

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**AIR FORCE SPECIAL OPERATIONS
COMMAND INSTRUCTION 90-201**



**CANNON AIR FORCE BASE
Supplement**

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Special Management

INSPECTOR GENERAL ACTIVITIES

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This instruction implements AFI 90-201, *Inspector General Activities* and supplements AFSOCI 90-201, *Inspector General Activities*. It applies to all 27th Special Operations Wing (27 SOW) units and partner units. This instruction communicates guidance, procedures and responsibilities for the Wing Inspector General activities to include: the Wing's Gatekeeper Program, the Installation Exercise Program Office (IEPO), and the Wing Self-Assessment Program (SAP). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through local publications/forms managers.

2. 1.11 (Added) 27 SOW Installation Exercise Program Office. Responsibility and oversight of the installation exercise program will reside with 27 SOW/IGX. IGX will maintain visibility of all exercises and inspections that involve or include Wing IG participation and will manage all base-wide exercises. The Wing exercise program will divide each exercise into three separate

areas: training/preparation of installation personnel, exercising to that training standard and a robust follow-up. The single goal of the IEPO is to prepare the Wing for any contingency.

2. 1.11.1. (Added) Organization. To ensure the accuracy and validity of these exercises, the IG uses exercise evaluation team (EET) members for each unit from the Wing, group, squadron, agency and flight level. Group and team leads help manage EET members. EET leads and members should be highly qualified personnel who are considered subject matter experts (SME) and should be chosen based on their ability to evaluate with sound judgment while representing the Wing commander.

2. 1.11.4. (Added) Responsibilities.

2. 1.11.4. 1. (Added) 27 SOW/IGX. Wing IGX facilitates, exercises, and evaluates Wing and unit requirements. To accomplish this task, Wing IGX will:

2. 1.11.4.1.1. (Added) Coordinate and de-conflict exercises and evaluations with the Wing calendar.

2. 1.11.4.1.2. (Added) Provide overall coordination between functions of multi-unit exercises and evaluations.

2. 1.11.4. 1.3. (Added) Ensure proper authorities conduct safety checks.

2. 1.11.4. 1.4. (Added) Maintain after action reports (AAR).

2. 1.11.4. 1.5. (Added) Ensure all EET members are trained.

2. 1.11.4. 2. (Added) Group Leads. Each Group will provide a primary and secondary Group Lead on CAFB Form 2. The Group Leads are the senior EET members at the Group level. The Group Leads will:

2. 1.11.4. 2.1. (Added) Manage EET members in the group.

2. 1.11.4. 2.2. (Added) Ensure the accuracy of the appointment documentation of the EET members in the group.

2. 1.11.4. 2.3. (Added) Attend IEPO meetings and participate in the planning process to ensure adequate group participation during Wing exercises.

2. 1.11.4. 2.4. (Added) Coordinate Group participation in Wing exercises.

2. 1.11.4. 3. (Added) Team Leads. Each Squadron will identify a primary and secondary team lead on CAFB Form 3. The team leads are the senior EET members at the unit level. The team lead will:

2. 1.11.4. 3.1. (Added) Coordinate with squadron leadership to identify members throughout the organization who are SME's to serve as EET members.

2. 1.11.4. 3.2. (Added) Manage unit EET members.
2. 1.11.4. 3.3. (Added) Ensure the accuracy of the appointment documentation of the EET members in the unit and pass the information to the Group Lead.
2. 1.11.4. 3.4. (Added) Coordinate with the Group Lead to ensure all EET members are trained and tracked.
2. 1.11.4. 3.5. (Added) Coordinate unit participation in Wing exercises.
2. 1.11.4.4. (Added) EET members. Each unit will identify EET members on CAFB Form 2 (Group Level) or CAFB Form 3 (Unit Level). EET members will:
2. 1.11.4. 4.1. (Added) Evaluate their squadron's performance during exercises and provide written observations to Team Leads in prescribed format.
2. 1.11.4. 4.2. (Added) Attend planning meetings, as needed, to ensure unit representation and SME input.
2. 1.11.5. (Added) Exercise Planning. EET Leads/ members who have regulations directing certain types of exercises will inform the Wing IGX of that requirement. The EET manager of that directing regulation will be the lead planner for that exercise or that portion of the exercise. Wing IGX or a designated alternate will be the Exercise Team Chief when the exercise contains multiple unit participation. An essential part of the planning process will be to train and educate the populace on their real word response to what Wing IGX is exercising. The impact to safety and base operations will be at the forefront of all exercise planning. All EET members are considered trusted agents and as such will not divulge exercise information to unauthorized personnel, to include commanders and Wing Staff Agency chiefs.
2. 1.11.6. (Added) Exercise Execution. The Wing will conduct exercises as though they were real to the maximum extent possible but must always be mindful of safety. Off-base agencies will be incorporated whenever possible to help build partner relationships and unified efforts in case of a real world incident. EET members whether they were part of the planning process or not, will evaluate their units to identify deficient areas, areas of improvement or best practices.
2. 1.11.7. (Added) Exercise Follow-Up. All EET members will provide Wing IGX and the commanders of the units they represent with a report stating their observations, findings and recommendations of the exercise. Commanders should empower their EET members to provide honest feedback to IGX to help improve the security, safety, and response of the Wing. The Exercise Team Chief will compile these reports into an AAR. Any findings or recommendations will be briefed to Wing leadership, entered into the Management Internal Control Toolset (MICT), and tasked to Self-Assessment Program (SAP) managers for closure. Wing IG will designate the closing authority for each finding. SAP managers will provide monthly updates to Wing IG until the findings are closed.

2.11.5. (Added) **27 SOW Gatekeeper Program:** The 27 SOW/IG is designated to oversee the Gatekeeper program for Cannon AFB. This program is used to monitor and de-conflict inspections, evaluations and audits to minimize impact to units.

2.11.5.1. (Added) Responsibilities.

2.11.5.1.1. (Added) Wing IGI will:

2.11.5.1.1.1. (Added) Track all planned investigations and visits in Gatekeeper.

2.11.5.1.1.2. (Added) Brief the Wing Commander at least monthly of upcoming visits.

2.11.5.1.1.3. (Added) Ensure the Gatekeeper program is de-conflicted with the Wing calendar.

2.11.5.1.1.4. (Added) Post current Gatekeeper schedule in a location for base viewing.

2.11.5.1.2. (Added) All Cannon AFB Units and Tenant Units will:

2.11.5.1.2.1. (Added) Upon notification of inspection/visit, de-conflict scheduling with unit, Gatekeeper and Wing calendar.

2.11.5.1.2.2. (Added) Contact 27 SOW/IG via email (27 SOW/IG Inspector General) with the following information:

2.11.5.1.2.2.1. (Added) Location and Unit(s) to be visited.

2.11.5.1.2.2.2. (Added) Visiting agency with POC and phone number.

2.11.5.1.2.2.3. (Added) Purpose of visit and number of visitors.

2.11.5.1.2.2.4. (Added) Start and end dates.

2.11.5.1.2.2.5. (Added) Include list of visiting distinguished visitors (DV).

2.11.5.1.2.3. (Added) Start coordination with Wing protocol office if any DVs will be attending.

2.11.5.1.2.4. (Added) Inform 27 SOW/IG with any changes to the inspection/visit.

5.5. (Added) 27 SOW Self-Assessment Program. The 27 SOW embraces self-assessment as a keystone in readiness and compliance items. Each member and functional area manager must take responsibility to accurately assess and improve their programs, in a timely manner, and to report program status. Toward that end, MICT is the 27 SOW vehicle to accomplish and report self-assessments. The SAP is the commander's tool for compliance with laws, mandates, and directives. A proactive SAP is essential to accomplishing the mission within these guidelines.

5.5.1. (Added) Commanders, supervisors and designated SAP managers are responsible for overall management of the SAP.

5.5.2. (Added) The 27 SOW IG will be the Wing SAP manager. A member of the IG office will also be designated as the Wing's MICT Lead Manager.

5.5. 3. (Added) All groups within the Wing will appoint primary and secondary SAP managers within their assigned group. They will notify the Wing IG of these appointments in writing and will serve as the primary contacts between the Wing IG office and their groups.

5.5. 4. (Added) Unit commanders will also appoint primary and secondary SAP managers and notify the Wing IG of these appointments in writing.

5.5.5. (Added) Procedures.

5.5.5.1. (Added) SAP managers will perform self-assessments within each functional area at least once a year or as directed. This instruction does not supersede or supplant other functional guidance or commander prerogatives requiring more than an annual inspection. Functional managers may also increase the frequency of inspections and may encourage inspections to be done at certain times such as personnel changeovers within an office. This inspection will consist of a review, inspection, and reporting on all applicable checklists.

5.5.5.2. (Added) SAP managers will use applicable AFSOC and Headquarters Air Force (HAF) checklists. In an effort to remain standardized across the Wing, Functional managers may develop local checklists that incorporate parent checklists for their annual inspection. Since local checklists will not be automatically updated when AFSOC and HAF checklists are changed, functional managers must be vigilant and ensure their developed checklists remain complete and in compliance with new regulatory guidance. Any cloned checklists should be automatically updated with changes of the parent checklist.

5.5.5.3. (Added) SAP managers will enter all discrepancies into MICT. They will provide as much detail as possible, a get well date, and a corrective action plan.

5.5.5.4. (Added) SAP managers will identify, track, and report discrepancies from self-assessments, exercises, higher headquarter inspections and installation inspections in the MICT database. SAP managers will document closure of these discrepancies in MICT only after approval of the corrective action by the proper closing authority. Problem solving should utilize the eight-step model available in MICT. Prior to closure, the SAP managers will insert comments in the discrepancy field and/or upload documentation into the support section stating how the discrepancy was remedied and what process is in place to prevent the discrepancy from repeating.

5.5.6. (Added) Responsibilities.

5.5.6.1. (Added) Wing IG will:

5.5.6.1.1. (Added) Ensure a copy of all current group level SAP appointments and the Wing MICT Lead Manager appointment letters are maintained within the Wing.

5.5.6.1.2. (Added) Ensure the SAP meets directives and communicate any changes to the Wing.

5.5.

6.1.3. (Added) Coordinate permissions/administrative rights for use of the MICT program for all authorized managers based on appointment letters.

5.5.6.1.4. (Added) Monitor the status of all discrepancies and report discrepancy updates and closure to higher headquarters as directed.

5.5.6.1.5. (Added) Review pertinent unit inspection reports to determine if and how any discovered discrepancies may affect the Wing.

5.5.6.1.6. (Added) Provide training and assistance as requested.

5.5.6.2. (Added) The Group SAP managers will:

5.5.6.2.1. (Added) Reinforce to Squadron Managers the use of crosstalk.

- 5.5.6.2.2. **(Added)** Monitor discrepancies and suspense dates using MICT and notify group commander when subordinate organizations require assistance.
- 5.5.6.2.3. **(Added)** Establish and effective process for tracking and closing discrepancies.
- 5.5.6.2.4. **(Added)** Communicate benchmarking information to all squadron/functional area managers.
- 5.5.6.2.5. **(Added)** Maintain appointment letters for all Group and Squadron SAP managers.
- 5.5.6.2.6. **(Added)** Ensure self-assessments are completed within the group and notify the Wing IG when Group self-assessments are complete and reviewed.
- 5.5.6.2.7. **(Added)** Provide training and assistance as requested by squadron, flight or work-center managers.
- 5.5.6.3. **(Added)** Squadron SAP managers will:
 - 5.5.6.3.1. **(Added)** Ensure flights, work centers and/or staff agencies complete all required self-assessments.
 - 5.5.6.3.2. **(Added)** Notify their group SAP manager, in writing, when they have completed all self-assessments and the results with a courtesy copy to the 27 SOW/IG.
 - 5.5.6.3.3. **(Added)** Review inspection reports and determine how discrepancies affect the unit.
 - 5.5.6.3.4. **(Added)** Directly inform the commander of SAP results to include the get well plan for any discrepancies.
 - 5.5.6.3.5. **(Added)** Maintain and ensure accuracy of appointment letters for all squadron, flight and work center SAP managers.

ALBERT M. ELTON II, Colonel, USAF
Commander

Attachment 1 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFSOCI 90-201, Inspector General Activities, 15 June 2011

Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

CANNONAFB Form 2, *Appointment of Cannon AFB Group Level IEPO Member*

CANNONAFB Form 3, *Appointment of Cannon AFB Unit Level IEPO Member*