

31 OCTOBER 2002

Command Policy

RED CARPET PLAN



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OPR: 51 FW/IGI (Capt Steven E. Harrold)
Supersedes 51 FWI 90-202, 30 May 2001

Certified by: 51 FW/IG (Col John P. Rogers Jr.)
Pages: 9
Distribution: F

This instruction prescribes the manner in which higher headquarters inspection team visits to Osan AB will be received and supported. It implements AFD 90-2, *Inspector General - The Inspection System* and extends PACAFI 90-201, *PACAF Inspector General Inspections Activities*. Portions of this instruction, when implemented, will provide similar support for the 51 FW IGI Work Center during local exercises.

SUMMARY OF REVISIONS

This revision updates the HQ PACAF/IG's work center requirements in accordance with PACAFI 90-201 and clarifies individual unit taskings. Changes all CVI references to IGI.

1. General. HQ USAF, HQ PACAF, or higher headquarters Inspector General (IG) Teams will visit Osan AB for the purpose of performing evaluations. Visiting teams will be met upon arrival and provided maximum support as outlined in this instruction. At the discretion of the 51 FW/IG, portions of this instruction may be implemented for any visiting IG teams, Chemical Weapons Convention (CWC) Challenge Inspection Teams and local exercises.

2. Tasked Organization Responsibilities.

2.1. The Combat Readiness Assessment Division (51 FW/ IGI) will:

2.1.1. Be the OPR for receiving and supporting the IG Team.

2.1.2. Ensure compliance with this instruction and coordinate inspection team requirements.

2.1.3. Coordinate specific IG Team requirements prior to their arrival for prior-notice inspections

2.2. Each tasked organization will:

2.2.1. Develop and update checklists and Operating Instructions (OIs) as required to implement this instruction. Particular attention will be given to contingency plans to cover additional requirements.

2.2.2. Appoint officers or NCOs as points of contact for each area of support and ensure they are thoroughly familiar with this instruction and their supporting checklists and/or OIs.

2.3. The 51 FW/CC may elect to designate a highly motivated company grade officer to serve as Red Carpet executive officer. This officer will serve as the primary liaison between the IG team and wing support agencies to resolve problems and unanticipated issues.

3. Initial Notice of Arrival:

3.1. Base Operations (51 OSS) will immediately notify the Command Post when an aircraft with an IG Team is scheduled to land at Osan AB.

3.2. Security Forces Squadron (51 SFS) will immediately notify the Command Post when an IG Team arrives at the main gate.

3.3. Upon notification of an IG Team's arrival, the Command Post will notify the 51 FW/CC who will direct the implementation of this instruction.

4. The IG Team Composition. For planning purposes, an IG Team may consist of as many as 150 officers and 50 noncommissioned officers.

5. Meeting the IG Team:

5.1. The 51 FW/IG or a designated representative will welcome the IG Team upon their arrival.

5.2. Customs Clearance. The Law Enforcement Superintendent (51 SFS) will dispatch personnel to meet and process the team through customs, if Osan is the IG Team's point of entry into Korea. All team members are considered Distinguished Visitors (DV) and should be treated accordingly. Security Forces will expedite baggage and passport processing.

5.3. Baggage Handling.

5.3.1. 51 FW/IGI has the ultimate responsibility of ensuring the IG Team members receive their baggage.

5.3.2. The NCOIC, 51 FW/IGI, will assemble personnel to comprise a baggage detail (maintain a list of two primaries and two alternates from each group). When directed to report, the baggage detail will assemble in the 51 FW/IGI office, building 1097 room 255.

5.3.3. Baggage will be delivered directly to the IG Team member's room or held in the Lodging Office until rooms are available.

5.4. Transportation. Vehicle Operations will dispatch one multi-stop van, one 1 1/2 ton truck, and three buses to the IG Team arrival location. Additionally, one 9-passenger carryall with driver will proceed to the 51 FW/IGI office, building 1097 room 255, to transport the baggage handling team to the IG Team arrival location. All transportation drivers will remain with the vehicles and will assist with baggage. For the purpose of IG support, 51 FW/IGI will be issued one pickup truck at Vehicle Operations for the duration of the inspection.

5.5. A representative from 51 FW/IGI will proceed to the arrival location to determine the IG Team's support requirements. Representatives from 51 CS/SCXP, 51 LRS/LGRVO, and 51 SVS/SVML will proceed to the primary IG Work Center (Officer's Club Ballroom) or the alternate IG Work Center (Simulator Bay in Building 1380), as appropriate, and await support requirement instructions from 51 FW/IGI.

5.6. The 51 FW/IG will transport the IG Team Chief and Deputy Team Chief to the Command Post.

5.6.1. The Command Post will obtain the IG Team's Entry Authorization List (EAL) and authenticate it with the HQ PACAF Command Center. One copy will be retained at the Command Post and one copy will be retained at Central Security Control. Security Forces will accomplish further authentication and dissemination to all applicable entry control points as required by AFI 31-101.

5.7. The IG Team will be transported to the IG Work Center for an in-processing brief.

5.8. 51 SVS will change the base marquee to welcome the IG Team (prior-notice inspections only). A banner will be used as a back up if the marquee is not functioning.

5.9. At 51 FW/CC direction, IGI will coordinate with group commanders to identify a company grade officer to serve as primary liaison between the IG team and the wing for team support.

6. The IG Team In-Processing Brief:

6.1. The IG Team will receive an in-processing brief at the IG Work Center as soon as possible. The brief is limited to the essential topics required for the IG Team to conduct an inspection at Osan AB. The organizations listed below are responsible for briefing the following topics:

6.1.1. 51 FW/SE will brief Osan AB specific, safety considerations.

6.1.2. 51 SVS will brief IG Team lodging.

6.1.3. 51 OSS will brief flight line driving.

6.1.4. 51 LRS will brief vehicle procedures.

6.1.5. 51 MSS (Family Support Center) will brief Korean cultural awareness.

6.2. The in-processing briefing slides are maintained by 51 FW/IGI and are located on the 51 FW/IGI website. All participating units must ensure their portions of the brief are current and their briefer is present at all rehearsals and the in-processing brief.

6.3. All participating units will distribute applicable in-processing materials such as welcome packages, training documentation, keys, etc at the in-processing brief.

6.4. 51 FW/IGI will ensure the IG Work Center is prepared for the in-processing brief.

6.5. 51 SFS will provide Status of Forces Agreement (SOFA) cards to the IG Team at the in-processing brief.

7. IG Team Chief Briefing (Prior Notice Inspections Only). 51 FW/IGI will coordinate the IG Team Chief Briefing. It will be held at the wing conference room at a time specified by the Wing Commander or as designated by the IG Team Chief.

7.1. Units identified by the IG Team will provide updated information, to include a unit mission overview, SORTS, LIMFACS, play/no-play areas, and local inspection considerations/constraints, etc. to 51 FW/IGI.

7.2. The Commander's Briefing Book will be updated by 51 FW/CCEA and given to the 51 FW/CC.

8. Transportation Support:

8.1. For planning purposes, the following vehicle requirements may be used, team size and composition will dictate the exact number required.

8.1.1. UCI: 5 Sedans, 35 General Purpose Vehicles.

8.1.2. IRRI/CERI: 6 Sedans, 45 General Purpose Vehicles.

8.2. For prior-notice inspections, 51 LRS will preposition vehicles at a time and place designated by 51 FW/IGI. Vehicle recall plans, lateral support and rental contracts will be activated as necessary. During 51 FW Red Carpet Exercises, the above IG Team Vehicle Requirements list will be used and vehicles requiring rental contracts will be simulated.

8.3. Vehicle Operations will facilitate taxi Transportation if unable to provide enough vehicles to meet the IG Team requirements. However, every effort will be made to ensure the vehicle requirements of the IG Team are met.

8.4. If the IG Team arrives via commercial air, 51 FW/IGI will coordinate with 51 LRS to ensure all team members are transported to and from Incheon International Airport.

9. Reserved Parking:

9.1. The 51 SFS will coordinate and designate reserved parking for IG Team members in the following areas:

9.1.1. Twenty-five parking spots near the primary or alternate IG Work Center as applicable.

9.1.2. Two parking spots in front of the 51 FW Headquarters, building 938.

9.1.3. Three parking spots in front of the 7 AF Headquarters, building 933.

9.1.4. Two parking spots each in front of the Challenger Club and Mustang Club.

9.1.5. Three parking spots in front of the Base Theater on the morning of the IG out-brief.

9.2. Additional parking requirements will be identified by 51 FW/IGI.

9.3. Individual Units will be responsible for marking parking spots in front of their work centers for the IG team as required.

10. Lodging Support:

10.1. 51 FW/IGI will provide a copy of the IG Team roster to the Services Representative. An IG Team roster should be provided by PACAF two weeks prior to the team's arrival in accordance with PACAFI 90-201 para 6.1.1.

10.2. The Services Representative will:

10.2.1. Ensure IG Team members receive priority for on-base lodging and are placed in quarters appropriate for their rank. Off-base quarters will only be used when on-base quarters are not available. Room assignments will be accomplished prior to the IG team's arrival based on the availability of the IG Team roster.

10.2.2. Provide 51 FW/IGI a list of room assignments prior to the IG team's arrival for use in the delivery of the IG Team's baggage.

10.2.3. Distribute as many room keys as possible at the IG Team in-processing brief.

10.2.4. Prepare non-availability certificates as necessary.

10.2.5. Annotate on the IG Team roster (provided by 51 FW/IGI) the building, room number, and nearest telephone number for each IG Team member. Provide the Command Post and the IG Team Executive Officer a copy.

10.2.6. Send a message, if applicable, to other PACAF bases informing them of limited on-base transient facilities.

11. IG Work Center Support:

11.1. All base resources are subject to tasking in order to support the IG Work Center. Tasked units will pack, ship, and set up required equipment at the IG Work Center immediately after notification. They will also pack and remove their equipment immediately after the IG Team departs.

11.2. Location. The primary IG Work Center location is the Officer's Club Main Ballroom. The alternate IG Work Center location is the Simulator Bay in building 1380.

11.3. Information Manager (3A0X1) support.

11.3.1. The 51 CG 3A0 functional manager will be responsible for coordinating with the groups. Each group will provide at least one IM specialist if requested in order to ensure a minimum of four Information Management (IM) specialists (must have at least two TSgt's or above) are available. Each specialist will have a Secret clearance and be familiar with the base in order to work as a liaison to the IG Team Executive Officer. They must be completely familiar with the requirements of this instruction.

11.3.2. An IM NCO (TSgt or above) will be available to the IG Team 24 hours a day for the duration of the inspection. This NCO will act as the point of contact for matters such as service calls to 51 CES, or requests for equipment and supplies required by the IG Team Executive Officer.

11.4. Office supplies support. 51 FW/IGI will coordinate with the appropriate units for the office supplies required by the IG Team. The IG Work Center Office Supply list is identified at **Attachment 1** and is in accordance with PACAFI 90-201 attaches 1. The IG Team will provide an actual Work Center Office Supply list for the specific inspection if it differs from the list provided in PACAFI 90-201. During 51 FW Red Carpet Exercises, the IG Work Center Office Supply list in **Attachment 1** will be used.

11.5. Communication support. Routing of AF Form 3215, C4 Systems Requirements Document, and 51 FW Form 85, C4 Systems Requirements Document, will not be accomplished for IG Team support. As a minimum, 51 CS will provide the following equipment:

- 11.5.1. 19 Land Mobile Radios (LMRs), 2 multiple battery chargers and 1 installed base station in the IG Work Center on established net with repeater. A frequency for exclusive IG use will be provided and programmed.
 - 11.5.2. One LMR for the IG Team Chief with capability for communication directly through the base telephone net (if available).
 - 11.5.3. 6 Pacific-access DSN telephone extensions.
 - 11.5.4. One Pacific-access secure (Secret) fax machine.
 - 11.5.5. Four single-line telephone outlets (to be used for e-mail).
 - 11.5.6. One Pacific-access DSN STU III located in a private area.
 - 11.5.7. 10 base phone books.
 - 11.5.8. 1 portable projection screen.
 - 11.5.9. One 400 MHz or faster MMX/Pentium processor, 9.0 GB or greater hard drive free space, 256 MB RAM or greater, sound card, parallel, USB, Fire wire (1394), serial equipped, PCMCIA Card, CD-Writer equipped, internet access and imaging editing software (Photoshop or equivalent).
 - 11.5.10. Two dedicated audio-visual graphics technician to download digital camera photos, manage picture processing, and assist with preparation and maintenance of the inspection team briefing slides.
 - 11.5.11. TBMCS terminal
 - 11.5.12. 6 beepers established on base paging system.
 - 11.5.13. Minimum of five LAN drops and established electronic mail accounts for IG, IGI, IGO, IGL, and IGS prior to IG team arrival (individual email accounts are not required or desired).
- 11.6. Additional communication hardware support. Each of the four groups will provide one Pentium Computer (200mhz or better), a color monitor (15" or larger), with Windows 98, Office 97 or better. Each of the five groups will also provide one LaserJet Printer with cables and one spare toner cartridge.
- 11.7. Individual Equipment Support. The 51 LRS will provide 15 reflective belts and 15 flash lights.
- 11.8. Miscellaneous support:
- 11.8.1. The 51 FW/IGI will provide:
 - 11.8.1.1. One copier (capable to collate and accomplish multiple copies and sorts).
 - 11.8.1.2. Shredder to accommodate the destruction of up to Secret materials
 - 11.8.1.3. Two-drawer safe for the storage of up to Secret materials
 - 11.8.1.4. Unsecured fax machine
 - 11.8.1.5. One Pentium Computer (200mhz or better), a color monitor (15" or larger), with Windows 98, Office 97 or better.
 - 11.8.1.6. Duplex Printer

11.8.1.7. Color Printer.

11.8.1.8. Six porcelain message boards with markers.

11.8.1.9. 6 LMRs.

11.8.2. 51 SVS will provide:

11.8.2.1. Two 30-cup minimum coffeepots and at least a one-day supply of coffee, cups, cream, and sugar. Additionally, 51 SVS will prepare an initial pot of coffee.

11.8.2.2. Five wastebaskets.

11.8.3. 51 MSS will provide a Base Alpha Roster (containing both officers and enlisted) to the IG Team Executive Officer.

11.8.4. 51 CES will provide one base map with sectors and chemical zones (1:400 scale) and a locksmith to change the safe combination at the IG Work Center.

11.8.5. 51 FW/OCO will provide ten staff directories (local) and ten key personnel rosters (local).

11.8.6. Defense Automated Printing Service will provide reprographic support as required by the IG Team Executive Officer. Any overtime for civilian personnel will be coordinated with the 51 CPTS/FMA.

12. Pyrotechnic Support (if requested by the IG Team):

12.1. Overall OPR for the IG Team pyrotechnic support is 51 FW/IGI. They will provide ground burst simulators and smoke as required. They will ensure team members are trained to use munitions. They will also account for consumption of simulators. The following agencies will provide the following equipment:

12.1.1. The 51 MXS will provide 28 magnetic explosive placards (1.2G) and tie-down straps, as required, to secure munitions to vehicle beds or tailgates.

12.1.2. 51 MXS will provide ten 20mm ammo cans with lids.

12.1.3. 51 CES/CEF will provide 16 ABC type vehicle fire extinguishers.

12.1.4. 51 MDG will provide ten first aid kits.

12.1.5. 51 LRS will provide ten sets of leather work gloves (large) and five rolls of duct tape (any color).

13. The IG Team Out-Brief. Overall OPR for the IG Team out-brief is 51 FW/IGI. The following agencies will provide equipment and services:

13.1. 51 MSG will ensure availability of the Base Theater for the out-brief. They will provide an NCO to open and secure the facility as required for preparation and execution of the briefing. Any canceled theater events will be well advertised to the base populace. The alternate out-brief location is the Officers' Club Ballroom.

13.2. 51 CS will provide:

13.2.1. Two lighted podiums set up on the right and left sides of the stage equipped with cordless/wired microphones (with backup mikes and light sources)

13.2.2. One cordless or lapel microphone connected to the PA system to be used by the 51 FW/CC.

13.2.3. One communications specialist and an audiovisual specialist to stand by for any problems.

13.2.4. Duct tape, extension cords and power strips for audio-visual equipment.

13.2.5. The following equipment must be provided by 51 CS and positioned on a piece of plywood, centered five rows back from the front row on the theater seats:

13.2.5.1. Audiocassette deck, CD, and VCR connected to the PA system with volume control.

13.2.5.2. Laptop capable of PowerPoint presentation

13.2.5.3. Data and video LCD projector, 750 or greater ANSI lumens (spare projector required)

13.3. The 51 CES will provide one 4' x 8' x 3/4" sheet of plywood, one 2' x 4' x 1/2" sheet of plywood, and four 1' sections of 2" x 4" for projector stands in the base theater.

13.4. 51 FW/CCP will manage seating of all distinguished visitors as well as unit senior leaders (including selected IG team members).

14. Team Departure. The baggage detail, led by 51 FW/IGI, will coordinate baggage handling for the IG Team's departure. Vehicle Operations will provide the required vehicles for the IG Team's departure. The drivers will assist with the baggage.

15. Reception of Tenant Unit Inspection Teams. If Osan AB tenant units receive notification of an inspection and desire any of the services outlined in this instruction, their commander must immediately contact the 51 FW/CC and request those services. If approved, the 51 FW/IGI will initiate actions to provide the requested services. Commanders of tenant units, or designated representatives will greet their respective teams upon arrival.

WILLIAM L. HOLLAND, Brigadier General, USAF
Commander, 51st Fighter Wing

Attachment 1

**IG WORK CENTER OFFICE SUPPLY REQUIREMENTS
(PROVIDED BY 51 FW/IGI UNLESS ANNOTATED)**

2 BOXES PENS (BLACK)
1 PAIR SCISSORS
1 BASE MAP (1:400 SCALE) **(51 CES)**
1 BOX YELLOW HI-LITERS
1 TWO HOLE PUNCH
1 BOX LEGAL SIZE FILE FOLDERS
1 BOX POCKET FOLDERS
5 REAMS LETTER SIZE BOND PAPER
1 ROLL BROWN PAPER TAPE
2 RULERS
1 ROLL NYLON STRAPPING TAPE
10 STENO PADS
25 LARGE/50 SMALL BROWN ENVELOPS
5 STAPLE REMOVERS
5 STAPLELRS
2 BOXES STAPLES
1 SET CLASSIFICATION STAMPS
2 BOXES PAPER CLIPS
2 BOXES "POST-IT" PADS
1 COPY OF PREVIOUS INSPECTION REPORT WITH FINDING REPLIES
10 BASE TELEPHONE BOOKS (51 CS)
10 STAFF DIRECTORIES (LOCAL) AND 10 KEY PERSONNEL ROSTERS (LOCAL) (51 OCO)
COLORED CARD STOCK SUITABLE FOR PRINTING COLOR REPORT COVERS (50 SHEETS)
4 WIRE DISTRIBUTION RACKS WITH FOLDER LABELED FOR EACH INSPECTOR (SORTED BY DIVISION)