

**9 JUNE 2004**



**Command Policy**

**INSPECTOR GENERAL RECEPTION  
AND SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

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

---

OPR: 21 SW/IG (Lt Col L J Van Belkum)  
Supersedes 21 SWI 90-202, 1 June 2001

Certified by: 21 SW/IG (Col Gary W. Shugart)  
Pages: 35  
Distribution: F

---

This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General - The Inspection System*, AFI 90-201, *Inspector General Activities*, and AFI 90-201, AFSPC Sup 1. It establishes responsibilities for coordinating and fulfilling the support needs of a visiting Inspector General (IG) team. It applies to the 21st Space Wing and all subordinate units responsible for support of a visiting IG team. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision updates 21 SWI 90-202, 1 June 2001. This instruction updates support needs of a visiting IG team based on changes to referenced documents and revises unit designations to reflect reorganization changes. It incorporates 21 SFS changes to the authentication and distribution process for AFSPC/IG Entry Authorization Lists (EAL), and revises actions to reflect requirements for no-notice inspections.

1. References .....	2
2. Objective. ....	2
3. IG Inspection Support Responsibilities. ....	2
4. Forms or Information Management Tools (IMTs) (Adopted or Prescribed). ....	10

**Attachment 1—INSPECTION SUPPORT REQUIREMENTS 12**

**Attachment 2—PAFB RESERVED PARKING REQUIREMENTS 35**

## 1. References

1.1. AFI 90-201 *Inspector General Activities* and AFI 90-201, AFSPC Sup 1.

**2. Objective.** The objective of this instruction is to establish responsibilities and provide guidance for coordinating and fulfilling the support needs of a visiting HQ USAF or HQ AFSPC Inspector General (IG) Team in preparation for and during Operational Readiness Inspections (ORIs), Expeditionary Readiness Inspections (ERIs), or Compliance Inspections (CIs) of 21 SW units. It applies to all administrative and logistical support requirements, including work space, equipment, supplies, personnel, communications, and security. AntiTerrorism and Force Protection Vulnerability Assessment (ATFP-VA), Staff Assistance Visits (SAVs), and other inspections of functional elements of 21 SW will be supported by the respective functional OPR, and may use this plan as a checklist.

2.1. All 21 SW units not physically located on Peterson AFB are required to create documentation to support this instruction. Each commander will determine what type of documentation to produce—a plan, operating instruction, or squadron instruction.

**3. IG Inspection Support Responsibilities.** Each 21 SW organization is responsible for completing its respective tasks as outlined in this instruction and AFI 90-201, AFSPC Supplement 1. All organizations tasked to compile information for the inspector will prepare and hold this information and make it available per guidance within this instruction. Some informational items require semi-annual updates to be available within the timelines provided by inspection notification policies. In addition to the tasks delineated within the body of this regulation, each agency must **refer to Attachment 1 for documentation requirements.**

3.1. **21 SW Commander** will:

3.1.1. Notify wing staff of inspection upon receipt of 30-day notification letter from AFSPC/IG.

3.1.2. Host the IG in-brief and determine attendees. **NOTE:** The following individuals will normally attend the IG in-brief: 21 SW/CC, 21 SW/CV, 21 SW/IG, 21 SW/DS, 21 MSG/CC, 21 MXG/CC, 21 OG/CC, 721 MSG/CC, and 21 MDG/CC. Deputies, first sergeants, and chiefs should also plan to attend.

3.1.3. Designate the location for the IG work center based on the recommendation from the 21 MSG/CC.

3.1.4. Host a quarterly status review for Common Core Compliance Areas, SIP items and Special Interest Items. Group commanders will normally present program status.

3.2. **21 SW/CCA** will:

3.2.1. Coordinate with 21 SW/CCC to assign four military personnel (at least two NCOs) competent in Microsoft Office. These four administrative support personnel will be assigned to duty in the IG workcenter during the inspection. They must possess at least a SECRET security clearance, be thoroughly knowledgeable of the base, and possess a current driver's license. Advise personnel before reporting for duty that overtime and weekend shifts will be required and once assigned, must remain for duration of inspection. Upon notification of IG team visit, NLT 20 days prior to the inspection start date, provide names and phone numbers (duty and home) of selected individuals to 21 SW/IG POC.

3.3. **21 SW/IG** will:

- 3.3.1. Act as the initial point of contact (POC) for notification of all higher headquarters inspection team visits. 21 SW/IG will, as appropriate to the type of inspection, identify group/unit POCs to the inspection agency and 21 SW/CC.
- 3.3.2. Request and work with group and unit project officers to ensure the wing is prepared to receive the inspection team, and provide all requested support requirements.
- 3.3.3. Consolidate group/staff inputs for quarterly status review of Common Core Compliance Areas, SIP items and Special Interest Items. Provide Program Status Review slide template. Group commanders will normally present program status.
- 3.3.4. Consolidate group/staff inputs to meet HQ AFSPC/IG-identified Trusted Agent (TA) requirements. TAs are normally identified by organization (group or equivalent level), by AFSC, or by experience. Whenever possible, TAs should be evaluators, quality assurance team members, or wing exercise evaluation team members.
- 3.3.5. Coordinate all actions required by AFI 90-201, AFSPC Sup 1, this instruction, and the commander or IG team chief.
- 3.3.6. Coordinate reserved parking locations at Peterson AFB with 21 SFS.
- 3.3.7. Coordinate lodging assignments with HQ AFSPC/IGIX to ensure team integrity of the inspectors. For GSUs, coordinate lodging with applicable POCs. For PAFB augmentees, coordinate lodging with 21 SVS/CC.
- 3.3.8. Perform final review of IG work center, in-brief and out-brief locations.
- 3.3.9. Provide IG vehicle placards to 21 LRS/LGRV for GOVs reserved, along with inspection team vehicle pre-positioning requirements and airport transport requirements.
- 3.3.10. Provide vehicle placard samples to 21 SFS, so patrolling units can be made familiar with their appearance. Pre-position remainder of vehicle placards (for inspectors' POVs) in the IG workcenter.
- 3.3.11. Coordinate with CCA to assign four military personnel (at least two NCOs) to provide administrative support to the IG team. Upon notification of IG team visit, receive names and phone numbers (duty and home) from 21 SW/CCA.
- 3.3.12. Coordinate with 21 SW/PA to ensure base marquees reflect appropriate IG greetings.
- 3.3.13. Task wing staff and groups, as required, to provide data for commander's IG in-brief.
- 3.3.14. Prepare the Commander's in-brief according to AFI 90-201, AFSPC Sup 1, Attachment 11. Include in the briefing unclassified real-world and exercise Status of Resources and Training System (SORTS), local safety, threat and weather conditions, exercise intelligence information, all LIMFACs, Inspection Considerations if changed since last inspection update, and other information the wing commander deems relevant. Limit in-brief to no longer than 30 minutes. Safety and weather information may be accomplished with a handout. Classified SORTS will be briefed to those required after the IG in-brief. In-brief location should be able to accommodate the entire IG team as well as wing attendees. Provide one person, with at least a SECRET clearance, to advance slides. Coordinate with 21 CES/CC on in-brief location requirements. Coordinate with 21 SCS/CC to ensure Multimedia support for the in-brief, to include as a minimum, the ability to project

audio visual slides, one podium with microphone, two lapel microphones, and remote slide advancer.

3.3.15. Arrange dry run of the commander's IG in-brief. Coordinate UOD for briefers.

3.3.16. Obtain one original AFSPC/IG EAL not later than during the in-brief and provide to 21 SFS for authentication.

3.3.17. Coordinate with 21 CES/CC, 21 SCS/CC, and CCP to ensure base auditorium or other designated location is prepared for IG out-brief, IAW AFI 90-201, AFSPC Sup 1, Table A11.5 paragraph A11.2.5, including the ability to project audio visual slides with sound. Coordinate reserved seating (for IG team members, senior staff, and group /wing staff), seating chart in entry-way, and one pitcher of water and one glass by each speaker podium.

3.4. **21 SW/DS** will:

3.4.1. Provide inputs to 21 SW/IG POC for quarterly status review of Common Core Compliance Areas, SIP items and Special Interest Items NLT 3 duty days prior to scheduled review. Group commanders and equivalents will normally present program status.

3.4.2. Distribute the authenticated Entry Authorization List (EAL) to wing staff agencies.

3.4.3. Upon receipt of notification from AFSPC/IG, provide 21 SW/IG inspection POC with wing staff POCs for each applicable staff action in this instruction. Ensure Wing Staff actions are accomplished, as follows:

3.4.4. **21 SW/CCP** will:

3.4.4.1. Prepare welcome packages to include a 21SW/CC welcome letter. The welcome packages are to be completed and delivered to 21 SW/IG at least 10 duty days prior to inspection start. The packages will be given to each inspector upon arrival.

3.4.4.2. Prepare the IG in-brief location (Base Auditorium) with nameplates, pencils, and note pads. Prepare and post reserved seating chart at entrance to the auditorium. Provide water for each speaker. Ensure appropriate reserved parking is available for DVs.

3.4.4.3. Coordinate personnel to greet and farewell General Officer Distinguished Visitors arrivals and departures if traveling via military airlift (as applicable).

3.4.4.4. Coordinate with CES and 21 SW/IG POC to prepare the IG out-brief location (Base Auditorium or other designated location) with nameplates, pencils, and note pads. Provide water for each speaker.

3.4.5. **21 SW/PA** will:

3.4.5.1. Ensure base marquees reflect appropriate IG greetings at the applicable time. Coordinate with 21 SW/IG for wording.

3.4.5.2. Deliver welcome package information to 21 SW/CCP 20 duty days prior to the inspection start date. The welcome package information will include at a minimum the 21 SW notable achievements since the last inspection, fact sheets for the wing and its missions, biographies for group commanders and key wing staff members, and the latest copy of the base newspaper. Fact sheets, biographies, et cetera should follow a standard format.

3.4.5.3. Designate a single POC to assist 21 SW/CCP with compiling and packaging the infor-

mation identified in [3.4.5.2](#).

**3.4.6. 21 SW Operations Center (21 WOC) will:**

3.4.6.1. Provide classified material storage on a 24-hour per day basis, as required.

3.4.6.2. Coordinate with 21 SW/IG for information required at IG in-brief.

3.4.6.3. Fax copies of the authenticated EAL and all changes to Geographically Separated Units, including CMAFS. Report completion to 21 OG/CC and 21 SW/IG POC. Maintain current Entry Authorization List (EAL) and all changes on file.

**3.4.7. 21 SW/SE will:**

3.4.7.1. Provide a safety briefing covering seasonal, local, and base driving hazards for presentation at the IG in-brief. Provide briefer name and slides to 21 SW/IG POC 14 days prior to inspection start.

3.4.7.2. Provide a single-page summary of the safety briefing to CCP for inclusion in the welcome package.

**3.5. 21 OG/CC will:**

3.5.1. Provide inputs to 21 SW/IG POC for quarterly status review of Common Core Compliance Areas, SIP items and Special Interest Items NLT 3 duty days prior to scheduled review. Group commanders will normally present program status.

3.5.2. Provide Trusted Agents (TAs), as required.

3.5.3. Provide information to 21 SW/IG POC as required by [Attachment 1](#), and coordinate with 21 SW/IG POC on information required for the IG in-brief.

3.5.4. Construct a briefing book containing additional information the 21 SW/CC would like to present to the IG that is not mentioned in the wing in-brief. As a minimum, the briefing books should contain unit mission, goals, organizational chart (i.e. squadrons and what they do), brief history, best practices, and unit priorities.

3.5.5. Distribute copies of the authenticated EAL to the 21st Operations Support Squadron (21 OSS), 302d Air Wing, 544<sup>th</sup> Intelligence Operations Group, and 76th Space Control Squadron. Coordinate with 21 SW WOC to ensure the EAL is distributed to all GSUs.

3.5.6. Ensure all support required by 21 OG squadrons is accomplished, and 21 SW/IG POC is kept informed of status.

**3.5.7. 21 OSS/CC will:**

3.5.7.1. Ensure copies of the authenticated EAL are distributed to the Building 845 Space Control vault, Airfield Operations, and the Intelligence vault.

3.5.7.2. Prepare the Operations Work Area IAW [Attachment 1, Table A1.5](#).

**3.6. 21 MSG/CC will:**

3.6.1. Provide inputs to 21 SW/IG POC for quarterly status review of Common Core Compliance Areas, SIP items and Special Interest Items NLT 3 duty days prior to scheduled review. Group commanders will normally present program status.

3.6.2. Recommend to the wing commander one location to be used as a work center for the IG team, IAW AFI 90-201, AFSPC Sup 1, Attachment 11; and 21 SWI 90-202, [Attachment 1](#).

3.6.3. Provide Trusted Agents (TAs), as required.

3.6.4. Construct a briefing book based on additional information the 21 SW/CC would like to present to the IG that is not mentioned in the wing in-brief. As a minimum, the briefing books should contain unit mission, goals, organizational chart (i.e. squadrons and what they do), brief history, best practices, and unit priorities.

3.6.5. Distribute copies of the authenticated EAL to SMC Det 11, 21 LRS/LGRR, SWSC, PAFB Comm Center, COMSEC Storage, Telephone Switch, Bldg 1039 Generator Room, 21 SCS Vault, AAFES Main Exchange, cashier's cage, Services cashier's cage, and DECA cashier's cage.

3.6.6. Ensure all support required by 21 MSG squadrons is accomplished and 21 SW/IG POC is kept informed of status, as follows:

3.6.7. **21 CES/CC** will:

3.6.7.1. Fabricate reserved parking signs and vehicle placards, when needed.

3.6.7.2. Coordinate with 21 SW/IG POC on information required for the IG in-brief.

3.6.7.3. Plan mowing schedules and perform other base facilities maintenance necessary for the base to be looking its best for arrival date.

3.6.7.4. Recommend a facility to house the IG inspection team IAW AFI 90-201, AFSPC Supplement 1, Attachment 11. The IG workcenter must be configured to provide a main work area large enough to accommodate meetings for the entire team, plus collocated offices for IG leadership (IG, IGI) and a Simulation Switch area. This work center should be able to accommodate classified discussions at the SECRET level and support all the requirements for Primary IG Workcenter listed in [Table A1.5](#). of this instruction.

3.6.7.5. Prepare a location for the IG out-brief. The IG provides a tabletop out-brief to the wing commander and the option for a formal wing out-brief. If a wing-wide formal out-brief is desired, provide a facility with minimal out side distractions, adjustable lighting, good acoustics, while accommodating a large portion of the base populace, e.g., the base auditorium. The selected facility must be lockable and turned over to the IG out-brief director for exclusive IG use no later than 72 hours prior to the scheduled out-brief. Additional specific support requirements are listed in [Table A1.5](#), section E, Out-Brief Additional Requirements.

3.6.7.6. Inspect the IG workcenter, in-brief and out-brief locations. Perform minor repair work and any reconfiguration assistance needed prior to IG visit. Coordinate with 21 CONS to add custodial services for nights and non-duty days for the IG work center.

3.6.7.7. Provide maps IAW [Attachment 1](#), [Table A1.1](#).-Semi-Annual Support Requirements, Section A-General Support Requirements (Item 11); Section I-ERI ATSO Support Requirements; and [Table A1.4](#).-ERI ATSO Upon Arrival Support Requirements (Item 5).

3.6.7.8. **Additional CE Requirements for ERI.** If required, dig two craters (approximate size: 30' diameter x 10' deep) IAW applicable directives and in coordination with the wing safety officer prior to the IG team arrival. Locate craters away from airfield operations. Craters do not have to be within the proposed mat lay areas. Remove 70 percent of the excavated

material from the crater to an established fill site not closer than 1/4 mile from crater site. Hauling/dumping of fill will be required during the Rapid Runway Repair (RRR) exercise. Select a location for RRR mat laying exercises.

3.6.8. **21 MSS/CC** will:

3.6.8.1. Coordinate with 21 SCS's IG workcenter POC to prepare and deliver all administrative supplies to the IG work center as outlined in AFI 90-201, AFSPC Sup 1, Attachment 11 and this regulation **Attachment 1, Table A1.5**.

3.6.9. **21 SVS/CC** will:

3.6.9.1. Arrange accommodations for the inspection teams in accordance with AFI 90-201, AFSPC Sup 1 (Attachment 11) and AFI 34-246, *Air Force Lodging Program*. Coordinate with the 21 SW/IG POC for lodging requirements. If requested and whenever possible, billet team members together in the same lodging facility, or in close proximity to other team members. IG will have priority for on-base lodging. When possible, all team members should be lodged together to allow for inspection cross feed and to maintain team integrity. If on-base lodging is used, DV check-in/check-out procedures will be used. If team integrity cannot be maintained due to insufficient on-base quarters, contract quarters will be used to house all or part of the team, as requested by the team chief. When lodging is off-base, furnish local area maps to the inspector making the lodging arrangements. Maps must include a clearly marked direct route to the off-base billets.

3.6.9.2. If on-base or contract quarters are not available, non-availability certificates will be issued according to AFI 34-246. If lodging is off-base, provide 21 SW/IG POC with the name, address, and telephone number of a representative of the motel/hotel, as well as the expected daily room cost. Coordinate room assignments with the 21 SW/IG Inspection POC.

3.6.9.3. Lodging personnel will prepare a directory of all inspectors, identifying location (off-base, by hotel; on-base, by building number), room, and telephone numbers. The contact number directory will be delivered to 21 SCS Multimedia Center, Base Operations Passenger Terminal (Bldg 122), and 21 SW/IG at least 3 days prior to inspection team arrival.

3.6.9.4. Coordinate with 21 SCS's IG workcenter POC to prepare and deliver all supplies to the IG work center as outlined in AFI 90-201, AFSPC Sup 1, Attachment 11 and 21 SWI 90-202, **Attachment 1, Table A1.5**.-Work Center Requirements.

3.6.9.5. Ensure the base auditorium is reserved for IG in-brief and out-brief, plus all dry-runs. Assign a facility monitor to open the base auditorium, operate lights during all briefs and dry-runs, ensure base auditorium is clean, and secure facility upon termination of briefing.

3.6.10. **21 SFS/CC** will:

3.6.10.1. Authenticate the IG team EAL. Security Forces Supervisor (E-5 or higher) will authenticate as written below in the bottom right hand corner or as close to this area as possible.

3.6.10.2. Authenticated by: (Signature of SF authenticating the EAL)

Printed First Name, MI, Last Name, and Rank

Duty Title/Position (Flight Sgt, Ops Officer, Chief of Security Forces, etc.)

21 Security Forces Squadron, Peterson AFB CO

Total pages: xx (if less than 10, put a "0" in front of the number)

Date: DDMMYYYY

3.6.10.3. On the second and subsequent pages, enter the following in the bottom right-hand corner: Page x of y and authenticator's initials

3.6.10.4. Maintain the original EAL at the security forces control center and provide one copy to each of the other EAL distributors (21 MSG, 21 MXG, 21 OG, 21 MDG, 721 MSG, 21 SW/DS and 21 SW/IG) within two hours, and obtain the name and signature of the person receiving the EAL.

3.6.10.5. Distribute copies of the EAL to the 21 SW WOC, 21 SFS posts and patrols, AF Office of Special Investigations Detachment, HQ AFSPC, HQ NORTHCOM, and HQ ARSTRAT.

3.6.10.6. Obtain sample IG TEAM windshield placards from 21 SW/IG. Ensure all security personnel are familiar with the placard. This placard indicates that the vehicle is authorized installation entry and can be operated within the confines of the flight line and restricted areas. It cannot be used in place of the flight line driver's license or restricted area unescorted entry authorization media.

3.6.10.7. Coordinate with building facility managers to ensure appropriate reserved parking signs are posted IAW Reserved Parking Plan (**Attachment 2**) at least 24 hours prior to IG team arrival. Ensure reserved parking complies with base and local traffic codes before the IG team arrives. Individual units are responsible to pick-up the signs from 21 CES, post them outside their facilities, and remove reserved parking signs upon departure of IG team.

### 3.6.11. 21 LRS/CC will:

3.6.11.1. Contact 21 SW/IG to determine specific types and numbers of vehicles required. Prior to entering into any rental vehicle contracts/agreements, 21 SW/IG POC must contact HQ AFSPC/IGIX. Whenever possible, place a copy of the following in each vehicle: local area, base, flight line maps with key facilities annotated; driving restrictions/procedures; authorization for flight line driving; accident information (duty/after duty hours phone numbers); phone number to call for vehicle problems; routes to quarters; gas pump hours and location, AF Form 1800, **Operator's Inspection Guide and Trouble Report**. Ensure each vehicle is properly equipped with safety and emergency gear to include spare tire, jack, and lug wrench. All wing-provided vehicles will have an AFSPC IG placard to include a numerical number (e.g., 1, 2, 3,...).

3.6.11.2. All vehicles provided to inspectors must be completely serviced.

3.6.11.3. Government-owned vehicles must be provided to the fullest extent possible. If rental vehicles are used, a means to service the vehicles must be available. The IG representative will provide obligation authority for those vehicles that must be rented. Wing POC will contact HQ AFSPC/IGIX for rental agreements.

3.6.11.4. Government Service Account (GSA) vehicles will be provided from the U-Drive It (UDI) fleet to support IG requirements. Vehicle operations will provide replacement vehicles as required.

3.6.11.5. Send message to HQ AFSPC/IGIX indicating exact cost of vehicle rental within 72 hours after return of any vehicles to the rental agency. Send one copy of costs to 21 SW/IG POC.

3.6.11.6. Direct Fuels Branch to oversee the PAFB Government Fuel Station as required to support operations after normal duty hours, during entire visit.

3.6.11.7. Ensure vehicles are removed from IG team reserved parking areas on day IG team departs.

3.6.11.8. Comply with all requests from the IG transportation representative, including requests for airport pickup and drop off. Use DV procedures for HQ AFSPC/IG team members.

3.7. **21 MXG/CC** will:

3.7.1. Provide inputs to 21 SW/IG POC for quarterly status review of Common Core Compliance Areas, SIP items and Special Interest Items NLT 3 duty days prior to scheduled review. Group commanders will normally present program status.

3.7.2. Provide Trusted Agents (TAs), as required.

3.7.3. Coordinate with 21 SW/IG for information required at IG in-brief.

3.7.4. Construct a briefing book based on additional information the 21 SW/CC would like to present to the IG that is not mentioned in the wing in-brief. As a minimum, the briefing books should contain unit mission, goals, organizational chart (i.e. squadrons and what they do), brief history, best practices, and unit priorities.

3.7.5. Distribute copies of the authenticated EAL to the Base Armory, POL #1, POL #2, and LOX storage area.

3.7.6. Provide oversight for IG work center configuration. Ensure all support required by 21 MXG squadrons is accomplished and 21 SW/IG POC is kept informed of status.

3.7.7. **21 SCS/CC** will:

3.7.7.1. Provide an action officer to ensure IG work center is completely configured IAW **Attachment 1 (Table A1.5)**. The work center must be configured NLT 72 hours prior to inspection team arrival. Coordinate with MSS/CC and SVS/CC to obtain all supplies IAW **Attachment 1, Table A1.5**-Work Center Requirements.

3.7.7.2. Provide all necessary communications support. Inventory and check out phones, as required, for telephone support. Notify 21 SW/IG POC of location and telephone numbers of each instrument NLT 15 days prior to inspection start date.

3.7.7.3. Provide public-address system support at the IG out-brief.

3.7.7.4. Provide multimedia equipment and assistance as required by the IG team to prepare and conduct IG out-brief. Coordinate actions with IG team. Provide personnel knowledgeable of the equipment to operate, troubleshoot, and repair equipment, as required, during out-brief.

3.7.7.5. Submit AF Form 332, **Base Civil Engineer Work Request**, to 21 CES for electrical power to support installation of computers, if required.

3.8. **21 MDG/CC** will:

- 3.8.1. Provide inputs to 21 SW/IG POC for quarterly status review of Common Core Compliance Areas, SIP items and Special Interest Items NLT 3 duty days prior to scheduled review. Group commanders will normally present program status.
- 3.8.2. Coordinate with 21 SW/IG for information required at IG in-brief.
- 3.8.3. Provide Trusted Agents (TAs), as required.
- 3.8.4. Construct a briefing book based on additional information the 21 SW/CC would like to present to the IG that is not mentioned in the wing in-brief. As a minimum, the briefing books should contain unit mission, goals, organizational chart (i.e. squadrons and what they do), brief history, best practices, and unit priorities.
- 3.8.5. Provide a work area in the hospital IAW [Attachment 1, Table A1.5.](#), as required.
- 3.8.6. Ensure all support required by 21 MDG squadrons is accomplished and 21 SW/IG POC is kept informed of status.

### 3.9. Geographically Separated Units (GSU) Commanders will:

- 3.9.1. Create a plan, operating instruction or squadron instruction to support 21 SWI 90-202.
- 3.9.2. Coordinate all support required by AFI 90-201, AFSPC Sup 1, 21 SWI 90-202, or the IG team chief.
- 3.9.3. Prepare unit-specific welcome packages to be given to each inspector upon arrival.
- 3.9.4. Prepare a location for unit IG in-brief. Prepare a unit in-brief according to AFI 90-201, AFSPC Sup 1. Assemble a briefing book containing additional information the commander would like to present to the IG that is not mentioned in the briefing.
- 3.9.5. Coordinate personnel to greet and farewell Distinguished Visitor arrival and departures, as applicable.
- 3.9.6. Provide classified material storage on a 24-hour per day basis, as required.
- 3.9.7. Maintain current EAL and all changes on file.
- 3.9.8. Provide a safety briefing covering seasonal, local, and base driving hazards for presentation at the IG in-brief.
- 3.9.9. Provide Trusted Agents (TAs), as required.
- 3.9.10. Coordinate reserved parking locations at the unit, as applicable.
- 3.9.11. Coordinate lodging assignments, maximizing functional integrity of the visiting inspectors.
- 3.9.12. Designate one location to be used as a work center for the visiting inspection team and prepare it IAW AFI 90-201, AFSPC Sup 1, Attachment 11.

## 4. Forms or Information Management Tools (IMTs) (Adopted or Prescribed).

### 4.1. Adopted Forms or IMTs:

- 4.1.1. AF Form 1800, **Operator's Inspection Guide and Trouble Report.**
- 4.1.2. AF Form 332, **Base Civil Engineer Work Request.**

- 4.1.3. AF Form 4006, **Unit Deployment Shortfalls.**
- 4.1.4. AF Form 689, **Task Performance Checklist.**
- 4.1.5. AF Form 116, **Request for Deviation From Security Criteria.**
- 4.1.6. AF Form 797, **Job Qualifications Standard Continuation/Command JQS.**
- 4.1.7. AF Form 340, **Sensor Alarm Data.**
- 4.1.8. AFTO Form 781A, **Maintenance Discrepancy and Work Document.**
- 4.2. Prescribed Forms or IMTs: No forms are prescribed by this publication.

DIANN LATHAM, Colonel, USAF  
Vice Commander

## Attachment 1

### INSPECTION SUPPORT REQUIREMENTS

**A1.1. Inspection Planning Requirements.** Inspection planning requirements are identified in the following paragraphs and tables. **Table A1.1.** identifies documents that must be submitted/updated on a semi-annual basis. These documents shall be submitted/updated NLT the 21st day of June and December. **Table A1.2.** identifies the requirements due within 17 days of the planned inspection. These requirements will be requested in the inspection notification letter, which units will receive prior to the start of the inspection (approximately 30 days). Requirements identified in **Table A1.3.** and **Table A1.4.** (ERI ATSO) shall be delivered upon IG inspection team arrival in the format and at the location designated. Email electronic requirements to [21sw.ig@peterson.af.mil](mailto:21sw.ig@peterson.af.mil). Hard copy documents may be sent to 21 SW/IG, 775 Loring Ave., Ste 241, Peterson AFB, CO 80914.

**A1.1.1. Inspection Considerations.** Inspection considerations help units identify items they want the IG to know. These are situations or events that may impact the inspection process or scenario. For example, a water main break that shuts down the base bowling lanes or a planned or unplanned VIP visit. Inspection considerations are not LIMFACs or shortfalls. Specific requests to exempt personnel or locations from any portion of the inspection should be plainly stated and contain full justification. Use the headings "Unit," "InspCon," "Inclusive Dates" and "Explanation" for each inspection consideration. HQ AFSPC/IG will consider unit inputs and coordinate inspection impact as required.

**A1.1.1.1. Simulations.** Simulations will be minimized and reserved for those actions, which are too costly (resource expenditure, potential risk, etc.) or impractical to perform in an exercise situation. Refer to AFI 90-201, AFSPC Supplement 1, Attachment 12 for Standing Simulations. Email simulation requests using format in AFI 90-201, AFSPC Supplement 1, Attachment 16.

**A1.1.2. LIMFACs.** A LIMFAC is "a factor or condition that, either temporarily or permanently, impedes mission accomplishment." AFI 90-201 describes LIMFACs as "transportation network deficiencies, lack of in-place facilities, mal-positioned forces or material, extreme climatic conditions, distance, transit and several other issues." LIMFACs are conditions that prevent organizations from conducting their mission whether during peace, war, or Command inspections. Units shall submit current LIMFACs IAW **Table A1.1.** and **Table A1.2.**

**A1.1.2.1.** Identify those contracts that do not include exercise activity participation. If a contract includes a Contract Data Requirements List (CDRL) or Contract Line Item Number (CLIN) that allows for exercise participation, the wing should plan on that CDRL or CLIN being exercised during inspections.

**A1.1.3. Shortfalls.** In accordance with AFI 10-403, *Deployment Planning and Execution*, shortfalls are a "a lack of forces, equipment, personnel, material, or capability, reflected as the difference between the resources identified as plan requirement and those apportioned to a combatant commander for planning that would adversely affect the Command's ability to accomplish its mission." In essence, shortfalls degrade meeting the combatant commander's mission requirements.

**A1.1.3.1.** Each commander is required to accurately report the status of their forces, which requires a constant awareness of potential shortfalls. At execution, AFI 10-403 requires each unit commander to submit shortfalls on the AF Form 4006, **Unit Deployment Shortfalls**. Route shortfalls through the Installation Deployment Officer (IDO) to the wing commander for approval. The approved shortfalls, signed by the wing commander, will be forwarded to the AFSPC/IG through

the IDO. The AFSPC/IG will approve or disapprove shortfalls and return a signed copy of the AF Form 4006 to the wing through the IDO.

A1.1.3.2. Do not submit shortfalls as LIMFACs. Also, do not submit shortfalls in anticipation of deployment taskings; wait until you receive the inspection deployment tasking, then submit applicable shortfalls. Wings must continue to work potential shortfalls until relieved of UTC taskings.

A1.1.4. **Trusted Agent (TA).** When required, HQ AFSPC/IG identifies TA requirements. TAs are normally identified by organization (group or equivalent level), by AFSC, or experience. TAs should have extensive knowledge of systems, sites and operational concepts in the areas identified in the IG requirements. Personnel assigned as TAs must be available periodically upon notification as a TA and the inspection start for planning and during the entire inspection period. Furthermore, whenever possible, personnel should be Standardization/Evaluation (Stan/Eval), quality assurance or Exercise Evaluation Team (EET) members. TAs should be familiar with contract restrictions and current LIMFACs and any other inspection limiting factors associated with scenario activities. TAs provide to inspectors information on the best way to realistically evaluate an activity. TAs may continue to observe and critique wing exercises, but are prohibited from divulging any information to unit personnel concerning what events or activities will be observed by the IG. TAs also assist in conducting IG inspection scenario events, i.e., configuring equipment, placing props, etc. TAs are not points of contact for unit personnel to the HQ AFSPC/IG.

A1.1.4.1. **Security Forces TAs.** All Security Forces TAs must be equipped with exercise vest and radios capable of monitoring the security forces net. Standby personnel should be identified to fill these positions in case a primary TA should be unable to fulfill duties (sickness, emergency leave, etc.). SF Units will provide (as a minimum) three TAs. GSUs will provide one SF TA.

A1.1.4.2. **Communications TAs.** Except those in remote assignments, all communications TAs must have at least 1-year time on station. At least one TA must be a member of the Wing exercise evaluation team. For contracted functions TA must be a Quality Assurance Evaluator. Any exceptions to TA requirements, including non-availability or waiver for TOS requirement, will be noted in Semi-Annual Support Requirements documentation.

## **A1.2. General Support Requirements.**

A1.2.1. Information Assurance Awareness Program (IAAP). The inspection team will provide an IAAP letter designating inspection team member training certifications. The IAAP will normally be provided to the wing upon arrival.

**Table A1.1. Semi-Annual Support Requirements.**

		<b>The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1. Item B.2.</a></b>		<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
A.		<b>General Support Requirements</b>		
1.	Group/CCs	- Inspection Considerations (see paragraph <a href="#">A1.1.1.</a> )	E-Copy	
2.	Group/CCs	- LIMFACs (see paragraph <a href="#">A1.1.2.</a> )	E-Copy	
3.	IG	- Identify a Project Officer and alternate for Inspection Requirements	E-Copy	
4.	CCE	- Wing Key Personnel listing, include 2-ltr, Gp/Sq CC, Phone, FAX and E-mail	E-Copy	
5.	CCE	- Organizational E-mail address	E-Copy	
6.	CCE	- Wing Organizational chart	E-Copy	
7.	IG	- Reception Plan	E-Copy	
8.	OG/CC	- Specific entry/access procedures for GSUs, MODs, etc	E-Copy	
9.	OG/CC	- Provide any specific travel clearance or security requirements or procedures	E-Copy	
10.	CES/CC	- Provide any specialty/survival equipment requirements/procedures	E-Copy	
11.	CES/CC	- Maps (wing level only). Provide current installation site map, crash grid map, and main electrical and utility tabs. Maps should be 1:400 scale on E sheet size. Mark the location of key facilities on grid map and include the WSA, Command Post, Base Communications Center, and hospital locations as a minimum. Include maps of major AFSPC owned installations, e.g., Clear AFS, etc. Maps can be provided either electronically AutoCad LT 98 format) or hard copy	Hard copy	
12.	IG	- Gatekeeper master schedule	E-Copy	
13.	IG	- Gatekeeper POC list	E-Copy	
B.		<b>Plans</b>		
1.	CES/CC	- Full Spectrum Threat Response 10-2P	E-Copy	
2.	CES/CC	- Base Civil Engineer Contingency Response 10-211P	E-Copy	
3.	CES/CC	- NFPA 1500 Compliance Sheets	E-Copy	

		The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1. Item B.2.</a>		C O M P
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
4.	LRS/CC	- Base Support Plan, Part I & II	E-Copy	
5.	LRS/CC	- Installation Deployment Plan	E-Copy	
6.	LRS/CC	- UTC Tasking Summary	E-Copy	
7.	SFS/CC	- Installation Security Plan	E-Copy	
8.	AT	- Installation AT Plan, to include FPCON measures	E-Copy	
9.	SFS/CC	- Security Forces Control Center Quick Reaction Checklists	E-Copy	
10.	SFS/CC	- One copy of all Security Forces Training, Exercise and Evaluation Outlines and AF Form 689, <b>Task Performance Checklist.</b>	E-Copy	
11.	SFS/CC	- SFS Flight Duty Schedules	E-Copy	
12.	XP	- Wing OPLANs	E-Copy	
13.	IGE	- Condor Crest Exercise reports	E-Copy	
14.	MDG/CC	- Medical Contingency Response Plan (MCRP)	E Copy	
15.	CES/CC	- DCG major accident response checklists	E Copy	
C.		<b>Trusted Agent Information</b>		
		<b>Wing Staff TAs</b>		
1.	IG	1 - Wing Exercise Evaluation Team Chief or deputy		
2.	WOC	1 - 1C371, Command Post Specialist		
		<b>Medical TAs</b>		
3.	MDG/CC	1 - 4NXXX, SSgt or higher with moulage experience.		
		<b>Security Forces TAs (see paragraph <a href="#">A1.1.4.1.</a>)</b>		
		4 – 6 – Not used		
		3 SF TAs required IAW paragraph <a href="#">A1.1.4.1.</a>		
		<b>Civil Engineer TAs</b>		
7.	CES/CC	1 - Field Deployment Manager SNCO (not 3E9X1)		
8.	CES/CC	1 - 7 level non UTC or civilian equivalent Readiness		
9.	CES/CC	1 - 7 level 3E0X1 Operations SNCO		

		<b>The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1. Item B.2.</a></b>		<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
10.	CES/CC	1 - 7 level Fire Protection SNCO or civilian equivalent		
11.	CES/CC	1 - 7 level Explosive Ordnance Disposal NCO		
12.		Not used		
13.	CES/CC	2 - TAs to issue, transport, handling, and expenditure of munitions. (For ERI ATSO)		
		<b>Communications TAs (see paragraph <a href="#">A1.1.4.2.</a>)</b>		
14.	SCS/CC	1 - 2E071 or civilian equivalent, Ground Radar Systems		
15.	SCS/CC	1 - 2E171 or civilian equivalent, Wideband Satellite and Telemetry Systems (1 per satellite system)		
16.	SCS/CC	1 - 2E172 or civilian equivalent, Meteorological and Navigation Systems		
17.	SCS/CC	1 - 2E173 or civilian equivalent, Ground Radio Communications (Air Traffic Control Base Radio)		
18.	SCS/CC	1 - 2E173 or civilian equivalent, Ground Radio Communications (Personal Wireless Communications System)		
19.	SCS/CC	1 - 2E173 or civilian equivalent, Ground Radio Communications (Missile Communications)		
20.	SCS/CC	1 - 2E1X4 or civilian equivalent, (Multimedia and Intrusion Detection Systems)		
21.	SCS/CC	1 - 2E271 or civilian equivalent (Computer, Network, Switching and Cryptographic Systems)		
22.	SCS/CC	1 - 2E672 or civilian equivalent (Communications Cable and Antenna Systems)		
23.	SCS/CC	1 - 2E6X3 or civilian equivalent (Telephone Systems)		
24.	SCS/CC	1 - 3A0X1 (5 or 7 lvl) or civilian equivalent (Information Management)		
25.	SCS/CC	1 - 3C071 or civilian equivalent (Communication-Computer Systems Operations) (1 per Mission System)		
26.	SCS/CC	1 - 3C071 or civilian equivalent (Communications-Computer Systems Operations) (Base)		

		The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1</a> . Item B.2.		C O M P
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
27.	SCS/CC	1 - 3C271 or civilian equivalent (Communications-Computer Systems Control)		
28.	SCS/CC	1 - 3VXXX (5 or 7 lvl) or civilian equivalent (Combat Camera)		
		<b>Operations TAs</b>		
		29 – 47 – Not used		
48.	OG/CC	1 - CMDR from DOV (2 SWS)		
49.	OG/CC	1 - SCCH from DOV (2 SWS)		
50.	OG/CC	1 - CMDR or CCH from DOV (137 SWS)		
51.	OG/CC	1 - CMDR or CCH from DOV (6 SWS)		
52.	OG/CC	1 - CMDR or CCH from DOV (7 SWS)		
53.	OG/CC	1 - CMDR or CCH from DOV (10 SWS)		
54.	OG/CC	1 - CMDR or CCH from DOV (12 SWS)		
55.	OG/CC	1 - CMDR or CCH from DOV (13 SWS)		
56.	OG/CC	1 - FCMDR from DOV (1 SPCS)		
57.	OG/CC	1 - CMDR from DOV (21 WOC)		
58.	OG/CC	1 - CMDR from DOV (4 SPCS)		
59.	OG/CC	1 - CMDR from DOV (76 SPCS)		
60.	OG/CC	1 - 21 OGV representative		
		<b>Logistics TAs</b>		
61.	CONS/CC	1 - Contracting Individual		
62.	LRS/CC	1 - Fuels Specialist		
63.	LRS/CC	1 - Supply Specialist		
64.	LRS/CC	1 - Transportation Specialist		
		65 – 66 – Not used		
		<b>Maintenance TAs</b>		
		67 – 68 – Not used		
69.	LRS/CC	1 - Conventional munitions Specialist (N/A for 91 SW)		

		The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1</a> . Item B.2.		C O M P
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
		70 – 71 – Not used		
		<b>Personnel TA</b>		
72.	MSS/CC	1 – 3S0X1, SSgt or higher with PERSCO/readiness experience		
D.		<b>Safety Special Support Requirement</b>		
		1 – Not used		
2.	SE	- Management guides, OIs, Spot logs, inspection records and applicable supplements	E- Copy	
		3 – 5 – Not used		
E.		<b>Transportation Special Support Requirements</b>		
1.	LRS/CC	- Vehicle Authorization List	E-Copy	
2.	LRS/CC	- Vehicle Recall Plan	E-Copy	
3.	LRS/CC	- Vehicle Minimum Essential List (MEL)	E-Copy	
F.		<b>Logistics Readiness Squadron requirements</b>		
1.	LRS/CC	- Weapons, Ammo, and Bag report (current & previous year)	E- Copy	
2.	LRS/CC	- CA/CRL (R-14) for weapons accounts of each unit having weapons	E- Copy	
G.		<b>Communication Special Support Requirements</b>		
1.	SCS/CC	- NIPRNET LAN & WAN	E-Copy	
2.	SCS/CC	- Internal Information Systems Security (ISS) scan	E- Copy	
3.	SCS/CC	- System & Circuit Priority Restoral List	E-Copy	
4.	SCS/CC	- UMPR	E-Copy	
5.	SCS/CC	- Listing of key personnel and functions w/phone/bldg/room #	E-Copy	
6.	SCS/CC	- Listing of work centers w/phone/bldg/room #	E-Copy	
7.	SCS/CC	- Base listing of 3A0X1 personnel (from FAM)	E-Copy	

		The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1</a> . Item B.2.		C O M P
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
8.	SCS/CC	- BITC plan on suspicious packages	E-Copy	
H.		<b>Contracted Services Support Requirements</b>		
1.	CONS/CC	- Mission essential service contract and MEO Status (Use format listed in <a href="#">Table A1.6</a> .)	E-Copy	
2.	CONS/CC	- Current Statement of Work/Performance Work Statement for contracts identified in <a href="#">Table A1.6</a> .	E-Copy	
3.	CONS/CC	- Current Quality Assurance Surveillance Plans for each contract identified <a href="#">Table A1.6</a> .	E-Copy	
I.		<b>ERI ATSO Support Requirements</b>		
1.	CES/CC	Provide the IG ATSO planner a copy of the unit Base X plan. See <b>AFI 90-201, AFSPC Sup 1, Attachment 15 (Added)</b> for Base X plan format and details.	E-Copy	
2.	CES/CC	Two 1:400 scale and four reduced (prefer 1: 600) copies of the base grid map with the following areas annotated:	E-Copy	
a		Exercise area	E-Copy	
b		Aircraft parking area (by squadron)	E-Copy	
c		Entry Control Point (ECP)	E-Copy	
d		Primary and alternate (Wing Operation Center (WOC)/Survival Recovery Center (SRC))	E-Copy	
e		Casualty collection point (CCPs)	E-Copy	
f		Medical facilities (base clinic and tent city/medical treatment area)	E-Copy	
g		Patient contamination control facilities	E-Copy	
h		Chemical sectors	E-Copy	
i		Control Tower	E-Copy	
j		Fire Station	E-Copy	
k		Primary and alternate fire department control center	E-Copy	

		The following requirements will be submitted/updated on a semi-annual basis NLT the 21st day of Jun and Dec. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the Base Civil Engineer Contingency Response Plan 10-211 would be flagged as <a href="#">Table A1.1</a> . Item B.2.		C O M P
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
l		CE cantonment site	E-Copy	
m		Primary and alternate SF control centers	E-Copy	
n		Proposed Air Base Defense Area (if applicable)	E-Copy	
o		All base damage assessment routes	E-Copy	
p		Fire Training Area	E-Copy	
q		Unit Control Centers	E-Copy	
r		Location of a 50' x 1,000' area (hard surface preferred) to simulate a 150' x 10,000' deployed runway for airfield DART operations. This surface area will be considered an inspection area, but should not interfere with sortie generation	E-Copy	

Table A1.2. 17-Day Support Requirements

		<b>The following requirements will be submitted NLT 17 days prior to the start of the inspection. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the unclassified Battle Staff checklists would be flagged as Table A1.2. Item B.1.</b>		<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
A.		<b>General Support Requirements</b>		
1.	IAW <a href="#">Table A1.7.</a>	- Support Information Requirements (see <a href="#">Table A1.7.</a> )	E-Copy	
2.	Group/CCs	- Updated LIMFACs (IAW paragraph <a href="#">A1.2.</a> )		
B.		<b>Operations Special Support Requirement</b>		
1.	WOC	- Battle Staff unclassified checklists	E-Copy	
C.		<b>Personnel Special Support Requirements</b>		
1.	MSS/CC	- Discoverer (AFPC CONTROLLED) MAP PRODUCTS	E-Copy	
2.	MSS/CC	- PC-III Products (UIF, WMP, Duty Status, and CEMR ROSTERS)	E-Copy	
3.	MSS/CC	- Personnel Reliability Program Alpha Roster	E-Copy	
D.		<b>Maintenance Special Support Requirements</b>		
		1 – 3 – Not used		
E.		<b>Contracting Special Support Requirements</b>		
1.	N/A	- Specific contracts will be identified upon inspection notification. The following will be submitted for selected contracts:		
2.	CONS/CC	-- Contract cover page, Section B, Schedule of Supplies or Services and Prices, and Section H, Special Contract Provisions.  Information is available on the Navy/Air Force Interface (NAFI) website <a href="https://www.nafi.navy.mil/">https://www.nafi.navy.mil/</a> or 21 CONS SuperCO intranet site at <a href="https://halfway.peterson.af.mil/21cons/">https://halfway.peterson.af.mil/21cons/</a> . 21 CONS will provide information not available on line.	E-Copy	
3.	CONS/CC	-- SOW, Government Furnished Property (GFP) and Contract Data Requirements List (CDRL) requirements to include all modifications.	E-Copy	
4.	CONS/CC	-- Quality Assurance Surveillance Plans.	E-Copy	

		<b>The following requirements will be submitted NLT 17 days prior to the start of the inspection. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the unclassified Battle Staff checklists would be flagged as <a href="#">Table A1.2</a>. Item B.1.</b>		<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
5.	CONS/CC	-- Contractor quality control plan.	E-Copy	
6.	CONS/CC	-- A list of the names and telephone numbers of all QA personnel, contracting officers, and local company POCs.	E-Copy	
7.	CONS/CC	-- Identification as to type of contract. If contract is award fee, provide award fee plan, and copies of award fee determinations from previous 2 years.	E-Copy	
8.	CONS/CC	-- If award fee determination is based on inputs from multiple sites, also provide award fee inputs from the last 2 years from sites to be inspected.	E-Copy	
9.	CONS/CC	-- Location of contractor performance to include identification on map. ( <i>Location of contractor performance is identified in each contract and will be provided. Maps are not available.</i> )	E-Copy	
10.	CONS/CC	-- Copy of all Staff Assistance Visit reports, Defense Contracting Management Agency and Defense Contract Audit Agency reports, internal reports, Government Accounting Office and Air Force Audit Agency reports, latest AFMETCAL report and any other information dealing with any contract management issues as applicable.	E-Copy	
11.	SMF/CC	-- Copy of all contractor and government generated performance deficiency reports covering the last year.	E-Copy	
12.	CONS/CC	-- For MEO organizations, only include the above information that is applicable. As a minimum, include SOW, metrics, location of performance, and any audit reports.	E-Copy	
13.	SMF/CC	-- Any local quality assurance procedures.	E-Copy	
14.	CES/CC	-- Most recent External Environmental Compliance Assessment and Management Program (ECAMP) report for installation and most recent Management Action Plan (MAP).	E-Copy	
F.		<b>ERI ATSO Support Requirements</b>		
1.	CES/CC	A comprehensive list of all CE vehicles, equipment, and materiel to be convoyed. Also, provide drawing showing proposed convoy routes, both primary and alternate.	E-Copy	

		The following requirements will be submitted NLT 17 days prior to the start of the inspection. E-mail (if electronic copy) to <a href="mailto:21sw.ig@peterson.af.mil">21sw.ig@peterson.af.mil</a> or mail to 21 SW/IG, 775 Loring Ave, Ste. 241, Peterson AFB, CO 80914. Label documents with the table designation. For example, the unclassified Battle Staff checklists would be flagged as <b>Table A1.2. Item B.1.</b>		C O M P
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>FORMAT</b>	
2.	CES/CC	Requests for host nation personnel. Requests must include rank, name, AFSC, and duties to be performed during the inspection.	E-Copy	
3.	CES/CC	A list of host nation (non-deployed) CE vehicles, equipment, and supplies available.	E-Copy	

Table A1.3. Upon Arrival Support Requirements

		The following requirements will be available in the location indicated in the format required on the first day of the inspection.			C O M P
	21 SW POC	REQUIREMENT	Format	Location	
A.		<b>General Support</b>			
1.	SVS/CC	- Lodging			
2.	LRS/CC	- Specialty Equipment-survival/cold weather gear			
3.	LRS/CC	- Transportation			
4.	SFS/CC	- Reserved Parking – provide sufficient reserved parking slots for IG leadership (IG, IGI, ID) at key mission facilities, ie, wing HQ, work center, etc			
5.	CCA	- IM Support			
6.	SCS/CC	- IG Work center			
7.	IG	- Mission/Safety Brief			
8.	MSS/CC	- Alpha roster of Military Personnel with UIF and WMP (hard-copy and electronic copy) information	E-copy	IG Work center	
9.	MSS/CC	- Alpha roster of Civilian Personnel in the grade of GS-9, WS-13, WL-14, WG-15 and below, and non-appropriated fund employees of equivalent grade (hard-copy and electronic copy)	E-copy	IG Work center	
10.	CES/CC	- Out-brief Trusted Agent Information (see para <a href="#">A1.1.4.</a> )	E-copy	IG Work center	
11.	IG	- Sim Switch Trusted Agent Information (see para <a href="#">A1.1.4.</a> )	E-copy	IG Work center	
		<b>Special Support Requirements</b>			
B.		<b>Personnel/Medical PRP Requirements:</b>		PRP Work Area	
1.	MSS/CC	- Two copies of the base PRP roster produced on the day of AFSPC IG Team arrival.	Hard copy	PRP Work Area	
2.	MSS/CC	- Record reviews will include personnel, medical, dental, life skills, (active/inactive) family advocacy.	Hard copy	PRP Work Area	

		<b>The following requirements will be available in the location indicated in the format required on the first day of the inspection.</b>			<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>Format</b>	<b>Location</b>	
3.	MSS/CC	- Unit suspension logs closing on the day of arrival of inspection team.	Hard copy	PRP Work Area	
4.	MSS/CC	- Current permanent and temporary decertification case files. Unavailability of records (i.e. PCS, Sep) must be substantiated.	Hard copy	PRP Work Area	
5.	MSS/CC	- Most recent wing and units' SAV reports and any PRP related meeting minutes.	Hard copy	PRP Work Area	
6.	MSS/CC	- All Unfavorable Information Files (UIF) for PRP personnel and Unit Personnel Records Group (UPRG).	Hard copy	PRP Work Area	
<b>C.</b>		<b>Operations Special Support Requirements</b>			
1.	GSU/CCs	- Lesson Plans		OPS Work Area	
2.	GSU/CCs	- Weapon System T.O. and Ops OI		OPS Work Area	
3.	GSU/CCs	- Squadron relocation to back-up facility checklists and OIs		OPS Work Area	
4.	GSU/CCs	- Current Operations Crew Schedule		OPS Work Area	
5.	GSU/CCs	- Roster of all CMR personnel including identification of all evaluators and instructors		OPS Work Area	
6.	GSU/CCs	- All IQFs		OPS Work Area	
<b>D.</b>		<b>Maintenance Special Support Requirements</b>			

		<b>The following requirements will be available in the location indicated in the format required on the first day of the inspection.</b>			<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>Format</b>	<b>Location</b>	
		1 – 3 – Not used			
		<b>- Munitions</b>			
		4 – 20 – Not used			
E.		<b>Security Forces Special Support Requirements</b>			
1.	SFS/CC	- One copy of all AF Forms 116, <b>Request for Deviation From Security Criteria.</b>	Hard copy	IG W/C	
2.	SFS/CC	- One copy of all AF Forms 797, <b>Job Qualification Standard Continuation/ Command JQS</b> (for all positions); and AF Forms 689, <b>Task Performance Checklist</b> (for all positions).	Hard copy	IG W/C	
3.	SFS/CC	- Last 12 months of Force-on-Force Training Reports.	Hard copy	IG W/C	
4.	SFS/CC	- Ten percent of all squadron enlisted On-the-Job Training (OJT) Records or 10 OJT records whichever is greater. All assigned Army Augmentee training records, Augmentee training records and Convoy Commander training records.	Hard copy	IG W/C	
5.	SFS/CC	- All installation Operations Plans (OPLAN), Installation Security Plans (ISP), Installation Security Instructions and Antiterrorism/Force Protection (AT/FP) Plans which task security forces.	Hard copy	IG W/C	
6.	SFS/CC	- Last 3 months of Missile Security Control (MSC), Law Enforcement and Central Security Control blotters (last 30 days Hard copy and previous 2 months by electronic computer disk).	Hard copy	IG W/C	
7.	SFS/CC	- Last 3 months of AF Forms 340, <b>Sensor Alarm Data</b> , and last 6 months of AFTO Forms 781A, <b>Maintenance Discrepancy and Work Document.</b> Make adversarial testing reports for WSA sensors available upon request.	Hard copy	IG W/C	
8.	N/A	- One copy of Convoy briefing. Must be controlled as Unclassified Controlled Nuclear Information.	Hard copy	IG W/C	

		<b>The following requirements will be available in the location indicated in the format required on the first day of the inspection.</b>			<b>C O M P</b>
	<b>21 SW POC</b>	<b>REQUIREMENT</b>	<b>Format</b>	<b>Location</b>	
9.	SFS/CC	- All control centers' Quick Reaction Checklists and all post/patrols' Special Security Instructions.	Hard copy	IG W/C	
10.	SFS/CC	- Security Forces unit organization structure, flight duty schedule, and list of guard mount times by squadron.	Hard copy	IG W/C	
11.	SFS/CC	- Installation Security Council minutes covering the last two years.	Hard copy	IG W/C	
F.		<b>Communications Special Support Requirements</b>			
1.	SCS/CC	- All 3A0X1 training records at the IG work center	Hard copy	IG W/C	
2.	SCS/CC	- ADPE Listing (By Organization)	Hard copy	IG W/C	
G.		<b>Civil Engineer Special Support Requirements</b>			
		1 – 6 – Not used			
H.		<b>Contracting Special Support Requirements</b>			
1.	CONS/CC	- Unit Contracting Officers will provide Phase 2 QA training, if necessary, to IG team members prior to inspection. The IG will schedule Phase 2 QA training with the applicable Contracting Officers for the contracts being inspected.			
2.	CONS/CC	- During the inspection, QA personnel and the Contracting Officers are encouraged to accompany inspectors.			
3.	CONS/CC	- Provide pertinent Federal Acquisition Regulations (FAR) and related supplemental operating procedures. Information always available at <a href="http://farsite.hill.af.mil">http://farsite.hill.af.mil</a>	E-copy	IG W/C	

**Table A1.4. ERI ATSO Upon Arrival Support Requirements**

		<b>REQUIREMENT</b> The following requirements will be available at the exercise deployed location.	<b>QTY</b>	<b>U/I</b>	<b>PURPOSE</b>
1.	CES/CC	Tents with appropriate power and heating	4	EA	NBC, SABC, Weapons, IG
2.	CES/CC	Chairs (per tent)	12	EA	NBC, SABC, Weapons, IG
3.	CES/CC	Tables, Folding (per tent)	4	EA	NBC, SABC, Weapons, IG
4.	CES/CC	Trash can with liners (per tent)	1	EA	NBC, SABC, Weapons, IG
5.	CES/CC	Maps (see paragraph 3.6.7.7.) 1:50000 and the 1:250000 scale maps used for NBC plotting and reporting. Maps will be duplicates (include all markings and predetermined grid coordinates) of the NBC Cell maps	1	EA	NBC
6.	CES/CC	Unit's wartime survival guide/pamphlet (if developed)	2	EA	NBC
7.	CES/CC	Three hand-held radios for CE net used during the inspection, include a charger and extra battery for each radio. Also, two hand-held radios for fire department, EOD, and Readiness Flight nets if CE net is unable to access those nets.	3	EA	NBC
8.	CES/CC	Chemical Agent Detector Paper, M8 (Simulated OK)	4	BK	NBC
9.	CES/CC	Chemical Agent Detector Tape, M9 (Simulated OK)	4	ROL L	NBC
10.	CES/CC	Chemical Decon Kit, M291	2	KIT	NBC
11.	CES/CC	Chemical Decon Kit, M295	2	KIT	NBC
12.	CES/CC	Chemical Detection Kit, M256A1	2	KIT	NBC
13.	CES/CC	Shuffleboxes - 1 per tent	4	EA	NBC
14.	CES/CC	Simulators, Unexploded Ordnance	4	EA	NBC
15.	CES/CC	Computer Speakers	1	PR	NBC
16.	CES/CC	Gator/Mule vehicle	1	EA	NBC
17.	CES/CC	AFH 32-4014, <i>USAF ATSO Guide</i>	12	EA	NBC
18.	CES/CC	AFMAN 10-100, <i>Airman's Manual</i>	12	EA	NBC

		<b>REQUIREMENT</b> <b>The following requirements will be available at the exercise deployed location.</b>	<b>QTY</b>	<b>U/I</b>	<b>PURPOSE</b>
19.	CES/CC	Bag, A3 (or equivalent)	2	EA	NBC
20.	CES/CC	Easels, Whiteboard	1	EA	NBC
21.	CES/CC	Flashlights w/batteries	2	EA	NBC
22.	CES/CC	Light Sticks, Chemical Luminescent	1	BX	NBC
23.	CES/CC	Markers, Whiteboard	1	SETS	NBC
24.	CES/CC	Sheeting, Plastic 10'x100'	1	ROL L	NBC
25.	CES/CC	UXO/Damage Marking Supplies	2	KIT	NBC
26.	CES/CC	Duct Tape	2	ROL L	NBC
27.	CES/CC	Condemned but usable coveralls, flight suits and BDUs. If serviceable clothing is used, it will be unserviceable upon completion of the inspection.	12	EA	SABC
28.	CES/CC	Litter, Patient Transportation	2	EA	SABC
29.	CES/CC	Cots	2	EA	SABC
30.	CES/CC	Self-Aid Buddy Care Training Bag	2	EA	SABC
31.	CES/CC	Simulators, Nerve Agent Autoinjectors	7	SETS	SABC
32.	SFS/CC	Clearing Barrel	1	EA	WEAPONS
33.	SFS/CC	Safety goggles	2	PR	WEAPONS
34.	SFS/CC	Pistol, 9mm Semi auto M9	1	EA	WEAPONS
35.	SFS/CC	Rifle, 5.56mm Automatic M16A2	2	EA	WEAPONS
36.	SFS/CC	Exercise munitions IAW AFCAT 21-209, <b>Ground Munitions</b>			As Required
37.	CES/CC	Craters, if required. (See para <b>3.6.7.8.</b> )			
38.	CES/CC	<b>NOTE:</b>  1. This is the minimum list per AFSPC base to evaluate the ATSO ERI major graded area. Requirements may exceed those listed above for a field exercise. Additional equipment requirements for a field exercise will be identified in the unit's Base X plan			

**Table A1.5. Work Center Requirements**

A.		Primary IG Work Center	Amount Required		
			NSI/ORI	GSU	
1.	CES/CC and SCS/CC	Work Center – Provide an IG work center configured to provide a main work area large enough to accommodate meetings for the entire team. The work center should be able to accommodate classified discussions at the SECRET level. Include work areas and a area to conduct meetings (see paragraphs 3.6.7.4. and 3.7.7.1.)	1	1	
2.	SCS/CC	Private collocated offices for IG leadership (IG/IGI)	2	N/A	
3.	SCS/CC	Work Center keys	4	2	
4.	SCS/CC	Telephone with on/off/DSN dialing capability books	6	2	
5.	SCS/CC	Local/base phone book	6	2	
6.	SCS/CC	Telephone jacks for laptop connection	6	2	
7.	SCS/CC	Computers.  Provide at least Pentium 1.2 GHz with CD-ROM drive, Windows /2000®, Microsoft Office Professional®, IMT Viewer, Form Flow, anti-virus software, and surge suppressers. All computers must be connected to a printer and must be connected to the NIPRNET	12	1	
8.	SCS/CC	Provide network account/login procedures for computers and organization mail box for IG (e.g., <a href="mailto:afspc.ig@base.af.mil">afspc.ig@base.af.mil</a> )	1	N/A	
9.	SCS/CC	Shared Network Drive. Provide networked shared drive for all work center computers. Provide at least 500MB storage space with IG access only	1	N/A	
10.	SCS/CC	Color Laser printer with supply of toner cartridges	1	N/A	
11.	SCS/CC	Duplex Laser printers Network (minimum speed 15 ppm) w/ supply of paper	3	1	
12.	SCS/CC	Stand-alone duplex laser printer (minimum speed 35 ppm) w/ printer cable and print driver software	2	1	
13.	SCS/CC	Fax machine	1	1	
14.	SCS/CC	Copy machine (w/paper; duplex and sort capability)	1	1	
15.	SCS/CC	Shredding machine (w/maintenance materials)	1	1	
16.	SCS/CC	Electric power strip for laptops	10	2	
17.	MSS/CC	Dry erase board (with markers and erasers)	1	1	
18.	MSS/CC	Waste baskets (w/extra bags)	7	1	
19.	MSS/CC	Message Board	1	1	

20.	SVS/CC	Coffee pot (NSI/ORI - 30 cup/@GSU - 10 cup)	1	1	
21.	SVS/CC	Refrigerator, at least 8 cubic feet capacity	1	1	
22.	SCS/CC	GSA approved 2-drawer safe (with combination and instructions)	1	1	
23.	SCS/CC	Cell phones	7	1	
24.	MSS/CC	Bond paper (box, copier and printer uses)	3	1	
25.	MSS/CC	Diskettes (box of 10, 3-1/2 inch; high density, double density)	10	1	
26.	MSS/CC	Blue pocket folders (box of 10)	3	1	
27.	MSS/CC	Steno pads	10	5	
28.	MSS/CC	Post It note pads (various sizes)	10	3	
29.	MSS/CC	In/Out boxes	10	2	
30.	MSS/CC	Paper cutter	1	1	
31.	MSS/CC	2-hole punch	3	1	
32.	MSS/CC	3-hole punch	3	1	
33.	MSS/CC	Staplers	10	2	
34.	MSS/CC	Heavy duty stapler (w/staples)	2	1	
35.	MSS/CC	Staple remover	6	1	
36.	MSS/CC	Scissors	3	1	
37.	MSS/CC	Pencils (#2, box)	3	1	
38.	MSS/CC	Pencil sharpener (electric, if possible)	2	1	
39.	MSS/CC	Pens (black, fine-tip, box)	3	1	
40.	MSS/CC	Highlighters (yellow, box)	2	1	
41.	MSS/CC	Markers (black, wide tip, box)	1	1	
42.	MSS/CC	Nylon reinforced tape (roll)	1	1	
43.	MSS/CC	Scotch Tape with dispensers	6	2	
44.	MSS/CC	Duct Tape (roll)	1	N/A	
45.	MSS/CC	Paper clips (box)	6	1	
46.	MSS/CC	Bull/alligator clips (each size, box)	2	1	
47.	MSS/CC	Map tacks ( box)	1	N/A	
48.	MSS/CC	Kimwipes (box)	2	1	
49.	MSS/CC	3 ring binders (1-in)	10		
50.	SVS/CC	Microwave	1		
51.	MSS/CC	Dictionary	1	1	
52.	MSS/CC	Thesaurus	1	1	

53.	CES/CC	Wall map of base (w/bldg #s.) to be posted at the work center (see paragraph 3.6.7.7.)	1	1	
54.	MSS/CC	Listing of all local off-limits establishments	1	1	
<b>B.</b>		<b>PRP work area (NSI only)</b>			
1.	MDG/CC	Work area located in the Medical Facility large enough to accommodate 6 people to review PRP records.	1	N/A	
2.	SCS/CC	Base phone	1	N/A	
<b>C.</b>		<b>OPS work area</b>			
1.	OSS/CC	Work area to accommodate 6 people to review OPS records located near Operations area.	1	N/A	
2.	OSS/CC	Base phone	1	N/A	
3.	OSS/CC	Copier	1	N/A	
<b>D.</b>		<b>SIM Switch area</b>			
1.	SCS/CC and CES/CC	Provide, in the IG work center, a private work area for use as the Simulation Switch Center.	1	N/A	
2.	SCS/CC	Work desk	1	N/A	
3.	SCS/CC	Chairs	3	N/A	
4.	SCS/CC	Telephones with separate lines/numbers with automatic transfer capability (1 phone will be a secure telephone)	3	N/A	
5.	SCS/CC	Computer (same capabilities as listed above)	1	N/A	
6.	SCS/CC	Stand alone laser printer	1	N/A	
7.	SCS/CC	Capability to mount one VHF antenna (supplied by IG), communications/CE support to mount antenna	1	N/A	
8.	IGE	Sim Switch support trusted agents – personnel used for assistance during the operation. Personnel will be expected to work shift and should plan on being used during entire inspection period	3		
<b>E.</b>		<b>Out Brief (see para 3.6.7.5.) Additional requirements:</b>			
1.	CES/CC	Podiums with reading lights and microphones	2	N/A	
2.	SCS/CC	Hand-held microphone	1	N/A	
3.	SCS/CC	Audio systems support to amplify podium microphones	1	N/A	



**Table A1.7. Support Information Requirements.**

<b>21 SW POC</b>	<b>AREA</b>	<b>NAME (POC)</b>	<b>BLDG/RM #</b>	<b>PHONE #s</b>
WOC	Command Post	N/A		
WOC	Battle Staff	N/A		
N/A	MMOC (20AF bases only)	N/A		
SVS/CC	Base Lodging			
LRS/CC	Transportation Support (24 hr)			
SFS/CC	Security Force Control Center	N/A		
SCS/CC	IG Work Center	N/A		
SCS/CC	Sim Switch	N/A		
SCS/CC	IG Work Center FAX	N/A		
SCS/CC	IG Work Center STU III	N/A		
OSS/CC	Operations Work Center	N/A		
N/A	PRP Work Center (NSI Only)	N/A		
SCS/CC	Work Center Communications (Computer/Telephone) Support			
CES/CC	Location of Mission, Safety, and Local Threat Briefing (To accommodate 60+ Inspectors)			
CES/CC	Location of IG Inbrief (10 IG Members plus wing Senior Leadership)			
LRS/CC	Vehicle Refueling Procedures (GOV/Rentals)			
MDG/CC	Medical/Dental Sick Call Procedures			
IG	Shipping Address and POC (Inspection Equipment)			
SCS/CC	7 Cell Phone Numbers			
SCS/CC	Work Center Phone Instructions (On/Off Base/DSN, Call Transfer, Call Forwarding, Call Pick Up)			
OSS/CC	Average Weather and Temperature for Month of Inspection			
LRS/CC	Off Base Travel Requirements (Dispatching procedures, survival gear, etc)			
SCS/CC	Provide work center layout with phone numbers			
GP/CCs	Wing and Group Mission statements			

