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Command Policy

**INSPECTOR GENERAL (IG) RECEPTION
PLAN**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-2, Inspector General - The Inspections System, and outlines various organization responsibilities in providing support for HQ PACAF/IG team inspections, in accordance with AFI 90-201, Inspector General Activities, dated 14 January 2000. For purposes of this instruction, the HQ PACAF/IG Work Center is the 15th Air Base Wing (15 ABW) Nelles Chapel Annex, Building 500. The inspection out-brief site is the Memorial Theater, Building 1766. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units.

SUMMARY OF REVISIONS

This revision incorporates procedures formerly published in 15ABWI 90-201. It re-designated instruction title as IG Reception Plan. Changes: Numerous changes were accomplished throughout to ensure most current office information and responsibilities were identified. Identified current requirements in **Attachment 1** and **Attachment 4** IAW PACAF Instruction 90-201. Added **Attachment 2** and **Attachment 3** to assist in the set up of the IG Work Center. New or revised material is indicated by a bar (|).

Section A—References, Abbreviations, Acronyms, and Terms

1. REFERENCES.

- 1.1. AFD 90-2, Inspector General – The Inspections System
- 1.2. AFI 90-201, Inspector General Activities
- 1.3. PACAFI 90-201, PACAF Inspector General Inspection Activities

Section B—Responsibilities

2. RESPONSIBILITIES.

2.1. All Units:

2.1.1. Review this instruction and provide specific support as identified. Note HQ PACAF/IG's goal is to limit the wing to one major inspection per year. The two major inspections that we will concern ourselves with in this instruction are the Unit Compliance Inspection (UCI) and the Initial Response Readiness Inspection (IRRI). IAW PACAFI 90-201, the UCI will be scheduled every three years while the wing is susceptible to an IRRI at any time.

2.1.2. Be responsive to provide Information Management (IM) personnel to support the HQ PACAF/IG while they are working in the IG Work Center, when tasked by the wing IM Functional Manager.

2.1.3. Coordinate with 15th Civil Engineer Squadron (CES) Customer Service, if necessary, for reserved parking signs/stands availability for the scheduled time IG inspector(s) will be in their unit. The number required may be different for an IRRI versus a UCI.

2.1.4. Stand ready for further implementation instructions from the 15 ABW/CC or 15 ABW/IG offices.

2.1.5. Ensure all equipment identified to units in **Attachment 1** is delivered to the IG Work Center in a timely manner. The exact time and date will be coordinated through 15 ABW/IG.

2.2. 15 ABW/IG:

2.2.1. Implement this instruction upon notification of impending inspection and serve as wing point of contact for IG in-brief, out-brief, and work center requirements.

2.2.2. Ensure each unit identifies the number of reserved parking signs/stands needed and pre-coordinates with 15 CES Customer Service, if necessary, to ensure the total number of signs/stands are available prior to IG arrival.

2.2.3. Notify organizations tasked in this instruction on any additional HQ PACAF/IG requirements.

2.2.4. Assist with wing preparations for the inspection, the in-brief, and develop welcome packages for the inspection team.

2.2.5. Coordinate with 15 ABW Public Affairs (PA) for possible advertisement of inspection team arrival or publishing requested articles.

2.2.6. Ensure the IG Work Center is activated.

2.2.6.1. Reserve the 15 ABW Nelles Chapel Annex, Building 500, for the duration of the inspection to include prior set up time and post clean up time. Use facility request form (see **Attachment 2**).

2.2.6.2. Coordinate with agencies tasked in this instruction to ensure they provide all required support for the work center.

2.2.6.3. Recall IG Work Center Information Managers (IMs) support identified by IM Functional Manager.

2.2.6.4. Set up the IG Work Center in accordance with floor plan identified in **Attachment 3**.

2.2.7. Ensure six reserved parking signs are placed in front of the IG Work Center for the Inspector General, Inspection Team Chief, Chief of Operations Inspections, Chief of Logistics Inspec-

tions, Chief of Support Inspections, and Inspection Team Executive. Ensure “Reserved” parking signs are placed within the designated parking area of the IG Work Center, located in the rear, to accommodate 40 vehicles. Place the “HQ PACAF Inspection Team” reserved parking sign at the entrance of the designated parking area of the IG Work Center. Coordinate with 15 CES to ensure placement is appropriate and visible.

2.2.8. Ensure two reserved parking signs are in place at the 15 ABW Headquarters building (Building 1110) for the Inspector General and Inspection Team Chief. Coordinate with 15 ABW Protocol (CCP) office to ensure proper placement.

2.2.9. Ensure reserved parking signs are in place at the Memorial Theater during the inspection out-brief for the wing commander and wing vice commander, HQ PACAF/IG members listed in paragraph 2.2.7., and other individuals deemed appropriate by 15 ABW/CCP.

2.2.10. Coordinate seating arrangements of the HQ PACAF/IG personnel attending the in/out-briefs with 15 ABW/CCP.

2.2.11. Pre-coordinate actions necessary to reproduce the final inspection report. The HQ PACAF/IG Team Executive will provide further details upon arrival.

2.3. 15 ABW Command Post:

2.3.1. Ensure receipt of the HQ PACAF/IG Entry Authorization List (EAL) from 15 ABW/CC and authenticate it with the HQ PACAF Command Center.

2.3.2. Distribute authenticated HQ PACAF/IG EAL at initial recall to 15 ABW Group Commanders, 715th Air Mobility Group and 735th Air Mobility Squadron, AFOSI Detachment 601, 15th Security Forces Squadron, and the 154th Fighter Wing Commander. Other tenant units may request this listing as the entry authority for all IG team members to all Hickam facilities.

2.4. 15 ABW Chaplain (HC):

2.4.1. Coordinate with 15 ABW/IG and 15 CES for scheduling repair and cleaning of the IG Work Center prior to the HQ PACAF/IG arrival and during and immediately after their visit.

2.4.2. Where possible, reschedule activities in the Nelles Chapel Annex to prevent unnecessary access to the IG Work Center.

2.4.3. Ensure those activity POCs whose activities could not be rescheduled are informed that access to the IG Work Center is prohibited for the duration of the inspection and throughout the report writing process. Only IG personnel will be authorized access to the IG Work Center.

2.5. 15 ABW/CCP:

2.5.1. Coordinate with 15 ABW/IG on the seating arrangement and place cards for HQ PACAF/IG and wing leadership seating at the in-brief and out-brief.

2.5.2. Advise 15 ABW/IG regarding reserved parking requirements at the out-brief.

2.5.3. Coordinate with wing leadership for any further protocol requirements for the in-brief and out-brief.

2.6. 15 ABW/PA:

2.6.1. Coordinate with 15 ABW/IG for publicizing the inspection and its results.

2.6.2. Provide wing mission briefing during in-brief to HQ PACAF/IG (coordinate with 15 ABW/IG).

2.7. 15 ABW Safety:

2.7.1. Coordinate with the HQ PACAF/IG munitions inspector for any support required for storage, transportation, handling and licensing requests for the storage of exercise munitions.

2.7.2. Provide safety briefing during in-brief to HQ PACAF/IG (coordinate with 15 ABW/IG).

2.8. 15 CES:

2.8.1. If necessary, pre-coordinate with base agencies for the allocation of “Reserved” parking signs.

2.8.2. Deliver 15 reserved parking signs/stands for use at wing headquarters and the IG Work Center. Coordinate with 15 ABW/IG for the exact date, time, and location of delivery.

2.8.3. Coordinate with 15 ABW/HC to ensure IG Work Center repair of discrepancies are completed prior to inspection start date, if possible.

2.8.4. Provide support as needed for the IG out-brief (i.e., repair of discrepancies at out-brief location, air conditioning, etc).

2.9. 15th Communications Squadron (15 CS):

2.9.1. Provide four dedicated IM support to the IG Work Center through the IM Functional Manager, to be immediately available upon request by the 15 ABW/IG and for the duration of the inspection. The IM Functional Manager will provide select two TSgt or above and will provide at least two certified Workgroup Managers, for these duties. These personnel will come from all units throughout the wing to man the IG Work Center. Contact information on individuals for this duty will be provided to 15 ABW/IG for inclusion in an IG Work Center Activation Recall Roster. Contact information will include, Rank, Name, Organization, Duty phone, Home phone, and E-mail address. Information will be updated as necessary. Prior coordination with units will be accomplished to the maximum extent possible.

2.9.2. During IRRIs only, provide classified fax and STU III for secure area located at IG Work Center. Coordinate with 15 ABW/IG.

2.9.3. Provide two dedicated audio/visual experts to the IG Work Center through the Visual Information Manager, to assist the HQ PACAF/IG in the preparation for the out-brief.

2.9.4. Coordinate telecommunications requirements with the 15 ABW/IG office.

2.9.5. Assist with the connection and set up of computer equipment within the IG Work Center.

2.9.6. Provide the audiovisual support for the in-brief if necessary (coordinate with 15 ABW/IG).

2.9.7. . Provide the audiovisual support for the out-brief as outlined in [Attachment 4](#).

2.10. 15th Security Forces Squadron (SFS): Coordinate security and traffic control at inspection out-brief (Memorial Theater) with the 15 ABW/IG office.

2.11. 15th Services Squadron:

2.11.1. Ensure on-base lodging requirements for HQ PACAF/IG team (primarily TDY augmentees) are met. Coordinate with 15 ABW/IG if on-base billeting is a limiting factor. The 15 ABW/IG will provide advance notice to the maximum extent possible.

2.11.2. Provide roster of HQ PACAF/IG team members and their rooms to 15 ABW/IG.

2.12. 15th Logistics Group: Provide vehicle support according to the following requirements (coordinate with 15 ABW/IG for delivery and staging requirements):

2.12.1. For UCI: 2 passenger vans, 6 sedans, 35 general purpose vehicles.

2.12.2. For IRRI: 2 passenger vans, 6 sedans and 30 general purpose vehicles.

2.13. 15th Operations Group (OG):

2.13.1. Coordinate with 15 ABW/IG to ensure flight line training is accomplished for inspection team members requiring flight line license.

2.13.2. Provide flight line during the in-brief to HQ PACAF/IG (coordinate with 15 ABW/IG).

ALBERT F. RIGGLE, . Colonel, USAF
Commander, 15th Air Base Wing

Attachment 1

IG WORK CENTER REQUIREMENTS

Table A1.1. IG Work Center Requirements Worksheet

<i>QTY</i>	<i>Requirements</i>	<i>Completed</i>
<u>A1.1. 15 ABW Information Management Office:</u>		
10	15 ABW wing key personnel rosters	
1	Shredder (cleared for SECRET)	
<u>A1.2. 15 ABW/IG:</u>		
1	Copy of the previous inspection report with 15 ABW finding replies	
1	Laser printer w/duplex capabilities	
3	Dry marker boards with markers	
1	2-Drawer safe (SECRET) (located in 15 ABW/IG office)	
2	Boxes 3.5" computer discs	
1	Box yellow highlighters	
1	Box audiovisual markers (blue or black)	
4	Boxes pens (black ink)	
2	Boxes pens (red ink)	
2	Dozen #2 pencils	
1	Electric pencil sharpener	
2	Boxes legal size Kraft folders	
1	Box labels, white, self-adhesive	
20	Reams bond paper (letter)	
30	Pads lined writing paper	
10	Steno pads	
30	Large envelopes, brown	
50	Small envelopes, brown	
5	Rolls scotch tape with dispensers	
1	Bottle correction fluid	
1	Roll masking tape	
1	Roll brown paper tape	
1	Roll nylon strapping tape	
5	Boxes staples	
5	Boxes paper clips	

<i>QTY</i>	<i>Requirements</i>	<i>Completed</i>
1	Box assorted rubber bands	
1	Stamp pad with black ink	
10	Mullet-outlet surge protectors	
1	Thesaurus	
5	Dictionaries	
5	Pairs of scissors	
2	Two-hole punches	
2	Three-hole punches (large holes)	
5	Wire distribution racks	
4	One-inch 3-ring binders	
5	Staplers	
5	Staple removers	
5	Rulers (18 inch)	
2	Date stamps	
2	Sets classified stamps, self-inking	
5	Office waste cans	
10	Base phone books	
2	Sets local phone books	
50	Colored card stock suitable for printing color report covers	
<u>A1.3. 15 ABW/HC:</u>		
1	Coffee pot	
<u>A1.4. 15 ABW/PA:</u>		
1	Laser printer	
<u>A1.6. 15 CS:</u>		
6	Desktop computers with the minimum system requirements: Pentium processor (at least 200mhz) computers with 15" monitors, LAN/Internet capable, with organizational email accounts for IG, IGI, IGO, IGL, and IGS. Software installed should be Windows 98, Office 97 or better	
2	Laser printers	
1	Multimedia computer with the minimum system requirements: 400MHz or faster MMX/Pentium Processor, 9.0GB or greater hard drive free space, 256 MB RAM, Sound Card, PCMCIA card, Parallel, USB, Firewire (1394), Serial equipped, CD-writer, Internet access, Imaging editing software (Photoshop or equivalent), video/audio capture and video/audio output for recording VHS tapes	

<i>QTY</i>	<i>Requirements</i>	<i>Completed</i>
2	Dedicated visual information technicians to download and enhance digital images to create a high-impact video presentation	
10	Portable radios with battery chargers and 10 spare batteries. Reprogram 10 HQ PACAF/IG LMRs to same net (total of 20 portable radios) on established IG net (contact PACAF/IGSC for specific instructions)	
6	Pacific access DSN telephones	
6	Pagers established on base paging system	
4	Single line telephone outlets for remote email	
<u>A1.7. 15 CES:</u>		
3	Recycle containers	
1	Base map (1:400 Scale)	
<u>A1.8. 15th Mission Support Squadron:</u>		
1	15 ABW officer/enlisted alpha roster	
<u>A1.9. 15 OG:</u>		
2	Laser printers	
<u>A1.10. 15th Medical Group:</u>		
1	Copier capable of collating and accomplishing multiple copies and sorts	

Attachment 2

CHAPEL FACILITY REQUEST WORKSHEET

Figure A2.1. Chapel Facility Request Worksheet Sample

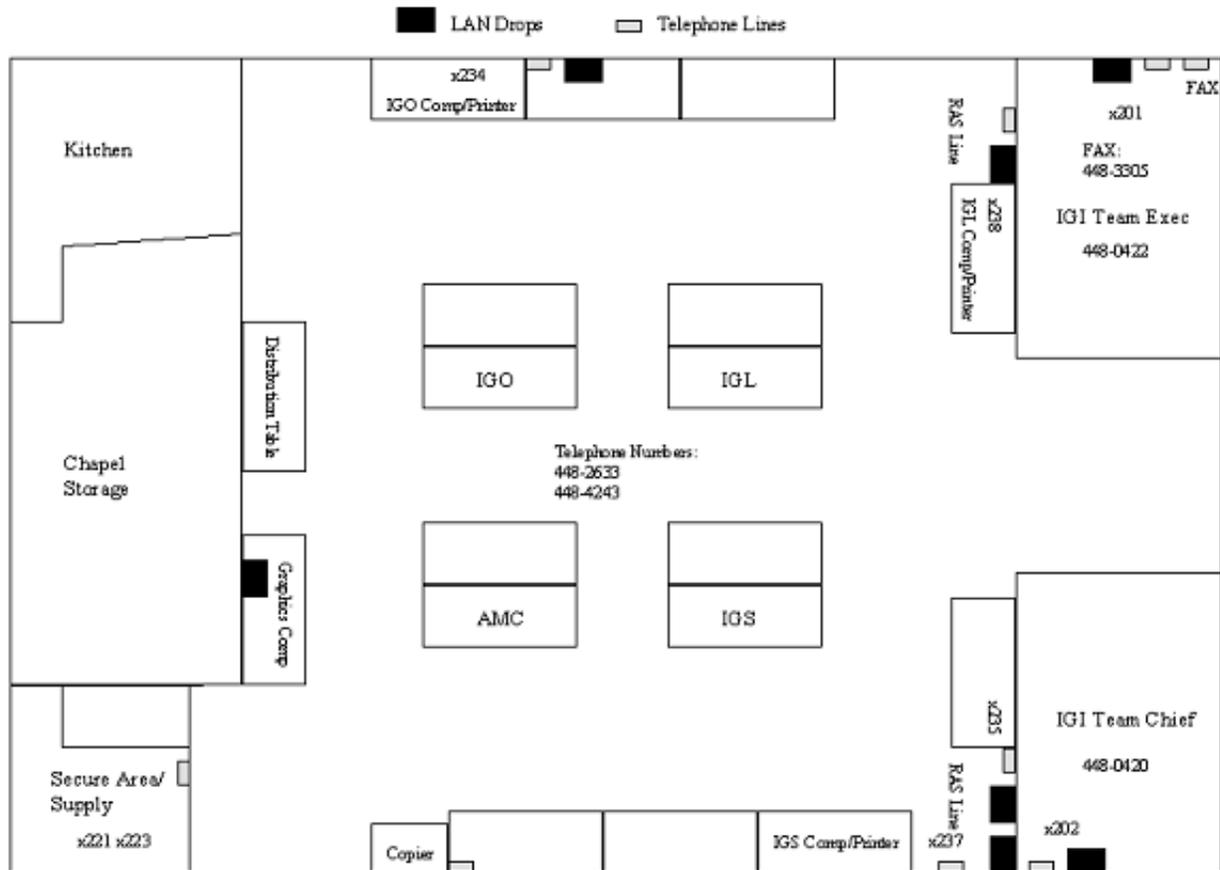
REQUEST FOR USE OF CHAPEL FACILITIES			
REQUESTOR'S NAME		TODAY'S DATE	# OF PEOPLE EXPECTED TO ATTEND
ORGANIZATION & ADDRESS		DUTY PHONE	HOME PHONE N/A
NAME OF ACTIVITY HQ PACAF IG WORK CENTER		DATE(S) REQUESTED	TIME (INCLUDE TIME FOR SETUP AND CLEANUP)
FACILITY REQUESTED <input type="checkbox"/> CHAPEL CENTER SANCTUARY <input type="checkbox"/> MULTI-PURPOSE ROOM (MPR) <input type="checkbox"/> R.E. CLASSROOM (RM # _____) <input type="checkbox"/> NELLES CHAPEL SANCTUARY <input checked="" type="checkbox"/> NELLES CHAPEL ANNEX <input type="checkbox"/> KITCHEN		DENOMINATION <input type="checkbox"/> PROTESTANT <input type="checkbox"/> CATHOLIC <input type="checkbox"/> ECUMENICAL <input checked="" type="checkbox"/> OTHER (PLEASE SPECIFY BELOW)	
EQUIPMENT AVAILABLE: <input checked="" type="checkbox"/> TABLES <input checked="" type="checkbox"/> CHAIRS <input type="checkbox"/> TV/VCR <input type="checkbox"/> PROJECTOR SCREENS <input type="checkbox"/> OTHER: _____		WEDDING REQUIREMENTS: PERSON PERFORMING CEREMONY _____ PHONE # _____ CLERGY NUMBER (If Not Chaplain) _____ WEDDING COORDINATOR: _____ PHONE # _____ REHEARSAL DATE/TIME: _____	
Secular Activities will not be conducted in the Chapel. The Chapel Sanctuaries will be returned to a neutral status upon completion of the service. Wedding Receptions will not be held in the Chapel Annex or Multi-Purpose Room. All facilities will be left in an acceptable condition. Please call 449-1754 to report any problems.			
COORDINATION (FOR STAFF USE ONLY)			
SCHEDULER	SR. FAITH GROUP CHAPLAIN	NCOIC	WING CHAPLAIN

DATE ENTERED ON CALENDAR	REQUESTOR NOTIFIED: DATE: <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	REMARKS
PRIVACY ACT STATEMENT		
AUTHORITY: 10 U.S.C. 8012 AND 44 U.S.C. 3101 PRINCIPAL PURPOSE: To schedule chapel facilities for both chapel and non-chapel facilities. ROUTINE USES: For chapel staff records and to have a way to contact those who request the use of the chapel facilities. DISCLOSURE IS VOLUNTARY: Failure to provide information may preclude the individual from use of chapel facilities.		

Attachment 3

IG WORK CENTER FLOOR PLAN

Figure A3.1. IG Work Center Floor Plan



NOTE: This floor plan will be used as a guide only. Adjustments will be made as necessary.

Attachment 4**OUT-BRIEF REQUIREMENTS****A4.1. 15 ABW/IG:.**

- A4.1.1. Reserve Memorial Theater for out-brief with Community Center.
- A4.1.2. Place 8 reserved parking signs at Memorial Theater for HQ PACAF/IG Inspection team and 15 ABW/CC/CV.
- A4.1.3. Coordinate setup with 15th Communications Squadron and HQ PACAF/IG Team Executive.
- A4.1.4. Establish procedures for seat reservations and attendance to ensure safety within the theater.
- A4.1.5. Ensure assistance is provided to maintain crowd control.

A4.2. 15 CS:.

A4.2.1. Provide equipment as follows:

A4.2.1.1. Out-brief Video Production - Video and imaging editing hardware (i.e. Macintosh or AVID, to include appropriate software). This requirement may be met using the host base Visual Information facilities.

A4.2.1.2. Out-brief setup requirement:

A4.2.1.2.1. Public address system that provides sufficient quality and projection for voice and music.

A4.2.1.2.2. Two lighted podiums equipped with cordless/wired microphones (with backup mikes and light source). Coordinate with 15 ABW/IG.

A4.2.1.2.3. One cordless or lapel microphone connected to the public address system to be used by unit commander.

A4.2.1.2.4. Audiocassette deck, CD (if required), and VCR connected to public address system.

A4.2.1.2.5. Sheet of sturdy plywood or a table placed on top of theater seats centered five rows back from the front to support (coordinate with 15 ABW/IG for exact requirements):

- A computer and monitor (15") or laptop capable of PowerPoint presentation
- Data and video LCD projector, 750 or greater ANSI lumens
- (Spare projector required)
- VCR
- Public address system soundboard (may be located back stage)
- CD and tape player (if required)
- Small reading light

A4.2.1.2.6. Duct tape, extension cords, and power strips for audiovisual equipment (coordinate with 15 ABW/IG).

A4.3. 15 ABW/CCP. Assist 15 ABW/IG office as necessary for proper seating arrangements and vehicle reserved parking placement. Also assist with any further details of protocol necessary to ensure proper procedures are met during out-brief.

A4.4. 15 SFS. Establish traffic control procedures prior to and after out-brief.