

**BY ORDER OF THE COMMANDER  
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION 90-201**



**31 AUGUST 2012  
Certified Current 19 October 2016**

**Special Management  
WING INSPECTION TEAM RECEPTION AND  
SUPPORT**

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OPR: 341 MW/XP

Certified by: 341 MW/XP  
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Supersedes: 341MWI 90-201, 20  
December 2009

Pages: 10

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***SUMMARY OF CHANGES***

Paragraphs 3 and 6 include minor process additions/changes/deletions affecting Wing Plans, Protocol, Communications Squadron, Logistics Squadron, Force Support Squadron and Security Forces Squadron. Attachment 3 includes minor revisions.

**1. Overview:** The objective of this instruction is to provide guidance for coordinating the support requirements for visiting inspection teams. Support requirements for inspection teams include facilities, equipment, supplies, lodging, transportation, personnel, communications, and security. This instruction requires base-wide involvement to ensure inspection teams are properly supported throughout the duration of their visit. For complementary guidance, please reference AFI 90-201.

**2. Execution:** This instruction will be executed upon the initial notification of a higher headquarters inspection team, or as directed by the 341 Missile Wing Commander. When a higher headquarters inspection is conducted on the 819 RED HORSE Squadron (819 RHS), the 819 RHS/CC is responsible for implementing applicable portions of this instruction, but the 341 MW will provide support as requested. Workcenter space will be determined by availability of real property as determined by Wing Commander, based upon the recommendation of the Chief of Wing Plans and Programs.

**3. Inspection Support Responsibilities.**

3.1. 341st Missile Wing Plans and Programs will:

3.1.1. 341 MW/XP serves as the OPR for all inspection support. 341 MW/XP will appoint a Project Officer, who will serve as the POC for coordinating and organizing all facets of reception and support for inspection teams. The Project Officer will appoint a Workcenter POC, who will serve to ensure the workcenter(s) are designed and set up in a clean, professional manner.

3.1.2. The Project Officer will coordinate with, and be supported by, team leads from various organizations. These team leads will retain their appointment and authority as team leads from the time of their notification as team lead until the inspection team departs the local area following their inspection activities. Team leads will be provided as follows:

3.1.2.1. The Communications Sq is responsible for appointing a team lead who will be responsible for Client Systems Technicians (CSTs) and Knowledge Operations Managers (KOMs) providing inspection team support.

3.1.2.2. The Logistics Readiness Sq is responsible for appointing a team lead who will be responsible for vehicle/transportation support, etc.

3.1.2.3. The Protocol Office is responsible for appointing a team lead who will assist with DV support, DV welcome packages, DV name cards, DV parking layout, etc.

3.1.2.4. The Communications Squadron is responsible for appointing a team lead who will be responsible for marquee signs, public address system, etc.

3.1.2.5. The Maintenance Group is responsible for appointing a team lead who will be responsible for 3-bay hangar support, etc.

3.1.2.6. The Operations Group is responsible for appointing a team lead who will be responsible for OG Workcenter(s), MPT missile crew support and cold weather gear, etc.

3.1.2.7. The Security Forces Group is responsible for appointing a team lead who will be responsible for EAL verification.

3.1.2.8. The Force Support Squadron is responsible for appointing a team lead who will be responsible for the baggage team, lodging requirements, etc.

3.2. The Project Officer will:

3.2.1. Coordinate all actions required by AFI 90-201, MAJCOM Sups, MAJCOM IG CoP, 20 AFI 90-1, any applicable inspector requirements, and this instruction. The Project Officer is responsible for the entire reception and support process.

3.2.2. Develop a Reception and Support task list based on the requirements in this instruction, AFI 90-201, MAJCOM Sups, MAJCOM IG CoP, and in the Inspection Support Requirements Letter or equivalent. See Attachment 3.

3.2.3. Clearly identify each team lead's role. Ensure all inspection support responsibilities are accomplished by the appropriate personnel as required (See Attachment 2).

3.2.4. Organize and conduct Reception Support meetings to identify all requirements and POCs responsible for accomplishing identified tasks.

3.2.5. Coordinate with Chief of XP to identify an inspection workcenter. The inspection workcenter will be configured to provide a main work area large enough to accommodate meetings for the entire team. This workcenter should be able to accommodate classified discussions at the SECRET level.

3.2.6. Develop a Schedule of Events (SOE) for the team arrival.

3.2.6.1. Ensure the SOE includes accurate times, locations, travel routes and key personnel (Wing CC, Wing CV, Group Commanders and POCs). Ensure the SOE is updated with the latest changes and ensure it is disseminated to all essential personnel.

3.2.7. Ensure reserved parking areas are properly marked at all key facilities NLT 1 day prior to arrival of the inspection team.

3.2.8. Conduct a quality check of facilities and all Reception and Support functions NLT 24 hours prior to the arrival of the inspection team. Identify any discrepancies and resolve those items that require additional actions NLT 4 hours prior to team arrival.

3.2.9. Task 341OG/Supply NCOIC to issue cold weather gear IAW 341MW Cold Weather guidance.

3.2.10. Ensure the Workcenter POC coordinates with applicable team leads to guarantee that all inspection workcenters are physically set up in a clean, professional, ergonomic manner.

3.3. The Reception and Support Team Leads will:

3.3.1. Ensure responsibilities assigned to their unit are accomplished. In addition, team leads will delegate responsibilities as necessary to ensure efficient use of personnel and time.

3.3.2. Provide the Project Officer regular status updates on assigned tasks.

3.4. The 341 MW Command Post will:

3.4.1. Notify the following individuals and agencies immediately upon receipt of an accurate arrival time for the inspection team:

3.4.1.1. 341 MW/CC and 341 MW/CV

3.4.1.2. 341 MW/XP

3.4.1.3. Transportation Control Center (TCC)

3.4.1.4. Central Security Control (CSC) and Missile Security Control (MSC)

3.4.2. Provide classified storage location for classified documents and media up to TOP SECRET. Coordinate transfer of classified material to the proper locations.

3.5. The 341st Communications Squadron will:

3.5.1. Appoint a lead Client Systems Technician (CST) with adequate experience to accomplish the following tasks:

3.5.1.1. Coordinate and initiate all applicable work orders and ensure their timely completion.

3.5.1.2. In accordance with the inspection team's requirements letter, provide required number of Client Systems Technicians (CSTs) and/or Knowledge Operations Managers (KOMs) for inspection team support. CSTs/KOMs must be competent in the Microsoft Office® program and possess at least a SECRET security clearance. Develop a COMM support schedule to cover all requirements throughout the duration of the inspection including overtime/weekend shifts. These personnel will be inspection team trusted agents and shall not divulge any information gained in the inspection environment.

3.5.1.3. Manage/supervise workcenter set up and equipment requirements as outlined in AFI 90-201, MAJCOM Sups, MAJCOM IG CoP, or Workcenter Requirements Letter, as applicable.

3.5.1.4. Ensure all required communication equipment (telephones, printers, copier, projectors, fax machine, etc.) is supplied to the workcenter NLT two days prior to inspection team arrival.

3.5.1.5. Conduct a network connectivity, printing, and software test on each workstation NLT 2 days prior to team arrival.

3.5.1.6. Ensure each workstation is: Login capable, has the ability to save to the shared drive and print documents.

3.5.1.7. Utilize the inspection team's IAAP letter and/or EAL to verify inspection team member training certifications for network accessibility.

3.6. The 341st Logistics Readiness Squadron will:

3.6.1. Coordinate with 341 MW/XP, who will receive the inspector's vehicle request. The LRS team lead will then identify all vehicle requirements and coordinate the final tally with the Project Officer.

3.6.2. Activate a vehicle recall plan to support vehicle requirements for inspection team when applicable.

3.6.3. Contact 341 MW/XP and inspectors prior to entering into any vehicle rental contracts/agreements.

3.6.4. During periods from 1 October to 30 April, issue vehicle survival kits to inspection team members dispatching to the missile complex.

3.6.5. Whenever possible, place a copy of the following in each vehicle:

3.6.5.1. Missile field maps for the team, to be handed out at reception/in-processing

3.6.5.2. Driving restrictions/procedures

3.6.5.3. Accident information (during duty/after duty hours phone numbers)

3.6.5.4. Phone number to call for vehicle problems

3.6.5.5. Routes to quarters

3.6.5.6. Gas pump hours and location

3.6.5.7. Inspector placard, to include a numerical number (e.g., 1, 2, 3,...)

3.6.6. Provide a vehicle capable of carrying the appropriate amount of baggage to the baggage team. This vehicle will be used to ferry baggage to/from GFIA and the inspection team's hotel.

3.6.7. Provide transportation for the inspection team from/to GFIA as required.

3.6.8. Ensure a LRS Representative goes to the inspection team chief quarters to start his/her vehicle and clean off windshields during cold or icy weather.

3.7. The 341st Force Support Squadron will:

3.7.1. Coordinate with 341 MW/XP to assign inspection team members lodging in the same billeting facility or in close proximity to other team members. Inspection team members will have priority for on-base lodging. If lodging is off base, provide inspectors with the name, address and telephone number of a representative of the hotel and the daily room rate.

3.7.2. Provide a room roster with phone numbers of the inspection team to the appropriate inspection team coordinator.

3.7.3. Provide baggage support to the inspection team.

3.7.3.1. The baggage team NCOIC or equivalent will ensure personnel meet dress and appearance standards, render the proper customs and courtesies on/off-base and have the appropriate steel-toe boots and gloves when supporting MILAIR flight arrivals/ departures.

3.8. The 341st Security Forces Group will (See [Attachment 2](#)):

3.8.1. Appoint an EAL representative to the Reception and Support Team.

3.8.2. Ensure that the EAL representative uses information contained in the Joint Personnel Adjudication System (JPAS) visit request to verify the EAL. Visiting teams will utilize the 341 MW SMO code to initiate a visit request through JPAS to the base security manager.

3.8.3. Ensure the EAL representative receives the inspection team's EAL upon team's arrival and verifies all information against each inspector (face-to-face, inspector identification against EAL).

3.8.4. Information from the inspection team EAL provided will be used to populate the standardized 341<sup>st</sup> Missile Wing EAL format. Representatives from both the WSS and KCCC will be present to ensure proper translation of information from the Inspector EAL to the MW EAL.

3.8.5. Ensure the EAL representative certifies that the inspection team's EAL is fully verified and prepared for signature before the in-brief. Notify 341 MW/XP immediately when EAL processing delays occur.

3.8.6. Ensure the EAL representative coordinates with 341 MW/XP to present a final EAL for signature (most commonly accomplished at the in-brief).

3.8.7. Ensure the EAL representative distributes the final EAL to KCCC and WSS who will subsequently distribute as appropriate to their respective work centers. Provide a

signed and authenticated copy of the inspection team's EAL to the inspection team and all other applicable agencies.

3.9. The Protocol Office will:

3.9.1. Coordinate with 341 MW/XP to make protocol arrangements (lodging, CC welcome letters, marquees, DV parking layout, etc...) for all inspection team senior DVs.

3.9.2. Configure distinguished visitor (DV) suites at Malmstrom Lodging for all applicable inspectors.

3.9.3. Prepare DV welcome package materials and coordinate manpower support with the Project Officer to assemble DV welcome packages.

**4. Arrival Requirements.**

4.1. The Schedule of Events (SOE) POC will disseminate the latest version of the Arrival SOE to all essential POCs. The Chief of Wing Plans and Programs will distribute the SOE to wing leadership.

4.2. The baggage team will be at the departure location at least 20 minutes prior to departure time.

4.3. The bus and bus driver will be at the departure location at least 15 minutes prior to departure time.

4.4. The Project Officer will call the airport or check on-line airport data to confirm accurate arrival times.

4.5. The Project Officer and Chief of XP may travel with the official greeting party from the airport to the reception area, or meet the team at the reception area. Specific protocols will be coordinated by the Project Officer and disseminated to applicable team leads.

**5. Reception Area/In-processing Workstations.**

5.1. The Project Officer and Chief of XP will identify an area for inspector reception and in-processing workstations, as applicable.

5.2. The POC for the Reception/In-Processing Workstation Area, in conjunction with the building's facility manager, will ensure the area is clean and free of any miscellaneous items.

5.3. The Reception Area/In-Processing Workstation POC will set up tables for lodging, vehicle issue and EAL Verification.

**6. In-Brief Requirements.**

6.1. The Project Officer will identify a POC to manage the inspector's in-brief.

6.2. The in-brief will include:

6.2.1. Administrative Brief

6.2.2. Local Safety

6.2.3. Local Threat

6.2.4. Local Weather Conditions

6.2.5. Mission Brief

6.3. The 341 MW/CCE will provide the wing commander's mission brief to the Project Officer to be included in the in-brief.

6.4. The POC for the in-brief will ensure all briefers and support personnel are in place and ready NLT 45 minutes prior to start time.

6.5. The Reserved Parking POC will coordinate parking layout approval with Protocol and place reserve signs for 341 MW/CC, 341 MW/CV and DVs NLT 1 day prior.

6.6. Chief of XP will notify applicable commanders and office chiefs of time and location of in-brief.

## **7. Out-Brief Requirements.**

7.1. If the inspection team desires a wing-wide formal out-brief, the Project Officer must coordinate a suitable facility and ensure that all team leads accomplish appropriate actions to facilitate.

7.2. Chief of XP will notify Commanders and Office Chiefs of time and location of out-brief.

7.3. The Project Officer will contact the Communications Squadron to acquire a public address system, if needed.

7.4. The Protocol Office will reserve seating and produce name cards for senior officers and distinguished visitors.

7.5. Ensure the facility manager and Project Officer has the out-brief location clean and presentable.

7.6. The Reserved Parking POC will identify/place reserve signs for 341 MW/CC, 341 MW/CV, 341 MW Group CCs, 341 MW/CCC and DVs according to approved Protocol parking layout.

7.7. A security sweep may be necessary, depending on location and DV attendance. The Project Officer will coordinate with the 341 MW Anti-Terrorism Office (CCH) to inquire about a sweep of the out-brief location using available resources (SF, working dogs, etc).

## **8. No-Notice Focused Inspections.**

8.1. Command Post will notify the following individuals of no-notice inspection team arrivals:

8.1.1. Wing CC/CV

8.1.2. SFS: Entry Authority List (EAL) POC to validate inspector's EAL

8.1.3. CS: Stand-by Communication Representative for CST/KOM Support

8.1.4. MW/XP: Chief of Wing Plans and Programs

HERALDO B. BRUAL, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Adopted Forms*

AF Form 847, **Recommendation for Change of Publication**

## Attachment 2

### ENTRY AUTHORIZATION LIST (EAL) PROCEDURES

#### A2.1. General EAL Procedures (Including Observer EALs)

A2.1.1. Individuals requesting access to controlled areas must have a visit request submitted by their security manager to the security manager of the unit being visited for JPAS verification.

A2.1.2. The security manager of the unit being visited will process the visit request and generate an EAL to be signed by the wing commander.

A2.1.3. A SFG representative will authenticate and distribute the EAL to all required agencies.

#### A2.2. Hand-carried EALs

A2.2.1. The SFG representative will receive/review/authenticate the EAL.

A2.2.2. The wing commander will sign the EAL.

A2.2.3. The SFG representative will then distribute the signed and authenticated EAL to all functional areas.

#### A2.3. No-notice Focused Inspection EALs

A2.3.1. The EAL will be received by Command Post.

A2.3.2. Command Post will notify/recall wing commander and SFG representative to process the EAL.

A2.3.3. The SFG representative will review the EAL.

A2.3.4. The wing commander will sign the EAL.

A2.3.5. The SFG representative will authenticate the EAL.

A2.3.6. The SFG representative will then distribute the signed and authenticated EAL to all applicable agencies.

A2.3.7. Duplication of an authenticated EAL is forbidden for use to verify persons entering the WSA. Ensure original signature of the SFG authenticator prior to use.

A2.3.8. All efforts will be made to ensure EALs are routed and signed the same duty day the request is received, unless immediate routing is warranted.

## Attachment 3

## INSPECTION SUPPORT REQUIREMENTS EXAMPLE

Table A3.1. Inspection Reports Requirement Sample

| A=Inspection Team Arrival<br>D=Inspection Team Departure<br>V=Inspection Team Visit | Task  | OPR              |
|---|---|------------------|
| INSPECTION SUPPORT  |   |                  |
| A – 30 days   | Identify Possible Workcenter  | XP/CS/CES        |
| A – 30 days   | Identify Reception and Support Team Leads                                 | XP               |
| A – 30 days   | Reserve Lodging   | FSS              |
| A – 25 days   | Conduct initial Reception and Support Team Lead Meeting                   | XP               |
| A – 25 days   | Identify and Reserve Location for In-brief                                | XP               |
| A – 20 days   | Develop Draft Arrival SOE   | XP               |
| A – 7 days  | Brief Reception Schedule of Events to MW CC/CV                            | XP               |
| A – 7 days  | Identify Reserve Parking for Inspection Team                              | XP/CCP           |
| A – 7 days  | Prepare DV Welcome package materials and coordinate with Project Officer. | CCP              |
| A – 5 days  | Workcenter Set Up   | XP/CS            |
| A – 5 days  | Reception and In-Processing Workstation Set Up                            | XP               |
| A – 5 days  | Develop Room Roster with Phone Numbers to 341 MW/XP                       | FSS/CS/ XP       |
| A – 3 days  | Coordinate Manpower/Facility Manager to Clean In-brief Area               | XP               |
| A – 2 days  | QC Workcenter, Reception and In-Processing Workstations                   | XP               |
| A – 2 days  | MW/CC Walk-through of Workcenter  | XP               |
| A – 2 days  | Ensure All Slides and Briefers (EMCEE/WX/OSI/SE) are Ready for In-brief   | XP               |
| A – 2 days  | Conduct In-brief Dry Run  | XP               |
| A – 8 hrs   | In-brief and Reception Area Setup   | XP               |
| A – 2 hrs   | In-brief Dry Run  | XP               |
| A   | Receive and authenticate EAL IAW Attachment 1                             | SFG              |
| A   | Greet Team Chief at the Great Falls International Airport                 | XP/Wing<br>CC/CV |
| V   | Contact inspection Staff for Daily Support Requirements                   | XP               |
| D + 1 day   | Dismantle Workcenter and Return Furniture/Equipment                       | CS/XP            |