

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 90-201



23 MARCH 2012

**AIR NATIONAL GUARD
Supplement**

17 DECEMBER 2012

Special Management

THE AIR FORCE INSPECTION SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/IGI

Certified by: SAF/IG
(Lt Gen Marc E. Rogers)

Supersedes: AFI 90-201, 17 June 2009

Pages: 254

(ANG)

OPR: NGB-IGD

Certified by: ANGRC/CC
(Brig Gen Scott Williams)

Supersedes: AFI90-201_ANGSUP,
2 March 2010

Pages: 16

This Instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General—The Inspection System* and complements Department of Defense Directive (DODD) 3150.2, *DOD Nuclear Weapon System Safety Program* and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3263.05, *Nuclear Weapons Technical Inspections*. It provides guidance and procedures for Air Force compliance, readiness and nuclear surety inspections. This Instruction is consistent with AFPD 13-5, *Air Force Nuclear Enterprise*. Only this Instruction may establish service-wide Inspector General (IG) inspection requirements. This Instruction applies to all Air Force (AF), Air Force Reserve Command (AFRC), and Air National Guard (ANG) units. Supplements to this Instruction will be coordinated with Secretary of the Air Force, Inspections Directorate (SAF/IGI) before publication and one copy will be forwarded to SAF/IGI after publication. Use AF Form 847, *Recommendation for Change of Publication*, for any suggested changes to this publication and e-mail to safgi.workflow@pentagon.af.mil. Unless otherwise noted, The Inspector General (TIG) is the waiver authority to policies contained in this Instruction. Submit waiver requests for TIG consideration/approval through the Inspections Directorate (SAF/IGI). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed

of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

(ANG) Air Force Instruction (AFI) 90-201, *The Air Force Inspection System*, 23 March, 2012, is supplemented as follows. This supplement has been approved by SAF/IGI and clarifies IG activities for ANG units and National Guard Bureau (NGB) Staff. This supplement applies to all ANG organizations and personnel. This supplement establishes a function, within the NGB, to liaise with AF and gaining Major Commands (MAJCOM) regarding inspection matters. The ANG is not considered a MAJCOM under this instruction. ANG units must be familiar with, and follow, gaining MAJCOM AFI 90-201 supplement(s) and inspection policy. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command to nbgigd@ng.army.mil. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Significant revisions include: re-naming the AFI to correctly align its name with its content; incorporating guidance issued under Guidance Memoranda 1, 2, and 3 to the 17 June 2009 version of AFI 90-201; a chapter outlining commanders’ responsibility to inspect; a chapter dedicated to Inspector General force development & management; incorporating changes to nuclear inspection policy; clarification of policy regarding the management and use of Headquarters Air Force (HAF) checklists; clarification of deficiency tracking requirements; Gatekeeper policy; and inclusion of numerous attachments to assist inspectors. This document provides guidance that will transition the Air Force Inspection System (AFIS) from one steeped in Cold War philosophy to an AFIS that emphasizes command responsibility, decreases the number of days on a wing’s calendar impacted by external inspections, and provides greater visibility over programs and processes executed at the wing level, while effectively meeting the challenges of increasing efficiencies and decreasing resources. At the end of some chapters, a few statements regarding the **future state** of inspections will help Airmen understand where the AFIS is headed and enable smart, decentralized decisions to move closer toward the objective of a substantially improved inspection system.

(ANG) This supplement is substantially revised and must be completely reviewed. Significant revisions include: Inspector General Evaluation Management System (IGEMS) policy, Management Internal Control Toolset (MICT) policy and NGB-IGD Gatekeeper authority for NGB Staff Assistance Visits (SAV), Assessments, Evaluations and Audits.

Chapter 1—GENERAL GUIDANCE AND RESPONSIBILITIES 7
1.1. Applicability. 7

1.2.	Overview.	7
1.3.	Purpose of the AFIS.	8
1.4.	Objectives of the AFIS.	8
1.5.	Roles and Responsibilities.	8
Chapter 2—THE AIR FORCE INSPECTION SYSTEM—PROGRAM GUIDELINES		18
2.1.	Definition of “Unit”.	18
2.2.	Inspections.	18
2.3.	Commanders’ Duty to Inspect.	19
2.4.	Inspector General Authority.	19
2.5.	AF Inspection Requirements.	21
2.6.	Inspection Frequency.	22
2.7.	Air Force Inspection Scheduling Process.	22
2.8.	MAJCOM Inspection Programs—General Guidelines.	23
2.9.	Pre-inspection considerations.	25
2.10.	Inspection Notification.	26
2.11.	Selection for Performance-Based Evaluations.	26
2.12.	Inspecting Contracted Functions.	26
2.13.	Additional Inspections.	27
2.14.	Inspector General Evaluation Management System (IGEMS).	37
2.15.	Inspection Reports.	38
2.16.	Inspection Deficiencies.	39
2.17.	Inspection Outbrief.	43
2.18.	The Air Force Inspection System Governance Process.	43
Figure 2.1.	AF Inspection System Governance Process.	44
2.19.	Future State of the AFIS:	45
2.20.	(Added-ANG) ANG Augmentation of MAJCOM Inspection Teams.	45
2.21.	(Added-ANG) ANG Observers.	45
2.22.	(Added-ANG) Readiness Inspection Funding.	45
Figure 2.2.	(Added-ANG) Disbursement Timeline Example.	46
Chapter 3—CONSOLIDATED UNIT INSPECTION (CUI)		48
3.1.	General Information.	48
Figure 3.1.	Intended CUI Structure.	48
3.2.	CUI Scheduling Considerations.	49

Figure 3.2. CUI with Tailored CI made necessary by CUI Frequency Extension. 50

3.3. Compliance Inspection (CI). 50

3.4. Readiness Inspection (RI). 51

3.5. Major Graded Areas (MGAs) and Sub-areas. 52

3.6. Report Requirements for Active-Associate Units. 62

Chapter 4—AIR FORCE NUCLEAR INSPECTION PROGRAMS 63

4.1. Nuclear Weapons Technical Inspections (NWTI). 63

4.2. Nuclear Surety Inspector Eligibility, Training and Certification. 63

4.3. Nuclear-Capable Unit Operational Certification and Operational Restriction. 63

4.4. Initial Nuclear Surety Inspection (INSI). 63

4.5. Nuclear Surety Inspection (NSI). 64

4.6. Limited Nuclear Surety Inspection (LNSI). 65

4.7. Nuclear Inspection Rating System. 65

4.8. Reporting Criteria. 66

4.9. NSI Inspector Rules of Engagement (ROE). 66

4.10. DOD NSI MGAs. 67

4.11. AF NSI MGAs. 74

4.12. Re-inspection of NSI/LNSI Deficient Areas. 76

4.13. Actions on Defense Threat Reduction Agency (DTRA) Inspections. 77

4.14. NSI Core Team. 77

4.15. AF NSI Oversight Team. 78

4.16. Adjudication. 78

4.17. NSI Reports and Messages. 79

4.18. Nuclear Operational Readiness Inspection (NORI). 79

Table 4.1. NORI Major Graded Areas. 80

4.19. Re-inspection of NORI Deficient Areas. 82

4.20. NORI Corrective Actions. 83

4.21. NORI Reports and Messages. 83

Chapter 5—JOINT BASE INSPECTIONS 84

5.1. Purpose. 84

5.2. Background. 84

5.3. Definitions. 84

5.4. Command Relationships. 85

5.5.	COMPLIANCE INSPECTIONS.	86
5.6.	Responsibilities.	87
5.7.	Future State.	88
Chapter 6—COMMANDERS’ INSPECTION RESPONSIBILITIES		89
6.1.	General Information.	89
Figure 6.1.	Key Questions for CCs.	89
6.2.	Sources of Inspection Data.	89
6.3.	Responsibilities.	90
6.4.	Future State:	93
Chapter 7—THE AIR FORCE INSPECTION AGENCY (AFIA) PROGRAM ELEMENTS		94
7.1.	Air Force Inspection Agency (AFIA).	94
7.2.	Management Inspection (MI).	94
7.3.	Nuclear Surety Inspection (NSI).	95
7.4.	DRU and FOA CIs.	98
7.5.	HSI.	98
7.6.	Field Inspection.	100
7.7.	Inspector General Directed Investigation (IGDI).	101
7.8.	The AFIA MI and Analysis Division.	101
7.9.	TIGIRS Lead Command.	101
7.10.	TIG Brief Magazine.	101
Chapter 8—IG FORCE DEVELOPMENT AND MANAGEMENT		102
8.1.	Air Force Inspector General Duty.	102
8.2.	Inspector General Team Chiefs.	102
8.3.	Inspector General Force Development (FD).	102
8.4.	Inspector General Training.	103
8.5.	Inspector General Certification.	105
8.6.	Civilian Inspector General Requirements.	105
8.7.	Future State.	105
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		107
Attachment 2—LIST OF AUTHORIZED INSPECTIONS		135
Attachment 3—AIR FORCE INSPECTION REQUIREMENTS		154

Attachment 4—NUCLEAR INSPECTION MESSAGES, GUIDES, AND REPORT RECIPIENTS	214
Attachment 5—OATH FOR PERSONNEL ASSIGNED TO OR AUGMENTING THE IG AS INSPECTORS OR INVESTIGATORS	224
Attachment 6—MICT FORMAT	225
Attachment 7—DEFICIENCY CAUSE CODES AND EXPLANATIONS	226
Attachment 8—WOUNDED, ILL, AND INJURED (WII) INSPECTION REQUIREMENTS	230
Attachment 9—COMPONENT-NUMBERED AIR FORCE (C-NAF) READINESS INSPECTIONS	237

Chapter 1

GENERAL GUIDANCE AND RESPONSIBILITIES

1.1. Applicability. Unless otherwise stated, this Instruction applies to all inspections, as defined in **paragraph 1.2.2**, conducted on or by any United States Air Force (USAF) organization, including those forces assigned/apportioned to Combatant Commands.

1.2. Overview.

1.2.1. The Air Force Inspection System. The Air Force Inspection System (AFIS) is an integrated, synchronized system of inspections conducted on behalf of the Secretary of the Air Force (SECAF), the Chief of Staff of the Air Force (CSAF) and commanders at all levels.

1.2.1.1. Inspection is an inherent function of command exercised at every level to evaluate readiness, economy, efficiency, and state of discipline. Inspection preparation, if not directly aligned with mission readiness, is inherently wasteful. Units will be inspection ready when commanders focus on mission readiness and on building a culture of disciplined compliance in which every Airman does his/her job right the first time when no one's looking. The intent of the Inspector General is to continuously improve the AFIS so there is an ever-shrinking difference—both real and perceived—between mission readiness and inspection readiness.

1.2.2. Inspection. An inspection is any effort to evaluate an organization, function or process by any means or method, including surveys, interviews, assessments, performance evaluations and those audits not conducted under the authority of the Air Force Audit Agency (AFAA). Inspections include special visits, technical inspections, special one-time inspections, inspections required by law or for the exercise of command responsibilities, and inspections conducted by functional staff (Functional) entities to provide or obtain technical information or assistance.

1.2.2.1. The Judge Advocate General (TJAG), The Auditor General (TAG) and The Inspector General (TIG) have statutory authority and responsibility to conduct inspections and audits, which must guarantee independence, instill confidence in the system, and be free of an appearance of undue influence. TJAG, TAG, TIG and their authorized representatives must coordinate their inspections and audits with the appropriate Gatekeeper. Gatekeepers do not have the authority to approve/disapprove Article 6 inspections (TJAG), AFAA audits (TAG) nor AFIA and SAF/IGI inspections (TIG-directed); however, Gatekeepers have the most comprehensive view of unit activities and can facilitate optimum scheduling. The inspection requirements, policies, and procedures for Article 6 Inspections will be determined by TJAG.

1.2.3. Inspections are the responsibility of commanders at all levels IAW Title 10 United States Code (USC) Section 8583, *Requirement of Exemplary Conduct*. Inspections are conducted by a commander, or on behalf of a commander, on their staff and subordinate units/organizations. Inspections are performed by authorities inside the inspected unit (i.e., Internal Inspections) and outside the inspected unit (i.e., External Inspections).

1.2.4. When differences arise concerning inspections governed by this Instruction (prioritized requirements, duplicative inspections, frequency, scope, etc.), this publication will take precedence in these matters over other Air Force policy and guidance.

1.3. Purpose of the AFIS. The purpose of the AFIS is threefold:

1.3.1. To enable and strengthen commanders' effectiveness and efficiency.

1.3.2. To motivate and promote military discipline, improved unit performance, and management excellence up and down the chain of command, in units and staffs.

1.3.3. To identify issues interfering with effectiveness, efficiency, compliance, discipline, readiness, performance, surety and management excellence.

1.4. Objectives of the AFIS.

1.4.1. The AFIS is focused on assessing and reporting a unit's readiness, economy, efficiency, and state of discipline to execute assigned missions. The AFIS gives SECAF, CSAF and commanders at all levels an independent assessment of:

1.4.1.1. Unit compliance with established directives and ability to execute its assigned mission, leadership effectiveness, management performance, and aspects of unit culture and command climate (e.g., military discipline, respect, efficiency, safety, Wingman concept).

1.4.1.2. A unit's ability to find, analyze, report and fix deficiencies.

1.4.1.3. A unit's ability to prevent Fraud and minimize Waste and Abuse.

1.4.2. The AFIS gives MAJCOM, National Guard Bureau (NGB) and HAF Functionals an independent assessment of functional effectiveness and compliance in the field, and of the adequacy of organization, policy, guidance, training and resources.

1.4.3. The AFIS provides a mechanism for senior AF leaders to direct a targeted, more detailed and thorough inspection of specific programs, organizations, or issues.

1.4.4. The AFIS can provide the instrument for units/organizations to receive required functional certifications.

1.5. Roles and Responsibilities.

1.5.1. Secretary of the Air Force, Inspector General (SAF/IG).

1.5.1.1. The Inspector General's (TIG) mission is defined in HAF MD 1-20, *The Inspector General* and AFPD 90-2. Specific functions include coordinating, monitoring and establishing objectives for inspection programs through appropriate commanders; coordinating efforts to eliminate duplication and unnecessary inspections imposed on commands or units; and approving Air Force inspection policy. With the exception of TJAG inspections and TAG audits, all inspections conducted within the AF are subject to review by TIG for adherence to the objectives and policies contained in this Instruction.

1.5.1.2. Has the authority to coordinate, synchronize, integrate, and approve/disapprove the inspections and inspection elements of all AFIS components to eliminate duplication and unnecessary inspections, with the exception of inspections pursuant to Article 6 and audits conducted in accordance with Government Auditing Standards.

1.5.1.3. Is the AF Gatekeeper for all inspections, evaluations, assessments, and other inspection-related visits (including audits and inquiries) conducted by outside entities (Office of the Inspector General, Department of Defense (OIG, DOD); Government Accountability Office (GAO) and others); and will coordinate, to the maximum extent practicable, the activities of those organizations among themselves and with AF organizations to allow the development of timely, accurate, and useful information with the least disruption to the affected unit(s).

1.5.1.3.1. Establishes AF inspection gatekeeper guidance, policy and oversight for all AF and Functional inspections, assessments and evaluations.

1.5.1.4. Will, in consultation with the Secretary of the Air Force Auditor General, coordinate the AFIS to make efficient and effective use of Audit Agency resources and capabilities in order to eliminate duplication of effort and minimize disruption within inspected units/organizations.

1.5.1.5. Unless specified otherwise in this Instruction, is the approval authority for all requests for exception to policy and waivers contained in this AFI. All such requests will be coordinated through SAF/IGI.

1.5.1.6. Inquires into, and periodically reports on, the readiness, economy, efficiency, and state of discipline of the forces to the SECAF and CSAF, IAW Title 10 USC Section 8020 (10 USC § 8020), *Inspector General*.

1.5.1.7. Maintains and safeguards the integrity of the AFIS and reports on the effectiveness of the system to the SECAF and CSAF.

1.5.1.8. Conducts inspections of AF Special Access Programs (SAP) and other sensitive activities IAW DOD guidance and AF policies, and reports results as directed by the SECAF or CSAF.

1.5.1.9. Provides oversight of intelligence activities conducted under the provisions of Executive Order 12333 (EO 12333), *United States Intelligence Activities* and DOD 5240.1-R, *Procedures Governing the Activities of DOD Intelligence Components that Affect United States Persons*. Chairs the AF Intelligence Oversight (IO) Panel and provides quarterly reports to the Office of the Assistant to the Secretary of Defense for Intelligence Oversight (ATSD/IO).

1.5.1.10. Submits a summary of inspection activity for the Semiannual Compendium of DOD Intelligence-Related Inspector General and Audit Agency Reports through the OIG, DOD as required by 10 USC §8020.

1.5.1.11. Conducts security and technology protection inspections at selected AF Research, Development, and Acquisition (RDA) facilities.

1.5.1.12. Publishes inspection guidance for AF nuclear-capable units and units with Nuclear Weapons Related Materiel (NWRM) IAW DOD, CJCS and Service guidance.

1.5.1.13. Adjudicates discrepancies between Nuclear Surety Inspection (NSI) and/or oversight teams IAW [paragraph 4.15](#)

1.5.1.14. Conveys nuclear inspection issues to the Nuclear Oversight Board (NOB) as needed.

- 1.5.1.15. Serves as the personnel proponent responsible for IG personnel selection criteria and assignment policies and the development, implementation, and sustainment of a civilian career program.
- 1.5.1.16. Manages The Inspector General's Inspection Reporting System (TIGIRS), to include the Inspector General Evaluation Management System (IGEMS) and the Management Internal Control Toolset (MICT), and establishes self-assessment checklist policy and guidance.
- 1.5.1.17. Maintains custody of AF inspection reports on behalf of the SECAF; serves as the access and amendment refusal authority for Privacy Act (PA) requests for all AF inspection reports; and serves as the initial denial authority for Freedom of Information Act (FOIA) requests for all AF inspection reports.
- 1.5.1.18. Directs inspection of any AF program or operation, including AFRC and ANG organizations and units, as required.
- 1.5.1.19. Serves as the HAF focal point for interacting with the OIG, DOD and other government IGs by maintaining liaison with IGs from within DOD, other military Services, other statutory IGs, and other agencies concerning Air Force IG activities.
- 1.5.1.20. Provides feedback to MAJCOMs, Direct Reporting Units (DRU), and Field Operating Agencies (FOA) on the adequacy of their inspection programs.
- 1.5.1.21. Approves AF Special Interest Items (SII).
- 1.5.1.22. Provides annual By-Law reports (e.g., Voting Assistance Program (VAP), etc.) of inspection results to the OIG, DOD and/or Higher Headquarters (HHQ), as required.
- 1.5.1.23. Is authorized, on behalf of the SECAF, to intervene during an inspection in extreme cases involving safety, security, surety or procedural violations. This authority is further delegated to all IG personnel.
- 1.5.1.24. Conducts training and education throughout the AF.
- 1.5.1.24.1. When possible during inspections, teaches AF policy, procedures, systems, and processes to help inspected units and organizations improve operations and efficiency and accomplish command objectives.
 - 1.5.1.24.2. Disseminates information, innovative ideas, and lessons learned as a result of inspections and changes in policy.
 - 1.5.1.24.3. Assists the SECAF and CSAF in teaching and training leaders on the fundamental tenets of the AF Core Values, Exemplary Conduct Law, ethics and command responsibilities.
 - 1.5.1.24.4. Trains MAJCOM inspectors, inspector augmentees, contracted inspection support personnel and installation IGs by overseeing the USAF Executive IG Course, Basic Inspector Course, Nuclear Surety Inspector Course and Installation IG Training Course.
- 1.5.1.25. Serves on boards, committees, councils, and similar organizations as directed by the SECAF and CSAF.

1.5.1.26. Is an extension of the eyes, ears, voice, and conscience of the SECAF and CSAF.

1.5.1.27. Performs other duties as prescribed by the SECAF and CSAF.

1.5.2. Secretary of the Air Force, Inspector General, Inspections Directorate (SAF/IGI).

1.5.2.1. Monitors and evaluates the adequacy, effectiveness, and efficiency of the AFIS through all available means.

1.5.2.2. Manages, develops and promulgates inspection policy to continuously improve the AFIS.

1.5.2.3. Supports TIG and Deputy IG (DIG) as necessary to execute duties of the AFIS Gatekeeper.

1.5.2.3.1. Develops and implements AF policy on Gatekeeping, oversight and standards pertaining to inspections, assessments and evaluations. SAF/IGI will coordinate on all AFI-directed and HAF-level proposed inspections, assessments, evaluations, audits, surveys or any other special visits to ensure IG-directed and HAF-level efforts are mutually reinforcing through the Gatekeeper process.

1.5.2.4. Supports TIG/DIG as necessary to execute duties of the AF IG Advisory Panel Chair.

1.5.2.5. Supports TIG/DIG as necessary to execute duties related to inspection of AF SAPs.

1.5.2.6. Manages and administers the AF SII program.

1.5.2.7. Provides coordinated answers and comments to HAF and other HHQ taskers (e.g., Fort Hood Assessment, DOD reports and studies, and AFIs).

1.5.2.8. Is the Executive Secretary of the AF IO Panel.

1.5.2.9. Plans and teaches the IG Executive Course for all new MAJCOM/IGs, Deputies and Superintendents.

1.5.2.10. Assists OIG, DOD personnel in planning the course syllabus for the Joint IG Training Course; instructs as required.

1.5.2.11. Assists SAF/IGQ, *Complaints Directorate* personnel in planning the course syllabus for the Installation IG Training Course; instructs as required.

1.5.2.12. Plans and executes semi-annual IG conferences with attendees as directed by TIG.

1.5.2.13. Conveys nuclear-related inspection issues to the Nuclear Working Group.

1.5.2.14. Is a voting member of the NSI Process Review Group (PRG).

1.5.2.15. Serves as release/initial denial authority for PA or FOIA requests concerning inspections conducted by SAF/IG or command IGs.

1.5.2.16. Will forward nuclear surety inspector course syllabi annually to the Joint Staff (J36) for review NLT 30 Sep and after every change and update.

1.5.2.17. Performs other duties as directed by TIG/DIG.

1.5.3. The Air Force Inspection Agency (AFIA).

1.5.3.1. Conducts inspections, inspection oversight, management reviews, investigations, and other duties as directed by SAF/IG (see **Chapter 7** for specific duties and responsibilities).

1.5.3.2. Observes MAJCOM/IG teams conducting inspections and provides feedback to the MAJCOM/IG and SAF/IG on the effectiveness of the team's assessment and deliberative/debrief processes.

1.5.3.3. Is the Gatekeeper for all FOAs/DRUs and is the liaison to coordinate efforts by non-AF inspecting entities (e.g., DTRA, Defense Information Systems Agency (DISA), GAO) with MAJCOM Gatekeepers.

1.5.3.4. Is the Lead Agent for the AF Inspection Scheduling Process (see **paragraph 2.7**).

1.5.3.5. Plans and executes the annual Gatekeepers' inspection scheduling conference.

1.5.3.6. Chairs the Nuclear Surety Inspection Process Review Group (NSI PRG).

1.5.3.7. Serves as the liaison between Defense Threat Reduction Agency (DTRA) and MAJCOM/IGs for DTRA reports as outlined in **paragraph 4.13**.

1.5.3.8. Serves as the Lead Command for the family of information technology (IT) systems that comprise TIGIRS. These systems include IGEMS and MICT.

1.5.3.9. Hosts the official web site for HAF Functionals self-assessment checklists.

1.5.3.10. Conducts Health Services Inspections (HSIs) and Radioactive Materials Inspections.

1.5.3.11. Consolidates inspection data for all By-Law requirements for the USAF and reports data as required (see **Chapter 7** for specifics); forwards AF assessments of AF VAP, Wounded, Ill and Injured (WII), Sexual Assault Prevention Response (SAPR) and other By-Law programs to appropriate HHQ agencies.

1.5.3.12. Closes HAF-level (DRU/FOA, HAF, and non-AF) deficiencies after validation by the responsible HAF Functional(s), in coordination with the inspecting MAJCOM/IG.

1.5.3.13. Provides a summary of inspection results for inclusion in recurring IG briefings to CSAF and cross-flows this information to the MAJCOMs on a continuing basis.

1.5.3.14. Identifies and provides in-depth analysis and trending of inspection and root cause analysis results.

1.5.3.15. Manages and administers the USAF Basic Inspectors Course IAW **Chapter 8**.

1.5.3.16. Manages and administers the USAF Nuclear Inspectors Courses. Additionally, will forward the NSI inspector training syllabus to SAF/IGI NLT 01 Sep and after every change or update.

1.5.3.17. Performs other duties as directed by TIG/DIG.

1.5.4. Air Force Chief of Safety (AF/SE).

1.5.4.1. Reviews nuclear surety deficiencies identified in inspection reports, and if warranted, forwards comments to SAF/IGI, AFIA, and MAJCOM/IGs.

1.5.4.2. In support of the AFIA, provides inspector augmentees in performance of nuclear inspections in accordance with **Chapter 4** and in the performance of Consolidated Unit Inspections (CU) IAW **Chapter 3** and **Attachment 3**.

1.5.5. The Secretary of the Air Force, Office of Public Affairs (SAF/PA).

1.5.5.1. If required, directs news media representatives and the public to the proper channels for obtaining IG records.

1.5.5.2. Coordinates with SAF/IGI and MAJCOM/PA and IG offices in response to news media queries and public inquiries about IG inspections.

1.5.5.3. Coordinates with SAF/IGI, MAJCOM/PA, Air Force Public Affairs Agency, and MAJCOM/IG offices to plan for visual documentation of inspections for historical archives, outbrief preparations and lessons learned actions.

1.5.6. All Air Staff (HQ AF), Headquarters Air Force (HAF), Secretariat (SAF) and Air Staff offices.

1.5.6.1. Will develop prioritized inspection requirements for readiness, compliance, and nuclear surety areas subject to inspection. Inspection requirements will be coordinated with MAJCOMs and NGB; then forwarded to SAF/IGI for inclusion in this Instruction.

1.5.6.2. Will coordinate with the appropriate HAF/MAJCOM/NGB Functional Area Managers (FAMs) and Gatekeepers to schedule, validate and integrate/synchronize current and planned inspections, assessments, evaluations and audits.

1.5.6.2.1. **(Added-ANG)** . NGB/A7 is the NGB OPR for NGB Environmental, Safety, and Occupational Health Compliance Assessment Management Program (ESOH CAMP) assessments. NGB/A3F is the NGB OPR for Airfield Operations Certification Inspection (AOCI). The NGB Internal Review Directorate (NGB-ZC-IR) is the NGB OPR for audit actions involving ANG units. NGB/A4Q is the NGB OPR for the NGB Logistics Compliance Assessment Program (LCAP).

1.5.6.3. Will develop Self-Assessment Checklists (SAC) IAW guidance in **paragraph 6.3.2.4** of this publication.

1.5.6.4. Submit and sponsor AF SIIs when deemed necessary. See **paragraph 2.13.6** for details.

1.5.6.5. Will provide appropriate representatives to support and participate in the AFIS Governance Process in accordance with **paragraph 2.18**

1.5.6.6. Will validate HAF-level deficiencies with MAJCOM/IGs and FAMs and provide corrective action replies or valid actionable deficiencies to AFIA. If HAF-level offices do not concur with a HAF-level deficiency, rationale for non-concurrence will be provided to the MAJCOM/IG and/or AFIA.

1.5.7. All MAJCOM, AFIA, AF Intelligence, Surveillance, and Reconnaissance Agency (AFISRA) and AF Office of Special Investigations (AFOSI) Inspector General Teams.

1.5.7.1. Will establish inspection programs consistent with command mission requirements to assess unit readiness, economy, efficiency, and state of discipline. Additionally, will report indications of potential Fraud, Waste, and Abuse (FWA) to the Inspection Team Chief and the installation IG. For the remainder of this Instruction, the term "MAJCOM/IG" shall include all of the IG teams listed in [paragraph 1.5.7](#)

1.5.7.2. Will conduct Total Force inspections as outlined in AFI 90-1001, *Responsibilities for Total Force Integration*. With the exception of AFRC CUI Phase 0 inspections, the gaining MAJCOM/IG will take the lead in this development effort, will conduct all Compliance Inspections (CIs), Readiness Inspections (RIs), NSIs, and required nuclear inspections, and will collaborate with the respective Air Reserve Component (ARC) to inspect combat readiness of all Total Force Integration units. When necessary and appropriate, AFRC should provide qualified personnel (HQ, NAF and/or Unit) to augment gaining MAJCOM inspection team composition to include team chiefs, branch chiefs and inspectors. Associated Total Force units should normally be inspected as one team with personnel from each of the inspected component's units participating in the inspection. Gaining MAJCOMs will ensure inspections of ANG units comply with the following Title 32 USC Section 105 requirements:

1.5.7.2.1. The amount and condition of property held by the ANG are satisfactory.

1.5.7.2.2. The ANG is organized as provided in this title.

1.5.7.2.3. The members of the ANG meet prescribed physical and other qualifications.

1.5.7.2.4. The ANG and its organizations are properly uniformed, armed, and equipped and are being trained and instructed for active duty in the field, or for homeland defense.

1.5.7.2.5. ANG records are being kept in accordance with this title.

1.5.7.2.6. The accounts and records of each property and fiscal officer are properly maintained.

1.5.7.2.7. The units of the ANG meet requirements for deployment.

1.5.7.3. Will utilize IGEMS to facilitate inspections and discrepancy resolution. Minimum required entries into IGEMS are described in [paragraph 2.14](#)

1.5.7.4. May use HAF and MAJCOM/NGB FAM and DRU/FOA SACs as one of many tools for conducting inspections. SACs do not limit the scope of inspections nor do they relieve units, organizations or individuals from the requirement to comply with published DOD or AF policies, directives, or instructions.

1.5.7.5. Will, in conjunction with the appropriate MAJCOM/DRU/FOA FAM, determine units to be inspected based on the official Air Force list of NWRM National Stock Numbers (NSN). See [Attachment 3](#) for specific NWRM inspection guidance (listed under A4 inspection requirements).

1.5.7.6. Will designate a Gatekeeper for notification of inspections by all AF and non-AF organizations. See [paragraph 2.8.2](#) for Gatekeeper responsibilities. The DRU/FOAs will manage applicable inspections outlined in [Attachments 2](#) and [3](#) as needed.

1.5.7.7. Will send a representative to participate in the annual IG inspection scheduling conference to coordinate and deconflict inspection efforts. Submit an updated inspection activity schedule as soon as changes are known to AFIA for inclusion in the master AF IG inspection schedule. Will participate in quarterly schedule reviews.

1.5.7.7. (ANG) NGB-IGD will represent NGB Functional Assessments/SAVs (LCAP, AOCI, ESOHCAMP, etc.) at all IG scheduling events.

1.5.7.8. MAJCOMs with Nuclear-Capable Assigned/Gained Units:

1.5.7.8.1. Immediately notify all offices listed in **Table A4.2**, Group 1 of changes to unit certification status via electronic means.

1.5.7.8.2. Appoint a Corrective Action Report Status (CARS) monitor to track corrective actions for all deficiencies to include deficiencies identified in DTRA inspection reports. Comply with **paragraph 4.13** requirements for DTRA inspection reports.

1.5.7.8.3. MAJCOM/IGs will support the NSI PRG, as applicable.

1.5.8. National Guard Bureau Inspector General (NGB-IG).

1.5.8.1. The NGB-IG does not conduct inspections under the AFIS.

1.5.8.1. (ANG) NGB/A3 conducts AOCI on behalf of the Air Force Flight Standards Agency (AFFSA). NGB/A4 conducts LCAP on behalf of the gaining MAJCOM/A4. NGB/A7/SE/SG conducts ESOHCAMP on behalf of the Air Force Center for Engineering and Environment (AFCEE). NGB-IGD will ensure final reports are forwarded to gaining MAJCOM/IG within 30 days of signature.

1.5.8.2. Under Title 32 USC Section 105, the SECAF shall execute inspections, by Inspectors General of the Regular Air Force, upon ANG units.

1.5.8.2.1. ANG units receive inspections from their gaining MAJCOM, unless inspection responsibility has been transferred through Memorandum of Agreement (MOA) between MAJCOM/IGs and coordinated through NGB-IG.

1.5.8.2.2. NGB-IG and MAJCOM/CG/CGG advisors assist gaining MAJCOM/IG Gatekeepers with deconfliction between MAJCOM/IG inspection schedules and ANG unit Air and Space Expeditionary Force (AEF), mobilization and force structure changes.

1.5.8.2.2. (ANG) NGB-IGD acts as Gatekeeper for internal NGB Functional Assessments/SAVs (LCAP, AOCI, ESOHCAMP, etc.).

1.5.8.3. NGB-IG acts in a liaison capacity to SAF/IG and MAJCOM/IGs for inspection policy related to the ANG.

1.5.8.4. As required by MAJCOM/IGs, NGB-IG resolves inspection deficiencies levied against NGB FAMs. Will utilize IGEMS to facilitate MAJCOM/IG inspection deficiency processing.

1.5.8.5. As required by MAJCOM/IGs, NGB-IG coordinates Corrective Action Plans (CAPs) with NGB FAMs.

1.5.8.6. **(Added-ANG)** NGB-IG is a member of the Personal Staff elements under the Chief, National Guard Bureau (CNGB). NGB-IG provides trusted counsel to the CNGB, and other principal military and civilian leaders of the National Guard, regarding the economy, efficiency, morale, esprit de corps and readiness of the Army National Guard (ARNG) and ANG. Specifically, NGB-IGD assumes responsibility for policy matters pertaining to compliance and readiness inspections of ANG units.

1.5.8.7. **(Added-ANG)** NGB-IG acts on behalf of CNGB to prescribe policy, procedure and waiver authority for Federal Recognition Inspections.

1.5.9. All MAJCOM/NGB/DRU/FOA Functional Area Managers (FAMs).

1.5.9.1. Supplement HAF prioritized inspection requirements with MAJCOM/NGB/DRU/FOA-specific requirements, as required. Coordinate all additional MAJCOM/NGB-desired HAF-level requirements with applicable HAF/MAJCOM/NGB/DRU/FOA FAM.

1.5.9.1.1. Will coordinate with their respective IGs to schedule, validate and integrate/synchronize all current and planned inspections, assessments, evaluations and audits.

1.5.9.1.2. May develop and maintain MAJCOM/NGB/DRU/FOA-specific inspection requirements where no HAF Functional inspection requirements exist for that functional area and load checklist into MICT (see [Chapter 6](#)).

1.5.9.2. Develop MAJCOM/NGB/DRU/FOA supplements to SACs in accordance with guidance in [paragraph 6.3.2.4](#) of this publication, as required.

1.5.9.3. Provide or help identify and arrange for inspector augmentees with functional expertise as requested by MAJCOM/IG.

1.5.9.4. In conjunction with the appropriate MAJCOM/IG, determine units to be inspected based on the official AF list of NWRM NSNs. See [Attachment 3](#) (A4 inspection requirements) for specific NWRM inspection guidance.

1.5.9.5. Will coordinate and approve Corrective Action Plans (CAP), on behalf of the MAJCOM/CC, for unit-level CRITICAL and SIGNIFICANT deficiencies and all MAJCOM-level deficiencies. In addition, MAJCOM FAMs will consult with the HAF Functional, as required, to ensure proper interpretation of AF (or higher) policy.

1.5.9.5. **(ANG)** NGB Directors will ensure IGEMS capability within their directorate. As a minimum, a Primary and Alternate IGEMS POC will be appointed.

1.5.9.5.1. **(Added-ANG)** NGB Directorate POCs will maintain an IGEMS account and receive initial IGEMS training from NGB-IGD.

1.5.9.5.2. **(Added-ANG)** NGB Directors will authorize IGEMS access to additional personnel beyond Primary and Alternate IGEMS POCs.

1.5.9.6. Article 6 Part I Inspectors. All judge advocates and paralegals selected to conduct Article 6 Part I inspections will be appointed by TJAG and must receive required AFIA inspector certification training. Once properly trained, JA inspectors serve at the discretion of TJAG.

1.5.10. All Other Inspection Teams: All organizations, teams or persons executing inspection-type activities within the AF are responsible for implementing the objectives and policies contained in this Instruction for the inspections in their areas of responsibility and ensuring their policies and instructions are current and congruent with this Instruction. Additionally, designate a scheduling POC in writing to AFIA and send a representative to the annual IG inspection scheduling conference. The representative should have the authority to approve inspection schedule changes on behalf to the inspecting entity.

Chapter 2

THE AIR FORCE INSPECTION SYSTEM—PROGRAM GUIDELINES

2.1. Definition of “Unit”. For the purposes of this Instruction, a “unit” is defined as a wing or wing-equivalent organization. MAJCOMs will determine inspection requirements for other organizations in the command. Refer to [Chapter 7](#) for FOA/DRU inspection requirements.

2.2. Inspections. Inspections are planned, coordinated and conducted to ensure units and subordinate organizations are properly organized, trained, equipped and supported to achieve their required capabilities and execute their assigned missions. Inspections include a broad range of activities designed to evaluate mission readiness, economy of resources, unit efficiency and state of discipline. Inspection results also help commanders identify systemic problems and improve quality of life for Airmen and their families.

2.2.1. Internal Inspections. Internal Inspections are the foundation of the AFIS, promoting responsibility and accountability within the unit and allowing commanders to control the depth, scope and frequency of inspections.

2.2.2. External Inspections. External inspections ensure the AFIS provides an independent, transparent and accountable assessment of readiness, economy, efficiency and state of discipline. Additionally, external inspections validate and verify internal inspections.

2.2.2.1. External inspections include:

2.2.2.1.1. MAJCOM/IG Inspections.

2.2.2.1.2. Staff Assistance Visits (SAV). SAVs help a unit better understand the intent of higher headquarters policy and gives Functional staffs an opportunity to provide training to the unit. SAVs help MAJCOMs and HAF Functional staffs identify potential resource constraints and develop accurate guidance/policy. SAVs are conducted by MAJCOM or HAF Functional staffs and only at the request of the unit commander. All SAVs will be coordinated with the MAJCOM Gatekeeper. SAVs will not be given a rating and will not be used as a tool to prepare a unit for a formal IG inspection. SAVs will not be mandated by AFI.

2.2.2.1.2.1. (Added-ANG) SAV request process:

2.2.2.1.2.1.1. (Added-ANG) Unit commander will request a SAV through their functional staff with potential date(s).

2.2.2.1.2.1.2. (Added-ANG) NGB SAV schedules will be forwarded to NGB-IGD at ngbigd@ng.army.mil for approval and coordination with gaining MAJCOM/IG Gatekeepers. NGB-IGD will post NGB SAV schedules on the Air Force Inspection Agency (AFIA) master inspection schedule.

2.2.2.1.3. Other Approved Functional/Staff Assessments listed in [Attachment 2](#) of this Instruction.

2.2.2.1.4. (Added-ANG) Parent wing audits, assessments, inspections, etc. Parent wings must be cognizant that Geographically Separated Units (GSU) may fall under the inspection schedule of a gaining MAJCOM/IG other than their own. Parent wings

will coordinate closely with supported GSU(s) to ensure parent wing audits, assessments, inspections, etc. do not encroach upon GSU calendar white-space. Parent wing audits, assessments, inspections, etc. will not be graded events.

2.3. Commanders' Duty to Inspect. IAW 10 USC § 8583, commanders will conduct Internal Inspections and actively support and participate in External Inspections affecting their unit(s). Refer to **Chapter 6** for further guidance.

2.4. Inspector General Authority. SAF/IG and its subordinate inspectors (to include AFIA, MAJCOM IG and Wing IG) derive their authority from The Inspector General's statutory and regulatory authority.

2.4.1. Inspector Certification. All IG inspectors (to include inspector augmentees) will be properly trained (see **Chapter 8**), certified in writing and sworn-in by oath (See **Attachment 5**). The MAJCOM/IG will certify that all inspectors, to include inspector augmentees, assigned to an inspection team have completed appropriate AF and MAJCOM-specific inspector training. Inspector certification requires completion of prerequisite and mandatory training, as well as field observation. Field observation requirement is a minimum of one over-the-shoulder inspection by a certified inspector.

2.4.1.1. MAJCOM/IGs can delegate to inspection Team Chiefs the authority to certify inspector augmentees on an interim basis for one month. MAJCOM/IGs will review Team Chief interim certifications and approve/disapprove full certification based on completion of requirements and the Team Chief's recommendation.

2.4.1.2. All certifications—interim and full—will be documented and filed IAW the AF Records Disposition Schedule in AFRIMS. Until the inspector is certified, the inspector must perform their inspection duties under the direct supervision of a certified inspector. Assigned IG inspectors must be certified within 6 months of being assigned to the IG.

2.4.1.3. Non-nuclear MAJCOM inspectors are required to complete the AF Basic Inspector Course (BIC) and a field observation of either a Phase 0 Compliance Inspection or a Phase 1 & 2 Readiness Inspection.

2.4.1.4. Nuclear MAJCOM, AFIA and Wing IG inspectors, in addition to the requirements in **paragraph 2.4.1.3**, will also complete the AF Nuclear Surety Inspector Course if their duties involve inspection of a nuclear surety mission. An over the shoulder Nuclear Surety Inspection (NSI) or Nuclear Operational Readiness Inspection (NORI) satisfies the Phase 0 or 1 & 2 requirement.

2.4.1.5. Wing Inspector General. Wing IGs will receive training IAW **paragraph 8.4.2** and be certified by their wing commander. Wing IGs will certify that all inspectors assigned to the wing's inspection team have completed appropriate AF and MAJCOM-specific inspector training.

2.4.2. IG Oath. Officers, NCOs, and DAF civilians serving as inspectors will take the IG oath. The oath reminds all IG personnel of the special trust and confidence inherent in their positions, and of the need for impartial, independent evaluation on behalf of the commander.

2.4.2.1. Administering the Oath. The commander, as the directing authority, should administer the oath to the command IG (at a minimum) and every IG serving in the IG staff section, preferably in a public forum where a significant portion of the command

may witness it. If the commander is unable to administer the oath to all IGs in the staff section, the command IG will administer it instead. Assigned IGs will administer the oath to IG inspector augmentees. Contractor personnel working in an IG staff section will not take the IG oath.

2.4.2.2. Re-administering the Oath. When a commander departs the command, the command IG may choose to execute another IG oath with the incoming commander as a way to express to that new commander the special relationship shared by both individuals. However, a new oath is not required. If an IG moves to an IG staff section in another command, the IG will execute a new oath with his or her new commander. All individuals with prior IG experience who are nominated for a second, nonconsecutive IG detail must execute the IG oath upon arriving at his or her new command.

2.4.3. Valid Period of Inspector Authority. An inspector's authority is valid only for the period of time he/she is a certified inspector and performing official inspection activities.

2.4.4. Use of Contractors as IG inspectors. Contractors are prohibited from acting in the capacity of an IG inspector since IG duties are an inherently governmental function per the Office of Management and Budget (OMB) Circular A-76 and IAW the Federal Activities Inventory Reform (FAIR) Act of 1998. However, contractors may participate in an inspection as subject-matter experts (SME) gathering information for, or providing advice, opinions, recommendations or ideas to a government member of the IG. While contractors can act as "sensors" providing information to the IG, the IG must make all decisions related to the inspection, including schedule, sample selection, deficiency assignment, deficiency severity, major graded areas (MGA) grades and overall ratings. Use of contractors must be in compliance with DOD Instruction 1100.22, *Guidance for Determining Workforce Mix*.

2.4.5. Access to Information and Spaces. To carry out their responsibilities, Air Force IGs shall have expeditious and unrestricted access to and, when required, be given copies of all records, reports, investigations, audits, reviews, documents, papers, recommendations, or other material available to or within any USAF activity. While performing official duties as an inspector, IGs will be granted access to any and all documents, records, and evidentiary materials needed to discharge their duties, to include data stored in electronic repositories. Some examples are classified documents, records of board proceedings, acquisition information, medical records, medical quality assurance records, drug and alcohol records, financial records, evaluation reports, back-channel messages, security dossiers, criminal investigation reports (as permitted by law and applicable regulations), and financial disclosure statements. This authority includes direct access to pertinent extracts as allowed by applicable regulations.

2.4.6. Access to medical records. When accessing medical records, IGs must remain aware that health care information is sensitive medical information, is protected by Public Law 104-191, the Health Insurance Portability and Accountability Act (HIPAA), and must be protected. Accordingly, IGs must comply with all HIPAA release forms or requests and maintain the information in a safe, secure, and confidential manner.

2.4.7. Restricted access. IGs are not authorized access to material subject to the attorney client privileged or other legal privileged information involving DoD personnel individually represented by legal counsel, such as by an Area Defense Counsel or legal assistance attorney. However, any such privilege can be waived by the represented individual.

2.4.8. Access to classified or sensitive information. As part of an inspection, investigation or other directed inquiry, assigned IGs have a "need to know" and will forward a visit request through the Joint Personnel Adjudication System (JPAS) to the security management office (SMO) determined by the unit, for further distribution throughout the unit. Access to classified information will be IAW AFI 31-401, *Information Security Program Management*. If compartmentalization or classification restrictions preclude immediate access to information required by an IG, the denying commander will immediately report the situation to the appropriate access-control authority and obtain an access-eligibility determination. If this authority does not grant access to the information, the IG will notify the commander and SAF/IGI of the situation. The notice to SAF/IGI will include the location, date, and command; scope of the assistance inquiry, inspection, or investigation; who denied access; who verified denial and approved denial; and the reason access was denied.

2.4.9. Special Access Programs. The Air Force Inspector General (SAF/IG) is responsible for performing program security, inspection, investigation and counterintelligence functions for all AF SAPs and for maintaining a sufficient cadre of inspectors, investigators, special agents, analysts and program security officers (PSOs) to do so. Through AFOSI, SAF/IG will appoint a SAP Security Director to execute SAP security and security oversight responsibilities, under the authority of the Air Force SAP Central Office (SAPCO), for all Air Force SAPs and non-AF SAPs where the AF has been assigned responsibility. The SAF/IG or a designated representative may attend any Special Access Required Programs Oversight Committee (SPOC), Special Programs Review Group (SPRG) and SAP Oversight Review Board (SORB) meeting. SAF/IG may propose an inspection, assessment or management review of a SAP or SAP function to the Secretary of the Air Force after obtaining the views of SAF/AA. SECAF approval of a proposed SAF/IG inspection, assessment or management review establishes SAP access "need to know" for the SAF/IG assigned and credentialed personnel required to accomplish such inspection, assessment or management review activities. In addition to the "need to know", these credentialed personnel must meet the SAP access eligibility requirements outlined in AFI 16-701, *Special Access Programs* as do individuals who conduct SAF/IG investigations (SAF/IG investigations establish their own "need to know"). Unless the Secretary directs otherwise, all SAF/IG inspections, assessments or management reviews of a SAP or SAP activity will be coordinated with the Director, SAF/AAZ.

2.4.10. Access Control and Routine Searches. Inspector General personnel properly identifying themselves as representatives of the IG and properly identified on a signed, authenticated IG Entry Authority List (EAL) shall be authorized entry to Protection Level resources via established entry procedures identified in AFI 31-101, *Integrated Defense* (FOUO) and DODS 5210-41-M, Volumes 1-3_AFMAN 31-108, *The Air Force Nuclear Weapon Security Manual*.

2.5. AF Inspection Requirements. MAJCOM/IGs will use [Attachment 3](#) as an authoritative source of HAF-level inspection requirements and will tailor inspection sampling strategies for each inspected unit from the requirements listed in [Attachment 3](#). Sampling from [Attachment 3](#) adds a critical no-notice component to the AFIS. MAJCOM/IGs will not divulge the intended inspection sample to the unit prior to the inspection inbrief. HAF Directorates will periodically review and update applicable inspection requirements in [Attachment 3](#) through SAF/IGI for coordination/approval via the Inspection System Governance Process (see [paragraph 2.18.](#)).

2.6. Inspection Frequency.

2.6.1. Air Force policy is that commanders at wing level and below should receive at least one major IG inspection during their command tour.

2.6.2. Active Duty Units. CUI Phase 0, 1 and 2 requirements must be completed within 48 months, while striving to complete these requirements within 24 months.

2.6.3. Classic-Associate TFI Units.

2.6.3.1. Active Duty Unit in the Classic Association. CUI Phase 0, 1 and 2 requirements must be completed within 48 months, while striving to complete these requirements within 24 months.

2.6.3.2. ARC Unit in the Classic Association. CUI Phase 0, 1 and 2 requirements must be completed within 48 months and will participate with their AD counterpart during scheduled CUI Phase 0, 1 and 2 inspections. MAJCOM/IGs will coordinate with the AD and ARC unit CCs of Classic Associate units to determine reasonable/practical scope and scale of AD and ARC participation in scheduled inspections.

2.6.4. Unit-Equipped ARC, Active-Associate TFI and ARC-Associate TFI units. CUI Phase 0, 1 and 2 requirements must be completed within 60 months, while striving to complete these requirements within 48 months.

2.7. Air Force Inspection Scheduling Process. The purpose of the AF Inspection Scheduling Process is to synchronize inspection efforts to maximize wing training days and inspection resource utilization; build out-year schedules; and align non-AF inspection requirements with AF inspection schedules. AFIA will coordinate work with MAJCOM/IGs to publish and update as necessary a consolidated AF Inspection Schedule NLT 1 Mar each year for the next two fiscal years, and a tentative schedule for the subsequent 2 fiscal years. For example, by 1 Mar 2012, AFIA will publish the AF Inspection Schedule via an access-controlled website for FY13-14 and a tentative schedule for FY 15-16. AFIA will host an annual AF-wide scheduling conference to facilitate effective and efficient scheduling. MAJCOM/IGs and supporting Functional inspection team leads will support pre-conference data requests and ensure the Gatekeeper or appropriate representative attends the conference.

2.7.1. Scheduling ROE. NGB-IG and MAJCOM/CG/CGG advisors will assist gaining MAJCOM/IG Gatekeepers with deconfliction between MAJCOM/IG inspection schedules and ANG unit AEF, mobilization and force structure changes.

2.7.2. **(Added-ANG)** NGB/LCAP, NGB/ESOH CAMP and NGB/AOCI events will be synchronized with ANG unit CUI Phase 0 events to the maximum extent possible IAW AFI 90-201 paragraph 3.2.2. NGB LCAP/ESOH CAMP/AOCI will not be synchronized with CUI Phase 1, 2. If events cannot be exactly synchronized with CUI Phase 0 dates, scheduling prior to the CUI Phase 0 date is preferable in order to facilitate a complete MAJCOM/IG outbrief at the conclusion of the CUI Phase 0. NGB/LCAP, NGB/ESOH CAMP and NGB/AOCI schedules will be forwarded to NGB-IGD for coordination with gaining MAJCOM/IG Gatekeepers. NGB-IGD will post approved schedules on the AFIA master inspection schedule.

2.7.3. **(Added-ANG)** NGB/LCAP will coordinate with gaining MAJCOM/A4 LCAP to ensure alignment with gaining MAJCOM LCAP policy.

2.7.4. **(Added-ANG) Conversion.** ANG unit conversion dates are determined by the NGB Action Group, NGB/A3Z.

2.7.4.1. **(Added-ANG)** CUI Phase 0, 1, 2 scheduled to take place prior to conversion start date will be completed as scheduled. CUI 1, 2 scheduled within 6 months prior to conversion start date may be cancelled with approval of MAJCOM/IG, NGB-IG and Unit Commander.

2.7.4.2. **(Added-ANG)** CUI Phase 1, 2 scheduled in the unit conversion period will be postponed. Units will be eligible for a CUI Phase 1, 2 one year after official conversion end date as determined by NGB/A3Z.

2.7.4.3. **(Added-ANG)** CUI Phase 0 scheduled in the unit conversion period will continue. Units in conversion are eligible for a tailored CUI Phase 0 and should coordinate with their gaining MAJCOM/IG accordingly. Tailored CUI Phase 0 is intended to work around and/or exempt those unit functions directly affected by the conversion or mission change. Designation of affected areas will be coordinated and adjudicated with the IG team prior to the inspection.

2.7.5. **(Added-ANG)** Request for Inspection Tailoring, Postponement or Cancellation. It is possible that unforeseen operational demands or programmatic changes can alter a unit's ability to undergo planned inspections.

2.7.5.1. **(Added-ANG)** Request for Tailoring. Tailoring an inspection modifies the inspection requirement for a specific Unit Type Code (UTC). To request a tailored inspection, units will contact their respective gaining MAJCOM/CG IG Advisor for coordination and will follow guidance found within gaining MAJCOM AFI 90-201 supplement.

2.7.5.2. **(Added-ANG)** Request for Postponement/Cancellation. Units should make requests with their respective gaining MAJCOM/CG IG Advisor and follow procedures within gaining MAJCOM AFI 90-201 supplement. Requests that will extend, or further extend, the unit past AFI 90-201 mandated inspection intervals, will, in addition, be routed from The Adjutant General (TAG), through NGB-IGD, to NGB/CF. NGB-IGD will coordinate request with NGB functional staff prior to processing for NGB/CF endorsement or declination. Requests should include full justification and project the earliest date the unit can accomplish the inspection. Endorsement from NGB/CF does not guarantee postponement/cancellation as the gaining MAJCOM/CC retains final decision making authority. In general, NGB policy is to adhere to AFI 90-201 inspection intervals. Request for postponement/cancellation should come as a last resort and only after all other unit scheduling options have been explored.

2.8. MAJCOM Inspection Programs—General Guidelines. MAJCOM/IGs will establish inspection programs consistent with Mission Directive responsibilities and in accordance with AF inspection guidelines outlined in this Instruction.

2.8.1. MAJCOM/IGs will conduct independent inspections to assess unit readiness, economy, efficiency, state of discipline and nuclear surety (as applicable) and report results of such inspections as required by MAJCOM/CC and this Instruction.

2.8.2. Gatekeeper. Gatekeepers at all levels must ensure the inspection system is able to independently and efficiently inspect units on behalf of the command chain. Gatekeepers ensure a commander's priorities take precedence over non-mission-essential activities of any unit/organization. Gatekeepers have the authority to approve or disapprove, schedule, de-conflict and eliminate duplication between all inspection-type activities on behalf of their commander. Gatekeepers do not have authority to approve or disapprove TJAG Article 6 inspections, TAG-directed audits, TIG-directed AFIA/SAF/IGI inspections, or inspection-type activity conducted by properly authorized DoD or other USG agencies (e.g., OIG, DOD; GAO, DISA; DTRA). In these cases, Gatekeepers should attempt to deconflict the inspections by offering optimum windows for the appropriate units. MAJCOM/CCs should delegate MAJCOM Gatekeeper authority and responsibility to their MAJCOM/IG to perform Gatekeeper functions for all inspection-type activity within their MAJCOM.

2.8.2.1. MAJCOM Gatekeeper functions include the ability to establish/maintain situational awareness and to integrate, synchronize and de-conflict unit inspections, assessments and evaluations within their MAJCOM. Gatekeeping unit inspections may include tracking organizations below the wing level as needed.

2.8.2.2. Any agency planning to inspect, assess, evaluate, audit, assist, visit, or observe an Air Force unit/organization must contact the MAJCOM Gatekeeper as early as possible, and no later than 30 days prior to the desired visit.

2.8.2.3. MAJCOM supplements to this publication may include MAJCOM/CC priorities to assist Gatekeepers in their roles (e.g., calendar "white space", inspection frequency requirements, and waiver criteria) as well as guidance for inspecting multi-MAJCOM or Joint Base installations, if applicable. MAJCOM supplements to this publication will be coordinated with SAF/IGI.

2.8.2.4. Gatekeepers at all levels should refer to [Attachment 2](#) (Table of AF-approved inspections) to assist them in their Gatekeeper process.

2.8.2.4.1. AF Agency Access to Inspect. Any AF agency requesting access to an installation for the purpose of conducting inspections (refer to [paragraph 1.2.2.](#)) must ensure the activity is on the list of AF-approved inspections ([Attachment 2](#)). If not, contact SAF/IGI IAW the process outlined in [paragraph 2.18.2](#). If the Gatekeeper determines the requestor is not on the list of AF-approved inspections, the Gatekeeper should deny access to the installation and direct the requestor to follow the procedures in [paragraph 2.18.2](#) to request the activity be vetted by the Inspection System Governance Process for addition to [Attachment 2](#).

2.8.2.4.2. Non-AF Agency Access to Inspect. Any non-AF agency (DOD, DTRA, DISA, GAO, etc.) requesting access to an installation to conduct inspection-type activity should contact AFIA and request liaison with appropriate MAJCOM Gatekeeper. Gatekeepers should make every effort to accommodate the request while balancing the need to guard wing whitespace through synchronization. Gatekeepers will notify SAF/IGI when a non-AF agency requests access for an activity not listed in [Attachment 2](#).

2.8.2.4.3. Non-AF Agency Request for Inspection Observation Access. Agencies external to the Air Force will coordinate requests to observe IG inspections through

AFIA (primary) or SAF/IGI (secondary) for SAF/IG approval. Upon approval, AFIA will also serve as the liaison to coordinate with all external agencies requesting support and observer actions.

2.9. Pre-inspection considerations.

2.9.1. Inspection alignment with the AEF-Next battle rhythm. Inspections should be de-conflicted with AEF-Next battle rhythm, enabler unit deployments, expeditionary support deployments and unit force structure changes. Inspections will be tailored, as necessary, to allow requisite unit support to the COCOM. MAJCOM/IGs will make final determination of scheduling and tailoring.

2.9.2. All inspection authorities will consolidate inspections to avoid redundancy. Eliminate inspections that are not mission-relevant, do not outweigh their costs, or detract from mission performance or readiness.

2.9.2.1. On-site inspections should evaluate areas the MAJCOM/CC determines to be essential for commander and mission effectiveness, and particular conditions of the command.

2.9.2.2. Inspections will focus on programs and processes that impact mission readiness, economy, efficiency, and state of discipline.

2.9.2.3. When scheduling inspections for units gained by multiple MAJCOMs, MAJCOM/IGs will coordinate the inspection schedules to conduct concurrent MAJCOM inspections, to the maximum extent possible.

2.9.3. IG Reciprocity. If a MAJCOM IG team is inspecting in an area where another MAJCOM has a small geographically separated unit (GSU) or Detachment (Det) (as a tenant for instance), the tenant/GSU/Det's owning MAJCOM IG may ask the other IG Team to inspect their unit(s) for efficiency. MAJCOM/IGs or their representatives should coordinate with one another to ensure the inspection team has adequate subject-matter expertise to conduct the inspection IAW this Instruction and MAJCOM/CC direction.

2.9.4. Limiting factors, simulations and deviations. The inspected unit will submit any known limiting factors (LIMFAC), simulations (SIM) and deviations (DEV) that could potentially affect the inspection's outcome to the inspection team chief. Any such LIMFAC, SIM, or DEV from authorized policy and guidance will be coordinated with the MAJCOM/IG. Approved LIMFACs, SIMs and DEVs which may impact inspection processes and outcomes will be announced to all inspectors prior to the commencement of any inspection activities.

2.9.5. Entry Authority List. The EAL will be sent to the host the Wing's Security office at the location of the inspection for dissemination to inspected units/organizations.

2.9.6. Inspection Footprint. IG Team Chiefs will work with the inspected unit prior to the inspection to ensure there is a shared understanding of inspection constraints due to space, security, escort ratio, etc. The Team Chief will attempt to minimize the inspector footprint to the maximum extent practical; however, the Team Chief will make the final determination on inspector footprint to ensure adequate access for the inspectors.

2.9.6.1. MAJCOM/IGs may consider unit activity in conjunction with exercises and contingencies, real world operations, self-assessments, other inspections/evaluations,

sampling techniques, and other measures of sustained performance. These measures can be used to grant inspection credit, or adjust the breadth, duration, and incidence of inspection activities.

2.9.6.2. When practical, IG teams may deploy to forward locations and headquarters during exercises and contingency operations to evaluate processes and performance. Inspectors may observe, but will not interfere with, real world activities unless observed actions are in direct violation mandated guidance or if injury to personnel and/or damage to equipment could occur.

2.9.7. IG Team Work Center Requirements. The MAJCOM/IG Team Chief will coordinate specific work center requirements with the inspected unit. Additionally, the inspected unit will provide at least one dedicated person for the duration of the inspection to answer and screen work center calls for the IG inspection team.

2.10. Inspection Notification. For active duty (AD) units, notification for regularly scheduled inspections will be determined by the MAJCOM/IG for each inspection type. MAJCOM/IGs will notify ARC units of regularly scheduled inspections with a minimum one year notice. Additionally, MAJCOM/IGs (or designee) will send an Inspection Commencement Message for all IG inspections, NLT 24 hours after inspection in-brief. Provide Inspection Commencement Message to all appropriate agencies through the use of [Attachment 4, Figure A4.1](#) of this Instruction.

2.10.1. No-Notice and Minimal-Notice Inspections. No-notice and minimal-notice inspections are conducted to assess a unit's day-to-day readiness to execute assigned missions, compliance with established directives and nuclear surety (as applicable). The MAJCOM/CC will determine the need for no-notice and minimal-notice inspections.

2.10.1.1. For all units, no-notice is defined as 72 hours or less; minimal-notice is less than 45 calendar days.

2.10.1.2. Trusted Agents. SAF/IGI, AFIA, AFSC/SEW, NGB-IG and MAJCOM/AFISRA/ OSI/AFDW Gatekeepers, and Functional inspection team scheduling POCs who participate in the AF Inspection Scheduling Process are the trusted agents for no/minimal-notice inspections.

2.10.1.3. ARC units will participate in MAJCOM/IG no-notice and minimal-notice NSIs and NORIs. AFRC/CC may direct no-notice or minimal-notice AFRC inspections. MAJCOM/IGs must recognize there may be limited availability of ARC unit personnel in some functional areas when initiating no/minimal-notice inspections.

2.10.1.4. See [Chapter 7](#) for no/minimal-notice inspections for FOAs/DRUs.

2.10.1.5. MAJCOM/IGs with OCONUS units will make every effort to minimize notification to units when inspecting outside regularly scheduled inspections based on the host nation and theater limitations.

2.11. Selection for Performance-Based Evaluations. Inspection teams will randomly select individuals/teams for executing performance-based evaluations in lieu of the inspected unit self-identifying individuals/teams for evaluation (maintain team integrity as appropriate).

2.12. Inspecting Contracted Functions.

2.12.1. Performance Work Statement (PWS). Assess and rate contracted functions against Performance Work Statements (PWS). Assess adequacy of PWS to meet mission requirements. Functional self-assessment checklists will be tailored to address differences between AF inspection requirements and PWS requirements. The Contracting Officer and/or Contracting Officer Representative (COR) will accompany the IG during inspections. Develop and implement safeguards to prevent contractor claims.

2.12.2. Rating and Report. Contracted functions will be rated; however, individual contractors will not. Emphasis will be placed on the compliance of the function to be performed, not on the status of the personnel (military, civil service, or contractor) performing the function. Sampling of contracted activity will be coordinated through the Contracting Officer and/or Contracting Officer Representative (COR). Contractors may be provided with applicable portions of the report in-accordance-with (IAW) DOD Regulation 5400.7/AFMAN 33-302, *Freedom of Information Act Program*.

2.12.3. Validation. Validate observations related to contractor functions with the contracting officer. Deficiencies will be tracked IAW [paragraph 2.16](#) Only the Contracting Officer can take formal action against the contractor for noncompliance or direct contractors to correct deficiencies identified during inspections.

2.13. Additional Inspections.

2.13.1. **Management Inspection (MI)**. MIs evaluate organizations or programs above the wing level and will normally be accomplished by AFIA. MAJCOM/IGs may only conduct an MI if AFIA's checklist, methodology and grading criteria are used (see [Chapter 7](#)). The MI will assess the efficiency, effectiveness, economy and discipline of organizations, processes and programs based on fundamental principles of well-managed organizations. The MI will use a five-tier rating system (OUTSTANDING, EXCELLENT, SATISFACTORY, MARGINAL and UNSATISFACTORY). Refer to [Chapter 7](#) for specifics of the Management Inspection.

2.13.2. **Federal Recognition Inspection (FRI)**. The gaining MAJCOM will conduct a FRI of a state unit when the unit is being considered for federal recognition, or when asked to do so by the NGB-IG. Conduct the FRI according to AFI 90-201 ANGSUP, *The Air Force Inspection System*.

2.13.2. **(ANG) Federal Recognition Inspection (FRI)**. Under Title 32 United States Code (USC) Section 105 (32 USC § 10503), 10 USC § 10503 and DoDD 5105.77, *National Guard Bureau*, Federal Recognition is action, by SECAF, confirming a unit of a State/Territory militia meets the qualifications prescribed for the unit and composition of the ANG. CNGB may officially grant unit Federal Recognition under authority from SECAF (10 USC § 10503). Note: for purposes of this section, the term "unit" defines an ANG unit of any size (Wing, Group, Squadron, Numbered/Named Flight).

2.13.2.1. **(Added-ANG)** The granting of Federal Recognition enables the authority to pay personnel, issue federal equipment and expend funds incidental to the operation and maintenance of facilities and services.

2.13.2.1.1. **(Added-ANG)** No change in the branch, organization, or allotment of a unit located entirely within a state may be made without the approval of the Governor of the State or in the case of the District of Columbia, the Commanding General of

the national Guard of the District of Columbia under 10 USC § 18238 and 32 USC § 104.

2.13.2.2. **(Added-ANG)** The Division of Manpower, Organization and Resources (NGB/A1M) oversees the procedures and actions necessary to federally recognize a unit. ANG AF Controlled (AFCON) units are constituted, by authority of the SECAF, through the HQ AF Directorate of Manpower and Organization (AF/A1). These units are then allotted to NGB. NGB then allots the units to the States/Territories for “activation” as ANG units.

2.13.2.2.1. **(Added-ANG)** Federal Recognition is required for “activated” units. Federal Recognition is not required for “re-organized” or “re-designated” units as Federal Recognition already exists under previous organization and/or designation.

2.13.2.3. **(Added-ANG)** Federal Recognition Inspection. The Federal Recognition Inspection is a requisite sub-part of NGB/A1M overall Federal Recognition process. Note: In some cases, internal functions may transfer out of a unit, and become “activated.” While these units require Federal Recognition, an inspection may not be required. These units typically consist of substantially the same equipment, facilities and personnel, in place during parent organization Federal Recognition. Requiring a Federal Recognition Inspection may be redundant and inefficient. Accordingly, NGB-IG may interpret that such “activated” units, consisting of substantially the same equipment, facilities and personnel in place during parent organization Federal Recognition Inspection, do not require an inspection as a requisite part of their Federal Recognition process.

2.13.2.3.1. **(Added-ANG)** After an “activated” unit has received its Personal Accounting System (PAS) Code, NGB/A1M will notify the applicable State Joint Force Headquarters (JFHQ) and NGB-IGD that a Federal Recognition Inspection is required.

2.13.2.3.2. **(Added-ANG)** The applicable State JFHQ will officially request a Federal Recognition Inspection through NGB-IGD. NGB-IGD will process the request with the gaining MAJCOM to identify an inspecting officer and date of inspection.

2.13.2.3.3. **(Added-ANG)** The Federal Recognition Inspector must be an officer commissioned in the Regular AF, IAW 32 USC § 105. This excludes Reserve or Guard members, even if filling an active duty billet or part of the ANG T10 Statutory Tour Program.

2.13.2.3.4. **(Added-ANG)** Federal Recognition will be extended to units, only following a favorable report of inspection as indicated on the NGB Form 113a, *Report of Inspection for Federal Recognition*. The effective date of Federal Recognition remains unchanged regardless of any future change of station, reorganization, re-designation, or induction (mobilization) into the active military service of the United States.

2.13.2.3.5. **(Added-ANG)** As a requirement for initial Federal Recognition and sustainment of Federal Recognition, the enlistment and appointment of applicants, assignment, promotion, or other personnel actions affecting its members will be

without regard to race, color, religion, gender (except for assignment limitations prescribed by regulation), or national origin IAW current law and DOD policy. Members must meet the basic eligibility requirements to occupy the UMD position to which assigned, IAW applicable AF and ANG directives.

2.13.2.4. **(Added-ANG)** Federal Recognition Inspection Responsibilities. Under the oversight of NGB-IGD, the following responsibilities are completed to federally recognize a newly activated ANG unit.

2.13.2.4.1. **(Added-ANG)** NGB/A1M will:

2.13.2.4.1.1. **(Added-ANG)** Notify applicable State JFHQ and NGB-IGD that a Federal Recognition Inspection is required.

2.13.2.4.1.2. **(Added-ANG)** Take actions as required after the Federal Recognition Inspection is complete to federally recognize the unit.

2.13.2.4.1.3. **(Added-ANG)** If the prescribed requirements have been met, recommend that the CNGB extend Federal Recognition to the unit. Formal recognition occurs when NGB/A1M issues an NGB Form 5, *Federal Recognition Certificate*, signed by the CNGB or his designated representative.

2.13.2.4.1.4. **(Added-ANG)** Notify State JFHQ, gaining MAJCOM and ANGRC/CoS that the unit was granted Federal Recognition on the specified date.

2.13.2.4.1.5. **(Added-ANG)** Forward all documents generated by the Federal Recognition process to the NGB Historian (NGB-PAH).

2.13.2.4.2. **(Added-ANG)** State JFHQ will:

2.13.2.4.2.1. **(Added-ANG)** Make written request to NGB-IGD for an inspection

2.13.2.4.2.2. **(Added-ANG)** Provide a POC from the newly activated unit to facilitate gaining MAJCOM coordination.

2.13.2.4.2.3. **(Added-ANG)** Identify a travel fund cite from the unit for use by the inspecting officer.

2.13.2.4.3. **(Added-ANG)** NGB-IGD will:

2.13.2.4.3.1. **(Added-ANG)** Process State JFHQ request for inspection to respective gaining MAJCOM.

2.13.2.4.3.2. **(Added-ANG)** Coordinate with gaining MAJCOM to identify the inspecting officer.

2.13.2.4.3.3. **(Added-ANG)** Track all Federal Recognition Inspections through completion.

2.13.2.4.3.4. **(Added-ANG)** Review the NGB Form 113a for completeness and take coordination action (as required) on any recommendations made by the inspector or gaining MAJCOM.

2.13.2.4.3.5. **(Added-ANG)** Forward completed NGB Form 113a to NGB/A1M.

2.13.2.4.4. **(Added-ANG)** “Activated” Unit will:

2.13.2.4.4.1. **(Added-ANG)** Complete all coordination actions as required to host the inspector(s). This action includes providing a travel fund cite and assisting with arrangements for lodging and local transportation.

2.13.2.4.4.2. **(Added-ANG)** Have assigned personnel, equipment, facilities, and information required by the NGB Form 113a, available and ready for inspection on the date specified.

2.13.2.4.5. **(Added-ANG)** The Inspecting Officer will:

2.13.2.4.5.1. **(Added-ANG)** Coordinate details for the inspection with the unit POC.

2.13.2.4.5.2. **(Added-ANG)** Conduct the inspection IAW this instruction using NGB Form 113a and applicable gaining MAJCOM supplements to AFI 90-201.

2.13.2.4.5.3. **(Added-ANG)** Complete and sign NGB Form 113a and forward to NGB-IGD at ngbigd@ng.army.mil. NGB-IGD will staff to MAJCOM Chief/Director of Staff for final NGB Form 113a signature.

2.13.2.4.5.4. **(Added-ANG)** Provide cover letter or email outlining inspection event NGB-IGD at ngbigd@ng.army.mil.

2.13.2.4.6. **(Added-ANG)** Gaining MAJCOM will:

2.13.2.4.6.1. **(Added-ANG)** Upon request, appoint a commissioned Regular Air Force officer to perform the Federal Recognition Inspection.

2.13.2.4.6.2. **(Added-ANG)** Review, approve or disapprove the results of the Federal Recognition Inspection. Sign (CC or representative) and forward the NGB Form 113a to NGB-IG at (ngbigd@ng.army.mil).

2.13.2.5. **(Added-ANG)** NGB Form 113a. The NGB Form 113a forms the basis for the Federal Recognition Inspection. The completed and signed form is kept as part of the permanent record of the unit. Ensure a separate NGB Form 113a is completed for each newly activated unit. The following is a block-by-block explanation of the NGB Form 113a.

2.13.2.5.1. **(Added-ANG)** Element 1. Unit Designation: Official name and number of the unit.

2.13.2.5.2. **(Added-ANG)** Element 2. Location: Facility name (e.g., airport or base) City and State.

2.13.2.5.3. **(Added-ANG)** Element 3. PAS Code: Eight-digit code as provided by NGB/A1M.

2.13.2.5.4. **(Added-ANG)** Element 4. Unit Organization: Can the unit produce a valid copy of the master Unit Manning Document (UMD)? The unit should be able to provide this through their Force Support Squadron (FSS).

2.13.2.5.5. **(Added-ANG)** Element 5. Community Attitude: A favorable community attitude is measured by a preponderance of evidence from three sub-areas.

2.13.2.5.5.1. **(Added-ANG)** Recruiting. Consider if the community/surrounding

area have the demographic makeup necessary to build and sustain the organization as envisioned. Do they have enough people of the appropriate age spread and is there any specialized skill set requirements? How large an area is the unit planning on recruiting from? What other active duty/reserve component activities take place in the area that may affect recruiting efforts? What additional resources are required to staff and fund a successful advertising and recruiting operation? NGB/A1Y and State Recruiting and Retention Superintendent should be utilized to gather this information.

2.13.2.5.5.2. **(Added-ANG)** Local Government/Chamber of Commerce. Is there evidence that the local governments are aware of and would be willing to support the unit and its location? Support would be evident in their willingness to provide land, access roads, utilities, etc. Documentation showing such support includes planning documents, letters, etc.

2.13.2.5.5.3. **(Added-ANG)** Political Support at the State/Federal Level. Are State and Federal congressional delegations (especially those representing the district in which the unit is located) aware of and supportive of the unit? Do they offer support for military construction in the out years? Documentation of their support might be a letter stating they will be a strong and positive supporter of such measures.

2.13.2.5.6. **(Added-ANG)** Element 6. Percentage of Federally Recognized Officers per ANGI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force* and 32 USC § 307 (e.g., 20 of 100 officers equal 20 percent).

2.13.2.5.7. **(Added-ANG)** Element 7. Number of Otherwise Qualified Officers: Are there officers awaiting Federal Recognition?

2.13.2.5.8. **(Added-ANG)** Element 8. Personnel Records: Each assigned member must have a personnel record.

2.13.2.5.9. **(Added-ANG)** Element 9. Medical Records: Each assigned member must have a medical record.

2.13.2.5.10. **(Added-ANG)** Element 10. Medical Qualifications: Personnel are expected to be worldwide deployable. The base medical office should be able to provide information on profiled individuals and the actions in progress to bring them to a deployable status.

2.13.2.5.11. **(Added-ANG)** Element 11. Officer Eligibility: This fulfills the requirements of 32 USC § 305 and 32 USC § 307. Are the officers qualified to fill the positions to which they are assigned? Source document: AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* and *Air Force Officer Classification Directory (AFOCD)*.

2.13.2.5.12. **(Added-ANG)** Element 12. Enlisted Eligibility: This fulfills the requirements of 32 USC § 301. Are the enlisted members qualified to fill the positions to which they are assigned? Source document: AFI 36-2101 and *Air Force Enlisted Classification Directory (AFECD)*.

2.13.2.5.13. **(Added-ANG)** Element 13. Oath of Enlistment: This fulfills the legal requirements of 32 USC § 304. The unit's Force Support Squadron (FSS) should have DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*, on file.

2.13.2.5.14. **(Added-ANG)** Element 14. Strength: The unit must attain 20 percent of their UMD authorized strength of officer personnel and 20 percent of their UMD authorized strength of enlisted personnel.

2.13.2.5.15. **(Added-ANG)** Element 15. Facility Ownership: Select the option that best applies. This information is found in the base support agreements.

2.13.2.5.16. **(Added-ANG)** Element 16. Facility Adequate to Perform Mission: Can the unit perform their mission with the facilities available?

2.13.2.5.17. **(Added-ANG)** Element 17. Facility Security: Is the facility safe and secure? Source document: AFI 31-101, *The Air Force Installation Security Program*.

2.13.2.5.18. **(Added-ANG)** Element 18. Vulnerability Assessment: Source document: AFI 10-245, *Antiterrorism (AT)*.

2.13.2.5.19. **(Added-ANG)** Element 19. Environmental Assessment: Has the facility passed an environmental assessment? A new assessment must be done if the unit is located on a new facility. Otherwise the environmental impact statement should be located with the Base Civil Engineer.

2.13.2.5.20. **(Added-ANG)** Element 20. Adequacy of Ramps, Taxiways, and Runways: Is the general environment of the ramps, taxiways and runways adequate and safe for operations? Not applicable for some units (e.g., non-flying).

2.13.2.5.21. **(Added-ANG)** Element 21. Adequacy of Storage and Protection: Source document: AFI 31-401, *Information Security Program Management*.

2.13.2.5.22. **(Added-ANG)** Element 22. Adequacy for Safeguarding Classified Material: Source document: AFI 31-401.

2.13.2.5.23. **(Added-ANG)** Element 23. Accommodations: Accommodations may mean facilities on the property or may be commercial accommodations nearby that could be procured.

2.13.2.5.24. **(Added-ANG)** Element 24. Adequacy for Administration and Logistical Support: Can this unit provide all the support services necessary to operate at this facility?

2.13.2.5.25. **(Added-ANG)** Element 25. Impact and Remedy for Deficiencies Found: For elements 16 - 24, what is the impact on the training and readiness of the unit due to deficiencies found? What are the unit's plans to remedy the deficiencies? For remedies that are in progress, is there a completion date? State the impact on the reverse of the form and attach additional pages as required.

2.13.2.5.26. **(Added-ANG)** Element 26. Recommendations: The following indicates the ultimate recommendation of the inspection officer/team to the gaining MAJCOM/CC.

- 2.13.2.5.27. **(Added-ANG)** Element 27. Recommendations: The following indicates the ultimate recommendation of the gaining MAJCOM to the CNGB that this unit should be federally recognized.
- 2.13.2.6. **(Added-ANG)** . Effective Date of Federal Recognition. This is the date the unit was inspected and found satisfactory as indicated in block 23a of the NGB Form 113a.
- 2.13.2.7. **(Added-ANG)** Federal Recognition Probation. Federal Recognition probation applies only to existing Federally Recognized units. The action of placing a unit on probation is recognized as a drastic measure taken to correct gross problems affecting unit ability to perform wartime mission or maintain programs to AF standards. Probation is a preliminary action to the withdrawal of Federal Recognition. Final administrative action relative to placing a unit on probation can only be taken by the CNGB. Before placing a unit on probation, NGB will coordinate with gaining MAJCOM and Adjutant General of the affected State.
- 2.13.2.7.1. **(Added-ANG)** The gaining MAJCOM/CC may recommend, to CNGB, Federal Recognition probation if:
- 2.13.2.7.1.1. **(Added-ANG)** The unit refuses to undergo official inspections.
 - 2.13.2.7.1.2. **(Added-ANG)** The unit receives two consecutive less-than-Satisfactory ratings in the same mission area.
 - 2.13.2.7.1.3. **(Added-ANG)** The unit receives an overall organizational rating of Unsatisfactory.
 - 2.13.2.7.1.4. **(Added-ANG)** The gaining MAJCOM will send information copies of their recommendation to those State Adjutants General concerned, the ANG unit concerned, the CNGB, SAF/IG, NGB-IG, AF/A1/A8, and NGB/A1/A8.
 - 2.13.2.7.1.5. **(Added-ANG)** Upon receipt of a recommendation for Federal Recognition probation from the gaining MAJCOM/CC, CNGB will respond within 45 days.
 - 2.13.2.7.1.6. **(Added-ANG)** If CNGB determines that Federal Recognition probation is not the best course of action, notification will be made in writing to the gaining MAJCOM/CC stating what corrective actions are being taken to resolve the core issue(s). Copies will be sent to State Adjutant General concerned, the ANG unit concerned, SAF/IG, NGB-IG, AF/A1/A8, and NGB/A1/A8.
 - 2.13.2.7.1.7. **(Added-ANG)** If CNGB directs probation of Federal Recognition, CNGB will notify the unit in writing. Copies will be sent to State Adjutants General concerned, SAF/IG, NGB-IG, AF/A1/A8, NGB/A1/A8, and the gaining MAJCOM/CC.
 - 2.13.2.7.1.8. **(Added-ANG)** Probation is for a specified period as determined by the CNGB.
 - 2.13.2.7.1.9. **(Added-ANG)** Termination of probation is vested in the CNGB.

2.13.2.7.1.10. **(Added-ANG)** A unit on probation must undergo an inspection performed by the gaining MAJCOM/IG. The gaining MAJCOM/IG will make one of the following recommendations to CNGB.

2.13.2.7.1.10.1. **(Added-ANG)** Terminate probation and restore to full status.

2.13.2.7.1.10.2. **(Added-ANG)** Extend the probationary period.

2.13.2.7.1.10.3. **(Added-ANG)** Withdraw Federal Recognition.

2.13.2.7.1.11. **(Added-ANG)** Units on Federal Recognition probation will focus on training and fixing core processes.

2.13.2.7.1.12. **(Added-ANG)** Units on Federal Recognition probation will not deploy personnel or equipment for training, steady state deployments, or contingency operations.

2.13.2.7.1.13. **(Added-ANG)** Units on Federal Recognition probation will report the lowest readiness rating possible without CC's upgrade.

2.13.2.8. **(Added-ANG)** Withdrawal of Federal Recognition. CNGB, acting for the SECAF, may take actions to withdraw Federal Recognition from a unit that fails to maintain policies prescribed by law (10 USC § 10503 and DoDD 5105.77). 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. Units must first be given reasonable opportunity to correct the cause(s) of failure.

2.13.2.8.1. **(Added-ANG)** The gaining MAJCOM/CC may recommend, to CNGB, withdrawal of Federal Recognition after a period of Federal Recognition probation.

2.13.2.8.2. **(Added-ANG)** MAJCOM will send information copies of their recommendation to those State Adjutants General concerned, the ANG unit concerned, CNGB, SAF/IG, NGB-IG, AF/A1/A8, and NGB/A1/A8.

2.13.2.8.3. **(Added-ANG)** Upon receipt of a recommendation for Federal Recognition withdrawal from the gaining MAJCOM/CC, CNGB will respond within 45 days.

2.13.2.8.4. **(Added-ANG)** If CNGB determines that Federal Recognition withdrawal is not the best course of action, notification will be made in writing to the gaining MAJCOM/CC stating what corrective actions are being taken to resolve the core issue(s). Copies will be sent to State Adjutant General concerned, the ANG unit concerned, SAF/IG, NGB-IG, AF/A1/A8, and NGB/A1/A8.

2.13.2.8.5. **(Added-ANG)** If CNGB determines that Federal Recognition withdrawal is the best course of action, NGB/A1 will process the necessary measures. Copies will be sent to State Adjutants General concerned, the ANG unit concerned, SAF/IG, NGB-IG, AF/A1/A8, and NGB/A1/A8.

2.13.3. **Biological Select Agents and Toxins (BSAT) Inspections.** AFMC/IG will conduct BSAT compliance inspections for all units that are registered by the Centers for Disease Control and Prevention in accordance with governing directives (DODI 5210.89_AFI 10-

3901, *Minimum Security Standards for Safeguarding Biological Select Agents and Toxin*. The inspection is designed to evaluate a unit's compliance with applicable policies for laboratory operations within Biological Safety Level III (BSL) facilities which store and use BSAT.

2.13.4. Wounded, Ill, and Injured (WII) Facility Inspections. When applicable, MAJCOM/IGs will conduct WII Facility Inspections, as required by National Defense Authorization Act (NDAA) Fiscal Year (FY) 2008, House Record (H.R.) 4986, Section 1662, *Access of Recovering Service Members to Adequate Outpatient Residential Facilities*. WII Facility Inspections may be conducted in conjunction with other inspections (NSI, RI, CI) but will be a separate, distinct inspection providing a separate inspection report. WII Facility Inspections will utilize a 3-tier rating scale: IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, or NOT IN COMPLIANCE. Refer to **Attachment 8** for specific information pertaining to WII inspections.

2.13.5. Functional Evaluations and Assessments. With few exceptions, HAF Functionals and/or FAMs should not conduct inspections (ref. **paragraph 1.2.2**). All inspection-type activity should be conducted by IGs, augmented by functional experts from HQ staffs and other units. Functional evaluations will be synchronized with IG inspections by the MAJCOM Gatekeeper. When requested by the MAJCOM/IG, Functionals should provide subject-matter experts (SMEs) as IG inspector augmentees. When absolutely necessary, MAJCOM/IGs may elect to use the results of command functional evaluations, assessments, and/or audits in lieu of additional IG inspections in those areas, provided the criteria used in those evaluations and functional inspector qualifications meet or exceed the requirements of this Instruction. When utilized, the MAJCOM/IG will publish the results of the functional evaluations and assessments in the appropriate section of the MAJCOM/IG inspection report for that unit.

2.13.6. The Air Force Special Interest Item (SII) Program. SIIs provide a means to focus management attention and/or gather data to evaluate the status of specific programs and conditions in the field requiring AF senior leader attention. SIIs are used by HAF Functionals to make policy adjustments and enhance decision-making. There should be no more than five active SIIs at any given time.

2.13.6.1. SAF/IGI manages the AF SII program by coordinating AF SII topic proposals and obtaining SAF/IG approval; distributing approved AF SII to MAJCOM/IGs; compiling and forwarding SII data to the sponsoring agency.

2.13.6.2. SAF/IGI will assess every potential SII for its impact on the nuclear enterprise and if necessary, coordinate with AF/A10 prior to publication.

2.13.6.3. SII Sponsors. Only HAF Functionals may sponsor SIIs. Proposed SII topics may be initiated at any level but must be submitted by the appropriate HAF Functional to SAF/IGI at safigi.workflow@pentagon.af.mil. Submit SII topic proposals in the format provided on the SAF/IGI Air Force Enterprise Information Systems (AF EIS) Sharepoint website. Sponsors will coordinate with MAJCOM FAMs (to include, Guard/Reserve) prior to submitting a proposed AF SII.

2.13.6.4. MAJCOM/IGs will receive SII notification from SAF/IGI. MAJCOM/IGs will notify all subordinate units/organizations (including gained ARC units) of the SII requirements as soon as possible following publication of the SII.

2.13.6.5. MAJCOM/IGs will inspect all applicable active SIIs during formal inspections. Units need only be inspected and reported once during the SII's active period. Gaining MAJCOM/IGs will coordinate with owning IGs prior to conducting SII inspections on gained units. Document the results of SII inspections as a separate section of the final inspection report.

2.13.6.6. Inspectors will watch for trends and violations in any Air Force SII area, though individual functional areas take the lead.

2.13.6.7. SII Reports. MAJCOM/IGs will document SII results in IGEMS. Units not receiving an IG inspection during the active period of the SII will conduct a one-time self-inspection on the SII topic using the self-inspection checklist and instructions accompanying the SII and forward results to their MAJCOM/IG.

2.13.6.8. Rating. Normally, SIIs will not be rated/graded; the SII is for gathering data for analysis and action as necessary. If a rating is required as part of the SII, the scale will be specified in the SII instructions.

2.13.7. **MAJCOM Command Interest Items (CII).** Ensure that MAJCOM CIIs do not conflict with AF SIIs.

2.13.7. **(ANG) MAJCOM Command Interest Item (CII).** Although not a MAJCOM, the NGB CII program provides a means to focus leadership attention, gather data on known or suspected problems, evaluate the status of specific programs, and/or confirm that a problem has been resolved.

2.13.7.1. **(Added-ANG) Establishing CIIs.** ANG directors identifying a CII requirement will prepare a coordination package, for ANGRC/CC approval, using the guidance provided below. The package will be coordinated through the ANGRC staff and NGB-IGD. NGB-IGD will coordinate the CII with all applicable gaining MAJCOM/IGs and SAF/IGI. Gaining MAJCOM/IGs will not add inspectors for the sole purpose of accomplishing NGB CIIs. Units that are not inspected during the active period of a CII will conduct a one-time self-inspection and report results to NGB-IGD. CII coordination packages will include:

2.13.7.1.1. **(Added-ANG) CII OPR.** Identify the name, rank, office, and commercial and DSN phone number of the CII sponsor(s).

2.13.7.1.2. **(Added-ANG) CII subject title.** Specify the proposed title of the CII.

2.13.7.1.3. **(Added-ANG) CII purpose and scope.** Provide a clear, concise statement of the CII goal and objective.

2.13.7.1.4. **(Added-ANG) .** Background and rationale. Provide sufficient background information to give MAJCOM inspectors an insight into the problem and include the rationale (i.e., the reason the CII is needed).

2.13.7.1.5. **(Added-ANG) CII Category (long-term or short-term).** The category is determined by the start and end date for the CII. A long-term CII is active for one

year (may be extended on a case-by-case basis). A short-term CII is active less than one year. Identify an expiration date for the CII.

2.13.7.1.6. **(Added-ANG)** Applicability. State what type of units and/or functional areas are affected.

2.13.7.1.7. **(Added-ANG)** Actions required. What specific actions are required of the affected units?

2.13.7.1.8. **(Added-ANG)** CII Self-Assessment Checklist (SAC). Provide a CII checklist the unit will use for their self-assessment and the gaining MAJCOM/IG will use to validate the actions taken by the unit.

2.13.7.1.9. **(Added-ANG)** Reporting Guidance. State any special procedure the MAJCOM/IG will follow in their written inspection report.

2.14. Inspector General Evaluation Management System (IGEMS).

2.14.1. IGEMS is the official Program of Record for the Air Force Inspection System. NLT 1 Apr 2012, MAJCOM/IGs will use IGEMS for the following functions at a minimum:

2.14.1. **(ANG)** NGB Directors will ensure IGEMS capability within their directorate. As a minimum, a Primary and Alternate IGEMS POC will be appointed. NGB/A3 AOCI may use Airfield Operations Report Generator (ARG). NGB/AOCI/LCAP/ESOHCAMP reports will be forwarded to gaining MAJCOM/IG within 30 days of signature for inclusion as IGEMS report attachment.

2.14.1.1. The unit's overall rating.

2.14.1.2. Critical deficiencies and their respective corrective action plans (include the Deficiency Cause Code from **Attachment 7, Deficiency Cause Codes and Explanations**).

2.14.1.3. Significant deficiencies and their respective corrective action plans (include the Deficiency Cause Code from **Attachment 7**).

2.14.1.4. Key minor deficiencies and their respective corrective action plans, as determined by the MAJCOM/IG (include the Deficiency Cause Code from **Attachment 7**).

2.14.1.5. The dates when critical and significant deficiencies are opened and when they are closed.

2.14.1.6. All IG deficiencies, and only IG deficiencies, will be entered into IGEMS. IGs may enter deficiencies found by non-IG inspectors into IGEMS only after assessing and validating the deficiencies IAW AFI 90-201. IG Augmentees from Functional Areas may also enter data in functional data systems in addition to, not in lieu of, IGEMS.

2.14.1.7. Post the final inspection report in IGEMS.

2.14.2. For classified inspection reporting, use existing reporting methods on the Secret Internet Protocol Router Network (SIPRNet). IG teams will fully utilize IGEMS-C within six months of IGEMS-C certification and availability for classified inspection reporting.

2.14.3. Access management. Access to IGEMS will be administered by AFIA, SAF/IGI and MAJCOM/IG Administrators.

2.14.3. (ANG) NGB-IGD is the IGEMS administrator for NGB/ANGRC Staff.

2.15. Inspection Reports.

2.15.1. Classification. Review all reports prior to publication to ensure they are properly classified and marked IAW DOD 5200.1-R, *Procedures Governing the Activities of DOD Intelligence Components that Affect United States Persons* and AFI 31-401.

2.15.2. Report Marking. At a minimum, mark unclassified inspection reports "For Official Use Only (FOUO)" IAW DOD 5200.1-R and AFI 31-401. For nuclear inspection reports, see [Chapter 4](#).

2.15.3. Releasability. TIG is the confidential agent of SECAF and CSAF for obtaining uninhibited self-analysis and self-criticism of the internal management, operation, and administration of the Air Force. Therefore, Air Force IG reports are internal memoranda and constitute privileged information that is not releasable outside the AF except with specific approval of TIG. All requests for IG reports, or extracts therefrom, originating from sources outside the original distribution, shall be referred to SAF/IGI for coordination and clearance. Classifications and restrictions on the disclosure or use of IG reports shall be strictly observed.

2.15.3.1. Release Determination Authority. Before releasing inspection reports outside DOD, FOIA offices will receive a final release determination from SAF/IGI. Non-DOD parties requesting inspection reports should be referred to the appropriate FOIA office.

2.15.3.2. Release within DOD. DOD members, DOD contractors, consultants, and grantees are permitted access to inspection reports IAW DOD 5400.7-R_AFMAN 33-302. MAJCOM/IGs are authorized to release inspection reports, in whole or in part, within DOD. Courtesy copy SAF/IGI on any inspection report released outside the Air Force.

2.15.3.3. Release of Inspection Summary to News Media. An inspection summary may be released for internal information or in response to news media queries in coordination with public affairs. The summary will be limited to the overall rating, inspection process/definition and, if desired, personal comments by the commander (e.g. general laudatory comments, perception of inspection process). The published summary will not contain detailed information (e.g. sub-area ratings, a list of individuals recognized by the IG, specific deficiencies, or specific ratings for inspection criteria). The use of HAF and MAJCOM Public Affairs Guidance (PAG) are encouraged.

2.15.3.4. Releasability Statement. The following statement must appear on the cover and each page of the report as well as in any transmission, presentation, or document containing protected IG material: *"For Official Use Only. This report may be protected from disclosure under the Freedom of Information Act. Do not release or publish, in whole or in part, outside official DOD channels without express approval of the Director, SAF/IGI."* Include similar statements on reports of inspections conducted jointly with inspection teams from other DOD agencies.

2.15.4. NLT 5 work days after the IG team outbriefs the inspected unit, the MAJCOM/IG will send an executive summary of the inspection, IAW [Figure A4.2](#) to the inspected unit

CC and SAF/IGI, unless the final inspection report has already been published and distributed.

2.15.5. NLT 30 days after the IG team departs the inspected unit, the MAJCOM/IG will send the final IG inspection report and notify organizations the final IG inspection report is available in IGEMS.

2.16. Inspection Deficiencies.

2.16.1. All inspection reports will address non-primary inspection activity deficiencies, including safety, surety, or issues of military discipline. These concerns may directly affect an overall inspection rating at the discretion of the inspection team chief and will be documented in the final inspection report. Inspection reports will include only findings categorized as Strengths, Deficiencies or Recommended Improvement Areas (RIA). RIAs will not be used to document procedural deviations or non-compliance; they are only used to identify areas where a more efficient or effective course of action is available.

2.16.2. Safety. Safety is an integral part of every inspection. Inspectors will assess safety procedures and workplace hazards during all inspections, notify the appropriate commander and safety office of concerns, and document in the report if required.

2.16.3. Surety. Nuclear surety, at nuclear capable units, is always subject to inspection during any IG inspection. A potential nuclear surety deficiency will be brought to the immediate attention of the inspection team chief. The team chief will determine the appropriate course of action and determine the impact (if any) on the inspection rating.

2.16.4. Validation. MAJCOM/IGs will establish a validation process that provides the inspected unit the opportunity to clarify and/or rebut in a timely manner any potential deficiencies identified during the inspection. MAJCOM/IG Team Chief, in coordination with the wing or unit under inspection, will coordinate with the appropriate MAJCOM/NGB/FOA/DRU FAMs on all critical and significant deficiencies identified during the inspection. This process applies to deficiencies levied against other MAJCOM units or HHQ organizations.

2.16.4. (ANG) NGB Staff will assist MAJCOM/IG with the validation of unit deficiencies upon request by the MAJCOM/IG. NGB-IGD will maintain a listing of NGB Staff on the NGB-IGD Air Force Portal page.

2.16.4.1. Inspectors will validate potential deficiencies at the lowest possible level, but no higher than the appropriate FAM at the respective MAJCOM/NGB/FOA/DRU or organizations with whom the IG team has a memorandum of agreement. MAJCOM/NGB/FOA/DRU FAMs will consult with the appropriate HAF Functional as required to ensure proper interpretation of Air Force (or higher) policy.

2.16.4.2. MAJCOM FAMs or other SMEs will clarify policy and procedures, or validate that a potential deficiency does/does not comply with policy, and will not provide input/comment on the severity of a validated deficiency; that responsibility resides with the MAJCOM/IG. All deficiencies coded CRITICAL or SEVERE that cite "safety" should be validated by a qualified safety professional (mil: 1SOXX, 2WXX, 21MX, Civ: 0018, or MAJCOM FAM-designated SME).

2.16.4.3. Oversight Deficiencies. MAJCOM/IGs are not required to validate deficiencies beyond the appropriate MAJCOM FAMs or agencies with whom the IG has MOA/MOU for validation support. If the oversight team independently validates with the HAF Functional and receives contradictory information, a deficiency may be levied against the MAJCOM and/or HAF Functional.

2.16.4.4. All validated deficiencies will be documented in the report.

2.16.5. Deficiency Cause Codes. Corrective action OPRs will assign Deficiency Cause Codes to all deficiencies in IGEMS IAW [Attachment 7](#).

2.16.6. Deficiencies External to the Inspected Unit. When a MAJCOM/IG team is considering assigning a deficiency to an organization outside their MAJCOM, the inspecting IG team chief will notify the owning MAJCOM/IG of the potential deficiency and validation details (or AFIA for DRU/FOAs, HAF or non-AF deficiencies) and courtesy copy both the tenant and host base units NLT 5 days after completion of the inspection. If possible, validate each deficiency with the potential Corrective Action OPR and gain concurrence that the OPR will accept the deficiency; however, Corrective Action OPR concurrence with deficiency assignment or wording is not required. Once validated, the owning MAJCOM/IG (or AFIA) will be responsible for tracking status and notifying the inspecting MAJCOM/IG when closed (See [paragraph 4.13](#) for reporting, tracking, and closure reporting of DTRA-identified NSI deficiencies). In instances where the inspection involves associate units, coordination between the associated and associating MAJCOM/IGs on how deficiencies are assigned, assessed, and resolved will be essential to ensuring timely resolution.

2.16.6. (ANG) NGB-IG will notify respective State Adjutant General of repeat deficiencies (Minor, Significant and/or Critical) levied against ANG Parent Wings found during MAJCOM/IG inspections of the Parent Wing's Geographically Separated Units.

2.16.7. Deficiency write-ups will:

2.16.7.1. Be assigned a unique tracking number.

2.16.7.2. Describe, in sufficient detail, the deficiency and contextual facts as necessary to clearly convey the defect requiring resolution. The written description alone should be adequate for the inspected party to begin corrective action planning.

2.16.7.3. Be assigned a deficiency severity of CRITICAL, SIGNIFICANT, or MINOR.

2.16.7.4. Reference the applicable instruction, technical order or other source documentation.

2.16.7.5. Address impact of continued deviation or non-compliance for critical deficiencies.

2.16.7.6. Identify MAJCOM FAM OPRs for CRITICAL and SIGNIFICANT deficiencies (MAJCOM functional office responsible for coordinating on unit's corrective action plan).

2.16.7.7. Identify the Office of Collateral Responsibility (OCR), if applicable.

2.16.7.8. Deficiencies that involve hosts/tenants outside the inspected unit's chain-of-command, HHQ, other MAJCOMs, DRU/FOA, HAF or non-AF entities will be categorized as HHQ/Support Agency Deficiencies.

2.16.8. Deficiency Corrective Actions.

2.16.8.1. At a minimum, the MAJCOM/IG will track all CRITICAL and SIGNIFICANT deficiencies and provide the inspected unit with MAJCOM-unique reply instructions as part of the final report. Associated corrective action plans will be provided to MAJCOM/IGs NLT 45 days and for ARC units NLT 90 days after the final inspection report is published. CRITICAL and SIGNIFICANT deficiencies require a description of the unit's corrective action to include root cause(s), Cause Code(s) assigned from **Attachment 7**, and countermeasures initiated to mitigate risk and/or preclude deficiency recurrence. Minor deficiencies assessed to the inspected unit will be closed at the wing level. Minor deficiencies assessed to the MAJCOM-level will be closed by the MAJCOM/IG.

2.16.8.1.1. MAJCOM/NGB/FOA/DRU FAMs will coordinate and approve corrective action plans, on behalf of the MAJCOM/CC, for all CRITICAL and SIGNIFICANT deficiencies. Once the corrective action plan is in place, MAJCOM/IGs, after review and coordination with the responsible MAJCOM/NGB FAM(s), may close the identified deficiencies.

2.16.8.1.1.1. **(Added-ANG)** MAJCOM/IGs will assign NGB-IGD to the Functional Area IGEMS POC line for Critical and Significant deficiencies levied against ANG units or NGB. NGB-IGD will assign appropriate NGB staff member(s) as additional Functional Area POC(s). NGB Functional Area POCs may be the Directorate Primary and/or Alternate IGEMS POC or any member of the NGB Staff as appropriate.

2.16.8.1.1.2. **(Added-ANG)** NGB Functional Area and Contributor POC(s) will have 30 days to review, coordinate and accept a unit CAP within IGEMS. NGB Functional Area POC(s) will work directly with the unit's Organization POC(s) to update the corrective action plan until suitable for "acceptance." When suitable, the Functional Area POC(s) or Contributor POC(s) will update the deficiency status to "accepted."

2.16.8.1.1.3. **(Added-ANG)** Gaining MAJCOM/IG is approval authority for closure of ANG unit deficiencies.

2.16.8.1.1.4. **(Added-ANG)** NGB IGEMS Deficiency Tab definitions are listed below.

2.16.8.1.1.4.1. **(Added-ANG)** . Gaining MAJCOM IG Team POC(s).

2.16.8.1.1.4.2. **(Added-ANG)** . Wing, Group or Squadron level IGEMS POC(s) responsible for monitoring unit CAPs and making recommendations for closure on behalf of the commander. Note: If deficiency is levied against the NGB Staff, Organization POC is NGB-IGD.

2.16.8.1.1.4.3. **(Added-ANG)** . Wing, Group or Squadron level IGEMS POC(s) responsible for the creation and implementation of CAPs. Note: If deficiency is levied against the NGB Staff, Corrective Action OPR is the appropriate Directorate Primary/Alternate POC as assigned by NGB-IGD.

2.16.8.1.1.4.4. **(Added-ANG)** . NGB staff member(s) responsible for

reviewing the unit's proposed CAP for acceptance or rejection. In addition, NGB-IGD will always be listed as a Functional Area POC in order to have the capability to assign NGB Functional Area POCs beyond those already assigned by the MAJCOM/IG. Note: If deficiency is levied against the NGB Staff, the Corrective Action POC, if necessary, will assign Functional Managers for assistance.

2.16.8.1.1.4.5. **(Added-ANG)** . NGB staff member(s) assigned to assist the Functional Area POC with deficiency validation and/or CAP review.

2.16.8.1.2. All deficiencies not requiring a long-term solution (as determined by the MAJCOM/IG) should be closed within 12 months (18 months for ARC).

2.16.8.1.3. In instances where corrective action responsibility is assigned to both the host and tenant unit (or supported and supporting unit), MAJCOM/IGs will assign an OPR and an OCR to correct the identified deficiencies.

2.16.8.1.4. Deficiencies that contain potential Fraud, Waste or Abuse will be highlighted in inspection reports and forwarded to the MAJCOM/IG for semi-annual reporting.

2.16.8.2. MAJCOM/IGs will forward MAJCOM-closed root cause(s), Cause Code(s), countermeasures, to include OPR(s) and ECD(s), and deficiency closure dates for all nuclear-related CRITICAL and SIGNIFICANT deficiencies to the AFIA Process Integration Directorate (AFIA/PI). For open deficiencies, the corrective action OPR will report status to the MAJCOM IG quarterly until closed.

2.16.8.3. MAJCOM/IGs will forward all HAF-level (FOA/DRU, HAF, and non-AF) actionable deficiencies and validation details to AFIA for deficiency processing. Validation details include MAJCOM, FOA/DRU, HAF, and non-AF Functional(s) who participated in the deficiency validation and contact info. AFIA will forward the deficiency and problem solving/corrective action requirements to the responsible HAF-level office (O-6/GS equivalent or above) for action or comment and copy the MAJCOM/IG. The corrective action OPR will determine root cause(s) and countermeasure(s), to include OPR(s) and ECD(s), and assign Cause Code(s) from AFI 90-201, [Attachment 7](#). AFIA will provide corrective action OPR an electronic template to document the required problem solving/corrective action data. Corrective action OPRs will include measures or procedures initiated to mitigate risk and/or preclude deficiency recurrence and enough detail for the MAJCOM/IG to evaluate whether to close the deficiency or keep it open. If corrective action is not complete, the corrective action OPR will describe progress and provide updates, as required. The corrective action response, i.e., completed template and, if needed, additional documentation, will be returned electronically to the MAJCOM/IG and AFIA. After review, the MAJCOM/IG will forward a deficiency closure recommendation to AFIA. AFIA will close the deficiency, maintain corrective action documentation, and conduct follow-up on open deficiencies.

2.16.8.4. Commanders of inspected units will ensure that unit OPRs enter deficiency resolution data (e.g., root cause analysis results and corrective action plan status information) into the IGEMS database in a timely manner.

2.16.9. Root Cause Analysis. Problem-solving responsibility and the corrective action process reside at the lowest appropriate command level. Commanders will ensure root cause analysis is completed for all deficiencies using the problem-solving approach/tool and level of effort best suited to the situation. Commanders should strongly consider using the rigor of the AF 8-Step Problem Solving Model as outlined in the AF Smart Operations for the 21st Century (AFSO21) playbook for CRITICAL and SIGNIFICANT deficiencies to determine primary and, if applicable, contributing root causes.

2.16.10. Deficiency Fix Rate (DFR). MAJCOM/IGs and AFIA will monitor DFR for all identified CRITICAL and SIGNIFICANT deficiencies. DFR is a key measure of performance to show the average number of days required to close a deficiency. The DFR clock starts on the date of the inspection outbrief. The DFR clock stops when the deficiency is closed. For a long-term deficiency (one in which the fix runs through the Future Years Defense Plan), once the proper mitigation is in place to effectively manage the deficiency risk, deficiency closure may be appropriate. DFR will be incorporated into future IGEMS capability.

2.16.11. MAJCOM/IGs will also provide Cause Codes assigned by the corrective action OPR(s) for all nuclear-related MINOR deficiencies via the template. An electronic copy of this template can be requested from AFIA/PI workflow at afia.pi@kirtland.af.mil. An updated template will be sent to AFIA/PI when all unit level deficiencies are closed. If all deficiencies are not closed within 90 days after a published final inspection report, the corrective action OPR will report status of all deficiencies to the MAJCOM/IG quarterly until complete.

2.16.12. The Deficiency Cause Codes listed in **Attachment 7** apply to all inspections listed in this AFI except DNSIs, which have unique codes assigned by DOD (see **Chapter 4** for nuclear-specific inspection guidance). Assign all Deficiency Cause Codes required to describe the deficiency. Commonly, more than one Deficiency Cause Code will be applicable. NOTE: If the code "OT" (Other) is used, a full description must be included.

2.16.13. Write-ups from previous inspections should be reviewed prior to an inspection. At the conclusion of the inspection, repeat deficiencies should be considered in the unit's overall rating. Identify the repeat deficiency by stating: "REPEAT DEFICIENCY," followed by the updated deficiency write-up. Repeat deficiencies are deficiencies that have been previously identified, corrected, and closed, and have recurred following closure.

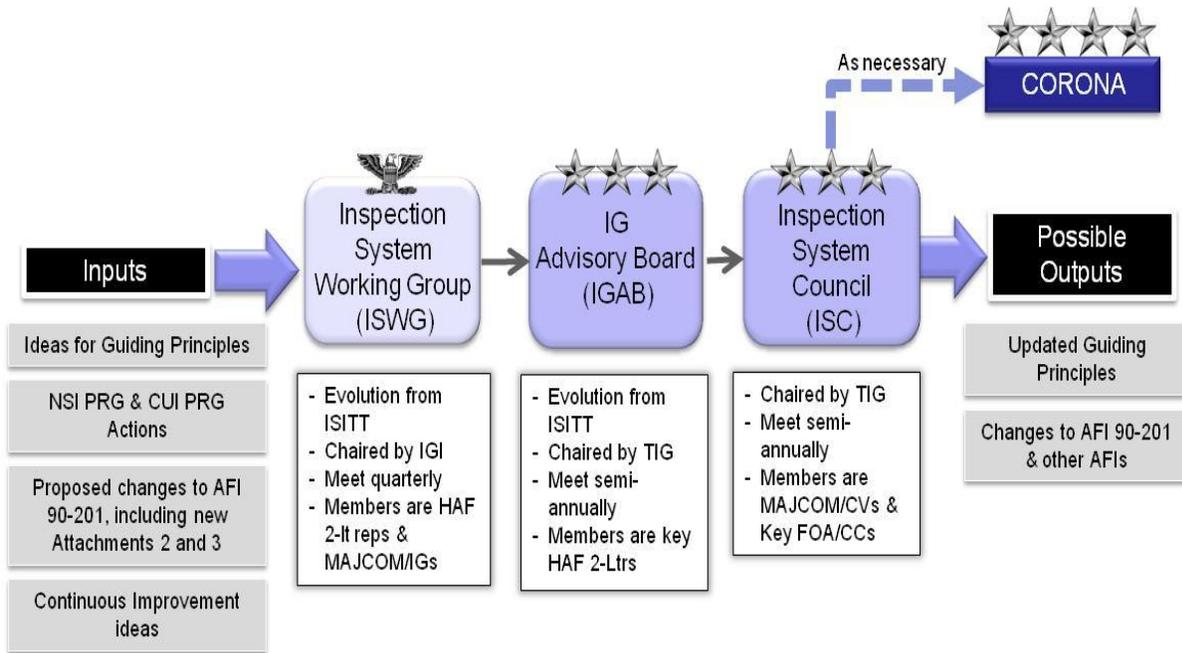
2.17. Inspection Outbrief. A mass outbrief conducted by the IG following a CUI Phase 0, 1 or 2 or other large-scale unit inspection is mandatory. Commanders should provide a suitable location to ensure maximum attendance within resource capability.

2.17.1. Unit outbriefs are considered a version of the inspection report and consequently fall within releasability restrictions. DOD members, contractors, consultants, and grantees are permitted to attend inspection outbriefs at the discretion of the unit commander. Community leaders and the general public are not authorized access to inspection results, to include outbriefs, except as permitted by DOD Regulation 5400.7/Air Force Supplement (see **paragraph 2.15.3.**)

2.18. The Air Force Inspection System Governance Process.

2.18.1. The governance process is executed by three groups shown in **Figure 2.1**. Charters for each of the groups will contain detailed duties and functions.

Figure 2.1. AF Inspection System Governance Process.



2.18.1.1. Inspection System Working Group (ISWG). The ISWG will meet quarterly to discuss the adequacy of the AFIS and proposals for improving the AFIS. The ISWG will be chaired by SAF/IGI with membership from key HAF 2-letter O-6/Civilian Equivalent representatives (AF/A1, AF/A2, AF/A3/5, AF/A4/7, SAF/CIO A6, AF/A8, AF/A9, AF/A10, AF/SG, AF/JA, SAF/AA, SAF/IE, AF/SE, NGB/IG, SAF/FM) and MAJCOM/IGs. The ISWG will vet proposals and track action items for consideration by the Inspector General Advisory Board (IGAB) and/or the Inspection System Council (ISC).

2.18.1.1. (ANG) NGB-IGD Division Chief, or other ANGRC designated O-5 or higher is the NGB representative to the ISWG.

2.18.1.2. Inspector General Advisory Board (IGAB). The IGAB will meet semi-annually to discuss issues forwarded by the ISWG and any other inspection related business deemed appropriate for this forum. SAF/IG will chair the IGAB, comprised of key 2-letter Functionals, or their Deputies. SAF/IGI will act as the Executive Secretary for the IGAB.

2.18.1.2. (ANG) ANGRC/CC/CV or designated representative is the NGB representative to the IGAB.

2.18.1.3. Inspection System Council (ISC). The ISC will meet semi-annually in conjunction with existing MAJCOM/CV meetings to discuss any inspection related business and to approve/disapprove suggestions for improving the AFIS submitted by the ISWG or IGAB. SAF/IG will chair the ISC, comprised of MAJCOM/CVs and selected FOA/DRU CCs. SAF/IGI will be the Executive Secretary for the ISC.

2.18.1.3. (ANG) NGB/DCF or designated representative is the NGB representative to the ISC.

2.18.2. Process to Change List of Authorized Inspections (**Attachment 2**) or Inspection Requirements (**Attachment 3**). AF agencies should submit requests to change, add or subtract an inspection activity listed in **Attachment 2**, or an inspection requirement listed in **Attachment 3**, to the appropriate HAF 2-letter for coordination. AF/JA will determine all JA Functional inspection requirements. HAF 2-letters may submit the recommendation to SAF/IGI at safigi.workflow@pentagon.af.mil for vetting through the AFIS Governance Process. The request should include a 1-page justification, OPR and phone number for further clarification.

2.18.2.1. Non-AF agencies should contact SAF/IGI with a request to change/add/subtract an inspection activity in **Attachment 2**. SAF/IGI will gain TIG's approval and notify IGAB and ISC members at the next meeting.

2.18.3. TIG-approved changes. TIG may modify the AFIS to meet SECAF/CSAF intent. Decisions reached during an IG conference or IG-led Process Review Group (to include the NSI PRG) will be incorporated into AFI 90-201 with SAF/IG approval.

2.18.3.1. Approved changes to the AFIS will be published via Guidance Memorandum, Interim Change, or complete revision of this publication.

2.18.4. AFIS Suggestion Program. Any Airman may submit an idea for improving the AF Inspection System to SAF/IGI at safigi.workflow@pentagon.af.mil with the words "AFIS Improvement" in the subject line.

2.19. Future State of the AFIS:

2.19.1. At a date to be determined, certified IG inspectors will be required to carry appropriate credentials.

2.20. (Added-ANG) ANG Augmentation of MAJCOM Inspection Teams. ANG members are routinely appointed by gaining MAJCOM/IG to act as inspection team augmentees. Personnel must be trained to the standard required by AFI 90-201 and respective gaining MAJCOM/IG supplement.

2.21. (Added-ANG) ANG Observers. Units desiring to observe MAJCOM inspections should coordinate directly with their gaining MAJCOM/IG and/or inspected unit IAW gaining MAJCOM/IG policy. Follow applicable gaining MAJCOM/IG observer program guidance. ANG observers are required to fund and arrange for their own travel, billeting, and ground transportation unless otherwise authorized by gaining MAJCOM/IG.

2.22. (Added-ANG) Readiness Inspection Funding. Inspections are considered training events, funded under normal training appropriations. However, supplemental funding for CUI Phase 1, 2 and Nuclear Operational Readiness Inspection (NORI) may be available from the NGB Operational Plans and Execution Division (NGB/A3A).

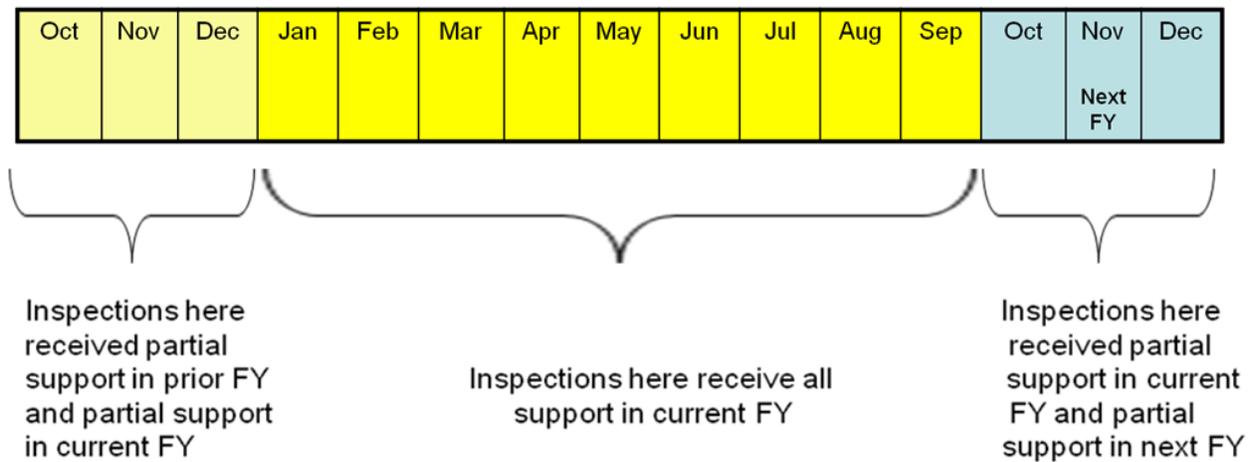
2.22.1. (Added-ANG) NGB/A3A budgets to assist units scheduled for CUI Phase 1, 2 and/or NORI. This budget is not intended to fund all associated inspection costs. Instead, this budget is to assist the unit in meeting requirements that exceed annual training appropriations. Normally, funds are Special Training (542) or Annual Training (521) resources, which can be broken down to enlisted/officer pay days and travel/per diem dollars.

Normally, Operations and Maintenance (O&M) funding is not available. O&M requests should be submitted as unfunded requirements through the NGB/FM unfunded process. Inspection preparation expenses that exceed the unit’s annual training appropriations may be funded out of the NGB/A3A budget. No other inspections (i.e., CI, HSI, etc.) will be funded from this account. Any GSU, not inspected with their parent wing, is eligible for inspection funding as well.

2.22.2. **(Added-ANG)** To be eligible for supplemental CUI 1, 2 and/or NORI funding, a unit must be officially scheduled for, and must provide NGB/A3A with MAJCOM/IG official notification.

2.22.2.1. **(Added-ANG)** A unit is eligible for CUI/NORI Supplemental Funding in the Fiscal Year (FY) their CUI/NORI is scheduled. Units whose CUI/NORI is scheduled in the 1st quarter of an FY (see [Figure 2.2](#) below) are eligible for supplemental funding in the FY prior to their scheduled inspection and/or within that 1st quarter of the current FY. Total amount of funding will not exceed what the unit would have received if all funding were provided in one FY. Inspection retakes are eligible for an additional disbursement.

Figure 2.2. (Added-ANG) Disbursement Timeline Example.



2.22.2.2. **(Added-ANG)** Funding may be utilized for unit Operational Readiness Exercises (ORE), CUI 1, 2 and/or NORI preparation, or CUI 1, 2 and/or NORI execution. However, the amount of disbursement will be based on CUI 1, 2 execution.

2.22.2.3. **(Added-ANG)** The disbursed amount will be based on a shared apportionment with all ANG units scheduled for CUI 1, 2 during the Fiscal Year.

2.22.2.4. **(Added-ANG)** The disbursed amount will be based on unit requirements (i.e., Phase I, Phase II, and historical data).

2.22.3. **(Added-ANG)** Units will submit one consolidated request to NGB/A3A with the following:

2.22.3.1. **(Added-ANG)** Expected number of personnel to participate in the inspection (breakdown by number enlisted/officer) and expected length of the inspection.

2.22.3.2. **(Added-ANG)** Total number of officer/enlisted days requested.

2.22.3.3. **(Added-ANG)** Estimate of associated travel and per diem.

2.22.4. **(Added-ANG)** Units will reconcile their inspection budget with NGB/A3A within 15 days after completion. Any funding not obligated will be withdrawn and disbursed to other units.

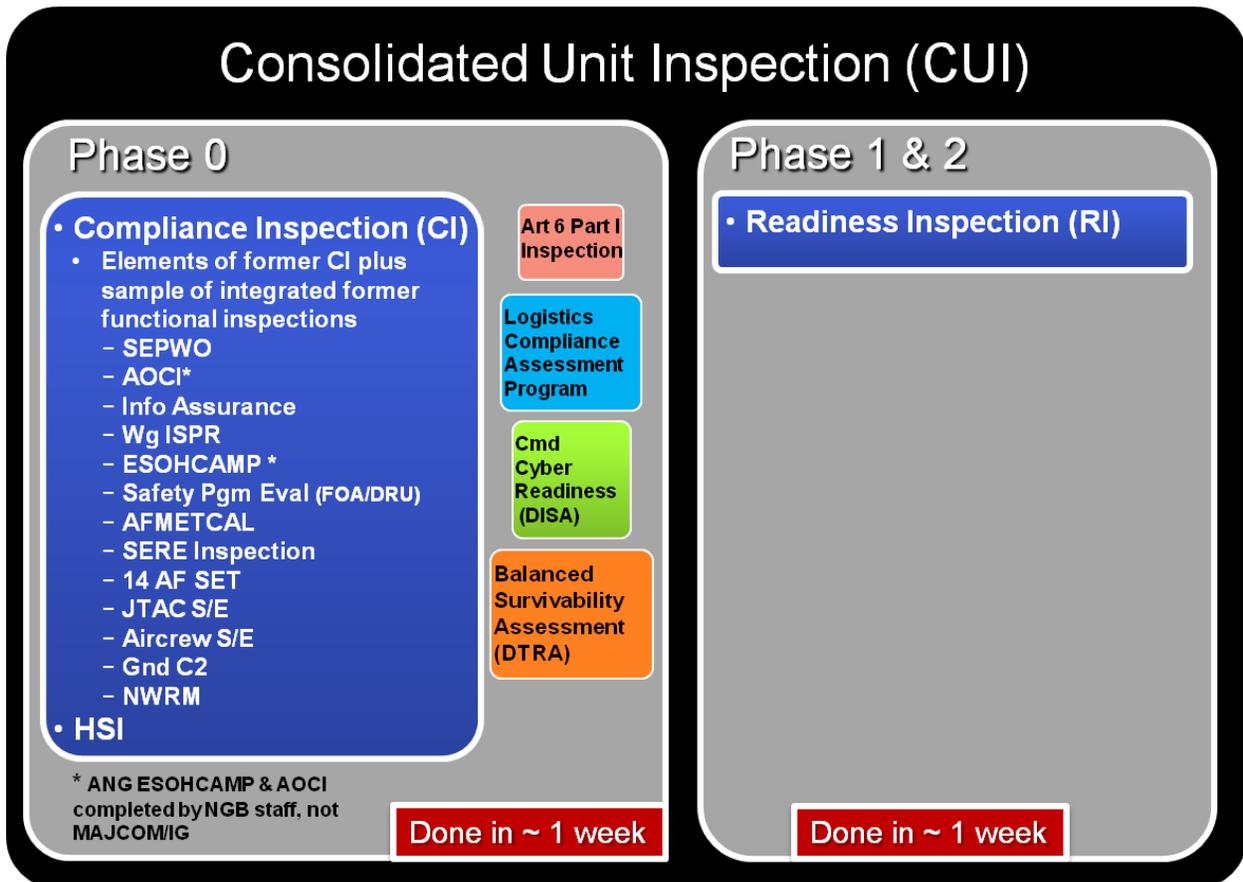
Chapter 3

CONSOLIDATED UNIT INSPECTION (CUI)

3.1. General Information. A CUI is completed when the requirements for a Phase 0, 1 & 2 are completed. MAJCOM/IGs may tailor the composition and synchronization of CUI elements to optimize inspection effectiveness and efficiency IAW the intent of this Instruction.

3.1.1. Phase 0. Phase 0 is an inspection scheduling construct that enables synchronized compliance-focused inspections in approximately one week at each unit. During a Phase 0, MAJCOM IGs should complete a Compliance Inspection (CI) and AFIA should accomplish a Health Services Inspection (HSI). The A4's Logistics Compliance Assessment Program (LCAP) and the JA's Article 6 inspection should be synchronized to occur during a Phase 0. Gatekeepers should offer the opportunity for DISA's Command Cyber Readiness Inspection (CCRI) and DTRA's Balanced Survivability Assessment (BSA) to be completed as required at the inspected unit. MAJCOM/IGs may conduct other IG inspections and compliance-focused Functional inspections during Phase 0. Only those synchronized inspections whose data will be validated by the IG and entered into IGEMS will be included in the IG's final report. See **Figure 3.1**.

Figure 3.1. Intended CUI Structure.



3.1.2. Phase 1 & 2. Phase 1 & 2 is a scheduling construct that enables synchronized readiness-focused inspections in approximately one week at each unit. During Phase 1 & 2, MAJCOM IGs should complete a Readiness Inspection (RI). MAJCOM/IGs may conduct other IG inspections and synchronized Functional inspections during Phase 1 & 2 as required. Only those synchronized inspections whose data will be validated by the IG and entered into IGEMS will be included in the IG's final report.

3.1.3. CUI Re-inspection. Units receiving an overall rating of UNSATISFACTORY during a CUI Phase 0, 1 or 2 will be scheduled for a re-inspection within 6 months. MAJCOM/CC approval is required to exceed the 6-month re-inspection interval. MAJCOM/IG will determine whether to reaccomplish the entire inspection or to limit the re-inspection to only those MGAs rated MARGINAL or UNSATISFACTORY.

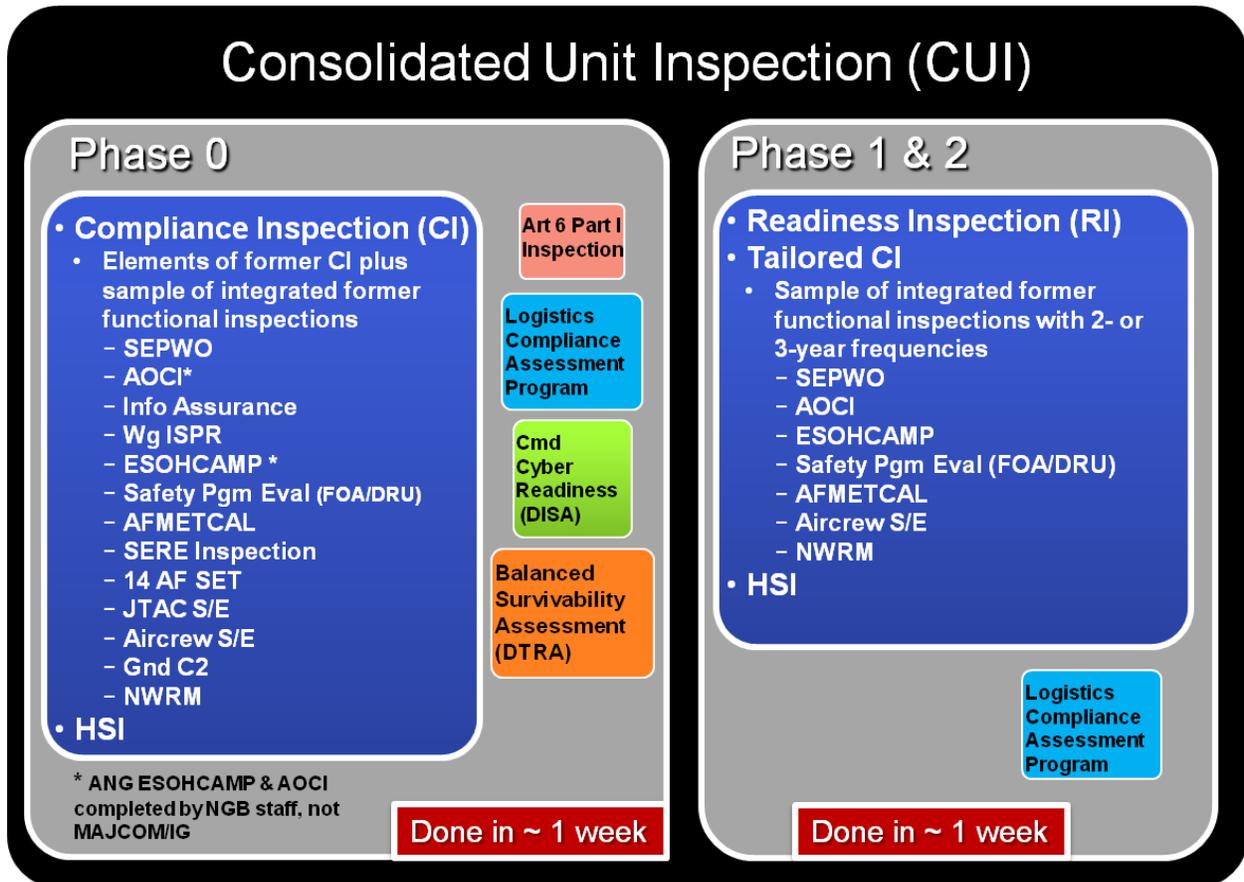
3.1.3.1. (Added-ANG) NGB-IG and ANGRC/CC will provide recommendation to gaining MAJCOM/CC whether an ANG unit, receiving an overall organizational grade of less than Satisfactory, should or should not be removed from their next AEF rotation until successful re-inspection.

3.2. CUI Scheduling Considerations.

3.2.1. Extension-Induced Constraints. MAJCOM/CC extension of CUI Phase 0 frequency to 48/60 months IAW [paragraph 2.6](#) may cause the MAJCOM/IG to conduct a Tailored CI. For Active Duty and Classic-Associate units, a Tailored CI is required if a CI is not completed at least every 30 months. For unit-equipped ARC, Active-Associate and ARC-Associate TFI units, a Tailored CI is required if a CI is not completed at least every 36 months. Tailored CIs are not applicable to ANG units. The Tailored CI should include an HSI and a sample of requirements from NWRM, Weather Operations (formerly Standardization and Evaluation Program for Weather Operations (SEPWO)), Airfield Operations Certification Inspection (AOCI) (formerly Air Traffic System Evaluation Program (ATSEP)), Environmental, Safety, Occupational Health Compliance Assessment Management Program (ESOHCAMP), and AF Metrology and Calibration (AFMETCAL) areas listed in [Attachment 3](#). MAJCOM IGs may synchronize a Tailored CI with other inspections. [Figure 3.2](#) shows one example of a Tailored CI being synchronized with a Readiness Inspection.

3.2.2. Synchronization Constraints. MAJCOM/IGs should attempt to complete all elements of CUI Phase 0, 1 & 2 in approximately 2 weeks every 2 years (48 months for ARC). However, based on resource constraints (e.g., high-demand/low-density inspection team availability, airlift, billeting, vehicles, workcenter size), MAJCOM/IGs may schedule portions of CUI elements before/after the primary inspection week.

Figure 3.2. CUI with Tailored CI made necessary by CUI Frequency Extension.



3.3. Compliance Inspection (CI). CIs are conducted to assess areas mandated by law as well as mission areas that are critical or important to the health and performance of organizations. Unit failure to comply with the established directives in these areas could result in legal liabilities, penalties, or mission impact.

3.3.1. CI Sampling. During a CI, MAJCOM/IGs will inspect all applicable mandatory AF inspection requirements (indicated in [Attachment 3](#) by a thick, dark vertical line in the column labeled, “MANDATORY”), HAF SIIs, MAJCOM/CC interest items, by-law requirements and a sample of the inspection requirements in each applicable MGA (indicated by light blue headings) and Sub-Area (indicated by light gray headings) in [Attachment 3](#). The IG Team Chief will determine which other line items from [Attachment 3](#) to include in a given unit’s sample, based on collaboration with MAJCOM/DRU/FOA FAMs and the needs of the commander.

3.3.2. CI Rating. The overall inspection, compliance MGAs and sub-areas will be rated using the following five-tier scale:

3.3.2.1. OUTSTANDING—The rating given to indicate performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.

3.3.2.2. EXCELLENT—The rating given to indicate performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively discrepancy-free.

3.3.2.3. SATISFACTORY—The rating given to indicate performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

3.3.2.4. MARGINAL—The rating given to indicate performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

3.3.2.5. UNSATISFACTORY—The rating given to indicate performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

3.3.3. Major Graded Areas (MGAs) and Sub-areas. MGAs represent key processes, procedures, and requirements based on public law, executive orders, DOD, AF, MAJCOM, and ARC directives and instructions. MAJCOMs may supplement the requirements of AF MGAs and add MAJCOM-specific MGAs. MGAs are organized according to Functional policy origin and are identified in **Attachment 3** in light blue color. Sub-areas of each MGA are identified in gray color.

3.3.4. Inspection of Nuclear Weapon Related Materiel (NWRM). MAJCOM/IGs will coordinate with MAJCOM/NGB FAMS to determine units to be inspected based on the official Air Force list of NWRM National Stock Numbers. NWRM requirements are now located under the Logistics (A4/7) inspection requirements in Attachment 3. NWRM inspection requirements will be accomplished as an MGA during a Phase 0 CI and a Phase 1&2 Tailored CI.

3.3.5. ANG conducts safety program assessments during NGB ESOHCAMPs. NGB will synchronize the scheduling of ESOHCAMPs with CUI Phase 0 CI to the maximum extent possible. MAJCOM/IG inspections of the Environmental, Safety, and Occupational Health functional areas will not duplicate NGB ESOHCAMP inspection elements. MAJCOM/IG should arrange to receive a copy of the NGB ESOHCAMP report. MAJCOM/IG may review the status of discrepancies noted in NGB ESOHCAMP reports.

3.3.5.1. **(Added-ANG)** MAJCOM/IGs should include NGB/ESOHCAMP team chief in inspection planning and workcenter requirements.

3.3.5.2. **(Added-ANG)** MAJCOM/IGs should include NGB/ESOHCAMP provided slide(s) during inbrief and outbrief as required.

3.4. Readiness Inspection (RI). RIs evaluate and measure the ability of units to perform their conventional wartime, contingency or force sustainment missions IAW the Defense Readiness Reporting System (DRRS) Mission Essential Task List (METL), or unit's DOC statement and Status of Resources & Training System (SORTS) report. For maximum effectiveness in assessing operational readiness, all readiness MGAs should be assessed during the same visit.

However, if required to divide the inspection into separate visits, the inspection will consist of two phases.

3.4.1. RI Phase 1. Evaluates the unit's transition from peacetime readiness to a wartime posture and their ability to maintain and sustain essential home station missions during this transition. The MGA of Positioning the Force will primarily be assessed during this phase of the inspection.

3.4.2. RI Phase 2. Evaluates the unit's ability to meet wartime/contingency taskings primarily through the MGAs of Employing the Force and Sustaining the Force. The MGA of Ability to Survive and Operate (ATSO) is dynamic and will be applied during conduct of all the other MGAs.

3.4.3. Performance. IG teams will focus on mission performance during Phase 1&2 RIs. Academic testing will not be used as a primary measure of readiness unless it serves a specific inspection objective or hands-on performance cannot be observed.

3.4.4. RI Rating. The overall inspection, readiness MGAs and sub-areas will be rated using a five-tier scale, as described in **paragraphs 3.3.2.1 — 3.3.2.5**

3.5. Major Graded Areas (MGAs) and Sub-areas. Units with a wartime or contingency mission will be rated in four MGAs: 1. Positioning the Force, 2. Employing the Force, 3. Sustaining the Force, and 4. ATSO in a Hostile and/or Contaminated CBRN Environment. MAJCOM/IGs may sample items under each MGA and tailor the inspection to meet the needs of the commander. For reference, **Attachment 3** to this Instruction identifies RI Sub-Areas for consideration in the CUI Ph 1/2 column. Conduct Component Numbered Air Forces (C-NAF) ORIs using applicable guidance in **Attachment 9**.

3.5.1. **MGA 1: Positioning the Force.** Evaluate the unit's transition from a peacetime readiness posture to deployment, reception and beddown of tailored and prioritized forces.

3.5.1.1. Command and Control (C2). Evaluate the effectiveness of the initial response actions performed by the Installation Control Center (ICC) and other wing C2 agencies/elements.

3.5.1.1.1. Evaluate CP's and Commander's Senior Staff procedures for receiving, processing and disseminating emergency action messages (EAM) IAW HHQ requirements, as applicable, to include dissemination of information to internal and external audiences.

3.5.1.1.2. Evaluate CP's and Commander's Senior Staff reporting procedures in SORTS IAW AFI 10-201, *Status of Resources and Training System*.

3.5.1.2. Preparing for Operations.

3.5.1.2.1. Evaluate weapon system generation and deployment.

3.5.1.2.2. Evaluate personnel readiness to deploy.

3.5.1.2.3. Evaluate equipment and logistic readiness.

3.5.1.2.4. Evaluate status reporting.

3.5.1.2.5. Evaluate Information Operations.

3.5.1.3. Deployment Planning/Processing. Assess unit's ability to position the force for mission employment through successful deployment execution.

3.5.1.3.1. Evaluate deployment planning.

3.5.1.3.2. Evaluate deployment process.

3.5.1.3.3. Evaluate use of automated deployment systems.

3.5.1.3.4. Evaluate medical deployment personnel processing support (individual or mass), as appropriate for wing mission and capabilities, including medical/dental/immunization clearance certification, pre-deployment health assessment, deployable medical records management, immunizations, prophylaxis distribution, and medical intelligence briefing.

3.5.1.3.5. Evaluate visual documentation of activities and dissemination of Public Affairs Guidance, as applicable, to include pre-deployment media training

3.5.1.4. Reception and Beddown. Assess the unit's ability to receive and beddown forces for personnel accountability, equipment accountability, and adequacy of services provided.

3.5.2. **MGA 2: Employing the Force.** Defined as the conduct and support of air and space 1429 operations from garrison or forward location to include: generating forces to combat or 1430 operational levels; providing timely information and intelligence dissemination; launching, 1431 recovering, or regenerating operational elements; planning for force replacement to continue 1432 operations; preserving installation security; and wartime materiel support

3.5.2.1. Command and Control (C2).

3.5.2.1.1. Evaluate if C2 functions support and facilitate mission accomplishment through proper arrangement of personnel, equipment, communications, facilities, and procedures.

3.5.2.1.2. Evaluate CP's and Commander's Senior Staff procedures for building and transmitting Commander's Situational Reports (SITREP) IAW AFI 10-206, *Operational Reporting*.

3.5.2.1.3. Evaluate CP's quick reaction checklist procedures, as applicable, IAW AFI 10-207, *Command Posts*.

3.5.2.2. Information Operations.

3.5.2.2.1. Evaluate integration of all applicable Information Operations activities IAW AFD 10-7, *Information Operations*.

3.5.2.2.2. Evaluate tactics conducted under military deception plans IAW AFI 10-704, *Military Deception Program*.

3.5.2.2.3. Evaluate Public Affairs activities conducted in coordination with Information Operations objectives.

3.5.2.3. Intelligence. Evaluate operational and target intelligence support to commanders. Evaluation should be relevant to the unit's mission, and may include:

Information Operations threats, threat assessment analysis, support to Threat/Force Protection Working Groups, Military Deception, tasking orders, production/collection/transmission requirements, effects-based assessment (tactical, operational), geospatial information and services (GI&S), force protection operations, Counter-Improvised Explosive Device (C-IED) operations, etc.

3.5.2.4. Maintenance.

3.5.2.4.1. Control of maintenance.

3.5.2.4.2. Sortie production.

3.5.2.4.3. Aircraft maintenance during employment.

3.5.2.4.4. Munitions activity.

3.5.2.4.5. Airborne release reliability.

3.5.2.5. Operations.

3.5.2.5.1. Evaluate the unit's ability to integrate deployed location procedures and requirements into the unit's plans. Evaluate if the unit has a COOP plan which it exercises for contingency operations for incidents at the garrison location IAW AFI 10-208, *Continuity of Operations (COOP) Program*. Evaluate if all unit individuals know what actions to take during potential incidents.

3.5.2.5.2. Review application of unified commander's rules of engagement (ROE) for clarity and understanding within exercise constraints.

3.5.2.5.3. Evaluate established search-and-rescue procedures within exercise constraints (flying units).

3.5.2.5.4. Evaluate whether operations, equipment, and training can adequately meet wartime or contingency requirements.

3.5.2.5.5. Evaluate ability to provide aircrews with serviceable protective, survival, rescue, and CBRNE defensive equipment.

3.5.2.5.6. Evaluate ability to conduct IED Network Defeat (IED-ND) operations both inside the Base Boundary and in support of joint force operations.

3.5.2.6. Airfield Operations.

3.5.2.6.1. Evaluate from an operational viewpoint, the air traffic system and airfield for safety, compatibility, and adequacy.

3.5.2.6.2. Evaluate Airfield Operations functional areas for compliance with governing directives (i.e., USAF, MAJCOM, Federal Aviation Agency, International Civil Aviation Organization).

3.5.2.6.3. Evaluate the quality of service and support (e.g., Weather, Civil Engineering (CE), Safety (SE), Airspace Management) provided to air traffic system users and compliance with standards by Air Traffic Control (ATC), Airfield Management (AM) and Airfield Traffic Control and Landing Systems (ATCALS) personnel.

3.5.2.6.4. Evaluate whether Airfield Operations operating procedures can meet the requirement to mitigate the results of an airbase attack.

3.5.2.6.5. Evaluate ability of flying unit to meet tasking in designed operational capability (DOC) statements, Ready Aircrew Program (RAP) messages, OPLANS, and Air Tasking Orders (ATO) as applicable.

3.5.2.6.6. Evaluate ability of space unit to meet tasking in DOC statements, Fragmentation Orders, execution orders (EXORD), Space Tasking Orders (STO) as applicable.

3.5.2.7. Weather.

3.5.2.7.1. Evaluate the unit Continuity of Operations Plan to ensure essential weather mission functions, to include taking and reporting observations, can be accomplished from an alternate location.

3.5.2.7.2. Evaluate the integration of weather information and operations IAW AFMAN 15-129V2, *Air Force Weather Operations—Exploitation*, to ensure weather forces have a thorough understanding of the supported mission, and provide mission specific information with adequate detail, and realistic recommendations when inclement weather jeopardizes planned mission, to assist organizational leadership in mission planning and execution decisions.

3.5.2.7.3. Evaluate unit coordination with other base agencies to ensure all weather requirements are identified and integrated into local procedures. Ensure agencies are notified of severe weather conditions in a timely manner in order to provide sufficient lead time and enhance safety and resource protection.

3.5.2.7.4. Evaluate knowledge of supported missions/tactics, environmental sensitivities, decision cycles and risk mitigation processes.

3.5.2.7.5. Evaluate the timeliness, accuracy, and relevance of weather support across the full spectrum of operations.

3.5.2.7.6. Evaluate ability of weather functions to support and facilitate mission accomplishment through proper arrangement of personnel, equipment, communications, facilities, and procedures.

3.5.2.7.7. Evaluate the effectiveness of weather information exploitation in enhancing mission effectiveness, efficiency, and safety.

3.5.3. **MGA 3: Sustaining the Force.** Evaluate the unit's ability to maintain and prolong combat support to all users for the duration of the operation.

3.5.3.1. Communications and Information Systems Operations.

3.5.3.1.1. Evaluate the unit's ability to provide non-secure and secure voice and data connectivity to support command, control, communications, and computer (C4) functions and to enable air and space forces to retrieve, create, fuse, and disseminate information.

3.5.3.1.2. Evaluate measures to protect critical information and C4 systems.

3.5.3.1.3. Evaluate C4 back-up and restoral capabilities.

3.5.3.1.4. Evaluate the unit's ability to provide, disseminate, and protect scientific and technical information (STINFO).

3.5.3.1.5. Evaluate the maintenance and sustainment of ATCALs and other supporting airfield system.

3.5.3.2. Manpower, Personnel, and Services.

3.5.3.2.1. Evaluate timeliness and accuracy of personnel management, casualty reporting, force accountability, reporting, and analysis.

3.5.3.2.2. Evaluate ability of deployed force support elements to assess, account for, and manage the organization and adequacy of forces.

3.5.3.2.3. Evaluate the ability of force support elements to access and refine manpower databases from forward deployed operating locations.

3.5.3.2.4. Evaluate the ability of the manpower and Personnel Support for Contingency Operations (PERSCO) teams to ensure alignment and accuracy of the PERSCO and manpower reporting numbers between the Unit Manning Document (UMD) and Unit Type Code (UTC) databases.

3.5.3.2.5. Evaluate ability to perform wartime duties including mortuary, lodging, food service, community programs and fitness programs.

3.5.3.2.6. Evaluate the knowledge and understanding of Public Affairs Guidance throughout the unit/installation, commensurate with individual duties and responsibilities.

3.5.3.3. Civil Engineer.

3.5.3.3.1. Assess capability to meet in-place wartime requirements and, if required, maintain a capability to deploy to another area.

3.5.3.3.2. Prime Base Engineer Emergency Force (BEEF) Mobile Forces: Evaluate forces' ability to perform tasks as outlined in AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. Emphasis should be given to the following: CBRNE Defense, and EM, expedient methods (to include; beddown, construction, repair, destruction), explosive ordnance disposal (EOD), fire emergency services (FES), Fire Emergency Services Assessment Program (FESAP), expedient methods (destruction), force protection, integrated base defense, and deployment support. Other tasks will include minimum airfield operating surface (MAOS) and airfield damage repair (ADR).

3.5.3.4. Security Forces.

3.5.3.4.1. Evaluate ability of base defense forces to plan and conduct defense operations to protect assets IAW the unit's Integrated Defense Plan.

3.5.3.4.2. Check for compatibility and interoperability of communication systems with other units, commands, services, and national or theater assets.

3.5.3.4.3. Assess police services and resource protection activities and responses.

3.5.3.4.4. Assess security of protection level (PL) 1—4 resources and responses.

- 3.5.3.4.5. Evaluate ability of base defense forces to defeat Level I threats and disrupt or delay Level II threats.
- 3.5.3.4.6. Evaluate ability of base defense forces to conduct offensive operations against enemy networks within the Base Boundary.
- 3.5.3.5. Logistics Readiness.
 - 3.5.3.5.1. Evaluate adequacy of materiel management to meet user asset requirements.
 - 3.5.3.5.2. Assess physical control, accountability, serviceability, and efficient management of supplies and equipment.
 - 3.5.3.5.3. Evaluate the unit's ability to safely and efficiently issue quality bulk petroleum products, cryogenic fluids, and missile propellants.
 - 3.5.3.5.4. Evaluate the unit's ability to provide efficient and economical transportation services.
 - 3.5.3.5.5. Evaluate the unit's ability to use economical, reliable, and up-to-date procedures to maintain vehicles in a safe and serviceable condition.
 - 3.5.3.5.6. Evaluate the unit's ability to determine the location of unit passengers and cargo and to reprioritize or redirect movement in response to changing circumstances.
- 3.5.3.6. Medical/Health Services.
 - 3.5.3.6.1. Consistent with the medical unit's deployment mission as described on the unit DOC statement and/or listed on the Medical Resource Letter, evaluate the unit's ability to provide medical support to deployed personnel.
- 3.5.3.7. Rules of Law.
 - 3.5.3.7.1. Evaluate knowledge and understanding of the principles and rules of the Law of Armed Conflict (LOAC) throughout the installation, commensurate with individual duties and responsibilities.
 - 3.5.3.7.2. Evaluate knowledge and understanding of the applicable ROE and rules for the use of force.
 - 3.5.3.7.3. Evaluate that legal (or command) representative briefed ROE as published by the combatant commander.
 - 3.5.3.7.4. Evaluate adequacy of legal support for wartime and contingency operations.
 - 3.5.3.7.5. Evaluate availability of legal assistance for deployed personnel.
 - 3.5.3.7.6. Evaluate adequacy of legal office operational and mission readiness.
- 3.5.3.8. Financial Management and Comptroller Support.
 - 3.5.3.8.1. Evaluate the unit's ability to provide Financial Management decision support.
 - 3.5.3.8.2. Evaluate the unit's ability to provide financial service support.

3.5.3.9. Contracting.

3.5.3.9.1. Evaluate adequacy of contracting support.

3.5.3.9.2. Evaluate the unit's ability to execute contingency operational contracting procedures.

3.5.3.9.3. Evaluate the unit's ability to provide proper oversight of deployed operations contracts.

3.5.3.10. Safety.

3.5.3.10.1. Evaluate the effectiveness of mishap prevention program, including actions taken to mitigate risks associated with all phases of deployments and contingencies.

3.5.3.10.2. Evaluate the effectiveness of the unit's Risk Management (RM) program.

3.5.3.10.3. Evaluate the effectiveness of safety reporting.

3.5.3.10.4. Evaluate the effectiveness of the unit's flying safety program.

3.5.3.10.5. Evaluate the effectiveness of the unit's ground safety program.

3.5.3.10.6. Evaluate the effectiveness of the unit's weapons safety program.

3.5.3.10.7. Evaluate the effectiveness of the unit's space safety program.

3.5.3.11. Chaplain Corps (HC).

3.5.3.11.1. Evaluate the unit's ability to support religious observances.

3.5.3.11.2. Evaluate the unit's ability to provide and support spiritual care.

3.5.3.11.3. Evaluate the unit's ability to advise leaders on spiritual, ethical, moral, morale, and religious accommodation issues.

3.5.3.12. Public Affairs (PA).

3.5.3.12.1. Evaluate effectiveness of support to commander.

3.5.3.12.2. Evaluate effectiveness of all aspects of the PA program in directly helping to achieve organizational mission objectives.

3.5.3.12.3. Evaluate readiness to support deployed PA taskings.

3.5.3.12.4. Evaluate integration of research, planning, execution and assessment model into communication activities to include awareness of the information environment.

3.5.3.12.5. Evaluate readiness and performance effectiveness of deployed visual information operations.

3.5.3.12.6. Evaluate the knowledge and understanding of Public Affairs Guidance throughout the unit/installation, commensurate with individual duties and responsibilities.

3.5.3.13. Information Protection (IP).

3.5.3.13.1. Evaluate the unit's ability to execute core security requirements in Information, Personnel, and Industrial security programs.

3.5.3.13.2. Evaluate the unit's ability to properly mark classified information.

3.5.3.13.3. Evaluate the unit's ability to properly protect and destroy classified and sensitive unclassified information.

3.5.3.13.4. Determine if the unit stores classified information in appropriate certified containers.

3.5.3.13.5. Determine if the unit trains personnel on proper transmission of classified information.

3.5.3.13.6. Determine if unit's restrict access to classified and sensitive unclassified information when security clearance is overdue, revoked, or suspended.

3.5.3.13.7. Determine if unit's validate security requirements of contractors prior to work performance.

3.5.4. MGA 4: ATSO in a Hostile and/or Contaminated CBRNE Environment. Evaluate the unit's ability to conduct the full range of contingency operations, in a stand alone, joint, and/or coalition forces operating environment, while simultaneously responding to or recovering from enemy attack, use of CBRNE weapons, major accidents, natural disasters, or HAZMAT incidents using the Air Force Incident Management System (AFIMS).

3.5.4.1. Command and Control.

3.5.4.1.1. Evaluate units' ability to control, collect, display, report, and disseminate information.

3.5.4.1.2. Evaluate ability of unit C2 agencies/elements to implement appropriate plans, procedures, and directives using AFIMS response structure as defined in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures* and AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Environment*.

3.5.4.2. Prepare.

3.5.4.2.1. Determine if the installation CEMP 10-2; Disease Containment Plan (DCP), base support, joint support or expeditionary site plan identifies integrated tasks and assigns responsibilities to implement preparation, response, recovery, and sustainment actions.

3.5.4.2.2. Determine if the installation plan includes support provided to or received from joint service, host nation, or coalition forces.

3.5.4.2.3. Determine if the unit has identified and documented to HHQ critical infrastructure assets requiring special considerations for operational planning.

3.5.4.2.4. For units in medium or high threat areas or where a geographically specific Terrorism Threat Warning Report is in effect, determine if contingency plans are developed and training/exercises are conducted for both the home station and

deployment location(s) IAW AFMAN 10-2503 and AFMAN 10-2605, *Education, Training and Exercise Competencies for Counter-Chemical, Biological, Radiological and Nuclear Operations*.

3.5.4.2.5. Evaluate ability of the installation to implement CBRN defense plan actions to save lives, protect resources, recover from attacks, and restore mission capability.

3.5.4.3. Protection. Determine ability of organizations to prepare for and implement actions to protect personnel and resources from improvised, conventional and CBRN weapons effects.

3.5.4.3.1. Individual Protection. Determine if required individual protective equipment (IPE)/aircrew chemical defense ensemble (ACDE) is on-hand and serviceable and individuals are capable of using IPE/ACDE appropriately.

3.5.4.3.2. Determine if individuals have completed Protective Mask Fit training with their personal mask and understand the threat of CBRN agents as well as effective protective measures.

3.5.4.3.3. Evaluate individuals' knowledge of Mission Oriented Protective Posture (MOPP) levels IAW AF Visual Aid (AFVA) 10-2512, *Mission Oriented Protective Postures* (MOPP); ability to inspect and don their IPE within estimated time criteria (AFMAN 10-2503, Table A2.6); ability to remove their IPE by processing through a contamination control area (CCA); demonstrate the use of issued chemical decontamination kits, detection equipment, and chemical agent antidotes.

3.5.4.3.4. Collective Protection. Determine the ability to provide adequate collective protection for assigned and deployed forces IAW MAJCOM guidance.

3.5.4.3.5. Force Health Protection (FHP). Evaluate ability to execute force health protection activities.

3.5.4.3.6. Protective Hardening. Determine ability to provide permanent and expedient hardening protection for assigned and deployed forces.

3.5.4.3.7. Dispersal. Evaluate ability to disperse and protect critical assets.

3.5.4.3.8. Blackout. Evaluate ability to conduct operations under blackout conditions, as appropriate for the threat.

3.5.4.3.9. Critical Infrastructure. Determine if unit accomplished asset identification supporting the AF critical infrastructure program per AFPD 10-24, *Air Force Critical Infrastructure Program (CIP)*.

3.5.4.3.10. Counter-Improvised Explosive Device (C-IED). Evaluate ability to prepare for and execute defense against IED attack on static positions. Evaluate ability to prepare for and execute IED defeat during ground movements outside secured perimeters.

3.5.4.4. Contamination Avoidance and Control.

3.5.4.4.1. Evaluate ability to receive and disseminate information through the installation and theater CBRN defense warning and reporting system.

3.5.4.4.2. Determine adequacy, serviceability, and sustainment capability of available CBRNE detection and monitoring equipment. Evaluate ability to deploy, operate, and maintain the CBRNE detection and reporting system.

3.5.4.4.3. Determine adequacy of contamination avoidance plans and material stocks, based on the CBRN threat. Evaluate ability to implement contamination avoidance measures in preparation of and response to attacks.

3.5.4.4.4. Determine adequacy of contaminated waste collection, control, and disposal capability. Evaluate ability to implement contaminated waste collection actions at the unit and installation level.

3.5.4.4.5. Evaluate ability to identify and mark CBRNE hazard and hazard areas, conduct post-attack risk assessment, and implement management actions to reduce mission degradation.

3.5.4.5. Respond.

3.5.4.5.1. Base Population. Evaluate ability of base population to react to MOPP and alarm condition changes and respond to attacks. Evaluate ability of base population to identify, mark, report, and avoid hazards after an attack. Evaluate ability of individuals to perform self-aid/buddy care and to identify/recognize symptoms associated with chemical attacks (to include toxic industrial chemical (TIC)/toxic industrial material (TIM)), biological events (to include, naturally-occurring disease outbreaks), and radiological/nuclear events.

3.5.4.5.2. Unit. Evaluate ability of unit to implement preparation, response and recovery actions after an attack. Evaluate ability of unit post-attack reconnaissance teams and other assigned specialized teams to conduct operations to include detection, identification, and quantification of threats to FHP. Evaluate ability of unit to manage the movement of casualties and exposed personnel to the appropriate medical treatment facility. Evaluate the ability of the unit to relocate, establish command and control functions and conduct operations from a COOP (alternate) site.

3.5.4.5.3. Joint Service, Host Nation or Coalition. Evaluate ability to integrate with assigned or attached joint service, host nation or coalition CBRN defense forces and support installation or theater missions.

3.5.4.5.4. Enemy Prisoners of War (EPW), DOD Civilian and Contract Personnel. Evaluate ability to protect EPW, retained personnel, civilian internees, and other detainees in AF custody.

3.5.4.6. Mission Continuation/Restoration and Sustainment.

3.5.4.6.1. Evaluate ability to conduct integrated response operations, restore mission capability, and sustain operations.

3.5.4.6.2. Determine adequacy of personnel accountability and replacement actions.

3.5.4.6.3. Determine adequacy of CBRNE defense individual and team equipment stock levels to support sustained operations.

3.5.4.6.4. Evaluate actions to initiate re-supply of critical CBRNE defense equipment, including medical and pharmaceutical supplies.

3.5.5. Scenarios. IG teams will attempt to create a realistic environment for evaluation while ensuring safety is not compromised. Phase 1&2 scenarios evaluate garrison operations, contingency response (from both garrison and continuity of operations (COOP) location), and sustained performance. When possible, combine Phase 1&2 scenarios with existing exercises, contingency events, or other MAJCOM scenarios.

3.5.6. Credit for Participation in Real-World Crisis Events and Major Exercises. Within parameters set by MAJCOM/IGs, unit commanders may request appropriate unit activity be observed or validated by MAJCOM/IGs to receive credit for Phase 1 or Phase 2 requirements of the RI. United States Air Forces in Europe (USAFE) may substitute a unit's North Atlantic Treaty Organization (NATO) Tactical Evaluation (TACEVAL) for RI credit. ARC units should request credit through their respective NAF to the gaining MAJCOM.

3.6. Report Requirements for Active-Associate Units. IGs may produce one report with separate grades for the ANG wing and the Active Duty wing, thereby maximizing the TFI implementation program vision with the need to ensure accountability within Title 10 and Title 32 realities.

Chapter 4

AIR FORCE NUCLEAR INSPECTION PROGRAMS

4.1. Nuclear Weapons Technical Inspections (NWTI). Nuclear weapon systems require special consideration because of their political and military importance, their destructive power, and the potential consequences of an accident or unauthorized act. NWTIs are performance and compliance-based inspections and are conducted to evaluate a unit's ability to manage nuclear resources while complying with all nuclear surety standards (reference DoD 3150.2-M, *DoD Nuclear Weapons System Safety Program Manual*). CJCSI 3263.05 is the governing Instruction for the conduct of NWTIs. In instances where CJCSI 3263.05 specifies responsibilities for "Service," MAJCOMs fill that role. The NSI is the AF inspection used to satisfy requirements of an NWTI. AF inspection teams will conduct NSIs in accordance with CJCSI 3263.05 and reference this AFI for additional AF-specific inspection requirements. If there is conflict between CJCSI 3263.05 and this Instruction, CJCSI 3263.05 takes precedence. See **paragraph 3.3.4.** and **Attachment 3** for NWRM inspection guidance.

4.2. Nuclear Surety Inspector Eligibility, Training and Certification. In addition to the requirements of **Chapter 8**, to fulfill inspection oversight data collection, MAJCOM/IGs will provide training and certification status, IG experience level and number of NSIs to AFIA for tracking and trending.

4.3. Nuclear-Capable Unit Operational Certification and Operational Restriction. Refer to AFI 63-125, *Nuclear Certification Program* and AF/A10 guidance.

4.4. Initial Nuclear Surety Inspection (INSI). The INSI is the culminating step both in the Operational Certification Process for certifying a unit as nuclear-capable as well certifying new equipment and/or systems requiring nuclear certification. The Lead/using MAJCOM, in coordination with HQ AFSC/SEW, will determine the need for conducting INSI based upon AFI 63-125 requirements and any HQ/A10 supplemental guidance. Applicable Functional(s) will develop READY/NOT READY inspection criteria to be used by the MAJCOM/IG during the INSI. In order to meet Oversight and Core Team responsibilities, MAJCOM/IGs will notify the AFIA/TI at least 60 calendar days prior to inspection execution (refer to **paragraphs 4.14.2** and **7.3.**). MAJCOM/IGs will notify Nuclear Enterprise agencies of the inspection commencement and conclusion using **Attachment 4**.

4.4.1. For units not previously nuclear-certified, conduct an INSI prior to employing, storing, assembling, maintaining or transporting War Reserve (WR). Conduct an NSI within 180-calendar days of the unit receiving an INSI READY rating. Unless waived by the MAJCOM/CC, the READY rating expires 180-calendar days after the unit receives the READY rating.

4.4.2. For currently certified nuclear-capable units programmed to receive a new weapon system/delivery system, conduct an INSI of operations and maintenance supporting the new system prior to receipt. Conduct an NSI within 180-calendar days of the unit receiving an INSI READY rating. Unless waived by the MAJCOM/CC, the READY rating expires 180-calendar days after the unit receives the READY rating.

4.4.3. For decertified nuclear-capable units, conduct an INSI prior to resuming those operations (employing, storing, assembling, maintaining or transporting WR) for which the

unit has been decertified to accomplish, as specified by the MAJCOM/CC in the decertification directive. Once an INSI has been successfully accomplished and the nuclear-certified status reinstated, conduct an NSI within 180-calendar days of the unit receiving the INSI READY rating. Unless waived by the MAJCOM/CC, the READY rating expires 180-calendar days after the unit receives the READY rating.

4.4.4. A READY rating for an EOD team or nuclear airlift unit establishes the NWTI cycle for that unit IAW DoD 3150.2M. A READY INSI rating and certification for new and/or modified facilities, equipment and/or systems do not alter or reset the unit's existing NWTI cycle unless the INSI is accomplished in conjunction with a full-scale NSI.

4.4.5. INSIs may be conducted in phases. If phased INSIs are conducted, the responsible MAJCOM will prepare an inspection plan identifying all required areas to be inspected by phase and forward the plan to HQ AFSC/SEW for review and approval. A READY rating must be achieved and maintained for the phase of the INSI under evaluation before evaluating the next phase. All phases must be rated READY prior to assuming nuclear operations. Unless waived by the MAJCOM/CC, a Phased READY rating expires 180-calendar days from issuance. Conduct a NSI, on all portions of the unit's nuclear mission, to include the addition of all phases, within 180-calendar days of final INSI completion.

4.5. Nuclear Surety Inspection (NSI). Assesses a unit's ability to accomplish its assigned nuclear weapons mission and produce reliable nuclear weapons in a safe and secure environment in compliance with applicable directives. Additionally, an NSI inspects a unit's capability to safely and reliably receive, store, secure, assemble, transport, maintain, load, mate, lock/unlock, test, render safe and employ nuclear weapons. Missile launch crews, aircrews, command post controllers and release teams must demonstrate (through performance-based assessments, testing, etc.) their knowledge of weapon acceptance procedures, nuclear weapon system safety rules, and nuclear weapon control order handling and authentication procedures. In order to meet Oversight and Core Team responsibilities, MAJCOM/IGs will notify the AFIA/TI at least 60 calendar days prior to inspection execution (refer to **paragraphs 4.14.2.** and **7.3**). MAJCOM/IGs will notify Nuclear Enterprise agencies of the inspection commencement and conclusion using **Attachment 4**.

4.5.1. Frequency of NSIs.

4.5.1.1. Inspection Frequency. Conduct NSIs of each nuclear-capable unit IAW DOD 3150.2M. The frequency (date next scheduled inspection due) is based on the date of the unit outbrief.

4.5.1.1.1. Waiver to Decertification Requirement for Expired NSI. If a nuclear-capable unit does not receive an NSI within the timing required by DOD 3150.2M, MAJCOM/CCs may elect to continue the certification of a unit by waiving the decertification requirement IAW CJCSI 3263.05. The MAJCOM/CC will notify agencies required by CJCSI 3263.05 and provide informational copies to the CSAF and recipients listed in **Table A4.2, Group 1**. Waiver notification will include the date of the scheduled NSI.

4.5.1.2. No-Notice and Minimal-Notice NSIs. While not every full-scale NSI needs to be no-notice or minimal-notice, the inspection program should implement a measure of randomness to scheduled inspections. For each certified nuclear-capable unit, one out of

every three full-scale NSIs should be no-notice or minimal notice. Refer to [paragraph 2.10.1](#)

4.5.2. Sequencing with other inspections. MAJCOMs may conduct NSIs sequentially with other inspections.

4.6. Limited Nuclear Surety Inspection (LNSI). The LNSI is limited in scope and does not evaluate all NSI areas applicable to the unit. An LNSI is designed to assess sustained performance of nuclear surety while minimizing the inspection footprint on a unit's operations. In order to meet Oversight and Core Team responsibilities, MAJCOM/IGs will notify the AFIA/TI at least 60 calendar days prior to inspection execution (refer to [paragraphs 4.14.2.](#) and [7.3.](#)). MAJCOM/IGs will notify Nuclear Enterprise agencies of the inspection commencement and conclusion using [Attachment 4](#).

4.6.1. MAJCOMs may conduct LNSIs to:

4.6.1.1. Inspect one or more areas designated by the MAJCOM/CC or IG.

4.6.1.2. Re-inspect MGA or sub-area(s) of a certified nuclear-capable unit that contributed to an overall UNSATISFACTORY or SUPPORT UNSATISFACTORY rating during a Defense Nuclear Surety Inspection (DNSI), NSI, or LNSI.

4.6.1.3. Re-inspect MGA or sub-area(s) of a certified nuclear-capable unit that contributed to an adjectival MARGINAL or UNACCEPTABLE rating during a DNSI, NSI, or LNSI.

4.6.2. No-Notice and Minimal-Notice LNSIs. (Refer to [paragraph 2.10.1](#)) Each MAJCOM will conduct no-notice and/or minimal-notice LNSIs and determine appropriately-sized teams to target specific areas of concern or interest (e.g. a planned technical operation, logistics movement, security exercise, etc). While LNSIs may be scheduled, no-notice, or minimal-notice inspections, each nuclear-capable unit will receive at least one no-notice or minimal-notice LNSI between each NSI. MAJCOM/IGs may conduct no-notice or minimal-notice LNSIs for a variety of reasons; however the LNSI does not establish a new or alter the existing DoD-directed NSI inspection frequency.

4.6.2.1. MAJCOM/IGs may exempt units from this LNSI requirement if a full-scale NSI is conducted at least every 12 months.

4.6.2.2. Each MAJCOM IG will ensure units not receiving an LNSI between each NSI will have a Memo for Record signed by the MAJCOM/CC approving/exempting the unit from an LNSI. This memo shall reside with SAF/IGI.

4.7. Nuclear Inspection Rating System.

4.7.1. For INSIs, assign a Ready or Not Ready rating.

4.7.2. For NSIs, assign overall unit ratings and MGA adjectival ratings as specified for NWTIs in CJCSI 3263.05 with the following exception:

4.7.2.1. Rate unit weapons denial and recapture/recovery emergency exercise as ACCEPTABLE or UNACCEPTABLE (a pass or fail rating).

4.7.3. For LNSIs, assign overall unit ratings as specified for NSIs in CJCSI 3263.05. Assigning MGA adjectival ratings will be at the discretion of the MAJCOM/IG. Unless an

MGA was inspected to the same level/depth of a full-scale NSI, adjectival ratings should be limited to ACCEPTABLE, MARGINAL or UNACCEPTABLE.

4.8. Reporting Criteria. For NSIs, LNSIs, and INSI, reports will only identify Strengths, Deficiencies, and RIAs. RIAs will not be used to document procedural deviations or non-compliance; they should be used to recommend a more efficient or effective course of action.

4.8.1. Nuclear Surety Deficiencies and Corrective Actions. For reporting purposes, each NSI, LNSI, or INSI deficiency, as defined in CJCSI 3263.05, will:

4.8.1.1. Be categorized as CRITICAL, SIGNIFICANT, or MINOR as defined in CJCSI 3263.05.

4.8.1.2. Be assigned a unique tracking number.

4.8.1.3. Reference the applicable instruction, technical order, or other source documentation.

4.8.1.4. Address impact of continued deviation or noncompliance.

4.8.1.5. Identify the OPR for correcting the deficiency.

4.8.1.6. Include the OCR, if applicable.

4.8.1.7. Provide additional comments required to explain deficiency, if applicable.

4.8.2. Corrective Actions. See **paragraph 2.16**.

4.8.2.1. Host and Tenant Deficiencies. When responsibility for corrective actions is assigned to both the host and tenant unit (or supported and supporting unit), MAJCOM/IGs will communicate to ensure primary (OPR) and collateral (OCR) responsibility actions for deficiency resolution have properly occurred.

4.8.2.2. Deficiencies Outside Inspected Unit's Control. Deficiencies attributed to inspecting MAJCOM staff will be managed by the MAJCOM/IG using the same process as described in **paragraph 2.16**. For deficiencies outside the inspecting MAJCOM's control, the supporting MAJCOM's staff and IG CARS monitor will coordinate replies through inspecting MAJCOM/IG and AFIA. AFIA will monitor and request updates from the responsible agency.

4.8.2.3. For deficiencies from DTRA Inspections, see **paragraph 4.13.2** and CJCSI 3263.05 added instructions.

4.9. NSI Inspector Rules of Engagement (ROE).

4.9.1. ROE #1. Inspectors will use applicable instructions, technical orders (T.O.), etc. as the inspection standard for the documentation, operation, process, and procedure observed or otherwise inspected. Absent direct observation, authoritative documentation (e.g. maintenance logs) takes precedent. The IG Team Chief bases conclusions on facts collected through direct observation (e.g., commission or omission of an act during a technical operation) or authoritative documents. Inspectors may consider testimonial inputs, but assertions usually do not carry the same weight as direct observation or documentary evidence.

4.9.2. ROE #2. No NSI compliance credit will be given after inspector intervention. Inspectors will intervene to ensure safety, security, and reliability of WR. When inspector intervention drives eventual unit compliance, the inspected unit does not earn credit for compliance for the purposes of the NSI.

4.9.3. ROE #3. When determining the impact severity of missed tests/inspections, the IG Team Chief will consult with SMEs to determine the reliability impact of a specific omitted/improper test/inspection.

4.9.4. ROE #4. IGs cannot postulate that a follow-on test(s) and inspection(s) will be accomplished or identify possible malfunction. IG recognizes there are follow-on tests and inspections that have a very high probability of detecting possible malfunctions that went undetected by the omitted test and inspection. However, designed-in redundancy must be weighed against CJSCI 3263.05, C-2.c. Regardless if all follow on tests and inspections are accomplished as required, IGs should not postulate the inevitability that such future tests and inspections would identify any malfunctions induced by defects that the omitted test and inspection is designed to uncover.

4.10. DOD NSI MGAs. This Instruction does not replicate the information contained in CJSCI 3263.05. The criteria below add AF-specific inspection specifications and requirements to existing DOD criteria:

4.10.1. Management and Administration.

4.10.1.1. Management. Evaluate leadership, guidance, communication, and attitude of unit commander and key supervisors. When assessing management, consider whether deficiencies are the result of individual error or reflect management or supervisory training/experience gaps.

4.10.1.2. Administration.

4.10.1.2.1. Evaluate weapons loading and management to include loading standardization, certification, training programs and schedules. Evaluate for certain non-US delivery aircraft, status, certification procedures and records.

4.10.1.2.2. Reentry system mating management to include standardization, training and certification programs, and maintenance plans as required.

4.10.1.2.3. Status of approved security or safety waivers, exemptions, deviations and exceptions.

4.10.1.2.4. Munitions Control. Evaluate Munitions Control in the planning, coordinating, directing and controlling munitions/weapons activities IAW applicable AFIs.

4.10.1.2.5. Munitions/Maintenance Plans and Scheduling (P&S). Evaluate IAW applicable AFIs.

4.10.1.2.6. Evaluate the certification processes and documentation of unit certified/qualified personnel (e.g., aircrew and missile combat crew members) assigned to duties involving nuclear weapons. At a minimum, review the records of all personnel certified/qualified since the previous NSI. For INSIs, review a sufficient sample of records to achieve a 95% statistical confidence rate.

4.10.2. Technical Operations.

4.10.2.1. Evaluate each type of assigned weapon(s) or weapon system(s) units are tasked to support to assess safety, security, reliability and technical performance. These evaluations will be limited to those operations on which personnel are required to maintain certification. All record actions and reporting normally associated with the operation will be evaluated. MAJCOM inspectors will determine the scope and definitive start/stop of technical operations. In order to minimize the inspection footprint and mirror day-to-day unit operations, this inspection activity will evaluate unit certified teams performing NWTI-required technical operations with minimal QA and other unit leadership presence.

4.10.2.2. For all technical operations and/or task evaluations the MAJCOM inspectors will brief items in **paragraphs 4.10.2.2.3.1** thru **4.10.2.2.3.7**. below to all personnel to be evaluated prior to the start of the evaluation. Units may be required to submit team assignment documents, duty rosters, unit committed munitions lists, maintenance capability letters, etc, to the MAJCOM/IG before team arrival to expedite team selection. Evaluate individual Career Field Education Training Plans (CFETP), Training Business Area (TBA), Load Training and Certification Document (AF IMT Forms 2435), PRP status, and work shifts when making team selections (maintain team integrity to the maximum extent possible).

4.10.2.2.1. Unit assessors, QA, and weapons standardization evaluators are also subject to evaluation. The MAJCOM/IG may task these personnel to perform an evaluation of a maintenance operation within their area of responsibility. MAJCOM inspectors will clearly identify technical operations and/or task evaluations that require QA participation and evaluation of the QA function.

4.10.2.2.2. During evaluation of any nuclear-certified procedure, the MAJCOM inspectors are to inspect the performance of only those individuals/team required by the applicable T.O. or guiding instruction for the procedure. Intervention, participation or influence by any other personnel (e.g., QA, Wing Weapons Officer, unit leadership) may be cause to terminate the procedure if, in the judgment of the Inspector, the outside assistance calls into question the technical proficiency or knowledge of the team under evaluation.

4.10.2.2.3. As a minimum, the MAJCOM inspector task in-brief will include:

4.10.2.2.3.1. Inspectors will stop an operation or task only after all reasonable opportunities to detect the deficient condition have passed or if conditions are detected that would jeopardize personnel or weapon safety, security, weapon system reliability, and/or cause equipment damage.

4.10.2.2.3.2. All personnel who perform in process inspections (IPIs), or provide technical help IAW AFI 21-series guidance will be included in all evaluations.

4.10.2.2.3.3. If required, QA or unit supervisors may observe the operation; however, inputs will be limited to preventing actual safety, security or reliability errors IAW **paragraph 4.10.2.2**

4.10.2.2.3.4. If an abnormal situation presents itself and it is not covered in

technical data, consult with your supervision. The MAJCOM inspector will expect a full assessment of the nature of the problem and what actions are taken to correct or report the problem. All sources of information will be evaluated.

4.10.2.2.3.5. MAJCOM inspectors may review all paperwork generated as a result of the technical operation or task evaluations.

4.10.2.2.3.6. MAJCOM inspectors will approve all simulations and deviations prior to the start of the technical operation or task to include all previously complied with (PCW) steps.

4.10.2.2.3.7. MAJCOM inspectors are not on PRP, therefore, inspectors cannot be a part of a TWO-PERSON team. Inspectors will not intentionally violate the TWO-PERSON concept.

4.10.2.3. Weapons Maintenance Technical Operations. Evaluate applicable technical operations designated in CJCSI 3263.05, for which the unit is tasked in their Maintenance Capability Letters (MCL) and Unit Committed Munitions Lists (UCML). For comparable operations evaluate only one weapon system type. Certain operations listed individually may be combined for the purpose of inspection. Inspectors will approve the starting and stopping configuration before the operation. Inspectors must observe technical operations that clearly demonstrate unit's ability to perform its assigned nuclear mission. During weapons maintenance technical operations evaluate adherence to technical data, documentation, overall safety, security and reliability of observed operations, to include final assembly testing.

4.10.2.4. Loading and Mating.

4.10.2.4.1. Aircraft Generation/Flightline Operations. Evaluate ability to conduct a complete weapons upload, from initial command post message tasking to weapons break-out through aircrew acceptance and applicable post-load procedures. Loading operation must encompass each type and upload position (internal and external), as weapon system applicable. Loading standardization crew/weapons standardization load crews/squadron load crews may be evaluated. Note: For custodial units supporting non-US delivery organizations include the US technical load monitor activity.

4.10.2.4.2. Static Loading Operations. Evaluate ability to conduct weapons upload/download and applicable post-load procedures. Static loading operations must encompass each type and upload position (internal and external), as weapon system applicable. Loading standardization crew/weapons standardization load crews/squadron load crews may be evaluated. The environment in which static loading is conducted demonstrates technical proficiency and standardization of the weapons load crew training program. Units may simulate some aspects of security, entry control, approved explosive loading site plans, and/or other operations that cannot be reasonably conducted in a load training facility. Note: For custodial units supporting non-US delivery organizations include the US technical load monitor and associated training activities.

4.10.3. **Tools, Test, Tiedown and Handling Equipment.**

4.10.3.1. AF Registered Motor Vehicles and Vehicular Equipment. Evaluate vehicle management control, accountability and maintenance practices for ensuring nuclear-certified vehicles and vehicular equipment are maintained in a safe and serviceable condition. Evaluate vehicle operator/using organization's ability to perform applicable operator's maintenance and documentation requirements on nuclear-certified vehicles and vehicular equipment to ensure safe and serviceable condition. Evaluate unit operator training and certification program to ensure compliance with applicable guidance.

4.10.3.2. Equipment. Evaluate unit equipment management to ensure only nuclear certified software, testers/cables and equipment is used in support of the nuclear mission. Evaluate equipment is being maintained in a serviceable condition, current equipment calibration dates and equipment limitations/restrictions are adhered to.

4.10.4. Condition of the Stockpile.

4.10.4.1. Sample Size. Examine fifty percent (50%), as a minimum, of the active/inactive coded assets and associated bolsters, containers, and records in igloo storage and at least twenty-five percent (25%) of active/inactive assets and associated bolsters, containers, and records in long term storage facilities and/or weapon storage vaults to ensure they are stored in accordance with weapons-specific T.O.s.

4.10.4.2. Retirement Assets. Examine ten percent (10%), as a minimum, of weapons coded for retirement and associated records to ensure safe and secure storage in accordance with applicable explosive, nuclear safety and nuclear security criteria, weapons-specific T.O.s and retirement unit requirements contained in T.O. 11N-35-51, *Department of Defense Nuclear Weapons Technical Inspection System*.

4.10.4.3. Ensure weapons are stored in a safe and reliable configuration and in accordance with applicable directives. (i.e., properly grounded, chocked, immobilized.) Ensure weapons have proper spacing, storage compatibility, and are within explosive and active material limits. If defects are discovered on weapons, components or equipment during stockpile walkthroughs, ensure evaluation against applicable technical publication, technical order, or instruction and ensure appropriate corrective actions are taken and documented.

4.10.4.4. Containers shall not be opened for the purpose of inspection; however, when the state of the item or the condition or accuracy of records is suspect, the container shall be opened and a visual inspection of the item and record entries made, if required. The determination to open containers shall be made by the NWTI Chief Inspector.

4.10.4.5. For assets with storage bags attached sample a number of bags to ensure all required items are located in the storage bag and properly packaged and or sealed. Ensure the weapons inspection record card information matches the asset/container markings (P/N, Drop Numbers, S/N, ALTs, etc).

4.10.5. Storage and Maintenance Facilities.

4.10.5.1. Evaluate roads in storage areas, between storage and loading or missile launch areas.

4.10.5.2. Evaluate nuclear-certified hoists to ensure, at a minimum, hoists are serviceable, authorized, and have received mandatory load testing and/or safety related inspections.

4.10.6. Security.

4.10.6.1. Evaluate unit compliance with DOD S-5210.41M_ AFMAN 31-108 and other required security standards for protecting WR weapons and weapon systems. Security inspection sub-areas and inspection methodology are depicted in [Attachment 4, Table A4.1](#). Performance-based criteria, where designated, will be the primary means of the inspection. Compliance with existing requirements will be assessed through random sampling, and where practical, in conjunction with exercise events and/or task evaluations. Compliance with established requirements will be considered when determining the overall security area rating.

4.10.6.2. MAJCOMs will supplement this section to ensure their specific operating environments and elements of the published Defense Intelligence Agency (DIA) *Nuclear Security Threat Capabilities Assessment* (NSTCA, 2005-2015) are addressed while ensuring safe exercise conditions to meet exercise objectives.

4.10.6.3. Weapon Denial and Recapture Exercise Planning:

4.10.6.3.1. MAJCOM/IGs working with their staff functional counterparts and AFIA will develop realistic nuclear weapon security exercise scenarios to determine a unit's ability to meet the Nuclear Weapons Security Standards (NWSS). The MAJCOM/IG team will determine the exercise scenario and coordinate scenario with DTRA during DNSI planning.

4.10.6.3.2. Risk Management and safety procedures will be used in planning and execution of security exercises at all levels of command. When exercises are collocated within operational areas, care will be exercised to avoid scenarios that could be interpreted as an actual hostile situation that might cause accidental injury or illness to personnel or jeopardize the security of nuclear resources.

4.10.6.3.3. At IG discretion, exercise scenarios resulting in the opposing force (OPFOR) gaining access to nuclear weapons may automatically trigger the recapture or recovery exercise, as applicable. Inspectors will ensure both the OPFOR and exercise controllers know the "adversary intentions" for the planned attack (e.g., sabotage weapon, destruction, theft, etc.).

4.10.6.3.4. All participants will apply appropriate INFOSEC and OPSEC measures to safeguard exercise information, tactics, techniques, and procedures (TTP). Likewise, the results of NSIs security exercises, or other like inspections under the auspices of the IG, will be appropriately classified, rated, critiqued, and reported for cross-tell purposes within the nuclear community.

4.10.6.4. OPFOR Planning. Exercise scenarios will portray an OPFOR that replicates adversaries identified in the published DIA NSTCA. Likewise, OPFOR capabilities will be matched as best as possible IAW this document to evaluate the unit's integrated effort to meet the NWSS. Ensure distinct separation of exercise play area from real world mission areas using visual identification tools (safety vest/belts, exercise controllers),

safety briefings for trusted agents and normal exercise Command and Control (C2) communication announcements. All OPFOR, exercise controllers, and IG trusted agents will be under the operational direction of the inspecting IG.

4.10.6.5. Security Deviations. MAJCOM inspectors will review the number and types of MAJCOM-approved security deviations as well as assess the adequacy of and compliance with, associated compensatory measures.

4.10.6.6. Performance-based Assessment Methodology. When measuring performance to determine whether a unit meets the NWSS, inspectors shall apply the following methodology during their observation:

4.10.6.6.1. Observe and evaluate the integrated execution of security actions and responses (performance), and compliance with technical criteria, as applicable. Provide performance-based (Acceptable/Unacceptable) rates for exercises by factoring:

4.10.6.6.1.1. The timeliness/quality/strength of security/support force responses. For example, did the unit meet the tenets of the NWSS (i.e., Deny access or regain custody?).

4.10.6.6.1.2. Execution of applicable plans and TTPs. For example, did the unit make sufficient effort to immediately deny access or regain custody?

4.10.6.6.1.3. Effect of active/passive defenses, deployed delay/denial systems, and other technology. For example, did the unit use available options to prevent the loss of/deny access to nuclear weapons to the adversary to include destruction of the weapon?

4.10.6.6.1.4. Unit application of integrated base defense activities in the overall effort to meet the NWSS. For example, did the unit bring available resources to bear on the event (e.g., technology, TTPs, EOD, etc.)?

4.10.6.6.2. Determine the effect (outcome) of executed security action(s) and response (performance), in conjunction with the impact of unit compliance with technical criteria and contribution of supporting security systems, as applicable, (see [Attachment 4, Table A4.1](#)) to determine if the NWSS was met. For example:

4.10.6.6.2.1. Did the unit effectively execute applicable plans and employ sufficient forces in their effort to meet the NWSS?

4.10.6.6.2.2. Was unit C2 effective?

4.10.6.6.2.3. Did the unit up-channel information in sufficient detail and on time to appropriate HHQ agencies?

4.10.6.6.2.4. Were unit TTPs and applied security technology effective in meeting the objective?

4.10.6.6.2.5. Was unauthorized access denied or weapons custody regained?

4.10.6.6.3. Modeling and Simulation. As available and applicable, the inspector may use computer modeling and simulation as a viable measuring tool for developing response force scenarios based on the published DIA NSTCA.

4.10.7. Safety.

4.10.7.1. Compliance with explosive safety standards, explosives and active material limits, and Weapons System Safety Rules.

4.10.7.2. Nuclear Surety Program. Evaluate compliance, programs, implementation and management thereof per AFI 91-101, *Air Force Nuclear Weapons Surety Program*.

4.10.7.3. Assess Air Force Fire Emergency Services (FES) flights utilizing the FES Assessment Program (FESAP).

4.10.7.4. Nuclear Weapons Intrinsic Radiation Safety Program. Conduct a limited spot-check inspection of the Intrinsic Radiation Safety Program to ensure controls are in place and personnel practice as low as reasonably achievable (ALARA) concepts when practical.

4.10.8. **Supply Support.** Refer to CJCSI 3263.05.

4.10.9. **Nuclear Weapon Personnel Reliability Program (PRP).** Evaluate PRP IAW DOD 5210.42-R_AFMAN 10-3902. In addition to the areas listed in CJCSI 3263.05, the training program for all personnel who are part of the PRP shall be examined.

4.10.9.1. PRP inspection teams should include an experienced or current certifying official, an experienced unit PRP monitor, and an experienced competent medical authority.

4.10.9.2. Inspectors will assess the administrative qualification, certification, continuing evaluation, removal from PRP duties, return to duty, training and management processes, using record reviews and scenario-based exercises along with certifying official interviews to substantiate above processes, employed by the unit. PRP processes, not records reviews, will be the primary focus. Records reviews will be based on a 95% statistical confidence rate. Record review will be consistent with the time period established in the DODM 5210.42.

4.10.10. **Logistics Movement.** Evaluate all units supporting or having responsibility for logistics movement of nuclear weapons by observing weapon breakout, preparation for shipment, transfer/transport, loading, unloading, receipt/verification and custody transfer procedures of representative types of weapons. The team should conduct the inspection (other than an INSI) during missions involving WR weapons when available. Evaluate:

4.10.10.1. Convoy operations. Includes operational movements to or from launch facilities and weapon movement activities to include security support. For ICBM units, the capability to transfer/transport, load/unload, tiedown and transfer custody of weapons for payload transfer missions may be evaluated as a logistics movement.

4.10.10.2. Explosives and active material limits. Observe compatibility of items during transportation.

4.10.10.3. Prime Nuclear Airlift Force (PNAF) Support. Evaluate PNAF support plans, security support, and logistics movement IAW applicable AFIs for PNAF certified units and installations supporting nuclear airlift missions. Logistics airlift units must demonstrate ability to safely and properly load, transport, unload, and transfer custody of

weapons. **Note:** For PNAF units, security support will be evaluated for aircrew security actions during the PNAF movement as required by the applicable AFIs.

4.11. AF NSI MGAs. In addition to the MGAs outlined in CJCSI 3263.05, the following MGAs (**in bold print**) will also be inspected, as applicable:

4.11.1. **Explosive Ordnance Disposal (EOD).** Evaluate (1) classroom and practical training program, (2) condition of facilities and vehicles, (3) availability, serviceability, and demonstrated use of nuclear support equipment, (4) maintenance of technical orders, operating instructions, Team Chief Guides, AF Form 55, *Employee Safety and Health Record*, AF Form 623, *Individual Training Record*, and other related publications, (5) initial and annual certification and decertification documentation, if required, (6) knowledge of hazardous and classified weapons components, and (7) render safe procedures (RSP) and continuation of RSP.

4.11.2. **Nuclear Control Order Procedures.** Evaluate CP, aircrew, Permissive Action Link/Code Management System lock/unlock teams, and missile crew responses to nuclear control orders as well as effectiveness of applicable C2 functions IAW HHQ directives.

4.11.3. Emergency Exercises.

4.11.3.1. Weapons Denial. Rate the weapons denial portion of this area using an ACCEPTABLE or UNACCEPTABLE (pass or fail) rating. The evaluation will also consider:

4.11.3.1.1. The wing/installation's assessment of the threat and immediacy of actions taken during response.

4.11.3.1.2. The effectiveness of the planning, training, and exercising of tasked agencies and/or activities to counter an overt attack or preparations for an overt attack.

4.11.3.1.3. The use of available wing/installation resources to counter an overt attack.

4.11.3.2. Weapons Recapture. Rate the weapons recapture portion of this area using an ACCEPTABLE or UNACCEPTABLE (pass or fail) rating. The evaluation will also consider:

4.11.3.2.1. The wing/installation's assessment of the threat and immediacy of actions taken during recapture/recovery.

4.11.3.2.2. The effectiveness of the planning, training, and exercising of tasked agencies and/or activities.

4.11.3.2.3. The use of available wing/installation resources to recover from an overt attack.

4.11.3.3. Emergency Evacuation. (USAFE Units only). Rate on an ACCEPTABLE or UNACCEPTABLE (a pass or fail rating) basis. Evaluate unit plans and procedures to evacuate assets IAW command directives. The unit, as tasked by HHQ, must demonstrate the ability to effectively and safely perform and report emergency evacuation operations in accordance with HHQ directives.

4.11.3.4. Command Disablement. Rate on an ACCEPTABLE or UNACCEPTABLE (a pass or fail rating) basis. Evaluate the unit's plans and procedures to meet the primary objective to render weapons tactically useless and for the removal, storage, and destruction of specified WR components according to HHQ directives. The unit must demonstrate the ability to effectively and safely perform and report, in accordance with HHQ directives, command disablement actions whether tasked by HHQ or to prevent the unauthorized use of WR weapons should hostile forces threaten to seize them. The IG inspection team will provide the necessary exercise injects that would prompt command disablement implementation. The scope of the task evaluation may range from the interview of individuals with the responsibility for conducting command disablement operations to demonstration of procedures using training munitions.

4.11.3.5. Emergency Response. Rate on an ACCEPTABLE or UNACCEPTABLE (a pass or fail rating) basis. Evaluate the wing/installation's response to any emergency situation to determine how effectively base resources are used in areas where WR weapons or weapon systems may be located (e.g., in storage, in maintenance, in convoy). Use realistic scenarios that are based on the Local Nuclear Security Threat Capabilities Assessment (LNSTCA). Emergency response exercise deficiencies, strengths and recommended improvement areas will be taken into account for participating parties when determining the adjectival ratings for their respective MGA(s). (i.e., Management & Administration for leadership guidance and communications; Safety for compliance with Weapon System Safety Rules (WSSRs), Nuclear Surety Program and Nuclear Weapons Intrinsic Radiation Safety Program/ALARA concepts; EOD for render safe procedures; and Security for applicable DoD and USAF supplemented security requirements). **Note:** WR weapons will not be used in emergency exercises.

4.11.3.5.1. Evaluate the response of tasked agencies including initial-response teams, disaster response force (DRF), SF, munitions/maintenance, wing safety, civil engineers, Emergency Management, Explosive Ordnance Disposal, Fire Emergency Services, medical, C2, and follow-on recovery operations as the exercise scenario dictates. The evaluation will also consider:

4.11.3.5.1.1. The command, control, and communications (C3) of all forces involved.

4.11.3.5.1.2. The implementation of the installation emergency management and force protection plans, as applicable.

4.11.3.5.1.3. Timeliness and accuracy of required reports.

4.11.3.5.1.4. Emergency Entry to Exclusion/Limited Areas. Evaluate the wing/installation's ability to emergency in/out process emergency responders to/from exclusion and limited areas.

4.11.3.6. An UNACCEPTABLE rating will be awarded for the Emergency Exercise area when:

4.11.3.6.1. Unit response forces do not meet DOD S-5210.41M_AFMAN 31-108 timing criteria.

4.11.3.6.2. Unit response forces do not conduct recapture operations as specified in DOD S-5210.41M_AFMAN 31-108, CJCSI 3261.01A, *Recapture and Recovery of Nuclear Weapons*, and CJCSI 3261.02A, *Recapture and Recovery Response Force Guidance*. An ACCEPTABLE grade will be based on either successful denial or effective and timely recapture/recovery of affected nuclear weapon(s). When initial denial fails and the unit is not capable of regaining custody in a timely manner, the overall unit rate will be UNACCEPTABLE. Failure of a unit to initially deny unauthorized access or subsequent loss of custody of nuclear weapons does not automatically result in a failing grade for exercises. In these cases, IGs must consider specific nuclear weapon type, site-specific physical delay/denial mechanisms, site topography, climate, location, and adversary objective, as well as the effort of the security/support force to disrupt/delay an adversary's task and cause duress to the adversary as the exercise scenario plays out.

4.11.3.6.3. Unit fails to re-establish adequate security and access control for a WR weapon or weapon system.

4.11.4. **Use Control.** Evaluate Permissive Action Link/Code Management System, Command Disablement System, Positive Enable System and Active Protection System operations per CJCSI 3260.01B, *Joint Policy Governing Positive Control Material and Devices*, and other applicable HHQ directives.

4.11.4.1. Award an UNACCEPTABLE rating when the unit's failure to follow authorized procedures for receipt, storage, control, destruction and issue of sealed authenticators or class 3 code management system/weapon coding equipment results in: loss of positive inventory control, unauthorized destruction or unauthorized issue of required materials; or incorrect codes/documents being positioned/installed in weapons/weapon control panels.

4.12. Re-inspection of NSI/LNSI Deficient Areas.

4.12.1. When the unit receives an overall UNSATISFACTORY rating, the deficient areas that caused or contributed to the overall UNSATISFACTORY rating must be re-inspected using one of the following methods, as determined by the Team Chief:

4.12.1.1. Re-inspect Prior to Termination. The team chief may conduct an "on-the-spot" re-inspection prior to terminating the inspection. If the on-the-spot re-inspection indicates the deficiency is non-systemic and is sufficiently corrected to permit operations, a follow-up inspection is not required.

4.12.1.1.1. The adjectival rating for the "on-the-spot" re-inspected area(s) will not exceed ACCEPTABLE. If all deficient areas are successfully re-inspected, the overall unit rating will be UNSATISFACTORY (Re-inspected to SATISFACTORY).

4.12.1.1.2. Do not re-inspect prior to termination if the Team Chief determines on-the-spot re-inspection is inappropriate, or if:

4.12.1.1.2.1. The failure is due to a systemic problem or a general lack of proficiency within the unit.

4.12.1.1.2.2. Suspension of nuclear weapon operations is in the best interest of nuclear safety, security, or reliability.

4.12.1.2. Re-inspect After Termination. In instances where re-inspection prior to termination is not appropriate as determined by the Team Chief or re-inspected area(s) are not sufficiently corrected, the MAJCOM/IG will schedule an LNSI re-inspection NLT 90 days from termination of the NSI.

4.12.1.2.1. LNSI Re-inspection Rating. If all deficient areas are successfully re-inspected, the overall unit rating for this LNSI will be RE-INSPECTED TO SATISFACTORY. Assigning MGA adjectival ratings will be at the discretion of the MAJCOM. Unless an MGA was inspected to the same level/depth of a full-scale NSI, adjectival ratings should be limited to ACCEPTABLE, MARGINAL or UNACCEPTABLE. Document re-inspection results IAW [Attachment 4](#) and forward to [Table A4.2](#), Group 1 addressees.

4.13. Actions on Defense Threat Reduction Agency (DTRA) Inspections.

4.13.1. Throughout the conduct of DNSIs, the MAJCOM/IG team will meet with the DTRA team to discuss inspection activities and potential deficiencies.

4.13.2. DNSI Reports. Units will coordinate replies to DTRA reports through their appropriate MAJCOM/IG and AFIA. Take corrective action based on the field report provided by the DTRA team at the time of the inspection.

4.13.2.1. CRITICAL and SIGNIFICANT deficiencies require a description of the OPR's corrective action (to include primary and, if applicable, contributing root causes) and a discussion of those measures or procedures initiated to preclude their recurrence. Closure of deficiencies requires a memorandum from the inspected unit to the MAJCOM/IG detailing corrective actions taken, and certification that all corrective actions are complete. (For DNSI reports, use CJCSI 3263.05, Encl F deficiency codes).

4.13.2.2. The MAJCOM CARS monitor will coordinate on the MAJCOM response(s) and forward to AFIA/TIO with MAJCOM/IG concurrence. Corrective action response(s) are required within 90 days of the DNSI report date. If the corrective action report is not closed within 90 days of the date of the report, the MAJCOM CARS monitor will provide AFIA an update every 30 days on open deficiencies until the report is closed.

4.13.2.3. AFIA will review and forward corrective action reports to DTRA recommending closure of deficiencies, as applicable.

4.13.2.4. When all deficiencies are corrected, AFIA will request DTRA close the inspection report. AFIA will forward DTRA closure acceptance to MAJCOM/IG and CARS monitor.

4.13.2.5. Deficiencies Outside Inspected Unit's Control. Deficiencies attributed to inspecting MAJCOM staff will be managed by the MAJCOM/IG using the same process as described in [paragraph 2.16](#). For deficiencies outside the inspecting MAJCOM's control, AFIA will monitor and request updates from the responsible agency and forward to DTRA with the MAJCOM/IG update.

4.13.3. Defense Nuclear Surety Oversight Inspections (DNSOI). MAJCOM/IGs will courtesy copy AFIA/OV of all responses to DTRA DNSOIs.

4.14. NSI Core Team.

4.14.1. NSI Core Team Roles. (see [paragraph 7.3.1](#)). The NSI Core Team, when fully manned, has 22 certified NSI inspectors assigned. Core Team members will integrate with the MAJCOM/IG team for all NSIs creating a single inspection unit under the direction of the MAJCOM/IG Team Chief. When scheduling allows, NSI Core Team will have at least one representative for each MGA for which it is manned present at every NSI (e.g., Tech Ops, Security, Safety, PRP, NCOP, etc.); for INSIs and LNSIs, the Core Team make-up will be contingent upon the MGAs inspected.

4.14.2. Planning. At least 60 calendar days prior to a scheduled inspection execution, the MAJCOM/IG Team and Core Team will begin collaboration on a draft Sequence of Events (SOE). For no-notice or minimal-notice NSIs/LNSIs, a tentative SOE will be drafted 60 days prior and finalized with the inspected unit upon formal notification.

4.14.2.1. Ensure the SOE includes all CJCSI 3263.05 and MAJCOM NSI requirements, inspector task assignment (area of responsibility), and any inspection-unique circumstances or requirements.

4.14.2.2. At least 15 calendar days prior to inspection execution, the MAJCOM/IG Team and Core Team will review and approve the inspected unit simulations and deviations and provide DTRA a copy when required by CJCSI 3263.05.

4.15. AF NSI Oversight Team.

4.15.1. AF NSI Oversight Team Roles and Responsibilities. (see [paragraph 7.3.2](#)).

4.15.2. Interaction with the Inspection Authority. During the course of the inspection, MAJCOM/IGs will allow AF Oversight Team members to be present for all in-briefs and out-briefs (including executive sessions), daily IG meetings, deficiency validation sessions with the inspected unit, and any discussions/validations with MAJCOM FAMs or SMEs. Oversight inspectors will be afforded access to all exercise areas and technical operations where authorized by EAL. MAJCOM/IG Team Chiefs will immediately notify the Oversight Team Chief of any potential CRITICAL deficiencies.

4.15.3. Planning. The AF NSI Oversight Team may request MAJCOMs provide an approved SOE prior to inspection execution (e.g., INSIs).

4.16. Adjudication. Third party adjudication will occur for all types of nuclear surety inspections when differences exist between inspecting teams and oversight teams when such differences will affect the final overall rating of the unit. An adjudicated decision on the unit's overall rating will be reached before out-briefing the unit. Adjudication efforts will consult, and may solicit inputs/positions from, all applicable resources available, within the nuclear enterprise. Adjudication decisions will be resolved at the lowest level possible. Either the MAJCOM/IG Team Chief or the NSI Oversight Team Chief may enter an overall unit inspection rating into Level 1 adjudication, if needed.

4.16.1. Level 1 Adjudication. In the event the MAJCOM/IG Team and the NSI Oversight Team cannot agree on an overall inspection rating, the MAJCOM/IG and AFIA/CC will collectively adjudicate the overall rating decision and provide that decision to the MAJCOM/IG Team Chief. The MAJCOM report will reflect the overall rating stemming from this decision, but will neither include, nor disclose, elements of disagreement between

the teams. The MAJCOM/IG or the AFIA/CC may enter an overall unit inspection rating into Level 2 adjudication, if needed.

4.16.2. Level 2 Adjudication. If a Level 1 adjudication decision cannot be reached by the MAJCOM/IG and AFIA/CC, TIG will adjudicate an overall rating decision and provide that decision to the SECAF and MAJCOM/CC. The MAJCOM/CC will communicate TIG's final overall rating to the MAJCOM/IG. The MAJCOM report will reflect the overall rating stemming from this decision, but will neither include, nor disclose, elements of disagreement. The AFIA Oversight report will include the details of the adjudication effort, to include the dissenting opinion(s).

4.16.3. Based on TIG and A10 (NOB Secretariat) recommendation and SECAF/CSAF approval, adjudication insights may be included with other IG-related issues as agenda items at the NOB. All adjudication decisions decided below TIG will be included as agenda items at the next NSI process review.

4.16.4. In all cases, the MAJCOM/CC will retain unit certification authority.

4.17. NSI Reports and Messages.

4.17.1. Classification and Marking. Classify and mark all NSI, LNSI, and INSI reports and messages IAW CJCSI 3263.05, CG-W-5, *Joint DOE/DOD Nuclear Weapons Classification Guide*, TCG-WPMU-2, *Joint DOE/DOD Topical Classification Guide for Weapon Production and Military Use*, and Executive Order 13526, *Classified National Security Information*. (Reference **paragraph 2.15**.)

4.17.2. Inspection Commencement Messages. MAJCOM/IGs will send an inspection commencement message to all recipients in **Table A4.2, Group 1** NLT 24 hours after IG team in-brief of the unit. Use **Figures A4.1 and A4.2** as a template.

4.17.3. Executive Summary. MAJCOM/IGs will send an executive summary to all recipients in **Figure A4.4, Group 1** within 5 days of IG team departure from inspected unit. Use **Figure A4.2** as a template. An executive summary is not required if the MAJCOM/IG publishes and distributes the final report within the same 5 days.

4.17.4. Formal Report. Document NSI, LNSI and INSI results in a report and distribute to all recipients in **Figure A4.4, Group 1** within 30 days of inspection outbrief of the unit. Distribute the report to agencies in **Figure A4.4, Group 2** as necessary. MAJCOM/IGs will ensure agencies not included in **Groups 1 or 2** but identified as OPRs for corrective actions are included in the report distribution. MAJCOM/IGs will annotate in their final MAJCOM/IG inspection report any associated DTRA inspection or AFIA oversight participation.

4.18. Nuclear Operational Readiness Inspection (NORI).

4.18.1. Purpose. The NORI is a performance-based readiness evaluation of nuclear-tasked units which support tasked Combatant Commanders and Joint Chief of Staff (JCS)-directed OPLANs. NORIs require units to demonstrate their operational capability of nuclear and nuclear-support in a time-constrained environment.

4.18.2. NORI Frequency. MAJCOMs will conduct NORIs on units with nuclear delivery systems at intervals not to exceed 36 months. Nuclear support units will receive a NORI at intervals not to exceed 48 months, waiverable by MAJCOM/CC to 60 months. USAFE units

will conform to the NATO Strike Evaluation frequencies. MAJCOM/IGs will notify SAF/IG when a unit will exceed the inspection interval and will provide the anticipated inspection date(s).

4.18.3. NORI Rating Scale. Wing/installation overall performance, MGAs, and sub-areas will be rated using the five-tier rating system of Outstanding, Excellent, SATISFACTORY, Marginal, and UNSATISFACTORY. USAFE may award NORI credit for successful completion of the NATO Strike Evaluation (STRIKEVAL). To receive NORI credit from a STRIKEVAL, USAFE/IG must ensure specific events are observed by inspector personnel either augmenting the NATO team or specifically sent to observe the events.

4.18.4. AF NORI MGAs. The focus of the NORI is force generation, employment, and reconstitution (as applicable). Surety and safety should be addressed in all applicable MGAs. All NORI MGAs and sub-areas, to include Surety will be rated.

Table 4.1. NORI Major Graded Areas.

NORI Major Graded Areas	AFGSC	AMC	USAFE
1. FORCE GENERATION			
1.1. Command and Control: Unit's ability to respond to positive control orders and Commanders Senior Staff actions.	X	X	X
1.1.1. Nuclear Status Reporting: A unit's ability to submit generation reports to higher headquarters IAW applicable guidance.	X	X	X
1.1.2. Commander's Senior Staff. Unit's ability to manage alert generation.	X	X	X
1.2. Nuclear Weapons System Capability: Wing's ability to generate all war plan weapon delivery systems and weapons within EAP-STRAT/NATO timing criteria.	X		X
1.3. Nuclear Operations Support Capability: Wing's ability to generate all war plan air refueling and command and control sorties within EAP-STRAT/NATO timing criteria.		X	
1.4. Munitions Support: Wing's ability to effectively monitor, manage and coordinate actions to accomplish munitions-specific mission requirements.	X		X
1.5. Operations: Wing's ability to manage and control assigned resources, conduct adaptive planning, accomplish Forward Location Alert Generation (FLAG) operations (if applicable), manage and sustain	X	X	X

NORI Major Graded Areas	AFGSC	AMC	USAFE
an alert force and alert force response capability, and provide required number of nuclear-certified crews as specified in DOC statements and plans.			
1.6. Security: Wing's overall sufficiency and effectiveness of security provided for generating and sustaining personnel and equipment (includes Area Establishment, Entry Control, Convoy and Response Force).	X	X	X
1.7. Maintenance: Maintenance functions will be evaluated on management practices used to ensure safe, reliable maintenance while complying with nuclear safety and surety directives and the implementation of HHQ and local plans.	X	X	X
2. EMPLOYMENT.			
2.1. Command and Control: Unit's ability to respond to positive control orders and Commanders Senior Staff actions.	X	X	X
2.1.1. Nuclear Status Reporting: A unit's ability to timely and accurately submit applicable Nuclear Execution & Reporting Plan (NEREP) reports.	X	X	X
2.1.2. Commander's Senior Staff. Unit's ability to monitor alert status, maintain situational awareness and sustain alert operations.	X	X	X
2.2. Nuclear Control Order Procedures: Assess the entire scope of Command Post controller and air/missile crew scenario actions and emergency action testing.	X	X	X
2.3. Mission Execution. Unit's ability to complete assigned operational taskings.	X	X	X
3 RECONSTITUTION.			
3.1. Bomber Strategic Aircraft Reconstitution Team (BSART). Unit's ability to effectively reconstitute the force for future operations.	X		

NORI Major Graded Areas	AFGSC	AMC	USAFE
3.2. Tanker Strategic Aircraft Regeneration Team (TSART). Unit's ability to effectively regenerate the force for future operations.		X	
4. SURETY.			
4.1. Unit's ability to safely, securely and reliably execute assigned mission IAW nuclear weapon system safety rules.	X	X	X

4.18.5. NORI Planning. When possible for AD (and required for ARC nuclear support no-notice or minimal-notice), inspections should coincide with unit participation in COCOM or MAJCOM annual Field Training Exercises (FTX). The MAJCOM/IG will coordinate with applicable MAJCOM and/or NAF Exercise Programs, NAF-staff, USSTRATCOM exercise planners, and unit trusted agents in developing a realistic exercise scenario that fulfills inspection requirements. NORIs will execute to the DOC statement. Written waivers to deviate from DOC statement will be submitted to the MAJCOM/IG.

4.18.5.1. For units with both a nuclear and conventional mission, the NORI may be scheduled in conjunction or in sequence with a CUI Phase 1 & 2 or NSI.

4.18.5.2. If sequential inspections are conducted to assess nuclear surety, conventional readiness, and/or nuclear readiness, inspection objectives and criteria must be clearly delineated.

4.18.5.3. If conducted sequentially, each inspection type will have an independent report.

4.19. Re-inspection of NORI Deficient Areas.

4.19.1. When the unit receives an overall UNSATISFACTORY rating, the deficient areas that caused or contributed to the UNSATISFACTORY rating must be re-inspected using one of the following methods, as determined by the Team Chief [See [paragraph 4.3](#) for guidance concerning unit deficiencies and continued nuclear certification status, if applicable]:

4.19.1.1. Re-inspect Prior to Termination. The team chief may conduct an "on-the-spot" re-inspection prior to terminating the inspection. If the on-the-spot re-inspection indicates the deficiency is non-systemic and is sufficiently corrected to permit operations, a follow-up inspection is not required.

4.19.1.1.1. The adjectival rating for the "on-the-spot" re-inspected area(s) will not exceed SATISFACTORY. If all deficient areas are successfully re-inspected, the overall unit rating will be UNSATISFACTORY (Re-inspected to SATISFACTORY).

4.19.1.1.2. Do not re-inspect prior to termination if the Team Chief determines on-the-spot re-inspection is inappropriate, or if:

4.19.1.1.2.1. The failure is due to a systemic problem or a general lack of proficiency within the unit.

4.19.1.1.2.2. Suspension of nuclear weapon operations is in the best interest of nuclear safety, security, or reliability. If necessary, reference **paragraph 4.3**, for decertification guidance.

4.19.1.2. Re-inspect After Termination. In instances where re-inspection prior to termination is not appropriate as determined by the Team Chief or re-inspected area(s) are not sufficiently corrected, MAJCOM/CCs will establish re-inspection timelines to ensure deficiencies are resolved and unit readiness to support National war plans is verified as soon as practical but NLT 90 days from termination of the inspection.

4.19.1.2.1. If all deficient areas are successfully re-inspected, the overall unit rating will be RE-INSPECTED TO SATISFACTORY. Adjectival ratings will not be assigned.

4.20. NORI Corrective Actions. See **paragraph 2.16.8**

4.21. NORI Reports and Messages.

4.21.1. Classification and Marking. Classify and mark all NORI reports and messages IAW CG-W-5, *Joint DOE/DOD Nuclear Weapons Classification Guide*, TCG-WPMU-2, *Joint DOE/DOD Topical Classification Guide for Weapon Production and Military Use*, and Executive Order 13526 as amended, *Classified National Security Information*. (Reference **paragraph 2.15**.)

4.21.2. Inspection Commencement Messages. MAJCOM/IGs will send an inspection commencement message to all recipients in **Figure A4.4, Group 1** NLT 24 hours after IG team in-brief of the unit. Use **Attachment 4, Figure A4.1** as a template.

4.21.3. Executive Summary. MAJCOM/IGs will send an executive summary to all recipients in **Figure A4.4, Group 1** within 5 days of IG team departure from inspected unit. Use **Attachment 4, Figure A4.2** as a template. An executive summary is not required if the MAJCOM/IG publishes and distributes the final report within the same 5 days.

4.21.4. Formal Report. Document NORI results in a report and distribute to all recipients in **Figure A4.4, Group 1** within 30 days of inspection out-brief of the unit. Distribute the report to agencies in **Figure A4.4, Group 2** as necessary. MAJCOM/IGs will ensure agencies not included in **Groups 1 or 2** but identified as OPRs for corrective actions are included in the report distribution. [Exception: All requests for USAFE reports must be routed through the appropriate NATO office.]

Chapter 5

JOINT BASE INSPECTIONS

5.1. Purpose. This chapter provides general guidance for conducting inspections at a Joint Base (JB) where the AF is either the supporting or the supported Component. MAJCOM supplements to this publication will include MAJCOM-specific guidance for JB inspections within their command.

5.2. Background.

5.2.1. The Base Realignment and Closure (BRAC) 2005 law established 12 JBs and, simultaneously, directed the relocation of installation support functions from one Service to another. At some locations, the installation support is provided by other Services and the AF is the Supported Component. At other locations, the AF provides installation support and is the Supporting Component. These two variations create different approaches to inspections.

5.2.2. A key enabler to the success of Joint Basing is the establishment of DOD-wide standards for delivery and common definitions of services. DOD has developed JB Common Output Level Standards (JB-COLS) for Joint Basing implementation. These JB-COLS provide common output or performance level standards for installation support, establishing minimum functional support requirements, regardless of which Service provides the installation support.

5.2.3. This chapter outlines an effective way to conduct Service-required inspections while keeping Service-Level readiness and compliance considerations intact. Ultimately, any inspection process, regardless of which Service provides installation support, must ensure unit and command responsibilities are met in the context of the newly established, fully operationally capable JB structures.

5.3. Definitions.

5.3.1. The "Supporting Component" is the component identified in BRAC 2005 as having installation support functions transferred to them from one or more supported components. The Supporting Component is responsible for providing installation support for the entire JB. For JBs with the AF serving as the lead service, all Active and Reserve AF units on the JB are considered part of the Supporting Component.

5.3.2. The "Supported Component" is a component identified in BRAC 2005 as transferring installation support functions to another component at a JB. For JBs with the AF serving as the lead service, all Active and Reserve Army, Navy, Marine Corps and other non-AF DOD units on the JB are considered Supported Components. On non-AF led JBs, all AF is part of the Supported Component, Active or Reserve.

5.3.3. A "Tenant" is defined as all DOD agencies/activities, Guard units and all non-DOD entities on a JB. Working Capital Fund units not performing installation management functions are also classified as tenants.

5.3.4. "Installation Support" is any of the twelve categories of services and support activities. These are identified in the Cost Performance Visibility Framework (CPVF) quarterly. JBs are resourced to provide installation support to the DOD developed JB-COLS performance

standards. Examples include Command Support, Community Services, Emergency Management, Environmental, Facilities Investment, Facilities Operations, Housing, Human Resources Management, Information Technology Services Management, Logistics Services, Operational Mission Services and Security Services.

5.3.5. JB-COLS are output or performance level standards established by the DOD for installation support using a common framework of definitions, outputs, output performance metrics, and cost drivers for each installation support function. These standards provide a description of the capability associated with the particular installation support function. These output levels will apply to all DOD Components, including DOD tenants, at JB. A JB, through the Joint Management Oversight Structure (JMOS), can request a deviation from the output level. Only a senior-level DOD function, the Installations Capabilities Council (ICC), is authorized to approve deviations from JB-COLS.

5.3.6. JB Implementation Guidance (JBIG). The BRAC 2005 Joint Basing recommendations require detailed guidance to ensure that DOD implements recommendations in a way that expeditiously achieves the optimal level of long-term savings, while preserving or enhancing DOD's warfighting capabilities. The JBIG, to include all supplemental guidance, directs DOD Components to implement joint basing under a common framework. It establishes the Joint Management Oversight Structure (JMOS) and confirms that all installation support will be transferred to the supporting Component to take full advantage of the efficiencies available from consolidation. Realizing the unique nature of our installations, the guidance establishes a governing framework to justify and approve variances to the guidance, ensures all Component equities are represented, and expeditiously resolves challenges to the fundamental improvement in the management of infrastructure resources.

5.3.7. Memorandum of Agreement (MOA), in terms of JBIG, is the binding document for each JB that describes the organization structure, resourcing, output levels, dispute resolution and other agreements developed between the Components. Included in the MOA will be the JB Implementation Plan. The MOA, signed by the Component Vice Chiefs of Staff, defines the relationships between Components, and commits the supporting Component to delivery of the approved output levels.

5.3.8. Inspectors must be aware that other support agreements are possible at the local level and fall under the following categories:

5.3.8.1. Intra-Service agreements are AF to AF, to include AFRC and ANG.

5.3.8.2. Inter-Service agreements are AF to other DOD Components.

5.3.8.3. Intra-governmental agreements are AF to other non-DOD Federal activities.

5.3.8.4. Agreements supporting AF to other non-Federal activities, excluding private or commercial enterprises.

5.4. Command Relationships.

5.4.1. Base Organization and Installation Support (IS).

5.4.1.1. A standing Joint Management Oversight Structure (JMOS) ensures fairness for the JB process by providing oversight of MOA compliance, dispute resolution, and equitable allocation of funding requirements to the responsible entities. The JMOS then

serves as a decision chain for JB-specific performance issues, and includes service installation management leaders and organizations at every echelon. A JB Partnership Council is the foundation of the JMOS with the following key roles: Review quarterly CPVF reports prior to submission to OSD and Service HQs and resolve IS delivery issues. It does not replicate routine JB decision processes or management functions.

5.4.1.2. Air Base Wing (ABW)/Group (ABG) or AF Element responsibilities are organize, train and equip functions, and apply to Airmen assigned to JB. Organize responsibilities include Command Authorities IAW UCMJ, DRRS, SORTS, AEF UTC Reporting Tool (ART), Individual Medical Readiness (IMR) Management, Backfill Management, and Military Personnel Management (Performance Reports/Decorations and Functional/Quarterly Awards). Train responsibilities include Expeditionary/Readiness Training and Force Development (Training, Education). Equip responsibilities include Deployment/DOC Statement Equipment and Readiness Training Equipment.

5.4.1.3. The JB Commander (JBC) has the authority and responsibility for effectively using available resources for planning, organizing, directing, coordinating, and controlling the delivery of installation support as detailed in the MOA. The JBC is synonymous with the AF term "installation commander," and the JBC exercises the authority traditionally associated with the installation commander on non-JB AF installations. Consequently, the JBC is the commander who has authority and control over JB real property and is responsible for directing installation management and support functions IAW the MOA and the established JB-COLS requirement.

5.4.1.3.1. There may be instances in which the JBC's authority and the authority of other commanders on the installation are concurrent. All supporting component and supported commanders retain the inherent authority to provide for the health, morale and welfare of their assigned personnel and for the good order and discipline of their units. Commanders also retain Uniform Code of Military Justice (UCMJ) authority and administrative control (ADCON) over military personnel under their command (assigned Component), regardless of whether the military personnel are being operationally directed by the JBC. However, unlike other commanders on the installation, the authority of the JBC extends to the entire installation by virtue of his or her position as the installation commander. A list of authorities and responsibilities assumed by the JBC are set out in the MOA and in [paragraph 4.1.4](#) of the *DOD Supplemental Guidance for Implementing and Operating a Joint Base* (as indicated, the list is illustrative and not exhaustive).

5.4.1.4. Business Office (BO). BOs are part of some JB developmental solutions. As such, the BO consolidates responsibilities for agreement management, such as an Inter-Service Support Agreement (ISSA). The BO does not have responsibility for any roles customarily assigned to a traditional AF MSG or WSAs, but is the action office (or supporting office) for "other duties as assigned" that may include demographic data gathering, significant event calendar management, Economic Impact Assessment, and the Joint Land Use Study.

5.5. COMPLIANCE INSPECTIONS.

5.5.1. AF IGs will inspect Airmen using AF inspection requirements whether the AF is the supporting or supported Service at the JB. MAJCOM/IGs will inspect all Airmen, regardless of where they fall in the JB manning structure. When an AF supporting unit is providing service to an AF supported unit, the inspection standards applied stem from AFIs and their associated HAF Self Assessment Checklists (SAC). When an AF supporting unit is providing service to a supported unit from another service (Army, Navy, etc.), the inspection standards applied stem from JB COLs.

5.5.2. Each JB has installation variances based on size, location, mission, etc., that make each compliance inspection unique. Additionally, MOAs between services, organizations, and entities are fluid, complicating the IG's inspection planning efforts. In order to execute the most effective JB inspections across the spectrum of functional disciplines, a thorough inspection planning process is required. ARC units located at JBs will be notified of regularly scheduled inspections with a minimum one year notice.

5.5.3. At JB locations where the AF is the supporting component, the Emergency Management (EM) program will be inspected IAW [Attachment 3](#) of this Instruction. At JB locations where another Service is the supporting component, the owning MAJCOM will develop specific criteria for the lead active duty unit IAW the unit's role (if any) in the installation emergency management program.

5.5.4. Inspection Rating. Fundamentally, the AF portion of the inspection remains unchanged—the IG will inspect any Airman, AF process or function. The IG will inspect and rate each distinct unit IAW the IG's sampling strategy. For example, at JB Lewis-McChord (JBLM), the 627th Air Base Group will receive a rating and the 62nd Airlift Wing will receive a separate and distinct rating. At JB McGuire-Dix-Lakehurst (JBMDL), the 87th Air Base Wing will receive a unique rating, as will the 305th Air Mobility Wing, and the 621st Contingency Response Wing.

5.5.5. Any non-AF issues uncovered during the inspection that affect AF unit compliance will be addressed in the report and passed to SAF/IGI for resolution. SAF/IGI will work with the other Service IG(s) and the Intermediate Command Summit (ICS) to resolve the issue. The final AF report may provide a comprehensive assessment on how the other Service's installation support impacts the AF mission, but it will not deliver a rating to the other Services.

5.6. Responsibilities.

5.6.1. SAF/IGI. Deficiencies that negatively impact AF processes, equipment and/or personnel, but are not "owned" by the AF through delegation of installation support leadership, will be the responsibility of SAF/IGI for resolution once up-channeled by the MAJCOM/IG Team Chief in the IG report.

5.6.2. MAJCOM/IG Team Chief.

5.6.2.1. The Team Chief is responsible for final approval of the JB inspection plan.

5.6.2.2. For deficiencies that negatively impact AF processes, equipment and/or personnel, but are not "owned" by the AF, the AF IG Team Chief annotates the issue(s) in the AF inspection report. Additionally, the Team Chief will debrief the issue(s) to senior AF leadership at the inspected unit, as well as the senior supporting component

leadership at the inspected installation. The MAJCOM/IG Team Chief will then forward the issue requiring resolution to AFIA (this process is similar to a write-up against another HHQ). AFIA will work with SAF/IGI to resolve the issue.

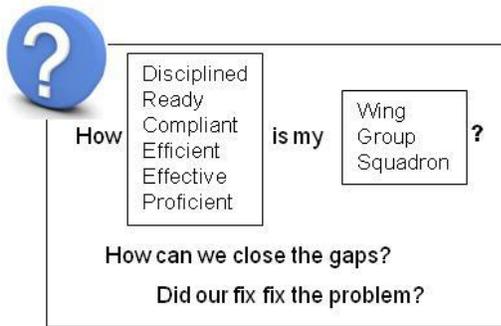
5.7. Future State. SAF/IGI will coordinate with other Service IGs to establish a joint inspection schedule. This will maximize calendar efficiencies for the JB's and provide a more positive, interactive and authoritative inspection.

Chapter 6

COMMANDERS' INSPECTION RESPONSIBILITIES

6.1. General Information. IAW 10 USC § 8583, commanders at every level have a duty to inspect the conduct of all persons placed under their command. Commanders will inspect to improve unit performance, military discipline, readiness, efficiency, effectiveness and quality of life for their Airmen.

Figure 6.1. Key Questions for CCs.



6.2. Sources of Inspection Data. Inspections evaluate unit performance in relation to established standards of readiness, compliance, and surety. The integration and analysis of multiple sources of inspection data can provide commanders a comprehensive look at unit performance. These sources may include, but are not limited to:

- 6.2.1. Status reports (e.g., SORTS/DRRS).
- 6.2.2. Wing Quality Assurance (QA) programs.
- 6.2.3. Wing Standardization/Evaluation.
- 6.2.4. Exercise and Evaluation Team (EET). Exercises are a valuable source of evaluation for a commander in determining the unit's ability to meet mission requirements. Exercises provide essential feedback for a commander.
- 6.2.5. Individual Medical Readiness (IMR) unit reports.
- 6.2.6. PRP status meeting minutes.
- 6.2.7. Personal Observations.
- 6.2.8. Climate Surveys.
- 6.2.9. Civil Engineer Readiness Assessments and Reports.
- 6.2.10. Self-Assessment Program. Self-assessment provides commanders with a tool for internal assessment of unit health and complements external assessments. MAJCOMs will ensure self-assessment programs are established for subordinate organizations. DRUs and FOAs will develop and implement self-assessment programs that align with HAF intent and function in similar fashion as wing programs described in this Instruction.

6.2.10.1. Commanders will appoint a Self-Assessment Program Manager at the Wing, Group and Squadron level. The monitor will utilize MICT to record self-assessments. Units will use HAF self-assessment checklists (SACs) and Deficiency Cause Codes listed in [Attachment 7](#), when conducting self-assessments. Medical Quality Assurance and HIPAA data will not be entered into MICT unless/until MICT is certified for this data. FOUO, PII and classified information will not be entered into MICT.

6.2.10.1.1. Commanders will supplement this guidance to define the roles of Group, Squadron and Flight Self-Assessment Program Managers.

6.2.10.2. Problem-solving responsibility and the corrective action process reside at the lowest appropriate command level. Problem-solving will be applied using appropriate root cause analysis tools, such as the AF 8-Step Problem Solving Model as outlined in the AF Smart Operations for the 21st Century (AFSO21) playbook.

6.2.10.2. (ANG) As a Joint Agency under DoDD 5105.77, NGB does not staff an AFSO21 office. Instead, NGB staffs and supports the DoD approved Continuous Process Improvement (CPI) model. ANG units receive support for AFSO21 through their gaining MAJCOM AFSO21 office. Units granted MAJCOM/IG permission to use CPI models may receive support through their State Joint Forces HQ and/or NGB-CPI.

6.3. Responsibilities.

6.3.1. MAJCOM/IG will:

6.3.1.1. Inspect for compliance with 10 USC § 8583 and this Instruction.

6.3.1.2. Work with MAJCOM/DRU/FOA leadership to identify a MICT program manager to assist Wings in MICT implementation, verify FAM checklist standardization.

6.3.1.2. (ANG) In coordination with NGB-IGD, MAJCOM/IGs provide MICT policy oversight for ANG units.

6.3.2. HAF/MAJCOM/NGB/DRU/FOA FAM will:

6.3.2.1. Monitor and assess MICT data from wings to maintain situational awareness of potential problem areas.

6.3.2.2. Employ AFSO21 tools for large-scale corrective actions. AFSO21 tools can be found in the AFSO21 playbook or on the AFSO21 AF Portal website: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC13515C0FB5E044080020E329A9>.

6.3.2.2. (ANG) NGB FAMs/Staff will utilize the DOD Continuous Process Improvement (CPI) Model as administered by NGB-CPI.

6.3.2.3. Perform periodic reviews of AF Best Practices, MAJCOM Benchmarks, Continuous Process Improvement Management Tool (CPI-MT) and Joint Lessons Learned Information System (JLLIS) to identify and employ Enterprise or MAJCOM standards when appropriate.

6.3.2.4. HAF Functionals will develop and publish in MICT a SAC with the unit-level compliance requirements for each AFI or AFI-mandated program. HAF Functionals may

integrate the requirements from more than one AFI or AFI-directed program into a single SAC. MAJCOM/DRU/FOA FAMs will supplement HAF SACs when supplements to HAF guidance drive compliance by the unit. Unit Commanders may supplement MAJCOM supplements. SACs will be approved by the next higher HQ FAM (HAF approves MAJCOM, MAJCOM approves Wing, etc.). In addition, HAF and MAJCOM SACs will be coordinated through NGB (if applicable).

6.3.2.4. (ANG) NGB FAMs will coordinate with applicable HAF and MAJCOM FAMs during annual SAC reviews. NGB FAMs will brief Directors on the results of HAF and MAJCOM annual checklist review and notify NGB-IGD when the review is complete.

6.3.2.4.1. Where there is no HAF SAC for specialized MAJCOM/DRU/FOA functions, MAJCOM/DRU/FOA FAMs may develop and maintain MAJCOM/DRU/FOA-specific SACs.

6.3.2.4.2. All SACs will indicate the degree of criticality for each self-assessment item (Tier 1, 2 or 3 below). All HAF Functionals will update affected SACs within 90 days of guidance changes being posted on the AF e-Publishing website. HAF Functionals will review each of their SAC annually: HAF SAC review/updates will be conducted NLT 31 Jan with MAJCOM supplement review/updates conducted NLT 31 Mar; see [Attachment 6](#) for SAC template and website information.

6.3.2.4.2.1. SAC Timelines. HAF directorates will comply with the following timelines:

6.3.2.4.2.1.1. Load SAC for each AFI, AFI-mandated program or supplement requiring unit compliance into the MICT database; the initial input should occur NLT 31 Jul 12 and annual SAC review/update will occur in accordance with [paragraph 6.3.2.4.2](#)

6.3.2.4.2.1.2. For each change to an AFI, AFI-mandated program or supplement requiring unit compliance, load updated SAC into the MICT database NLT 90 days of the publication effective date.

6.3.2.4.3. Degrees of Criticality for SACs:

6.3.2.4.3.1. **Tier 1:** Non-compliance puts Airmen, commanders, or the USAF at risk of mission or program failure, injury, legal jeopardy or unacceptable waste.

6.3.2.4.3.2. **Tier 2:** Non-compliance degrades mission or program effectiveness or efficiency, and has potential, if not corrected, to create risk of mission or program failure, injury, legal jeopardy or unacceptable waste.

6.3.2.4.3.3. **Tier 3:** Non-compliance limits mission or program effectiveness or efficiency.

6.3.3. The Wing Commander:

6.3.3.1. Will establish and maintain a Self-Assessment Program IAW this AFI and chain of command guidance.

6.3.3.1. (ANG) ANG unit Self-Assessment Program will be IAW AFI 90-201 and gaining MAJCOM AFI 90-201 Supplement. NGB-IG will provide ANGRC/NGB review/coordination of MAJCOM Self-Assessment Policy.

6.3.3.2. Will establish a frequency for the Self-Assessment Program to enable adequate awareness by the command chain of the wing's readiness, compliance and surety.

6.3.3.3. Will ensure subordinate organizations (i.e., Group, Squadron) establish and maintain a Self-Assessment Program that supports the Wing Self-Assessment Program.

6.3.3.4. Will designate a Wing Self-Assessment Program Manager

6.3.3.4. (ANG) In addition to providing Wing Self-Assessment Program Manager name and contact information to respective gaining MAJCOM, send name and contact information to NGB-IGD at nbigd@ng.army.mil. Wing Self-Assessment Program Manager and Wing MICT Lead Manager may be the same person.

6.3.3.5. Will designate a Wing MICT Lead Manager.

6.3.3.5. (ANG) In addition to providing Wing MICT Lead Manager contact information to respective gaining MAJCOM, send contact information to NGB-IGD at nbigd@ng.army.mil. Wing Self-Assessment Program Manager and Wing MICT Lead Manager may be the same person.

6.3.4. The Wing Self-Assessment Program Manager will:

6.3.4.1. Facilitate compliance with this AFI.

6.3.4.2. Develop, manage and maintain the Wing Self-Assessment Program

6.3.4.3. Provide guidance for subordinate organizations (Group, Squadron, other Staff agencies) to develop Self-Assessment Programs that support the Wing Self-Assessment Program.

6.3.4.4. Utilize MICT to facilitate the Self-Assessment Program.

6.3.4.5. Ensure all Wing SACs are current and updated.

6.3.4.6. Establish a self-assessment frequency based on the Wing CC's direction.

6.3.4.7. Provide the Wing CC with periodic status updates.

6.3.4.8. Monitor discrepancies and suspense dates. Notify the Wing CC of discrepancies identified by subordinate organizations that may require external assistance.

6.3.4.9. Monitor the quality and effectiveness of the Self-Assessment Program within all subordinate units and functional areas.

6.3.4.10. Provide training and assistance to subordinate units, as requested.

6.3.4.11. Identify Self-Assessment Program trends and employ AFSSO21 initiatives for deficiency resolution, as required.

6.3.4.12. Provide feedback to the MAJCOM/NGB/DRU/FOA FAMs on SAC quality and trends.

6.3.5. Wing MICT Lead Manager will:

6.3.5. (ANG) NGB-IG has established a Functional Address distribution list to facilitate NGB/ANG/MAJCOM MICT crosstalk: Wing MICT administrators at all levels (Wing, Group, and Squadron) may populate this list. The address ANG.MICT@ang.af.mil, feeds

to all wing addresses throughout the ANG using the same format (example: 101ARW.IG.MICT@ang.af.mil).

- 6.3.5.1. Act as the Wing's liaison with the MAJCOM MICT Lead Manager.
- 6.3.5.2. Act as the overall member management and permission granting authority for the Wing and all subordinate units.
- 6.3.5.3. Identify Wing's MICT administrators at all levels (wing, group, and squadron).
- 6.3.5.4. Provide periodic MICT training for commanders, unit administrators and checklist assessors.
- 6.3.5.5. Identify and consolidate software issues and suggestions for future software improvements to be forwarded to the MAJCOM MICT Lead Manager.
- 6.3.5.6. Develop MICT guidance ("business rules") for subordinate organizations (group, squadron, other Staff agencies) for MICT data entry.
- 6.3.5.7. Utilize MICT to develop appropriate reporting tools to meet the needs of wing leadership.

6.4. Future State:

6.4.1. In Nov 2011, CSAF directed SAF/IG and COMUSAFE to develop and implement a new inspection system across USAFE, for possible AF-wide implementation at a later date. The guidance for this new system is contained in a separate Guidance Memorandum and is for USAFE only. The USAFE system will give wing commanders manpower, training and guidance to create an organic inspection capability. As this wing-level inspection capability is developed into a mature, trusted component of the AF Inspection System, MAJCOM/IGs will increasingly shift their focus away from Compliance Inspections to Unit Effectiveness Inspections (UEI), validating and verifying the wing's own ability to find, fix, report and track deficiencies to closure.

Chapter 7

THE AIR FORCE INSPECTION AGENCY (AFIA) PROGRAM ELEMENTS

7.1. Air Force Inspection Agency (AFIA). Provides AF leaders independent, timely assessments and support to improve readiness, discipline and efficiency, to include: oversight of NSIs; process improvement facilitation and support for AFSO21 initiatives; conducts inspections of DRUs and FOAs; and conducts AF HSIs. (see [paragraph 1.5.3](#)).

7.2. Management Inspection (MI). An MI is an inspection above wing level that assesses the efficiency, effectiveness, economy, and discipline of organizations, activities, or programs based on the fundamental principles of well-managed organizations. An MI uses a five-tier rating system that measures the seven major graded areas discussed below.

7.2.1. **Execution.** MIs are conducted to assess areas mandated by law as well as management functions above the wing level against the fundamental principles of well-managed organizations.

7.2.2. **MI Rating.** Overall management performance and management MGAs will be rated using the five-tier scale OUTSTANDING, EXCELLENT, SATISFACTORY, MARGINAL, and UNSATISFACTORY. This tier system will be the same whether inspecting an organization, agency, FOA, DRU or an AF-level program.

7.2.3. AF Management Inspection MGAs.

7.2.3.1. **Strategic Planning.** Strategic planning is an organization's process of defining its strategy, or direction for the future. Strategic planning includes key performance indicators, surveys, benchmark data, and other quality information to ensure that strategic planning is strong and viable for all parts of the organization.

7.2.3.1.1. Assess the organization's use of strategic planning to develop goals and objectives. Key indicators are: all levels of the organization participate in some form of strategic planning; employees and other stakeholders are engaged in strategic planning decisions; and leadership is actively involved in planning related activities.

7.2.3.2. **Leadership.**

7.2.3.2.1. Assess leadership's ability to clearly communicate the mission, vision, and goals throughout the entire organization.

7.2.3.2.2. Assess leadership's efforts to empower subordinates and give them full authority and resources to accomplish the mission.

7.2.3.2.3. Assess leadership's commitment to continuous improvement efforts.

7.2.3.3. **Customers.** (a unit or individual which directly benefits from an organization's output).

7.2.3.3.1. Assess the organization's ability to identify and meet customer needs and requirements.

7.2.3.3.2. Assess the organization's ability to attain its desired mission outcomes while maintaining positive, long-term relationships with key individuals, groups, or other organizations.

7.2.3.4. Process Operations.

7.2.3.4.1. Assess the organization's processes to meet mission objectives while maintaining effective and efficient internal management controls.

7.2.3.4.2. Assess the organization's commitment to improve processes, products, and services using appropriate methods to identify opportunities, implement solutions, and measure impacts while meeting the needs of both internal and external stakeholders.

7.2.3.4.3. Assess the organization's use of key work processes, controls, results, AFSO21 utilization, self-assessments and key performance measures.

7.2.3.5. Resources.

7.2.3.5.1. Assess the organization's ability to identify, acquire, administer, and conserve finances, manpower, materiel, and training needed to accomplish objectives.

7.2.3.5.2. Assess the organization's effective use of financial management, manpower, and materiel resources.

7.2.3.6. Data-Driven Decisions.

7.2.3.6.1. Assess the organization's ability to establish metrics and decision-making; its ability to identify, evaluate, and assimilate data/information from multiple streams and its ability to differentiate information according to its utility and its uses of information to influence actions and decisions.

7.2.3.6.2. Assess the organization's efforts to collect data on its processes, outputs, and outcomes and how the organization analyzes, documents, and ensures reliability of data sources.

7.2.3.7. Organizational Performance.

7.2.3.7.1. Assess the organization's outputs, outcomes, and performance.

7.2.3.7.2. Assess the organization's outputs by evaluating timeliness, quantity, cost effectiveness, re-work required, and conforming to customer requirements.

7.2.3.7.3. Assess the organization's outcomes to ensure they satisfy their own strategic goals/objectives.

7.2.3.7.4. Assess if the organization is functioning within its authority, doing work outside its scope, duplicating a role of another organization or section internal to itself and if the work could be more efficiently accomplished by another organization.

7.3. Nuclear Surety Inspection (NSI).

7.3.1. AF NSI Core Team (AFIA/TIN). A core team of certified NSI inspectors centralized at AFIA will integrate with the MAJCOM/IG Teams on all scheduled and no-notice NSIs used to operationally certify and verify nuclear-capable units. The Core Team will also support NSI re-inspections and select LNSIs and INSIs. See [paragraph 4.14](#)

7.3.1.1. The Core Team provides expertise across various nuclear surety MGAs as outlined in [Chapter 4](#). The Core Team will support NSIs across the nuclear-capable MAJCOMs (AFGSC, AFMC, AMC and USAFE).

7.3.1.2. The Core Team will combine with the MAJCOM/IG Team to form a single unit, under the direction of the MAJCOM/IG Team Chief. The MAJCOM/IG Team Chief retains the authority as the on-scene director and is responsible for determining the inspection grade and completing the inspection report to the MAJCOM/CC. The Core Team will provide the Deputy Team Chief.

7.3.1.3. Primary objectives of the Core Team are to improve standardization of NSIs, elevate the MAJCOM/IG Team's inspector experience and expertise and contribute to NSI lessons learned and trend analysis processes. Additionally, Core Team members will support the semi-annual NSI process review, the NSI inspector training and certification program, applicable conferences and meetings held throughout the nuclear enterprise, and/or duties assigned by AFIA/CC.

7.3.1.4. The MAJCOM/IG Team Chief and the Deputy Team Chief from the Core Team are responsible for developing full team complement consisting of permanent party, Core Team members, and required SME augmentees.

7.3.2. AF NSI Oversight Team. AFIA/OV provides oversight assessments to MAJCOM/CCs and TIG on the consistency of MAJCOM NSIs. Conducts in-depth trend analysis, assesses the sufficiency of corrective actions to inspection deficiencies and provides deficiency status and metrics to personnel in the AF nuclear surety arena. See [paragraph 4.15](#)

7.3.2.1. The Oversight Team will not perform inspections but has the authority to intervene in an inspection for reasons of safety or critical non-compliance.

7.3.2.2. Acts as the AF clearinghouse for MAJCOM responses to DTRA Nuclear Weapon Technical Inspection deficiencies. AFIA/OV reviews CRITICAL and SIGNIFICANT nuclear surety deficiencies identified in DTRA inspection reports and requests clarification of deficiencies. AFIA/OV also reviews MAJCOM actions taken to correct these deficiencies and endorses them to DTRA. In cases where AFIA or DTRA non-concurs, AFIA/OV returns corrective action responses to MAJCOM for clarification. Seeks consultative assistance from AFSC/SEW as needed.

7.3.2.3. Provides nuclear surety-related oversight of MAJCOM-conducted NSIs, LNSIs and select INSIs, to include re-inspections and no-/minimal-notice NSIs and LNSIs. Additionally, provides observer(s) when the Defense Threat Reduction Agency/Committee on the Safety of Nuclear Installations (DTRA/CSNI) inspects AF units under the auspices of CJCSI 3263.05. AFIA will coordinate each NSI visit with the respective MAJCOM/IG Gatekeeper and will honor the IG trusted agent system to protect the minimum or no-notice aspect of the inspection. In the course of directly observing MAJCOM inspectors conducting their activities, AFIA/OV team members will not intervene in the inspection process unless the safety, security, or reliability of a weapon is in jeopardy, or injury to personnel, and the MAJCOM inspectors fail to take appropriate actions to correct the situation.

7.3.2.3.1. Upon inspection conclusion, the AFIA Oversight Team Chief will provide a separate non-collaborative report, routed through AFIA/CC and TIG to SECAF, MAJCOM/CC and MAJCOM/IG. The report provides an assessment of the MAJCOM/IG team and their conduct of the inspection, and an independent

perspective of the inspected unit's nuclear surety. Specific areas to be addressed in each report include:

7.3.2.3.1.1. Concurrence or non-concurrence with the MAJCOM/IG assessment of nuclear surety.

7.3.2.3.1.2. Contentious issues (include areas requiring level 1 or 2 adjudication, reference [paragraph 4.16](#)).

7.3.2.3.1.3. Composition of the qualification and training of MAJCOM inspection team.

7.3.2.3.1.4. Use of current AF and MAJCOM checklists and inspection guides as per [paragraph 1.5.7.4](#)

7.3.2.3.1.5. Implementation and understanding of policy and guidance.

7.3.2.3.1.6. Adequacy of MAJCOM/IG validation.

7.3.2.3.1.7. Sufficiency of MAJCOM/IG report.

7.3.2.3.1.8. Sufficiency of MAJCOM/IG team's deliberative process.

7.3.2.4. Coordinates the proposed DTRA NSI inspection schedule for AF units.

7.3.2.5. AFIA Inspection Observations. AFIA will observe MAJCOM/IG teams conducting inspections (all types) and provide feedback to the MAJCOM/IGs and SAF/IG. Feedback is derived from over-the-shoulder observation of inspection planning (when able), and execution focusing on the quality, standardization, objectivity, thoroughness and conduct of the MAJCOM/IG team.

7.3.2.5.1. Inspection observations will be administered by AFIA/OV and should be no-notice. AFIA/OV will selectively determine which inspections to observe with the goal of providing each MAJCOM/IG feedback across the spectrum of inspection activity over a 24-month period.

7.3.2.5.1.1. Observation teams should have a minimal footprint and be nonintrusive into the MAJCOM inspection process unless safety or security are jeopardized.

7.3.2.5.1.2. AFIA Oversight Team Chief will brief the MAJCOM/IG Team Chief of the AFIA role in the inspection process during the inspection inbrief.

7.3.2.5.1.3. AFIA Observation members should be present at the MAJCOM/IG's daily team meeting/event recap unless actively observing MAJCOM/IG inspectors.

7.3.2.5.1.4. AFIA Observation Team Chief (or representative) should be present at all MAJCOM/IG Team Chief briefs and meetings with the Unit Commander.

7.3.2.5.1.5. The MAJCOM/IG Team Chief will provide the AFIA Observation Team Chief a draft copy of their inspection report prior to the unit outbrief.

7.3.2.5.2. AFIA/OV will provide an observation report for each observed inspection within 30 days of the inspection outbrief. The report will be approved by the AFIA/CC and provided to SAF/IG and MAJCOM/IG. The report will provide

feedback on the MAJCOM/IG team planning and performance in the conduct of the inspection. The report will not contain AFIA's assessment of the inspected unit's compliance with policy or readiness posture, but may comment on AFIA observations related to significant unit non-compliance with policy or readiness deficiencies that the MAJCOM/IG team does not identify or address.

7.4. DRU and FOA CIs. AFIA/TIC conducts CUIs of the Air Force District of Washington and the United States Air Force Academy IAW **Chapters 1, 2 and 3**. However, AFIA/TIC conducts CIs only for all the other AF-level DRUs and FOAs IAW **Chapters 1 and 2** and the paragraphs below.

7.4.1. Inspection Scope. These inspections will be conducted on either a scheduled or a no-notice basis at an interval of no more than 24 months. SAF/IG approval is required to exceed the 24-month inspection interval. All applicable areas from **Attachment 3** (CUI Ph 0 column) will be inspected at each unit, grouped into appropriate MGAs. Inspected units may rely on host wing support for management of some programs. Since the host wings are subject to inspection by their own MAJCOM, AFIA will not inspect the host; however, AFIA will assess the adequacy of host wing support to the inspected unit. On the other hand, if program support is provided by a FOA's parent organization, the program management by the parent is subject to inspection by AFIA.

7.4.2. Reports and Follow-up. Official reports will be published on the final day of the inspection, directly following the commander's outbrief.

7.4.3. CI Re-inspection. Units receiving an overall rating of UNSATISFACTORY during a CI will be scheduled for a re-inspection within 6 months. SAF/IG approval is required to exceed the 6-month re-inspection interval. Only MGAs receiving a MARGINAL or UNSATISFACTORY will be re-inspected.

7.5. HSI. HSIs assess the functioning and execution of AF Medical Service (AFMS) programs and processes at the local level in order to provide senior leadership with accurate data upon which to base policy decisions. HSIs also assess the ability of AF medical units to fulfill their health service support missions by providing required capability, including provision of medical care, success in training and equipping deployable personnel, and support of the host wing mission.

7.5.1. Criteria and Inspection Guides. HQ AFIA/SG, in collaboration with HAF, AFMSA and AFMOA functional SMEs, derives criteria from health care policies of the Office of the Assistant Secretary of Defense for Health Affairs (SAF/IE), the office of the AF/SG, MAJCOM SG, OSHA public Law, various civilian medical oversight agencies [such as the Joint Commission and the Accreditation Association for Ambulatory Health Care (AAAHC)], the NGB, and the AFRC. Air Force Inspection Agency, Medical Operations Directorate (AFIA/SG), based on changes in health care policies, regulatory guidance and coordination with AF/SG, NGB/SG and AFRC/SG staffs, annually updates the next year's inspection guide and posts to the AFIA SharePoint site. Inspectors assess sustained performance by reviewing substantiating documents created since the last inspection.

7.5.1.1. Certification. Comply with applicable portions of **paragraph 2.4.1** and its subparagraphs.

7.5.2. Ratings. Each medical unit receives an overall rating of OUTSTANDING, EXCELLENT, SATISFACTORY, MARGINAL, or UNSATISFACTORY.

7.5.3. HSI Frequency. HSIs will occur with CUIs (see [Chapter 3](#)).

7.5.3.1. AD medical units update their demographics whenever they become aware of an event that may affect the scheduling process. AD bedded medical units must update their electronic Joint Commission application upon notification from The Joint Commission, which occurs 15 months prior to their anniversary date. Significant changes should be reported to the Joint Commission within 30 days of change. The Joint Commission also requires an annual self-assessment Periodic Performance Review (PPR) via electronic submission. Notification for e-application and PPR submission requirements are provided per email to the Military Treatment Facility (MTF) CC 15 months prior to the accreditation anniversary date. AD non-bedded medical units must submit a new application with AAAHC which must be received no later than 90 days prior to their reaccreditation survey date. During the term of accreditation, AAAHC also requires written notification within 30 days of any significant organizational, operational or financial changes that can occur.

7.5.3.1.1. MAJCOM IGs contact the AFIA Gatekeeper for HSI scheduling concerns according to MAJCOM-specific notification procedures.

7.5.3.1.2. MTFs requesting postponement/re-schedule of a scheduled AD inspection must be forwarded to AFIA/SG for approval following Wing CC (or equivalent), MAJCOM/IG, MAJCOM SG coordination and AF/SG concurrence. MTFs should allow sufficient time to process and coordinate postponement requests ensuring AFIA/SG has appropriate information to make a decision to approve/disapprove the request.

7.5.3.2. ARC units are inspected on average every 48 months not to exceed 60-months from the date of the last HSI. AFIA/SG publishes a calendar year ARC HSI schedule in coordination with AFRC/IG/SG and NGB/IG/SG. In keeping with AF policy regarding inspection footprint, AFIA/SG will, to the greatest extent possible, schedule medical unit HSIs simultaneously with other scheduled wing inspections and assessments (e.g., CI, ASEV). Unit requests for postponement/re-schedule of a scheduled ARC or AES HSI must be forwarded to AFIA/SG following MAJCOM coordination and policies. Units should allow sufficient time to process and coordinate postponement requests ensuring AFIA/SG has the time and appropriate information to make a decision to approve/disapprove the request. ANG Medical Groups are the medical force provider for CBRNE Enhanced Response Force Packages (CERFP). These medical elements have a separate, joint mission within their state and may not drill with or participate in MDG activities. CERFP training requirements are delineated in AFI 41-106. Host MDG is responsible for maintain credentials and training documentation. Otherwise, the CERFP Medical element should be considered a separate entity for HSI purposes. Note: For purposes of this Instruction, NGB/SG is a MAJCOM equivalent.

7.5.3.3. Certain events or circumstances may affect inspection scheduling for AD and ARC units. Follow the guidance listed in [Chapter 3](#) of this Instruction.

7.5.3.4. Follow-up inspections.

7.5.3.4.1. All units receiving an overall rating of “Unsatisfactory” or “Marginal” during an HSI will be scheduled for a re-inspection within 18 months or for ARC units not to exceed 24 months. The unit’s rating for a re-inspection will be capped at a “SATISFACTORY” rating.

7.5.3.4.1.1. The MAJCOM SG or equivalent will conduct a staff assistance visit within six months to assess status. This report will be forwarded to AFIA/SG.

7.5.3.4.2. For ARC and ARC AE units, the next scheduled HSI will be conducted in conjunction with the next scheduled CUI not to exceed 60 months from the date of the initial unsatisfactory/marginal HSI.

7.5.4. Reports and Follow-up Responses. An electronic and/or paper copy HSI report will be included in the overall IG report and left with the unit CC at the conclusion of the inspection. A final copy is distributed to AF/SG, MAJCOM/SG, SAF/IGI and other interested staff agencies after review at AFIA.

7.5.4.1. “Critical” and “Programmatic Failure” (Scores of 0 and 1) assessments for all units require a response (close-out or interim update) within 3 months of the inspection. These assessments are expected to be completely resolved within 12 months. Units are required to provide follow-up replies, including estimated completion dates, every 90 days until closure to their respective MAJCOM/SGs (or equivalent) IAW instructions outlined in the HSI final report.

7.5.4.2. “Critical” and “Programmatic Failure” (Scores of 0 and 1) assessments for ARC units and AESs require a response (close-out or interim update) within 6 months of the inspection. Units are required to provide follow-up replies, including estimated completion dates, every 3 months until closure to their respective MAJCOM/SGs IAW instructions outlined in the HSI final report. These assessments are expected to be completely resolved within 12 months.

7.5.4.3. MTF or ARC medical units or AE Squadrons with assessments of "CRITICAL" or "Programmatic Failure" (Scores of 1 or 0) in any element, or assessments of "MAJOR" (Score of 2) in any element that is a repeat deficiency from the previous HSI will conduct AF 8-Step Problem Solving as outlined in the AFSO21 Playbook, determining root-causes and countermeasures to deficiencies. AF 8-Step Problem Solving documentation (preferably in AFSO21 A3 template) will be forwarded within 90 days for Active-Duty units and 6 months for ARC units and AESs to their respective MAJCOM/SGs (or equivalent), who will track and provide follow-up guidance until resolution. Once resolved, informational copies of the problem solving documentation will also be sent by units to AFIA/SG.

7.5.5. Special Emphasis Items (SEI). SEIs are limited studies performed during HSIs whose purpose is to gather information on specific issues. Topics to be researched are submitted by field or HQ personnel to AFIA/SG for approval/disapproval. SEIs are normally terminated within 6-12 months, and the results are briefed at the annual IG-SG Annual Review. There should be no more than 3 active SEIs at one time.

7.6. Field Inspection. As applicable, these inspections provide SAF/IG credible, independent assessments of AF operational readiness, efficiency, discipline, morale, economy, and effectiveness, as well as assist in oversight of the AF inspection system.

7.6.1. IG Team Augmentation. On request, AFIA inspectors may augment MAJCOM/IG teams during inspections of field units. AFIA augmentees do not write a separate report. Rated inspectors with current medical and physiological training prerequisites may fly as observers in unit aircraft when appropriate to their inspection role.

7.6.2. Contingencies and Combat. AFIA inspectors may deploy to forward locations and field HQs during contingency and/or combat operations to observe processes and recommend solutions to readiness problems beyond the control of the local AF field commander. These visits require approval by the appropriate unified command. This is not an inspection, but is an opportunity for an independent and impartial AF-level team to analyze systemic readiness problems that may need HAF or higher-level attention. Refer also to War Mobilization Plan, Volume 1, Annex O.

7.7. Inspector General Directed Investigation (IGDI). An IGDI is a high-priority investigation directed by TIG. These investigations are usually time sensitive and deficiencies and recommendations are of significant interest to the AF, members of Congress, or the general public. TIG approves all requests for IGDI's.

7.8. The AFIA MI and Analysis Division. Will collect, monitor, analyze and report on key inspection data from across the USAF and compile the data into meaningful information to support Air Force Senior Leader decision making.

7.8.1. Support SAF/IG with analysis for SECAF/CSAF level briefings.

7.8.2. Provide AF wide inspection analysis for Air Force Enterprise Dashboard.

7.8.3. Collect Root Cause Analysis (RCA) data from the MAJCOMS for analysis.

7.8.4. Report on inspection trends to SAF/IG and other Senior leaders across the Air Force.

7.9. TIGIRS Lead Command. Acts as Lead Command for all components of the TIGIRS family of systems. At this time those components are IGEMS, MICT and AFICS.

7.9.1. Develops, validates, prioritizes and documents all requirements for each component. Provides all requirements to the TIGIRS Program Office (AFPEO EIS/HIBI).

7.9.2. Monitors the activities of the TIGIRS Program Office to modify, sustain and support each component.

7.9.3. Acts as the single voice of the customer to communicate and represent user issues and concerns to the TIGIRS Program Office.

7.9.4. Directs the operational testing of upgrades to each TIGIRS component.

7.9.5. Manages the TIGIRS program, to include reporting status to AFIA/PI, AFIA/CC and SAF/IG; identifying and resolving program issues; and identifying and programming for the resources required to support the upgrade and sustainment of each component.

7.10. TIG Brief Magazine. AFIA publishes *TIG Brief* (Air Force Recurring Publication [AFRP] 90-1) which provides authoritative guidance and information to CCs, IGs, inspectors, and AF supervisors and leaders at all levels of command. Anyone may submit articles to AFIA/PI. Articles should relate to anticipated or actual problems, recommendations to improve management, safety, security, inspection or operational techniques, cross tell of lessons learned, best practices, or contemporary issues of interest to the AF.

Chapter 8

IG FORCE DEVELOPMENT AND MANAGEMENT

8.1. Air Force Inspector General Duty. IG duty is a position of high public trust. Personnel selected for an Air Force Inspector General assignment are functional experts selected from Air Force Specialty Codes (AFSCs) across the Air Force. They possess attributes of the highest professional standards and moral character; demonstrate potential for future service and continued promotion; and provide credibility for those Airmen, family members, and civilians who seek IG assistance. In addition to these qualities, Airmen selected for IG service will:

8.1.1. Be senior captains (captains with more than 7 years commissioned service) or above or civilian equivalent. Enlisted inspectors must be TSgt 7-level or above. Waivers may be granted by the MAJCOM/CC on a case-by-case basis if qualified candidates are not available. Report all waivers to SAF/IGI to enable assessment of the effectiveness of IG force development processes. MAJCOM NSI inspector positions may be Key Nuclear Billet based on the requirement for experienced nuclear enterprise expertise that can immediately be effective upon assignment. Additionally, NSI inspector positions should have the highest assignment priority for continuity of the NSI inspector position.

8.1.2. Have broad, contemporary Air Force assignment experience and background that reflects outstanding performance. NSI inspectors must have nuclear experience or experience applicable to current systems in their respective MAJCOM prior to assignment as an inspector. All nuclear munitions inspectors will have prior nuclear maintenance experience.

8.1.3. Display moral attributes and personal traits that demonstrate adherence to Air Force Core Values.

8.1.4. Be able to attain and hold a security clearance commensurate with the duties required as an IG inspector.

8.1.5. Have no record of civil conviction except for minor offenses.

8.1.6. Have no record of punishment under Article 15: Uniform Code of Military Justice; conviction by court-martial; general officer letters of reprimand filed in the official military personnel file.

8.1.7. Present good military bearing and appearance.

8.1.8. Meet Air Force fitness standards.

8.2. Inspector General Team Chiefs. Colonel/Civilian equivalent Inspector General Team Chiefs will be nominated and selected by the MAJCOM/CC. Lt Col/Civilian equivalent Team Chiefs will be selected by the IG with the concurrence and assistance of the MAJCOM/CC.

8.3. Inspector General Force Development (FD). SAF/IG will establish an IG Advisory Panel (IGAP) IAW AFI 36-2640, *Executing Total Force Development*. The IGAP will generate and implement FD and management strategies to sustain and improve IG capabilities. The panel will further provide advice, guidance and assistance to Career Field Managers (CFMs) and Development Teams (DTs) on how best to develop and employ Airmen to deliver desired IG capabilities. The IG Force Development Advisory Panel will:

8.3.1. Provide desired inputs for affected DTs/CFMs NLT 30 calendar days prior to each scheduled DT session. Advisory panel inputs must include a summary of the requirement, to include the grade, AFSC, experience level, and number of valid personnel authorizations that must be filled.

8.3.2. Attend and provide inputs to the Force Management and Development Council.

8.3.3. Annually review and approve IG Basic and Nuclear Inspector training courses.

8.3.4. Provide advice to IGs on Officer and Enlisted development and assignment opportunities, as well as assignment selection criteria for Enlisted Equal Plus advertisements.

8.4. Inspector General Training. Inspector General training and certification is vital to ensure the experience criteria necessary to develop a sufficient professional IG cadre. All IG Airmen will be familiar with the appropriate training required within their AFSC series or career area, complete appropriate education and training commensurate with their grade, and develop proficiency of occupational and institutional competencies commensurate with their grade to enhance their IG duty performance. All members are responsible for using resources to become aware of opportunities for development and advancement after leaving the IG.

8.4.1. **Senior IG Personnel Training.** MAJCOM/IGs will attend the 1-day Executive IG Course at the Pentagon within 60 days of being appointed. MAJCOM/IG Deputies and MAJCOM/IG Superintendents may attend at the discretion of the MAJCOM/IG. MAJCOM/IGs, Other IG senior officers, civilian equivalents and senior NCOs must be nominated by their MAJCOM/IG in order to attend on a space-available basis. MAJCOM/IGs will submit requests for training to SAF/IGI.

8.4.2. **Mandatory Training.** All permanent party AFIA, MAJCOM and Wing Inspection IG team members will complete the USAF Basic Inspectors Course within 90 days (180 days for ARC) of assignment to an IG position. All permanent party AFIA, MAJCOM and Wing Inspection IG team members that complete NWTI will complete the USAF Nuclear Inspectors Course within 180 days of assignment to an IG team. Additionally, PRP medical inspectors are required to complete the AFMS Medical PRP Course within 180 calendar days after assuming inspector duties. MAJCOM/IG inspector augmentees will receive proper education and training equivalent to the mandatory inspector courses prior to assuming duties as an inspector augmentee. While designed and required for newly assigned MAJCOM/IG team members, other MAJCOM/unit-level inspectors and Wing Inspection Team (WIT) members may attend both courses on a space-available basis. Additional information regarding the Inspectors Course may be obtained from the AFIA SharePoint/Inspector Management Site; <https://cs.eis.af.mil/afia/TI/default.aspx>.

8.4.2.1. AFIA/TII will post a yearly schedule in the SharePoint/Inspector Management Site NLT 1 Sep each year for the USAF Basic Inspector Course and Nuclear Surety Courses. For special circumstances (i.e., Mobile Training Team for either course) contact the TII Division Chief. AFIA inspector training can be found at the AFIA SharePoint/Inspector Management Site; <https://cs.eis.af.mil/afia/TI/afiaic/Lists/Inspector%20Course%20Events/Active%20Courses.aspx>

8.4.2.2. AFIA Instructors will train and certify designated MAJCOM/IG inspectors to teach the Air Force Basic Inspectors' Course. MAJCOM/IG instructors will administer

the Air Force Basic Inspectors' Course to Wing/IG team members. AFIA will perform periodic audits of MAJCOM/IG training as required. To ensure currency and standardization in training, AFIA will provide updated training materials to all MAJCOMs (as required); certified MAJCOM/IG instructors are responsible for ensuring they are using current training materials.

8.4.2.3. MAJCOM/IG Instructors may utilize a video-teleconferencing or Direct Connect Online (DCO) means to conduct Basic Inspectors Course training.

8.4.3. **MAJCOM/IG-Specific Training.** MAJCOM/IGs will develop and provide all required specialized team, functional area, host-nation, or MAJCOM-specific training to augmentees as required.

8.4.4. For required inspector training prior to assessing contractor functions, IG Team Chiefs will ensure inspectors complete training IAW the following guidance:

8.4.4.1. Inspectors may receive Contracting Officer's Representative training IAW AFFARS Mandatory Procedure 5301.602-2 (d), *Designation, Assignment, and Responsibilities of a Contracting Officer's Representative*. MAJCOMs will document in their supplement to this AFI if additional contract-specific training is required. Additional on-line training shall consist of the following courses:

8.4.4.1.1. Defense Acquisition University (DAU) CLC106, "*COR (Contracting Officer Representative) with a Mission Focus*", available on-line at:

<https://www.atrrs.army.mil/channels/acqnow/default.asp?page=main.asp>.

8.4.4.1.2. DAU COR 206, *COR in a Contingency Environment (when applicable)*, available on-line at:
<https://www.atrrs.army.mil/channels/acqnow/default.asp?page=main.asp>.

8.4.4.1.3. Continuous Learning Modules (CLM) 003, *Ethics Training For Acquisition Technology and Logistics*, available on-line at:
<https://www.atrrs.army.mil/channels/acqnow/default.asp?page=main.asp>.

8.4.4.1.4. Inspectors performing EMS audits must successfully complete EMS Lead Auditor training. This training can be satisfied through AFIT's WENV 350 Environmental Management Systems Auditing Course or from commercially offered US Registration Advisory Board (RAB) certified ISO 14001 lead auditor training courses.

8.4.4.2. The ESOHCAMP inspectors should be qualified in their respective areas of expertise. A MAJCOM or FOA member of the Safety Office will be considered qualified in their respective areas. The Environmental programs will be evaluated by a MAJCOM or FOA member of the Environmental Function who also has completed Environmental management Systems auditor training. Occupational health programs will be evaluated by either a certified industrial hygienist or fully qualified Bioenvironmental Engineer (43E3). If base level personnel are used to support an inspection they must be approved by the MAJCOM Safety, Surgeon or Civil Engineering office respectively in addition to the above AFSC and training requirements.

8.4.5. **Recurring Training.** All AF inspectors will accomplish mandatory refresher training every 48 months after certification, to include, AFIA, MAJCOM/IG, and Wing/IG inspectors

and those inspector augmentees who augment AFIA and MAJCOM/IG and Wing IG teams. Those inspectors who do not inspect on a regular basis (i.e., at least two inspections annually, not including field observation training) will re-accomplish the basic inspector course. MAJCOM/IGs may provide refresher training with an AFIA-approved course. Recurring training does not require field observation by a certified inspector.

8.4.6. **Optional Training.** NSI Inspectors are highly encouraged to attend other nuclear and/or inspection courses to add breadth and depth to their nuclear experience.

8.5. Inspector General Certification. See [paragraph 2.4.1](#) and its sub-paragraphs.

8.6. Civilian Inspector General Requirements. In accordance with civilian personnel rules and regulations, commanders or command IGs may hire Air Force civilians to serve as IG personnel. Hiring authorities must ensure that these employees, like their uniformed counterparts, understand the nature of IG work. MAJCOM/IGs must understand that civilian employees who perform IG duties have access to sensitive and confidential IG information and hold a position of high public trust. To protect those who seek assistance from the IG and to safeguard the integrity of the IG system, civilian employees performing IG duties must display moral attributes and personal traits that demonstrate adherence to Air Force Core Values.

8.6.1. During the hiring process, hiring authorities will screen potential civilian employee candidates, to include current IGs applying for another IG position. These elements will be incorporated into hiring announcements and civilian position descriptions. Failure to maintain attributes in [paragraphs 8.6.2.4, 8.6.2.5](#) and [8.6.2.6](#) below will serve as grounds for revocation of IG certification, credentials, and possibly termination from government service.

8.6.2. Civilians selected for Inspector General Inspections duty will:

8.6.2.1. Be a citizen of the United States.

8.6.2.2. Be in the grade of GS-11 or above. Team Chiefs will be in the grade of GS-13 or above.

8.6.2.3. Have broad, contemporary Air Force experience and background that reflects outstanding performance. Civilian NSI inspectors must have prior nuclear experience. Civilians inspecting technical operations will also be required to have a nuclear munitions background. This experience is crucial to gain and maintain credibility with Airmen and civilians when conducting IG functions.

8.6.2.4. Display moral attributes and personal traits that demonstrate adherence to Air Force Core Values.

8.6.2.5. Be able to attain and hold a security clearance commensurate with the duties required as an IG inspector.

8.6.2.6. Have no record of civil conviction except for minor offenses.

8.7. Future State.

8.7.1. 1 Wear of Inspector General Insignia. This policy is under development and awaiting approval by SECAF and CSAF.

MARC E. ROGERS
Lieutenant General, USAF
The Inspector General

(ANG)

Harry M Wyatt III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- Air Force Smart Operations for the 21st Century (AFSO21) Playbook, Oct 09
- AFI 10-201, Status of Resources and Training System, 13 Apr 06
- AFI 10-206, *Operational Reporting*, 6 Sep 11
- AFI 10-207, *Command Posts*, 4 Apr 08
- AFI 10-208, *Continuity of Operations (COOP) Program*, 1 Dec 05
- AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 15 Nov 10
- AFI 10-245, *Antiterrorism (AT)*, 30 Mar 09
- AFI 10-250, *Individual Medical Readiness*, 9 Mar 07
- AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*, 16 Aug 06
- AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 11 Oct 11
- AFI 10-701, *Operations Security (OPSEC)*, 8 Jun 11
- AFI 10-702, *Military Information Support Operations (MISO)*, 7 Jun 11
- AFI 10-704, *Military Deception Program*, 30 Aug 05
- AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 Jan 07
- AFI 10-2603, *Emergency Health Powers on Air Force Installations*, 13 Oct 10
- AFI 10-2604, *Disease Containment Planning (FOUO)*, 3 Sep 10
- AFI 11-299, *Nuclear Airlift Operations (FOUO)*, 19 Mar 08
- AFI 11-230, *Instrument Procedures*, 30 Mar 10
- AFI 13-1AOCV1, *Ground Environment Training—Air and Space Operations Center*, 1 Aug 05
- AFI 13-1AOCV2, *Standardization/Evaluation Program—Air and Space Operations Center*, 1 Aug 05
- AFI 13-1AOCV3, *Operational Procedures—Air and Space Operations Center (AOC)*, 2 Nov 11
- AFI 13-204V2, *Airfield Operations Standardization and Evaluation*, 01 Sep 10
- (Added-ANG)** AFI 13-204V2, ANG Sup, *Airfield Operations Standardization and Evaluation*, 20 May 2011
- AFI 14-104, *Oversight of Intelligence Activities*, 16 Apr 07
- AFI 14-105, *Unit Intelligence Mission and Responsibilities*, 3 Jun 02
- AFI 14-119, *Intelligence Support to Force Protection (FP)*, 15 Aug 07
- AFI 14-202V1, *Intelligence Training*, 10 Mar 08

AFI 14-202V2, *Intelligence Standardization/Evaluation Program*, 10 Mar 08

AFI 14-202V3, *General Intelligence Rules*, 10 Mar 08

AFI 15-180, *Standardization and Evaluation Program for Weather Operations (SEPWO)*, 23 Jul 07

AFI 16-701, *Special Access Programs*, 1 Nov 95

AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 6 Sep 06

AFI 20-111, *Logistics Compliance Assessment Program (LCAP)*, 19 Apr 11

AFI 21-204, *Nuclear Weapons Maintenance Procedures*, 30 Nov 09

AFI 31-101, *Integrated Defense (FOUO)*, 8 Oct 09

(Added-ANG) AFI 31-101, *The Air Force Installation Security Program*, 1 Mar 2003

AFI 31-401, *Information Security Program Management*, 1 Nov 05

AFI 31-501, *Personnel Security Program Management*, 27 Jan 05

AFI 31-601, *Industrial Security Program Management*, 29 Jun 05

AFI 32-7001, *Environmental Management*, 4 Nov 11

AFI 33-360, *Publications and Forms Management*, 18 May 06

AFI 34-219, *Alcoholic Beverage Program*, 17 Oct 07

AFI 35-101, *Public Affairs Responsibility and Management*, 18 Aug 10

AFI 35-102, *Security and Policy Review*, 20 Oct 09

AFI 35-103, *Public Affairs Travel*, 26 Jan 10

AFI 35-104, *Media Operations*, 22 Jan 10

AFI 35-105, *Community Relations*, 26 Jan 10

AFI 35-107, *Public Web Communications*, 21 Oct 09

AFI 35-108, *Environmental Public Affairs*, 8 Mar 10

AFI 35-109, *Visual Information*, 12 Mar 10

AFI 35-110, *U.S. Air Force Band Program*, 22 Jan 10

AFI 35-111, *Public Affairs Contingency Operations and Wartime Readiness*, 23 Oct 09

AFI 35-113, *Internal Information*, 11 Mar 10

(Added-ANG) AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 14 Jun 2010

AFI 36-2201, *Air Force Training Program*, 15 Sep 10

AFI 36-2640, *Executing Total Force Development*, 16 Dec 08

AFI 36-3009, *Airman and Family Readiness Centers*, 18 Jan 08

AFI 36-3107, *Voting Assistance Program*, 10 Sep 03

AFI 36-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 29 Sep 08

AFI 41-106, *Medical Readiness Program Management*, 1 Jul 11

AFI 44-154, *Suicide and Violence Prevention Education and Training*, 3 Jan 03

AFI 63-125, *Nuclear Certification Program*, 15 Mar 04

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 Sep 11

AFI 65-501, *Economic Analysis*, 29 Aug 11

AFI 90-201 ANGSUP 1, *Inspector General Activities*, 2 Mar 10

AFI 90-301, *Inspector General Complaints Resolution*, 23 Aug 11

AFI 90-501, *Community Action Information Board and Integrated Delivery System*, 31 Aug 06

AFI 90-803, *Environmental, Safety, and Occupational Health Compliance Assessment and Management Program*, 24 Mar 10

AFI 90-1001, *Responsibilities for Total Force Integration*, 29 May 07

AFI 91-101, *Air Force Nuclear Weapons Surety Program*, 13 Oct 10

AFI 91-108, *Air Force Nuclear Weapons Intrinsic Radiation Safety Program*, 21 Sep 10

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 Aug 11

AFI 91-204, *Safety Investigations and Reports*, 24 Sep 08

AFI 91-207, *The US Air Force Traffic Safety Program*, 27 Oct 11

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*, 18 Apr 94

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 Nov 94

AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures*, 25 Sep 09

AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Environment*, 7 Jul 11

AFMAN 10-2504, *Air Force Incident Management Guidance for Major Accidents and Natural Disasters*, 1 Dec 09

AFMAN 10-2605, *Education, Training and Exercise Competencies for Counter-Chemical, Biological, Radiological and Nuclear Operations*, 30 Jun 08

AFMAN 15-129V2, *Air Force Weather Operations—Exploitation*, 07 Dec 11

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFMAN 65-506, *Economic Analysis*, 29 Aug 11

AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 11

AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 Jul 04

AFPD 10-7, *Information Operations*, 6 Sep 06

AFPD 10-24, *Air Force Critical Infrastructure Program (CIP)*, 28 Apr 06

AFPD 10-25, *Emergency Management*, 26 Sep 07

AFPD 14-1, *Intelligence Surveillance, and Reconnaissance (ISR) Planning, Resources, and Operations*, 2 Apr 04

AFPD 16-7, *Special Access Programs*, 29 Dec 10

AFPD 32-70, *Environmental Quality*, 20 Jul 94

AFPD 36-60, *Sexual Assault Prevention and Response (SAPR) Program*, 28 Mar 08

AFPD 65-5, *Cost and Economics*, 5 Aug 08

AFPD 90-2, *Inspector General-The Inspection System*, 26 Apr 06

AFPD 90-8, *ESOH and Risk Management*, 15 Sep 11

AFOSII 90-201, *Inspector General Activities*, 2 May 05

(Added-ANG) ANGI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of the Air Force and United States Air Force*, 15 Mar 2005

(Added-ANG) DoDD 5105.77, *National Guard Bureau*, 21 May 2008

T.O. 11N-35-51, *Department of Defense Nuclear Weapons Technical Inspection System*, 19 Feb 08

CG-W-5, *Joint Nuclear Weapons Classification Guide*

CJCSI 3260.01B, *Joint Policy Governing Positive Control Material and Devices*, 13 Feb 06

CJCSI 3261.01A, *Recapture and Recovery of Nuclear Weapons*, 1 Jul 04

CJCSI 3261.02A, *Recapture and Recovery Response Force Guidance*, 21 Jun 04

CJCSI 3263.05, *Nuclear Weapons Technical Inspections*, 4 Jun 10

Comprehensive Emergency Management Plan (CEMP) 10-2 Template

DOD 3150.2-M, *DOD Nuclear Weapon System Safety Program Manual*, 23 Dec 1996

DOD 5200.1-R, *Information Security Program*, Jan 1997

DOD S-5210.41M_AFMAN 31-108, *The Air Force Nuclear Weapon Security Manual*, 20 May 10

DOD 5210.42-R_AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*, 13 Nov 06

DOD 5240.1-R, *Procedures Governing the Activities of DOD Intelligence Components that Affect United States Persons*, 1 Dec 1982

DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 21 Oct 10

DODD 1000.04, *Federal Voting Assistance Program (FVAP)*, 14 Apr 04

DODD 1332.35, *Transition Assistance for Military Personnel*, 9 Dec 1993

DODD 3020.40, *DoD Policy and Responsibilities for Critical Infrastructure*, 1 Jul 10

DODD 3150.2, *DOD Nuclear Weapon System Safety Program*, 23 Dec 1996

DODI 2200.01, *Combating Trafficking in Persons (CTIP)*, 15 Sep 10

DODI 3020.37, *Continuation of Essential DOD Contractor Services During Crisis*, 6 Nov 1990

DODI 3020.45, *Defense Critical Infrastructure Program (DCIO) Management*, 21 Apr 08

DODI 4715.6, *Environmental Compliance*, 24 Apr 96

DODI 5210.89_AFI 10-3901, *Minimum Security Standards for Safeguarding Biological Select Agents and Toxins*, 22 Jun 10

DODI 6495.02, *Sexual Assault Prevention and Response Program Procedures*, 23 Jun 06

DODI 6055.17, *DOD Installation Emergency Management (IEM) Program*, 19 Nov 10

DOD IG Security and Counterintelligence Inspection Guidelines

Executive Order 12333, *United States Intelligence Activities*, 4 Dec 1981

Presidential Policy Directive (PPD)-8, *National Preparedness*, 30 Mar 11

Executive Order 12333 as amended by EO 13284(2003), 13355(2004) and 13470(2008)

Executive Order 13526, *Classified National Security Information*, 05 Jan 2010

Title 10 United States Code (USC) 8020, *Inspector General*, Mar 04

Title 10 United States Code 8583, *Requirement of Exemplary Conduct*

Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, 28 Feb 03

National Defense Authorization Act (NDAA) Fiscal Year (FY) 2008, House Record (H.R.) 4986, Section 1662, *Access of Recovering Service Members to Adequate Outpatient Residential Facilities*

National Environmental Policy Act of 1969

National Response Framework (NRF), Jan 08

Federal Continuity Directive 1 (FCD 1), Feb 08

Federal Continuity Directive 2 (FCD 2), Feb 08

Joint Close Air Support (JCAS) Action Plan (AP) Memorandum of Agreement (MOA) 2004-01, *Joint Terminal Attack Controller (JTAC) (Ground)*, 1 Sept 2010

JCAS AP MOA 2004-02, *Joint Forward Air Controller (Airborne)*, 1 Dec 07

ISO 14001 Environmental Management System Standard

Department Of Defense Initial Guidance for BRAC 2005 Joint Base Implementation, 22 January 08

Fire Emergency Services Assessment Program (FESAP)

Law of Armed Conflict (LOAC)

Prescribed Forms

There are no prescribed forms for this publication.

(**Added-ANG**) NGB Form 113a, *Report of Inspection for Federal Recognition*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 623, *Individual Training Record Folder*. **Note:** Maintain and dispose of IAW AFI 36-2201, *Air Force Training Program*

AF IMT 847, *Recommendation for Change of Publication*

AF Form 2435, *Load Training and Certification Document*

(**Added-ANG**) NGB Form 5, *Federal Recognition Certificate*

(**Added-ANG**) DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

(**Added-ANG**) Standard Form 312, *Classified Information Nondisclosure Agreement*

Abbreviations and Acronyms

AA&E—Arms, Ammunition and Explosive

AAAHC—Accreditation Association for Ambulatory Health Care

AABB—American Association of Blood Banks

AALPS—Automated Air Load Planning System

ABG—Air Base Group

ABW—Air Base Wing

ACDE—Aircrew Chemical Defense Ensemble

ACF—Analysis, Correlation and Fusion

ACO—Airspace Control Order

ACP—Airspace Control Plan

ADA—Americans with Disabilities Act

ADCON—administrative control

ADP—Airspace Defense Plan

ADR—airfield damage repair

ADSC—Active Duty Service Commitments

AECT—Aeromedical Evacuation Control Team

AEF—Air and Space Expeditionary Force

AES—Aeromedical Evacuation Squadron

AFAA—Air Force Audit Agency

AFE—Aircrew Flight Equipment

AF EIS—Air Force Enterprise Information Systems

AFFOR—Air Force Forces
AFKN—Air Force Knowledge Now
AFH—Air Force Handbook
AFI—Air Force Instruction
AFIA—Air Force Inspection Agency
AFIA/PI—AFIA Process Improvement & Integration
AFIA/TI—AFIA Training & Inspection
AFIMS—Air Force Incident Management System
AFIS—Air Force Inspection System
AFKN—Air Force Knowledge Now
AFMAN—Air Force Manual
AFMETCAL—Air Force Metrology and Calibration
AFMOA—Air Force Medical Operations Agency
AFMS—Air Force Medical Services
AFNWC—Air Force Nuclear Weapons Center
AFOA—Alert Force Operational Assessment
AFOSH—Air Force Occupational Safety and Health
AFOSI—Air Force Office of Special Investigations
AFPAAS—Air Force Personnel Accountability and Assessment System
AFPD—Air Force Policy Directive
AFPEO—Air Force Program Executive Office
AFRP—Air Force Recurring Publication
AFRIMS—Air Force Records and Information Management System
AFSC—Air Force Specialty Code
AFSFC—Air Force Security Forces Center
AFSO21—Air Force Smart Operations for the 21st Century
AFVA—Air Force Visual Aid
AG—Auditor General
ALARA—as low as reasonably acceptable
ALCT—Airlift Control Team
AM—Airfield Management
AMCT—Air Mobility Control Team

AMD—Air Mobility Division

ANG—Air National Guard

(Added-ANG) ANGRC—Air National Guard Readiness Center

(Added-ANG) ANGRC/CC—Air National Guard Readiness Center Commander

AP—Action Plan

ARCT—Air Refueling Control Team

AOC—Air Operations Center

AOCI—Airfield Operations Certification Inspection

AOD—Air Operations Directive

AOM—Airfield Operations Management

AOR—Area of Responsibility

AOSS—Airfield Operations System Specialist

ARC—Air Reserve Component

ART—AEF Reporting Tool

ASEV—Aircrew Standardization and Evaluation Visit

ASOC—Air Support Operations Centers

ASOS—Air Support Operations Squadrons

AT—Antiterrorism

ATC—Air Traffic Control

ATCALs—Air Traffic Control and Landing Systems

ATO—Air Tasking Order

ATSD—Office of the Assistant to the Secretary of Defense

ATSEP—Air Traffic System Evaluation Program

ATSO—Ability To Survive and Operate

AUTODIN—Automated Data Information Network

AW—Airlift Wing

BA—Battlespace Awareness

BASH—Bird Aircraft Strike Hazard

BEEF—Base Engineer Emergency Force

BIC—Basic Inspector Course

BIMAA—Base Individual Mobilization Augmentee Administrator

BO—Business Office

BRAC—Base Closure and Realignment Commission
BSA—Balanced Survivability Assessment
BSART—Bomber Strategic Aircraft Reconstitution Team
BSAT—Biological Select Agents and Toxins
BSL—Biological Safety Level
BSP—Base Support Plan
BW—Bomb Wing
C2—Command and Control
C4—Command, Control, Communications, and Computer
CA—Combat Assessment
CA/CRL—Custodian Authorization and Custody Receipt Listings
CAIB—Community Action Information Board
CAP—College of American Pathologists
CAP—Corrective Action Plan
CAP—Cryptographic Access Program
CARS—Corrective Action Report Status
CASPR—Central Adjudication Security Personnel Repository
CAT—Crisis Action Team
CBDRT—Chemical Biological Defense Report
CBRN—Chemical, Biological, Radiological, and Nuclear
CBRNE—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives
CBT—Computer Based Training
CC—Commander
CCA—Contamination Control Area
CCCA—Common Core Compliance Area
CCI—Critical Compliance Item
CCIP—Commander’s Inspection Program
CCIR—Commander’s Critical Information Requirements
CCRI—Command Cyber Readiness Inspection
CCRC—Common Core Readiness Criteria
CDC—Child Development Center
CDD—Capability Development Document

CE—Civil Engineering
CEMP—Comprehensive Emergency Management Plan
CERFP—CBRNE Enhanced Response Force Package
CFETP—Career Field Education Training Plan
CFM—Career Field Manager
CFR—Code of Federal Regulation
CHZ—Chemical Hazards
C-IED—Counter-Improvised Explosive Device
CI—Compliance Inspection
CII—Command Interest Item
CIP—Critical Infrastructure Program
CJCS—Chairman of the Joint Chiefs of Staff
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
CLM—Continuous Learning Module
C-NAF—Component-Numbered Air Force
CNDSP—Computer Network Defense Service Provider
(Added-ANG) CNGB—Chief, National Guard Bureau
COA—Course of Action
COCOM—Combatant Command
COD—Combat Operations Division
COMAFFOR—Commander, Air Force Forces
COMPUSEC—Computer Security
COMSEC—Communications Security
CONPLAN—Contingency Plan
COOP—Continuity of Operations
COR—Contracting Officer Representative
CNSI—Committee on the Safety of Nuclear Installations
CP—Command Post
CPI—Continuous Process Improvement
CPI-MT—Continuous Process Improvement Management Tool
CPVF—Cost Performance Visibility Framework
CSA—Cognizant Security Authority

CSAF—Chief of Staff of the Air Force
CSO—Communications Systems Operator
CSPT—Confined Space Program Team
CSW—Combat Support Wing
CTIP—Combating Trafficking In Person
CTK—Composite Tool Kit
CTOF—Chapel Tithes and Offering Fund
CUI—Consolidated Unit Inspection
CV—Vice Commander
DAA—Designated Approval Authority
DAF—Department of the Air Force
DAU—Defense Acquisition University
DCO—Direct Connect Online
DCP—Disease Containment Plan
DDESB—Department of Defense Explosives Safety Board
DEA—Drug Enforcement Agency
DEC—Dynamics Effects Cell
Det—Detachment
DEV—deviations
DFARS—Defense Federal Acquisition Regulations Supplement
DFR—Deficiency Fix Rate
DIA—Defense Intelligence Agency
DIG—Deputy Inspector General
DIRSPACEFOR—Director of Space Forces
DIRMOBFOR—Director of Mobility Forces
DISA—Defense Information Systems Agency
DMPI—Desired Mean Point of Impact
DMS—Defense Messaging System
DNSI—Defense Nuclear Surety Inspection
DNSOI—Defense Nuclear Surety Oversight Inspection
DOC—Designed Operational Capability
DOD—Department of Defense

DODD—Department of Defense Directive
DODI—Department of Defense Instruction
DOE—Department of Energy
DOL—Department of Labor
DRF—Disaster Response Force
DRRS—Defense Readiness Reporting System
DRU—Direct Reporting Unit
DS—Decision Superiority
DT—Development Team
DTRA—Defense Threat Reduction Agency
EAL—Entry Authority List
EAM—Emergency Action Message
EAP—Emergency Action Plan/Procedures
ECF—Entry Control Facility
ECP—Entry Control Point
ECO—Equipment Control Officer
ECO—Electronic Combat Officer
EDIS—Educational and Developmental Intervention Services
EET—Exercise Evaluation Team
EIAP—Environmental Impact Analysis Process
EM—Emergency Management
EMSEC—Emission Security
EO—Equal Opportunity
EOC—Emergency Operations Center
EOD—Explosive Ordnance Disposal
EPA—Environmental Protection Agency
EPE—Emergency Procedures Evaluation
EPW—Enemy Prisoner of War
eQIP—Electronic Questionnaire for investigative Processing
ESG—Executive Steering Group
ESOHC—Environment, Safety, and Occupational Health Council
ESOHCAMP—Environmental, Safety, and Occupational Health Compliance Assessment Management Program

EXORD—Execution orders
EXPLAN—Exercise Plan
FAA—Federal Aviation Administration
FAFE—Fighter Alert Force Evaluation
FAIR—Federal Activities Inventory Reform
FAR—Federal Acquisition Regulation
FCJ—Foreign Criminal Jurisdiction
FCL—Foreign Civil Litigation
FD—Force Development
FDA—Food and Drug Administration
FES—Fire Emergency Services
FESAP—Fire Emergency Services Assessment Program
FHP—Force Health Protection
FIAR—Financial Improvement & Audit Readiness
FIP—Financial Improvement Plan
FLAG—Forward Location Alert Generation
FAM—Functional Area Manager
FM—Financial Management
FOA—Field Operating Agency
FOC—Full Operational Capability
FOD—Foreign Object Damage
FOIA—Freedom of Information Act
FOUO—For Official Use Only
FP—Force Protection
FPCON—Force Protection Condition
FPWG—Force Protection Working Group
FRCP—Federal Rules of Civil Procedures
FRI—Federal Recognition Inspection
FSO—Flight Safety Office
FSS—Force Support Squadron
FTX—Field Training Exercises
FVAP—Federal Voting Assistance Program

FW—Fighter Wing
FWA—Fraud, Waste and Abuse
FY—Fiscal Year
GAO—Government Accountability Office
GC—General Counsel
GCCS—Global Command & Control System
GCMCA—General Court-Martial Convening Authority
GI&S—geospatial information and services
GPC—Government-Wide Purchase Card
GSORTS—Global Status of Resources and Training System
GSU—geographically separated unit
HAF—Headquarters Air Force
HARM—Host Aviation Resource Management
HAZCOM—Hazardous Communication
HAZMAT—Hazardous Material
HBSS—Host Base Security System
HC—Chaplain Corps
HCP—Hazardous Noise & Hearing Conservation Program
HO—Historian
HQ—Headquarters
HHQ—Higher Headquarters
H.R.—House Record
HIPAA—Health Insurance Portability and Accountability Act
HSI—Health Services Inspection
IA—Information Assurance
IAVA—Information Assurance Vulnerability Alert
IAW—In Accordance With
IBDSS—Integrated Base Defense Security System
IBM—Information Management Board
ICBM—Intercontinental Ballistic Missile
ICC—Installations Capabilities Council
ICC—Installation Control Center

ICRMP—Integrated Cultural Resources Management Plan
IDA—Initial Denial Authority
IDE—Intrusion Detection Equipment
IDS—Intrusion Detection Systems
IE—Installation, Environment, & Logistics
IED—Improvised Explosive Device
IED—ND—Improvised Explosive Device Network Defeat
IG—Inspector General
IGAB—Inspector General Advisory Board
IGAP—Inspector General Advisory Panel
IGDI—Inspector General Directed Investigation
IGEMS—Inspector General Evaluation Management System
IGI—Inspections Directorate
IGQ—Complaints Resolution Directorate
IMB—Information Management Board
IMO—Information Management Officer
IMP—Information Management Plan
IMR—Individual Medical Readiness
INFO OPS—Information Operations
INFOSEC—Information Security
INS—Immigration Naturalization Service
INSI—Initial Nuclear Surety Inspection
INSTM—Instrument
INSTR—Instructor
INTRO—Individual Newcomer Treatment & Orientation
IO—Intelligence Oversight
IPE—Individual Protective Equipment
IPI—in process inspections
IS—Installation Support
ISAG—Installation Security Advisory Group
ISC—Inspection System Council
ISITT—Inspection System Improvement Tiger Team

ISPR—Information Security Program Review
ISR—Intelligence, Surveillance and Reconnaissance
ISSA—Inter-Service Support Agreement
ISWG—Inspection System Working Group
IT—Information Technology
J36—Joint Staff 36
JA—Judge Advocate
JAI—Joint Airdrop Inspection
JAOP—Joint Air, Space, and Cyberspace Operations
JB—Joint Base
JB—COLS—Joint Base Common Output Level Standards
JBC—Joint Base Commander
JBIG—Joint Base Implementation Guidance
JBLM—Joint Base Lewis-McChord
JBMDL—Joint Base McGuire-Dix-Lakehurst
JCAS—Joint Close Air Support
JCS—Joint Chiefs of Staff
JFACC—Joint Force Air Component Commander
(Added-ANG) JFHQ—Joint Force Headquarters
JIMB—Joint Information Management Board
JIPTL—Joint Integrated Prioritized Target List
JLLIS—Joint Lessons Learned Information System
JMOS—Joint Management Oversight Structure
JOA—joint operations area
JPAS—Joint Personnel Adjudication System
JTAC—Joint Terminal Attack Controller
JTF—Joint Task Force
KNB—Key Nuclear Billet
LAA—Limited Access Authority
LIMFAC—Limiting Factor
LCAP—Logistics Compliance Assessment Program
LL—Legislative Liaison

LMD/KP—Local Management Device/Key Processor
LNSI—Limited Nuclear Surety Inspection
LNSTCA—Local Nuclear Security Threat Capabilities Assessment
LOAC—Law of Armed Conflict
LOGMOD—Logistics Module
LOTO—Lockout/Tagout
LPS—Lightning Protection System
MAAP—Master Air Attack Plan
MAJCOM—Major Command
(Added-ANG) MAJCOM/CG—National Guard Bureau MAJCOM Advisor staff
MAOS—minimum airfield operating surface
MASL—Master Action Suspense Log
MASO—Munitions Accountable Systems Officer
MCL—Maintenance Capability Letter
MCRP—Medical Contingency Response Plan
METL—Mission Essential Task List
MGA—Major Graded Area
MICAP—Mission Capable
MICT—Management Internal Control Toolset
MILES—Multiple Integrated Laser Engagement System
MISO—Military Information Support Operations
MOE—Measures of Effectiveness
MOPP—Mission Oriented Protective Posture
MOU—Memorandum of Understanding
MR—Manpower & Reserve Affairs
MRSP—Management of the Readiness Spares Packages
MRTFB—Major Range and Test Facility Base
MSEL—Master Scenario Events List
MSEP—Maintenance Standardization and Evaluation Program
MSG—Mission Support Group
MSN—Mission
MTF—Military Treatment Facility

MUMG—Munitions Maintenance Group

MUNS—Munitions Squadron

MUNSS—Munitions Support Squadrons

MW—Missile Wing

MWD—Military Working Dog

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NCC—Network Control Center

NCCS—Nuclear Command & Control System

NCO—Non-Commissioned Officer

NDA—Non-Disclosure Agreement

NDAA—National Defense Authorization Act

NEPA—National Environmental Policy Act of 1969

NEREP—Nuclear Execution & Reporting Plan

NFPA—National Fire Protection Association

NGB—National Guard Bureau

(ANG) NGB-IG—National Guard Bureau Inspector General

(Added-ANG) NGB/A1M—National Guard Bureau Manpower, Organization and Resources Division

(Added-ANG) NGB/A3A—National Guard Bureau Airspace and Exercises Division

(Added-ANG) NGB/A3F—National Guard Bureau Airfield Operations Division

(Added-ANG) NGB/A3Z—National Guard Bureau Action Group

(Added-ANG) NGB/A8—National Guard Bureau Plans and Program

(Added-ANG) NGB/CF—Director, Air National Guard

(Added-ANG) NGB/SG—National Guard Bureau Surgeon General

(Added-ANG) NGB-IGD—National Guard Bureau Air Inspections

(Added-ANG) NGB-PAH—National Guard Bureau Office of the Historian

NGO—non-governmental organizations

NIDS—Network Intrusion Detection System

NIPRNet—Non-Secure Internet Protocol Router Network

NIR—Non-Ionizing Radiation

NLT—No Later Than

NOB—Nuclear Oversight Board

NORAD—North American Aerospace Defense Command

NORI—Nuclear Operational Readiness Inspection

NOSC—Network Operations and Security Center

NSA—National Security Agency

NSI—Nuclear Surety Inspection

NSN—National Stock Number

NSTCA—Nuclear Security Threat Capabilities Assessment

NWG—Nuclear Working Group

NWRM—Nuclear Weapons Related Materiel

NWSS—Nuclear Weapons Security Standard

NWTI—Nuclear Weapons Technical Inspection

(Added-ANG) O&M—Operations and Maintenance

OAT—Operational Assessment Team

OCA—Original Classification Authority

OCR—Office of Collateral Responsibility

OEH—Occupational and Environmental Health

OHCAMP—Occupational Health Compliance Assessment and Management Program

OIC—Officer in Charge

OIG—Office of the Inspector General

OMB—Office of Management and Budget

OPFOR—Opposing Force

OPLANS—Operational Plans

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OPREP—Operational Report

OPSEC—Operations Security

OPTASK LINK—Operational Tasking Data Link

OPTEMPO—Operational Tempo

(Added-ANG) ORE—Operational Readiness Exercise

ORM—Operational Risk Management

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety & Health Administration

P&S—Plans and Scheduling
PA—Privacy Act
PA—Public Affairs
PACA—Public Accountant Contract Audits
PAG—Public Affairs Guide
PCW—previously complied with
PDS—Protective Distribution System
PED—Processing, Exploitation, and Dissemination
PERSCO—Personnel Support for Contingency Operations
PI—Process Integration
PKI—Public Key Infrastructure
PL—protection level
PMV—Private Motor Vehicle
PNAF—Prime Nuclear Airlift Force
POA&M—Plan of Action and Milestones
POC—Point of Contact
POLADs—Policy Advisors
POR—Program of Record
PPR—Periodic Performance Review
PRG—Process Review Group
PRP—Personnel Reliability Program
PSI—Personnel Security Investigation
PSO—program security officers
PWS—Performance Work Statement
QA—Quality Assurance
QUAL—Qualification
RAO—Retirees Activities Office
RAP—Ready Aircrew Program
RAP—Retirees Activities Program
RCA—Root Cause Analysis
RDA—Research, Development and Acquisitions
RDT&E—Research, Development, Test and Evaluation

RF—Response Force

RFI—Requests for Information

RFR—Radio Frequency Radiation

RI—Readiness Inspection (formerly Operational Readiness Inspection)

RIA—Recommended Improvement Area

RIBS—Readiness in Base Services

RM—Risk Management

ROE—Rules of Engagement

RPP—Respiratory Protection Program

RSOI—Reception, Staging, Onward Movement, and Integration

RSP—render safe procedures

SABC—Self-Aid & Buddy Care

SAC—Self-Assessment Checklist

SAF—Secretary of the Air Force (Secretariat)

SAP—Special Access Program

SAPCO—Special Access Program Central Office

SAPR—Sexual Assault Prevention and Response

SAR—Security Access Requirement

SARC—Sexual Assault Response Coordinator

SARM—Squadron Aviation Resource Management

SAV—Staff Assistance Visit

SB—Scientific Advisory Board

SCIF—Sensitive Compartmented Information Facilities

SE—Safety

S/E—Standardization and Evaluation

SEAT—Standardization and Evaluation Team

SECAF—Secretary of the Air Force

SEE—Standardization/Evaluation Examiner

SEG—Similar Exposure Group

SEI—Special Emphasis Item

SEL—Significant Events Log

SEPWO—Standardization and Evaluation Program for Weather Operations

SERE—Survival, Evasion, Resistance, and Escape
SET—Standardization Evaluation Team
SEW—Weapons Safety Division
SF—Security Forces
SG—Surgeon General
SGT—Strategy Guidance Team
SIF—Security Information File
SII—Special Interest Item
SIM—simulations
SIPRNet—Secret Internet Protocol Router Network
SITREP—Situational Report
SME—Subject Matter Expert
SMO—Security Management Office
SOE—Sequence of Events
SOF—Special Operations Forces
SOFA—Status of Forces Agreement
SOLE—Special Operations Liaison Element
SORB—Special Access Program Oversight Review Board
SORTS—Status of Resources & Training System
SPINS—Special Instructions
SPOC—Special Access Required Programs Oversight Committee
SPT—Strategy Plans Team
SPRG—Special Programs Review Group
STIG—Security Technical Implementation Guide
STO—Space Tasking Orders
STO—Special Tactics Office
STRIKEVAL—Strike Evaluation
SVRO—Secure Voice Responsible Officer
TACC—Tanker Airlift Control Center
TACEVAL—Tactical Evaluation
TACOPDAT—Tactical Operations Data
TACS—theater air control system

TAG—The Auditor General
TAP—Transition Assistance Program
TBA—Training Business Area
TCNO—Time Compliance Network Order
TERPS—Terminal Instrument Procedures
TET—Target Effects Team
TFI—Total Force Integration
TIC—toxic industrial chemical
TIG—The Inspector General (SAF/IG)
TIGIRS—The Inspector General’s Inspection Reporting System
TII—Training & Inspection, Inspector Instruction (AFIA)
TIM—toxic industrial material
TJAG—The Judge Advocate General
TJC—The Joint Commission
TMDE—Test, Measurement, & Diagnostic Equipment
T.O.—Technical Order
TODO—Technical Order Distribution Office
TPFDD—Time-Phased Force and Deployment Data
TSART—Tanker Strategic Aircraft Generation Team
TSCP—Theater Security Cooperation Program
TTP—tactics, techniques, and procedures
TWG—Threat Working Group
(U)—Unclassified
UCC—Unit Control Center
UCMJ—Uniform Code of Military Justice
UCML—Unit Committed Munitions Lists
UCNI—Unclassified Controlled Nuclear Information
UEI—Unit Effectiveness Inspection
UIC—Unit Identifier Code
UIF—Unfavorable Information File
UMD—Unit Manning Document
USAFE—United States Air Forces in Europe

USC—United States Code

USM—Unit Security Manager

USSTRATCOM—United States Strategic Command

UTC—Unit Type Code

VAP—Voting Assistance Program

VPP—Voluntary Protection Program

WII—Wounded, Ill, and Injured

WIT—Wing Inspection Team

WR—War Reserve

WRM—War Reserve Materiel

WSA—Weapon Storage Area

WSSR—Weapon System Safety Rules

Terms

8-Step Problem Solving Process—A standardized procedure for systematically addressing and resolving difficult issues and situations; the 8-Step Problem Solving Process can be found at the following website: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-TR-AF-43>.

Ability to Survive and Operate (ATSO)—The ability to conduct the full range of contingency operations while simultaneously responding to or recovering from enemy attack, state/non-state use of CBRNE, major accidents, natural disasters, or Hazardous Materials (HAZMAT).

Abuse—Intentional wrongful or improper use of Air Force resources. Examples include misuse of grade, position, or authority that causes the loss or misuse of resources such as tools, vehicles, computers, or copy machines.

Access—Close physical proximity to a nuclear weapon in such a manner as to allow the opportunity to tamper with or damage a nuclear weapon.

Air Force Smart Operations for the 21st Century (AFSO21)—An objective assessment of key Air Force processes focused on improvement. AFSO21 tools and techniques are applied to promote process improvement, eliminate waste, and create a feasible action plan.

Best Practice—A superior method or innovative practice that contributes significantly to improved performance of a process. IGs may identify a potential Best Practice during an inspection, but the unit must submit a Best Practice to AFMA for approval to be officially recognized and designated an AF Best Practice.

Compliance Inspection (CI)—Inspections conducted to assess areas mandated by law as well as mission areas that are critical or important to the health and performance of organizations; failure to comply with the established directives in these areas could result in legal liabilities, penalties, or mission impact.

Critical Deficiency—Any deficiency that results in, or could result in, widespread negative mission impact or failure. Regarding nuclear inspections, a critical deficiency results in, or meets the criteria for an “UNSATISFACTORY” condition as described in paragraph C-2.b. in CJCSI 3263.05.

Defense Nuclear Surety Inspection (DNSI)—A Nuclear Surety Inspection (NSI) conducted by the Defense Threat Reduction Agency (DTRA).

Deficiency—A validated inspection discrepancy, finding, inadequacy or observation.

Denial—The affect achieved by security systems and devices that prevent a potential intruder or adversary, as described in the NSTCA threat, from gaining access to a nuclear weapon.

EXCELLENT—The rating given to indicate performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively discrepancy-free.

Federal Recognition Inspection (FRI)—An inspection conducted to confirm that a unit (the organized militia of a State) meets the qualifications prescribed for the organization and composition of the ANG.

Fraud—Any intentional deception designed to unlawfully deprive the Air Force of something of value or to secure from the Air Force for an individual a benefit, privilege, allowance or consideration to which he or she is not entitled. Such practices include, but are not limited to:

1. The offer, payment, acceptance of bribes or gratuities, or evading or corrupting inspectors or other officials.
2. Making false statements, submitting false claims, or using false weights or measures.
3. Deceit, either by suppressing the truth or misrepresenting material facts, or to deprive the AF of something of value.
4. Adulterating or substituting materials, falsifying records and books of accounts.
5. Conspiring to carry out any of the above actions.
6. The term also includes conflict of interest cases, criminal irregularities, and the unauthorized disclosure of official information relating to procurement and disposal matters.

IN COMPLIANCE—The rating given that indicates a program or operation complies with governing directives and supports mission accomplishment. Deficiencies may exist but do not impede mission accomplishment.

IN COMPLIANCE WITH COMMENTS—The rating given that indicates a program or operation complies with most, but not all, governing directives and does not meet some mission requirements. Deficiencies exist that impede or limit mission accomplishment

Initial Nuclear Surety Inspection (INSI)—An inspection to evaluate a unit’s readiness to assume or resume a nuclear mission or to evaluate and certify new or significantly modified maintenance and storage facilities or significant changes to weapons systems or portions thereof.

Integrated—Those inspections that are conducted by and under the purview of the IG; these inspections will be conducted by the IG (when the expertise is organic to the IG team) or by a subject-matter expert working for the IG as an inspector augmentee; the Functional is responsible for identifying inspection requirements to the IG for inclusion in [Attachment 3](#).

Limited Inspection—An inspection with a reduced scope and scale. Limited inspections do not reset the clock for maximum inspection intervals.

Limited Nuclear Surety Inspection (LNSI)—A limited scope inspection, which does not evaluate all NSI areas applicable to the unit. LNSIs do not alter the 18-month NSI requirement.

Limiting Factor (LIMFAC)—A factor or condition that, either temporarily or permanently, impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc.

Major Graded Area (MGA)—Key processes, procedures, or requirements based on by-law requirements, executive orders, DOD directives (DODD), Air Force, MAJCOM, or applicable Air National Guard Instructions.

MARGINAL—The rating given to indicate performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Minimal—Notice Inspection—An inspection conducted with less than 45 days notice to the inspected organization.

Minor Deficiency—A validated deficiency that does not meet the definition of a Critical or Significant Deficiency but requires corrective action.

No—Notice Inspection—An inspection conducted with less than 72 hours notice to the inspected organization.

Non-AF Deficiency—A deficiency documented by the MAJCOM inspector(s) against an agency external to the AF (Joint Staff, Army, Navy, DISA, DTRA, OSD, etc.)

NOT IN COMPLIANCE—The rating given that indicates a program or operation does not comply with key elements of governing directives; significant deficiencies exist that could result in legal liabilities, penalties, or significant mission impact.

Nuclear Security Threat Capabilities Assessment (NSTCA)—A DIA-led intelligence community assessment of the capabilities and intentions of a variety of actors to gain unauthorized physical access to a US nuclear weapon.

Nuclear—Capable Unit—A unit or an activity assigned responsibilities for employing, assembling, maintaining, transporting, or storing WR nuclear weapons, their associated components and ancillary equipment.

Nuclear Surety Inspection (NSI)—A compliance-based inspection conducted to evaluate a unit's ability to manage nuclear resources while complying with all nuclear surety standards.

OUTSTANDING—The rating given to indicate performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Minimal deficiencies exist.

Readiness Inspection (RI)—An evaluation of operational readiness or ability to conduct combat operations in wartime for any unit with a wartime mission.

Recommended Improvement Area (RIA)—An identified process, product, or capability which could be improved by a suggested course of action. RIAs will not be used in lieu of minor deficiencies.

Repeat Deficiency—Any and every recorded discrepancy from previous like-inspections. A deficiency resulting from failure to comply with the same guidance that has been noted on a previous inspection (including deficiencies from any limited or no-notice inspections) of the same installation/unit.

SATISFACTORY—The rating given to indicate performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist but do not impede or limit mission accomplishment.

Significant Deficiency—A validated deficiency that has or could have negative mission impact. Regarding nuclear inspections, a significant deficiency will have, or is likely to have a major negative effect on the nuclear weapons mission of the activity but is not defined as an “UNSATISFACTORY” condition as defined in CJCSI 3263.05.

Special Interest Item (SII)—An area of focus for management; used to gather data and assess the status of specific programs and conditions in the field.

Strength—An area that far exceeds compliance directives or mission requirements and/or expectations.

Synchronized—Those inspection-type activities that take place alongside (occur simultaneously) a formal IG inspection; these inspection-type activities must be coordinated with the MAJCOM Gatekeeper and will not be conducted by IG-assigned personnel (e.g., AF/JA Art 6 Pt D); these inspection-type activities must be listed in [Attachment 2](#) in order to facilitate installation access without undue hardship on behalf of the inspecting agency.

Unit—For the purposes of this Instruction, a “unit” is defined as a wing or wing-equivalent organization.

UNSATISFACTORY—The rating given to indicate performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

Virtual Inspection—An inspection (or part of an inspection) conducted through the gathering and analysis of metrics, reports and other data without on-site inspection.

Waste—The extravagant, careless, or needless expenditure of Air Force funds or the consumption of Air Force property that results from deficient practices, systems controls, or decisions. The term also includes improper practices not involving prosecutable fraud. NOTE: Consider wartime and emergency operations when explaining possible waste. For example, legitimate stockpiles and reserves for wartime needs, which may appear redundant and costly, are not considered waste.

White Space—For the purposes of this Instruction, “white space” is defined as available time on a unit’s calendar that unit leadership can utilize to best suit their needs without hindrance from higher headquarters.

Attachment 2

LIST OF AUTHORIZED INSPECTIONS

Table A2.1. List of Authorized Inspections.

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
Part 1—Non-Air Force Inspections					
	Accreditation Association for Ambulatory Health Care (AAAHC)				
1	Outpatient Medical Care	AFMOA/SGHQ	DODI 6025; HAFMD 1-48, A1.29, A1.33	X	
	Accreditation Council for Graduate Medical Education				
2	Evaluate the Quality and Patient Experience of AF residents in AF resident programs	AFPC/DPAME	AFI 41-117, Para 3.11	X	
	American Association of Blood Banks (AABB)				
3	Blood Bank Procedures	AFMOA/SGBL	CFR 42, Part 493; AFIP Pamphlet No. 40-24; Law 100-578, CLIA of 1988—Amd Section 353 of Sections 1102 and 1861; Social Security Act 42 U.S.C. 263a, 1302, and 1395hh; Formerly CLIA 67, enacted 31 Oct 88; Law 100-578; CFR 42, Part 493; AFIP Pamphlet No. 40-24	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
	Armed Forces Blood Program				
4	Blood Banking Procedures Compliance	AFMOA/SGBL	21 CFR 200, 600, and 800 series; AFI 44-105	X	
	Armed Forces Medical Examiner System (formerly AFIP)				
5	Inspection of AF Drug Testing Labs	AFMOA/SGBD	10 USC 978 and 21 USC 802 and 812; DODD 1010.1; AFJI 48-124; AFPD 44-1; AFI 44-120		X
	Central United States Registry NATO Security Division				
6	NATO Inspection	USAFE/IP	DoD Directive 5100.55	X	
7	NATO INFOSEC Inspection	USAFE/IP	DoD Directive 5100.55	X	
	College of American Pathologists (CAP)				
8	Inspection of Laboratory Functions and Processes	AFMOA/SGBL	CFR 42, Part 493 and AFIP Pamphlet No. 40-24; Law 100-578, CLIA of 1988—Amended Section 353 of PHSA Sections 1102 and 1861 and the Social Security Act 42 U.S.C. (United States Code) 263a, 1302, and 1395hh; Formerly CLIA 67,	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
			enacted 31 Oct 88; AFMD1-48, A1.69; AFPD 44-1/AFI 44-102		
	Combatant Commander				
9	Vulnerability Assessment	AF/A4/7	DODI 2000.16	X	
	Defense Information Systems Agency (DISA)				
10	Command Cyber Readiness Inspection (CCRI)	SAF/CIO A6	DODD 8500.1; DODI 8500.2; CJCSI 6510.01F; CJCSI 6510.01A	X	X
	Defense Intelligence Agency (DIA)				
11	Physical Standards for Sensitive Compartmented Information Facilities (SCIF)	AF/CSA	ICS 705-1; DODI 5105.21 M-1		X
	Defense Threat Reduction Agency (DTRA)				
12	Balanced Survivability Assessment	AF/A3/5	DODI 3000.08	X	
13	Defense Nuclear Surety Inspection (DNSI)	SAF/IG	DOD 3150.2-M; CJCSI 3263.05; AFI 90-201	X	
14	Defense Nuclear Surety Oversight Inspection (DNSOI)	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; AFI 90-201	X	
	Department of Defense Explosives Safety Board (DDESB)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
15	DDESB Explosives Safety Management Program Evaluation	AF/SE	DODI 6055.16; DODD 6055.9E	X	X
Defense Information Systems Agency (DISA)					
16	Computer Network Defense Service Provider (CNDSP) Inspection	SAF/CIO A6	DOD O-8530.1-M Process; DOD O-8530.1;DOD O-8530.2	X	
Department of Labor (DOL)					
17	Investigation of DOD Working Conditions (OSHA, NIOSH)	AF/SE	DODI 6055.1 E3.5.4; EO 12196 (ref(f))	X	X
Drug Enforcement Agency (DEA)					
18	Proper Handling of Narcotics	AFMOA/ SGBP and SGAL	AFMD1-48, A1.19	X	
Environmental Protection Agency (EPA)					
19	EPA Inspections (Federal and State)	AF/A4/7	CFR Titles 33, 40, and 42	X	
Food and Drug Administration (FDA)					
20	Proper Handling of Blood Products	AFMOA/ SGBL and SGAL	Title 21 CFR Parts 200, 600 and 800; AFMD1-48, A1.72	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
	Government Accountability Office (GAO)				
21	Government Accountability Office (GAO)	SAF/FM	Budget and Accounting Act of 1921; Budget, Accounting, and Procedures Act of 1950; Legislative Reorganization Act of 1970; Congressional Budget and Impoundment Control Act of 1974; GAO Act of 1974; GAO Act of 1980; DODI 7650.01; AFD 65-4; OMB Cir A-50	X	X
	Health and Human Services (HHS)				
22	Compliance with Patient Privacy Information Handling	AFMOA/SGAT	42 USC 1320a-1320d-8; AFMD1-48, A1.45; AFI 41-210	X	
	Information Security Oversight Office (ISSO)				
23	Information Security Oversight	SAF/AA	DOD 5200.1-R	X	X
	Joint Fire Support Executive Steering Committee				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
24	Joint Personnel Recovery Agency (JPRA) Survival, Evasion, Resistance and Escape (SERE) Oversight Evaluation	AF/A3/5	DODD 2310.2; DODD 1300.7; DODI 1300.21; AFPD 16-13; AFI 16-1301		X
25	Joint Terminal Attack Controller (JTAC) Training Standardization	AF/A3O-AC	JCAS AP MOA 2004-01 JTAC (Ground) Memorandum of Agreement	X	
26	Joint Forward Air Controller (Airborne) Training Standardization	AF/A3O-AC	JCAS AP MOA 2004-2 Joint Forward Air Controller (Airborne)	X	
Military Postal Service Agency (MPSA)					
27	Official Mail Program (OMP)	SAF/A6O T	DODI 4525.08	X	
National Guard Bureau (NGB)					
28	Federal Recognition Inspection * ANG Only	NGB-IG	DODD 5105.77	X	
29	CBRNE Enhanced Response Force Package (CERFP) Standardization and Evaluation Team (SEAT) *ANG Only	NGB/JSG	NGR 500-4	X	
30	Intelligence Oversight Inspection * ANG Only	NGB-IG	NGR 20-10	X	X
North American Aerospace Defense Command (NORAD)					

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
31	Alert Force Operational Assessment (AFOA)	CONR-1AF	CONR-1AF; Instruction 90-3	X	
32	Fighter Alert Force Evaluation (FAFE)	NORAD/IG	NNCI 90-3	X	
	Nuclear Regulatory Commission				
33	Nuclear Handling Compliance (Unannounced)	AF/SG	Title 10 CFR 30.52	X	
	Office of the Inspector General, Department of Defense (OIG, DOD)				
34	OIG, DOD Audits	SAF/IG SAF/FM	DODD 5106.01; DODI 7600.02; DODD7600.07M; AFPD65-4	X	X
	The Joint Commission (TJC)				
35	Inpatient Care	AFMOA/ SGHQ	DODD/AFMD1-48, A1.29, A1.33; AFI 90-201	X	
Part 2—AF Inspections					
	AF/A1 (Manpower, Personnel and Services)				
36	AF Lemay Award	AF/A1XX	HAF MD 1-32 para 3.5; AFI 36-2852	X	
37	AF Hennessy Award	AF/A1SO	AFI 36-2852	X	
38	AF Innkeeper Award	AF/A1SO	AFI 36-2852	X	
39	AF Eubank Award	AF/A1XX	HAF MD 1-32 para 3.5; AFI 36-2852	X	
40	Lodging Standards Evaluation (Accreditation)	AF/A1SO	AFI 34-246	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
41	Aero Club Operations and Safety Inspection	AF/A1SO	AFI 34-217	X	
42	Child and Youth Program Inspections	AF/A1SA	DODI 6060.2; DODI 1402.5; Military Child Care Act of 1989/1996; Crime Control Act of 1990; AFPD 34-7; AFPD 34-2; AFI 34-248	X	
43	Community College of the Air Force and Commission on Colleges of Southern Association of Colleges and Schools visits/inspections	AF/A1DL	Public Law 94-361, 14 Jul 76; AFI36-2304, para 6.4	X	
44	Public Accountant Contract Audits (PACA) of Non-Appropriated Fund Activities	AF/A1SR	DODI 7600.2; DODI 7600.6; AFI 65-301, Chp 5	X	
	AF/A2 (Intelligence, Surveillance and Reconnaissance)				
45	Intelligence Standardization Evaluation Visit	AF/A2	AFI 14-202V2	X	
	AF/A3/5 (Operations, Plans and Requirements)				
46	Critical Asset Risk Assessment (CARA)	AF/A3/5	DODD 3020.40; DODI 3020.45; AFPD 10-24	X	X
47	Aircrew Standardization/Evaluation (ASEV) Qualification Programs	AF/A3/5	AFI 11-202 V2	X	
	AF/A4/7 (Logistics, Installations and Mission Support)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
48	Automated Tank Gauge (ATG) Inspection	AF/A4/7	DOD 4120.25-M Ch 8; DESC-P-2 Para 3.2.4.2; API MSPS Ch 3	X	
49	Cathodic Protection Inspection	AF/A4/7	AFH 32-1290 (I); DESC-P-12, App 1	X	
50	CINC Installation Excellence Awards	AF/A4/7	Executive Order 13423; AFD 36-28; AFH 38-210; AFI 36-2831	X	X
51	Facility Condition Assessment	AF/A4/7	EO 13327; DODI 4165.14	X	
52	Installation Level Review (ILR)	AF/A4/7	DOD 4120.25-M Ch 8; DODI 4165.14; DODI 4165.06; UFC 3-460-01; UFC 3-460-03; UFC 3-600-01	X	
53	Filter Separator Inspections (American Petroleum Institute (API) 510)	AF/A4/7	DODDOD 4120.25-M Ch 8; IAW API 510 and NFPA 30; 40 CFR 112; 40 CFR 280; UFC 3-460-01; UFC 3-460-03	X	
54	High Performance Sustainable Building Assessments	AF/A4/7	EISA07; EO13423; EO13514	X	
55	Logistics Compliance Assessment Program (LCAP)	AF/A4/7	CORONA North 08/-task; HAFMD 1-38; AFD 20-1; AFI 20-111	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
56	Pier Inspection (including dredging and loading arms)	AF/A4/7	DOD 4120.25-M Ch 8; UFC 4-150-06; UFC 4-150-07; UFC 4-150-08; UFC 4-151-10; NAVFAC MO-104.1; NAVFAC MO-104.2; NAVFAC MO-124; NAVFAC MO-322 Vol 1 & 2; UFC 3-460-01; UFC 3-460-03; codes and stds: 33 CFR156, UFGS, API, NFPA, ASTM, STI, UL, NAVOSH/OSHA, NACE, and ASME	X	
57	Rail Fuel Receipt Facility	AF/A4/7	DOD 4120.25-M, Vol. II, Ch 8; DESC-P-12 Appendix 1	X	
58	Fuel Tank Demolition	AF/A4/7	DOD 4120.25-M, Vol. II, Ch 8; DESC-P-12, App 1	X	
59	Pipeline Integrity Inspection (API 570)	AF/A4/7	DOD 4120.25-M Ch 8; UFC 3-460-1; UFC 3-460-3; UFC 3-570-6; 40 CFR 112; API 570; API 574; ASME B31.3; AF TO 37-1-1	X	
60	Tank Inspections (API 653 and steel tank)	AF/A4/7	DOD 4140.25M Ch 8; UFC-3-460-3 Sect 10.3.3; 40CFR112 Subpart B Sect 8 (c)(6)	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
61	Airfield Pavement Evaluations	AF/A4/7	AFI 32-1041	X	
62	Real Property Accountability	AF/A4/7	Exec Order 13327, Federal Real Property Asset Management	X	
63	General Demolition (Emergency & Intentional)/Explosives Safety	AF/A4/7	DOD 6055.9E; AFI 32-3001	X	
64	Antiterrorism Program Review	AF/A4/7	AFI 10-245, Antiterrorism	X	X
65	Air Force Metrology and Calibration (AFMETCAL)	AF/A4/7	AFI 21-113; TO 00-20-14	X	
	SAF/CIO A6 (Information Dominance and Chief Information Officer)				
66	Information Protection Assessment and Assistance Program	SAF/ CIO A6	AFI 33-230	X	X
	AF/A8 (Strategic Plans and Programs)				
	- None				
	AF/A9 (Studies and Analyses, Assessments and Lessons Learned)				
67	CSAF Lessons Learned Focus Area Collection	AF/A9	CJCSI 3150.25D; AFI 90-1601	X	X
	AF/A10 (Strategic Deterrence and Nuclear Integration)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
	- None				
	AF/HC (Chaplain Corps)				
	- None				
	AF/HO (Air Force History and Museum Programs)				
	- None				
	AF/JA (Judge Advocate General)				
68	Article 6 Inspection Part 1	AF/JA	10 USC §806; 10 USC 8037	X	X
69	Article 6 Inspection Part 2	AF/JA	10 USC §806; 10 USC 8037	X	X
	AF/RE (Chief of Air Force Reserve)				
	- None				
	AF/SB (Air Force Scientific Advisory Board)				
	- None				
	AF/SE (Chief of Safety)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
70	Organizational Safety Assessments	AF/SE	AFMD 44, Para 3; AFI 91-202 para 1.5.9.11	X	
71	Safety Analysis Team	AF/SE	DODI 6055.1; DODI 5000.02; AFI 91-202 para 1.5.9.12		X
72	Safety PME (MAJCOM/FOA/DRU)	AF/SE	AFI 91-202 para 1.5.9.10		X
73	Bird/Wildlife Strike Hazard (BASH) Airfield Assessment	AF/SE	AFI 91-202 para 7.3.1.1.9	X	
74	Air National Guard (ANG) Safety Assessment	NGB/SE	AFI91-202 ANG Sup	X	
	AF/SG (Surgeon General)				
75	Educational and Developmental Interventional Services Inspection	AFMOA/SGHW	DODI 1342.12; AFMD1-48, A1.6, A1.14; AFPD 40-6; AFI 40-701	X	
76	Medical Logistics Site Visit	AFMOA/SGAL	AFMD1-48, A1.19	X	
77	Medical Info Systems Site Visit	AFMOA/SGAI	AFMD1-35, Para 3.1	X	
78	Manpower Site Visit	AFMOA/SGAP	AFMD1-48, A1.30	X	
79	Patient Administration Functions Site Visit	AFMOA/SGAT	32 CFR 242.2; Title10 USC 55; AFMD 1-48; AFI 41-210	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
80	Medical Resource Management Site Visit	AFMOA/SGAR	10 USC 55.1079a & 1073, 1095, 2559; AFMD1-48, A1.40, A1.49, A1.51; AFI 41-210	X	
81	Medical Uniformed Business Official Site Visit	AFMOA/SGAR	10 USC 55 ch 1079a, 1073, 1095, 2559; AFMD1-48, A1.49, A1.50, A1.51; AFI 41-210	X	
82	Radioactive Material Permit (Unannounced) Inspections	AF/SG	AFI 90-201; AFI 40-20	X	
	AF/ST (Air Force Chief Scientist)				
	- None				
	AF/TE (Test and Evaluation)				
	- None				
	AF/FS (Air Force Flight Standards Agency)				
83	Airfield Operations Certification Inspection (AOCI)	AF/FS/A3A	DODD 5030.19; AFPD 13-2; AFI 13-204V2	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
	SAF/US(M) (Director, Business Transformation & Deputy Chief Management Officer)				
	- None				
	SAF/AA (Administrative Assistant)				
84	Air Force Information Security Program	SAF/AA	DOD 5200.1-R; AFPD 31-4	X	X
85	Air Force Personnel Security Program	SAF/AA	DOD 5200.2-R; AFPD 31-5	X	X
86	Air Force Industrial Security Program	SAF/AA	DOD Manual 5220.22-M; DOD Regulation 5220.22-R; AFPD 31-6	X	X
	SAF/AG (Auditor General)				
87	Air Force Audit Agency	SAF/AG	Goldwater-Nichols DOD Reorganization Act of 1986; AFMD 17	X	X
	SAF/AQ (Acquisitions)				
	- None				
	SAF/FM (Financial Management and Comptroller)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
88	AF Financial Improvement & Audit Readiness (FIAR) and Financial Improvement Plan (FIP) and Management Controls	SAF/FM	NDAA FY2010 (Public Law 111-84, 28 Oct 2009); OMB Circular 123-Appendix A	X	
89	MAJCOM NAF Oversight to Installations	SAF/FM	AFI 65-107	X	
90	AF NAF Oversight to MAJCOMS	SAF/FM	AFI 65-107		X
	SAF/GC (General Counsel)				
	- None				
	SAF/IA (International Affairs)				
	- None				
	SAF/IE (Installations, Environment and Logistics)				
91	Voluntary Protection Program (VPP) Audit	SAF/IE	PBD 705; HAF 1-18; AFPD 90-8	X	
	SAF/IG (Inspector General)				
92	Biological Select Agents and Toxins (BSAT)	SAF/IGI	DODI 5210.89; AFMD-4; AFI 10-3901; AFI 90-201	X	
93	Health Services Inspection (HSI)	AF/SG	HAFMD 1-20; AFPD 90-2; AFI 90-201	X	
94	Compliance Inspection -Weather Operations -Airfield Operations -Info Assurance -Wing ISPR -ESOH CAMP -Safety Program Eval	SAF/IGI	HAFMD 1-20; AFPD 90-2; AFI 90-201	X	X

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
	(DRU/FOA) -AFMETCAL -SERE Inspection -14 AF S/E Testing -JTAC S/E Visit -Aircrew S/E Visit -Ground C2 Formal Visit -HSI -NWRM				
95	Readiness Inspection Phase 1 and Phase 2 Tailored CI -Weather Operations -Airfield Operations -ESOH CAMP -Safety Program Eval (DRU/FOA) -AFMETCAL -HSI -NWRM	SAF/IGI	HAFMD 1-20; AFPD 90-2; AFI 90-201	X	X
96	Initial Nuclear Surety Inspection (INSI)	SAF/IGI	CJCSI 3263.05; HAFMD 1-20; AFPD 90-2; AFI 90-201; AFI 63-125	X	
97	Limited Nuclear Surety Inspection (LNSI)	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	
98	Nuclear Operational Readiness Inspection (NORI)	SAF/IGI	USSTRATCOM OPLANs; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	
99	Nuclear Surety Inspection (NSI)	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; HAFMD 1-20; AFI 90-201; AFPD 90-2	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
100	Nuclear Surety Inspection (NSI) Oversight	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	X
101	Wounded, Ill and Injured (WII)	SAF/IGI	NDAA FY 2008, House Record (HR) 4986, Section 1662; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	X
	SAF/LL (Legislative Liaison)				
	- None				
	SAF/MR (Manpower and Reserve Affairs)				
102	U.S. Air Force Academy Board of Visitors	SAF/MR	10 USC Sec 9355; DODD 1322.22; HAFMD 1-24/1-32 AFPD 36-35; AFI 36-3501		X
103	HQ Air Force USAFA Executive Steering Group (ESG)	SAF/MR	HAFMD 1-24; AFPD 36-35; AFI 36-3501 para 2.4		X
104	HQ Air Force USAFA General Officer Steering Committee	SAF/MR	HAFMD 1-24; AFPD 36-35; AFI 36-3501		X
	SAF/PA (Public Affairs)				
	-None				
	SAF/SB (Small Business Programs)				
	-None				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/Center & above
	SAF/SP (Space Staff)				
	-None				

Attachment 3

AIR FORCE INSPECTION REQUIREMENTS

A3.1. (Added-ANG) NOTE: Table A3.1. Item 23.2.1 As contractual authority for ANG contracting officers flows from the Department of the Army, ANG contracting units will be evaluated using applicable Army and NGB acquisition regulations in lieu of Air Force acquisition regulations. A notable exception is the Air Force regulations for contingency contracting (AFFARS Appendix CC) will apply to ANG contracting units.

Table A3.1. Air Force Inspection Requirements.

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
1.	Commander's Inspection Items									
1.1	-Are units properly manned?		X	X		X	X		X	X
1.2	-Are units properly trained?		X	X	X	X	X	X	X	X
1.3	-Are units properly equipped?		X	X		X	X		X	X
1.4	-What is the condition of unit equipment?		X	X		X		X		
1.5	-Are units ready and proficient?		X	X	X	X	X	X	X	X
1.6	-Is the leadership climate effective?		X	X			X		X	X
1.7	-Are units disciplined and compliant?		X	X	X	X	X	X	X	X
1.8	-Do Airmen enjoy a satisfactory quality of life		X	X					X	X
2.	AF/A1 (Manpower, Personnel, and Services)									
2.1.	Force Support									
2.1.1.	-Mortuary Affairs		X	X	X	X				
2.1.2.	-Food Operations		X	X	X	X				
2.1.3.	-Lodging Operations		X	X	X	X				
2.1.4.	-Fitness Facility Operations		X	X	X	X				
2.1.5.	-Alcoholic Beverage Program (Dram Shop)		X			X				
2.1.6.	-Customer Service (INTRO & DEERS)		X			X				
2.1.7.	-Force Mgt (Leave, Duty Status, UPMR)		X			X				
2.1.8.	-Career Development		X			X				
2.1.9.	-Airman and Family Readiness		X	X		X				
2.1.10.	-Prime Readiness in Base Service (RIBS) in Training and Equipment Accountability		X	X		X				

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
2.1.11.	-Wartime duties including mortuary, lodging, food service, community programs, Unit Control Center, and fitness programs			X	X					
2.1.12.	-Resource Management (Personnel Systems Support) & (Non-Appropriated Funds)		X			X				
2.1.13.	-Installation Personnel Readiness Functions		X	X	X	X				
2.1.14.	-Program Manager (Evaluations, Decorations, Fitness)		X			X				
2.1.15.	-Base Individual Mobilization Augmentee Administrator (BIMAA)		X			X				
2.2.	Manpower & Organization Section									
2.2.1.	-Installation Manpower Support		X			X				
2.3.	Personnel Accountability (By-Law)									
2.3.1.	-IAW AFI 36-3803		X			X				
2.4.	Relocation Assistance Program (By-Law)									
2.4.1.	-IAW DoDD 1338.19		X		X	X				
2.5.	Sexual Assault Prevention and Response (By-Law)									
2.5.1.	-IAW AFI 36-6001		X			X				
2.6.	Trafficking in Persons (By-Law)									
2.6.1.	-IAW AFI 36-2921		X			X				
2.7.	Transition Assistance Programs (By-Law)									
2.7.1.	-IAW DODD 1332.35		X			X				
2.8.	Voting Assistance Program (By-Law)									
2.8.1.	-IAW AFI 36-3107		X			X			X	
2.9.	Equal Opportunity (By-Law)									
2.9.1.	-Evaluate the effectiveness of military and civilian EO complaint processing procedures (formal, informal, and commander worked issues)		X			X				
2.9.2.	-Evaluate managerial and supervisory enforcement of AF EO policies and procedures		X			X				
2.9.3.	-Evaluate human relations education and training		X			X				

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
2.9.4.	-Evaluate organizational climate assessments		X			X				
2.10.	Retiree Activities Program (RAP)									
2.10.1.	Retiree Activities Office (RAO)									
2.10.2.	-Volunteer of the Year		X			X				
2.10.3.	-Annual Retiree Appreciation Day		X			X				
2.10.4.	-Air Force Retiree Counsel support		X			X				
2.10.5.	-Retiree Customs/Courtesies established and enforced by installation CC		X			X				
2.10.6.	-Commander Support									
2.10.7.	-RAO Director appointed by CC		X			X				
2.10.8.	-Facilities, Equip, Funding committed to RAO		X			X				
2.10.9.	-Retirees appointed by CC to base-level advisory councils as required (Commissary, Club, etc)		X			X				
2.11.	PERSCO Support									
2.11.1.	-Evaluate personnel readiness to deploy			X						
2.11.2.	-Personnel management, casualty reporting, force accountability/reporting/analysis			X	X					
2.11.3.	-Assess, account for, and manage organization and adequacy of forces			X	X					
2.11.4.	-Access and refine manpower databases from forward deployed operating locations			X	X					
2.11.5.	-Personnel Support for Contingency Operations (PERSCO) Teams to ensure alignment/accuracy of the PERSCO and Manpower reporting numbers between the Deployed Requirements Manning Document (DRMD) and/or Employed Requirements Manning Document (ERMD)			X	X					

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
2.11.6.	-Access unit's ability to receive and bed-down forces for personnel accountability, equipment accountability, and adequacy of services provided			X						
3.	AF/A2 (Intelligence, Surveillance and Reconnaissance)									
3.1.	Intelligence Oversight (By-Law)									
3.1.1.	-Assess compliance/procedures pertaining to collecting, retaining, and disseminating intelligence on US persons		X	X	X	X				
3.2.	Intelligence Evaluations—Task Phase									
3.2.1.	-Qualification (QUAL)—Task		X		X					
3.2.2.	-Mission (MSN)—Task		X		X					
3.2.3.	-Specialized Qualification—Task		X		X					
3.2.4.	-Intelligence Evaluator (IE)—Task		X		X					
3.2.5.	-SPOT evaluation—Task		X		X					
3.2.6.	-No-Notice evaluation—Task		X		X					
3.3.	Intelligence Examinations Programs									
3.3.1.	-Intelligence Personnel Testing		X				X	X		
3.3.2.	-Master Question File Management		X			X	X		X	
3.4.	Unit Stan/Eval Function									
3.4.1.	-Compliance with AFI 14-202 V2 and MAJCOM/UNIT Supplements		X			X	X		X	
3.5.	Intelligence Evaluators									
3.5.1.	-Compliance with AFI 14-202 V2 and MAJCOM/UNIT Supplements		X			X	X		X	
3.6.	Documentation-Evaluation Records/Folders, AF Forms 4350, AF Forms 4349									
3.6.1.	-Compliance with AFI 14-202 V2 and MAJCOM/UNIT Supplements		X			X	X		X	
3.7.	Additional Programs									
3.7.1.	-Evaluation Profile		X			X	X		X	
3.7.2.	-Intelligence Evaluator Upgrade Program		X			X	X		X	
3.7.3.	-Stan/Eval Board		X			X	X		X	
3.7.4.	-Trend Analysis		X			X	X		X	
3.7.5.	-Forms 847 Program		X			X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
3.7.6.	-Personnel designated to support force protection missions		X	X	X					
3.7.7.	-Collecting, analyzing, and disseminating threat information/warnings		X	X	X	X				
3.7.8.	-Evaluate operational and target intelligence support to commanders		X	X	X	X				
3.8.	Intelligence Personnel Training									
3.8.1.	-Intelligence Training Administration		X			X	X		X	
3.8.2.	-Intelligence Training Folders		X			X	X		X	
3.8.3.	-Intelligence Qualification Training		X			X	X		X	
3.8.4.	-Mission Qualification Training		X			X	X		X	
3.8.5.	-Ready Intelligence Program Management		X			X	X		X	
3.8.6.	-Continuation Training		X			X	X		X	
3.8.7.	-Instructor Training and Upgrade (AFISRA/AETC)		X			X	X		X	
	<p>Notes:</p> <p>1. Task evaluations are conducted during CUI Phase 0.</p> <p>2. Evaluated in conjunction with task evaluations. Also reviewed for general compliance with AFI 14-202 V2.</p> <p>* Some/most portions may be accomplished virtually; however some on-site inspection and/or interviews may be required.</p>									
3.9.	Intelligence Support									

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
3.9.1.	-Evaluate operational and target intelligence support to commanders relevant to unit's mission, and may include: Information Operations threats, threat assessment analysis, support to Threat/Force Protection Working Groups, Military Deception, tasking orders, Production/collection/transmission requirements, effects-based assessment (tactical, operational), geospatial information and services (GI&S), force protection operations, Counter-Improvised Explosive Device (C-IED) operations, etc		X	X	X	X				
4.	AF/A3/5 (Operations, Plans and Requirements)									
4.1	Aircrew Standardization/Evaluation									
4.1.1.	Aircrew Evaluations and Other Inflight and/or Simulator Evaluations (Note 1)									
4.1.1.1.	-Qualification (QUAL)—Flight (Note 2)		X		X					
4.1.1.2.	-Instrument (INSTM)—Flight (Note 2)		X		X					
4.1.1.3.	-Mission (MSN)—Flight (Note 2)		X		X					
4.1.1.4.	-Instructor (INSTR)—Flight (Note 2)		X		X					
4.1.1.5.	-SPOT / No-Notice—Flight		X		X					
4.1.1.6.	-SPOT (SEFE Objectivity)—Flight or Simulator		X		X					
4.1.1.7.	-Emergency Procedures Evaluation (EPE)—Simulator		X		X					
4.1.2.	Aircrew Evaluations—Ground Phase Requisites									
4.1.2.1.	-Required Examinations		X		X	X	*	X		
4.1.3.	Aircrew Evaluations									
4.1.3.1.	-Compliance with AFI 11-202 V2		X			X	*		X	
4.1.4.	Aircrew Examination Programs									
4.1.4.1.	-Aircrew Testing		X				*	X		
4.1.4.2.	-Compliance with AFI 11-202 V2		X			X	*		X	
4.1.5.	Unit Stan/Eval Function									
4.1.5.1.	-Compliance with AFI 11-202 V2		X			X	*		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.1.6.	Squadron Stan/Eval Function									
4.1.6.1.	-Compliance with AFI 11-202 V2		X			X	*		X	
4.1.7.	Flight Examiners									
4.1.7.1.	-In-flight Evaluations		X		X					
4.1.7.2.	-Compliance with AFI 11-202 V2		X			X	*		X	
4.1.8.	Documentation—Flight Evaluation Folders, AF Forms 8/8A, AF Forms 942									
4.1.8.1.	-Compliance with AFI 11-202 V2		X			X	*		X	
4.1.9.	Flight Crew Information File									
4.1.9.1.	-Compliance with AFI 11-202 V2 (Note 3)		X	X	X	X	*		X	
4.1.10.	Additional Programs									
4.1.10.1.	-Go/No-Go System (Notes 3, 4)		X	X	X	X	*		X	
4.1.10.2.	-Special Interest Items (Note 3)		X		X	X	*		X	
4.1.10.3.	-Aeromedical Evacuation Equipment (Note 3)		X	X	X	X			X	
4.1.10.4.	-Other Programs		X	X		X			X	
4.1.10.5.	-SOF		X	X		X			X	
4.1.11.	Aircrew Training Program									
4.1.11.1.	-Training Administration		X						X	
4.1.11.2.	-Training Review Panel		X			X			X	
4.1.11.3.	-Training Folders		X			X			X	
4.1.11.4.	-Qualification Training		X			X			X	
4.1.11.5.	-Continuation Training		X			X			X	
4.1.11.6.	-Manning		X			X			X	
4.1.11.7.	-Instructor Training and Upgrade (AETC)		X			X			X	
4.1.11.8.	-Host Aviation Resource Management (HARM) (AMC)		X			X			X	
4.1.11.9.	-Squadron Aviation Resource Management (SARM) (AMC)		X			X			X	
4.1.12.	Aircrew Tactics Program									
4.1.12.1.	-Tactics and Responsibilities		X						X	
4.1.12.2.	-Tactics Mission Planning and Deployment		X			X			X	
4.1.12.3.	-Electronic Combat Officer (ECO)		X			X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.1.12.4.	-Tactics Improvement and Assessment		X			X			X	
4.1.12.5.	-Tactics Formal Training		X			X			X	
4.1.12.6.	-Tactics Unit Training		X			X			X	
4.1.12.7.	-Joint Airdrop Inspection (JAI)		X			X			X	
4.1.13.	Additional Inspection Areas (MAJCOM)									
4.1.13.1.	-RSU (AETC)		X			X			X	
4.1.13.2.	-Aircrew Protection		X							
4.2.	Aircrew Flight Equipment (AFE) Training Program									
4.2.1.	-AFE equipment availability, serviceability, configuration, accountability, and management		X							
	Notes: 1. Flight evaluations may be conducted prior to, during, or after a CUI Phase 0. 2. Evaluations may be combined, IAW AFI 11-202 V2 and AFI 11-2MDS V2. 3. Evaluated in conjunction with flying evaluations. Also reviewed for general compliance with AFI 11-202 V2. 4. With HARM/SARM functionals. * Some/most portions may be accomplished virtually; however some on-site inspection and/or interviews may be required.									
4.3.	JTAC Standardization Evaluation									
4.3.1.	Individual JTAC Evaluation Program									
4.3.1.1.	-JTAC Evaluation Folders		X			X			X	
4.3.1.2.	-Stan/Eval Documentation		X			X			X	
4.3.1.3.	-Evaluation Profiles and Scenarios		X			X			X	
4.3.1.4.	-Stan Eval Examiner (SEE) Upgrade Program		X			X			X	
4.3.1.5.	-Stan/Eval Board		X			X			X	
4.3.1.6.	-Trend Analysis		X			X			X	
4.3.1.7.	-Operations Publications		X			X			X	
4.3.1.8.	-Go/No-Go		X		X	X			X	
4.3.1.9.	-Ground Phase Examination Program		X		X	X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.3.1.10.	-Compliance with Applicable SIIs		X			X			X	
4.3.1.11.	-SEE Objectivity Evaluations		X		X	X		X		
4.3.2.	Operational JTAC and SEE Objectivity Evaluations									
4.3.2.1.	-Written Examination		X		X					
4.3.2.2.	-Performance Evaluation		X		X					
	<p>Notes: MAJCOM designated Stan/Eval Personnel conduct unit JTAC S/E program inspections. Inspections consist of two parts, the Individual JTAC Evaluation Program and the Operational JTAC Evaluation. Items are evaluated for compliance and inspections conducted through audits and interviews with leadership and program managers. SEE Objectivity Evaluations are conducted through performance evaluations and previous evaluations are reviewed. For Operational JTAC Evaluations, written examinations are administered to 100% of available JTACs and 25% of total assigned JTACs are administered performance evaluations.</p>									
4.4.	Airfield Operations									
4.4.1.	Airfield Operations Management (AOM)									
4.4.1.1.	-AOM Operations		X	X	X	X		X	X	
4.4.1.2.	-AOM Training		X	X		X		X	X	
4.4.1.3.	-AOM Quality Assurance		X	X		X		X	X	
4.4.1.4.	-Administration		X	X		X		X	X	
4.4.2.	Air Traffic Control (ATC)									
4.4.2.1.	-ATC Management		X	X	X	X		X	X	
4.4.2.2.	-ATC Operations		X	X	X	X		X	X	
4.4.2.3.	-ATC Control Tower Operations		X	X	X	X		X	X	
4.4.2.4.	-ATC RADAR Operations		X	X	X	X		X	X	
4.4.2.5.	-ATC Training		X	X		X		X	X	
4.4.2.6	-ATC Quality Assurance		X	X		X		X	X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.4.3.	Terminal Instrument Procedures (TERPS)									
4.4.3.1.	-TERPS Training		X	X		X			X	
4.4.3.2.	-TERPS Data Management		X	X		X			X	
4.4.3.3.	-TERPS Procedural Requirements		X	X		X			X	
4.4.3.4.	-TERPS Chart Requirements		X	X		X			X	
4.4.3.5.	-TERPS Admin		X	X		X			X	
4.4.4.	Airfield Operations System Specialist (AOSS)									
4.4.4.1.	-AOSS Operations		X	X	X	X		X	X	
4.4.4.2.	-AOSS Training		X	X		X		X	X	
4.4.4.3.	-AOSS Admin		X	X		X		X	X	
4.4.5.	Airfield Management (AM)									
4.4.5.1.	-AM Operations		X	X	X	X		X	X	
4.4.5.2.	-AM Training		X	X		X		X	X	
4.4.5.3.	-AM Facilities and Equipment		X	X		X				
4.4.5.4.	-Airfield Driving Program Management		X	X	X	X		X	X	
4.4.5.5.	-AM Quality Control		X	X		X		X	X	
4.4.5.6.	-AM Admin		X	X		X		X	X	
4.4.6.	Airspace Management*(See note)		X	X						
4.4.7.	Air Traffic Control and Landing Systems (ATCALs)									
4.4.7.1.	-ATCALs Operations		X	X	X			X	X	
4.4.7.2.	-ATCALs Training		X	X	X	X		X	X	
4.4.7.3.	-ATCALs Quality Assurance		X	X		X		X	X	
4.4.7.4.	-ATCALs Admin		X	X		X		X	X	
4.4.8.	Airfield Infrastructure									
4.4.8.1.	-Markings		X	X		X		X	X	
4.4.8.2.	-Lighting		X	X	X	X		X	X	
4.4.8.3.	-Signs		X	X		X		X	X	
4.4.8.4.	-Pavement		X	X	X	X		X	X	
4.4.8.5.	-Lateral Clearances		X	X		X		X	X	
4.4.8.6.	-Airfield Waivers		X	X		X		X	X	
4.4.8.7.	-Arresting System		X	X	X	X		X	X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.4.8.8.	-BASH		X	X	X	X				
	Notes: * Airspace Management Checklists are MAJCOM specific.									
4.5.	Ground C2									
4.5.1.	Stan/Eval Documentation									
4.5.1.1.	-Inspect Evaluation Folders		X			X	*			
4.5.1.2.	-Inspect all AF Form 8s/942s		X			X	*			
4.5.1.3.	-Personnel Transfers		X			X	*		X	
4.5.1.4.	-Waivers		X			X	*		X	
4.5.2.	Individual Evaluation Program									
4.5.2.1.	-Evaluation Profiles and Scenarios		X		X		*		X	
4.5.2.2.	-Stan/Eval Examiner (SEE) Upgrade Program		X			X	*		X	
4.5.2.3.	-Stan/Eval Board		X			X	*		X	
4.5.2.4.	-Trend Analysis		X			X	*		X	
4.5.2.5.	-Operations Publications		X			X	*		X	
4.5.2.6.	-Go/No-Go Compliance/Procedures		X		X	X	*		X	
4.5.2.7.	-Supplementary Evaluations		X		X	X	*		X	
4.5.2.8.	-Crew Examination Administrative Procedures		X		X	X	*		X	
4.5.2.9.	-SEE Objectivity Evaluations (OIC and NCOIC at a minimum)				X					
4.5.3.	Overall Unit Assessment									
4.5.3.1.	-Unit Stan/Eval Functions and Organization		X		X	X	*		X	
4.5.3.2.	-Supervision		X		X			X		X
4.5.3.3.	-Compliance with Applicable SIIs		X		X		*			X
4.5.3.4.	-Unit Limiting Factors		X						X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
Notes: Many portions of the inspection can be accomplished using multiple venues or combination of venues (Performance, Audit, Virtually, Testing, Interview and/or Surveys). * Some/most portions may be accomplished virtually, however some on-site inspection and/or interviews will be required										
4.6.	Information Operations									
4.6.1.	Operations Security (OPSEC) Program									
4.6.1.1.	-Program Management		X			X				
4.6.1.2.	-HQ/Staff Level		X	X	X	X	X		X	X
4.6.1.3.	-Wing/Installation Level		X	X	X	X	X		X	X
4.6.1.4.	-Squadron Level		X	X	X	X	X		X	X
4.6.2.	Military Deception Program									
4.6.2.1.	-Program Management		X			X				
4.6.2.2.	-HQ/Staff Level		X	X	X	X	X		X	
4.6.2.3.	-Wing/Installation Level		X	X	X	X	X		X	
4.6.3.	Signature Management Program									
4.6.3.1.	-Wing/Installation Level		X	X	X	X	X		X	X
4.6.4.	Military Information Support Operations (MISO) Program									
4.6.4.1.	-HQ/Staff Level		X	X	X	X	X		X	X
4.6.4.2.	-Wing/Installation Level		X	X	X	X	X		X	X
4.7.	Weather Operations									
4.7.1.	Weather Flight									
4.7.2.	Airfield Services									
4.7.2.1.	-Manual observing procedures		X	X	X	X	X			
4.7.2.2.	-Automated observing procedures		X	X	X	X	X			
4.7.2.3.	-Alternate operating location procedures		X	X	X	X	X			
4.7.2.4.	-Aircraft contact process and procedures		X	X	X	X	X			
4.7.2.5.	-Mishap procedures		X	X	X	X	X			
4.7.2.6.	-Weather watch/warning procedures (Resource Protection)		X	X	X	X	X			

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.7.2.7.	-Meteorological watch		X	X	X	X	X			
4.7.2.8.	-Equipment/dissemination procedures		X	X	X	X	X			
4.7.2.9.	-OWS/WF Collaboration/Coordination		X	X	X	X	X		X	
4.7.3.	Mission Weather									
4.7.3.1.	-Weather process integration		X	X	X	X	X		X	
4.7.3.2.	-Mission execution forecast process		X	X	X	X	X			
4.7.3.3.	-Forecast techniques		X	X	X	X	X			
4.7.3.4.	-Weather flight/squadron interaction/collaboration		X	X	X	X	X		X	
4.7.3.5.	-Space weather forecasting		X	X	X	X	X			
4.7.3.6.	-Transient aircrew support		X	X	X	X	X		X	
4.7.3.7.	-Tactical decision aids		X	X	X	X	X			
4.7.3.8.	-MISSIONWATCH		X	X	X	X	X			
4.7.3.9.	-Feedback, process improvement and metrics		X	X	X	X	X		X	X
4.7.3.10.	-Analyze Mission Requirements		X	X	X					
4.7.3.11.	-Data Collection/Assimilation/Dissemination		X	X	X					
4.7.4.	Staff weather operations									
4.7.4.1.	-WF documentation and agreements		X	X		X	X		X	
4.7.4.2.	-Conduct and document training		X	X		X	X			
4.7.4.3.	-ORM		X	X	X	X	X			
4.7.4.4.	-Establish Flight Procedures		X	X		X	X			
4.7.4.5.	-Severe Weather Team Management/Reporting		X	X	X	X	X			
4.7.4.6.	-Deployment: Pre/Post-Actions		X	X	X	X	X			
4.7.4.7.	-Establish/Maintain Agency Relationships: Intra/Inter		X	X		X	X		X	
4.8.	SERE Inspection									
	-No Inputs Received									
4.9.	A3/5 Support									
4.9.1.	-Initial response actions by the Installation Control Center (ICC) and other wing C2 agencies/elements			X	X					

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.9.2.	-Command Post (CP) and Commander's Senior Staff procedures for receiving, processing and disseminating emergency action messages (EAM) IAW HHQ requirements as applicable		X	X	X	X		X	X	
4.9.3.	-OPREP-3 procedures/reports do not include personally-identifiable information		X	X	X	X		X		
4.9.4.	-Commander or designated alternate review all OPREP-3 reports Prior to CP submission		X	X	X	X		X		
4.9.5.	-CP delay of INITIAL voice reporting to obtain additional information or acquire NAF or HHQ permission		X	X	X	X				
4.9.6.	-Submit OPREP-3 Reports within established timelines		X	X	X	X		X		
4.9.7.	-Evaluate CP's and Commander's Senior Staff reporting in SORTS IAW AFI 10-201		X	X	X	X				
4.9.8.	-Evaluate C2 functions support and facilitate mission accomplishment through proper arrangement of personnel, equipment, communications, facilities, and procedures		X	X	X	X				
4.9.9.	-CP and Commander's Senior Staff procedures for building and Transmitting Commander's Situational Reports (SITREP)		X	X	X	X				
4.9.10.	-CP quick reaction checklist procedures as applicable		X	X	X	X				
4.9.11.	-Integration of all applicable Information Operations			X	X					
4.9.12.	-Tactics conducted under military deception plans			X						
4.9.13.	-Public Affairs tactics conducted in support of Information Operations			X						
4.9.14.	-Integrate deployed location procedures and requirements into unit's plans			X						

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.9.15.	-Provide non-secure and secure voice/data connectivity to support command, control, communications, and computer (C4) functions and enable air/space forces to retrieve, create, fuse, and disseminate information			X	X					
4.9.16.	-Measures to protect critical information/C4 systems			X						
4.9.17.	-C4 back-up and restoral capabilities			X						
4.9.18.	-Provide, disseminate, and Protect STINFO			X						
4.9.19.	-Continuity of Operations (COOP) plan for contingency operations for incidents at the garrison location		X	X	X	X				
4.9.20.	-Individual actions during potential incidents			X	X					
4.9.21.	-Application of unified commander’s rules of engagement (ROE) for clarity and understanding within exercise constraints			X						
4.9.22.	-Established search-and-rescue procedures within exercise constraints (flying units)			X	X					
4.9.23.	-Operations, equipment, and training can adequately meet wartime or contingency requirements			X						
4.9.24.	-AFE—provide aircrews with serviceable protective, survival, rescue, and CBRN defensive equipment			X						
4.9.25.	-Airfield Operations (Air Traffic Control and Airfield Management)			X						
4.9.26.	-Evaluates from an operational viewpoint, the air traffic system and airfield for safety, compatibility, and adequacy			X						
4.9.27.	-Evaluates Airfield Operations functional areas for safety and compliance with governing directives			X						

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
4.9.28.	-Base Operations Inter-Service Support Agreements			X						
4.9.29.	-Operating procedures meet requirement to mitigate the results of an airbase attack			X						
4.9.30.	-Ability of flying unit to accomplish the DRRS CORE METL			X						
4.9.31.	-Ability of space unit to accomplish the DRRS CORE METL			X						
4.9.32.	-Evaluate units' ability to control, collect, display, report, and disseminate information			X						
4.9.33.	-Evaluate ability of unit C2 agencies/elements to implement appropriate plans, procedures, and directives using AFIMS response structure			X						
4.9.34.	-Evaluate ability to conduct IED Network Defeat (IED-ND) operations both inside the Base Boundary and in support of joint force operations.			X						
4.9.35.	-Evaluate ability to prepare for and execute defense against IED attack on static positions.			X						
4.9.36.	-Evaluate ability to prepare for and execute IED defeat during ground movements outside secured perimeters.			X						
5.	AF/A3/5 (Operations, Plans and Requirements)									
5.1.	-Evaluate deployment planning			X						
5.2.	-Evaluate deployment process			X						
5.3.	-Evaluate use of automated deployment systems			X						
5.4.	Prepare									

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
5.4.1.	-Determine if the installation CEMP 10-2; DCP, base support, joint support or expeditionary site plan identifies integrated tasks and assigns responsibilities to implement preparation, response, recovery, and sustainment actions			X						
5.4.2.	-Determine if the installation plan includes support provided to or received from joint service, host nation, or coalition forces			X						
5.4.3.	-Determine if the unit has identified and documented to HHQ critical infrastructure assets requiring special considerations for operational planning			X						
5.4.4.	-Determine if contingency plans are developed and training/exercises are conducted for both the home station and deployment location(s) for units in medium or high threat areas or where a geographically specific Terrorism Threat Warning Report is in effect			X						
6.	AF/A4/7 (Logistics, Installations and Mission Support)									
6.1.	-Deployment training		X		X	X	X		X	
6.2.	-Evaluate Weapon System Generation and Deployment			X						
6.3.	-Maintenance and management of vehicle assets		X			X			X	
6.4.	-Hazardous Materials (HAZMAT)		X			X			X	
6.5.	-Personal property and passenger movements		X	X		X			X	
6.6.	-Stock Control management processes		X			X			X	
6.7.	-Assess Repair Cycle Management		X			X			X	
6.8.	-Management of mission capable (MICAP)		X			X			X	
6.9.	-Readiness Spares Packages/Mission Support Kits		X	X		X			X	
6.10.	-Management of mobility assets		X	X		X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.11.	-Facility/equipment inspection and preventive maintenance programs		X			X			X	
6.12.	-Confined space, hazardous communication training/awareness		X			X			X	
6.13.	-Fuels Management		X			X			X	
6.14.	-War Reserve Materiel (WRM)		X			X			X	
6.15.	-Base Support Plan (BSP)		X			X			X	
6.16.	-Base deployment planning process, deployment-related documentation, e.g., Contingency Sourced OPLAN /CONPLAN Time Phased Force Deployment Data (TPFDD) taskings, AEF Reporting Tool (ART) data, Unit Type Code (UTC) Availability (formerly AFWUS), the all-forces TPFDD for equipment and related UTC taskings, and Global Command and Control System (GCCS) Classified Newsgroups.		X	X		X			X	
6.17.	-Support Agreement processes		X			X			X	
6.18.	-Wood Packaging Material		X			X			X	
6.19.	-Arms, Ammunition and Explosive (AA&E) and classified cargo shipping and receipt procedures		X	X		X			X	
6.20.	-Maintenance/disposition of shipment records		X			X			X	
6.21.	Logistics Support									
6.21.1.	-Control of maintenance			X	X	X	X		X	
6.21.2.	-Sortie production			X						
6.21.3.	-Aircraft maintenance during employment			X						
6.21.4.	-Evaluate Equipment and Logistics Readiness			X						
6.21.5.	-Munitions activity			X	X	X	X		X	
6.21.6.	-Airborne release reliability			X						
6.21.7.	-Material management to meet user asset requirements			X	X	X	X		X	

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.21.8.	-Physical control, accountability, serviceability, and efficient management of supplies and equipment			X						
6.21.9.	-Safely and efficiently issue quality bulk petroleum products, cryogenic fluids, and missile propellants			X						
6.21.10.	-Provide efficient and economical transportation services			X						
6.21.11.	-Economical, reliable, and up-to-date procedures to maintain vehicles in a safe and serviceable condition			X	X					
6.21.12.	-Determine location of unit passengers/cargo and to reprioritize/redirect movement in response to changing circumstances			X						
6.22.	NWRM									
6.22.1.	-NWRM Management		X	X	X	X				X
6.22.2.	-Marking and Packaging		X		X	X				
6.22.3.	-Storage and Warehouse Management		X		X	X				
6.22.4.	-Shipment and Receipt Processing		X		X	X				
6.23.	LCAP									
6.23.1.	Contract Surveillance		X	X	X	X				X
6.23.2.	Distribution Management		X	X	X	X				X
6.23.2.1.	-Small Terminal Operation		X	X	X					
6.23.2.2.	-Vehicle Operations		X	X	X	X				X
6.23.2.3.	-Cargo Movement		X	X	X	X				X
6.23.2.4.	-Rigger		X	X	X	X				
6.23.2.5.	-Aerial Port		X	X	X	X				X
6.23.3.	Fuels Management		X	X	X					
6.23.4.	General Leadership		X	X						X
6.23.4.1.	-Wing Commander		X	X						X
6.23.4.2.	-Group Commander		X	X						X
6.23.4.3.	-Squadron Commander		X	X		X				X
6.23.5.	Logistics Plans		X	X	X					
6.23.5.1.	-War Reserve Material		X	X	X	X				X

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.23.6.	Flightline Maintenance		X	X	X					
6.23.6.1.	-Operations Officer / MX Supt		X	X	X	X			X	
6.23.6.2.	-AMU OIC/Supt		X	X	X	X			X	
6.23.6.3.	-Production Element		X	X	X	X			X	
6.23.6.4.	-Debrief		X	X	X	X				
6.23.6.5.	-Aircraft Section		X	X	X	X				
6.23.6.6.	-Support Section		X	X	X	X			X	
6.23.6.7.	-Specialist Section		X	X	X	X				
6.23.6.8.	-Weapons Section		X	X	X	X				
6.23.7.	Maintenance Operations Squadron		X	X	X					
6.23.7.1	-Analysis		X	X	X	X			X	
6.23.7.2.	-Maintenance Operations Control		X	X	X	X			X	
6.23.7.3.	-Training		X	X	X	X			X	
6.23.7.4.	-Engine Management		X	X	X	X				
6.23.7.5.	-PS&D		X	X	X	X				
6.23.8.	Maintenance (MXS/CMS/EMS)		X	X	X					
6.23.8.1.	-Operations Officer/MX Supt		X	X	X	X			X	
6.23.8.2.	-Accessories Flight		X	X	X	X				
6.23.8.3.	-AGE Flight		X	X	X	X				
6.23.8.4.	-Avionics Flight		X	X	X	X				
6.23.8.4.	-Fabrication Flight		X	X	X	X				
6.23.8.5.	-Maintenance Flight		X	X	X	X				
6.23.8.6.	-Propulsion Flight		X	X	X	X				
6.23.8.7.	-Test Measurement and Diagnostic Equipment		X	X	X	X				
6.23.9.	Maintenance Quality Assurance Program		X	X	X	X			X	
6.23.9.1.	-Chief Inspector		X	X	X	X			X	
6.23.9.2.	-TODO		X	X	X	X			X	
6.23.9.3.	-PIP		X	X	X	X			X	
6.23.9.4.	-MSEP		X	X	X	X			X	
6.23.9.5.	-EPEs		X	X	X	X			X	
6.23.9.6.	-Tool and Equipment Management		X	X	X	X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.23.9.7.	-AFREP		X	X	X	X			X	
6.23.10.	Material Management		X	X	X	X			X	
6.23.10.1.	-Readiness Spares Package		X	X	X	X				
6.23.10.2.	-Warehouse Operations		X	X	X	X				
6.23.10.3.	-Equipment Management		X	X	X	X				
6.23.11.	COSO (AMU/Backshop)		X	X	X	X			X	
6.23.12.	LRS Quality Assurance Program		X	X	X	X			X	
6.23.13.	Munitions Flight Supervision		X	X	X	X			X	
6.23.14.	Munitions Production		X	X	X	X			X	
6.23.14.1.	-Conventional Maintenance		X	X	X	X				
6.23.14.2.	-Line Delivery		X	X	X	X			X	
6.23.14.3.	-Precision Guided Munitions		X	X	X	X				
6.23.14.4.	-Munitions Support Equipment (Note this element encompasses MMHE)		X	X	X	X				
6.23.14.5.	-Conventional Munitions Maintenance		X	X	X	X				
6.23.15.	Munitions Material		X	X	X	X				
6.23.15.1.	-Munitions Accountability (Note this element encompasses MASO)		X	X	X	X				
6.23.15.2.	-Munitions Inspection		X	X	X	X				
6.23.15.3.	-Munitions Storage/Handling									
6.23.16.	Munitions Systems									
6.23.16.1.	-Munitions Control									
6.23.16.2.	-Combat Plans/Training/Mobility									
6.23.16.3.	-Plans & Scheduling									
6.23.16.4.	-Munitions Accountability		X	X	X	X				
6.23.16.5.	-Munitions Control		X	X	X	X				
6.23.17.	Nuclear Weapons Maintenance		X	X	X	X			X	
6.23.17.1.	-MASO		X	X	X	X				
6.23.17.2.	-Quality Assurance		X	X	X	X			X	
6.23.17.3.	-Nuclear Accountability and Reporting Section		X	X	X	X				
6.23.18.	Passenger Travel		X	X	X	X				
6.23.19.	Personal Property Activity		X	X	X	X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.23.19.1.	-Inbound		X	X	X	X				
6.23.19.2.	-Outbound		X	X	X	X				
6.23.19.3.	-Quality Assurance		X	X	X	X	X		X	
6.23.20.	Supply Chain Management		X	X	X	X			X	
6.23.21.	Training		X	X	X	X	X		X	
6.23.22.	Vehicle Management		X	X	X	X				
6.23.23.	Weapons		X	X	X	X			X	
6.23.23.1.	-Wing Weapons Manager		X	X	X	X	X		X	
6.23.23.2.	-Weapons Standardization		X	X	X	X	X		X	
6.23.23.3.	-Armament		X	X	X	X			X	
6.23.24.	Special Maintenance Programs		X	X	X					
6.23.24.1.	-ASIP		X	X	X	X	X			
6.23.24.2.	-Intake/Exhaust Certification		X	X	X	X	X			
6.23.24.3.	-Cannibalization		X	X	X	X			X	
6.23.24.4.	-Combat Sortie Generation		X	X	X	X				
6.23.24.5.	-CDDAR		X	X	X	X			X	
6.23.24.6.	-Blade Blending		X	X	X	X				
6.23.24.7.	-Borescope		X	X	X	X				
6.23.24.8.	-F.O.D. Program		X	X	X	X				
6.23.24.9.	-Special Certification Roster		X	X	X	X				
6.24.	AF/A4/7 (Security)									
6.24.1.	Force Protection									
6.24.1.1.	-Force Protection Programs		X				X		X	
6.24.2.	Installation Security									
6.24.2.1.	-Installation security at home station (PL 1-3 resources), resource protection (PL 4 resources) police services, entry control, and base defense		X	X	X	X	X		X	X

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.24.2.2.	-SF support program areas (training and standardization evaluation, SF investigations, intelligence/counterintelligence/law enforcement in coordination with AFOSI, military working dog program, intrusion detection systems, confinement, combat arms, and the armory)		X	X	X	X	X		X	X
6.25.	Anti-Terror Vulnerability Assessment									
6.25.1.	-As Applicable- IAW DoD & COCOM Requirements		X	X	X	X	X		X	X
6.25.2.	Integrated Defense									
6.25.2.1.	-Ability of base defense forces to plan and conduct defense operations to protect assets IAW unit's Integrated Defense Plan		X	X	X	X		X	X	X
6.25.2.2.	-Compatibility/interoperability of communication systems with other units, commands, services, and national or theater assets		X	X	X	X		X	X	X
6.25.2.3.	-Police Services and resource protection activities and responses		X	X	X	X		X	X	X
6.25.2.4.	-Security of PL 1—4 resources and responses.		X	X	X	X		X	X	X
6.25.2.5.	-Ability of base defense forces to defeat Level I threats and disrupt or delay Level II threats.		X	X	X	X		X	X	X
6.25.2.6.	-Evaluate ability of base defense forces to conduct offensive operations against enemy networks within the Base Boundary.		X	X	X	X		X	X	X
6.26.	AF Metrology and Calibration									
6.26.1.	Measurement Capability Assessment									
6.26.2.	-Technical proficiency exams		X	X	X				X	
6.26.3.	-Process for calibrating standards and TMDE		X	X	X	X			X	
6.26.4.	-Conditions/use of calibration standards and TMDE		X	X	X	X				

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods						
					P	A	V	T	I	S	
6.26.5.	-Application of metrology principles/procedures		X	X	X					X	
6.26.6.	Facility										
6.26.6.1.	-Facilitates proper performance and safe/accurate calibration/verification		X	X	X	X					
6.26.7.	Quality Program										
6.26.7.1.	-QP Activity Summary		X	X		X	X				
6.26.7.2.	-Quality Review Selection Rate		X	X		X	X				
6.26.7.3.	-Process Review Selection Rate		X	X		X	X				
6.26.7.4.	-Root Cause Analysis		X	X	X	X	X			X	
6.26.7.5.	-Trend Analysis		X	X	X	X	X			X	
6.26.7.6.	-Quality Program Effectiveness		X	X	X					X	
6.26.8.	Management System										
6.26.8.1.	-Quality Manual		X	X		X	X			X	
6.26.8.2.	-Internal Audit		X	X		X	X			X	
6.26.8.3.	-Management Review		X	X		X	X			X	
6.26.9.	Environmental Control System										
6.26.9.1.	-ECS effectiveness		X	X	X	X				X	
6.26.9.2.	-In-tolerance $\geq 90\%$		X	X		X	X				
6.26.10.	Proficiency Testing and Measurement Assurance Program										
6.26.10.1.	-Exchange Standards		X	X			X	X			
6.26.10.2.	-Artifact Calibrations		X	X			X	X			
6.26.10.3.	-Inter-comparison Measurements		X	X			X	X			
6.27.	AF/A4/7 (Civil Engineering)										
6.27.1.	-Present and future facility and infrastructure requirements		X								
6.27.2.	-Real Property Maintenance Activities		X								
6.27.3.	-Work Information Management System/Automated Civil Engineering System		X				X				
6.27.4.	-Real Property Accountability		X			X				X	X
6.27.5.	-Housing		X		X	X	X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.27.6.	-Prime Base Engineer Emergency Force (BEEF)/Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer (RED HORSE) training and Air Force Specialty Certifications		X		X	X				
6.27.7.	-Compliance with deployment requirements		X			X				
6.27.8.	-Fire Emergency Services (FES) flight using the FES Assessment Program (FESAP)		X		X	X			X	
6.27.9.	-Installation compliance/remediation response plans		X		X	X				
6.27.10.	Emergency Management (EM) Programs									
6.27.10.1.	-Installation commander EM Program requirements		X			X			X	
6.27.10.2.	-Base EM exercise program		X	X	X	X				
6.27.10.3.	-Base/unit EM training		X		X	X		X	X	X
6.27.10.4.	-Installation EM planning, coordination, implementation, and execution of the Comprehensive Emergency Management Plan 10-2 and Air Force Incident Management System		X	X	X	X	X	X	X	X
6.27.10.5.	-Installation warning and notification		X		X	X				X
6.27.10.6.	-Joint Base Only—EM requirements as the supported service		X	X	X				X	
6.27.11.	Readiness									
6.27.11.1.	-Capability to meet in-place wartime requirements and/if required, capability to deploy to another area			X	X	X				

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.27.11.2.	-Prime Base Engineer Emergency Force (BEEF) Program. Emphasis given to the following: CBRN Defense and EM, expedient methods (bed-down), (construction), (repair), explosive ordnance disposal (EOD), FES using the FESAP, NFPA 1201 checklist, expedient methods (destruction), force protection, and deployment support. Other tasks include minimum airfield operating surface (MAOS) and airfield damage repair (ADR).			X	X	X				
6.27.11.3.	-Evaluate ability of the installation to implement CBRN defense plan actions to save lives, protect resources, recover from attacks, and restore mission capability			X						
6.27.12.	Protection									
6.27.12.1.	-Determine ability of organizations to prepare for and implement actions to protect personnel and resources from improvised, conventional and CBRN weapons effects			X						
6.27.12.2.	-Determine if individuals have completed Protective Mask Fit training with their personal mask and understand the threat of CBRN agents as well as effective protective measures			X						
6.27.12.3.	-Evaluate individuals' knowledge of Mission Oriented Protective Posture (MOPP) levels, ability to inspect and don their IPE within specified time criteria, ability to remove their IPE by processing through a contamination control area (CCA); demonstrate the use of issued chemical decontamination kits, detection equipment, and chemical agent antidotes			X						
6.27.12.4.	-Evaluate ability to execute force health protection activities			X						

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.27.12.5.	-Determine ability to provide permanent and expedient hardening protection for assigned and deployed forces			X						
6.27.12.6.	-Evaluate ability to disperse and protect critical assets			X						
6.27.12.7.	-Evaluate ability to conduct operations under blackout conditions, as appropriate for the threat			X						
6.27.12.8.	-Determine if unit accomplished asset identification supporting the AF critical infrastructure program			X						
6.27.13.	Contamination Avoidance and Control									
6.27.13.1.	-Evaluate ability to receive and disseminate information through the installation and theater CBRN defense warning and reporting system			X						
6.27.13.2.	-Determine adequacy/serviceability/sustainment capability of available CBRN detection and monitoring equipment.			X						
6.27.13.3.	-Evaluate ability to deploy, operate, and maintain the CBRN detection and reporting system									
6.27.13.4.	-Determine adequacy of contamination avoidance plans and material stocks, based on the CBRN threat.			X						
6.27.13.5.	-Evaluate ability to implement contamination avoidance measures in preparation of and response to attacks			X						
6.27.13.6.	-Determine adequacy of contaminated waste collection, control, and disposal capability.			X						
6.27.13.7.	-Evaluate ability to implement contaminated waste collection actions at the unit and installation level			X						

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.27.13.8.	-Evaluate ability to identify and mark CBRN hazard and hazard areas, conduct post-attack risk assessment, and implement management actions to reduce mission degradation			X						
6.27.14.	Respond									
6.27.14.1.	-Evaluate ability of base population to react to MOPP and alarm condition changes and respond to attacks			X						
6.27.14.2.	-Evaluate ability of base population to identify, mark, report, and avoid hazards after an attack			X						
6.27.14.3.	-Evaluate ability of individuals to perform self-aid/buddy care and to identify/recognize symptoms associated with chemical attacks (to include toxic industrial chemical (TIC)/toxic industrial material (TIM)), biological events (to include, naturally-occurring disease outbreaks), and radiological/nuclear events			X						
6.27.14.4.	-Evaluate ability of unit to implement preparation, response and recovery actions after an attack			X						
6.27.14.5.	-Evaluate ability of unit post-attack reconnaissance teams other assigned specialized teams to conduct operations to include detection/identification/quantification of threats to FHP and mission continuation			X						
6.27.14.6.	-Evaluate ability of unit to manage the movement of casualties and exposed personnel to the appropriate medical treatment facility. Evaluate the ability of the unit to relocate, establish command and control functions and conduct operations from a COOP (alternate) site			X						

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
6.27.14.7.	-Evaluate ability to integrate with assigned or attached joint service, host nation or coalition CBRN defense forces and support installation or theater missions			X						
6.27.14.8.	-Evaluate ability to protect enemy POW, retained personnel, civilian internees, and other detainees in AF custody. Evaluate ability to protect DOD civilian and contract personnel not designated as emergency essential			X						
6.27.15.	Mission Continuation/Restoration and Sustainment									
6.27.15.1.	-Evaluate ability to conduct integrated response operations, restore mission capability, and sustain operations			X						
6.27.15.2.	-Determine adequacy of personnel accountability and replacement actions			X						
6.27.15.3.	-Determine adequacy of CBRN defense individual and team equipment stock levels to support sustained operations			X						
6.27.15.4.	-Evaluate actions to initiate re-supply of critical CBRN defense equipment, including medical and pharmaceutical supplies			X						
6.27.15.5.	-Combat Arms/Dismounted Tactics		X		X					
6.27.16.	Explosive Ordnance Disposal (EOD)									
6.27.16.1.	-General Demolition Procedures		X		X			X		
6.27.16.2.	-Explosives Safety (Intentional Range, Proficiency Range and Bombing Range Process)		X		X			X		
6.27.16.3.	-Asset Accountability		X		X	X			X	
7.	SAF/CIO A6 (Information Dominance & Chief Information Officer)									
7.1.	Communications and Information									
7.1.1.	-Evaluate Information Operations (Electronic warfare, network warfare, and influence operations)			X						

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
7.1.2.	-Training to support mission critical communication systems		X			X				
7.1.3.	-Planning, configuration control, physical infrastructure/medium, management, maintenance, and security of the communication infrastructure		X							
7.1.4.	-Personal Wireless Communications Management		X			X				
7.1.5.	-Command and control (C2) systems maintenance		X			X				
7.2.	Knowledge Operations Management Programs									
7.2.1.	Records Management									
7.2.1.1.	-Program Management/Administration -- Record Professional Appt/Training -- File Plan Established/Approved		X			X	X			
7.2.1.2.	-Records Disposition/Management -- Lifecycle -- Privacy Act/HIPAA		X		X	X				
7.2.1.3.	-Staging		X		X	X				
7.2.1.4.	-Vital Records/Emergency Preparedness		X			X				
7.2.1.5.	-Search Request & Litigation Hold (FRCP)		X		X	X				
7.2.1.6.	-Electronic Communications		X		X	X				
7.2.2.	FOIA									
7.2.2.1.	-Program Management/Administration IDA, FOIA Manager, & Monitors Appt/Training—Provided OPR Training		X		X	X				
7.2.2.2.	-Records Disposition/FOIA Case Files		X		X	X	X			
7.2.2.3.	-FOIA Compliance -- Request Processing		X		X	X	X			
7.2.3.	Privacy Act									
7.2.3.1.	-Program Management/Administration -- PA Manager Appt/Training		X			X	X			
7.2.3.2.	-Compliance Reporting -- Privacy Breach Reporting -- Privacy Act Complaints		X			X			X	
7.2.4.	Publication/Forms Management Programs									

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
7.2.4.1.	-Program Management -- Approval Official Appt/Provided -- Established POC for Official Records Set		X			X	X			
7.2.4.2.	-Records Set Management -- AF673 -- Publication and Form Formatting		X		X	X	X			
7.2.5.	Official Mail Program (OMP)									
7.2.5.1.	-Self-inspection program for Official Mail Centers and Postal Service Centers		X			X				
7.2.5.2.	-Security and safeguarding of mail and maintenance of delivery records		X			X				
7.2.5.3.	-Receipts accountability for items signed from USPS and other commercial carriers		X			X				
7.2.5.4.	-Effective and maximum use of consolidated mailings		X			X				
7.2.5.5.	-Maintenance of forwarding addresses and appropriate directory service procedures		X			X				
7.2.6.	Scientific and Technical Information Program									
	No Inputs Received									
7.2.7.	Management and Security of IT Systems									
	No Inputs Received									
7.3.	Information Assurance Assessment									
7.3.1.	Computer Security (COMPUSEC)									
7.3.1.1.	-COMPUSEC Training and education		X			X			X	
7.3.1.2.	-Information Assurance (IA) Awareness Training		X			X		X	X	
7.3.1.3.	-Passwords and Administrator access		X		X	X				
7.3.1.4.	-Foreign Nationals information system access		X			X			X	
7.3.2.	Emission Security (EMSEC)									
7.3.2.1.	-EMSEC Training and education		X			X			X	
7.3.2.2.	-EMSEC assessments and countermeasures		X		X	X			X	
7.3.2.3.	-EMSEC considerations in planning new facilities or renovating existing facilities		X			X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
7.3.3.	Communications Security (COMSEC)									
7.3.3.1.	-COMSEC training and education		X	X		X			X	
7.3.3.2.	-COMSEC program administration		X	X		X			X	
7.3.3.3.	-Cryptographic Access Program (CAP)		X	X		X			X	
7.3.3.4.	-Cryptographic Responsible Officer access		X	X		X				
7.3.3.5.	-Emergency Action Plan (EAP)		X	X	X	X		X	X	
7.3.3.6.	-COMSEC Material Accountability		X	X	X	X			X	
7.3.3.7.	-Physical Safeguarding		X	X	X	X		X	X	
7.3.3.8.	-COMSEC Material Destruction		X	X	X	X			X	
7.3.3.9.	-COMSEC Incidents handling		X	X	X	X		X	X	
7.3.3.10.	-Protective Technologies		X	X		X		X		
7.3.3.11.	-Controlling Authorities crypto net management		X	X		X			X	
7.3.3.12.	-Secure Voice Responsible Officers (SVRO) administration		X	X		X			X	
7.3.3.13.	-Secure Voice Devices accountability		X	X		X			X	
7.3.3.14.	-Semi-Annual Inventories		X	X		X			X	
7.3.3.15.	-Audit/Assessments		X	X		X			X	
7.3.3.16.	-Local Management Device/Key Processor (LMD/KP) management		X	X		X			X	
7.4.	Command Cyber Readiness Inspection									
7.4.1.	USCYBERCOM Computer Network Defense Directives									
7.4.1.1.	-Public Key Infrastructure (PKI)		X		X	X	X			
7.4.1.2.	-Scanning and Remediation		X		X	X	X	X		
7.4.1.3.	-Warning Banner		X		X	X	X			
7.4.1.4.	-Disable Autorun		X		X	X	X	X		
7.4.1.5.	-Host Base Security System (HBSS) Deployment		X		X	X	X	X		
7.4.2.	Technology Areas [includes USCYBERCOM IAVA and DoD (DISA, NSA) STIG compliance]									
7.4.2.1.	-Boundary Security		X		X	X	X	X		
7.4.2.2.	-Internal Network		X		X	X	X	X		
7.4.2.3.	-Network Vulnerability Scan		X			X	X			

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
7.4.2.4.	-Domain Name System		X			X	X			
7.4.2.5.	-HBSS Checklist		X			X				
7.4.2.6.	-Traditional Security		X		X	X				
7.4.2.7.	-Windows Operating Systems		X		X	X	X			
7.4.2.8.	-UNIX Operating Systems		X		X	X	X			
7.4.2.9.	-Wireless Communications		X		X	X	X	X		
7.4.2.10.	-802.11		X		X	X	X	X		
7.4.3.	Contributing Factors									
7.4.3.1.	-Culture (includes certification and accreditation; Leadership; POA&M processes; POR baseline review)		X			X			X	X
7.4.3.2.	-Conduct (includes training; configuration Management; and consistent and repeatable vulnerability management processes)		X			X			X	X
7.4.3.3.	-Capability (includes incident handling processes; internal/external NIDS deployment; and CNDSP and COOP capabilities)		X		X	X			X	X
8.	AF/A8 (Strategic Plans & Programs)									
	-None									
9.	AF/A9 (Studies & Analyses, Assessments, & Lessons Learned)									
	-None									
10.	AF/A10 (Strategic Deterrence and Nuclear Integration)									
10.1.	Personnel Reliability Program (PRP)									
10.1.1.	-PRP at non-nuclear-capable units, to include Medical Treatment Facilities (MTF)		X			X			X	
	Note: PRP at nuclear-capable units will be inspected during Nuclear Surety Inspections and Defense Nuclear Surety Inspections (DNSI) IAW CJCSI 3263.05 <i>Nuclear Weapons Technical Inspections</i> , versus CUIs or other inspections.									
11.	AF/HC (Chaplain Corps)									
11.1	Chaplain Corps Support									

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
11.1.1.	-Ability to support religious observances		X	X	X	X				
11.1.2	-Ability to provide and support spiritual care		X	X	X	X				
11.1.3.	-Ability to advise leaders on spiritual, ethical, moral, morale, and religious accommodation issues		X	X	X					
12.	AF/HO (Air Force History and Museum Programs)									
12.1.	History Office									
12.1.1	-History Office interaction/relationships within unit		X	X					X	
12.1.2.	-Access to information		X	X		X			X	
12.1.3.	-Compliance with AFIs related to production of AF histories		X	X		X			X	
12.1.4.	-Evaluate historian's readiness to deploy (EE Deployable Historians Only)		X	X		X			X	
12.1.5.	-Quality of archival holdings		X	X		X				
12.1.6.	-Compliance with directives related to AF Art		X	X		X				
12.2.	Heritage Activities									
12.2.1.	-Condition/display of historic aerospace vehicles		X	X		X				
12.2.2.	-Documentation related to historic aerospace vehicles		X	X		X			X	
12.2.3.	-Condition and display of historic property		X	X		X				
12.2.4.	-Operation of heritage activities		X	X		X			X	
12.2.5.	-Documentation related to operation of heritage activities		X	X		X			X	
13.	AF/JA (Judge Advocate General)									
13.1.	Article 6 Inspection Part 1/2									
13.1.1.	Leadership*									
13.1.1.1.	-Personnel and Management*		X			X			X	
13.1.1.2.	-Reserve Programs, Awards & Decorations, Recruiting		X			X				
13.1.1.3.	-Training		X			X				
13.1.1.4.	--Office & Individual Training Plans		X			X				

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
13.1.2.	Military Justice		X			X				X
13.1.2.1.	-Metrics		X			X				X
13.1.2.2.	-Article 15s		X			X				X
13.1.2.3.	-Civil Law—Adverse Actions		X			X				
13.1.2.4.	--Rapid Airman Discharge Program & Officer Separations		X			X				
13.1.2.5.	--Administrative actions : denial of re-enlistments, discharges, IG complaints		X			X				
13.1.2.6.	-Courts-Martial (Pretrial)		X			X				X
13.1.2.7.	--Search and Seizure		X							
13.1.2.8.	--Pretrial Confinement		X			X				
13.1.2.9.	--Docketing Issues*		X			X				X
13.1.2.10.	-Courts-Martial (Trial)*		X			X				X
13.1.2.11.	--Case Preparation*		X			X				X
13.1.2.12.	-Courts-Martial (Post-Trial Processing)		X			X				X
13.1.2.13.	--Post-Trial Documents		X			X				X
13.1.2.14.	-Victim/Witness Assistance Program		X			X				
13.1.3.	International Law Issues		X	X		X				X
13.1.3.1.	-Foreign Criminal Jurisdiction (FCJ)		X			X				
13.1.3.2.	-Foreign Civil Litigation (FCL)		X			X				
13.1.3.3.	-General International Law/International Agreements		X			X				
13.1.3.4.	--SOFA Issues*					X				
13.1.3.5.	--Host nation issues		X			X				
13.1.3.6.	-Operational Law		X	X		X				X
13.1.4.	Civil Law		X			X				X
13.1.4.1.	-FOIA/PA		X			X				
13.1.4.2.	-Labor law		X			X				X
13.1.4.3.	-Legal Assistance, Preventive Law & Tax Assistance Programs		X			X				X
13.1.4.4.	-Ethics		X			X				
13.1.4.5.	-Environmental Law		X			X				X
13.1.4.6.	--Federal & state compliance/encroachment issues		X			X				

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
13.1.4.7.	-Procurement Law		X			X			X	
13.1.4.8.	-Claims		X			X				
13.1.5.	Rules of Law									
13.1.5.1.	-Evaluate knowledge and understanding of the principles and rules of the Law of Armed Conflict (LOAC) throughout the installation, commensurate with individual duties and responsibilities			X						
13.1.5.2.	-Evaluate knowledge and understanding of the applicable ROE and rules for the use of force			X						
13.1.5.3.	-Evaluate that legal (or command) representative briefed ROE as published by the combatant commander			X						
13.1.5.4.	-Evaluate adequacy of legal support for wartime and contingency operations			X						
13.1.5.5.	-Evaluate availability of legal assistance for deployed personnel			X						
13.1.5.6.	-Evaluate adequacy of legal office operational and mission readiness			X						
13.1.6.	Defense Services*		X						X	
	Notes: * Article 6 Part 1/2 inspections only									
14.	AF/RE (Chief of the Air Force Reserve)									
	-If applicable									
15.	SAF/SB (Air Force Scientific Advisory Board)									
	-None									
16.	AF/SE (Chief of Safety)									
16.1.	Flight									
16.1.1.	Assessment and Inspection									
16.1.1.1.	-Mishap Investigation and Reporting (Class A-E)		X	X		X	X		X	
16.1.1.2.	-FSO compliance with Directives		X	X		X	X		X	
16.1.1.3.	-FSNCO compliance with Directives		X	X		X	X		X	
16.1.1.4.	-Office Admin, Equipment, Emergency Response		X	X		X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
16.1.1.5.	-Flight Related Facilities & Airfield Conditions		X	X		X	X		X	
16.1.1.6.	-Aircraft Maintenance/Flight Safety Integration		X	X		X			X	
16.1.1.7.	-Recommendation Management		X	X		X	X		X	
16.1.2.	Mishap Prevention Program									
16.1.2.1.	-Maintenance		X	X		X	X		X	
16.1.2.2.	-FOD		X	X		X	X		X	
16.1.2.3.	-BASH		X	X		X	X		X	
16.1.2.4.	-MACA		X	X		X	X		X	
16.1.2.5.	-HATR		X	X		X	X		X	
16.1.2.6.	-Aero Club Safety		X	X		X	X		X	
16.1.2.7.	-Effectiveness of mishap prevention program, including actions taken to mitigate risks associated with all phases of deployments and contingencies			X		X			X	
16.2.	Ground									
16.2.1.	Confined Space Program									
16.2.1.1.	-Master Listing		X	X		X	X		X	
16.2.1.2.	-Training Plan		X	X		X	X		X	
16.2.1.3.	-Master Entry Plan		X	X		X	X		X	
16.2.1.4.	-CSPT Meeting/minutes		X	X		X	X		X	
16.2.2.	Lock Out / Tag Out Program									
16.2.2.1.	-Lesson Plans		X	X		X	X		X	
16.2.2.2.	-Equipment List		X	X		X	X		X	
16.2.2.3.	-Authorizations		X	X		X	X		X	
16.2.3.	Fall Protection									
16.2.3.1.	-Lesson Plans		X	X		X	X		X	
16.2.3.2.	-Job Safety Analysis		X	X		X	X		X	
16.2.3.3.	-Equipment List		X	X		X	X		X	
16.2.4.	Personal Protective Equipment									
16.2.4.1.	-Safety related PPE during demos (i.e., LOTO, etc)		X	X	X	X			X	
16.2.5.	Traffic Safety Program									

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
16.2.5.1.	-Motorcycle Safety		X			X			X	
16.2.5.2.	-PMV-2 Training, MUSTT, CC Briefing		X			X	X		X	
16.2.5.3.	-PMV-4 Training, Seatbelt survey		X			X	X		X	
16.2.5.4.	-Program Admin/coord groups		X			X	X		X	
16.3.	Weapons									
16.3.1.	Safety Program Evaluation									
16.3.1.1.	-Exercise Planning		X			X			X	
16.3.1.2.	-Deployment Planning		X	X		X			X	
16.3.1.3.	-Host/Tenant Support Agreements		X			X			X	
16.3.1.4.	-Nuclear Surety Council		X			X			X	
16.3.1.5.	-Deficiency Reporting (dull sword)		X			X			X	
16.3.2.	Safety Inspections									
16.3.2.1.	-Checklist		X			X			X	
16.3.2.2.	-Reports		X			X			X	
16.3.2.3.	-Annuals		X			X			X	
16.3.2.4.	-High Interest Items		X			X			X	
16.3.2.5.	-20% Unmanned Launch Facilities (when applicable)		X			X			X	
16.3.2.6.	-Spot Inspections		X			X			X	
16.3.3.	Safety Education & Training									
16.3.3.1.	-Mishap Prevention		X			X			X	
16.3.3.2.	-WSM		X			X			X	
16.3.3.3.	-Weapons Safety USR		X			X			X	
16.3.3.4.	-Unit		X			X			X	
16.3.3.5.	-Lesson Plans		X			X			X	
16.3.4.	Mishap Prevention									
16.3.4.1.	-Operational Risk Management/Mitigation		X	X		X			X	
16.3.5.	Mishap Investigations (Class A-E)									
16.3.5.1.	-Accuracy & Completeness of Reports		X			X			X	
16.3.5.2.	-Timeliness of Reports/Recommended Closures		X			X			X	
16.3.5.3.	-Sanitizing		X			X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
16.4.7.1.	-Space Safety Council		X	X					X	X
16.4.7.2.	-All Safety Courses Applicable to Unit Mission Requirements		X	X					X	X
16.5.	System Safety (AFMC, AFSPC)									
16.5.1.	Program Management									
16.5.1.1.	-Personnel		X	X		X	X		X	
16.5.1.2.	-System Safety in Acquisition		X	X		X			X	X
16.5.1.3.	--System Safety in Contracts		X	X		X			X	X
16.5.1.4.	--System Safety for Non-Development Items		X	X		X			X	X
16.5.1.5.	--System Safety ins Sustainment		X	X		X			X	X
16.5.2.	System Safety Groups (SSG, NWSSG, NNSMB)									
16.5.3.	System Safety Engineering Analyses									
16.5.4.	Discipline Unique System Safety Concerns									
16.5.4.1.	-Directed Energy Safety		X	X		X	X		X	X
16.5.4.2.	-Range Safety (MRTBF) see also range safety		X	X		X	X		X	X
16.5.4.3.	-Space—see also space safety		X	X		X	X		X	X
16.5.4.4.	-Software		X	X		X	X		X	X
16.5.4.5.	-Test Safety—see also test safety below		X	X		X	X		X	X
16.5.4.6.	Weapons—see also weapon safety above									
16.5.4.7.	--Non-Nuclear Munitions		X	X		X	X		X	X
16.5.4.8.	--Nuclear Weapons		X	X		X	X		X	X
16.6.	Safety Office Administration									
16.6.1.	Safety Program Management/Assessments									
16.6.1.1.	-Commander's Involvement		X	X		X				
16.6.1.2.	-Squadron Assessments		X	X		X				
16.6.1.3.	-Trend Analysis		X	X		X				
16.6.1.4.	-High Interest Items		X	X		X				
16.6.1.5.	-Outreach, campaigns, media		X	X		X				
16.6.2.	OSHA Coordination									
16.6.2.1.	-Reception Plan		X	X		X				
16.6.2.2.	-Reporting		X	X						

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
16.6.3.	Safety Support									
16.6.3.1.	-Implementation of mishap prevention program—including actions taken to mitigate risks associated with all phases of deployments and contingencies		X	X		X				
16.6.3.2.	-Implementation of Risk Management (RM) program		X	X		X				
16.6.3.3.	-Implementation of safety reporting		X	X		X				
16.6.3.4.	-Implementation of unit’s flying safety program		X	X		X				
16.6.3.5.	-Implementation of unit’s ground safety program		X	X		X				
16.6.3.6.	-Implementation of unit’s weapons safety program		X	X		X				
16.6.3.7.	-Implementation of unit’s space safety program		X	X		X				
16.6.3.8.	-Implementation of unit’s system safety program		X	X		X				
17.	AF/SG (Surgeon General)									
17.1.	Suicide Prevention (By-Law)									
17.1.1.	-IAW AFI 44-154		X			X				
17.1.2.	Community Support									
17.1.2.1.	-Community Action Information Board and Integrated Delivery System (IAW AFI 90-501)		X						X	
17.1.3.	Disease Containment Response									
17.1.3.1.	-Public health emergency training requirements		X							
17.1.3.2.	-Installation ability to meet specialized teams' personnel/ equipment/training requirements		X							

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
17.1.3.3.	-Installation public health emergency and disease containment planning, implementation/execution of the disease containment plan. NOTE: Although inherently medical, all functionals have a role in DCP development and implementation / execution		X							
17.1.4.	Medical Contingency Response Plan									
17.1.4.1.	-Medical counter-CBRN response		X	X	X					X
17.1.4.2.	-Evaluate medical deployment personnel processing support (individual or mass), as appropriate for wing mission/capabilities, including medical/dental/immunization clearance certification, pre-deployment health assessment, deployable medical records management, immunizations, prophylaxis distribution, and medical intelligence briefing			X						
17.1.4.3.	-In-place patient decontamination		X	X	X					X
17.1.4.4.	-Immediate medical response		X	X	X					X
17.1.4.5.	-In-patient medical support		X	X	X					X
17.1.4.6.	-Pharmaceutical support		X	X	X					X
17.1.4.7.	-Threat agent surveillance		X	X	X					X
17.1.4.8.	-National Disaster Medical System support (Federal Coordinating Centers facilities only)		X	X	X	X				
17.1.4.9.	-Public health emergencies		X	X	X					X
17.1.4.10.	-Aeromedical evacuation interface/support		X	X	X	X				
17.2.	Health Services Inspection (HSI)									
17.2.1.	Expeditionary Medical Operations									
17.2.1.1.	-WRM and CBRN Program Management		X	X		X	X			X
17.2.1.2.	-Executive Oversight of Medical Readiness		X			X				X X
17.2.1.3.	-Medical Readiness Training, Planning and Execution		X			X	X			X

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
17.2.1.4.	-Operational Medicine		X		X	X			X	
17.2.1.5.	-Occupational/Environmental Health (OEH) Assessment		X		X	X			X	
17.2.1.6.	-Epidemiology and Public Health Surveillance		X		X					
17.2.2.	In-Garrison Medical Operations									
17.2.2.1.	-Worker Protection and Public Health Surveillance		X		X	X			X	X
17.2.2.2.	-Dentistry		X		X	X			X	X
17.2.2.3.	-Mental Health		X		X	X			X	X
17.2.2.4.	-Population Health		X		X	X			X	X
17.2.2.5.	-Clinical Services		X		X	X			X	X
17.2.2.6.	-Educational and Developmental Intervention Services (EDIS)		X		X	X			X	X
18.	SAF/SP (Space)									
	-If applicable									
19.	AF/ST (Air Force Chief Scientist)									
	-If applicable									
20.	AF/TE (Test and Evaluation)									
	-IF applicable									
21.	SAF/AA									
21.1.	Information Protection Management Evaluation									
21.1.1.	Information Security									
21.1.1.1.	-Policy and Program Management		X		X	X	X		X	
21.1.1.2.	-Records Management		X		X	X			X	
21.1.1.3.	-Reporting Requirements		X			X	X		X	
21.1.1.4.	-Waivers		X			X	X		X	
21.1.1.5.	-Information Security (INFOSEC) Deviations Processing		X		X	X	X		X	
21.1.1.6.	-Original Classification Authority (OCA) Actions		X			X	X		X	
21.1.1.7.	-Derivative Classification Process		X			X	X		X	
21.1.1.8.	-Classification Challenges/Information Reviews		X		X	X	X		X	

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
21.1.1.9.	-Unit Security Managers (USMs) Management		X		X	X			X	
21.1.1.10.	-Initial Training Planning and Process		X			X	X		X	
21.1.1.11.	-Recurring Training Planning and Process		X			X	X		X	
21.1.1.12.	-Security Education and Training		X			X	X		X	
21.1.1.13.	-Actions for Cleared / Uncleared personnel		X			X				
21.1.1.14.	-Termination Briefings		X			X				
21.1.1.15.	-USM Training/Meetings Planning and Process		X			X			X	
21.1.1.16.	-Declassifying and Downgrading Information		X			X			X	
21.1.1.17.	-Access / Non-Disclosure Agreements (NDAs)		X			X				
21.1.2.	Safeguarding									
21.1.2.1.	-Physical Security Aids, Locks, intrusion detection systems, etc.		X		X	X			X	
21.1.2.2.	-Analysis of Forms		X		X	X			X	
21.1.3.	Inspections									
21.1.3.1.	-Security Containers		X		X	X				
21.1.3.2.	-Top Secret / Secret / Confidential (TS / S / C) Requirements		X		X	X				
21.1.3.3.	-Bulk Storage		X		X	X				
21.1.3.4.	-Secure Rooms / Open Storage (certification process)		X		X	X				
21.1.3.5.	-Reproduction Process and Limitations		X		X	X				
21.1.3.6.	-Disposition / Destruction		X		X	X				
21.1.3.7.	-Miscellaneous Media (accountability)		X		X	X				
21.1.3.8.	-End of Day Checks		X		X	X				
21.1.3.9.	-Care During Working Hours		X			X			X	
21.1.3.10.	-Residential Storage Process and Accountability		X			X			X	
21.1.3.11.	-In-Transit Storage requirements and availability		X			X			X	
21.1.3.12.	-Classified Meetings		X			X			X	
21.1.3.13.	-Classified Aboard Aircraft		X			X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
21.1.3.14.	-Information Technology (IT) Equipment		X			X			X	
21.1.3.15.	-Emergency Action Plans		X			X			X	
21.1.3.16.	-Top Secret Control Accounts		X		X	X			X	
21.1.3.17.	-Special Access Programs (SAP)		X		X	X			X	
21.1.3.18.	-NATO / CNWDI / NC2		X		X	X			X	
21.1.3.19.	-Installation Security Advisory Group (ISAG)		X		X	X	X		X	X
21.1.3.20.	-Foreign Travel		X		X	X	X		X	
21.1.4.	Transmission and Transportation									
21.1.4.1.	-Top Secret / Secret / Confidential		X		X	X			X	
21.1.4.2.	-Courier Card / Memo		X		X	X			X	
21.1.4.3.	-Hand Carry Rules		X		X	X			X	
21.1.4.4.	-Transmission to Foreign Government		X		X	X			X	
21.1.4.5.	-Material Preparation		X		X	X			X	
21.1.4.6.	-Mail Distribution Center		X		X	X			X	
21.1.5.	Marking									
21.1.5.1.	-Overall Markings		X		X	X	X		X	
21.1.5.2.	-Media		X		X	X			X	
21.1.5.3.	-Special Information		X		X	X			X	
21.1.5.4.	-Controlled Unclassified Information (CUI)		X		X	X			X	
21.1.6.	Security Incidents									
21.1.6.1.	-Actual or Potential Compromise of Classified Information		X		X	X			X	
21.1.6.2.	-Timelines		X		X	X			X	
21.1.6.3.	-Classification		X		X	X			X	
21.1.6.4.	-Notifications				X	X			X	
21.1.6.5.	-Preliminary Inquiries / Formal Investigation				X	X			X	
21.1.6.6.	-Damage Assessment		X		X	X			X	
21.1.6.7.	-Appointing / Closing Requirements		X		X	X	X		X	
21.1.6.8.	-Technical Review		X		X	X	X		X	
21.1.7.	Personnel Security									

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
21.1.7.1.	-Policies		X			X	X			
21.1.7.2.	-Program Management		X			X	X			
21.1.7.3.	-Personnel Security Program Reviews		X			X	X			
21.1.7.4.	-Records Management		X		X	X	X			
21.1.7.5.	-Safeguarding Personnel Security Investigative Records		X		X	X	X			
21.1.8.	Security Clearance									
21.1.8.1.	-Adjudication		X		X	X	X			
21.1.8.2.	-Issuing Clearance and Granting Access		X		X	X	X			
21.1.8.3.	-Conditional Clearances		X			X	X			
21.1.8.4.	-Interim Clearances		X		X	X	X			
21.1.8.5.	-Reciprocal Acceptance of Prior Investigations and Personnel Security Determinations		X			X	X			
21.1.8.6.	-Foreign National Limited Access Authorization (LAA)		X			X	X			
21.1.8.7.	-Security Access Requirement (SAR) Position Code Validation		X			X	X			
21.1.8.8.	-Validation of Requirements		X			X	X			
21.1.8.9.	-Immigration Naturalization Service (INS) Validation		X			X	X			
21.1.9.	Unfavorable Administrative Actions									
21.1.9.1.	-Suitability Determinations Process		X		X	X	X			
21.1.9.2.	-Security Information File (SIF) Process		X			X	X			
21.1.9.3.	-Due Process Procedures: SORs / LORs / LODs		X			X	X			
21.1.10.	Continuous Evaluation Security Clearance									
21.1.10.1.	-Commander / Supervisor Monitoring of Personnel		X		X	X	X			
21.1.10.2.	-Continuing Security Responsibilities		X		X	X	X			
21.1.11.	Personnel Security Investigation (PSI) Processing Security Clearance									
21.1.11.	-Electronic Questionnaire for Investigative Processing (eQIP)		X		X	X	X			
21.1.11.	-Office of Personnel Management (OPM) Rejects		X		X	X	X			

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
21.1.11.	-Finger Printing		X		X	X	X			
21.1.12.	Joint Personnel Adjudication System (JPAS) Security Clearance									
21.1.12.1.	-JPAS User Account Management		X			X	X			
21.1.12.2.	-Security Management Office (SMO) Management		X			X	X			
21.1.12.3.	-PSM Net Management		X			X	X			
21.1.12.4.	-System Notifications		X			X	X			
21.1.13.	Central Adjudication Security Personnel Repository (CASPR)									
21.1.13.1.	-System Notifications					X	X			
21.1.13.2.	-Suspenses					X	X			
21.1.14.	Industrial Security									
21.1.14.1.	-Program Management		X		X	X			X	
21.1.14.2.	-General Provisions and Requirements		X			X			X	
21.1.14.3.	-Industrial Security Program Reviews		X		X	X			X	
21.1.14.4.	-Records Management		X			X			X	
21.1.14.5.	-Security Clearances		X			X			X	
21.1.14.6.	-Facility Clearances (FCLs)		X			X			X	
21.1.14.7.	-Personnel Eligibility		X			X			X	
21.1.14.8.	-Security Training and Briefings		X			X			X	
21.1.14.9.	-Unit Security Manager (USM) Participation		X			X			X	
21.1.14.10.	-Security Specifications and Guidance		X			X			X	
21.1.14.11.	-DD 254s		X			X			X	
21.1.14.12.	-Visitor Group Support Agreements (VGSA's)		X			X	X		X	
21.1.14.13.	-Safeguarding		X			X			X	
21.1.14.14.	-Oversight Reviews and Reporting Requirements		X			X	X		X	
21.1.14.15.	-Visits and Meetings		X			X	X		X	
21.1.14.16.	-Visit Access Requests (VAR)		X				X		X	
21.1.14.17.	-Subcontracting		X			X	X		X	
21.1.14.18.	-Information Technology & Automated Information Systems Security		X			X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
24.1.3.	-Anti-Deficiency Act, CFO Act of 1990, FFMIA of 1996		X		X	X	X	X	X	X
24.1.4.	-Clinger-Cohen Act of 1996, GMR Act of 1994		X		X	X	X	X	X	X
24.1.5.	-OMB Cir A-123 Appendix A, and Cir. 127 and audit Liaison responsibilities (AFPD 65-4)				X	X	X	X	X	X
24.1.6.	-Pay, travel, accounting, and disbursing functions		X		X	X	X	X	X	X
24.1.7.	-Planning, programming, budgeting, execution, and analysis functions		X		X	X	X			X
24.1.8.	-Organization capability and training to conduct Independent Review Official and Economic Analysis duties		X		X	X	X	X	X	X
24.1.9.	-Training programs		X		X		X	X	X	X
24.1.10.	-Official Representation Fund (ORF) Program		X		X	X	X	X	X	X
24.1.11.	Financial Services Support									
24.1.11.1.	-Provide FM decision support			X	X				X	X
24.1.11.2.	-Provide financial service support			X	X	X	X	X	X	X
25.	SAF/GC (General Counsel)									
	-Alternative Dispute Resolution Program		X			X	X			
26.	SAF/IA (International Affairs)									
	-None									
27.	SAF/IE (Installations, Environment and Logistics)									
27.1.	ESOHCAMP									
	Note: Although ESOHCAMP inspection areas are a compilation of requirements from AF/SE, AF/SG, and AF/A4/7, they are compiled here for the purpose of inspection performance and reporting.									
27.2.	Safety Protocols									
27.3.	Ground									
27.3.1.	Confined Space Program									
27.3.1.1.	-Master Listing		X	X		X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.3.1.2.	-Training Plan		X	X		X	X		X	
27.3.1.3.	-Master Entry Plan		X	X		X	X		X	
27.3.1.4.	-CSPT Meeting/minutes		X	X		X	X		X	
27.3.2.	Lock Out / Tag Out Program									
27.3.2.1.	-Lesson Plans		X	X		X	X		X	
27.3.2.2.	-Equipment List		X	X		X	X		X	
27.3.2.3.	-Authorizations		X	X		X	X		X	
27.3.3.	Fall Protection									
27.3.3.1.	-Lesson Plans		X	X		X	X		X	
27.3.3.2.	-Job Safety Analysis		X	X		X	X		X	
27.3.3.3.	-Equipment List		X	X		X	X		X	
27.3.4.	Personal Protective Equipment									
27.3.4.1.	-Safety related PPE during demos (i.e., LOTO, etc)		X	X	X	X			X	
27.3.5.	Traffic Safety Program									
27.3.5.1.	-Motorcycle Safety		X			X			X	
27.3.5.2.	-PMV-2 Training, MUSTT, CC Briefing		X			X	X		X	
27.3.5.3.	-PMV-4 Training, Seatbelt survey		X			X	X		X	
27.3.5.4.	-Program Admin/coord groups		X			X	X		X	
27.3.6.	Mishap Investigations (Class A-E)									
27.3.6.1.	-Ancillary reports (300, AD, blotter, prop damage)		X	X		X	X		X	
27.3.6.2.	-Accuracy & completeness of reports		X	X		X	X		X	
27.3.6.3.	-Timeliness of reports/record closures		X	X		X	X		X	
27.3.6.4.	-Skill level of investigator for mishap		X	X		X	X		X	
27.3.7.	Facility Inspections									
27.3.7.1.	-Facilities Systems Safety		X	X	X	X	X		X	
27.3.8.	Safety Education & Training									
27.3.8.1.	-1S0/018 Training		X	X		X	X	X	X	
27.3.8.2.	-SST		X	X	X	X	X		X	
27.3.8.3.	-USR Training		X	X		X	X		X	
27.3.8.4.	-Job Safety Training Outline		X	X		X			X	
27.3.9.	Hazard Reporting									

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.3.9.1.	-Continuity Control Number Log		X	X		X	X		X	
27.3.10.	Hazard Abatement									
27.3.10.1.	-Master Hazard Abatement Plan		X	X		X	X		X	
27.3.10.2.	-Commander's Annual Review/Approval		X	X		X	X		X	
27.3.10.3.	-Form 3 Review		X	X		X	X		X	
27.3.10.4.	-1118 Posting		X	X	X	X			X	
27.3.10.5.	-Employee Knowledge of Hazard		X	X	X	X			X	
27.3.10.6.	-Briefed Annually AFOSH/ESOHC		X	X		X	X		X	
27.3.11.	Job Safety Analysis & Training									
27.3.11.1.	-Number and Location of Hazards		X	X		X			X	
27.3.11.2.	-All Hazards Identified		X	X		X			X	
27.3.12.	Process Safety Management									
27.3.12.1.	-Annual Review/Audit		X	X		X	X		X	
27.3.13.	Safety Councils & Meetings									
27.3.13.1.	-Administrative		X	X		X	X		X	
27.3.14.	Contract Safety									
27.3.14.1.	-Attend all Pre-Con/Acceptance		X	X		X	X		X	
27.3.14.2.	-AF Form 9 / Purchase Request		X	X		X	X		X	
27.3.15.	Risk Management									
27.3.15.1.	-On duty initiatives		X	X		X	X		X	
27.3.15.2.	-Off duty initiatives		X	X		X	X		X	
27.3.15.3.	-RM Training		X	X		X	X		X	
27.3.15.4.	-High Risk Activities		X	X		X	X		X	
27.3.16.	AFOSH Variance									
27.3.16.1.	-Status/currency of all variance		X	X		X	X		X	
27.3.17.	OSHA Coordination									
27.3.17.1.	-Reception Plan		X	X		X				
27.3.17.2.	-Reporting		X	X						
27.4.	Environmental Protocols									
27.4.1.	External Environmental Management System Audit									
27.4.1.1.	-Environmental Mgt System		X	X		X	X		X	
27.4.1.2.	--Policy		X	X		X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.4.1.3.	--Aspects		X	X		X	X		X	
27.4.1.4.	--Legal Requirements		X	X		X	X		X	
27.4.1.5.	--Objectives and Targets		X	X		X	X		X	
27.4.1.6.	--Roles, Resources, and Responsibilities		X	X		X	X		X	
27.4.1.7.	--Training		X	X		X	X		X	
27.4.1.8.	--Communication		X	X		X	X		X	
27.4.1.9.	--Documentation and Document Control		X	X		X	X		X	
27.4.1.10.	--Operational Controls		X	X		X	X		X	
27.4.1.11.	--Emergency Response		X	X		X	X		X	
27.4.1.12.	--Monitoring and Measuring		X	X		X	X		X	
27.4.1.13.	--Evaluation of Compliance		X	X		X	X		X	
27.4.1.14.	--Nonconformity Corrective and Preventative Actions		X	X		X	X		X	
27.4.1.15.	--Records and Control of Records		X	X		X	X		X	
27.4.1.16.	--Internal Audit		X	X		X	X		X	
27.4.1.17.	--Management Review		X	X		X	X		X	
27.4.2.	External Compliance Assessment									
27.4.2.1.	Environmental Compliance		X	X		X	X		X	
27.4.3.	-Air									
27.4.3.1.	--Permits (Title V, Synthetic Minor, True Minor, Permit by Rule, State operating, Construction)		X	X		X	X		X	
27.4.3.2.	--Ozone Depleting Substances, Sampling/Monitoring		X	X		X	X		X	
27.4.3.3.	--Air Emission Inventories		X	X		X	X		X	
27.4.3.4.	--Air NESHAP compliance		X	X		X	X		X	
27.4.3.5.	--Air Conformity Planning Requirements		X	X		X	X		X	
27.4.3.6.	--Air New Source Performance Standards		X	X		X	X		X	
27.4.3.7.	--Air Prevention of Significant Deterioration Standards		X	X		X	X		X	
27.4.3.8.	--Mobile Sources		X	X		X	X		X	
27.4.3.9.	--Risk Management and Emergency Planning, General Planning		X	X		X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.4.3.10.	--Infrastructure/Utilities/Emissions Control		X	X		X	X		X	
27.4.3.11.	--Utilizing air emission credits		X	X		X	X		X	
27.4.3.12.	--Pre-construction air emissions review		X	X		X	X		X	
27.4.4.	-Hazardous Waste									
27.4.4.1.	--Permits (Treatment, Storage, Disposal Facility)		X	X		X	X		X	
27.4.4.2.	--Large or Small Quantity Generator (Centralized Container Storage, 90-day storage, Initial Accumulation Point)		X	X		X	X		X	
27.4.4.3.	--Universal Waste Management/Collection		X	X		X	X		X	
27.4.4.4.	--Sampling/Monitoring for Hazardous Waste Determinations		X	X		X	X		X	
27.4.4.5.	--Review of HW Contingency Plans, HW Management Plans, HW Manifests/Land Disposal Treatment records, HW Training records		X	X		X	X		X	
27.4.4.6.	--Permits (Treatment, Storage, Disposal Facility)		X	X		X	X		X	
27.4.5.	-Water Quality									
27.4.5.1.	--Permits		X	X		X	X		X	
27.4.5.2.	--Sampling/Monitoring		X	X		X	X		X	
27.4.5.3.	--Infrastructure		X	X		X	X		X	
27.4.5.4.	--Treatment		X	X		X	X		X	
27.4.5.5.	-Storm water									
27.4.5.5.1.	--Permits, Sampling/Monitoring, Plans, Infrastructure/Treatment		X	X		X	X		X	
27.4.5.5.2.	--Storm water Pollution Prevention Plans		X	X		X	X		X	
27.4.5.5.3.	--Storm water reuse		X	X		X	X		X	
27.4.5.6.	-Wastewater									
27.4.5.6.1.	--Permits, Sampling/Monitoring, Plans, Infrastructure/Treatment, Inflow/Infiltration		X	X		X	X		X	
27.4.5.6.2.	--Discharge Monitoring Reports		X	X		X	X		X	
27.4.5.6.3.	--Cross-connections/Illicit Discharges		X	X		X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.4.5.6.4.	--Oil/Water Separators		X	X		X	X		X	
27.4.5.6.5.	--Watershed & Wetlands management		X	X		X	X		X	
27.4.5.6.6.	--Bio-solids & Industrial Sludge disposal		X	X		X	X		X	
27.4.5.6.7.	--Wastewater reuse		X	X		X	X		X	
27.4.5.6.8.	--Land application of reclaimed water and Bio-solids		X	X		X	X		X	
27.4.5.6.9.	--Spill Plans		X	X		X	X		X	
27.4.5.6.10.	--Subsurface disposal		X	X		X	X		X	
27.4.6.	-Toxic Substances									
27.4.6.1.	--Asbestos, Lead-based Paint, PCBs		X	X		X	X		X	
27.4.6.2.	--Asbestos and Lead-based Paint plans/inventories		X	X		X	X		X	
27.4.6.3.	--Waste Disposal –PCB, Asbestos, Lead-based Paint		X	X		X	X		X	
27.4.6.4.	--Asbestos/Lead Paint Abatement operations from Construction/ Renovation Demolition		X	X		X	X		X	
27.4.6.5.	--Sampling, Analysis, Monitoring		X	X		X	X		X	
27.4.7.	-Storage Tanks									
27.4.7.1.	--Aboveground, Underground, Plans, Infrastructure		X	X		X	X		X	
27.4.7.2.	--Facility Response Plans		X	X		X	X		X	
27.4.7.3.	--Secondary Containment		X	X		X	X		X	
27.4.7.4.	--Leak Detection Equipment/Procedures		X	X		X	X		X	
27.4.8.	-Petroleum, Oil, and Lubricants									
27.4.8.1.	--Operations, Infrastructure, Plan, Used Oil		X	X		X	X		X	
27.4.8.2.	--Spill Prevention & Response Plan		X	X		X	X		X	
27.5.	Environmental Pollution Prevention									
27.5.1.	-Solid Waste									
27.5.1.1.	--Landfills/Subtitle D permits		X	X		X	X		X	
27.5.1.2.	--Recycling, Diversion		X	X		X	X		X	
27.5.1.3.	--Waste Operations (Sanitary Waste, Construction and Demolition, and Medical Waste)		X	X		X	X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.5.2.	-Hazardous Materials Management Process									
27.5.2.1.	--Authorizations & Tracking in EESOH-MIS		X	X		X	X		X	
27.5.2.2.	--Environmental Reporting: Toxic Release Inventory/Other Tier 1/2 EPCRA Reporting		X	X		X	X		X	
27.5.2.3.	--MSDS Documentation/HAZCOM		X	X		X	X		X	
27.5.2.4.	--Material Substitution		X	X		X	X		X	
27.5.3.	-Green Procurement Program									
27.5.3.1.	--Plans		X	X		X	X		X	
27.5.3.2.	--Procurement/Acquisition Contracts		X	X		X	X		X	
27.5.3.3.	--Roles & Responsibilities		X	X		X	X		X	
27.6.	Environmental Conservation									
27.6.1.	-Natural Resources									
27.6.1.1.	--Plans—Integrated Natural Resources Mgmt Plan (INRMP)		X	X		X	X		X	
27.6.1.2.	--Land Mgmt (incl. Forestry)		X	X		X	X		X	
27.6.1.3.	--National Environmental Policy Act (NEPA), Environmental Impact Analysis Process (EIAP)		X	X		X	X		X	
27.6.1.4.	--Water/Wetland Resources		X	X		X	X		X	
27.6.1.5.	--Wildlife Resource Mgmt		X	X		X	X		X	
27.6.2.	-Cultural Resources									
27.6.2.1.	--Plans—Integrated Cultural Resources Mgmt Plan (ICRMP)		X	X		X	X		X	
27.6.2.2.	--Historical Structures/Resources		X	X		X	X		X	
27.6.2.3.	--Native American Cultural Sites/Resources		X	X		X	X		X	
27.6.2.4.	--Archeological Resources/Sites		X	X		X	X		X	
27.6.3.	-Pesticides									
27.6.3.1.	--Pesticide Storage		X	X		X	X		X	
27.6.3.2.	--Pesticides Application—Equipment, Procedures		X	X		X	X		X	
27.6.3.3.	--Pesticide Application Certification		X	X		X	X		X	
27.6.4.	-Environmental Restoration									

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.6.4.1.	--Cleanup sites—Tracking/Reporting		X	X		X	X		X	
27.6.4.2.	--Partnering/Partnership Agreements		X	X		X	X		X	
27.6.4.3.	--Contracts—Performance Based Contracting		X	X		X	X		X	
27.6.4.4.	--Long-Term Monitoring/Long-Term Operations		X	X		X	X		X	
27.6.4.5.	--Military Munitions Response Program (on Closed/Transferred Ranges)		X	X		X	X		X	
27.6.4.6.	--Federal Facility Agreements		X	X		X	X		X	
27.6.4.7.	--Performance/Cleanup Goals (DoD/AF Goals)		X	X		X	X		X	
27.7.	Occupational Health Protocols									
27.7.1.	Occupational Health Program Management									
27.7.1.1.	-General Chemical Hazards		X		X			X		
27.8.	OSHA Expanded Standard Chemicals									
27.8.1.	-HAZCOM Program		X			X			X	X
27.8.2.	-HAZCOM for Laboratories		X		X			X		
27.8.3.	-Radiofrequency Radiation		X		X			X		
27.8.4.	-Respiratory Protection Program		X			X			X	X
27.8.5.	-Hearing Conservation Program		X		X			X		
27.8.6.	-Lasers		X		X			X		
27.8.7.	-Thermal Stress Program		X		X			X		
27.8.8.	-Engineering Controls		X			X		X		
27.8.9.	-Potable Water Sources/Systems		X			X			X	X
27.8.10.	-Ionizing Radiation		X			X			X	X
27.9.	Shop-Level Occupational Health Program									
27.9.1.	-General Chemical Hazards		X		X			X		
27.9.2.	-Workplace Specific Chemical Hazards		X			X			X	X
27.9.3.	-OSHA Expanded Standard Chemicals		X			X			X	X
27.9.4.	-HAZCOM Program		X			X			X	X
27.9.5.	-HAZCOM for Laboratories		X		X			X		
27.9.6.	-Electro-Magnetic Frequency Radiation (EMF)		X		X			X		

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
27.9.7.	-Respiratory Protection Program		X			X			X	X
27.9.8.	-Hearing Conservation Program		X		X			X		
27.9.9	-Lasers		X		X			X		
27.9.10.	-Thermal Stress Program		X		X			X		
27.9.11.	-Engineering Controls		X			X			X	X
27.9.12.	-Potable Water Sources/Systems		X			X			X	X
27.9.13.	-Ionizing Radiation		X			X			X	X
28.	SAF/IG (Inspector General)									
28.1.	Commander's Inspection Program (CCIP) (USAFE only)									
28.1.1.	-CCIP Director/Guidance		X	X		X	X		X	X
28.1.2.	-Management Internal Control Toolset (MICT)		X	X		X	X		X	X
28.1.3.	-Commanders Inspection Management Board		X	X		X	X		X	X
28.1.4.	-Exercise Evaluation Team		X	X		X	X		X	X
28.1.5.	-Self Assessment Program		X	X		X	X		X	X
28.1.6.	-CCIP Reporting Procedures		X	X		X	X		X	X
28.2.	Complaints Resolution (AFI 90-301)									
28.2.1.	-Installation/Wing IG Responsibilities		X			X	X		X	X
28.2.2.	-Installation IG Organization		X			X	X		X	X
28.2.3.	-Assigning Additional Duties to IGs		X			X	X		X	X
28.2.4.	-Commander Support of the IG System		X			X	X		X	X
28.2.5.	-IG Training Requirements		X			X	X		X	X
28.2.6.	-Educating Air Force Personnel on the IG System		X			X	X		X	X
28.2.7.	-Managing IG Complaints		X		X	X	X		X	X
28.2.8.	-Managing Fraud, Waste, and Abuse (FWA) and Gross Mismanagement Complaints		X		X	X	X		X	X
28.2.9.	-Managing Defense Hotline Complaints		X		X	X	X		X	X
28.2.10.	-Managing IG Records Maintenance and Release		X		X	X	X		X	X
28.3.	Wounded, Ill & Injured (WII)									
28.3.1.	-See Attachment 8		X			X			X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
28.4.	AFOSI Unit Operations									
28.4.1.	-OSI-specific programs		X		X	X	X		X	X
29.	SAF/LL (Legislative Liaison)									
	-None									
30.	SAF/MR (Manpower and Reserve Affairs)									
	-None									
31.	SAF/PA (Public Affairs)									
31.1.	Management & Communication Planning									
31.1.1.	-Communication programs and plans that serve the installation, including host units, tenant units, local retirees and families and enhance the unit's mission		X	X	X				X	
31.2.	Security & Policy Review									
31.2.1.	-Information released to the public is consistent with established DOD and Air Force policies		X	X		X			X	
31.3.	Public Affairs Travel									
31.3.1.	-PA travel processes/program--ability to enhance public understanding of Department of Defense activities		X			X			X	
31.4.	News Media Operations									
31.4.1.	-Media operations program—achieving specified effects through the deployment of time-sensitive information		X	X	X				X	
31.5.	Civic Engagement									
31.5.1.	-Civic Engagement relations programs—foster two-way communication between Airmen and local communities, promote coordination, cooperation, and mutual understanding among DOD components; other federal, state, and local agencies; and the civilian community		X			X			X	
31.6.	Public Web Communications									
31.6.1.	-Integration of the Internet, Web, and related information technologies into Air Force public and internal communication		X	X	X		X		X	

Air Force Inspection Requirements		MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods					
					P	A	V	T	I	S
31.7.	Environmental Public Affairs									
31.7.1.	-Effective and legally sufficient Environmental Public Affairs program		X			X			X	
31.8.	Visual Information									
31.8.1.	-Visual Information processes and programs. Internal and external, operational/support with visual products. Collection/accession of visual products through Air Force and DOD channels.		X	X	X	X	X		X	
31.9.	Contingency Operations & Wartime Readiness									
31.9.1.	-Management of public affairs assets and readiness for deployment—direction of communication capabilities in a deployed environment		X	X	X	X			X	
31.9.2.	-Evaluate effectiveness of support to commander			X						
31.9.3.	-Evaluate effectiveness of all aspects of the PA program in directly helping to achieve organizational mission objectives			X						
31.9.4.	-Evaluate readiness to support deployed PA taskings			X						
31.9.5.	-Evaluate integration of research, planning, execution and assessment model into communication activities			X						
31.9.6.	-Evaluate readiness to performance effectiveness of deployed multimedia operations			X						
31.9.7.	-Evaluate Public Affairs activities conducted in coordination with Information Operations objectives			X						
31.10.	Command Information									
31.10.1.	-Organization programs/processes to enhance commander communication objectives and ensure free flow of information to Airmen and their families		X	X	X	X			X	
31.11.	Trademark & Licensing									
31.11.1.	-Enforcement and regulation of the Air Force Trademark and Licensing Program		X			X			X	

	Air Force Inspection Requirements	MANDATORY	CUI Ph 0	CUI Ph 1/2	Suggested Inspection Methods P=Performance A=Audit V=Virtual T=Testing I=Interview S=Survey					
					P	A	V	T	I	S
32.	SAF/US(M) (Director, Business Transformation & Deputy Chief Management Office)									
	-None									

Attachment 4

NUCLEAR INSPECTION MESSAGES, GUIDES, AND REPORT RECIPIENTS

A4.1. INSPECTION Messages and summaries.

A4.1.1. Send commencement and executive summary messages via email. Consider message classification, NIPRNET vs. SIPRNET, digital signature, and digital encryption protection.

A4.1.2. MAJCOMs may supplement information contained in these messages.

A4.1.3. These messages are not a substitute for a final inspection report.

A4.1.4. MAJCOM/IGs or Team Chiefs will update the Inspection Schedule & Results Template found on the Inspector General Scheduling Report System access-controlled website NLT 5 work days following unit outbrief. Contact AFIA Gatekeeper afia.gatekeeper@kirtland.af.mil for access and any other additional information.

A4.2. Inspection Commencement Message. (Mandatory for all inspection types, sent NLT 24-hours following unit in-brief).

Figure A4.1. Inspection Commencement Message.

FROM: MAJCOM/IG or Team Chief

TO: MAJCOM/CC/CV (or appropriate staff)

Numbered Air Force/CC, if applicable (or appropriate staff)

SAF/IGI (safigi.workflow@pentagon.af.mil)

All recipients in Figure A4.4, Group 1 (Nuclear Inspections only)

CC: [MAJCOM option]

SUBJECT: (U) Inspection Commencement Message for [unit], [inclusive dates]

1. (U) INSPECTION AUTHORITY: The [MAJCOM] IG Team is conducting an inspection of the [unit and base] on [inclusive dates] in accordance with AFI 90-201. The inspection Team Chief is [grade and name].

2. (U) INSPECTION TYPE (choose at least one): [CUI, HSI, INSI, NSI, NORI, NWRM, RI, CI, or any Limited version thereof].

3. (U) NOTIFICATION TYPE (choose one): [Scheduled, Minimal-notice, No-notice]

4. (U) OVERVIEW: Provide a brief summary of the areas or list of MGAs to be inspected.

5. (U) OVERSIGHT: List oversight agencies (if any).

6. (U) An executive summary of the overall inspection results will be released NLT 5 work days after the unit out-brief, currently scheduled for DD-Mmm-YY.

A4.3. INSPECTION EXECUTIVE SUMMARY MESSAGE. (Mandatory for all inspection types, sent NLT 5 business days following unit out-brief; unless final report is published within these 5 days).

Figure A4.2. Inspection Executive Summary Message.

FROM: MAJCOM/IG or Team Chief

TO: MAJCOM/CC/CV (or appropriate staff)

Numbered Air Force/CC, if applicable (or appropriate staff)

SAF/IGI (safigi.workflow@pentagon.af.mil)

All recipients in Figure A4.4, Group 1 (Nuclear Inspections only)

CC: [MAJCOM option]

SUBJECT: (U) Executive Summary Message for [unit], [inclusive dates]

1. (U) INSPECTION AUTHORITY: The [MAJCOM] IG Team has completed an inspection of the [unit and base] on [inclusive dates] according to AFI 90-201. The inspection Team Chief was [grade and name].
2. (U) INSPECTION TYPE (choose at least one): [CUI, HSI, INSI, NSI, NORI, NWRM, RI, CI, or any Limited version thereof].
3. (U) NOTIFICATION TYPE (choose one): [Scheduled, Minimal-notice, No-notice]
4. (U) OVERSIGHT: List oversight agencies (if any).
5. (FOUO) UNIT OVERALL INSPECTION RATING: [overall rating].
6. (FOUO) MAJOR GRADED AREA(S): List along with associated rating.
7. (U) A formal report will be available within 30 days describing the details of this inspection.

NOTE: This summary may contain information not appropriate for public release. This message will not be used as a substitute for HHQ Public Affairs or MAJCOM/PA guidance.

A4.4. AF NUCLEAR WEAPON SECURITY INSPECTION GUIDE

A4.4.1. Utilization. The inspection areas and items in this guide identify minimum-security standards and capabilities outlined in DOD S-5210.41-M_AFMAN 31-108. When assessing whether a unit complies with applicable technical criteria, inspectors use this guide to identify areas/items to conduct performance test(s), compliance validation, or security exercises. Inspectors also use this guide during security exercises to assess how applicable areas/items contribute to a unit's ability to meet the NWSS and provide effective response to emergencies. Inspectors will use the published Integrated Base Defense Security System

(IBDSS) Capability Development Document (CDD) to inspect applicable technology listed in this guide.

Table A4.1. AF Nuclear Weapons Security Inspection Guide.

Inspection Subareas & Items	<u>Inspection Methodology</u> P=Performance Testing C=Compliance Validation E=Security Exercises		
1. Detection and Delay			
1.1. Detection Capability/Electronic Security System (ESS)			
- ESS Program Management	P	C	E
- ESS Configuration & Integration	P	C	
- ESS Maintenance	P	C	
- System Performance Criteria (see IBDSS CDD)	P	C	E
- Approach, Perimeter & Interior Detection	P	C	E
- Video Motion/Object Detection	P		E
- Remote Visual Assessment	P		E
- Duress Alarm	P		E
- Long Range Assessment	P		E
- Annunciator & Display Equipment	P	C	E
- Remote Annunciator & Redundant Display	P		E
- Transmission Line Security	P	C	
- Periodic System Testing & Records	P	C	
- System Validation &/or Revalidation (as applicable)	P	C	
1.2. Active & Passive Delay (Area/Facility/Personnel/Vehicle)			
- Physical Barriers	P	C	
- Blast Doors, Access Hatches & Vaults	P	C	
- Control of Avenues of Approach & Key Terrain		C	E
- Key & Lock Control		C	
1.3. Boundary Barrier Subsystem			
- Perimeter Boundary Fencing		C	
- Clear Zone Management		C	
- Vegetation Control		C	
- Final Denial & Perimeter Defensive Positions	P	C	E
- Area Warning Signs		C	
- Area Vehicle Barriers	P	C	E

Inspection Subareas & Items	<u>Inspection Methodology</u> P=Performance Testing C=Compliance Validation E=Security Exercises		
- Area Openings, Grills & Grates		C	E
- Secondary Locks & Seals		C	
- Area Public Address System	P	C	E
- Area Airborne Assault Defenses		C	E
- Area Lighting Subsystem	P	C	
1.4. Entry/Exit Control & Circulation			
- Site/Installation Entry/Exit Control	P	C	E
- Restricted Area Entry/Exit Control	P	C	E
- Limited Area Circulation Control	P	C	
- Exclusion Area Entry, Circulation & Exit Control	P	C	
- Badge Issue & Control Program	P	C	
- Automated Entry Control System (AECS) & Procedures	P	C	E
- Key & Code Control Center	P	C	
- Personnel, Vehicle, Package & Material Inspection/Searches	P	C	
- Entry Control Roster	P	C	
- Two-Person Rule Application	P	C	
- Escort Procedures	P	C	
1.5. Emergency Response Exercises			
- Restricted Area Entry/Exit Control	P	C	E
- Personnel/Vehicle Accountability in Security Areas	P	C	E
- Host Nation Support (as applicable)	P		E
2. Assessment Capabilities			
- Closed Circuit Television (CCTV) Assessment	P	C	E
- Night Vision Assessment	P	C	E
- Infrared Devices	P		E
- Thermal Imagery Assessment	P		E
- Low Light Assessment	P		E
- Ground-Based Radar Assessment	P		E
- Adversarial Tracking	P		E
3. Security Facilities Requirements			
- Site Security Control Center		C	E
- Alarm Monitor Station		C	E

Inspection Subareas & Items	Inspection Methodology		
	P=Performance Testing	C=Compliance Validation	E=Security Exercises
- Response Force & Security Force Facilities		C	
- Power Sources (Primary, Standby & Battery)	P	C	
- Use of Hardened Fighting Position (where applicable)	P		E
- Guard Towers & Post Shelters (where applicable)		C	E
- Entry Control Facility (ECF)		C	E
- Security Gatehouse		C	E
- SF Armory (Primary & Alternate Locations)		C	E
4. Communications			
- Security Reporting & Alerting System	P	C	E
- Command, Control & Communications (C3)	P	C	E
- Secure Radio Infrastructure	P	C	E
- Static Post Telephone Network	P	C	E
- OPSEC & INFOSEC (Critical Information)	P	C	
5. Response and Denial Capabilities			
5.1. Denial Capability (Site/Area/Facility)			
- Lethal & Non-Lethal Denial Capabilities	P	C	
- Denial System Configuration & Integration (see IBDSS CDD)	P	C	
- Man-in-the-Loop Concept (applies to lethal systems only)	P	C	
5.2. Response Force (RF)			
- Armament & Ammunition		C	E
- Individual & Tactical Equipment	P	C	E
- RF Vehicles	P	C	E
- RF Performance (Security Exercises)	P		E
- RF Tactics, Techniques & Procedures (TTPs)	P		E
- RF Scheme of Maneuver (Team & Individual)	P		E
- RF Tactical Leadership & Supervision	P		E
- RF Job Knowledge	P	C	
5.3 Protection Against Standoff Attack	P	C	E
5.4. Performance & Integration of Support Forces	P	C	E
6. Plans, Instructions and Procedures			
6.1. Anticipate and Mitigate Functions	P		E

Inspection Subareas & Items	<u>Inspection Methodology</u>		
	P=Performance Testing	C=Compliance Validation	E=Security Exercises
- Local Threat Analysis & Site Vulnerability Assessments		C	
- Counterintelligence	P	C	
- Counter-Surveillance	P	C	
- Military Deception	P	C	
- Liaison with Local Civil Authorities	P	C	
- Host Nation Intelligence, Integration, and Support	P		
7. Security Support			
- Site Plans, Programs & CONOPs		C	E
- Security Deviation Programs		C	
- Unit Training Program	P	C	
- Unit Standardization-Evaluation Program	P	C	
- Armory Operations (Primary/Alternate)	P	C	E
- Combat Arms, Training & Maintenance	P	C	
- Military Working Dog (MWD)	P	C	E
- Host Nation Support and Integration			E
8. Convoy and Prime Nuclear Airlift Force Security			
8.1. Motor Vehicle Convoy Operations			
- Convoy Briefing	P	C	
- OPSEC & Critical Information Management		C	
- On-Base Movements	P	C	E
- Off-Base Movements	P	C	E
- Limited Area Movement (as applicable)	P	C	E
- Posting, Leadership & Supervision	P	C	E
- Weapons & Equipment	P	C	
- Convoy Vehicles	P	C	
- Convoy Communications	P	C	E
- Convoy Configuration		C	
- Deployment & TTPs	P		E
- Host Nation Support (as applicable)	P		E
8.2. Prime Nuclear Airlift Force (PNAF) Operations			
- PNAF Area Establishment	P	C	
- Aircraft Arrival/Departure Security Procedures	P	C	E

Inspection Subareas & Items	<u>Inspection Methodology</u> P=Performance Testing C=Compliance Validation E=Security Exercises		
	- Entry/Exit Control	P	C
- Entry Authorization List		C	
- Physical Security		C	
- PNAF Security Posting		C	E
- Back-Up Force(s)	P	C	E
- RF Armament & Equipment		C	E
- Tactical Supervision & Leadership	P	C	E
- Security Vehicles		C	
- Site Plan Execution, TTPs & Technology Application	P	C	E
- On/Off Load Security Procedures	P	C	E
- Final Denial Capability	P	C	E
9. Recapture/Recovery Operations			
- Site Plan Execution, TTPs & Technology Application	P		E
- Response Time	P	C	E
- Facility Breaching Equipment	P		E
- Back-Up Force(s)	P	C	E
- Follow-On Back Force(s)	P	C	E
- Host Nation Integration (as applicable)	P		E
- Post-Recapture/Recovery Operations	P	C	E

A4.5. Nuclear Inspection Report Recipients.

Table A4.2. Nuclear Inspection Report Recipients.

GROUP 1	
SAF/US 1670 Air Force Pentagon Washington, DC 20330-1670 safus.tm@af.pentagon.smil.mil	SAF/IGI 112 Luke Ave SW, Bldg 5683, Ste 350 Joint Base Anacostia-Bolling, DC 20032 Safigi.workflow@af.pentagon.smil.mil
AFIA/CC 9700 Ave G SE, Suite 340 Kirtland AFB, NM 87117-5670 AFIA.workflow@afmc.af.smil.mil	AFIA/OV 9700 Ave G SE, Suite 340 Kirtland AFB, NM 87117-5670 afia.ov@afmc.af.smil.mil

<p>AF/SE 1400 Air Force Pentagon Washington, DC 20330-1400 Afse.workflow@af.pentagon.smil.mil</p>	<p>AFIA/PI 9700 Ave G SE, Suite 340 Kirtland AFB, NM 87117-5670 AFIA.PI@afmc.af.smil.mil</p>
<p>AF/A7S 1030 Air Force Pentagon, Room 4A1076 Washington, DC 20330-1030 Afxosfp.workflow@af.pentagon.smil.mil</p>	<p>AFIA/TIN 9700 Ave G SE, Suite 340 Kirtland AFB, NM 87117-5670 afia.tin@afmc.af.smil.mil</p>
<p>AF/A10 1488 Air Force Pentagon, Room 4E240 Washington, DC 20330 Afa10.workflow@af.pentagon.smil.mil</p>	<p>AFSC/SEW 9700 Ave G SE Kirtland AFB, NM 87117-5670 afsc.sew@afmc.af.smil.mil</p>
<p>AF/A10-O 1307 Brookley Ave, Suite 201 Joint Base Anacostia-Bolling, DC 20032 AF.A10O@af.pentagon.smil.mil</p>	<p>US NCCS 5201 Leesburg Pike, Skyline 3, Ste 500 Falls Church, VA 22041-3202</p>
<p>AFSFC/SFO 1517 Billy Mitchell Blvd Lackland AFB, TX 78236-0119 Afsfc.workflow@afsc.lackland.sf.smil.mil</p>	<p>DTRA/ONI 1680 Texas St SE Kirtland AFB, NM 87117-5669 CARS@dtra.smil.mil</p>
<p>AF/A4L 1030 Air Force Pentagon, Room 4C1065 Washington, DC 20330-1030 AF.A4Lworkflow@af.pentagon.smil.mil</p>	<p>Deputy Director for Global Ops (JS/J36) Attn: J-36/STOD, Rm MA872 3000 Joint Staff Pentagon Washington, DC 20318-3000 j-36.ea@js.smil.mil</p>
<p>AF/A4LW 1030 Air Force Pentagon, Room 4A1062B Washington, DC 20330-1030 AF.A4LWworkflow@af.pentagon.smil.mil</p>	<p>AFNWC 1551 Wyoming Blvd SE Kirtland AFB, NM, 87117-5617 afnwc.ccx@afmc.af.smil.mil</p>
<p>USSTRATCOM/J005 Office of the Inspector General 901 SAC Blvd Suite 1H9 Offutt AFB, NE 68113-6005 J005@stratcom.smil.mil</p>	<p>AFGSC/IG 245 Davis Ave, Bldg T7216 Barksdale AFB, LA 71110 Afgsc.igworkflow@barksdale.af.smil.mil</p>

<p>AMC/IG 510 POW-MIA Drive, Suite 105 Scott AFB, IL 62225-5020 amc.igpo@amc.af.smil.mil</p>	<p>AFMC/IG 4375 Chidlaw Road Wright Patterson AFB, OH 45433-5006 afmc.ig@afmc.af.smil.mil</p>
<p>USAFE/IG Unit 3050, Box 60 APO AE 09094-5060 usafe.ig@ramstein.smil.mil</p>	<p>ACC/IG 205 Thornell Ave, Bldg 621 Joint Base Langley-Eustis VA 23665 accig@langley.af.smil.mil</p>
<p>NGB-IGD 111 South George Mason Drive Arlington, VA 22204</p>	<p>AFSPC/IG 250 S. Peterson Blvd Ste 116, Peterson AFB CO 80914-3090 afspc.ig@afspc.af.smil.mil</p>
NSI Report Recipients, GROUP 2	
<p>2 BW/CC 109 Barksdale Blvd West, Suite 100 Barksdale AFB, LA 71110-2164 2bw.cc@barksdale.af.smil.mil</p>	<p>5 BW/CC 201 Summit Dr Suite 1 Minot AFB, ND 58705-5037 5bw.ccv3@minot.af.smil.mil</p>
<p>62 AW/CC 100 Col Joe Jackson Blvd, Suite 3100 McChord Field Joint Base Lewis-McChord, WA 98438-5000 62aw@amc.af.smil.mil</p>	<p>341 MW/CC 21 77th St North Room 144 Malmstrom AFB, MT 59402-7538 341swcc@afspc.af.smil.mil</p>
<p>90 MW/CC 5305 Randall Ave Suite 100 F.E. Warren AFB, WY 82005-2266 90MW.CCE@warren.af.smil.mil</p>	<p>91 MW/CC 300 Minuteman Dr, Suite 101 Minot AFB, ND 58705-5016 91sw.xp@minot.af.sml.mil</p>
<p>377 ABW/CC 2000 Wyoming Blvd SE Kirtland AFB, NM 87117-5606 377abw.cp@afmc.af.smil.mil</p>	<p>509 BW/CC 509 Spirit Blvd Suite 509 Whiteman AFB, MO 65305-5055 bwxp@whiteman.af.smil.mil</p>

<p>498 NSW/CC 8601 Frost Ave SE Bldg 20203 Kirtland AFB, NM 87117 498nsw@afmc.af.smil.mil</p>	<p>498 NSG/CC 1551 Wyoming Blvd SE Kirtland AFB, NM 87117-5617 498nsgworkflow@afmc.af.smil.mil</p>
<p>498 MUMG/CC 3550 Aberdine SE Kirtland AFB, NM 87117-5606 498mumg.cc@kirtland.af.smil.mil</p>	<p>708 NSS/CD 1551 Wyoming Blvd SE Kirtland AFB, NM 87117-5617 708nss.css@afmc.af.smil.mil</p>
<p>898 MUNS/CC 7500 Prairie Rd Bldg 27494 Kirtland AFB, NM 87117-6520 898muns@afmc.af.smil.mil</p>	<p>798 MUMG 767 Summit Dr Minot AFB ND 58705 798MUMGworkflow@minot.af.smil.mil</p>
<p>39 ABW/CC Unit 7090 Box 110 APO AE 09824-0110 39abw.xp@incirlik.af.smil.mil</p>	<p>31 FW/CC Unit 6140 Box 100 APO AE 09604-0100 31fw.commandsection@aviano.af.smil.mil</p>
<p>52 FW/CC Unit 3680 Box 190 APO AE 09126 52fw.xp@spangdahlem.af.smil.mil</p>	<p>702 MUNSS/CC Unit 4565 APO AE 09214-4565 702munss.cc@usafe.af.smil.mil</p>
<p>701 MUNSS/CC Unit 21903 APO AE 09713-6705 701munss.cc@spangdahlem.af.smil.mil</p>	<p>704 MUNSS/CC Unit 6345 APO AE 09610 704munss.cc@aviano.af.smil.mil</p>
<p>703 MUNSS/CC Unit 6790 APO AE 09717-6790 703munss.cd@volkel.spangdahlem.af.smil.mil</p>	

Attachment 5**OATH FOR PERSONNEL ASSIGNED TO OR AUGMENTING THE IG AS
INSPECTORS OR INVESTIGATORS**

I, _____, having been assigned as an Inspector General, do solemnly swear (or affirm) that I accept the special obligations and responsibilities of the position freely, that I will uphold the standards for Inspectors General prescribed by Law and regulations and that I will discharge inspection (or investigation) duties without prejudice, bias or partiality on behalf of the commander. [So help me God.]

Attachment 6
MICT FORMAT

Table A6.1. Management Internal Control Toolset Template.

Item #	Not Used	Checklist Name Compliance Inspection Checklist As of Date POC: AF/AXXX, DSN (Div identifier with DSN)	Reference	Paragraph	Complies	Complies With Comments:	Does not Comply	Comments
1		Section Header						
1.1		Does the Installation Commander	AFI XXXX-XXXX	XX				
1.2		Has the XX Staff completed	AFI XXXX-XXXX	XX				
1.3								
1.4								
1.5								
1.6								
1.7								
2		Section Header						
2.1								
		NOTE FOR FORMAT: Reference and paragraph should always be separated, standard numbering should always be used, checklist should be submitted separately and not in TABs at the bottom of one excel spread sheet.						

MANDATORY: Contact AFIA/PI for the electronic template of the above MICT spreadsheet which has pull-down menus for ease of navigation. The standardized AFIA/PI template is required for successful entry into the MICT database.

Attachment 7

DEFICIENCY CAUSE CODES AND EXPLANATIONS

Table A7.1. Deficiency Cause Codes and Explanations.

Category	Deficiency Cause Code Sub-Categories
Equipment/ Tools	Adequacy of equipment/tools considered causal factor of deficiency.
	<p>Equipment/ Tools</p> <ul style="list-style-type: none"> -EQ1 Equipment reliability (e.g., inadequate equipment maintenance, equipment defect or design flaw) -EQ2 Inadequate/Unavailable equipment (not resource driven for which refer to Resource Shortfall) -EQ3 Equipment/Tool Accountability inadequate
Guidance	Guidance is considered a causal factor in the deficiency. If GD code is used, provide specific guidance cited and select GD4 or GD5 in addition to GD1, GD2 or GD3 as appropriate. Guidance includes all material that a unit is required to comply with.
	<p>Guidance</p> <ul style="list-style-type: none"> -GD1 Guidance used was inadequate or not available -GD2 Guidance used conflicted with other approved guidance -GD3 Guidance used was obsolete or not approved -GD4 Inspected unit guidance (Wing or Below) -GD5 Other than inspected unit guidance
Leadership/ Supervision	Leadership or supervision considered a causal factor in the deficiency.
	<p>Leadership/Supervision</p> <ul style="list-style-type: none"> -LS1 Supervisor/leadership involvement insufficient (Define levels; e.g., team/flight chief, Squadron (SQ), Group (GP), Wing (WG) or HHQ) -LS2 Ineffective communication -LS3 Decision making process ineffective (Risk Management)
	<p>Work Environment</p> <ul style="list-style-type: none"> -LS4 Workforce effectiveness limited by existing human relations climate -LS5 Physical working conditions not conducive to productivity -LS6 Ops Tempo/Workload

Category	Deficiency Cause Code Sub-Categories
	<p>Use of Resources</p> <ul style="list-style-type: none"> -LS7 Unit incorrectly prioritized available resources -LS8 Unit failed to adequately program resources
Resource Shortfall	Lack of resources considered causal factor of deficiency.
	<p>Funding Shortfall</p> <ul style="list-style-type: none"> -RS1 Program shortfall (Air Force level) -RS2 Program shortfall (MAJCOM level) -RS3 Program shortfall (wing/installation level) -RS4 Parent unit withheld funding (applies to any unit through which funds are allocated/distributed superior to the unit in question)
	<p>Personnel Shortfall</p> <ul style="list-style-type: none"> -RS5 Assigned personnel less than accepted CONUS/OCONUS manning averages -RS6 Insufficient personnel due to TDY/deployment -RS7 Insufficient personnel due to medical profile -RS8 Insufficient personnel due to validated installation augmentee requirements shortfall -RS9 Awaiting security clearance
Safety	Safety deviation considered causal factor of deficiency.
	<p>Flight Safety Program Management / Implementation</p> <ul style="list-style-type: none"> -SE1 Flight Safety Program management inadequate -SE2 Selected aspects of flight safety program not effectively implemented (describe) -SE3 Flight Safety Supervisory support inadequate
	Ground Safety Program Management / Implementation

Category	Deficiency Cause Code Sub-Categories
	<p>-SE4 Ground Safety Program management inadequate -SE5 Selected aspects of ground safety program not effectively implemented (describe) -SE6 Ground Safety Supervisory support inadequate</p> <p>Space Safety Program Management / Implementation</p> <p>-SE7 Space Safety Program management inadequate -SE8 Selected aspects of space safety program not effectively implemented (describe) -SE9 Space Safety Supervisory support inadequate</p> <p>Weapons Safety Program Management / Implementation</p> <p>-SE10 Weapons Safety Program management inadequate -SE11 Selected aspects of weapons safety program not effectively implemented (describe) -SE12 Weapons Safety Supervisory support inadequate</p>
Training	<p>Training considered a causal factor in the deficiency</p> <p>Training Program Management</p> <p>-TR1 Training Program management inadequate -TR2 Training guidance/policy/procedures inadequate -TR3 Training oversight inadequate -TR4 Training support inadequate -TR5 Controls/metrics of training process/progress inadequate</p> <p>Training Program Implementation</p> <p>-TR6 Initial qualification training inadequate -TR7 Hands-on training inadequate -TR8 Upgrade/certification training inadequate -TR9 Training Supervisory support inadequate -TR10 Training evaluation tools inadequate -TR11 Training documentation inadequate/missing</p>
Human Factors	<p>Human Factors are considered a causal factor in the deficiency</p> <p>Organizational Influences</p> <p>-HF1 Ops tempo/Workload</p>

Category	Deficiency Cause Code Sub-Categories
	<p>-HF2 Mission changes -HF3 Physical environment interfered with performance</p> <hr/> <p>Condition of Individual</p> <p>-HF4 Attention management (e.g., distraction/tunnel vision) -HF5 Emotional state interfered with performance -HF6 Inappropriate motivation (e.g., complacency, burn out, overconfidence) -HF7 Inappropriate substance use (e.g., drug, alcohol, self medicated) -HF8 Fatigue -HF9 Unreported medical condition</p> <hr/> <p>Acts</p> <p>-HF10 Skill-based errors—flawed execution of task/procedure which has been highly learned and requires little conscious thought to perform. Most commonly caused by lapses of attention/memory or the use of techniques which are usually unnoticed, but caused an unacceptable performance (e.g., inadvertent operation, procedural error, checklist error).</p> <p>-HF11 Judgment/Decision making errors—have the necessary skills, experience and training but make a cognitive error resulting from inappropriate planning or choice (e.g., ignored caution/warning, inappropriate decision-making during operations).</p> <p>-HF12 Intentional violations—willful non-compliance with the known rules or standards (e.g., common practice or "everyone does," lack of discipline).</p>
Other	<p>Other deviation considered causal factor of deficiency (used when no other Cause Code adequately describes the nature of the deficiency). Clear text will be used</p> <hr/> <p>-OT1 Explain fully in clear text</p>
<p>Note: Until IGEMS is updated with these revised codes, corrective action POCs should use previous "Other" codes and annotate the appropriate new code(s) in the narrative.</p>	

Attachment 8

WOUNDED, ILL, AND INJURED (WII) INSPECTION REQUIREMENTS

A8.1. Background. Congress, as part of the FY08 National Defense Authorization Act (NDAA), requires Inspectors General to inspect government-provided facilities that house patients on medical hold. Section 1662, *Access of Recovering Service Members to Adequate Outpatient Residential Facilities*, outlines the requirement for inspecting and reporting. In September 2007, DOD issued standards for inspection of facilities for outpatient service members. To ensure compliance with DOD standards, inspectors will use the checklist at the end of this Attachment when performing the WII inspection.

A8.2. Notification of Inspection Requirement: SAF/IGI will receive a monthly listing of recovering Air Force wounded warriors from AF/A1S; after informing TIG of current Air Force wounded warrior inspection requirements, SAF/IGI will forward the list to AFIA for formal inspection coordination. If an installation will be expecting a recovering wounded warrior to reside in government-owned housing (base housing, on-base dorms, billeting), the MAJCOM/IG will be personally notified by e-mail and/or phone by AFIA. The notification will include the wounded warrior's name, their Recovery Care Coordinator (RCC), the wounded warrior's prospective address (government-provided housing facility), and any other pertinent information deemed necessary to facilitate the inspection coordination process.

A8.3. Frequency. The inspection requirement is to perform an annual inspection on the government-owned housing facility for as long as the recovering Airman is in wounded warrior status. The initial inspection should be performed during the next scheduled inspection at that base where the recovering wounded warrior will reside (if that base is not due an inspection within a year, then the MAJCOM/IG will perform the inspection as soon as possible). Subsequent inspections will be accomplished annually thereafter, for as long as the recovering Airman remains in a wounded warrior status.

A8.4. Pre-Occupancy Inspection. In addition to the scheduled WII inspection, MAJCOM/IGs will instruct the wounded warrior's commander to perform a pre-occupancy inspection of the residence, to take place before the recovering wounded warrior takes occupancy (or as soon as possible if notification from A1 to SAF/IGI is not timely enough to allow an inspection before the wounded warrior physically moves into the government-owned housing). Additional personnel deemed necessary shall accompany the commander on the pre-occupancy inspection (the individual's commander, first sergeant, CE commander, housing/dorm manager, and local medical RCC). The goal is to ensure the individual's medical and housing needs are being met—if not, then the commander is responsible for ensuring appropriate steps are taken to meet them. Submit a copy of the completed checklist and all documentation addressing deficiencies to the IG Team Chief upon their arrival for the inspection.

A8.5. Contracted Housing Management. If housing is managed by contracted personnel, the MAJCOM/IG and the installation leadership will work with the contractor to ensure the inspection takes place in a timely manner.

A8.6. Personal Interview. As part of the formal WII inspection, the MAJCOM inspection Team Chief will interview the recovering Airman one-on-one to get a sense of their overall care; this should be documented in the report.

A8.7. Joint Base Housing Facility Inspections. It has been agreed that regardless which Service "owns/manages" the government-provided housing, Air Force inspectors will inspect housing occupied by Airmen; Army inspectors will inspect housing occupied by Soldiers; Navy inspectors will inspect housing occupied by Sailors; and Marine inspectors will inspect housing occupied by Marines. There is no requirement to inspect quarters already identified/certified as DOD compliant for recovering wounded warriors (e.g., Fisher House, Malone House); however, the IG Team Chief will interview the wounded warrior to ensure their needs are being met. Although most ADA compliant quarters meet DOD standards for the wounded warrior program, the IG Team Chief will interview the wounded warrior to ensure the quarters are sufficient and that their needs are being met. This interview need not be conducted in person.

A8.8. Final Report Disposition. In accordance with House Resolution 4986, Section 1662, the MAJCOM/IG will forward copies of the final report to the installation commander, the commander of the affiliated Medical Treatment Facility, AF/SG and SECAF. Additionally, a copy of the final report will be posted on the MAJCOM/IG public web site.

A8.8.1. AFIA/SG will build an annual consolidated AF report from all MAJCOM WII inspections. NLT 30 days prior to the OSD-established close-out date, AFIA will staff the AF WII Housing Facility Inspections report, congressional letters and ASD(HA) letter through SAF/IGI, SAF/FMBL, SAF/LL, AF/A4/7 and AF/SG to SAF/IG for signature.

A8.8.2. The MAJCOM/IG will also forward a copy of the report to AFIA to assimilate data for the annual report to Congress. At the end of the calendar year, AFIA will prepare letters to select members of Congress for TIG's signature. Letters to OSD, Senators and Congressmen indicate the Air Force's WII inspection requirements for the year and any deficiencies noted (TIG will send signed letters to the Chairman and Ranking Members of Senate/House Armed Services Committees). After TIG signs the letters, SAF/IGI will route them through DOD accordingly.

A8.9. Inspection Checklist: The inspection checklist ([Table A8.1](#)) incorporates requirements set forth by DOD and is designed for a combination of interview, physical inspection and documentation review. It should be executed at the location to be inspected with the patient, case manager, and base housing facility representative present. The primary point of contact for scheduling the inspection should be the case manager. When possible, the inspector should either review applicable documents prior to the inspection or request the housing facility representative to bring such documents with him/her to the inspection. Documentation may include (but is not limited to) Pre-Occupancy Inspection checklist with associated documents, pending work orders on the housing facility, work orders executed within the past six months, asbestos documentation, lead paint documentation, pest control documentation & procedures, and mold documentation. Inspected areas will be rated IN COMPLIANCE, NOT IN COMPLIANCE, or IN COMPLIANCE WITH COMMENTS.

Table A8.1. Air Force WII Residence Inspection Checklist.

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
1.	Facility Condition			

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
1.1.	Is the building envelope (i.e. roof, exterior walls, windows, etc) free of leaks?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.2.	Does the HVAC system maintain a constant temperature in the facility?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.3.	Is the electrical system in working order?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.4.	Has the electrical system been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
1.5.	Is the plumbing system in working order?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.6.	Has the plumbing system been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
1.7.	Does the facility have any open Life/Fire Safety issues?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.8.	Has the safety system been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
1.9.	Does the facility have mold?	OSD Guidance Ltr, Sec 7, para 1	SG/CE	
1.10.	Does the facility have asbestos?	OSD Guidance Ltr, Sec 7, para 1	SG/CE	
1.11.	Does the facility have lead-based paint?	OSD Guidance Ltr, Sec 7, para 1	SG/CE	
1.12.	Is the overall facility appropriate for the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
2.	Kitchens			
2.1.	Does the kitchen meet or exceed the standard for the type of accommodation provided?	OSD Guidance Ltr, Sec 7, para 2	SV	
2.2.	Has the kitchen been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient? <ul style="list-style-type: none"> • Are appliances within acceptable reach? • Are shelves/counters within acceptable reach? • Are the floors clear of obstructions? 	OSD Guidance Ltr, Sec 8, para 1-13	SG/SV	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
	<ul style="list-style-type: none"> Does area offer unimpeded mobility? 			
3.	Laundry Facilities			
3.1.	Does the facility have laundry facilities?	OSD Guidance Ltr, Sec 7, para 3	SV	
3.2.	Have government-owned washer/dryer been provided if the facility only has laundry hook-ups?	OSD Guidance Ltr, Sec 7, para 3	SV	
3.3.	<p>Has the laundry been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?</p> <ul style="list-style-type: none"> Are appliances within acceptable reach? Are shelves/counters within acceptable reach? Are the floors clear of obstructions? Does area offer unimpeded mobility? 	OSD Guidance Ltr, Sec 8, para 1-13	SG/SV	
4.	Furnishings			
4.1.	Have loaner furnishings been provided if required?	OSD Guidance Ltr, Sec 7, para 4	SV	
5.	Electronics			
5.1.	Does the facility have a television with cable/satellite service?	OSD Guidance Ltr, Sec 7, para 5	SV	
5.2.	Does the facility have a computer with an internet connection?	OSD Guidance Ltr, Sec 7, para 5	SV/CS	
5.3.	Does the facility have a telephone with at least a minimum local service?	OSD Guidance Ltr, Sec 7, para 5	SV/CS	
5.5.	<p>Have the electronic support systems been modified (or do they comply) to meet the special needs of the patient as determined by the case manager and patient?</p> <ol style="list-style-type: none"> Take into account length of rehabilitation period when viewing inclusion of additional electronic equipment (i.e. DVD, stereo, video game player, etc.) 	OSD Guidance Ltr, Sec 7, para 5	SG/SV/CS	
6.	Housekeeping/Pest Management			
6.1.	Does the facility have a regularly scheduled waste removal service?	OSD Guidance Ltr, Sec 7, para 6	SV/CE	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
6.2.	Does the facility have housekeeping services if required by patient?	OSD Guidance Ltr, Sec 8, para 8	SV	
6.3.	Has the facility been inspected/treated for pests?	OSD Guidance Ltr, Sec 7, para 6	CE	
6.4.	Does the facility have a bio-hazard waste removal service if required by patient?	OSD Guidance Ltr, Sec 8, para 8	CE/SV	
7.	Landscaping, Grounds Maintenance and Parking			
7.1.	Have provisions been made to maintain the facility grounds (i.e. in-house or by contract)?	OSD Guidance Ltr, Sec 7, para 7	CE/SV	
7.2.	Does the facility have adequate parking?	OSD Guidance Ltr, Sec 7, para 7	CE/SV	
7.3.	Does facility parking comply with the special needs of the patient as determined by the case manager and patient? <ul style="list-style-type: none"> • Are designated parking spots available for patient and care provider (if needed)? • Is parking within acceptable distance to facility? • Does area offer unimpeded mobility? 	OSD Guidance Ltr, Sec 8, para 12	CE/SV	
7.4.	Has the facility been added to the snow removal plan?	OSD Guidance Ltr, Sec 7, para 7	CE	
8.	Physical Security			
8.1.	Does the facility have adequate interior security (i.e. locks on doors, latches on windows, etc.)?	OSD Guidance Ltr, Sec 7, para 8	CE/SV	
8.2.	Does the facility have adequate interior and exterior lighting, to include parking area?	OSD Guidance Ltr, Sec 7, para 8	CE/SV	
9.	Other Areas			
9.1.	Has the bathroom been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient? <ul style="list-style-type: none"> • Are facilities within acceptable reach? • Are shelves/counters within acceptable reach? • Are the floors clear of obstructions? • Does area offer unimpeded mobility? 	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE/SV	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
9.2.	Has the bedroom been modified (or does it comply) with the special needs of the patient as determined by the case manager and patient? <ul style="list-style-type: none"> • Are shelves/counters within acceptable reach? • Are the floors clear of obstructions? • Does area offer unimpeded mobility? 	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE/SV	
9.3.	Has the facility entrance/egress been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE/SV	
10.	Proximity to Treatment			
10.1.	Does the proximity of the housing facility to the outpatient treatment facility meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 13	SG	
10.2.	Is adequate and accessible transportation to the outpatient treatment facility and other services provided if patient does not have personal mode of transport?	OSD Guidance Ltr, Sec 8, para 13	SG	
11.	Building Maintenance and Housekeeping Requests			
11.1.	Has the base established an effective mechanism for requesting maintenance and housekeeping services?	OSD Guidance Ltr, Sec 7, para 9	SG/CE/SV	
12.	Pre-Occupancy Inspection			
12.1.	Was the Pre-Occupancy Inspection conducted by the commander or designated representative?	AFI 90-201, para A.8.4.		
12.2.	Have all discrepancies annotated on the Pre-Occupancy Inspection been adequately addressed?	AFI 90-201, para A.8.4.		
12.3.	Were any discrepancies from the Pre-Occupancy Inspection discovered on the IG inspection (repeat discrepancy)?	AFI 90-201, para A.8.4.		

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
13.	Other Comments			

Attachment 9

COMPONENT-NUMBERED AIR FORCE (C-NAF) READINESS INSPECTIONS

A9.1. MGA and Sub areas. The C-NAF includes the Air Force Forces staff, the commander's support staff, the Air Operations Center (AOC) and specialty teams assigned throughout the C-NAF. The C-NAF will be evaluated in three major areas: These MGAs reflect the operational level campaign phases and the ability to survive in the CBRN environment: Phase 0/1 Shape and Deter, Phase 2/3 Seize the Initiative, Dominate, and Stabilize, and ATSO.

A9.1.1. AOC. AOC activities will be evaluated throughout the spectrum of operations. Evaluate processes and systems for conducting coalition and collaborative theater-wide support planning and ATO planning and execution to include multi-level information classification and security, information sharing and distribution, collaborative procedures and tools. Tailor AOC evaluations based on mission type.

A9.1.2. Air Force Forces (AFFOR) Staff. AFFOR staff support activities will be evaluated in the area of Service Component Responsibilities and throughout the spectrum of operations. Evaluate processes and systems for conducting coalition and collaborative theater-wide support planning and execution to include multi-level information classification and security, information sharing and distribution, collaborative procedures and tools.

A9.2. Phase 0/1 Shape and Deter.

A9.2.1. Crisis Action Planning.

A9.2.1.1. Evaluate C-NAF's effectiveness of those initial response actions performed by the AOC which effects the unit's ability to complete integrated crisis action planning process.

A9.2.1.2. Evaluate AFFOR staff integration of service support functions with AOC mission execution across all mission areas.

A9.2.1.3. Evaluate transition from Phase 0/1 activities to follow-on phases, to include staff appointments, augmentation training and policy, and an integrated planning function.

A9.2.1.4. Evaluate whether C-NAF adequately monitors combat readiness status and directs actions that posture assigned forces for combat operations.

A9.2.2. Deployment, Reception and Readiness Management.

A9.2.2.1. Determine if the Defense Readiness Reporting System (DRRS), Global Status of Resources and Training System (GSORTS) and AEF Reporting Tool (ART) reporting are timely, accurate, and properly classified.

A9.2.2.2. Evaluate reclama, Unit Identifier Code (UIC) change, and waiver submission processes.

A9.2.2.3. Determine whether all required automated deployment systems are effectively used and properly managed.

A9.2.2.4. Evaluate all deployment planning functions.

A9.2.2.5. Evaluate all deployment execution activities (as applicable).

A9.2.2.6. Evaluate effectiveness of those initial response actions performed by the C-NAF which effects the deploying units' ability to respond to deployment taskings.

A9.2.2.7. Determine if deployment planning is comprehensive, timely, and responsive to theater-wide taskings.

A9.2.2.8. Determine if theater-wide transportation assets are used efficiently.

A9.2.2.9. Determine if the deployment process is efficiently, effectively, and safely executed.

A9.2.2.10. Determine whether all required automated deployment systems are effectively used and properly managed.

A9.2.3. Exercise Planning and Execution.

A9.2.3.1. Evaluate Planning and Execution of Operational-Level Exercises.

A9.2.3.2. Evaluate development of AFFOR Operational-Level Exercise requirements.

A9.2.3.3. Evaluate Exercise Plan (EXPLAN) Development.

A9.2.3.4. Evaluate coordination of joint and multinational training opportunities.

A9.2.3.5. Evaluate Master Scenario Events List (MSEL) Development.

A9.2.3.6. Evaluate management of exercise modeling and simulation needs, including database development.

A9.2.3.7. Evaluate adjudication and implementation of exercise after-action items.

A9.2.4. Joint Air Operations Planning.

A9.2.4.1. Evaluate Theater war planning, Non-Combatant Evacuation, Humanitarian Assistance, Peacekeeping and Enforcement planning, Time-Phased Force and Deployment Data (TPFDD) development, and AFFOR force requirements development.

A9.2.4.2. Evaluate service, joint and combined planning, force bed-down and sustainment.

A9.2.4.3. Evaluate deliberate/adaptive planning to include the development of a Force Flow/TPFDD and Service branch and sequel plans.

A9.2.4.4. Evaluate the development of appropriate Annexes to OPLANs and CONPLANs.

A9.2.4.5. Evaluate development/review of safety contributions to relevant plans.

A9.2.5. Theater Security Cooperation.

A9.2.5.1. Evaluate the AFFOR's support to the Combatant Commander's (CCDR's) Theater Security Cooperation Program (TSCP).

A9.2.5.2. Evaluate coordination of the TSCP with country teams in US embassies and the level at which their efforts complement the Country Team's Mission Performance Plans.

A9.2.5.3. Evaluate the inclusion of the typical TSCP goals of support for alliances as the basis for regional security and the assurance of allies of US commitment to regional security.

A9.2.5.4. Evaluate the effectiveness of regional engagement and theater security cooperation activities such as Military Engagement, Exchanges and Exercise Programs to achieve CCDR TSC goals.

A9.2.6. C-NAF Training.

A9.2.6.1. AFFOR Training. Evaluate locally developed AFFOR immersion training processes, OPG support and contingency/crisis response training.

A9.2.6.2. AOC Training. Evaluate whether all core AOC crewmembers (members identified on appropriate AOC UTC) obtain and maintain the qualification and proficiency needed to effectively perform their unit's mission.

A9.2.6.3. Assigned/Gained AOC Augmentation Training. Evaluate whether all gained associate unit, core AOC crewmembers (members identified on appropriate augmentation AOC UTCs) obtain and maintain the qualification and proficiency needed to effectively perform their unit's mission.

A9.2.6.4. Enabler Training. Evaluate local training program for enabler personnel. Ensure enabler training includes unit specific training and duty position training on the task assigned to the trainee. Ensure enabler training is properly documented.

A9.2.7. Commander's Special Staff Support.

A9.2.7.1. Protocol, as applicable.

A9.2.7.1.1. Evaluate support for distinguished visitors, ceremonies, conferences, official meetings and military social events.

A9.2.7.1.2. Evaluate observation of all pertinent host nation customs and courtesies as appropriate.

A9.2.7.1.3. Evaluate official visit objective development, coordination and tasked assignments, and DV itinerary dissemination.

A9.2.7.2. Staff Judge Advocate (SJA).

A9.2.7.2.1. Evaluate legal support for assigned units and forces.

A9.2.7.2.2. Evaluate establishment, monitoring and prioritization of JA ULN and UTC requirements.

A9.2.7.2.3. Evaluate formulation, dissemination and oversight of policy for the maintenance of good order and discipline among all assigned and attached military personnel and in handling military justice matters, including foreign criminal jurisdiction, and adverse actions under the Uniform Code of Military Justice.

A9.2.7.2.4. Evaluate legal support on issues such as host-nation support, acquisition and cross-servicing agreements, international agreements, status of forces agreements, legal basis for operations, command structure, claims, support to civilian

agencies (including non-governmental (NGOs)), contract law, fiscal law, basic legal assistance and civil law issues, as applicable.

A9.2.7.2.5. Evaluate legal support regarding the Law of Armed Conflict and ROE issues.

A9.2.7.2.6. Evaluate clarifications to Status of Forces Agreement (SOFA) provisions, and dissemination to DOD, DOS, COCOMs, MAJCOMs, and NAFs.

A9.2.7.3. Public Affairs (PA).

A9.2.7.3.1. Evaluate ability of PA to provide candid and timely counsel to commanders.

A9.2.7.3.2. Evaluate execution of public affairs operations.

A9.2.7.3.3. Evaluate monitoring, coordination, support and relationships with regional and international news media representatives, to include embedded media representative requirements, media escort, and media ROE enforcement.

A9.2.7.3.4. Evaluate communications and coordination with the COMAFFOR's staff, other theater Policy Advisors (POLADs) and U.S. Embassy Country Teams, interagency departments (State and OSD), and applicable NGO and international organizations, as applicable.

A9.2.7.3.5. Evaluate research, coordination, assessments, and forecasts for political implications/ ramifications of operations, targeting, and/or deployments.

A9.2.7.3.6. Evaluate support to OPLAN/Contingency Plan (CONPLAN) annex and Base Support Plan (BSP) preparation.

A9.2.7.4. Historian (HO).

A9.2.7.4.1. Evaluate the collection, organization, and preservation of historical data encompassing C-NAF mission accomplishment.

A9.2.7.4.2. Evaluate submission processes for all required reports.

A9.2.7.4.3. Evaluate coordination with all staff agencies, higher headquarters, liaisons, sister services, and outside agencies, US and foreign, on historical matters.

A9.2.7.5. Chaplain Corps (HC).

A9.2.7.5.1. Evaluate development of plans and programs for religious ministry for the free exercise of religion for authorized DOD personnel, prisoners of war, civilian detainees, and displaced persons.

A9.2.7.5.2. Evaluate plans and programs for crisis intervention, mass casualty situations, and cultural and religious influences that could impact mission accomplishment.

A9.2.7.5.3. Evaluate coordination with staff agencies, HHQ, liaisons, sister Services, and outside agencies, as applicable.

A9.2.7.5.4. Evaluate development, review, revision, and maintenance of Chaplain Corps plans and policies in concert with the COCOM Chaplain.

A9.2.7.6. Anti-Terrorism and Integrated Base Defense.

A9.2.7.6.1. Evaluate coordination with all C-NAF agencies, HHQ, liaisons, sister Services, and outside agencies, and host nation representatives, as applicable.

A9.2.7.6.2. Evaluate programs for organizing, training, and equipping required personnel.

A9.2.7.6.3. Evaluate coordination, formulation and dissemination of policy, guidance and requirements for force protection, civil defense, USAF base defense, and C-NAF repatriation procedures.

A9.2.7.6.4. Evaluate monitoring and analysis of threat intelligence and unit Situation Report (SITREP) for force protection issues involving hostile actions.

A9.2.7.6.5. Evaluate formulation of courses of action for the commander to counter emerging threats.

A9.2.7.6.6. Evaluate support and participation with the Force Protection Working Group (FPWG).

A9.2.7.6.7. Evaluate assessment of friendly vulnerabilities and the threat's capabilities to exploit them.

A9.2.7.6.8. Evaluate identification of potential countermeasures to deny the threat access to friendly critical areas.

A9.2.7.6.9. Evaluate coordination, course of action (COA) recommendations to commander, Air Force Forces (COMAFFOR), and implementation of operations security (OPSEC) and force protection condition (FPCON) measures.

A9.2.7.6.10. Evaluate support and participation with the Threat Working Group (TWG).

A9.2.7.6.11. Evaluate analyses of susceptibility of personnel and resources to the threat.

A9.2.7.6.12. Evaluate COA recommendations to COMAFFOR, contingency plan implementation, requests for forces to HHQ, equipment augmentation, or Force Protection Condition (FPCON) level declaration.

A9.2.7.6.13. Evaluate requirements for core membership and participation, to include a minimum of the AT/FP director, AFOSI, Senior Intelligence Officer, Medical Officer, Chief of Security Forces and other agencies as required by the commander.

A9.2.7.7. Safety (SE).

A9.2.7.7.1. Evaluate required training and qualifications for all C-NAF assigned personnel.

A9.2.7.7.2. Evaluate coordination, implementation and dissemination of supplemental safety policies and procedures.

A9.2.7.7.3. Evaluate mishap prevention program, and oversight of flight, weapons and ground safety issues throughout the AOR.

A9.2.7.7.4. Conduct risk assessments of AOR activities and locations. Monitor risk assessments conducted by AEW/IGs.

A9.2.7.7.5. Evaluate after action reports, inspection reports and mishap reports in order to assess the overall status of safety in the AOR for the COMAFFOR.

A9.2.7.7.6. Evaluate maintenance of mandatory publications, management of local safety supplements and compliance with AFIs.

A9.2.7.8. Surgeon General (SG).

A9.2.7.8.1. Evaluate all matters concerning medical capabilities, theater medical evacuation, medical supplies and equipment, medical plans, operations, medical policy and force health protection issues for assigned, attached and transiting USAF personnel, using AFI 41-106, Attachment 9, *Deployed MTF Assessment Tool*.

A9.2.7.8.2. Evaluate the development, oversight and management of a deployed force health protection program that includes identification of disease and non-battle injury threats, occupational and environmental health risk assessment, employment of preventive countermeasures, and a comprehensive deployed health surveillance system.

A9.2.7.8.3. Evaluate access to theater blood supplies and blood transshipment centers to meet mission blood requirements.

A9.2.7.8.4. Evaluate assessment of host nation support health care capabilities, facilities, and development of memorandums of understanding, as applicable.

A9.2.7.9. Information Management Officer (IMO) and IMO support.

A9.2.7.9.1. Evaluate development of a Web Content Manager's Guide, web site infrastructure and the facilitation of the necessary information exchange throughout the organization.

A9.2.7.9.2. Evaluate guidance, procedures and effectiveness of collaborative tool usage.

A9.2.7.9.3. Evaluate supplemental operating instructions and checklists required to implement the Information Management Plan (IMP) and ensure IM personnel are trained to perform their duties.

A9.2.7.9.4. Evaluate formulation, coordination, and dissemination of the COMAFFOR's IMP.

A9.2.7.9.5. Evaluate formulation, coordination and dissemination of all reporting requirements from command admin staffs and command and control elements of all subordinate units.

A9.2.7.9.6. Evaluate validation and management of Requests for Information (RFIs) and the Commander's Critical Information Requirements (CCIR).

A9.2.7.9.7. Evaluate coordination with the AOC Communications Support Team, Combined/Joint Task Force (JTF) IMO, Joint Information Management Board (JIMB), and other component IMOs.

A9.2.7.9.8. Evaluate Information Management Board (IMB) coordination of COMAFFOR-level IM issues to solve information management problems, refine and tailor information processes, and develop information solutions in support of the COMAFFOR mission.

A9.2.7.9.9. Evaluate development of a matrix of mission critical systems to define each system's priority and to reflect current operations.

A9.2.7.9.10. Evaluate oversight of messaging services for the COMAFFOR to include Defense Messaging System (DMS).

A9.2.7.9.11. Evaluate procedures for maintaining the Master Action Suspense Log (MASL) and the Significant Events Log (SEL).

A9.2.7.10. Inspector General (IG).

A9.2.7.10.1. Evaluate ability of IG to provide candid and timely counsel to commanders.

A9.2.7.10.2. Evaluate execution of inspector general complaints resolution program to ensure it meets AFI 90-301 requirements.

A9.2.7.10.3. Evaluate IG Liaison program to ensure Airmen have a viable avenue to address concerns.

A9.3. Phase 2/3—Seize the Initiative, Dominate, and Stabilize.

A9.3.1. Joint Air, Space, and Cyberspace Operations (JAOP).

A9.3.1.1. Support to the Joint Force.

A9.3.1.1.1. Joint C2. Evaluate the AOC's ability to create desired effects at the appropriate time and place to accomplish the mission.

A9.3.1.1.2. Evaluate the Theater Air Control System (TACS), to include subordinate Air Support Operations Centers/Squadrons (ASOC/ASOSs), ability to provide persistent real-time C2 of the battlespace allowing for the C2 of active and passive defense capabilities that enable the JFC to effectively detect adversary actions: to assess accurately the actions in order to develop actionable intelligence; to warn friendly forces in a timely manner; to direct focused tasks in order to defend against adversary attacks, and when necessary, to recover in minimum time.

A9.3.1.1.3. Battlespace Awareness (BA). Evaluate the AOCs proficiency in processing and presenting information that ensures comprehension of the operational environment; the status and dispositions of friendly, adversary, and nonaligned actors; and the impacts of physical, cultural, social, political, and economic factors on military operations.

A9.3.1.1.4. Decision Superiority (DS). Evaluate the AOC's ability to make better decisions arrived at and implemented faster than an opponent can react.

A9.3.1.1.5. Evaluate if commanders are able to rapidly develop alternative courses of action, communicate decisions to subordinates, generate required effects, assess results and conduct appropriate follow-on operations. The optimum result is the

employment of tailored force packages that integrate Service core competencies for effective joint and combined operations.

A9.3.1.2. Strategy.

A9.3.1.2.1. Assess how the strategy division personnel support the achievement of theater objectives by developing, refining, disseminating, and assessing the JFACC air, space and cyberspace strategy.

A9.3.1.2.2. Evaluate processes which results in, but not limited to the JAOP, Air Operations Directive (AOD), ATO, Airspace Control Order (ACO), Special Instructions (SPINS) inputs, JFACC apportionment recommendation for the JFC, and operational assessment summaries. In addition, SD branch plans and sequels as required.

A9.3.1.2.3. Evaluate ability of the Strategy Plans Team (SPT) to lead the AOC in the joint air estimate process and the associate development of the JAOP to include prioritized effects based targeting team.

A9.3.1.2.4. Assess ability of the Strategy Guidance Team (SGT) to assist in the AOC transition from operational level to tactical level planning.

A9.3.1.2.5. Evaluate the Operational Assessment Team's (OAT) ability to operate within all aspects of strategy development and execution, focusing on evaluating the effectiveness and efficiency of air, space, and information operation.

A9.3.1.3. Plans.

A9.3.1.3.1. Evaluate the processes which results in the following outputs to include, but not limited to, data inputs to the SD for the daily air apportionment recommendation; the JIPTL with selected Desired Mean Point of Impact (DMPI) for attack and collection requirements; Master Air Attack Plan (MAAP); ATO with SPINS; ACO; Airspace Defense Plan (ADP); Airspace Control Plan (ACP); Tactical Operations Data (TACOPDAT); Operational Tasking Data Link (OPTASK LINK); C2 Communications Plan; C2 Architecture Plan; Close Air Support Plan; and ISR Synchronization Matrix.

A9.3.1.3.2. Evaluate the Target Effects Team's (TET) ability to establish linkage between the JFACC's vision and its practical application through the use of JFACC assets to achieve desired kinetic and non-kinetic effects on adversary capabilities.

A9.3.1.3.3. Evaluate MAAP teams ability to synthesize AOD, Joint Integrated Prioritized Target List (JIPTL), threat situation, review forecast weather, weapon system availability, and weapon employment options to produce a synchronized MAAP.

A9.3.1.3.4. Assess the ATO Production Team's ability to construct, publish and disseminate the daily ATO and applicable SPINS to appropriate JTF forces, which tasks air and space capabilities and assets in accordance with the MAAP.

A9.3.1.3.5. Evaluate the C2 Planning Team's ability to compose Airspace Management air defense, C2 architecture, and C2 communications planning cells.

A9.3.1.4. Operations.

A9.3.1.4.1. Evaluate ability to control and adapt ATO tasked missions in support of JFACC objectives. Assess ability to quickly execute dynamic and time-sensitive targets as well as, convey ATO/ACO changes and other subsequent orders to subordinate C2 agencies and Installation Command and Control.

A9.3.1.4.2. Evaluate Offensive Operations Team's ability to monitor and adjust force application and support sorties/missions during ATO execution.

A9.3.1.4.3. Evaluate Defensive Operations Team's ability to provide management oversight of theater air defense operations by coordinating, monitoring, and commanding theater air control system (TACS) elements and air defense assets.

A9.3.1.4.4. Evaluate Senior Intelligence Duty Officer Team ability to provide situational awareness and predictive battle space analysis, targeting support, and monitor/adjust ISR employment in support of the CODs ATO execution process.

A9.3.1.4.5. Assess ability of the Interface Control Team to determine data link participants, their equipment capabilities and limitations and respective needs, design of the data link architecture and production of the OPTASK LINK.

A9.3.1.4.6. Evaluate ability of the Dynamics Effects Cell (DEC) to synchronize and integrate lethal, non-lethal, and exploitive effects in support of IED-ND operations.

A9.3.1.5. Intelligence, Surveillance and Reconnaissance.

A9.3.1.5.1. Evaluate intelligence products and services that support the entire AOC, JFACC, air component operational units, other components and joint/coalition forces.

A9.3.1.5.2. Evaluate Analysis, Correlation, and Fusion (ACF) Team ability to organize into appropriate Analytical and Unit Support Cells in order to obtain and provide predictive and actionable intelligence derived from fused, all-source intelligence data.

A9.3.1.5.3. Evaluate Targets/Combat Assessment (CA) Team ability to coordinate and conduct the targeting process, as well as apply ROE and JFACC objectives, operations plans, sortie allocation, target status, and attack results.

A9.3.1.5.4. Evaluate ISR Operations Team ability to develop ISR strategy and plans and executing those plans to satisfy theater intelligence requirements.

A9.3.1.5.5. Evaluate Processing, Exploitation, and Dissemination (PED) team's ability to implement, coordinate, and maintain PED support from units/agencies outside the AOC.

A9.3.1.5.6. Evaluate ISR ability to assign personnel to support the Strategy, Combat Plans, 388 Combat Operations and Air Mobility Division (AMD) divisions.

A9.3.1.5.7. Evaluate Analysis, Correlation, and Fusion (ACF) Team ability to conduct enemy network analysis in support of IED-ND operations.

A9.3.1.6. Mobility.

A9.3.1.6.1. Evaluate the ability to plan, coordinate, task, and execute the intra-theater air mobility mission and integrate the inter-theater air mobility mission supporting JFC objectives through coordination with the Tanker Airlift Control Center (TACC).

Assess ability to interface with the JFC's Area of Responsibility (AOR) movement validation authority.

A9.3.1.6.2. Evaluate Airlift Control Team (ALCT) ability to plan intra-theater and coordinate inter-theater airlift operations in the AOR/joint operations area (JOA) for the JFACC.

A9.3.1.6.3. Evaluate Air Mobility Control Team (AMCT) ability to execute intra-theater and monitor inter-theater airlift missions.

A9.3.1.6.4. Evaluate Air Refueling Control Team (ARCT) ability to coordinate inter-theater and plan and execute intra-theater air refueling missions.

A9.3.1.6.5. Evaluate Aeromedical Evacuation Control Team (AECT) ability to coordinate inter-theater and plan and execute intra-theater aeromedical evacuation missions.

A9.3.1.6.6. AMD Support Functions. Evaluate the ability of AMD support functions to provide the AMD with diverse capabilities to help orchestrate the theater air mobility mission.

A9.3.1.7. Special Teams/Support Functions.

A9.3.1.7.1. Evaluate the ability of specialty Teams' support functions to provide the C-NAF with diverse capabilities to help orchestrate theater air, space and cyberspace power.

A9.3.1.7.2. Evaluate Special Operations Liaison Element (SOLE) ability to coordinate, integrate, and de-conflict all Special Operations Forces (SOF) air, surface, and subsurface activities with applicable JFACC activities and AOC processes.

A9.3.1.7.3. Evaluate Information Operations (INFO OPS) Team ability to plan, coordinate, task, monitor, and assessment of INFO OPS capabilities to support the JFACC objectives and air and space operations. Specific INFO OPS team responsibility areas include Planning, ROE, Target Development, Network Warfare Operations, Information Assurance, Special INFO OPS, Operational Military Deception, Military Information Support Operations Program, Electronic Warfare Operations, Counterpropaganda, Counterintelligence, and Public Affairs.

A9.3.1.7.4. Evaluate JAG's ability to employ legal expertise and resources to control and exploit the legal environment across the full spectrum of operational missions in the AOC.

A9.3.1.7.5. Evaluate the knowledge of assigned personnel concerning their responsibilities under LOAC. Determine whether all personnel have received LOAC training. Determine if specialized training is provided to aircrews, medical personnel, and security forces. Assess timeliness and accuracy of advice supplied to commanders on LOAC issues.

A9.3.1.7.6. Evaluate ROE with regards to the requirements of U.S. law, policy, and international law.

A9.3.1.7.7. Determine if legal support is adequate for wartime and contingency operations.

- A9.3.1.7.8. Evaluate the availability of legal assistance for deploying personnel.
- A9.3.1.7.9. Evaluate JFACC use of applicable LOAC and ROEs for target recommendations including, but not limited to, JFC restricted and/or no-strike lists for the AOR.
- A9.3.1.7.10. Evaluate Weather Support Team ability to collect, tailor, and report weather information to meet short, medium, and long-range mission needs for each AOC division, specialty/support functions, and JFACC staff.
- A9.3.1.7.11. Evaluate Combat Support Team ability to provide logistical support and logistical systems for AOC requirements; and maintain the most current information for changes in force structure in the movement of critical combat material in the AOR
- A9.3.1.7.12. Evaluate Knowledge Operations Management Team to design/execute Air Component's information flow strategy plan and the use of the information infrastructure to support the commander's needs for relevant and timely information.
- A9.3.1.7.13. Evaluate, if responsible, the Rescue Coordination Center ability to coordinate joint personnel recovery tasks in the areas report, locate, support, recover, reintegrate in support of the Chief Combat Operations.
- A9.3.1.7.14. Evaluate Special Technical Operations (STO) cell ability to develop integrated conventional operations that produce synergistic effects in the overall battle plan based on JFACC objectives.
- A9.3.1.7.15. Evaluate Director of Space Forces (DIRSPACEFOR) ability in establishing and prioritizing military space requirements required by the JFACC and the policies for employing space capabilities in the AOR.
- A9.3.1.7.16. Evaluate Director of Mobility Forces (DIRMOBFOR) ability to facilitate integration of inter-theater missions with intra-theater missions, coordinate with theater movement validation authority as required, and coordinate with AOC Director to integrate and de-conflict air mobility operations into the air and space assessment, planning, and execution processes.
- A9.3.2. Service Component Responsibilities
- A9.3.2.1. Personnel
- A9.3.2.1.1. Evaluate the timeliness and accuracy of all personnel reports and supporting documents.
- A9.3.2.1.2. Evaluate total force accountability; personnel policy, procedures, and implementation; and manpower requirements.
- A9.3.2.1.3. Evaluate all matters concerning unit replacement plans and status of all components.
- A9.3.2.1.4. Evaluate casualty reporting procedures.
- A9.3.2.1.5. Evaluate C-NAF's augmentation program.
- A9.3.2.1.6. Evaluate operation and maintenance of contingency manpower and personnel management systems.

A9.3.2.1.7. Evaluate representation and participation at all planning activities to include groups, boards, and cells to provide manpower and personnel expertise for current and future operations.

A9.3.2.1.8. Evaluate coordination of all theater food service, mortuary affairs, lodging and field exchange requirements/activities.

A9.3.2.1.9. Evaluate coordination of morale, welfare, and recreation activities.

A9.3.2.1.10. Evaluate administration of USAF non-appropriated funds.

A9.3.2.2. Intelligence.

A9.3.2.2.1. Evaluate intelligence analysis.

A9.3.2.2.2. Evaluate intelligence support to ISR operations; all assigned/attached intelligence units in theater; to deliberate, contingency and exercise planning; and planning and programming.

A9.3.2.2.3. Evaluate intelligence coordination and support policies with HHQ, combatant command, national intelligence agencies, AF organizations, etc.

A9.3.2.2.4. Evaluate intelligence system support and intelligence related Foreign Disclosure information.

A9.3.2.2.5. Evaluate management of intelligence manpower and personnel.

A9.3.2.2.6. Evaluate management and readiness of intelligence resources.

A9.3.2.2.7. Evaluate management of Sensitive Compartmented Information (SCI) programs.

A9.3.2.2.8. Evaluate policy and direction for intelligence activities.

A9.3.2.2.9. Evaluate representation and participation on Threat Working Group (TWG), Force Protection Working Group (FPWG), Operations Planning Group (OPG), and Long-Range Planning Group (LRPG).

A9.3.2.3. Operations.

A9.3.2.3.1. Evaluate implementation of AF policy for air, space, cyberspace and information operations.

A9.3.2.3.2. Evaluate management of AFFOR operational related resources

A9.3.2.3.3. Evaluate Crisis Action Planning (Adaptive Planning) processes.

A9.3.2.3.4. Evaluate identification of operational requirements and coordination with other agencies/units/services/HHQ elements for fulfilling those requirements.

A9.3.2.3.5. Evaluate requirement validation, sourcing, and beddown of operational assets with the appropriate force provider staff.

A9.3.2.3.6. Evaluate reporting and planning guidance on consumable requirements (munitions, POL, etc.).

A9.3.2.3.7. Evaluate dissemination to appropriate units of changes in operations, deployment, or mission.

- A9.3.2.3.8. Evaluate oversight of theater weapons and tactics issues of assigned/attached operational units.
- A9.3.2.3.9. Evaluate functional oversight of all weather support to COMAFFOR and staff for deployment, mission execution, and redeployment; and deployed Air Force forces supporting the air and ground components.
- A9.3.2.3.10. Evaluate management and prioritization of intra-theater deployment/redeployment activities.
- A9.3.2.3.11. Evaluate oversight of Special Tactics Office (STO), Military Information Support Operations (MISO), Military Deception (MILDEC), IW, and OPSEC programs.
- A9.3.2.3.12. Evaluate awareness, timeliness and reporting of information on the number and location of all friendly air and space assets.
- A9.3.2.4. Logistics.
- A9.3.2.4.1. Evaluate oversight, integration and operational level long- and short-range planning for and management of all logistics capabilities and activities for deploying units and the AOC.
- A9.3.2.4.2. Evaluate monitoring, assessment, planning, status reporting and execution oversight of creation, positioning, generation, sustainment, recovery, and reconstitution of forces in support of global AF and COCOM missions.
- A9.3.2.4.3. Evaluate planning and coordination of aircraft and munitions beddown, maintenance supportability and integration issues.
- A9.3.2.4.4. Evaluate identification, coordination and monitoring of logistics support requirements.
- A9.3.2.4.5. Evaluate formulation and implementation of logistics support guidance, policy and plans.
- A9.3.2.4.6. Evaluate preparation of logistics estimates and their use toward development, analysis, comparison and recommendation of COAs.
- A9.3.2.4.7. Evaluate preparation of all logistics reports and the logistics input to the daily SITREP.
- A9.3.2.4.8. Evaluate coordination of logistics support requirements and activities with other services/supporting agencies/deploying units/HHQ elements.
- A9.3.2.4.9. Evaluate activities of liaisons (LNOs) to the AOC, CCDR, J/C-staff, land and maritime components, and supporting agencies, as applicable.
- A9.3.2.4.10. Evaluate management of host nation support, acquisition and cross-servicing agreements, and support agreements programs.
- A9.3.2.4.11. Evaluate monitoring of TPFDD execution and beddown of personnel and assets.
- A9.3.2.4.12. Evaluate planning and management of reception of forces, including reception, staging, onward movement, and integration (RSO & I).

A9.3.2.4.13. Evaluate support to all cross-functional teams, as required.

A9.3.2.5. Plans and Requirements.

A9.3.2.5.1. Evaluate cross-functional coordination, movement and execution planning for all campaign phases.

A9.3.2.5.2. Evaluate integration of AFFOR execution planning efforts with J/CTF/Combatant Commander, multinational, and Service staffs throughout the campaign.

A9.3.2.5.3. Evaluate formulation and dissemination of foreign disclosure guidance.

A9.3.2.5.4. Evaluate facilitation of AFFOR component Operations Order (OPORD), Contingency Operations (CONOPS), and/or supporting plan development.

A9.3.2.5.5. Evaluate development of relevant branch plans and sequel plans.

A9.3.2.5.6. Evaluate cross-functional coordination and determination of assigned/attached units' beddown requirements.

A9.3.2.5.7. Evaluate collaborative planning efforts with the J/CFC/CCDR and the coalition and service staffs in coordination with the AOC.

A9.3.2.5.8. Evaluate the requirements identification and prioritization processes.

A9.3.2.5.9. Evaluate the monitoring and assessments of events outside the JOA and current operations for present mission and post-hostility impacts.

A9.3.2.6. Communications.

A9.3.2.6.1. Evaluate monitoring, sustainment, protection, integration, and management of USAF networks in support of battlespace awareness across the range of military operations through timely and accurate dissemination of relevant information.

A9.3.2.6.2. Evaluate coordination with supporting theater C4 control center, theater network operations center, service network operations and security center, AOC communications focal point, and the AOC information operations specialty team.

A9.3.2.6.3. Evaluate recommended COAs for COMAFFOR and C/JFACC consideration for countering emerging enterprise threats.

A9.3.2.6.4. Evaluate knowledge operations and postal planning support for deployed units.

A9.3.2.6.5. Evaluate formulation, dissemination and implementation of COMAFFOR communications and information policies.

A9.3.2.6.6. Evaluate frequency allocation and assignment compliance with technical parameters outlined under host-nation agreements, as applicable.

A9.3.2.6.7. Evaluate systems control (SYSCON) monitoring, troubleshooting and reporting of all communication assets/issues, mission systems, and connectivity supporting Air Force forces.

- A9.3.2.6.8. Evaluate essential communication link architecture (secure and non-secure) with other services/supporting agencies/deploying units/HHQ elements.
- A9.3.2.7. Installations and Mission Support.
- A9.3.2.7.1. Evaluate overall COMAFFOR installation support functions/requirements and liaison activities with support functions of other components and the JTF.
- A9.3.2.7.2. Evaluate monitoring, awareness, and dissemination of civil engineer and installation mission support matters that affect the accomplishment of COMAFFOR missions.
- A9.3.2.7.3. Evaluate coordination of all Security Forces and AT/FP readiness requirements/activities.
- A9.3.2.7.4. Evaluate coordination of all theater firefighting, EOD, and CBRNE readiness requirements/activities.
- A9.3.2.7.5. Evaluate contractor identification in the theater, as applicable, and monitoring of contractor support activities.
- A9.3.2.7.6. Evaluate coordination for other service regional wartime construction management support, contracting support, and real estate activities.
- A9.3.2.7.7. Evaluate establishment of Expeditionary Regional Contracting Center (ERCC), as applicable.
- A9.3.2.7.8. Evaluate cross-coordination and beddown of all USAF component forces, as applicable.
- A9.3.2.7.9. Evaluate CBRNE Warning and Reporting procedures, capabilities, and activities including reporting up to the next higher component.
- A9.3.2.7.10. Evaluate contracting support for wartime and contingency operations.
- A9.3.2.7.11. Evaluate ability to execute expedited contracting procedures in a contingency environment IAW Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), AF Federal Acquisition Regulation Supplement (AFFARS) Appendix CC—Comprehensive Emergency Management Plan (CEMP).
- A9.3.2.8. Analysis and Assessments.
- A9.3.2.8.1. Evaluate program assessment and coordinated resource inputs to the supporting MAJCOM's Program Objective Memorandum (POM) process.
- A9.3.2.8.2. Evaluate joint-related liaison processes and activities.
- A9.3.2.8.3. Evaluate the inputs provided relating to all HQ USAF-generated Program Change Requests (PCRs), which affect force structure or manpower in purview.
- A9.3.2.8.4. Evaluate compliance with program guidance issued by MAJCOM and HQ USAF, and the direction and guidance provided to subordinate commanders.

A9.3.2.8.5. Evaluate liaison activities with COCOM and C/JTF operational analysis and lessons learned functions, and reach-back efforts to coordinate with other US Air Force analytic and lessons learned organizations.

A9.3.2.8.6. Evaluate analytical support to deliberate and crisis action planners, including COA analysis.

A9.3.2.8.7. Evaluate support to the OAT in the AOC strategy division, and for projects outside the OAT scope.

A9.3.2.8.8. Evaluate collection, validation, dissemination and publication of lessons observed and learned.

A9.3.2.8.9. Evaluate facilitation of after-action reviews/reports and issue resolution for operations and exercises.

A9.3.2.8.10. Evaluate analytic support for exercise and training programs.

A9.3.3. Ability to Survive and Operate (ATSO).

A9.3.3.1. Evaluate the C-NAF's ability to meet Air Force standards for mission sustainment and mission capability restoration in mature theaters or austere regions following a CBRNE attack. All C-NAF personnel shall demonstrate the tasks and/or technical operations required to accomplish their theater-wide mission responsibilities in the expected threat environment at each level of command responsibility, from deployment to full wartime contingency operations at each base assigned to their control. All situations and coordination with assigned forces will be evaluated. Efforts will be expected to resolve or work around existing shortfalls when full response control is limited. Inspection focus is based on force location and combat situation of C-NAF personnel and assigned forces, as the contingency develops. Force survival activities will be evaluated in the area of ATSO; and the sub-areas of: Command and Control, Planning, Threat and Security Protection, Force Sustainability, and Information and Cyber Security.

A9.3.3.2. Operational Planning.

A9.3.3.2.1. Evaluate formulation, coordination, dissemination, and enforcement of pre-, trans-, and post-attack reporting requirements from all subordinate assigned/attached units.

A9.3.3.2.2. Evaluate the ability of the C-NAF to implement actions to save lives, protect resources, recover from attacks, and restore mission capability throughout the area of responsibility.

A9.3.3.2.3. Evaluate the formulation, coordination, and dissemination of an C-NAF CBRNE defense plan, to include C-NAF facilities, Co-located Operating Base (COB) resources and all subordinate assigned/attached personnel throughout the area of responsibility.

A9.3.3.2.4. Evaluate if the theater-wide CBRNE defense plan identifies integrated tasks and assigns responsibilities to implement pre-, trans-, and post-attack response and sustainment actions. Determine if the plans include support provided to or received from joint service or host nation forces.

A9.3.3.2.5. Evaluate the ability of the C-NAF to prepare for and implement actions to protect bases, personnel, and resources from CBRNE weapons effects.

A9.3.3.2.6. Evaluate the serviceability and access to individual protective equipment (IPE).

A9.3.3.2.7. Evaluate the personnel's knowledge of C-CBRN concept of operations.

A9.3.3.2.8. Evaluate the plan to provide permanent and expedient hardening protection for theater assigned and deployed forces.

A9.3.3.2.9. Evaluate the ability of the C-NAF to plan and prepare for defense against improvised explosive device (IED) attack against static positions and conduct of IED defeat during ground movements.

A9.3.3.3. Threat and Security Protection.

A9.3.3.3.1. Evaluate the ability to receive and disseminate information through the installation and theater CBRN defense warning and reporting system.

A9.3.3.3.2. Evaluate the theater-wide adequacy, serviceability, and sustainment capability of available CBRN detection and monitoring equipment. Evaluate the ability to deploy, operate, and maintain the CBRN detection and reporting system.

A9.3.3.3.3. Evaluate the adequacy of contamination avoidance plans and material (e.g., plastic sheet, covers, tarps) stocks, based on the CBRNE threat. Evaluate the ability to implement pre- and post-attack contamination avoidance measures.

A9.3.3.3.4. Evaluate the adequacy of theater-wide contaminated waste collection, control, and disposal capability and the ability to implement contaminated waste collection actions.

A9.3.3.4. Force Sustainability.

A9.3.3.4.1. Evaluate the ability of assigned personnel's ability to react to FPCON, MOPP, and alarm condition changes and respond to attacks without prior warning.

A9.3.3.4.2. Evaluate the ability of individuals to perform self-aid/buddy care.

A9.3.3.4.3. Joint Service and/or Host Nation. Evaluate the theater-wide ability to integrate with assigned or attached joint service and/or host nation CBRN defense forces and support installation or theater missions.

A9.3.3.4.4. Evaluate the theater-wide ability to protect (e.g., IPE, collective protection, hardening, evacuation) DOD civilian and contract personnel not designated as emergency essential.

A9.3.3.4.5. Evaluate the ability to protect (e.g., IPE, collective protection, hardening, evacuation) enemy prisoners of war, retained personnel, civilian internees, and other detainees in Air Force custody.

A9.3.3.4.6. Evaluate the theater-wide ability to conduct integrated response operations, restore mission capability, and sustain operations.

A9.3.3.4.7. Evaluate the theater-wide adequacy of personnel accountability and replacement actions.

A9.3.3.4.8. Evaluate the theater-wide adequacy of CBRN defense individual and team equipment stock levels to support sustained operations.

A9.3.3.4.9. Evaluate the theater-wide actions required to re-supply critical CBRN defense equipment.

A9.3.3.4.10. Evaluate the theater-wide adequacy of AF component Reception, Staging, Onward Movement, and Integration (RSOI) training, to include theater specific threats and Tactics, Techniques, and Procedures (TTPs).A9.3.3.4.10.

A9.3.3.4.11. Evaluate the theater-wide ability to execute defense against IED attack against static positions and IED defeat during ground movements.

A9.3.3.5. Information and Cyber Security.

A9.3.3.5.1. Evaluate the use of approved AOC baseline and extensions

A9.3.3.5.2. Evaluate measures to protect critical information and information systems.

A9.3.3.5.3. Evaluate Operations Security.

A9.3.3.5.4. Evaluate the security of information systems.

A9.3.3.5.5. Evaluate that timely and reliable communications links and local area networks are established and available.

A9.3.3.5.6. Evaluate the compatibility and interoperability of communications systems with other units, commands, and services, as well as national or theater compatibility.

A9.3.3.5.7. Evaluate all back-up communications and computer systems to ensure adequate support to primary mission and/or command and control.

A9.3.3.5.8. Evaluate the C4 restoration plan and the unit's ability to execute the plan.

A9.3.3.5.9. Evaluate the emergency action procedures and ability to execute.

A9.3.3.5.10. Evaluate deployed communications-computer capabilities and support equipment meet mission requirements.

A9.3.3.5.11. Evaluate recommended CARA remediation plans for resolving Critical Asset Risk Management (CARM), formally Critical Infrastructure Program (CIP), related problems affecting their mission assurance.