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**Command Policy**

**INSPECTOR GENERAL RECEPTION AND  
SUPPORT**



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This instruction implements AFD 90-2, *Inspector General-The Inspection System*, dated 1 September 99, AFI 90-201, *Inspector General Activities*, dated 28 December 2001 and AFI 90-201\_AFSPCSUP1, dated 1 April 2002. It establishes responsibilities for coordinating and fulfilling the support needs of a visiting inspector general (IG) team. It applies to the 50<sup>th</sup> Space Wing and all subordinate units responsible for supporting the IG team. It does not apply to Air National Guard or Air Force Reserve units. This instruction will be executed upon initial notification of arrival of higher headquarters IG team, or as directed by the wing commander.

**SUMMARY OF REVISIONS**

The revision of this publication is to meet the current AFSPC requirements and to mirror the reception plan process execution.

**1. References:** AFD 90-2, *Inspector General-The Inspection System*, dated 1 September 1999, AFI 90-201, *Inspector General Activities*, dated 28 December 2001 and AFI 90-201\_AFSPCSUP1, dated 1 April 2002.

**2. Objective:**

2.1. The objective of this instruction is to establish responsibilities and provide guidance for coordinating and fulfilling support requirements for IG teams while they are inspecting 50 SW units. It applies to all administrative and logistical support, including space, equipment, supplies, personnel, communications, and security. This instruction tasks agencies wing-wide to ensure visiting IG teams are properly greeted and supported for the duration of their visit. The office of primary responsibility (OPR), 50 SW/IG, implements the plan immediately upon notification of a pending inspection (either scheduled or short notice). Functional management inspections (FMIs), staff assistance visits (SAVs),

and other inspections of 50 SW functional elements will be supported by the respective functional OPR, and they may use this instruction as a guide.

2.2. All 50 SW units not physically located on Schriever AFB are required to create documented procedures to support this instruction. Refer to AFI 90-201\_AFSPCSUP1, Attachment 9, and this reception plan for IG requirements. Unit commanders determine the type of documentation required for their unit.

2.3. It is the responsibility of all installation personnel to support this plan. The project officer's request for support must be expedited to ensure a successful inspection. How the wing prepares for the inspection is as important as our performance during the inspection.

**3. IG Inspection Support Responsibilities:** The 50 SW/IG is the POC for all AFSPC/IG inspections conducted on the 50 SW. Each group (OG, MXG, MSG) will appoint a project officer (O-3, or equivalent, as a minimum) to support the 50 SW/IG when this plan is implemented. Each tasked agency is responsible for implementing its respective section of this instruction. Also, each organization must have the applicable items listed in AFI 90-201\_AFSPCSUP1, Attachment 9, paragraph A9.4. available to the IG upon request. Note: One of the tasked organizations must provide an information manager (IM) in the grade of SSgt or TSgt.

3.1. 50 SW/CC will:

3.1.1. Notify wing staff and group commanders of inspection upon notification from USAF or HQ AFSPC/IG.

3.1.2. Host the mission in-brief and determine attendees. Note: The following individuals will normally attend the IG in-brief: 50 SW/CC, 50 SW/CV, 50 SW/DS, 50 SW/IG, 50 MXG/CC, 50 OG/CC, and 50 MSG/CC.

3.1.3. Establish the time and place for the inspection team's formal in-brief.

3.1.4. Present the mission in-brief to the IG in accordance with AFI 90-201\_AFSPCSUP1, paragraph A9.3.9.

3.2. 50 SW/DS will:

3.2.1. Assign a military IM (A1C-TSgt), competent in MS Office/E, and Defense Message System (DMS) programs, to work with the IG team during the entire visit. The IM must possess at least a SECRET security clearance, a valid driver's license, and must be thoroughly knowledgeable of the base. Advise supervisors and IM's before reporting for duty that long hours and weekend shifts will be required and once assigned, must remain for duration of inspection. Within two weeks of the ORI, provide names and phone numbers (duty and home) to 50 SW/IG.

3.2.2. Place an Extended Unit Manpower Document (hard copy and electronic) to the IG work center or provide the IG access to the document.

3.3. 50 SW/CCP will:

3.3.1. Prepare 50 SW/CC welcome letters and forward signed letters to 50 SW/PA 15 days prior to IG arrival for inclusion into welcome package.

3.3.2. Prepare location for IG in-brief and out-brief, to include reserve seating for IG team members, senior staff, groups and wing staff along with nameplates.

3.3.3. Coordinate personnel to greet and farewell General Officer/Colonel Distinguished Visitors upon arrival and departure.

**3.4. 50 SW/WOC will:**

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

3.4.2. Coordinate with 50 SW/IG information required for IG in-brief.

3.4.3. Be the 24-hour point of contact for the Inspector General Team Chief.

3.4.4. Contact the MSG, OG, and MXG to report to the WOC to pick up a copy of the authenticated EAL. Each group representative will in-turn make enough copies for each of their restricted and controlled areas and SCIFs, if applicable. Groups must determine number of EALs required and distribute to respective centers.

**3.5. 50 SW/PA will:**

3.5.1. Coordinate with 50 SW/IG to ensure base marquees reflect appropriate greetings.

3.5.2. Compile a welcome package to be given to each inspector upon arrival. Provide completed packages to 50 SW/IG at least 10 days prior to IG team arrival.

**3.6. 50 SW/SE will:** Provide a safety briefing covering seasonal, local, and base driving hazards during the IG mission in-brief. Recommend accomplishing this briefing via handout.

**3.7. 50 SW/IG will:**

3.7.1. Act as primary wing action officer for all higher headquarters inspection team visits.

3.7.2. Request and work with group and unit project officers to ensure the wing is prepared for the inspection team visits.

3.7.3. Coordinate all actions required by AFI 90-201\_AFSPCSUP1, Attachment 9, this instruction, the commander or IG team chief.

3.7.4. Provide a copy of this instruction within 90 days of the 6-month inspection notification to HQ AFSPC/IG.

3.7.5. Coordinate reserve parking locations at Schriever AFB with 50 SFS. Specific requirements are listed in paragraph 3.11.2. Secure placards for IG vehicles used during the inspection. All vehicles will have an AFSPC IG placard to include a number (e.g., 1, 2, 3,...12).

3.7.6. Perform final review of IG work center, SIMSWITCH center, in-brief, and out-brief locations (as applicable).

3.7.7. Prepare the Commander's mission in-brief according to AFI 90-201\_AFSPCSUP1, paragraph A9.3.9. and assemble a briefing book based on additional information the 50 SW/CC would like to present to the IG that is not mentioned in the briefing. The mission in-brief is limited to 30 minutes and should include the following as a minimum: current unclassified SORTS (exercise and real world); local safety and weather conditions; LIMFACs, inspection considerations (if changed from last inspection update), exercise intelligence information, and other information the wing commander feels would be relevant. Classified SORTS information will be briefed to those required after the IG in brief.

3.7.8. Work with wing staff and groups, as required, to provide data for commander's IG in brief.

3.7.9. Arrange a dry run of the commander's IG in brief, as applicable. Coordinate with presentation staff and reserve locations for in-brief and out-brief.

3.7.10. Prepare and deliver all administrative supplies to the work center as outlined in **Table A1.1.** of this instruction.

**3.8. 50 MSG/CC will:**

3.8.1. Appoint a group point of contact (O-3 as a minimum) to support the 50 SW/IG office in preparing for the inspection, to include pre- and post-inspection support. The project officer will:

3.8.1.1. Coordinate IG in-brief information with 50 SW/IG.

3.8.1.2. Prepare and deliver all supplies to the work center and ensure all support requirements tasked to 50 MSG's squadrons are accomplished. Refer to AFI 90-201\_AFSPCSUP1, Attachment 9, and Table 1 of this instruction for IG work center requirements (as applicable).

3.8.1.3. Ensure each work center has the applicable items listed in AFI 90-201\_AFSPCSUP1, Attachment 9, paragraph A9.4., available to the IG upon request.

3.8.2. Designate one location to be used as a work center for the IG team IAW

AFI 90-201\_AFSPCSUP1, Attachment 9, paragraph A9.3.5. Designate a location to be used as a SIMSWITCH work center IAW AFI 90-201\_AFSPCSUP 1, Attachment 9, paragraph A9.3.6. Designate a location suitable for the in-brief and out-brief as outlined in AFI 90-201\_AFSPCSUP 1, Attachment 9, paragraphs A9.3.7. and A9.3.9. Suitable locations should be identified as soon as possible once an inspection is scheduled.

3.8.3. Assign a military IM (A1C-TSgt), competent in MS Office/E, and DMS programs, to work with the IG team during the entire visit. The IM must possess at least a SECRET security clearance, a valid driver's license, and must be thoroughly knowledgeable of the base. Advise supervisors and IMs before reporting for duty that overtime and weekend shifts will be required and once assigned, must remain for duration of inspection. Within two weeks of the ORI, provide names and phone numbers (duty and home) to 50 SW/IG.

3.8.4. Assign a military member in the grade of A1C-SSgt to act as an entry control monitor (ECM) for the WOC.

**3.9. 50 CES/CC will:**

3.9.1. Fabricate reserved parking signs, when extra signs are needed. As a minimum, twelve parking signs will be required. All vehicles will have an AFSPC IG placard to include a number (e.g., 1, 2, 3,...12).

3.9.2. Perform minor repair work and any systems furniture reconfiguration needed in the IG work centers prior to IG visit (as applicable).

3.9.3. Ensure facility monitors (AFSPC/IG work-center, in-brief, and out-brief location) are identified to the 50 SW/IG. The facility monitors will assist the inspectors with opening the facility; operating lights as needed during both IG team dry run of out-brief and actual out-brief; ensuring facility is clean; securing work orders to correct facility problems; and securing the facility when no longer needed by the inspectors.

**3.10. 50 MSS/CC will:**

3.10.1. Review AFI 90-201\_AFSPCSUP1, Table A9.3.3. for vehicle requirements. HQ AFSPC/IGIX will identify any/all vehicle requirements. Prior to entering any rental agreement, HQ AFSPC/IGIX will be contacted by 50 SW/IG.

3.10.2. Ensure vehicles dispatched for IG support contain the following:

3.10.2.1. IG team placards (obtained from 50 SW/IG).

3.10.2.2. Accident contact information (duty/non-duty hours telephone numbers).

3.10.2.3. Vehicle problem contact information (duty/non-duty hours telephone numbers).

3.10.2.4. Spare tire, jack, and lug wrench along with safety and emergency gear.

3.10.2.5. AF Form 1800, Operator's Inspection Guide and Trouble Report.

3.10.2.6. Local area, base maps with key facilities, driving restrictions and procedures to include routes to quarters and refueling instructions along with gas pump hours of operation and location.

3.10.3. Ensure all vehicles provided to inspectors are completely serviced.

3.10.4. Ensure Government-owned vehicles are provided to the fullest extent possible. If rental vehicles are used; a means to service the vehicles must be available.

3.10.5. Ensure mobile maintenance support is readily available, as required for minor repairs. Provide priority repairs to IG vehicles, as appropriate.

3.10.6. Comply with all requests from the IG transportation representative.

**3.11. 50 SFS/CC will:**

3.11.1. Ensure a security forces member in the grade of E-5 or above authenticates the EAL. Security forces will deliver an originally signed EAL to the WOC and CSC IAW 50 SFS OI 31-202. Security forces will distribute the EAL to all Security Force posts and patrols.

3.11.2. Reserve 12 slots for IG parking. Slots reserved will be the 12 visitor parking slots on the west end of the first row in the Northwest parking area. DV positions for AFSPC/IG and Team Chief (O-6) will be in front of Bldg. 210, Bldg. 300, and the IG work center.

**3.12. 50 CONS/CC will:** 3.12.1 Invoke additional utility services upon request from CE if required for custodial support.

**3.13. 50 MXG/CC will:**

3.13.1. Appoint a group point of contact (O-3 as a minimum) to support the 50 SW/IG office in preparing for the inspection, to include pre and post inspection support. The project officer will:

3.13.1.1. Coordinate IG in-brief information with 50 SW/IG.

3.13.1.2. Prepare and deliver all supplies to the work center and ensure all support requirements tasked to 50 MXG's squadrons are accomplished. Refer to AFI 90-201\_AFSPCSUP1, Attachment 9, and Table 1 of this instruction for IG work center requirements (as applicable).

3.13.1.3. Ensure each work center has the applicable items listed in AFI 90-201\_AFSPCSUP1, Attachment 9, paragraph A9.4. available to the IG upon request.

3.13.2. Meet cellular phone and Land Mobile Radio (LMR) requirements per

AFI 90-201\_AFSPCSUP1, Table A9.1. and paragraph A9.1.9. and as identified by the IG to support the visit. Phones and LMRs will be signed out to the IG Inspection Support POC.

3.13.3. Provide telephones in the work center and SIMSWITCH work center with class "A" circuit. Configure instruments in work center as directed in AFI 90-201\_AFSPCSUP 1, Attachment 9, paragraph A9.3.6. Provide a separate phone for the Inspector General and team chief. Place base and local phone books with each phone.

3.13.4. Provide and install one STU III telephone in the SIMSWITCH work center. Provide keys and training to IG team on the first duty day of inspection.

3.13.5. Provide and install one fax machine at the IG work center.

3.13.6. Notify 50 SW/IG of location and telephone numbers of each instrument no later than 10 days prior to visit.

3.13.7. Provide public address system support for the IG out-brief, to include maintenance personnel and equipment to establish a backup PA system in accordance with AFI 90-201\_AFSPCSUP 1, Attachment 9, paragraph A9.3.7.

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

3.13.9. Provide computer support and local area network connectivity as needed.

3.13.10. Provide computer equipment as specified in AFI 90-201\_AFSPCSUP 1, Attachment 9, Table A9.1. and **Table A1.1.** of this instruction.

3.13.11. Submit AF Form 332, Base Civil Engineer Work Request, to 50 CES for electrical power to support installation of computers, if required.

3.13.12. Report computer availability to 50 SW/IG 15 days prior to team's arrival.

3.13.13. Reprographics: Support IG team request to use Defense Printing Services to process, print, and collate the complete inspection report on a priority basis.

3.13.14. Provide a copy machine with paper, duplex and sort capability at the IG work center.

3.13.15. Provide a shredding machine (with maintenance material) at the IG work center.

3.13.16. Assign a military IM (A1C-TSgt), competent in MS Office/E, and DMS programs, to work with the IG team during the entire visit. The IM must possess at least a SECRET security clearance, a valid driver's license, and must be thoroughly knowledgeable of the base. Advise supervisors and IMs before reporting for duty that overtime and weekend shifts will be required and once assigned, must remain for duration of inspection. Within two weeks of the ORI, provide names and phone numbers (duty and home) to 50 SW/IG.

3.13.17. Assign a military member in the grade of A1C-SSgt to act as an ECM for the WOC.

**3.14. 50 OG/CC will:**

3.14.1. Appoint a group point of contact (O-3 as a minimum) to support the 50 SW/IG office in preparing for the inspection, to include pre and post inspection support. The project officer will:

- 3.14.1.1. Coordinate IG in-brief information with 50 SW/IG.
- 3.14.1.2. Prepare and deliver all supplies to the work center and ensure all support requirements tasked to 50 OG's squadrons are accomplished. Refer to AFI 90-201\_AFSPCSUP1, Attachment 9, and this instruction for IG work center requirements.
- 3.14.1.3. Ensure each work center has the applicable items listed in AFI 90-201\_AFSPCSUP1, Attachment 9, paragraph A9.4. available to the IG upon request (as applicable).
- 3.14.2. Assign a military IM (A1C-TSgt), competent in MS Office/E, and DMS programs, to work with the IG team during the entire visit. The IM must possess at least a SECRET security clearance, a valid driver's license, and must be thoroughly knowledgeable of the base. Advise supervisors and IMs before reporting for duty that overtime and weekend shifts will be required and once assigned, must remain for duration of inspection. Within two weeks of the ORI, provide names and phone numbers (duty and home) to 50 SW/IG.
- 3.14.3. Assign a military member in the grade of A1C-SSgt to act as an ECM for the WOC.
- 3.15. **50 OSS/CC will:**
  - 3.15.1. Provide intelligence briefing during mission in-brief based on exercise traffic received.
  - 3.15.2. Brief weather information during in-brief. Accomplish this briefing via handout.

LARRY D. JAMES, Colonel, USAF  
Commander

## Attachment 1

Table A1.1. Desired Work Center Support Requirements.

Item	Amount Required		
	ORI	@GSU	CSAI
Desired Work Center Support Requirements. OPR: 50 MXG			
Telephone with on/off/DSN dialing capability books	6	2	2
Local/base phone	6	2	2
STU III with key (STE with fortezza card)	1		
Cell phones	6	1	1
Telephone jacks for laptop connection	2	1	1
Computers Provide at least Pentium 850 MHz with CD-ROM drive, Windows/NT/2000, "Microsoft Office Professional," DMS, Form Flow, anti-virus software, and surge suppressers. All computers must be connected to a printer and must e connected to the NIPRNET. Provide network account/login procedures for computers and organization mailbox for IG (e.g., <a href="mailto:afspc.ig@base.af.mil">mailto:afspc.ig@base.af.mil</a> )	10	1	2
Duplex Laser printer (HP LJ 4050 preferred) with/supply of paper	3	1	1
Stand alone duplex laser printer (HP LJ 4050 preferred) with parallel cable (RS232/DB25 connectors) with print driver software	2	1	1
Fax Machine	1	1*	1*
Copy machine (w/paper; duplex and sort capability)	1	1*	1*
Shredding Machine (w/maintenance materials)	1	1*	1*
Electric Power Strip	14	2	2
ADPE Listing (By Organization) Place in IG work center	1	1	N/A
Desired Work Center Support Requirements. OPR: 50 SW/MO			
Extended Unit Manpower Document (hard copy and electronic copy)	1*	1*	N/A
Desired Work Center Support Requirements. OPR: 50 SW/IG			
Dry erase board (with markers and erasers)	1	1	1
Waste baskets (w/extra bags)	7	1	2
Message Board	1	1	1
GSA approved 2 drawer safe (w/combo changing instructions)	1	1**	N/A
Bond paper (box, copier and printer uses)	3	1	1
Diskettes (box of 10 3 ½ inch; high density, double density)	10	1	1
Blue pocket folders (box)	3	1	1
Steno pads	10	5	5
Post-it notes (various sizes)	10	3	3
In/out boxes	6	2	2

Item	Amount Required		
	ORI	@GSU	CSAI
Equipment/Supplies			
Paper cutter	1	1*	1*
2-hole punch	1	1	1
3-hole punch	1	1	1
Heavy duty stapler (w/staples)	1	1	1
Staple remover	2	1	1
Scissors	3	1	1
Pencils (#2, box)	3	1	1
Pencil Sharpener (electric, if possible)	1	1	1
Pens (black fine tip, box)	3	1	1
Highlighters (yellow, box)	1	1	1
Markers (black, wide tip, box)	1	1	1
Nylon reinforced tape (roll)	1	1	1
Paper clips (box)	1	1	1
Bull/alligator clips (each size, box)	1	1	1
Map tacks (large, box)	1	N/A	N/A
Kim wipes (box)	2	1	1
3-Ring Binders (1 in)	10	N/A	N/A
Dictionary	1	1	1
Thesaurus	1	1	1
Desired Work Center Support Requirements. OPR: 50 MSG			
Microwave	1	N/A	N/A
Coffee pot	1 (30 cup)	1*	1
Refrigerator (at least 8 cubic feet capacity)	1	1*	1*
Documents to be located in the work center			
Alpha roster of military personnel with UIF and WMP (hard copy and electronic copy) information. (MSS)	1	1	N/A
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) (MSS)	1	1	N/A
Wall map of base (w/bldg. #s)	1	1	N/A
Listing of all local off-limits establishments	1	1	1
* -- Provide at least access to these items.			
** - Provide private or "TA only" access.			