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This Instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General—The Inspection System* and complements Department of Defense Directive (DODD) 3150.02, *DOD Nuclear Weapons Surety 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 inspections, including 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. Major Command (MAJCOM) supplements to this Instruction will be coordinated with the 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 **safigi.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

SAF/IGI. Ensure that all records created as a result of processes prescribed in this publication are maintained 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).

(301FW) This supplement provides extended guidance on the management of the 301FW Commander's Inspection Program (CCIP) Self-Assessment Program (SAP)

(301FW) AFI 90-201, 23 March 2012, is supplemented as follows:

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Significant revisions include: Incorporating guidance previously issued under Guidance Memoranda 1, 2 and 3 to the 23 March 2012 version of AFI 90-201; reorganization of chapters; new chapters for the Management Inspection (MI), Unit Effectiveness Inspection (UEI) and the Commander's Inspection Program (CCIP); new and revised attachments to provide additional guidance to all Airmen and inspectors. In addition to containing new/amended guidance, there are legacy terms that are no longer used in the Air Force Inspection System (AFIS) and consequently not found within this Instruction. Included among the most significant terms no longer used in this Instruction are: Consolidated Unit Inspection (CUI), Compliance Inspection (CI), Readiness Inspection (RI), Health Services Inspection (HSI), Ability to Survive and Operate (ATSO) and Exercise Evaluation Team (EET). When a requirement is mandated for compliance at the Wing level throughout this Instruction, the requirement is tiered, signifying the appropriate waiver authority to the requirement and is indicated in parentheses (T-0, T-1, T-2, or T-3) following the sentence/paragraph that drives the requirement, IAW AFI 33-360. This document provides guidance that transforms the AFIS to emphasize command responsibility, decrease the number of days on a wing's calendar impacted by external inspections, and to provide greater visibility over programs and processes executed at the wing level, while effectively meeting the challenges of increasing efficiencies and decreasing resources.

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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.

1.1. (301FW)Applicability. This instruction applies to all 301FW units.

1.2. Overview.

1.2.1. The Air Force Inspection System. The 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 is inherently wasteful if not directly aligned with mission readiness. 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 and when no one is looking. The intent of the IG 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, evaluations and audits, excluding audits conducted under the authority of the Secretary of the Air Force Auditor General (SAF/AG), and those audit activities conducted under the authority of the Secretary of the Air Force Comptroller (SAF/FM) specifically for the purposes of achieving audit readiness in accordance with the Financial Improvement and Audit Readiness Plan. Inspections include special visits, technical inspections, special one-time inspections, inspections required by law or for the exercise of command responsibilities, and inspections approved by the Secretary of the Air Force Inspector General (SAF/IG; TIG) which are conducted by functional staff (Functional) entities to provide or obtain technical information or assistance.

1.2.3. It is Air Force policy that commanders at wing level and below receive at least one IG inspection report during their command tour. This includes all Active Duty, Reserve, and Air National Guard units.

1.2.4. Inspections are the responsibility of commanders at all levels IAW Title 10 United States Code (USC) § 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).

1.2.5. 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 on a unit's readiness, economy, efficiency, effectiveness 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. A unit's compliance with established directives and ability to execute its assigned mission, leadership effectiveness, management performance, and aspects of unit culture and command climate.

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 major commands (MAJCOM), National Guard Bureau (NGB) and Headquarters Air Force (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.

1.5. Roles and Responsibilities.

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

1.5.1.1. The Inspector General's mission is defined in HAF Mission Directive (MD) 1-20, *The Inspector General* and AFPD 90-2, *Inspector General-The Inspection System*. 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 Air Force IG 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 § 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 IG 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 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 deficiencies between Nuclear Surety Inspection (NSI) and/or oversight teams IAW **paragraph 6.16**

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 IG Evaluation Management System (IGEMS) and the Management Internal Control Toolset (MICT), and establishes Self-Assessment Checklist (SAC) 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), Sexual Assault Prevention and Response (SAPR), 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 to inspection 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. Coordinates 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 Board Chair.

1.5.2.5. Supports TIG/DIG as necessary to execute duties related to inspection of AF Special Access Programs.

1.5.2.5.1. Manages Air Force Fraud, Waste and Abuse Complaint Hotline for Special Access Programs, including intake, complaint analysis and investigation as necessary.

1.5.2.6. Manages and administers the Air Force 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 AFI reviews/updates).

1.5.2.8. Is the Executive Secretary of the Air Force 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 the Complaints Resolution Directorate (SAF/IGQ) 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. Serves as a voting member of the NSI Process Review Group (PRG).

1.5.2.15. Serves as office of primary responsibility (OPR) for processing PA or FOIA requests concerning Nuclear Surety Inspections (all types) conducted by SAF/IG or command IGs, IAW CJCSI 3263.05, *Nuclear Weapons Technical Inspections*.

1.5.2.16. Serves as release/initial denial authority for PA and FOIA requests concerning inspections other than Nuclear Surety Inspections (all types) conducted by SAF/IG or command IGs.

1.5.2.17. Forwards nuclear surety inspector course syllabi annually to the Joint Staff (J36) for review no later than (NLT) 30 Sep and after every change and update.

1.5.2.18. Works with Joint Staff and Service counterparts to develop inspection policy for joint installations.

1.5.2.19. Provide TIG reports on readiness, economy, efficiency and state of discipline of the forces.

1.5.3. The Air Force Inspection Agency (AFIA).

1.5.3.1. Conducts inspections, inspection oversight, investigations, and other duties as directed by SAF/IG (see **Chapter 8** for additional 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. Serves as the MAJCOM Gatekeeper for all AF level FOAs/DRUs and is the liaison to coordinate efforts by AF and non-AF inspecting entities (e.g. DTRA, Defense Information Systems Agency (DISA), GAO, Public Accountant Contract Audits (PACA)) with MAJCOM Gatekeepers.

1.5.3.4. Serves as the Lead Agent for the AF Inspection Scheduling Process (see **paragraph 2.7** and **8.13**).

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 6.13.2**

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

1.5.3.9. Serves as the lead agent for AF By-Law reporting (see **paragraph 8.14** for specifics).

1.5.3.10. Serves as the lead agent for AF Wounded, Ill and Injured (WII) facilities inspection (see **paragraph 8.15** for specifics).

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

1.5.3.12. 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.

1.5.3.13. Identifies and provides in-depth analysis and trending of inspection and root cause analysis (RCA) results.

1.5.3.14. Manages and administers the USAF Basic Inspectors Course.

1.5.3.15. 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.

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

1.5.3.17. Provides medical inspectors to MAJCOM IGs for Unit Effectiveness Inspections.

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 for nuclear inspection duties in accordance with **Chapter 6** and in the performance of capstone, on-site inspections IAW **Chapter 4** and **Attachment 3**.

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

1.5.5.1. 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 Headquarters Air Force (HAF) offices.**

1.5.6.1. Develop prioritized inspection requirements for readiness, compliance, and nuclear surety areas subject to inspection. Coordinate inspection requirements with MAJCOMs and NGB; then forward to SAF/IGI for inclusion in **Attachment 3** of this Instruction.

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

1.5.6.3. Develop Air Force-level Self-Assessment Checklists (SAC) IAW **paragraph 5.7** of this instruction.

1.5.6.4. Provide appropriate representatives to support and participate in the AFIS Governance Process IAW **paragraph 2.22.**

1.5.6.5. Validate HAF-level deficiencies with MAJCOM/IGs and FAMs and provide corrective action replies for 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.

1.5.6.6. Update AF policy based on MAJCOM inputs (benchmark procedures, best practices, etc.), Continuous Process Improvement Management Tool (CPI-MT) and Joint Lessons Learned Information System.

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. Establish inspection programs consistent with command mission requirements to assess unit readiness, economy, efficiency, and state of discipline. Additionally, 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. Conduct Total Force inspections on Active Duty, and gained Air Reserve Component (ARC) units. The development of TFI UEIs will be led by the gaining MAJCOM/IG in coordination with AFRC/IG and NGB-IG. Associated Total Force units should normally be inspected by one team comprised of personnel from each MAJCOM and/or Air Force component (AFRC/ANG) whose units are participating in the inspection. See **paragraph 4.5.3** for more specific UEI Total Force Integration (TFI) guidance. The gaining MAJCOM will conduct NORIs, NSIs, and other required nuclear inspections and when necessary, coordinate with AFRC/IG and NGB-IG to provide qualified personnel to augment gaining MAJCOM inspection teams to include team chiefs, branch chiefs and inspectors. In accordance with 32 USC §105, Gaining MAJCOMs will inspect ANG units to determine whether:

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 Title 32.

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 Title 32.

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. Utilize IGEMS to facilitate AF-wide trend analysis and reporting, and deficiency resolution. Minimum required entries into IGEMS are described in **paragraph 2.18.1.1**.

1.5.7.4. In conjunction with the appropriate MAJCOM/FOA/DRU 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).

1.5.7.5. Designate a Gatekeeper for notification of inspections by all AF and non-AF organizations. See **paragraph 2.9.1** for Gatekeeper responsibilities.

1.5.7.6. Participate in the AF inspection scheduling process to coordinate and de-conflict inspection efforts, including continuous schedule reviews and participation in the Gatekeepers' inspection scheduling conferences (in-person or virtual). Input updated inspection activities (to include all inspection activities listed in Attachment 2 and any other activities approved by the Gatekeeper) immediately upon approval to the Air Force Gatekeeping Program SharePoint site (**https://eis.af.mil/cs/afgatekeeper/default.aspx**).

1.5.7.7. Develop MAJCOM specific inspector training and certification program for MAJCOM IG inspectors and Wing-level IG Inspectors.

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

1.5.7.8.1. Immediately notify all offices listed in **Table A6.2**, **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 6.13** 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 will not conduct inspections under the AFIS.

1.5.8.2. In accordance with Title 32 USC § 105, the SECAF shall execute inspections, by Inspectors General of the Regular Air Force, upon ANG units.

1.5.8.2.1. NGB-IG and MAJCOM ANG IG 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.

1.5.8.3. 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. 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.

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

1.5.9.1. Monitor and assess MICT data from units to maintain situational awareness of potential problem areas.

1.5.9.1.1. MAJCOM FAMs will also review inspection deficiencies identified in IGEMS to identify trends and guidance issues. Take appropriate actions to correct identified issues.

1.5.9.2. Employ AF Smart Operations for the 21st Century (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**

1.5.9.3. Coordinate and approve Corrective Action Plans, on behalf of 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.

1.5.9.4. If absolutely necessary, supplement HAF prioritized inspection requirements with MAJCOM/NGB/FOA/DRU-specific requirements. Coordinate all additional MAJCOM/NGB-desired HAF-level requirements with applicable HAF/MAJCOM/NGB/FOA/DRU FAM.

1.5.9.5. Ensure all inspection-type visits are approved by the Gatekeeper. These include all visits to assess, audit, certify, accredit or evaluate a unit. Additional visits such as Staff Assistance Visits (SAVs) must be expressly requested by the unit commander. These visits should be synchronized with other visits or inspections to the maximum extent possible by the Gatekeeper.

1.5.9.6. May develop and maintain MAJCOM/NGB/FOA/DRU-specific inspection requirements where no HAF Functional inspection requirements exist for that functional area and load self-assessment checklist(s) into MICT.

1.5.9.7. Develop MAJCOM/NGB/FOA/DRU supplements to SACs in accordance with guidance in **paragraph 5.7** of this publication, as required.

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

1.5.9.9. 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.

1.5.9.10. Personnel permitting, conduct Staff Assistance Visits (SAV) when requested by a commander. SAVs may help a unit better understand the intent of higher headquarters policy and allow 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 (NGB-IGD for ANG). 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.

1.5.10. **Non-IG AF Inspection, and Accreditation and Certification Teams (see Attachment 2).** Each non-IG AF inspection, accreditation or certification team will designate a scheduling point of contact (POC) in writing to AFIA. The representative must have the authority to approve inspection schedule changes on behalf of the inspecting entity. Each of these inspections, accreditations or certifications will be synchronized through the appropriate Gatekeeper (see **paragraph 2.9.1**).

1.5.10.1. HAF and MAJCOM Functionals will eliminate non-IG inspections of Wings (as defined in paragraph 2.2) IAW Program Action Directive (PAD) 13-01. The Air Force Inspection System Implementation Tiger Team (AITT) will coordinate HAF and MAJCOM Functionals' actions to ensure a deliberate, risk-mitigated phase-out of non-IG inspections by 1 Oct 14 IAW PAD 13-01 direction and MAJCOM-unique concerns.

1.5.11. **Statutory Teams (see Attachment 2).** 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 any appearance of undue influence. Each statutory inspection team will designate a scheduling point of contact (POC) in writing to AFIA. 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), Air Force Audit Agency 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.

1.5.12. **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 attend the USAF Basic Inspector course (UEI) and/or other equivalent training as determined by TJAG. Once properly trained, JA inspectors serve at the discretion of TJAG. Inspection requirements, policies, and procedures for Article 6 Inspections will be determined by TJAG.

1.5.12. **(301FW)** 301FW Fighter Wing Roles and Responsibilities.

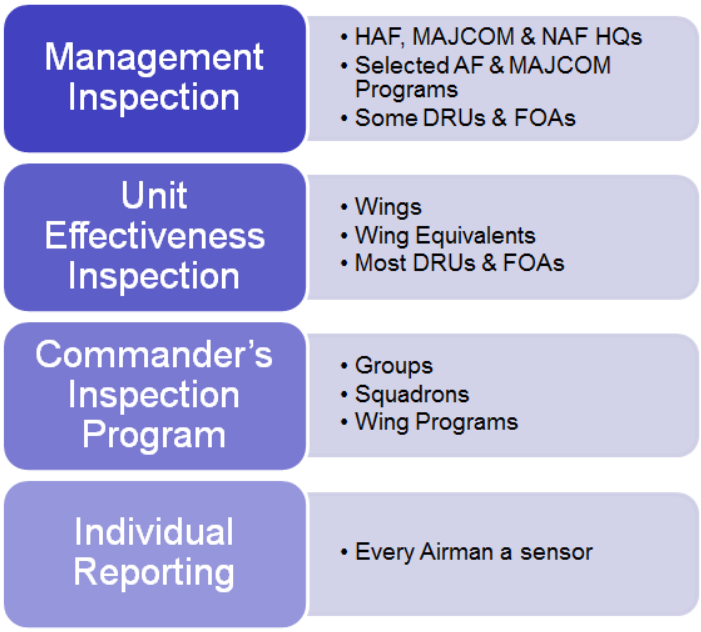
1.5.12.1. **(Added-301FW)** The 301FW/IGI office will monitor unit performance and serve as the Wing SAP Manager and focal point for ensuring compliance with this instruction. Further information regarding the 301FW SAP organization can be found in Chapter 5 of this document.

Chapter 2

INSPECTION GUIDELINES

2.1. Introduction. The AFIS consists of three synergistic inspections designed to evaluate different levels of command in the Air Force. Each inspection is designed to complement the other two, relying on the input and output of the other inspections for maximum effectiveness (see **Figure 2.1**). Subsequent chapters in this Instruction describe each inspection in further detail.

Figure 2.1. The Air Force Inspection System (AFIS).



2.2. Definition of "Wing". For the purposes of this Instruction, the term "Wing" refers to an organization with a Commander's Inspection Program (CCIP), and upon which a Unit Effectiveness Inspection (UEI) is conducted. Throughout this Instruction, the term "Wing" is a substitute for the following terms: Wing, DRU, FOA (exception: AFISRA will act as a MAJCOM inspecting equivalent for the purposes of the AF Inspection System.), and Wing-equivalent. MAJCOM/CCs determine which organizations should be considered "Wing-equivalents" for the purpose of the AF Inspection System.

2.3. Major Graded Areas (MGAs). MGAs represent key processes, procedures and requirements based on either public law, executive orders, directives and instructions. The UEI and CCIP will assess four MGAs: managing resources, leading people, improving the unit and executing the mission (see **Figure 2.2** and **Attachment 4**). See **Chapter 3** for Management Inspection MGAs.

Figure 2.2. UEI and CCIP Major Graded Areas.

2.4. Inspection Types.

2.4.1. 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.

2.4.1.1. IAW 10 USC § 8583, commanders will conduct Internal Inspections and actively support and participate in External Inspections affecting their unit(s). (T-0)

2.4.1.2. Commanders are responsible for ensuring compliance within their units. CCIP will focus on detecting non-compliance with all applicable governing directives and on unit effectiveness in the four MGAs in **Figure 2.2** (T-1) Inspections should be prioritized based on the risk created by *undetected non-compliance*.

2.4.1.3. For the purposes of this instruction, any inspection conducted by a Wing on a subordinate agency is considered an internal inspection. Inspections conducted as part of the Commander's Inspection Program are considered internal inspections.

2.4.2. External Inspections. External inspections can serve two purposes. First, they can provide an independent, transparent and accountable assessment of readiness, economy, efficiency and state of discipline. Additionally, external inspections can be used to validate and verify the internal inspections process.

2.4.2.1. External inspections include:

2.4.2.1.1. IG Inspections, including the Unit Effectiveness Inspection. The UEI is an external, continual evaluation of Wing performance based on the four MGAs in **Figure 2.2** The UEI serves both purposes of an external inspection: providing an independent assessment of Wing effectiveness and validating/verifying the Commander's Inspection Program. The UEI is *not focused on detecting shop-level non-compliance*. Instead, the UEI is focused on identifying areas where the *risks*

from undetected non-compliance are greatest—helping the Wing CC identify blind spots, poorly focused or misaimed sensors in his/her CCIP. Some of these high-risk areas are identified in **Attachment 3**, the authoritative source of HAF-level inspection requirements. MAJCOM/IG teams will build an inspection sampling strategy based on, as a minimum, the mandatory areas identified in **Attachment 3** for each unit.

2.4.2.1.2. Non-Air Force Inspections.

2.4.2.1.3. Non-IG Inspections.

2.4.2.1.4. Accreditation and Certification Inspections.

2.5. 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.

2.5.1. Inspector Certification. The IG (MAJCOM or Wing) will certify all inspectors. (T-1) All IG inspectors (to include inspector augmentees and Wing Inspection Team (WIT) members) will be properly trained (see **Chapter 9**), certified in writing and sworn-in by oath (See **Figure 9.1**). (T-1)

2.5.1.1. 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.

2.5.1.2. All certifications--interim and full--will be documented and filed IAW the AF Records Disposition Schedule in AFRIMS. Until 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. (T-1)

2.5.1.3. Certified IG inspectors will carry appropriate credentials. (T-1)

2.5.1.4. Wing IG, MAJCOM IG, AFIA and SAF/IG inspectors with nuclear inspection responsibilities will also complete the AF Nuclear Surety Inspector Course if their duties involve inspection of a nuclear surety mission. (T-1)

2.5.2. IG Oath. Officers, NCOs, and DAF civilians serving as inspectors will take the IG oath. (T-1) 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. (See **Figure 9.1**) (T-1)

2.5.2.1. 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, he may delegate this authority to the command IG. Assigned IGs will administer the oath to IG inspector augmentees. Contractor personnel working in an IG staff section will not take the IG oath.

2.5.2.2. 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.

2.5.3. 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.

2.5.4. 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 unless there is an Organizational Conflict of Interest resulting from other contracts held by the contractor. This may be determined by the contracting office supporting the unit being inspected. 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, MGA grades and overall ratings. Use of contractors must be in compliance with DOD Instruction 1100.22, *Guidance for Determining Workforce Mix*.

2.5.5. Bargaining unit employees may be assigned to an Inspector General office (wing, MAJCOM or HAF) as full-time certified inspectors or in a clerical/administrative support role. Bargaining unit employees may also, on a part-time basis, act as certified IG inspector augmentees. IGs will ensure bargaining unit members do not act as investigators in any way since there are conflicts that may arise in a number of situations. (T-0)

2.5.6. 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.

2.5.7. 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.

2.5.8. Restricted access. IGs are not authorized access to material subject to the attorney client privilege 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.

2.5.9. 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 to the security management office 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.

2.5.10. Special Access Programs. The SAF/IG is responsible for performing program security, inspection, investigation and counterintelligence functions for all Air Force SAPs and for maintaining a sufficient cadre of inspectors, investigators, special agents, analysts and program security officers to do so.

2.5.10.1. 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, for all Air Force SAPs and non-AF SAPs where the Air Force has been assigned responsibility. The SAF/IG or a designated representative may attend any Special Access Required Programs Oversight Committee, Special Programs Review Group and SAP Oversight Review Board meeting.

2.5.10.2. 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”).

2.5.10.3. 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.

2.5.11. 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 DOD S-5210.41-M, Volumes 1-3_AFMAN 31-108, *The Air Force Nuclear Weapon Security Manual*.

2.6. Inspection Frequency. See **Chapters 3, 4, 5** and **6** of this instruction for specific inspection frequency.

2.7. Air Force Inspection Scheduling Process. The purpose of the AF Inspection Scheduling Process is to synchronize inspection efforts to maximize unit training days and inspection resource utilization; build out-year schedules; and align non-AF inspection requirements with AF inspection schedules.

2.7.1. Gatekeepers will establish inspection schedules within their MAJCOM and publish IAW paragraph 1.5.7.6. Schedules will include: two years from the current date and a tentative schedule for the following two years, accumulating in a four year total. For example, by 1 Mar 2014, AFIA will publish the AF Inspection Schedule via an access-controlled website for FY15-16 and a tentative schedule for FY 17-18.

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

2.8. Inspection Notification. In addition to scheduled Capstone events and in line with the overall intent to evaluate daily unit effectiveness, eliminate effort wasted on inspection preparation and validate that Mission ready is Inspection ready, no- and min-notice inspections, through sampling, are an integral aspect of the AFIS. No- or min-notice often refers to the time between initial inspection notification and the arrival of the team for an in-brief. However, no- or min-notice inspections are also effectively produced through sampling--when the IG selects the program, team, or Airmen to be inspected. No- and min-notice inspection sampling occurs throughout the Unit Effectiveness Inspection's continual evaluation phase, and through the validation/verification component of the Commander's Inspection Program. (For ANG: If specific programs or events are to be inspected MAJCOM/IGs must consider available unit manpower and resources when coordinating notification timeframes.) Commanders will determine the amount of notice to give inspected units. (T-1)

2.8.1. Trusted Agents. SAF/IGI, AFIA, AFSEC/SEW, NGB-IG and MAJCOM/AFISRA/ OSI Gatekeepers, and Functional inspection team scheduling POCs who participate in the AF Inspection Scheduling Process are trusted agents for the Air Force Inspection Schedule.

2.8.2. ARC units will participate in MAJCOM/IG no-notice and min-notice NSIs and NORIs.

2.8.3. MAJCOM/IGs must recognize there may be limited availability of ARC unit personnel in some functional areas when initiating no/min-notice inspections.

2.9. 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.

2.9.1. 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 inspections by AFIA or SAF/IGI, 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 de-conflict 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.

2.9.1.1. MAJCOM Gatekeeper functions include the ability to establish/maintain situational awareness and to synchronize and de-conflict unit inspections, assessments and evaluations within their MAJCOM. MAJCOM Gatekeepers also review subordinate wing inspection schedules for continuous evaluation of local exercise scenarios. Gatekeeping unit inspections may include tracking organizations below the wing level as needed.

2.9.1.2. Gatekeepers will only approve access to their installations:

2.9.1.2.1. IAW their MAJCOM commander's guidance.

2.9.1.2.2. For inspections listed in **Attachment 2**.

2.9.1.2.3. For events requested by the unit commander (e.g., award teams and SAVs)

2.9.1.3. For requests that do not meet the above criteria, Gatekeepers should deny access to the installation and direct the requestor to follow the procedures in **paragraph 2.22** to request the activity be vetted by the Inspection System Governance Process for consideration to be added to **Attachment 2**.

2.9.1.4. 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 a unit's calendar whitespace through synchronization. If unable to resolve the non-AF agency request, AFIA will notify SAF/IGI for assistance.

2.9.1.5. 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.

2.9.1.6. 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.

2.10. MAJCOM HQ Role in the AFIS.

2.10.1. MAJCOM HQ will establish an effective and efficient battle rhythm to: 1) execute the UEI continual evaluation IAW **Chapter 4**; 2**)** identify and track action items for MAJCOM HQ and Wing action; 3) identify potential action items for HAF consideration; and 4) ensure the inspection schedule meets the commander's requirements. The following battle rhythm will be used:

2.10.1.1. Monthly. FAMs will analyze MICT data and other functional metrics to build awareness of unit performance in FAMs' areas of expertise.

2.10.1.2. Quarterly Inspection Working Group. Chaired by the MAJCOM/IG (delegable no lower than the Deputy IG). The members include Wing IGs and MAJCOM HQ deputy directors (NGB-IGD for ANG) and special staff.

2.10.1.3. Semi-Annual Inspection Council. Chaired by the MAJCOM/CC/CV (delegable no lower than a Director). The members include Wing CCs, ANGRC/CV, HQ Directors and Special Staff, and others as directed by MAJCOM/CC/CV.

2.10.2. Inspection alignment with the AEF battle rhythm. Inspections must be deconflicted with AEF 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 combatant command (COCOM). MAJCOM/IGs will make final determination of scheduling and tailoring.

2.11. FOAs' Role in Support of MAJCOMs.

2.11.1. For areas in which a MAJCOM HQ has limited expertise due to consolidation of subject-matter-experts to FOAs, MAJCOM HQ and FOAs will establish processes and agreements as necessary to facilitate the UEI continual evaluation process. FOAs that have consolidated SME responsibilities on behalf of MAJCOM functional directorates will provide support as special staff in the Quarterly Inspection Working Group described in paragraph 2.10.1.2.

2.12. On-Site Inspections.

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

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

2.12.3. IG Reciprocity. MAJCOM and Wing IG reciprocity is an essential component of the AFIS. If an IG needs to inspect a geographically separated unit, he or she may request a collocated IG conduct the inspection on their behalf. IGs should accommodate inspection reciprocity requests to the maximum extent possible. Additionally, requesting IGs shall honor deficiencies reported by the inspecting IG as if they were their own. Reciprocity requests should be documented in a memorandum of agreement between the concerned parties.

2.12.4. Limiting factors, simulations and deviations. The inspected unit will submit 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.

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

2.12.6. 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.

2.12.6.1. MAJCOM/IGs will conduct periodic site visits and/or review documents and after action reports of unit activity in conjunction with exercises and contingencies, real-world operations, self-assessments, other inspection/evaluations, sampling techniques, and other measures of sustained performance. These measures will be used to adjust the breadth, duration, and incidence of on-site inspection activities.

2.12.6.2. 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 of mandated guidance or if injury to personnel and/or damage to equipment could occur that may cause significant mission degradation.

2.12.7. 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.

2.13. 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). Inspectors may brief applicable items from paragraph 6.10.2.2.3. to the individual(s)/team(s) being evaluated prior to the start of the evaluation.

2.14. Inspecting Contracted Functions.

2.14.1. Performance Work Statement (PWS). The Contracting Officer and/or Contracting Officer Representative (COR) will accompany the IG during inspections of contracted functions. (T-1) Inspectors will assess and rate contracted functions against the PWS and assess adequacy of the PWS to meet mission requirements while developing and implementing safeguards to prevent contractor claims resulting from inspection activities. Inspectors must communicate with the Contracting Officer and/or the COR to fully understand the scope and limitations of the contracting authorities and must work closely with them to prevent a possible misunderstanding or the creation of a condition that may be the basis of a later claim against the Government.

2.14.2. 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 COR. Contractors may be provided with applicable portions of the report IAW DOD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*.

2.14.3. Validation. Validate observations related to contractor functions with the contracting officer. Deficiencies will be tracked IAW **paragraph 2.18**. Only the Contracting Officer can

take formal action against the contractor for noncompliance or direct contractors to correct deficiencies identified during inspections.

2.15. Additional Inspections.

2.15.1. **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*.

2.15.2. **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 facilities which store and use BSAT.

2.15.3. **Wounded, Ill, and Injured (WII) Facility Inspections.** IGs (MAJCOM or Wing) will conduct WII Facility Inspections, as required by National Defense Authorization Act (NDAA) FY2008, 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 IG (MAJCOM or Wing) inspections, 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.

2.15.4. **Cemetery Inspections.** Cemeteries identified on the DOD list as being under the care of the USAF will be inspected by the closest assigned Wing IG IAW requirements mandated by the National Defense Authorization Act, Section 592. The inspection of military cemeteries shall include an assessment of the items listed in **Attachment 9**.

2.16. Self-Assessment Checklist Fragmentary Order (SAC FRAGO). The new inspection system gives HAF Functionals a responsive capability to get validated/verified data directly from units using MICT. The mechanism is an order—a Self-Assessment Checklist Fragmentary Order (SAC FRAGO)—from VCSAF to MAJCOM and other commanders to complete a specified checklist in MICT for a high-priority, often time-sensitive requirement. HAF Functionals should submit a SAC FRAGO request for VCSAF approval and transmission through normal HAF/ES coordination channels.

2.17. The Air Force Special Interest Item (SII) Program. SIIs provide a means to gather data to evaluate the status of specific programs and conditions in the field requiring AF senior leader attention. There should be no more than five active SIIs at any given time.

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

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

2.17.3. SII Sponsors. The Offices of the Secretary and Chief of Staff of the Air Force, SAF/IG and HAF Functionals may sponsor SIIs. HAF Functional-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 SharePoint website. Coordinate with MAJCOM FAMs (to include, Guard/Reserve) prior to submitting a proposed AF SII.

2.17.4. 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.

2.17.5. MAJCOM/IGs will sample all active SIIs during formal inspections. Document the results of SII inspections as a separate section of the final inspection report.

2.17.6. 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.

2.17.7. 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.

2.17.8. **MAJCOM Command Interest Items (CII).** MAJCOM Commanders may wish to establish MAJCOM-unique procedures to gather data and/or place emphasis on a particular program via a Command Interest Item (CII). Ensure that MAJCOM CIIs do not conflict with Air Force SIIs.

2.18. Inspection Technical Tools.

2.18.1. **Inspector General Evaluation Management System (IGEMS).**

2.18.1.1. IGEMS is the official Program of Record for the Air Force Inspection System. IGs will enter the following data in IGEMS at a minimum:

2.18.1.1.1. The unit's overall rating within 5 duty days of final report submission (for ANG units, within 1 UTA after final report submission). (T-1)

2.18.1.1.2. Post the final inspection report in IGEMS w/in 5 duty days of final report submission (for ANG units, within 1 UTA after final report submission). (T-1)

2.18.1.1.3. All IG-identified deficiencies will be entered into IGEMS. (T-1) 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.

2.18.1.1.3. **(301FW)** Higher Headquarters (HHQ) Findings. Discrepancies and observations noted by HHQ inspections will be reviewed in accordance with reporting procedures identified in the report or as directed by appropriate HHQ. Recommendations will be reviewed and validated by the Group Commander and forwarded to 301FW/IG. 301FW/IG will forward all responses and recommendations

for closure to 301FW/IG for final submission to HHQ. HHQ makes final decision on approval and acceptance of the corrective actions.

2.18.1.1.3.1. All HAF-level deficiencies will be tracked to closure within IGEMS. (T-1)

2.18.1.1.4. Corrective action plans, Deficiency Cause Code (see Attachment 7, Deficiency Cause Codes and Explanations), and dates when deficiencies are opened and when they are closed within 5 duty days of corrective action plan implementation (for ANG units, within 1 UTA after corrective plan implementation). See **paragraph 2.20.9**. for deficiency tracking guidance. (T-1)

2.18.1.1.5. Enter top five most common issues identified by Airmen during ATIS-Gs for SECAF consideration, categorized by UEI sub-MGA in IGEMS.

2.18.1.1.6. Enter all deficiencies of By-Law programs (see attachment 3), their respective corrective action plans, and the Deficiency Cause Code (see Attachment 7, Deficiency Cause Codes and Explanations) within 5 duty days of corrective action plan implementation.

2.18.1.2. For classified inspection reporting, use existing reporting methods on the Secret Internet Protocol Router Network (SIPRNet). IG teams will fully utilize IGEMS-C for classified inspection reporting, including Nuclear Weapons Technical Inspection (NWTI) reports IAW CJCSI 3263.05. (T-1)

2.18.1.2.1. MAJCOM IGs will ensure corrective action data is included for all deficiencies loaded into IGEMS-C. For all CRITICAL and SIGNIFICANT deficiencies, minimum corrective action data includes MAJCOM-closed root cause(s), Deficiency Cause Code(s) assigned from Attachment 7, countermeasures, to include OPRs and ECDs, and deficiency closure dates. For MINOR deficiencies, minimum data includes the Deficiency Cause Code(s). For open deficiencies, the corrective action OPR will report status in IGEMS-C quarterly, or as required by MAJCOM IGs.

2.18.1.3. Access management. Access to IGEMS will be administered by AFIA, SAF/IGI and IG Administrators. (T-1)

2.18.2. Management Internal Control Toolset (MICT).

2.18.2.1. MICT is an AF program of record used by Airmen to accomplish self-assessment of program management and compliance with higher headquarters directives. MICT provides the supervisor and command chain, from Sq/CC to SECAF, tiered visibility into user-selected compliance reports and program status. MICT also allows FAMs the ability to monitor unit performance/status. Additionally, MICT can assist IGs with formulating specific inspection methodology and IG team composition for the CCIP and on-site UEI. MICT can also help facilitate the Special Interest Item (SII) program by gathering time-sensitive data in an expeditious manner.

2.18.2.2. Medical Quality Assurance data can now be entered into MICT; this data is sensitive information and must be treated IAW Privacy Act of 1974 and Title 10 USC 1102, *Medical Quality Assurance Records*. Personal Identifiable Information (PII), HIPAA, DoD UCNI and classified information will not be entered into MICT.

2.19. Inspection Reports.

2.19.1. 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.

2.19.2. Report Marking. At a minimum, mark unclassified inspection reports "For Official Use Only (FOUO)" IAW DOM 5200.1V2 and AFI 31-401. For nuclear inspection reporting requirements, see **Chapter 6.**

2.19.3. 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.

(Note: Medical inspection data may be additionally protected from disclosure under 10 U.S.C. 1102 and should not be released without review by appropriate medical risk management personnel).

2.19.3.1. Release Determination Authority. Before releasing inspection reports other than NSI reports (all types) 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. Release of NSI Reports is IAW CJCSI 3263.05.

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

2.19.3.3. 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 are encouraged.

2.19.3.4. 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.

2.19.4. Executive Summary. 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 A6.2** to the inspected unit CC and SAF/IGI, unless the final inspection report has already been published and distributed. MAJCOM/IGs will submit the completed UEI scoresheet to SAF/IGI prior to posting the final report in IGEMS.

2.19.5. Final Inspection Report. 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.

2.19.6. Inspections will be rated according to inspection type.

2.20. Inspection Deficiencies.

2.20.1. 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.

2.20.2. Self-identified deficiencies. One of the primary objectives of the new AFIS is to foster a culture of critical self-assessment and continuous improvement, and to reduce reliance on external inspection teams. To accomplish that, trust must be built between commanders, Airmen and the IG, beginning with the shared goal of improving the unit's effectiveness. A key component to building trust in this stage of the AFIS is creating an environment where Airmen feel they can safely report what's true, not what they believe their commander or the IG expects them to report. Airmen must understand their command chain and their commanders' IG teams highly value honest and accurate reporting. To that end, the following apply:

2.20.2.1. Wing IGs. The responsibility for *detecting non-compliance* rests with the Wing CC, subordinate commanders and supervisors. Wing IGs should document non-compliance in CCIP inspection reports and in IGEMS. Ratings should be positively influenced if the unit accurately identifies and reports the issue through the Self-Assessment Program—even more so if it is apparent the unit does this on a regular basis as part of their daily battle rhythm.

2.20.2.2. MAJCOM IGs. A UEI is a years-long, continual inspection of the unit's effectiveness, and is intended to help the Wing CC understand the areas of *greatest risk from undetected non-compliance.* MAJCOM IGs will document areas of significant or systemic *undetected non-compliance.* Scoring of Wing CCIP will be positively influenced if the unit CCIP accurately detects and reports in a systematic way to enable the command chain to do root-cause analysis and apply corrective actions.

2.20.3. Safety and Health. Safety and Health are integral parts of every inspection. Inspectors will assess safety and health procedures and workplace hazards during all inspections, notify the appropriate commander and Safety office of concerns, and document in the report, if required.

2.20.4. 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.

2.20.5. Validation. MAJCOM and Wing 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. The IG Team Chief, in coordination with the unit under inspection, will coordinate with the appropriate FAMs on critical and significant deficiencies identified during the inspection. This process applies to deficiencies levied against other Wings, MAJCOM units or HHQ organizations. (T-1)

2.20.5.1. When the IG determines the need for external validation of a potential deficiency, inspectors will validate with the appropriate subject matter experts (SME) at the lowest possible level, but no higher than the appropriate FAM at the IG's organizational level: Wing IGs validate with Wing FAMs if available; MAJCOM IGs validate with 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. (T-1)

2.20.5.2. 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 IG.

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

2.20.5.4. All validated deficiencies will be documented in the IG's report and entered in IGEMS. (T-1)

2.20.6. Deficiency Cause Codes. Corrective action OPRs will assign Deficiency Cause Codes to all deficiencies in IGEMS IAW **Attachment 7**. (T-1)

2.20.7. Deficiencies External to the Inspected Unit. When an IG team is considering assigning a deficiency to an organization outside their organization (wing or MAJCOM), the inspecting IG team chief will notify the owning 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 soonest, preferably during the inspection but NLT 5 duty 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 IG (or AFIA) will be responsible for tracking status and notifying the inspecting IG when closed (See **paragraph 6.13** 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

units' IGs on how deficiencies are assigned, assessed, and resolved will be essential to ensuring timely resolution.

2.20.8. Deficiency write-ups will:

2.20.8.1. Be assigned a unique tracking number.

2.20.8.2. 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.

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

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

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

2.20.8.6. Identify FAM OPRs at the IG's organizational level for CRITICAL and SIGNIFICANT deficiencies (MAJCOM functional office responsible for coordinating on unit's corrective action plan).

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

2.20.8.8. 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.

2.20.9. Deficiency Corrective Actions.

2.20.9.1. At a minimum, MAJCOM IGs will track to closure CRITICAL and SIGNIFICANT deficiencies documented in a MAJCOM IG report and provide the inspected unit with reply instructions as part of the final report. (T-1) The inspected unit will provide associated corrective action plans to MAJCOM IGs NLT 45 days and for ARC units NLT 90 days after the final inspection report is published. (T-1) For open deficiencies, the corrective action OPR will report status to MAJCOM IG quarterly, or as required by MAJCOM/IG, in IGEMS or IGEMS-C. (T-2) FAMs will coordinate and approve corrective action plans for all CRITICAL and SIGNIFICANT deficiencies. (T-2) After review and coordination with the responsible FAMs, the corrective action plan is in place, and required data is entered in IGEMS/IGEMS-C, MAJCOM IGs may close the deficiency. Minor deficiencies assessed to the inspected unit will be closed at or below the wing level. (T-1) Deficiencies assessed to the MAJCOM-level will be closed by the MAJCOM/IG. (T-1)

2.20.9.2. Wing IGs will track to closure all deficiencies documented in a Wing IG report and provide the inspected unit with reply instructions as part of the final report. (T-1) The inspected unit will provide associated corrective action plans to Wing IGs NLT 45 days and for ARC units NLT 90 days after the final inspection report is published. (T-3) Wing CCs will determine deficiency closure authority for Wing IG-identified deficiencies. (T-1) Deficiencies assessed to the MAJCOM will be closed by the MAJCOM/IG. (T-2)

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

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

2.20.9.5. Deficiencies that contain potential Fraud, Waste or Abuse will be highlighted in inspection reports and forwarded to the MAJCOM/IG for semi-annual reporting. (T-1)

2.20.9.6. MAJCOM and Wing IGs will utilize IGEMS to assign all HAF-level (FOA/DRU, HAF, and non-AF) actionable deficiencies to AFIA for deficiency processing. IGs will also assign the wing SMEs and MAJCOM, FOA/DRU, HAF, and non-AF Functional(s) who participated in the deficiency validation. If the SMEs and/or FAMs do not have IGEMS access, include their contact info in the IGEMS deficiency notes tab. 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. If the HAF-level office does not concur with the deficiency, rationale for non-concurrence will be uploaded in IGEMS or provided to AFIA and/or the MAJCOM IG. For actionable deficiencies, corrective action OPRs will upload the corrective action in IGEMS or forward it electronically to AFIA and the MAJCOM IG in enough detail to evaluate whether to close the deficiency or keep it open. If corrective action is not complete, AFIA will follow up with the corrective action OPRs for status updates. When appropriate, AFIA will close the deficiency in IGEMS in coordination with the MAJCOM IG.

2.20.10. Root Cause Analysis. Problem-solving responsibility and the corrective action process reside at the lowest appropriate command level. Commanders will ensure RCA 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 AFSO21 playbook for CRITICAL and SIGNIFICANT deficiencies to determine primary and, if applicable, contributing root causes.

2.20.11. Deficiency Fix Rate (DFR). MAJCOM/IGs, Wing 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.

2.20.12. The Deficiency Cause Codes listed in **Attachment 7** apply to all inspections listed in this AFI except Defense Nuclear Surety Inspections (DNSI), which have unique codes assigned by DOD (see **Chapter 6** 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.

2.20.13. 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.

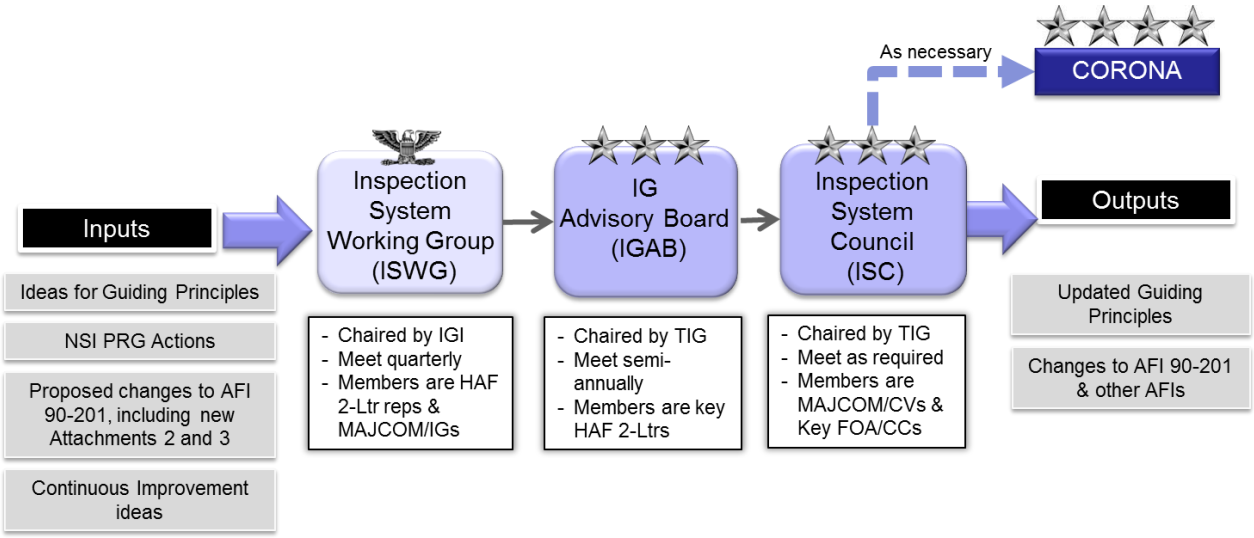
2.21. Inspection Outbrief. The IG, in coordination with the unit CC, will determine the timing, location, scope and format of the inspection outbrief, ranging from one-on-one meetings with the unit CC to a mass outbrief with a broad cross-section of the unit. (T-2) Unit CCs will provide a suitable location within resource capability. (T-3)

2.21.1. 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 5400.7-R_AFMAN 33-302 (see **paragraph 2.17.3**)

2.22. The Air Force Inspection System Governance Process.

2.22.1. The governance process is executed by three groups shown in **Figure 2.3**. Charters for each of the groups will contain detailed duties and functions.

Figure 2.3. AF Inspection System Governance Process.



2.22.1.1. Inspection System Working Group (ISWG). The ISWG meets quarterly to discuss the adequacy of the AFIS and proposals for improving the AFIS. The ISWG is 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).

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

2.22.1.3. Inspection System Council (ISC). The ISC meets 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 chairs the ISC, comprised of MAJCOM/CVs and selected FOA/DRU CCs. SAF/IGI is the Executive Secretary for the ISC.

2.22.2. 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.

2.22.2.1. 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.

2.22.3. 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.

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

2.22.4. 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.

Chapter 3

THE MANAGEMENT INSPECTION (MI)

3.1. Introduction. The MI is conducted above the Wing level (HAF/MAJCOM/NAF and select FOA/DRUs) and will normally be accomplished by AFIA. The MI assesses the efficiency, effectiveness, economy, and discipline of organizations, activities, or programs based on the fundamental principles of well-managed organizations.

3.1.1. MAJCOM/IGs may conduct an MI only if AFIA's checklist, methodology and grading criteria are used and inspectors are MI-certified by AFIA.

3.2. Purpose. The purpose of the MI is to assess management functions above the Wing level against the fundamental principles of well-managed organizations.

3.3. 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.

3.4. Rating. Overall management performance and management MGAs will be rated using the following five-tier scale:

3.4.1. OUTSTANDING - The rating given to indicate performance or operations that reliably exceed expectations and mission requirements. Procedures and activities are carried out in a highly effective and highly efficient manner. Commitment to continuous process improvement is evident. Programs and processes are measured, institutionalized, and of exceptional merit. Risk-based criteria are habitually applied when allocating resources and making decisions. Root-cause analysis is regularly used to find and fix problems. Programs are nearly deficiency-free.

3.4.2. EXCELLENT – The rating given to indicate performance or operations exceed mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively deficiency-free. Risk-based criteria are often applied when allocating resources and making decisions. Root-cause analysis is often used to find and fix problems.

3.4.3. SATISFACTORY – The rating given to indicate performance or operations meet expectations and mission requirements. Procedures and activities are carried out in an effective and efficient manner. Programs and processes are measured and repeatable. Risk-based criteria are usually applied when allocating resources and making decisions. Root-cause analysis is usually used to find and fix problems. Deficiencies exist that do not impede or limit mission accomplishment.

3.4.4. MARGINAL – The rating given to indicate performance or operation needs improvement. Procedures and activities are not carried out in a competent manner, or produce unreliable results. Resources and programs are not well managed. Risk and resource scarcity is rarely considered in decision-making processes. No effort at increasing efficiency or reliability is evident. Deficiencies exist that impede or limit mission accomplishment.

3.4.5. UNSATISFACTORY – The rating given to indicate performance or operations do not meet expectations or mission requirements. Procedures and activities are not carried out in an adequate manner, or produce unacceptable results. Resources and programs are mismanaged or evidence of fraud, waste and abuse are evident. Significant deficiencies exist that preclude or seriously limit mission accomplishment.

3.5. AF Management Inspection MGAs.

3.5.1. **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.

3.5.1.1. 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.

3.5.1.2. Assess the organization's mission statement.

3.5.1.3. Assess the organization's vision statement.

3.5.1.4. Assess the organization's strategic plan and how it employs the plan.

3.5.1.5. Assess the organization's use of and how it supports the strategic plan.

3.5.2. **Organizational Management**

3.5.2.1. Assess leadership's ability to clearly communicate the mission, vision, and goals throughout the entire organization.

3.5.2.2. Assess leadership's efforts to empower subordinates, grant full authority, and optimize available resources to accomplish the mission.

3.5.2.3. Assess leadership's commitment to continuous improvement efforts.

3.5.2.4. Assess the organization's internal communications and external communications.

3.5.2.5. Assess the organization's use of self-assessment program.

3.5.2.6. Assess how the organization's maintains fiscal responsibility.

3.5.2.7. Assess the organization's use of risk management.

3.5.2.8. Assess the organization's processes for employee feedback and concerns.

3.5.2.9. Assess how the organization develops future leaders.

3.5.2.10. Assess the organization's climate.

3.5.2.11. Assess how the organization maintains employee accountability.

3.5.2.12. Assess how the organization encourages employee training and education.

3.5.2.13. Assess the organization's guidance and legal authority.

3.5.3. **Customers.** (a unit or individual which directly benefits from an organization's output).

3.5.3.1. Assess the organization's ability to identify and meet customer needs and requirements.

3.5.3.2. Assess the organization's ability to attain its desired mission outcomes while maintaining positive, long-term relationships with key individuals, groups, or other organizations.

3.5.3.3. Assess how the organization provides feedback, resolves customer complaints, and provides customer support.

3.5.4. Process Operations.

3.5.4.1. Assess the organization's processes to meet mission objectives while maintaining effective and efficient internal management controls.

3.5.4.2. 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.

3.5.4.3. Assess the organization's use of key work processes, controls, results, AFSO21/continuous process improvement utilization, self-assessments results and key performance measures.

3.5.5. **Resources.**

3.5.5.1. Assess the organization's ability to identify, acquire, administer, and conserve finances, manpower, materiel, and training needed to accomplish objectives.

3.5.5.2. Assess the organization's effective use of financial management, manpower, and materiel resources.

3.5.6. **Data-Driven Decisions.**

3.5.6.1. 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.

3.5.6.2. 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.

3.5.7. Organizational Performance.

3.5.7.1. Assess the organization's output, outcome, performance, effectiveness, and efficiency.

3.5.7.2. Assess the organization's outputs by evaluating timeliness, quantity, cost effectiveness, re-work required, and conforming to customer requirements.

3.5.7.3. Assess the organization's outcomes to ensure they satisfy their own strategic goals/objectives.

3.5.7.4. 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.

Chapter 4

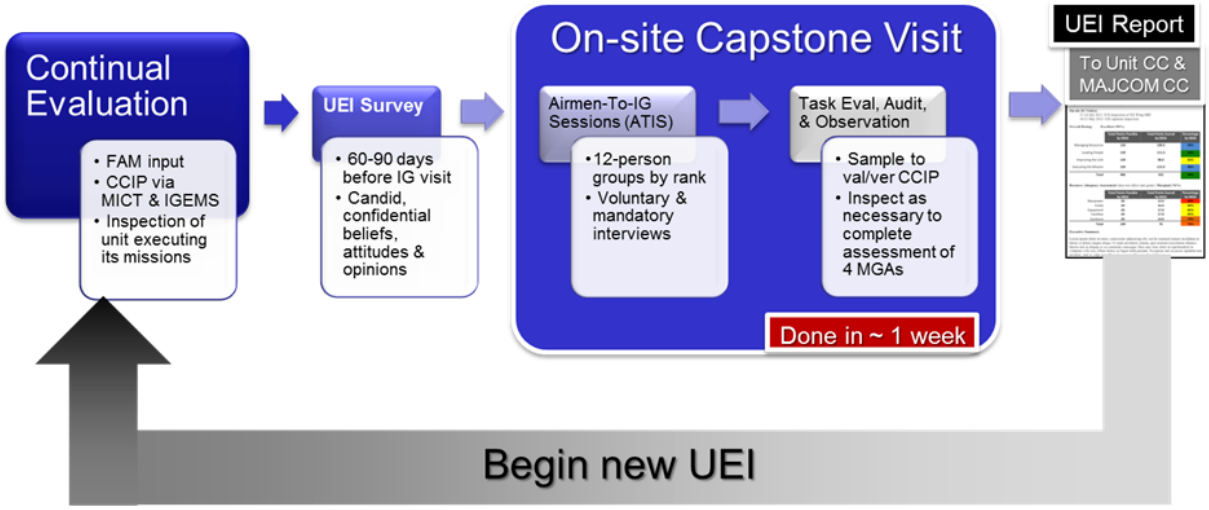
THE UNIT EFFECTIVENESS INSPECTION (UEI).

4.1. General Information. The UEI integrates elements of compliance and readiness with new inspection elements to create a new IG inspection of unit effectiveness. Conducted by MAJCOM IGs, AFIA and AFISRA on Wings (as defined in **paragraph 2.2**), the UEI is a continual evaluation of performance throughout the inspection period—a "photo album" versus a snapshot. The inspection period begins immediately after the close-out of the previous UEI report. The UEI inspects the following four MGAs—Managing Resources, Leading People, Improving the Unit and Executing the Mission—and the sub-MGAs detailed in **Attachment 4**.

4.2. Purpose. UEIs validate and verify a Wing's CCIP for accuracy, adequacy and relevance, and provide an independent assessment of the Wing's resource management, leadership, process improvement efforts and ability to execute the mission. A UEI is a years-long, continual inspection of the unit's effectiveness, and is intended to help the Wing Commander understand the areas of *greatest risk from undetected non-compliance.*

4.3. UEI Sequence of Events. Using a risk-based methodology; the MAJCOM/IG will follow the UEI sequence of events in the conduct of a UEI (see **Figure 4.1**). A final report and grade will be determined and provided to the Wing commander and MAJCOM commander. This report will include 2 grades: one grade on the Wing's effectiveness and another grade on the adequacy of resources provided to the Wing.

Figure 4.1. UEI Sequence of Events.



4.4. Duties and Responsibilities.

4.4.1. **MAJCOM/CC:**

4.4.1.1. Implement the UEI in accordance with HQ USAF PAD 13-01, *Implementation of the Secretary of the United States Air Force Direction to Implement a New Air Force Inspection System* and this instruction.

4.4.1.2. Develop a MAJCOM battle rhythm to facilitate UEI sampling which enables continual evaluation of all Wings and gained Wings.

4.4.1.3. Hold Wing/CCs accountable for Commander's Inspection Report (CCIR) accuracy.

4.4.2. **MAJCOM/IGs:**

4.4.2.1. Continually evaluate unit effectiveness.

4.4.2.1.1. With the purpose of the UEI in mind, build a tailored sample strategy for each wing based on this Instruction's Attachment 3, input from SECAF, CSAF, TIG, MAJCOM/CC, NAF/CC, Wing/CC, MAJCOM FAMs (or FOA as appropriate), MICT data, survey results, virtual inspections, and available IG resources.

4.4.2.1.2. Coordinate with respective Gatekeeper to schedule and synchronize all on-site visits conducted as part of the continuous evaluation or capstone event.

4.4.2.1.3. Gaining MAJCOM will conduct UEI continual evaluation of ANG Wing throughout the UEI cycle, unless inspection responsibility has been transferred through Memorandum of Agreement (MOA) between MAJCOM/IGs and coordinated through NGB-IG.

4.4.2.2. Validate and verify the Wing CCIP.

4.4.2.3. Work with MAJCOM/DRU/FOA leadership to identify a MICT program manager to assist Wings in MICT implementation and verify FAM checklist standardization.

4.4.3. **MAJCOM FAMs:**

4.4.3.1. Coordinate with the MAJCOM/IG to identify areas of interest and/or emphasis items for the UEI by monitoring data from each Wing through MICT and trend analysis.

4.4.3.2. Identify and provide inspector augmentees with functional expertise, as requested by MAJCOM/IG.

4.4.3.3. For areas in which a MAJCOM HQ has limited expertise due to consolidation of subject-matter-experts to FOAs, MAJCOM FAMs will work with supporting FOAs to execute the UEI continual evaluation process.

4.5. UEI Methodology. The following guidance will be used to assist the MAJCOM/IG in developing sound inspection policy for conducting the UEI.

4.5.1. Inspection Team. The MAJCOM/IG will assemble a team to perform the inspection and submit the report to the Wing/CC, NAF/CC and MAJCOM/CC upon completion. The inspection team will consist of a sufficient number of assigned IG inspectors and augmentees as required to conduct UEI inspections under the authority of the MAJCOM/IG.

4.5.1.1. When non-IG inspections are synchronized by the MAJCOM Gatekeeper, the MAJCOM/IG Team Chief will coordinate with the non-IG inspection Team Leader to minimize any adverse effects on the unit's mission and to prevent any unnecessary duplication of effort or use of installation resources.

4.5.2. Inspection Sampling Strategy. The UEI is not primarily focused on detecting non-compliance; rather, the UEI should validate and verify the commander's own compliance detection program, identifying areas for the Wing CC where he/she has significant *risk of undetected non-compliance*. HAF Functionals have identified in Attachment 3 areas where the *risk from undetected non-compliance* is greatest for a wing CC, an Airman or the Air Force. To identify areas where there may be risk of undetected non-compliance, the MAJCOM IG team must develop a sampling strategy for each Wing that inspects the mandatory items in Atch 3 (indicated by an "X" in the Mandatory column) and samples the other Atch 3 areas based on the IG's assessment of the following:

4.5.2.1. SECAF and CSAF areas of emphasis and Special Interest Items.

4.5.2.2. MAJCOM commander's areas of emphasis and Command Interest Items.

4.5.2.3. TIG and MAJCOM/IG.

4.5.2.4. HAF and MAJCOM Functional Authority areas of emphasis, including mandatory items in Attachment 3.

4.5.2.5. MICT and IGEMS data and other metrics.

4.5.2.6. Wing commander's Inspection Reports.

4.5.2.7. Maturity and reliability of individual Wing commander's Inspection Programs.

4.5.2.8. Wing commander-requested emphasis areas. Wing commanders may request the MAJCOM IG team focus on certain programs or units for further validation or verification.

4.5.2.9. Inspection resource availability (e.g. TDY funds, inspectors).

4.5.3. Frequency. MAJCOM/IGs will establish a 24-30 month UEI cycle for each Active Duty and Reserve Wing, and a 48-60 month UEI cycle for ANG Wings. All elements of the UEI will be completed within this timeframe (i.e., continual evaluation, survey, on-site capstone inspection, and report) IAW this instruction. AFRC Wings will be inspected by HQ AFRC and Gaining MAJCOM IGs on a 48-60 month cycle resulting in a UEI every 24-30 months based on a rotational schedule between AFRC and the Gaining MAJCOM.

4.5.3.1. TFI Wings.

4.5.3.1.1. MAJCOM/IGs will coordinate with the AD and ARC Wing CCs of Associate Wings to determine reasonable/practical scope and scale of the units' participation in scheduled inspections.

4.5.3.1.2. In addition to the Capstone visit, ANG Wings will receive an additional on-site visit from the gaining MAJCOM IG near the 24-month point. The Gaining MAJCOM IG will ensure ESOH inspection requirements are accomplished during this additional on-site inspection.

4.5.3.1.3. For TFI associations in which one or both units is graded INEFFECTIVE, the G-MAJCOM IG(s) will coordinate with both wing CCs to determine re-inspection timeline and scope.

4.6. Continual Evaluation. The continual evaluation phase of the UEI begins immediately after the previous UEI report is signed. IGs should use all available Wing performance data to

develop their overall assessment, including, but not limited to: FAM input, MICT data, external inspection results and Wing CCIP reports. The IG may also find that the best opportunities to inspect the Wing's ability to execute their mission occur during the continual evaluation phase, through virtual or on-site inspections. These opportunities may be with notice, limited notice or no-notice, and include, but are not limited to: exercises, training events and actual mission performance. The information gathered will be part of the overall rating and grade.

4.6.1. MICT and IGEMS sampling. Virtual sampling adds a critical no-notice element to the UEI, particularly as it helps validate and verify a Wing's CCIP. Wings should not be notified of virtual sampling. The MAJCOM IG should determine a sampling strategy of the items listed in AFI 90-201, **Attachment 3** based on a risk assessment considering the criticality of the area, Wing performance and available MAJCOM staff resources.

4.6.2. Wing Commanders' Inspection Reports (CCIR). Wing CCs will submit CCIRs IAW **Chapter 5**. (T-1) These reports should inform the sample strategy of the MAJCOM IG. Identified deficiencies in a Wg/CC CCIR are an excellent opportunity for MAJCOM IGs to sample Root Cause Analysis and commitment to continuous improvement. UEI reports and grades should reflect the outcome of RCA efforts and the resolution of issues identified in CCIRs.

4.7. UEI survey.

4.7.1. The MAJCOM IG will administer an online survey to the Wing to capture candid, confidential beliefs, attitudes and opinions about matters relevant to the four UEI MGAs. The purpose of the survey is threefold: to gather data since the last on-site evaluation, to assist in determining the inspection team composition and to develop the sampling strategy for the capstone, on-site evaluation.

4.7.2. Prior to the capstone event, the MAJCOM/IG will send the Wing commander instructions on completing the survey and making sure all Wing members have access and ample time to complete the survey. The survey should be made available to Wing personnel approximately 90 days prior to the Capstone event (180 days prior for ARC Wings). MAJCOM IG personnel should close out the survey on a date that provides Wing personnel ample opportunity to complete the survey while also allowing MAJCOM IG personnel ample time to analyze survey results before the Capstone event.

4.7.3. Survey results will help inspection teams understand Airmen's attitudes, beliefs and perceptions to more precisely target a sample strategy for the on-site capstone visit. MAJCOMs will use the SAF/IGI-approved survey and may add up to 5 MAJCOM-unique questions to help prepare for their on-site inspection. The survey results and analysis are intended for IG use only.

4.7.4. Survey participants are assured that results will not be shown to their chain of command, and survey administrators will honor that promise. Under no circumstances will Wing commanders receive copies of survey results.

4.7.5. IG complaints in the UEI survey.

4.7.5.1. The UEI survey is not intended to be used to file formal IG complaints. However, all complaints, from any source (including anonymous), via any method, must

be handled IAW the complaint resolution process outlined in AFI 90-301, *Inspector General Complaints Resolution*.

4.7.5.2. UEI survey results will be screened by MAJCOM IG members for potential complaints. Any suspected complaints will be handed off to properly-trained complaints resolution personnel and processed IAW AFI 90-301.

4.7.5.3. MAJCOM IG complaints resolution personnel will determine whether the complaint is already under investigation via ACTS and/or contacting the installation IG.

4.7.5.4. Complaints should be handed off to the Wing or installation IG when appropriate, unless otherwise prohibited in AFI 90-301.

4.7.5.5. Any significant trends identified during this process should shape the on-site sampling strategy for the UEI.

4.7.6. Team Chief out brief will include feedback to the Wing on select significant trends and proposed courses of action without compromising participant confidentiality.

4.8. On-site Capstone Visit. The on-site visit is the capstone event of the UEI and the catalyst for generating a UEI report. The capstone event is intended to last approximately one week, during which time the IG will validate and verify the CCIP, conduct Airmen-To-IG-Sessions, and independently assess unit effectiveness through task evaluations, audits and observation.

4.8.1. Validation and Verification of CCIP. An accurate and trusted CCIP is the cornerstone of the AFIS. The validation and verification of CCIP is the most important part of a UEI. IAW **paragraph 4.9.2.1**, if the inspection team believes CCIP is not accurate, adequate or relevant, grade the Wing INEFFECTIVE.

4.8.2. Airmen to IG Sessions (ATIS). An ATIS is either a small group (10-15 people) led through a structured discussion by a trained facilitator (ATIS-G), or an individual being interviewed by the IG (ATIS-I). An ATIS group (ATIS-G) needs to be large enough to generate meaningful discussion with the facilitator, ensuring each attendee participates, provides feedback and contributes to the discussion. An ATIS-I gathers an individual's perspective on issues the IG might need to further inspect.

4.8.2.1. MAJCOM IGs will capture issues identified by Airmen during ATIS-Gs for SECAF consideration, and enter the top 5 issues into IGEMS categorized by UEI sub-MGA. The IG will cull the Top 5 issues based on his/her judgment of the criticality and breadth of the issues brought forward during ATIS-Gs.

4.8.2.2. Inspection teams will have a handoff plan in place in the event a complainant comes forward during the on-site inspection. All inspectors will have contact information immediately available to contact an appropriately-trained complaints resolution IG member.

4.8.3. On-site Audits, Evaluations, and Observations. Wing performance will play a part in determining the scope and depth of the on-site IG visit. Excellent performance throughout the UEI period may reduce the depth and scope of the inspection sample. Conversely, questionable performance may require a broader or deeper inspection.

4.9. UEI Reports. The UEI Report covers the entire UEI period. Once the MAJCOM/IG report is submitted, the Wing immediately enters into the next UEI cycle. The UEI report will

specifically include two distinct grades. One grade will be the Wing grade, the other is the "adequacy of resources" grade. The adequacy grade provides a MAJCOM/CC an assessment of the support the Wing is getting from HHQ staffs. The report will not reveal any survey ATIS-G/I data disaggregated below the wing level. Additionally, comply with inspection report guidance found in **Chapter 2**.

4.9.1. UEI Rating.

4.9.1.1. MAJCOM IG Teams will use the following UEI grading methodology:

4.9.1.1.1. MAJCOM IG teams will use the UEI grading tool provided by SAF/IGI.

4.9.1.1.2. Multiple inspectors will assess each sub-MGA, using all available data gathered during the entire UEI cycle.

4.9.1.1.3. Each inspector will independently assign a score between 1 and 10. Inspectors will then compare scores and adjudicate differences until all scores are within three points of each other. These scores are then averaged and entered on the score sheet.

4.9.1.2. Each MGA is equal in weight (25% each).

4.9.1.3. Within MGAs 1-3, each sub-MGA is worth the same amount. For example, if there are 5 sub-MGAs, then they are each worth 20% of the MGA score. If there are 4 sub-MGAs, each is worth 25% of the MGA score.

4.9.1.4. Within MGA 4, Executing the Mission, MAJCOM IG teams must determine appropriate weights for the 3 mission areas. For host Wings with a significant AEF readiness mission, the recommended baseline is equal weighting.

4.9.2. MAJCOM IGs will use the 5-tier grading system found in **paragraph 4.9.4** An INEFFECTIVE rating shall be handled as follows:

4.9.2.1. Criticality of CCIP Effectiveness. If the MAJCOM/IG scores the Wing's CCIP at less than 15 (i.e., the threshold for INEFFECTIVE), regardless of performance in other areas, the overall UEI rating will be INEFFECTIVE (see **paragraph 4.9.2.1.1** below). In this case, the Wing will receive a rigorous compliance-focused on-site IG visit to validate and verify CCIP within 90 days (180 days for ARC). The highest possible score for this 90-day (180 days for ARC) CCIP val/ver is 65, and MAJCOM/CC approval is required to exceed the 90-day (180 days for ARC) requirement. If the Wing receives a score between 35-65 (the EFFECTIVE band of UEI scores) during the 90-day (180 days for ARC) CCIP val/ver, the Wing begins a shortened 1-year (2 years for ARC) UEI cycle. If the Wing receives a score above 35 (i.e, the threshold for EFFECTIVE) on this 1-year (2 years for ARC) UEI report, the wing returns to the normal UEI cycle (24-30 months, or 48-60 months as appropriate).

4.9.2.1.1. Grading CCIP during first UEI. Prior to 1 Oct 16, the MAJCOM/IG will inspect and grade CCIP during a Wing's first UEI, but will not include the CCIP score in the MGA 3 score or the overall UEI score. (T-2) For subsequent UEIs (and all after 1 Oct 16), the MAJCOM/IG will include the CCIP score in the MGA 3 score and in the overall UEI score.

4.9.2.2. Overall INEFFECTIVE ratings. If a Wing is rated INEFFECTIVE in any area other than CCIP, schedule an on-site IG visit within 6 months (1 year for ARC). MAJCOM/CC approval is required to exceed the 6-month (1 year for ARC) interval. The MAJCOM/IG will determine whether to re-accomplish the entire Capstone event during the on-site IG visit or to limit inspection efforts during the on-site IG visit to only those MGAs rated MARGINALLY INEFFECTIVE or INEFFECTIVE.

4.9.3. Team Chiefs have final decision authority for the grades and ratings assigned during a UEI.

4.9.4. Five-Tier Rating System.

4.9.4.1. OUTSTANDING – Given for a UEI score between 85 and 100, this rating indicates the Wing meets/exceeds the criteria for a HIGHLY EFFECTIVE rating AND most or all of the following are consistently true:

4.9.4.1.1. Mission activities, programs and processes are executed in an increasingly cost-effective manner.

4.9.4.1.2. Results of long-term commitment to continuous process improvement are evident.

4.9.4.1.3. Leaders' decisions and priorities demonstrate genuine care for their Airmen.

4.9.4.1.4. Leaders are engaged to help Airmen achieve their own goals as well as the unit's goals.

4.9.4.1.5. Widespread evidence of high proficiency, unit pride and cohesion.

4.9.4.1.6. Programs and processes are institutionalized and produce highly reliable results.

4.9.4.1.7. Programs are nearly deficiency-free, and efforts to benchmark and share lessons learned with other Wings are evident.

4.9.4.1.8. Effective Management Systems are in place and are used to maximum effectiveness at all levels.

4.9.4.2. HIGHLY EFFECTIVE – Given for a UEI score greater than 65 and less than or equal to 85, this rating indicates the Wing exceeds the criteria for an EFFECTIVE rating AND most or all of the following are consistently true:

4.9.4.2.1. Mission activities, programs and processes are executed in a highly effective and efficient manner; personnel demonstrate high proficiency.

4.9.4.2.2. CCIP is institutionalized, used to measure and report improvements in all 4 MGAs, and provide actionable feedback to HHQ on policy, guidance and resource adequacy.

4.9.4.2.3. Continuous process improvement efforts are widespread and have improved efficiency.

4.9.4.2.4. Most programs and processes are measured and repeatable, and produce reliable results.

4.9.4.2.5. Risk-based criteria are habitually applied when allocating resources and making decisions.

4.9.4.2.6. Programs have very few deficiencies and necessary waivers are in effect.

4.9.4.2.7. Deliberate efforts to train, communicate, and engage Airmen are evident.

4.9.4.2.8. Effective processes are in place to improve Airmen's quality of work and home life.

4.9.4.2.9. Management Systems are mature and continuous improvement crosses across multiple programs.

4.9.4.3. EFFECTIVE – Given for a UEI score greater than 35 and less than or equal to 65, this rating indicates most or all of the following are generally true:

4.9.4.3.1. Requirements are met in all mission areas (Primary, AEF, Mission Assurance C2) and personnel are proficient.

4.9.4.3.2. CCIP provides the command chain an accurate, adequate and relevant picture of unit performance.

4.9.4.3.3. Resources are managed in an effective and compliant manner.

4.9.4.3.4. Leaders treat Airmen with respect and provide a healthy and safe work environment.

4.9.4.3.5. Continuous process improvement efforts are evident.

4.9.4.3.6. Critical programs and processes are measured and repeatable.

4.9.4.3.7. Risk-based criteria are often considered when allocating resources and making decisions.

4.9.4.3.8. Programs have few significant deficiencies and many necessary waivers are in effect.

4.9.4.3.9. Management Systems are present and continuous improvement occurs.

4.9.4.4. MARGINALLY EFFECTIVE – Given for a UEI score greater than 15 and less than or equal to 35, this rating indicates the Wing does not meet the criteria for an EFFECTIVE rating, and some or all of the following are consistently true:

4.9.4.4.1. Requirements are met in some but not all mission areas (Primary, AEF, Mission Assurance C2).

4.9.4.4.2. Unit personnel meet minimum performance criteria but with limited proficiency.

4.9.4.4.3. CCIP provides the command chain an accurate, though limited, picture of unit performance.

4.9.4.4.4. Some key processes and activities are not carried out in a competent or compliant manner, or are personality-dependent.

4.9.4.4.5. Little to no evidence exists of continuous process improvement efforts.

4.9.4.4.6. Resources and programs are not well managed.

4.9.4.4.7. Risk and resource scarcity are not deliberately considered in decision-making processes.

4.9.4.4.8. Deficiencies exist that significantly increase risk to Airmen, the mission or the Air Force.

4.9.4.4.9. Management systems have some elements by are not working in a cohesive process.

4.9.4.5. INEFFECTIVE – Given for a UEI score between 0 and 15, this rating indicates the Wing does not meet all of the criteria for an EFFECTIVE rating, and some or all of the following are consistently true:

4.9.4.5.1. Wing does not demonstrate ability to meet mission requirements.

4.9.4.5.2. Evidence exists of systemic non-compliance or widespread disregard for prescribed procedures.

4.9.4.5.3. The number and severity of deficiencies preclude or seriously limit mission accomplishment.

4.9.4.5.4. CCIP does not provide an accurate, adequate or relevant picture of unit performance.

4.9.4.5.5. Leaders do not treat Airmen with respect or do not provide a healthy and safe work environment.

4.9.4.5.6. Resources and programs are grossly mismanaged.

4.9.4.5.7. Management systems are not evident.

4.10. UEI Augmentee Support to MAJCOM/IG. MAJCOM/IG teams do not have fully qualified experts assigned from every AFSC, which may necessitate augmentation from qualified Subject Matter Experts (SME) from throughout the Air Force. Included among these are:

4.10.1. Air Force Metrology and Calibration (AFMETCAL). AFMETCAL will provide a team of IG-certified inspectors for the respective MAJCOM UEIs on wings with Precision Measurement Equipment Laboratory (PMEL) inspection requirements. MAJCOM IGs should request SMEs from AFMETCAL/WMNQ. Metrology inspection requirements will be coordinated using the AF Inspection Scheduling Process. If inspection demand exceeds AFMETCAL inspection capabilities, MAJCOM Functionals will provide trained SMEs as required.

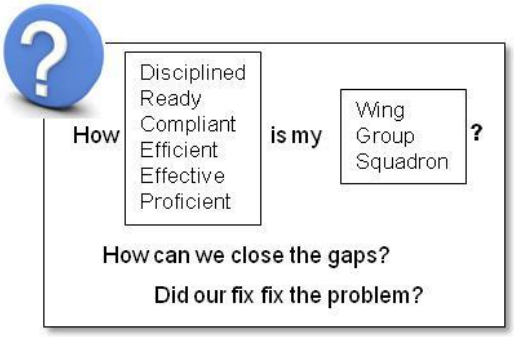
4.10.2. Air Force Civil Engineering Center (AFCEC). AFCEC will provide a team of IG-certified inspectors for the respective MAJCOM UEIs on wings with ESOH inspection requirements. MAJCOM IGs should request SMEs from AFCEC/CZCA (NGB/A7AN for ANG inspections). Environmental inspection requirements will be coordinated using the AF Inspection Scheduling Process. If inspection demand exceeds AFCEC inspection capabilities, MAJCOM Functionals will provide trained SMEs as required.

Chapter 5

THE COMMANDER'S INSPECTION PROGRAM (CCIP)

5.1. General Information. A validated and trusted CCIP is the cornerstone of AFIS. CCIP should give the Wing Commander, subordinate commanders and wing Airmen the right information at the right time to assess risk, identify areas of improvement, determine root cause and precisely focus limited resources—all aligned with the commander's priorities and on the commander's timeline. CCIP also facilitates requests for targeted assistance from the MAJCOM/CC and staff when/where needed. In addition, CCIP's two outputs–the Wing Commander's Inspection Report (CCIR) and MICT data–provide critical data to HAF and MAJCOM staffs about the adequacy of policy, training, manpower, funds, equipment and facilities.

Figure 5.1. Key Questions for CCs.



5.1.1. **CCIP Requirements.** CCIP is mandatory for Wings defined in this instruction in paragraph 2.2. (T-0) CCIP will inspect Wing-wide and subordinate unit effectiveness, as well as assessing cross-unit programs as directed by the Wing commander. (T-1) Commanders will determine the appropriate scope, scale, timing and methodology to most effectively accomplish the objectives of CCIP IAW this instruction. (T-3)

5.1.1.1. CCIP Key Components (see **Figure 5.2**).

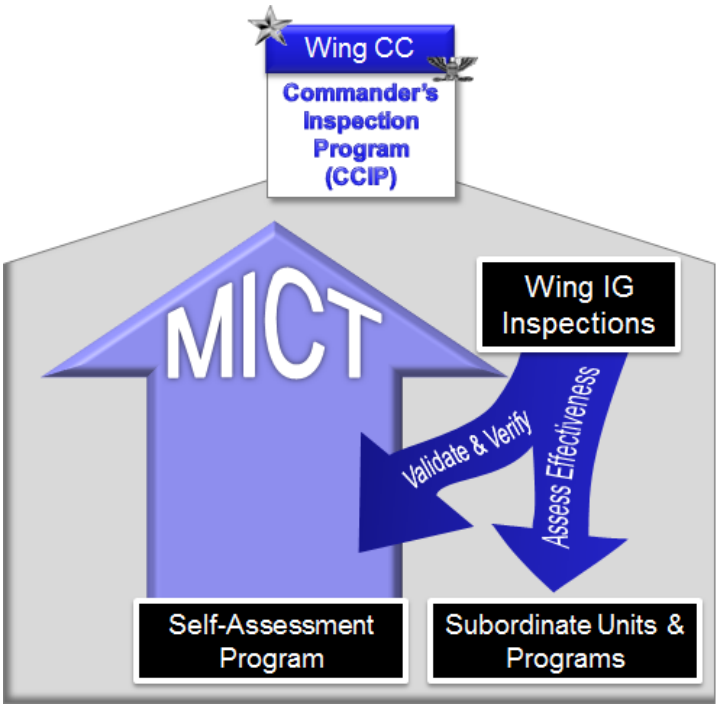
5.1.1.1.1. A Wing inspection program, executed by the Wing IG with support from SMEs on the WIT, that inspects wing-wide performance and programs, and organizations below the Wing level.

5.1.1.1.2. A self-assessment program, using MICT, that reports compliance with requirements listed in SACs to the chain of command and appropriate staffs.

5.1.1.2. The Commander's Inspection Management Board (CIMB) will review CCIP deficiencies, root causes and corrective action plans, and upcoming CCIP events. (T-1)

5.1.1.3. CCIP will assess and report using the same four major graded areas (MGAs), managing resources, leading people, improving the unit and executing the mission, and sub-MGAs as the UEI. (T-1) Wing IGs may use the five-tier UEI rating system found in **paragraph 4.9.4**

Figure 5.2. Commander's Inspection Program.



5.1.2. **CCIP Methodology**. The Wing IG/CCIP Director will develop an annual inspection plan approved by the Wing Commander. (T-3) The annual inspection plan should include inspections of the effectiveness of the Wing, subordinate units and programs to meet the Wing Commander's intent. The main focus of inspections should be on individual organizations, while still allowing programs and processes across the Wing to be periodically inspected. The annual plan should include at least one no-notice Wing inspection and a no-notice spot-inspection.

5.2. Purpose. The purpose of CCIP is to improve effectiveness, compliance, readiness, discipline and surety in Air Force Wings while allowing Wing/CCs the ability to assess their own unique mission sets in reference to Designed Operational Capabilities (DOC) statements, Mission Essential Task List (METL) and Universal Joint Task Lists (UJTL), mission directives, unit type code (UTC) and other authoritative tasking documents. CCIP will help the Wing commanders reduce the risk of undetected non-compliance.

5.3. Commander's Authority to Inspect. All commanders appointed by G-series orders are expected to assess their organization. Commanders will inspect to improve unit performance, military discipline, readiness, efficiency, effectiveness and quality of life for their Airmen. (T-0)

5.4. Inspection Guidelines. The following guidance will be used to help Wing commanders and their Wing IG/CCIP Director develop a sound inspection plan for CCIP to identify and validate a deficiency and enter it into MICT. The Wing IG/CCIP Director will identify and enter into IGEMS all IG-validated deficiencies. (T-1)

5.4.1. Inspections are an inherent function of command. Inspections allow commanders to hold leaders at all levels accountable for readiness, compliance and discipline. Internal inspections allow the commander to determine appropriate training and resourcing

requirements; assess status of discipline; evaluate Wing readiness; and formulate command welfare strategies.

5.4.2. Commanders will clearly communicate the priority they place on CCIP and periodically participate in inspections of units under their command. (T-2)

5.4.2.1. Although a Wing may not have attained all CCIP-capable criteria (as described in Chapter 5 of HQ USAF PAD 13-01), the MAJCOM/IG may execute an on-site Capstone visit at the Wing.

5.4.3. Commanders will determine the amount of notice given for inspections, in line with the intent to evaluate daily effectiveness while reducing the wasteful practice of inspection preparation. (T-2)

5.4.4. Wing IGs will consolidate inspections to avoid redundancy, and eliminate inspections which are not mission-essential and whose benefits do not outweigh their costs. Do not inspect non mission-essential items/areas that detract from mission readiness and waste time and initiative. (T-3)

5.4.5. Internal Sources of Unit Performance Data. The Wing Commander relies on many sources of internal information to evaluate and assess his/her Wing. Integrating and analyzing multiple sources enables a comprehensive understanding of unit readiness, compliance and surety. These sources include, but are not limited to:

5.4.5.1. Status reports/SORTS/ART/DRRS.

5.4.5.2. Wing Quality Assurance (QA) program.

5.4.5.3. Wing Standardization/Evaluation.

5.4.5.4. Wing IG reports.

5.4.5.5. Individual Medical Readiness (IMR) Wing reports.

5.4.5.6. Personnel Reliability Program (PRP) status meeting minutes.

5.4.5.7. Personal observations.

5.4.5.8. Climate surveys.

5.4.5.9. Self-Assessment programs. Self-assessment provides commanders with a means for internal assessment of a Wing's overall health and complements external assessments. The primary purpose of the self-assessment program is to accurately identify and report issues to the command chain. Wings will complete/validate baseline self-assessment of all applicable HAF SACs within 30 days (180 days for ARC) of the effective date of this Instruction. (T-1)

5.4.5.10. Self-Assessment Checklists (SACs).

5.4.5.10.1. Commanders will ensure their assigned SACs accurately reflect current status at all times. (T-1) A change in compliance status will be updated in MICT within 5 duty days. (T-3) Wings will complete baseline self-assessment of all applicable HAF and applicable MAJCOM SACs within 30 days (180 days for ANG) of the effective date of this Instruction. (T-1)

5.4.5.10.1. **(301FW)** Units will use HAF, AFRC or ACC self-assessment checklists (SAC), as directed by the AFRC IG Checklist Identification Management Tool (CIMT), while conducting assessments. FOUO, PII and classified information will not be entered into MICT.

5.4.5.10.2. Commanders will appoint a Self-Assessment Program Manager at the Wing, Group and Squadron level. (T-3) Each program manager will utilize MICT to record self-assessments. Wings will use HAF SACs and Deficiency Cause Codes listed in **Attachment 7**, when conducting self-assessments. (T-1) Each program manager will identify individual assessors for each SAC based on how each SAC was assigned by the HAF. (T-3)

5.4.5.10.2. **(301FW)** Group/Squadron Commanders will designate SAP Managers in writing using the template in Attachment 12. Appointment letters will be generated NLT 30 days of assignment. Personnel who will be absent from their position for 60 days or more will require a replacement and an updated appointment letter.

5.4.5.10.3. Commanders will define the roles of the Group and Squadron Self-Assessment Program Managers. (T-3)

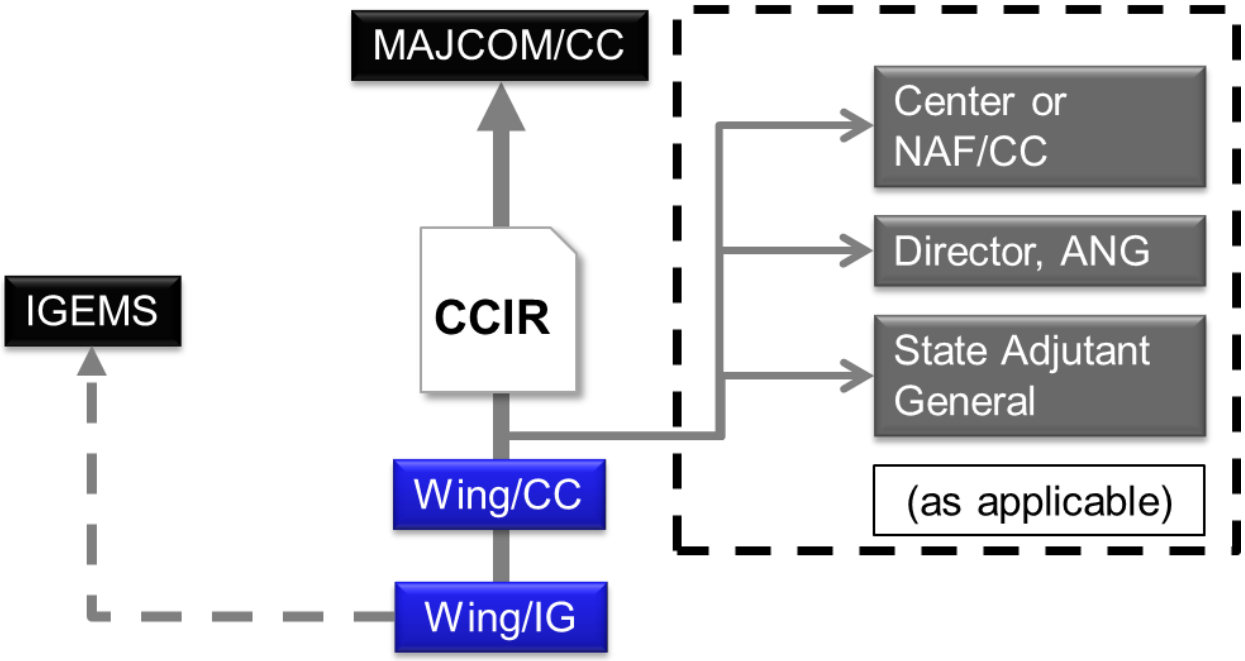
5.4.5.10.4. Problem-solving responsibility and the corrective action process reside at the lowest appropriate command level. Problem-solving will be applied using appropriate RCA tools, such as the AF 8-Step Problem Solving Model as outlined in the AF AFSO21 playbook.

5.4.5.10.5. Commander's Inspection Report (CCIR). Wing Commanders will periodically report their assessment of the four MGAs to their MAJCOM/CC (gaining MAJCOM/CC for ANG wings). (T-1) Reports will be sent within 90 days (180 days for ARC) of assuming command and annually thereafter. (T-2) NAF and Center commanders will receive a courtesy copy of the CCIR. (T-2) At a minimum, the CCIR will include the Wing CC's assessment of the four MGAs and sub-MGAs over the reporting period using the CCIR Template at **Attachment 10**. (T-1) Route reports IAW **Figure 5.3**.(T-2)

5.4.5.10.5.1. ANG Wing commanders will forward their CCIR through their state staff to the State Adjutant General, who will forward the report to NGB-IGD. NGB-IGD will forward the CCIR to ANGRC/CC and Director, ANG. (T-1)

5.4.5.11. AEF Reporting Tool (ART).

Figure 5.3. Commander's Inspection Report Routing.



5.5. Commander's Inspection Management Board (CIMB).

5.5.1. The Wing CIMB will meet monthly (quarterly for ARC). (T-3) The focus of the CIMB must be to *reduce the risk of undetected non-compliance*, to *manage the risk from known areas of non-compliance*, and to ensure the wing inspection plan meets the commander's requirements. The CIMB will accomplish the following primary objectives: (T-3)

5.5.1.1. Identify the areas where there may be risk of undetected non-compliance; assess the root cause of non-compliance; determine appropriate course of action to move into compliance; track progress of each action item; and review waiver status.

5.5.1.2. Review status of corrective action plans for previous deficiencies.

5.5.1.3. Review and discuss new inspection deficiencies since last CIMB and ensure OPRs are identified for each

5.5.1.4. Review objectives and plans for upcoming CCIP events

5.5.2. Required attendees at the CIMB. The board is chaired by the Wing commander (or the vice-Wing commander if the Wing commander is not available). Group commanders will attend, as will any designated Wing staff agency chiefs (Command post, plans and requirements, etc.). (T-3) Squadron commanders may attend at their Group commander's discretion. The Wing IG is responsible for the administration of the CIMB. (T-3)

5.5.3. Preparations for the CIMB include pulling applicable reports from MICT, sorting open deficiencies to identify trends and identifying deficiencies requiring external coordination (Joint-Base support, functional coordination, FAM, etc.). A thorough review of internal and external inspections will provide background for discussion.

5.5.4. The main focus of the CIMB should be on the status of all open inspection items, to include progress and updates on corrective action plans, estimated close-out date, mitigating circumstances, recommendations for closure (if warranted) and external assistance required. Group commanders will brief their CCIP status to include deficiencies, corrective action plans and issues affecting upcoming scheduled MAJCOM inspections and any requested SAVs. (T-2)

5.5.5. The closure authority for deficiencies identified by the CCIP is the next higher commander (e.g., GP/CC for Squadron-level deficiencies, WG/CC (or WG/CV) for Group-level deficiencies). The Wing commander (or Vice-Wing commander) should be the closure authority for deficiencies in Wing programs, processes and Wing-level staff agencies. Close deficiencies when corrective action plans are in place and have the desired effect. (T-2)

5.5.6. CIMB Brief. The CIMB should include the following:

5.5.6.1. CCIP Dashboard (tailored report of key metrics Wing CC values)

5.5.6.2. MICT Review – Checklist review cycle, questions, deficiencies/criticality, observations/trends

5.5.6.3. Open Deficiency Review

5.5.6.4. Self-Assessment Deficiencies Review; break out by unit; identify the top 5 Deficiencies/concerns

5.5.6.5. Gp/CC Objectives and Feedback

5.5.6.6. Wg/CC Objectives and Feedback

5.5.6.7. Upcoming events – include UEIs, Inspection Calendar, Gatekeeper events

5.6. Wing Inspection Team (WIT). The WIT should consist of a sufficient number of subject matter experts from within the Wing (or regional-based FOA subject matter experts to support as appropriate) to conduct CCIP inspections under the authority of the Wing commander, and under the direction of the Wing IG/CCIP Director. WIT members are not assigned to the IG office; rather they are detailed out of their normal work center to augment the IG team as an additional duty. Specific duties include providing inputs for scenario development, inspecting assigned areas/functions, evaluating scenarios, participating in the hot wash and providing inputs to the inspection report. The WIT assists the CCIP Director in validating and verifying the Wing, Group and Squadron self-assessment program results. Units with established Quality Assurance (QA) positions may wish to assign these individuals as members of the WIT.

5.6.1. All WIT members will be properly trained, certified in writing and sworn-in by oath. (T-1)

5.6.2. IG duty is a position of high public trust. Personnel selected to be a WIT member must possess attributes of the highest professional standards and moral character. In addition to these qualities, the WIT member should demonstrate adherence to the Air Force core values, be able to maintain a security clearance commensurate with the duties required, present good military bearing and appearance; and not have a conviction by court-martial or general officer letter of reprimand filed in the official military personnel file. (T-1)

5.6.3. The Wing/IG will certify all WIT members have completed all appropriate Air Force and MAJCOM-specific inspector training, to include field observation IAW **paragraph**

2.5.1.1 of this Instruction. (T-1) A grace period for the field observation requirement extends to 1 Oct 2014 to allow commanders to mature their CCIP.

5.7. Self-Assessment Checklists (SAC). A self-assessment checklist is a two-way communication tool designed to improve compliance with published guidance. HHQ functionals populate SACs with compliance requirements from their publications and publish SACs in the Management Internal Control Toolset (MICT). Then, as part of the Commander's Inspection Program, Airmen report compliance and non-compliance with SACs through MICT. Commanders and functionals throughout the chain of command can monitor programs for near real-time compliance and trends using MICT. SACs are created by functional experts to help Airmen understand what's most important, and to provide an efficient means of communicating compliance or non-compliance up the chain of command and appropriate staffs. Compliance with the items in a SAC does not relieve individual Airmen from knowing the requirements of their programs and complying with guidance in Air Force Instructions and other policy documents.

5.7.1. IG use of SACs. SACs are not inspection checklists. SACs are one of many resources IGs may choose to use to complete inspection requirements.

5.7.2. HAF Functionals will develop and publish in MICT a SAC with the Wing-level compliance requirements for each AFI or Air Force-level program.

5.7.2.1. HAF SAC authors will only reference compliance items for which their 2-letter is the approving official (e.g., an AF/A2 SAC may not include items from an AF/A1 AFI). HAF SAC authors may also reference Tier 0 (higher than AF-level) compliance items from policy documents for which the 2-letter has been assigned responsibility (e.g., an AF/A10 SAC may include nuclear DODI compliance items).

5.7.2.2. Any AFI that levies Wing-level (or lower) compliance, must be referenced in a SAC. SAC authors are not obligated to include every compliance item in a SAC.

5.7.2.3. An individual Wing-level compliance item will not be referenced in multiple SACs.

5.7.2.4. The requirements from more than one AFI or AFI-directed program may be consolidated into a single SAC.

5.7.2.5. Every SAC item must be referenced to a Wing-level compliance item in Air Force Instructions and other policy documents.

5.7.2.6. MAJCOM/DRU/FOA FAMs will supplement HAF SACs when supplements to HAF guidance drive compliance by the Wing.

5.7.2.7. Wing commanders may supplement MAJCOM supplements.

5.7.2.8. All 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).

5.7.2.9. When developing SACs, do not include higher level guidance in the supplemented SACs. MAJCOM-developed SACs will not contain any content from HAF-level guidance; NAF/Center-developed and Wing-developed SACs will not contain any content from guidance above NAF/Center or Wing, respectively. The intent of this

guidance is to ensure each level of command's SACs reflect only the compliance items and tiering of that command's guidance.

5.7.2.10. 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.

5.7.2.11. All SACs will indicate the degree of criticality for each self-assessment item (Tier 0, 1, 2 or 3) IAW the tiering definitions in AFI 33-360, *Publication and Forms Management*. (T-1)

5.7.2.12. HAF Functionals will review each of their SACs annually. HAF SAC review/updates will be conducted NLT 31 Jan with MAJCOM supplement review/updates conducted NLT 31 Mar.

5.7.2.13. For each change to an AFI, AFI-mandated program or supplement requiring Wing compliance, the HAF/MAJCOM functional will update the affected SAC into the MICT database NLT 10 work days of the publication effective date. Wings will comply with requirements in **paragraph 5.4.5.11** (T-1)

5.7.3. SAC Naming Conventions. The SAC abbreviation on the MICT checklist shell will utilize the primary governing directive as the abbreviation at HAF, MAJCOM and Wing levels for both functionally-aligned and directive-driven SACs. SACs will use the following naming conventions:

5.7.3.1. When using a single AFI as the source reference of a SAC, the HAF FAM will use the AFI number along with the long title of the checklist (e.g., "AFI 14-104 Oversight of Intelligence Activities").

5.7.3.2. When placing a single AFI's requirements in multiple SACs, and those SACs do not reference other AFIs, then add a descriptive adjective to the end of the title (e.g., "AFI 90-201 The Air Force Inspection System – Nuclear Inspections").

5.7.3.3. When naming a SAC that uses multiple AFIs as its reference, the HAF FAM will use the functional name as the checklist title (e.g., Physical Security, Computer Security, PRP, etc.)

5.7.3.4. When supplementing a SAC at the MAJCOM, the naming convention will follow HAF naming convention and include the MAJCOM identifier (e.g., "AFI 14-104 Oversight of Intelligence Activities – ACC Supp")

5.7.3.5. When supplementing a SAC at the Wing level, the naming convention will follow HAF naming convention and include the Wing identifier (e.g., "AFI 14-104 Oversight of Intelligence Activities – 341 MW Supp"). (T-1)

5.8. Roles and Responsibilities.

5.8.1. **Wing Commander will:**

5.8.1.1. Establish, execute and sustain a Wing CCIP. (T-0)

5.8.1.2. Designate the Wing IG as the CCIP Director. (T-1)

5.8.1.3. Identify and apportion manpower to administer an effective CCIP. (T-1)

5.8.1.4. Establish and maintain a self-assessment program IAW this AFI and chain of command guidance. (T-1)

5.8.1.5. Designate a Wing Self-Assessment program manager and ensure they are trained. (T-1)

5.8.1.6. Ensure subordinate organizations (e.g., Group, Squadron) establish and maintain a Self-Assessment Program that supports the Wing self-assessment program. (T-3)

5.8.1.7. Approve the Wing inspection plan. (T-3)

5.8.1.8. Establish and chair a Commander's Inspection Management Board (CIMB). (T-1)

5.8.1.9. Provide appropriate training/training opportunities to military and civilian personnel to obtain the technical or administrative expertise in order to assist with CCIP requirements. (T-1)

5.8.1.10. Report CCIP results to the MAJCOM/CC via the Commander's Inspection Report (CCIR) within 90 days (180 days for ARC) of taking command, at the one year point in command and after 2 years of taking command, using the template at **Attachment 10**. (T-2)

5.8.1.11. Establish and staff a Wing IG office to accomplish the duties outlined in **paragraph 5.8.2** (T-1) Follow guidance in Chapter 9 regarding personnel selection and appointment. (T-2) Consider using the office manning templates located in **Attachment 5**.

5.8.2. The Wing IG is responsible for the following duties:

5.8.2.1. Overall management and administration of CCIP.

5.8.2.1.1. Oversee, plan and execute Wing inspection program. (T-1)

5.8.2.1.2. Develop a Wing inspection plan based on the Wing Commander's guidance to enable a reliable assessment of the Wing's readiness, compliance and state of discipline. The Wing commander will determine the inspection interval for Wing programs and processes. (T-1)

5.8.2.1.3. Manage Wing CIMB. (T-3)

5.8.2.1.4. Monitor deficiencies and suspense dates. Notify the Wing commander of deficiencies identified by subordinate organizations requiring external assistance. (T-3)

5.8.2.1.4. **(301FW)** Upon SAC completion and CAP analysis, commanders will assess if a formal AFSO-21 quality improvement study is required for any deficient areas. An AFSO-21 event will be mandatory for any "Critical" deficiency, and the results will be out-briefed to the FW/CC or equivalent. AFSO-21 events will be scheduled with the 301FW/CCO. AFSO-21 event results will be documented using the template found in Attachment 15 and uploaded to the RCA Documents folder in the MICT deficiency module.

5.8.2.1.5. Track benchmarked programs/procedures identified during inspection. (T-3)

5.8.2.1.6. Ensure CCIP inspection reports and individual deficiencies are entered in IGEMS. (T-1)

5.8.2.1.7. Monitor progress of continual evaluation of subordinate units. (T-3)

5.8.2.1.8. Ensure representative data is collected for all major graded areas. (T-3)

5.8.2.1.9. Track and report completion of RCA and appropriate actions for IG identified deficiencies. (T-1)

5.8.2.1.10. Develop and manage a CCIP dashboard for the Wing commander, utilizing MICT and other appropriate reporting tools to provide real-time data on Wing programs and inspections. (T-3)

5.8.2.1.11. Report inspection results to the Wing commander. Document non-compliance in MICT and post deficiencies and final inspection reports in IGEMS. See **Attachment 11** for a Report Template. (T-1)

5.8.2.1.11.1. Accomplish inspection "Hot Wash" briefing. (T-3)

5.8.2.1.11.2. Receive feedback from WIT members after inspection completion. (T-3)

5.8.2.1.11.3. Consolidate WIT inputs during inspection Hot Wash. (T-3)

5.8.2.1.11.4. Validate and consolidate report inputs. (T-1)

5.8.2.1.11.5. Publish an inspection report. (T-1)

5.8.2.2. Administration of the Wing Self-Assessment Program.

5.8.2.2.1. Develop and direct the CCIP to validate and verify the Self-Assessment Program with the specific goal of informing the wing commander of areas of non-compliance. (T-1)

5.8.2.2.2. Validate and verify the quality and effectiveness of the Self-Assessment Program within all subordinate organizations and functional areas. (T-1)

5.8.2.2.3. **(Added-301FW)** Ensure that SAC completion will occur at a minimum of once every 12 months. SAP annual cycle is outlined in Attachment 13. 301FW SAP Manager will manage the 301FW SAP Calendar. Most areas will be assessed annually between Jan-Mar, with quarterly updates that address deficiency resolution through Dec. Areas requiring semi-annual inspections will be on a Jan-Jun/Jul-Dec cycle. Individual SAC completion may be more frequent as determined by the FAM or AFI guidance. The 301FW/CC is the waiver authority for SAP annual cycle completion suspense.

5.8.2.2.3.1. **(Added-301FW)** 301FW SAP Manager will review and update this supplement annually as required.

5.8.2.2.4. **(Added-301FW)** Organizations will use the 301FW Unit SAP Annual Report template, found in Attachment 14, to report SAC evaluation and deficiency resolution progress.

5.8.2.2.5. **(Added-301FW)** 301FW Unit SAP Annual Reports will be reviewed by the squadron commander or equivalent. Significant and critical deficiencies will be

briefed to group commander or equivalent. Critical deficiencies will be briefed to Wg/CC or equivalent.

5.8.2.2.6. **(Added-301FW)** 60-Day Updates. Evaluate status of open deficiencies quarterly until compliance and recommended closure has been obtained by using MICT suspense tracking feature.

5.8.2.3. Provide the commander with an independent assessment of Unit and Wing Programs.

5.8.2.3.1. Develop and direct the CCIP to provide the wing CC an independent assessment of unit and program effectiveness. (T-1)

5.8.2.3.2. Develop, plan and execute wing inspections. (T-1)

5.8.2.3.2.1. Develop realistic, relevant exercise scenarios and scenario objectives. (T-1) Commanders may consider using Response Training and Assessment Program, a tool for designing emergency response exercises and evaluation of the installation's emergency response capability in an all threats, all hazards environment.

5.8.2.3.2.2. Review Wing plans. (T-3)

5.8.2.3.2.3. Conduct pre-inspection planning meeting to de-conflict scenario issues. (T-3)

5.8.2.3.2.4. Publish special instructions for wing inspections. (T-3)

5.8.2.3.2.5. Execute White Cell duties (as required). (T-3)

5.8.2.3.2.6. Conduct virtual and on-site inspections using appropriate inspection methods (e.g., observation, task evaluation, audit, interview and focus group). (T-1)

5.8.2.3.3. Identify CCIP trends for resolution. (T-3)

5.8.2.4. Administration and oversight of MICT/Self-Assessment Program.

5.8.2.4.1. Manage the Self-Assessment Program. (T-1)

5.8.2.4.1.1. Manage and delegate all MICT administrative permissions within the Wing. (T-1)

5.8.2.4.1.1. **(301FW)** Identify all 301FW MICT administrators via the 301FW SAP Manager Roster, found on sharepoint at **https://afrc.eim.us.af.mil/sites/301FW/xp/default.aspx**. 301FW MICT administrative permissions are established in Attachment 16.

5.8.2.4.1.2. Develop and provide guidance for subordinate organizations (Group, Squadron, other Staff agencies) to develop Self-Assessment Programs that support the Wing Self-Assessment Program. (T-3)

5.8.2.4.1.3. Develop MICT guidance ("business rules") for subordinate organizations (group, squadron, other staff agencies) for MICT data entry. (T-3)

5.8.2.4.1.3.1. **(Added-301FW)** 301FW SAP Manager will maintain, review and update 301FW MICT business rules found in **Attachment 16**

(Permissions and Checklist Assignment), 17 (SAC Execution) and 18 (Reporting Tools).

5.8.2.4.1.4. Ensure applicable HAF/MAJCOM SACs are assigned to the appropriate Wing units. (T-1)

5.8.2.4.1.4. **(301FW)** 301FW SAP Manager will maintain a current master 301FW CIMT spreadsheet. This spreadsheet includes all Administrative Basic Core (ABC) SAC and organizational specific SAC that apply to each organization in the 301FW. It is maintained on sharepoint at **https://afrc.eim.us.af.mil/sites/301FW/xp/default.aspx**

5.8.2.4.1.5. Ensure all Wing SACs for locally developed instructions are current and updated. (T-3)

5.8.2.4.1.6. Act as the Wing's liaison with the MAJCOM MICT Lead Manager. (T-3)

5.8.2.4.1.7. Provide feedback to the MAJCOM/NGB/DRU/FOA FAMs on SAC quality and trends. (T-3)

5.8.2.4.1.8. Identify and consolidate software issues and suggestions for future software improvements to be forwarded to the MAJCOM MICT Lead Manager. (T-3)

5.8.2.4.1.9. **(Added-301FW)** The 301FW Wing SAP appointment letter will be kept on file with the 301FW/IG office. The Wing SAP Manager will also be the Wing MICT Administrator.

5.8.2.4.1.10. **(Added-301FW)** 301FW SAP Manager will monitor SAP deficiencies and assist the 301FW/CCO to ensure they are closed in a timely manner. Minor, Significant, and Critical deficiencies will be addressed at the squadron and group level. All critical deficiencies will be reviewed at the Wing level during the CIMB.

5.8.2.4.2. Schedule Wing self-assessment/MICT/IGEMS training and provide training and assistance to subordinate units, as requested. (T-3)

5.8.2.4.2. **(301FW)** 301FW SAP Manager will organize and train the group/squadron SAP Managers. The 301FW SAP Manager will hold a Wing SAP Manager meeting at least quarterly to ensure proper execution of the Wing SAP annual cycle.

5.8.2.4.3. Provide initial and recurring MICT training for commanders, Wing administrators and checklist assessors. (T-3)

5.8.2.4.3. **(301FW)** Provide periodic MICT Training using the latest MICT published training slides combined with 301FW business rules and SAC procedures. 301FW-tailored MICT training can be found on sharepoint at **https://afrc.eim.us.af.mil/sites/301FW/xp/default.aspx**

5.8.2.5. Oversee the Wing's Gatekeeping/Scheduling process

5.8.2.5.1. Serve as Wing Gatekeeper and, in coordination with the MAJCOM Gatekeeper, deconflict outside agency inspections/visits from Wing inspection schedule. (T-1)

5.8.2.5.2. Schedule inspections. (T-1)

5.8.2.5.2.1. Coordinate and implement an annual inspection/exercise schedule. Gatekeepers will utilize the Air Force Gatekeeper Program SharePoint site (see **paragraph 8.13.1**.) to input wing inspection schedules. (T-1)

5.8.2.5.2.2. Review Wing flying/maintenance/operations schedules. (T-3)

5.8.2.5.2.3. Coordinate exercise schedule with base agencies. (T-1)

5.8.2.5.2.4. Liaison between IG & Wing/outside organizations for inspection coordination. (T-1)

5.8.2.5.2.5. Coordinate inspection schedules with other wing activities. Gatekeepers will integrate, synchronize or deconflict wing-level activities to reduce/avoid redundancy. (T-1)

5.8.2.5.3. The Wing IG will schedule, plan and execute Wing-level exercises IAW Wing CC direction and guidance found in **Table 5.1**. (T-0)

Table 5.1. Air Force Installation Mission Assurance Exercise Requirements.

EXERCISE DESCRIPTION	FREQUENCY	REMARKS
Emergency Management	Annual	See DoDI 6055.17 for details regarding forum (TTX, FSE, etc.) and integration with other exercises
Antiterrorism	Annual	See DoDI 2000.16 for details
FPCON Measures	Annual	See DoDI 2000.16 for details
Public Health Emergency	Every two years	See DoDI 6200.03 for details
Fire & Emergency Services (F&ES) Disaster Preparedness Plans	Annual (each fiscal year by table top or physical exercise)	Exercise methodology used at discretion of Wing/CC. See DoDI 6055.06 for details
Information Assurance	Varies between annual and semiannual	Frequency depends upon installation mission assurance category and confidentiality level. See DoDI 8500.2 for

EXERCISE DESCRIPTION	FREQUENCY	REMARKS
		details
Nuclear Weapons Accident Response (RTF)	Annual	RTFs must participate in an exercise annually. See DoDD 3150-08-M for details
Continuity of Operations (COOP)	Annual	See DoDD 3020.26 for details
Chemical, Biological, Radiological, Nuclear and High-Yield Explosives (CBRNE)	Annual	See DoDI 3020.52 Standard 4 for details.

5.8.2.6. Complaints Resolution.

5.8.2.6.1. Analyze & investigate IG complaints IAW AFI 90-301. (T-0)

5.8.2.6.2. Analyze & investigate Fraud, Waste, and Abuse Complaints IAW AFI 90-301. (T-0)

5.8.2.7. Office Management

5.8.2.7.1. Appoint Director of Inspections, Director of Complaints Resolution, Superintendent, Scheduler/Inspection Planner, and others, as appropriate (see **Attachment 5**). (T-1)

5.8.2.7.2. Develop and adapt the inspection team composition based on mission sets within the Wing. (T-1)

5.8.2.7.3. Provide training/certification for Wing/IG and WIT members. (T-1)

5.8.2.7.4. Assemble and lead the WIT to perform Wing inspections. (T-3)

5.8.2.8. Other Duties

5.8.2.8.1. Provide training and assistance to subordinate organizations. (T-3)

5.8.2.8.2. Assist MAJCOM/IG and SAF/IG with urgent data queries, including but not limited to Special and Command Interest Items. (T-1)

5.8.3. **(Added-301FW)** Group, Squadron and Flight/Section (if used) SAP Managers are responsible for the following duties:

5.8.3.1. **(Added-301FW)** Serve as liaison between SAP Managers throughout the 301FW.

5.8.3.2. **(Added-301FW)** Annually clean up roster MICT member permissions for their organization.

5.8.3.3. **(Added-301FW)** Ensure all checklist completion schedules are created and followed.

5.8.3.4. **(Added-301FW)** Ensure inspections are completed within MICT. Inspections are to be considered complete once the inspections and their associated deficiencies with their associated root cause analyses and corrective actions plans are approved by unit level leadership.

5.8.3.5. **(Added-301FW)** Ensure critical and significant deficiencies are reviewed by unit leadership within 30 calendar days of the self-assessment completion deadline.

5.8.3.6. **(Added-301FW)** Review open deficiencies on a monthly basis.

5.8.4. **(Added-301FW)** Checklist POC and Checklist Supervisors are responsible for the following duties:

5.8.4.1. **(Added-301FW)** Ensure timeliness, accuracy and completeness of all assigned SACs.

5.8.4.2. **(Added-301FW)** Ensure any deficiencies found are highlighted and briefed to organizational leadership

5.8.4.3. **(Added-301FW)** Forward completion status of assigned checklists to Flight/Squadron SAP Managers.

5.8.4.4. **(Added-301FW)** Forward deficiency status to SAP Manager every 60 days until closure.

5.8.5. **(Added-301FW)** Documentation Requirements.

5.8.5.1. **(Added-301FW)** Self-Assessment Program Binder. All 301FW units and staff agencies are encouraged to maintain their SAP Binders in digital format.

5.8.5.2. **(Added-301FW)** TAB A – 301FW Supplement to AFI 90-201 and any other AFIS related instructions

5.8.5.3. **(Added-301FW)** TAB B - Self-Assessment Reports. 301FW SAP Annual Report, quarterly updates and MICT Assessment Summary current as of the last self-inspection cycle.

5.8.5.4. **(Added-301FW)** TAB C – Current MICT Checklist Summary Report. Ensure that all ABC and functional area checklists assigned per CIMT are tracked and assessed.

5.8.5.5. **(Added-301FW)** TAB D – Current Air Force Special Interest Items (SII).

5.8.5.6. **(Added-301FW)** TAB E – Current MICT Deficiency Summary. Report will be updated quarterly.

5.8.5.7. **(Added-301FW)** TAB F - Other Inspections/ Staff Assistance Visit (SAV). Use this TAB to file other HHQ inspection results or evaluations conducted by outside agencies. This section should include all evaluations, regardless of the nature of the inspection (e.g., mobility, reception, quality assessment). Keep the report on file for 3 years or until replaced by the next inspection of similar type.

5.8.5.8. **(Added-301FW)** TAB G – Appointment Letters/Other Materials. Place miscellaneous documentation in this tab to include SAP appointment letters.

Chapter 6

AIR FORCE NUCLEAR INSPECTION PROGRAMS

6.1. 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 a nuclear weapon incident. 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 DODD 3150.02, *DoD Nuclear Weapons Surety Program*). 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 Nuclear Surety Inspection (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 Instruction for additional AF-specific inspection requirements. If there is conflict between CJCSI 3263.05 and this Instruction, CJCSI 3263.05 takes precedence. See **paragraph 1.5.7.4** and **Attachment 3** for NWRM inspection guidance.

6.2. Nuclear Surety Inspector Eligibility, Training and Certification. In addition to the requirements of **Chapter 9**, to fulfill inspection oversight data collection, MAJCOM/IGs will provide training and certification status, IG experience level and number of NSIs conducted to AFIA for tracking and trending.

6.3. Nuclear-Capable Unit Operational Certification and Operational Restriction. Refer to AFI 63-125, *Nuclear Certification Program* and AFI 13-503, *Nuclear-Capable Unit Certification, Decertification and Restriction Program.*

6.4. 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 AFSEC/SEW, will determine the need for conducting an INSI based upon AFI 63-125 and AFI 13-503 requirements. 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 AFIA/NI at least 60 calendar days prior to inspection execution (refer to **paragraphs 6.14.2** and **8.2**). MAJCOM/IGs will notify Nuclear Enterprise agencies of the inspection commencement and conclusion using **Attachment 6**.

6.4.1. 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.

6.4.2. 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.

6.4.3. 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.

6.4.4. A READY rating for an EOD team or nuclear airlift unit establishes the NWTI cycle for that unit IAW DODD 3150.02. A READY INSI rating and certification for new and/or modified facilities, equipment and/or systems does not alter or reset the unit's existing NWTI cycle unless the INSI is accomplished in conjunction with a full-scale NSI.

6.4.5. 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 AFSEC/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.

6.5. Nuclear Surety Inspection (NSI). An 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/NI at least 60 calendar days prior to inspection execution (refer to **paragraphs 6.14.2** and **8.2**). MAJCOM/IGs will notify Nuclear Enterprise agencies of the inspection commencement and conclusion using **Attachment 6**.

6.5.1. Frequency of NSIs.

6.5.1.1. Inspection Frequency. The Air Force received approval from Office of the Secretary of Defense (OSD) for a term of four years (CY12-CY16) to delegate waiver authority to MAJCOM/CC to participate in a test of a 24-month NSI frequency, instead of the currently required 18-month frequency. MAJCOM/CC must waive the 18-month frequency requirement in writing for each nuclear-capable unit in order to participate in this 24-month inspection test. MAJCOM/IGs will forward a copy of the waiver to SAF/IGI and maintain all copies of waivers until the end of the frequency test period. OSD's temporary approval to inspect nuclear-capable units on a 24-month inspection frequency cycle will expire 31 May 2016. Upon expiration of OSD's temporary approval, MAJCOM/IGs will conduct NSIs of each nuclear-capable unit IAW DODd 3150.02. The frequency (date next scheduled inspection due) is based on the date of the unit outbrief.

6.5.1.1.1. Waiver to Decertification Requirement for Expired NSI. If a nuclear-capable unit does not receive a NSI within the timing required by DODD 3150.02, the MAJCOM/CC 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 A6.2**, **Group 1**. Waiver notification will include the date of the scheduled NSI.

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

6.6. Limited Nuclear Surety Inspection (LNSI). The LNSI is limited in scope and does not evaluate all NSI areas applicable to the unit. A 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/NI at least 60 calendar days prior to inspection execution (refer to **paragraphs 6.14.2** and **8.2**). MAJCOM/IGs will notify Nuclear Enterprise agencies of the inspection commencement and conclusion using **Attachment 6**.

6.6.1. MAJCOMs may conduct LNSIs to:

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

6.6.1.2. 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 DNSI, NSI, or LNSI.

6.6.1.3. 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.

6.6.2. No-/Minimal-Notice Inspections. In accordance with AF Nuclear Oversight Board direction and to meet annual no-/minimal-notice requirements for each Service in CJCSI 3263.05 Enclosure D, each nuclear-capable unit will receive at least one no-notice or minimal-notice LNSI between each NSI. MAJCOMs will determine appropriately-sized teams to target specific areas of concern or interest. The accomplishment of an LNSI does not establish a new, or alter the existing, DoD-directed NSI inspection frequency.

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

6.6.2.1.1. 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. The MAJCOM/IG will forward a copy of this memo to SAF/IGI.

6.7. Nuclear Inspection Rating System.

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

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

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

6.7.3. 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.

6.8. Reporting Criteria. For NSIs, LNSIs, and INSIs, 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.

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

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

6.8.1.2. Be assigned a unique tracking number.

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

6.8.1.4. Address impact of continued deviation or noncompliance.

6.8.1.5. Identify the OPR for correcting the deficiency.

6.8.1.6. Include the OCR, if applicable.

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

6.8.2. Corrective Actions. See **paragraph 2.20.9**

6.8.2.1. 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 OCR responsibility actions for deficiency resolution have properly occurred.

6.8.2.2. 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.

6.8.2.3. For deficiencies from DTRA Inspections, see **paragraph 6.13.2** and CJCSI 3263.05 added instructions.

6.8.3. Non-Surety Deficiencies. Document non-surety deficiencies in the non-surety section of the NSI report. In general, deficiencies will be categorized as non-surety if the deficiency's referenced policy is neither a primary nuclear policy document, a supplement to a primary nuclear policy document or referenced within a primary nuclear policy document. For example, a deficiency against the wing IG for failing to comply with AFI 90-201, would typically be considered a non-surety deficiency. However, a deficiency against AFMAN 31-108 or a MAJCOM Supp to AFMAN 31-108 would typically be considered surety related

and categorized in the Security MGA. The IG Team Chief will make the final determination of whether a deficiency is surety or non-surety.

6.9. NSI Inspector Surety Tenets.

6.9.1. 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.

6.9.2. 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.

6.9.3. 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.

6.9.4. 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.

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

6.10.1. Management and Administration.

6.10.1.1. 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.

6.10.1.2. Administration.

6.10.1.2.1. Evaluate weapons loading and management to include loading standardization, certification, training programs and schedules. For non-US delivery aircraft, evaluate status, certification procedures and records.

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

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

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

6.10.1.2.5. Munitions/Maintenance Plans and Scheduling. Evaluate IAW applicable AFIs.

6.10.1.2.6. 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.

6.10.2. **Technical Operations.**

6.10.2.1. 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 and operations directed by CJCSI 3263.05. 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.

6.10.2.2. For all technical operations and/or task evaluations the MAJCOM inspectors will brief items in **paragraphs 6.10.2.2.3.1** thru **6.10.2.2.3.7** 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, Training Business Area, 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).

6.10.2.2.1. 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.

6.10.2.2.2. During evaluation of any nuclear-certified procedure, the MAJCOM inspectors are to inspect the performance of only those individuals/teams required by the applicable T.O. or guiding instruction for the procedure. Intervention, participation or influence by any other personnel (e.g., QA, Unit 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 individual/team under evaluation.

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

6.10.2.2.3.1. 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.

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

6.10.2.2.3.3. 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 6.10.2.2**.

6.10.2.2.3.4. 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.

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

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

6.10.2.2.3.7. 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.

6.10.2.3. Weapons Maintenance Technical Operations. Evaluate applicable technical operations designated in CJCSI 3263.05, for which the unit is tasked in their Maintenance Capability Letters 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 the 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.

6.10.2.4. Loading and Mating. For custodial units supporting non-US delivery organizations include the US technical load monitor and associated training activities.

6.10.2.4.1. Aircraft Generation/Flightline Operations will be inspected IAW MAJCOM/CC direction during either an NSI or a NORI (for NORI see **paragraph 6.18.2.1**).

6.10.2.4.1.1. Aircraft Generation/Flightline Operations. MAJCOM IGs will evaluate a unit's 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.

6.10.2.4.2. 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.

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

6.10.3.1. 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.

6.10.3.2. 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.

6.10.4. Condition of the Stockpile.

6.10.4.1. Sample Size. Examine at least fifty percent (50%) 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.

6.10.4.2. Retirement Assets. Examine at least ten percent (10%) 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.*

6.10.4.3. 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. Ensure the weapons inspection record card information matches the asset/container markings (P/N, Drop Numbers, S/N, ALTs, etc) for all weapons; active/inactive and retired inspected.

6.10.4.4. 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.

6.10.4.5. 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.) for all weapons; active/inactive and retired inspected.

6.10.5. **Storage and Maintenance Facilities.**

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

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

6.10.6. **Security**.

6.10.6.1. 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 6**, **Table A6.1**. 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.

6.10.6.2. 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.

6.10.6.3. Weapon Denial and Recapture Exercise Planning:

6.10.6.3.1. 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.

6.10.6.3.2. 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.

6.10.6.3.3. At IG discretion, exercise scenarios resulting in the opposing force (OPFOR) gaining access to simulated 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.).

6.10.6.3.4. All participants will apply appropriate Information Security (INFOSEC) and Operations Security (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.

6.10.6.4. 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.

6.10.6.5. 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.

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

6.10.6.6.1. 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:

6.10.6.6.1.1. 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?).

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

6.10.6.6.1.3. 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?

6.10.6.6.1.4. 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.)?

6.10.6.6.2. 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 6**, **Table A6.1**) to determine if the NWSS was met. For example:

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

6.10.6.6.2.2. Was unit C2 effective?

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

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

6.10.6.6.2.5. Was unauthorized access denied or weapons custody regained?

6.10.6.6.3. 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.

6.10.7. Safety.

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

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

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

6.10.7.4. 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.

6.10.8. **Supply Support.** No AF-specific inspection specifications and requirements.

6.10.9. **Nuclear Weapon 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.

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

6.10.9.2. 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.

6.10.10. **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:

6.10.10.1. Convoy operations. Includes operational movements to or from launch facilities and weapon movement activities to include security support. For Intercontinental Ballistic Missile 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.

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

6.10.10.3. 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.

6.11. 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:

6.11.1. **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.

6.11.2. **Nuclear Control Order Procedures.** Evaluate command post, 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.

6.11.3. Emergency Exercises.

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

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

6.11.3.1.2. 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.

6.11.3.1.3. The use of available Unit/installation resources to counter an overt attack.

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

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

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

6.11.3.2.3. The use of available Unit/installation resources to recover from an overt attack.

6.11.3.3. Emergency Evacuation. (United States Air Forces in Europe (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.

6.11.3.4. 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.

6.11.3.5. Emergency Response. Rate on an ACCEPTABLE or UNACCEPTABLE (a pass or fail rating) basis. Evaluate the Unit/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. 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, 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.

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

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

6.11.3.5.1.2. The implementation of the installation EM and integrated defense plans, as applicable.

6.11.3.5.1.3. Timeliness and accuracy of required reports.

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

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

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

6.11.3.6.2. Unit response forces do not conduct recapture operations as specified in DOD S-5210.41M_AFMAN 31-108, CJCSI 3261.01B, *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.

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

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

6.11.4.1. 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.

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

6.12.1. 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:

6.12.1.1. 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.

6.12.1.1.1. 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).

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

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

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

6.12.1.2. 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.

6.12.1.2.1. 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 6** and forward to **Table A6.2**, **Group 1** addressees.

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

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

6.13.2. 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.

6.13.2.1. 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, Enclosure F deficiency codes).

6.13.2.2. The MAJCOM CARS monitor will coordinate on the MAJCOM response(s) and forward to AFIA CARS monitor 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.

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

6.13.2.4. 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.

6.13.2.5. 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.

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

6.14. NSI Core Team.

6.14.1. NSI Core Team Roles. (See **paragraph 8.2.1**). 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.

6.14.2. Planning. At least 30 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 30 days prior and finalized with the inspected unit upon formal notification.

6.14.2.1. 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.

6.14.2.2. 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.

6.15. AF NSI Oversight Team.

6.15.1. AF NSI Oversight Team Roles and Responsibilities. (See **paragraph 8.2.2**).

6.15.2. 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.

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

6.16. 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.

6.16.1. 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.

6.16.2. 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).

6.16.3. 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.

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

6.17. NSI Reports and Messages.

6.17.1. 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 2.16.1.2**)

6.17.2. Inspection Commencement Messages. MAJCOM/IGs will send an inspection commencement message to all recipients in **Table A6.2**, **Group 1** NLT 24 hours after IG team in-brief of the unit. Use **Figures A6.1** and **A6.2** as a template.

6.17.3. Executive Summary. MAJCOM/IGs will send an executive summary to all recipients in **Table A6.2**, **Group 1** within 5 days of IG team departure from inspected unit. Use **Figure A6.2** as a template. An executive summary is not required if the MAJCOM/IG publishes and distributes the final report within the same 5 days.

6.17.4. Formal Report. Document NSI, LNSI and INSI results in a report and distribute to all recipients in **Table A6.2**, **Group 1** within 30 days of inspection outbrief of the unit.

Distribute the report to agencies in **Table A6.2**, **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.

6.18. Nuclear Operational Readiness Inspection (NORI).

6.18.1. 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.

6.18.2. NORI Frequency**.** MAJCOMs will conduct NORIs on units with nuclear delivery systems at intervals not to exceed 36 months, waiverable by MAJCOM/CC to 48 months. Nuclear support units will receive a NORI at intervals from 48 to 60 months. USAFE units will conform to the North Atlantic Treaty Organization (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).

6.18.2.1. Aircraft Generation/Flightline Operations will be inspected IAW MAJCOM/CC direction during either an NSI or a NORI (See **paragraph 6.10.2.4.1** for NSI.) If inspected during a NORI, there is no separate grade for Aircraft Generation/Flightline Operations—the overall NORI grade is the Aircraft Generation/Flightline Operations grade.

6.18.3. NORI Rating Scale**.** Unit/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.

6.18.4. 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 6.1. 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 Crisis Action Team actions.	X	X	X
1.1.1. Nuclear Status Reporting: A unit's ability to submit generation reports to higher headquarters IAW	X	X	X

NORI Major Graded Areas	AFGSC	AMC	USAFE
applicable guidance.			
1.1.2. Crisis Action Team. Unit's ability to manage alert generation.	X	X	X
1.2. Nuclear Weapons System Capability: Unit'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: Unit'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: Unit's ability to effectively monitor, manage and coordinate actions to accomplish munitions-specific mission requirements.	X		X
1.5. Operations: Unit's ability to manage and control assigned resources, conduct adaptive planning, accomplish Forward Location Alert Generation (FLAG) operations (if applicable), manage and sustain an alert force and alert force response capability, and provide required number of nuclear-certified crews as specified in DOC statements and plans.	X	X	X
1.6. Security: Unit'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.			

NORI Major Graded Areas	AFGSC	AMC	USAFE
2.1. Command and Control: Unit's ability to respond to positive control orders and Crisis Action Team 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. Crisis Action Team. 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		
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. * Not applicable for AMC nuclear support units.	X	X	X

6.18.5. 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. The MAJCOM/IG will coordinate with

applicable MAJCOM and/or NAF Exercise Programs, NAF-staff, United States Strategic Command (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.

6.18.5.1. The NORI may be scheduled in conjunction or in sequence with a UEI or NSI.

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

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

6.19. Re-inspection of NORI Deficient Areas.

6.19.1. 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 6.3** for guidance concerning unit deficiencies and continued nuclear certification status, if applicable):

6.19.1.1. 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.

6.19.1.1.1. 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).

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

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

6.19.1.1.2.2. Suspension of nuclear weapon operations is in the best interest of nuclear safety, security, or reliability. If necessary, reference **paragraph 6.3**, for decertification guidance.

6.19.1.2. 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.

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

6.20. NORI Corrective Actions. See **paragraph 2.20.9**

6.21. NORI Reports and Messages.

6.21.1. 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 2.17**).

6.21.2. Inspection Commencement Messages. MAJCOM/IGs will send an inspection commencement message to all recipients in **Table A6.2**, **Group 1** NLT 24 hours after IG team in-brief of the unit. Use **Attachment 6**, **Figure A6.1** as a template.

6.21.3. Executive Summary. MAJCOM/IGs will send an executive summary to all recipients in **Table A6.2**, **Group 1** within 5 days of IG team departure from inspected unit. Use **Attachment 6**, **Figure A6.2** as a template. An executive summary is not required if the MAJCOM/IG publishes and distributes the final report within the same 5 days.

6.21.4. Formal Report. Document NORI results in a report and distribute to all recipients in **Table A6.2**, **Group 1** within 30 days of inspection out-brief of the unit. Distribute the report to agencies in **Table A6.2**, **Group 2** as necessary. 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 7

JOINT BASE INSPECTIONS

7.1. 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.

7.2. Background.

7.2.1. The 2005 Base Realignment and Closure (BRAC) 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.

7.2.2. 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.

7.2.3. 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.

7.3. Definitions.

7.3.1. The "Supporting Component" is the component identified 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.

7.3.2. 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 units residing on the installation are considered part of the Supported Component, Active or Reserve.

7.3.3. 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.

7.3.4. "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.

7.3.5. 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 JBs. 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, is authorized to approve deviations from JB-COLS.

7.3.6. Joint Base 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 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.

7.3.7. Memorandum Of Agreement (MOA), in terms of the 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.

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

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

7.3.8.2. Inter-service are AF to other DoD Components.

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

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

7.3.9. The Supporting Component will ensure compliance with JBIG and MOA requirements. However, if a Supported Component is not satisfied with the installation support operations, either for personnel or equipment, the Supported Component may elect to improve resourcing to meet their particular mission needs at their own expense and after coordination with Supporting Component for bed-down support requirements.

7.4. Command Relationships.

7.4.1. Base Organization and Installation Support (IS).

7.4.1.1. A standing 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.

7.4.1.2. Air Base Wing (ABW)/Group or AF Element responsibilities are organize, train and equip functions, and apply to Airmen assigned to JBs. Organize responsibilities include Command Authorities IAW Uniform Code of Military Justice (UCMJ), DRRS, SORTS, AEF UTC Reporting Tool (ART), 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.

7.4.1.3. 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.

7.4.1.3.1. 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 UCMJ authority and administrative control 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).

7.4.1.4. 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. The BO does not have responsibility for any roles customarily assigned to a traditional AF Mission Support Groups or Weapon Storage Areas, 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.

7.5. Inspections.

7.5.1. Air Force IGs will inspect Airmen using AF inspection requirements whether the AF is the supporting or supported Service at the JB. When an AF supporting unit is providing service to an AF supported unit, the inspection standards stem from AF guidance. When an AF supporting unit is providing service to a supported unit from another service (Army, Navy, etc.), the inspection standards stem from JB COLs.

7.5.1.1. CCIP. Air Force commanders on a JB will administer their CCIP in accordance with **Chapter 5** of this Instruction. (T-1)

7.5.1.2. JB Wing IGs will ensure MAJCOM Gatekeepers are kept apprised of Navy and Army inspection activities on the installation. Wing IGs will also ensure Navy and Army leadership at the JB are kept apprised of Air Force inspection activities at the installation. (T-3)

7.5.2. Each JB has installation variances based on size, location, mission, etc., which make each 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.

7.5.3. 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 EM program.

7.5.4. Inspection Rating. Fundamentally, the AF portion of the inspection remains unchanged—the IG will inspect any Airman, AF process, program or function. The IG will inspect and rate each distinct unit IAW the IG's sampling strategy. For example, at JB Lewis-McChord, 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.

7.5.5. 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.

7.5.6. IGs will comply with guidance contained in the JBIG and any MOAs affecting the inspected unit. When conflict between supporting and supported Services at the JB arise that cannot be resolved locally, the MAJCOM/IG will notify SAF/IGI, who will attempt to resolve the matter with Service counterparts.

7.5.7. When the Air Force is the supporting component at a JB, the Wing IG will ensure the supported component leadership is invited to participate in all appropriate local exercises (e.g., active shooter, natural disaster, etc.). (T-2) When the Air Force is the supported component, the Wing IG will ensure participation IAW Air Force JB leadership intent. (T-3)

7.6. Responsibilities.

7.6.1. SAF/IGI.

7.6.1.1. 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 AFIA and the MAJCOM/IG Team Chief in the IG report.

7.6.2. AFIA. Invite appropriate non-AF inspectors to the annual Gatekeeper scheduling conference. This will maximize calendar efficiencies for the JBs and provide a more positive, interactive and authoritative inspection.

7.6.2.1. Coordinate with other Service IGs to establish a joint inspection schedule.

7.6.3. MAJCOM/IG Team Chief.

7.6.3.1. The Team Chief is responsible for final approval of the JB inspection plan.

7.6.3.2. 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.

Chapter 8

THE AIR FORCE INSPECTION AGENCY (AFIA) PROGRAM ELEMENTS

8.1. AFIA provides independent inspection, evaluation, and analysis to advance the continuous improvement of mission effectiveness at all AF levels. Its mission set includes: NSIs, NSI Oversight, Mis and UEIs. Additionally, when directed, AFIA evaluates and reports on high-impact, high-visibility programs that are of significant interest to SECAF, CSAF, or SAF/IG. AFIA provides medical inspectors to support UEIs AF-wide.

8.2. NSI.

8.2.1. AF NSI Core Team (AFIA/NI). 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 6.14**.

8.2.1.1. The Core Team provides expertise across various nuclear surety MGAs as outlined in **Chapter 6**. The Core Team will support NSIs across the nuclear-capable MAJCOMs (AFGSC, AFMC, AMC and USAFE).

8.2.1.2. 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.

8.2.1.3. 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.

8.2.1.4. 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.

8.2.2. AF NSI Oversight Team (AFIA/OV). AFIA/OV provides oversight assessments to MAJCOM/CCs and TIG on the consistency of MAJCOM NSIs. In conjunction with AFIA/ET, 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 6.15**.

8.2.2.1. The Oversight Team will not perform inspections but has the authority to intervene in an inspection for reasons of safety or critical non-compliance.

8.2.2.2. AFIA acts as the AF clearinghouse for MAJCOM responses to DTRA Nuclear Weapon Technical Inspection deficiencies. AFIA/ET, in conjunction with AFIA/OV reviews CRITICAL and SIGNIFICANT nuclear surety deficiencies identified in DTRA inspection reports and requests clarification of deficiencies. AFIA also reviews

MAJCOM actions taken to correct these deficiencies and endorses them to DTRA. In cases where AFIA or DTRA non-concurs, AFIA returns corrective action responses to the MAJCOM for clarification. AFIA will seek consultative assistance from AFSEC/SEW as needed.

8.2.2.3. Provides nuclear surety-related oversight of MAJCOM-conducted NSIs, and select LNSIs and INSIs, to include re-inspections (all) and no-/minimal-notice NSIs and LNSIs. The AFIA/CC will be final authority on selection of LNSIs and INSIs. 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.

8.2.2.3.1. 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:

8.2.2.3.1.1. Concurrence or non-concurrence with the MAJCOM/IG assessment of nuclear surety.

8.2.2.3.1.2. Contentious issues (include areas requiring level 1 or 2 adjudication, reference **paragraph 6.16**).

8.2.2.3.1.3. Composition of the qualification and training of MAJCOM inspection team.

8.2.2.3.1.4. Use of current AF and MAJCOM checklists and inspection guides per **paragraph 1.5.6.1**.

8.2.2.3.1.5. Implementation and understanding of policy and guidance.

8.2.2.3.1.6. Adequacy of MAJCOM/IG validation.

8.2.2.3.1.7. Sufficiency of MAJCOM/IG report.

8.2.2.3.1.8. Sufficiency of MAJCOM/IG team's deliberative process.

8.2.2.4. Coordinates the proposed DTRA NSI inspection schedule for AF units.

8.2.2.5. 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.

8.2.2.5.1. 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.

8.2.2.5.1.1. Observation teams should have a minimal footprint and be nonintrusive into the MAJCOM inspection process unless safety or security is jeopardized.

8.2.2.5.1.2. AFIA Oversight Team Chief will brief both the unit leadership and the MAJCOM/IG Team Chief of the AFIA role in the inspection process. Brief the MAJCOM/IG team prior to and the unit leadership during the inspection inbrief.

8.2.2.5.1.3. AFIA Observation members should be present at the MAJCOM/IG's daily team meeting/event recap unless actively observing MAJCOM/IG inspectors.

8.2.2.5.1.4. AFIA Observation Team Chief (or representative) should be present at all MAJCOM/IG Team Chief briefings and meetings with the inspected unit's commander.

8.2.2.5.1.5. The MAJCOM/IG Team Chief will provide the AFIA Observation Team Chief a draft copy of their inspection report prior to the unit outbrief.

8.2.2.5.2. 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 the 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.

8.3. DRU and FOA UEIs. AFIA/ID conducts UEIs of Air Force Direct Reporting Units and Field Operating Agencies every 24-30 months IAW **Chapters 1**, **2** and **4**.

8.3.1. Inspection Scope. Inspected units may rely on host Unit support for management of some programs. Since the host Wing is 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.

8.4. AFIA Medical Inspector Support to MAJCOM/IGs. AFIA/SG will provide a team of IG-certified medical inspectors for the respective MAJCOM UEIs on wings with medical units. MAJCOM IGs and AFIA will coordinate as required using the AF Inspection Scheduling Process.

8.5. Active Duty (Active Duty) Military Treatment Facilities (MTF) Accreditation Requirements. Active Duty (AD) MTFs must update their electronic application whenever significant changes occur.

8.5.1. AD bedded MTFs must update their electronic application upon notification from the Joint Commission (TJC), which occurs at 9, 18, and 27 month intervals from their anniversary date. TJC also requires an annual self-assessment, formerly Periodic Performance Review (PPR) via electronic submission, now titled Intracycle Monitoring/Focus Standard Assessment (ICM/FSA). Reminder notifications for ICM/FSA submission requirements are provided per email to the MTF/CC 15 months prior to the accreditation anniversary date and due dates are posted on the Connect site.

8.5.2. AD non-bedded MTFs will be notified by the Association for Ambulatory Health Care (AAAHC) 180 Days prior to their accreditation survey. They must submit a new application 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.

8.6. 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.

8.7. 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.

8.8. 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.

8.9. Directed Inspection (DI). This high-priority inspection will normally be executed by AFIA and other SAF/IG personnel. If necessary, TIG may request assistance from MAJCOM/IGs via their commanders to conduct this inspection. The DI is usually time-sensitive and the deficiencies and recommendations are of significant interest to the AF, members of Congress, or the general public. The MAJCOM/CC may direct his/her IG to perform a DI when necessary, or may request AFIA's assistance.

8.10. The AFIA 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.

8.10.1. Support SAF/IG with analysis for SECAF/CSAF level briefings.

8.10.2. Provide AF-wide inspection analysis for Air Force Enterprise Dashboard.

8.10.3. Collect Root Cause Analysis data from the MAJCOMs for analysis.

8.10.4. Report on inspection trends to SAF/IG and other senior leaders across the Air Force.

8.11. TIGIRS Lead Command. AFIA acts as Lead Command for all components of the TIGIRS family of systems. The components are IGEMS and MICT.

8.11.1. Develops, validates, prioritizes and documents all requirements for each component. Provides all requirements to the TIGIRS Program Office (AFPEO EIS/HIBI).

8.11.2. Monitors the activities of the TIGIRS Program Office to modify, sustain and support each component.

8.11.3. Acts as the single voice of the customer to communicate and represent user issues and concerns to the TIGIRS Program Office.

8.11.4. Directs the operational testing of upgrades to each TIGIRS component.

8.11.5. Manages the TIGIRS program, to include reporting status to AFIA/ET, 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.

8.11.6. AFIA will act as the MICT MAJCOM Lead for all FOAs, DRUs and Named Agencies.

8.12. TIG Brief. 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/ET. 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. (TIG Brief Web site: **https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sA4057E1F3A790E62013AD29829BA0DD1**)

8.13. AF Gatekeeper Program. AFIA/ETO will act as the lead agent for the AF Inspection Scheduling Process.

8.13.1. Manages the Air Force Gatekeeping Program SharePoint site IAW **paragraph 2.9.1**

8.13.2. Coordinates all inspections with MAJCOM Gatekeepers in accordance with **paragraph 2.9.1**

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

8.14. By-Law Reporting. AFIA/ETO will collect MAJCOM data from each of the By-Law inspection requirements performed during the reporting period (See Attachment 3). The following reports will be generated by AFIA/ETO:

8.14.1. The bi-annual AF Personnel Accountability report for DoD IG.

8.14.2. The annual Federal Voting Assistance Program (FVAP) report for DoD IG.

8.14.3. The annual AF Sexual Assault and Prevention Response (SAPR) report for SAF/MRM.

8.14.4. The annual Transition Assistance Program report for the SECAF.

8.14.5. The annual Consolidated By-Law Report for TIG. This report will include By-Law inspection data on programs listed in Attachment 3 (Personnel Accountability, Relocation Assistance Program, SAPR and FVAP) for the SECAF.

8.15. Wounded, Ill and Injured (WII) Reporting. AFIA/ETO will serve as the lead agent for WII inspections. AFIA/ETO will:

8.15.1. Manage the AF WII inspection process in accordance with **Attachment 8**.

8.15.2. Act as the liaison between the Air Force Personnel Center (AFPC) Wounded Warrior Division and MAJCOM IGs to ensure AF WII inspection requirements are met.

8.15.3. Manage the Air Force Wounded Warrior Inspection SharePoint site.

8.15.4. Act as the Service representatives to the Assistant Secretary of Defense for Health Affairs on WII housing inspections.

8.15.5. Generate the annual AF WII Inspection report for members of Congress on the Appropriates and Armed Services Committee.

8.16. Inspection System Training. AFIA/ETT manages and administers the Basic Inspector course (UEI/CCIP) and the NSI course. AFIA/ETT will develop manage and administer new inspector courses as required.

8.17. Radioactive Material Permit Inspections (Unannounced).

8.17.1. The authority of Air Force activities to acquire, receive, possess, use, store, transfer, transport, distribute, or dispose of radioactive materials (RAM) regulated by the US Nuclear Regulatory Commission (US NRC) is granted through the United States Air Force (USAF) Master Materials License (MML) issued to the Air Force Radioisotope Committee, Air Force Medical Support Agency (AFMSA/SG3PB), by the US NRC.

8.17.2. Condition 12 of the MML requires that AF regulations, policies, and directives governing the use of licensed material be consistent with the US NRC's regulations. AFI 40-201, *Managing Radioactive Materials in the USAF*, paragraph 3.16 and Attachment 13, establishes AF RAM Permit inspection and enforcement policy consistent with the US NRC’s Inspection Manual Chapter 2800, *Materials Inspection Program*. RAM Permit inspections are TIG-directed and identified as item #68 in Attachment 2, AFI 90-201. The AFIA RAM Inspector shall comply with Gatekeeper deconfliction as required in paragraph 2.9, AFI 90-201."

Chapter 9

IG FORCE DEVELOPMENT AND MANAGEMENT

9.1. 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:

9.1.1. 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. (T-1)

9.1.2. Display moral attributes and personal traits that demonstrate adherence to Air Force Core Values. (T-1)

9.1.3. Be able to attain and hold a security clearance commensurate with the duties required as an IG inspector. (T-1)

9.1.4. Have no record of civil conviction except for minor offenses. (T-1)

9.1.5. Have no conviction by court-martial nor any general officer letters of reprimand in the official military personnel file. (T-1)

9.1.6. Present good military bearing and appearance. (T-1)

9.1.7. Wing IG (87GXX). Be an O-5/civilian equivalent or higher. (T-1) Appointing authorities are highly discouraged from selecting IGs lower than the rank of O-5/civilian equivalent. Only in extreme circumstances should an appointing authority select a non-field grade officer to lead the IG section. IG sections led by non-field grade officers or enlisted IGs are not perceived by complainants or inspectees to have the same ability as field grade officers to: 1) address command issues such as command climates, abusive/hostile environments or other misconduct by leadership in the unit; or 2) inspect and report on the full spectrum of unit effectiveness.

9.1.8. Wing Director of Complaints Resolution (87QXX) and Wing Director of Inspections (87IXX) will be an O-4/civilian equivalent or higher. (T-1)

9.1.9. Wing Inspections Superintendent (8IXXX). Be an E-9 to E-8 or civilian equivalent. Wing/CC may waive this requirement on a case-by-case basis if qualified candidates are not available to the rank of E-7. (T-3)

9.1.10. Inspectors. 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 affected level (MAJCOM or Wing) Commander on a case-by-case basis if qualified candidates are not available. MAJCOM NSI inspector positions may be Key Nuclear Billets based on the requirement for experienced nuclear enterprise expertise that can immediately be effective upon assignment. Additionally, MAJCOM NSI

inspector positions should have the highest assignment priority for continuity of the NSI inspector position. (T-1)

9.2. MAJCOM Inspector General Team Chiefs. Colonel/civilian equivalent IG Team Chiefs will be nominated and selected by the MAJCOM/CC. Lt Col/civilian equivalent Team Chiefs will be selected by the MAJCOM/IG with the concurrence and assistance of the MAJCOM/CC.

9.3. 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:

9.3.1. 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.

9.3.2. Attend and provide inputs to the Force Management and Development Council.

9.3.3. Annually review and approve the IG Basic and Nuclear Inspector training courses.

9.3.4. Provide advice to IGs on Officer and Enlisted development and assignment opportunities, as well as assignment selection criteria for Enlisted Equal Plus advertisements.

9.4. 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. (T-1)

9.4.1. **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.

9.4.2. **Mandatory Training.** All inspectors assigned to AFIA, SAF/IGI, MAJCOM and Wing IG offices will complete the USAF Basic Inspectors Course for UEI or CCIP (as appropriate) within 90 days (180 days for ARC) of assignment to an IG position. (T-1) All permanent party AFIA and MAJCOM Inspection IG team members that conduct NWTIs and Wing IG-assigned inspectors of nuclear-capable units 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 Air Force Medical Services Medical PRP Course within 180 calendar days after assuming inspector duties. While designed and required for assigned MAJCOM/IG and Wing/IG personnel, MAJCOM IG Augmentees and WIT members may attend their respective course only 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**.

9.4.2.1. The IG (MAJCOM or Wing) will certify that all inspectors, to include inspector augmentees and WIT members, have completed appropriate MAJCOM specific inspector training. (T-1) Inspector certification requires completion of prerequisite and mandatory training, as well as field observation. (T-1) Field observation requirement is a minimum of one over-the-shoulder inspection by a certified inspector. (T-1) To establish the initial cadre of certified inspectors, the Wing/CC may elect to consider previous inspection experience as fulfilling the over-the-shoulder requirement. The MAJCOM IG may substitute an over-the-shoulder NSI or Nuclear Operational Readiness Inspection (NORI) to satisfy this requirement.

9.4.2.2. MAJCOM/IG instructors, appointed by the MAJCOM/IG, will teach the USAF Basic Inspector Course-UEI to IG Augmentees, using AFIA's course materials. Wing/IG instructors, appointed by the Wing/IG, will teach the USAF Basic Inspector Course-CCIP to Wing Inspection Team members, using AFIA's course materials. (T-1) MAJCOM and Wing IGs may add locally developed course materials, as a supplement, but not in lieu of the AFIA course materials. AFIA will perform periodic audits of MAJCOM and Wing/IG training.

9.4.2.3. AFIA/ET 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 Training & Inspection, Inspector Instruction (AFIA) 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**

9.4.3. **MAJCOM/IG and Wing/IG-Specific Training.** MAJCOM/IGs and Wing/IGs will develop and provide all required specialized team, functional area, host-nation, or unit-specific training to augmentees as required. (T-1)

9.4.4. For required inspector training prior to assessing contractor functions, IG Team Chiefs will ensure inspectors complete training IAW the following:

9.4.4.1. 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:

9.4.4.1.1. 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**.

9.4.4.1.2. DAU CLC 222: *Contracting Officers Representative (COR) Online Training*, available online at: **https://www.atrrs.army.mil/channels/acqnow/student/appFrame.asp?page=../course/crsSearch.asp**

9.4.4.1.3. 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**.

9.4.4.1.4. 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**.

9.4.4.2. ESOH 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.

9.4.4.3. PMEL inspectors should be qualified in their respective areas of expertise. An AFMETCAL IG-certified inspector (AFLCMC/WNMQ) will be considered qualified in their respective areas. PMELs will be inspected by an AFMETCAL inspector who also has completed ISO 17025 Lead Auditor and Root Cause Analysis Training or has over two years' experience in performing and/or managing a PMEL Quality Program. If MAJCOM personnel are used to support an inspection they should be familiar with PMEL operations and satisfy as many of the training and/or experience requirements listed for AFMETCAL inspector qualification as possible.

9.4.4.4. Aircrew Flight Equipment (AFE) inspectors should be qualified in their area of expertise and the weapons systems in which they will be evaluating. Additionally, AFE inspectors should have Special Experience Identifier (SEI) codes 122 and 125 (SEI 123 and 124 are also desirable). All parachute maintenance, inspection, and repack facilities will only be inspected by qualified/certified AFE (1P0XX) personnel.

9.4.4.5. Survival, Evasion, Resistance and Escape (SERE) inspectors should be qualified in the area they will be evaluating. All Apprehension Avoidance/SERE Combatives, Escape Enhancement, Resistance to Exploitation training, and parachuting operations will only be inspected by qualified/certified person.

9.4.5. **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. (T-1) 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. (T-1) Recurring training does not require field observation by a certified inspector.

9.4.6. **Optional Training.** NSI Inspectors are highly encouraged to attend other nuclear and/or inspection courses to add breadth and depth to their nuclear experience.

9.5. Inspector General Certification. See **paragraph 2.5.1** and its sub-paragraphs.

Figure 9.1. Oath for Personnel Assigned to or Augmenting the IG.

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.]

9.6. 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. Comply with **paragraph 2.5.5** when considering utilizing bargaining unit employees for IG duty.

9.6.1. 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 9.6.2.4.**, **9.6.2.5.** and **9.6.2.6** below will serve as grounds for revocation of IG certification, credentials, and possibly termination from government service.

9.6.2. **Civilians selected for Inspector General Inspections duty will:**

9.6.2.1. Be a citizen of the United States. (T-1)

9.6.2.2. Be in the grade of GS–11 or above. Team Chiefs will be in the grade of GS-13 or above. (T-1)

9.6.2.3. 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. (T-1)

9.6.2.4. Display moral attributes and personal traits that demonstrate adherence to Air Force Core Values. (T-1)

9.6.2.5. Be able to attain and hold a security clearance commensurate with the duties required as an IG inspector. (T-1)

9.6.2.6. Have no record of civil conviction except for minor offenses. (T-1)

STEPHEN P. MUELLER, Lieutenant General, USAF
The Inspector General

(301FW)

RONALD B. MILLER, Brig Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

AAAHC—Accreditation Association for Ambulatory Health Care

ABW—Air Base Wing

AEF—Air and Space Expeditionary Force

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIA—Air Force Inspection Agency

AFIS—Air Force Inspection System

AFMAN—Air Force Manual

AFMOA—Air Force Medical Operations Agency

AFNWC—Air Force Nuclear Weapons Center

AFOSH—Air Force Occupational Safety and Health

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFPEO—Air Force Program Executive Office

AFRIMS—Air Force Records and Information Management System

AFSC—Air Force Specialty Code

AFSEC—Air Force Safety Center

AFSFC—Air Force Security Forces Center

AFSO21—Air Force Smart Operations for the 21st Century

AG—Auditor General

ANG—Air National Guard

AOC—Air Operations Center

ARC—Air Reserve Component

ART—AEF Reporting Tool

AW—Airlift Wing

BMC—Basic Mission Capable

BRAC—Base Realignment and Closure

BSAT—Biological Select Agents and Toxins

BW—Bomb Wing

C2—Command and Control

CAP—Corrective Action Plan

CARS—Corrective Action Report Status

CBRN—Chemical, Biological, Radiological, and Nuclear

CBRNE—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives

CC—Commander

CCIP—Commander's Inspection Program

CCIR—Commander's Critical Information Requirements

CCIR—Commander's Inspection Report

CE—Civil Engineering

CFM—Career Field Manager

CFR—Code of Federal Regulation

CII—Command Interest Item

CIMB—Commander's Inspection Management Board

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CMR—Combat Mission Ready

COCOM—Combatant Command

COOP—Continuity of Operations

COR—Contracting Officer Representative

CP—Command Post

CSAF—Chief of Staff of the Air Force

CV—Vice Commander

DAF—Department of the Air Force

DAU—Defense Acquisition University

DEV—deviations

DFR—Deficiency Fix Rate

DI—Directed Inspection

DIA—Defense Intelligence Agency

DIG—Deputy Inspector General

DISA—Defense Information Systems Agency

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

DRF—Disaster Response Force

DRRS—Defense Readiness Reporting System

DRU—Direct Reporting Unit

DT—Development Team

DTRA—Defense Threat Reduction Agency

EAL—Entry Authority List

EAP—Emergency Action Plan/Procedures

EM—Emergency Management

EO—Executive Order

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

ESOH—Environmental, Safety, and Occupational Health

FAR—Federal Acquisition Regulation

FD—Force Development

FAM—Functional Area Manager

FM—Financial Management

FOA—Field Operating Agency

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FRI—Federal Recognition Inspection

FVAP—Federal Voting Assistance Program

FW—Fighter Wing

FWA—Fraud, Waste and Abuse

FY—Fiscal Year

GAO—Government Accountability Office

HQ USAF or HAF—Headquarters Air Force, includes the Secretariat and the Air Staff

HQ—Headquarters

HHQ—Higher Headquarters

HIPAA—Health Insurance Portability and Accountability Act

IAW—In Accordance With

IBDSS—Integrated Base Defense Security System

ICD—Intelligence Community Directive

IE—Installation, Environment, & Logistics

IG—Inspector General

IGAB—Inspector General Advisory Board

IGAP—Inspector General Advisory Panel

IGEMS—Inspector General Evaluation Management System

IGI—Inspections Directorate

IGQ—Complaints Resolution Directorate

IMR—Individual Medical Readiness

INFOSEC—Information Security

INSI—Initial Nuclear Surety Inspection

IO—Intelligence Oversight

ISC—Inspection System Council

ISR—Intelligence, Surveillance and Reconnaissance

ISWG—Inspection System Working Group

J36—Joint Staff 36

JA—Judge Advocate

JB—Joint Base

JB—COLS – Joint Base Common Output Level Standards

JBC—Joint Base Commander

JBIG—Joint Base Implementation Guidance

JCAS—Joint Close Air Support

JMOS—Joint Management Oversight Structure

LIMFAC—Limiting Factor

LNSI—Limited Nuclear Surety Inspection

MAJCOM—Major Command

MGA—Major Graded Area

MICT—Management Internal Control Toolset

MR—Manpower & Reserve Affairs

MTF—Military Treatment Facility

MUMG—Munitions Maintenance Group

MUNS—Munitions Squadron

MUNSS—Munitions Support Squadrons

MW—Missile Wing

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NCO—Non-Commissioned Officer

NDAA—National Defense Authorization Act

NGB—National Guard Bureau

NISPOM—National Industrial Security Program

NLT—No Later Than

NOB—Nuclear Oversight Board

NORI—Nuclear Operational Readiness Inspection

NSI—Nuclear Surety Inspection

NSN—National Stock Number

NSTCA—Nuclear Security Threat Capabilities Assessment

NWRM—Nuclear Weapons Related Materiel

NWSS—Nuclear Weapons Security Standard

NWTI—Nuclear Weapons Technical Inspection

OCA—Original Classification Authority

OCR—Office of Collateral Responsibility

OIG—Office of the Inspector General

OMB—Office of Management and Budget

OPFOR—Opposing Force

OPR—Office of Primary Responsibility

OPSEC—Operations Security

OSD—Office of the Secretary of Defense

OSHA—Occupational Safety & Health Administration

PA—Privacy Act

PA—Public Affairs

PNAF—Prime Nuclear Airlift Force

POC—Point of Contact

PRG—Process Review Group

PRP—Personnel Reliability Program

PWS—Performance Work Statement

QA—Quality Assurance

RCA—Root Cause Analysis

RF—Response Force

RIA—Recommended Improvement Area

RIP—Ready Intel Program

RTAP—Response Training and Assessment Program

SAC—Self-Assessment Checklist

SAF—Secretary of the Air Force (Secretariat)

SAP—Special Access Program

SAPR—Sexual Assault Prevention and Response

SAV—Staff Assistance Visit

SE—Safety

SECAF—Secretary of the Air Force

SERE—Survival, Evasion, Resistance, and Escape

SEW—Weapons Safety Division

SF—Security Forces

SG—Surgeon General

SII—Special Interest Item

SIM—simulations

SIO—Senior Intelligence Officer

SME—Subject Matter-Expert

SOE—Sequence of Events

SSO—Special Security Office

STRIKEVAL—Strike Evaluation

TAG—The Auditor General (SAF/AG)

TAP—Transition Assistance Program

TFI—Total Force Integration

TIG—The Inspector General (SAF/IG)

TIGIRS—The Inspector General's Inspection Reporting System

TJAG—The Judge Advocate General

TJC—The Joint Commission

T.O.—Technical Order

TSART—Tanker Strategic Aircraft Generation Team

TTP—tactics, techniques, and procedures

(U)—Unclassified

UCMJ—Uniform Code of Military Justice

UEI—Unit Effectiveness Inspection

USAFE—United States Air Forces in Europe

USC—United States Code

USSTRATCOM—United States Strategic Command

VAP—Voting Assistance Program

WII—Wounded, Ill, and Injured

WIT—Wing Inspection Team

WR—War Reserve

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**.

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.

By-Law Inspection— Any inspection requirement directed from above the Air Force level (e.g. DoD, Presidential order, or Public Law); a By-Law inspection normally requires a report submitted by the inspecting agency to the higher-than-AF authority or to SAF/IG for compilation into a single report and further up-channeling.

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— An inspection finding that has been validated against established guidance.

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.

Deviation (DEV)— An acknowledged departure from established guidance.

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.

Finding— An identified difference between an existing condition and a commonly accepted practice/condition.

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.

7. For purposes of this instruction, the definition can include any theft or diversion of resources for personal or commercial gain.

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, mispositioned 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.

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.

Mission Assurance— The process to protect or ensure the continued function and resilience of capabilities and assets—including personnel, equipment, facilities, networks, information, and information systems, infrastructure, and supply chains in any operating environment or condition.

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 Joint Intelligence Study 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.

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 deficiency 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.

Response Training and Assessment Program (RTAP)— A comprehensive training, exercise, performance assessment, and evaluation program controlled by commanders that provides installations a tool to optimize cross-functional emergency response in an all hazards environment.

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.

Simulation (SIM)— Imitating essential features or capabilities, e.g. as an aid to training or inspecting.

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 I); 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.

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 Cell— Comprised of subject matter experts that act as exercise/inspection proctors. Their role is to provide input and simulation injects under the direction of the Wing IG regarding environment, scenario and operational ability that keep the exercise/inspection on course in an effort to measure a desired objective.

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.

Wing— For the purposes of this Instruction, the term "Wing" refers to an organization which has a Commander's Inspection Program (CCIP), and upon which a Unit Effectiveness Inspection (UEI) is conducted. Throughout this Instruction, the term "Wing" is a substitute for the following terms: Wing, DRU, Field Operating Agency (FOA), and Wing-equivalent. MAJCOM/CCs will determine which organizations should be considered "Wing-equivalents" for the purpose of the AF Inspection System.

Wing Inspection Team (WIT)— Refers to a team of subject matter experts that augment the Inspector General staff while executing a Commander's Inspection Program. For clarity, the term "Wing Inspection Team" will be used even when the unit is a Wing-equivalent, DRU, or FOA. Duty assignment to the WIT is normally an additional duty.

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/ DPANE	Accreditation Council for Graduate Medical Education, Policies and Procedures, page 72, para 3; AFI 41-117, Para 3.11	X	
	American Association of Blood Banks (AABB)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
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	
	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

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
	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, enacted 31 Oct 88; AFMD1-48, A1.69; AFPD 44-1/AFI 44-102	X	
	Combatant Commander				
9	Vulnerability Assessment	AF/A4/7	DODI 2000.16	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
	National Security Agency				
10	Communications Security Audits	SAF/CIO A6	CNSSI 4005	X	X
	Department of Agriculture				
11	Customs Border Clearance Agency Program (CBCAP) Recertification	AF/A4/7	DOD 4500.9R ECI 4002.01	X	
	Defense Information Systems Agency (DISA)				
12	Command Cyber Readiness Inspection (CCRI)	SAF/CIO A6	DODD 8500.1; DODI 8500.2; CJCSI 6510.01F; CJCSI 6510.01A	X	X
13	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	X
	Defense Threat Reduction Agency (DTRA)				
14	Balanced Survivability Assessment	AF/A3/5	DODI 3000.08	X	
15	Defense Nuclear Surety Inspection (DNSI)	SAF/IG	DOD 3150.2-M; CJCSI 3263.05; AFI 90-201	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
16	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)				
17	DDESB Explosives Safety Management Program Evaluation	AF/SE	DODI 6055.16; DODD 6055.9E	X	X
	Department of Labor (DOL)				
18	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)				
19	Proper Handling of Narcotics	AFMOA/ SGBP and SGAL	AFMD1-48, A1.19	X	
	Environmental Protection Agency (EPA)				
20	EPA Inspections (Federal and State)	AF/A4/7	CFR Titles 33, 40, and 42	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
	Food and Drug Administration (FDA)				
21	Proper Handling of Blood Products	AFMOA/ SGBL and SGAL	Title 21 CFR Parts 200, 600 and 800; AFMD1-48, A1.72	X	
	Government Accountability Office (GAO)				
22	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; AFPD 65-4; OMB Cir A-50	X	X
	Health and Human Services (HHS)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
23	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)				
24	Information Security Oversight	SAF/AA	DODM 5200.01	X	X
	Joint Fire Support Executive Steering Committee				
25	Joint Terminal Attack Controller (JTAC) Training Standardization	AF/A3/5	JCAS AP MOA 2004-01 JTAC (Ground) MOA	X	
26	Joint Forward Air Controller (Airborne) Training Standardization	AF/A3/5	JCAS AP MOA 2004-2 Joint Forward Air Controller (Airborne)	X	
	Joint Personnel Recovery Agency (JPRA)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
27	Survival, Evasion, Resistance and Escape (SERE) Oversight Evaluation	AF/A3/5	DODD 2310.2; DODD 1300.7; DODI 1300.21; DODI 3002.1; Guidance on Joint Standards for SERE in Support of the Code of Conduct; Guidance on Joint Standards for SERE Training Role-Play Activities in support of the Code of Conduct; AFPD 16-13; AFI 16-1301	X	
	Military Postal Service Agency (MPSA)				
28	Official Mail Program (OMP)	SAF/A6 CIO	DODI 4525.08	X	
	National Association for the Education of Young Children (NAEYC)				
29	NAEYC Accreditation	AF/A1	Public Law 104-106, Section 1797	X	
	National Guard Bureau (NGB)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
30	Federal Recognition Inspection * ANG Only	NGB-IG	DODD 5105.77	X	
31	CBRNE Enhanced Response Force Package (CERFP) Standardization and Evaluation Team (SEAT) *ANG Only	NGB/JSG	NGR 500-4	X	
32	Intelligence Oversight Inspection * ANG Only	NGB-IG	NGR 20-10	X	X
	North American Aerospace Defense Command (NORAD)				
33	Alert Force Operational Assessment (AFOA)	CONR-1AF	CONR-1AF; Instruction 90-3	X	
34	Fighter Alert Force Evaluation (FAFE)	NORAD/IG	NNCI 90-3	X	
	Nuclear Regulatory Commission				
35	Nuclear Handling Compliance (Unannounced)	AF/SG	Title 10 CFR 30.52	X	
	Office of the Inspector General, Department of Defense (OIG, DOD)				

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
36	OIG, DOD Audits	SAF/IG SAF/FM	DODD 5106.01; DODI 7600.02; DODD7600.07M; AFPD65-4	X	X
	The Joint Commission (TJC)				
37	Inpatient Care	AFMOA/ SGHQ	DODD/AFMD1-48, A1.29, A1.33; AFI 90-201	X	
	Part 2—Non-IG Air Force Inspections				
	Commanders (All Levels)				
38	Any Commander-directed or requested investigation or inquiry	CCs	G-series orders	X	X
	AF/A3/5 (Operations, Plans and Requirements)				
39	Critical Asset Risk Assessment (CARA)	AF/A3/5	DODD 3020.40; DODI 3020.45; AFPD 10-24	X	X
	AF/A4/7 (Logistics, Installations and Mission Support)				
40	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	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
41	Cathodic Protection Inspection	AF/A4/7	AFH 32-1290 (I); DESC-P-12 AP1	X	
42	Facility Condition Assessment	AF/A4/7	EO 13327; DODI 4165.14	X	
43	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	
44	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	
45	High Performance Sustainable Building Assessments	AF/A4/7	EISA07; EO13423; EO13514	X	
46	Logistics Compliance Assessment Program (LCAP)	AF/A4/7	CORONA North 08/-task; HAFMD 1-38; AFPD 20-1; AFI 20-111	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
47	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	
48	Rail Fuel Receipt Facility	AF/A4/7	DOD 4120.25-M, Vol. II, Ch 8; DESC-P-12 Appendix 1	X	
49	Fuel Tank Demolition	AF/A4/7	DOD 4120.25-M, Vol. II, Ch 8; DESC-P-12, App 1	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
50	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	
51	Tank Inspections (API 653 and steel tank)	AF/A4/7	DOD 4140.25M Ch 8; UFC-3-460-3 Sect 10.3.3; 40CFC112 Subpart B Sect 8 ©(6)	X	
52	Airfield Pavement Evaluations	AF/A4/7	AFI 32-1041	X	
53	Real Property Accountability	AF/A4/7	Exec Order 13327, Federal Real Property Asset Mgt	X	
54	Antiterrorism Program Review	AF/A4/7	AFI 10-245, Antiterrorism	X	X
	AF/SE (Chief of Safety)				
55	Safety Evaluation of MAJCOM HQ	AF/SE	AFI 91-202 para 1.5.9.10		X
56	Air National Guard (ANG) Safety Assessment	NGB/SE	AFI91-202 ANG Sup	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
	AF/SG (Surgeon General)				
57	Educational and Developmental Interventional Services Inspection	AFMOA/ SGHW	DODI 1342.12; AFMD1-48, A1.6, A1.14; AFPD 40-6; AFI 40-701	X	
	AFFSA (Air Force Flight Standards Agency)				
58	Airfield Operations Certification Inspection (AOCI) ANG Only	AFFSA/ A3A	DODD 5030.19; AFPD 13-2; AFI 13-204V2	X	
	Part 3—Statutory Inspections				
59	Unit Effectiveness Inspection	SAF/IGI	AFI 90-201	X	X
60	Biological Select Agents and Toxins (BSAT)	AFMC/IG I	DODI 5210.89; AFMD-4; AFI 10-3901; AFI 90-201	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
61	Initial Nuclear Surety Inspection (INSI)	SAF/IGI	CJCSI 3263.05; HAFMD 1-20; AFPD 90-2; AFI 90-201; AFI 63-125	X	X
62	Limited Nuclear Surety Inspection (LNSI)	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	X
63	Nuclear Operational Readiness Inspection (NORI)	SAF/IGI	USSTRATCOM OPLANs; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	
64	Nuclear Surety Inspection (NSI)	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; HAFMD 1-20; AFI 90-201; AFPD 90-2	X	
65	Nuclear Surety Inspection (NSI) Oversight	SAF/IGI	DOD 3150.2-M; CJCSI 3263.05; HAFMD 1-20; AFPD 90-2; AFI 90-201	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
66	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
67	Radioactive Material Permit (Unannounced) Inspections	AF/SG	AFI 90-201; AFI 40-20	X	
68	USAFA Executive Steering Group (ESG)	SAF/MR	HAFMD 1-24; AFPD 36-35; AFI 36-3501 para 2.4		X
69	USAFA General Officer Steering Committee	SAF/MR	HAFMD 1-24; AFPD 36-35; AFI 36-3501		X
70	Article 6 Inspection Part 1	AF/JA	10 USC §806; 10 USC 8037	X	X
71	Article 6 Inspection Part 2	AF/JA	10 USC §806; 10 USC 8037	X	X
72	Public Accountant Contract Audits (PACA) of Non-Appropriated Fund Activities	AF/A1SR	DODI 7600.2; DODI 7600.6; AFI 65-301, Chp 5	X	
73	Air Force Audit Agency Audits	SAF/AG	Goldwater-Nichols DOD Reorganization Act of 1986; AFMD 17	X	X

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
74	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
	Part 4—Certification/ Accreditation Inspections				
75	Community College of the Air Force and Commission on Colleges of Southern Association of Colleges and Schools visits/inspections	AF/A1	Public Law 94-361, 14 Jul 76; AFI36-2304, para 6.4	X	
76	Child and Youth Program Inspections	AF/A1	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	
77	Council on Accreditation (COA); provides accreditation by inspection and assessment to AF School-Age Programs and Airman & Family Readiness Centers	AF/A1	DODI 1342.22; AFI 36-3009; AFI 34-249	X	

Item No.	Authorized Inspections	AF OPR	Inspection Policy Reference	Inspected Unit	
				Wing & below	NAF/ Center & above
78	Sensitive Compartmented Information (SCI) Administration Security Manual: Administration of Information and Information System Security	AF/A2	DoDM 5105.21-V1, V2, and V3		X
79	JTAC Standardization/Evaluation (JSEV) Qualification Programs (check rides only)	AF/A3/5	AFI 13-112 V2	X	
80	Aircrew Standardization/Evaluation (ASEV) Qualification Programs (check rides only)	AF/A3/5	AFI 11-202 V2	X	

Attachment 3

AIR FORCE INSPECTION REQUIREMENTS

A3.1. Inspection Requirements. Table A3.1., *Air Force Inspection Requirements*, contains inspection requirements that, according to the HAF Functionals, indicate the areas of highest risk where undetected non-compliance puts Airmen, the commander, the Service or our nation at significant risk. Items marked with an "X" in the column labeled "Mandatory" will be inspected during the UEI cycle. Additionally, the Wing IG will ensure that those items labeled "(By Law)" will be inspected annually, either by the Wing Inspection Team, or by the MAJCOM/IG team. (T-0) Other items in Table A3.1. should be sampled by the MAJCOM/IG to ensure confidence in the Wing's CCIP. All items in this table should be inspected during the 2-year UEI period (48-60 months for ANG). HAF Functionals may submit changes to Table A3.1. by utilizing the AFIS Governance Process (paragraph 2.22.).

Table A3.1. Air Force Inspection Requirements.

	Air Force Inspection Requirements	Mandatory
1	Commander's Inspection Items	
1.1.	Managing resources	X
1.2.	Leading People	X
1.3.	Improving the unit	X
1.4.	Executing the mission	X
2	AF/A1 (Manpower, Personnel, and Services)	
2.1.	Force Support	
2.1.1.	Mortuary Affairs	
2.1.1.1.	Evaluate an appropriate training plan and Operating Instruction are in place/current and adhered to for accomplishing Search and Recovery	X
2.1.1.2.	Evaluate Search and Recovery team is adequately equipped	X
2.1.2.	Food Operations	
2.1.2.1.	Evaluate if management has established preventive measures to ensure proper sanitation for facility, production, and personnel, both civilian and military.	X

	Air Force Inspection Requirements	Mandatory
2.1.2.2.	Evaluate that periodic inspections are performed to monitor the effectiveness of food safety and training program.	X
2.1.2.3.	Has the Food Service Officer designated persons responsible for security of food?	X
2.1.2.4.	Are appropriate Military Public Health (MPH) inspection procedures in place for WRM and operational rations?	X
2.1.3.	Lodging Facility Operations	
2.1.3.1.	Are Material Safety Data Sheets (MSDS), and non-expired eye-wash stations available where chemicals and cleaning items are stored?	X
2.1.3.2.	Are preventative maintenance inspections (room specific) conducted and documented on at least 25% of the guest rooms each quarter? Is the documentation	X
2.1.3.3.	Does the lodging manager and/or assistant lodging manager (as well as, General Managers and/or Assistant General managers at mega bases) conduct inspections of at least 1 - 2% of the guest rooms (each room type) every week? Do they provide the appropriate documentation to ensure any identified deficiencies/write-ups are corrected? (Documentation should be maintained for at least one year.)	X
2.1.3.4.	Are 100% of employees enrolled in Webfire (to include Blood Borne Pathogen) and is training completed and documented annually?	X
2.1.3.5.	Is anti-robbery training conducted and documented annually?	X
2.1.3.6.	Is an annual safety inspection performed, maintained and followed thru to correct deficiencies (Is a copy maintained for a minimum of 2 years)?	X
2.1.3.7.	Is the AF Form 1487 (Fire Prevention Visit Report), with corrective action documented, or is documentation (i.e. e-mail, memorandum, and letters) when there are no deficiencies maintained for a minimum of two years?	X
2.1.3.8.	Do base officials from lodging, military public health, and fire	X

	Air Force Inspection Requirements	Mandatory
	protection conduct initial inspections of all commercial lodging establishments, provide written reports/assessments, and maintain these reports for the duration of use of said establishments? AFI 34-246, 1.14.3	
2.1.4.	Aero Club	
2.1.4.1.	Are Material Safety Data Sheets (MSDS), and non-expired eye-wash stations available where chemicals and cleaning items are stored?	X
2.1.4.2.	Has the installation commander appointed an Operations, Maintenance, and Safety Advisor? AFI 34-217, para 4.6	X
2.1.4.3.	Do installation Operations, Maintenance, and Safety Advisors conduct routine spot inspections? AFI34-217 para 4.8; 4.9; 4.10	X
2.1.4.4.	Are Checklists supplied to the pilot for each aircraft? Does the checklist include items stated in AFMAN 34-232.3.10? Updated to include locally developed in-flight guides?	X
2.1.4.5.	Mandatory safety meetings are conducted, attendance annotated, and PIC restrictions enacted until requirements are satisfied. IAW AFMAN 34-232.4.1.1. and AFI34-217 para 3.2.	X
2.1.4.6.	Has the Aero club manager established a maintenance program of scheduled inspections, routine maintenance, and component overhauls; developed a maintenance procedures and training manual that contains all items detailed in AFMAN 34-232.5.1.1? Does the manager ensure the current maintenance status of each club aircraft is available to the pilot containing mandatory items in AFMAN 34-232.5.6?	X
2.1.4.7.	Does Standardization Board fulfill its responsibilities outlined in AFMAN 34-232.6.9?	X
2.1.4.8.	Are Grading Practices conducted IAW AFMAN 34-232, Attachment 3?	X
2.1.4.9.	Are membership records annotated IAW AFMAN 34-232, Attachment 7?	X
2.1.4.10.	Are the Pilot Information File (PIF) completed and contain required	X

	Air Force Inspection Requirements	Mandatory
	information IAW AFMAN 34-232, Attachment 8?	
2.1.4.11.	Are standard operating procedures (SOP) approved by the FSS/CC/CL? AFI34-217 para 4.7 and AFMAN34-232 para 1.2.1. Does SOP contain procedures for scheduling cross country flights? AFMAN34-232 para 3.8	X
2.1.4.12.	Do all individuals have a signed AF Form 1585 on file prior to flight? AFMAN 34-232, para 3.6.4	X
2.1.4.13.	Are flight instructor checks being administered by the Chief Flight Instructor? AFMAN34-232, para 3.14	X
2.1.4.14.	Have any student pilots flown more than 10 hours or 30 days without a dual proficiency flight? AFMAN 34-232, para 3.17	X
2.1.4.15.	Are student pilot cross country routes designated by the Chief Flight Instructor? AFMAN 34-232, para 3.17.11.7	X
2.1.4.16.	Are pilots taking the appropriate written tests before exercising PIC Privileges? AFMAN 34-232, para 3.15	X
2.1.4.17.	Are maintenance manuals for the airframe, engine, and accessories available (accessories include, tires, wheels, brakes, battery, etc)? AFMAN 34-232, para 5.5.2	X
2.1.4.18.	The Aero Club inspector must have current FAA Flight Instructor Certifications and a minimum of 5 years general aviation flying experience.	X
2.1.5.	Alcoholic Beverage Program (Dram Shop)	
2.1.5.1.	The minimum age for purchasing, serving, selling, possessing, or drinking alcoholic beverages on AF bases must be consistent with the law of the state, territory, possession, or foreign country in which the installation is located.	X
2.1.5.2.	The installation commander ensures the base holds annual training programs to familiarize beverage supervisors and servers with AF drinking policies, IAW AFI34-219.1.6.	X
2.1.5.3.	Installation commanders, AAFES managers, and services activity managers implement the AF's alcohol de-glamorization program at	X

	Air Force Inspection Requirements	Mandatory
	the base level IAW AFI34-219. 1.7.1-7.	
2.1.5.4.	Ensure the serving or selling alcoholic beverages for on-premise consumption is adhered to IAW AFI 34-219 2.1-5.	X
2.1.6.	Personnel Accountability	
2.1.6.1.	Total Force Accountability	X
2.1.6.1.2.	Evaluate the ability to use AF Personnel Accountability and Assessment Systems (AFPAAS) for Total Force Accountability	X
2.1.6.1.3.	Ensure units have appointed/trained Commanding Officer Representative (CORs) for reporting unit accountability	X
2.1.6.1.4.	Evaluate the ability of the Airmen and Family Readiness Center (A&FRC) to utilize the assessment portion of AFPAAS	X
2.1.7.	Sexual Assault Prevention & Response (By-Law)	
2.1.7.1.	IAW AFI 36-6001	X
2.1.8.	Equal Opportunity (By-Law)	
2.1.8.1.	Evaluate the effectiveness of military and civilian EO complaint processing procedures (formal, informal, and commander worked issues)	X
2.1.9.	PERSCO Support	
2.1.9.1.	Deployed Accountability	X
2.1.9.2.	Evaluate personnel are prepared to deploy	X
2.1.9.3.	Evaluate personnel management, casualty reporting and use of DCAPES for force accountability/reporting/analysis	X
2.1.9.4.	Evaluate ability to assess account for and manage organization and adequancy of personnel	X
2.1.9.5.	Evaluate the ability to access and refine manpower databases from forward deployed operating locations	X
2.1.9.6.	Evaluate Personnel Support for Contingency Operations (PERSCO)	X

	Air Force Inspection Requirements	Mandatory
	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)	
2.1.9.7.	Evaluate unit's ability to receive and bed-down forces for personnel accountability, equipment accountability, and adequacy of services provided	X
2.1.10.	Combating Trafficking In Persons (By-Law)	
2.1.10.1.	IAW DODI 2200.02 and AFI 2921	X
2.1.11.	Relocation Assistance Program (By-Law)	
2.1.11.1.	IAW DODD 1338.19	X
2.1.12.	Voting Assistance Program (By-Law)	
2.1.12.1.	IAW DODD 1000.4 and AFI 36-3107	X
2.1.13.	Retiree Activities Office	
2.1.13.1.	IAW AFI 36-3106	
2.1.14.	Transition Assistance Program (By-Law)	
2.1.14.1.	IAW DODD 1332.35 and AFI 36-3009	X
3	AF/A2 (Intelligence, Surveillance and Reconnaissance)	
3.1.	Intelligence Oversight (By-Law)	
3.1.1.	Are compliance/procedures pertaining to collecting, retaining, and disseminating intelligence on US persons properly assessed?	X
3.2.	Senior Intelligence Officer (SIO) Management	
3.2.1.	Does the SIO plan, program, budget for, validate and manage all intelligence requirements for the unit?	
3.2.2.	Does the SIO allocate, assign and manage all intelligence personnel resources within the wing/group to include exercise and contingency	

	Air Force Inspection Requirements	Mandatory
	taskings?	
3.2.3.	Does the SIO ensure intelligence support to the unit through all phases of operations?	X
3.2.4.	Does the SIO standardize intelligence procedures and processes throughout the unit to the fullest extent possible and practical?	
3.3.	Intelligence Training Program	
3.3.1.	Has the SIO established a training program -IAW AFI 14-202V1 and applicable AFI 14-2MDSV1?	X
3.3.2.	Does the annual training plan include training for each position in the unit?	
3.3.3.	Does the SIO designate the qualification to which each individual will train?	
3.3.4.	Do all intelligence personnel filling duty positions designated as combat mission ready (CMR) or basic mission capable (BMC) accomplish ready intel program (RIP) currency requirements?	X
3.3.5.	Does the SIO ensure personnel only perform tasks for which they are qualified and current unless under direct supervision of qualified and current intelligence personnel?	X
3.4.	Intelligence Standardization/Evaluation Program	
3.4.1	Has the SIO established a stan/eval program IAW AFI 14-202V2 and applicable AFI 14-2MDSV2?	X
3.4.2	Are all personnel evaluated on a periodic basis to maintain their appropriate qualification(s)?	
3.4.3	Are evaluations appropriately documented on AF Forms 4350 and 4349 and are these records maintained?	X
3.4.4	Has the unit stan/eval established, managed and maintained a trend analysis program?	X
3.5.	Intelligence Support to Operations	

	Air Force Inspection Requirements	Mandatory
3.5.1	Does the intelligence function provide intelligence support to commanders through current, relevant intelligence products (to include geospatial information and services) and briefings focusing on enemy capabilities and employment and ongoing threat situation in the unit's area of responsibility?	X
3.5.2	If applicable, has the SIO established an external intelligence training program tailored to the unit's mission, weapon system, and projected wartime tasking?	X
3.6.	SCI Security General Policies	
3.6.1.	Are classified documents marked IAW DoDM 5200.01 and AFMAN 14-304?	X
3.6.2.	Are classified documents marked IAW DoDM 5105.21-V1 and AFMAN 14-304?	X
3.6.3.	Does the SSO have an effective Information Security Program and it is conducted IAW DoD 5200.1-R, DoDM 5105.21, Volume 1, AFI 31-401, and AFMAN 14-304?	X
3.6.4.	Does the SSO have an effective Personnel Security program and it is conducted IAW Intelligence Community Directive (ICD) 704, DoD 5200.2-R, DoDM 5105.21-V3, AFI 31-501, and AFMAN 14-304?	
3.6.5.	Does the SSO have an effective Industrial Security Program and is it conducted IAW the National Industrial Security Program (NISPOM), DoDM 5105.21-V3, AFI 31-601, AFI-14-303, and AFMAN 14-304?	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.	Does the unit comply with the applicable AFI 11-2MDS V2, V3, AFI 11-202 V2, V3, and other applicable guidance and directives?	
4.1.2.	Aircrew Evaluations - Ground Phase Requisites	

	Air Force Inspection Requirements	Mandatory
4.1.2.1.	Required Examinations	X
4.1.3.	Aircrew Evaluations - Flight Phase Requisites (Note 1)	
4.1.3.1.	Compliance with AFI 11-202 V2	
4.1.4.	Aircrew Examination Programs	
4.1.4.1.	Compliance with AFI 11-202 V2	
4.1.5.	Unit Stan/Eval Function	
4.1.5.1.	Compliance with AFI 11-202 V2	X
4.1.6.	Squadron Stan/Eval Function	
4.1.6.1.	Compliance with AFI 11-202 V2	X
4.1.7.	Flight Examiners	
4.1.7.1.	Compliance with AFI 11-202 V2	
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
4.1.9.	Flight Crew Information File	
4.1.9.1.	Compliance with AFI 11-202 V2	X
4.1.10.	Additional Programs	
4.1.10.1.	Go/No-Go System (Notes 2, 3)	
4.1.10.2.	Special Interest Items	
4.1.10.3.	Aeromedical Evacuation (applicable units)	
4.1.10.4.	Other Programs	
4.1.10.5.	Supervisor of Flying	
4.1.10.6	Commander Interest Item	
4.1.11.	Aircrew Training Program	

	Air Force Inspection Requirements	Mandatory
4.1.11.1.	Training Administration	X
4.1.11.2.	Training Review Panel	
4.1.11.3.	Training Folders	
4.1.11.4.	Qualification Training	
4.1.11.5.	Continuation Training	X
4.1.11.6.	Manning	
4.1.11.7.	Instructor Training and Upgrade	
4.1.11.8.	Host Aviation Resource Management (HARM)	X
4.1.11.9.	Squadron Aviation Resource Management (SARM)	X
4.1.12.	Aircrew Tactics Program	
4.1.12.1.	Tactics and Responsibilities	
4.1.12.2.	Tactics Mission Planning and Deployment	
4.1.12.3.	Electronic Combat Officer (ECO)	
4.1.12.4.	Tactics Improvement and Assessment	
4.1.12.5.	Tactics Formal Training	
4.1.12.6.	Tactics Unit Training	
4.1.12.7.	Joint Airdrop Inspection (JAI)	
4.1.13.	Additional Inspection Areas (MAJCOM)	
4.1.13.1.	RSU	
4.1.13.2.	Aircrew Protection	
	Notes: 1. Flight evaluations may be conducted prior to, during, or after a UEI. 2. Evaluated in conjunction with flying evaluations. Also reviewed	

	Air Force Inspection Requirements	Mandatory
	for general compliance with AFI 11-202 V2. 3. With Training, HARM/SARM functionals.	
4.2.	Aircrew Flight Equipment (AFE) Program	
4.2.1.	AFE availability, serviceability, configuration, accountability, technician training, Quality Assurance/Quality Control, and AFE program management (Must be evaluated by a qualified 1P0XX)	X
4.3.	Tactical Air Control Party (TACP)	
4.3.1.	Joint Terminal Attack Controller (JTAC)	
4.3.1.1.	JTAC Training Program in compliance with AFI 13-112, Vol 1	
4.3.1.2.	JTAC Stan/Eval Program in compliance with AFI 13-112, Vol 2	
4.3.1.3.	JTAC Air Operations IAW AFI 11-214	
4.3.2.	TACP Training Program in compliance with AFI 13-113, Vol 1	
4.3.3.	Air Support Operations Center (ASOC)	
4.3.3.1.	ASOC Training Program in compliance with AFI 13-114, Vol 1	
4.3.3.2.	ASOC Operations in compliance with AFI 13-114, Vol 3	
4.4.	Space Ops Crew and Cyberspace Ops Crew Standardization Evaluation and Training	
4.4.1.	Space Ops Crew and Cyberspace Ops Crew Observations	
4.4.2.	Unit Stan/Eval Function	
4.4.3.	Squadron Stan/Eval Function	
4.4.4.	Documentation—Individual Qualification Folders	
4.4.5.	Space Ops Crew and Cyberspace Ops Crew Training Program	
4.4.6.	Space Ops Crew and Cyberspace Ops Crew Tactics	
4.5.	Airfield Operations Note: IG inspectors and augmentees must possess the qualifications and training	

	Air Force Inspection Requirements	Mandatory
	certifications outlined in AFI 13-204, Volume 2.	
4.5.1.	Airfield Operations Management (AOM)	
4.5.1.1.	Compliance with AFI 13-204, Vol 1,2 and 3	X
4.5.2.	Air Traffic Control (ATC)	
4.5.2.1.	Compliance with AFI 13-204, Vol 1,2 and 3	X
4.5.3.	Terminal Instrument Procedures (TERPS)	
4.5.3.1.	Compliance with AFI 11-230 and AFMAN 11-226	X
4.5.4.	Airfield Operations System Specialist (AOSS)	
4.5.4.1.	Compliance with AFI 13-204, Vol 1,2 and 3	X
4.5.5.	Airfield Management (AM)	
4.5.5.1.	AM Operations	X
4.4.5.2.	AM Training	X
4.4.5.3.	AM Facilities and Equipment	X
4.4.5.4.	Airfield Driving Program Management	X
4.4.5.5.	AM Quality Control	X
4.4.5.6.	AM Admin	
4.5.6.	Airspace Management*(See note)	
4.5.7.	Air Traffic Control and Landing Systems (ATCALS) IAW AFI 13-216	
4.5.7.1.	ATCALS Operations	X
4.5.7.2.	ATCALS Training	X
4.5.7.3.	ATCALS Quality Assurance	X
4.5.7.4.	ATCALS Admin	

	Air Force Inspection Requirements	Mandatory
4.5.8.	Airfield Infrastructure	
4.5.8.1.	Markings	X
4.5.8.2.	Lighting	X
4.5.8.3.	Signs	X
4.5.8.4.	Pavement	X
4.5.8.5.	Lateral Clearances	X
4.5.8.6.	Airfield Waivers	X
4.5.8.7.	Arresting System	X
4.5.8.8.	BASH	X
	Notes: * Airspace Management Checklists are MAJCOM specific.	
4.6.	Ground C2 (Control and Reporting Center (CRC) & Air Defense Units)	
4.6.1.	Stan/Eval Documentation	
4.6.1.1.	Inspect Evaluation Folders	
4.6.1.2.	Inspect all AF Form 8s/942s	
4.6.1.3.	Personnel Transfers	
4.6.1.4.	Waivers	
4.6.2.	Individual Evaluation Program	
4.6.2.1.	Evaluation Profiles and Scenarios	
4.6.2.2.	Stan/Eval Examiner (SEE) Upgrade Program	
4.6.2.3.	Stan/Eval Board	
4.6.2.4.	Trend Analysis	
4.6.2.5.	Operations Publications	

	Air Force Inspection Requirements	Mandatory
4.6.2.6.	Go/No-Go Compliance/Procedures	
4.6.2.7.	Supplementary Evaluations	
4.6.2.8.	Crew Examination Adminstrative Procedures	
4.6.2.9.	SEE Objectivity Evaluations (OIC and NCOIC at a minimum)	
4.6.2.10.	Operations Performance (in compliance with applicable 13-series AFIs)	
4.6.2.10.1.	Individual Positional Evaluations	
4.6.2.10.2.	Crew Performance Evaluation	
4.6.2.10.3.	Academic Testing	
4.6.3.	Overall Unit Assessment	
4.6.3.1.	Unit Stan/Eval Functions and Organization	
4.6.3.2.	Supervision	
4.6.3.3.	Compliance with Applicable SIIs	
4.6.3.4.	Unit Limiting Factors	
4.6.3.5.	Unit Training Program (in compliance with applicable 13-series AFIs)	
	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	
4.7.	Information Operations	
4.7.1.	Operations Security (OPSEC) Program	
4.7.1.1.		

	Air Force Inspection Requirements	Mandatory
4.7.2.	Military Deception Program	
4.7.2.1.		
4.7.3.	Signature Management Program	
4.7.3.1.	Wing/Installation Level	
4.7.4.	Military Information Support Operations (MISO) Program	
4.7.4.1.		
4.8.	Weather Operations	
4.8.1.	Weather Flight	
4.8.2.	Airfield Services	
4.8.2.1.	Compliance with AFMAN 15-129V1	X
4.8.2.2.	Compliance with AFMAN 15-129V2	X
4.8.3.	Mission Weather	
4.8.3.1.	Compliance with AFMAN 15-129V1	X
4.8.3.2.	Compliance with AFMAN 15-129V2	X
4.8.4.	Staff weather operations	
4.8.4.1.	Compliance with AFMAN 15-129V1	X
4.8.4.2.	Compliance with AFMAN 15-129V2	X
4.9.	SERE Program	
4.9.1.	Implementation and Management of SERE Specialist Career Field	
4.9.1.1.	SERE Specialist management	X
4.9.1.2.	SERE Specialist training program	X
4.9.2.	Implementation and Management of Personnel Recovery Operational Support	
4.9.2.1.	SERE program recovery operations supporting functions and	X

	Air Force Inspection Requirements	Mandatory
	responsibilities	
4.9.2.2.	Exercise planning and duties	X
4.9.2.3.	Mission planning	X
4.9.2.4.	Training	X
4.9.2.5.	Evasion and recovery support programs	X
4.9.3.	Implementation and Management of Code of Conduct Training (CoCT) and Continuation Training (CoCCT) Programs	
4.9.3.1.	CoCT/CoCCT program and equipment	X
4.9.3.2.	CoCT/CoCCT program management	X
4.9.3.3.	Isolated Personnel Procedures	X
4.9.3.4.	Conducting CoCT/CoCCT	X
4.9.3.5.	ORM	X
4.9.3.6.	Adherence to Joint Standards	X
4.10.	A3/5 Support	
4.10.1	Command Post	
4.10.1.1.	Managment	
4.10.10.2.	Training and Certification	
4.10.10.3.	Security	
4.10.1.4.	TS Control Account (TSCA)	
4.10.1.5.	Communication Security (COMSEC)	
4.10.1.6.	Operations	
4.10.1.7.	Information Technology	
4.10.1.8.	SORTS and Reports	

	Air Force Inspection Requirements	Mandatory
4.11.	Cyber Crew Standardization/Evaluation Program	
5	AF/A3/5 (Operations, Plans and Requirements)	
5.1.	Prepare	
5.2.	C-WMD (Counter-Weapons of Mass Destruction)	
5.2.1.	Individual	
5.2.1.1.	Demonstrate proficiency with individually-issued IPE and accessories, with emphasis on being able to drink safely and effectively while in MOPP 4, as well as doffing contaminated ensembles and expediently decontaminating (when appropriate) reusable personal equipment items	
5.2.1.2.	Understand and correctly employ the appropriate protective, contamination avoidance, and contamination control measures for the situation (response to adversarial actions {IEDs, active shooter, etc.}, social distancing, zone transition points, chemically contaminated object rule, natural disaster shelter procedures, UXO reporting, marking/use of contaminated resources, etc.)	
5.2.1.3.	Capable of accomplishing designated mission tasks within the constraints imposed by work/rest cycles and the encumbrances of IPE, despite the presence of residual, long term (>72 hours), low-level CBRN hazards	
5.2.1.4.	Understand and correctly respond to warning and notification announcements/signals	
5.2.2.	Unit Control Center	
5.2.2.1.	As appropriate for the situation (weather and mission factors), effectively utilize work/rest cycles and accompanying thermal stress mitigation techniques ("command" drinking, rest in shade, etc.) to sustain mission operations in CBRN contaminated environments	
5.2.2.2.	Provide unit-specific identification of CBRN hazards, movement considerations, contamination control and dispersal activities; manage people/resources in the aftermath of hostile attacks, accidents, and/or naturally-occurring events; to include	

	Air Force Inspection Requirements	Mandatory
	implementing mass prophylaxis distribution plans, identifying and accounting for contaminated assets and actively limiting personnel exposure to contaminated areas and items to the minimum amount necessary	
5.2.3.	Key Advisors	
5.2.3.1.	Provide senior leaders reliable risk-based advice and options based on the situation and the degree(s) of acceptable risk, to include keeping personnel exposures to CBRN materials as low as reasonably achievable	
5.2.3.2.	Develop/implement resource usage protocols as well as provide advice to senior leaders based on a strong understanding of the capabilities and limitations of available CBRN-related equipment	
5.2.4.	Senior Leaders	
5.2.4.1.	Effectively balance short and long term force health protection considerations with critical mission sustainment requirements during their CBRN-related decision making process (timing of release of personnel from shelter, split MOPP declarations, de-masking, etc.)	
5.2.4.2.	Ensure friendly forces (host organization, tenant and arriving units, civilians, etc.) are addressed in installation contingency plans as well as notified of all required preparatory, response, and recovery instructions	
5.2.5	Operational Unit (UTC Package, Squadron, Installation)	
5.2.5.1.	Demonstrate the ability to conduct, sustain, relocate, and/or transfer critical missions in support of the air component and/or combatant commanders' desired outcomes regardless of the environment	
6	AF/A4/7 (Logistics, Installations and Mission Support)	
6.1	AF/A4/7 (Logistics)	
6.1.1.	Quality Assurance	
6.1.1.1.	Maintenance	X

	Air Force Inspection Requirements	Mandatory
6.1.1.1.1.	Supervision	
6.1.1.1.2.	Chief Inspector	X
6.1.1.1.3.	Technical Order Distribution Office	
6.1.1.1.4.	Maintenance Standardization and Evaluation Program (MSEP)	X
6.1.1.1.5.	Tools and Equipment Management	
6.1.1.1.6.	Air Force Repair Enhancement Program (AFREP)	
6.1.1.1.7.	Weight and Balance	
6.1.1.1.8.	Product Improvement	
6.1.1.1.9.	Weapons Standardization	
6.1.1.1.9.1.	Wing Weapons Manager	
6.1.1.1.10.	Contract Surveillance	X
6.1.1.2.	Logistics Readiness	X
6.1.1.2.1.	Fuels	
6.1.1.2.2.	Vehicle Management	
6.1.1.2.3.	Materiel Management	
6.1.1.2.4.	Distribution	
6.1.1.2.5.	Personal Property and Passenger Movement	
6.1.1.3.	APS Air Transportation Standardization and Evaluation (ATSEV/QA)	X
6.1.1.3.1.	Air Terminal Operations	
6.1.1.3.2.	Air Freight	
6.1.1.3.3.	Air Passenger Service	
6.1.2.	Logistics Management	

	Air Force Inspection Requirements	Mandatory
6.1.2.1.	Maintenance	X
6.1.2.1.1.	Maintenance Operations	
6.1.2.1.1.1.	Maintenance Training	
6.1.2.1.1.2.	Plans, Scheduling and Documentation	
6.1.2.1.1.3.	Analysis	
6.1.2.1.1.4.	Engine Management	
6.1.2.1.1.5.	Maintenance Operations Center	
6.1.2.1.2.	Aircraft/Helicopter/RPA Flightline Maintenance (On-Equipment)	X
6.1.2.1.2.1.	Supervision	
6.1.2.1.2.2.	Production Element	
6.1.2.1.2.3.	Decentralized Materiel Support (COSO)	
6.1.2.1.2.4.	Support Section	
6.1.2.1.2.5.	Specialists	
6.1.2.1.2.5.1.	Avionics	
6.1.2.1.2.5.2.	Electro Environmental	
6.1.2.1.2.5.3.	Propulsion	
6.1.2.1.2.5.4.	Hydraulics	
6.1.2.1.2.5.5.	Electronic Warfare	
6.1.2.1.2.5.6.	Communications/Navigation	
6.1.2.1.2.6.	Weapons	
6.1.2.1.2.7.	Tactical Aircraft Maintenance Systems (Crew Chief)	
6.1.2.1.3.	Backshop Maintenance (Off-Equipment)	X
6.1.2.1.3.1.	Supervision	

	Air Force Inspection Requirements	Mandatory
6.1.2.1.3.2.	Accessories	
6.1.2.1.3.3.	Aerospace Ground Equipment	
6.1.2.1.3.4.	Avionics	
6.1.2.1.3.5.	Fabrication	
6.1.2.1.3.6.	Heavy Maintenance	
6.1.2.1.3.7.	Propulsion	
6.1.2.1.3.8.	Armament	
6.1.2.1.3.9.	Test Measurement and Diagnostic Equipment	
6.1.2.2.	Munitions Maintenance	
6.1.2.2.1.	Conventional Munitions	X
6.1.2.2.1.1.	Munitions Operations/Supervision	
6.1.2.2.1.2.	Munitions Accountable Systems Officer (MASO)	X
6.1.2.2.1.3.	Munitions Control	
6.1.2.2.1.4.	Production	
6.1.2.2.1.5.	Conventional Maintenance	
6.1.2.2.1.6.	Line Delivery	
6.1.2.2.1.7.	Precision Guided Munitions	
6.1.2.2.1.8.	Munitions Support Equipment	
6.1.2.2.1.9.	Munitions Accountability	X
6.1.2.2.1.10.	Mobility/Plans	
6.1.2.2.1.11.	Plans, Scheduling, and Documentation	
6.1.2.2.1.12.	Combat Munitions Training	
6.1.2.2.2.	Special Weapons	X

	Air Force Inspection Requirements	Mandatory
6.1.2.2.2.1.	Analysis	
6.1.2.2.2.2.	Nuclear Accountability and Reporting Section (NARS)	
6.1.2.2.2.3.	Missile Maintenance	
6.1.2.2.2.4.	RV/RS Maintenance	
6.1.2.2.2.5.	Weapons Maintenance	
6.1.2.2.2.6.	Weapons Support	
6.1.2.2.2.7.	LLA/PLA Maintenance	
6.1.2.2.2.8.	Training	
6.1.2.2.2.9.	Verification and Checkout Equipment (VACE)	
6.1.2.2.3.	Cruise Missiles	X
6.1.2.2.3.1.	Missile Maintenance	
6.1.2.2.3.2.	Launcher Maintenance	
6.1.2.2.3.3.	Support	
6.1.2.2.3.4.	Analysis	
6.1.2.2.3.5.	LLA/PLA Maintenance	
6.1.2.2.3.6.	Training	
6.1.2.2.3.7.	Verification and Checkout Equipment	
6.1.2.2.4.	Intercontinental Ballistic Missiles (ICBM)	X
6.1.2.2.4.1.	Generation	
6.1.2.2.4.1.1.	Electro-Mechanical	
6.1.2.2.4.1.2.	Missile Mechanical	
6.1.2.2.4.1.3.	Missile Handling	
6.1.2.2.4.2.	Facilities	

	Air Force Inspection Requirements	Mandatory
6.1.2.2.4.2.1.	Facilities Maintenance	
6.1.2.2.4.2.2.	Missile Communications	
6.1.2.2.4.2.3.	Hardened Intersite Cable Systems	
6.1.2.2.4.2.4.	Corrosion Control	
6.1.2.2.4.2.5.	Cable Affairs	
6.1.2.2.4.3.	Maintenance Operations	
6.1.2.2.4.3.1.	Missile Maintenance Operations Center	
6.1.2.2.4.3.2.	Plans, Scheduling and Documentation	
6.1.2.2.4.3.3.	Maintenance Programs	
6.1.2.2.4.3.4.	Debrief	
6.1.2.2.4.4.	Training	
6.1.2.2.4.4.1.	Training Management	
6.1.2.2.4.4.2.	Team Training	
6.1.2.2.4.5	Resources	
6.1.2.2.4.5.1.	Electronics Laboratory	
6.1.2.2.4.5.2.	Mechanical and Pneudraulics	
6.1.2.2.4.5.3.	Power, Refrigeration, and Electrical	
6.1.2.2.4.5.4.	Vehicles and Equipment	
6.1.2.3.	Logistics Readiness	
6.1.2.3.1.	Materiel Management	X
6.1.2.3.1.1.	Readiness Spares Package/Mission Support Kits	
6.1.2.3.1.2.	Warehouse Operations	
6.1.2.3.1.3.	Stock Control	

	Air Force Inspection Requirements	Mandatory
6.1.2.3.1.4.	Mission Capability (MICAP) Management	
6.1.2.3.1.5.	Repair Cycle Management	
6.1.2.3.2.	Distribution	X
6.1.2.3.2.1.	Small Air Terminal Operations/Passenger Movement	
6.1.2.3.2.1.1.	Small Air Operations	
6.1.2.3.2.1.2.	Passenger Movement	
6.1.2.3.2.2.	Cargo Movement	
6.1.2.3.2.3.	Personal Property	
6.1.2.3.3.	Aerial Port	X
6.1.2.3.3.1.	Air Terminal Operations Center	
6.1.2.3.3.2.	Ramp Operations	
6.1.2.3.3.3.	Passenger Operations	
6.1.2.3.3.4.	Cargo Operations	
6.1.2.3.4.	Aerial Delivery	X
6.1.2.3.5.	Plans and Integration	X
6.1.2.3.5.1.1.	Base Support Planning	
6.1.2.3.5.1.2.	Expeditionary Site Surveys (ESP)	
6.1.2.3.5.2.	Deployment	
6.1.2.3.5.2.1.	Pre-Deployment Planning	
6.1.2.3.5.2.1.1.	LOGMOD	
6.1.2.3.5.2.1.2.	Readiness Reporting	
6.1.2.3.5.2.1.2.1.	AEF Reporting Tool (ART)	
6.1.2.3.5.2.1.2.2.	Defense Readiness Reporting System (DRRS)	

	Air Force Inspection Requirements	Mandatory
6.1.2.3.5.2.1.3.	Deployment Training	
6.1.2.3.5.2.2.	Deployment Operations (Execution)	X
6.1.2.3.5.2.2.1.	Command and Control	
6.1.2.3.5.2.2.2.	Personnel	
6.1.2.3.5.2.2.3.	Cargo	
6.1.2.3.5.2.3.	Post-Deployment/Reintegration	
6.1.2.3.2.3.	War Reserve Materiel (WRM)	
6.1.2.3.2.4.	Support Agreements (SA)	
6.1.2.3.6.	Fuels Management	
6.1.2.3.6.1.	Laboratory	
6.1.2.3.6.2.	Bulk Issue	
6.1.2.3.7.	Vehicle Management	
6.1.2.3.7.1.	Maintenance and Management of Vehicle Assets	
6.1.3.	Special Logistics Programs	X
6.1.3.1.	Aircraft Structural Integrity Program (ASIP)	
6.1.3.2.	Intake/Exhaust Certification	
6.1.3.3.	Cannibalization	
6.1.3.4.	Combat Sortie Generation	
6.1.3.5.	Crash Damaged or Disabled Aircraft Recovery (CDDAR)	
6.1.3.6.	Blade Blending	
6.1.3.7.	Borescope	
6.1.3.8.	Special Certification Roster	
6.1.3.9.	Dangerous Goods	

	Air Force Inspection Requirements	Mandatory
6.1.3.10.	Hazardous Materials (HAZMAT)	
6.1.3.11.	Base Support Planning (AFI 10-404)	
6.1.3.12.	Confined Space, Hazardous Communications Training and Awareness	
6.1.3.13.	Support Agreements (AFI 25-201)	
6.1.3.14.	Airborne Release Reliability	
6.1.3.15.	Financial Improvement and Audit Readiness	X
6.1.3.15.1.	Equipment Management and Accountability	
6.1.3.16.	Cargo Joint Inspection	
6.1.3.17.	Nuclear War-Releated Materials (NWRM)	X
6.1.3.17.1.	NWRM Management	X
6.1.3.17.2.	Nuclear Certified Equipment	X
6.2	AF/A4/7 (Security)	
6.2.1	Installation Security	
6.2.1.1.	Installation Security	X
6.2.2.	Anti-Terror Vulnerability	
6.3	AF/A4/7 (Civil Engineer)	
6.3.1	Open the Base	
6.3.1.1	Complete Site Assessments	
6.3.1.2	Setup Minimum Cantonment Functions	
6.3.1.3	Provide Site Plans	
6.3.1.4	Perform Airfield Surveys	
6.3.2	Command & Control the Mission/Base	X

	Air Force Inspection Requirements	Mandatory
6.3.2.1	Crisis Action Team (CAT) / Installation Command Center (ICC)	X
6.3.2.2	Emergency Operations Center (EOC)	X
6.3.2.3	Unit Control Centers (UCC)	X
6.3.3	Establish the Base	
6.3.3.1	Establish Utility Grids	
6.3.3.2	Establish Facilities	
6.3.4	Generate the Mission	
6.3.4.1	Recover Mission Element	
6.3.4.1.1	Routine Mission Element Recovery	
6.3.4.1.2	Crash Mission Element Recovery	
6.3.5	Operate the Base	
6.3.5.1	Infrastructure Planning	
6.3.5.2	Infrastructure Programming	
6.3.5.3	Infrastructure Design	
6.3.6	Sustain/Augment the Base	X
6.3.6.1	Demonstrate Multi-Skill Work Order Program	X
6.3.7	Recover the Base	X
6.3.7.1	Explosive Ordnance Disposal – Mitigate & Defeat Explosive Hazards	X
6.3.7.1.2.	Asset Accountability	X
6.3.7.2	Incident Management Planning & Response	X
6.3.7.2.1	Installation Emergency Management Plan 10-2	X
6.3.7.2.2	Emergency Communications Center (ECC)	X

	Air Force Inspection Requirements	Mandatory
6.3.7.2.3	Mass Notification & Warning	X
6.3.7.2.4	On-Scene Incident Command System	X
6.3.7.2.5	Common Operating Picture (COP)	X
6.3.7.3	Infrastructure Recovery & Repair	X
6.3.7.3.1	Airfield Damage Repair	X
6.3.7.4	Contamination Control & CBRN Recovery	X
6.3.7.4.1	Installation Mission Oriented Protective Posture	X
6.3.8	Close the Base	
6.3.9	Emergency Management (EM) Programs	X
6.3.10	Prime Base Engineer Emergency Force (BEEF) Program	X
6.3.11	Explosive Ordnance Disposal (EOD)	X
6.3.11.1.	General Demolition Procedures (Proficiency Training Range and Intentional Detonation)	X
6.3.11.2	Explosives Safety (Including UXO Clearance Process on Operational Ranges where applicable)	X
6.3.11.3	Asset Accountability (EOD Specialized Equipment and Munitions)	X
6.3.12.	Fire Emergency Services (FES) flights utilizing the FES Assessment Program (FESAP)	X
6.4.	Metrology & Calibration	
6.4.1.	Measurement Capability Assessment	
6.4.1.1.	Technical Proficiency Exams	
6.4.1.2.	Process for Calibrating Standards and TMDE	
6.4.1.3.	Conditions/use of Calibration Standards and TMDE	X
6.4.1.4.	Application of metrology principles/procedures	

	Air Force Inspection Requirements	Mandatory
6.4.2.	Facility	
6.4.2.1.	Facilitatess proper performance and safe/accurate calibration/verification	
6.4.3.	Quality Program	
6.4.3.1.	QP Activitiy Summary	X
6.4.3.2.	Quality Review Selection Rate	X
6.4.3.3.	Process Review Selection Rate	X
6.4.3.4.	Root Cause Analysis	
6.4.3.5.	Trend Analysis	
6.4.3.6.	Quality Program Effectiveness	
6.4.4.	Management System	
6.4.4.1	Quality Manual	
6.4.4.2	Internal Audit	
6.4.4.3	Management Review	
6.4.5.	Environmental Control System	
6.4.5.1.	ECS Effectiveness	
6.4.5.2.	In-tolerance > 90%	
6.4.6.	Proficiency Testing and Measurement Assurance Program	
6.4.6.1.	Exchange Standards	
6.4.6.2.	Artifact Calibrations	
6.4.6.3.	Inter-Comparison Measurements	
7	SAF/CIO A6 (Information Dominance & Chief Information Officer)	
7.1.	Communications-Electronics Maintenance	

	Air Force Inspection Requirements	Mandatory
7.1.1.	Communications Inspection Policy Program	X
7.1.2.	Communications Systems Maintenance Records	X
7.1.3.	Technical Publications Management	X
7.1.4.	Tools Management	X
7.1.5	Life Cycle Management	X
7.1.6.	Long Haul Communications	X
7.1.7.	Corrosion Prevention and Control Program	X
7.1.8.	Spectrum Management	X
7.1.9.	Mobile Satellite Services	X
7.1.10.	Communications Focal Point	X
7.2.	Information Assurance	
7.2.1	Communications Security (COMSEC)	X
7.2.2.	Computer Security (COMPUSEC)	X
7.2.3.	Emissions Security (EMSEC)	X
7.2.4.	Vulnerability Management	X
7.3.	IT Asset Management	
7.3.1.	AF IT Portfolio Management and IT Investment Review	X
7.3.2.	Radio Management	X
7.3.3.	Info Technology (IT) – Asset Management	X
7.3.4.	Material Management	X
7.3.5.	Software Management	X
7.4.	Communications and Information Training	
7.4.1.	Quality Assurance	

	Air Force Inspection Requirements	Mandatory
7.4.2	Records Management	X
7.4.3.	FOIA	X
7.4.4	Privacy Act	X
7.5.	Communications and Information Training	
7.5.1.	Information Collections and Reports Management	X
7.5.2.	Official Mail Center and Postal Service Center Management	X
7.5.3.	Publications and Forms Management	X
7.5.4.	Records Management-FOIA-Privacy Act	X
7.6.	Management of Cyberspace Support Activities	
7.6.1.	Compliance with AFI 33-150	
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
	Note: PRP at nuclear-capable units will be inspected during Nuclear Surety Inspections and Defense Nuclear Surety Inspections (DNSI) IAW CJCSI 3263.05 Nuclear Weapons Technical Inspections, versus UEIs or other inspections.	
11	AF/HC (Chaplain Corps)	
11.1	Chaplain Corps Support	
11.1.1.		

	Air Force Inspection Requirements	Mandatory
12	AF/HO (Air Force History and Museum Programs)	
12.1.	History Office	
12.1.1		
12.2.	Heritage Activities	
12.2.1.		
13	AF/JA (Judge Advocate General)*	
	Note: Aside from any additional legal requirements established by a MAJCOM supplement, inspection requirements for base legal offices will be established by TJAG and conducted pursuant to Article 6, UCMJ, and AFI 51-109	
14	AF/RE (Chief of the Air Force Reserve)	
	None	
15	SAF/SB (Air Force Small Business)	
	None	
16	AF/SE (Chief of Safety)	
16.1.	Flight Safety	
16.1.1.	Assessment Program	
16.1.1.1.	Mishap Investigation & Reporting (Class A-E)	
16.1.1.2.	FSO Training, Qualifications and Compliance with Directives	
16.1.1.3.	FSNCO Training, Qualifications and Compliance with Directives	
16.1.1.4.	Emergency Response	
16.1.1.5.	Flight Related Facilities & Airfield Conditions	X
16.1.1.6.	Aircraft Maintenance/Flight Safety Integration	X
16.1.1.7.	Recommendation Management	

	Air Force Inspection Requirements	Mandatory
16.1.1.8.	Privilege Handling	X
16.1.2.	Mishap Prevention Program	
16.1.2.1.	Maintenance	X
16.1.2.2.	FOD	X
16.1.2.3.	BASH	X
16.1.2.4.	MACA	
16.1.2.5.	HATR	
16.1.2.6.	Aero Club Safety	X
16.1.2.7.	Effectiveness of mishap prevention program, including actions taken to mitigate risks associated with all phases of deployments and contingencies	
16.1.2.8.	Hazard/Trend Identification Process	
16.2.	Ground Safety (See ESOHCAMP)	
16.2.1.	Safety Program Assessments	X
16.2.2.	Traffic Safety Program	
16.2.3.	Mishap Investigations (Class A-E)	X
16.2.4.	Facility Inspections	X
16.2.5.	Safety Education and Training	
16.2.6.	Hazard Reporting	X
16.2.7.	Hazard Abatement	X
16.2.8.	Safety Councils and Meetings	
16.2.9.	Contract Safety	
16.2.10.	Variances	
16.2.11.	OSHA Coordination	

	Air Force Inspection Requirements	Mandatory
16.2.12.	Trend Analysis	
16.2.13.	AFOSH Requirements	X
16.3.	Weapons Safety	
16.3.1.	Safety Program Management	
16.3.1.1.	Weapons Safety Manager Training	
16.3.1.2.	Program Management Responsibilities	
16.3.1.3.	Spot Inspections	
16.3.1.4.	Explosives Maps	
16.3.1.5.	Electromagnetic Radiation (EMR)	
16.3.1.6.	Unit Safety Representatives	
16.3.1.7.	Mishap Reporting	
16.3.1.8.	Explosives Training	X
16.3.1.9.	Planning for Deployments	
16.3.1.10.	Annual Inspections/Assessments	
16.3.1.11.	Explosives Facility License	
16.3.1.12.	Written Instructions - Explosives	X
16.3.1.13.	Transportation of Explosives	X
16.3.1.14.	Explosives Site Plan Management	
16.3.1.15.	Fireworks/Air Show Events/Exercises Involving Explosives	X
16.3.1.16.	Nuclear Certified Equipment	
16.3.1.17.	Directed Energy Weapon Safety Oversight	
16.3.2.	Nuclear Surety (See Chapter 6)	
16.4.	Space Safety	

	Air Force Inspection Requirements	Mandatory
16.4.1.	Space Safety Program	
16.4.1.1.	Space Safety Officer	
16.4.1.2.	Space Safety Training	
16.4.1.3.	Space Safety Council	
16.4.2.	Space System Safety	
16.4.2.1.	MIL-STD-882, DoDI 5000.02, AFI 63-101, AFI 91-217 Spacecraft Life Cycle System Safety Compliance	X
16.4.2.2.	System Safety Groups	
16.4.2.3.	End-of-Life Plan (EOLP) Development	
16.4.2.4.	Space Debris Generation Minimization	
16.4.3.	Pre-Launch Safety	
16.4.3.1.	Interim Safety Board President Assignment	
16.4.3.2.	Pre-Launch Test/Operational Performance Reviews	
16.4.3.3.	Safe Transportation to Range	
16.4.3.4.	Range Personnel & Resource Protection	X
16.4.4.	Launch and Range Safety	
16.4.4.1.	Launch Decision Authority	
16.4.4.2.	Launch Range Officer	
16.4.4.3.	Launch Collision Avoidance Process and Procedures	X
16.4.4.4.	FAA-Licensed Launch Process	
16.4.4.5.	Launch Vehicle End-of-Life/Reentry	
16.4.5.	Orbital Safety	
16.4.5.1.	Orbital Safety Officer	

	Air Force Inspection Requirements	Mandatory
16.4.5.2.	Conjunction Assessment/Collision Avoidance Process & Procedures	X
16.4.5.3.	Operational Review Board Participation	
16.4.5.4.	Orbital Debris Minimization & Space Debris Assessment Report Execution	
16.4.5.5.	EOLP/Passivation Execution	
16.4.5.6.	Disposal IAW US Government Orbital Debris Mitigation Standard Practices	
16.4.6.	Ground-Based Space System Safety	
16.4.6.1.	Ground-Based Space System Safety Program	
16.4.6.2.	Limit Unintended Effects on Personnel, Environment, Ground, Air And Space Systems	X
16.4.7.	Space Mishap Investigations	
16.4.7.1.	Board President Eligible List	
16.4.7.2.	Safety Investigation Board Composition	
16.4.7.3.	Mishap/Event Report Accuracy, Timeliness, Routing	X
16.4.7.4.	Timeliness of Closing Recommendation(s)	
16.5.	System Safety (AFMC, AFSPC)	
16.5.1.	Program Management	
16.5.1.1.	Personnel	
16.5.1.2.	System Safety in Acquisition	
16.5.1.3.	1. System Safety in Contracts	
16.5.1.4.	2. System Safety for Non-Development Items	
16.5.1.5.	3. System Safety in Sustainment	
16.5.2.	System Safety Groups (SSG, NWSSG, NNSMB)	

	Air Force Inspection Requirements	Mandatory
16.5.3.	System Safety Engineering Analyses	
16.5.4.	Discipline Unique System Safety Concerns	
16.5.4.1.	Directed Energy Safety	
16.5.4.2.	Range Safety (MRTBF) see also range safety	
16.5.4.3.	Space – see also space safety	
16.5.4.4.	Software	
16.5.4.5.	Test Safety – see also test safety below	
16.5.4.6.	Weapons – see also weapon safety above	
16.5.4.7.	1. Non-Nuclear Munitions	
16.5.4.8.	2. Nuclear Weapons	X
17.	AF/SG (Surgeon General)	
17.1.	Suicide Prevention (By-Law)	
17.1.1.	IAW AFI 90-5054	X
17.2.	Community Support	
17.2.1.	Community Action Information Board and Integrated Delivery System (IAW AFI 90-501)	
17.3.	Disease Containment Response	
17.3.1.	Public health emergency training requirements	
17.3.2.	Installation ability to meet specialized teams' personnel/ equipment/training requirements	
17.3.3.	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	
17.4.	Medical Contingency Response Plan	

	Air Force Inspection Requirements	Mandatory
17.4.1.	Medical counter-CBRN response	
17.4.2.	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	
17.4.3.	In-place patient decontamination	
17.4.4.	Immediate medical response	
17.4.5.	In-patient medical support	
17.4.6.	Pharmaceutical support	
17.4.7.	Threat agent surveillance	
17.4.8.	National Disaster Medical System support (Federal Coordinating Centers facilities only)	
17.4.9.	Public health emergencies	
17.4.10.	Aeromedical evacuation interface/support	
17.5.	Expeditionary Medical Operations	
17.5.1.	WRM and CBRN Program Management	
17.5.2.	Executive Oversight of Medical Readiness	
17.5.3.	Medical Readiness Training, Planning and Execution	
17.5.4.	Operational Medicine	
17.5.5.	Occupational/Environmental Health (OEH) Assessment	
17.5.6.	Epidemiology and Public Health Surveillance	
17.6.	In-Garrison Medical Operations	
17.6.1.	Worker Protection and Public Health Surveillance	

	Air Force Inspection Requirements	Mandatory
17.6.2.	Dentistry	
17.6.3.	Mental Health	
17.6.4.	Population Health	
17.6.5.	Clinical Services	
17.6.6.	Educational and Developmental Intervention Services (EDIS)	
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	
21.1.1.	Information Security	
21.1.1.1.		
21.1.2.	Safeguarding	
21.1.2.2.	Analysis of Forms	
21.1.3.	Inspections	
21.1.3.1.		
21.1.4.	Transmission and Transportation	
21.1.4.1.		
21.1.5.	Marking	
21.1.5.1.		

	Air Force Inspection Requirements	Mandatory
21.1.6.	Security Incidents	
21.1.6.1.		
21.1.7.	Personnel Security	
21.1.7.2.	Program Management	
21.1.7.3.	Personnel Security Program Reviews	
21.1.7.4.	Records Management	
21.1.7.5.	Safeguarding Personnel Security Investigative Records	
21.1.8.	Security Clearance	
21.1.8.1.	Issuing Clearance and Granting Access	
21.1.8.2.	Interim Clearances	
21.1.8.3.	Reciprocal Acceptance of Prior Investigations and Personnel Security Determinations	
21.1.8.4.	Foreign National Limited Access Authorization (LAA)	
21.1.8.5.	Security Access Requirement (SAR) Position Code Validation	
21.1.8.6.	Validation of Requirements	
21.1.8.7.	Immigration Naturalization Service (INS) Validation	
21.1.9.	Unfavorable Administrative Actions	
21.1.9.1.	Suitability Determinations Process	
21.1.9.2.	Security Information File (SIF) Process	
21.1.9.3.	Due Process Procedures: SORs / LORs / LODs	
21.1.10.	Continuous Evaluation Security Clearance	
21.1.10.1.	Commander / Supervisor Monitoring of Personnel	
21.1.10.2.	Continuing Security Responsibilities	

	Air Force Inspection Requirements	Mandatory
21.1.11.	Personnel Security Investigation (PSI) Processing Security Clearance	
21.1.11.	Electronic Questionnaire for Investigative Processing (eQIP)	
21.1.12.	Joint Personnel Adjudication System (JPAS)Security Clearance	
21.1.12.1.	JPAS User Account Management	
21.1.13.	Industrial Security	
21.1.13.1.	Program Management	
21.1.13.2.	General Provisions and Requirements	
21.1.13.3.	Industrial Security Program Reviews	
21.1.13.4.	Records Management	
21.1.13.5.	Security Clearances	
22	SAF/AG (Auditor General)	
	None	
23	SAF/AQ (Acquisition)	
23.1.	Compliance of acquisition, technology, and logistics units	
23.2.	Contracting	
23.2.1.		
23.3.	Contracting Support	
23.3.1.		
23.4.	Technology Protection	
23.4.1.		
24	SAF/FM (Financial Management and Comptroller)	
24.1.	Comptroller Programs	
24.1.1.	Government Travel Card (GTC) Program	

	Air Force Inspection Requirements	Mandatory
24.1.2.	Bank Liaison Officer (BLO)	
24.1.3.	Comptroller Operations & Training	
24.1.4.	Audit Liaison Program	
24.1.5.	Manager's Internal Control Program (MICP)	
24.1.6.	Comptroller Quality Assurance (QA) Program	
24.1.7.	Non-appropriated Funds (NAF) Program	
24.2.	Financial Analysis (FMA)	
24.2.1.	Budget Operations	
24.2.2.	Accounting Operations	
24.3.	Financial Services (FMF)	
24.3.1.	Military Pay	
24.3.2.	Travel Pay	
24.3.3.	Civilian Pay	
24.3.4.	Disbursing Operations	
25	SAF/GC (General Counsel)	
	Alternative Dispute Resolution Program	X
26	SAF/IA (International Affairs)	
	None	
27	SAF/IE (Installations, Environment and Logistics)(ESOH)	
	Note: Although ESOH 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.	
27.1.	Environmental Protocols	
27.2.1.	External Environmental Management System Audit	

	Air Force Inspection Requirements	Mandatory
27.2.1.1.	Environmental Mgt System	X
27.2.1.2.	-Policy	X
27.2.1.3.	-Aspects	X
27.2.1.4.	-Legal Requirements	X
27.2.1.5.	-Objectives and Targets	X
27.2.1.6.	-Roles, Resources, and Responsibilities	X
27.2.1.7.	-Training	X
27.2.1.8.	-Communication	X
27.2.1.9.	-Documentation and Document Control	X
27.2.1.10.	-Operational Controls	X
27.2.1.11.	-Emergency Response	X
27.2.1.12.	-Monitoring and Measuring	X
27.2.1.13.	-Evaluation of Compliance	X
27.2.1.14.	-Nonconformity Corrective and Preventative Actions	X
27.2.1.15.	-Records and Control of Records	X
27.2.1.16.	-Internal Audit	X
27.2.1.17.	-Management Review	X
27.2.2.	Air	
27.2.2.1.	Permits (Title V, Synthetic Minor, True Minor, Permit by Rule, State operating, Construction)	
27.2.2.2.	Ozone Depleting Substances, Sampling/Monitoring	
27.2.2.3.	Air Emission Inventories	
27.2.2.4.	Air NESHAP compliance	

	Air Force Inspection Requirements	Mandatory
27.2.2.5.	Air Conformity Planning Requirements	
27.2.2.6.	Air New Source Performance Standards	
27.2.2.7.	Air Prevention of Significant Deterioration Standards	
27.2.2.8.	Mobile Sources	
27.2.2.9.	Risk Management and Emergency Planning, General Planning	
27.2.2.10.	Infrastructure/Utilities/Emissions Control	
27.2.2.11.	Utilizing air emission credits	
27.2.2.12.	Preconstruction air emissions review	
27.3.	Hazardous Waste	
27.3.1.	Permits (Treatment, Storage, Disposal Facility)	
27.3.2.	Large or Small Quantity Generator (Centralized Container Storage, 90day storage, Initial Accumulation Point)	
27.3.3.	Universal Waste Management/Collection	
27.3.4.	Sampling/Monitoring for Hazardous Waste Determinations	
27.3.5.	Review of HW Contingency Plans, HW Management Plans, HW Manifests/Land Disposal Treatment records, HW Training records	
27.4.	Water Quality	
27.4.1.	Permits	
27.4.2.	Sampling/Monitoring	
27.4.3.	Infrastructure	
27.4.4.	Treatment	
27.5.	Storm Water	
27.5.1.	Permits, Sampling/Monitoring, Plans, Infrastructure/Treatment	
27.5.2.	Storm water Pollution Prevention Plans	

	Air Force Inspection Requirements	Mandatory
27.5.3.	Storm water reuse	
27.6.	Wastewater	
27.6.1.	Permits, Sampling/Monitoring, Plans, Infrastructure/Treatment, Inflow/Infiltration	
27.6.2.	Discharge Monitoring Reports	
27.6.3.	Cross connections/Illicit Discharges	
27.6.4.	Oil/Water Separators	
27.6.5.	Watershed & Wetlands management	
27.6.6.	Biosolids & Industrial Sludge disposal	
27.6.7.	Wastewater reuse	
27.6.8.	Land application of reclaimed water and Biosolids	
27.6.9.	Spill Plans	
27.6.10.	Subsurface disposal	
27.7.	Toxic Substances	
27.7.1.	Asbestos, Lead-based Paint, PCBs	
27.7.2.	Asbestos plans/inventories	
27.7.3.	Waste Disposal –PCB, Asbestos, Lead-based Paint	
27.7.4.	Asbestos/Lead Paint Abatement operations from Construction/ Renovation Demolition	
27.8.	Storage Tanks	
27.8.1.	Aboveground, Underground, Plans, Infrastructure	
27.8.2.	Facility Response Plans	
27.8.3.	Secondary Containment	
27.8.4.	Leak Detection Equipment/Procedures	

	Air Force Inspection Requirements	Mandatory
27.9.	Petroleum, Oil, and Lubricants	
27.9.1.	Operations, Infrastructure, Plan, Used Oil	
27.9.2.	Spill Prevention & Response Plan	
27.10.	Solid Waste	
27.10.1.	Landfills/Subtitle D permits	
27.10.2.	Recycling, Diversion	
27.10.3.	Waste Operations (Sanitary Waste, Construction and Demolition, and Medical Waste)	
27.11.	Hazardous Materials Management Process	
27.11.1.	Authorizations & Tracking in EESOHMIS	
27.11.2.	Environmental Reporting: Toxic Release Inventory/Other Tier 1/2 EPCRA Reporting	
27.11.3.	MSDS Documentation	
27.11.4.	Material Substitution	
27.12.	Green Procurement Program	
27.12.1.	Plans	
27.12.2.	Procurement/Acquisition Contracts	
27.12.3.	Roles & Responsibilities	
27.13.	Natural Resources	
27.13.1.	Plans—Integrated Natural Resources Mgmt Plan (INRMP)	
27.13.2.	Land Mgmt (incl. Forestry)	
27.13.3.	National Environmental Policy Act (NEPA), Environmental Impact Analysis Process (EIAP)	
27.13.4.	Water/Wetland Resources	

	Air Force Inspection Requirements	Mandatory
27.13.5.	Wildlife Resource Mgmt	
27.14.	Cultural Resources	
27.14.1.	Plans—Integrated Cultural Resources Mgmt Plan (ICRMP)	
27.14.2.	Historical Structures/Resources	
27.14.3.	Native American Cultural Sites/Resources	
27.14.4.	Archeological Resources/Sites	
27.15.	Pesticides	
27.15.1.	Pesticide Storage	
27.15.2.	Pesticides Application—Equipment, Procedures	
27.15.3.	Pesticide Application Certification	
27.16.	Environmental Restoration	
27.16.1.	Cleanup sites—Tracking/Reporting	
27.16.2.	Partnering/Partnership Agreements	
27.16.3.	Contracts—Performance Based Contracting	
27.16.4.	Long-Term Monitoring/Long-Term Operations	
27.16.5.	Military Munitions Response Program (on Closed/Transferred Ranges)	
27.16.6.	Federal Facility Agreements	
27.16.7.	Performance/Cleanup Goals (DoD/AF Goals)	
27.2	Safety	
27.2.1	Ground Safety	
27.2.1.1.	Safety Program Assessments	X
27.2.1.2.	Traffic Safety Program	

	Air Force Inspection Requirements	Mandatory
27.2.1.3.	Mishap Investigations (Class AE)	X
27.2.1.4.	Facility Inspections	X
27.2.1.5.	Safety Education and Training	
27.2.1.6.	Hazard Reporting	X
27.2.1.7	Hazard Abatement	X
27.2.1.8.	Safety Councils and Meetings	
27.2.1.9.	Contract Safety	
27.2.1.10.	Variances	
27.2.1.11.	OSHA Coordination	
27.2.1.12.	Trend Analysis	
27.2.1.13.	AFOSH Requirements	X
27.2.2	Mishap Investigations	
27.2.2.1.	Ancillary reports (300, AD, blotter, prop damage)	
27.2.2.2.	Accuracy & completeness of reports	
27.2.2.3.	Timeliness of reports/record closures	
27.2.2.4	Skill level of investigator for mishap	
27.2.3	Facility Inspections	
27.2.3.1.	Facilities Systems Safety	
27.2.4.	Safety Education & Training	
27.2.4.1.	1S0/018 Training	
27.2.4.2.	SST	
27.2.4.3.	USR Training	
27.2.4.4.	Job Safety Training Outline	

	Air Force Inspection Requirements	Mandatory
27.2.5.	Hazard Reporting	
27.2.5.1.	Continuity Control Number Log	
27.2.6.	Hazard Abatement	
27.2.6.1.	Master Hazard Abatement Plan	
27.2.6.2.	Commander's Annual Review/Approval	
27.2.6.3.	Form 3 Review	
27.2.6.4.	1118 Posting	
27.2.6.5.	Employee Knowledge of Hazard	
27.2.6.6.	Briefed Annually AFOSH/ESOHC	
27.2.7.	Job Safety Analysis & Training	
27.2.7.1.	Number and Location of Hazards	
27.2.7.2.	All Hazards Identified	
27.2.8.	Process Safety Management	
27.2.8.1.	Annual Review/Audit	
27.2.9.	Safety Councils & Meetings	
27.2.9.1.	Administrative	
27.2.10.	Contract Safety	
27.2.10.1	Attend all PreCon/Acceptance	
27.2.10.2	AF Form 9 / Purchase Request	
27.2.11.	Risk Management	
27.2.11.1.	On duty initiatives	
27.2.11.2.	Off duty initiatives	
27.2.11.3.	RM Training	

	Air Force Inspection Requirements	Mandatory
27.2.11.4.	High Risk Activities	
27.2.12.	AFOSH Variance	
27.2.12.1	Status/currency of all variances	
27.2.13	OSHA Coordination	
27.2.13.1	Status/currency of all variances	
27.3	Occupational Health Protocols	
27.3.1.	Workplace Specific Chemical Hazards	
27.3.2.	OSHA Expanded Standard Chemicals	X
27.3.3.	HAZCOM Program	
27.3.4.	HAZCOM for Laboratories	
27.3.5.	Electro-Magnetic Frequency	
27.3.6.	Respiratory Protection Program	
27.3.7.	Hazardous Noise and Hearing Conservation Program	
27.3.8.	Lasers	
27.3.9.	Engineering Controls	X
27.3.10.	Potable Water Sources/Systems (mandatory if EPA NOV in the last 24 months, otherwise optional.)	X
27.3.11.	Ionizing Radiation	X
27.3.12.	Dosimetry Program (mandatory for those bases with ≥50 ppl on pgm, otherwise optional.)	X
27.3.13.	Confined Spaces	
27.3.14.	Ergonomics	
27.3.15.	Readiness	X
27.3.16.	Any program area (27.3.1 – 27.3.15) with an OSHA finding in the	X

	Air Force Inspection Requirements	Mandatory
	last 24 months.	
27.3.17.	Any program area (27.3.1 – 27.3.15) that DOEHRS data indicates continued non-compliance in the last 24 months.	X
28	SAF/IG (Inspector General)	
28.1.	Commander's Inspection Program (CCIP)	
28.1.1.	CCIP Director/Guidance	X
28.1.2.	Management Internal Control Toolset (MICT)	X
28.1.3.	Commanders Inspection Management Board	X
28.1.4.	Wing Inspection Team (WIT)	X
28.1.5.	Self-Assessment Program	X
28.1.6.	CCIP Reporting Procedures	X
28.2.	Complaints Resolution (AFI 90-301)	
28.2.1.	Installation/Wing IG Responsibilities	
28.2.2.	Installation IG Organization	
28.2.3.	Assigning Additional Duties to IGs	
28.2.4.	Commander Support of the IG System	X
28.2.5.	IG Training Requirements	
28.2.6.	Educating Air Force Personnel on the IG System	
28.2.7.	Managing IG Complaints	X
28.2.8.	Managing Fraud, Waste, and Abuse (FWA) and Gross Mismanagement Complaints	X
28.2.9.	Managing Defense Hotline Complaints	X
28.2.10.	Managing IG Records Maintenance and Release	
28.3.	Wounded, Ill & Injured (WII)	

	Air Force Inspection Requirements	Mandatory
28.3.1.	See Attachment 8	X
28.4.	AFOSI Unit Operations	
28.4.1.	OSI-specific programs	
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.		
31.2.	Security & Policy Review	
31.2.1.		
31.3.	Public Affairs Travel	
31.3.1.		
31.4.	News Media Operations	
31.4.1.		
31.5.	Civic Engagement	
31.5.1.		
31.6.	Public Web Communications	
31.6.1.		
31.7.	Environmental Public Affairs	
31.7.1.		
31.8.	Visual Information	

	Air Force Inspection Requirements	Mandatory
31.8.1.		
31.9.	Contingency Operations & Wartime Readiness	
31.9.1.		
31.10.	Command Information	
31.10.1.		
31.11.	Trademark & Licensing	
31.11.1.		
32	SAF/US(M) (Director, Business Transformation & Deputy Chief Management Office)	
	None	

Attachment 4

UEI AND CCIP MAJOR GRADED AREAS

A4.1. Major Graded Areas.

MGA 1: Managing Resources		
1.1 Adequacy		
	1.1.1 Manpower	
	1.1.2 Funds	
	1.1.3 Equipment	
	1.1.4 Facilities	
	1.1.5 Guidance	
1.2 Stewardship		
	1.2.1 Manpower	
	1.2.2 Funds	
	1.2.3 Equipment	
	1.2.4 Facilities and Environment	
	1.2.5 Guidance	
	1.2.6 Airmen's Time	
MGA 2: Leading People		
2.1 Communication		
	2.1.1 System	
	2.1.2 Feedback	
	2.1.3 Intent	
	2.1.4 Comm-induced Waste	
	2.1.5 Messaging	

	2.1.6 Agility	
2.2 Discipline		
	2.2.1 Compliance	
	2.2.2 Pride	
	2.2.3 Accountability	
	2.2.4 Customs, courtesies and uniform wear	
	2.2.5 Attention to Detail	
2.3 Training		
	2.3.1 Individual	
	2.3.2 Team	
	2.3.3 Unit	
2.4 Development		
	2.4.1 Professional	
		2.4.1.1 PME
		2.4.1.2 Mentorship
	2.4.2 Personal	
		2.4.2.1 Physical
		2.4.2.2 Mental
		2.4.2.3 Spiritual
		2.4.2.4 Social
2.5 Quality of Life Engagement		
	2.5.1 Work Life	
	2.5.2 Unit Morale	

	2.5.3 Basic Services	
	2.5.4 Home Life	
MGA 3: Improving the Unit		
3.1 Strategic Alignment		
	3.1.1 Authorities	
	3.1.2 Strategic Planning	
	3.1.3 Performance Metrics	
3.2 Process Operations		
	3.2.1 Key Work Processes	
	3.2.2 Risk Management	
	3.2.3 Commitment to Continuous Improvement	
	3.2.4 Use of AFSO 21 tools	
3.3 Commander's Inspection Program (CCIP)		
	3.3.1 Management	
		3.3.1.1 Self-Assessment Program
		3.3.1.2 Wing IG Inspections
	3.3.2 Effectiveness	
		3.3.2.1 Accuracy
		3.3.2.2 Adequacy
		3.3.2.3 Relevance
3.4 Data Driven Decisions		
	3.4.1 Data Collection	
	3.4.2 Decision Processes	

MGA 4: Executing the Mission		
4.1 Primary Mission (s)		
	4.1.1 Warfighter of USAF CC satisfaction	
	4.1.2 Right Quality	
	4.1.3 Right Quantity	
	4.1.4 Right Time	
4.2 AEF Readiness		
	4.2.1 Warfighter of USAF CC satisfaction	
	4.2.2 Right Quality	
	4.2.3 Right Quantity	
	4.2.4 Right Time	
4.3 Mission Assurance Command and Control		
	4.3.1 Warfighter or USAF CC satisfaction	
	4.3.2 Right Quality	
	4.3.3 Right Quantity	
	4.3.4 Right Time	

Attachment 5

WING INSPECTOR GENERAL OFFICE TEMPLATES

Figure A5.1. Host Wing - Single and Multi Mission:

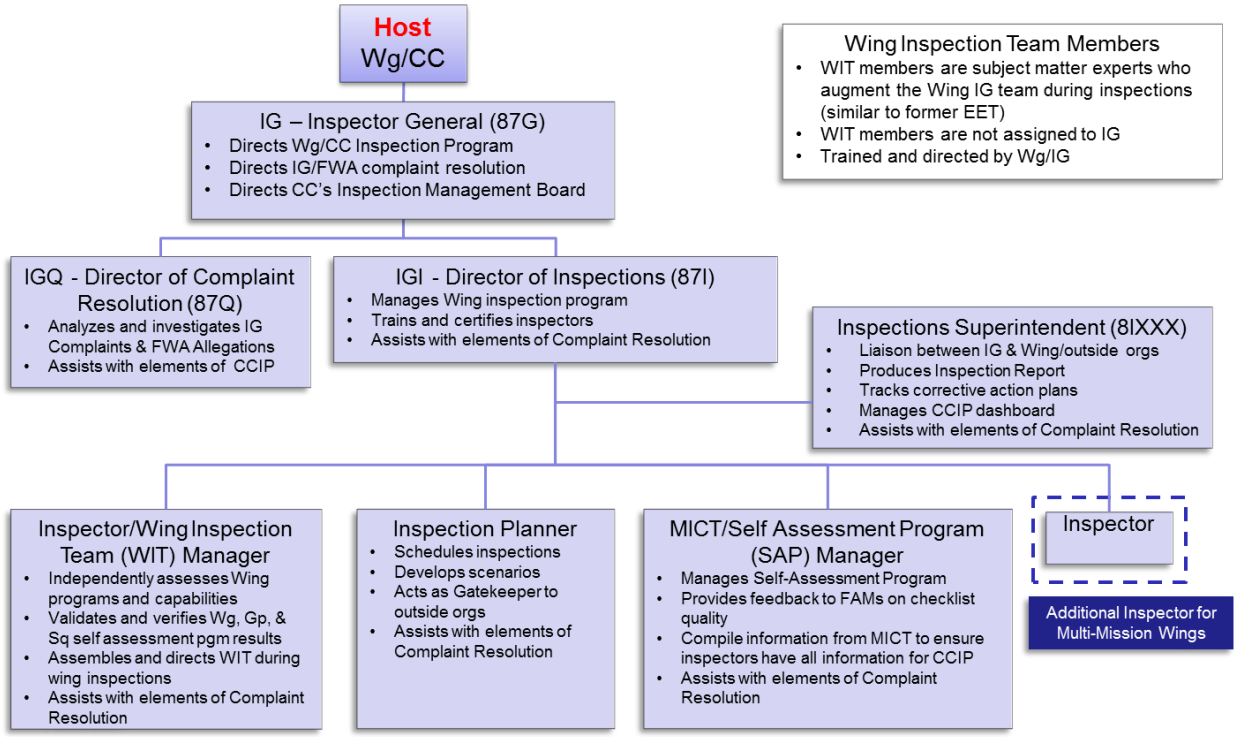


Figure A5.2. Tenant Wing or Wing Equivalent.

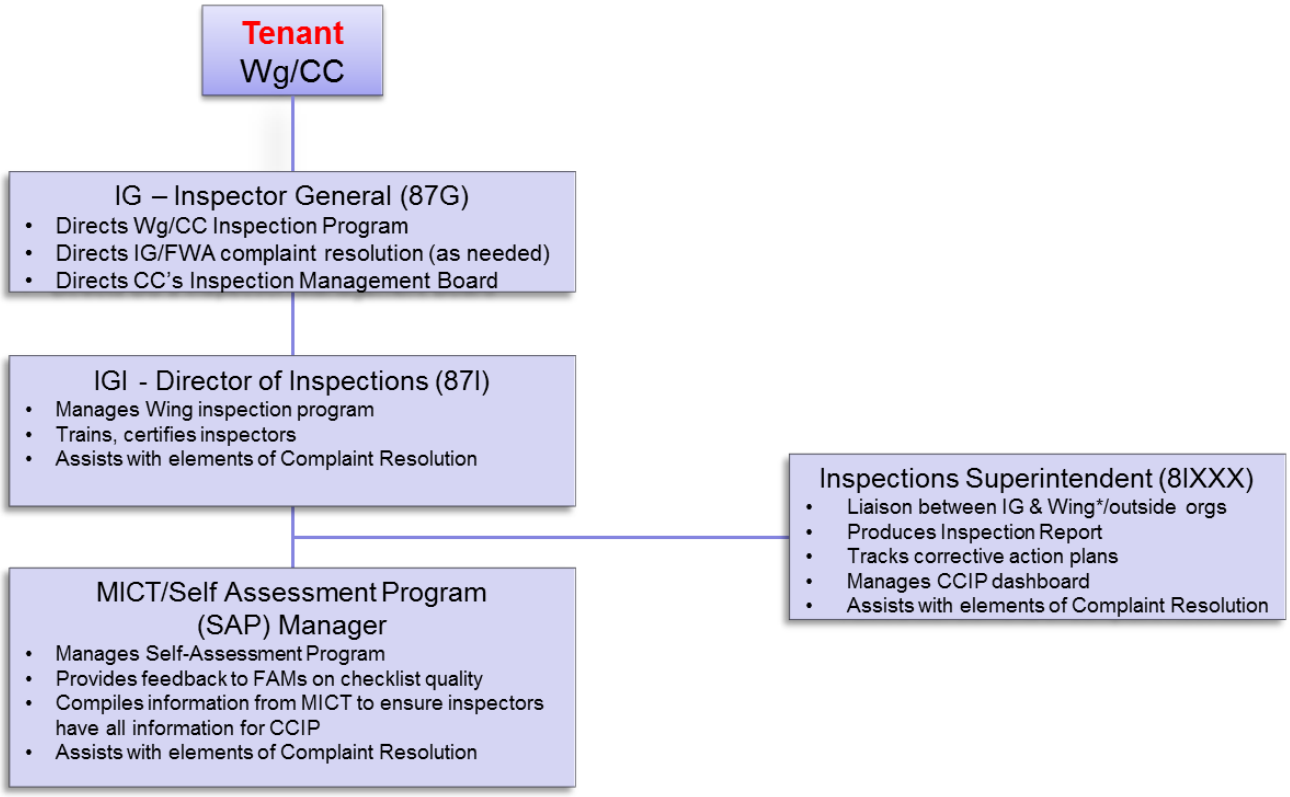
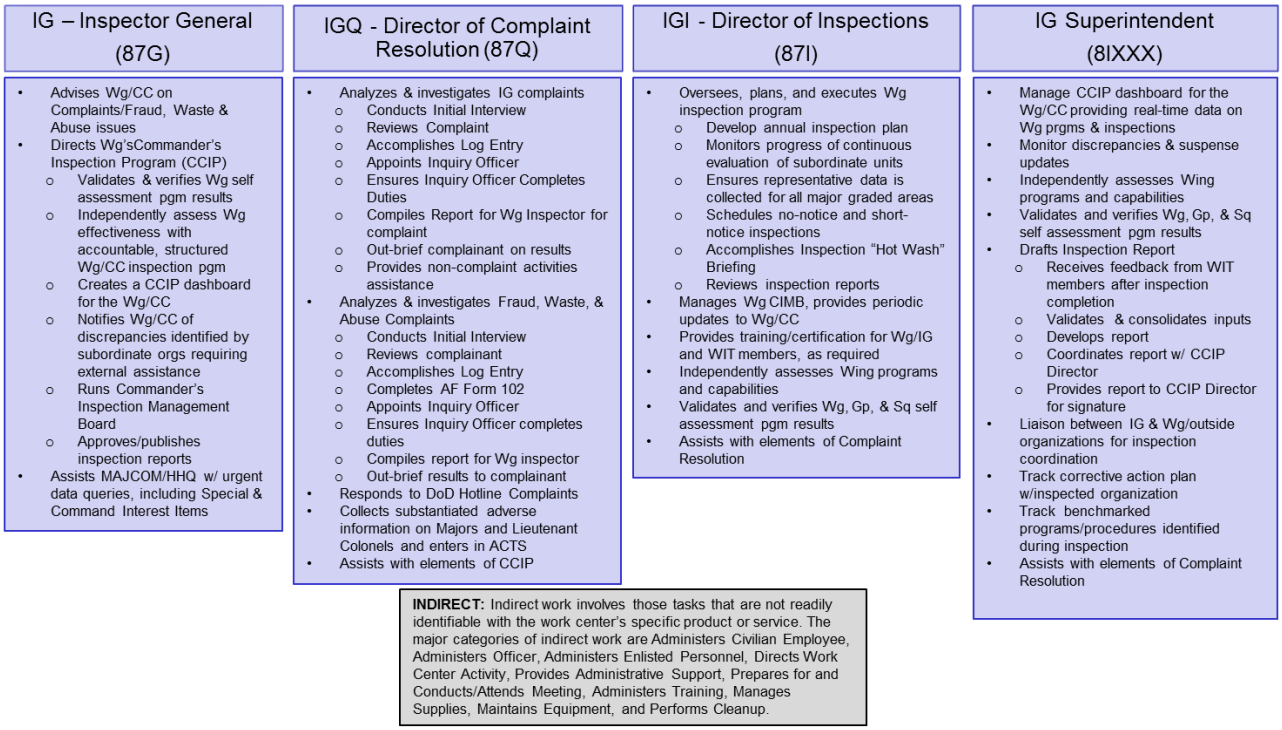


Figure A5.3. Wing IG Position Duties and Responsibilities.



Inspector(s)/Wing Inspection Team Manager

- Assemble/run WIT to perform wing inspections
- Independently assesses Wing programs and capabilities
  - Provide subject matter expertise for scenario development
  - Develops scenario
  - Review MICT self-assessment data prior to inspection
  - Distribute and collect surveys prior to inspection
  - Conduct on-site inspections
  - Conduct ATIS-G Interviews
  - Inspect assigned area/function
  - Evaluate scenario
  - Participate in Hot Wash
  - Consolidate WIT inputs during inspection Hot Wash
  - Provide inputs to report
- Validates and verifies Wg, Gp, & Sq self assessment pgm results
- Assists with elements of Complaint Resolution

Wing Inspection Team (WIT) Member

- Independently assesses Wing programs and capabilities
  - Provide inputs for scenario development
  - Inspect assigned area/function
  - Evaluate scenario
  - Participate in Hot Wash
  - Provide inputs to report
- Validates and verifies Wg, Gp, & Sq self assessment pgm results

Inspection Planner

- Independently assesses Wing programs and capabilities
- Validates and verifies Wg, Gp, & Sq self assessment pgm results
- Schedules Inspection
  - Reviews Wing flying/mx/operations schedules
  - Coordinates exercise schedule with base agencies
  - Consolidates inspections to avoid redundancy
- Develops Scenario
  - Reviews Wing Plans
  - Establishes Scenario objectives
  - Develops scenario
  - Develops script
  - Schedules WIT members
  - Conducts pre-inspection planning meeting to de-conflict scenario issues
  - Publish special instructions (SPINS)
- Conducts Scenario
  - Supervises WIT members
  - Performs as HHQ Agency (as required)
  - Evaluates Functional Areas
  - Modifies Inspection scenario
  - Coordinates w/ other base agencies
- Serves as Wg Gatekeeper
  - Deconflicts outside agency inspections/visits from Wing inspection schedule
- Assists with elements of Complaint Resolution

MICT/Self Assessment Program Manager

- Independently assesses Wing programs and capabilities
- Validates and verifies Wg, Gp, & Sq self assessment pgm results
- Manages Self-Assessment Program
  - Ensure MICT is accurate & up-to-date
  - Provide feedback to FAMs on checklist quality, SAV effectiveness and trends identified.
  - Ensure all Wing self-assessment checklists for locally developed instructions are current and updated
  - Handle all MICT administrative permissions within the Wg
  - Schedules Unit Self-Assessment /MICT/IGEMS Training
- Utilize MICT to facilitate CCIP
  - Identify CCIP trends and employ AFSO21 processes for discrepancy resolution, as required
  - Ensure CCIP inspection results are entered accurately and timely in IGEMS.
  - Compile information from MICT to ensure inspectors have all information for CCIP.
  - Trend analysis of self assessment pgm results to support Inspectors
- Assists with elements of Complaint Resolution

Attachment 6

NUCLEAR INSPECTION MESSAGES, GUIDES, AND REPORT RECIPIENTS

A6.1. Inspection Messages and Summaries.

A6.1.1. Send commencement and executive summary messages via email. Consider message classification, NIPRNET vs. SIPRNET, digital signature, and digital encryption protection.

A6.1.2. MAJCOMs may supplement information contained in these messages.

A6.1.3. These messages are not a substitute for a final inspection report.

A6.2. Inspection Commencement Message. (Mandatory for all inspection types, sent NLT 24-hours following unit in-brief)**.**

Figure A6.1. 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 A6.4, 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): [UEI, INSI, NSI, LNSI, NORI, NWRM].

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.

A6.3. 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 A6.2. 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 A6.4, 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): [UEI, INSI, NSI, LNSI, NORI, NWRM]

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.

A6.4. AF NUCLEAR WEAPON SECURITY INSPECTION GUIDE

A6.4.1. **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 A6.1. AF Nuclear Weapons Security Inspection Guide.

Inspection Subareas & Items	Inspection Methodology 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	

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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
- Area Openings, Grills & Grates		C	E
- Secondary Locks & Seals		C	
- Area Public Address System	P	C	E

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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
- Response Force & Security Force Facilities		C	
- Power Sources (Primary, Standby & Battery)	P	C	
- Use of Hardened Fighting Position (where applicable)	P		E

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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)			

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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
- Local Threat Analysis & Site Vulnerability Assessments		C	
- Counterintelligence	P	C	
- Counter-Surveillance	P	C	
- Military Deception	P	C	

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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
- Entry/Exit Control	P	C	
- Entry Authorization List		C	
- Physical Security		C	
- PNAF Security Posting		C	E

Inspection Subareas & Items	Inspection Methodology P=Performance Testing C=Compliance Validation E=Security Exercises		
- 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

Table A6.2. 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
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AF/A10 1488 Air Force Pentagon, Room 4E240 Washington, DC 20330 Afa10.workflow@af.pentagon.smil.mil	AFSEC/SEW 9700 Ave G SE Kirtland AFB, NM 87117-5670 afsec.sew@afmc.af.smil.mil
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AF/A4L 1030 Air Force Pentagon, Room 4C1065 Washington, DC 20330-1030 AF.A4Lworkflow@af.pentagon.smil.mil	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
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Washington, DC 20330-1030 AF.A4LWworkflow@af.pentagon.smil.mil	Kirtland AFB, NM, 87117-5617 afnwc.ccx@afmc.af.smil.mil
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USAFE/IG Unit 3050, Box 60 APO AE 09094-5060 usafe.ig@ramstein.smil.mil	ACC/IG 205 Thornell Ave, Bldg 621 Joint Base Langley-Eustis VA 23665 accig@langley.af.smil.mil
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90 MW/CC 5305 Randall Ave Suite 100 F.E. Warren AFB, WY 82005-2266 90MW.CCE@warren.af.smil.mil	91 MW/CC 300 Minuteman Dr, Suite 101 Minot AFB, ND 58705-5016 91sw.xp@minot.af.sml.mil
377 ABW/CC 2000 Wyoming Blvd SE Kirtland AFB, NM 87117-5606 377abw.cp@afmc.af.smi.mil	509 BW/CC 509 Spirit Blvd Suite 509 Whiteman AFB, MO 65305-5055 bwxp@whiteman.af.smil.mil
39 ABW/CC Unit 7090 Box 110 APO AE 09824-0110 39abw.xp@incirlik.af.smil.mil	31 FW/CC Unit 6140 Box 100 APO AE 09604-0100 31fw.commandsection@aviano.af.smil.mil
52 FW/CC Unit 3680 Box 190 APO AE 09126 52fw.xp@spangdahlem.af.smil.mil	702 MUNSS/CC Unit 4565 APO AE 09214-4565 702munss.cc@usafe.af.smil.mil
701 MUNSS/CC Unit 21903 APO AE 09713-6705 701munss.cc@spangdahlem.af.smil.mil	704 MUNSS/CC Unit 6345 APO AE 09610 704munss.cc@aviano.af.smil.mil

703 MUNSS/CC Unit 6790 APO AE 09717-6790 703munss.cd@volkel.spangdahlem.af.smil.mil	307 BW/CC 1000 Davis Ave E, Bldg 6803 Barksdale AFB, LA 7110 307BW.CCworkflow.us.af.mil 307BW.workflow@us.af.smil.mil
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Attachment 7

DEFICIENCY CAUSE CODES AND EXPLANATIONS

Table A7.1. Deficiency Cause Codes and Explanations.

Category	Deficiency Cause Code Sub-Categories
Equipment/ Tools (EQ)	Adequacy of equipment/tools considered causal factor of deficiency.
	Equipment/ Tools -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 (GD)	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.
	Guidance -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)

Category	Deficiency Cause Code Sub-Categories
	-GD5 Other than inspected unit guidance
Leadership/ Supervision (LS)	Leadership or supervision considered a causal factor in the deficiency.
	Leadership/Supervision -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)
	Work Environment -LS4 Workforce effectiveness limited by existing human relations climate -LS5 Physical working conditions not conducive to productivity -LS6 Ops Tempo/Workload
	Use of Resources -LS7 Unit incorrectly prioritized available resources -LS8 Unit failed to adequately program resources

Category	Deficiency Cause Code Sub-Categories
Resource Shortfall (RS)	Lack of resources considered causal factor of deficiency.
	Funding Shortfall -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)
	Personnel Shortfall -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 -RS14 Insufficient personnel due to PRP certification/requirements
	Equipment Shortfall

Category	Deficiency Cause Code Sub-Categories
	-RS10 Awaiting resupply -RS11 Not requisitioned -RS12 Maintenance -RS13 Deployed
Safety (SE)	Safety deviation considered causal factor of deficiency.
	Flight Safety Program Management / Implementation -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 -SE4 Ground Safety Program management inadequate -SE5 Selected aspects of ground safety program not effectively implemented (describe) -SE6 Ground Safety Supervisory support inadequate

Category	Deficiency Cause Code Sub-Categories
	Space Safety Program Management / Implementation -SE7 Space Safety Program management inadequate -SE8 Selected aspects of space safety program not effectively implemented (describe) -SE9 Space Safety Supervisory support inadequate
	Weapons Safety Program Management / Implementation -SE10 Weapons Safety Program management inadequate -SE11 Selected aspects of weapons safety program not effectively implemented (describe) -SE12 Weapons Safety Supervisory support inadequate
Training (TR)	Training considered a causal factor in the deficiency
	Training Program Management -TR1 Training Program management inadequate -TR2 Training guidance/policy/procedures inadequate -TR3 Training oversight inadequate -TR4 Training support inadequate

Category	Deficiency Cause Code Sub-Categories
	-TR5 Controls/metrics of training process/progress inadequate
	Training Program Implementation -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
Human Factors (HF)	Human Factors are considered a causal factor in the deficiency
	Organizational Influences -HF1 Ops tempo/Workload -HF2 Mission changes -HF3 Physical environment interfered with performance
	Condition of Individual

Category	Deficiency Cause Code Sub-Categories
	-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
	Acts -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). -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). -HF12 Intentional violations—willful non-compliance with the known rules or standards (e.g., common practice or "everyone does," lack of discipline).
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.	

Category	Deficiency Cause Code Sub-Categories

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. (T-0)

A8.2. Notification of Inspection Requirement: AFIA will receive a monthly listing of recovering Air Force Wounded Warriors (AFW2) from AFPC's Wounded Warrior Care Division; AFIA will update the AFW2 list on the AFW2 SharePoint site within 5 duty days. Upon completion of the monthly update, a notification message will be sent to SAF/IGI and each appointed MAJCOM IG AFW2 POC. MAJCOM/IG will validate inspection requirements of each AFW2 within their command NLT 10 duty days from notification from AFIA. Validation must include contacting the member's Recovery Care Coordinator (RCC) for validation of member's status in the program and their government provided residence.

A8.3. 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 is not timely enough to allow an inspection before the Wounded Warrior physically occupies the government-owned housing). Additional personnel deemed necessary shall accompany the commander on the pre-occupancy inspection (the individual's commander, Wing IG, first sergeant, CE commander, housing/dorm manager, and local medical RCC). (T-1) The goal is to ensure the individual's medical and housing needs are being met. The commander is ultimately responsible for ensuring appropriate steps are taken to meet the member's needs. Submit a copy of the completed checklist and all documentation addressing deficiencies to the IG Team Chief upon their arrival for the follow-up inspection. (T-1)

A8.4. Inspection Process. IG Teams will conduct AFW2 residence inspections using inspection criteria outlined in **Table A8.1**. (T-0) The initial and annual WII inspections will be scheduled and documented in IGEMS. All deficiencies will be identified and tracked to closure within IGEMS. (T-1). For those AFW2's not requiring quarters modification, paragraph A8.6 still applies. Once an inspection has been scheduled by the MAJCOM/IG, an inspection notification memo will be sent to the Installation Commander, Wing (or equivalent) Commander (if different than the Installation Commander) and AFIA.

A8.4.1. Delegation Authority. In order to accomplish inspections in a timely manner, MAJCOM IGs may delegate inspection authority to the host installation wing commander. If delegated, the host wing commander will direct his/her wing IG to perform the initial and subsequent (recurring, annual) inspections of a Wounded Warrior's residence as defined in this attachment as part of the CCIP. (T-3) In instances of inter-MAJCOM reciprocity inspection requests, the Wounded Warrior's MAJCOM IG should coordinate with the host installation's MAJCOM IG to request the aforementioned delegation of inspection authority. Inspection results will be forwarded to the MAJCOM IG not later than 3 days following the

inspection. (T-2) MAJCOMs, in-turn, will follow report processes as defined in **paragraph A8.8**.

A8.4.2. **Frequency.** IG-led inspection requirements include an initial inspection NLT 90 days from validation and annually from the initial inspection date on the government-provided housing facility (on-base housing, dormitories and TLFs), for as long as the recovering Airman is in Wounded Warrior status and resides in government-provided housing. Commanders will re-inspect deficient residencies not less often than once every 180 days until the deficiency is corrected. (T-1)

A8.5. Contracted and Privatized Housing Management. If housing is privatized or 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. Inspections will be performed to the maximum extent permitted by the associated agreement. (T-1)

A8.6. Personal Interview. As part of the formal WII inspection, the 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. (T-1) Family members at the Wounded Warrior's request, are authorized and encouraged to participate.

A8.7. Joint Base Housing Facility Inspections. It has been agreed that regardless of 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 Marines. (T-1) 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. (T-1) Although most Americans with Disabilities Act 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. (T-1) This interview need not be conducted in-person.

A8.8. Final Report Disposition. Final reports will not include any PII to include member's name. The MAJCOM/IG will forward copies of the final report, with a cover letter identifying the member by rank/name only, to the installation commander, the commander of the affiliated Medical Treatment Facility and AFIA NLT 10 duty days from finalization of the report. AFIA will consolidate all MAJCOM WII reports into a single Service report and disseminate in accordance with FY08 NDAA, Section 1662 NLT 30 days prior to the OSD established closeout date.

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			
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	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
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	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
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? ☐ 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	
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.	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? ☐ 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	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
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	
5.4.	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? 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? □ 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	

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
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? ☐ 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	
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? ☐ 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			

Air Force Wounded, Ill and Injured (WII) Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	OPR	RESULT
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 deficiencies annotated on the Pre-Occupancy Inspection been adequately addressed?	AFI 90-201, para A.8.4.		
12.3.	Were any deficiencies from the Pre-Occupancy Inspection discovered on the IG inspection (repeat deficiency)?	AFI 90-201, para A.8.4.		
13.	Other Comments			

Attachment 9

INSPECTIONS OF CEMETERIES LOCATED ON AIR FORCE INSTALLATIONS

A9.1. The 2012 National Defense Authorization Act (NDAA) mandates inspections of cemeteries managed by the Services or located on military installations (see Table A9.1.). Section 592 of the 2012 NDAA directs the following elements of inspection be assessed by the Inspector General:

A9.1.1. Adequacy of the statutes, policies, and regulations governing the management, oversight, operations, and interments or inurnments (or both) by the military cemeteries under the jurisdiction of that military department and the adherence of such military cemeteries to such statutes, policies, and regulations.

A9.1.2. The system employed to fully account for and accurately identify the remains interred or inurned in such military cemeteries.

A9.1.3. Contracts and contracting processes and oversight of those contracts and processes with regard to compliance with Department of Defense and military department guidelines.

A9.1.4. History and adequacy of oversight conducted by the Secretary of the military department over such military cemeteries and the adequacy of corrective actions taken as a result of that oversight.

A9.1.5. Statutory and policy guidance governing the authorization for the Secretary of the military department to operate such military cemeteries and an assessment of the budget and appropriations structure and history of such military cemeteries.

A9.1.6. Other matters as the Inspector General considers to be appropriate.

A9.2. Inspection frequency. It is DOD's intent that cemeteries receive an inspection on an annual basis (every 24 months for ANG). To ensure this inspection frequency, the Air Force will inspect according to the following construct:

A9.2.1. The MAJCOM/IG will inspect an installation cemetery during their capstone, on-site inspection (as applicable; see Table A9.1.).

A9.2.2. Wing IGs will conduct an inspection of the cemetery on their installation as part of the CCIP. (T-1) This inspection will be accomplished within 12 months (24 months for ANG) following the MAJCOM's Capstone, on-site inspection.

A9.3. Reports should include any deficiencies, recommendations and corrective action plans. All deficiencies will be identified and tracked to closure within IGEMS. (T-1) IGs will forward copies of the final report to the installation commander and AFIA NLT 10 duty days after inspection report is signed.

Table A9.1. List of Cemeteries and MAJCOM Responsible for Inspection.

Installation	MAJCOM
Offutt AFB, NE	ACC
Langley AFB, VA	ACC
Tyndall AFB, FL	ACC
FE Warren AFB, WY	AFGSC
USAF Academy	AFIA
Andrews AFB, MD	AFIA
Edwards AFB, CA	AFMC
Robins AFB, GA	AFMC
Wright Patterson AFB, OH	AFMC
Arnold AB, TN	AFMC
Vandenberg AFB, CA	AFSPC
Cape Canaveral, FL	AFSPC
Dover AFB, DE	AMC
Scott AFB, IL	AMC
Grand Forks AFB, ND	AMC
Fairchild AFB, WA	AMC
Smokey Hill, KS	ANG
South Portland, ME	ANG
Volk Field, WI	ANG

Attachment 10

COMMANDER'S INSPECTION REPORT (CCIR) TEMPLATE

NOTE: Use Appropriate letterhead

MEMORANDUM FOR: MAJCOM/CC

MAJCOM/CV

NAF/CC or Center/CC(if applicable)

Director, ANG (Guard Wings only)

(State) Adjutant General (Guard Wings only)

FROM: XX WG/CC (or appropriate unit designator)

Unit Address

SUBJECT: Initial (or Annual) Commander's Inspection Report

1. Executive Summary: AFI 90-201 dated DD Mmm YYYY requires WG/CCs to submit a Commanders Inspection Report (CCIR) within 90 days of assuming command (180 days for ARC) and annually thereafter. This memorandum provides the template for drafting the CCIR. The CCIR is intended to provide the WG/CC's assessment of four Major Graded Areas (MGA): Executing the Mission, Managing Resources, Leading People and Improving the Unit. Please use the address formatting in this template and the major headings provided when drafting your reports. Additionally, we request wings utilize their own letterhead for this report in lieu of creating report formats.

2. The first paragraph should succinctly summarize the commander's assessment as an executive summary. The subsequent paragraphs provide a more in-depth analysis of specific MGAs. There is no required length for this report.

3. Managing Resources. This section summarizes how the wing manages its resources. Examples of data that can be included are: progress on spend plans, manpower utilization, facilities concerns as well as concerns regarding guidance within and above the wing. This section is an opportunity to briefly expand upon how the wing is managing the resources provided as well as highlight resources that are required from above the wing level for mission execution. If an area is summarized as deficient, include a brief synopsis of corrective actions and estimated get well dates.

4. Leading People. This section summarizes how the wing's leaders lead their people. Examples of data that can be included are: Unit Effectiveness Inspections performed below the wing level, quality of life initiatives, disciplinary trends, status of training and force development trends. If an area is summarized as deficient, include a brief synopsis of corrective actions and estimated get well dates.

5. Improving the Unit. This section summarizes how the wing improves the unit. Assessment of the wing's transition to the CCIP is mandatory. Include status of standing up the Wing Inspection Team, results of local inspections, progress of the Commanders Inspection Management Board, and MICT implementation. Other information/data that can be included are: results of strategic planning, AFSO 21 initiatives and other unit improvement initiatives. If an area is summarized as deficient, include a brief synopsis of corrective actions and estimated get well dates.

6. Executing the Mission. This section summarizes how the wing executes its mission. Utilize this paragraph to address: warfighter satisfaction, producing the right quality and quantity to meet mission demands, the scope of the mission, as well as risk management. Data may include, but is not limited to: deployment history and results, risk management decisions made to support the mission and a brief summary of issues previously raised via DRRS, SORTS and ART reports. If an area is summarized as deficient, include a brief synopsis of corrective actions and estimated get well dates.

7. Summary: Utilize this section to reemphasize where the unit is performing well, where additional resources are necessary, and any other expounding/pertinent items necessary.

8. Note: the CCIR is a commander-to-commander communiqué. The intent is for each commander to assess and report how their wing is performing utilizing the above listed MGAs. As the CCIR covers an assessment of the wing's ability to execute their assigned mission, this report should be classified appropriately.

WING COMMANDER'S SIGNATURE

Rank, USAF

Commander

Distribution:

MAJCOM/IG

Others per MAJCOM/CC Direction

Attachment 11

WING INSPECTION REPORT TEMPLATE

Major Command

Formal Name of Wing/Unit

Inspections and Readiness

CCIP Report

Name of Sub-Unit/Squadron/Program

DD – DD Mmm YYYY

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SECTION 1 – EXECUTIVE SUMMARY

(use official letterhead)

dd Mmm YYYY

MEMORANDUM FOR [WING]/CC FROM: [WING]/IG

SUBJECT: [Unit] Unit Inspection (UI)

1. The [Wing]/IG conducted a UI on the [Unit-level organization] between dd – dd Mmm YYYY. The Unit Inspection was conducted IAW AFI 90-201.

2. Inspection Overview: The goal of the inspection was to ensure unit compliance in the four Major Graded Areas (MGAs) of: Executing the Mission, Managing Resources, Improving the Unit and Leading People. The Wing Inspection Team (WIT) inspected programs, interviewed members of the unit by group, conducted observations, and viewed self-inspection checklists via the Management Internal Control Toolset (MICT). Prior to the inspection dates, the WIT reviewed unit specific documents provided in advance of the inspection.

3. All deficiencies will be tracked via MICT and monitored at the quarterly Commander's Inspection Management Board.

4. If you have any questions or concerns, please feel free to contact me at xxx-xxxx.

FIRST N. LAST, Rank, USAF

[Wing] Inspector General

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SECTION 2 – INSPECTION SUMMARY

2.1. PURPOSE

2.1.1. The purpose of the UI is to validate and verify the unit's Commanders Inspection Program (CCIP) for accuracy and adequacy and to provide the [Wing]/CC an independent assessment of the unit's resource management, leadership, process improvement efforts, and ability to execute the mission. The [Wing]/IG will identify any CCIP trends and employ Air Force Smart Operations for the 21st Century processes for deficiency resolution. The WIT consists of subject matter experts who are trained, certified in writing, and sworn-in by oath from the [Wing]/CC or [Wing]/IG.

2.2. Unit Inspection {5-TIER RATING}

2.2.1. The UI validated and verified the effectiveness of the [sub-organization]'s organizational process. This included elements of the four MGAs Managing Resources, Executing the Mission, Improving the Unit, and Leading People.

2.2.2. The IG evaluated four MGAs and rated them as follows:

Managing Resources {5-TIER RATING}

Leading People {5-TIER RATING}

Improving the Unit {5-TIER RATING}

Executing the Mission{5-TIER RATING}

2.2.3. Commander's Inspection Items: [Add comments]

2.2.4. Managing Resources: {5-TIER RATING}. [Add comments].

2.2.5. Leading People: {5-TIER RATING}. [Add comments].

2.2.6. Improving the Unit: {5-TIER RATING}. [Add comments].

2.2.7. Executing the Mission: {5-TIER RATING}. [Add comments].

2.3. Inspection Statistics:

	CRITICAL	SIGNIFICANT	MINOR	STRENGTH	RIA
Managing Resources	#	#	#	#	#
Leading People	#	#	#	#	#
Improving the Unit	#	#	#	#	#
Executing the Mission	#	#	#	#	#
Deficiencies External to the	#	#	#	#	#
TOTAL	T	T	T	T	T

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SECTION 3 – UNIT INSPECTION RESULTS

3.1 Managing Resources {5-TIER RATING}

3.1.1. Manpower {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.1.2. Funds {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.1.3. Equipment {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.1.4. Facilities {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.1.5. Guidance {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.1.6. Airmen's Time {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.2. Leading People {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.2.1. Communication{5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.2.2. Discipline {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.2.3. Training{5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.2.4. Development {5-Tier Rating}

[Summary comments]

3.2.3. Quality of Life {5-Tier Rating}

[Summary comments]

3.3 Improving the Unit {5-Tier Rating}

[Summary comments]

3.3.1. Strategic Alignment {5-Tier Rating}

[Summary comments]

3.3.2. Process Operations {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.3.3. Risk Management {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.3.4. CC's Inspection Program (CCIP) {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.3.5. Data Driven Decisions {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4 Executing the Mission {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.1. Primary Mission {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.2. AEF Readiness {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.3. Mission-Assurance C2 {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.4. Right Authorities {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Inspector(s): Rank First Last, Rank First Last, etc.,

Finding:

Reference:

3.4.5. Warfighter or USAF CC Satisfaction {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.6. Right Quantity {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.7. Right Quality {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

3.4.8. Right Time {5-Tier Rating}

[Summary comments]

{MAJCOM Deficiency Tracking Number}: [Critical, Significant, Minor]

Inspected Area:

Finding:

Reference:

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DELIVERABLES REVIEW/OTHER INSPECTABLE ITEMS SUMMARY

NAME OF PROGRAM INSPECTED – Inspector comments…

[examples of program include: Sponsor program, Drug Demand and Reduction Program, etc.]

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SECTION 4 – REPLY INSTRUCTIONS

4.1. All deficiencies require corrective action on the part of the inspected unit. Direct any questions concerning deficiencies to DSN xxx-xxxx.

4.2. Per AFI 90-201, Critical and Significant deficiencies will be assigned Deficiency Cause Code(s) from Attachment 7, Corrective and Preventive Action, and Estimated Closure Date by the corrective action Office of Primary Responsibility.

4.3. Assessed Unit: All deficiencies will be tracked via IGEMS and monitored at the monthly Commander's Inspection Management Board.

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SECTION 5 – ACRONYM INDEX

A – Acronym

AIH – Acronym Index Here

I – Index

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SECTION 6 – TEAM COMPOSITION

IG

Rank First Last

Deputy

Rank First Last

WIT Members

Rank First Last

Rank First Last

Rank First Last

Rank First Last

Rank First Last

Rank First Last

Rank First Last

Rank First Last

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Attachment 12 (Added-301FW)

301FW SAP APPOINTMENT LETTER

MEMORANDUM FOR RECORD……..(Date)

FROM: 301XX/XX

SUBJECT: 301XXX Wing/Group/Squadron Self-Assessment Program (SAP) Manager

1. The following individuals are designated as Wing/Group/Squadron SAP managers.

Name	Rank	Office Symbol	(Primary/Alternate)

2. This letter will be kept on record with the SAP manager in the 301XXX SAP program binder.

3. This appointment letter supersedes all previous.

NAME, RANK, USAFR

Commander, 301st XXX

Attachment 13 (Added-301FW)

301FW SAP CALENDAR

January

1 - Start of New Self-Assessment Cycle

- Units ensure SACs tracked IAW 301FW CI Master Functional Listing

- Units ensure SACs assigned to Checklist POC (primary/alternate) and Supervisor

- Units execute SAC

February

15 – SAC completed and reviewed by POC Supervisor

- Results compiled into SAP Annual Report

- CC/DO review deficiencies

- CAPs established to address deficiencies

March

15 – Unit SAP Annual Report due to 301FW/CC (1st Quarter Report)

- Unit SAP Annual Report with all deficiencies noted - Minor/Significant/Critical

- Significant/Critical deficiencies briefed to Gp/CC

- Critical deficiencies briefed to FW/CC

April - December

- CAP Phase continued/initiated for remaining open deficiencies

June

15 – Unit SAP Annual Report Update due to 301FW/CC (2nd Quarter Report)

- Updated Report to address all remaining open deficiencies – Minor/Significant/Critical

- Significant/Critical deficiencies briefed to Gp/CC

- Critical deficiencies briefed to FW/CC

July

1 – Execute SAP for programs that require semi-annual inspections

September

15 – Unit SAP Annual Report Update due to 301FW/CC (3rd Quarter Report)

- Updated Report to address all remaining open deficiencies – Minor/Significant/Critical

- Significant/Critical deficiencies briefed to Gp/CC

- Critical deficiencies briefed to FW/CC

December

15 – Unit SAP Annual Report Update due to 301FW/CC (4th Quarter Report)

- Updated Report to address all remaining open deficiencies – Minor/Significant/Critical

- Significant/Critical deficiencies briefed to Gp/CC

- Critical deficiencies briefed to FW/CC

31 – End of year report compiled by Wing SAP Manager

Attachment 14 (Added-301FW)

301FW SAP ANNUAL REPORT

MEMORANDUM FOR 301FW/CC (Date)

301MXG/MSG/OG/MDS/CC

IN TURN

FROM: 301XXX/CC

SUBJECT: 301XXX Wing/Group/Squadron Self-Assessment Program (SAP) Annual Report.

1. The 301XXX annual self-assessment was completed on (Date) using the MICT program at https://mict.us.af.mil. This self-assessment was conducted in accordance with AFI 90-201 and 301FW Unit Supplement. The self-assessment measures the units' adherence to DoD, AF and AFRC policy and directives. The following methods were used to evalute the unit program - HAF and AFRC self-assessment checklists, applicable AFIs and SIIs.

2. Inspection Summary: (List all graded areas (MICT SAC) with overall assessment grade.)

Graded Area Comply/Comply w/ Comment/Does Not Comply/Incomplete

3. Open deficiencies are annotated on the attached Deficiency Summary and will be reviewed by the 301XXX Commander every 90 days until closed.

4. An update memorandum will be published and submitted to the every 60 days until all open deficiencies are closed.

5. A copy of this report will be forwarded to the Group and Wing SAP Manager.

6. If you have any questions, please contact (Name of Unit SAP Manager), 301XXX SAP Manager, at DSN ###-####.

NAME, Rank, USAF

Commander, 301st XXX

Attachment 1

301XXX Deficiency Summary (Go to MICT – Reports – Assessment – Deficiency Summary – Select Unit – Export to Word – Attach Deficiency Summary to this MFR)

Attachment 15 (Added-301FW)

301FW AFSO-21 EVENT RESULTS

MEMORANDUM FOR 301XXX/CC (Date)

FROM: 301XXX/CC

SUBJECT: Response to (Critical) Deficiency

1. This is the initial response to deficiencies identified during the CY## Year Annual Self Assessment for the 301XXX (Insert Program Here) Program

2. Deficiency 1: Cut and paste deficiency from MICT.

a. Proposed Corrective Action: The AFSO 21 playbook eight-step problem solving method was used to fully analyze the discrepancies and determine the appropriate course of action to fix them. Fill in what you have done to follow the eight step process below.

(1) Clarify and Validate the Problem - Identify the problem and present the problem statement

(2) Breakdown Problem and Identify Performance Gaps - Gather and present data about the problem area

(3) Set Improvement Targets - Targets must be simultaneously set on the strategic and tactical level

(4) Determine the Root Cause(s) - Keep asking “why?” until you determine root cause

(5) Develop Countermeasures - Develop solution that is executable and effective

(6) See Countermeasures Through - Show how the solution will be implemented

(7) Confirm Results and Process – Confirm that results meet baseline performance requirements.

(8) Standardize Successful Processes - How to ensure that successful process is instituted.

b. Unit POC: (Insert Rank/Name), 301XXX, DSN 123-1234.

c. Status: Open/Closed.

d. Estimated Completion Date: (Date).

NAME/RANK/USAFR

Commander

Attachment 16 (Added-301FW)

301FW MICT BUSINESS RULES FOR PERMISSIONS AND CHECKLIST ASSIGNMENT

A16.1. (301FW) Administration. Reference the MICT guide books found on the MICT Website for Administrative guidance. The additional guidance below defines how the 301FW will tailor the MICT permissions for local use.

A16.1.1. **(301FW)** Permissions. Organizational SAP Managers will limit Admin Permissions to only the individuals required to maintain SAP functionality within MICT. When individuals leave the unit or are no longer involved in activities requiring MICT permissions, the organization SAP Manager will remove their permissions. Basic SAC assessors will be automatically granted Assessor permission when assigned a SAC.

A16.1.1.1. **(301FW)** Administrator. SAP Managers (Primary/Alternate at a minimum for each organization) will be assigned the Administrator permission in MICT. Administrator permissions will also be assigned to key individuals in organizations with multiple sections/flights.

A16.1.1.2. **(301FW)** Manager. The Manager permission will be assigned to the CC/CD/DO at each organizational level. The intent of the Manager permission is to maintain supervisor oversight of deficiency closeout.

A16.1.2. **(301FW)** Customize Features. To ensure SAP integrity as a commander's inspection program, the following configurations will be set for each organization under Customize Features > Personal Settings.

A16.2. (301FW) Only Supervisors Can Close Inspections. This must be checked to ensure that only a Checklist Supervisor (desired) or Manager may close the SAC.

A16.2.1. **(301FW)** Prevent Members from Closing the Checklist they Assessed. This will be left unchecked. If checked, a supervisor that mistakenly "saves" a checklist

A16.2.2. **(301FW)** Permissions Required to Close Critical and Significant/Minor Deficiencies. The Manager permission will be selected for all organizational levels for closing deficiencies. This requires that organizational leadership will be involved with any deficiency tracking and closure.

A16.3. (301FW) SAC Tracking. SACs should be tracked in the precedence of AFIA, AFRC, then ACC. In cases where a virtual inspection format is used, the AFRC checklist should be tracked above all else. In all cases, wing functional managers will track the checklists as designated by the AFRC FAM via CIMT.

A16.4. (301FW) Primary and Alternate Checklist Assignment. Organizational SAP Managers are responsible for assigning SAC per the 301FW CI Master Functional Area Spreadsheet found on the 301FW Readiness and Compliance Sharepoint site at the following URL - **https://afrc.eim.us.af.mil/sites/301FW/xp/default.aspx** . SAP Managers will publish an appointment letter that will be kept in the Unit SAP binder for commander signature when checklist assignments change. At a minimum, a Primary POC will be assigned to each SAC. In cases where a Primary POC may be deployed for an extended period of time, or otherwise requires assistance with checklist assessment, an Alternate POC should be assigned.

A16.5. (301FW) Checklist Supervisor. A supervisor will be selected for all tracked SAC. This is the supervisor selection that is available on the "Assign Checklist POC" page of MICT. The Checklist POC Supervisor, at a minimum, will be the immediate supervisor of in the chain of command above the Primary/Alternate Checklist POC. Organizations may choose to be more restrictive with any or all checklists when designating individual Checklist Supervisors. For example, if it is desired to have increased oversight on a specific checklist, the commander may choose to name a higher echelon supervisor as the Checklist Supervisor.

Attachment 17 (Added-301FW)

301FW MICT BUSINESS RULES FOR SAC EXECUTION

A17.1. (301FW) Checklist Execution. SACs will be completed IAW the schedule in Attachment 11. Reference the MICT guide books found on the MICT Website for Checklist Assessor guidance. The additional guidance below defines how the 301FW Checklist Assessors and Supervisors will run SACs.

A17.1.1. **(301FW)** Checklist Assessors may open the SAC assigned to them by selecting Assessment) Self-Inspection or Unit/Workcenter Dashboard. SACs assigned to that individual will be available for assessment. Select either the "Plus" icon (SAC never previously ran) or the "Hourglass" icon to open the SAC.

A17.1.2. **(301FW)** Checklist Assessors will answer all the checklist questions as "Yes/Comply", "No/Non-Comply" or "N/A". Supporting justification should accompany each answer in the "Notes" or "Supporting Documentation" option.

A17.1.3. **(301FW)** Supporting Documentation. Supporting documentation should be uploaded as available to reinforce SAC compliance.

A17.2. (301FW) Deficiencies. If deficiencies are noted ("No/Non-Comply) annotated on SAC, follow the steps listed below. If no deficiencies have been noted, skip to **paragraph A15.3**.

A17.2.1. **(301FW)** Deficiency Tracking. When a deficiency is identified during the SAP process, it will be logged as a deficiency in MICT. All deficiencies will include the following information.

A17.2.2. **(301FW)** Deficiency Narrative. Explain the deficiency in enough detail to outline where/how the deficiency fails to meet DoD/AFI/legal requirements.

A17.2.3. **(301FW)** Deficiency Documents. Attach any supporting documentation that defines the requirements found deficient. Additionally, attach any reports or other data that highlights the deficient area (functionality not yet available in MICT).

A17.2.4. **(301FW)** Manage POCs. Basic SAC assessors do not have the required permissions to assign deficiency POCs. Checklist Supervisors or Managers may assign additional POCs that will be active in resolving the deficiency if needed.

A17.2.5. **(301FW)** Corrective Action Plan. Input the CAP that will be followed to resolve the deficiency. If CAP is described in an RCA document, reference that document in the CAP information field. CAPs will describe:

A17.2.6. **(301FW)** How the unit immediately mitigated mission impact (i.e. actions already taken) and the plan for sustained mitigation until lasting solution is in place.

A17.2.7. **(301FW)** Root Cause Analysis tools used with a focus on fact-based analysis (e.g. Five-Whys, Brainstorming, etc)

A17.2.8. **(301FW)** Who holds responsibility for ensuring CAP completion is achieved.

A17.2.9. **(301FW)** Level of leadership involvement (e.g., unit through center commander, HHQ involvement, etc.) and collaboration with functional experts.

A17.2.10. **(301FW)** Preventative measures in place and scheduled to be in place.

A17.2.11. **(301FW)** Limiting factors, if any.

A17.2.12. **(301FW)** Deficiency Level. Assign the appropriate deficiency level – Minor/Significant/Critical

A17.2.13. **(301FW)** Estimated Completion Date. This should be reasonable date, supported by the CAP details, that the deficiency will be closed.

A17.2.14. **(301FW)** Status. The deficiency will automatically be opened when saved by the checklist assessor. Per 301 FW MICT business rules, only individuals with Manager permissions are allowed to close the deficiency.

A17.2.15. **(301FW)** Suspense Date.

A17.2.16. **(301FW)** Attach RCA Doc. Add any supporting documentation used during Root Cause Analysis.

A17.2.17. **(301FW)** Date Closed. Deficiencies only may be closed by individuals with Unit Checklist Supervisor permission.

A17.3. (301FW) Checklist Closure. Individual SAC Assessors are only allowed to Save the SAC when complete and ready to close out the SAC. "Initiate Overall Assessment" function may only be executed by the Checklist POC Supervisor or a Unit Checklist Supervisor as defined in Attachment 13. Once the SAC has been completed by the assessor, they will notify the Checklist POC Supervisor that the checklist is ready for closure.

A17.3.1. **(301FW)** Closing a Checklist with No Deficiencies. The Checklist Supervisor will review the checklist answers and all supporting documentation. If no deficiencies are noted, the POC Supervisor will "Initiate Overall Assessment", annotate the checklist as "Comply" overall and "Close" the checklist.

A17.3.2. **(301FW)** Closing a Checklist with Deficiencies. The Checklist Supervisor will follow the same rules as above, except annotate the checklist as "Comply with Comments" or "Does not Comply" before "Closing" the SAC.

A17.3.3. **(301FW)** Deficiency Closure. Only the CC/CD/DO, with Manager permission, may close a deficiency. Once the decision is made to close a deficiency, the CC/CD/DO must log into MICT. To begin the process to close a deficiency, select Manage Deficiencies - Assigned to Your Unit

A17.3.4. **(301FW)** The deficiency dashboard will open and you may open individual deficiencies for review.

A17.3.5. **(301FW)** Open the deficiency by clicking on the deficiency icon. Review the deficiency comments and when the determination has been made to close the deficiency, update the status and "Close"

Attachment 18 (Added-301FW)

301FW MICT REPORTING TOOLS

A18.1. (301FW) Reporting Tools. The following listed reporting tools will be ran by the organization SAP Manager to monitor SAP progress at the listed interval

A18.1.1. **(301FW)** Checklist POC Listing. Run this report at the beginning of the assessment cycle and compare to the 301FW CI Master Functional List to determine if all SACs are assigned appropriately

A18.1.2. **(301FW)** Assessment Summary. Run this report just prior to compiling the Annual Report to ensure all checklists have been run and to get a compliance snapshot

A18.1.3. **(301FW)** Deficiency Summary. Run this report quarterly to update the Annual Report and track deficiency status

A18.1.4. **(301FW)** Wing Tracked Checklist. Wing SAP Manager will run this report quarterly to get a wing level compliance snapshot prior to the Wing/CC update.