

**BY ORDER OF THE COMMANDER
RAMSTEIN AIR BASE**

RAMSTEIN AIR BASE INSTRUCTION 90-202



15 JANUARY 2010
Certified Current 14 February 2012
Special Management

GATEKEEPER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 86 AW/ XP

Certified by: 86 AW/XP
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Pages: 7

This publication implements Air Force Policy Directive 90-2, *Inspector General-The Inspection System* and Air Force Instruction (AFI) 90-201, *Inspector General Activities*, and establishes policies and procedures for the control and notification of inspections, audits, staff assistance visits (SAVs) and Air National Guard (ANG)/Air Force Reserve Component (AFRC) visits to 86 AW installations located in the Kaiserslautern Military Community. The 86 AW/CC is the approving authority for all requests to deploy to or visit wing-level and below organizations on any 86 AW installation. 86 AW/XP will not track transient aircraft or troop movement requests or visits to numbered air forces or higher headquarters. Refer recommended changes and questions about this publication to the Office of Primary Responsibility. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

1. Office of Primary Responsibility (OPR): 86 AW/XP is the OPR for tracking inspections, audits, external exercises, SAVs and ANG/AFRC visits and acts as the gatekeeper for all 86 AW installations. 86 AW/XP will work with organizations to establish points of contact (POCs) as needed to coordinate, facilitate and execute all ANG/AFRC visits to 86 AW.

2. Responsibilities.

2.1. 86 AW/XP will:

2.1.1. Have knowledge of all inspections, audits, external exercises, SAVs and ANG/AFRC visits to 86 AW installations.

- 2.1.2. Ensure local visit POCs are established prior to ANG/AFRC arrival.
- 2.1.3. Ensure wing commanders and base leadership are aware of all planned wing-level and below visits.
- 2.2. 86 AW/CCP will:
 - 2.2.1. Report any Distinguished Visitor (DV), to include all wing-level visits containing flag-level officers or equivalents, directly to the 86 AW/CC.
 - 2.2.2. Coordinate, assist and advise the assigned project officer on each protocol visit.
- 2.3. 86 AW/CVI will:
 - 2.3.1. Report inspections, external exercises and SAVs to 86 AW/XP for consolidation into Gatekeeper commander's brief.
 - 2.3.2. Act as the primary POC/host for IG inspection teams during inspections and SAVs.
 - 2.3.3. Track inspections and SAVs for possible credit toward AFI required inspections.
- 2.4. 86 AW/CPTS will report any inbound audits to 86AW/XP as early as possible, providing timeline, structure, and affected agencies/organizations.
- 2.5. 521 AMOW will:
 - 2.5.1. Provide 86 AW with knowledge of our inspections, audits, exercises, SAVs and ANG/AFRC visits to its best ability. In the event of short-notice visits, information will flow as quickly as possible.
 - 2.5.2. Select 521 AMOW visit POCs who will submit after-action reports, as required, to 521 AMOW Commander (521 AMOW/CC).
- 2.6. USAFE/IG will notify 86 AW/XP of all Ramstein scheduled inspections, audits, etc. 86 AW/XP will notify the USAFE/IG Gatekeeper (gatekeeper.usafe.ig@ramstein.af.mil) of all changes to their internal calendar that may impact external visits.
- 2.7. All other wing-level and below organizations/tenants stationed on an 86 AW installation will:
 - 2.7.1. Notify 86 AW/XP of inspections, audits, external exercises, SAVs and ANG/AFRC visits and provide the start/end date of visit, visiting organization name and POC, estimated number of visiting personnel, names/rank of any flag-level (or equivalent) visiting personnel, reason for visit and other pertinent information required to facilitate the visit.
 - 2.7.2. Provide personnel to act as the primary POC to coordinate the visit.
 - 2.7.3. Provide any and all support approved by wing leadership to host the visiting organization.
- 2.8. Ramstein Visitor POCs will:
 - 2.8.1. Coordinate with the incoming visiting organization to establish a line of communication.

2.8.2. Act as the primary interface with the visiting organization and the Ramstein units required to support and host the visiting team.

2.8.3. Create an itinerary coordinated with all affected Ramstein organizations.

2.8.4. Execute the POC Visit Checklist in Attachment 2 to arrange required support. If the visiting organization is arriving at Ramstein via military aircraft the POC will execute the Ramstein Air Base Reception Support Request Form in Attachment 3. Once completed, the visit POC will return the completed form to 86 AW/XP.

2.8.5. Provide an after action report, as required, to 86 AW/XP within 10 days after completion of the visit. The 86 AW/XP will notify the visit POC if an after action report is required.

MARK C. DILLON, Brigadier General, USAF
Commander

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

AFPD 90-2, *Inspector General-The Inspection System*, 26 Apr 06

AFI 90-201, *Inspector General Activities*, 17 Jun 09

AFMAN 33-363, *Management of Records*, 1 Mar 08

Acronyms and Abbreviations

AFRC— Air Force Reserve Component

ANG— Air National Guard

POC— Point of Contact

OPR— Office of Primary Responsibility

SAV— Staff Assistance Visit

Attachment 2

RAMSTEIN AIR BASE POC VISIT CHECKLIST

Table A2.1. Ramstein Air Base POC Visit Checklist.

1	Establish contact with visiting organization's POC prior to visit to establish requirements, intent of visit and any special requests.
a.	Gather pertinent information on all visitors, to include: Home unit organization and office Total number of personnel arriving Rank and full name of all visitors
b.	MANDATORY for all ANG/AFR units: Notify USAFE/CG (ANG) or USAFE/CR (AFR) office of visits/overseas annual training (OSAT) via e-mail usafecgr.angresadvis@ramstein.af.mil. DSN 480-7542 or 480-6931.
c.	Security clearance and date (obtain verification from visiting organization's security manager).
d.	Obtain brief bio on any visitor O-6 (or equivalent) and provide to 86 AW/XP.
2	Draft an itinerary for entire duration of base visit (not required for training units)
a.	For visiting organization with O-6 (or equivalent) contact 86 AW/XP to determine if an office call with 86 AW front office is required.
b.	Ensure itinerary dates, times and places are coordinated and approved by all affected units.
3	Establish all support requirements for visiting personnel to include:
a.	Lodging arrangements – Central Reservations 480-4920. If on-base lodging is unavailable, work with 86 SVS to reserve lodging arrangements through local establishments.
b.	Transportation requirements - Coordinate with 86 VRS/LGRVO, 480-5566 for all transportation required for any and all events officially connected with the base visit.
c.	COMM requirements - Identify any/all communications requirements and coordinate all requirements with 86 CS/SCX.
4	Coordinate base access 10 days prior for the duration of the visit through 86 SFS if the incoming unit is not a DoD cardholder.
a.	Contact the 86 LRS Base Armory, 480-5916, for storage of weapons if the visiting organization will be armed.

5	Contact 86 AW/SEW, 480-2590, when notified of units bringing explosives to Ramstein or performing any aircraft or ground related explosives.
6	Contact 86 AW/PA, 480-9196 to cover any visit requirements (as applicable). If the visitor is media, contacting 86 AW/PA is mandatory.
7	Coordinate any briefing being given to foreign national visitors through USAFE/A2A Foreign Disclosure Office at 480-7506 prior to execution. Ensure any US personnel receiving classified information or briefs have the proper clearance level by working with Unit Security Manager or 86 AW/IP.
8	Provide after action report, if required, to 86 AW/XP within 10 working days. Prior to the execution of the visit, 86 AW/XP will notify the Visit POC if an AAR is required.

Attachment 3

RAMSTEIN AIR BASE RECEPTION SUPPORT REQUEST FORM

Figure A3.1. Sample Ramstein Air Base Reception Support Request Form.

“PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with Privacy Act and AFI 33-332.”

Today's Date:

Deploying Unit Base Assigned and Deploying Unit: (required, spell out acronyms)

Deploying Unit POC, Duty phone, Email address (required):

POC's Email Address (required):

86 AW Hosting unit, designated POC, DSN Phone, Cell phone (required unit and name):

Number of Personnel, including aircrew (required):

Number DVs/O-6: (If applicable, was Protocol Office notified? *Please mark YES or NO*)

If DVs are arriving, please specify Rank, Full Name and POC for protocol staff to contact:

Purpose of Visit or Exercise Name (be very specific, spell out acronyms; if classified send SIPRNET email):

Projected Arrival / Departure Dates and times (required):

Arriving via Military / Commercial Aircraft (If arriving military specify aircraft type) (required):

Type/Number Aircraft transient (required if applicable):

Are you bringing any explosives? Please mark YES or NO

NOMENCLATURE: _____

NET EXPLOSIVE WGT: _____

HAZ/CLASS/DIVISON: _____

Are you going to perform any aircraft or ground related explosive operations on Ramstein, i.e. loading/unloading, transporting, or handling of explosives?

Cargo Loading at Ramstein (*Select One*): None / On-Load / Off-Load Amount:
_____ pounds

Type (pallets and rolling stock) and amount of cargo requiring on-load/off-load:

GOVs:

Number and type of GOVs requested (required):

Number/names of personnel who require driver training and temporary USAREUR license (required):

NOTE: All personnel responsible for/driving a GOV must have stateside and government licensing prior to arrival. 86 AW POC will provide local driver training and local licensing for use during deployment. Briefing available for advance viewing upon request.