

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION 90-202

12 MARCH 2014

Special Management

**RECEPTION OF HIGHER
HEADQUARTERS INSPECTION TEAMS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General – The Inspection System* and establishes Air Force Instruction (AFI) 90-201, *Inspector General Activities*, and United States Air Forces in Europe Instruction (USAFEI) 91-125, *Nuclear Surety Staff Assistance Visit (NSSAV) and Functional Expert Visit (FEV) Program Management*. It provides guidance concerning visiting Higher Headquarters (HHQ) inspection teams, North Atlantic Treaty Organization (NATO) evaluation teams and local inspection team members. This instruction specifies responsibilities and procedures for the 39th Air Base Wing (39 ABW) personnel to follow when tasked to support visiting inspection teams. This instruction assigns specific tasks to the appropriate functional agencies. Upon notification of visiting inspection teams, 39 ABW will begin working support requirements. **Attachment 2** is the Reception Team Checklist. This instruction may be used by tenant units to support reception of visiting HHQ inspection teams. This guidance is UNCLASSIFIED. Units are authorized to reproduce or extract any portion necessary for planning purposes. Any field activities must send implementing publications to the Office of Primary Responsibility (OPR) for review and coordination before publishing. Refer recommended changes and questions about this publication to the OPR, 39 ABW/IGI, using the AF Form 847, *Recommendation for Change of Publication*. Request for waivers must be processed through command channels to the publication OPR for consideration. 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 the Air Force Records Disposition Schedule (RDS) located in

Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is slightly revised from its previous version. Clarification regarding roles and responsibilities, and updates to the Reception Team Checklist (**Attachment 2**) were incorporated, to include guidance on funding and continuity.

1. Planning.

1.1. Reception Liaison Officer (RLO) (as appointed by the 39th Air Base Wing Commander) will:

1.1.1. Monitor and satisfy inspection team requirements found in AFI 90-201, USAFEI 91-125, this instruction, and any unique inspection team requests. Use **Attachment 2** as a guide for team reception.

1.1.2. Create an inspection team Point of Contact (POC) List. At a minimum, distribute to the following key units and agencies involved: 39th Air Base Wing Protocol (39 ABW/CCP), 39th Security Forces Squadron Pass & ID (39 SFS/S5B), 39th Logistics Readiness Squadron Vehicle Operations (39 LRS/LGRVO), 39th Force Support Squadron Lodging (39 FSS/FSVL), 39th Communications Squadron Client Services (39 CS/SCOS) Incirlik Consolidated Club, and 39th Air Base Wing Public Affairs (39 ABW/PA). Other agencies should receive it as required.

1.1.3. Gather the following information and submit to the 39 ABW/CC, 39 ABW/CCP, 39 ABW/PA, and 39 FSS/FSVL:

1.1.3.1. Composition of inspection team (including total number of team members, their names, ranks, specialties, and historical experience/backgrounds).

1.1.3.2. Proposed itinerary information (date, time and method of arrival, duration of stay, departure plans, etc.).

1.1.4. Coordinate with unit leadership to acquire manpower for a baggage detail in support of inspection team arrival and departure.

1.1.4.1. Work with 39 ABW/CCP to establish procedures for handling inspection team's baggage and coordinate with baggage detail personnel as required.

1.1.5. Provide 39 FSS and 39 LRS requirements for lodging and transportation, respectively.

1.1.6. Coordinate location, time, briefers, and slides for reception and 39 ABW/CC in-briefs, to include location and time for inspection team out-brief.

1.1.7. Coordinate administrative support, supplies or special requirements as identified by the inspection team.

1.1.8. Coordinate procurement of temporary gate passes prior to team's arrival with the 39 SFS/S5B.

1.1.9. Generate Welcome Letter for all inspection team members to be signed by the 39 ABW/CC no later than 10 days prior to the inspection team's arrival.

1.1.10. Will ensure electronic versions of required documents for Welcome Packets are sent to 39 FSS/FSK for printing and compiling. Documents will include, but are not limited to, biographies of key personnel, local information, important phone numbers, Welcome Letters, Welcome Cards (refer to para 1.6.1.3. and 1.6.1.3.1.), base support information, maps, and other information as applicable.

1.1.11. Provide 39 LRS/LGRVO with vehicle requirements for team pick-up and drop-off at Adana Airport or Incirlik Air Base, including vehicle requirements for the team during their period of inspection.

1.1.12. Coordinate all Information Technology (IT) requirements and disseminate to 39 CS representative. This includes computer support, local area network (LAN) connections, telephone instruments, land mobile radios (LMRs) and audiovisual setup for classified and unclassified requirements.

1.1.13. Continuity will be maintained in accordance with para 3.1. and 3.2.

1.2. 39th Communications Squadron (39 CS) will:

1.2.1. Coordinate with other organizations to obtain all necessary communications equipment, or request wing funding through the proper channels to procure needed materials.

1.2.1.1. Ensure inspection team reception/work center is established and all IT requirements are met, to include computer support, LAN connections, telephone instruments, LMRs and audiovisual setup for classified and unclassified requirements, dependent on equipment available.

1.2.2. Provide contact information for on-call personnel and ensure on-site support is available at the inspection team reception/work center, if required.

1.3. 39th Force Support Squadron (39 FSS) will:

1.3.1. Using POC List provided by the RLO, pre-register inspection team members into Lodging.

1.3.2. If requested by 39 ABW/CCP or the RLO, place Welcome Cards and Welcome Packages in lodging rooms prior to inspection team's arrival (refer to para 1.6.1.3.1).

1.3.3. Create lodging keys on the day of inspection team's arrival. If team hasn't checked in prior to in-brief, work with RLO to ensure keys are distributed at in-brief.

1.3.4. Assist with the creation of Welcome Packages (refer to para 1.1.10.).

1.3.4.1. 39th Force Support Squadron Marketing (39 FSS/FSK) will print required Welcome Package documents and compile in designated order (per guidance from Reception Liaison Officer) in the appropriate folders/binders. In addition, 39 MSG/CC or CD will work with 39 ABW/IGI, 39 CPTS, and 39 ABW/CV to determine who will provide funding for the welcome packets. Once the welcome packets are completed, 39 FSS/FSK will notify the RLO when they are ready for pick-up.

1.3.5. Assist the RLO to pre-position reserve parking signs at the locations and times requested.

1.4. 39th Logistics Readiness Squadron (39 LRS) will:

1.4.1. Work with the Reception Liaison Officer to ensure transportation requirements are met for the inspection team. If unable to provide organic assets, assist team in obtaining rental vehicles. Pre-position vehicles at the locations and times requested by the Reception Liaison Officer.

1.4.2. Provide vehicles and drivers to pick up and drop off inspection team members when they arrive or depart Adana Airport or Incirlik Air Base.

1.4.3. Provide information for an on-call contact to provide vehicle support/maintenance as required.

1.5. 39th Security Forces Squadron (39 SFS) will:

1.5.1. Using the POC List provided by the RLO, 39 SFS/S5B will facilitate procurement of temporary gate passes and Turkish driver's licenses (USAFE Form 181) for the team's arrival.

1.5.2. In coordination with 39 ABW/IGI, authenticate Entry Authority Lists (EALs) and provide enough copies to 39 ABW/IGI who will help in distributing, or make available for pick-up, EALs to appropriate entry control points in accordance with the 39 ABW Integrated Defense Plan (IDP).

1.6. 39th Air Base Wing Protocol (39 ABW/CCP) will:

1.6.1. Work with the Reception Liaison Officer to provide Distinguished Visitor (DV) support for E-9s and O-6s and above (to include civilian equivalents) as required.

1.6.1.1. Provide training to all escort personnel in accordance with proper procedures.

1.6.1.2. Assist RLO to ensure DVs are escorted to the reception briefing and their quarters upon arrival.

1.6.1.3. Assist with the creation of welcome packages by providing a welcome card from the 39 ABW/CC for all approved DVs.

1.6.1.3.1. Have welcome cards signed by the 39 ABW/CC for Chiefs and O-6s and above (to include civilian equivalents). Complete no later than 24 hours prior to the inspection team's arrival. Placement of cards, packages, etc., in rooms may be delegated to 39 FSS/FSVL, when necessary.

1.6.2. Work with the RLO to establish procedures for handling inspection team's baggage and coordinate with baggage detail personnel as required.

1.7. 39th Air Base Wing Public Affairs (39 ABW/PA) will:

1.7.1. Review and approve any welcome package content not found on a public .mil site for Security, Accuracy, Policy, and Propriety (SAPP).

1.7.2. Include information on the Commander's Access Channel (CAC) and publish articles on the base's web/social media sites regarding inspection visits and activities as appropriate.

1.8. 39th Air Base Inspections Directorate (39 ABW/IGI) will:

1.8.1. Work with the Reception Liaison Officer to monitor and satisfy inspection team requirements found in AFI 90-201, USAFEI 91-125, this instruction, and any unique inspection team requests. Use **Attachment 2** as a guide for team reception. 39 ABW/CC may delegate this authority as appropriate.

1.8.2. In coordination with 39 SFS, distribute EALs, or make available for pick-up, (after authentication) to appropriate entry control points in accordance with 39 ABW IDP.

1.8.3. Keep Wing Leadership abreast of inspection team reception progress. In coordination with the Reception Liaison Officer, brief overall progress status at Wing Staff Meetings at least 30 days prior to the start of the inspection.

2. Funding.

2.1. All units will utilize in-house and unit-level resources to the maximum extent possible to meet inspection requirements. If required, additional 39 ABW funding may be provided on a case-by-case basis upon coordination with 39 CPTS and with approval by the 39 ABW/CV.

3. Continuity.

3.1. An electronic continuity binder is located on the Shared Drive in the following folder:

'NSI & NSSAV Reception Continuity' (S:\39ABW\IGI\NSI\NSI & NSSAV Reception Continuity).

3.2. It is the responsibility of the Reception Liaison Officer to ensure this electronic continuity binder is populated and updated as information changes or lessons learned are identified.

CRAIG D. WILLS, Colonel, USAF
Commander

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

AFI 90-201, *The Air Force Inspection System*, 02 August 2013

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 90-2, *Inspector General – The Inspection System*, 26 April 2006

USAFEI 91-125, *Nuclear Surety Staff Assistance Visit (NSSAV) and Functional Expert Visit (FEV) Program Management*, 14 September 2009

Prescribed Forms

No Forms

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

USAFE Form 181, *Vehicle Operator's Permit for Turkey*. 15 May 2005

Abbreviations and Acronyms

ABW—Air Base Wing

ABW/CC—Air Base Wing Commander

ABW/CCP—Air Base Wing Protocol

ABW/CV—Air Base Wing Vice Commander

ABW/IGI—Air Base Wing Inspections Directorate

ABW/PA—Air Base Wing Public Affairs

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CAC—Commander's Access Channel

CPTS—Comptroller Squadron

CS—Communications Squadron

CS/SCOS—Communications Squadron Client Services

DV—Distinguished Visitor

EAL—Entry Authority List

FEV—Functional Expert Visit

FSS—Force Support Squadron

FSS/FSK—Force Support Squadron Marketing
FSS/FSVL—Force Support Squadron Lodging
HHQ—Higher Headquarters
IDP—Integrated Defense Plan
ID—Identification
IT—Information Technology
LAN—Local Area Network
LMR—Land Mobile Radio
LRS—Logistics Readiness Squadron
LRS/LGRVO—Logistics Readiness Squadron Vehicle Operations
NATO—North Atlantic Treaty Organization
NSI—Nuclear Surety Inspection
NSSAV—Nuclear Surety Staff Assistance Visit
OPR—Officer of Primary Responsibility
POC—Point of Contact
RDS—Records Disposition Schedule
SAPP—Security, Accuracy, Policy, and Proprietary
SFS—Security Forces Squadron
SFS/S5B—Security Forces Squadron Pass & ID
USAFE—United States Air Forces in Europe
USAFEI—United States Air Forces in Europe Instruction
WSA—Wing Staff Agency

Attachment 2

RECEPTION TEAM CHECKLIST

Table A2.1. Reception Team Checklist

OPR: Number	Reception Team Checklist ITEM	Date:		
		Yes	No	N/A
	<i>60 days prior</i>			
1	Review AFI 90-201, USAFE supplement for IG Inspections			
2	Review USAFE 92-125 for NSSAV Inspection			
3	Make contact with inspection team Project Officer			
4	Coordinate with IGI, team PROJO, & Wg/leadership to create/update SIMS/DEVS listing & SOE			
	<i>45 days prior</i>			
5	Receive requirements from Inspection Team (especially for work centers)			
6	Make arrangements for inspection work center location			
7	Receive country clearance letter			
8	Notify Wg/leadership of inspection team composition & prep status. Provide weekly updates			
	<i>30 days prior</i>			
9	Arrange for reception, in & out briefs – determine times, location, and attendees. Send calendar invites to attendees			
10	Coordinate with CS to establish work center connectivity			
11	Coordinate with FSS for creation of welcome packets			
12	Notify lodging of number & names for inspection team			
13	Notify LRS of inspection team transportation requirement			
15	Receive inspection team ID cards & orders			
	<i>15 days prior</i>			
16	Work with squadron leadership to task out baggage detail			
17	Generate welcome letter to be signed by Wg/CC & coordinate any welcome cards with Protocol			
18	Make arrangements with SFS for gate passes, Turkish driver's licenses & EAL validation			
	<i>10 days prior</i>			
19	Practice reception & in-briefs			
20	Arrange airport pick-up procedures with transportation & Protocol (if required)			
	<i>48 hours prior</i>			
21	Pick-up welcome packages from FSS			
22	Send reminder e-mail to in-brief & reception brief attendees			
	<i>24 hours prior</i>			
23	Pre-register inspection team at lodging			
24	Ensure baggage detail knows procedures			
25	Arrange vehicle pre-stage & placement of reserve parking signs			
26	Ensure placement of welcome packages & cards from Protocol for DV inspectors			
27	Finalize arrangements for gate passes & EAL validation			
	<i>Day of team arrival</i>			
28	Pick-up keys from lodging			
29	Conduct reception brief: EAL validation, vehicle safety, distribute lodging/vehicle keys & welcome packets, as applicable			
	<i>Morning of inspection</i>			

OPR:	Reception Team Checklist	Date:		
Number	ITEM	Yes	No	N/A
30	Conduct in-brief			
	<i>24 hrs prior to out-brief</i>			
31	Arrange for inspection team departure & transportation to airport			