

**BY ORDER OF THE COMMANDER  
36TH WING**

**36TH WING INSTRUCTION 90-201**

**22 FEBRUARY 2018**

***Special Management***

**ZONE INSPECTION PROGRAM**



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This instruction extend the guidance of Air Force Instruction (AFI) 90-201, *The Air Force Inspection System* and also implements Commander, Navy Installations Command Instruction (CNICINST) 11000.3 Zone Inspection Program. It establishes objectives and assigns responsibilities for the 36th Wing (36 WG) units and key personnel. This directive applies to the 36 WG and all subordinate and tenant units. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS). 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 Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

## 1. The Zone Inspection Program.

### 1.1. Purpose

1.1.1. The Zone Inspection Program provides a systematic way to comply with CNICINST 11000.3 and allow the 36 WG/CC and other wing leaders to see where and how Service members and civilians work.

1.1.2. The Zone Inspection Program identifies facility and space deficiencies on Andersen Air Force Base (AAFB).

1.1.2.1. Facility deficiencies identified during Zone Inspections include, but are not limited to: operational safety, fire safety, facility maintenance, hazardous material storage, environmental processes, IP security, AT security, physical security, traffic control, contract performance, and improperly stored equipment.

1.1.2.2. Space deficiencies identified during Zone Inspections include but are not limited to: vacant spaces, misuse of space, unapproved tenant expansion, and mission misalignments.

1.1.3. The Zone Inspection Program is a 36 WG/CC-led program and does not replace existing inspection programs.

### 1.2. Planning

1.2.1. Zone Inspections will cover facilities that are a command priority or of key interest and have not previously been inspected by the current Wing leadership.

1.2.1.1. Zone Inspections will follow regularly scheduled inspection programs by the Safety (36 WG/SE), Environmental (36 CES/CEV), Bioenvironmental (36 MDOS/SGOAB), and Fire Safety (36 CES/CEF) offices and incorporate outstanding deficiencies into pre-inspection briefings and post-inspection reports.

1.2.1.2. The Zone Inspection Coordinator (ZIC) produces an annual Zone Inspection Schedule in the 4<sup>th</sup> quarter of the calendar year.

1.2.1.2.1. The annual Zone Inspection Schedule lists all units to be inspected by month, beginning in January.

1.2.1.2.2. The Zone Inspection Schedule will be developed with consideration for the inspection requirements of other agencies.

1.2.1.2.3. All other inspecting agencies will make every effort, in collaboration with the ZIC, to align existing inspection programs with the annual Zone Inspection Schedule.

1.2.2. Zone Inspections are led by either the 36 WG/CC, 36 WG/CV, or 36 MSG/CC. At a minimum, the unit commander or delegated representative, facility manager, and ZIC must attend the inspection.

1.2.2.1. Zone Inspection scheduling is primarily dependent on 36 WG/CC availability. A recurring weekly appointment is recommended. The 36 WG/CV or 36 MSG/CC will lead inspections when the 36 WG/CC is unavailable during the predetermined time.

### 1.3. Implementation

1.3.1. Zone Inspections will nominally be scheduled once per week (approximately 50 times per year) in accordance with the Zone Inspection Schedule.

1.3.2. Zone Inspections consist of a pre-brief, a site visit, and post-visit actions.

1.3.2.1. The ZIC coordinates a pre-brief with the facility manager in order to ensure all outstanding deficiencies are accurately captured. The finalized pre-brief is provided to the inspection team lead (e.g., 36 WG/CC) 24 hours prior to the inspection.

1.3.2.1.1. The pre-brief will include the facility floor plan and real property records from 36 CES/CEC Asset Management.

1.3.2.1.2. The pre-brief will include all open work orders from 36 CES/CEO Customer Service (<https://andersen.eis.pacaf.af.mil/36MSG/36CES/CEO>)

1.3.2.1.3. The pre-brief will include all deficiencies recorded by Safety (36 WG/SE), Environmental (36 CES/CEV), Bioenvironmental (36 MDOS/SGOAB), and Fire Safety (36 CES/CEF) inspection programs in the last 12 months that were not resolved at the time of inspection and are possibly still outstanding.

1.3.2.1.4. The pre-brief will include a summary of energy usage for the past 12 months based on data from the base energy manager (36 CES/CEO).

1.3.2.1.5. The pre-brief will contain information on ongoing or planned construction, renovation, or other major projects related to the facility.

1.3.2.2. During site visits the inspected unit commander (or representative) discusses any major facility and space issues with the inspection team (e.g., 36 WG/CC, 36 WG/CCC, and ZIC). The facility manager should provide further clarification on any facility issues, including existing work order status.

1.3.2.3. The ZIC records all major deficiencies and proposed corrective actions on the Zone Inspection Deficiency List (ZIDL).

1.3.2.4. After the site-visit is complete, the ZIC will coordinate the ZIDL, including action items, with the unit facility manager and commander or designated representative. A finalized ZIDL will be made available to the inspection team lead (e.g., 36 WG/CC) and inspected unit commander within seven days of the inspection.

1.3.2.5. The ZIC will author and maintain a Zone Inspection Open Deficiency Tracker by following up on deficiencies until they are resolved. Quarterly, open deficiencies will be reported to the 36 WG/CC, 36 WG/CV, and 36 MSG/CC.

## 2. Responsibilities.

### 2.1. The 36 WG/CC

2.1.1. Possesses overall responsibility for the oversight, maintenance, and repair actions for facilities, structures and grounds on AAFB.

2.1.2. Participates in the Zone Inspection Program with the goal of inspecting 2-4 facilities each month, as planned in the Zone Inspection Schedule.

2.1.3. Enforces 36<sup>th</sup> Wing and tenant command tenant responsibilities to include building oversight, cleanliness, energy conservation, emergency management, and the Zone Inspection Program.

2.1.4. Designates an installation ZIC.

2.2. The 36 WG/CV. On behalf of the 36 WG/CC, leads Zone Inspections when the principal is unavailable.

2.3. The 36 WG/CCC.

2.3.1. Participates in the Zone Inspection Program with the goal of inspecting 2-4 facilities each month, as planned in the Zone Inspection Schedule.

2.3.2. Coordinates with tenant commands as needed for issues regarding facility cleanliness.

2.4. The 36 MSG/CC. On behalf of the 36 WG/CC, leads Zone Inspections when the principal and 36 WG/CV are unavailable.

2.5. The 36 MSG/CCC. On behalf of the 36 WG/CCC, participates in the Zone Inspection Program when the 36 WG/CCC is unavailable.

2.6. The 36 CES/CC. Quarterly, reports open deficiencies to the 36 WG/CC, 36 WG/CV, and 36 MSG/CC.

2.7. Zone Inspection Coordinator (ZIC)

2.7.1. Develops the annual Zone Inspection Schedule. The schedule is an outline of all units/facilities to be inspected each month.

2.7.2. Distributes the Zone Inspection Schedule to all members of the inspection team including: 36 WG/CC, 36 WG/CCC, 36 MSG/CC, 36 MSG/CCC, 36 CES/CC, inspected unit CCs, inspected unit facility managers, 36 WG/SE, 36 MDOS/SGOAB, 36 CES/CEV, and 36 CES/CEF.

2.7.3. Updates identified deficiencies on Zone Inspection Deficiency List (ZIDL) tracker for 36 CES/CC review and reporting.

2.7.4. Provides a pre-brief to the inspection team prior to all Zone Inspections.

2.7.5. Maintains an auditable Zone Inspection record. Retains the records for a period of at least three years.

2.8. Unit Commanders

2.8.1. Attend all unit Zone Inspections that are scheduled for their unit's facilities.

2.8.2. Identify and discuss any facility concerns with Zone Inspection team leader.

2.8.3. If unavailable to attend a Zone Inspection, appoint the Deputy Commander or Operations Officer to participate in their place.

2.9. Facility Managers

2.9.1. Participate in Zone Inspections for their facilities.

2.9.2. Verify facility pre-brief and Zone Inspection deficiency information as requested.

2.9.3. Provide updates on assigned after actions to the ZIC quarterly or as requested.

2.10. The 36 MDOS/SGOAB

2.10.1. Provide bioenvironmental inspection reports for scheduled ZIP facilities by the first day of the month in which the facility is to be inspected.

2.10.2. Provide updates on assigned after actions to the ZIC quarterly or as requested.

2.11. The 36 CES/CEC

2.11.1. Annually, provide facility records for all Zone Inspections scheduled for the next calendar year. Records should include an updated floor plan and property records.

2.11.2. Coordinate with the ZIC on space utilization issues to be incorporated into the Real Estate Working Group (REWG).

2.11.3. Provide relevant construction project status updates to the ZIC, as requested.

2.12. The 36 CES/CEF

2.12.1. Provide fire inspection reports for scheduled ZIP facilities by the first day of the month in which the facility is to be inspected.

2.12.2. Provide updates on assigned after actions to the ZIC quarterly or as requested.

2.13. The 36 CES/CEO

2.13.1. Make open work orders available to the ZIC weekly.

2.13.2. Provide quarterly facility manager list updates to the ZIC.

2.13.3. Answer ZIC inquires on the status of existing work orders and projects.

2.13.4. Provide the ZIC with Mission Dependency Index and facility condition data as necessary.

2.13.5. Provide energy audit data for scheduled ZIP facilities by the first day of the month in which the facility is to be inspected.

2.14. The 36 CES/CEV

2.14.1. Provide environmental inspection reports for scheduled ZIP facilities by the first day of the month in which the facility is to be inspected.

2.14.2. Provide updates on assigned after actions to the ZIC quarterly or as requested.

2.15. The 36 WG/SE

2.15.1. Provide safety inspection reports for scheduled ZIP facilities by the first day of the month in which the facility is to be inspected.

2.15.2. Provide updates on assigned after actions to the ZIC quarterly or as requested

DOUGLAS A. COX, Brigadier General, USAF  
Commander

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

AFI 90-201, *The Air Force Inspection Program*

AFMAN 33-363, *Management of Records*

CNICINST 11000.3, *Zone Inspection Program*

OPNAVINST 2120.32D, *Standard Organization and Regulations Manual*

OPNAVINST 5100.23G, *Navy Safety and Occupational Health (SOH) Program Manual*

***Prescribed Forms***

NONE

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**36 CES/CC**—36th Civil Engineer Squadron Commander

**36 CES/CEC**—36th Civil Engineer Squadron, Engineering Flight

**36 CES/CEF**—36th Civil Engineer Squadron, Fire and Emergency Services Flight

**36 CES/CEO**—36th Civil Engineer Squadron, Operations Flight

**36 CES/CEV**—36th Civil Engineer Squadron, Environmental Flight

**36 MDOS/SGOAB**—36th Medical Operations Squadron, Bioenvironmental Engineering

**36 MSG/CC**—36th Mission Support Group Commander

**36 WG**—36th Wing

**36 WG/CC**—36th Wing Commander

**36 WG/CCC**—36th Wing Command Chief Master Sergeant

**36 WG/CV**—36th Vice Wing Commander

**36 WG/SE**—36th Wing Safety

**AAFB**—Andersen Air Force Base

**AFMAN**—Air Force Manual

**AT**—Antiterrorism

**CMP-IMT**—Content Management Program-Information Management Tool

**IP**—Information Protection

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**REWG**—Real Estate Working Group

**ZIC**—Zone Inspection Coordinator

**ZIDL**—Zone Inspection Deficiency List