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**Command Policy**

**INSPECTOR GENERAL RECEPTION  
AND SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is 45 SW/IG (Mr. Ed. Boywid). This instruction implements and extends guidance for Air Force Instruction (AFI) 90-201\_AFSPCSUP1, **Inspector General Activities**. This instruction establishes responsibilities for coordinating and fulfilling the support needs of a visiting inspector general (IG) team.

**SUMMARY OF REVISIONS**

This publication revises AFSPC inspection team support requirements for an Operational Readiness Inspection-Compliance Inspection (ORI-CI) and must be reviewed in its entirety. This instruction has been completely rewritten to comply with updated AFIs. A “|” indicates revised material since the last edition.

**1. Objective** . The objective of this instruction is to establish responsibilities and provide guidance for coordinating and fulfilling the support needs of a visiting USAF or HQ AFSPC Inspector General (IG) Team during inspections of AFSPC units. It applies to all administrative and logistical support, including space, equipment, supplies, personnel, communications, and security. This instruction makes base-wide taskings to ensure visiting IG teams are properly greeted and supported for the duration of their visit. It will be implemented by the office of primary responsibility (OPR), 45 SW/IG, immediately upon notification of a pending inspection. Functional management inspections (FMIs), staff assistance visits (SAVs) and other inspections of functional elements of 45 SW will be supported by the respective functional OPR, using this plan as a checklist.

**2. Execution** . This instruction will be executed upon initial notification of arrival of higher headquarters IG team, or as directed by the Commander, 45th Space Wing.

**3. IG Inspection Support Responsibilities** . Each agency tasked is responsible for implementing its respective section of this instruction. To ensure proper support for the IG team all organizations are tasked

to develop an IG reception plan that covers wing support responsibilities for ORI-CIs (lodging, baggage detail, transportation, IG work center telephone numbers, unit land mobile radio (LMR) frequencies/call signs, etc.). Provide the IG a copy of the plan upon request. Identify all limitations to support requirements listed in AFI 90-201AFSPCSup1 Attachment 9 and Table A9.1. Do NOT purchase equipment/supplies/services purely for IG use.

**3.1. The 45 SW Commander will:**

3.1.1. Determine who will greet the IG team at the aircraft and who will escort each inspector to their first appointment.

3.1.2. Upon notification of arrival, notify vice commander and proceed to the flight line or building 401 for the initial briefing and to welcome IG team.

3.1.3. Host IG in-brief, and determine attendees. **Note:** The following individuals will normally attend the IG team in-brief in building 401, Command Conference Center: 45 SW/CC, 45 SW/CV, 45 SW/IG, 45 LG/CC, 45 MDG/CC, 45 OG/CC, 45 SPTG/CC and Det 1, 45 SPTG/CC.

**3.2. The 45 SW/CCP will:**

3.2.1. Prepare 45 SW/CC welcome letters and forward signed letters to 45 SW/PA two days prior to IG arrival for inclusion in welcome package.

3.2.2. Prepare command conference center, building 401, for IG in-brief, to include the following: nameplates, pencils and note pads.

3.2.3. Prepare base theater for IG out-brief, to include: reserve seating for IG team members, senior staff, groups and wing staff; seating chart in theater lobby; one pitcher of water and one glass by each speaker podium.

3.2.4. Upon notification of IG team arrival, provide a listing of key base personnel to 45 SW/IG.

**3.3. The 45 SW/XP will:**

3.3.1. Prepare commander's IG in-brief, lasting no longer than 60 minutes, to include: unit mission; organizational structure; core competencies; manning (authorized versus assigned); facility layout; primary mission equipment; commander's management initiatives (current and planned), including installation improvements, environmental quality, community involvement, team victories and accomplishments; operations history for last year's activity, including launches, training status, and operating procedures; worldwide deployments; status of resources and training system (SORTS); limiting factors (LIMFACs) and Inspection Considerations; ground safety items, including traffic laws and hazards; contractor operations, including organization and manning; self-inspection program status; security; weather information; and an exercise intelligence briefing based on all exercise traffic received.

3.3.2. Task wing staff and groups, as required, to provide data for commander's IG in-brief.

3.3.3. Arrange dry run of the commander's IG in-brief, as applicable.

3.3.4. Set up IG in-brief at building 401 for presentation.

3.3.5. Provide the following plans and documents: Disaster Preparedness OPLAN 32-1, Base Civil Engineer Contingency Response Plan 10-211, HAZMAT Emergency Response Plan 32-4002, NFPA 1500 Compliance Sheets, Base Support Plans (BSP). Parts I & II, Installation Deployment Plan (IDP), War Plans Additive Additional Requirements (WPAAR)/War Consum-

able Distribution Objectives (WCDO), and an extract from the Support Agreement Management System identifying all current agreements and Installation Security Plan, and Security Forces Control Center (CSC, LED, MSC, FSC, etc) Quick Reaction Checklists. Additionally, provide a list of all wing OPLANs effective at the time of inspection notification.

**3.4. The 45 SW/CP will:**

3.4.1. Upon receipt of an accurate arrival time for the IG aircraft, notify 45 SW/CC of type, call sign and location of aircraft.

3.4.2. If Milair, after verification, notify 45 SFS/CC, via the Law Enforcement Desk, to meet the aircraft.

3.4.3. Notify 45 SW/IG and each group commander of impending arrival.

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

3.4.5. Provide unit designator and address for host support providers.

**3.5. The 45 SW/PA will:**

3.5.1. Compile a welcome package to be given to each inspector upon arrival (to include welcome letter, key staff biographies, fact sheets, launch information, local area safety guide, local area maps and medical care information). Provide completed packages to 45 SW/IG at least 1 day prior to IG team arrival.

3.5.2. Ensure Patrick AFB south gate base marquee reflects appropriate IG greetings.

**3.6. The 45 SW/MO will provide a copy of Extended Unit Manpower Documents (hard copy and electronic copy) as requested.**

**3.7. The 45 SW/IG will:**

3.7.1. Act as primary wing action officer for all higher headquarters inspection team visits.

3.7.2. Coordinate all actions required by AFI 90-201, AFI 90-201AFSPCSup1, this instruction and the commander or IG team chief.

3.7.3. Arrange for two private offices (one at Patrick AFB and one at Cape Canaveral AFS) away from the 45 SW command section to be used for Air Force IG personal complaint and fraud, waste and abuse conference periods.

3.7.4. Report directly to the IG team chief at the flight line upon arrival.

3.7.5. Coordinate reserve parking locations at Patrick AFB and Cape Canaveral AFS with 45 SFS and Det 1, 45 SPTG/CC.

3.7.6. Perform final review of IG work center, and in-brief and out-brief locations.

3.7.7. Complete IG reception management checklist.

3.7.8. Provide IG placards to 45 LG/CC and samples to 45 SFS and Det 1, 45 SPTG/CC.

3.7.9. Coordinate collection and delivery of administrative supplies listed in **Attachment 1** of this instruction to the IG work center.

3.7.10. Upon arrival of IG inspection team, provide listing of all local off-limits establishments

(POC: ASDCB President); listing of key base and local officials (POCs: 45 SW/CCP and 45 SW/PA); military and civilian Alpha rosters (POCs: 45 MSS/DPM, 4-4268, and 45 MSS/DPCD, 4-8838); FSPC and AF waivers; and ADPE listing (by organization) (POC: 45 CS).

3.7.11. When required, provide HQ AFSPC/IG a list of 45 SW trusted agents (TA). TAs are normally identified by organization (group or equivalent level), by AFSC, or experience. TAs should have extensive knowledge of systems, sites and operational concepts in the areas identified in the IG requirements. Personnel assigned as TAs must be available periodically between notification and the inspection start for planning and during the entire inspection period. Furthermore, whenever possible, personnel should be Standardization/Evaluation (Stan/Eval), quality assurance or Exercise Evaluation Team (EET) members. TAs should be familiar with contract restrictions and current LIMFACs and any other inspection limiting factors associated with scenario activities. TAs provide to inspectors information on the best way to realistically evaluate an activity. TAs may continue to observe and critique wing exercises, but are prohibited from divulging any information to unit personnel concerning what events or activities will be observed by the IG. TAs also assist in conducting IG inspection scenario events, i.e., configuring equipment, placing props, etc. TAs are not points of contact for unit personnel to the HQ AFSPC/IG.

3.7.11.1. Provide three TAs to be used for assistance during the operation of the Simulated Switchboard. Direct TAs report to the Patrick AFB IG work center at time designated by HQ IG.

3.7.12. Upon receipt of requirements letter complete and provide electronic copy of Attachment 9, Table A9.3 to AFSPC/IGIX no later than 15 days prior to inspection start date.

3.7.13. Reprographics, Support IG team request to use Defense Printing Service to process, print and collate the complete inspection report on a priority basis.

3.7.14. Provide classified shredding machine (with maintenance materials) at the IG work center.

3.7.15. Coordinate lodging room assignments with HQ AFSPC/IGIX.

### 3.8. The 45 LG/CC will:

3.8.1. Review AFI 90-201 and AFI 90-201AFSPCSup1 for vehicle requirements. Contact 45 SW/IG to determine specific types and numbers of vehicles required.

3.8.1.1. Each dispatched vehicle will contain the following:

3.8.1.1.1. IG team placards (obtained from 45 SW/IG)

3.8.1.1.2. Accident information (duty and off-duty hours telephone number).

3.8.1.1.3. Vehicle problem information (duty and off-duty telephone number).

3.8.1.1.4. Gas pump hours and location.

3.8.1.1.5. Spare tire, jack and lug wrench.

3.8.1.1.6. AF Form 1800, **Operator's Inspection Guide and Trouble Report**.

3.8.1.1.7. Base maps with key facilities and route to quarters annotated; driving restrictions and procedures.

3.8.1.1.8. Authorization to drive on the flight line must be in accordance with AFI 13-207 and 45 SWI 13-207 (POC: 45 OSS/OSAB, 4-2222).

- 3.8.1.2. All vehicles provided to inspectors must be completely serviced.
- 3.8.1.3. Government-owned or leased vehicles must be provided to the fullest extent possible. If rental vehicles are used, a means to service the vehicles must be available. The IG representative will provide obligation authority for those vehicles that must be rented.
- 3.8.2. On the days of arrival and departure of the IG team provide buses to transport team members to appointed location and covered trucks to pick up and deliver baggage.
- 3.8.3. Provide dispatcher and driver support for the duration of the inspection. Drivers supporting arrival and departure of the team will be flight line qualified.
- 3.8.4. Ensure mobile maintenance support is readily available, as required for minor repairs of government vehicles. Provide priority repairs to IG vehicles, as appropriate (only applies to government-owned vehicles). Provide contact information concerning repair of rental vehicles.
- 3.8.5. The 45 CONS sends message to HQ AFSPC/IG indicating exact cost of vehicle rental within 72 hours after return of any vehicles to the rental agency. Send one copy of costs to 45 SW/IG.
- 3.8.6. The 45 SUPF will provide instruction for 24-hour automated government fuel stations and 24-hour contact numbers if problems occur.
- 3.8.7. Coordinate baggage, furniture, computer delivery, office supplies/equipment and vehicle preparation/movement details:
  - 3.8.7.1. Send a letter to 45 SW/MO requesting personnel for baggage and furniture computer delivery, office supplies/equipment and vehicle preparation/movement details.
  - 3.8.7.2. Train assigned personnel for baggage detail; develop and test a pyramid notification roster. Obtain room assignments from lodging if IG team members' bags are to be placed in their rooms.
  - 3.8.7.3. Assemble baggage detail early on arrival day to check members for compliance with AFI36-2903, *Dress and Personal Appearance of Air Force Personnel*.
  - 3.8.7.4. All bags should be marked by the team, but extra baggage tags should be on hand to identify unmarked bags. Unmarked bags will be delivered to a prearranged collection point (i.e., IG work center). When bags are to be placed in rooms, arrange access to rooms with lodging and secure rooms after delivery.
  - 3.8.7.5. Deliver IG office supplies/equipment, which will arrive on the aircraft with the IG team, to the IG work center.
  - 3.8.7.6. Report completion of the baggage detail and delivery of office supplies/equipment to 45 SW/IG, along with location and description of any unmarked baggage.
- 3.8.8. Comply with all requests from the IG transportation representative.
- 3.8.9. Ensure all support required by 45 CS is accomplished as follows:
  - 3.8.9.1. The 45 CS/CC will:
    - 3.8.9.1.1. Provide all necessary communications support. Inventory and check out all phones supplied by the 45 CS as required for telephone support.

3.8.9.1.1.1. Provide six telephones in the work center with on-base, off-base, and CONUS DSN accesses and at least two additional phone jacks for connecting IG lap-top computers to the telephone system. Configure instruments in work center as requested by IG team. Provide separate phones for the Inspector General and team chief. Place base and local phone book with each phone.

3.8.9.1.1.2. Provide three telephone lines, one of which must be connected to a secure telephone, in the IG Simulation Switch Center. The other two must function as follows: Able to dial out on both lines simultaneously and if one phone is in use it automatically transfers incoming calls to the other phone.

3.8.9.1.1.3. Provide communication support necessary to install a VHF antenna (antenna is shipped with the IG inspection equipment) on the roof of the simulation switch center.

3.8.9.1.1.4. Provide and install one STU III telephone. Provide keys and training to IG team secretary first duty day of inspection.

3.8.9.1.1.5. Notify 45 SW/IG of location and telephone numbers of each instrument.

3.8.9.1.1.6. Provide and install one fax machine at the IG work center.

3.8.9.1.1.7. Provide six cellular telephones with spare batteries and a charger. Provide "How to Use" reference guide to IG team secretary on first duty day of inspection.

3.8.9.1.2. Provide public-address system support at the IG out-brief, to include maintenance personnel.

3.8.9.1.3. Provide support equipment and assistance as required by the IG team to prepare and conduct IG out-brief. This will include one hand-held microphone, and audio system support to amplify podium microphones. Coordinate actions with IG team. Provide personnel knowledgeable of the equipment to operate, troubleshoot and repair equipment, as required, during out-brief. All support personnel needed to assist in set-up and preparation will be requested to sign Trusted Agent (TA) forms and are prohibited from releasing any briefing information before the actual out-brief.

3.8.9.1.4. Provide computer support.

3.8.9.1.4.1. Computers; Provide and install a minimum of 10 computers, at least Pentium 850 MHz with CD-ROM drive, Windows /NT/2000, "Microsoft Office Professional", DMS, Form Flow, anti-virus software, and surge suppressers. All computers must be connected to a printer and must be connected to the NIPRNET. Provide network account/login procedures for computers and organization mailbox for IG (e.g., [afspc.mailto:afspc.ig@patrick.af.mil](mailto:afspc.ig@patrick.af.mil)). Provide 3 Duplex Laser printers (HP LJ 4050 preferred) with supply of paper and 2 stand-alone duplex laser printers (HP LJ 4050 Preferred) with parallel cable (RS232/DB25 connectors) and print driver software.

3.8.9.1.4.2. Submit AF Form 332, *Base Civil Engineer Work Request*, to 45 CES for electrical power to support installation of computers, if required.

3.8.9.1.4.3. Report computer availability to 45 SW/IG upon notification of IG arrival.

3.8.9.1.5. Pick up and deliver all applicable administrative supplies outlined in **Attach-**

**ment 1** of this instruction to the IG work center.

3.8.9.1.6. Provide a copy machine with paper, duplex and sort capability at the IG work center.

3.8.9.1.7. Provide a video projector with computer hookup at the IG work center.

3.8.9.1.8. Provide a GSA-approved 2-drawer safe with combination changing instructions at the IG work center.

3.8.9.1.9. Provide a Land Mobile Radio with scan capability set to scan unit, SFS, CES, fire and medical channels (to include call signs) to be used in the IG work center.

3.8.9.1.10. Upon notification of IG team visit, provide ADPE listing (by organization) to 45 SW/IG.

3.8.9.1.11. Provide listing of all organizational E-mail account addresses for wing and NAF staff agencies, as well as assigned groups and squadrons as applicable.

3.8.9.1.12. Provide one computer connected to a laser printer in the Simulation Switch Center.

3.8.9.1.13. Send a letter to 45 OG, 45 MDG, 45 SPTG and 45 SW/CCA requesting each organization identify and assign one information manager (IM) each (at least one NCO) competent in Microsoft Office, Defense Message System (DMS), and Electronic Message Programs to work with the IG team during the entire visit. Information management personnel must possess at least a SECRET security clearance, be thoroughly knowledgeable of the base and possess a current driver's license. Advise supervisors and IMs before reporting for duty that overtime and weekend shifts will be required and, once assigned, they must remain for duration of inspection. Upon notification of IG team visit, provide names and phone numbers (duty and home) to 45 SW/IG.

**3.9. The 45 SW/SE will:**

3.9.1. Provide a safety briefing covering seasonal, local and base driving hazards at the IG in-brief.

3.9.2. Have the following items available upon IG team arrival at the safety office:

3.9.2.1. Schedule of training classes for explosive safety for operations, maintenance, security forces, etc.

3.9.2.2. Management guides, OIs, spot logs, inspection reports and applicable supplements.

3.9.2.3. Explosive site plans/waivers/deviations/licenses.

3.9.2.4. Hazard reports and logs, both open and closed. Include correspondence to originator, suspenses, follow-ups, Risk Assessment Codes, date closed, transfer to other tracking systems, Notice of Hazard (when required) and access to staged records.

**3.10. The 45 CPTS/CC will:**

3.10.1. Provide analysis or manpower support, as required, to assist the inspection team in any project requiring analytical techniques and capabilities.

3.10.2. Provide name, office symbol, and phone number of official responsible for maintaining Command Obligation Authorities.

3.11. **The 45 SPTG/CC will:**

3.11.1. Designate two locations, one at Patrick AFB and one at Cape Canaveral AFS, to be used as work centers for the IG team.

3.11.1.1. IG work center will be configured to provide a main work area large enough to accommodate meetings for the entire team and seating/desk space for 50 percent of the team, and should be able to accommodate classified discussions at the SECRET level. Provide private office space for the inspection team senior leadership, typically two persons. Upon notification of IG team visit, provide four complete sets of keys to the IG work center building entrances/offices to 45 SW/IG.

3.11.2. Designate, either in the IG work center or close proximity, a private work center for use as the simulation switch cell.

3.11.3. Ensure all support required by group squadrons is accomplished as follows:

3.11.3.1. The 45 CES/CC will:

3.11.3.1.1. Perform minor repair work and any reconfiguration construction needed in the IG work centers prior to IG visit.

3.11.3.1.2. Fabricate reserved parking signs, when extra signs are needed.

3.11.3.1.3. Plan mowing schedules and perform other base facilities maintenance necessary for the base to be looking its best for arrival date.

3.11.3.1.4. Coordinate with 45 SW/XP information required for the IG in-brief.

3.11.3.1.5. Provide one wall map of base (w/building numbers).

3.11.3.1.6. Provide current installation site map, crash grid map, and main electrical and utility tabs. Maps should be 1:400 scale on E sheet size. Mark the location of key facilities on grid map and include the WSA, Command Post, Base Communications Center, and hospital locations as a minimum. Include maps of major AFSPC owned installations, e.g., Clear AFS, etc. Maps should be in hard copy and can be mailed to HQ AFSPC/IGIX, 125 E. Ent Ave, Peterson AFB, CO 80914-1281.

3.11.3.1.7. Contact 45 SW/IG to determine requirements for tables and chairs in the IG work center. Typically, enough tables and chairs to seat 50 percent of the IG team is sufficient.

3.11.3.1.8. As coordinated by 45 SW/IG, post reserved parking signs on the day the IG team arrives. Remove reserved parking signs upon departure of IG team.

3.11.3.2. The 45 SVS/CC will:

3.11.3.2.1. Arrange accommodations for the inspection teams in accordance with AFI90-201\_AFPSC1 and AFI 34-601, *Air Force Lodging Program Management*. On-base lodging will be used if available. When possible, all team members should be lodged together to allow for inspection cross-feed and to maintain team integrity. If on-base lodging is used, DV check-in/check-out procedures will be used.

3.11.3.2.2. If team integrity cannot be maintained due to insufficient on-base quarters, contract quarters will be used to house all or part of the team, as requested by the team chief. When lodging is off base, furnish local area maps to the inspector making the lodging arrangements. Maps must include a clearly marked direct route to the off-base billets.

3.11.3.2.3. If on-base or contract quarters are not available, non-availability certificates will be issued according to AFI 34-601.

3.11.3.2.4. Lodging personnel will prepare a directory of all inspectors, identifying location (off-base, by hotel; on-base, by building number), room, and telephone numbers, as well as expected daily room cost. The directory will be delivered to 45 CS/SCSV, 45 SW/CP, 45 SUPF/LGT and 45 SW/IG prior to inspection team arrival.

3.11.3.2.5. Reserve the Base Theater for IG out-brief. The facility must be lockable and turned over to IG out-brief director for the exclusive IG use no later than 72 hours prior to the scheduled out-brief.

3.11.3.2.6. Provide two 8-foot-long folding tables and five folding/moveable chairs for the IG out-brief.

3.11.3.2.7. Provide two podiums with reading lights for the IG out-brief.

3.11.3.2.8. Assign a facility monitor to open the facility; operate facility lights during both IG team dry run of out-brief and actual out-brief; ensure facility is clean; and secure facility upon termination of briefing.

3.11.3.2.9. Provide coffeepot (30-cup), microwave, and refrigerator to IG work center.

3.11.3.3. The 45 SFS/CC will:

3.11.3.3.1. Upon notification by 45 SW/CP to the 45 SFS/CC, if Milair, a security patrol will respond to the flight line to meet IG aircraft.

3.11.3.3.2. 45 SW/CP and or 45 SW/IG will authenticate the master Entry Authority List (EAL) for the IG team and distribute a copy of the master EAL to all organizations. 45 SFS will internally authenticate and distribute within 45 SFS the EAL to SFCC and all security patrols protecting USAF restricted or controlled areas.

3.11.3.3.3. 45 SW/IG will provide 45 SFS a sample IG team windshield placard. This placard will be used in conjunction with appropriate DoD identification cards/credentials for base entry. It will be used with flight line driver's license and/or restricted area unescorted entry authorization media or EAL for vehicle operation inside flight line and restricted areas.

3.11.3.3.4. Ensure vehicles are removed from IG team reserved parking areas.

3.11.3.3.5. Have the following items available in hard copy (unless otherwise specified) at the unit upon IG team arrival:

3.11.3.3.5.1. One copy of all AF Forms 116, Request for Deviation From Security Criteria; AF Forms 797, **Job Qualification Standard Continuation/Command JQS** (for all positions); and AF Forms 689, **Task Performance Checklist** (for all critical positions).

3.11.3.3.5.2. Installation Security Plans (ISP), Antiterrorism and Force Protection

(AT/FP) Plans, and any installation Operations Plans (OPLAN) that task security forces.

3.11.3.3.5.3. Last 3 months Central Security Control blotters (last 30 days hard copy and previous 2 months by electronic computer disk).

3.11.3.3.5.4. Security Forces unit organization structure, flight duty schedule, and list of guardmount times by squadron.

3.11.3.4. The 45 MSS will:

3.11.3.4.1. Provide, upon notification of IG team arrival, a military and civilian alpha roster.

3.11.3.4.2. Provide 45 LG with detail personnel as requested for baggage detail, furniture detail, computer/supply delivery, vehicle preparation/movement, etc.

3.11.3.5. Det 1, 45 SPTG will ensure the CCAFS south gate marquee reflects appropriate IG greetings.

3.11.3.6. The 45 OG/CC will:

3.11.3.6.1. Provide one copy of operations unit(s) crew schedule, to include duty shifts, training, and evaluations effective day of IG team arrival.

3.11.3.6.2. Provide the IG team with authorization to drive on the flight line at Patrick AFB and CCAFS, as applicable, IAW AFI 13-207 and 45 SWI 12-207, provide team with flight line maps. Provide authorization passes to 45 LG to include in vehicle packets.

3.11.3.7. The 45 MDG/CC will forward a current copy of their Medical Contingency Response Plan FLT 60 days prior to inspection date to HQ AFSPC/IGISS 125 East Ent, Peterson AFB CO 80914, attention Medical Inspector.

3.11.3.8. The 45 SW Armed Services Disciplinary Control Board President will provide a listing of all local off-limits establishments to 45 SW/IG.

3.11.3.9. CCSMO will provide appropriate JBOSC support as required to support IG exercise activities.

MICHAEL F. LEHNERTZ, Colonel, USAF  
Vice Commander

## Attachment 1

## INSPECTOR GENERAL WORK CENTER SUPPORT REQUIREMENTS

Table A1.1. Inspector General Work Center Support Requirements.

Office	Item	Amount Required
	<b>Equipment/Supplies</b>	
<b>CS</b>	Telephone with on/off/DSN dialing capability	6
	Cellular local/base phone books	6
	Telephone jacks for laptop connection	2
	Cell phones	6
	Computers Provide at least Pentium 850 MHz with CD-ROM drive, Windows /NT/2000, "Microsoft Office Professional", DMS, Form Flow, anti-virus software, and surge suppressers. All computers must be connected to a printer and must be connected to the NIPRNET. Provide network account/login procedures for computers and organization mail box for IG (e.g., <a href="mailto:afspc.ig@patrick.af.mil">afspc.ig@patrick.af.mil</a> )	10
	Duplex laser printers (HP LJ 4050 preferred) w/ supply of paper	3
	Stand-alone duplex laser printer (HP LJ 4050 preferred) w/parallel cable (RS232/DB25 connectors) and print driver software	2
	Diskettes (box of 10, 3-1/2 inch; high density, double density)	10
	Fax machine	1
	Copy machine (w/paper; duplex and sort capability)	1
	Electric power strip	14
	GSA approved 2-drawer safe (with combination instructions)	1
	ADPE Listing (By Organization)	1
<b>SVS</b>	Coffeepot	1 (30) Cup
	Refrigerator, at least 8 cubic feet capacity	1
	Microwave	1
<b>IG</b>	Bond paper (box, copier and printer uses)	3
	Message Board	1
	Dry erase board (with markers and erasers)	1

Office	Item	Amount Required
	<b>Equipment/Supplies</b>	
	Waste baskets (w/extra bags)	7
	Shredding machine (w/maintenance materials)	1
	Blue pocket folders (box)	3
	Steno pads	10
	Post it note pads (various sizes)	10
	In/Out boxes	6
	Paper cutter	1
<b>IG</b>	2-hole punch	1
	3-hole punch	1
	Heavy duty stapler (w/staples)	1
	Staple remover	2
	Scissors	3
	Pencils (#2, box)	3
	Pencil sharpener (electric, if possible)	1
	Pens (black, fine-tip, box)	3
	Highlighters (yellow, box)	1
	Markers (black, wide tip, box)	1
	Nylon reinforced tape (roll)	1
	Paper clips (box)	1
	Bull/alligator clips (each size, box)	1
	Map tacks (box)	1
	Kimwipes (box)	2
	3 ring binders (1-in)	10
	Dictionary	1
	Thesaurus	1
	Listing of all local off-limits establishments	1
	<b>Documents to be located in the work center</b>	
<b>MSS/DPM</b>	Alpha roster of Military Personnel with UIF and WMP (hard-copy and electronic copy) information	1
<b>MSS/DPCD</b>	Alpha roster of Civilian Personnel in the grade of GS-9, WS-13, WL-14, WG-15 and below, and non-appropriated fund employees of equivalent grade (hard-copy and electronic copy)	1
<b>MO</b>	Extended Unit Manpower Document (hard copy and electronic copy)	1*

<b>Office</b>	<b>Item</b>	<b>Amount Required</b>
	<b>Equipment/Supplies</b>	
<b>CE</b>	Wall map of base (w/bldg #s.)	1
<b>MDG</b>	Medical Contingency Response Plan	1
	* - Provide at least access to these items.	1