DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20310-2500

NGR (AF) !23-01

25 February 1991

Inspections

THE INSPECTION SYSTEM

This regulation constitutes Chapter 14 of AFR 123-1 as it pertains to the Air National Guard (ANG). It implements and/or adds ANG-unique requirements to AFR 123-1 and contains procedures for ANG State Headquarters inspections, Unit Federal Recognition inspections and unit effectiveness inspection (UEI) requirements and criteria.

1. General. This regulation describes the ANG-unique inspection requirements for State Headquarters (Atch 1), for Federal Recognition of ANG units (Atch 2), and establishes criteria for UEIs of ANG units (Atch 3). It formalizes agreements between the National Guard Bureau (NGB) and gaining major commands, and identifies the responsibilities for inspecting ANG State Headquarters and the United States Property and Fiscal Offices (USPFO). The National Guard Bureau Inspection Branch (NGB/SEI, Stop 18, Andrews MD 20331-6008, DSN 858-8525) is established as the point of contact (POC) for all inspection matters concerning the ANG.

2. Policy. The attachments in this regulation are not applicable for operational readiness, nuclear surety, system acquisition management inspections, or functional management inspections. Criteria for these inspections are contained in applicable 123 series Air Force regulations, gaining command regulations, and gaining command supplements to Air Force regulations. Publications applicable to the ANG are listed in the NGR (AF) 0-2.

a. Air Force and gaining command UEI functional area criteria are applicable to ANG units when the individual functional criteria has been coordinated with the Air Directorate, National Guard Bureau. NGB/SEI is the POC for NGB staff coordination. Primary functional area managers at ANG units should review all UEI criteria and forward comments on problem areas to NGB/SEI.

b. NGB/SEI will coordinate on all ANG inspection schedules and will ensure units scheduled for inspections are notified, by appropriate MAJCOMs, of their scheduled participation. NGB/SEI will also coordinate functional management inspections involving ANG organizations.

c. Attachment 3 contains NGB unit effectiveness inspection philosophy and directs that UEIs of all units be conducted in accordance with gaining command regulations. UEI inspections of ANG units are desired at least every 48 months.

d. A UEI (special inspection) may be requested by a unit commander or the State Adjutant General through NGB/SE. However, concurrence for conducting the inspection will depend on the gaining command IG team availability.

e. It is recommended that ANG units use self-inspection programs to prepare for inspections. Gaining MAJCOM guides/checklists may be used (with ANGR exceptions), or units may develop and publish their own. NGB guides/checklists (attachments to ANGRs), where published, should be incorporated into these programs. Inspection checklists for ANG Contracting Activities are contained in National Guard Contracting Instruction Letters (CILs).

f. All findings in inspection reports will be validated. Validations should result in an understanding of each finding by responsible unit officials during the inspection. Complete agreement or concurrence is desirable. However, the right to disagree and present facts to refute or modify an inspector's opinion or conclusion is recognized and encouraged. Nonconcurrence with an

Supersedes ANGR 123-1, dated 30 September 1988 (For summary of changes see signature page)
No. of Printed Pages: 9
OPR: NGB/SEI (Lt Col Pitman)
Approved by: Lt Gen Conaway
Edited by: P. Deneselya
Distribtion: F

answerable finding will be staffed by the unit, and complete rationale will accompany the response to higher headquarters.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

FRANK C. VAN FLEET
Colonel, GS
Executive, National Guard Bureau

3 Attachments
1. **State Headquarters**
2. **Federal Recognition Inspection**
3. **Unit Effectiveness Inspection Procedures and Criteria**

SUMMARY OF CHANGES

This revision changes the terminology Air National Guard Support Center (ANGSC) to National Guard Bureau (NGB). Adds gaining Major Command responsibilities for Federal Recognition procedures. Changes the criteria for placing unit on Federal Recognition probation. Modifies self inspection procedures.

STATE HEADQUARTERS

A1-1. Introduction. For the purpose of this directive, the term "State Headquarters" includes the ANG command structure for all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands and Guam. State Headquarters manpower authorizations are not standardized guard-wide, but determined by ANGP 26-4, ANG State Headquarters Manpower Guide. Basically, manpower authorizations are allocated based on the aggregate size of each state's overall (flying and non-flying units) funded Unit Manpower Document (UMD) authorizations. As such, ANG State Headquarters manpower consists of various full-time (technician and/or Active Guard/Reserve (AGR)) and military (drill status) authorizations. Numerous states also utilize civilian employees paid from local funds.

a. The State Headquarters has a State as well as a Federal responsibility. The State responsibility is carried out under the authority of the Governor, the commander-in-chief, and the state's military commander, the Adjutant General. State Headquarters responsibilities are contained in ANGR 23-01.

b. An ANG staff element inspection will suffice as an inspection of the State Headquarters. State and Army National Guard matters will not be inspected.

c. The USPFO inspection may be conducted separately from the State Headquarters inspection with concurrence of the Adjutant General and the NGB. USPFO inspection criteria are as coordinated with the gaining command inspector general and the NGB. NGB/SEI will act as staff coordinator for the NGB.

d. The State Headquarters staff will identify for the inspectors the ANG staff elements (listed below) that will be inspected.

(1) Functions to be inspected:

(a) Executive Support. Records management, publications and directives, distribution of National Guard Bureau All-States letters to units and processing of individual security clearances.

(b) Military Personnel. Promotion policies IAW ANG directives, implementation of ANG quality force directives, monitoring of officer command selection records to include official photographs, monitoring of recruiting and retention programs to ensure adherence to USAF and ANG directives, and administration of the ANG Awards and Decorations Program.

(c) Senior Enlisted Advisor. Adherence to ANGR 39-20, and local directives.

(d) Equal Opportunity. Adherence to published equal opportunity directives.

(e) Operations. Analysis of the units' "C" Levels to include critical AFSC shortages, equipment shortages, unit training, and other limiting factors that require higher headquarters resolution and support. This also includes procedures used to brief the Adjutant General and senior staff on wartime capability factors that require action.

(f) Security. Adherence to DOD 5200.1R/AFR 205-1, information security program directives, to include marking, storing, and destroying classified information. It also includes physical security for both personnel and property under the resource protection and antiterrorism programs implemented by the Adjutant General. If physical security of the headquarters is an Army National Guard responsibility, only Air Force application of the governing program will be addressed.

(2) Rating: Each State headquarters is rated using the standard five tier rating system defined in AFR 123-1, para 1-4d.

A1-2. State Headquarters/USPFO Command Inspection Responsibilities:

Alabama - TAC
Alaska - MAC
Arizona - SAC
Arkansas - MAC
California - MAC
Colorado - TAC
Connecticut - TAC
Delaware - MAC
District of Columbia - TAC
Florida - TAC
Georgia - TAC
Guam - PACAF
Hawaii - PACAF
Idaho - TAC
Illinois - SAC
Indiana - TAC
Iowa - TAC
Kansas - SAC
Kentucky - MAC
Louisiana - TAC
Maine - SAC
Maryland - TAC
Massachusetts - TAC
Michigan - TAC
Minnesota - MAC
Mississippi - MAC
Missouri - TAC
Montana - TAC
Nebraska - TAC
Nevada - TAC
New Hampshire - SAC
New Jersey - TAC
New Mexico - TAC
New York - MAC
North Carolina - MAC
North Dakota - TAC
Ohio - TAC
Oklahoma - MAC
Oregon - TAC
Pennsylvania - MAC
Puerto Rico - TAC
Rhode Island - MAC
South Carolina - TAC
South Dakota - TAC
Tennessee - MAC
Texas - TAC
Utah - SAC
Vermont - TAC
Virgin Island (HQ/USPFO) - TAC
Virginia - TAC
Washington - SAC
West Virginia - MAC
Wisconsin - TAC
Wyoming - MAC

FEDERAL RECOGNITION INSPECTION

A2-1. Authority: Section 105, Title 32, United States Code.

A2-2. Explanation of Terms: Federal Recognition is the action, by the Secretary of the Air Force, that confirms a unit (the organized militia of a State) meets the qualifications prescribed for the organization and composition of the Air National Guard. Federal Recognition may be officially extended by the Chief, National Guard Bureau, under authority from the Secretary of the Air Force.

A2-3. Policy: For a unit to qualify for and maintain its Federal Recognition, the appointment of applicants and the assignment, promotion, and other personnel actions affecting its members will be without regard to race, color, gender, religion, or national origin in accordance with current law and DOD policy.

A2-4. Initial Federal Recognition: The procedures for granting Federal Recognition to an authorized unit in the Air National Guard for which a potential mobilization requirement exists, except State Headquarters, its Detachments and operating locations (OLs), follow:

a. Granting Federal Recognition. The granting of Federal Recognition to a unit is authority to pay personnel, issue federal equipment for use by the unit concerned, and expenditure of funds incidental to the operation and maintenance of facilities and services in support of the unit. Federal Recognition will only be extended to a unit following a favorable report of inspection (NGB Form 113A) for Federal Recognition by the gaining command.

b. Basis for Federal Recognition. Federal Recognition is extended when the unit meets the basic requirements stated below. However, these items are not all inclusive and should be supplemented with information determined pertinent by the senior officer performing the inspection.

(1) The allocated unit is formally accepted by the State and meets the standards required for Federal Recognition.

(2) The unit is activated in accordance with appropriate Unit Manpower Documents and has at least 20 percent of its authorized strength, both officers and airmen, assigned and on board at the time of inspection for Federal Recognition. To obtain the 20 percent strength, the State is authorized to request school training quotas and recruit against an established unit with similar AFSCs. AFSCs that are unique to the new unit should be identified to NGB/MO for possible temporary augmentation to an established unit for advance recruiting purposes.

(3) Unit members are enlisted, appointed, and assigned without regard to their race, color, gender, religion, or national origin and need not be skill level qualified. However, members must meet the basic eligibility requirements to occupy the UMD position to which assigned in accordance with applicable Air Force and ANG directives (35, 36 and 39 series). Waivers from qualification standards will only be considered by NGB/SEI in unusual situations. Waiver requests must be approved by NGB/SEI prior to submitting an NGB Form 113a to the MAJCOM for action and signature.

(4) Individual personnel records, including records of medical examination, are complete and available.

(5) Storage facilities are adequate for protection of Federal property issued to the unit.

c. Federal Recognition Inspection Procedures. The following procedures will be used to obtain Federal Recognition of new ANG units.

(1) The ***STATE*** will:

(a) Formally accept the new unit and ensure it meets the standards required for Federal Recognition.

(b) Publish orders activating the new unit IAW ANGR 26-2, paragraph 13, and NGB/MO and DAF/PRM authorization letter. The effective date of activation is the same as the date of the Federal Recognition Inspection.

(c) Make specific arrangements directly with the appropriate gaining command for the Federal Recognition Inspection. Request, in writing, the appointment of a Regular Air Force officer to perform the inspection. This officer is normally the Air Force advisor to the new unit or a nearby unit in the same MAJCOM or as agreed upon by the gaining MAJCOM and NGB.

(d) Notify NGB/SEI of the agreed upon inspection date.

(e) Have assigned personnel, equipment, facilities and related items in support of the new unit available and ready for inspection on the date specified.

(f) Have copies of NGB Form 113a, Report of Inspection for Federal Recognition available for the inspector.

(2) The ***INSPECTOR*** will:

(a) Coordinate the necessary details for the inspection with the office of the Adjutant General of the state in which the new unit will be located.

(b) Conduct the inspection IAW this regulation using NGB Form 113a and the applicable gaining command supplements to AFR 123-1.

(c) Complete and sign NGB Form 113a (original + 3) and forward to the gaining major command for action and signature.

(d) Provide a cover letter to the NGB Form 113a with instructions informing the gaining command to forward the completed form to NGB/SEI, Stop 18, Andrews AFB MD 20331-6008.

(3) The ***Gaining MAJCOM*** will:

(a) Appoint, upon written request from a State Adjutants General office, a regular Air Force officer to perform the FRI.

(b) Review and approve or disapprove the results of the FRI. Sign (Commander or his representative) and forward the NGB Form 113a to NGB/SEI, Andrews AFB, MD.

(4) The ***NGB Staff*** will:

(a) Review the completed NGB Form 113a and the State activation orders for completeness and recommendations (if any) by the inspector or the gaining major command.

(b) If the prescribed requirements have been met and funds are available, recommend the Chief, National Guard Bureau recognize the new unit. Formal recognition occurs when an NGB Form 5 (Federal Recognition Certificate) signed by the Chief, National Guard Bureau is issued.

(c) Notify all interested parties, including the gaining major command, that the unit was granted Federal Recognition on the specified date.

(d) Act as Office of Primary Responsibility (OPR) for questions concerning Federal Recognition. POC is NGB/SEI, DSN 858-8525.

d. Effective Date of Federal Recognition:

(1) Is the date on which the unit was inspected and found satisfactory. This is also the date that the gaining major command assumes its responsibilities.

(2) Remains unchanged, if there is a change of station, reorganization, redesignation, or induction (mobilization) into the active military service of the United States.

A2-5. Withdrawal of Federal Recognition: Withdrawal of Federal Recognition is a very serious action resulting in the loss of Federal support (including funding and material), unit identity, historical properties, and heraldic entitlements. Federal Recognition of a unit is withdrawn by a letter from the Chief, NGB, to the State concerned setting forth the effective date and stipulating the reason(s) for the withdrawal action.

A2-6. Placing Units on Probation: This action is recognized as a preliminary action before Federal Recognition is withdrawn. Final administrative action relative to placing units on probation or withdrawing Federal Recognition is taken by the Chief, NGB. Before placing a unit on probation or withdrawing Federal Recognition, the National Guard Bureau coordinates with the unit's gaining command. Probation is for a specified period determined by the Chief, NGB.

a. When a unit receives an overall rating of less-than-satisfactory on an inspection, the gaining command may recommend probation if:

(1) The unit receives two consecutive less-than-satisfactory ratings for any reason.

(2) The unit receives a less-than-satisfactory rating as a result of failure to perform its wartime mission. Cause of the failure has to be under the control of the unit to correct.

(3) The unit cannot maintain the standards required for Federal Recognition.

(4) The unit has not corrected reported deficiencies, although resources were available and necessary authority was granted to the commander.

b. When a unit fails to meet and maintain established strength requirements, the Chief, NGB, may initiate action to place the unit on probation or grant a waiver, depending on the circumstances involved. A unit commander of a unit on

probation is still responsible for maintaining the standards otherwise required of the unit. The minimum strength requirements for ANG units are a percentage of authorized strengths and AFSCs, and are applicable to both officers and airmen (See Table A2-1)

(1) ANG units authorized less than three officer UMD positions will use the "12-months following Federal Recognition" criteria for the overall officer strength percentages (Table A2-1). In these units, the overall unit's ability to perform mission tasking is the primary factor in determining continued Federal Recognition. Enlisted strength in these units must also conform to Table A2-1.

(2) ANG units authorized three or less personnel in a critical AFSC will use 50 percent for the "authorized personnel with critical AFSCs who are available" figure.

Table A2-1.

Federal Recognition Personnel Manning Criteria

	% of Total Auth Personnel Available	% of Auth Personnel w/Critical AFSCs (AFR 55-15, Chap 3)
Initial Recognition	20	- -
12 Months Following Federal Recognition	50	30
24 Months Following Federal Recognition	70	65
36 Months and Greater Following Federal Recognition	80	75

c. Termination of probation is vested in the Chief, NGB. If a unit is on probation for other than minimum strength requirements, an inspection must be performed by the gaining command to determine which of the following recommendations should be made to the Chief, NGB.

(1) Take the unit off probation, or extend the probationary period.

(2) Grant the unit a waiver.

(3) Deactivate the unit. (Recognition Withdrawal).

A2-7. Granting A Waiver: Under certain circumstances, a waiver from probation may be granted to a unit for failure to meet the standards established for all units. A waiver for a less than satisfactory inspection is for a specified period, determined by the Chief, NGB, or

until the next scheduled inspection of the unit. Waivers are normally granted when deficiencies are not severe enough to warrant placing the unit on probation.

a. Most waivers result from recommendations made by the gaining command inspection team following a less-than-satisfactory inspection. Units should not request, nor will they be granted, special inspections by gaining commands to determine whether a waiver is justified vice a probation recommendation.

b. The gaining command inspection report may include specific recommendations concerning a waiver, including listing the individual waiver items and the time period the waiver remains in force.

c. Waivers are not granted when a unit is incapable of correcting deficiencies and/or irregularities. When a unit's capability to perform its assigned mission or achieve programmed requirements is materially affected, the unit will be considered for probation or deactivation.

UNIT EFFECTIVENESS INSPECTION

PROCEDURES AND CRITERIA

A3-1. An ANG unit's mission is to maintain wartime capability while continuing the ability to perform its unique dual State mission responsibilities.

A3-2. Most ANG facilities are not considered "bases" except where so designated. Where designated as an ANG base, the Base Operating Support (BOS) functions are not the same as active Air Force bases which include host or tenant responsibilities. The ANG BOS acts as the executive manager for the USAF, thus retaining USAF rights for reactivation of that facility. BOS functions are inspected to determine support provided to assigned flying units. BOS functions are only inspected by the appointed host gaining command.

A3-3. The regulations and directives (Air Force and MAJCOM) applicable to ANG units are contained in the Numerical Index of Applicable Administrative Publication, NGR (AF) 0-2. Only those regulations for the basis regulations form the basis for inspection criteria. For contracting issues, ANG contracting personnel follow policy and procedures established by the Department of the Army and the National Guard Bureau, as implemented in the National Guard contracting instructions.

A3-4. Where conflict exists between Air Force or gaining command regulations and National Guard/Air National Guard regulations, the Air National Guard regulations take precedence. During inspections of ANG units, unit personnel will call to the attention of the inspector a conflict in regulations, and point out the applicable directive.