-495-1437 to arrange drop-off.

Q: Does the USO of NC provide emergency funds, food, or travel?

A: We refer all needs for cash or food to the appropriate offices on Fort Bragg and Pope. Our Center does not have the ability to assist with emergency travel requirements.

Q: Does the post shuttle service offer transportation to the USO Center?

A: Yes, the Fort Bragg Shuttle makes regular stops right outside the USO of NC Center.

Q: Is there a USO at the airport?

A: The USO of NC operates full service airport travel centers at Charlotte-Douglas International Airport (Second floor, Food Court area) and Raleigh-Durham International Airport/Terminal 2. A new travel center is scheduled to open at Fayetteville Regional Airport in late Spring 2011.

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### CONTACT INFORMATION

USO of NC Fort Bragg, M-4226 Goldberg Street, Fort Bragg  
(910) 495-1437  
[www.uso-nc.org](http://www.uso-nc.org)

USO of NC Fort Bragg, Center Director  
Renee Lane, (910) 495-1437, [rlane@uso-nc.org](mailto:rlane@uso-nc.org)

## AIRMEN AGAINST DRUNK DRIVING

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### DESCRIPTION

Airmen Against Drunk Driving (AADD) is an all-volunteer non-profit organization, which provides free, safe, and anonymous rides home to military members, military dependents, and DoD civilians who make the responsible decision not to drink after driving.

AADD services are available Friday, Saturday and Sunday nights from 2200 to 0400.

Military members or their dependents desiring to use the service simply call (910) 394-AADD.

### VOLUNTEERS

Personnel desiring to volunteer must call or e-mail the AADD leadership team.

Volunteer teams usually consist of one CQ (dispatcher) and two drivers. The CQ may dispatch from their home with their own phone via forwarded calls, or may be issued a cell phone for the weekend.

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### CONTACT INFORMATION

AADD Leadership  
(910) 394-2233 (AADD)  
AADD\_Leadership@pope.af.mil

## PRIVATE ORGANIZATION START-UP

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IAW AFI 34-223, paragraph 6.1, the authority to establish and operate a private organization (PO) lies with the installation commander. As of 1 Mar 2011, the PO function will transfer to Fort Bragg as it will be the installation/garrison approval authority. As such, all POs formerly operating with the permission of the AF installation commander will be required to establish themselves under the authority of Fort Bragg's Garrison Commander if they wish to continue operations. Contact the 43d Airlift Group Legal office at (910) 394-2341 with questions.

## PICERNE HOUSING

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### DESCRIPTION

Housing on the installation is privatized and is managed by Picerne Military Housing. Active duty service members, with current orders to Fort Bragg / Pope Field, are eligible to apply for on-post housing within 90-days of the report date specified on the service member orders. Housing can be applied for online, in person, or hard-copy e-mailed/faxed to the Picerne office. In order to protect privacy, housing applications are not accepted via telephone or postal mail.

Required documents include: copy of current orders to Fort Bragg or Pope Field and DD Form 1172 (Deers enrollment, updated within last 12-months). Additional documents may be included on a case-by-case basis. Upon receiving confirmation the Leasing & Relocation Center that your application has been received, e-mail the required documents to [braggrelocation@picernemh.com](mailto:braggrelocation@picernemh.com) or fax to (910) 436-0643. Contact the leasing and relocation office for further details and information.

Military personnel will have the opportunity to apply for their desired neighborhood on Fort Bragg or Pope Field, regardless of their branch affiliation. For example, an Air Force member may live in a Fort Bragg neighborhood or in a Pope Field neighborhood, and vice-versa. Each neighborhood is subject to varied wait-lists and wait-times.

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### CONTACT INFORMATION

Picerne Military Housing Leasing & Relocation Center, Soldier Support Center (sixth floor)  
910-495-0878 or toll free at 1-866-525-HOME  
[www.braggpicerne.com](http://www.braggpicerne.com), Picerne Fort Bragg website  
[www.PicerneMilitaryHousing.com](http://www.PicerneMilitaryHousing.com)

## **ON-POST SCHOOLS**

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### **DESCRIPTION**

Families living in on-post housing are serviced by Department of Defense Education Activity (DoDEA) schools. There are 12 different DODEA schools serving grades Pre-K to eight. Schools serve specific government housing catchment areas. Students in Grades 9-12 will attend Cumberland County's E.E. Smith High School (Fort Bragg proper), Harnett County's Overhills High School (Linden Oaks housing) or participate in Cumberland County's Governed Choice program.

### **POPE PROCESS**

When registering for government housing, service members will choose areas they want to live. School attendance areas may affect the government housing areas for which you register. Some of the actions to be taken when registering for government housing areas: Research the school, visit the school and housing area, find out any rank restrictions for the housing, ask about waiting lists and bedroom sizes, and include family members in the decision process.

It is important to note, Fort Bragg's Child Supervision Guidelines require children under the age of 10 to be directly supervised at all times. As a consequence, any child waiting at a bus stop, walking to or from school, or playing in common areas must be under direct supervision at all times.

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### **CONTACT INFORMATION**

43d Force Support Squadron, School Liason Officer  
(910) 394-2538, DSN 424-2538

Fort Bragg School System (Includes all school websites and catchment areas)  
<http://www.am.dodea.edu/bragg/>

Cumberland County Schools  
<http://www.ccs.k12.nc.us/>

Overhills High School  
<http://www.harnett.k12.nc.us/education/school/school.php?sectionid=21&>

Individual district, school data and accountability information  
<http://www.ncreportcards.org/src>

## **ON-POST CHILD CARE**

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### **CHILD DEVELOPMENT CENTERS (CDC)**

These facilities generally offer child care for children ages six weeks to 5 years old, weekdays from 5:45 am to 6:00 pm. CDCs vary in size; the average CDC cares for about 200 children. All programs must be certified by the DoD and accredited by a national accrediting body such as the National Association for the Education of Young Children.

### **FAMILY CHILD CARE (FCC)**

FCC offers developmental and age-appropriate child care in a home setting to children 4 weeks to 12 years of age. This program is for those who are interested in small group care in a family atmosphere. More than 135 homes in the Fort Bragg community and surrounding area are involved in the FCC program. Bilingual and multi-cultural homes are available. All FCC homes are inspected by health, fire and safety departments. Types of care include: long term, before and after school, special needs, extended, overnight and hourly.

### **SCHOOL AGE SERVICES (SAS)**

SAS offers care for before and after school with options for before school only or after school only. Each of these options entitles program participants to full day care services during out of school periods, excluding federal holidays, during the school year. Additionally, separate SAC camps are operated during winter and spring breaks for those patrons who normally do not require daily before and after school care. During the summer months, SAS operates a full day camp option, in ten, one-week sessions and eight, one week half day sessions.

### **WAITING LIST**

Due to a high demand for care, you may be placed on a wait list for the CDC and/or SAS programs. Your position on the wait list depends on many factors that are at the discretion of the installation and may include your spouse's military status, the date you apply, deployment status and your employment. If these factors change while you are on the wait list, your position will be changed accordingly, so it is important that you keep your information up-to-date. Child care is not an entitlement and fees are income-based. Fees throughout the child development system of care fall into fee ranges set by DoD

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### **CONTACT INFORMATION**

Fort Bragg Child Development Services at 910-396-4313 or visit their website at [www.fortbraggmwr.com/cds.php](http://www.fortbraggmwr.com/cds.php).

(continued next page)

## **ON-POST CHILD CARE (continued)**

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### **Family Child Care**

Call 910-396-3415 for additional information or visit [www.fortbraggmwr.com/fcc.php](http://www.fortbraggmwr.com/fcc.php).

### **School Age Services**

(910) 396-5780

[www.fortbraggmwr.com/sas.php](http://www.fortbraggmwr.com/sas.php).

## SUMMARY OF CHANGES

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Summary of changes will be listed here pending updates during the first revision. First revision is scheduled for July 2011.

## PRINTING INSTRUCTIONS

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This document is set-up to be printed double sided, and can be bound/hole-punched on the left-hand edge of the document.

### INSTRUCTIONS FOR PRINTING

**Print Option:** Select, “Print on Both Sides (Flip on Long Edge)”

**Paper Size:** Select , “Statement” paper, 5.5” x 8.5” (This size paper can be purchased, or easily obtained by cutting a standard 8.5” x 11” sheet of paper in two).

Document may also be printed on standard 8.5” x 11” paper if a full-sized version is desired by the user.

### INSTRUCTIONS FOR BINDING

**Hole-Punch:** Using hole-punch, punch holes in left-hand side of printed document and insert into binder.

**Binding Machine:** Using binding machine, punch holes in left-hand side of printed document. Insert binding material into holes.

# Team Pope Rally Call & Symbol

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The Team Pope Rally Call and symbol was unveiled in 2010. The elements of the rally call are simple: represent the Warrior Ethos of Pope's Airmen, easy to articulate, motivate, and mutually-support the XVIII Airborne Corps and 82d Airborne Division's Rally Call.

The rally call focuses Pope Airmen on being "Ready Now" to accomplish the mission at home station, "Ready Now" to deploy globally, "Ready Now" to support the contingency outload, airlift, and support of the XVIII Airborne Corps, 82d Airborne Division, and other joint operators, "Ready Now" for any challenge.

The Pope rally call strengthens the unity between Airmen, inspires dedication to the Pope missions, and communicates Pope's complete commitment to its joint partners. So when Pope's Airmen hear someone say or yell "Team Pope," "Pope Field," "Pope," or when soldiers from Fort Bragg say "Airborne" or "All The Way" they respond with "Ready NOW!" because they are!

The "Ready Now!" symbol compliments the Rally Call in many ways. The words represent the Warrior Airmen Ethos that exists at Pope. The Blue represents the enduring Active Duty and Reserve Air Force Capability resident and enduring at Pope. The Blue also supports the Black and Gold colors representing the enduring Army capability at Fort Bragg. Lastly, the five wings of blue that fly upward from the base symbolize the five Air Force units representing five Major Commands at Pope. The five wings also fly forward and toward the bright center which represents Pope's bright future.



