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**Command Policy**

**USAF ACADEMY GATEKEEPER PROGRAM**



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This instruction implements AFD 90-2, *Inspector General—The Inspection System*. It establishes procedures and responsibilities for personnel in United States Air Force Academy (USAFA) directorates and special staffs in support of the Air Force Gatekeeper Program.

**SUMMARY OF REVISIONS**

The paragraph number referenced in paragraph **1.1**, has been updated to match the revised AFI90-201, *Inspector General Activities*. A bar (|) indicates revision from the previous edition.

**1. Program Overview:**

1.1. Air Force Inspection Agency, along with other Air Force, Department of Defense (DoD), and non-DoD agencies, conducts numerous inspections, award evaluation visits, staff assistance visits (SAV), and other miscellaneous visits to field units. The Headquarters USAFA Inspector General (HQ USAFA/IG) is tasked as the USAFA Gatekeeper to monitor, control, and regulate these activities according to the Air Force Gatekeeper Program (AFI90-201, *Inspector General Activities*, paragraph 2.12).

1.2. The following USAFA units will appoint gatekeeper points of contact (POC) who will work with HQ USAFA/IG to regulate or coordinate visits.

10th Air Base Wing (10 ABW)

34th Training Wing (34 TRW)

Headquarters USAFA Dean of Faculty (HQ USAFA/DF)

Headquarters USAFA Financial Management (HQ USAFA/FM)

Headquarters USAFA Preparatory School (HQ USAFA/PL)

Headquarters USAFA Command (HQ USAFA/CCEA), (HQ USAFA/CCE is responsible for the following offices; Headquarters USAFA Protocol(HQ USAFA /CCP), Headquarters USAFA Director of Personnel (HQ USAFA /DP), Headquarters USAFA Chaplain (HQ USAFA /HC), Headquarters USAFA Legal Office (HQ USAFA/JA), Headquarters USAFA Public Affairs (HQ USAFA /PA), Headquarters USAFA Admissions(HQ USAFA /RR), Headquarters USAFA Safety (HQ USAFA /SE), and Headquarters USAFA Plans and Programs (HQ USAFA/XP).

## **2. Roles and Responsibilities:**

2.1. HQ USAFA/IG (hereafter referred to as the USAFA Gatekeeper) will:

2.1.1. Track and coordinate all visits to USAFA units to minimize impact and decrease the visit's "footprint".

2.1.2. Evaluate visit notifications to determine if visits are duplications and, if so, can be consolidated. Work to combine visits with similar goals.

2.1.3. Examine the need for any visit and recommend alternatives, if appropriate.

2.1.4. Work to resolve conflicts between USAFA host point of contact and visiting agency. Reschedule a visit that conflicts with other scheduled visits.

2.1.5. Highlight the existence of a similar visit that meets the requested visit's intent.

2.2. Gatekeeper POCs will:

2.2.1. Work to resolve visit conflicts and contact the USAFA Gatekeeper to assist in the resolution, if necessary.

2.2.2. Report all scheduled and unscheduled visit notifications from outside agencies to the USAFA Gatekeeper.

2.2.3. Track all visits to their unit.

2.2.4. Submit appointment letter of the unit gate keeper to HQ USAFA/IG.

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Inspector General