



**NUMBERED AIR FORCE GROUND SAFETY  
GUIDE--UNIT COMPLIANCE INSPECTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This inspection guide was developed to support AFI 90-201, and AFI 90-201, USAFE Supplement 1, *Inspector General Activities*, inspection programs. This Unit Compliance Guide (UCG) supports guidance in the following: DODI 6055 series, AFI 91- series and appropriate USAFE Supplements. It applies to all USAFE units and members as indicated in paragraph 2. The guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, Recommendation for Change to Publication, to USAFE Safety Directorate, HQ USAFE/SEG, Unit 3050 Box 165, APO AE 09094-0165. Maintain and dispose of record created as a result of prescribed process in accordance with Air Force Records Disposition Schedule in Web-RIMS.

1. **General.** The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, NAFs should use this directory in conjunction with a Unit Self-Assessment program. The objective is to identify deficiencies, which preclude attainment of required capabilities. NAFs may supplement this publication to add internal compliance items. Users may add any item(s), which in the exercise of good judgment requires examination. This directory may be used in whole or in part by HHQ during visits, exercises, and/or evaluations.

1.1. **Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI).** Items identified by functional managers to prioritize command requirements and to allow the USAFE/IG inspectors to assess criticality of deficiencies.

1.1.1. CCGI. Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs will be referred to as significant guide items requiring direct IG evaluation. Upper case and bold letters are used to identify CCGIs.

1.1.2. CGI. GCI are areas that require special vigilance and are important to the overall performance of the unit. Non-compliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Standard sentence case is used to identify CGIs.

2. **Applicability.** All items on this inspection guide are assigned an applicability code designating to which type of unit the item applies. Applicability codes are defined in [Table 1](#).

**Table 1. Applicability Code.**

APPLICABILITY CODE	
CODE	APPLIES TO
1	HQ USAFE
2	Numbered Air Force (3 AF, 16 AF)
3	Main Operating Base (Aviano, Incirlik, Lakenheath, Mildenhall, Ramstein, Spangdahlem, Lajes)
4	ASOG (including associated ASOS and weather detachments -Heidelberg)
5	MUNNS (Buechel, Ghedi, Kleine Brogel, Volkell)
6	MUNS (Camp Darby)
7	Air Base Squadron /Air Base Group /Group (Izmir, Fairford, Geilenkirchen, Molesworth/Alconbury, Upwood, Moron, Rhein-Main, Stavanger, San Vito, Keflavik)
8	Communication Site (Croughton, Preum, Uxbrige)
9	USAFE Postal Activities
10	USAFE Joint Support Squadron and Associated Detachments

**Table 2. Inspection Items for Numbered Air Forces.**

<b>Item</b>	<b>Description</b>	<b>Reference</b>	<b>Applicability Code</b>	<b>Yes/No</b>
<b>1.</b>	<b>Staff Assistance Visit (SAV) Program.</b>			
1.1.	Does the NAF ground safety manager visit subordinate units when problems, deficiencies, or special subjects require on-scene assistance, or when requested by subordinate units?	AFI 91-202, USAFE Sup, paragraph 1.6.11.17.8	2	
1.2.	When conducted, are SAVs completed 60 days prior to the start of a scheduled USAFE or higher headquarters (HHQ) inspection and coordinate with Inspector General Operations (HQ USAFE/IGO) to prevent conflicts?	AFI 90-201, USAFE Sup, paragraph 2.1.4.	2	
1.3.	Does the NAF maintain a copy of each SAV report for one year?	AFI 91-202, USAFE Sup 1, paragraph 3.4.1. and AF Records Disposition Schedule, Table 91-4, Rule 4.01	2	
<b>2.</b>	<b>Administration.</b>			
2.1.	Does the NAF ensure subordinate units process requests for variances or exemptions to AFOSH for safety-related standards through command channels for coordination?	AFI 91-202, USAFE Sup, paragraph 1.6.11.17.4, and AFI 91-301, paragraph 6.5.	2	
2.2.	Does the NAF ensure hazards identified via AF Form 457, USAF Hazard Report, that cannot be corrected at the unit level are forwarded to HQ USAFE/SE, as applicable?	AFI 91-202, USAFE Sup, paragraph 4.4.2.	2	

Item	Description	Reference	Applicability Code	Yes/No
2.3.	Does the NAF submit a consolidated Annual Hazard Abatement Survey Report to HQ USAFE/SEG by the required suspense date?	AFI 91-301, USAFE Sup 2, paragraph 18.6.	2	
2.4.	Does the NAF coordinate on subordinate units issues, directives, supplements, plans, etc., impacting safety before forwarding to USAFE/SE?	AFI 91-202, USAFE Sup, paragraph 1.6.11.17.3. and AFI 91-301, USAFE Sup 2, paragraph 2.9.13.1.	2	
2.5.	Does the NAF maintain a copy of each ALSAFECOM and USAFECOM message applicable to subordinate units?	AFI 91-202, paragraph 5.2.3.2. and AFI 91-202, USAFE Sup, paragraph 2.5.1.	2	
2.6.	Are the NAF/CC and staff kept informed of mishap trends and major safety problems?	AFI 91-202, USAFE Sup, paragraph 1.6.11.17.2.	2	
2.7.	Does the safety staff ensure everyone on staff who has access to privileged safety or privacy act information is given an annual briefing on the proper handling procedures?	AFI 91-202, paragraph 5.1.1.	2	
2.8.	Has a formal records management and disposition program been established to maintain official records and correspondence?	AFI37-138, paragraph 1.1	2	
<b>3.</b>	<b>Safety Investigations and Reports.</b>			

<b>Item</b>	<b>Description</b>	<b>Reference</b>	<b>Applicability Code</b>	<b>Yes/No</b>
3.1.	Does the NAF review mishap reports for quality, accuracy, and completeness?	AFI 91-204, paragraph 6.1.1.2. and AFI 91-202, paragraph 1.6.11.17.4.	2	
3.2.	For Class B on-duty mishaps, does the NAF safety staff review the final message for correctness before it is release?	AFI 91-204, paragraph 6.1.5.2.1.	2	
3.3.	Does the NAF ensure the annual summary of occupational injuries contained in the Class D Report is forwarded through command channels to HQ USAFE/SEG by the suspense date?	AFI 91-204, USAFE Sup, paragraph 11.19.3.7.2.	2	

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