

**BY ORDER OF THE COMMANDER
21ST SPACE WING**

**21ST SPACE WING INSTRUCTIONS
90-202**



4 AUGUST 2016

Special Management

INSPECTOR GENERAL RECEPTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 21SW/IG

Certified by: 21SW/IG
(Lt Col Benjamin J. Wendike)

Supersedes: 21SWI90-202, 5 June 2013

Pages: 10

This instruction implements AFI 90-201, *The Air Force Inspection System*. It establishes responsibilities for coordinating and fulfilling the support needs of a visiting Inspector General (IG) team. It applies to the 21st Space Wing (21 SW) and all subordinate units responsible for support of a visiting IG team. This publication does not apply to the AFR/ANG. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented.

SUMMARY OF CHANGES

This revision updates inspection support requirements to visiting HQ IG teams. This document is substantially revised and must be completely reviewed.

1. General. This instruction establishes responsibilities and provides guidance for coordinating and fulfilling the support needs of a visiting headquarters (HQ) United States Air Force (USAF) or HQ Air Force Space Command (AFSPC) IG team. The plan includes specific requirements in preparation for and during Unit Effectiveness Inspection (UEI) CAPSTONE Events of 21 SW units. It applies to all administrative and logistical support requirements, including work space, funding, equipment, supplies, personnel, communications, security, lodging, transportation,

computer access and reserved parking. Functional area specific inspections, such as Antiterrorism and Force Protection (ATFP) Vulnerability Assessments (VA), Staff Assistance Visits (SAVs), and other inspections within the 21 SW are supported by the respective functional OPR; however, this plan may be used as a guideline.

1.1. All 21 SW units not physically located on Peterson AFB may develop supporting documentation for this instruction. Each commander may determine the type of documentation to produce.

1.2. 21 SW geographically separated units (GSUs) may appoint a field grade officer or senior non-commissioned officer as the IG Reception Point of Contact. The POC works with 21 SW/IG to identify specific requirements of each inspection, as needed.

2. Responsibilities. Each 21 SW subordinate unit is responsible for completing its respective tasks as outlined in this instruction, AFI 90-201, *The Air Force Inspection System* and AFI 90-201, AFSPCSUP, *The Air Force Inspection System, Air Force Space Command Supplement*. All organizations should compile preparation requirements as specified within this instruction.

3. 21SW Commander:

3.1. Establishes a Logistics Planning Team for Inspections (LPTI) responsible for coordinating, tracking and fulfilling the support requirements as specified in this plan and inspection notification letters from MAJCOM or Higher Headquarters.

3.1.1. The team is comprised of representatives from each 21 SW Group, Wing Staff Agencies (WSA) and from the following functional areas: CCA/CCP/CONS/CPTS/CE/CS/CSRCP/FSS/IP/LRS/PA/SE/SFS.

3.1.1.1. In coordination with group leadership, appoints representatives in writing and provides list to 21 SW/IG.

3.1.2. Notifies the wing of inspection upon receipt of a notification or execution letter from HQ USAF/IG or HQ AFSPC/IG.

3.1.2.1. Notifies the LPTI and all groups via email, telephone, or other communication means.

3.1.3. Hosts the IG in-brief and determines attendees. **NOTE:** The following individuals normally attend the IG in-brief: 21 SW/CC, 21 SW/CV, 21 SW/CCC, 21 SW/IG, 21 SW/WSA, 21 MSG/CC, 21 OG/CC, 21 MDG/CC, and 721 MSG/CC. 821 ABG/CC should connect via VTC when possible. Group Chiefs should also plan to attend. Any additional attendees are at the discretion of the Wing Commander.

3.1.4. Identifies funding for all activities in this instruction.

4. 21SW Logistics Planning Team for Inspections (LPTI):

4.1. The LPTI begins meeting as a working group prior to receipt of the formal inspection notification (*approximately 2-3 months prior to estimated inspection date*). The team functions under the direction of the 21 SW/IG office as the LPTI lead.

4.2. Appointed group and functional area representatives' work with respective units to ensure the wing is prepared to receive the inspection team and coordinates all requested support requirements.

4.3. Coordinates and ensures completion of all actions required by AFI 90-201, this instruction, the 21 SW Commander and AFSPC/IG team chief.

4.4. Specific team requirements are identified in the following functional areas responsibilities.

5. 21SW/CCA:

5.1. Coordinates with 21 SW/CCC to assign two military NCOs to the AFSPC IG work center as required by AFI 90-201, AFSPCSUP. Upon notification of an AFSPC IG team visit, provide names and phone numbers (duty and home) of selected individuals to the LPTI.

6. 21SW/WSA:

6.1. Coordinates the in-brief and out-brief locations.

6.2. Coordinates the wing commander's in-brief including mission brief, safety brief, local threat conditions brief and the CCIP brief.

6.3. Coordinates with 21 SW Presentations Office to ensure multimedia support for the in-brief.

6.4. Coordinates with agencies responsible for briefing input and ensures briefers are assigned. Arranges dry run of the wing commander's in-brief to include all briefers.

6.5. Prepares request for and list of Professional Performers and Professional Team nominations for submission to AFSPC/IG.

6.6. Prepares list of key events and meetings conducted during the CAPSTONE Inspection window.

6.7. Provides current listing of off-limit areas to be placed in the IG work center.

7. 21SW/CCP Protocol:

7.1. Prepares the designated location for the IG in-brief with nameplates. Prepares and posts reserved seating chart.

7.2. Ensures appropriate reserved parking is available for Distinguished Visitors (DV).

7.3. Coordinates personnel to greet and farewell DV arrivals and departures if traveling via military airlift.

7.4. Coordinates with 21 CES and 21 SW inspection point of contact (POC) to prepare the IG out-brief location with nameplates.

8. 21SW/CSRCP Colorado Springs Regional Command Post:

8.1. Provides classified material storage to visiting IG on a 24-hour per day basis as required.

8.2. Maintains current Entry Authorization List (EAL) and all changes on file. Distributes the authenticated EAL and all changes to all GSUs, including 721 MSG and 821 ABG. The EAL is encrypted when sent by email, properly marked, and sent only to those with a valid access and need to know. Ensure transmissions are compliant with AFI 33-332, *Air Force Privacy and Civil Liberties Program* and DoDM5200.01, *volumes 1-4, Information Security Program*.

9. 21SW/IP Information Protection:

9.1. Distributes the authenticated EAL and all changes to all security managers. When sent by email, the EAL is encrypted, properly marked, and sent only to those with a valid access and need to know. Ensure transmissions are compliant with AFI 33-332 and DoDM5200.01 volumes 1 through 4.

10. 21SW/PA Public Affairs:

10.1. Ensures base marquees reflect appropriate IG greetings at applicable times.

10.2. Prepares a welcome letter from the 21SW/CC.

11. 21SW Presentations Office:

11.1. Coordinates with the in-brief POC to provide public-address system support at the visiting IG in-brief and out-brief.

11.2. Provides multimedia equipment and assistance as required by the visiting IG team to prepare and conduct IG out-brief. Coordinates actions with the in-brief & out-brief POC and visiting IG team. Provides personnel knowledgeable of the equipment to operate, troubleshoot, and repair equipment, as required, during in-brief and out-brief.

12. 21SW/SE Safety:

12.1. Provides a single-page safety briefing to in-brief POC.

12.2. Provides safety information for the IG in-brief to the POC.

13. 21OG/CC:

13.1. Coordinates information required for the IG mission in-brief with the in-brief POC.

14. 21OSS/CC:

14.1. Prepares the IG Operations Work Area IAW HQ AFSPC/IG inspection support guidance provided on HQ AFSPC/IG SharePoint Portal website as required.

15. 21MSG/CC:

15.1. Identifies the location and equips the IG work center and SIM switch.

15.1.1. Provides an action officer to ensure the IG work center and SIM switch are completely configured IAW guidance provided on HQ AFSPC/IG SharePoint Portal website and provides oversight for all work center requirements specified in the requirements list. The work center should ideally be configured NLT 72 hours prior to inspection team arrival.

15.1.2. Coordinates with 21 FSS/CC to ensure all supplies are provided IAW Work Center Requirements guidance on HQ AFSPC/IG SharePoint Portal website.

15.2. Identifies location for complaint intake by visiting IG.

15.3. Identifies location for Airman to IG Sessions.

15.4. Ensures all support required by 21 MSG squadrons is accomplished and the LPTI is kept informed of status.

15.5. Coordinates information required for the IG mission in-brief with the in-brief POC.

16. 21CS/CC:

16.1. Provides all necessary communications support. Install, inventory and operations check phones and network drops, as required, for telephone and network support. Notifies 21 SW inspection POC of location and telephone numbers of each instrument.

16.2. Submits AF Form 332, *Base Civil Engineer Work Request*, to 21 CES for electrical power to support installation of computers, if required.

16.3. Prepares Communications Work Center IAW work center requirements document located on the HQ AFSPC/IG SharePoint Portal website.

17. 21CES/CC:

17.1. Fabricates reserved parking signs and vehicle placards as needed.

17.2. Notifies individual units pick up signs from 21 CES, post them outside their facilities, and remove reserved parking signs upon departure of AFSPC IG team.

17.3. Inspects IG work center, in-brief, and out-brief facilities. Coordinates minor repair work and any reconfiguration assistance needed prior to IG visit. Coordinates custodial services for nights and non-duty days within the IG work center.

17.4. Provides large base map for the IG work center.

18. 21CONS/CC:

18.1. Prepares Acquisition/Contracting Work Center IAW work center requirements document as specified on the HQ AFSPC/IG SharePoint Portal website.

19. 21FSS/CC:

19.1. Coordinates with 21 MSG's IG work center POC to prepare and deliver all administrative supplies to the IG work center as specified on the HQ AFSPC/IG SharePoint Portal website.

19.2. Arranges accommodations for the inspection team IAW AFI 90-201, AFI 34-135, *Air Force Lodging Program*, and any additional guidance coordinated through the 21 SW inspection POC. If on-base lodging is used, use DV check-in/check-out procedures. If team integrity cannot be maintained due to insufficient on-base quarters, use contract quarters to house all or part of the team, as requested by the team chief. When lodging is off base, furnish local area maps to the inspector making the lodging arrangements. Maps need to include a clearly marked direct route to the off-base billets.

19.3. If on-base or contract quarters are not available, issues non-availability certificates according to AFI 34-135. If lodging is off base, provides 21 SW inspection POC with the name, address, and telephone number of a representative of the motel/hotel, as well as the expected daily room cost. Coordinates room assignments with the 21 SW inspection POC.

19.4. Prepares lodging for all inspectors, identifying location (off-base, by hotel; on-base, by building number), room, and telephone numbers. Delivers lodging directory to 21 SW/IG and the 21 SW inspection POC.

19.5. Prepares a listing of base services hours of operations (i.e.: fitness center, dining facility, shoppette, BX, food court, bowling center, etc.) for posting in the IG work center.

20. 21LRS/CC:

20.1. Provides vehicles, as required. Prior to entering into any rental vehicle contracts or agreements, 21 SW inspection POC contacts HQ AFSPC/IGIP. Ensures each vehicle is properly equipped with safety and emergency gear, to include spare tire, jack, and lug wrench.

20.2. Ensures all vehicles provided to inspectors have been completely serviced and equipped with numbered IG vehicle placards. Pre-positions vehicle placards for inspectors' privately owned vehicles (POVs) in the IG work center.

20.3. Provides government-owned vehicles to the fullest extent possible. If rental vehicles are used, a means to service the vehicles is available. The HQ AFSPC/IG representative provides obligation authority for those vehicles that are rented. The 21 SW inspection POC contacts HQ AFSPC/IGIP for rental agreements.

20.4. Ensures Trusted Agent assigned to issue GOVs to IG members is trained on licensing requirements for specific vehicles. Trusted Agent does not issue vehicles to IG members unless they meet all licensing requirements IAW AFI 24-301.

20.5. Ensures Government Service Account vehicles are provided from the U-Drive It (UDI) fleet to support IG requirements. Vehicle operations provides replacement vehicles, as required.

20.6. Sends message to HQ AFSPC/IGIP indicating exact cost of vehicle rental within 72 hours after return of any vehicles to the rental agency. Sends one (1) copy of costs to 21 SW inspection POC.

20.7. Ensures vehicles are removed from IG team reserved parking areas one (1) day after the IG team departs.

20.8. Complies with all requests from the HQ AFSPC/IG transportation representative. Uses DV procedures for HQ AFSPC/IG team members.

21. 21SFS/CC:

21.1. Authenticates the IG team EAL and all changes IAW applicable guidance. Maintains the original EAL and all changes at the Security Forces Control Center and provides an encrypted scanned copy to each of the other EAL distributors (21 SW inspection POC, 21 SW/IG, 21 SW/IP, and 21 SW/CP). The EAL contains Personal Identifiable Information (PII) and is properly marked and controlled IAW AFI 33-332.

21.2. Distributes copies of the EAL and all changes to the 21 SW/CP, 21 SFS posts and patrols, AF Office of Special Investigations Detachment, HQ AFSPC, HQ USNORTHCOM, and HQ Army Strategic Command (ARSTRAT).

21.3. Distributes Wing Duress Word memo to IG team to disseminate to any IG members who will have unescorted entry into any restricted areas.

21.4. Obtains sample IG team windshield placards from the LPTI. Ensures all security personnel are familiar with the placard. This placard indicates that the vehicle is authorized installation entry and can be operated within the confines of the flight line and restricted areas. It cannot be used in place of the flight line driver's license or restricted area unescorted entry authorization media.

21.5. Coordinates with building facility managers to ensure appropriate reserved parking signs are posted IAW Reserved Parking Plan, Attachment 2. Ensures reserved parking complies with base and local traffic codes. Individual units are responsible to pick up the signs from 21 CES, post them outside their facilities, and remove reserved parking signs upon departure of AFSPC IG team.

22. 21MDG/CC:

22.1. Coordinates information required for the IG mission in-brief with the in-brief POC.

22.2. Ensures all support required by 21 MDG squadrons is accomplished and the LPTI is kept informed of status.

23. GSU Commanders:

23.1. May create a plan or operating instruction to support this instruction.

23.2. Coordinate all support required by AFI 90-201, applicable supplements, this instruction, and/or the IG team chief.

23.3. Prepare a location for unit IG in-brief.

23.4. Prepare a unit in-brief according to AFI 90-201 and applicable supplements.

23.5. Coordinate personnel to greet and farewell DV arrivals and departures, as applicable.

23.6. Provide classified material storage on a 24-hour per day basis, as required.

23.7. Maintain current EAL and all changes on file.

23.8. Coordinate transportation requirements and reserved parking locations at the unit, as applicable.

23.9. Coordinate lodging assignments, maximizing functional integrity of the visiting inspectors as required.

23.10. Designate a location to be used as a work center for the visiting inspection team and prepare it IAW GSU work center requirements as specified on the HQ AFSPC/IG SharePoint Portal website. If the HQ AFSPC/IG SharePoint Portal website site is not accessible, request information through the group, the 21 SW/IG workflow, or the 21 SW inspection POC.

23.11. Coordinate with 21 SW Presentation Office at least 2 weeks prior to wing out-brief, to ensure connectivity with the wing out-brief location.

DOUGLAS A. SCHIESS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM5200.01 *volumes 1 - 4, DoD Information Security Program*, 24 February 2012

AFI 24-301, *Vehicle Operations*, 5 May 2016

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 Mar 2013

AFI33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 34-135, *Air Force Lodging Program*, 24 September 2014

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 December 2006

Prescribed Forms

None

Adopted Forms

AF 332, *Base Civil Engineer Work Request*

AF 833, *Multimedia Work Order*

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFSPC—Air Force Space Command

ARSTRAT—Army Strategic Command

ATFP—Antiterrorism and Force Protection

DV—Distinguished Visitor

EAL—Entry Authorization List

GSU—Geographically Separated Units

HQ—Head Quarters

IAW—In Accordance With

IG—Inspector General

LPTI—Logistics Planning Team for Inspections

OPR—Office of Primary Responsibility

POC—Point of Contact

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

SAV—Staff Assistance Visits

USAF—United States Air Force

VA—Vulnerability Assessment

WSA—Wing Staff Agency(ies)

Attachment 2

PETERSON AFB RESERVED PARKING REQUIREMENTS

A2.1. Reserved Parking Plan Execution. Upon notification of an AFSPC/IG inspection, each 21SW building manager on Peterson AFB is responsible for contacting the 21 SFS and coordinating the execution of the reserved parking requirements plan. If signs need to be fabricated, building managers should contact 21 CES. The reserved parking signs are to be posted NLT 24 hours prior to the inspection team arrival or upon notification of no-notice inspection. The parking plan may be adapted as required to respond to inspection team needs.

Table A2.1. PAFB Reserved Parking Requirements.

Building #	Organization	# Reserved spots
845	21 SW Headquarters	5 on NW side (2 w/eagles) 5 on SE side (2 w/eagles) Note: If FPCON conditions do not allow building access through the front door, put all 10 reserved slots in the rear parking lot.
350	21 MSG	4 (2 with eagles)
1038	21 CS	4
1324	21 CES	4
1376	21 SFS	4 Note: If FPCON conditions do not permit parking in the Bldg 1376 lot, reserve 4 slots as near to the building as possible
959	21 MDG	3
1229	21 LRS	2
123	21 LRS	2
140	21 LRS	2
652	21 LRS	2
2028	76 SPCS	4 within compound
IG work center		2 – IG and IGD
All other buildings		2