

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

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



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Special Management

**WING INSPECTION TEAM
RECEPTION AND SUPPORT**

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This instruction supports AFI 90-201, The Air Force Inspection System (AFIS). This instruction is applicable to all Air Force personnel assigned or attached to Malmstrom Air Force Base (MAFB). It also applies to all MAFB mission partners that possess a Support Agreement with the 341 Missile Wing. This instruction applies to all squadron commanders/directors. This publication does not apply to Air Force Reserve Command (AFRC) units, Air National Guard (ANG) units or non-appropriated fund activities. Instructions herein apply to all government vehicles and vehicular assets, including General Services Administration (GSA) leased vehicles. This publication is not subject to the Privacy Act of 1974 and does not contain copyrighted information. Ensure all records created as a result of prescribed processes in this publication are maintained in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The intent behind this revision is to simplify and improve inspection processes to allow IGs to more efficiently execute inspections. If any part of this instruction impedes a Commander's ability to effectively or efficiently meet mission requirements or take care of Airmen, contact 341MW/IG for timely resolution.

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. Ensure all records created as a result of prescribed processes in this publication are maintained in accordance with this publication and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

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 tenet units the unit commander is responsible for implementing applicable portions of this instruction, but the 341 MW will provide support as requested. Workcenter space will be determined by Wing Commander, based upon the recommendation of the 341 MW Inspector General and real property.

3. Inspection Support Responsibilities.

3.1. 341st Missile Wing IG will:

3.1.1. 341 MW/ IGIX serves as the OPR for all inspection support. 341 MW/ IGIX will serve as the Project Officer, and will be the POC for coordinating and organizing all facets of reception and support for inspection teams. .

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. 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 coordinating communication support and identifying limiting factors pursuant to inspection team requirements.

3.1.2.2. The Logistics Readiness Sq is responsible for appointing a team lead who will be responsible for vehicle/transportation support. The Logistics Readiness Sq will be responsible for the baggage team if requested as well as any transportation or LRS deliverables. LRS may augment baggage team members from additional Wing units.

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

3.1.2.4. The Maintenance Group is responsible for appointing a team lead who will be responsible for any requested deliverables.

3.1.2.5. The Medical Group is responsible for appointing a team lead who will be responsible for any requested deliverables.

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, cold weather gear and any requested deliverables.

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

3.1.2.8. The Force Support Squadron is responsible for appointing a team lead who will be responsible for coordinating lodging requirements and any requested deliverables.

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 2](#).

3.2.3. Clearly identify each team lead's role. Ensure all inspection support responsibilities are accomplished by the appropriate personnel.

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

3.2.5. The pre-identified main workcenters are located in building 3080, rooms D100 and B109. In case these are unavailable coordinate with other agencies to identify an inspection work center. The inspection work center will be configured to provide a main work area large enough to accommodate meetings for the entire team. This work center should be able to accommodate classified discussions at the SECRET level.

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

3.2.7. 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.

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

3.2.9. Ensure coordination 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 341st Communications Squadron will:

3.4.1. Appoint a team lead with adequate experience to accomplish the following tasks:

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

3.4.1.2. In accordance with the inspection team's requirements letter, coordinate support and identify limiting factors pursuant to anticipated inspection team work schedules.

3.4.1.3. Ensure all provided communication equipment (secure telephones and LMR equipment) is supplied for the inspection team NLT two days prior to arrival, if requested.

3.5. The 341st Logistics Readiness Squadron will:

3.5.1. Coordinate with 341 MW/IGIX, 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.

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

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

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

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

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

3.5.5.2. Driving restrictions/procedures

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

3.5.5.4. Phone number to call for vehicle problems

3.5.5.5. Gas pump hours and location

3.5.6. If requested by inspection team, provide a vehicle/personnel capable of carrying the appropriate amount of baggage. This vehicle will be used to transport additional baggage between the arrival/departure point and the inspection team's lodging.

3.5.7. 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.

3.5.8. Provide transportation for the inspection team from/to the arrival/departure point as necessary.

3.6. The 341st Force Support Squadron will:

3.6.1. Coordinate with 341 MW/IGIX 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.

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

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

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

3.7.2. Ensure that the EAL representative uses information contained in the Defense Information System for Security (DISS) visit request to verify the EAL. Visiting teams will utilize the 341 MW SMO code to initiate a visit request through DISS to the base security manager.

3.7.3. 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).

3.7.4. 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/IGIX immediately when EAL processing delays occur.

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

3.7.6. 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.

3.8. The Protocol Office will:

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

3.8.2. Configure DV suites at Malmstrom Lodging for all applicable inspectors.

3.8.3. 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 Inspector General (IG) 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 if requested by visiting inspection team.

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

4.4. LRS will track AFGSC IG flight within the Single Mobility System to confirm accurate arrival times or for any delays.

5. Reception Area/In-processing Workstations.

5.1. The Project Officer will identify an area for inspector reception and in-processing workstations within building 3080, as applicable.

5.2. The Project Officer 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.

6. In-Brief Requirements.

- 6.1. The Project Officer will manage the inspector's in brief, if requested.
- 6.2. The in-brief may include:
 - 6.2.1. Administrative Brief
 - 6.2.2. Local Safety
 - 6.2.3. Local Threats
 - 6.2.4. Local Weather Conditions
 - 6.2.5. Mission Brief
 - 6.2.6. Restricted Area entry requirements
- 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 if requested.
- 6.4. The Project Officer for the in-brief will ensure all briefers and support personnel are in place and ready NLT 30 minutes prior to start time.
- 6.5. The 341 MW/IG will notify applicable commanders and Office Chiefs of time and location of in-brief.

BARRY E. LITTLE, 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 DISS 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 D=Inspection Team Departure V=Inspection Team Visit	Task	OPR
INSPECTION SUPPORT		
A – 30 days	Identify Possible Workcenter	IGIX/CS/CES
A – 30 days	Identify requested Inspection Team vehicles	LRS/IGIX
A – 30 days	Identify Reception and Support Team Leads	IGIX
A – 30 days	Reserve Lodging	FSS
A – 25 days	Conduct initial Reception and Support Team Lead Meeting	IGIX
A – 25 days	Identify and Reserve Location for In-brief	IGIX
A – 7 days	Brief Reception Schedule of Events to MW CC/CV	IG
A – 7 days	Identify Reserve Parking for Inspection Team	IGIX
A – 7 days	Prepare DV Welcome package materials and coordinate with Project Officer.	CCP
A – 5 days	Workcenter Set Up	IGIX/CS
A – 5 days	Reception and In-Processing Workstation Set Up	IGIX
A – 5 days	Develop Room Roster with Phone Numbers to 341 MW/IGIX	FSS/CS/ IGIX
A – 3 days	Physical hold of requested Inspection Team vehicles	LRS/IGIX
A – 3 days	Coordinate Manpower/Facility Manager to Clean In-brief Area	IGIX
A – 2 days	QC Workcenter, Reception and In-Processing Workstations	CS/IGIX
A – 2 days	Ensure All Slides and Briefers (EMCEE/WX/OSI/SE) are Ready for In-brief	IGIX
A – 2 days	Conduct In-brief Dry Run	IGIX
A	Receive and authenticate EAL IAW Attachment 1	SFG

A	Greet Team Chief at the Main Workcenter	IG/WingCC/CV
V	Contact inspection Staff for Daily Support Requirements	IGIX
D + 1 day	Dismantle Workcenter and Return Furniture/Equipment	CS/IGIX