

1 MARCH 2004

Command Policy

UNIT ASSISTANCE VISITS



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: 604 RSG/XP (Lt Col Todd Keegan)

Certified by: 4 AF/CC
(Maj Gen Robert E. Duignan)

Supersedes 4 AF Instruction 90-101, 1 June 2001

Pages: 33

Distribution: F

This instruction implements Air Force Reserve Command Policy Directive (AFRCPD) 90-1, *Assistance Visits Program*. It establishes procedures for conducting and reporting Unit Assistance Visits to Fourth Air Force units. This instruction applies to Fourth Air Force, 604th Regional Support Group (RSG), and subordinate units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.	General Information:	3
2.	Responsibilities:	3
3.	Staff Assistance Visits:	4
Figure 1.	Sample SAV Team Report Format	10
Figure 2.	Sample Functional Area Summary	11
Figure 3.	Out Of Cycle SAV Letter	12
Figure 4.	Recommended SAV Team Composition	13
4.	READINESS/DEPLOYMENT ASSISTANCE VISITS	13
Figure 5.	Recommended DAV Team Composition	22
Figure 6.	Recommended RAV Team Composition	22
5.	FUNCTIONAL ASSISTANCE VISITS	23

6. SUPPORT REQUIREMENTS 23

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 25

Attachment 2— CHECKLIST FOR UNIT ASSISTANCE VISIT REQUIREMENTS 31

Attachment 3— GROUND RULES FOR RAVS/DAVS AND AMC FORM 188 33

1. General Information:

1.1. Purpose. The primary purpose of a Unit Assistance Visit (UAV) is to provide direct management assistance to subordinate units. This will identify problem areas, streamline procedures, enhance readiness, and boost combat capability. 4 AF/CVA has overall authority for conducting UAVs. The Plans and Programs Division (XP) is the office of primary responsibility (OPR) for UAV planning and scheduling.

1.2. Objectives. The objectives of a UAV are to identify and assist in problem areas affecting the unit's mission readiness and provide guidance to ensure effective long-term solutions. Team members provide oral and written guidance/recommendations in order to accomplish these objectives.

1.3. Planning Guidelines. UAVs consist of Staff Assistance Visit (SAV), Deployment Assistance Visit (DAV), Readiness Assistance Visit (RAV) and Functional Assistance Visit (FAV). 4 AF and 604 RSG Staff provide units with as much notice as possible before scheduling or conducting a UAV. Normally, visits are not conducted within 90 days prior to a MAJCOM Inspection.

1.4. Scheduling. 4 AF/XP is responsible for scheduling SAVs/DAVs/RAVs for all 4 AF units. FAVs are scheduled and conducted between NAF and Wing/Unit based on mission requirements. 4AF/LG ensures all Maintenance Standardization and Evaluation Program (MSEP) assistance visits are conducted in conjunction with the NAF SAVs at unit equipped units if possible. When these are conducted by LGM, they are conducted in lieu of LGM SAV. For guidance, see AFRCI 21-103, *AFRC Maintenance Standardization and Evaluation Program (MSEP)*.

2. Responsibilities:

2.1. 4 AF/604 RSG:

2.1.1. 4 AF/604 RSG provides support/assistance to all 4 AF Units. Functional area checklists are provided to all units NLT 90 days prior to scheduled visit.

2.1.2. 4 AF/XP is responsible for scheduling SAVs/RAVs/DAVs for all 4 AF Units. FAVs are scheduled and conducted between NAF and Wing/Unit based on mission requirements.

2.1.3. 4 AF/XP performs the following functions:

2.1.3.1. Serves as the POC for long-range planning/scheduling.

2.1.3.2. Provides oversight for 4 AF participation in exercises.

2.1.3.3. Schedules and records RAV Planning Committee meetings.

2.1.3.4. Coordinates 4 AF attendance at planning conferences for major exercises.

2.1.3.5. Collects and distributes lessons learned from contingencies and exercises.

2.1.4. 4 AF functional area managers help plan, execute, and evaluate RAVs/DAVs. Each 4 AF and 604 RSG functional area manager establishes a point of contact (POC) for exercise planning and coordination. Include risk management principles to reduce potential for mishap (see AFI 91-213, *Operational Risk Management Program*, and AFPAM 91-214, *Operational Risk Management Implementation and Execution*).

2.2. Wings and Units:

2.2.1. Wings and units utilize AFRC's Self-Inspection Program to conduct a self-inspection prior to scheduled staff assistance visits. SAV members validate the self-inspection to determine programs and processes require assistance.

2.2.2. Wing OSS/OSF briefs all wing personnel participating in a RAV/DAV prior to the exercise. The briefing includes, but is not limited to, general concept of operations, RAV/DAV objectives, schedules, and operating locations.

2.2.3. Local deployment exercises should identify specific goals and objectives in order to optimize training. Comply with appropriate regulations and adapt the guidance to individual requirements. Plan and conduct locally generated exercises in which tasked Unit Type Codes (UTC) listed in the AFWUS are processed for deployment in accordance with frequency requirements outlined in AFRCI 10-101, *Wing Plans Procedures*, paragraph 6.5.1. and 6.5.2. Participation in higher headquarters directed exercises that task AFWUS UTCs may also satisfy this requirement. Units should be involved in RAV/DAV exercise scenarios as much as possible.

3. Staff Assistance Visits:

3.1. **Objectives.** The objectives of a SAV are to:

3.1.1. Identify/assist in problem areas affecting the unit's mission readiness.

3.1.2. Allow commanders an opportunity to identify specific unit resource deficiencies in manning, facilities and funding to the team chief. The team chief validates those resource concerns that might adversely affect the unit's capability to perform its mission and separately brief the 4 AF/CC on any resource shortfall.

3.1.3. Provide problem solving assistance to ensure effective long-term solutions. Team members provide oral or written guidance and recommendations as required to accomplish tasks during the visit.

3.1.4. Identify and resolve duplication of effort and unnecessary requests levied upon subordinate units by this headquarters, other intermediate headquarters, HQ AFRC, and gaining commands.

3.1.5. Provide guidance in implementing new policies or procedures. The SAV concentrates on combat readiness by ensuring unit compliance with AFRC and applicable gaining MAJCOM instructions and directives. It also reviews critical items in AFI 90-201, *Inspector General Activities*, core inspection areas in safety, environmental management, intelligence oversight, contracting and command, control, communications, and computers.

3.1.6. Assist newly activated units in establishing support agreements, acquisition of facilities and the establishment of operational functions.

3.2. **Team Composition** : Each major SAV team may include the Commander, CVA, and or Senior Enlisted Advisor. The team includes a team chief and the remainder of the team composition depends on which functional areas require assistance and is determined jointly by the Unit Commander and NAF XP. The team chief coordinates with other 4 AF divisions and special staff agencies to achieve the desired team manning. The XP coordinates with AFRC staff agencies for SAV team augmentation for those functions not available or which have limited availability at 4 AF. The matrix on page 16 provides recommended SAV team composition by function.

3.3. **Scheduling:**

3.3.1. Unless required by Air Force directives, directed by the appropriate commander, or carried out for the purpose of correcting known deficiencies, the SAV is conducted only upon request of the unit. Major SAVs are normally scheduled by joint agreement between the 4 AF/CC and the unit commander approximately 6-15 months prior to a Unit Compliance Inspection (UCI) by AFRC/IG.

3.3.2. The Plans and Programs Division, Operations Plans Branch (XPO) develops a NAF Global visit schedule that includes SAVs. The XPO manages airlift requirements for SAVs through the allocations conference.

3.3.3. Out of cycle visits are not scheduled by any agency unless approved by the CVA.

3.4. Visit Preparation:

3.4.1. The CVA, in consultation with the XP, appoints a team chief and approve a roster of personnel performing support duties required during SAVs, to include an Assistant Team Chief (as required; CVA's discretion).

3.4.2. The OPR for each function publishes and distributes copies of travel orders with two copies to XP.

3.4.3. Chiefs of divisions or branches and chiefs of special staff offices will:

3.4.3.1. Serve as the orders approving official for all TDY orders relative to the visit. Provide justification for requests of special authorization listed in AFI 33-328 and determine the appropriate orders statement regarding the meal option (a, b, or c).

3.4.3.2. Provide XP with a list of team members, which includes office symbol, social security number, security clearance data, and duty status. XP consolidates replies and provide copies to the team chief approximately one month in advance of the SAV to allow time for 4 AF and unit SAV planning. If there are personnel changes after the consolidated list is submitted to XP, the changes are coordinated through the team chief.

3.4.3.3. Educate personnel in the methods, techniques, policies, and philosophies to be used in the performance of SAVs for the division's functional specialty.

3.4.3.4. Prepare functional area checklists for use in the orientation of team members. Special Interest Items (SII) and special instructions pertaining to the functions are included.

3.4.3.5. Provide functional area checklists to the wing POC NLT 90 days prior to the scheduled SAV.

3.4.3.6. Notify personnel who are scheduled to perform a SAV at least 30 days in advance of the departure date if possible.

3.4.3.7. Be responsible for ensuring team members are capable of performing SAVs within the guidelines of this operating instruction and their SAV reports clearly reflect the policy of assistance.

3.4.3.8. Ensure team members meet both Air Force fitness and appearance standards.

3.4.3.9. If team members require entry into restricted areas, each functional area manager advises the team coordinator of their requirements NLT 15 days prior to departure. The team coordinator ensures entry authority procedures are coordinated with the visit location and team members are provided instructions prior to departure. The team coordinator submits a team list

to 604 RSG/SF NLT 10 days prior to departure for completion of the Entry Authority List (EAL). On visits with an SF representative accompanying the team, the SF representative also serves as the team security officer.

3.4.4. The Plans and Programs Division will:

3.4.4.1. Assist the team chief with all SAV duties. This includes working with unit OPR for lodging, rental vehicles, in-brief/out-brief location, team chief and team work areas, phone numbers, etc.

3.4.4.2. Ensure the unit visited is notified at least 90 days prior to the date of the visit and has received a checklist from each 4 AF/604 RSG Functional Area. This initial notification includes as a minimum the dates of the visit and approximate number of team members.

3.4.4.3. Ensure a list of team members is forwarded to the unit at least 14 days prior to the visit. The list includes names of team members, lodging and transportation requirements, special requirements and instructions for in-briefing.

3.4.4.4. Ensure LGRT provides reimbursement procedures for vehicle rental to the visited unit.

3.4.4.5. Ensure an AF Form 40, AF Form 40a, or a UTAPS printout is prepared for all personnel performing SAVs in a normally scheduled UTA status. Forms are authenticated by functional area team chiefs and delivered to DPM upon completion of visit. A listing produced by UTAPS can be used as a source document, vice the AF Form 40/40a, and subsequently input into UTAPS. Only one source document, either an AF Form 40a or the UTAPS produced printout is used on the SAV.

3.4.4.6. Conduct a SAV pre-briefing for SAV team members prior to departure.

3.4.4.7. Ensure two copies of each team member's orders, as well as any change of UTA letters are available.

3.4.4.8. Ensure a "Team Information Pamphlet" is prepared, printed and distributed at the pre-departure briefing.

3.4.4.9. Ensure the following documents accompany the SAV team: Previous SAV report, the most recent UCI report, and book of current SIIs, EAL, and other items, as required, to include support agreements.

3.4.4.10. If the base visited has no passenger service function, ensure passenger manifest is prepared for all personnel traveling to or from the visit on military aircraft. Three copies are used for the trip to the unit, and three for the return trip. Of the three copies, one is used to check the presence of all personnel aboard the aircraft, one provided to Base Operations at the departing base, and the last one given to the loadmaster or boom operator as the airplane is boarded. At locations with a functional passenger service section, the following applies: NAF personnel arrive at the passenger terminal 90 minutes prior to aircraft departure unless previously coordinated with base passenger service. Checked baggage has the individuals' name and rank on each bag (tags). Each individual processes through the passenger service counter and produces his/her identification card and be added to the passenger manifest. Once passengers are processed they remain in the immediate area should early boarding be requested by the aircraft commander. Personnel are then transported to the aircraft by passenger service per-

sonnel.

3.4.4.11. Conduct a SAV team pre-departure meeting on the day of departure. Brief team members on the purpose of the visit, itinerary, reporting procedures and any problems known or suspected to exist in the unit to be visited, instructions and SIIs.

3.4.4.12. Ensure critique sheets covering SAV adequacy and team performance are prepared, distributed, collected and processed.

3.5. Conducting the SAV:

3.5.1. The Team Chief will:

3.5.1.1. Assume overall command for administrative purposes. When more than one team is on a trip to the same location, each team has a team chief; however, the senior team chief present functions as overall team chief to provide a single point of contact for the parent wing/group on matters relating to any of the teams.

3.5.1.2. Submit changes to team composition to the commander of the unit being visited upon arrival.

3.5.1.3. Supervise, guide, and manage team members conduct in the performance of their duties while at the visited unit.

3.5.1.4. Conduct an in-brief.

3.5.1.5. Evaluate the unit commander's implementation of applicable special subject problem areas, recommended solutions, follow-up actions, complimentary items and impressions.

3.5.1.6. Conduct daily "How Goes It" meetings with functional chiefs near the end of each day to evaluate and redirect assistance efforts.

3.5.1.7. Authorize team members to remain at the unit if assistance is required in critical areas. The Team Chief notifies the appropriate staff director to amend the individual's orders, if necessary. Reservists are not to have their duty extended unless approved by the appropriate staff director and additional funds are allocated.

3.5.1.8. Notify the 4 AF Operations center, or the staff duty officer (SDO) concerning delays in team travel. The DOOC or SDO contacts the appropriate division or branch chief, who notifies the team member's dependents.

3.5.1.9. Prepare a written report IAW paragraph 3.6. and leave a final copy with the unit Wing Commander at the out brief. Include comments pertaining to findings, current SIIs, status of unit fraud, waste and abuse program, mission limiting problem areas; highlight significant assistance accomplishments and any area requiring urgent attention.

3.5.1.10. Out-brief the visited commander on problem areas and assistance rendered. Attendees at this out briefing are determined by the unit commander and the team chief. Functional area briefings are conducted by the senior functional area representatives. The team chief ensures copies of checklists, process guides, etc., are left with unit functional area representative. When significant policy or procedural problems exist between the AFRC unit and the host base, the appropriate echelon within the host command is briefed by the team chief and functional representative

3.5.1.11. Brief the 4 AF Commander on the highlights of the visit. If the Team Chief or mem-

ber is not a full time employee, the briefing may be performed by the senior full time member.

3.5.2. Team members will:

3.5.2.1. Prior to departure, research functional area files and consult with other staff members to identify potential problem areas in the unit to be visited.

3.5.2.2. Meet the SAV objectives expressed in paragraph 1.2.

3.5.2.3. Identify present and potential problems with appropriate references that apply to each problem area so corrective action can be expedited. The functional area guide or checklist provides the team with appropriate references to eliminate the need for unnecessary research during the visit. Copies of checklists, process guides, etc., are left with unit functional area representatives. Where suggested, demonstrate corrective action and conduct training on an individual or group basis. It is each team member's responsibility to ensure the unit member comprehends the problem, its causes, soundness of the solution, and action required to correct the problem.

3.5.2.4. Evaluate corrective actions from the last IG/SAV report to ensure deficiencies have been corrected and will not recur.

3.5.2.5. Carry publications pertinent to team member's functional area of responsibility if it is likely required publications are not be available at the unit through CD ROM or other means.

3.5.2.6. Review common core items and SIIs applicable to their functional area.

3.5.2.7. Debrief the staff counterpart before departing.

3.5.2.8. Brief the Team Chief of serious deficiencies.

3.5.2.9. Prepare an input for the team chief's functional area out-brief to the commander and/or staff. This briefing highlights significant areas and the assistance rendered during the SAV. Actions to be taken upon return to home station to resolve problem areas should also be identified, if appropriate.

3.6. Writing the Report:

3.6.1. SAV reports do not include classified information, but is marked FOR OFFICIAL USE ONLY (FOUO), to advise individuals the report contains privileged information that must not be released to the public.

3.6.2. Comment on the commander's awareness of problem areas.

3.6.3. Reflect the status of unsatisfactory items contained in the last inspection report.

3.6.4. State action recommended to eliminate problems and to prevent their recurrence, identify the OPR or specific position within the visited unit who is responsible for implementation of the solution. Items that require solution or further action by higher headquarters are included with the appropriate action agency indicated.

3.6.5. References to prescribing directives are provided to prevent unnecessary research by the unit. Problem areas must be sufficiently described so that unit members can take proper corrective actions.

3.6.6. Words implying a grade such as excellent, outstanding or satisfactory, etc., are not used in any portion of the SAV Team Report.

3.6.7. SAV Team Report: Prepare a team report to include all functional areas by group. A standardized copy of the entire SAV team report format is available in the XP division. The SAV team report summarizes functional area evaluations, include applicable SIIs, highlight significant assistance accomplishments, mission limiting problem areas, and areas requiring urgent action.

3.6.8. SAV Functional Area Executive Summaries: Functional Area Executive Summaries for the SAV Team Report are in the format depicted in Figure 3.1. Also, a copy of the Functional Area Executive Summary is provided to the visited organization prior to the SAV out brief.

3.7. **Processing Reports:** Within seven workdays of visit termination, the team chief forwards the headquarters file copy of the report to the 4 AF command section attached to an AF Form 1768, **Staff Summary Sheet**.

3.8. **Out of Cycle SAV Requests:**

3.8.1. All divisions/special staff offices forward requests for out of cycle SAVs to the CVA. The requesting agency justifies the necessity of the SAV. The CVA exercises approval authority.

3.8.2. When out of cycle SAVs are authorized, the activity conducting the visits is responsible for accomplishing all objectives/tasks identified elsewhere in this instruction and coordinate details of the visit with XP.

Figure 1. Sample SAV Team Report Format

SAV TEAM REPORT

TABLE OF CONTENTS**Executive Summary**

- Written by SAV Team Chief

Wing Staff Functions

FM

SE

JA

PA

CP

HC

HO

MEO

Operations Group

Squadrons

Units

Maintenance Group

Squadrons

Units

Mission Support Group

Squadrons

Units

Medical Group

Squadrons

Units

Reply Instructions

A finding requires a reply by the OPR through command channels to 4 AF/XP 60 days after issuance of the final report and every 60 days thereafter for open observation. **Note:** The Table of Contents reflects only the Wing Staff/Group Headings and not all of the subordinate staff agencies and squadrons/units included in the team report

Figure 2. Sample Functional Area Summary**WING STAFF FUNCTIONS**

FUNCTIONAL AREA SUMMMARY: This summary should be an overview of both good points and areas requiring attention and should be thorough but concise. Laudatory achievements or limiting factors may also be highlighted. Ideal length is no longer than one page. Include Findings and SIIs, if applicable, to your functional area. If observations on previous reports are not corrected, it is appropriate to provide the status of those observations. Observations that are deemed not answerable (not sourced from the AFRC Unit Compliance Guide) will not be included in this report but will be provided to the appropriate functional area as part of the 4 AF functional area report or SAV Checklist.

FINDING: Findings must be approved by the team chief before they are published in the report and are reflected below each functional area summary identifying the appropriate OPR and applicable references. Findings identified in this report are core problems identified using AFRC's Self Inspection Checklists. A Finding requires a reply by the OPR through command channels to 4 AF/XP 60 days after issuance of the final report and every 60 days thereafter for open observations. (Reference **Figure 3.**)

Figure 3. Out Of Cycle SAV Letter

FROM: (OPR)

SUBJECT: Out of Cycle SAV to Subordinate Unit

TO: 4 AF/CVA

1. Request authority for the following personnel to perform "section" SAV as outlined:

<u>NAME</u>	<u>SECTION</u>	<u>DATES OF VISIT UNIT</u>	<u>LOCATION</u>
-------------	----------------	----------------------------	-----------------

2. Purpose of visit:

3. Justification as to why SAV is requested at this time:

4. Proposed method of travel:

SIGNATURE BLOCK

1st Ind CVA

TO:

Approved/disapproved.

SIGNATURE BLOCK

cc:XP

Figure 4. Recommended SAV Team Composition

Function	GSU HICKAM	MS/CLINIC ASTS/CH	AW/ARW (ASSOC)	AW/ARW (AFRC B)	AW (TENANT)	AMW (ASSOC)	AMW (AFRC B)	AG (TENANT)	APS
TC	1	1	1	1	1	1	1	1	1
ATC	1	1	1	1	1	1	1	1	
T COORD	1	1	1	1	1	1	1	1	1
DO**	1		15	15	15	15	15	15	5
LG*	3		9	11	9	10	11	6	1
SC	3		7	7	7	7	7	6	
SEG	1	1	1	2	2	1	2	1	1
SEF			1	1	1	1	1	1	
CEV	1	1	1	1	1	1	2	1	1
SD	1		1	1	1	1	1	1	
SF			3	7	3	3	7	2	1
JA			2	2	2	2	2	2	
PA			1	2	1	1	1	1	
XP	4		5	5	5	5	5	5	
HC			2	2	2	2	2	2	
HO			1	1	1	1	1	1	
FM	1		2	2	2	2	2	2	
CE	4		5	7	5	5	7	5	
SVX			2	2	2	2	2	2	
CEX	2		2	3	2	2	3	2	
SG	7	7	7	7	7	7	7	7	
DPM	5		6	6	6	6	6	5	
MEO	1		1	1	1	1	1	1	
TOTAL	37	12	77	86	78	78	87	71	11

* For units requiring MSEP inspections, LG will increase by 5 personnel.

** For units requiring HSI Inspections, DO will increase by 3 personnel.

4. READINESS/DEPLOYMENT ASSISTANCE VISITS

4.1. **Objectives.** The objective of the RAV/DAV program is to assess and improve the capability of Fourth Air Force and its assigned units to perform their missions and to provide feedback to unit commanders, wing commanders and 4 AF/CC. Specifically, the RAV/DAV program provides an indepen-

dent assessment and a subjective rating on a unit's ability to transition to a wartime posture and sustain combat operations in support of OPLAN/CONPLAN/Small-Scale Contingency tasking. The RAV is the primary readiness inspection for all 4 AF units. The inspected Wing should plan to conduct a scenario that encompasses all phases and areas as defined in para 4.9. RAV/DAVs focuses on the unit's ability to accomplish the mission in accordance with the Designed Operational Capability (DOC) statement, assigned OPLAN taskings, and Mission Essential Task Lists (METL). In addition to applicable PACAF and AMC Common Core Readiness Criteria, the following objectives are evaluated:

- 4.1.1. Air Force, PACAF, and AMC standards for mobilizing, deploying, and employing personnel and assets in support of wartime or contingency operations.
- 4.1.2. Unit's ability to protect personnel, resources and information.
- 4.1.3. Unit's sustained combat capability.
- 4.1.4. Unit's ability to defend, survive, and recover from a nuclear, biological, chemical, cyber, or conventional attack.

4.2. **Scheduling:**

- 4.2.1. RAVs or DAVs are scheduled by joint agreement between 4 AF/XP, Wing OSS/OSF and the unit commander approximately 9-18 months prior to an Expeditionary Operational Readiness Inspection (EORI) by HQ AMC/IG or equivalent HQ PACAF/IG event. RAVs are not scheduled by NAF or Wing Functional Area Managers.
- 4.2.2. The Plans and Programs Division, Operations Plans Branch (XPO) develops a NAF Global Visit Schedule that includes RAVs and DAVs. The DO manages airlift requirements through the airlift allocations conference.
- 4.2.3. Out of cycle visits are not scheduled by any agency unless approved by the 4 AF/CVA.

4.3. **RAV Planning Committee.** The RAV Planning Committee, chaired by XP, consists of a representative from all functional areas at 4 AF/604 RSG and convenes on a regular basis to identify and schedule unit readiness assistance requirements. The Operations Division (DO) is OPR for planning and execution of all RAVs for 4 AF Units. The Plans and Programs Division (XP) is the OPR for scheduling all RAVs and DAVs for 4 AF Units. The Plans and Programs Division (XP) is the OPR for planning and execution all DAVs for 4 AF Units. Once requirements are identified and scheduled, the planning committee meets to appoint a team chief and develop a RAV scenario appropriate for the unit being visited.

4.4. **Visit Preparation:**

- 4.4.1. The CVA, in consultation with the XP, appoints a team chief and approve a roster of personnel performing support duties required during RAV/DAVs, to include an assistant team chief as required.
- 4.4.2. The OPR for each function publishes and distributes copies of travel orders with two copies to XP.
- 4.4.3. Chiefs of divisions or branches, and chiefs of special staff offices will:
 - 4.4.3.1. Serve as the orders approving official for all TDY orders relative to the visit. Provide justification for requests of special authorization listed in AFI 33-328 and determine the appropriate orders statement regarding the meal option (a, b, or c).

4.4.3.2. Provide XP with a list of team members, which includes office symbol, social security number, security clearance data, and duty status. XP consolidates replies and provide copies to the team chief approximately one month in advance of the RAV/DAVs to allow time for 4 AF and unit RAV/DAV planning. If there are personnel changes after the consolidated list is submitted to XP, the changes are coordinated through the team chief.

4.4.3.3. Educate personnel in the methods, techniques, policies, and philosophies to be used in the performance of RAV/DAVs for the division's functional specialty.

4.4.3.4. Prepare functional area checklists for use in the orientation of team members. SIIs and special instructions pertaining to the functions are included.

4.4.3.5. Provide functional area checklists to the wing POC NLT 90 days prior to the scheduled RAV/DAVs.

4.4.3.6. Notify personnel who are scheduled to perform a RAV/DAVs at least 30 days in advance of the departure date if possible.

4.4.3.7. Be responsible for ensuring team members are capable of performing RAV/DAVs within the guidelines of this operating instruction and their RAV/DAV reports clearly reflect the policy of assistance.

4.4.3.8. Ensure team members meet both weight and appearance standards.

4.4.3.9. If team members require entry into restricted areas, each functional area manager advises the team coordinator of their requirements NLT 15 days prior to departure. The team coordinator ensures entry authority procedures are coordinated with the visit location and team members are provided instructions prior to departure. The team coordinator submits a team list to 604 RSG/SF NLT 10 days prior to departure for completion of the Entry Authority List (EAL). On visits with an SF representative accompanying the team, the SF representative also serves as the team security officer.

4.4.4. The Plans and Programs Division will:

4.4.4.1. Assist the team chief with all RAV/DAV duties. This includes working with unit OPR for lodging, rental vehicles, in-brief/out-brief location, team chief and team work areas, phone numbers, etc.

4.4.4.2. Ensure the unit visited is notified at least 90 days prior to the date of the visit and has received a checklist from each 4 AF/604 RSG Functional Area. This initial notification includes as a minimum the dates of the visit and approximate number of team members.

4.4.4.3. Ensure a list of team members is forwarded to the unit at least 14 days prior to the visit. The list includes names of team members, lodging and transportation requirements, special requirements and instructions for in-briefing.

4.4.4.4. Ensure LGRT provides reimbursement procedures for vehicle rental to the visited unit.

4.4.4.5. Ensure an AF Form 40, AF Form 40a, or a UTAPS printout is prepared for all personnel performing RAV/DAVs in a normally scheduled UTA status. Forms are authenticated by functional area team chiefs and delivered to DPM upon completion of visit. A listing produced by UTAPS can be used as a source document, vice the AF Form 40/40a, and subsequently

input into UTAPS. Only one source document, either an AF Form 40a or the UTAPS produced printout is used on the RAV/DAV.

4.4.4.6. Conduct a RAV/DAV pre-briefing for team members prior to departure.

4.4.4.7. Ensure two copies of each team member's orders, as well as any change of UTA letters are available.

4.4.4.8. Ensure a "Team Information Pamphlet" is prepared, printed and distributed to team members.

4.4.4.9. Ensure the following documents accompany the RAV/DAV team: Previous RAV/DAV report, the most recent UCI report, and book of current SIIs, EAL, and other items, as required, to include support agreements.

4.4.4.10. If the base visited has no passenger service function, ensure passenger manifest is prepared for all personnel traveling to or from the visit on military aircraft. Three copies are used for the trip to the unit, and three for the return trip. Of the three copies, one is used to check the presence of all personnel aboard the aircraft, one provided to Base Operations at the departing base, and the last one given to the loadmaster or boom operator as the airplane is boarded. At locations with a functional passenger service section, the following applies: NAF personnel arrive at the passenger terminal 90 minutes prior to aircraft departure unless previously coordinated with base passenger service. Checked baggage has the individuals' name and rank on each bag (tags). Each individual processes through the passenger service counter and produces his/her identification card and be added to the passenger manifest. Once passengers are processed they remain in the immediate area should early boarding be requested by the aircraft commander. Personnel are then transported to the aircraft by passenger service personnel.

4.4.4.11. Conduct a RAV/DAV team pre-departure meeting on the day of departure. Brief team members on the purpose of the visit, itinerary, reporting procedures and any problems known or suspected to exist in the unit to be visited, instructions and SIIs.

4.4.4.12. Ensure critique sheets covering RAV/DAV adequacy and team performance are prepared, distributed, collected and processed.

4.5. **Conducting the RAV/DAV:**

4.5.1. The Team Chief will:

4.5.1.1. Assume overall command for administrative purposes. When more than one team is on a trip to the same location, each team has a team chief; however, the senior team chief present functions as overall team chief to provide a single point of contact for the parent wing/group on matters relating to any of the teams.

4.5.1.2. Team Chief will be the OPR for scenario development.

4.5.1.3. Submit changes to team composition to the commander of the unit being visited upon arrival.

4.5.1.4. Supervise, guide, and manage team members conduct in the performance of their duties while at the visited unit.

4.5.1.5. Conduct an in-brief.

4.5.1.6. Conduct daily “How Goes It” meetings with functional chiefs near the end of each day to evaluate and redirect assistance efforts.

4.5.1.7. Authorize team members to remain at the unit if assistance is required in critical areas. The Team Chief notifies the appropriate staff director to amend the individual’s orders, if necessary. Reservists are not to have their duty extended unless approved by the appropriate staff director and additional funds are allocated.

4.5.1.8. Notify the 4 AF Operations center, or the staff duty officer (SDO) concerning delays in team travel. The DOOC or SDO contacts the appropriate division or branch chief, who notifies the team member’s dependents.

4.5.1.9. Prepare a written report IAW paragraph 3.6. and leave a draft copy with the unit Wing Commander at the out brief. Include comments pertaining to findings, current SIIs, mission limiting problem areas; highlight significant assistance accomplishments and any area requiring urgent attention.

4.5.1.10. Out-brief the visited commander on problem areas and assistance rendered. Attendees at this out briefing are determined by the unit commander and the team chief. Functional area briefings are conducted by the senior functional area representatives. The team chief ensures copies of checklists, process guides, etc., are left with unit functional area representative. When significant policy or procedural problems exist between the AFRC unit and the host base, the appropriate echelon within the host command is briefed by the team chief and functional representative

4.5.2. Team members will:

4.5.2.1. Prior to departure, research functional area files and consult with other staff members to identify potential problem areas in the unit to be visited.

4.5.2.2. Meet the SAV objectives expressed in paragraph 1.2.

4.5.2.3. Identify present and potential problems with appropriate references that apply to each problem area so corrective action can be expedited. The functional area guide or checklist provides the team with appropriate references to eliminate the need for unnecessary research during the visit. Copies of checklists, process guides, etc., are left with unit functional area representatives. Where suggested, demonstrate corrective action and conduct training on an individual or group basis. It is each team member’s responsibility to ensure the unit member comprehends the problem, its causes, soundness of the solution, and action required to correct the problem.

4.5.2.4. Evaluate corrective actions from the last IG/SAV report to ensure deficiencies have been corrected and will not recur.

4.5.2.5. Carry publications pertinent to team member’s functional area of responsibility if it is likely required publications are not be available at the unit through CD ROM or other means.

4.5.2.6. Review common core items and special interest items applicable to their functional area.

4.5.2.7. Debrief the staff counterpart before departing.

4.5.2.8. Brief the Team Chief of serious deficiencies.

4.5.2.9. Prepare an input for the team chief's functional area out-brief to the commander and/or staff. This briefing highlights significant areas and the assistance rendered during the SAV. Actions to be taken upon return to home station to resolve problem areas should also be identified, if appropriate.

4.6. **Writing the Report:** The 4 AF RAV/DAV team uses the 5-tier rating system for all readiness inspections to subjectively assess major mission areas and sub-areas. The sub-area ratings roll up for an overall major mission area rating, and the mission area ratings roll up to an overall wing or unit rating.

4.6.1. An after action report is accomplished for all RAVs/DAVs and provided to the unit commander prior to departure or not later than two weeks after the visit. XP provides all functional area representatives with the proper format prior to the scheduled visit.

4.6.2. Normally, an outbrief/hotwash with the wing commander/visited unit is conducted by the 4 AF team chief prior to departure to discuss process improvements.

4.7. **Processing Reports:** Within seven workdays of visit termination, the team chief forwards the headquarters file copy of the report to the 4 AF command section attached to an AF Form 1768, Staff Summary Sheet.

4.8. **Out of Cycle RAV Requests:**

4.8.1. All divisions/special staff offices will forward requests for out of cycle RAV/DAVs to the CVA. The requesting agency will justify the necessity of the RAV/DAV. The CVA will exercise approval authority.

4.8.2. When out of cycle RAVs or DAVs are authorized, the activity conducting the visits is responsible for accomplishing all objectives/tasks identified elsewhere in this Instruction and coordinate details of the visit with XP.

4.9. **Major Mission Readiness Areas:** The major mission areas and sub-areas for each type of readiness inspection are listed below.

4.9.1. Initial Response Readiness. Evaluates weapon systems generation, mobility, noncombatant evacuation, command and control, and applicable reception and bed-down phases of the unit's major theater war plan, contingency, or actions in response to a major operation other than war. Planning and scenario development are based on the unit's Designed Operational Capability (DOC) statement. Major mission areas are:

4.9.1.1. Command and Control. The measure of the unit's ability to effectively respond, resolve, coordinate, and carry out all actions to accomplish the transition from normal to contingency operations.

4.9.1.2. Deployment Processing/Mobility.

4.9.1.2.1. Deployment Operations Command and Control. Areas evaluated include procedures to control, monitor, and direct activities of deployment actions. Where unit is a tenant organization, their interface with their host DCC is observed.

4.9.1.2.2. Cargo Suitability for Movement. All loads are evaluated for suitability for movement based on proper identification, packing, marking, and documenting of all general, hazardous, sensitive, and classified cargo.

4.9.1.2.3. Personnel Suitability for Movement. Areas evaluated include management of Manpower and Personnel Module-Base (MANPER-B), deployment folders, personnel eligibility, personnel accountability kits (PAK), ability to control/segregate processing personnel, and accountability of personnel.

4.9.2. Employment Readiness. The employment is an evaluation of the unit's ability to sustain all elements of its wartime missions in a realistic combat scenario. Employment Readiness includes all actions taken to generate, deploy (if applicable), and regenerate the unit to conduct wartime/peacetime contingency operations. Employment planning and scenario development are based on the unit's DOC statement and OPLAN tasking. The major mission areas are:

4.9.2.1. Command and Control. The measure of the unit's ability to effectively direct, respond, resolve, coordinate, and execute all actions to accomplish the assigned tasking in a wartime scenario.

4.9.2.2. Operations.

4.9.2.2.1. Employment. Evaluation of the unit's ability to employ forces and weapons systems to perform tasked missions during contingency operations. The following sub-areas contribute to the Employment rating and, on a case-by-case basis, may be individually rated, especially when a sub-area is performed by a specific squadron:

4.9.2.2.1.1. Airlift (Aeromedical Evacuation, Air Support).

4.9.2.2.1.2. Air Refueling

4.9.2.2.2. Sortie Generation.

4.9.2.2.3. Operations Support. Areas evaluated may include, but are not limited to, Mission Planning Cell, Air Traffic Control, Airfield Management, Intelligence, Weather, and Life Support.

4.9.2.2.4. Noncombatant Evacuation Operation (NEO). Evaluate ability to process or receive NEO personnel as appropriate to include, but not limited to, accountability, lodging, pay services, medical support, and transportation of NEO evacuees.

4.9.3. Mission Support Readiness. Mission Support Readiness comprises all mobility and reception/bed-down support actions necessary to ensure employment readiness is successfully executed. Rated sub-areas may include:

4.9.3.1. Logistics. Areas evaluated may include, but are not limited to, Supply, POL, Transportation, Munitions, Logistics Plans, and Maintenance.

4.9.3.2. Support. Areas evaluated may include, but are not limited to, Communications and Information, Services, Civil Engineers, contracting, personnel, financial management, and Combat Support Services.

4.9.3.3. Reception and Beddown.

4.9.4. Ability to Survive and Operate (ATSO) Readiness. ATSO Readiness includes all personnel, resource, medical, and facility protection, sustainment, and restoration actions taken to prepare for and respond during contingency operations. Rated sub-areas may include:

4.9.4.1. Resource Protection/Force Protection. Areas evaluated may include active defense, force protection, resource protection, Force Protection Condition (FPCON) implementation

and response, Threat/FPCON Working Group process, asset dispersal and protection, personnel response and protection, and contamination avoidance.

4.9.4.2. Information Protection. Areas evaluated may include Information Conditions (INFOCON) implementation, computer network defense, and measures taken to protect and sustain information flow.

4.9.4.3. Attack/Incident Response. Areas evaluated may include non-medical emergency services, facility/installation sustainment and restoration actions, and sundry responses during contingency operations.

4.9.4.4. Recovery Operations. Areas evaluated may include damage assessment, rapid runway repair, expedient construction, crash, fire, and rescue, nuclear, biological and chemical defense, and explosive ordnance disposal operations.

4.9.4.5. Medical Response. Areas evaluated will include casualty care, self-aid, and buddy care (SABC).

4.9.4.6. Survivability.

4.10. **Exercise Higher Headquarters.** The RAV team functions as higher headquarters (HHQ), called Air Operations Center (AOC), for all RAV events unless HHQ are participating. If HHQ are participating, any reports or requests will be sent to them with a copy to the 4 AF Team Chief or designated representative. Other activities outside the unit will be presented to the 4 AF Team Chief or designated representative in lieu of actually transmitting messages. The 4 AF Team Chief may direct the actual transmission of specific messages. The RAV team will respond to inquiries in a format and time frame commensurate with the scenario.

4.11. **RAV/DAV Scenarios.** Readiness scenarios are based on realistic response to war plan scenarios, but may be enhanced to give adequate opportunities for the 4 AF team to evaluate essential war tasks and objectives. The RAV team develops scenarios to evaluate the unit's capability to perform assigned wartime/peacetime tasking as determined by applicable OPLANS, CONPLANS, DOC statements, and METLs. Scenarios range from large contingency to small contingency, depending on the tasked OPLAN/CONPLAN and the extent of unit involvement.

4.11.1. Intelligence. Intelligence reports are used to move the inspection through the programmed scenario. Scenario messages and inputs received by unit intelligence will be annotated with time of receipt. Requests for information can be sent to 4 AF/IN prior to the arrival of the inspection team, and after the inspection begins, through the standard intelligence channels as described in Beverly Bearcat LOIs.

4.11.2. Warning/Alert/Execution/Integrated Tasking/Air Tasking Orders and Emergency Action Messages (as applicable). Normally, the 4 AF team electronically transmits applicable AOC warning, alert and execution orders to the unit. The Warning Order gives general deployment information and guidance for preparatory action. Detailed information such as length of deployment, weapons deployment requirements, and deployment bag requirements, etc., is provided in the Deployment Order. Transmission of the first integrated tasking orders/air tasking orders (ITO/ATO) normally occur no later than 24 hours prior to STARTEX. The 4 AF team publishes special instructions (SPINS) prior to readiness inspections and uses AOC ITOs/ATOs to direct flying activities. Units can expect to receive the first ITO with SPINS and Airspace Control Order (ACO) no later than 24 hours prior to the inspection start time. The unit should react to the sce-

nario as it would to a real world situation. Some events will be initiated by card input and some events will be conducted separately as task evaluations.

4.11.3. **Inspection Duration.** Initial response length is determined by the unit's aircraft generation and mobility deployment timelines. Employment and mission support length is determined by flying day window and vulnerability period for ATSO activities. Normally both inspections run 2 to 4 days. RAV length considers all of these factors. The 4 AF Team Chief determines the length for each scenario and may declare recesses due to weather or other uncontrollable factors.

4.11.4. **Notification/Initiation/Termination.** Notification of readiness visits normally takes place at least 6 months prior to the Start of Exercise (STARTEX). Units receive a notification message followed by a series of AOC messages (120, 60, 30 and 7-day messages). Time is allotted for planning. Each RAV terminates with a notification from the 4 AF Team Chief to the unit commander.

4.12. **Simulations.** Units should make every attempt to react during the inspections as they would during a real world situation. Simulations will be minimized and are reserved for those actions which are too costly (resource expenditure, potential risk, etc.) to perform in an exercise situation. Only PACAF/IG and AMC/IG-approved simulations will be used.

4.12.1. **Simulation Requests.** Simulation requests are submitted at any time; however, those submitted immediately prior to an inspection may not be processed prior to the start of the inspection. 4 AF approved simulations are normally validated for 12 months. Approved simulations are assigned an expiration date and may include modifying instructions. Previously approved simulations should be submitted for renewal at least 60 days prior to expiration. Simulation requests should be submitted electronically to the 4 AF/XPO. Format for simulation requests is at [Attachment 2](#) and [Attachment 3](#).

4.12.2. **Standard Simulations.** HQ PACAF/IG and HQ AMC/IG publish and periodically update a set of Standard Simulations. These are available on the respective IG Web Page. All actions necessary for an actual air or surface deployment will be taken unless specifically exempted by the 4 AF Team Chief. For any approved simulation for cargo movement, a container representing the actual size of the simulated cargo will be processed with all required shipping documentation, markings, pallets, nets, and tie-down straps. Necessary security procedures will be followed for all actual and simulated increments.

4.13. **No-Play Areas.** The unit commander recommends exercise no-play areas and procedures prior to STARTEX. The 4 AF Team Chief approves all exercise no-play areas and procedures.

4.14. **Safety.** Unit commanders and functional managers are responsible for ensuring flight, ground, and weapons safety directives are followed. If it becomes necessary to deviate from the scenario for safety, immediately informed the 4 AF Team Chief of the reasons for the deviation. The unit commander is the final authority for conducting operations and is responsible for the safety and preservation of personnel, equipment, and resources.

4.15. **Communications Support.** The unit will coordinate its communications plan with 4 AF/SC. All communications equipment the unit plans to use will be reviewed by 4 AF/SC to eliminate any local conflicts that may exist. Further, this review will ensure proper call signs are used, required frequencies are available and any other special needs are met prior to beginning the exercise. Include computers, faxes, copiers, phones, etc. in this plan.

Figure 5. Recommended DAV Team Composition

Function	GSU/ HICKAM	AW/ARW (ASSOC)	AW/ARW (AFRC B)	AW (TENANT)	AMW (ASSOC)	AMW (AFRC B)	AG (TENANT)
TC	1	1	1	1	1	1	1
XP	4	4	4	4	4	4	4
LG	1	2	2	2	2	2	2
DO	1	1	1	1	1	1	1
APS	1	2	2	2	2	2	2
DPM	2	2	2	2	2	2	2
TOTAL	10	12	12	12	12	12	12

Figure 6. Recommended RAV Team Composition

Function	GSU HICKAM	AW/ARW (ASSOC)	AW/ARW (AFRC B)	AW (TENANT)	AMW (ASSOC)	AMW (AFRC B)	AG (TENANT)
TC	1	1	1	1	1	1	1
ATC	1	1	1	1	1	1	1
Team COORD	1	1	1	1	1	1	1
DO	2	5	5	5	5	5	5
APS	5	5	5	5	5	5	5
LG	3	4	4	4	4	4	4
SC	3	3	3	3	3	3	3
SD		1	1	1	1	1	1
SEG	1	1	2	2	1	2	1
SEF		1	1	1	1	1	1
CEV	1	1	1	1	1	1	1
SF	3	6	6	6	6	6	2
XP	4	5	5	5	5	5	5
HC		1	1	1	1	1	1
HO		1	1	1	1	1	1
CE*	7	7	7	7	7	7	7
SVX		2	2	2	2	2	2
CEX*	4	4	4	4	4	4	4
SG	3	3	3	3	3	3	3
DPM	2	2	2	2	2	2	2
TOTAL	41	55	56	56	55	56	51

(* Per Shift)

5. FUNCTIONAL ASSISTANCE VISITS

5.1. Purpose. FAVs are conducted to provide guidance and assistance to Fourth Air Force units. FAVs are usually requested by unit/wing commanders to furnish functional area expertise, help develop new processes, implement new policies and procedures, or assist in preparing for scheduled inspections. FAVs may be directed by NAF/CC as required.

5.2. Scheduling. FAVs must be approved by wing/unit commanders and are scheduled by NAF and wing/unit functional areas as far in advance as possible. NAF functional areas will coordinate with 4 AF/XP to ensure a scheduled FAV do not conflict with SAVs/DAVs/RAVS, AEFs, inspections, deployments, or any other major event on the 4 AF Global Schedule.

6. SUPPORT REQUIREMENTS

6.1. General. This chapter contains support requirements for the planning of all inspection team visits.

6.2. Transportation, Lodging, and Baggage Support. (POC: 4 AF/XP, DSN 447-6533/7692/7503).

6.2.1. Transportation. 4 AF will maximize the use of military air when performing unit assistance visits.

6.2.2. Lodging. The 4 AF Team requires team integrity for lodging. For SAVs and RAVs/DAVs, XP coordinates with the unit POC. 4 AF Teams conducting FAVs coordinate with the local lodging facility.

6.2.3. Vehicles for SAVs and RAVs should be available upon team arrival. Units are encouraged to use their IG Reception plan for baggage support and in-briefing requirements.

6.3. Work Area Requirements. All work areas must possess sufficient security protection for high-value items associated with 4 AF UAV Team equipment and a minimum of two keys for 4 AF Team use.

6.3.1. Team Chief. Designate a private office space located near the team work area with four additional chairs. Two single-line class-A telephones are required (one for telecommunications via computer).

6.3.2. Work Area. Designate a large facility with tables and chairs for 4 AF team members. As a minimum, four single-line class A telephones, FAX machine, copier, and shredder are required (or the unit may choose to provide convenient access to a shredder on a 24-hour per day basis so close-hold, Trusted Agent, and For Official Use Only information can be disposed of properly). A sufficient power source (6 three-prong capability surge protectors) and electrical outlets throughout the area are also required to allow the team's laptop computers to operate simultaneously.

6.3.3. Administration. Designate an area in or near the team work area of sufficient size to accommodate personnel and equipment for report preparation. This room must have sufficient space for required typing and word processing equipment/tables. Two single-line class-A telephones are required (one for telecommunications via computer).

6.3.4. Crisis Action Team (CAT) During a RAV/DAV, designate a lighted work area in the CAT room to accommodate two team members.

6.4. Work Area Supply Requirements. (POC: 4 AF/XP)

6.4.1. A copy of your unit alpha roster, key personnel roster, and base telephone book will be forwarded to the Team Coordinator at least 2 weeks prior to the visit.

6.4.2. A checklist is provided at [Attachment 2](#).

ROBERT E. DUIGNAN, Brig Gen, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Regulation 5200.1-R, *DoD Information Security Program*
DoD Regulation 5400.7-R, *DoD Freedom of Information Act Program*
AFI 10-403, *Deployment Planning and Execution*
AFRCI 10-101, *Wing Plans Procedures*
AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*
AFI 11-299, *Nuclear Airlift Operations*
AFI 11-2Cxxx, *C-XXX Aircrew Training*
AFI 14-104, *Oversight of Intelligence Activities*
AFI 31-401, *Information Security Program Regulations*
AFI 32-3001, *Explosive Ordnance Disposal Program*
AFI 32-4001, *Disaster Preparedness Planning and Operations*
AFI 32-4004, *Emergency Response Operations*
AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*
AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*
AFI 90-201, *Inspector General Activities*
AFMAN 91-201, *Explosives Safety Standards*
AFI 91-204, *Safety Investigations and Reports*
AMCI 10-403, *Air Mobility Command Force Deployment*
AMCI 24-101, *Military Airlift Transportation*
AMCI 32-3001, *Explosive Ordnance Disposal Program*
AMCPAM 90-202, *Inspection Checklists*
AFPD 90-2, *Inspector General-The Inspection System*
AFRCI 24-101, *Reserve Aerial Port Program*
AFRP 90-1, *TIG Brief*
SD 501-14, *Force Management Information System (FMIS) Reporting Procedures*

Abbreviations and Acronyms

ACM—Additional Crew Member

AEF—Aerospace Expeditionary Force

AFI—Air Force Instruction
AFIA—Air Force Inspection Agency
AFWUS—Air Force-Wide UTC Availability/Tasking Summary
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AMC—Air Mobility Command
AMCTL—Air Mobility Command Task List
AMOG—Air Mobility Operations Group
AMSG—Air Mobility Support Group
AMSS—Air Mobility Support Squadron
ANG—Air National Guard
APF—Aerial Port Flight
APS—Aerial Port Squadron
ARC—Air Reserve Component
ART—Air Reserve Technician
ASEV—Aircrew Standardization Evaluation Visit
ATSO—Ability to Survive and Operate
BCE—Base Civil Engineer
CAT—Crisis Action Team
CCC—Common-Core Criteria
CCP—Command and Control Procedures (Test)
CDF—Cargo Deployment Function
CI—Compliance Inspection
CII—Compliance Inspection Item
CRAF—Civil Reserve Air Fleet
DAV—Deployment Assistance Visit
DCC—Deployment Control Center
DCI—Defensive Counterinformation
DOC—Designed Operational Capability
DOD—Department of Defense
DPU—Deployment Processing Unit

DRF—Disaster Response Force
DRU—Direct Reporting Unit
EAF—Expeditionary Aerospace Force
EAL—Entry Authority List
EOD—Explosive Ordnance Disposal
EORI—Expeditionary Operational Readiness Inspection
FAA—Federal Aviation Administration
FCIF—Flight Crew Information File
FMC—Fully Mission Capable
FOUO—For Official Use Only
GOC—Group Operations Center
GKT—General Knowledge Test
GRL—Global Reach Laydown
IG—Inspector General
IGX—Inspector General Exercise
IO—Intelligence Oversight
JA/ATT—Joint Airborne/Air Transportability Training
LERTCON—Alert Condition
LIMFAC—Limiting Factor
MACC—Maintenance Aircraft Coordination Center
MAJCOM—Major Command
MDS—Mission, Design and Series
MEGP—Mission Essential Ground Personnel
MET—Mission Essential Task
METL—Mission Essential Task List
MMI—Multi-MAJCOM Inspection
NAS—Nuclear Airlift Support
NGB—National Guard Bureau
NMC—Not Mission Capable
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OPSEC—Operations Security

ORI—Operational Readiness Inspection
OSA—Operational Support Aircraft
PAA—Primary Aircraft Authorization
PDF—Personnel Deployment Function
Prime BEEF—Prime Base Engineer Emergency Force
Prime RIBS—Prime Readiness in Base Services
PRP—Personnel Reliability Program
QRC—Quick Reaction Checklist
RF—Response Force
SAF—Secretary of the Air Force
SART—Strategic Aircraft Regeneration Teams
SII—Special Interest Item
SIOP—Single Integrated Operational Plan
SOLL—Special Operations Low-Level
SORTS—Status of Resources and Training System
SRC—Survival Recovery Center
SWOG—Special Weapons Overflight Guide
TACC—Tanker Airlift Control Center
TALCE—Tanker Airlift Control Element
TRT—Tanker Recovery Team
USP&FO—United States Property and Fiscal Office
UTA—Unit Training Assembly
UTAPS—Unit Training Assembly Processing System
UTC—Unit Type Code
WMP—War Mobilization Plan
WOC—Wing Operations Center
WR—War Reserve

Terms

Aerospace Expeditionary Force (AEF)—An organization comprised of aerospace capabilities that provides tailored force packages to meet theater CINC needs across the full spectrum of military operations. Capable of performing any number of the Air Force's basic functions to include a full complement of Expeditionary Combat Support forces. (EAF PAD). Air Force-Wide UTC Availability/Tracking Summary (AFWUS)—A database that contains a list of all Air Force UTCs. Used by HQ AMC

to source OPLAN and contingency TPFDDs. Units are tasked to maintain capability defined by AFWUS UTCs.

Air Mobility Operations Group (AMOG)—Provides the organization and management that direct and supervise deployable AMC forces to provide worldwide Global Reach Laydown (GRL) forces in support of USTRANSCOM-assigned missions. It also provides liaison with ANG and AFRC forces, and maintains a trained force of Theater Airlift Liaison Officers (TALO) assigned at major using commands within the parent NAF AOR.

Compliance Inspection Items (CII)—Those items requiring actions by US laws, Executive Orders, Department of Defense Directives, and safety, that if not complied with could result in significant legal liabilities, penalties, or mission impact. The AMCI IG web site also contains a copy of current CIIs and the checklists used to inspect them.

Crisis Action Team (CAT)—Command and staff personnel assembled in accordance with AMCI 10-208, Vol. 1 to respond to contingency or emergency situations. Battle staff is a synonymous term.

Demonstrated Operational Capability—An EORI conducted through direct observation of real-world operations (AEF deployments, CJCS exercises, contingency operations, significant JA/ATTs, and other opportunities).

Designed Operational Capability (DOC)—A unit DOC is the mission for which a measured unit has been equipped, organized, designed or tasked. While all measured combat, combat support, and combat service support units must have a primary DOC, some units may have more than one DOC based on additional taskings. It serves as a basis for SORTS reporting.

Forward Operating Base (FOB)—An airfield used to support operations without establishing full support facilities. The base may be used for an extended time period.

Global Reach Laydown (GRL)—A deployable en route support system used where infrastructure is insufficient for AMC operations. Under GRL, resources from various CONUS based organizations are brought together to form deployed organizations required to achieve specific objectives of any particular air deployment operation. (AMC Omnibus OPlan).

Inspector General Exercise (IGX)—In an IGX, the AMC/IG tasks UTCs from various units to Combine into an expeditionary wing for the purpose of an inspection. The goal is a doctrinally sound scenario that emphasizes team building and fosters an expeditionary culture, thus mirroring real-world operations. The notional IGX is a NAF-sponsored “play box” lasting approximately 14 days, where total force capability will be “rainbowed” in and out.

Operation Plan (OPLAN)—A plan for the conduct of joint operations that can be used as the basis for development of an OPORD. An OPLAN identifies the forces and supplies required to execute the CINC’s Strategic Concept and a movement schedule of these resources to the theater of operations.

Out of Play Personnel—(including on-scene supervisors), aircraft or ground equipment may be removed from scenario participation (out of play) by the RAV/DAV team for safety violations, improper responses to chemical warfare exercise/simulated threat situations, malfunctioning equipment, or other ineffective responses that pose a serious threat. Units will not use personnel, aircraft, or equipment declared out of play until released by the inspection team.

Safety Violations—Unsafe acts or conditions that result in or, in the judgment of an evaluator could result in, damage to aircraft, equipment and/or injury to personnel.

Simulate—A direction or approval by the DAV/RAV Team Chief to not perform specific actions. When a unit receives an instruction to simulate, it will take all preparatory steps, such as drafting messages, reviewing checklists/instructions and reporting simulated completion to the appropriate authority. (Units will maintain supporting directives, messages, records of verbal orders and so forth, for review by the evaluators.)

Sortie—An operational flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and: (1) the engines are stopped, or the aircraft is on the surface for 5 minutes, whichever occurs first; (2) a change is made in the crew which adds a crewmember. On missions where some crewmembers deplane and the remaining crew from the original takeoff re-launches, this is considered a continuation of the original sortie.

Status of Resources and Training System (SORTS)—The JCS controlled and automated system which provides authoritative identification, location, and resource information to the National Command Authorities and the Joint Staff.

Survival Recovery Center (SRC)—**Provides direction, coordination, and integration to ensure base survival before, during, and after an attack or disaster**

Tanker Airlift Control Element (TALCE)—A mobile command and control organization deployed to support strategic and theater air deployment operations at fixed, en route, and deployed locations where airdeployment operational support is nonexistent or insufficient. The TALCE provides on-site management of air deployment airfield operations to include command and control, communications, aerial port services, maintenance, security, transportation, weather, intelligence, and other support functions, as necessary. The TALCE is composed of mission support elements from various units and deploys in support of peacetime, contingency, and emergency relief operations on both planned and “no notice” basis. The TALCE is sized based upon projected requirements. (Air Deployment Master Plan)

Trusted Agent—A person or office to whom the 4 AF Team has given information or with whom the team chief has coordinated events, and trusts they will not pass the information to inspected units.

Unit Type Code (UTC)—A five-character alphanumeric designator that identifies a specific capability package. The UTCs for all Air Force packages are found in volume III of the WMP and are used by unified and specified commands, HQ USAF, and the JCS to identify forces required to support contingency plans.

Weapon System—A composite of equipment, skills, and techniques that form an instrument of combat. The term includes the aircraft and all of the facilities, equipment, material, services and personnel required in an operational environment.

Wing Operations Center (WOC)—Provisional (deployed) wing or group commander’s battle staff and executive command and control agency. The WOC is an operationally integrated collection of functional work centers which manage unit-assigned, mission-essential forces and resources needed to generate aircraft, aircrew loads, and deployable mission support elements at bed-down locations in order to satisfy higher headquarters-directed tasking

Attachment 2**CHECKLIST FOR UNIT ASSISTANCE VISIT REQUIREMENTS****A2.1. Facilities:**

- A2.1.1. Area(s) with desks, tables, and chairs for all SAV Team Members.
- A2.1.2. One private office for the team chief.
- A2.1.3. One private room for XP.
- A2.1.4. One room for team meetings (up to 60 people) and later to be used as briefing preparation room.
- A2.1.5. Lodging for team (one per room).
- A2.1.6. Outbrief area with space for maximum participation and adequate public address capability.
- A2.1.7. Lighted work area inside CAT room to accommodate two team members

NOTE: All facilities must have sufficient 110-W, 60-Hz electrical outlets to power all team equipment. If this is not available, sufficient transformers and/or adapters will be provided.

A2.2. Transportation:

- A2.2.1. Bus to move team from and to aircraft.
- A2.2.2. Covered vehicle and detail to carry team baggage from and to aircraft.
- A2.2.3. Vehicles to conduct visit.
- A2.2.4. Driver's safety briefing upon arrival for local area, flightline, etc.
- A2.2.5. Arrangements made for any special licensing requirements.
- A2.2.6. Reserved parking slots at work center and lodging.
- A2.2.7. Fuel procedures.

A2.3. Telephone:

- A2.3.1. Dedicated type 3 (on-base, local off-base, and routine DSN capability) line.
- A2.3.2. Two dedicated type 3 lines and one type 1 (on-base capability) for the team work area.
- A2.3.3. One direct dial, dedicated DSN line for electronic mail capability. A 1-800 access line will meet this requirement.

A2.4. Equipment:

- A2.4.1. Six power strips (with ability for seven power slots) and extension cords.
- A2.4.2. Pyrotechnics (GBS and smoke generators), number to be determined by planners.
- A2.4.3. Six computers equipped with the latest AFRC standard for Windows/Office software.
- A2.4.4. Three laser printers.

A2.4.5. One copier.

A2.4.6. Fax machine.

A2.4.7. Shredder (approved to destroy classified/FOUO material).

A2.5. Supplies:

A2.5.1. Reams of paper – 6, Dictionaries – 2, Thesaurus – 2.

A2.5.2. In/Out baskets – 4.

A2.5.3. Base and local telephone books – 4 each.

A2.5.4. Unit key personnel rosters – 4, Staff directories – 4.

A2.5.5. White board with dry erase markers or tripod with poster paper – 2.

A2.5.6. Current UMD – 1.

A2.5.7. ASCAS roster – 1.

A2.5.8. A one or two drawer safe approved for classified storage– 1.

A2.5.9. Smaller sized base maps – 4.

A2.5.10. Coffee pots – 2.

A2.5.11. Microwave oven – 1.

A2.6. Products provided prior to or upon arrival:

A2.6.1. SII and compliance POC listing with office symbols and phone numbers.

A2.6.2. Risk assessment and OPSEC vulnerability assessment package on work center.

Attachment 3

GROUND RULES FOR RAVS/DAVS AND AMC FORM 188

A3.1. Ground Rules for RAVs/DAVs. The AMC/IG publishes detailed inspection procedures and a list of standard simulations for IGXs on its Internet site. 4 AF RAVs/DAVs will follow AMC/IG ground rules as much as practicable. Procedures for accessing the ground rules are explained in paragraph 2.4. Units should not submit requests for simulations that are listed in the ground rules unless there has been prior negotiation with the 4 AF RAV/DAV Team Chief.

A3.2. AMC Form 188, Inspection/Exercise Communication, Coordination Form. AMC Gained units utilize AMC Form 188 to request simulations not covered in the ground rules. The 188 can also be used as a record of communication with the RAV/DAV Team when required.

A3.3. Processing Procedures. The Team Chief designates one team member to receive AMC Form 188s from visited units, and units should funnel all 188s through that POC. Normally, the POC is the CAT evaluator, WOC evaluator, C2 evaluator, or DCC evaluator. If in doubt, ask any RAV/DAV team member.

A3.3.1. The Team Chief approves simulations only when it is impossible or impractical to perform actual procedures or to use specified equipment. All requests for simulations must answer the following questions:

A3.3.1.1. WHAT? (Describe the simulated task or equipment.)

A3.3.1.2. HOW? (Describe how the unit will simulate the task.)

A3.3.1.3. WHY? (Provide a brief explanation of why the simulation is required and the impact if the Team Chief disapproves the simulation.)

A3.4. Procedures for Accessing Ground Rules. The AMC/IG publishes detailed inspection procedures and a list of standard simulations that describe how the HQ AMC/IG expects units to demonstrate capabilities during an IG Exercise (IGX). Inspected units should not submit requests for simulations that are listed in the ground rules. To make it easier for units to obtain a copy of the current IG-approved ground rules, IGC posts them on the AMC/IG web site. To view the ground rules, click on the Inspection Information link at <http://amc.scott.af.mil/ig/html/index.htm>

NOTE: Previously, Ground Rules for IG Inspections were referred to as Rules of Engagement for ORIs.