COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This Instruction implements Department of the Air Force Policy Directive 90-3, *Inspector General*, Department of Defense (DoD) Directive 3150.02, *DoD Nuclear Weapons Surety Program*, Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3263.05, *Nuclear Weapons Technical Inspections*, and Air Force Policy Directive 16-7, *Special Access Programs*. It provides policy for inspections involving Air Force and Space Force organizations/units, processes, programs, and procedures. Only this instruction may establish Department-wide Inspector General (IG) inspection requirements. This publication applies to Department of the Air Force civilian employees and uniformed members of the Regular Air Force (RegAF), the United States Space Force (USSF), the Air Force Reserve, and the Air National Guard. Major Commands (MAJCOM) and Field Commands (FLDCOM) may supplement this instruction, but all supplements that implement this publication must be routed to the Secretary of the Air Force, Inspector General, Inspections Directorate (SAF/IGI) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the office of primary responsibility

(OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive unit-level requirements in this publication are identified with a Tier number ("**T-0**", "**T-1**", "**T-2**", and "**T-3**") following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers (using the DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*) through the chain of command to the appropriate tier waiver approval authority or alternately to the requestor's commander for non-tiered compliance items. To meet the intent of DAFMAN 90-161, e-mail finalized waivers (Department of the Air Force Forms 679) to SAF/IGI (e-mail to: **saf.igi.workflow@us.af.mil**) within 30 days of approval. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force. **(T-3)**

(ACC) DAFI 90-302, *The Inspection System of the Department of the Air Force*, is supplemented as follows: This supplement applies to active duty and ACC-aligned Air Reserve Component wings. This supplement does not apply to the United States Space Force. Send comments and suggested improvements on DAF Form 847, *Recommendation for Change of Publication*, through channels to ACC/IGI, 205 Thornell Avenue, Bldg. 621, JB Langley-Eustis VA 23665-2799, **ACCIG.IGI.InspectionDivision@us.af.mil**. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Contact supporting records managers as required. 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, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Units may supplement this document as needed. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

SUMMARY OF CHANGES

This document is substantially revised and must be reviewed in its entirety. The intent behind this revision is to simplify and improve inspection processes, allowing IGs to more efficiently execute inspections throughout the Department of the Air Force. Numerous changes were made to fully incorporate the United States Space Force (USSF), such as the use of inclusive language, the establishment of USSF focused inspection policy, and rebranding of Air Force-centric terminology. Specifically, *The Air Force Inspection System* (AFIS) has become *The Inspection System of the Department of the Air Force*, shortened to "The Inspection System", and Airman-to-IG Sessions (ATIS) are now "IG Sensing Sessions." Additional major changes include: the

establishment of remote assessment methodology for some aspects of nuclear inspections, substantial updates to the Initial Nuclear Surety Inspection (INSI) language, new guidance for "other nuclear inspections/activities," re-focused Headquarters Inspections (HQI), the addition of IG continuation training IAW requirements set forth by the Council of the Inspectors General on Integrity and Efficiency (CIGIE) and expanded guidance in the attachments. If any part of this instruction impedes a commander's ability to effectively or efficiently meet mission requirements or take care of Airmen and Guardians, contact SAF/IG for timely resolution.

(ACC) This document is substantially revised and must be completely reviewed. Major changes include updating roles and responsibilities for ACC/IG, Pertinent Oversight Authorities and wings, streamlining the flow of information via the wing collaboration page, describing deficiency workflow for HHQ and wings in order to improve deficiency resolution, improvements to **Attachment 7** and informing ACC staff on how ACC/IG manages HQIs and AOCs.

Chapter 1

GENERAL GUIDANCE, RESPONSIBILITIES, AND INSPECTION GUIDELINES

1.1. Overview.

1.1.1. The Inspection System of the Department of the Air Force (hereby referred to as "The Inspection System") is a coherent, integrated, and synchronized alignment of inspections conducted on behalf of the Secretary of the Air Force (SecAF), the Chief of Staff of the Air Force (CSAF), the Chief of Space Operations (CSO) and commanders at all levels. The Inspection System consists of a commander-led Unit Self-Assessment Program (USAP), three key synergistic inspections (Commander's Inspection Program [CCIP], Unit Effectiveness Inspection [UEI], and Headquarters Inspection [HQI]), and continual evaluation (conducted by Inspectors General [IGs] and Pertinent Oversight Authorities [POAs]), which are all designed to evaluate the integration of different levels of command in the Air Force and Space Forces. Other critical inspections will occur in various organizations to assure senior leaders that Forces are ready to support the National Defense Strategy (e.g., Nuclear Surety Inspections [NSI], Mission Thread Assessments [MTA], etc.). Each inspection should complement the other, relying on the input and output of the other inspections for maximum effectiveness (see **Table 1.1**.). The Inspection System relies on a risk-based sampling strategy (RBSS) used during inspection cycles. Subsequent chapters in this instruction describe each inspection type in further detail. It is essential for Airmen, Guardians, and commanders to focus on the mission, not the inspection.

1.1.2. Applicability of Inspections.

1.1.2.1. The Headquarters Inspection (HQI) is conducted on units that are above the wing/delta level (MAJCOMs/FLDCOMs, Direct Reporting Units (DRU), Field Operating Agencies (FOA), Specified Centers, and Numbered Air Forces (NAF)) IAW **Chapter 8** of this instruction. Unless directed by The Inspector General (TIG), CSO, CSAF, or SecAF, Air Force and Space Force staffs at the service level will not be inspected via the HQI.

1.1.2.2. AFIA conducts Oversight Inspections (OVI) IAW **Chapter 6** of this instruction.

1.1.2.3. UEIs are conducted at the wing/delta-level by MAJCOM/FLDCOM IGs and AFIA IAW **Chapter 3** of this instruction. Commanders of Air Force wings and Space Force deltas will execute a CCIP IAW **Chapter 2** of this instruction. Space Force units will also be inspected IAW guidance in **Chapter 4** and **Attachment 4** of this instruction.

1.1.2.4. The USAP is a critical component of The Inspection System for unit commanders and will be conducted IAW **Chapter 2** of this instruction. **(T-2)**

1.1.3. Throughout this instruction, the term "wing/delta" is used as a substitute for any wing/delta or equivalent unit as determined by MAJCOM/FLDCOM commanders for The Inspection System purposes. Service-level FOAs, regardless of unit equivalency, are aligned to the HQI as subdivisions directly subordinate to a Headquarters Functional Manager, consistent with AFI 38-101. MAJCOM/FLDCOM Field Operating Agencies also align to HQI unless otherwise specified by the respective MAJCOM/FLDCOM commander. Throughout this instruction, the term "commander" is also representative of a civilian "director."

Table 1.1. Department of the Air Force Inspections (Non-Nuclear).

Inspected Organization	Inspection Type	IG Team[1,9]	Frequency[2] (Months)
MAJCOM / FLDCOM	HQI[6]	SAF/IG Directed	48
Direct Reporting Unit (DRU) / Field Operating Agency (FOA)	HQI[6]	AFIA	48
NAF / Center	HQI[6]	MAJCOM/FLDCOM	48
Wing/Delta	CCIP[5/] UEI[3]/By-Laws[6]	MAJCOM/FLDCOM/DRU WIT/DIT	24-36[8]
USSF Staff/ FLDCOM/DRU/Delta[4]	MTA[4]	AFIA[4]	24-36
Expeditionary Unit[7]	per MAJCOM discretion	MAJCOM	per MAJCOM discretion
Notes: 1. Augment as necessary 2. Submit waiver requests IAW DAFI 90-160 3. IAW **Chapter 3** of this instruction 4. IAW **Chapter 4** of this instruction 5. IAW **Chapter 2** of this instruction 6. IAW **Chapter 8** of this instruction 7. IAW **Chapter 14** of this instruction 8. 48-60 Months for ANG Units 9. NGB aligned units are inspected by NGB/IG when directed by the DANG			

1.1.4. Throughout this instruction, the term "Pertinent Oversight Authority" (POA) is defined as an organization responsible for the management and oversight of a particular program or functional area. Responsibilities can include (among others) managing and organizing personnel, equipment, training, policy, and continual evaluation in order to support operational planning and mission execution.

1.1.4.1. There are numerous duty titles for individuals or organizations that perform POA responsibilities in the Air Force and Space Force, such as MAJCOM/FLDCOM Functional Manager, Functional Area Manager (FAM), Subject Matter Expert (SME), FOA, DRU, and/or Centralized Activity.

1.1.4.2. POAs at the Center, wing/delta, or equivalent units are usually the functional SMEs within each organization. Local SMEs are usually sufficient to support CCIP-level inspections and deficiency management; however, deficiencies levied against organizations above the unit (e.g., MAJCOM/FLDCOM or HHQ deficiencies) should be assigned to the POA at that next echelon or level.

Figure 1.1. Applicability of Inspections Below the Headquarters Level.

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│  OVERSIGHT INSPECTION (OVI)                                           │
│  • AFIA conducts OVI of MAJCOM/FLDCOM Inspection processes            │
│  • Planning, Execution, Quality, Standardization, Objectivity, Thoroughness │
│                                                          ┌──────────┐ │
│                                                          │ Validates│ │
├──────────────────────────────────────────────────────────┐    ▼     │
│  UNIT EFFECTIVENESS INSPECTION (UEI)                      │          │
│  • MAJCOM/FLDCOM IG validates the unit's CCIP and mission effectiveness │
│  • Focused on readiness and high-risk / Attachment 3 / Attachment 4 (USSF) areas │
│  • Executing the Mission, Leading People, Managing Resources, Improving the Unit │
│                                                          ┌──────────┐ │
│                                                          │ Validates│ │
├──────────────────────────────────────────────────────────┐    ▼     │
│  COMMANDER'S INSPECTION PROGRAM (CCIP)                    │          │
│  • Unit IG validates the credibility of subordinate USAPs            │
│  • Plan and oversee exercises, unit inspections, and program inspections │
│  • Executing the Mission, Leading People, Managing Resources, Improving the Unit │
│                                                          ┌──────────┐ │
│                                                          │ Validates│ │
├──────────────────────────────────────────────────────────┐    ▼     │
│  UNIT SELF-ASSESSMENT PROGRAM (USAP)                      │          │
│  • All commanders/directors have a responsibility to inspect their organizations │
│  • Readiness, efficiency, and compliance of the unit                 │
└─────────────────────────────────────────────────────────────────────┘
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1.1.5. An IG inspection is defined as any effort to evaluate an organization, function, or process by any means or method, including surveys, interviews, assessments, evaluations, exercises, and audits (excluding audits conducted under the authority of the Secretary of the Air Force Auditor General [SAF/AG]). IG inspections could also include technical evaluations or inspection/oversight activities required by law. Commanders may authorize any other assessment or inspection activity they deem necessary. Functional entities may conduct inspections approved by SAF/IG to provide or obtain technical information or assistance (see **Attachment 2** of this instruction).

1.1.6. Inspections are an inherent responsibility of commanding officers and civilian directors of military organizations at all levels IAW Title 10 United States Code Section 9233, *Requirement of Exemplary Conduct*, and AFI 1-2, *Commander's Responsibilities*. The purpose of inspecting is to improve and evaluate readiness, economy, efficiency, discipline, effectiveness, compliance, performance, and surety. Commanders or staffs conduct inspections of subordinate units/organizations.

1.1.7. Continual evaluation (CE) is the routine monitoring of leading and lagging performance indicators of a unit by the appropriate POA in coordination with the responsible IG. This includes analysis of metrics, data systems, inspection reports, inventory controls, requests for assistance, Management Internal Control Toolset (MICT) Self-Assessment Checklists (SAC),

and/or any reporting system within a functional community. In many cases, this will necessitate an on-site visit by the IG. POAs must effectively engage with supported units to identify when a unit is performing well or struggling to accomplish its mission. POAs will make notification of any non-compliance found through continual evaluation directly to the process owner, the chain of command, wing/delta IG and/or MAJCOM/FLDCOM/FOA/DRU IG. Continual evaluation within organizations is applied both internally and externally to discover efficiencies and strengths, and to identify and mitigate deficiencies or weaknesses. The continual evaluation process should identify findings, determine root causes, apply corrective actions, ensure follow up, and share results across the organization. The IG may supplement these efforts through exercise, inspection, and documentation. The conduct and effectiveness of continual evaluation performed by the POA may be a focus area of the HQI.

1.1.7.1. Internal continual evaluation provides an assessment of commander/director responsibilities IAW AFI 1-2. It should be a reliable, repeatable process that is tailored to both evaluate a commander's priorities and intent, and meet the needs and requirements associated with the structure and mission of the organization. Continual evaluation processes should be well understood throughout the organization, and members should demonstrate proficiency executing these processes through multiple assessment cycles on a recurring battle rhythm. Headquarters organizations should consider using the principles associated with the HQI in **Chapter 8** as the framework for conducting routine internal assessments.

1.1.7.2. External continual evaluation is recurring feedback provided to subordinate commanders and process owners from AFIA, MAJCOM/FLDCOM/FOA/DRU IGs, wing/delta IGs, and POAs. POAs should provide functional data/information or other authorized inspection reports to IGs in order to inform and build the RBSS. Continual evaluation feedback is also used to inform senior leader decision-making, program oversight, and to identify gaps or deficiencies in existing guidance.

1.1.8. When differences arise concerning inspections governed by this instruction and other inspection guidance (e.g., functional inspection requirements, prioritized requirements, duplicative inspections, frequency, scope, etc.), this instruction takes precedence over other Air Force and Space Force inspection policy and guidance unless otherwise exempt by this instruction.

1.2. Purpose of The Inspection System.

1.2.1. Evaluates leadership effectiveness, management performance, aspects of unit culture and command climate, and prevention of fraud, waste, and abuse. The Inspection System identifies and reports issues interfering with readiness, economy, efficiency, discipline, effectiveness, compliance, performance, and surety.

1.2.2. Enables and strengthens commanders' mission effectiveness and efficiency through independent assessment and accurate reporting of readiness, economy, efficiency, discipline, and the ability to execute assigned missions.

1.2.3. Provides commanders at all levels an independent assessment of compliance with established directives.

1.2.4. Motivates and promotes military discipline, improved unit performance, and management excellence throughout the chain of command, within units, and across staffs.

1.2.5. Supports and informs commanders' risk management at all levels. IGs must ensure The Inspection System supports prudent decisions by commanders that have documented or elevated risk acceptance, as appropriate.

1.2.6. Enables MAJCOM/FLDCOM/FOA/DRU, ANG, and POA assessment of functional effectiveness, field compliance, and adequacy of organization, policy, guidance, training, and resources.

1.2.7. Provides a mechanism for senior leaders to direct a targeted, detailed, and thorough inspection of specific programs, organizations, and issues.

1.2.8. Realizes the capability and encourages the execution of remote inspection whenever practical.

1.3. Authorities.

1.3.1. SAF/IG reports on readiness, economy, efficiency, and the state of discipline of the force to the SecAF, CSAF, and CSO IAW 10 U.S. Code (USC) § 9020, *Inspector General*.

1.3.2. Headquarters Air Force (HAF) Mission Directive (HAFMD) 1-20, *The Inspector General*, and Department of the Air Force Policy Directive (DAFPD) 90-3, *Inspector General*, define the SAF/IG mission. 32 USC § 105, *Inspection*, defines DAF authority to inspect Air National Guard functions. The Judge Advocate General inspections (pursuant to 10 USC § 806, *Judge Advocates and Legal Officers* and 10 USC § 9037, *Judge Advocates General, Deputy Judge Advocates General*) and The Auditor General audits, are separate statutory obligations and have separate reporting requirements. All other inspections within the DAF will adhere to the objectives and policies contained in this instruction and are subject to review by SAF/IG.

1.3.3. IAW DAFMAN 90-161, *Publishing Processes and Procedures,* delegation guidance, SAF/IG delegates waiver coordination authority for all "T-1" compliance requirements contained in this instruction to the Commander, Air Force Inspection Agency (AFIA/CC).

1.3.4. The Office of The Judge Advocate General (AF/JA), SAF/AG, and SAF/IG have statutory authority and responsibility to conduct inspections and audits which must guarantee independence, instill confidence in the system, and be free of any appearance of undue influence. Each statutory inspection team will designate a point of contact to AFIA. AF/JA, SAF/AG, and SAF/IG must coordinate inspections and audits with the appropriate MAJCOM/FLDCOM/FOA/DRU Gatekeeper. Although Gatekeepers can facilitate optimum scheduling, they do not have the authority to approve/disapprove Article 6 inspections (AF/JA), Air Force Audit Agency audits (SAF/AG), AFIA inspections (SAF/IG-directed), nor MAJCOM/FLDCOM/FOA/DRU commander-directed inspections.

1.3.5. DAF IGs derive authority from SAF/IG's statutory and regulatory authority. Additionally, MAJCOM/FLDCOM and wing/delta IGs also derive authority from their respective commanders' authorities (further delegated to IG staff personnel, including inspection augmentees and wing/delta Inspection Team [WIT/DIT] members) and will directly report to their respective commanders. **(T-1)**

1.3.6. IGs are authorized to intervene during an inspection in situations involving safety, security, surety, or procedural violations (further delegated to IG personnel, including inspection augmentees and WIT/DIT members).

1.3.7. Nuclear surety is always subject to inspection during any IG visit to nuclear-capable units. Inspectors will ensure potential nuclear surety deficiencies are brought to the immediate attention of the inspection Team Chief/Chief Inspector. **(T-1)** In the event the IG determines an unsatisfactory condition exists (as described in CJCSI 3263.05, *Nuclear Weapons Technical Inspections*) or surety is at risk, the Team Chief/Chief Inspector must notify the appropriate levels of command. **(T-1)**

1.3.8. Use of contractors as IG inspectors. IG duty is inherently governmental; thus, contractors are prohibited from serving as IG inspectors. Contractor SMEs may gather information for, or provide advice, opinions, or recommendations to an IG inspector who exercises independent, objective judgment on the subject matter. The IG makes decisions related to the inspection, including schedule, sample selection, deficiency assignment, deficiency severity, grades, and ratings. These tasks may not be performed by a contractor. A contractor is prohibited from serving in any capacity if there is an organizational conflict of interest resulting from other contracts held, as determined by the responsible contracting office.

1.3.9. Access to Information and Spaces. To carry out their responsibilities, commanders will provide Air Force and Space Force IGs expeditious and unrestricted access to and (as required) copies of records, reports, investigations, audits, reviews, documents, papers, recommendations, or other material to the extent authorized by law or policy and available to or within any USAF/USSF activity. **(T-0)** To the extent permitted by law and policy, commanders will grant inspectors performing official IG inspection duties access to any documents, records, and evidentiary materials needed to discharge duties, to include data stored in electronic repositories. **(T-0)** When there is uncertainty regarding the extent to which access is permitted by law, coordinate with a legal advisor to ensure records are properly obtained and maintained.

1.3.9.1. Access to medical records. When an IG's access to medical records is required, a valid basis for disclosure by Air Force Medical Service organizations or the Defense Health Agency, addressing applicable law and regulation, must be provided, and documented. The Health Insurance Portability and Accountability Act (HIPAA) privacy rule protects an individual's privacy interest in their medical records. Violations of HIPAA regulations may result in criminal and civil liability. Requests for medical records must comply with regulations which provide permissible uses and disclosures of an individual's health information known as Protected Health Information (PHI).

1.3.9.1.1. Department of Defense Manual (DoDM) 6025.18, *Implementation of the HIPAA Privacy Rule in DoD Health Care Programs,* sets forth specific rules that apply to PHI to be carried out in a manner consistent with Department of Health and Human Services regulations.

1.3.9.1.2. In applying HIPAA regulatory exemptions, IG personnel must understand the authorities of the Air Force/Space Force IG. Although the Air Force/Space Force IG does not have a statutory basis for compelling production of PHI, DoDM 6025.18, paragraph 4.4.d.1 permit disclosure of PHI to health oversight agencies to conduct audits, inspections, and other activities necessary for appropriate oversight of health care systems IAW DoD and service-specific regulations and guidelines.

1.3.9.1.3. Medical records disclosed to and maintained by the IG remain protected by the Privacy Act and may contain sensitive information protected by other applicable

laws. All personnel with access to medical records must ensure compliance with HIPAA, the Privacy Act of 1974, and any other applicable laws or information protection requirements that could apply to the use and handling of such records.

1.3.9.2. Privileged information. IGs are not authorized access to material subject to any legally recognized privilege (e.g., attorney client, applicable safety investigations, etc.) unless voluntarily waived by the holder of the privilege.

1.3.9.3. Access to classified or sensitive information. When access to classified, caveated/controlled, or compartmented information is required, the IG will forward a visit authorization request (VAR) through the Defense Information System for Security (or successor system). **(T-0)** Upon receipt of the VAR, commanders will process the request and ensure IG personnel have the appropriate clearance eligibility and access. **(T-0)** If classification or compartmentalization restrictions preclude immediate access to information required by inspectors, the denying commander will immediately report the situation to the appropriate access-control authority and obtain an access-eligibility determination. **(T-2)** If this authority does not grant access to the information, notify SAF/IGI of the situation. The notice to SAF/IGI should include the location, date, command, scope of the assistance inquiry, inspection, or investigation, who denied access, who verified denial and/or approved denial, the reason access was denied, and the contact details of the supervisor and commander of the organization.

1.3.10. IG reciprocity. If requested, a collocated IG may conduct inspections on behalf of the owning unit. IGs should accommodate inspection reciprocity requests to the maximum extent practicable. Additionally, requesting IGs will honor deficiencies reported by the inspecting IG as if they were their own. **(T-3)** Concerned parties will document reciprocity requests and periodically review them for currency (e.g., Memorandum of Understanding/Agreement (MOU/A), support agreement). **(T-3)**

1.3.11. When practical, IG teams may deploy to forward locations and headquarters during exercises and contingency operations to evaluate processes and performance. Inspectors may observe (but not interfere with) real-world activities unless observed actions are in direct violation of safety, security, surety, or procedural violations.

1.3.12. Inspecting contracted functions. The Contracting Officer and/or Contracting Officer's Representative should accompany inspectors (or WIT/DIT members) during inspections of contracted functions. Inspectors (or WIT/DIT members) will assess, and rate contracted functions against the Performance Work Statement or Statement of Work and assess adequacy of the Performance Work Statement or Statement of Work to meet mission requirements. **(T-3)** Inspectors will coordinate with the Contracting Office and/or the Contracting Officer Representative to fully understand the scope and limitations of the contracting authorities and work closely with them to prevent a possible misunderstanding or creation of a condition which may be the basis of a later claim against the Government. **(T-3)** IGs should validate findings related to contractor functions with the Contracting Office.

1.3.13. IG Tenet of Confidentiality. Confidentiality is the protection of individual privacy. Inspectors (including WIT/DIT members, inspection augmentees, and uncertified inspectors) have a duty to protect the personal identity of any individual providing information to the IG to the maximum extent practicable, particularly when the individual specifically requests confidentiality. Disclosure of communications (and the identity of the communicant) is strictly

limited to an official basis as required. Assuring an individual's privacy is safeguarded to the maximum extent practicable encourages voluntary cooperation and promotes a climate of openness in identifying issues requiring leadership intervention. The degree of confidentiality and the specific information kept confidential vary according to the IG functions of inspections, assistance, and investigations. During an inspection, inspectors will not normally reveal the identities of individuals who provide information even when individuals are linked to specific functions or interviews. **(T-1)**. Airmen and Guardians (both military and civilian) are responsible for maintaining confidentiality beyond the conclusion of their IG duty.

1.3.14. Protected Communications/Disclosures to Inspectors. IAW 10 USC § 1034, *Protected communications; prohibition of retaliatory personnel actions,* lawful communications to an IG are protected from reprisal (e.g., IG functional interviews, IG Sensing Sessions, etc.). Inspectors and WIT/DIT members are representatives of the IG and are authorized to receive disclosures the IG is designated to receive. Inspectors should understand there are distinct laws based on the status of the person which define what communication or disclosure is protected from reprisal.

1.3.14.1. IGs will document (e.g., email, MFR) Protected Communications/Disclosures in accordance with AFI 90-301, *Inspector General Complaints Resolution.*

1.3.14.2. ANG Technicians will be in a military status in order to participate in IG Sensing Sessions. **(T-0)**

1.3.15. During an inspection, inspectors will direct individuals seeking assistance or reporting an impropriety, complaint, or criminal activity to the servicing IG IAW AFI 90-301. **(T-1)** Inspection teams will have a handoff plan in place in the event a person comes forward with an allegation of impropriety, misconduct, or criminal activity during any on-site inspection. **(T-2)** Inspectors should have complaint resolution trained individuals and law enforcement contact information immediately available. In response to any allegations of sexual assault and sexual harassment, comply with reporting requirements IAW DAFI 90-6001, *Sexual Assault Prevention and Response Program.*

1.4. Roles and Responsibilities.

1.4.1. SAF/IG.

1.4.1.1. Coordinates, synchronizes, integrates, and approves/disapproves inspections and inspection elements of The Inspection System components to eliminate duplication and unnecessary inspections.

1.4.1.2. Is the DAF Gatekeeper for inspections, evaluations, assessments, and other inspection-related visits (including audits and inquiries) conducted by outside entities (Office of the IG, Department of Defense [OIG, DoD]; Government Accountability Office [GAO], and others). SAF/IG will coordinate (to the maximum extent practicable) the activities of those organizations among themselves and with Air Force and Space Force organizations to allow the development of timely, accurate, and useful information with the goal of the least-possible disruption to the affected unit(s). SAF/IG will establish guidance for the Gatekeeper process.

1.4.1.3. Establishes inspection policy, guidance, and oversight for Air Force and Space Force IG and Functional inspections, assessments, and evaluations.

1.4.1.4. In consultation with SAF/AG, coordinates The Inspection System to make efficient and effective use of Audit Agency resources and capabilities in order to eliminate duplication of effort and minimize disruption within inspected units/organizations.

1.4.1.5. Maintains and safeguards the integrity of The Inspection System and reports on the effectiveness of the system to the SecAF, CSAF, and CSO.

1.4.1.6. Conducts inspections of Special Access Programs (SAP) and other sensitive activities IAW DoD guidance, and DAF policies, and reports results, as directed by SecAF, CSAF, or CSO.

1.4.1.7. Provides oversight of intelligence activities conducted under the provisions of Executive Order 12333, *United States Intelligence Activities*, and DoDM 5240.01, *Procedures Governing the Conduct of DoD Intelligence Activities*.

1.4.1.8. Publishes inspection guidance for Air Force nuclear-capable units and units with Nuclear Weapons Related Materiel IAW DoD, CJCS, Combatant Commands, and Department of Energy and service guidance.

1.4.1.9. Informs Air Force Deputy Chief of Staff, Strategic Deterrence and Nuclear Integration (AF/A10) of nuclear inspection issues.

1.4.1.10. Develops and implements IG selection criteria, assignment policies and civilian career programs.

1.4.1.11. Provides policy and guidance for The Inspector General Information and Inspection Reporting System (TIGIIRS), to include the Inspector General Evaluation Management System (IGEMS), MICT, and the Air Force Gatekeeper site.

1.4.1.12. Establishes SAC policy and guidance.

1.4.1.13. Maintains custody of Air Force and Space Force inspection reports on behalf of the SecAF and serves as the initial denial authority for Freedom of Information Act (FOIA) requests for inspection reports.

1.4.1.14. If necessary, directs inspection of any Air Force or Space Force program or operation.

1.4.1.15. Is the DAF focal point for interacting with the OIG, DoD, and other government IGs by maintaining liaison with IGs from within DoD, other military services, other statutory IGs, and other agencies concerning Department of the Air Force IG activities.

1.4.1.16. Provides feedback to MAJCOM/FLDCOM, DRUs, and FOAs on the adequacy of inspection programs.

1.4.1.17. Approves Special Interest Items (SII).

1.4.1.18. Provides annual By-Law reports of inspection results to the OIG, DoD and/or HHQ.

1.4.1.19. Directs the Executive IG Course, IG Training Courses, and the Nuclear Surety Inspector Course.

1.4.1.20. Assists the SecAF, CSAF, and CSO in teaching and training leaders on the fundamental tenets of the Air Force Core Values, principles of exemplary conduct, ethics, and command responsibilities.

1.4.1.21. Disseminates information, innovative ideas, and lessons learned as a result of inspections, and recommends processes to help inspected organizations improve and accomplish command objectives.

1.4.1.22. Serves on boards, committees, councils, and similar organizations and performs other duties as directed by SecAF, CSAF and CSO.

1.4.2. AFIA.

1.4.2.1. Provides independent inspection, evaluation, oversight, and analysis to advance continuous improvement of mission effectiveness at all DAF levels as directed by SAF/IG and IAW Air Force Mission Directive (AFMD) 31, *Air Force Inspection Agency*, and **Chapter 6** of this instruction.

1.4.2.2. Oversees The Inspection System standardization and policy adherence by IG teams conducting inspections and provides feedback to MAJCOM/FLDCOM IGs and SAF/IG on the effectiveness of the teams' assessments and deliberative/debrief processes.

1.4.2.3. Collaborates with the Air Force Surgeon General (AF/SG), the Air Force Medical Readiness Agency (AFMRA), the Defense Health Agency (DHA), and MAJCOM/FLDCOMs on policies and procedures pertaining to UEIs.

1.4.2.4. As requested, integrates medical core teams with MAJCOM/FLDCOM IG teams during UEIs of medical units, but will not write a separate report.

1.4.2.5. Performs oversight assessments to provide independent validation and evaluation of inspections and to promote standardization across the enterprise.

1.4.2.6. Inspectors may fly as observers in inspected unit aircraft when appropriate to the inspection role.

1.4.2.7. Serves as the MAJCOM/FLDCOM equivalent for FOAs/DRUs/Activities inspection processes.

1.4.2.7.1. DRU HQ Inspections. DRU inspection teams should incorporate the intent of the DRU commander and the unique mission of each DRU when developing the RBSS. DRUs with subordinate wings/groups will rely on memorandums of agreement (MOA) to execute inspections at the frequency detailed in **Table 1.1** as follows:

1.4.2.7.1.1. AFIA will inspect the United States Air Force Academy (USAFA). USAFA will support AFIA's Unit Effectiveness Inspection of the 10th Air Base Wing IAW MOU between AFIA, USAFA, and the 10th Air Base Wing.

1.4.2.7.1.2. AFIA will inspect AFDW Headquarters; AMC/IG will provide inspection support to AFDW/IG as specified IAW MOU between AMC/IG and AFDW/IG.

1.4.2.7.1.3. AFIA will inspect the Air Force Operational Test and Evaluation Center (AFOTEC).

1.4.2.7.2. Field Operating Agency (FOA) Inspections. AFIA will inspect FOAs utilizing the HQI.   FOAs inspected through an HQI may use other self-assessment mechanisms in lieu of a CCIP program. FOA inspections will be tailored to meet the specific needs of the command chain and the unique mission requirements.

1.4.2.8. Chairs the Nuclear Surety Inspection (NSI) Process Review Group.

1.4.2.9. Serves as Functional Manager and Lead Command for the family of information technology systems which comprise TIGIIRS. Provides IGEMS and MICT requirements and funding to TIGIIRS Program Office (Air Force Program Executive Office Business and Enterprise Systems [AFPEO BES]).

1.4.2.10. Provides a summary of inspection results for inclusion in recurring IG briefings to senior leaders and crossflows this information to the MAJCOM/FLDCOM IGs on a continual basis. Tracks and reports to SAF/IG open critical and significant deficiencies noted in Nuclear Surety Inspection reports. Informs SAF/IG of significant and critical deficiencies against higher headquarters, as required.

1.4.2.11. Performs Radioactive Material permit inspections.

1.4.2.12. Serves as an advisor to SAF/IG and other elements of the Air Force nuclear and inspection enterprises on matters pertaining to nuclear inspections including (but not limited to) those prescribed in AFPD 13-5, *Air Force Nuclear Mission*, and HAFMD 1-20.

1.4.2.13. Manages the Air Force Core Team of certified nuclear inspectors.

1.4.2.14. Independently conducts UEIs and HQIs IAW **Chapter 3** and **Chapter 8** of this instruction, respectively.

1.4.2.15. Administers the IG Training Course-Inspections, Readiness Exercise Advanced Planning, Execution and Reporting (REAPER) Course and the Nuclear Surety Inspector course.

1.4.2.16. Serves as the overall DAF Gatekeeper to manage the centralized inspection schedule, which includes inspection activities by external agencies. Serves as the MAJCOM/FLDCOM Gatekeeper for select FOAs and DRUs. Plans and executes the annual Gatekeepers' Inspection Scheduling Working Group.

1.4.2.17. Serves as the lead agent for DAF By-Law reporting. AFIA will collect MAJCOM/FLDCOM data (via the IGEMS By-Law Section) from each of the By-Law inspection requirements performed during the reporting period.

1.4.2.18. Performs any other inspection activity when directed by SAF/IG.

1.4.3. SAF/IGI.

1.4.3.1. Monitors and evaluates the adequacy, effectiveness, and efficiency of The Inspection System.

1.4.3.2. Manages, develops, and implements inspection policies for unit inspection oversight and standards, Gatekeeping, and performance-based evaluations.

1.4.3.3. Coordinates on DAFI-directed and proposed inspections, assessments, evaluations, audits, surveys, or any other special visits to ensure IG-directed and other inspection-related activities are mutually reinforced through the Gatekeeper process.

1.4.3.4. Provides MICT and IGEMS training to Air Force and Space Force Functional representatives.

1.4.3.5. Manages and administers the Special Interest Item (SII) program for the SecAF, CSAF, CSO, and TIG.

1.4.3.6. Assists OIG, DoD personnel in planning the course syllabus for the Joint IG Training Course; instructs as required.

1.4.3.7. Is the program lead for The Inspection System Governance Process.

1.4.3.8. Validates non-Air Force/Space Force requests for installation access and coordinates Gatekeeper actions to facilitate such requests.

1.4.3.9. Supports The Deputy Inspector General (DIG) and the AFIA/CC in preparation and execution of the NSI Program Review Group.

1.4.3.10. Is the Office of Primary Responsibility (OPR) for processing FOIA requests concerning nuclear inspections IAW CJCSI 3263.05.

1.4.3.11. Is the release/initial denial authority for FOIA requests concerning inspections other than NSIs. Coordinates with the Joint Staff on NSI report release.

1.4.3.12. Works with Joint Staff and Service counterparts to develop inspection policy for joint installations.

1.4.3.13. Coordinates on all T-1 waivers to this instruction.

1.4.4. Air Force Office of Special Investigations, Office of Special Projects (AFOSI PJ).

1.4.4.1. Conducts program security and government oversight inspections of industry and compliance inspections of MAJCOM/FLDCOM SAPs IAW DoD guidance and DAF policies. Reports results as directed by the SecAF, CSAF, or CSO and notifies the SAP Central Office (SAPCO) of SAP security compliance inspection trends for potential SAP security policy updates or updates to the SAP security inspection criteria.

1.4.4.2. Inspects and/or investigates any issue under the statutory and regulatory authorities of SAF/IG, AFOSI Commander, or the Director of AFOSI PJ.

1.4.4.3. Supports and assists the Secretary of the Air Force, Inspector General, Special Investigations Directorate (SAF/IGX), AFIA, and MAJCOM/FLDCOM IGs with SAP Compliance inspections. When the IGs needs SAP security expertise on an inspection teams (AFOSI PJ) will support as an inspection augmentees under IG statutory and regulatory authorities consistent with SAF/IG, AFOSI Commander direction, AFI 16-701, *Management, Administration and Oversight of Special Access Programs*, and this instruction.

1.4.5. SAF/IGX

1.4.5.1. Serves as the principal advisor to SAF/IG and directs SAP inspections IAW **Chapter 13** of this instruction.

1.4.5.2. In close coordination with the Secretary of the Air Force, Special Program Oversight and Information Protection (SAF/AAZ) (the DAF SAPCO), develops and implements SAP inspection policy.

1.4.6. Headquarters Air Force and Space Force Directorates.

1.4.6.1. Develop and prioritize inspection requirements. Coordinate requirements with POAs then forward inspection requirements to SAF/IGI for potential inclusion in **Attachment 3** or **Attachment 4** of this instruction.

1.4.6.2. Coordinate additional requirements (in-person site visits and/or remote data calls) with the appropriate Gatekeeper and SAV guidance in **Attachment 2**.

1.4.6.3. Coordinate with the appropriate POA and Gatekeepers to schedule, validate and integrate/synchronize current and planned inspections, assessments, evaluations, and audits listed in **Attachment 2** of this instruction.

1.4.6.4. Develop and manage MICT SACs IAW **Attachment 12** of this instruction.

1.4.6.5. Provide appropriate representatives to support and participate in The Inspection System Governance Process.

1.4.6.6. Collaborate with POAs to monitor program health and close assigned deficiencies IAW this instruction. Contact SAF/IGI for IGEMS and MICT training.

1.4.6.7. Validate findings with MAJCOM/FLDCOM IGs and POAs and provide either a Corrective Action Plan (CAP) or concurrence with a CAP as necessary for valid, actionable deficiencies within IGEMS. If POAs do not concur with an assigned deficiency, provide rationale for in IGEMS.

1.4.6.8. Periodically review continual evaluation data and deficiencies for trends, analysis, and reporting through IGEMS.

1.4.6.9. Complete MICT training and conduct initial review of SACs and MICT content within 90 days of appointment as a SAC owner.

1.4.6.10. Eliminate non-IG inspections of wings/deltas unless approved by SAF/IG and documented in this publication (see **paragraph 1.4.1.1**.).

1.4.7. MAJCOM/FLDCOM IG Teams.

1.4.7.1. Conduct UEIs and nuclear inspections on RegAF, USSF, and Air Reserve Component (ARC) units IAW Chapters **3, 4,** and **5** of this instruction. Coordinate the Total Force Associate wing/delta UEI RBSS and inspection scope development with the lead MAJCOM/FLDCOM IG and supporting ARC MAJCOM/FLDCOM IG to account for organizational specific requirements.

1.4.7.1.1. IAW 32 USC § 105, *Inspection,* Gaining MAJCOM IGs (pursuant to delegated authority) will execute inspections of ANG wings, to include areas previously covered by separate functional assessments and applicable Total Force guidance. **(T-0)** Gaining MAJCOM will include the National Guard Bureau IG (NGB/IG) in all significant correspondence concerning ANG wing inspections policy and execution.

1.4.7.1.2. MAJCOM/FLDCOM IGs will report directly to their respective commanders.

1.4.7.2. Report indications of potential Fraud, Waste, and Abuse to the inspection Team Chief and the responsible IG.

1.4.7.3. In coordination with the Command SAP Management Office (SAPMO), DAF SAPMO, and assigned program security officer (PSO), conduct inspections of Air Force and Space Force SAPs, other sensitive activities, and cover missions in accordance with DoD guidance, Air Force and Space Force policies, and this instruction. Consider classified and sensitive inspection performance in the overall UEI continual evaluation cycle and grade.

1.4.7.4. Use IGEMS to facilitate trend analysis, trend reporting, and deficiency resolution. Minimum required information for deficiencies is described in **Chapter 9** of this instruction.

1.4.7.5. Administer MAJCOM/FLDCOM MICT and IGEMS programs.

1.4.7.5.1. **(Added-ACC)** ACC/IG will designate managers to facilitate the governance of MAJCOM-level IGEMS and MICT requirements.

1.4.7.5.2. **(Added-ACC)** By request, ACC/IG will conduct IGEMS and MICT account access, permissions, and training for Pertinent Oversight Authorities, to include AFIMSC MFMs/SMEs as POAs for those functional areas where ACC has divested Organize, Train, & Equip functional responsibilities to AFIMSC.

1.4.7.6. Designate a Gatekeeper for notification of inspections by Air Force and Space Force and non-Air Force/Space Force organizations.

1.4.7.7. Participate in the inspection scheduling process to coordinate and deconflict inspection efforts, including continuous schedule reviews and participation in the Gatekeepers' Inspection Scheduling Working Group (in-person or remote). Input inspection activities (to include any other activities approved by the Gatekeeper) immediately upon approval to the DAF Gatekeeping website.

1.4.7.8. Develop MAJCOM/FLDCOM-specific inspector training and certification programs for MAJCOM/FLDCOM and wing/delta-level IG Inspectors as required.

1.4.7.8.1. **(Added-ACC)** ACC/IG will provide MAJCOM-specific IG inspection process training and certification to augmentees prior to assigning them to inspector duties.

1.4.7.8.2. **(Added-ACC)** ACC developed Wing IG training can be found on the Wing Collaboration SharePoint (**https://usaf.dps.mil/sites/acc-ig/SitePages/home.aspx**).

1.4.7.9. Notify TIG/ DIG via classified email or message within 24 hours when an inspection results in an INEFFECTIVE, READY-NO (see **Attachment 7**) or UNSATISFACTORY overall rating, a loss of critical mission area or certification, a serious injury occurring during an inspection event, and/or possible reception of unfavorable national-level press attention. If further reporting is required, follow MAJCOM/FLDCOM guidance and/or AFMAN 10-206, *Operational Reporting (OPREP)*.

1.4.7.10. Conduct periodic site visits and/or review documentation of unit activity in conjunction with exercises and contingencies, real-world operations, self-assessments, other inspections and/or evaluations, and other measures of sustained performance. These measures are used to adjust the breadth, duration, and frequency of on-site inspection activities. For areas where a MAJCOM/FLDCOM HQ has limited expertise due to

consolidation of SMEs, MAJCOM/FLDCOM IGs will ensure POA inclusion in these processes.

1.4.7.10.1. **(Added-ACC)** Coordinate with POAs across both ACC and NGB Directorates and should discuss at a minimum the following topics: feedback from recent inspection events, POA inputs for upcoming inspection events, negative trends (across the functional enterprise or specific to a wing), status of deficiencies, and any items identified for elevation to the Quarterly Inspection Working Groups (QIWG).

1.4.7.11. Ensure inspections de-conflict with scheduled deployments and unit force structure changes. Tailor inspections to allow requisite unit support to Combatant Commands. MAJCOM/FLDCOM IGs are the final authority for scheduling and tailoring inspections.

1.4.7.12. To meet the intent of CJCSI 3263.05, the MAJCOM's NSI Team Chief may also be referred to as the Nuclear Weapons Technical Inspection (NWTI) Chief Inspector. If there is conflict between this document and CJCSI 3263.05, the CJCSI takes precedence.

1.4.8. The NGB- Air National Guard, Directorate of the Inspector General (NGB/IG):

1.4.8.1. NGB performs functions focused on policy and resourcing of ANG wings. Federal inspections are the responsibility of gaining MAJCOM/FLDCOMs IAW 32 USC § Section 105. All evaluations of ANG wings will be implemented based on this construct.

1.4.8.2. Performs inspections when directed by the Director, ANG.

1.4.8.3. Acts as liaison to SAF/IG and gaining MAJCOM/FLDCOM IGs for inspection policy related to ANG units. MAJCOM/FLDCOM IG ANG Advisors (as applicable) support NGB/IG in this role.

1.4.8.4. Acts as liaison between gaining MAJCOM/FLDCOM IGs and the ANG Readiness Center for UEI continual evaluation requirements. MAJCOM/FLDCOM IG ANG Advisors (as applicable) support NGB/IG in this role.

1.4.8.5. Coordinates waivers to this instruction with affected gaining MAJCOM/FLDCOM IGs and SAF/IGI.

1.4.8.6. Coordinates on SIIs and gaining MAJCOM/FLDCOM Command Interest Items (CIIs) prior to issuance for ANG applicability.

1.4.8.7. Approves individual ANG members to perform an inspection augmentee role in gaining MAJCOM/FLDCOM-funded status (TDY/MPA).

1.4.8.8. NGB/IG is the primary Gatekeeper for ANG wings. NGB/IG will assist the DAF Gatekeeper and gaining MAJCOM/FLDCOM IG Gatekeepers with development of MAJCOM/FLDCOM inspection schedules for ANG wings. MAJCOM/FLDCOM IG ANG Advisors (as applicable) support NGB/IG in this role.

1.4.8.9. Defines NGB POA's inspection deficiency validation process for gaining MAJCOM/FLDCOM levied significant and critical deficiencies on ANG wings and/or NGB.

1.4.8.10. Defines inspection deficiency validation process for ANG wing-levied deficiencies on NGB.

1.4.8.11. Serves as lead deficiency manager for NGB A-Staff.

1.4.8.11.1. Coordinates resolution of inspection deficiencies levied against NGB and/or assigned POAs.

1.4.8.11.2. Coordinates CAPs with NGB POAs.

1.4.8.11.3. CAP approval authority for all deficiencies levied on NGB POAs. Gaining MAJCOM/FLDCOM will close significant and critical UEI deficiencies and Wing IGs will close significant and critical CCIP deficiencies.

1.4.9. Pertinent Oversight Authorities (POA), at all levels:

1.4.9.1. Determine methods used to accomplish continual evaluation and oversight requirements within respective functional areas.

1.4.9.2. Regularly analyze relevant MICT/IGEMS data and other functional metrics in order to build awareness of unit performance in areas of responsibility and share areas of concern with the appropriate-level IG or subordinate organization commanders.

1.4.9.3. Provide annual inputs to the MAJCOM/FLDCOM IG RBSS for subordinate units and highlight functional area-specific risks identified through continual evaluation.

1.4.9.4. Review validated inspection and self-assessment data to identify trends and/or issues.

1.4.9.5. May, in concert with any other appropriate POA and/or NGB/IG, recommend additional MICT SACs for assigned wings/deltas to assess. May also recommend SACs outside the scope of the primary mission for wing/delta assessment.

1.4.9.6. Monitor MAJCOM/FLDCOM-published MICT SACs or supplement HAF/Headquarters Space Force (HQSF)-level SACs to maintain situational awareness of potential problem areas.

1.4.9.7. Coordinate and approve CAPs for MAJCOM/FLDCOM IG-identified critical and significant wing deficiencies, and MAJCOM/FLDCOM-level deficiencies (as applicable). Additionally, consult with appropriate Air Staff and Space Staff FAMs to ensure proper interpretation of HHQ policy.

1.4.9.8. If necessary, supplement prioritized inspection requirements or develop requirements where no requirements exist after coordination with the applicable Air Staff and Space Staff FAM.

1.4.9.9. Submit any requests for visits to the MAJCOM/FLDCOM Gatekeeper (or DAF Gatekeeper) for coordination and approval.

1.4.9.10. Identify and coordinate for inspection augmentees with functional expertise as requested by MAJCOM/FLDCOM IGs.

1.4.9.11. **(Added-ACC)** ACC Directorates will appoint at least one deficiency management POC and notify ACC/IG (send notifications to ACC/IGI, **accigp.frs@us.af.mil**).

1.4.9.11.1. **(Added-ACC)** Directorate deficiency management POCs will assist in tracking deficiencies, consolidating deficiency data for directorate briefs at QIWG and

SAIC, and facilitate IGEMS actions for directorate personnel. Unless also assigned as a deficiency OPR to a specific deficiency, deficiency management POCs will not execute deficiency OPR requirements.

1.4.9.12. **(Added-ACC)** ACC Directorates and special staff will designate in writing an OPR for DAFI 90-302 coordination efforts. This will include but is not limited to assigning individuals responsible for coordinating and approving unit Corrective Action Plans.

1.4.9.13. **(Added-ACC)** Contact ACC/IGI for IGEMS, IGEMS-C and MICT access and training.

1.4.9.14. **(Added-ACC)** Coordinate with ACC/IG for recommended changes to DAFI 90-302, **Attachment 3** (required IG inspection items) and MICT Self-Assessment Communicator items.

1.5. Inspection Guidelines.

1.5.1. External Inspections. External inspections validate and verify internal inspection processes and provide an independent, objective, transparent, and accountable assessment of readiness, economy, efficiency, and state of discipline. External inspections include:

1.5.1.1. Non-Air Force/Space Force Inspections. Personnel conducting inspections may or may not be Air Force or Space Force personnel and conduct inspections on behalf of other governmental agencies, combatant commands, or special committees.

1.5.1.2. Statutory Inspections. Inspections conducted on behalf of an organization within the Air Force or Space Force who has specific legal or statutory authorization to conduct inspection-type activities. They include audits conducted by SAF/AG and inspections conducted by SAF/IG and AF/JA.

1.5.1.3. Certification/Accreditation/Technical Survey. Inspection-type activities conducted as part of an accreditation or certification program. These include technical surveys where facilities and equipment are measured or checked (e.g., boilers, pavement evaluations, etc.).

1.5.2. No-notice and minimum-notice inspections. No-notice and minimum-notice inspections are an essential component of The Inspection System. Consider available manpower and resources when coordinating notification timeframes for ARC units. MAJCOM/FLDCOM IGs will notify ANG wing commanders a minimum of 48 hours prior to any ANG inspections (not applicable for inspections of ANG alert force missions) and coordinate prior with NGB/IG. Inspecting commanders will determine the amount of notice given to inspected units. **(T-3) Note:** Radioactive Materials Permits are inspected on a no-notice basis in accordance with Nuclear Regulatory Commission procedures.

1.5.3. Limiting factors, simulations, and deviations. For non-nuclear inspections, inspected unit commanders will submit limiting factors, simulations, and deviations that could potentially affect the inspection's outcome to the inspection Team Chief for approval. See **Chapter 5** of this instruction for nuclear inspection simulation/deviation guidance.

1.5.4. Inspection team footprint/constraints. The IG Team Chief should work with the inspected unit prior to the inspection to ensure a shared understanding of inspection constraints (space, security, escort ratio, etc.). The IG Team Chief makes the final determination on MAJCOM/FLDCOM or wing/delta inspection team footprint but should attempt to minimize

the aggregate team composition to the maximum extent practical. When multiple IG teams are involved in an event, the lead IG team (defined as the team with the preponderance of inspection responsibilities at the location or IAW existing Memoranda of Understanding) will consolidate work center and logistics requirements in order for teams to have a single, deconflicted set of requirements for inspected units to support. **(T-3)**

1.5.5. Performance-based evaluations. Inspection teams should randomly select individuals/teams for executing performance-based evaluations in lieu of the inspected unit self-identifying individuals or teams for evaluation. MAJCOM/FLDCOM IGs should consider unit assignment of leadership and management roles during complex multi-phased operations (e.g., Logistics Movements and Aircraft Generations).

1.5.6. Classification. IGs will classify and mark inspection grades and reports IAW the appropriate Security Classification Guide(s), CJCSI 3263.05, DoDM 5200.01V2_DAFMAN 16-1404V2, and/or DoDM 5205.07, Volume 4, *Special Access Program Security Manual: Marking*, as appropriate. **(T-0)**

1.5.7. Releasability. Air Force and Space Force IG reports are internal memoranda and are considered privileged information, only releasable outside of privileged information channels with specific approval of SAF/IG or as outlined below. Commanders will ensure requests for IG reports (or extracts therefrom), originating from sources outside the original distribution are referred to SAF/IG for coordination and clearance. **(T-1)**

1.5.7.1. Reports containing information that meet the requirements for Controlled Unclassified Information (CUI) categorization in accordance with a law, regulation, or government-wide policy will be properly marked with a CUI designation indicator on the cover or first page of the document, and each subsequent page containing CUI will be properly marked. CUI determination shall be done separately and prior to identifying any potential FOIA exemptions. Decontrolling and releasing CUI records will be executed by the originator of the information and formally reviewed in accordance with DoDI 5230.09, *Clearance of DoD Information For Public Release*. Decontrolling CUI, for purposes other than FOIA disclosure does not constitute authorization for public release. Do not release or publish, in whole or in part, outside official DoD channels without the expressed approval of SAF/IG.

1.5.7.2. DoD members, contractors, consultants, and grantees are permitted access to inspection reports IAW DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*. MAJCOM/FLDCOM IGs are authorized to release inspection reports (in whole or in part) within DoD, with a courtesy copy of the request and the report to SAF/IGI.

1.5.8. Inspection out brief/results. In coordination with the commander of the inspected unit, the IG will determine the timing, location, and format of the inspection out brief. Inspection out-briefs are considered a part of the inspection report and consequently fall within release restrictions. Follow official Public Affairs guidance when considering public acknowledgement of completion and results of an inspection. DoD members, contractors, consultants, and grantees are permitted to attend inspection out-briefs at the discretion of the commander if part of the very small leadership audience; however, community leaders and the general public are not authorized access to inspection results (to include out-briefs) unless permitted by the appropriate Security Classification Guide, DoDM 5400.07, or AFI 35-101, *Public Affairs Operations*.

1.5.9. Inspection reports. For non-nuclear inspections, IGs will submit an appropriately classified executive message providing a summary of the inspection activity and any pertinent details to the respective Inspector General's commander and NGB/IG for all ANG wings no later than 5 duty days after the conclusion of the inspection out brief, unless the final report is made available prior. **(T-3)**. IGs at all levels will utilize the IGEMS standard report template and are required to complete formal inspection reports and document in the appropriate version of IGEMS no later than 30 calendar days (60 calendar days for ARC; 45 calendar days for HQIs) from the conclusion of the inspection. **(T-3)**. Do not reveal any survey or IG Sensing Session data that can be attributed to an individual or sub-organization in order to protect confidentiality. **(T-0)** Data should only be grouped at wing/delta (UEIs) or Organization (HQIs) level or above.

1.5.9.1. IGs will identify inspection deficiencies according to Controlled Unclassified Information (CUI) standards and use the "Operations Security" category (when appropriate) on the coversheet, according to Department of Defense Instruction (DoDI) 5200.48_DAFI 16-1403, *Controlled Unclassified Information*.

1.5.9.2. Other portions of the inspection report may require CUI portion markings.

1.6. Safety Assessments, Evaluations, and Inspections. SAF/IG fully recognizes the independent role of Safety to work on behalf of commanders and allows Safety assessments, evaluations, and workplace/facility inspections to take place without undue influence or hardship at all organizational levels to ensure the requirements of Title 32 Code of Federal Regulations (CFR) Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*, DoDI 6055.01, *DoD Safety and Occupational Health Program*, and AFI 91-202, *The US Air Force Mishap Prevention Program*, are met. To the maximum extent practical, Safety assessments should take place in concert with IG inspections.

1.6.1. Any non-Safety inspector who discovers potential Safety hazards or deficiencies presenting Safety risk will validate them with a qualified Safety professional at the appropriate level before including them in the report and entering them into IGEMS. **(T-1)** See AFI 91-202 for Safety inspection guidance.

1.6.2. IAW AFI 91-202, Safety is responsible for providing a comprehensive report on the status of the commander's safety program (inclusive of all safety disciplines evaluated) to the applicable unit commander. The Safety Evaluation Team Lead may brief the commander outside the UEI debrief, as necessary, on substantive safety issues discovered during the evaluation. When a MAJCOM/FLDCOM Safety evaluation is part of the UEI, MAJCOM/FLDCOM Safety will attach the report as an addendum to the IG report.

1.6.2.1. **(Added-ACC)** ACC Safety will submit their comprehensive report (Safety Program Evaluation) to the ACC/IG.

Chapter 2

THE COMMANDER'S INSPECTION PROGRAM

2.1. General Information. A validated, accurate, and trusted CCIP is the cornerstone of The Inspection System. An effective CCIP should provide the wing/delta commander, subordinate commanders, and Airmen/Guardians the right information at the right time to assess risk, identify improvement areas, determine root causes, focus limited resources, and continuously align with the Commander's priorities and timeline. Wing/delta commanders use CCIP data to facilitate requests for targeted assistance from the MAJCOM/FLDCOM commander and staff. The wing/delta IG uses the CCIP to validate and verify commander self-assessments are accurate and timely, and to independently assess effectiveness of subordinate units and programs. The intent of assessing these components is to provide critical data to leadership about the adequacy of policy, training, manpower, funds, equipment, and facilities.

2.2. Purpose. The purpose of the CCIP is to assess and improve readiness, efficiency, discipline, effectiveness, compliance, and surety at the wing/delta levels. It affords commanders the ability to assess mission sets in reference to Designed Operational Capability (DOC) statements, Joint Mission Essential Task Lists (JMETL) and Universal Joint Task Lists (UJTL), Mission Directives, Unit Type Codes (UTC), and/or any other authoritative tasking documents. Commanders use the CCIP to identify a unit's ability to comply with policy and guidance, including identification of wasteful directives and areas where resource limitations may prevent compliance or increase mission risk.

2.3. Roles and Responsibilities.

2.3.1. MAJCOM/FLDCOM commanders will:

2.3.1.1. To meet the intent of AFI 38-101 paragraph 25.2.2, "Major Command headquarters have the full range of functional staff," MAJCOM/FLDCOM IGs will report to their respective MAJCOM/FLDCOM commander.

2.3.1.2. Determine which units (e.g., wing/delta-equivalents) will not receive a UEI. Some units' missions will not require a CCIP, so only the USAP will be inspected. The exempt wings/deltas/equivalents will be identified in the respective MAJCOM/FLDCOM supplement to this Instruction.

2.3.1.2.1. **(Added-ACC)** Refer to **Table 1.1** for units that will not receive a UEI.

2.3.1.3. Provide guidance and approve the scope and scale of subordinate units' readiness exercises (RE). This responsibility should not be delegated below the MAJCOM/FLDCOM director (or equivalent), NAF commander, or Center commander/director. MAJCOM/FLDCOM must return the approved or denied scope and scale to wing/delta or wing/delta equivalent within 30 days of receipt.

2.3.1.3.1. **(Added-ACC)** Refer to **Attachment 15** for ACC scope and scale approval guidance.

2.3.2. Wing and FLDCOM-specified Delta commanders will:

2.3.2.1. Organize the wing/delta IG as a staff function that reports directly to the wing/delta commander. **(T-1)**

2.3.2.1.1. Identify and apportion manpower to administer an effective CCIP; appoint an IG, Director of Inspections, Superintendent, and Scheduler/Inspection Coordinator. **(T-3)** Consider using the office manning templates located in **Attachment 6** of this instruction.

2.3.2.1.2. Ensure the CCIP and USAP focus on readiness capabilities, detecting non-compliance with applicable governing directives, and unit effectiveness through the four major graded areas (MGAs) in **Figure 3.2**. **(T-2)**

2.3.2.2. Make resources available for training of military and civilian personnel to obtain the technical or administrative expertise required to assist with CCIP requirements. **(T-3)**

2.3.2.3. Establish and maintain a USAP led by subordinate commanders IAW this DAFI and chain of command guidance. **(T-2)**

2.3.2.4. Designate a wing/delta USAP Manager and Gatekeeper. **(T-3)** See Attachments **6 and 14**.

2.3.2.5. Approve wing/delta Inspection Plans (delegable to the wing/delta IG). **(T-3)**

2.3.2.6. Chair the Commander's Inspection Management Board (CIMB) (delegable to the Vice Commander). **(T-2)**

2.3.2.7. Report CCIP information to the MAJCOM/FLDCOM commander via the Commander's Inspection Report (CCIR). **(T-2)**

2.3.2.8. Maximize the use of IGEMS to document functional visits, observations, and deficiencies in IGEMS to support deficiency management.

2.3.3. The Wing/Delta IG will:

2.3.3.1. Manage, administer, plan, and execute the CCIP with the specific goal of informing the wing/delta commander of areas of mission execution shortfalls and areas of non-compliance through the four MGAs in **Figure 3.2**. **(T-1)**

2.3.3.2. Develop an annual wing/delta Inspection and Exercise Plan and RBSS based on the wing/delta commander's guidance to enable reliable assessment of the unit's mission. **(T-1)** The wing/delta IG must include applicable programs and exercises in **Table A2.1** in the annual inspection plan. **(T-1)** Additional inspections should focus on individual organizations, programs, and processes considered high-risk or of particular interest to the wing/delta commander. The annual plan should include at least one no-notice inspection. Input inspection activities and other activities immediately upon approval to the DAF Gatekeeping website.

2.3.3.3. Review applicable wing/delta plans and develop realistic, relevant objectives for scenario-based inspections. **(T-3)** Conduct planning to deconflict scenario issues and distribute any required special instructions. To maximize realism, host wing/delta should include tenant units in scenario-based readiness and mission assurance assessments.

2.3.3.4. Post grades, summaries, comments, deficiencies, recommended improvement areas (RIAs), strengths, and final inspection reports in the appropriate version of IGEMS (based on Security Classification Guidance). Manage deficiencies IAW **Chapter 9** of this instruction.

2.3.3.5. Ensure inspection and exercise data is collected for all MGAs. **(T-3)**

2.3.3.6. Manage the wing/delta CIMB. **(T-3)**

2.3.3.7. Brief new commanders within 30 calendar days (90 calendar days for ARC) of assuming command. **(T-3)** At a minimum, discuss: the commander's requirement to lead the subordinate USAP IAW **paragraph 2.5** of this instruction, the wing/delta CCIP, wing/delta and/or MAJCOM/FLDCOM IG business rules, upcoming IG events and possible impacts, unit performance data, and any trending data or concerns.

2.3.3.8. Encourage units to use MICT functionality for processing and filing approved waivers.

2.3.3.9. Publish MICT business rules and IGEMS business rules for wing/delta and subordinate units. **(T-3)**

2.3.3.10. Oversee wing/delta MICT and IGEMS system administration. **(T-3)**

2.3.3.11. Ensure wing/delta organizations identify work centers in MICT. **(T-3)**

2.3.3.12. Oversee the wing/delta's Gatekeeper/scheduling process IAW **Attachment 2** of this instruction. **(T-3)**

2.3.3.13. Provide wing/delta-specific training to unit commanders, USAP managers, assigned IG staff members, and WIT/DIT members.

2.3.3.14. Assist MAJCOM/FLDCOM IGs, NGB/IG, and SAF/IG with data queries. **(T-2)**

2.3.3.15. **(Added-ACC)** All approved waivers will be submitted in MICT. ANG units should upload the ANG waiver repository link for the respective MICT item. **(T-2)**

2.3.3.16. **(Added-ACC)** Submit DAFI 90-302 T-0, T-1, and T-2 waivers to via DAF Form 679 (AF e-Publishing: **http://www.e-publishing.af.mil/**). Regular Air Force units obtain NAF/Center CC/CV or DS coordination on the DAF Form 679 then submit to: **ACCIG.IGI.InspectionDivision@us.af.mil**. ACC-gained ANG units must process waivers in accordance with ANGMAN 90-161, *Management of Air National Guard Waivers*. **(T-2)**

2.4. Commander's Inspection Program Methodology. The responsibility for detecting blind-spots and non-compliance rests with commanders and supervisors at every level of the organization. Wing/delta IGs must document non-compliance in CCIP reports within IGEMS. **(T-1)**

2.4.1. Wing/Delta IG. The IG executes inspections on behalf of the Commander. The IG is the principal advisor for inspections and the focal point for the WIT/DIT to enable efficient reporting to the Commander. The IG will consolidate inspections to avoid redundancy and eliminate inspections whose benefits do not enhance the mission or outweigh the cost. **(T-3)**

2.4.2. There may be non-IG organizations within the wing/delta who are explicitly authorized to inspect on behalf of the commander. In these cases, the non-IG inspectors will coordinate requirements with the wing/delta IG. **(T-3)** Non-IG inspectors will provide a report to the appropriate commander and to the IG. **(T-3)** The IG and the non-IG inspection Team Chief will collaborate and determine the non-IG deficiencies to enter into IGEMS. **(T-3)**

2.4.3. External non-IG visits conducted by POAs and/or SMEs, which may be critical elements to an effective CCIP will follow guidance in **Attachment 2**, **paragraph A2.4**.

2.4.4. Wing/Delta Safety. Safety will participate in IG inspections whenever possible and provide qualified SMEs to assist with wing/delta IG inspections, when required; however, the Safety staff may conduct annual workplace/facility inspections and unit safety assessments independent of the IG. **(T-3)**

2.4.4.1. The Chief of Safety will ensure IG-requested Safety SMEs are available to assist with exercise scenario development and throughout the execution and debrief phases of the exercise. **(T-3)** Safety will provide the IG any noted safety discrepancies for inclusion in the IG report; the IG will enter all validated deficiencies into IGEMS. **(T-3)**

2.4.4.2. Safety will provide a copy of inspection and assessment reports to the unit commander inspected/assessed IAW established safety processes. **(T-3)** This report is available to the IG office through the commander of the unit inspected.

2.4.5. The wing/delta RBSS should focus on those areas important to the commander. The RBSS may include products and sources of information for use as objective indicators of unit or program performance. Integrating and analyzing multiple inputs enables a comprehensive understanding of unit effectiveness and efficiency. Examples include:

2.4.5.1. Deliberate and Crisis Action Planning and Execution Segments (DCAPES)/ Defense Readiness Reporting System (DRRS).

2.4.5.2. Quality Assurance and Standardization/Evaluation programs.

2.4.5.3. Functional assessments, inspection results, after-action reports, and meeting minutes.

2.4.5.4. Individual Medical Readiness reports.

2.4.5.5. Individual Training Records.

2.4.5.6. USAP results and personal observations, to include cross-tell with commanders of similar units.

2.4.5.7. Climate surveys.

2.4.5.8. MICT SAC. IGs may sample SACs in order to ensure accuracy and timeliness of subordinate organizations' reporting to leadership on the health of their organization.

2.4.5.8.1. IGs may review SACs for appropriate use of Airmen's/Guardians' time and report concerns to the appropriate commander for action.

2.4.5.8.2. Wing/delta Program Managers (e.g., Emergency Management manager) will identify individual unit assessors based on the types of questions asked in the SAC. **(T-3)** Wing/delta Program Managers will not delegate wing/delta-level program questions to unit-level assessors. **(T-3)**

2.4.6. Agreements. If agreements are made between wing/deltas which result in one organization relying on another organization to accomplish inspection requirements, commanders will codify the arrangement in an MOU, Base Support Agreement, Host-Tenant Support Agreement, or other documentation identifying specific inspection responsibilities between applicable parties. **(T-2)** For guidance on Joint Base agreements, see **paragraph**

8.3.2. Although inspection support agreements directly with the host wing/delta are preferable (typically in the form of Host-Tenant Support Agreements), MOUs among tenant organizations can also be made. MOU and Host-Tenant Support Agreement should follow guidance within DoDI 4000.19, *Support Agreements*, and templates can be found on the SAF/IGI SharePoint® site (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**).

2.4.6.1. Program managers should ensure tenant organizations receive adequate support for each program under the host wing/delta's purview as applicable under existing agreements.

2.4.6.2. IGs will utilize SMEs, as available, to conduct By-Law inspections as required by the program's governing policy(ies) or as stated in a Host-Tenant Support Agreement/MOU. **(T-0)** An IG's one-time use of external program managers or SMEs to meet their commander's inspection objective does not require a support agreement. Recurring inspection support (e.g., periodic, as-needed, annual, etc.) should be codified in a support agreement.

2.4.7. Inspection methods. IGs may use any legal and appropriate inspection methods available to meet command intent and comply with this instruction (e.g., DEOCS, surveys, feedback, IG Sensing Sessions). **(T-2)**

2.4.8. CCIP findings. The IG will assess, and report findings (i.e., strengths, recommended improvement areas, deficiencies, and comments) using the four MGAs and associated sub-MGAs (see **Figure 3.2**). **(T-1)**

2.5. Commander's Inspection Program Requirements. Commanders lead self-assessment components and wing/delta IGs execute inspection components. The CCIP inspects wing/delta-wide and subordinate unit effectiveness while assessing cross-unit programs as directed by the wing/delta commander. The CCIP will inspect each subordinate unit, as defined by HHQ supplements or the CCIP inspection plan, at least once during the UEI cycle. **(T-3)** Commanders will determine the appropriate scope, scale, timing, and methodology to most effectively accomplish the objectives of the CCIP IAW this instruction. **(T-3)**

2.5.1. Unit Self-Assessment Program (USAP). Commanders subordinate to the wing/delta commander will have a robust self-assessment program in place to fulfill their 10 USC § Section 9233, *Requirement of Exemplary Conduct,* and AFI 1-2 responsibilities to inspect those under their command. **(T-0)** This internal assessment informs the CCIP of a wing/delta's overall health and complements external assessments. The USAP will include communication from SACs within the MICT**. (T-3)** Commanders at all levels will ensure appropriate internal mechanisms exist to track requirement and resource mismatches, assess resultant mission risk, and track disconnect to closure. **(T-2) Attachment 14** provides guidance to aid commanders in establishing or revising individual USAPs.

2.5.1.1. An effective USAP depends on Airmen/Guardians accurately reporting the status of compliance with directives, and on commanders using that information to determine whether they can comply or if they should accept risk in coordination with the tiered waiver authority assigned. Geographically separated units will maintain a robust USAP (in support of their parent organization's inspection or self-assessment program, as directed). **(T-2)**

2.5.1.2. For the purposes of this instruction, any evaluation conducted by a non-IG wing/delta member on another wing/delta unit or staff within the same wing/delta, is considered an internal assessment and part of the USAP.

2.5.1.3. Commanders will:

2.5.1.3.1. Appoint at least one USAP Manager. **(T-2)**

2.5.1.3.2. Ensure assigned SACs are assessed by appropriate members at intervals consistent with unit-level leadership priorities and established MICT business rules. **(T-3)**

2.5.1.3.2.1. **(Added-ACC)** At a minimum, ensure all assigned MICT SACs are assessed and validated annually. **(T-3)**

2.5.1.3.3. Ensure the USAP Manager creates and maintains self-assessment business rules which achieve the following:

2.5.1.3.3.1. Develop an assessment plan approved by the commander. (T-3)

2.5.1.3.3.2. Develop and provides guidance for personnel to support the USAP. (T-3)

2.5.1.3.3.3. Notify the commander of non-compliance requiring external assistance. (T-3)

2.5.1.3.4. Conduct assessments and brief results to the unit commander. (T-3)

2.5.1.3.5. Document self-identified, non-compliant observations with corrective action plans. (T-3)

2.5.1.3.6. **(Added-ACC)** Ensure all approved waivers are coordinated with the Wing IG for oversight.

2.5.1.3.7. **(Added-ACC)** Ensure self-assessment program managers report all self-identified non-compliant observations from MICT-driven internal inspections with root cause analysis and corrective action plans to their unit commanders. **(T-3)** This will increase unit commander situational awareness and aid decision-making for corrective actions and waiver processing. Reference **Attachment 9** for root cause codes.

2.5.2. Wing/delta inspection and exercise program. Inspection and exercise programs are designed to validate and verify subordinate commander self-assessments to ensure accuracy. The IG will independently assess effectiveness of subordinate units and programs and use IGEMS to plan, conduct, and finalize inspections. **(T-1)**

2.5.2.1. Unit inspections. Unit inspections, commonly referred to as "vertical inspections," are inspections of units subordinate to the wing/delta (normally at the squadron level). These inspections may be focused on the highest risk to mission functions of a unit or a top-to-bottom assessment of the unit. At a minimum, IGs will conduct one unit inspection per unit per UEI cycle. **(T-3)**

2.5.2.2. Program inspections. Program inspections, commonly referred to as "horizontal inspections," assess a specific program's health across the wing/delta (e.g., fitness program, training, etc.). At a minimum, IGs will conduct one program inspection per unit per UEI cycle. **(T-3)**

2.5.2.3. Readiness Exercise. A Readiness Exercise (RE) is a practical evaluation to validate unit readiness through performance-based observation of mission essential tasks (METs) as tasked by a specific plan and reported on in DRRS. Exercise planners must consider command guidance and utilize appropriate scope, scale, rigor, relevance, recurrence, and reporting (S2R4) when developing RE scenarios. Appropriate S2R4 assures accurate readiness assessments against likely threats and potential adversaries. MAJCOM/FLDCOM commanders may increase exercise scope or scale to ensure unique unit readiness requirements are met. The RE will be reported in IGEMS-C consistent with the Readiness Exercise Reporting Manual.

2.5.2.3.1. REs are full-scale or functional exercises that focus on evaluating the execution of METs as aligned with a DRRS Mission Assessment Category (MAC). REs are informed by OPLANs, CONPLANs, Time Phased Force Deployment Data (TPFDD), UTCs, Mission Directives, METs/METLs and especially by MAJCOM/FLDCOM CC and wing/delta CC intent. REs that meet this definition may be counted against the UEI cycle requirements and will be identified as an "RE" in IGEMS-C.

2.5.2.3.1.1. **(Added-ACC)** Unit level Readiness Exercises will be in accordance with COMACC's strategic guidance and commander's intent as a means to measure a unit's capability, accurately codify the unit's readiness reporting, and validate resource shortfalls. Wing IGs may request exercise plan feedback from assigned ACC/IG Deputy Team Chiefs. **(T-3)**

2.5.2.3.1.2. **(Added-ACC)** Refer to **Attachment 15** for RE approval/execution guidance template.

2.5.2.3.2. Commanders will use **Attachment 7** to develop and execute REs. **(T-1)**. At a minimum, REs will be assessed against METs in IGEMS-C. **(T-1)** Upon completion of REs, wing/delta IGs will use the Readiness Exercise Reporting Manual and the Classified Readiness Assessment (CRA) Reporting Manual to capture the results of the RE in IGEMS-C, or a higher-classification system as appropriate. **(T-1)**. Readiness exercise related data, or discrepancies will not be placed in IGEMS. **(T-1)**

2.5.2.3.3. Wing/delta IGs will review DRRS reporting for all wing/delta DRRS-reporting units on behalf of the wing/delta commander to verify that DRRS reporting is consistent with Readiness Exercise event results. **(T-2)** MAJCOM/FLDCOM IGs should validate that DRRS reporting is consistent with readiness execution events, as defined in **Attachment 7**.

2.5.2.4. IGs for nuclear-capable units must include internal inspections of nuclear mission areas as they relate to the NSI MGAs in the Wing Inspection and Exercise Plan. **(T-2)**

2.5.3. Commander's Inspection Management Board. The intent of the CIMB is to synthesize CCIP data and results to proactively mitigate risks to readiness and risks from known/unknown areas of non-compliance. The CIMB also ensures the wing/delta Inspection Plan meets the commander's intent. IGs should attempt to migrate the discussion from historical performance ("here's what we did") to prescribing what actions the wing/delta should take ("here's what we should do") to improve performance in all four MGAs IAW the commander's vision and

priorities. Problem-solving responsibilities and the corrective action processes reside at the lowest appropriate command level, not with the IG staff.

2.5.3.1. The wing/delta commander will convene the CIMB as needed, but no less than quarterly. **(T-3)** The commander (delegable no lower than the vice commander) chairs the board. **(T-2)** The board consists of Group commanders or equivalent, wing/delta Staff Agency Chiefs, and squadron commanders. **(T-3)** Commanders should consider including SMEs to assist in closing deficiencies.

2.5.3.2. Preparations for the CIMB include collecting applicable reports from MICT and IGEMS that identify trends and deficiencies requiring external coordination (Joint Base support, FAM or MAJCOM/FLDCOM Functional Manager coordination, etc.). A review of internal and external inspections captured using a RBSS and commander's intent provides background for, and guides, the discussion.

2.5.3.3. Include the following in the CIMB:

2.5.3.3.1. CCIP dashboard (a tailored report of the key metrics the wing/delta commander values and synthesized prescriptive inspection data, self-assessment findings, questions, deficiencies/severity, and/or observations/trends, etc.). **(T- 3)**

2.5.3.3.1.1. **(Added-ACC)** CCIP dashboard should align unit effectiveness through the four major graded areas (MGAs) in **Figure 3.2**, providing an overall assessment for each respective MGA.

2.5.3.3.2. Key open deficiency review to include updates on CAPs, estimated close-out dates, mitigating circumstances, recommendations for closure, and external assistance required (if any). **(T-3)**

2.5.3.3.3. Self-assessment observations review (break out by unit, key observations, and concerns). **(T-3)**

2.5.3.3.4. Upcoming events (on-site visits, CCIP calendar, and Gatekeeper events). **(T-3)**

2.5.3.3.5. Wing/delta commander objectives/feedback (include progress toward annual requirements). **(T-3)**

2.5.3.3.6. Subordinate commanders' objectives and feedback (to include CCIP status, issues affecting the organization, and upcoming scheduled inspections and/or external visits). **(T-3)**

2.5.3.3.7. Findings and recommendations from outside agencies. **(T-3)**

2.5.3.3.8. A review of planned and completed REs to ensure that exercise events address all applicable METs for tasked OPLANS and/or Core Tasks as defined in DRRS and other source documents.

2.5.3.4. Commander's Inspection Report (CCIR). The CCIR is the commander's assessment of readiness and compliance and reported to the MAJCOM/FLDCOM commander (gaining MAJCOM/FLDCOM commander for ANG wings). The CCIR is written in the framework of the four UEI MGAs and should include a summary of planned and completed REs. The commander should use the CCIR template located on the SAF/IGI SharePoint® page

(**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**).
Commanders will send a CCIR to the MAJCOM/FLDCOM commander no later than 90 calendar days (180 calendar days for ARC) after assuming command and annually thereafter (based on assumption of command date). **(T-2)** ANG commanders will also send the CCIR to the State Adjutant General and NGB/IG. **(T-2)** FOAs executing a CCIP will send their CCIR to their parent organization. Wing/delta IGs will publish CCIRs in the appropriate version of IGEMS no later than 30 calendar days after wing/delta commanders transmit the report. **(T-1)**

2.5.4. Wing/Delta Inspection Team (WIT/DIT). The WIT/DIT consists of SMEs who augment the IG conducting inspections and exercises under the authority of the commander. Specific duties include providing inputs for scenario development, inspecting assigned areas/functions, validating self-assessments, evaluating scenarios, participating in the lessons learned, and providing inputs to reports. Personnel selected to be WIT/DIT members should possess attributes of the highest professional standards and moral character. WIT/DIT members should also demonstrate adherence to Air Force and Space Force core values, possess a security clearance commensurate with duties required, and present good military bearing, professionalism, and appearance. WIT/DIT members are not required to meet rank or experience criteria in **Chapter 11** of this instruction.

Chapter 3

THE UNIT EFFECTIVENESS INSPECTION (UEI)

3.1. General Information. The UEI is an external continual evaluation of wing/delta performance based on the four MGAs (as detailed in **Figure 3.2**) conducted by MAJCOM/FLDCOM IGs and/or AFIA. The UEI is a comprehensive compilation of a unit's documented performance and its capabilities throughout the UEI period.

3.2. Purpose. The UEI evaluates the CCIP for accuracy, adequacy, and relevance, while providing an independent assessment of the wing's ability to execute the mission, lead people, manage resources and improve the unit.

3.3. Roles and Responsibilities.

3.3.1. MAJCOM/FLDCOM commanders:

3.3.1.1. Implement and sustain the UEI IAW this instruction.

3.3.1.2. Develop a staff process to facilitate the UEI RBSS and continual evaluation of assigned and gained wing/delta.

3.3.1.3. Ensure staffs analyze and address all assigned findings/deficiencies IAW **Chapter 9** of this instruction.

3.3.2. MAJCOM/FLDCOM IGs:

3.3.2.1. Continually evaluate unit effectiveness with POA assistance.

3.3.2.2. Analyze, develop, and build a tailored RBSS based on gaining MAJCOM/FLDCOM commander intent and guidance in paragraphs **2.4** and **3.4.3** of this instruction. Gaining MAJCOM/FLDCOMs will consolidate and analyze UEI continual evaluation data for gained ANG wings/deltas.

3.3.2.3. Coordinate with respective Gatekeepers to schedule and synchronize on-site visits conducted as part of continual evaluation or Capstone events.

3.3.2.4. Validate and verify wing/delta CCIPs.

3.3.2.5. Coordinate with non-IG inspection team leaders to minimize any adverse effects on units' missions and to prevent unnecessary duplication of effort or conflict over installation resources when non-IG inspections are synchronized by the MAJCOM/FLDCOM Gatekeeper.

3.3.2.6. Provide updates to AFIA regarding wing/delta status (i.e., activation/inactivation of organizations).

3.3.2.7. Determine the impact of the CRA (MGA – Executing the Mission, sub-element Readiness) for the final UEI grade.

3.3.3. POAs above the wing/delta level:

3.3.3.1. Participates in UEI continual evaluation processes and coordinate with MAJCOM/FLDCOM IGs to identify areas of interest and/or emphasis for the UEI by monitoring data from each wing/delta (e.g., MICT, trend analysis, and any other existing functional processes). At a minimum, continual evaluation assessments should occur every

year and be provided to the inspecting MAJCOM/FLDCOM IG and include at least one entry per wing for each high-risk area defined in **Attachment 3**.

3.3.3.1.1. **(Added-ACC)** As part of the continual evaluation process, provide ACC/IG an overview of the functional area impact to the inspected unit's mission, manpower utilization (i.e., geographically separated units), and any other special considerations.

3.3.3.1.2. **(Added-ACC)** Establish a continual evaluation battle rhythm that synchronizes outputs with the ACC/IG inspection planning cycle. The planning cycle requires continual evaluation input from POAs to ACC/IG inspectors no later than 90 days prior to an inspection to generate the risk-based sampling strategy. ACC/IG planning for ANG units will include referencing ANG continuation evaluation products on the **https://usaf.dps.mil/sites/DAFGatekeeper/ngb/FAM%20Products/Forms/AllItems.aspx?viewpath=%2Fsites%2FDAFGatekeeper%2Fngb%2FFAM%20Products%2FForms%2FAllItems%2Easpx**

3.3.3.1.3. **(Added-ACC)** If functional area-specific risks are identified during continual evaluations, provide ACC/IG with an inspection recommendation on any areas (**Attachment 3**/or non-**Attachment 3**) NLT 90 days from inspection start for any inspection. Inspection recommendations should be classified as:

3.3.3.1.3.1. **(Added-ACC)** Level 1: On-site inspector recommended. The POA assesses the unit has known non-compliance with medium-to-high risk to mission, indicators of non-compliance with medium-to-high risk to mission, or a potential benchmark program requiring on-site validation.

3.3.3.1.3.2. **(Added-ACC)** Level 2: Virtual inspector recommended. The POA assesses the unit has known non-compliance with low risk to mission, indicators of non-compliance with low risk to mission, a potential benchmark program that can be validated remotely, or remote inspection methods are sufficient to assess programs.

3.3.3.1.3.3. **(Added-ACC)** Level 3: No further assessment recommended. POA assesses functional areas are effective and no potential benchmark program candidates identified.

3.3.3.2. Supports MAJCOM/FLDCOM IG inspections with augmentee inspectors. Should an augmentee be unavailable, the POA will provide continual evaluation data to support the MAJCOM/FLDCOM IG RBSS to enable the IG Team Chief to determine the effect on the inspection and any required follow-on actions.

3.3.4. Air Force Inspection Agency Medical Operation Directorate (AFIA/SG).

3.3.4.1. Provides a core team of certified medical inspectors to either integrate with the MAJCOM/FLDCOM IG Team or inspect as a separate team coordinated with the Team Chief. The AFIA/SG will determine desired team size and composition prior to inspection start date. If needed, AFIA/SG will coordinate augmentation to the medical core team.

3.3.4.2. Integrates medical core teams with MAJCOM/FLDCOM IG teams under direction of the MAJCOM/FLDCOM IG Team Chief during UEIs of medical units.

Medical deficiencies will be adjudicated with the MAJCOM/FLDCOM Team Chief and entered into IGEMS. All medical deficiencies will be managed by AFIA/SG for medical trending purposes and standardization.

3.3.4.3. Participates in MAJCOM/FLDCOM IG meetings, provides information to scoring team for consideration, and assists with report writing as needed.

3.3.5. Air National Guard (ANG) wings/deltas. Each ANG wing/delta is gained by a MAJCOM/FLDCOM; however, in some instances an ANG wing/delta is uniquely gained by one MAJCOM/FLDCOM and its subordinate/supported units are gained by another.

3.3.5.1. The gaining MAJCOM/FLDCOM IG is the single point of contact to execute all aspects of the UEI inspection for multi-MAJCOM/FLDCOM ANG wings/deltas. The gaining MAJCOM/FLDCOM IG coordinates directly with supporting MAJCOM/FLDCOM IGs to identify relevant areas that must be inspected within the overall UEI sampling strategy.

3.3.5.2. The gaining MAJCOM/FLDCOM IG grants applicable inspector access to wing/delta IGEMS and MICT. As required, the gaining MAJCOM/FLDCOM IG includes applicable personnel on the master Entry Authorization List (EAL) and are responsible for coordinating lodging, vehicle, and support requests for Capstone events.

3.3.5.3. Post inspection, gaining MAJCOM/FLDCOM IG will retain responsibility for managing CAPs and deficiency closure. Corrective actions and deficiency closure will be coordinated through supporting MAJCOM/FLDCOM IG and NGB/IG.

3.3.5.4. Specific responsibilities should be codified in an MOU between MAJCOM/FLDCOM IGs in coordination with NGB/IG.

3.4. Unit Effectiveness Inspection Methodology. Comprehensive inspections and exercises may be used to validate/verify the CCIP, especially in areas deemed high risk. **Attachment 3** and **Attachment 4** of this instruction are the authoritative sources of Air Force and Space Force-level inspection requirements where undetected mission risk in compliance and readiness areas is greatest for commanders, Airmen/Guardians, and/or the mission. MAJCOM/FLDCOM IG teams will build a tailored inspection RBSS for each wing/delta. The inspection period begins immediately after the UEI Capstone out-brief to the unit (see **Figure 3.1**.).

Figure 3.1. Example UEI Schedule of Events.
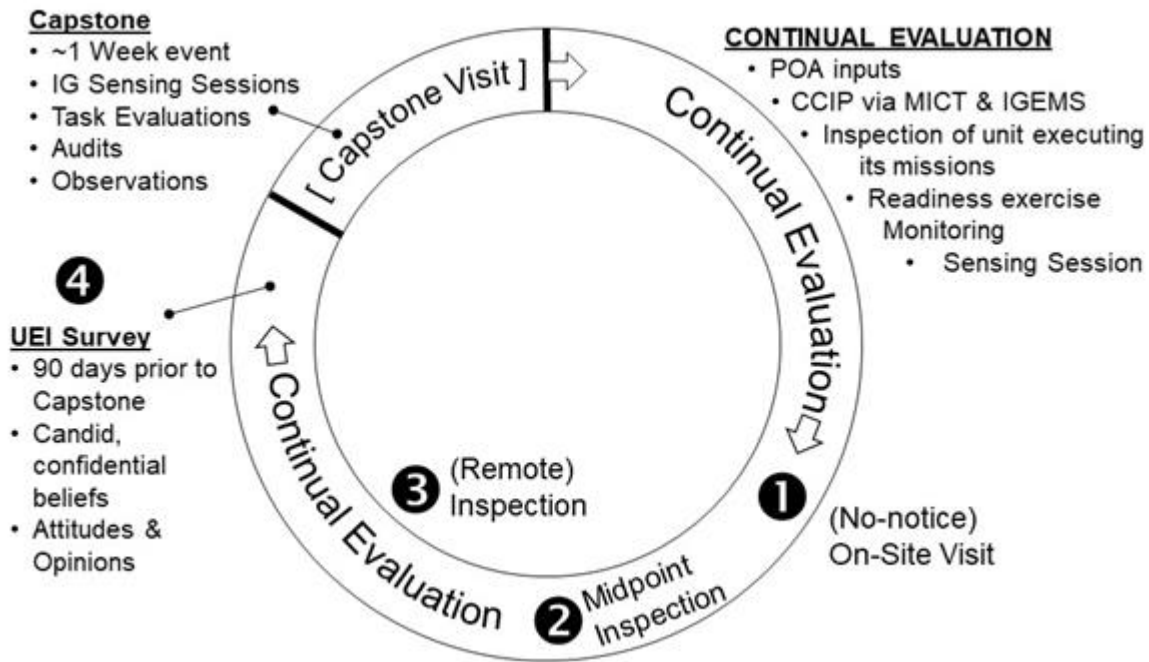
3.4.1. Major Graded Areas (MGA). MGAs represent key processes, procedures, and requirements based on public law, executive orders, directives, and instructions. The MGAs for the UEI coincide with those detailed in AFI 1-2: Executing the Mission, Leading People, Managing Resources, and Improving the Unit (see **Figure 3.2**.). MGA Executing the Mission, sub-element Readiness, will be graded on the appropriate network corresponding to the classification and is integrated into the CRA IAW **Attachment 7**.

Figure 3.2. Major Graded Areas.

3.4.2. Concerns identified in a wing/delta CCIR are an excellent opportunity for MAJCOM/FLDCOM IGs to sample deficiency management and commitment to continual improvement and innovation (CI2). UEI reports and grades should reflect outcomes of CI2 efforts and resolution of issues identified in the CCIR.

3.4.3. MAJCOM/FLDCOM IG teams must develop an RBSS which evaluates each wing/delta based on assessment of the following:

   3.4.3.1. SecAF, CSAF, and CSO areas of emphasis and SIIs.

   3.4.3.2. MAJCOM/FLDCOM commander's intent, areas of emphasis, and CIIs.

   3.4.3.3. SAF/IG and MAJCOM/FLDCOM IG direction or guidance.

   3.4.3.4. POA areas of emphasis, including mandatory items in Attachments **3** and **4.**

   3.4.3.5. Continual evaluation data.

   3.4.3.6. Available reports from **Attachment 2** and/or other external inspections.

   3.4.3.7. Maturity and reliability of individual wing/delta CCIPs.

   3.4.3.8. Wing/delta commander emphasis areas.

   3.4.3.9. Inspection resource availability (e.g., temporary duty funds, inspectors).

3.4.4. Inspection Team. Under the authority of the MAJCOM/FLDCOM commander, the IG will assemble a team of a sufficient number of inspectors and inspection augmentees to perform inspections and submit reports to the MAJCOM/FLDCOM commander, NAF commander, DANG (for ANG units), and wing/delta commanders upon completion.

   3.4.4.1. MAJCOM/FLDCOM IG teams do not have qualified experts assigned from every Air Force Specialty Code, which may necessitate augmentation from SMEs throughout the

Air Force, including centralized locations such as the Installation and Mission Support Center (IMSC).

3.4.4.2. Individual ANG members can perform in an inspection augmentee role in gaining MAJCOM/FLDCOM upon receipt of a validated request to NGB/IG. Refer to **paragraph 1.4.8.7** of this instruction.

3.4.4.3. Personnel Reliability Assurance Program (PRAP). The PRAP includes both the Personnel Reliability Program (PRP) and Arming and Use of Force. Evaluate PRAP IAW DoDI 5210.42, CJCSI 3263.05, DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program*, and AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Assess overall effectiveness of the unit's implementation of PRAP by focusing on processes and procedures through observation, scenarios, and interviews.

3.4.4.3.1. PRAP processes are the primary focus. Record reviews may be conducted as part of scenario-based performance objectives or to investigate a potential finding/discrepancy discovered during a process/procedural review.

3.4.4.3.2. Inspectors will assess certification, continual evaluation, and removal from PRAP duties, return to duty, training, and management processes using scenario-based exercises, formal and informal interviews, and observing day-to-day operations to validate/verify processes employed by the unit/installation.

3.4.5. Frequency. IAW **Table 1.1** of this instruction, the UEI will follow a 24-36 month cycle for each wing/delta (48-60 month cycle for ANG). **(T-2)** MAJCOM/FLDCOM IGs will ensure all required elements of the UEI are completed within this timeframe. The authority to extend beyond these timelines resides with the MAJCOM/FLDCOM commander.

3.4.5.1. Inspection responsibilities and relationships between MAJCOM/FLDCOMs should be formally documented using an MOU or reciprocity agreement. As outlined in the agreement, the gaining MAJCOM/FLDCOM is responsible for executing all aspects of inspections for ANG wings.

3.4.5.1.1. The gaining MAJCOM/FLDCOM IG should coordinate with supporting MAJCOM/FLDCOM to capture relevant data to incorporate into the inspection RBSS.

3.4.5.1.2. The documented agreement should be submitted to SAF/IGI for review and coordination.

3.4.5.2. In addition to the Capstone visit, gaining MAJCOM/FLDCOM IGs will visit ANG wings on-site at least once between Capstone visits in conjunction with ANG wing exercises, training events, and actual mission performance. Commanders of Total Force Associate wings will determine reasonable/practical scope and scale of unit participation in scheduled inspections.

3.4.5.3. Units under conversion are not exempt from Unit Effectiveness Inspections (UEI). The gaining MAJCOM/FLDCOM IG determines inspection scope and scale during the conversion process.

3.4.5.4. Designated MAJCOM IGs will provide a nuclear-focused on-site visit for nuclear-capable units at least once between NSIs. Nuclear-focused on-site visits may be performed in conjunction with other inspection events and exercises. Assess any validated finding

(deficiency, RIA, and strength) to relevant UEI MGAs and document as such; however, no overall unit grade (e.g., SAT/UNSAT) is required. This data informs the UEI RBSS.

3.4.5.4.1. **(Added-ACC)** During ACC UEIs, ACC/IG will inspect wings with Nuclear Command and Control facilities to satisfy AFMAN 31-123, *(U) Physical Security Requirements for Nuclear Command and Control Facilities,* inspection requirements.

3.4.5.5. Remote sampling. Remote sampling adds a critical element to the UEI which helps validate and verify the wing CCIP. Consider the MAJCOM/FLDCOM commander's guidance and intent, criticality of the area, wing/delta performance, and available MAJCOM/FLDCOM staff resources.

3.4.6. UEI survey. During each UEI cycle, MAJCOM/FLDCOM IGs will administer a survey to the inspected wing/delta to capture candid, confidential beliefs, attitudes, and opinions about matters relevant to the four MGAs (T-1). The purpose of the survey is to gather observations since the last on-site evaluation, assist in determining inspection team composition, and inform the RBSS for Capstone on-site evaluations.

3.4.6.1. MAJCOM/FLDCOM IG teams should distribute the survey link and instructions to assigned wing/delta personnel no later than 90 calendar days prior to the Capstone event (180 calendar days for ARC). MAJCOM/FLDCOM IG personnel should close out the survey on a date which provides wing/delta personnel ample opportunity to complete the survey while also allowing MAJCOM/FLDCOM IG personnel ample time to analyze survey results before the Capstone event. MAJCOM/FLDCOM IGs should not include subordinate and associated units gained by another MAJCOM/FLDCOM within the primary survey of the host wing/delta unless specifically requested through MOU or reciprocity agreement. When completing surveys on their behalf, share survey results for associate units with gaining MAJCOM/FLDCOM IGs in order to inform their RBSS.

3.4.6.2. Union considerations. Since survey participation by union members is voluntary, the IG has no legal obligation to coordinate surveys with the union leadership unless pursuant to a Collective Bargaining Agreement. MAJCOM/FLDCOM IG teams will not share survey results with union leadership under any circumstances (T-1).

3.4.6.3. MAJCOM/FLDCOM IGs will use the SAF/IG-approved survey and may add up to five MAJCOM/FLDCOM-identified questions (T-1). The survey results and analysis are intended for MAJCOM/FLDCOM IG use and analysis of trends that will be used to inform senior leadership of IG-observed trends.

3.4.6.4. Survey administrators will ensure attributable results are not shown to participants' chain of command. IGs will NOT provide wing/delta personnel (to include the wing/delta commander) copies of survey results under any circumstances but may provide a non-attributable summary of UEI Survey results to the wing/delta commander. (T-2)

3.4.6.5. IG complaints in surveys. The UEI survey is not intended to be used to file formal IG complaints. MAJCOM/FLDCOM IG members will screen results for complaints and hand off identified issues to properly trained personnel for processing via the Complaints Resolution Program IAW AFI 90-301. MAJCOM/FLDCOM IG Complaints Resolution Program personnel will determine whether the complaint is already being

analyzed/resolved or under investigation via the Automated Case Tracking System and/or contact the wing/delta IG. Complaints should be handed off to the wing/delta IG when appropriate.

3.4.6.6. AFIA will submit survey results to the MAJCOM/FLDCOM survey monitor. During the out-brief, and in inspection reports, the Team Chief may elect to include non-attributable validated details from surveys and report these details as IG-validated findings without identifying specific survey participants. Include pertinent feedback to the wing/delta on select validated significant trends and available proposed courses of action (without compromising participant confidentiality).

3.4.6.7. If survey responses include allegations of sexual assault, comply with reporting requirements IAW DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program.*

3.4.6.8. If survey responses include allegations of sexual harassment or unlawful discrimination, comply with reporting requirements IAW DAFI 36-2710, *Equal Opportunity Program.*

3.4.6.9. Ensure comments alleging criminal behavior are provided to an AFOSI representative or appropriate law enforcement personnel.

3.4.6.10. If survey responses indicate an immediate health or welfare concern, MAJCOM/FLDCOM IG personnel will make every attempt to ascertain the identity of the individual from other comment blocks (e.g., voluntarily divulging name). If the identity of the individual can be determined, contact the commander or First Sergeant for the individual and request a health and welfare check.

3.4.6.11. **(Added-ACC)** The inspected Wing IG will ensure the survey is disseminated to military and civilian personnel and should attempt disseminating dependent spouses at all ACC subordinate units (to include geographically separated units). Surveys will close out approximately 60 days prior to the Capstone. ACC/IG strongly recommends units avoid conducting inspection surveys of their own. **(T-2)**

3.4.7. On-site Capstone Visit. The Capstone event is the final on-site visit of the UEI and the catalyst for generating a UEI report. The Capstone event should last approximately 1 week; activities may include validation and verification of the CCIP, conducting IG Sensing Sessions, CIIs, and an assessment of the unit's readiness. MAJCOM/FLDCOM IG continual evaluation and unit CCIP findings already validated during the UEI cycle should not be included. The Capstone event culminates in an assessment of all items in **paragraph 3.4.1**. When on-site conditions are not feasible, remote, or partially remote Capstone events may be required (i.e., during heightened HPCON levels). MAJCOM/FLDCOM IGs will determine if conditions favor remote inspection operations based on DoD/HHQ policy, MAJCOM/FLDCOM instructions, and/or risk to personnel/mission.

3.4.8. IG Sensing Session-Group. The IG Sensing Session-Group is a highly structured small group discussion (8-15 people), facilitated by a certified MAJCOM/FLDCOM IG staff member specifically trained for this method via the in-residence IG Training Course-Inspections. The IG Sensing Session-Group is a standardized and regulated tool for use only by trained MAJCOM/FLDCOM and AFIA inspectors during UEIs and HQIs (may occur prior to the Capstone event) to gather opinions, beliefs, and perceptions, and to inform the RBSS. If

MAJCOM/FLDCOM IGs choose to conduct group sessions, they may use their own developed set of questions; however, they will use the SAF/IGI-approved script and structure located on the   SAF/IGI   SharePoint®   site (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**) and within the UEI Guide.

3.4.8.1. Wing/delta IG sensing sessions, or similar information-gathering events, should follow the same rules as the IG Sensing Session-Group; however, wing/delta IG-led sensing sessions must be clearly identified differently, as the IG Sensing Session-Group lexicon is reserved for MAJCOM/FLDCOM-led events.

3.4.8.2. IG Sensing Session-Group participants. MAJCOM/FLDCOM IG teams may randomly choose military, DoD Civilian, ANG state employees, and spouse participants for IG Sensing Sessions-Group. MAJCOM/FLDCOM IG teams must coordinate names of participants with inspected units to de-conflict attendance from other duties, non-duty days or scheduled days off. IG Sensing Session-Group attendance is a mandatory duty for military members and DoD Civilians. **(T-2)** For Title 5 federal employees and state employees, conduct IG Sensing Sessions-Group during normal work schedules and IAW federal and local Department of Labor laws and the Master Cooperative Agreement. ANG dual status members will be in a military status while participating in IG Sensing Sessions-Group. **(T-2)** Active participation during sensing sessions is voluntary.

3.4.8.2.1. **(Added-ACC)** ACC/IG will afford geographically separated units the opportunity to participate remotely when conducting Sensing Sessions during an inspection.

3.4.8.3. Union considerations**.** The local union may have a legal right to have a representative in each IG Sensing Session-Group when participants are subject to a Collective Bargaining Agreement. IG Sensing Session-Group participants are not entitled to individual representatives. MAJCOM/FLDCOM IG teams will facilitate an IG Sensing Session- Individual for any union employee requesting union representation after selection. Wing/deltas IGs will coordinate with the local civilian personnel office to determine union representation attendance. **(T-2)**

3.4.8.4. Spouse considerations**.** Air Force and Space Force commanders value the perspectives of spouses. MAJCOM/FLDCOM IG teams may coordinate IG Sensing Sessions-Group for spouses. Inspection teams should use any available means to communicate available times to spouses, such as the Key Spouse networks, Military and Family Readiness Centers, and social media. Attendance and participation are voluntary for spouses.

3.4.8.5. Document the top five IG Sensing Session-Group findings in IGEMS.

3.4.9. IG Sensing Sessions-Individual. The IG Sensing Session- Individual is a scheduled interview between an individual unit member and an IG inspector. Inspectors will inform military IG Sensing Session-Individual participants of the tenets of protected communications as described in AFI 90-301. **(T-1)**

3.4.9.1. IG Sensing Session-Individual structure. The IG Sensing Session-Individual is used to clarify information, fact-find, or corroborate other information. IGs will use guidance in the UEI Guide when conducting an IG Sensing Session-Individual.

3.4.9.2. IG Sensing Session-Individual participants**.** MAJCOM/FLDCOM IG teams may choose military, DoD Civilian and ANG state employee participants for IG Sensing Sessions-Individual. IG Sensing Session-Individual participation is mandatory for military members and DoD Civilians. **(T-2)** For Title 5 federal employees and state employees, conduct IG Sensing Sessions-Individual during normal work schedules and IAW federal and local Department of Labor laws and the Master Cooperative Agreement. ANG dual-status members will be in military status. **(T-2)**

3.4.9.3. Union considerations**.** Unlike IG Sensing Sessions-Group, there are no specific union considerations when conducting IG Sensing Sessions-Individual. Neither the participant nor the local union has a legal right to have a representative in an IG Sensing Session-Individual.

3.4.10. Safety augmentation to the MAJCOM IG. Safety will provide qualified SMEs to assist with IG inspections **(T-2)**. The IG ensures Safety SMEs are qualified to inspect the disciplines which require an on-site inspection. Safety prepares a comprehensive report on the status of the commander's safety program (inclusive of all safety disciplines evaluated) and attaches this report as an addendum to the IG report **(T-0)**.

3.4.11. UEI scoring. MAJCOM/FLDCOM IG teams will use the AFIA-provided numerical UEI scoring tool and methodology to assess the effectiveness and efficiency of processes related to each MGA. **(T-2)** The scoring tool aids in standardization of UEI ratings and enables trending suitable for senior leader consumption. MAJCOM/FIELDCOM IGs must not disclose scores to wings. **(T-2)**

3.4.11.1. Inspectors will score all sub-MGAs using available data gathered during the entire UEI cycle. **(T-2)** Only inspectors/inspection augmentees who have been trained in UEI scoring methodology should participate in UEI scoring.

3.4.11.2. MAJCOM/FLDCOM IGs should consider the unit's CCIP accuracy and ability to systematically detect and report problem areas to enable the command chain to perform CI2 and apply corrective action.

3.4.11.3. MAJCOM/FLDCOM IGs will retain completed UEI scoring tools for 24 months after the finalization of the UEI Report. **(T-2)** MAJCOM/FLDCOM IGs will post the Classified Readiness Reporting Score sheet IAW the CRA Reporting Process Manual. **(T-2)**

3.5. Unit Effectiveness Inspection Rating. The UEI report includes two distinct grades: the wing/delta grade and an "adequacy of resources" grade. The adequacy grade provides MAJCOM/FLDCOM commanders an assessment of the support the wing/delta is getting from HHQ entities and supporting agencies. Apply the 4-tier rating system below when assessing the wing/delta and adequacy grades.

3.5.1. The 4-tier rating system documents performance in meeting the commander's responsibilities outlined in AFI 1-2. The UEI Guide outlines execution of the rating system. The Team Chief is the final decision authority on ratings assigned during a UEI. The Team Chief may adjust the final rating but will not adjust numerical scores to match final 4-tier ratings. Consider systemic and/or critical undetected non-compliance, mission failure, or leadership failure when assigning a grade to the CCIP.

3.5.2. HIGHLY EFFECTIVE. This rating indicates the wing/delta meets or exceeds the criteria for an EFFECTIVE rating AND most, or all, of the following are consistently true:

3.5.2.1. Mission activities, programs and processes are executed in an increasingly cost-effective manner.

3.5.2.2. Results of long-term commitment to innovation at all levels through CI2 and other leader-sponsored means are evident.

3.5.2.3. The CCIP is institutionalized, measures and reports improvements in all four MGAs, and provides actionable feedback to HHQ on manpower, funds, equipment, facilities, and guidance adequacy.

3.5.2.4. Leaders' decisions and priorities demonstrate genuine care for Airmen/Guardians.

3.5.2.5. Leaders are engaged to help Airmen/Guardians achieve personal goals as well as the unit's goals.

3.5.2.6. Widespread evidence exists of high proficiency, unit pride, and cohesion.

3.5.2.7. Programs and processes are institutionalized and produce highly reliable results.

3.5.2.8. Programs are nearly deficiency-free and efforts to benchmark and share lessons learned with other wing/deltas are evident.

3.5.2.9. Effective management systems are in place with clear indications of leadership support, planning, use of risk management, leader-sponsored innovation, and CI2 at all levels.

3.5.2.10. Virtually all units/programs across the wing/delta have embraced a culture of critical self-assessment. Problems are identified, commanders are aware of issues and CAPs are in place.

3.5.3. EFFECTIVE. This rating indicates most of the following are generally true:

3.5.3.1. Mission requirements are met in all mission areas (Readiness, Daily Operations, and Installation Preparedness) and personnel are proficient.

3.5.3.2. The CCIP provides the command chain an accurate, adequate, and relevant picture of unit performance.

3.5.3.3. Resources are managed in an efficient and compliant manner.

3.5.3.4. Leaders treat Airmen/Guardians with respect and provide a healthy and safe work environment.

3.5.3.5. Management systems are present, conditions exist to foster leader-sponsored innovation and CI2 efforts are evident.

3.5.3.6. Programs have few significant deficiencies, and necessary waivers are in effect.

3.5.3.7. Risk-based criteria are often considered when allocating resources and making decisions.

3.5.3.8. Critical processes are documented, measured and repeatable.

3.5.3.9. Most units/programs across the wing/delta have embraced a culture of self-assessment. Problems are identified, commanders are aware of issues and CAPs are in place.

3.5.4. MARGINALLY EFFECTIVE. This rating indicates the wing/delta does not meet the criteria for an EFFECTIVE rating, and most of the following are consistently true:

3.5.4.1. Unit personnel meet minimum performance criteria but with limited proficiency.

3.5.4.2. Some key processes and activities are not carried out in a competent or compliant manner or are personality dependent.

3.5.4.3. Little to no evidence exists of conditions favorable to innovation or CI2 efforts.

3.5.4.4. Risk and resource scarcity are not deliberately considered in decision-making processes.

3.5.4.5. Deficiencies exist which significantly increase risks to Airmen/Guardians, the mission or the Air Force and Space Force.

3.5.4.6. Management systems have some elements but are not working in a cohesive process.

3.5.4.7. The CCIP provides an accurate (though limited) picture of unit performance.

3.5.4.8. Evidence of inconsistent treatment of Airmen/Guardians (e.g., perceived lack of respect, favoritism, hostile work environment, etc.). Leaders do not consistently provide a healthy and safe work environment.

3.5.4.9. Many units/programs across the wing/delta have not embraced a culture of critical self-assessment. Problems are not routinely identified, commanders are not aware of significant issues, and/or CAPs are not sufficient.

3.5.5. INEFFECTIVE. This rating indicates the wing/delta is <u>not</u> EFFECTIVE and does not meet criteria for a MARGINALLY EFFECTIVE rating; most of the following are consistently true:

3.5.5.1. The wing/delta does not demonstrate the ability to execute their primary mission.

3.5.5.2. Evidence exists of systemic non-compliance, widespread disregard for prescribed procedures or inadequate proficiency of unit personnel.

3.5.5.3. The number and severity of deficiencies preclude or seriously limit mission accomplishment and/or increase risk to Airmen/Guardians.

3.5.5.4. Leaders do not treat Airmen/Guardians with respect or do not provide a healthy and safe work environment, and wing/delta leadership fails to address these issues.

3.5.5.5. Resources and programs are not well managed.

3.5.5.6. Little to no evidence exists of conditions favorable to innovation or CI2 efforts.

3.5.5.7. Management systems are not evident or are unproductive.

3.5.5.8. Most of the units/programs across the wing/delta have not embraced a culture of critical self-assessment. Problems are not identified, commanders are not aware of issues, and CAPs are not in place.

3.5.5.9. Regardless of performance in other areas, grade the wing/delta INEFFECTIVE overall if the wing/delta has demonstrated a chronic inability to execute any of the unit's primary missions or the CCIP is not accurate, adequate, nor relevant.

3.5.6. Re-inspection for an INEFFECTIVE CCIP. The MAJCOM/FLDCOM IG, in consultation with the MAJCOM/FLDCOM Commander will determine the need for a unit re-inspection for having an ineffective CCIP. Should it be determined to re-inspect the unit, reevaluate the wing/delta via an on-site visit to validate and verify the CCIP CAP within 12 months. Re-inspections should be tailored to the organization and/or MAJCOM/FLDCOM requirements. Specifically, MAJCOM/FLDCOM IGs should consider use of **Attachment 3** and **Attachment 4** of this instruction, continual evaluation data, and any other objective source to conduct re-inspection activities. The highest possible rating for re-inspection is EFFECTIVE. MAJCOM/FLDCOM commanders may extend the re-inspection window, if required.

3.5.6.1. If the CCIP is rated EFFECTIVE during the re-inspection, the wing/delta may return to the normal UEI cycle, based on the completion date of the original UEI Capstone.

3.5.6.2. If the CCIP is rated INEFFECTIVE during the re-inspection, the wing/delta begins a 12-month (24-month for ARC) UEI cycle.

3.5.6.3. If the CCIP is rated MARGINALLY EFFECTIVE during the re-inspection, the MAJCOM/FLDCOM commander will determine the inspection cycle for the wing/delta.

3.5.7. Re-inspection for other INEFFECTIVE ratings. If a wing/delta overall rating is INEFFECTIVE or if any MGA or sub-MGA other than CCIP is rated INEFFECTIVE, the MAJCOM/FLDCOM IG will schedule an on-site visit within 12 months. The RBSS for the on-site visit should focus on those areas rated INEFFECTIVE during the previous UEI and may include other inspection areas, as well.

3.5.8. For Total Force Associates in which one or multiple units is graded INEFFECTIVE, the respective MAJCOM/FLDCOM IGs will coordinate with each other and both wing/delta commanders to determine re-inspection timeline and scope.

3.6. Unit Effectiveness Inspection Reports. The UEI report encompasses the entire UEI cycle. The wing/delta immediately enters into the next UEI cycle on the day following the UEI Capstone out brief to the inspected unit.

Chapter 4

SPACE FORCE INSPECTIONS

4.1. General Information. As a separate Service under the Department of the Air Force (DAF) umbrella, the United States Space Force (USSF) has unique inspection requirements to meet the intent of the National Defense Strategy (NDS), the Department of Defense (DoD) and the DAF. Space Force IGs, under the direction of The Inspector General (TIG) and Space Force Commanders, inspect throughout the USSF to accurately report on the readiness, economy, efficiency and discipline of forces and resources to the Chief of Space Operations (CSO) and the Secretary of the Air Force (SecAF).

4.2. Roles and Responsibilities.

4.2.1. The AFIA Space Inspections Directorate (AFIA/IS). AFIA/IS ensures the Space Force IG enterprise successfully implements this instruction and manages the unique inspection requirements to meet expectations of the SecAF, the CSO and TIG. These may include Directed Inspections (DI), Headquarters Inspections (HQI), and Mission Thread Assessments (MTA). Other duties of AFIA/IS include:

4.2.1.1. Identifying new/emerging Space Force inspection requirements and coordinating with SAF/IGI to codify requirements.

4.2.1.2. Leading Space Force HQIs (augmented as necessary).

4.2.1.3. Coordinating on Space Force waivers with deltas, FLDCOM, and SAF/IG.

4.2.1.4. Coordinating with SAF/IGI on FLDCOM supplements to this instruction.

4.2.1.5. Coordinating with SAF/IG for observation of USSF inspections by USSPACECOM or other external stakeholders.

4.2.1.6. Coordinating with SAF/IG for release of USSF inspection reports (Official Use Request and FOIA).

4.2.2. AFIA. Will perform oversight of Space Force IG inspections.

4.2.3. FLDCOMs. In accordance with **Chapter 3** of this instruction, FLDCOMs will implement and sustain the UEI. FLDCOM IGs may tailor UEIs of subordinate organizations as necessary to meet Command expectations. FLDCOM IGs will supplement this instruction as necessary to meet the intent and expectations of the FLDCOM CC.

4.2.4. AFMC. As AFMC is the servicing MAJCOM to the USSF, an MOU between USSF and AFMC provides Pertinent Oversight Authority (POA) assistance for support to USSF activities.

4.2.5. Space Base Deltas (SBD) and Space Launch Deltas (SLD). In accordance with **Chapter 2** of this instruction, SBDs and SLDs will implement and sustain a robust CCIP. **(T-1)**

4.2.6. Other Space Deltas (DEL). In accordance with **Chapter 2** of this instruction, other FLDCOM-specified DELs will implement and sustain a robust Unit Self-Assessment Program (USAP). FLDCOM commanders may determine additional inspection requirements for other DELs, dependent on mission sets, manpower, and the ability of the DEL to maintain a robust IG staff. **(T-1)**

4.3. The Mission Thread Assessment (MTA). The MTA is a directed inspection and provides a USSF-unique assessment across specific mission areas (e.g., Space Domain Awareness, Missile Warning, Electronic Warfare) which covers all lifecycle aspects of a space mission area across all FLDCOMs, DRUs and Space Staff. The USSF MTA is the primary focus in scope to the Organize, Train, and Equip (OT&E) responsibilities of the USSF. The MTA will capture the USSF's ability to conduct a thread of operations in a CDO/combat environment. Each mission area will be re-assessed on a 24-36 month cycle.

4.3.1. The primary objective of the MTA is to assess USSF's ability to prepare for and deliver space effects/capabilities to counter adversary capabilities, concepts and tactics, techniques, and procedures (TTPs) designed to degrade, disrupt, deny, deceive, and destroy (D5) a given mission area. Assessment areas considered essential to this objective are:

4.3.1.1. Requirements Development. Assess that joint warfighter capability requirements, validated by the Joint Requirements Oversight Council (JROC) and developed IAW the Joint Capabilities Integration and Development System, are addressed in programming and budgeting activities and/or satisfied with current or future space system/capabilities.

4.3.1.2. Mission Area Architecture Development. Assess that mission area architectures being developed capture all aspects required (including cyber) to deliver a required capability and that legacy, next-generation, and future systems/capabilities are included. This includes addressing capability resilience and/or survivability.

4.3.1.3. System/Capability Acquisition. Assess that acquisition programs have an approved acquisition strategy and meet the intent of warfighter requirements.

4.3.1.4. Operational and Developmental Testing. Assess inclusion and effective execution of Test and Evaluation (T&E) activities in order to evaluate system capabilities and operational suitability. Assess execution of responsibilities outlined in DoDI 5000.02 and AFI 99-103, Capabilities Based Test and Evaluation, and associated program Test and Evaluation Management Plans.

4.3.1.5. Initial and Continuing Education. Assess USSF ability to develop highly skilled and capable Guardians through a succinct and coordinated educational curriculum founded on the most current USSF and Joint operational doctrine, advanced capabilities and technologies, and relevant threat assessments.

4.3.1.6. Integration of Intelligence into Operations. Assess the effectiveness of intelligence requested and received by operational units. Assess sufficiency of intelligence to inform operational activities in a timely manner. Assess if the intelligence is sufficient to inform a unit of the most likely and dangerous threats to their system(s).

4.3.1.7. Total Force Operations and Training. Assess operational units (deltas and squadrons), including ARC space units, and the ability to generate, employ, and sustain combat ready forces to operate in a contested, degraded and operationally limited (CDO) environment IAW their mission directives and associated OPLANS and CONPLANS. This includes assessments of a unit's ability to demonstrate and conduct tactics, techniques, and procedures (TTPs) and conduct training using realistic and intel-driven scenarios.

4.3.1.8. Weapon System Sustainment. Assess the USSF's ability to sustain, modify/upgrade, and transition Operationally Accepted (OA) systems and necessary

support equipment for operational units. This includes assessing the ability of the USSF to adequately forecast and program for sufficient funding and manning to maintain operational capabilities.

4.3.1.9. Cyber Operations and Security. Assess the effectiveness of the unit's ability to conduct cyber defense of critical mission systems. Assess identification of mission relevant terrain cyber (MRT-C) and corresponding cyber security program. Determine if cyber personnel are adequately trained and equipped to perform their assigned mission.

4.3.2. MTA secondary objectives include evaluating critical enablers to effective CDO/combat, which include:

4.3.2.1. Observations from FLDCOM/delta results, if available. Observations resulting from inspection activity in support of MTA objectives may overlap with UEI objectives and should be used in UEI reporting. Similarly, UEI observations that have mission impact should be used as needed in MTA reporting. The interaction between MTA and UEI observations is by design and should be mutually supporting.

4.3.2.2. Continual evaluation and the sufficiency of guidance to enable combat readiness. This includes an assessment on the development and distribution of guidance deemed necessary, from an external organization, in order to sufficiently guide a unit's activities and operations. This assessment area is focused on the fundamental direction and guidance a unit receives to fully understand and execute its mission in both a benign and CDO/combat environment.

4.3.2.3. Combatant Command ability to command and control (C2) USSF Capabilities. As necessary or when requested, operations to command and control USSF capabilities should be assessed in partnership with USSPACECOM IG. This includes associated taskings and tasking authorities (i.e., CFSCC, NSDC, JTFSD, etc.).

4.3.2.4. External customer feedback. Requests to visit Sister Services and other agencies may be necessary to obtain additional information as it pertains to USSF operational requirements provided. Advance coordination through the Services IGs will be required.

4.3.3. At the conclusion of the MTA cycle, AFIA/IS generates a consolidated MTA report for SAF/IG signature.

4.3.3.1. The report is for the CSO, Space Staff and FLDCOM CCs; the goal is to highlight strengths, issues, opportunities, and follow-up areas, which becomes the baseline for the next MTA.

4.3.3.2. AFIA/IS will manage deficiencies IAW **Chapter 9** of this instruction. Deficiencies will be coordinated with FLDCOM IG for unit tracking as needed.

4.3.4. Classification should NOT be a limiting factor in this assessment. IG members conducting MTAs will have the appropriate clearances to execute their duties. MTA reports will be documented at the appropriate classification level to accurately capture inspection findings. The final MTA report will be stored and distributed at the level of the highest classification included in the report.

4.4. MTA Planning. 24–36-month MTA cycles will drive the AFIA/IS inspection calendar. **(T-2)** FLDCOM IGs and mission area SMEs will participate in the planning of MTA assessments, assessment activities, and in the MTA report generation phase to ensure the most accurate

assessment of a USSF mission area is presented to the CSO and that accurate feedback is available to each respective FLDCOM CC and key stakeholders. **(T-2)** AFIA/IS and FLDCOM/delta IGs must coordinate closely to minimize inspection burden on the units. **(T-2)**

Chapter 5

AIR FORCE NUCLEAR INSPECTION PROGRAMS

5.1. General Information. Nuclear weapon systems and the units to which they are assigned require special consideration because of political and military importance, destructive power, and the potential consequences of a nuclear weapons incident or accident. The Department of Defense and Chairman of the Joint Chiefs of Staff establish the policy, guidance, and direction to ensure compliance with those standards in the CJCSI 3263.05. The AF executes nuclear inspections as a component of the UEI via a composite inspection methodology consisting of self-assessment, readiness exercises, and technical inspections IAW CJCSI 3263.05. Collectively, these inspection efforts provide compliance and capability confidence to nuclear stakeholders.

5.2. Nuclear Self-Assessment. As a critical component of Inspections System, self-assessment allows commanders at all levels to evaluate the everyday readiness of a unit. Within units assigned a nuclear mission, self-assessment is aligned with key areas identified in the CJCSI 3263.05, Combatant Command requirements, and JCS directed Operations Plans.

5.2.1. Purpose. The purpose of nuclear self-assessment is to focus inward on the discipline, efficiency and effectiveness of organic staff operations, processes, and programs IAW nuclear directives. This process should be repeatable and capable of assessing whether (and to what extent) the commander is meeting assigned responsibilities. Self-assessment of nuclear missions should be customized to the structure and mission of the organization.

5.2.2. Roles and Responsibilities.

5.2.2.1. The Wing Commander will:

5.2.2.1.1. Incorporate self-assessment of key nuclear areas into the USAP. **(T-3)**

5.2.2.1.2. Include self-assessment of key nuclear areas in the CCIR. **(T-3)**

5.2.3. Methodology.

5.2.3.1. Commanders will reference applicable instructions (e.g., Combatant Command requirements, technical orders, etc.) as the standard for the documentation, operation, process, and procedure observed or otherwise assessed as a key component of the USAP.

5.2.3.2. Documentation and reporting requirements for self-assessment will be captured using pre-existing organic staff operations, processes, and programs IAW nuclear directives and the USAP operating procedures (e.g., unit quality assurance reports and trends). **(T-3)**

5.3. Initial Nuclear Surety Inspections (INSI). An INSI is a component of the Air Force Nuclear Certification Program. MAJCOM IGs execute INSIs prior to the designation of a unit as nuclear-capable.

5.3.1. Purpose. The purpose of an INSI is to inspect new or modified facilities, equipment and systems requiring nuclear certification and serves as the final step in the Operational Certification Process IAW AFI 13-520, *Aircraft and ICBM Nuclear Operations*, and AFI 63-125, *Nuclear Certification Program.*

5.3.2. Roles and responsibilities.

5.3.2.1. Lead or Using command will, 120 calendar days prior to Initial Operating Capability (IOC) through memorandum format, coordinate with HQ Air Force Safety Center (AFSEC)/Weapons Safety (SEW) to determine the need for an INSI IAW AFI 13-520 and AFI 63-125.

5.3.2.2. Designated POAs will develop INSI criteria based on applicable system and program requirements IAW AFI 13-520 and AFI 63-125.

5.3.2.3. MAJCOM IGs will:

5.3.2.3.1. Conduct INSIs using the inspection criteria developed by the applicable POA(s).

5.3.2.3.2. Coordinate with the POAs and HQ AFSEC/SEW to determine the need, scope and scale, and due date for NSIs following an INSI.

5.3.2.3.3. In collaboration with the AFIA/CC, determine size and functional requirements for the Air Force Core Team. The MAJCOM/IG approves the final team roster and integrates the Air Force Core Team into the MAJCOM IG inspection team.

5.3.2.3.4. At the request of AFIA and/or other MAJCOM IGs, provide certified inspectors to supplement their MAJCOM Team.

5.3.2.3.5. Identify the MAJCOM IG or delegate (e.g., NSI Team Chief) as the NWTI Chief Inspector.

5.3.2.4. AFIA will:

5.3.2.4.1. Collaborate with the MAJCOM IG on all inspection phases (plan, execute, report, etc.) to include determination of the size and functional requirements for the Air Force Core Team in support of the INSI.

5.3.2.4.2. Provide the Deputy Team Chief as a component of the Air Force Core Team to integrate with the MAJCOM IG team. The Deputy Team Chief advises the Team Chief during all inspection phases.

5.3.2.4.3. Perform INSI oversight (as required by the RBSS) IAW **Chapter 6** of this instruction.

5.3.3. Methodology.

5.3.3.1. MAJCOM IGs will use the Gatekeeper process to schedule INSIs, to include remote inspecting portions.

5.3.3.2. The MAJCOM, in conjunction with INSI stakeholders, will develop and provide the INSI READY/NOT READY operational certification criteria to the MAJCOM IG. The INSI READY/NOT READY operational certification criteria will include the determination if an NSI is required following the INSI, and include timeline requirements (i.e., within 180 calendar days).

5.3.3.2.1. IAW AFI 63-125, the MAJCOM Nuclear Certification Manager will ensure the operational certification criteria is included in the Certification Requirement Plan. Operational certification criteria, approved by the Air Force Nuclear Weapons Center, Nuclear Technology Surety and Certification Division (AFNWC/NTS), will be presented to MAJCOM/IGs no later than 60 calendar days prior to the scheduled INSI.

5.3.3.2.2. If a follow-on NSI is required and a unit receives a "READY" rating during the INSI, the MAJCOM will provide the scope, scale, and formal recommendation to the MAJCOM IG. **(T-1)**

5.3.3.2.3. If the MAJCOM and INSI stakeholders in coordination with the MAJCOM IG determine the best course of action is to execute the INSI in phases, the READY/NOT READY operational certification criteria must outline the phases and include the required areas to be inspected in each phase. **(T-1)**

5.3.3.3. The MAJCOM/IG will develop and coordinate the inspection plan with the POAs to ensure all applicable areas are inspected. For currently certified units programmed to receive a new or modified weapon system, delivery system, or weapon, conduct an INSI prior to receipt. For units not previously nuclear-certified, if the new nuclear mission involves a large scale, time-consuming effort, a series of inspections may be used to complete the INSI process.

5.3.3.4. MAJCOM IGs will build an inspection in IGEMS-C in accordance with established READY/NOT READY operational certification criteria. This should include inspector task assignment and any inspection-unique circumstances or requirements.

5.3.3.5. MAJCOM IGs will forward a draft schedule of events (SOE) to AFIA Deputy Team Chief at least 30 calendar days prior to a scheduled INSI and a final SOE prior to inspection start.

5.3.3.6. If applicable, the MAJCOM IG will review and approve inspected unit's simulations and deviations at least 15 calendar days prior to a scheduled INSI and provide a copy to the Deputy Team Chief prior to inspection start.

5.3.3.7. INSI remote inspecting requirements. The criteria below outline specifications and requirements MAJCOM IGs must follow if they choose to perform certain elements/events of the INSI remotely.

5.3.3.7.1. Only items identified in **Attachment 5** – "NSI Remote Inspecting Eligible Deliverable Items" are eligible for remote inspecting.

5.3.3.7.2. Remote events, if used, will be completed in conjunction with or prior to on-site inspection events.

5.3.3.7.3. Remote events, if used, will not exceed 10 duty days in total.

5.3.3.7.4. Oversight Inspectors will be provided the opportunity to accomplish oversight of all remote events. **(T-1)**

5.3.3.8. INSI ratings. MAJCOM IGs will assign a "READY" or "NOT READY" rating based on inspection criteria developed by the MAJCOM INSI stakeholders.

5.3.3.8.1. READY. An INSI "READY" rating is required for operational certification of the system or unit.

5.3.3.8.2. NOT READY. A "NOT READY" rating for an INSI will require the MAJCOM IG and INSI stakeholders, to include user nations for MUNSS, to coordinate with the MAJCOM NCM to determine a course of action to re-accomplish the INSI.

5.3.3.8.2.1. On-the-Spot Re-inspection.   When a "NOT READY" rating is

awarded for a condition that can be corrected immediately, the Team Chief may, at his or her discretion, and with concurrence from the commander of the inspected unit, make an on-the-spot re-inspection and include the results in the final report. Any on-the-spot re-inspection must allow sufficient time for remedial actions to address the original deficiency resulting in the "NOT READY" rating. Once the deficient area(s) are successfully re-inspected, the Team Chief will grade the unit "READY" and include all deficiencies in the INSI report.

5.3.3.8.2.2. Re-accomplish the INSI. In instances where on-the-spot re-inspection is not appropriate (as determined by the Team Chief) or re-inspected area(s) are not sufficiently corrected, the MAJCOM IG will, in conjunction with the inspected unit commander, schedule a time to re-accomplish the INSI after the POAs determine the unit is ready. The Team Chief may choose to limit the re-accomplished INSI to the specific areas in which the unit was originally rated "NOT READY". Criteria previously rated as "READY" do not require re-inspection.

5.3.3.8.3. When conducting an INSI and a deficiency is observed that is outside the scope of the INSI READY / NOT READY criteria, the inspection team will follow CJCSI 3263.05 procedures and annotate the deficiency in the final report.

5.3.3.8.4. If a critical deficiency is assessed IAW CJCSI 3263.05, consultation between the Team Chief and the Service Certification Authority will be initiated to determine certification implications and subsequent actions for the INSI.

5.4. Nuclear Surety Inspection (NSI). The NSI is the Air Force performance and compliance inspection executed by MAJCOM IGs to satisfy requirements of the Nuclear Weapons Technical Inspection (NWTI) program and frequency as directed by CJCSI 3263.05. The criterion within this section is required for execution of an NSI in addition to those outlined in CJCSI 3263.05.

5.4.1. Purpose. The purpose of the NSI is to evaluate a certified nuclear-capable unit's ability to manage assigned nuclear resources and execute nuclear missions in a safe, secure, and reliable manner.

5.4.2. Roles and Responsibilities.

5.4.2.1. MAJCOM IGs will:

5.4.2.1.1. Conduct NSIs IAW CJCSI 3263.05 and this instruction. Use applicable guidance as the inspection standard for documentation, operations, processes, and procedures inspected.

5.4.2.1.2. In collaboration with AFIA/CC, determine the Air Force Core Team size and functional requirements. The MAJCOM/IG approves the final team roster and integrates the Air Force Core Team into the MAJCOM IG inspection team.

5.4.2.2. The AFIA Commander will:

5.4.2.2.1. Coordinate with the MAJCOM IG on all inspection phases (plan, execute, report, etc.) to include determination of the size and functional requirements for the Air Force Core Team in support of the NSI.

5.4.2.2.2. Provide the Deputy Team Chief as a component of the Air Force Core Team to integrate with the MAJCOM IG team.

5.4.2.2.3. At the request of MAJCOM IGs, provide certified inspectors to supplement their MAJCOM team.

5.4.3. Methodology.

5.4.3.1. NSI planning. MAJCOM IGs must use the Gatekeeper process to schedule NSIs, to include remote inspecting portions.

5.4.3.1.1. MAJCOM IGs will coordinate with AFIA Deputy Team Chief at least 30 calendar days prior to inspection and provide a final SOE prior to inspection start.

5.4.3.1.2. MAJCOM IGs will build an inspection in IGEMS-C IAW pre- determined inspection criteria and system performance requirements.

5.4.3.1.3. The MAJCOM IG will review and approve inspected unit's simulations and deviations at least 15 calendar days prior to a scheduled NSI and provide a copy to NWTI Oversight and Deputy Team Chief prior to inspection start.

5.4.3.1.4. Units may be required to submit team assignment documents, duty rosters, Unit Committed Munitions Lists, and/or maintenance capability letters to the MAJCOM IG before team arrival to expedite team selection. MAJCOM IGs should consider individual Career Field Education Training Plans, automated training records, Load Training and Certification Documents (e.g., AF Form 2435, *Load Training and Certification Document*), Personnel Reliability Assurance Program (PRAP) status, work shifts, and ARC personnel when making team selections (maintain team integrity to the maximum extent possible).

5.4.3.2. NSI requirements. The criteria below add Air Force-specific inspection specifications and requirements to existing DoD and CJCSI criteria:

5.4.3.2.1. Inspectors will intervene to ensure safety, security, and reliability of nuclear weapon systems. When using training weapons, inspectors will intervene to prevent damage to equipment or personnel safety. No nuclear surety compliance credit is awarded after inspector intervention.

5.4.3.2.2. MAJCOM IG's determinations will not be based on postulated conditions requiring another related event or series of related events which may be credible themselves but are not inevitable. The Team Chief will consider whether a deficiency is the result of an individual error, a subordinate unit process or procedural error, or a systemic unit deficiency.

5.4.3.3. NSI remote inspecting requirements. The criteria below outline specifications and requirements MAJCOM IGs must follow if they choose to conduct certain elements/events of the NSI remotely.

5.4.3.3.1. Only items identified in **Attachment 5,** *NSI Remote Inspecting Eligible Deliverable Items* are eligible for remote inspection.

5.4.3.3.2. Remote events, if used, should be inspected in conjunction with and prior to on-site inspection events. All remote inspection items will be tracked to completion and may require on-site follow up.

5.4.3.3.3. Remote events, if used, will not exceed 10 duty days in total.

5.4.3.3.4. Oversight Inspectors must be provided the opportunity to accomplish oversight of all remote events. Oversight Inspectors must coordinate with MAJCOM IGs on desired oversight remote inspection items.

5.4.4. NSI MGAs and ratings. MAJCOM IGs will assign overall ratings and MGA adjectival ratings (as applicable) IAW CJCSI 3263.05 **(T-0)**. MAJCOM IGs will incorporate the following Air Force-specific inspection requirements:

5.4.4.1. Management and Administration.

5.4.4.1.1. Evaluate leadership, guidance, and communication of unit commander and key supervisors. When assessing management, consider whether deficiencies are the result of individual error or reflect management or supervisory training/experience gaps.

5.4.4.1.2. Evaluate status of approved nuclear security or safety waivers, exemptions, and deviations.

5.4.4.1.3. Evaluate Munitions Control in the planning, coordinating, directing, and controlling of nuclear munitions/weapons activities IAW applicable AFIs.

5.4.4.1.4. Evaluate nuclear munitions/maintenance plans and scheduling IAW applicable AFIs.

5.4.4.1.5. Evaluate nuclear certification processes and documentation of unit certified/qualified personnel (e.g., maintainers, aircrew, missile combat crew members, vehicle operators, etc.).

5.4.4.1.6. Evaluate the nuclear Munitions Accountable Systems Officer and Nuclear Accountability Reporting Section on all aspects of the daily accountability, reporting/custody of the unit's nuclear weapons, components, and spares (base and military).

5.4.4.2. Technical Operations.

5.4.4.2.1. MAJCOM IGs will determine the scope and definitive start/stop of technical operations. In order to minimize the inspection footprint and mirror day-to-day unit operations, evaluate this activity by observing unit-certified teams performing required technical operations with minimal Quality Assurance and/or other unit leadership influence/interference.

5.4.4.2.2. For technical operations and task evaluations, the MAJCOM IGs, at a minimum, will use the **Attachment 5**, *Technical Operations and Task Evaluations Briefing Guide*.

5.4.4.2.3. Inspectors will evaluate nuclear weapons Quality Assurance and weapons standardization during an NSI. The MAJCOM IG may task these personnel to perform an evaluation of a maintenance operation within the area of responsibility. MAJCOM IGs will clearly identify technical operations and/or task evaluations which require evaluation of the Quality Assurance function.

5.4.4.2.4. During evaluation of any nuclear-certified procedure, MAJCOM inspectors will evaluate performance of only those individuals/teams required by the applicable Technical Order or guiding instruction for the procedure. Intervention, participation, or

influence by any other personnel (e.g., Unit Weapons Officer, unit leadership, etc.) may be cause to terminate the procedure if, in the judgment of the inspector, the outside assistance calls into question the technical proficiency or knowledge of the individual/team under evaluation. The environment in which technical operations are conducted demonstrates technical proficiency and standardization of the unit training program. When technical operations are conducted using training weapons, units may simulate some aspects of security, entry control, approved explosive loading site plans, and/or other operations which cannot be reasonably conducted otherwise if approved by the MAJCOM IG in advance.

5.4.4.2.5. Weapons maintenance technical operations. Evaluate applicable technical operations designated in CJCSI 3263.05 for which the unit is tasked in Maintenance Capability Letters and Unit Committed Munitions Lists. For comparable operations, evaluate only one weapon system type. Certain operations listed individually may be combined for the purpose of inspection. Inspectors will approve the starting and stopping configuration before the operation. When weapons maintenance technical operations are conducted using training weapons, inspectors may authorize on-the-spot or pre-task simulations.

5.4.4.2.6. Loading and Mating. MAJCOM IGs will evaluate a unit's ability to conduct a complete weapons upload and post-load procedures. Additionally, MAJCOM commanders may direct evaluation of download procedures. Evaluate loading operations for each applicable type and upload position (internal and external). When loading operations are conducted in a load training facility, inspectors may authorize on-the-spot or pre-task simulations. For custodial units supporting non-US delivery organizations, include the US technical load monitor and associated training activities.

5.4.4.2.7. EOD Weapon Render Safe Technical Operation. Evaluate and ascertain Explosive Ordnance Disposal Direct-Support Units full-spectrum capability to render safe, mitigate explosive hazards, and prevent a nuclear yield. Confirm a team's ability to perform these critical procedures by evaluation of weapons render safe procedures using Joint Nuclear Weapons Publication system technical orders, weapons trainers, UT1500 Command Disable Trainers, and supported weapons systems. Validate certification of EOD Direct-Support Units' ability to conduct passive diagnostics and provide a comprehensive technical assessment of any supported weapons system and/or aerospace platform which may be involved in an accident.

5.4.4.3. Tools, Test, Tie-Down, and Handling Equipment.

5.4.4.3.1. Evaluate Air Force-registered nuclear certified motor vehicles and vehicular equipment. Ensure nuclear certified vehicles are maintained in a safe and serviceable condition. Evaluate unit vehicles to ensure only nuclear certified vehicles and vehicular equipment are used during nuclear operations.

5.4.4.3.2. Evaluate unit equipment management to ensure only nuclear-certified software, testers/cables, and equipment is used in support of the nuclear mission. Evaluate equipment is maintained in a serviceable condition, equipment calibration dates are current, and equipment limitations/restrictions are adhered to. Document any supply issues which impact the ability to obtain replacement parts, tools, and equipment required to operate, maintain, and sustain nuclear weapon systems.

5.4.4.4. Condition of the Active/Inactive Stockpile and Retired Weapons.

5.4.4.4.1. MAJCOM IG teams will select resources to be inspected.

5.4.4.4.2. Ensure weapons are stored IAW applicable directives (e.g., properly grounded, chocked, and immobilized).

5.4.4.4.3. Ensure weapons have proper spacing, storage compatibility, and are within explosive and active material limits.

5.4.4.4.4. If defects are discovered on weapons, components, or equipment during stockpile walkthroughs, ensure evaluation against applicable technical publication, technical order, or instruction and ensure appropriate corrective actions are taken and documented.

5.4.4.4.5. For assets with storage bags, sample several bags to ensure required items are inside the storage bag and properly packaged and/or sealed.

5.4.4.5. Storage and Maintenance Facilities.

5.4.4.5.1. Evaluate roads in/between storage areas and loading/missile launch areas.

5.4.4.5.2. Evaluate nuclear-certified hoists to ensure, at a minimum, hoists are serviceable, authorized, and have received mandatory load testing and/or safety related inspections.

5.4.4.5.3. Evaluate testing and exercising of emergency power generator with facility load to include automatic transfer switching devices.

5.4.4.6. Security.

5.4.4.6.1. Evaluate unit compliance with DoDM S-5210.41_AFMAN 31-108, *Nuclear Weapon Security Manual: The DoD Nuclear Weapon Security Program,* and other required security standards for protecting War Reserve weapons and weapon systems. Performance-based criteria is the primary means of inspection. Assess compliance with existing requirements using a sampling strategy and in conjunction with exercise events and/or task evaluations; where practical. MAJCOM/IGs must make an effort to ensure performance-based criteria are evaluated similarly between installations throughout the inspection cycle.

5.4.4.6.2. MAJCOMs will supplement this instruction to ensure specific operating environments and elements of the published Defense Intelligence Agency (DIA) Nuclear Security Threat Capabilities Assessment are addressed in exercise objectives.

5.4.4.6.3. Weapon denial and recapture exercise planning.

5.4.4.6.3.1. MAJCOM IGs, in coordination with Pertinent Oversight Authorities, will develop realistic nuclear weapon security exercise scenarios to determine a unit's ability to meet Nuclear Weapons Security Standards IAW DoDM S-5210.41_AFMAN 31-108.

5.4.4.6.3.2. Use risk management and safety procedures in planning and execution of security exercises at all levels of command. When exercises are collocated within operational areas, exercise care to avoid scenarios which may be interpreted as an actual hostile situation or cause accidental injury to personnel or jeopardize the

security of nuclear resources.

5.4.4.6.3.3. Inspectors will develop exercise scenarios which portray an opposing force replicating adversaries identified in the published DIA Nuclear Security Threat Capabilities Assessment and Local Security Threat Capabilities Assessment. Ensure distinct separation of the exercise play area from real world mission areas using visual identification tools (safety vest/belts, exercise controllers, etc.), safety briefings, and normal exercise Command and Control announcements. The IG will direct the activities of opposing force, exercise controllers, and IG trusted agents.

5.4.4.6.3.4. Exercise scenarios resulting in opposing force gaining access to simulated nuclear weapons may automatically trigger a recapture or recovery exercise at the discretion of the inspectors. Inspectors will ensure both opposing force and exercise controllers know "adversary intentions" for the planned attack (e.g., weapon sabotage, destruction, theft, etc.).

5.4.4.6.3.5. Exercise participants will apply appropriate Information Security and Operations Security measures to safeguard exercise information, tactics, techniques, and procedures. **(T-1)**

5.4.4.6.4. Determine the outcome of executed security action(s) and performance, the impact of unit compliance with technical criteria, and contribution of support forces/supporting security systems to determine if the Nuclear Weapons Security Standard is met.

5.4.4.6.5. As available/applicable, inspectors may use computer modeling or simulation as a viable measurement for developing response force scenarios based on the DIA Nuclear Security Threat Capabilities Assessment.

5.4.4.7. Safety.

5.4.4.7.1. Evaluate compliance with explosive safety standards, explosives and active material limits, Hazards of Electromagnetic Radiation to Ordnance, and Weapons System Safety Rules.

5.4.4.7.2. Evaluate compliance, programs, implementation, and management thereof per AFI 91-101, *Air Force Nuclear Weapons Surety Program*.

5.4.4.7.3. Assess Air Force Fire Emergency Services flights using CJCSI 3263.05 requirements and the Fire Emergency Services Assessment Program.

5.4.4.7.4. Conduct an inspection of the Intrinsic Radiation Safety Program to ensure controls are in place and personnel practice "as low as reasonably achievable" (ALARA) concepts IAW AFI 91-108, *Air Force Nuclear Weapons Intrinsic Radiation and 91(B) Radioactive Material Safety Program*.

5.4.4.8. Supply Support. Document any supply issues which impact the ability to obtain replacement parts, tools, and equipment required to operate, maintain, and sustain the nuclear weapon systems and Department of Energy-furnished components.

5.4.4.9. Personnel Reliability Assurance Program (PRAP). The PRAP includes both the Personnel Reliability Program (PRP) and Arming and Use of Force. Evaluate PRAP IAW

DoDI 5210.42, CJCSI 3263.05, DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program*, and AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Assess overall effectiveness of the unit's implementation of PRAP by focusing on processes and procedures through observation, scenarios, and interviews.

5.4.4.9.1. PRAP processes are the primary focus. Record reviews may be conducted as part of scenario-based performance objectives or to investigate a potential finding/discrepancy discovered during a process/procedural review.

5.4.4.9.2. Inspectors will assess certification, continual evaluation, and removal from PRAP duties, return to duty, training, and management processes using scenario-based exercises, formal and informal interviews, and observing day-to-day operations to validate/verify processes employed by the unit/installation.

5.4.4.9.3. Validate/verify PRAP is functioning as a commander's program which assures only personnel who demonstrate the highest degree of individual reliability for allegiance, trustworthiness, conduct, behavior, and responsibility are authorized to perform duties associated with nuclear weapons.

5.4.4.10. Logistics Movement. Evaluate units supporting or having responsibility for logistical movement of nuclear weapons by observing weapon transfer/transport, loading, unloading, and custody transfer procedures of representative types of weapons. For Intercontinental Ballistic Missile units, a logistical or operational transport to/from a launch facility as defined by DoDI 4540.05, *DoD Transportation of U.S. Nuclear Weapons* is evaluated as a Logistics Movement.

5.4.4.10.1. Evaluate convoy operations, including logistical or operational transports to/from launch facilities and weapon movement activities (including security support).

5.4.4.10.2. Evaluate Prime Nuclear Airlift Force support plans, security support, and logistical movements IAW applicable AFIs for Prime Nuclear Airlift Force-certified units and installations supporting nuclear airlift missions. Prime Nuclear Airlift Force units must demonstrate the ability to safely and properly load, transport, unload, and transfer custody of weapons. **Note:** For Prime Nuclear Airlift Force units, evaluate security support and aircrew security actions during the Prime Nuclear Airlift Force movement.

5.4.5. Additional Air Force NSI MGAs. In addition to the MGAs outlined in CJCSI 3263.05, MAJCOM IGs will inspect the following MGAs (as applicable):

5.4.5.1. Nuclear Control Order Procedures (NCOP). Evaluate command post, aircrew, Permissive Action Link (PAL)/Code Management System (CMS) lock/unlock teams, and missile crew responses to nuclear control orders as well as effectiveness of applicable Command and Control functions IAW HHQ directives. Additionally, perform records audit of emergency action checklists in operational launch control centers, unit command posts and combat mission folders.

5.4.5.1.1. Methodology. Assess NCOP proficiency via performance-based evaluations in an operationally realistic simulator. If approved facilities or simulator-use decode documents are not available, assess NCOP via scenario-based written test. Inspectors may use Emergency Action general knowledge written testing to supplement (but not

replace) scenario-based assessments. The passing standard for general knowledge testing or scenario-based testing is 90 percent. Inspectors will communicate to the unit pass/fail portions of the scenario-based testing if applicable.

5.4.5.1.2. Bomber and Tanker aircrew. Inspectors will assess (at a minimum) aircrew processing of posture, launch, execution, and termination Emergency Action Procedures via performance evaluation. Grade the evaluation as "Pass" or "Fail", depending on aircrew taking the appropriate expected actions.

5.4.5.1.3. Dual-Capable Fighter Aircraft aircrew. Inspectors will assess (at a minimum) aircrew processing of Emergency Action Procedures (EAP) via performance evaluation. Grade the evaluation as "Pass" or "Fail", depending on aircrew taking the appropriate expected actions. The Team Chief may award credit for this requirement if it was observed by an NWTI-certified inspector within the last 90 calendar days. Grades and comments should be included in the NSI report.

5.4.5.1.4. Command Post controllers. Inspectors will assess (at a minimum) a performance-based evaluation. The assessment should include posture, launch, execution, message relay, message piecing, termination, emergency destruction and emergency evacuation procedures, as applicable. In the event a performance-based evaluation cannot be performed, inspectors will administer a scenario-based written test to the Command Post controllers as a crew.

5.4.5.1.5. Missile combat crews. Inspectors will assess (at a minimum) a performance-based evaluation in the Missile Procedure Trainer covering preparatory actions, execution, and termination procedures. Rate the evaluation IAW AFGSCI 13-5201, Volume 2, *Rapid Execution and Combat Targeting (REACT) Crew Standardization and Evaluation*. In the event an operational simulator is not available, and a Nuclear Control Order Procedures scenario-based written test is administered, inspectors will administer tests to Missile Combat Crew Members as a crew.

5.4.5.2. Use Control. Evaluate PAL/(CMS), Command Disablement System, Positive Enable System, Active Protection System and Emergency Destruction operations according to CJCSI 3260.01F, *Joint Policy Governing Positive Control Material and Coded Control Devices,* Joint Nuclear Weapons Publication System Technical Orders, and applicable HHQ directives.

5.4.5.2.1. Inspect the execution of command disablement procedures and program management (as applicable) using a weapons trainer or a UT1500 Command Disable Trainer IAW AFI 21-205-S, *Command Disable System (CDS)*.

5.4.5.2.2. MAJCOM IGs will evaluate nuclear-certified aircrew and Combat Mission Ready missile crew procedures for Positive Control Measure issue and/or alert changeover procedures.

5.4.5.2.3. Assess the proficiency of certified Intercontinental Ballistic Missile code controllers. The assessment consists of a performance-based evaluation of the Wing Codes Processing System, covering a complete Launch Facility Load Cartridge load or a Code Change Verifier load. Additionally, conduct a records audit of Launch Control Center and Launch Facility configuration records to validate the accurate installation of operational codes.

5.4.5.3. NCOP and Use Control Rating System and Criteria.

5.4.5.3.1. Assess the NCOP MGA as UNACCEPTABLE if any critical deficiencies are assessed which would create the credible possibility of compromising safety or reliability of nuclear weapons.

5.4.5.3.2. Assess the Use Control MGA as UNACCEPTABLE if the unit fails to follow authorized procedures for receipt, storage, control, destruction and issue of sealed authenticators or Class 3 code management system/weapon coding equipment, resulting, or potentially resulting in loss of positive inventory control, unauthorized destruction, or unauthorized issue of required materials, or incorrect codes/documents being positioned/installed in weapons/weapon control panels.

5.4.5.4. The following are examples of NCOP and Use Control UNACCEPTABLE conditions that may result in a critical deficiency. It must be emphasized that the examples below are not all-inclusive and may not apply in every situation.

5.4.5.4.1. Missile crews or aircrews releasing/committing unexecuted or terminated weapon(s).

5.4.5.4.2. Missile crews or aircrews releasing/committing weapon(s) outside of specific times required by EAPs.

5.4.5.4.3. Controllers failing to properly process EAP resulting in improper unlock of weapons or controller teams failing to properly process EAP.

5.4.5.4.4. Missile crews or aircrews releasing/committing weapon(s) on incorrect targets.

5.4.5.4.5. Controller teams, missile crews or aircrews failing to properly relay execution/termination instructions IAW established procedures.

5.4.5.4.6. Missile crews or aircrews failing to release/commit weapon(s) when directed.

5.4.5.4.7. Missile crews or aircrews attempting to release/commit weapon(s) with incorrect or incomplete targeting data.

5.4.5.4.8. Insertion of incorrect codes data into a nuclear weapon system, weapons control panel or weapons coding device.

5.4.6. NSI Re-inspection. Re-inspect based on guidance in CJCSI 3263.05.

5.4.6.1. On-the-spot re-inspection. Once the deficient areas are successfully re-inspected, the Team Chief will grade applicable MGAs no higher than "UNACCEPTABLE (RE-INSPECTED to ACCEPTABLE)".

5.4.6.2. Conducted re-inspections. In instances where on-the-spot re-inspection is not appropriate (as determined by the Team Chief) or re-inspected area(s) are not sufficiently corrected, the MAJCOM IG will schedule a re-inspection no later than 90 calendar days from termination of the NSI. The Team Chief may assign MGA adjectival ratings after the re-inspection; consider whether an MGA was re-inspected to the same level/depth of a full-scale NSI.

5.4.6.3. Once deficient areas are successfully re-inspected, the overall unit rating will either be "SATISFACTORY" or "UNSATISFACTORY (RE-INSPECTED to SATISFACTORY)", as determined by the Team Chief.

5.4.7. NSI reporting.

5.4.7.1. MAJCOM IGs will produce an NSI report in the prescribed timeline in **Chapter 1** of this instruction and distribute the report to the applicable POAs and stakeholders listed on the SAF/IGI SharePoint® site (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**).

5.4.7.2. If non-surety deficiencies are discovered during an NSI, the inspection Team Chief will brief the inspected unit commander of the findings and document via the MAJCOM's UEI continual evaluation reporting mechanism. In general, deficiencies are categorized as non-surety if the deficiency's referenced policy is not a primary nuclear policy document nor a supplement to a primary nuclear policy document.

5.4.8. Actions on NWTI Oversight Inspections.

5.4.8.1. Throughout the conduct of NWTI Oversight inspection, the MAJCOM IG team will meet with the NWTI Oversight team to discuss inspection activities and potential deficiencies.

5.4.8.2. MAJCOM IGs will address NWTI Oversight deficiencies during the annual Joint Staff-hosted symposium, or sooner if otherwise directed. Courtesy copy AFIA/Nuclear Inspections Directorate (NI) for responses to NWTI Oversight report deficiencies.

5.5. Other Nuclear Inspections/Activities. Nuclear capable/nuclear support MAJCOMs that are not currently assessed by a DAF or higher-level nuclear assessment (i.e., NSI) must develop and execute other inspections/activities designed to assess nuclear readiness (i.e., Nuclear Operational Readiness Inspection). These MAJCOM-directed inspections/activities are designed to evaluate the ability of units with a wartime or contingency nuclear/nuclear support mission to perform assigned operational tasks. This requirement is optional for all other nuclear capable/nuclear support MAJCOMs; however, if executed, must be in compliance with this section. AFIA will conduct oversight of other nuclear inspections/activities IAW **Chapter 6** of this instruction.

5.5.1. Participating MAJCOMs will develop a supplement(s) to this document or create a MAJCOM-specific directive document(s) governing such inspections/activities. All supplemental and/or stand-alone directive documents will be coordinated with SAF/IGI.

5.5.1.1. MAJCOM supplemental guidance should address the following: frequency, planning, execution (phases/elements/categories, objectives, simulations, etc.), grading (overall and areas/sub-areas) and reporting.

5.5.1.2. MAJCOM supplemental guidance may grant units Readiness Exercise (RE) credit for completion of a properly scoped/scaled nuclear inspection/activity. (reference EX 10 Readiness Exercises in **Table A2.1**. See **paragraph 2.5.2.3** of this instruction for readiness exercise guidance).

5.5.1.3. MAJCOMs may consider properly scoped/scaled Combatant Command exercises and evaluations for RE credit (e.g., NATO Strike Evaluations).

5.5.2. In addition to reporting requirements in MAJCOM supplements, MAJCOM IGs will ensure inspection results are captured in a CRA. MAJCOM IGs will use the Classified Readiness Assessment (CRA) Reporting Manual to capture results of the inspection/activity in IGEMS-C.

Chapter 6

OVERSIGHT INSPECTIONS

6.1. General Information. The AFIA commander will perform oversight assessments to provide independent validation and verification of Air Force and Space Force inspections and to promote standardization across the IG enterprise.

6.2. Purpose. The AFIA commander provides feedback to SAF/IG, MAJCOM/FLDCOM commanders, and IGs on the efficiency, effectiveness, and consistency of MAJCOM/FLDCOM IG teams' conduct and adherence to policy. Feedback is derived from observation of inspection planning, execution, and reporting.

6.3. Roles and Responsibilities.

6.3.1. The AFIA Commander will:

6.3.1.1. Determine which inspection events will receive an oversight inspection, with the goal of each MAJCOM/FLDCOM IG team receiving at least one oversight every 24 to 36 months.

6.3.1.1.1. Conduct AF-level oversight of NSIs using RBSS on a 24-month planning cycle. Locations and units subject to oversight inspections will be selected based upon an internal RBSS and informed by other nuclear enterprise stakeholders. Additionally, RBSS for AF-level oversight will determine what MGAs of the NSI require an oversight assessment and consider alignment with DTRA Oversight Inspections as appropriate.

6.3.1.1.2. Conduct oversight on select other nuclear inspections/activities identified in **paragraph 5.5**. Locations and units subject to oversight inspections will be selected based upon an internal RBSS and/or TIG direction and may be informed by other nuclear enterprise stakeholders.

6.3.1.2. Coordinate each visit with the respective MAJCOM/FLDCOM IG and Gatekeeper and honor the IG trusted agent system (see **Attachment 2**) to protect the minimum or no-notice aspect of the inspection.

6.3.1.3. Send an official notification message to the MAJCOM/FLDCOM IG Gatekeeper informing them of the planned AFIA oversight inspection. Include the Oversight Team Chief and Project Officer names, oversight team size, and request for MAJCOM/FLDCOM inspection team information and deliverables in the message.

6.3.1.4. Send a message to the inspected unit point of contact and MAJCOM/FLDCOM inspection team planner delineating specific requirements for the Oversight Team (i.e., work center space, network access, and logistic support requirements for the inspection).

6.3.1.5. Immediately notify the MAJCOM/FLDCOM IG Team Chief if the Oversight Team detects any IG activity which could negatively impact safety, security of personnel/weapons, or validity of inspection results.

6.3.1.6. Oversight Inspections will address the MAJCOM/FLDCOMs quality and discipline of the Classified Readiness Assessment.

6.3.1.7. Will ensure Oversight inspectors have the appropriate clearances to execute their duties for USSF missions.

6.3.2. MAJCOM/FLDCOM IGs will:

6.3.2.1. Provide Oversight inspectors access to inspection planning documents to include any deliverables requested from the inspected unit, current inspection Schedules of Events, IGEMS/IGEMS-C for the inspection (view only), approved simulations and deviations, MAJCOM/FLDCOM IG team composition, qualification, and any other deliverables requested by the Oversight inspectors NLT 30 days prior to the inspection or within 1 week of notification/request.

6.3.2.2. Allow Oversight inspectors to be present for inspection-related meetings with the inspected unit, daily IG team meetings, deficiency validation sessions, and to be included in correspondence with the inspected unit and/or POAs.

6.3.2.3. Notify the Oversight Team of changes to the Schedule of Events or approved simulations and deviations.

6.3.2.4. Notify the Oversight Team Chief of any potential critical deficiencies.

6.3.2.5. Notify the Oversight Team Chief when the final inspection report is available in the appropriate version of IGEMS.

6.4. Oversight Inspection Methodology.

6.4.1. The Oversight Team Chief will brief the MAJCOM/FLDCOM IG team on Oversight's role in the inspection process. The Oversight Team Chief will provide a complete out-brief of oversight observations and findings to the MAJCOM/FLDCOM IG Team Chief at the conclusion of the inspection. Oversight will provide:

6.4.1.1. An independent perspective of the inspected unit's CCIP.

6.4.1.2. An independent perspective of the inspected unit's nuclear surety (nuclear inspections only).

6.4.2. Oversight inspectors are authorized to intervene in an inspection for reasons of personnel safety, security, or real-world critical non-compliance if the MAJCOM/FLDCOM IGs fail to take appropriate actions to correct the situation, or if the safety, security, or reliability of War Reserve Material is in jeopardy.

6.5. Oversight Inspection Major Graded Areas. The Oversight Inspection does not assign ratings to IG teams; instead, oversight observations and findings are binned into six MGAs:

6.5.1. Planning. Assess MAJCOM/FLDCOM IG coordination of inspection support requirements with the inspected unit; development, coordination, and sufficiency of the Schedule of Events; proper coordination and approval of simulations and deviations; relevant and realistic exercise plans; inclusion of applicable SIIs; use of performance data and remote sampling to build a sound RBSS; inclusion of CJCSI 3263.05 and/or inspection requirements in this instruction.

6.5.2. Execution. Assess MAJCOM/FLDCOM/IG adherence and coordination of updates to Schedules of Events; awareness of safety, health, and security requirements; application of risk management issues; internal inspection team communication and communication with the

inspected unit; adequacy of exercise control, pre-briefs, identifying lessons learned and overall execution.

6.5.3. Quality. Assess completeness and quality of MAJCOM/FLDCOM-specific inspector training, completion of required training for core inspectors and inspection augmentees, appropriate documentation of inspector qualifications, and professionalism of IG conduct.

6.5.4. Standardization. Assess MAJCOM/FLDCOM/IG implementation of and adherence to policy and guidance; inspector functional expertise and knowledge of inspection requirements; standardization of event pre-brief and interview techniques; knowledge of/adherence to approved simulations and deviations; were task evaluations realistic, relevant, and appropriately vetted; was there a random selection of unit personnel for performance-based evaluations.

6.5.5. Objectivity. Assess sufficiency of MAJCOM/FLDCOM IG deliberative processes; thoroughness and compliance of scoring/rating methodology; objectivity of decision making; sufficiency and effectiveness of unit and MAJCOM/FLDCOM Functional Manager validation processes; accuracy and objectivity of MAJCOM/FLDCOM Functional Manager guidance clarifications.

6.5.6. Thoroughness. Assess MAJCOM/FLDCOM/IG complete and accurate documentation of inspection findings and repeat deficiencies; proper coordination and validation of deficiencies external to the MAJCOM/FLDCOM; timeliness and completeness of final inspection report; sufficiency of MAJCOM/FLDCOM IG follow-up to include tracking/closure of critical and significant deficiencies and proper submission of CAPs to higher headquarter agencies as applicable (validate based on previous inspection, same type).

6.6. Oversight inspection report. Upon inspection conclusion, the Oversight Team Chief will publish a separate non-collaborative report, summarizing MAJCOM IG performance and conduct of the inspection. The Oversight Team Chief will route the completed inspection report through the AFIA commander and SAF/IG to the MAJCOM commander and MAJCOM IG, then publish in the appropriate version of IGEMS.

Chapter 7

EMERGING INSPECTION REQUIREMENTS

7.1. General Information. This chapter has been set aside to capture emerging and rapidly changing assessment and/or inspection requirements for force presentation models, operational constructs, and organizational structures currently in development. This includes, but is not limited to, Air Force Force Generation (AFFORGEN), Agile Combat Employment (ACE), and the Wing A-Staff re-organization efforts.

7.2. Purpose. DAF-level guidance is under development and will be published when appropriate. MAJCOMs/FLDCOMs/DRUs/FOAs may supplement this chapter as needed to capture emerging and rapidly developing assessment and/or inspection requirements.

Chapter 8

OTHER INSPECTIONS

8.1. General Information. Other inspections may be directed by specific senior leaders or be required by statute. Department of the Air Force senior leaders rely on the findings associated with these areas to facilitate a holistic approach to evaluating Air and Space organizations.

8.2. The Headquarters Inspection.

8.2.1. General information. The Headquarters Inspection (HQI) is conducted on units that are above the wing/delta level (MAJCOM/FLDCOM, DRU, FOA, Center, NAF). The Air and Space staffs will not be inspected via the HQI, unless requested by SecAF, CSAF, CSO, DCS, or TIG. Only AFIA and MAJCOM/FLDCOM IGs are authorized to execute an HQI. **(T-1)**

8.2.2. Purpose. HQIs will utilize the Commander's Duties and Responsibilities outlined in AFI 1-2 as the framework for the inspection. MAJCOM/FLDCOMs may supplement this guidance to meet command intent. HQIs will address Commander/Director emphasis areas included among inspection activities, and if applicable, combat capabilities or combat support capabilities. HQIs will be conducted IAW **Table 1.1** or when directed/requested by TIG and/or senior leaders at the appropriate level.

8.2.3. Content. The inspecting organization will develop and document internal policies, procedures, and training for conducting HQIs.

8.2.3.1. At a minimum, each HQI will assess inspected commander priorities identified during pre-inspection interviews conducted IAW **paragraph 8.2.5.2**.

8.2.3.2. List of focus items for assessment will be available for consideration on the SAF/IGI SharePoint® (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**).

8.2.3.3. **(Added-ACC)** ACC HQI specific training and guidance is available on the ACC/IG Collaboration SharePoint Site: **https://usaf.dps.mil/sites/ACC-IG/SitePages/Home.aspx**

8.2.4. Roles and responsibilities.

8.2.4.1. SAF/IG, AFIA/CC and MAJCOM/FLDCOM IGs will:

8.2.4.1.1. Conduct HQIs on organizations identified in **Table 1.1** of this instruction.

8.2.4.1.1.1. A senior officer designated by TIG will lead HQIs of MAJCOMs/FLDCOMs.

8.2.4.1.1.2. A Team Chief designated by either TIG, or AFIA/CC will lead HQIs of FOAs and DRUs.

8.2.4.1.1.3. The MAJCOM/FLDCOM IG will lead HQIs of NAFs, Centers, and other organizations subordinate to the MAJCOM/FLDCOM.

8.2.4.1.2. Conduct continual evaluation event(s) during the inspection cycle.

8.2.4.1.3. Enter HQI events into the Gatekeeper website at least 12 months in advance and notify inspected unit leadership at least 90 calendar days prior to the inspection.

8.2.4.2. Members of the HQI team will complete IG Training Course-Inspections (IGTC-I) and MAJCOM/FLDCOM HQI specific training (as applicable) prior to executing HQIs. SMEs and augmentees do not require IGTC-I but must be supervised by an HQI-trained IG.

8.2.4.2.1. **(Added-ACC)** ACC HQI specific training and guidance is available on the ACC/IG Collaboration SharePoint Site: **https://usaf.dps.mil/sites/ACC-IG/SitePages/Home.aspx**

8.2.5. Methodology. HQIs are initiated by inspecting documents received from a data call to the inspected organization and other collection methods. The HQI culminates with an on-site IG event validating/verifying potential findings which are then documented in a final report. The on-site event should strive to have a minimal footprint at the organization and gather the information in the minimum amount of time necessary, with minimal impact to the day-to-day operations of the organization.

8.2.5.1. The inspection team will send an AFIA-approved survey to members of the inspected organization. The inspection team analyzes survey responses and develops subsequent on-site interview questions.

8.2.5.2. At least once during the HQI inspection cycle, the inspection team should interview senior leaders within the owning headquarters and their subordinate/supported organizations, and key customers. Interviews should capture perspectives of the inspected organization and pertinent information regarding adequacy of support to subordinate/supported organizations.

8.2.5.3. Inspectors may conduct pre-scheduled Individual and/or IG Sensing Sessions-Group during every HQI cycle.

8.2.5.4. The inspection team chief will provide draft executive summary to the inspected organization's leadership in conjunction with the final out brief.

8.2.5.5. The inspecting IG team will prepare and deliver a signed, final report to the inspected organization's leadership and forward a copy to the AFIA/CC. All Deficiencies, RIAs, and Strengths will be uploaded in IGEMS. **(T-1)** Unless directed by TIG, HQIs will not be rated/graded.

8.2.6. Operations Center Inspections. Operations Center inspections are an assessment of efficiency and effectiveness of an AOC (USAF) or SpOC (USSF), with emphasis on both contingency and routine operational command and control. MAJCOM/FLDCOM commanders will provide guidance to their IG for inspecting Centers under their purview; inspection frequency will be IAW **Table 1.1**. Inspection methodology should be tailored to the unique needs of the inspected unit. All Deficiencies, RIAs, and Strengths will be documented in IGEMS. A notional framework should be available in the inspecting organization's supplement.

8.2.6.1. **(Added-ACC)** For Operation Center Inspections training and guidance is available on the ACC/IG Collaboration SharePoint Site: **https://usaf.dps.mil/sites/ACC-IG/SitePages/Home.aspx**

8.3. Joint Base Inspections.

8.3.1. The "Joint Base Operations Guidance" (JBOG) is the primary joint basing guidance document, which outlines implementation guidance and responsibilities. In addition to this document, additional supplemental guidance documents and memoranda exist to address issues and functions not covered in the JBOG. Joint Basing information (to include the JBOG, supplemental guidance, and categories of installation support) are included in OSD guidance and may be found at **https://www.milsuite.mil/wiki/Joint_Basing.**

8.3.2. Joint Base MOAs are the binding documents for each Joint Base and describe the organizational structures, resourcing, output levels, dispute resolutions and other agreements developed between the Components. The Joint Base Implementation Plan is included in each MOA. MOAs define the relationships between Components and commit Supporting Components to deliver approved output levels. Other support agreements are possible at the local level and fall under the following categories:

8.3.2.1. Intra-service agreements (USAF to USAF, to include ARC)

8.3.2.2. Inter-service agreements (USAF to other DoD Components)

8.3.2.3. Intra-governmental agreements (USAF to other non-DoD Federal activities)

8.3.2.4. Agreements supporting USAF to other non-Federal activities (excluding private or commercial enterprises)

8.3.3. Roles and responsibilities.

8.3.3.1. SAF/IG. Works with other Service IG(s) and the Intermediate Command Summit to address issues which negatively impact Air Force processes, equipment and/or personnel but are not "owned" by the Department of the Air Force (due to transfer of installation support responsibilities), once up-channeled by AFIA and/or the MAJCOM IG Team Chief and captured in an IG report.

8.3.3.2. MAJCOM IG.

8.3.3.2.1. Develops MAJCOM-specific Joint Base inspection guidance in the MAJCOM supplement to this instruction (as required).

8.3.3.2.2. Ensures any non-Air Force issues which affect unit compliance discovered through inspection are addressed in the report and passed to AFIA for resolution. The Team Chief will debrief issues to the senior Air Force leadership at the inspected unit prior to debriefing the senior Supporting Component leadership at the inspected installation.

8.3.3.2.2.1. **(Added-ACC)** At locations where an ACC organization is the supported organization, the ACC/IG Team Chief will provide any relevant feedback on the effectiveness of the supporting organization to the supporting MAJCOM IG (if Air Force) or SAF IG (if other service). In accordance with **paragraph 8.3.5**, neither this feedback nor the debrief will include a formal rating.

8.3.4. Inspection methodology.

8.3.4. **(ACC)** ACC Component Wing IG will ensure copies of all applicable MOAs, Joint Base directives, and guidance/agreements are provided to the ACC/IG Team Chief. **(T-2)**

8.3.4.1. Only the Supporting Component will conduct inspections of Installation Support activities unless otherwise documented in the Joint Base-specific MOA or previously coordinated with the Supporting Component IG. **(T-0)**

8.3.4.2. If the Supporting Component provides an installation support function at a Joint Base for which it does not have the required inspection expertise, the Supporting IG will either seek augmentation from the applicable Supported Component or obtain qualification to inspect the activity. **(T-0)**

8.3.4.3. Mission partners work through the Joint Base Partnership Council if inspections require Joint Base Installation Support or tasks from embedded military Joint Base Installation Support personnel. Mission partners will comply with the Joint Base workforce availability policy as described in the specific Joint Base MOA. **(T-0)**

8.3.4.4. With the exception of Joint Base Installation Support functions, Air Force IGs will inspect Airmen using Air Force inspection requirements whether the USAF is the Supporting or Supported Component at the Joint Base. **(T-2)** When inspecting Joint Base Installation Support functions, the inspection standards stem from the appropriate MOA. When inspecting Joint Base responsibilities, structure, and governance, the inspection standards follow OSD policy. Where there is no Joint Base guidance or policy, the Supporting Component's policies and procedures apply.

8.3.5. Inspection Rating. Authors of final Air Force IG reports may provide an assessment of how other Services' installation support impacts the USAF mission but will not deliver a rating to other Services.

8.4. Federal Recognition Inspections. Note: Throughout **paragraph 8.4** and its sub-paragraphs, the term "unit," as applied to the ANG, is defined as any ANG unit of any size to include wing, group, and squadron. Additionally, the term "flight" is defined as a numbered or named organization constituted by a Department of the Air Force Manpower, Organization and Resource (AF/A1M) letter.   Gaining MAJCOM/FLDCOM IGs will conduct Federal Recognition Inspections of state units when a unit is being considered for federal recognition or when required based on mission/organizational changes. Contact NGB/IG for instructions at **NGB.CC.Inspector.General.ORG@us.af.mil**.

8.4.1. Federal Recognition. Under 32 USC §105, *Inspection*, 10 USC §10503, *Functions of National Guard Bureau*, and DoDD 5105.77, *National Guard Bureau*, Federal Recognition is an action by the SecAF that confirms a unit (the organized militia of a State) meets the qualifications prescribed for the unit and composition of the ANG.

8.4.1.1. Federal Recognition may be officially extended on the behalf of the CNGB under authority from the SecAF upon gaining MAJCOM approval. Chief, National Guard Bureau may officially grant units Federal Recognition under authority from SecAF. Federal Recognition authorizes units to pay personnel, issue federal equipment, expend funds incidental to operations, facilities maintenance, and services in support of the unit.

8.4.1.2. Federal Recognition will only be extended to a unit following a favorable report of inspection conducted by an inspector selected by the gaining MAJCOM/FLDCOM and documented on the NGB Form 113A, *Report of Inspection for Federal Recognition*. The identified unit is then formally accepted by the State and must maintain the standards required for Federal Recognition. The unit is activated IAW appropriate Unit Manpower

Documents and has at least 20 percent of its authorized strength, to include officers and enlisted on board at the time of the inspection for Federal Recognition. **(T-1)**.

8.4.2. Withdrawal of Federal Recognition. CNGB or the Director, ANG (DANG), acting for the SecAF, may withdraw Federal Recognition from a unit that fails to maintain the polices prescribed by law in 10 USC §10503, and 32 USC §108, *Forfeiture of Federal Benefits*. Withdrawal of Federal Recognition action includes the loss of Federal support such as funding, materiel, unit identity, historical properties, and entitlements. Federal Recognition of a unit is withdrawn by a letter from the CNGB or DANG to the state identifying the effective date and stipulating the reason(s) for the withdrawal action.

8.4.2.1. Placing Units on Probation. When the gaining MAJCOM/FLDCOM inspector recommends that a unit not be Federally Recognized and disapproves the inspection, probation may also be recommended. This action is recognized as a preliminary action before Federal Recognition is withdrawn. Final administrative action relative to placing units on probation or withdrawing Federal Recognition will be coordinated with the gaining MAJCOM/FLDCOM. The probation period will be determined by the CNGB or DANG.

8.4.2.2. Termination of probation is vested in the CNGB. If a unit is on probation for other than minimum strength requirements, an inspection must be performed by the gaining command to determine which of the following recommendations should be made to the CNGB:

8.4.2.2.1. Take the unit off probation, extend the probationary period, grant the unit a waiver or deactivate the unit (recognition withdrawal).

8.4.2.2.2. Waiver Granting. Under certain circumstances, a waiver from probation may be granted to a unit for failure to meet the standards established for all units. A waiver for an INEFFECTIVE inspection rating is for a specified period, determined by the CNGB, or until the next re-scheduled inspection of the unit. Waivers are normally granted when deficiencies are not severe enough to warrant placing the unit on probation.

8.4.3. NGB/A1M. The Division of Manpower, Organization and Resources (NGB/A1M) oversees the procedures and actions necessary to establish ANG units. Department of the Air Force Controlled units are constituted, by authority of the SecAF, through the HQ AF Directorate of Manpower, Organization, and Resources (AF/A1M). These units are then allotted to NGB. NGB then allots the units to the States/Territories for "activation" as ANG units. Once activated, an ANG unit becomes eligible for federal recognition.

8.4.4. NGB Form 113A, *Report of Inspection for Federal Recognition*. The NGB Form 113A provides the basis for the Federal Recognition Inspection. This form will be used by the gaining MAJCOM/FLDCOM inspector during the Federal Recognition Inspection. The completed and signed form is a permanent record of the unit. Ensure a separate NGB Form 113A is completed for each inspected unit. **(T-2)**.

8.4.5. Federal Recognition Inspection Responsibilities. Under the oversight of NGB/IG, the following actions must be completed by NGB/A1M to federally recognize an ANG unit. **(T-2)**.

8.4.5.1. Determine if a Federal Recognition Inspection is required prior to unit activation with federally mandated missions. **(T-1)**.

8.4.5.2. Notify applicable State Joint Force Headquarters (JFHQ) that a Federal Recognition Inspection is required. **(T-1)**.

8.4.6. NGB/IG Notification. State JFHQ will send a formal written request to NGB/IG via email at **NGB.CC.Inspector.General.Org@us.af.mil** stating that a Federal Recognition Inspection is required upon notification from NGB/A1M. The request will be made using the Federal Recognition Memo template **Attachment 14** including JFHQ's letterhead and identify a Point of Contact (POC). **(T-1)**.

8.4.6.1. NGB/IG will:

8.4.6.1.1. Process NGB/A1M request for inspection to respective gaining MAJCOM/FLDCOM after receiving the letter from JFHQs. **(T-2)**.

8.4.6.1.2. Coordinate with gaining MAJCOM/FLDCOM to identify the inspecting officer. **(T-2)**.

8.4.6.1.3. Track all Federal Recognition Inspections through completion. **(T-2)**.

8.4.6.1.4. Ensure the NGB Form 113A is completed and coordinate (as required) on any recommendations made by the inspector of the gaining MAJCOM/FLDCOM. **(T-2)**.

8.4.6.1.5. Forward completed NGB Form 113A to NGB/A1M. **(T-2)**.

8.4.6.1.6. The "Inspected" unit will complete all coordination actions as required by the host inspector(s). These actions include providing a travel fund cite. **(T-2)**.

8.4.7. The Inspecting Officer will:

8.4.7.1. Coordinate details for the inspection with the unit POC.

8.4.7.2. Conduct the inspection IAW this instruction using NGB Form 113A. **(T-2)**.

8.4.7.3. Complete and sign NGB Form 113A then forward to appointing MAJCOM/FLDCOM. **(T-2)**.

8.4.8. The gaining MAJCOM/FLDCOM will:

8.4.8.1. Appoint a commissioned Regular Air Force officer to perform the Federal Recognition Inspection. **(T-0)**.

8.4.8.2. The gaining MAJCOM/FLDCOM or designated representative will review and approve or disapprove the results of the Federal Recognition Inspection. The completed and signed NGB Form 113A will be forwarded to NGB/IG via email at **NGB.CC.Inspector.General.Org@us.af.mil**

8.5. By-Law Inspections. For the purposes of The Inspection System, By-Law inspections are specific program inspections required by higher-than Air Force and Space Force policy or authority (or as directed by SecAF/CSAF/CSO) and result in a report signed by SAF/IG.

8.5.1. Frequency. Wing/delta IGs will complete inspections and finalize reports by 30 October each year. **(T-1)** If a MAJCOM/FLDCOM or ANG fails to reach 100 percent By-Law

inspection completion by 30 October, the MAJCOM/FLDCOM IG, or NGB/IG for ANG Units, will notify AFIA/CC. **(T-1)**

8.5.2. Methodology. Wing/delta IGs will accomplish By-Law inspections using program guidance referenced in **Attachment 2** of this instruction. **(T-0)** Include an evaluation of program manager support to any tenant organizations they are responsible for to ensure adequate support is being given to those organizations.

8.5.2.1. MAJCOM/FLDCOM and NGB IGs will provide feedback on timeliness of By-Law report submissions by sending quarterly consolidated By-Law reports to respective wing commanders and IGs.

8.5.2.2. IGs will input validated By-Law data into the respective section within the By-Law header in IGEMS for each program separately using the format found in the "By-Law Checklist-Users Guide" link on the IGEMS site. **(T-1)**

8.5.2.2.1. Host wings accomplishing By-Law inspections for tenant units per Host-Tenant Support Agreement/MOA will document inspection results in the tenant unit's parent wing report to facilitate proper By-Law reporting in IGEMS and oversight by the appropriate wing IG. **(T-1)**

8.5.2.2.2. Ensure the supported unit's results are specifically named and included in the associated report. **(T-2)**

8.5.2.3. MAJCOM/FLDCOM IGs may credit the wing IG for By-Law inspections if the MAJCOM/FLDCOM IG accomplished an adequate inspection of the program(s). Notify the wing IG of this action to prevent duplication of effort.

8.5.3. Grading. IGs must grade By-Laws at the program level using a four-tier rating scale: IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, NOT IN COMPLIANCE, or NOT GRADED. **(T- 1)** NOT GRADED is only used by HHQ to indicate By-Law programs were validated and verified but were not holistically inspected.

8.5.4. Re-inspection. IGs must re-inspect any program(s) which receive(s) a rating of NOT IN COMPLIANCE within 90 calendar days (180 calendar days for ARC); the program(s) will also be inspected during the next on-site visit by a higher-level IG. **(T-2)**

8.6. Directed Inspections. Directed Inspections are high-priority inspections normally executed by AFIA and/or SAF/IG personnel. SAF/IG may request assistance from MAJCOM/FLDCOM IGs via commanders if necessary to conduct these inspections. The Directed Inspection is usually time-sensitive, and deficiencies and recommendations are of significant interest to the Department of the Air Force, Department of Defense, Congress, and/or the general public. A MAJCOM/FLDCOM commander may direct the MAJCOM/FLDCOM IG to perform a Directed Inspection when necessary or may request AFIA assistance.

8.7. The Department of the Air Force Special Interest Item (SII) Program. SIIs provide a means to gather data in order to evaluate the status of corrective actions regarding specific programs and conditions in the field based on risk to the Air and Space mission. SecAF, CSAF, CSO, or Deputy Chiefs of Staff of the Air Force and Deputy Chiefs of Space Operations may sponsor SIIs. There should be no more than five active SIIs at any given time.

8.7.1. Roles and Responsibilities.

8.7.1.1. SAF/IG. TIG will brief SecAF/CSAF/CSO on SII content/intent before the SII is issued and will notify MAJCOM/FLDCOM commanders and DANG when an SII is ready for execution.

8.7.1.2. SII sponsors:

8.7.1.2.1. Will ensure proper coordination is accomplished with POAs (to include ARC) prior to submitting a proposed SII to SAF/IG for consideration.

8.7.1.2.2. Should contact SAF/IGI as soon as they determine an SII may be appropriate for the issue under consideration. Sponsors should send SII nominations to SAF/IGI via workflow message (**SAF.IGI.Workflow@us.af.mil**).

8.7.1.2.3. Will provide a SII point of contact. The SII point of contact will contact SAF/IGI to receive appropriate IGEMS training to access inspection findings for SIIs.

8.7.1.2.4. Will provide SAF/IG with SII closure memorandum. At a minimum, it will include the effective date of closure, summary of how the data will be utilized, and any expected follow-on actions.

8.7.1.3. SAF/IGI. On behalf of the AFIA/CC and SAF/IG, SAF/IGI acts as the executive agent for development of all Air Force/Space Force SIIs.

8.7.1.3.1. SAF/IGI will coordinate all SII proposals and obtain SAF/IG approval, distribute approved DAF SIIs to MAJCOM/FLDCOM IGs, NGB IG, and Air Force Reserve Command (AFRC) IG, and train the sponsoring agency to access SII data for assessment.

8.7.1.3.2. SAF/IGI will assess potential SIIs for impact on the nuclear enterprise.

8.7.1.3.3. SAF/IGI will provide SII notification and instructions to MAJCOM/FLDCOM IGs for execution.

8.7.1.4. MAJCOM/FLDCOM IGs.

8.7.1.4.1. Notify all subordinate units/organizations (and NGB/IG, AFRC/IG, and gained ARC units as applicable) of the SII requirements as soon as possible following publication of the SII.

8.7.1.4.2. Evaluate, rate, and report the SII IAW SII instructions.

8.7.1.5. Wing/deltas. Evaluate, rate, and report the SII IAW SII instructions.

8.7.1.5.1. **(Added-ACC)** Wings will upload all completed SIIs into IGEMS.

8.8. MAJCOM/FLDCOM Command Interest Items (CII). MAJCOM/FLDCOM commanders may wish to establish MAJCOM/FLDCOM-unique procedures to gather data and/or place emphasis on particular programs via CIIs.

8.8.1. De-confliction. MAJCOM/FLDCOM IGs will ensure MAJCOM/FLDCOM CIIs do not conflict with Department of the Air Force SIIs.

8.8.2. Cross-MAJCOM/FLDCOM coordination. In cases where a lead MAJCOM/FLDCOM needs to issue a CII to other MAJCOM/FLDCOMs, the lead MAJCOM/FLDCOM IG should coordinate with those applicable MAJCOM/FLDCOMs, recommending each MAJCOM/FLDCOM commander issue that CII. If a CII is applicable to ANG units,

coordination will also include NGB/IG. If unsuccessful, the lead MAJCOM/FLDCOM IG may consult SAF/IG and the Air Force or Space Force FAM for consideration of issuing an SII to satisfy functional requirements.

8.8.3. Notification. Notify all subordinate units/organizations (including NGB/IG, AFRC/IG, and affected gained ARC units) of the CII requirements as soon as possible following publication of the CII.

8.8.4. **(Added-ACC)** ACC CIIs may be nominated by the ACC/IG or at any level within a directorate or special staff. All CII nominations require Director concurrence prior to being staffed by ACC/IG for COMACC approval. Send nominations to ACC/IG via Task Management Tool (TMT).

8.8.5. **(Added-ACC)** CII nomination packages will include a proposed MFR with COMACC's signature block, a CII Background paper, and an Itemized Inspection Checklist with specific questions and references. An example Inspection Guide with Checklist can be found in **Attachment 16.**

8.9. Special Emphasis Item (SEI). The AFIA/CC may periodically issue a directive to inspect a program or area which has generated interest or concern to the extent that SAF/IG has approved publication of a Special Emphasis Item. The SEI will direct inspectors (MAJCOM/FLDCOM and/or wing/delta) to pay special attention to a particular item(s) during a normal, scheduled inspection. Detailed instructions will accompany the SEI issuance. Each SEI will be valid for a period not to exceed 6 months (9 months for ARC) from the date on the SEI. MAJCOM/FLDCOM IGs may nominate items worthy of consideration of an SEI during the IG Program Review Group (PRG) or TIGs Executive Steering Group (ESG).

8.9.1. **(Added-ACC)** ACC/IG Focus Areas may be created for areas that ACC/IG would like to add inspection emphasis.

8.10. Self-Assessment Checklist Fragmentary Order (SACFRAGO).

8.10.1. Headquarters DAF SACFRAGO. The Inspection System gives Air Force and Space Force FAMs a responsive capability to receive validated/verified data directly from units using MICT via the SACFRAGO. This mechanism is an order from the Vice Chief of Staff (VCSAF) and/or the Vice Chief of Space Operations (VCSO) to MAJCOM/FLDCOM commanders and subordinates to complete a specified SAC in MICT for a high-priority (often time-sensitive) requirement. Air Force and Space Force FAMs should contact SAF/IGI for assistance in formatting the SACFRAGO prior to submitting a request for VCSAF/VCSO approval and subsequent transmission through normal coordination channels. **(T-1)**

8.10.2. MAJCOM/FLDCOM SACFRAGO. MAJCOM/FLDCOM FAMs may utilize the SAC Fragmentary Order. This mechanism is an order from the MAJCOM/FLDCOM commander to wing/delta commanders and subordinates to complete a specified SAC for a high-priority (often time-sensitive) requirement. MAJCOM/FLDCOM FAMs should contact their MAJCOM/FLDCOM IG for assistance in formatting the SACFRAGO prior to submitting a request for MAJCOM/FLDCOM commander approval and subsequent transmission through normal coordination channels.

8.10.3. **(Added-ACC)** All ACC SACFRAGO nominations will be forwarded to ACC/IG for coordination. ACC Directorates will coordinate SACFRAGOs with ACC/IG before they request COMACC approval. Send IG correspondence via TMT.

8.11. Cemetery Inspections. DoD requires annual inspections of cemeteries under DAF jurisdiction which are identified as active or closed cemeteries in DAFI 34-160, Mortuary Affairs Program (see **Table 8.1**.). Inspections of privately-owned or historical cemeteries are not required. The closest-assigned wing/delta IG will inspect annually (24 months for ARC) active or closed cemeteries as part of the CCIP. **(T-0)** IGs will use inspection criteria in DAFI 34-160, **Chapter 14** and **Attachment 2**, **Air Force Cemetery Organizational Inspection Checklist, Standards and Measures** for assessment and document the inspection and findings in IGEMS. **(T-1)** IGs will forward copies of the final report to the installation commander, Air Force Mortuary Affairs Operations (**AFMAO.XP.ReadinessDivision@us.af.mil**), and AFIA no later than 10 duty days after inspection report is signed. **(T-2)** MAJCOM/FLDCOM IGs may inspect installation cemeteries during on-site inspections.

Table 8.1. List of Cemeteries and MAJCOM/FLDCOM Responsible for Inspection.

Installation	MAJCOM/FLDCOM
Offutt AFB, NE	ACC
FE Warren AFB, WY	AFGSC
USAF Academy	USAFA
Fairchild AFB, WA	AMC
Volk Field, WI	ANG

8.12. Wounded, Ill, and Injured Facility Inspections. Wounded, Ill and Injured (WII) Facility Inspections ensure support for Recovering Service Members and their families when the Recovering Service Member has been wounded or injured or has an illness that prevents him or her from providing that support. The WII Facility inspection is a separate inspection and should not be confused with the WII program By-Law inspection. Installation IGs will conduct Wounded, Ill, and Injured facility inspections, as per National Defense Authorization Act for Fiscal Year 2008, Joint Explanatory, Report 110-477, Section 1662, Access of recovering service members to adequate outpatient residential facilities and IAW **Attachment 8** of this instruction. **(T-0)** Commanders will ensure Wounded, Ill, and Injured Facility Inspections are conducted as a separate, distinct inspection providing a separate inspection report using a 3-tier rating scale: IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, or NOT IN COMPLIANCE. Refer to **Attachment 8** of this instruction for additional guidance and specific requirements for Wounded, Ill, and Injured Facility Inspections.

8.13. Radioactive Material Permit Inspection. A qualified Radioactive Material inspector will conduct Radioactive Material permit inspections as required by DoDI 6055.08, *Occupational Ionizing Radiation Protection Program*, AFPD 40-2, *Radioactive Materials (Non-Nuclear Weapons)*, conditions of the USAF Master Materials License issued by the United States Nuclear Regulatory Commission (NRC) to the Department of the Air Force, and other Master Materials License documents. AFIA will send final inspection reports pertaining to NRC-regulated materials to the NRC (after coordinating with the RIC), the Radioisotope Committee (RIC), the applicable MAJCOM IG and Surgeon General, the permittee, and the permittee's wing (or equivalent) IG.

AFIA will provide quarterly and annual status reports of inspections (including violation trends) to the RIC.

8.13.1. Radioactive Material inspector qualifications. The AFIA Commander will designate qualified Radioactive Material inspectors. In addition to the requirements in **Chapter 11** and **Attachment 11** of this instruction, inspectors will attend the appropriate NRC training courses prior to conducting corresponding permit inspections. Additional inspector qualifications are pursuant to RIC policies corresponding to the conditions of the USAF Master Material License or consistent with NRC policies. Radioactive Material Inspectors will only be responsible for Radioactive Material (RAM) Inspections to ensure Air Force Master Material License compliance with applicable NRC inspection program. Other duties will only be assigned and occur when it is clear they will not impact the inspector's ability to meet all NRC inspection and training requirements.

8.13.2. Frequency. Inspection frequency is determined by the RIC Secretariat. AFIA will inspect Radioactive Material Permits within a frequency range consistent with the most recent criteria set forth in the NRC Inspection Manual Chapter 2800, *Materials Inspection Program.* AFIA will ensure Unannounced NRC-led inspections are coordinated with the appropriate agencies to include MAJCOM/FLDCOM Gatekeepers.

8.13.3. Methodology. AFIA will inspect units issued a Radioactive Material Permit. The Radioactive Material Permit Inspection serves as an independent compliance and risk-based performance assessment of each permit and governing federal regulations. Inspectors will conduct inspections IAW NRC Inspection Manual, Chapter 2800, and applicable program-specific NRC Inspection Procedures. Radioactive Material permit inspections will assess permit compliance with applicable federal regulations, conditions of the current permit, and pre-inspection of permits requiring increased controls subject to 10 Code of Federal Regulation Part 37, *Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material*. Radioactive Material inspectors will also conduct Special Emphasis Item inspections and conduct inspection of sites containing 91(a) or 91(b) material in accordance with AFI 91-108 or as requested by the RIC.

8.13.3.1. Remote Radioactive Material Permit Inspections may only be conducted telephonically or remotely when visual verification of the material is not required by inspectors (i.e., permit termination granted by the RIC).

8.13.3.2. Inspectors will not ask Radioactive Material personnel to perform any unnecessary hazardous task, any task in contradiction to permit conditions or federal regulations, or any task with the potential to disrupt operational activities.

8.13.3.3. During the course of a Radioactive Material permit inspection, if a procedure or practice is determined to be Immediately Dangerous to Life and Health, Radioactive Material inspectors may require the permittee to temporarily cease Radioactive Material operations (Stop Action) until corrective action is taken and the concern has been mitigated. Contact the RIC as soon as practicable if Stop Actions occur.

8.13.3.4. Radioactive Material inspectors will issue violations consistent with the categories defined in the NRC Enforcement Manual and Policy (Minor, Non-Cited, and Severity Levels I through IV). Radioactive Material inspectors will notify the RIC immediately when a Severity Level I-III violation is suspected or issued.

8.13.3.5. Radioactive Material inspectors should conduct an exit meeting with the permittee and/or Permit Radiation Safety Officer consistent with NRC Inspection Policy. In cases where the inspection results in potential Severity Level I-III violations, an exit meeting with the permittee is mandatory. In these situations, inspectors will contact the RIC prior to the exit meeting.

8.13.3.6. Radioactive Material inspectors will assign an inspection rating of "Fully Complaint" when violations only consist of non-cited violations or no violations at all, "Compliant" when violations only consist of minor violations and non-cited violations, or "Not Fully Compliant" if any Severity Level I, II, III, or IV violations are cited. Radioactive Material inspectors will use IGEMS to assign deficiencies (as per the NRC Enforcement Manual and Policy) for tracking and closure of all Radioactive Material permit inspection violations. The final inspection report will be co-signed by the Director, AFIA/SG, and upload into IGEMS.

Chapter 9

INSPECTION FINDINGS MANAGEMENT

9.1. Purpose. IGs will ensure inspection reports document inspection activity findings, including safety, surety, or issues of military discipline. **(T-1)** These concerns may directly affect an overall inspection rating at the discretion of the inspection Team Chief (with the exception of NSIs). RIAs are used to identify areas where a more efficient or effective course of action is available. Do not use RIAs to document procedural deviations or non-compliance. **Attachment 9** of this instruction contains IGEMS and MICT guidance.

9.2. Self-Identified Findings. To accomplish the goal of fostering a culture of critical self-assessment, continual improvement, and to reduce reliance on external inspection teams, trust between commanders, Airmen/Guardians, and the IG is paramount. This trust begins with the shared goal of improving the unit's effectiveness. A key component to building and sustaining trust in The Inspection System is creating an environment where Airmen and Guardians feel they can safely report the truth with accuracy and integrity. Airmen and Guardians need to understand that command chains and commanders' IG teams expect honest and accurate reporting. IGs at all levels should review deficiencies or observations identified by the inspected organization and entered into IGEMS, MICT, or other self-assessment tracking methods. IGs should ensure the inspected organization has correctly identified the nature, validity, and severity of the deficiency and is actively working toward corrective action. Deficiencies and observations of this nature are not normally considered as part of the final UEI grade except in those circumstances where it appears the wing IG and CC have not taken adequate action to ensure the deficient area is addressed through the normal staffing process.

9.3. Validation. MAJCOM/FLDCOM and wing/delta IGs will establish and document a validation process providing the inspected unit or the organization with the deficiency an opportunity to clarify any findings identified during the inspection in a timely manner. **(T-1)** Prior to the inspection being finalized, inspectors will coordinate with the inspected unit and the appropriate POA on critical and significant deficiencies identified during the inspection and document collaboration in IGEMS. **(T-1)** In the case of deficiencies identified during wing/delta-level inspections, the POA is the SME, as determined by the wing/delta IG.

9.3.1. External Validation. When an IG determines the need for external validation of a finding, inspectors will corroborate findings with the appropriate SME at the lowest possible level. **(T-3)** SMEs will consult with the appropriate POA if they require interpretation of policy. The author of a validated critical and significant HHQ deficiency will include the name and contact information of the individual who validated the deficiency, a description of whether the deficiency was accepted, and any concerns from the validating official in IGEMS. **(T-1)** Once validated, the associated POA is responsible for assisting with deficiency resolution. The MAJCOM/FLDCOM IG (AFIA/Inspection Directorate (ID) for HAF/FOA/DRU deficiencies) will assist the POA in tracking the deficiency and notifying the inspecting IG when the deficiency is closed.

9.3.1.1. **(Added-ACC)** Wing IGs will coordinate with their assigned Deputy Team Chief (or Team Chief) before finalizing HHQ deficiencies.

9.3.2. Deficiency severity determination. SMEs should clarify policy and procedures or validate whether an observed condition or action does or does not comply with policy. Responsibility to determine severity and mission impact of the deficiency resides with the IG Team Chief.

9.4. Deficiencies External to the Inspected Unit. When an IG is considering writing a deficiency against an external organization, the inspecting IG Team Chief will notify the external agency IG and SME, as appropriate, of the potential deficiency and validation details. **(T-1)** Once accepted, the external agency IG and SME is responsible for managing and tracking deficiency status to closure.

9.4.1. **(Added-ACC)** Wing IGs must validate deficiencies written against an external agency in coordination with the external agency's parent IG office. **(T-2)**

9.5. Format. IGs will ensure findings include:

9.5.1. A unique tracking number. **(T-1)**

9.5.2. The deficiency and contextual facts in sufficient detail necessary to clearly convey the issue requiring resolution. **(T-1)** The written description alone should be adequate for the inspected organization to begin corrective action planning.

9.5.3. Reference to the applicable instruction, technical order, or other source documentation from which the requirement is derived. **(T-1)**

9.5.4. A severity (critical, significant, or minor) based on impact to the organization's mission. **(T-1)**

9.5.5. The corrective action OPR charged with resolving the deficiency and any Offices of Coordinating Responsibility (OCR). **(T-1)** The organization's CI2 activity may facilitate developing local CAPs.

9.5.6. For deficiencies involving host/tenant organizations outside the inspected unit's chain of command or non-DAF entities, categorize as HHQ/Support Agency Deficiencies. **(T-1)**

9.5.7. The functional area for all findings to enable functional analysis and feedback. **(T-1)**

9.5.8. Tier waiver level (T-0, T-1, T-2, T-3, non-tiered)

9.5.9. If the finding is related to **Attachment 3,** *Air Force Inspection Requirements*, identify the specific program.

9.6. Deficiency Corrective Actions and Closure.

9.6.1. MAJCOM/FLDCOM POAs or IG are the CAP approval and deficiency closure authority for critical and significant deficiencies documented via MAJCOM/FLDCOM-level inspections (see **Table 9.1**.). For all other deficiencies, commanders will determine the appropriate level of CAP approval and deficiency closure at the lowest appropriate command or IG-level. **(T-1)**. The wing/delta commander (or delegated authority) should close deficiencies not listed above.

9.6.2. For deficiencies levied against ANG gained wings, NGB POAs approve CAPs and gaining MAJCOM/FLDCOM IG is the closure authority.

Table 9.1. Corrective Action Plan Approval and Closure Authority.

	CRITICAL	SIGNIFICANT	MINOR[1]
MAJCOM/FLDCOM Deficiency	MAJCOM/FLDCOM POA or IG	MAJCOM/FLDCOM POA or IG	Wing/delta commander or IG[2]
CCIP Deficiency	Wing/delta commander or IG[2]	Wing/delta commander or IG[2]	Wing/delta commander or IG[2]
Notes: 1. Minor deficiencies do not require CAPs 2. May be delegated to subordinate commander			

9.6.3. CAPs include Root-Cause(s), Deficiency Cause Codes assigned from **Attachment 9** of this instruction, countermeasures, CAP OPR, and estimated closure dates. CAPs are required for critical and significant deficiencies. Commanders will ensure Root-Cause Analysis is completed for all significant/critical deficiencies using the problem-solving approach and level of effort best suited to the situation. **(T-1)**. IGs will ensure this data is documented in IGEMS. **(T-1)**

9.6.4. The CAP approval authority must approve, modify, or reject proposed CAPs within 15 calendar days of receipt (30 days for AFRC: for ANG CCIP deficiencies, 30 days or 1 Regularly Scheduled Drill period). **(T-1)**

9.6.5. MAJCOM/FLDCOM IGs will provide the inspected unit with reply instructions. The inspected unit will provide associated CAPs to MAJCOM/FLDCOM IGs and the POA OPR no later than 45 calendar days (90 calendar days for ARC units) after being assigned in IGEMS. **(T-1)**

9.6.6. The Deficiency Cause Codes listed in **Attachment 9** of this instruction apply to all inspections. CAP OPR will assign any Deficiency Cause Codes required to describe the deficiency. **(T-1)**

9.6.7. IGs at all levels will validate CAPs prior to closing. Validation consists of verifying POAs/MFM have approved, and concurred CAP and the CAP effectively addresses root cause of the problem.

9.6.8. Deficiencies should be closed within 12 months.

9.6.9. In instances where corrective action responsibility is assigned to both a host and tenant unit (or supported and supporting unit), IGs will assign an OPR and an OCR to correct the identified deficiencies. **(T-1)**

9.6.10. Wing/delta and MAJCOM/FLDCOM IGs will use IGEMS to assign validated DAF-level deficiencies to the appropriate DAF Directorate and identify AFIA and any affected POAs as OCRs. **(T-1)** The agency validating the deficiency is the MAJCOM/FLDCOM's lead for deficiency resolution and supports the DAF-level OPR in deficiency resolution. OPRs will upload CAPs in IGEMS with enough detail to evaluate whether to close the deficiency or retain. Close deficiencies IAW **Table 9.1**. SAF/IGI is the arbitration authority for any disagreements between the MAJCOM/FLDCOM IG and the DAF-level functional authority.

9.6.11. Adequacy deficiency OPRs will provide associated CAPs to MAJCOM/FLDCOM IGs and AFIA/ID no later than 45 calendar days after assigned in IGEMS. **(T-1)** RIAs under the

Adequacy MGA must be officially acknowledged via any recorded method by the assigned OPR in reply to the applicable IG, but no definitive action or follow up is required.

9.6.12. IAW Safety procedures, coordination with the Safety Office which validated a deficiency is required prior to closing a Safety deficiency. **(T-1)**

9.7. Non-IG Findings. Any finding resultant of an assessment, inspection, or certification event conducted by any entity outside the DAF IG enterprise is considered a non-IG finding. This includes SAVs and other authorized inspections identified in **Table A2.2**. Inspected commanders should document non-IG findings in IGEMS. If commanders choose to document SAV or other authorized findings in IGEMS, wing/delta IGs will monitor these deficiencies and support, as necessary. **(T-3)**

9.7.1. Format. Non-IG findings and other authorized inspection findings approved by the commander for input into IGEMS will be tracked as all other IG deficiencies (or RIAs) and will follow format requirements outlined in **paragraph 9.5**. **(T-1)**

9.7.2. Corrective Actions Closure.   Follow corrective action closure procedures at the appropriate deficiency severity level as outlined in **paragraph 9.6**.

9.8. (Added-ACC) Deficiency lifecycle steps are: OPENED -> PROPOSED -> ACCEPTED -> IMPLEMENTED -> CLOSED.

9.8.1. **(Added-ACC) HHQ Deficiency Workflow.**

9.8.1.1. **(Added-ACC)** OPENED: The deficiency is pending OPR action to enter a root cause, cause code and corrective action plan to include estimated completion date. When actions are complete, OPR "PROPOSES ACTION."

9.8.1.2. **(Added-ACC)** PROPOSED: ACC/IG will review the PROPOSED CAP and change status to ACCEPTED or return for corrections.

9.8.1.3. **(Added-ACC)** ACCEPTED: ACC/IG approved the CAP. OPR begins CAP execution. The deficiency OPR will change the status to IMPLEMENTED once the CAP has successfully corrected the deficient condition or, due to other factors, the deficient condition no longer exists.

9.8.1.4. **(Added-ACC)** IMPLEMENTED: The deficiency OPR determined the CAP resolved the deficient condition or implemented a mitigation plan. ACC/IG validates deficiency resolution and if concurs, ACC/IG will change the status to CLOSED.

9.8.1.5. **(Added-ACC)** CLOSED: ACC/IG validation is complete. Deficiency is CLOSED.

9.8.2. **(Added-ACC) Wing SIGNIFICANT/CRITICAL Deficiency Workflow (from MAJCOM-level Inspection).**

9.8.2.1. **(Added-ACC)** OPENED: The deficiency is awaiting wing deficiency OPR action to enter a root cause, cause code and corrective action plan to include estimated completion date. **(T-2)**

9.8.2.2. **(Added-ACC)** PROPOSED: The wing deficiency OPR's CAP is ready for Pertinent Oversight Authority review. The Pertinent Oversight Authority will review the

PROPOSED CAP within 10 days and change status to either ACCEPTED or return for corrections. **(T-2)**

9.8.2.3. **(Added-ACC)** ACCEPTED: The Pertinent Oversight Authority approved the CAP. The wing begins CAP execution. The wing deficiency OPR will change the status to IMPLEMENTED once the CAP successfully corrected the deficient condition or, due to other factors, the deficient condition no longer exists. **(T-2)**

9.8.2.4. **(Added-ACC)** IMPLEMENTED: The wing determined the CAP resolved the deficient condition or implemented a mitigation plan. ACC/IG validates deficiency resolution and if concurs, ACC/IG will change the status to CLOSED. **(T-2)**

9.8.2.5. **(Added-ACC)** CLOSED: ACC/IG validation is complete. Deficiency is CLOSED.

Chapter 10

THE INSPECTION SYSTEM GOVERNANCE PROCESS

10.1. Purpose. The governance process is executed by the four groups shown in **Figure 10.1**. The charter contained in **Attachment 10** of this instruction outlines the function of each of these groups and contains detailed duties and functions. Additionally, two MAJCOM/FLDCOM-level venues facilitate oversight of inspection findings and corrective actions to provide inputs to the governance process.

Figure 10.1. The Inspection System Governance Process.
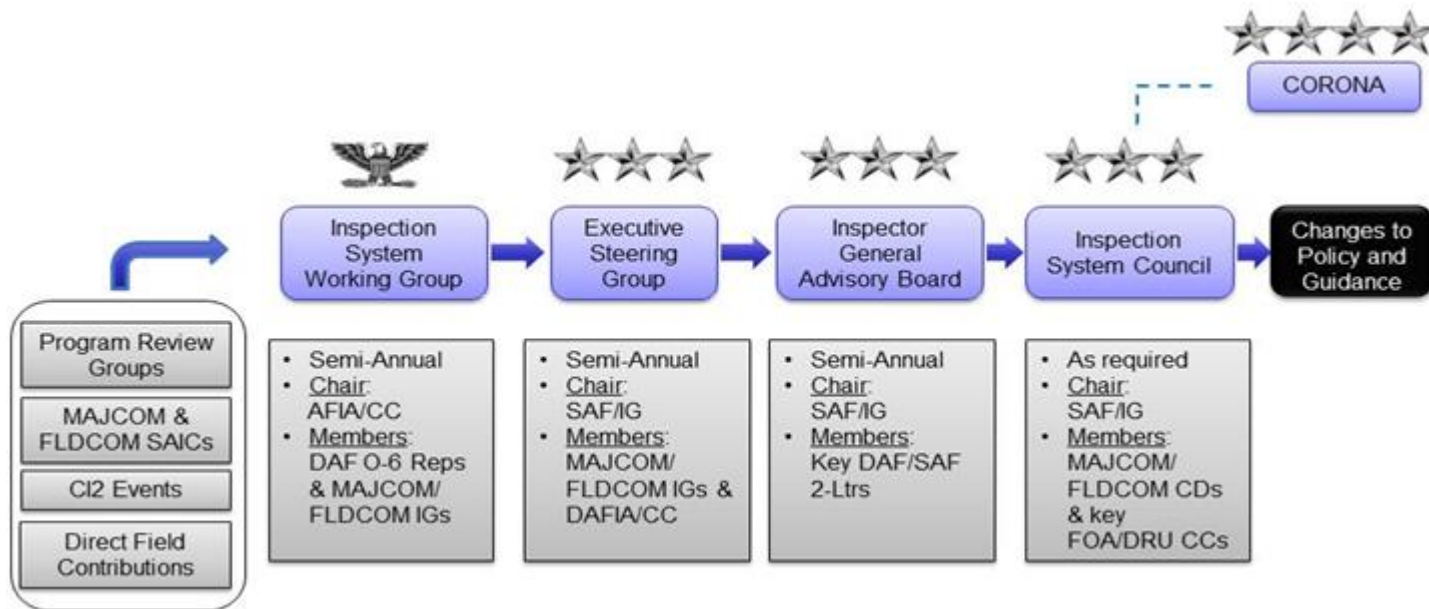
10.1.1. The Quarterly Inspection Working Group is chaired by the MAJCOM/FLDCOM IG (delegable no lower than the MAJCOM/FLDCOM Deputy IG). Members include wing/delta IGs and MAJCOM/FLDCOM deputy directors (NGB/IGD for MAJCOMs with ANG units), and special staff. At a minimum, discuss negative trends identified at the command or unit levels, significant and critical deficiencies, and any recommendations for the Semi-Annual Inspection Council.

10.1.1.1. **(Added-ACC)** To ensure topics of concern are adequately addressed with the appropriate audience, ACC will conduct separate Quarterly Inspection Working Group (QIWG) sessions. One will be with Wing IGs and the other with Deputy Directors and special staff.

10.1.2. The Semi-Annual Inspection Council (SAIC) is chaired by the MAJCOM/FLDCOM commander or MAJCOM/FLDCOM/CD (delegable no lower than a director). The Chair directs participating members (to include wing/delta commanders, ANGRC/CV, HQ directors and special staff, and others identified by the Chair). At a minimum, the council agenda will include inspection results, trends, and recommended actions. Additionally, MAJCOM/FLDCOM IGs will brief the following items to the SAIC:

10.1.2.1. Status of significant and critical adequacy deficiencies.

10.1.2.2. Any open significant and critical deficiencies greater than 12 months old, to include date discovered and validated; the CAP; mitigation measures in place while the deficiency remains open; anticipated closure date.

10.1.2.3. Status of any active Special Interest Items, CIIs, and Special Emphasis Items.

10.1.2.4. **(Added-ACC)** For efficiency, ACC/IG will conduct the Semi-Annual Inspection Council (SAIC) concurrent with the ACC Staff QIWG. ACC Staff QIWGs (ACC/IG Chair) should occur in June and December of each year. SAICs (ACC/CD Chair) should occur in March and September. ACC Staff QIWG and SAIC agendas will cover special topics including recommendations to ACC/CD for the Inspections System Council, ACC/IG inspection results from recent inspections, negative trends and recommended actions, deficiency status updates and upcoming inspections. Directorate representatives will brief the following at ACC Staff QIWGs and SAICs:

10.1.2.4.1. **(Added-ACC)** Deficiency status to include get well dates of all HHQ deficiencies (assigned to an ACC or ACC-assigned NAF/Center staff).

10.2. Process to Change the List of Authorized Inspections (Attachment 2) or Mandatory Inspection Requirements (Attachments 2, 3, and 4).

10.2.1. DAF agencies. Submit requests to change, add, or remove an inspection activity listed in **Attachment 2** or an inspection requirement listed in Attachment **3** or **4** to the appropriate DAF FAM for coordination. DAF FAMs may submit the recommendation to SAF/IGI (**SAF.IGI.Workflow@us.af.mil**) for vetting through the Inspection System Governance Process. Requestors must include justification, an OPR, and Continual Evaluation Plan. SAF/IG will regularly task DAF FAMs to provide updates to existing requirements and nominate emerging requirements through standard coordination (i.e., Task Management Tool).

10.2.2. Non-Air Force or Space Force agencies. Should contact SAF/IGI with requests to change/add/remove an inspection activity in **Attachment 2**.

10.3. SAF/IG-Approved Changes. SAF/IG may modify The Inspection System to meet SecAF/CSAF/CSO intent. Decisions reached during an IG-hosted event or IG-led Program Review Group (to include the NSI Program Review Group) are incorporated into this instruction with SAF/IG approval.

10.4. The Inspection System Suggestions. Airmen and Guardians may submit an idea for improving The Inspection System to SAF/IGI (**SAF.IGI.Workflow@us.af.mil**).

Chapter 11

INSPECTOR GENERAL FORCE DEVELOPMENT AND MANAGEMENT

11.1. Department of the Air Force IG Duty. IG duty is a position of high public trust. Personnel selected for a Department of the Air Force IG assignment are functional experts with broad contemporary experience selected from across the Department. IG-assigned personnel serve at the wing/delta, MAJCOM/FLDCOM, AFIA, SAF, Joint, or other HHQ staffs. Personnel not assigned to an IG staff but who support inspections are inspection augmentees.

11.2. IG Attributes. Personnel assigned to IG duty should possess attributes of the highest professional standards and moral character, demonstrate potential for future service and continued promotion, and provide credibility for those Airmen/Guardians, family members, and civilians who seek IG assistance. Personnel with approved waivers related to medical profiles or religious accommodations remain eligible for assignment. In addition to these qualities, Airmen/Guardians selected for IG service will:

11.2.1. Possess or obtain a security clearance commensurate with the duties required as an IG inspector. **(T-1)**

11.2.2. Have no record of civil conviction (other than minor offenses). **(T-2)**

11.2.3. Have no conviction by court-martial, non-judicial punishment, or Unfavorable Information File in the official military personnel record. **(T-2)**

11.2.4. Have prior nuclear experience or experience applicable to current systems in the respective MAJCOM prior to assignment as a nuclear inspector. **(T-2)**

11.3. Force Development. Commanders at all levels will manage IG manpower requirements IAW respective A1, S1 (or equivalent), and Career Field Managers' guidance for the most effective and economical use of manpower. IG positions at the wing/delta are normally internally filled positions.

11.4. Grade Requirements. Commanders have discretion to select qualified personnel based on the needs of the unit IAW the grades prescribed below. Commanders will hire civilian personnel in the occupational series and ranks IAW Standardized Core Personnel Documents at the Air Force Personnel Center (AFPC) Library, AFRC Air Reserve Technician Standardized Personnel Document Library, Fully Automated System for Classification (FASCLASS) for ANG PDs, or ARC grade guidance. **(T-3)**.

11.4.1. The wing/delta IG (87GXX/civilian Personnel Document) will be an O-5 or higher, or Department of the Air Force civilian with a substantial breadth of experience, exceptional maturity, and demonstrated sound judgment. **(T-2)**

11.4.2. The wing/delta IG Superintendent (8I000) will be an E-7 or higher. **(T-2)**

11.4.3. The wing/delta Director of Inspections (87IXX/civilian Personnel Document) will be an O-4 or higher, or Department of the Air Force civilian with a substantial breadth of experience, exceptional maturity, and demonstrated sound judgment. **(T-3)**

11.4.4. Wing/delta IG Inspectors (other than those positions listed above; excludes WIT members and inspection augmentees). Officer IG members should be senior O-3s/civilian

equivalent or higher with more than 7 years commissioned service. Enlisted IG members will be an E-6 (7-level) or higher. **(T-3)**

11.4.5. DAF and MAJCOM/FLDCOM Inspectors. Officer IG members should be senior O-3s/civilian equivalent or higher with more than 7 years commissioned service. Enlisted IG members will be an E-7 (7-level) or higher. **(T-2)**

11.4.6. Civilians assigned to the IG. Bargaining unit employees may be assigned to an IG office (wing/delta, MAJCOM/FLDCOM, or DAF) as full-time certified inspectors or in a clerical/administrative support role. Bargaining unit employees may also (on a part-time basis) act as uncertified inspectors/inspection augmentees. Civilians selected for IG duty will be in the grade of GS–11 or above or civilian grades for ANG wings as determined by the National Guard Bureau, Manpower, and Personnel Directorate (NGB-J1). **(T-2)**

11.5. IG Training. MAJCOM/FLDCOM and wing/delta IGs will ensure IG-assigned personnel and WIT members are trained IAW **Attachment 11** of this instruction. **(T-1)** At a minimum, inspectors will complete the requirements IAW **Table A11.1** prior to independently conducting IG inspection duties. **(T-1)** In addition to IG-specific training, IG personnel will be familiar with the appropriate training required within their Air Force Specialty Code series or career area, complete appropriate education, and training commensurate with their grades, and develop proficiency of occupational and institutional competencies commensurate with their grades to enhance duty performance. **(T-1)** IGs should also be trained in and familiar with areas they inspect.

11.5.1. MAJCOM/FLDCOM IG staffs will identify a training point of contact to coordinate IG Training Course-Inspections for command IG-assigned inspection personnel. **(T-1)** These points of contact are responsible for allocating respective command training slots and scheduling individuals for IG Training Course-Inspections with AFIA, to include subordinate organization personnel and any other appropriate above the wing/delta-level personnel.

11.5.2. IG senior personnel training. IG senior officers/civilian equivalents and SNCOs may be nominated by the MAJCOM/FLDCOM IG to attend the IG Executive Course at the Pentagon on a space-available basis. Submit requests for training to SAF/IG.

11.5.3. Continuation training. IAW requirements set forth by the Council of the Inspectors General on Integrity and Efficiency (CIGIE), all personnel authorized to wear the DAF IG badge must complete a minimum of 40 hours of continuation training every 2 years. **(T-0)** MAJCOM/FLDCOM IGs will have the responsibility to determine training that counts for the CE requirement. This responsibility may be delegated to the MAJCOM/FLDCOM IGI or IGD.

11.5.3.1. IGs may obtain and utilize AFIA-provided training materials to fulfill this requirement. Attendance at the Worldwide Training Conference may fulfill training requirements.

11.5.3.2. If an inspection organization has special circumstances, such as but not limited to, part-time employees or employees on extended leave, they will not participate in an Inspector General capacity until they meet the training requirement.

11.5.3.3. **(Added-ACC)** Continuation Training refers to any training that enhances the knowledge, skills, abilities, and level of proficiency required for inspectors to be considered competent in their assigned roles. Appropriate training for inspectors includes, but is not limited to, technical skills necessary to perform inspection work, such as risk-

based sampling strategies, data analysis, review of relevant guidance, interviewing methodologies, and fraud, waste, and abuse detection. It also includes developing writing and briefing skills, proficiency in using information technology tools and programs, attending conferences, workshops, and seminars focused on inspection work and related topics, coaching or mentorship from experienced inspectors or subject matter experts, and cross-functional training, such as learning about other agency functions to better understand the context in which inspections take place.

11.5.3.4. **(Added-ACC)** Examples of training events that are not considered continuation training include programs that are centered on personal topics, such as resume writing, improving parent-child relations, personal investments, and personal finances.

11.5.3.5. **(Added-ACC)** Wing IGs will develop an internal mechanism to track training hours and retain records for a minimum of two years or until the individuals is no longer an IG member.

11.6. Inspector Certification. Certification only applies to IG-assigned personnel. The Certification of IGs will be accomplished by the owning commander. Inspection augmentees and WIT members are not certified inspectors, but are sensors trained to participate in the conduct of inspections. IG inspectors must be certified within 6 months of being assigned to the IG. **(T-2)** A certified inspector must validate findings identified by inspection augmentees or WIT members. **(T-1)**

11.6.1. Commanders will certify their respective IGs. **(T-1)** IGs will certify other IG-assigned inspectors (this requirement may be delegated no lower than the IGI). **(T-3)** Commanders and MAJCOM/FLDCOM and wing/delta IGs may suspend, remove, or decertify IG personnel from conducting duties of public trust for failing to adhere to IG attributes.

11.6.2. IGs must track and document all DAFI 90-302 required IG-assigned inspector training and certification. **(T-2)** If dates are annotated in IGEMS this fulfills the requirement, or the owning unit may employ other methodologies to document training.

11.6.3. Certified IG personnel must continuously adhere to the character attributes listed in **paragraph 11.2**.

11.6.4. **(Added-ACC)** Upon completion of the Inspector General Training Course-Inspections, ACC/IG's internal training course, the IG Oath, and a field observation, IG assigned members are eligible to be awarded the Special Experience Set 10 for officers and Special Experience Identifier 010 for enlisted.

11.7. IG Oath. The IG oath reminds inspectors and inspection augmentees of the special trust and confidence inherent with the IG position and of the need for impartial and independent evaluations on behalf of the commander. Uniformed personnel and Department of the Air Force civilians performing duties on behalf of the IG will take the IG oath (**Figure 11.1**). **(T-1)** Contractor personnel working in an IG staff section will not take the IG oath nor be certified inspectors. **(T-0)**

11.7.1. Administering the IG Oath. The commander will administer the IG oath to the IG (delegable to the Vice/Deputy commander). **(T-3)**

11.7.2. The IG will administer the IG oath to IG-assigned inspectors. **(T-3)** This requirement may be delegated no lower than the IGI. The inspection Team Chief will administer the oath to inspection augmentees. **(T-3)**

11.8. DAF IG Duty Badge. Airmen/Guardians will not wear the IG Duty Badge until they have completed the IG Training Course-Inspections or IG Training Course-Complaints Resolution, certification IAW **paragraph 11.6** and administration of the IG Oath in **paragraph 11.7**, and then only while assigned to an IG position.

11.8.1. Authorized personnel will wear the DAF IG Duty Badge, or an approved organization standardized IG emblem IAW DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*. The IG emblem may include any reprinted or embroidered likeness of the DAF IG Duty Badge.

Figure 11.1. Oath for Personnel Assigned to or Augmenting the IG.

I, [state your name], having been assigned as an Inspector General (or member of a MAJCOM/FLDCOM/wing/delta Inspection Team), do solemnly swear (or affirm) that I accept the special obligations and responsibilities of the position freely, that I will uphold the standards for Inspectors General prescribed by Law and regulations and that I will discharge inspection (or investigation) duties without prejudice, bias, or partiality on behalf of the commander. [So help me God]

11.8.2. Inspection augmentees may wear organization-standardized distinctive identification when conducting inspection activities. Inspection augmentees are not permitted to wear the badge nor any likeness of the emblem.

11.8.3. The badge or emblem is not authorized for wear when no longer assigned to an IG staff or when withdrawn for cause by the commander. **(T-2)**

Chapter 12

THE INSPECTION SYSTEM TOOLS

12.1. The Inspector General's Inspection and Informational Reporting System. TIGIIRS includes four programs of record: IGEMS, IGEMS-C, MICT, and the DAF Gatekeeper Website (see **para A2.2.2**.).

12.2. Inspector General Evaluation Management System. IGEMS and IGEMS-C facilitate scheduling, planning, inspecting, and report writing for IG inspections. IGEMS is also used to assign, monitor, and close (if applicable) all findings (strengths, RIAs, deficiencies) identified during the inspection process. **Attachment 12** of this instruction outlines IGEMS Business Rules.

12.2.1. IGs will track deficiencies to closure within the appropriate version of IGEMS. **(T-1)** For classified inspection reporting, use IGEMS-C only (e.g., nuclear, readiness exercises, CRA, etc.).

12.2.2. Do not enter PII, HIPAA, DoD Unclassified Controlled Nuclear Information, classified information, or 10 USC § 1102, *Confidentiality of medical quality assurance records,* data in IGEMS. Additionally, CUI basic markings must be manually input onto reports IAW DoDI5200.48_DAFI 16-1403, *Controlled Unclassified Information (CUI).*

12.2.3. If a deficiency requires 10 USC § 1102 information, inspectors will enter an abbreviated description of the deficiency into IGEMS along with the following statement: "Per 10 USC § 1102, details of this deficiency are not documented in this report." **(T-0)**

12.2.4. Contractor and Foreign National access to IGEMS. Contractor and Foreign National access to IGEMS is limited to the roles of Basic User, Scheduler, and/or Planner. Contractors and Foreign Nationals will not register as inspectors or administrators. **(T-1)** Administrators will only grant United States military and DoD civilian personnel access to IGEMS-C. **(T-1)** (**Note:** This does not apply to contracts that exist solely for IGEMS maintenance and/or development at the DAF level.)

12.2.5. Deficiencies will not be duplicated between IGEMS and IGEMS-C. **(T-1)**

12.3. Management Internal Control Toolset. MICT is a DAF program of record and is a tool for managing USAPs. MICT can facilitate the DAF and MAJCOM/FLDCOM SAC Fragmentary Order programs by gathering time-sensitive data in an expeditious manner. **Attachment 12** of this instruction outlines MICT SAC business rules.

12.3.1. Self-Assessment Checklist (SAC). A SAC may be tailored at the lowest wing/delta administrative levels, allowing units the flexibility to track only the most relevant questions.

12.3.1.1. Compliance with a SAC does not relieve individual Airmen/Guardians of statutory and regulatory requirements in AFIs and/or directives at the local, state, or federal level.

12.3.2. Airmen/Guardians will not enter PII, HIPAA, DoD Unclassified Controlled Nuclear Information, or classified information into MICT. **(T-0)** Enter 10 USC §1102-protected data into MICT only in the "10 USC § 1102 Protected" hierarchy of SACs. Additionally, CUI basic markings must be manually input onto reports IAW DoDI5200.48_DAFI 16-1403, *Controlled Unclassified Information (CUI).*

12.3.2.1. MAJCOM/FLDCOM SG Administrators. 10 USC §1102 administrators will only provide appointed personnel 10 USC § 1102 administrator access in MICT. Administrators will track 10 USC § 1102 permissions granted within the MAJCOM/FLDCOM and only grant permissions to members who have completed 10 USC § 1102 training and have a "need to know" to perform official duties. The MAJCOM/FLDCOM SG 10 USC §1102 administrator will provide guidance on 10 USC § 1102 protocols within MICT to wing/delta administrators.

12.3.2.1.1. **(Added-ACC)** ACC/IG MICT Administrators will manage 10 USC §1102-protected data access and permissions for all ACC wings and AEWs. Submit requests for access and permissions via MICT.

12.3.2.2. Wing/delta Administrators. 10 USC §1102 administrators will oversee 10 USC § 1102 permissions for the wing/delta and ensure completion of 10 USC §1102 training by members requiring 10 USC § 1102 permissions. **(T-2)** Medical personnel complete 10 USC §1102 training via the Relias website. All other personnel with 10 USC § 1102 MICT permissions will complete training modules on the MICT website under the "Assistance" tab (then "Help Guides", followed by "SG 10 USC § 1102 Training Module"). **(T-2)** The Military Treatment Facility commander should decide (in coordination with the wing/delta commander) how many and which members are granted 10 USC § 1102 access in MICT (typically only one or two trusted agents).

12.3.2.3. If an observation is specific to a 10 USC § 1102 SAC line item in MICT, IGs will track the observation, Root-Cause Analysis, and corrective action in the 10 USC 1102 hierarchy or on a restricted drive only accessible by a member with 10 USC § 1102 training and permissions in MICT. **(T-1)**

12.3.2.4. SAC Fragmentary Order. See paragraphs **8.10.1** and **8.10.2**.

12.3.3. Contractors and Foreign Nationals may have access to MICT.

Chapter 13

SPECIAL ACCESS PROGRAM INSPECTIONS

13.1. Purpose. To provide guidance for inspecting Special Access Programs (SAP) to report program health, security, and compliance to the Secretary of the Air Force (SecAF) and the DAF SAPCO.

13.2. Background. SAF/IG conducts inspections of DAF SAPs and other sensitive activities IAW DoD guidance and DAF policies and reports results as directed by the SecAF, CSAF, or CSO.

13.2.1. SAPs are inspected to ensure adequate compliance of these highly sensitive programs and the persons charged with proper management, administration, and execution. Inspectors use a standardized inspection methodology, which incorporates the tenets of The Inspection System, to assess the responsible activity's ability to successfully execute SAPs.

13.2.2. Each SAP-responsible stakeholder will complete self-assessments annually and retain as part of their SAP security program documentation. SAF/IGX will request, at random, a sampling of self-inspections from HAF/HQSF organizations to identify trends. SAF/IGX will analyze results and discuss appropriate recommendations with SAF/IG and the DAF SAPCO (as needed)

13.2.3. SAF/IGX will execute HAF/HQSF SAP inspections every 24 months. Efforts should be made to align SAP inspections with scheduled IG inspections, where applicable. SAF/IG may direct an out of cycle (limited-/no-notice) inspection if deemed necessary. SAF/IGX (in coordination with AFOSI PJ and the DAF SAPCO) will execute SAP inspections of HAF entities. AFOSI PJ, along with a DAF SAPCO augmentee, will execute SAP inspections of MAJCOM/FIELDCOMs, FOAs and DRUs. Efforts should be made to align SAP inspections with scheduled management inspections, UEIs, or continual evaluation, SAF/IGX may direct an out of cycle (limited or no-notice) inspection if deemed necessary.

13.2.4. SAP inspectors partner with enterprise stakeholders to fully integrate compliance responsibilities through continual evaluation, self-assessments, and internal control metrics into the inspection and scheduling process. The inspection team will verify self-assessment data, as accuracy is critical for an effective program.

13.2.5. For DAF SAP inspections, the Team Chief will be a SAF/IG O-6/civilian equivalent or higher. AFOSI PJ will provide a Security Inspection Lead. The (DAF SAPCO (i.e., SAF/AAZ) will provide at least one team member for each DAF SAP inspection. The inspection Team Chief will identify additional inspectors required in advance of the inspection (see **paragraph 13.3.6.1**.). The SAF/AAZ representative will communicate all inspection outcomes to DAF SAPCO, as required.

13.3. Roles and Responsibilities.

13.3.1. SAF/IGX.

13.3.1.1. *Provides integration of government SAP inspections into The Inspection System for IG priorities and concerns.*

13.3.1.2. Directs Air Force and Space Staff SAP inspections and provides results, trends, and issues to AFIA for inclusion into Air Force and Space Staff HQIs.

13.3.1.3. Ensures coherent policy with OSD, Joint, Air Staff and MAJCOM/FLDCOM requirements.

13.3.1.4. Reviews policies, procedures, and methodologies for currency and relevance. Makes recommendations for change to the SAP Inspection Working Group and SAF/IG (see **paragraph 13.8**.).

13.3.1.5. SAF/IGX will coordinate with the DAF SAPCO and AFOSI PJ to conduct SAP inspection activities, as part of the HQI battle rhythm. Incorporate SAF/IG SAP continual evaluation activities into the respective MGAs and overall grade of the HQI.

13.3.2. DAF SAPCO.

13.3.2.1. Coordinates on the SAP inspection schedule.

13.3.2.2. Provides SMEs for inspections to represent the director, responsible for general oversight of SAPs for which the DAF has responsibility.

13.3.2.3. Oversees CAPs, monitoring closure of inspection deficiencies.

13.3.3. AFOSI PJ.

13.3.3.1. Serves as the principal advisor to SAF/IG for SAPs.

13.3.3.2. Performs program security, investigation, and counterintelligence functions for the DAF SAPs IAW DoD guidance and DAF policies by maintaining a sufficient cadre of investigators, special agents, analysts, and program security officers to do so.

13.3.3.3. Assesses compliance by conducting a comprehensive assessment of the management, operational, and technical security controls employed within or impacted by information systems.

13.3.3.4. Notifies the DAF SAPCO and SAF/IGX of SAP security compliance inspection trends for potential policy updates or updates to inspection criteria.

13.3.3.5. May inspect any issue under the statutory and regulatory authorities of SAF/IG, AFOSI Commander, and/or the Director of AFOSI PJ when conducting any inquiry, investigation, or inspection activity.

13.3.3.6. Supports and assists SAF/IGX, AFIA, and MAJCOM/FLDCOM IGs with SAP compliance inspections. When the IG needs security expertise on inspection teams, AFOSI PJ will support as an inspection augmentees under IG statutory and regulatory authorities.

13.3.4. MAJCOM/FLDCOM, AFIA, wing/delta, and AFOSI IG Teams:

13.3.4.1. Coordinate on the SAP inspection schedule.

13.3.4.2. Provide qualified/accessed SMEs for inspections at other MAJCOM/FLDCOM/FOA/DRUs and DAF locations (if available).

13.3.4.3. Coordinate with appropriate SMEs (usually the MAJCOM/FLDCOM SAPMO to conduct inspections of respective DAF SAP, and other SAPs the DAF participates in, and other sensitive activities, such as Alternate Compensatory Control Measures and Cover missions, and other sensitive activities in accordance with DoD guidance, DAF policies,

and this instruction. Integrate classified and sensitive inspection activities into the overall UEI continual evaluation cycle, if possible, and grade.

13.3.4.4. The appropriate SMEs will validate whether commanders meet compliance requirements for SAP activities within their wing/deltas. **(T-0)**

13.3.4.5. MAJCOM/FLDCOM IGs will coordinate with respective SMEs to conduct SAP inspection activities as part of the UEI continual evaluation battle rhythm. Additionally, MAJCOM/FLDCOM IGs may coordinate with AFOSI PJ for functional expertise for inspecting SAP activities.

13.3.4.6. The MAJCOM/FLDCOM IG will work with appropriate SMEs (usually the MAJCOM/FLDCOM SAPMO) and oversight teams to ensure SAP inspections occur during normally scheduled IG interfaces with affected units. This may include UEI Capstone events, mid-point IG on-site visits, etc. MAJCOM/FLDCOM IGs will notify SAF/IGX when SAP inspections are to take place. SAF/IGX inspectors may accompany the MAJCOM/FLDCOM IG team to observe or participate in SAP inspections or to provide oversight of the SAP inspection process.

13.3.5. DAF Compliance Stakeholders:

13.3.5.1. Provide cleared personnel to augment the inspection team as necessary in the following key areas:

13.3.5.1.1. DAF SAPCO (OPR: SAF/AAZ)

13.3.5.1.2. Finance (OPR: Deputy Assistant Secretary for Financial Operations [SAF/FMF])

13.3.5.1.3. Contracting (OPR: Air Force Contracting [SAF/AQC])

13.3.5.1.4. Acquisition (OPR: Assistant Secretary of the Air Force for Acquisition, Technology and Logistics [SAF/AQ])

13.3.5.1.5. Space Acquisition (OPR: Assistant Secretary of the Air Force for Space Acquisition and Integration [SAF/SQ])

13.3.5.1.6. Security (OPR: AFOSI PJ and SAF/AAZ)

13.3.5.1.7. Audit OPR: (Air Force Audit Agency, Field Detachment Z [AFAA/FDZ])

13.3.5.1.8. Operations (OPR: Deputy Chief of Staff for Operations [AF/A3])

13.3.5.1.9. Inspections (OPR: SAF/IGX)

13.3.5.1.10. Logistics, Engineering and Force Protection (OPR: Deputy Chief of Staff for Logistics, Engineering and Force Protection [AF/A4])

13.3.5.1.11. Strategic Deterrence & Nuclear Integration (OPR: AF/A10)

13.3.5.2. Define oversight foci, responsibilities, and guiding directives (i.e., tracking/measuring implementation/success/progress; governance of compliance).

13.3.5.3. Participate in the semi-annual DAF SAP Inspection Working Group.

13.3.5.4. Identify & discuss any areas of concern or areas requiring re-inspection.

13.3.5.5. Conduct continual evaluation throughout the inspection cycle.

13.3.5.6. Provide continual evaluation results as part of the overall inspection score.

13.3.5.7. Assist DAF organizations in developing and implementing a robust self-assessment program for use by internal assessors and external inspectors; update as required.

13.3.6. Inspected Agency:

13.3.6.1. Upon receipt of notification, gather the information requested in **paragraph 13.10** of this instruction and forward to the Team Chief.

13.3.6.2. Upon receipt of the inspection team roster, properly coordinate with SAF/AAZ and access them IAW DoDD 5205.07 *DoD Special Access Program Policy*, DoDI 5205.11 *Special Access Program (SAP) Security Manual: Personnel Security,* AFI 16-701, and this instruction.

13.3.6.3. Secure an appropriate location for and send appropriate representatives to the in-brief.

13.4. SAP Access. IGs will request SAP-level visit certifications and individual SAP accesses IAW DAF SAPCO guidance instead of using DISS (or successor system). AFOSI PJ, with support from authorized IG representatives will ensure appropriate SAP accesses, visitor badges, and facilities access is coordinated and approved in advance of the IG team arrival. **(T-0)** SAF/IG may propose an inspection, assessment, or management review of a SAP, or SAP function, to the SecAF. In addition to DoDI 5205.11, SecAF approval of a proposed SAF/IG inspection, assessment or management review establishes SAP access "need-to-know" for personnel required to accomplish such activities. In addition to the "need-to-know," these credentialed personnel must meet the SAP access eligibility requirements, outlined in DoDM 5205.07, Volume 2. SAF/IG investigations establish "need-to-know."

13.5. Handling of Reports and Materials. IGs will handle inspection reports and related materials which contain or reference SAP data (to include appendices, attachments, sensitive relationships, etc.) within approved DAF SAP communications channels and facilities. **(T-0)** Inspectors will house SAP-related inspections within the Configuration and Security Tracking System for SAP Facilities, or a successor system identified by AFOSI PJ. **(T-1)** System administrators will ensure access is controlled to only those IG representatives designated by AFIA, and MAJCOM/FLDCOM IGs. **(T-1)**

13.6. Oversight Meetings. SAF/IG (or a designated representative) may attend any SAP Oversight Committee, SAPs Review Group and SAP Oversight Review Board meeting or other SAP-related meetings as directed by SecAF and/or required by AFI 16-701.

13.7. Concept of DAF SAP Operations. SAF/IGX will coordinate with SAF/AAZ, AFOSI PJ, and other DAF agencies designated by SAF/IG to develop an annual inspection plan/schedule for SAF/IG approval no later than 15 December each year. With SAF/IG approval, the schedule may be distributed to affected HAF agencies, informing them of projected inspection dates. SAF/IG should make these inspections as minimally intrusive as possible. DAF staffs should voice scheduling concerns with SAF/IGX as soon as possible to prevent unnecessary work stoppage due to heavy work periods and known key staff absences.

13.8. Semi-Annual DAF SAP Inspection Working Group. Chaired by SAF/IGX; voting membership is comprised of representatives from agencies listed in **paragraph 13.3.5** of this

instruction. Invitations to attend may be extended to other non-voting agencies, upon SAF/IGX approval. The working group meets in May and November annually (or as otherwise determined by SAF/IGX). Topics of discussion should include:

13.8.1. Building, reviewing, and updating the 36-month schedule of inspections; corrections to the schedule are approved by a simple majority of voting members.

13.8.2. Ensuring the schedule includes enterprise HAF offices, MAJCOM/FLDCOMs, and FOA/DRUs.

13.8.3. Reprioritizing inspections, using RBSS and stakeholder feedback.

13.8.4. A review of self-assessments and inspection results/trends/corrective actions.

13.8.5. Discussion of any recommended/required changes to policy, guidance, and/or oversight.

13.8.6. Discussion of ways to improve SAP inspections and self-assessment programs.

13.9. DAF SAP Notification of Inspection. The SAF/IG inspection staff will plan activities based on the SAF/IG-approved inspection plan. In general, the inspection notification process occurs as follows:

13.9.1. Approximately 10-14 calendar days prior to an inspection, SAF/IG will send a notification memorandum to the affected agency with detailed instructions included to assist with pre-inspection requirements/deliverables. Although SAF/IG makes every effort to give the inspected agency 10-14 calendar days notification of inspection, mission requirements and inspector availability may drive a much shorter notification to the affected agency. SAF/IGX must closely coordinate notifications with the inspected agency within 10 calendar days.

13.9.2. Approximately 3-4 calendar days prior to the inspection, SAF/IGX will provide the inspected agency a list of inspectors to verify inspector clearance and access. If the inspection is a directed no-notice inspection, the Team Chief will present the inspector roster upon team arrival and the inspection commences immediately after verification of the roster.

13.10. DAF SAP Pre-Inspection Deliverables. Inspected organizations will send the following items to the inspection Team Chief within 5 duty days of receiving notification of the inspection:

13.10.1. Mission Directive or other authoritative guidance.

13.10.2. Current self-assessment report to include results, status of deficiencies, corrective actions, etc.

13.10.3. Any deviations and/or waivers to regulatory guidance the inspected agency is operating under.

13.10.4. Status of any previous discrepancies/findings (from external audits, self-inspections, evaluations, assessments, etc.).

13.10.5. Current Unit Personnel Roster or other authoritative document, listing the personnel associated with SAP execution/management. Include the status of personnel not present during the inspection (temporary duty, leave, sick, etc.).

13.10.6. Number of personnel in the inspected area accessed to SAPs.

13.10.7. Number of accountable items.

13.10.8. Number of classified/unclassified computers resident in the SAP Facility or Temporary Secure Working Area.

13.10.9. Number of networks in each inspected area and level of authorized classification for each.

13.10.10. Other items of interest which may be listed in the notification of inspection.

13.11. The Inspection System DAF SAP Major Graded Areas.

13.11.1. Executing the mission.

13.11.1.1. Primary mission (SAP Directive, Designed Operational Capability (DOC) statement, or order).

13.11.1.2. Air Force and Space Expeditionary Forces readiness (if applicable).

13.11.1.3. Mission Assurance Command and Control.

13.11.1.4. Perceived threats/hazards to the mission and preparation to meet them (e.g., budget, open press, re-vectoring, etc.).

13.11.1.5. Control mechanisms in place/practiced (Security Classification Guides, Memoranda of Understanding, Business Rules, Operating Instructions, etc.).

13.11.2. Leading people.

13.11.2.1. Communication (vertical, horizontal and feedback).

13.11.2.2. Discipline (culture of accountability, compliance, pride).

13.11.2.3. Training (proficiency, team building).

13.11.2.4. Professional and personal development of Airmen and Guardians.

13.11.2.5. Quality of life engagement (climate and morale).

13.11.3. Management of resources. Assess adequacy and stewardship of:

13.11.3.1. Manpower (stewardship, reporting of manning levels, readiness).

13.11.3.2. Funds (budgetary decisions, cost-effective, accountability).

13.11.3.3. Facilities (sustainability, asset management, maintenance).

13.11.3.4. Guidance (access, published processes/standards, intent).

13.11.3.5. Airmen and Guardian's time (stability, predictability, balance).

13.11.4. Improving the unit.

13.11.4.1. Strategic alignment with mission directive or other authoritative document/guidance, including the SAP Annual Report.

13.11.4.2. Process operations (critical processes, limiting factors).

13.11.4.3. Robust self-assessment program.

13.11.4.4. Data-driven decision (applicable, relevant metrics).

13.11.4.5. CAPs and progress from previous inspections, audits, reports.

13.12. Other Mandatory DAF SAP Inspection Areas. In addition to The Inspection System MGAs, expect special emphasis on the following areas during each SAF, DAF, MAJCOM/FLDCOM, FOA, and DRU SAP inspection:

13.12.1. Compliance with standards of SAP security.

13.12.2. Safeguards employed against potential for an insider threat.

13.12.3. Budget execution and fiduciary responsibility.

13.12.4. General knowledge of the SAP with which the person/agency is entrusted.

13.13. DAF SAP Inspection Process/Methodology.

13.13.1. Inspections consist of a thorough review of key documentation beginning with the pre-inspection deliverable items.

13.13.2. The Team Chief will establish inspection team meeting times normally at the beginning of each duty day, prior to/after lunch, and near the end of each duty day during normal working hours to gather inspection findings and ensure appropriate inspection progress and direction.

13.13.3. The Team Chief will provide a short in-brief describing the inspection process and introducing inspection team members to the inspected agency/program leadership.

13.13.4. The inspected agency will provide a concise mission brief to the inspectors. The inspected program's leadership in-brief should be concise (generally limited to 30 minutes or less).

13.13.5. Once briefings are complete, inspectors will coordinate with inspected unit leadership to ensure appropriate points of contact are available to assess MGAs and specific oversight areas such as program acquisition functions, contract oversight, budget, legal requirements, operations, and security (information protection, counterintelligence, and administration). The Team Chief will meet with internal leadership to determine any requested items to include in the inspection.

13.13.6. IG Sensing Sessions. Inspected agencies can expect inspectors to conduct individual interviews. Commanders, directors, supervisors, and any others in the organization are advised these interviews are protected communications between the individual being interviewed and the inspector(s). As such, the individual(s) being interviewed are afforded the protections from reprisal/retaliation IAW 10 USC §1034 and as defined in AFI 90-301. Do not attempt to discuss the conversation between the inspector and the interviewee. IG Sensing Sessions-Individual should be conducted with available DAF personnel until enough personnel are contacted to assess appropriate inspection areas and unit personnel are afforded an opportunity to speak with an accredited inspector.

13.13.7. Inspectors will assess customer satisfaction and responsiveness to stakeholders.

13.13.8. IGs will evaluate the USAP and documentation to ensure the inspected agency is conducting continual evaluation essential to The Inspection System.

13.13.9. The Team Chief will brief overall inspection team findings to unit leadership at the end of each inspection day. If potential significant and/or critical deficiencies are noted during the inspection, the Team Chief will promptly brief unit leadership on the deficiency noted to

facilitate addressing the deficiency. This briefing may take place prior to normal end of day leadership sessions at the discretion of the Team Chief.

13.13.10. At the conclusion of the inspection, the Team Chief will provide a verbal out-brief to unit leadership regarding the initial findings of the inspection pending formal inspection validation and report processing, review, and distribution. The Team Chief will debrief pertinent issue(s) arising from the inspection to the commander at the inspected agency, as well as the DAF oversight stakeholders as appropriate.

13.13.11. SAF/IGX will ensure SAF/IG receives summary notification of inspection outcomes and in-person debriefs on matters identified during an inspection which require SAF/IG visibility based upon inspection results.

13.14. DAF SAP Deficiencies. The inspection team will establish a validation process which provides the inspected agency, or the organization owning the finding, the opportunity to clarify and/or provide additional information in a timely manner for any potential deficiencies identified during the inspection. The Team Chief (in coordination with the leader of the inspected agency) will coordinate with the appropriate FAMs on critical and significant deficiencies identified during the inspection.

13.15. DAF SAP Inspection Report. Inspectors will make every effort to write inspection reports without specifically including SAP information. Reference SAP information only when it is necessary for report inclusion to accurately document findings and inform SAP leadership of corrective actions needed.

13.16. DAF SAP Inspection Follow-up. Re-inspections may occur for units receiving an overall INEFFECTIVE rating based on coordination with SAF/AAZ, and SAF/IGI. IGs will only inspect areas previously rated as INEFFECTIVE unless SAF/IG determines a full re-inspection is warranted, or SAF/AAZ requests a full re-inspection.

Chapter 14

INSPECTION OF EXPEDITIONARY UNITS

14.1. General. While Expeditionary Units (e.g., deployed units, Air Expeditionary Wings, etc.) operate under unique mission environments and no two are the same, The Inspection System can enhance mission effectiveness using the following guidance to set expectations and facilitate The Inspection System implementation.

14.2. Expeditionary Commander's Inspection Program. Commanders are in the best position to identify areas of highest risk to personnel and the mission. Commanders are responsible for ensuring risk management decisions are properly communicated. At a minimum, expeditionary commanders will implement the following areas of the CCIP:

14.2.1. A Unit Self-Assessment Program (USAP) to identify risk and validate readiness **(T-2)**. See **Attachment 14.**

14.2.1.1. Use MICT IAW **Chapter 2** of this instruction. Local checklists made available in MICT can provide a means to ensure continuity and enable HHQ remote inspection capabilities.

14.2.1.2. The USAP should be accomplished annually.

14.2.2. Execute By-Law inspections on an annual basis for all assigned units. **(T-1)** Expeditionary commanders should coordinate with the Combatant Numbered Air Force or MAJCOM/FLDCOM IG to determine which By-Law inspections are required.

14.2.3. Conduct unit inspections and exercises that enhance the mission. IG-led inspection and exercise results will be populated in IGEMS or IGEMS-C. **(T-3)**

14.2.4. Conduct CIMB at least quarterly. **(T-3)**

14.3. MAJCOM/FLDCOM IG Inspection of Expeditionary Units.

14.3.1. MAJCOM/FLDCOM IGs and the commander of Air Force Forces and/or commander of Space Force Forces will collaborate to determine the scope, scale, and frequency of external inspections.

14.3.2. The MAJCOM/FLDCOM IG should be cognizant of minimizing mission impact to the Expeditionary Unit during the inspection. MAJCOM/FLDCOM IGs will coordinate on-site events with the inspected unit through the Gatekeeper process.

14.3.3. Pre-inspection surveys and on-site IG Sensing Sessions-Group are at the discretion of the expeditionary commander.

14.3.4. The MAJCOM/FLDCOM IG will coordinate with the expeditionary commander to determine inspection team size and requirements no later than 90 days prior to travel (on-site) or inspection commencement (remote). As a general rule, plan for no more than 15 inspectors for any on-site event.

14.3.5. **(Added-ACC)** Refer to **Table 1.1** for ACC inspection of expeditionary units.

14.4. Expeditionary Wing/Delta IG Training. IG training is vital to ensure the expertise necessary to employ an effective expeditionary IG force with minimal training in the theater of operations. In addition to the requirements in **Attachment 11** of this instruction, deploying IG

personnel with no previous IG experience should complete wing/delta IG training at the home station IG office, focusing on MICT, IGEMS, WIT management, CIMBs, and exercise development.

STEPHEN L. DAVIS
Lieutenant General, USAF
The Inspector General

(ACC)
DAVID G. AUSTIN, Colonel, USAF
Inspector General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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None

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Abbreviations and Acronyms

AFI—Air Force Instruction

AFDW—Air Force District of Washington

AFIA—Air Force Inspection Agency

AFMAN—Air Force Manual

AFMD—Air Force Mission Directive

AFMRA—Air Force Medical Readiness Agency

AFOTEC—Air Force Operational Test and Evaluation Center

AFOSI—Air Force Office of Special Investigations

AFPEO BES—Air Force Program Executive Office Business and Enterprise Systems

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSEC—Air Force Safety Center

ALARA—As Low As Reasonably Achievable

AMC—Air Mobility Command

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component, including both ANG and AFRC

C2—Command and Control

CAP—Corrective Action Plan

CCIR—Commander's Inspection Report

CD—Deputy Commander

CDO—Contested, Degraded and Operationally-Limited

CE—Continual Evaluation

CFR—Code of Federal Regulations

CI2—Continual Improvement and Innovation

CII—Command Interest Items

CIGIE—Council of the Inspectors General on Integrity and Efficiency

CIMB—Commander's Inspection Management Board

CJCS—Chairman of the Joint Chiefs of Staff

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CMS—Code Management System

C-NAF—Component-Numbered Air Force

CONPLAN—Concept Plan

CRA—Classified Readiness Assessment

CUI—Controlled Unclassified Information

DAFI—Department of the Air Force Instruction

DANG—Director, Air National Guard

DAFPD—Department of the Air Force Policy Directive

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DEL—Other Space Deltas

DHA—Defense Health Agency

DI—Directed Inspection

DIA—Defense Intelligence Agency

DIT—Delta Inspection Team

DISA—Defense Information Systems Agency

DLAD—Defense Logistics Acquisition Directive

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DOC—Designed Operational Capability

DOE—Department of Energy

DRRS—Defense Readiness Reporting System

DRU—Direct Reporting Unit

DTRA—Defense Threat Reduction Agency

EAP—Emergency Action Procedures

EO—Executive Order

ESG—Executive Steering Group

FASCLASS—Fully Automated System for Classification

FAM—Functional Area Manager

FLDCOM—Field Command

FM—Financial Management

FOA—Field Operating Agency

FOIA—Freedom of Information Act

GAO—Government Accountability Office

GSU—Geographically Separated Unit

HAF—Headquarters Air Force or Headquarters Department of the Air Force. Includes the Secretariat, the Air Staff, and the Office of the Chief of Space Operations (Space Staff).

HHQ—Higher Headquarters

HQI—Headquarters Inspection

HQ USAF—HAF, includes the Secretariat and the Air Staff

HAFMD—Headquarters Air Force Mission Directive

HIPAA—Health Insurance Portability and Accountability Act

IG—Inspector General

IGEMS—Inspector General Evaluation Management System

IGSS—Inspector General Sensing Session

IGTC—IG Training Course

IMSC—Installation and Mission Support Center

INSI—Initial Nuclear Surety Inspections

JA—Judge Advocate

JBOG—Joint Base Operations Guidance

JCIDS—Joint Capabilities Integration and Development System

JFHQ—Joint Force Headquarters

JMETL—Joint Mission Essential Task Lists

JROC—Joint Requirements Oversight Council

MAJCOM—Major Command

MET—Mission Essential Task

METL—Mission Essential Task Listing

MGA—Major Graded Area

MICT—Management Internal Control Toolset

MAC—Mission Assessment Category

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MRT-C—Mission Relevant Terrain Cyber

MTA—Mission Thread Assessment

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NCOP—Nuclear Control Order Procedures

NDS—National Defense Strategy

NGB—National Guard Bureau

NRC—Nuclear Regulatory Commission

NSI—Nuclear Surety Inspection

NWTI—Nuclear Weapons Technical Inspection

OA—Operationally Accepted

OCR—Office of Coordinating Responsibility

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

OT&E—Organize, Train, and Equip

OUR—Official Use Request

OVI—Oversight Inspection

PAL—Permissive Action Link

PHI—Protected Health Information

POA—Pertinent Oversight Authority

PRAP—Personnel Reliability Assurance Program

PRP—Personnel Reliability Program

PRG—Program Review Group

RBSS—Risk Based Sampling Strategy

RE—Readiness Exercise

REAPER—Readiness Exercise Advanced Planning, Execution and Reporting

RegAF—Regular Air Force

RIA—Recommended Improvement Area

RIC—Regulatory Information Conference

S2R4—Scope, Scale, Rigor, Relevance, Recurrence, and Reporting

SAIC—Semi-Annual Inspection Council

SAC—Self Assessment Checklist

SACFRAGO—Self-Assessment Checklist Fragmentary Order

SAF—Secretary of the Air Force (Secretariat)

SAP—Special Access Program

SAPCO—Special Access Program Central Office

SAPMO—Special Access Program Management Official

SAPR—Sexual Assault Prevention and Response

SAV—Staff Assistance Visit

SBD—Space Base Delta

SEI—Special Interest Item

SII—Special Interest Item

SLD—Space Launch Delta

SME—Subject Matter Expert

SOE—Schedule of Events

TIGIIRS—The Inspector General Information and Inspection Reporting System

(Added-ACC) TMT—Task Management Tool

TPFDD—Time Phased Force Deployment Data

TTP—Tactics, Techniques, and Procedures

UEI—Unit Effectiveness Inspection

UJTL—Universal Joint Task Lists

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

USAP—Unit Self-Assessment Program

USSPACECOM—United States Space Command

USSF—United States Space Force

UTC—Unit Type Code

WII—Wounded, Ill, and Injured

WIT—Wing Inspection Team

Office Symbols

AF/A1M—Directorate of Manpower, Organization & Resources

AF/A10—Air Force Deputy Chief of Staff, Strategic Deterrence and Nuclear Integration

AF/A2/6—Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations

AF/A3—Deputy Chief of Staff for Operations

AF/A4—Deputy Chief of Staff for Logistics, Engineering and Force Protection

AF/JA—The Office of The Judge Advocate General

AF/SG—The Air Force Surgeon General

AFAA/FDZ—Air Force Audit Agency, Field Detachment Z

AFDW/IG—Air Force District of Washington, Inspector General

AFIA/CC—Commander, Air Force Inspection Agency

AFIA/ID—Air Force Inspection Agency, Inspection Directorate

AFIA/IS—Air Force Inspection Agency, Space Inspections Directorate

AFIA/NI—Air Force Inspection Agency, Nuclear Inspections Directorate

AFIA/SG—Air Force Inspection Agency, Air Force Inspection Agency Medical Operation Directorate

AFOSI PJ—Air Force Office of Special Investigations, Office of Special Projects

AFNWC/NTS—Air Force Nuclear Weapons Center, Nuclear Technology Surety and Certification Division

AFRC/IG—Air Force Reserve Command, Inspector General

AFSEC/SEW—Air Force Safety Center, Weapons Safety

AMC/IG—Air Mobility Command, Inspector General

AFMRA/SG3OQ—Air Force Medical Readiness Agency, Operational Quality

CNGB—Chief, National Guard Bureau

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations

DIG—Deputy Inspector General

NGB/A1M—National Guard Bureau, Division of Manpower, Organization and Resources

NGB/IG—National Guard Bureau, Inspector General

NGB/J1—National Guard Bureau, Manpower and Personnel Directorate

OIG—Office of the Inspector General

SecAF—Secretary of the Air Force

SAF/AAZ—Secretary of the Air Force, Special Program Oversight and Information Protection

SAF/AG—The Auditor General

SAF/AQ—Assistant Secretary of the Air Force for Acquisition, Technology and Logistics

SAF/AQC—Air Force Contracting

SAF/CN—Office of the Chief Information Officer

SAF/FMF—Deputy Assistant Secretary for Financial Operations

SAF/IG—Secretary of the Air Force, Inspector General

SAF/IGI—Secretary of the Air Force, Inspector General, Inspections Directorate

SAF/IGX—Secretary of the Air Force, Inspector General, Special Investigations Directorate

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/SQ—Assistant Secretary of the Air Force for Space Acquisition and Integration

TIG—The Inspector General

VCSAF—Vice Chief of Staff of the Air Force

VCSO—Vice Chief of Space Operations

Terms

Abuse—Intentional wrongful or improper use of Department of the Air Force resources. Examples include misuse of grade, position, or authority causing the loss or misuse of resources.

Airman—The term Airman has historically been associated with uniformed members of the US Air Force (officer or enlisted; Regular, Reserve, or Guard) regardless of grade, component, or specialty. Today, Department of the Air Force civilians and members of the Civil Air Patrol, when conducting missions for the USAF as the official USAF Auxiliary, are incorporated within the broader meaning of the term when there is a need to communicate to a larger audience within the Service, either for force development purposes or for clarity and inclusiveness by senior leaders when addressing a larger body of personnel. All Airmen, military and civilian, support and defend the Constitution of the United States and live by the Air Force core values. (Also see Guardian)

By-Law Inspection—By-Law inspections are specific program inspections required by higher-than Department of the Air Force policy or authority (or as directed by SecAF/CSAF/CSO) and result in a report signed by SAF/IG.

Capstone Visit—The final on-site inspection of the UEI cycle and the catalyst for generating a UEI report.

Critical Compliance—Specific areas/items that will be inspected due to their high-level interest from DAF senior leaders, DoD and/or Congress. These areas/items, if not in compliance may:

- Result in serious injury or death of Airmen/Guardians.
- Result in damage to or loss of equipment or property.
- Impact Airmen/Guardians with increased DAF-level or higher interest.

Continual Evaluation—A meaningful and timely feedback mechanism primarily between process owners, the chain of command, and Pertinent Oversight Authorities; the routine monitoring of performance indicators; IGs may assist in the continual evaluation process.

Corrective Action Plan—Documentation used in quality management that outlines a set of steps for addressing issues and gaps in business operations and processes that could negatively impact the business. It describes the approach for resolving an issue that interferes with reaching company goals.

Deficiency—An inspection finding validated against established guidance by an IG. Depending on the severity of the deficiency and the impact of the deficiency on the unit's mission, a validated deficiency will be categorized as either "CRITICAL", SIGNIFICANT, or MINOR:

CRITICAL Deficiency—Any deficiency which results in (or could result in) widespread negative mission impact or failure.

SIGNIFICANT Deficiency—A validated deficiency which has or could have negative mission impact.

MINOR Deficiency—A deviation from guidance or standards; left uncorrected, the deficiency may limit mission effectiveness.

Denial—The effect achieved by security systems and devices which prevent a potential intruder or adversary from gaining access to a nuclear weapon.

Deviation—An acknowledged departure from established guidance.

Federal Recognition Inspection—An inspection to confirm the organized militia of a State meets qualifications prescribed for the organization/composition of the ANG.

Finding—An identified difference between an existing condition and a commonly accepted practice/condition; includes strengths, deficiencies, and RIAs.

Fraud—Any intentional deception to unlawfully deprive the Air Force of something of value or to secure for an individual a benefit, privilege, allowance, or consideration not entitled.

Functional Area Manager—Refers to the organization accountable for the management and oversight of personnel and equipment within a specific functional area to support operational planning and execution.

Gatekeeper—MAJCOM/FLDCOM IG and wing/delta IG POCs who facilitate optimum scheduling for inspections, evaluations, assessments, and other inspection-related visits (including audits and inquiries) conducted by outside entities (Office of the IG, Department of Defense [OIG, DoD]; Government Accountability Office [GAO], and others).

Gatekeeper Process—The process in which MAJCOM/FLDCOM IG and wing/delta IG POCs facilitate optimum scheduling for inspections, evaluations, assessments, and other inspection-related visits conducted by outside entities.

Gaining MAJCOM—The MAJCOM/FLDCOM responsible for inspecting an ANG unit.

Guardian—The term Guardian is the formal moniker when referring to members of the United States Space Force. (Also see Airman)

IG Inspection—Any IG-led effort to evaluate an organization, function, or process by any means or method, including surveys, interviews, assessments, evaluations, exercises, and audits (excluding audits conducted under the authority of the Secretary of the Air Force Auditor General [SAF/AG] or Article 6 Inspections conducted under the authority of The Judge Advocate General [AF/JA].

IN COMPLIANCE—A rating which indicates a program complies with governing directives and supports mission accomplishment despite any deficiencies.

IN COMPLIANCE WITH COMMENTS—A rating which indicates a program complies with most governing directives but does not meet some mission requirements due to deficiencies.

Initial Nuclear Surety Inspection—An inspection to evaluate a unit's readiness to assume or resume a nuclear mission, evaluate/certify new or significantly modified maintenance and storage facilities, or significant changes to weapons systems or portions thereof.

Inspector—A person assigned by the commander or IG to inspect IAW this instruction.

Key Work Processes—Linked activities with the purpose of producing a stated output/outcome (rarely operate in isolation and require evaluation in relation to other processes).

Limiting Factor—A factor or condition which either temporarily or permanently impedes mission accomplishment.

Major Graded Area—Key processes, procedures, or requirements based on public law, Executive Orders, DoD Directives, or Department of the Air Force policy.

Mission Thread Assessment—A CSO-directed, independent review of USSF capability to organize, train and equip unit to execute specific space missions in a contested, degraded and operationally-limited environment.

NOT IN COMPLIANCE—A rating which indicates a program does not comply with key elements of governing directives; deficiencies exist which may result in significant mission impact.

Nuclear Security Threat Capabilities Assessment—A Joint Intelligence Study of capabilities/intentions of actors to gain unauthorized physical access to a nuclear weapon.

Nuclear-Capable Unit—A unit/activity assigned responsibilities for employing, assembling, maintaining, transporting, or storing nuclear weapons, associated components, and equipment.

Nuclear Mission Area—Any aspect of a unit which directly or indirectly supports a nuclear mission and can be inspected IAW CJCSI 3263.05.

Nuclear Surety Inspection—A compliance-based inspection conducted to evaluate a unit's ability to manage nuclear resources while complying with nuclear surety standards.

Nuclear Weapons Technical Inspection Chief Inspector—The MAJCOM IG or delegate (e.g., NSI Team Chief)

Nuclear Weapons Technical Surety Inspection Oversight—An inspection conducted by DTRA which provides the CJCS with an independent assessment of the MAJCOM IG's ability to adequately conduct a NSI.

Observation—A non-validated negative finding or non-compliance found, observed, or identified by a non-IG function during a self-assessment, a Staff Assistance Visit, or other continual evaluation activity.

Official Use Request—A request to use a report for official purposes.

Pertinent Oversight Authority—An agency responsible for the management and oversight of a program or functional area. Responsibilities can include managing and organizing personnel, equipment, training, and policy (i.e., continual evaluation).

Readiness Exercises (RE)—A Readiness Exercise (RE) is a practical evaluation to validate unit readiness through performance-based observation of mission essential tasks (METs) as tasked by a specific plan and reported on in DRRS.

Recommended Improvement Area—An identified process, product, or capability which could be improved by a suggested course of action.

Remote Inspection—An inspection conducted through the gathering and analysis of metrics, reports, and other data without on-site inspection.

Repeat Deficiency—A condition recorded resulting from failure to comply with the same guidance noted on a previous inspection of the same installation/unit.

Risk—Chance of adverse outcome or bad consequence, such as injury, illness, or loss. Risk level is expressed in terms of hazard probability and severity.

Risk-Based Sampling Strategy—A methodology employed to inspect areas deemed most-important by commanders and POAs requiring an independent assessment by the IG.

Root Cause Analysis—A systematic process for identifying "root causes" of problems or events and an approach for responding to them.

Self-Assessment Checklist (SAC) Author—Any individual, or organization, that creates and maintains an authorized SAC within MICT.

Simulation—Imitating essential features or capabilities as an aid to training or inspecting.

Special Interest Item—An area of focus for management used to gather data and assess the status of specific programs and conditions in the field.

Strength—An area which far exceeds directives/mission requirements/expectations.

Staff Assistance Visit—Any inspection, assessment, evaluation, review (etc.) of any program(s) or unit(s) by a non-IG POA or functional SME, that is not already codified in **Table A2.2** of this instruction.

Total Force Associates—The Associate Organization is the partner unit forming a TFA and subordinate to the Associate MAJCOM. The associate organization shares the primary physical resources assigned to the sponsor organization and may provide additional physical resources necessary to support the shared mission. Associate organizations will vary from full or tailored wings to groups, squadrons, and detachments, depending on the scope of the shared mission.

Trusted Agents—AFIA, AFSEC/SEW, NGB/IG, MAJCOM/FLDCOM, and AFOSI Gatekeepers, and Functional inspection team scheduling POCs who participate in the Air Force

Inspection Scheduling Process are "trusted agents" for the Air Force Inspection Schedule. The IG trusted agent system is designed to protect the minimum or no-notice aspect of the inspection.

Undetected Non-Compliance—Compliance and readiness shortfalls which result in undetected mission risk and risk assumed at inappropriate levels.

Unit Effectiveness Inspection—An independent assessment of wing performance and effectiveness which validates/verifies the wing's CCIP.

Waste—The extravagant, careless, or needless expenditure of Department of the Air Force funds or the consumption of DAF property which results from deficient practices, systems controls, or decisions.

White Cell—SMEs which act as exercise/inspection proctors who provide input and simulation injects regarding environment, scenario and operational ability which keep the exercise/inspection on course in an effort to measure a desired objective.

Wing/Delta Inspection Team—A team of SMEs which augment the IG staff while executing a CCIP.

Attachment 2

WING/DELTA COMMANDER'S INSPECTIONS, DAF INSPECTION SCHEDULING PROCESS, AUTHORIZED INSPECTIONS, AND STAFF ASSISTANCE VISITS

A2.1. Wing/Delta Commander's Inspection and Exercise Requirements. Table A2.1 outlines mandatory commander's Inspection Program inspection areas, including By-Laws and exercise requirements. MAJCOM/FLDCOMs may supplement these requirements; credit for real world events may be approved at the discretion of MAJCOM/FLDCOM commander, delegated no lower than the MAJCOM/FLDCOM director, NAF commander, or Center commander/director. Installation and wing/delta commanders will accomplish exercises listed in **Table A2.1** at the frequency prescribed in governing guidance but may determine the format of the exercise (except where specified in **Table A2.1** or governing guidance). **(T-0)** Exercise scenarios will evaluate the ability to survive, respond to, recover from, and operate under realistic threat conditions and/or to meet specific Combatant commander requirements in line with **Attachment 7. (T-0)** Exercise planners should consider consolidating exercise requirements when feasible. Wings/deltas and subordinate units will execute Readiness Exercises at frequencies prescribed by their MAJCOM/FLDCOM to ensure highest levels of readiness. **(T-1)** Wing/delta commanders will reference governing directives, supplemental guidance, or host/tenant MOU/MOA to determine exercise and participation requirements. **(T-1)**

Table A2.1. Wing/Delta Commander's Inspection and Exercise Requirements.

	Program	OPR	DoD References	DAF References	Special Inspector Qualifications
By-Law Program Inspections					
BL1	Combating Trafficking in Persons	AF/A1	DoDI 2200.01	AFI 36-2921	
BL2	Federal Voting Assistance Program (N/A for ARC)	AF/A1	DoDI 1000.4	DAFI 36-3107	
BL3	Personnel Accountability	AF/A1	DoDI 3001.02	DAFI 36-3802	
BL4	Suicide Prevention Program	AF/A1	DoDI 6490.16	DAFI 90-5001	
BL5	Transition Assistance Program	AF/A1	DoDI 1332.35	DAFI 36-3009; DoDI1332.35_AFI36-3037	
BL6	Equal Opportunity	SAF/MR	DoDI 1350.02; DoDD 1440.1; DoDD 1020.02E;	DAFI 36-2710	

			DoDI 1020.03; DoDI 1020.04		
BL7	Sexual Assault Prevention & Response Program	AF/A1	DoDD 6495.01; DoDI 6495.02 Volume 1; DoDI 6495.03	DAFI 90-6001	To inspect case files or Defense Sexual Assault Incident Database (DSAID), inspectors are required to be Defense Sexual Assault Advocate Certified Program (D-SAACP) certified as a Sexual Assault Response Coordinator (SARC) and have been granted access to DSAID. **(T-0)** Note: SAPR Level 2 is required biennially.
BL8	Intelligence Oversight	AF/A2	DoDM 5240.01; DoDD 5148.13	AFI 14-404	
BL9	Wounded, Ill, and Injured	AF/A1	DoDI 1300.24	DAFI 34-1101 AFI 90-302	
Exercises					
EX1	Emergency Management	AF/A4	DoDI 6055.17	DAFI 10-2501	
EX2	Antiterrorism	AF/A4	DoDI 2000.12; DoDI O-2000.16 Volume 1	DoDIO-2000.16V1_ DAFI31-145-O	
EX3	FPCON Measures	AF/A4	DoDI O-2000.16 Volume 2	DoDIO-2000.16V1_ DAFI31-145-O	
EX4	Public Health Emergency	AF/SG	DoDI 6200.03		
EX5	*integrated into EX1				

EX6	*integrated into EX1				
EX7	Continuity of Operations	AF/A3	DoDD 3020.26	AFI 10-208	
EX8	Chemical, Biological, Radiological, Nuclear and High-Yield Explosives	AF/A4	DoDI 3020.52 Standard 4	DAFI 10-2501, AFMAN 10-2503	
EX9	*integrated into EX1				
EX10	Readiness Exercise	AF/A3		AFI 10-201, AFI 10-403, AFI 90-302, OPLANs, CONPLANs, TPFDD taskings, UTCs, Mission Directives, METs/METL, and/or Command guidance **(T-2)**	

A2.2. DAF Inspection Scheduling Process. The purpose of the DAF Inspection Scheduling Process (Gatekeeper) is to synchronize inspection efforts to maximize unit training days available and inspection resource usage; build out-year schedules; and align non-Air Force and Space Force inspection requirements listed in **Table A2.2** with DAF inspection schedules.

A2.2.1. IGs will consolidate inspections to avoid redundancy. **(T-2)**

A2.2.2. Gatekeeper. Gatekeepers at all levels should ensure The Inspection System is able to independently and efficiently inspect units on behalf of the command chain. Gatekeepers ensure a commander's priorities take precedence over non-mission-essential activities of any unit/organization. Gatekeepers have the authority to approve or disapprove, schedule, de-conflict, and eliminate duplication between inspection-type activities on behalf of the commander unless exempted in **paragraph A2.2.2.1** of this instruction.

A2.2.2.1. External visit points of contact should contact the MAJCOM/FLDCOM Gatekeeper for scheduling coordination. Any outside agency seeking to conduct an inspection not listed in **Table A2.2** must contact the AFIA Gatekeeper for coordination. Any outside agencies seeking to include an inspection in **Table A2.2** must follow The Inspection System Governance Process in **Chapter 10**. Gatekeepers cannot disapprove **Attachment 2** visits and instead should offer optimum timeframes or alternative de-confliction from unit events. For ANG units, requestors will coordinate through NGB/IG.

A2.2.2.2. When scheduling inspections for installations with units gained by multiple MAJCOM/FLDCOMs, MAJCOM/FLDCOM IGs will coordinate the inspection schedules

to conduct concurrent MAJCOM/FLDCOM inspections to the maximum extent practicable.

A2.2.2.3. MAJCOM/FLDCOM Gatekeepers will establish inspection schedules within the MAJCOM/FLDCOM via the DAF Gatekeeper Program website, to include a projection for the next 60 months.

A2.2.2.4. Unit commanders will provide real-world/exercise mission schedules through the respective IG office to the MAJCOM/FLDCOM IG via the Gatekeeper site or approved classified system via email within 60 calendar days of events and event details/schedules 30 days prior to the event. **(T-2)** This enables external agencies to appropriately schedule and conduct inspections (e.g., on-site visits) throughout the course of the UEI cycle.

A2.2.2.5. MAJCOM/FLDCOM Gatekeeper functions include the ability to establish/maintain situational awareness and to synchronize and de-conflict unit inspection activity within the MAJCOM/FLDCOM. MAJCOM/FLDCOM Gatekeepers also review subordinate wing/delta inspection schedules via the DAF Gatekeeper Program website for continual evaluation of inspections. Gatekeeping unit inspections may include tracking organizations below the wing/delta-level, as needed. MAJCOM Gatekeepers will only approve access/visibility to subordinate wing/deltas IAW MAJCOM/FLDCOM commander guidance.

A2.2.2.6. Wing/delta Gatekeepers (in coordination with the MAJCOM Gatekeeper) will de-conflict outside agency inspections/visits from the wing/delta inspection schedule. **(T-3)** Review wing/delta flying, maintenance, and operation schedules and coordinate exercise schedules with base agencies.

A2.2.2.7. If an inspecting authority is requesting access to an installation and the inspection activity is not listed in **Table A2.2** nor approved/requested by the wing/delta commander. Wing/delta Gatekeepers will contact the MAJCOM/FLDCOM Gatekeeper and/or AFIA for assistance to either validate the inspection activity or deny access to the installation. **(T-1)**

A2.2.2.8. For inspections and assessments listed in **Table A2.2**, verify timelines, approval methods, and inspection authority.

A2.2.2.9. Safety considerations are of vital importance when conducting an inspection. The IG and Safety staffs must closely coordinate their efforts to be mutually supportive in meeting the commander's intent. **(T-1)** The wing/delta safety office will coordinate annual inspection/assessment schedules with the Gatekeeper for de-confliction with wing/delta calendar events. **(T-1).** If high-priority scheduling conflicts occur in which the IG and Safety staffs are unable to reach agreement, the commander will determine prioritization. **(T-1)**

A2.2.3. Non-Air Force/Space Force Agency Access to Inspect. Any non-Air Force/Space Force agency (DoD, DTRA, DISA, GAO, etc.) requesting access to an installation to conduct inspection-type activities will contact AFIA and request liaison with the appropriate MAJCOM/FLDCOM Gatekeeper. Gatekeepers should make every effort to accommodate the request while balancing the need to guard a unit's calendar whitespace through synchronization IAW commanders' priorities. If unable to resolve the non-Air Force or Space Force agency request, contact SAF/IGI for assistance. Civilian medical inspection agencies listed in **Table**

A2.2 will coordinate inspection schedules with trusted agents at Air Force Medical Readiness Agency, Operational Quality (AFMRA/SG3OQ). AFMRA/SG3OQ coordinates directly with AFIA and MAJCOM/FLDCOM Gatekeepers for scheduling for both notice and no-notice inspections.

A2.2.4. Non-IG Air Force or Space Force Inspection, Accreditation, and Certification Teams. Commanders will ensure non-IG Air Force and Space Force inspection, accreditation, or certification teams designate a scheduling point of contact via email to AFIA Gatekeeper (**afia.tio.1@us.af.mil**). **(T-2)** The representative must have the authority to approve inspection schedule changes on behalf of the inspecting entity. The scheduling point of contact will synchronize each of these inspections, accreditations, or certifications through the appropriate-level Gatekeeper.

A2.2.5. DAF Gatekeeper Site. MAJCOM/FLDCOM and wing/delta IGs will enter inspection activities into the DAF Gatekeeper Site (the only authorized Gatekeeper system). **(T-1)**

A2.2.5.1. Access management.   Administrators will provide access to the DAF Gatekeeper Site to:

A2.2.5.1.1. MAJCOM/FLDCOM administrators (by AFIA).

A2.2.5.1.2. MAJCOM/FLDCOM users (by MAJCOM/FLDCOM IGs).

A2.2.5.1.3. Wing/delta administrators (by MAJCOM/FLDCOM IGs).

A2.2.5.1.4. Wing/delta users (by wing/delta IGs). **(T-3)**

A2.3. Authorized Inspections and Assessments. Table A2.2 contains the list of authorized inspections at DAF installations, wings, and deltas, and includes non-DAF, statutory, certification, accreditation, and technical survey inspections/visits.

Table A2.2. List of Authorized Inspections and Assessments.

Item	Inspection Name	DAF Office(s) of Primary Responsibility	Policy Reference(s)
Treaty Inspections			
1	Conventional Forces in Europe Treaty Inspection	AF/A10	CFE Treaty
2	Chemical Weapons Convention Treaty Inspection	AF/A10	Chemical Weapons Convention
3	New START Treaty Inspection	AF/A10	New START Treaty
4	Vienna Document 2011 Treaty Inspection	AF/A10	Vienna Document 2011
Accreditation Council for Graduate Medical Education			
5	Evaluate the quality and patient experience of AF residents in AF resident programs	AFPC/DP2N	Accreditation Council for Graduate Medical Education, Policies and Procedures

AABB (Formerly American Association of Blood Banks)			
6	Blood Bank Procedures	AFMRA	Code of Federal Regulation 42, Part 493; AFIP Pamphlet No. 40-24; Public Law 100-578; Social Security Act; 42 U.S.C. 263a, 1302, and 1395hh
Air Force Blood Program			
7	Blood Banking Procedures Compliance	AFMRA	21 Code of Federal Regulation 200/600/800
Centers for Disease Control and Prevention (CDC)			
8	Certification for possession, use, and transfer of Biological Select Agents and Toxins	AF/A10	42 Code of Federal Regulation Part 73, 9 Code of Federal Regulation Part 121; 7 Code of Federal Regulation part 331; DoDI 5210.89
Central United States Registry NATO Security Division			
9	NATO Sub-registries, Control Points, and Communication Center Inspections	SAF/AA, Commander, Headquarters United States Air Forces in Europe-Air Forces Africa	DoDD 5100.55
College of American Pathologists			
10	Inspection of Laboratory Functions and Processes	AFMRA	Code of Federal Reg 42, Part 493; AFIP Pamphlet No. 40-24
Defense Finance and Accounting Service (DFAS)			
11	Deputy Disbursing Officer (DDO) Site Visit	SAF/FM	DoDD 5118.03, DoDD 5118.05
Defense Information Systems Agency (DISA)			

12	Command Cyber Readiness Inspection	DAF CIO	DoDI 8500.01; DoDI 8500.02; CJCSI 6510.01F
13	Computer Network Defense Service Provider Inspection	DAF CIO	DoD O-8530.1-M Process; DoD O-8530.1; DoD O-8530.2
14	Performance Evaluation	DAF CIO	DISA Circular 310-70-57; DoDD 5105.19
Defense Logistics Agency (DLA)			
15	Automated Tank Gauge Inspection	AF/A4	DoD 4140.25-M Ch 8; DESC-P-2 Para 3.2.4.2; API MSPS Ch 3
16	Cathodic Protection Inspection	AF/A4	AFH 32-1290; DESC-P-12 AP1
17	Energy Oil Spill Response Training/Exercise	AF/A4	Oil Pollution Act of 1990; DoDI 4140.25-M
18	Filter Separator Inspections (American Petroleum Institute (API) 510)	AF/A4	DoDI 4140.25-M Ch 8; IAW API 510 and NFPA 30; 40 Code of Federal Regulation 112; 40 Code of Federal Regulation 280; UFC 3-460-01; UFC 3-460-03
19	Fuel Tank Demolition	AF/A4	DoD 4140.25-M, Ch 8; DESC-P-12, App 1
20	Installation Level Review	AF/A4	DoD 4140.25-M; DoDI 4165.14; DoDD 4165.06; UFC 3-460-01; UFC 3-460-03; UFC 3-600-01
21	Pier Inspection (including dredging and loading arms)	AF/A4	DoD 4140.25-M Ch 8; UFC 4-150-06; UFC 4-150-07; UFC 4-150-08; UFC 4-151-10; NAVFAC MO-104.1; NAVFAC MO-104.2; NAVFAC MO-124; NAVFAC MO-322 Vol 1 & 2; UFC 3-460-01; UFC 3-460-03; 33 CFR156, UFGS, API, NFPA, ASTM, STI,

			UL, NAVOSH/ OSHA, NACE, ASME
22	Pipeline Integrity Inspection (API 570)	AF/A4	DoD 4140.25-M; UFC 3-460-1; UFC 3-460-3; UFC 3-570-6; 40 Code of Federal Regulation 112; API 570; API 574; ASME B31.3
23	Rail Fuel Receipt Facility	AF/A4	DoD 4140.25-M; DESC-P-12
24	Tank Inspections (API 653 and steel tank)	AF/A4	DoD 4140.25M; UFC-3-460-3 Sect 10.3.3; 40; CFR112
25	Base Operating Support Contract Inspection	AF/A4	DoD 4140.25-M; Federal Acquisition Regulation 45.1, DLAD 1.690
26	Defense Working Capital Fund Financial Audit	AF/A4	OMB-123, DoD 4140.25-M; DLA Energy P-7, DoD 7000-14R; DLAI 5102
Defense Threat Reduction Agency (DTRA)			
27	Balanced Survivability Assessment	AF/A3 & SF/COO	DoDI 3000.08
28	Nuclear Weapons Technical Inspection Oversight	SAF/IGI	DoDM 3150.02 *DoD Nuclear Weapon System Safety Program Manual, 31 January 2014*; CJCSI 3263.05
29	Joint Mission Assurance Assessment	AF/A3 & SF/COO	DoDD 3020.40 DoDI 3020.45
30	Advanced Cybersecurity Assessment	AF/A3	DoDI 3020.45
31	Integrated CBRN Survivability and Endurability Certification and Assessment	AF/A10	USSTRATCOM ND 501-02
Department of Defense Explosive Safety Board			
32	DoD Explosives Safety Management Program	AF/SE	DoDI 6055.16; DoDD 6055.09E
Department of Agriculture			
33	Customs Border Clearance Agency Program Recertification	AF/A4	DoD 4500.9R; ECI 4002.01

Department of Labor (DOL) or State OSHA Equivalent			
34	Investigation of DoD Working Conditions	AF/SE	DoDI 6055.1; EO 12196
Department of State			
35	Passport Facility Inspections	AF/A1P	20 USC § 211a; DoS/DoD MOU
Drug Enforcement Agency (DEA)			
36	Proper Handling of Narcotics	AFMRA	
Environmental Protection Agency (EPA)			
37	EPA Inspections (Federal and State)	SAF/IE	Code of Federal Regulation Titles § 33, 40, and 42
Federal Aviation Administration (FAA)			
38	Air Traffic Control Facilities Evaluation	AF/A3	FAA Order 7610.4
Federal Highway Administration (FHWA)			
39	National Bridge Inspection Program	AF/A4	23 Code of Federal Regulation 650.307; DoD Unified Facility Criteria (UFC) 3-310-08
Food and Drug Administration (FDA)			
40	Licensure and Registration of Blood Banks	AFMRA	21 Code of Federal Regulation Parts § 200, 600, 800
Government Accountability Office (GAO)			
41	GAO	SAF/FM, SAF/AG	Budget & Accounting Acts of 1921 & 1950; Legislative Reorg Act of 1970; Congressional Budget & Impoundment Control Act of 1974; GAO Acts of 1974/1980; DoDI 7650.01; Air Force Policy Directive 65-3; OMB Cir A-50
Health and Human Services			
42	Compliance with Patient Privacy Information Handling	AFMRA	42 USC § 1320a-1320d-8
Information Security Oversight Office (ISOO)			

43	Information Security Oversight Office	SAF/AA	EOs 13526 & 13556
Joint Fire Support Executive Steering Committee			
44	Joint Terminal Attack Controller Training Standardization	AF/A3	JCAS AP MOA 2004-01 JTAC (Ground) MOA
45	Joint Forward Air Controller (Airborne) Training Standardization	AF/A3	JCAS AP MOA 2004-2 Joint Forward Air Controller (Airborne)
Joint Personnel Recovery Agency (JPRA)			
46	Survival, Evasion, Resistance and Escape Oversight Evaluation	AF/A3	DoDI O-3002.05; DoDD 3002.1; CJCSM 3500.09; CJCSM 3500.10A
National Archives and Records Administration (NARA)			
47	Records Management	SAF/CN	44 U.S.C. 2904(c)(7) and 2906
National Guard Bureau (NGB)			
48	Federal Recognition Inspection (ANG only)	NGB/IG	DoDD 5105.77
49	Chemical, Biological, Nuclear, and High-Yield Explosives Enhanced Response Force Package Standardization and Evaluation Team	NGB/J39	NGR 500-4
50	Intelligence Oversight Inspection	NGB/IG	CNGBI 007.01A
National Security Agency (NSA)			
51	Communications Security Audits	DAF CIO	CNSSI 4005
North American Aerospace Defense Command (NORAD)			
52	Alert Force Operational Assessment (AFOA)	NORAD	CONR-1AF; Instruction 90-3
53	Alert Force Evaluations (AFE)	NORAD	NNCI 90-3
Nuclear Regulatory Commission			

54	Master Materiel License and Radioactive Material Permit Inspections (Unannounced)	AFMRA AFIA	10 Code of Federal Regulation § 30.52
Military Surface Deployment and Distribution Command (SDDC)			
55	Personal Property Shipping Office	AF/A4	Defense Transportation Regulation
Office of the IG, Department of Defense (OIG, DoD)			
56	OIG, DoD Audits and External Quality Control Peer Reviews	SAF/IG SAF/AG	DoDD 5106.01; DoDI 7600.02; DoDM 7600.07, AFPD 65-3
57	Army Air Force Exchange Service IG Inspection	SAF/IG	DoDD 5106.01; DoDD 5106.4
Office of Personnel Management (OPM)			
58	Air Force Civilian Hiring Authority	AFPC/DP3F AF/A1C	10 U.S.C. Ch 803; 5 U.S.C. § 301 and 302; DoDD 1400.25; AFPD 36-1; AFI 36-102
59	The Human Capital Framework (HCF) a. Installation-level b. Delegated Examining Units (DEUs)	DCPAS AF/A1C	**(CHANGED)** 5 CFR § 250.203(2)(v), DoDI 1400.25- V250, AFI 36-117
60	Agreed-Upon Procedures for Reviewing Annual FY Civ Payroll Withholding Data & Enrollment Deductions	DoD OIG AFPC/DP3F	OMB Bulletin 17-03
The Joint Commission (The Joint Commission)			
61	Inpatient and Outpatient Healthcare Accreditation	AFMRA	AFMD1-48, A1.29, A1.33
Small Business Administration (SBA)			
62	SBA Surveillance Review	SAF/SB	Federal Acquisition Regulation 19.402(c)(5); Small Business Act Section 15 (m)(2)
AF/A1 (Manpower, Personnel and Services)			

63	Child and Youth Program Inspections	AF/A1SO AFSVC	Public Laws 101-189,104-106; DoDI 6060.2; DoDI 6060.3/ 6060.4; AFI 34-144
64	Council on Accreditation	AF/A1SO AFSVC	Military Child Care Act of 1989/1996 Public Laws 101-189 & 104-106; DoDI 6060.02
65	National Association for the Education of Young Children	AF/A1SO AFSVC	Military Child Care Act of 1989/1996; Public Laws 101-189 and 104-106; DoDI 6060.2; AFI 34-144
AF/A3 (Operations)			
66	Mission Assurance Assessment (formerly Critical Asset Risk Assessment)	AF/A3 & SF/COO/O	Public Law 110-417, Sec 903; 10 USC § 2228; DoDI 3020.45
67	Operations Security (Operational Security) External Threat-based Comprehensive Assessment	AF/A3	DoDD 5205.02; DoDM 5205.02M
AF/A4 (Logistics, Installations and Mission Support)			
68	Air Force Structural Management Assessments (Corrosion, NDI, Composite, Coating Surveys)	SAF/AQ	DoDD3020.40; DoDI 3020.45
69	Corrosion Surveys	SAF/AQ	Public Law 110-417, Sec 903; 10 USC § 2228; DoDI 5000.67
70	HHQ Vulnerability Assessment	AF/A4	DoDI 2000.16 Vol 1
Statutory Inspections, Assessments, and Audits			
71	Air Force Audit Agency Audits	SAF/AG	AFMD 17
72	Army Air Force Exchange Service - Quadrennial Joint Inspection	AF/A1	DoDD 5106.01: DoDD 5106.4, AR 215-1; AFI 34-211 (I)
73	Article 6 Inspection (JAI)	AF/JAI	10 USC §806; 10 USC § 8037

74	Facility Condition Assessment	AF/A4	EO 13327; DoDI 4165.14
75	Initial Nuclear Surety Inspection (Initial Nuclear Surety Inspection)	SAF/IGI	CJCSI 3263.05; HAFMD 1-20
76	Unit Effectiveness Inspection	SAF/IGI	10 USC § 8020
77	Nuclear Surety Inspection	SAF/IGI	DoD Instruction 3150.2-M; CJCSI 3263.05
78	Nuclear Surety Inspection Oversight	SAF/IGI	DoDI 3150.2-M; CJCSI 3263.05
79	Public Accountant Contract Audits of Non-Appropriated Fund Activities	AF/A1SR AFSVA	DoDI 7600.02; DoDI 7600.06
80	Radioactive Material Permit (Unannounced) Inspections	AF/SG	
81	Sexual Assault Prevention and Response & Administration of Focus Groups	AF/A1Z	Public Law 109-364, 120 STAT. 2205
82	Special Access Programs	SAF/IGI	DoDD 5205.07; DoDI 5205.11
83	NATO STRIKEVAL	USAFE	Supreme HQ Allied Powers Europe (SHAPE) Tactical Evaluation Manual (STEM)
84	Environmental Impact Analysis Process impact statements and assessments	AF/A4	40 CFR 1500-1508, 32 Code of Federal Regulation Part 989
85	Mission Sustainment Risk Report	SAF/IE & AF/A4	DoDI 3200.21; Supp Guidance for Implementing/Operating Joint Bases
86	Air Installation Compatible Use Zones	AF/A4	DoDI 4165.57
87	Pest Management Program Reviews	AF/A4	DoDI 4165.57
88	Energy Resilience Readiness Exercise	SAF/IE & AF/A4	10 USC § 2920 DAFI 90-1701

89	Total Force Association Health Assessment	AF/DSI	HAFMD1-62
Certification/Accreditation/Technical Survey			
90	Airfield Pavement Evaluations	AF/A4	
91	Boiler Inspection	AF/A4	40 Code of Federal Regulation Part 63; ASME CSD-1; NFPA 85
92	Community College of the Air Force, A part of Air University, accredited by the Southern Association of Colleges and Schools Commission on Colleges	AF/A1DL	10 USC § 9415; DoDI 1322.25; DoDI 1322.33; AFI 36-2670_AFGM2020-01
93	Administration of Information and Information System Security	AF/A2	DoDM 5105.21-V1, V2, V3
94	Standardization/Evaluation Qualification Programs (flying check rides only)	AF/A3	AFI 11-202 V2
95	COMBAT SHIELD	AF/A4	AFI 10-706
96	Commission on Fire Accreditation International	AF/A4	DoDI 6055.06
97	Metrology & Calibration (AFMETCAL)	AF/A4	Technical Order 00-20-14
98	Airfield Operations External Compliance Verification	AF/A3 (delegated to AFFSA)	FAA Order 7610.4, FAA Order 7110.65, FAAO 8200.1, AFMAN 13-204v1-4, DAFI 13-213

A2.4. Staff Assistance Visits (SAV). The SAV is a non-IG visit conducted by Pertinent Oversight Authorities (POAs) and/or functional subject matter experts (SMEs).

A2.4.1. SAVs may be requested by any organization but must be coordinated through the appropriate Gatekeeper. **(T-1)** Additionally, organizations may request assistance from peer organization SMEs. A HHQ Functional staff may conduct a SAV of an organization; however, the visit must be approved by the inspected commander (or higher authority within the inspected commander's chain of command) and coordinated through the Gatekeeper process.

A2.4.2. The SAV is NOT an inspection and should not be treated as such by either the team members or the unit being assisted. The unit should not use a SAV (or any other type of

Functional visit) as a tool to prepare for an IG inspection. A SAV should not be scheduled within 180 days of an IG inspection. IGs will not use SAVs to credit inspection events. **(T-2)**

A2.4.3. Functional SAV guidance found in directive publications should not direct the use of SAVs on a regular or recurring basis.

A2.4.4. Purpose:

A2.4.4.1. The SAV may help a unit better understand the intent of higher headquarters policy and allow POAs an opportunity to provide training to the unit. If a commander or POA have concerns with a specific program, within a specific unit, that may warrant outside assistance to resolve the issue a SAV should be considered.

A2.4.4.2. The SAV team lead will provide the inspected organization's commander an in-brief and an out-brief.

A2.4.4.3. At a minimum, the in-brief will include written documentation of the following:

A2.4.4.4. Overarching intent.

A2.4.4.5. Specific objectives to be achieved by the SAV.

A2.4.4.6. SAV team "rules of engagement."

A2.4.4.7. Anticipated time on station for the SAV.

A2.4.4.8. SAV Team Chief name and contact information.

A2.4.4.9. List of SAV team members.

A2.4.4.10. List of SAV team support requirements.

A2.4.4.11. At a minimum, the out-brief will include written documentation of the following:

A2.4.4.12. Areas assessed during the SAV.

A2.4.4.13. List of observations and findings. Should commanders choose to document findings as deficiencies in IGEMS, comply with guidance in **Chapter 9** and **Attachment 9** of this publication.

Attachment 3

UNIT EFFECTIVENESS INSPECTION REQUIREMENTS - USAF

A3.1. Inspection Requirements. *Air Force Inspection Requirements* (located on the SAF/IGI SharePoint® site below) contains AF-identified inspection requirements which indicate areas of highest risk where undetected non-compliance puts Airmen, commanders, the Department of the Air Force, or our nation at significant risk. *Air Force Inspection Requirements* can be found on the SAF/IGI SharePoint® under the "DAFI 90-302" tab (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**). HAF FAMs may submit changes to *Air Force Inspection Requirements* via The Inspection System Governance Process, or through recurring taskers generated by SAF/IGI.

A3.2. Risk-Based Sampling Strategy. Inspect items in *Air Force Inspection Requirements* either remotely or on-site during each UEI cycle; this should include validation/verification of wing IG inspection results.

A3.3. Supplemental Guidance. MAJCOMs/FLDCOMs may supplement *Air Force Inspection Requirements* with command unique items; however, MAJCOMs/FLDCOMs will not duplicate or create items that overlap items in *Air Force Inspection Requirements*. MAJCOMs/FLDCOMs will coordinate supplements to *Air Force Inspection Requirements* with SAF/IGI & AFIA/ET to assess analysis and IGEMS impacts. **(T-1)**

Attachment 4

UNIT EFFECTIVENESS INSPECTION REQUIREMENTS - USSF

A4.1. Inspection Requirements. Performance is assessed against the Major Graded Areas (MGAs) derived from AFI 1-2, *Commander's Responsibilities*, the effectiveness of the commander's self-assessment program, functional evaluations, and how well the unit is prepared to support/execute/enable CDO operations or combat operations. *Space Force Inspection Requirements,* can be found on the SAF/IGI SharePoint® under the "DAFI 90-302" tab (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**). DAF FAMs may submit changes to *Space Force Inspection Requirements* via The Inspection System Governance Process, or through recurring taskers generated by SAF/IGI.

A4.2. Risk-Based Sampling Strategy. Inspect items in *Space Force Inspection Requirements* either remotely or on-site during each UEI cycle; this should include validation/verification of Delta IG inspection results.

A4.3. Supplemental Guidance. FLDCOMs may supplement *Space Force Inspection Requirements***.** with command unique items. However, FLDCOMs will not duplicate or create items that overlap with items in *Space Force Inspection Requirements*. FLDCOMs will coordinate supplements to *Space Force Inspection Requirements* with SAF/IGI & AFIA/ET to assess policy, analysis and TIGIIRS impacts. **(T-1)**

A4.3.1. USSF units will be assessed utilizing USSF **Attachment 4** under the following Installation priority levels:

A4.3.1.1. USSF **Attachment 4** Priority Level 1. Combat enabling unit/mission deemed mission critical to the success of the assessed space mission area. Failure of this unit to effectively execute its mission could impact the operational readiness of delivering space combat power and national capabilities under CDO conditions and could result in *serious mission degradation* to the Joint Force. All areas identified as Priority Level 1 will be inspected by FLDCOM IGs during the course of the cycle.

A4.3.1.2. USSF **Attachment 4** Priority Level 2. Combat-enabling unit/mission deemed mission supporting to the success of the assessed space mission area. Failure of this unit to effectively execute its mission could impact the operational readiness of delivering space combat power and national capabilities under CDO conditions and could result in *mission degradation* to the Joint Force. All areas identified as Priority Level 2 will be inspected by FLDCOM IG during the course of the inspection cycle. FLDCOM IGs will validate required Priority Level 2 items were accomplished as required during the inspection cycle.

A4.3.1.3. USSF **Attachment 4** Priority Level 3. Combat enabling unit/mission deemed mission enhancing to the success of the assessed space mission area. Failure of this unit to effectively execute its mission could impact the operational readiness of delivering space combat power and national capabilities under CDO conditions and could result in *minimal mission impact*. All areas identified as Priority Level 3 will be inspected and reported on by the installation level IG during the inspection cycle. FLDCOM IG will validate required Priority Level 3 items were accomplished as required during CCIP review.

Attachment 5
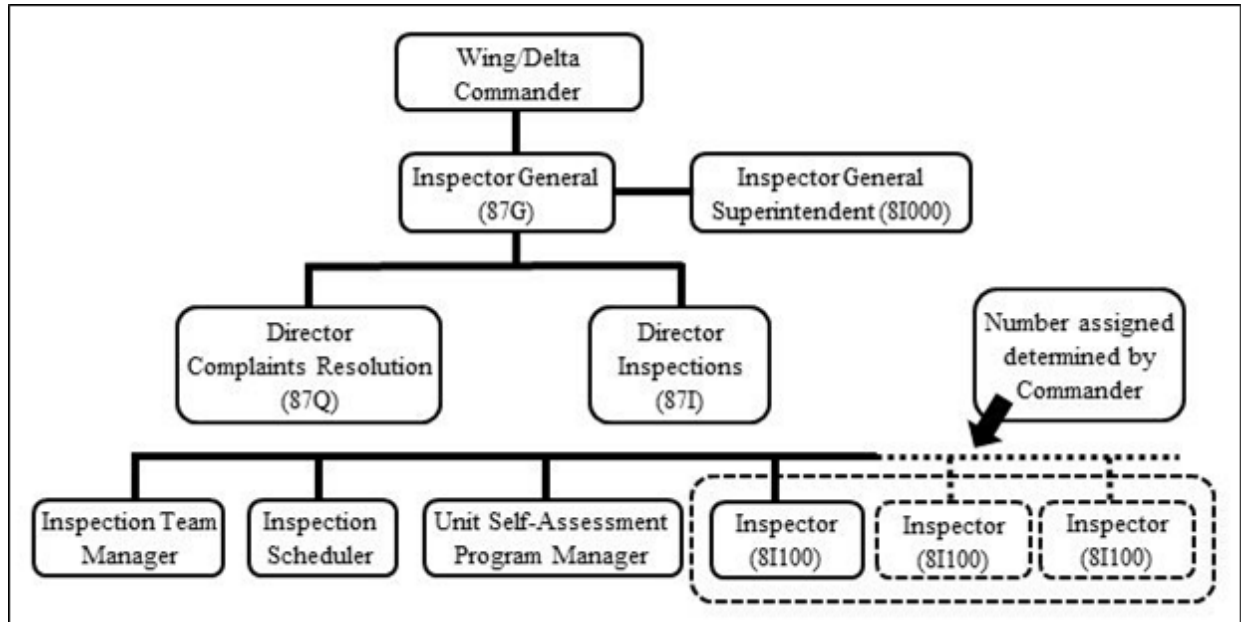
NUCLEAR INSPECTIONS

A5.1. NSI Remote Inspection Eligible Items. *NSI Remote Inspection Eligible Items,* (located on the SAF/IGI SharePoint® site below), contains NSI elements and specific products/deliverables which the MAJCOM may inspect remotely IAW paragraphs **5.3.3.7** and **5.4.3.3**. *NSI Remote Inspection Eligible Items* can be found on the SAF/IGI SharePoint® under the "DAFI 90-302" tab (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**). HAF FAMs may submit changes to *NSI Remote Inspection Eligible Items* via The Inspection System Governance Process, or through recurring taskers generated by SAF/IG.

A5.2. Technical Operations and Task Evaluations Briefing Guide. For technical operations and task evaluations, the MAJCOM IGs, at a minimum, will use the *Technical Operations and Task Evaluations Briefing Guide* located on the SAF/IGI SharePoint® under the "DAFI 90-302" Tab (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**).

Attachment 6
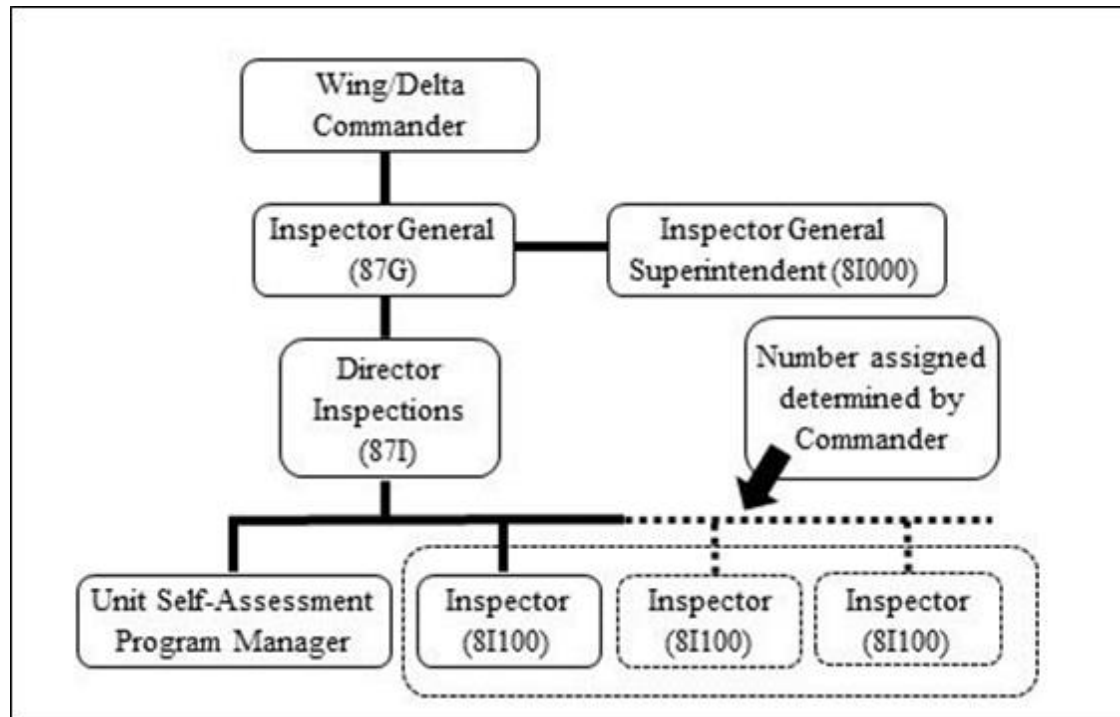
WING INSPECTOR GENERAL OFFICE TEMPLATES

Figure A6.1. Notional Host Wing/Delta Template.

Inspector General (87G)	Directs Commander's Inspection Program Direct Complaints Resolution Programs Certifies Inspectors
Inspector General Superintendent (8I000)	Senior Enlisted Advisor for IG Coordinates IG manning Provides oversight for inspections, complaints, Unit Self-Assessments, and the WIT
Director – Complaints Resolution (87Q)	Analyzes/investigates IG complaints Assists with elements of the CCIP
Director – Inspections (87I)	Manages CCIP Trains Inspectors Assists with elements of Complaints Resolution
Inspection Team Manager	Independently assesses unit performance Validates/verifies USAP results Synchronizes White Cell requirements
Inspection Scheduler	Builds annual unit inspection schedule Develops exercise scenarios Performs unit Gatekeeper functions Assists in Complaints Resolution
USAP Manager	Administers unit MICT and IGEMS Manages USAP Monitors unit deficiencies and facilitates closure

Inspector (8I100)	Trained, certified, and oathed inspector Executes unit inspections
Note: Wing/delta Commanders may modify this template based on mission, available manpower, prioritization, and/or HHQ direction.	

Figure A6.2. Notional Tenant Wing/Delta Template.

Inspector General (87G)	Directs Commander's Inspection Program Direct Complaints Resolution Programs Certifies Inspectors
Inspector General Superintendent (8I000)	Senior Enlisted Advisor for IG Coordinates IG manning Provides oversight for inspections, complaints, Unit Self-Assessments, and the WIT
Director – Inspections (87I)	Manages CCIP Trains Inspectors Assists with elements of Complaints Resolution
USAP Manager	Administers unit MICT and IGEMS Manages USAP Monitors unit deficiencies and facilitates closure
Inspector (8I100)	Trained, certified, and oathed inspector Executes unit inspections
Note: Wing/delta commanders may modify this template based on mission, available manpower, prioritization, and/or HHQ direction.	

Attachment 7

READINESS EXERCISES

A7.1. Inspection Requirements. *Readiness Exercise Inspection Requirements and Methodology* can be found on the SAF/IGI SharePoint® under the "DAFI 90-302" tab (**https://usaf.dps.mil/sites/afia/IGI/DAFI%2090302/Forms/AllItems.aspx**). Changes to **Attachment 7** may be submitted via the Department of the Air Force Form 847, *Recommendation for Change of Publication*, advocated through The Inspection System Governance Process, or through recurring taskers generated by SAF/IGI.

A7.1.1. **(Added-ACC)** Wing commanders shall refer to the Wing Collaboration SharePoint® **https://usaf.dps.mil/sites/acc-ig/SitePages/home.aspx** for exercise requirements. The Wing Collaboration SharePoint shall serve as a centralized resource for all the latest ACC exercise requirements.

A7.2. Component-Numbered Air Force (C-NAF) Readiness Exercises:

A7.2.1. C-NAF Readiness Exercises assess the ability of the assigned AOC, Air Force Forces staff, commander's support staff, and other assigned specialty teams to survive and operate in contested and/or degraded environments.

A7.2.1.1. MAJCOM/FLDCOM/IGs evaluate assigned C-NAFs. In addition to requirements established in **paragraph 2.5.2.3** of this instruction, C-NAF Readiness Exercises should include an evaluation of the following areas:

A7.2.1.1.1. Crisis Action Planning

A7.2.1.1.2. Deployment, Reception and Readiness Management

A7.2.1.1.3. Exercise Planning and Execution

A7.2.1.1.4. Theater Security Cooperation

A7.2.1.1.5. C-NAF Training

A7.2.1.1.6. Commander's Special Staff Support

A7.2.1.1.7. Joint Air, Space, and Cyberspace Operations

A7.2.1.1.7.1. Joint Air Operations Planning

A7.2.1.1.7.2. Support to the Joint Force

A7.2.1.1.8. Strategy

A7.2.1.1.9. Operations

A7.2.1.1.10. Intelligence, Surveillance and Reconnaissance

A7.2.1.1.11. Mobility

A7.2.1.1.12. Special Teams/Support Functions

A7.2.1.1.13. Service Component Responsibilities

A7.2.1.1.14. Personnel

A7.2.1.1.15. Logistics

A7.2.1.1.16. Plans and Requirements

A7.2.1.1.17. Communications

A7.2.1.1.18. Installations and Mission Support

A7.2.1.1.19. Mission sustainment and mission capability restoration

A7.2.1.1.20. Threat and Security Protection

A7.2.1.1.21. Force Sustainability

A7.2.1.1.22. Information and Cyber Security

Attachment 8

PROGRAM-SPECIFIC INSPECTION REQUIREMENTS

A8.1. Wounded, Ill, and Injured Facility Inspections. Airmen/Guardians who have been wounded, are ill, and/or are suffering from an illness that prevents them from providing support to dependent family members may be admitted to a Wounded, Ill, and Injured Facility. Installation Inspectors General are responsible for inspecting those facilities. Wounded, Ill, and Injured Facility Inspections ensure support for Recovering Service Members and their families IAW DoDI 1300.24. **(T-0)** To ensure compliance with DoD standards, commanders and inspectors will use the checklist at the end of this attachment (see **Table A8.1**) when performing the Wounded, Ill, and Injured inspection. **(T-0)**

A8.1.1. Notification of Inspection Requirement. Notification of inspection requirement Department of the Air Force Personnel Center (AFPC) Recovery Care Coordinators will provide monthly updates on Recovering Service Members to installation IGs no later than the 15th of each month. **(T-1)** IG Team Chiefs will ensure the DAF Wounded, Ill, and Injured SharePoint® site is updated no later than the last duty day of the month until all actions are completed and/or the members are no longer in the program. **(T-1)**.

A8.1.2. Pre-Occupancy Inspection. Commanders are ultimately responsible for ensuring appropriate steps are taken to meet member needs. The goal is to ensure individual government-owned housing units (on-base housing units, dormitory rooms, and Temporary Lodging Facilities) meet needs based upon the Recovering Service Member's medical condition(s). Upon notification, the Recovering Service Member's commander will perform a pre-occupancy inspection of the residence. If the Airman/Guardian physically occupies the facility prior to receiving Recovering Service Member status (or the notification of occupancy does not allow time for a pre-occupancy inspection), the commander will perform an inspection of the residence as soon as possible. **(T-0)** Additional personnel may accompany the commander on the pre-occupancy inspection (First Sergeant, Civil Engineering squadron commander, housing/dorm manager, Recovery Care Coordinator, etc.). Commanders will submit a copy of the completed checklist (**Table A8.1**) and documentation addressing deficiencies to the IG Team Chief upon arrival for the follow-up inspection. **(T-0)**

A8.1.3. Inspection Process. IG Teams will conduct Recovering Service Member residence inspections using inspection criteria outlined in **Table A8.1**. **(T-0)** For those Recovering Service Members not requiring living quarters modification, **paragraph A8.1.5** still applies. Once an inspection has been scheduled, the IG Team Chief will send an inspection notification memo to the Installation commander and Recovering Service Member's wing/delta (or equivalent) commander (if different than the Installation commander). **(T-1)** IG-led inspection requirements include an initial inspection no later than 90 calendar days from validation and annually from the initial inspection date of the government-provided housing facility for as long as the recovering Airman/Guardian is in Recovering Service Member status and resides in government-provided housing. Commanders will inspect deficient residences at a minimum of once every 180 calendar days until the deficiency is corrected. **(T-1)**

A8.1.4. Contracted and Privatized Housing Management. If housing is privatized or managed by contracted personnel, the wing/delta IG and installation leadership should work with the responsible contracting office to ensure the inspection takes place in a timely manner.

A8.1.5. Personal Interview. The IG Team Chief will also complete a formal one-on-one interview (in-person or virtually) with the Recovering Service Member to ensure the owning installation leadership is providing necessary facility modification based upon the Recovering Service Member's medical condition. **(T-1)** This interview should be documented in the WII report in IGEMS. The Recovering Service Member's family members are encouraged to participate if requested by the Recovering Service Member.

A8.1.6. Joint Base Housing Facility Inspections. Regardless of which Service "owns/manages" the government-provided housing, DAF inspectors will inspect housing occupied by Airmen/Guardians; other Services may inspect IAW respective policy. **(T-1)** There is no requirement to inspect quarters already identified/certified as DoD compliant for Recovering Service Member (e.g., Fisher House, Malone House). Although most Americans with Disabilities Act-compliant quarters meet DoD standards for Recovering Service Members, the IG Team Chief will interview (in-person or virtually) Recovering Service Members to ensure quarters are sufficient and needs are being met. **(T-1)**

A8.1.7. Final Report Disposition. The IG Team Chief will forward copies of the final report (with a cover letter identifying the member by rank/name only) to the Installation commander, member's wing/delta commander (if different than the Installation commander), and the commander of the affiliated Military Treatment Facility no later than 10 duty days from finalization of the report. **(T-1)** The IG Team Chief will ensure the Wounded, Ill, and Injured point of contact updates the inspection status on the DAF Wounded, Ill, and Injured SharePoint® site. **(T-1)**

A8.1.8. Inspection Checklist. The inspection checklist in IGEMS is designed for a combination of interview, physical inspection, and documentation review. Execute the checklist at the location to be inspected with the Recovering Service Member, Recovery Care Coordinator, and base housing facility representative present. The primary point of contact for scheduling the inspection should be the Recovery Care Manager. When possible, the inspector should review applicable documents (e.g., Pre-Occupancy Inspection checklist with associated documents, pending work orders on the housing facility, work orders executed within the past 6 months, asbestos documentation, lead paint documentation, pest control documentation/procedures, mold documentation, etc.) prior to the inspection. The housing facility representative may bring applicable documents to the inspection. Rate inspected areas IN COMPLIANCE, IN COMPLIANCE WITH COMMENTS, or NOT IN COMPLIANCE.

Table A8.1. Air Force Wounded, Ill, and Injured Residence Inspection Checklist.

Air Force Wounded, Ill and Injured Residence Inspection Checklist				
ITEM #	ITEM	REFERENCE(S)	Office of Primary Responsibility	RESULT
1.	Facility Condition			

1.1.	Is the building envelope (i.e., roof, exterior walls, windows, etc.) free of leaks?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.2.	Does the HVAC system maintain a constant temperature in the facility?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.3.	Is the electrical system in working order?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.4.	Has the electrical system been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
1.5.	Is the plumbing system in working order?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.6.	Has the plumbing system been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
1.7.	Does the facility have any open Life/Fire Safety issues?	OSD Guidance Ltr, Sec 7, para 1	CE	
1.8.	Has the safety system been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
1.9.	Does the facility have mold?	OSD Guidance Ltr, Sec 7, para 1	SG/CE	
1.10.	Does the facility have asbestos?	OSD Guidance Ltr, Sec 7, para 1	SG/CE	

1.11.	Does the facility have lead-based paint?	OSD Guidance Ltr, Sec 7, para 1	SG/CE	
1.12.	Is the overall facility appropriate for the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE	
2.	**Kitchens**			
2.1.	Does the kitchen meet or exceed the standard for the type of accommodation provided?	OSD Guidance Ltr, Sec 7, para 2	SV	
2.2.	Has the kitchen been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient? ☐ Are appliances within acceptable reach? ☐ Are shelves/counters within acceptable reach? ☐ Are the floors clear of obstructions? ☐ Does area offer unimpeded mobility?	OSD Guidance Ltr, Sec 8, para 1-13	SG/SV	
3.	**Laundry Facilities**			
3.1.	Does the facility have laundry facilities?	OSD Guidance Ltr, Sec 7, para 3	SV	
3.2.	Have government-owned washer/dryer been provided if the facility only has laundry hook- ups?	OSD Guidance Ltr, Sec 7, para 3	SV	

3.3.	Has the laundry been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient? ☐ Are appliances within acceptable reach? ☐ Are shelves/counters within acceptable reach? ☐ Are the floors clear of obstructions? ☐ Does area offer unimpeded mobility?	OSD Guidance Ltr, Sec 8, para 1-13	SG/SV	
4.	**Furnishings**			
4.1.	Have loaner furnishings been provided if required?	OSD Guidance Ltr, Sec 7, para 4	SV	
5.	**Electronics**			
5.1.	Does the facility have a television with cable/satellite service?	OSD Guidance Ltr, Sec 7, para 5	SV	
5.2.	Does the facility have a computer with an internet connection?	OSD Guidance Ltr, Sec 7, para 5	SV/CS	
5.3.	Does the facility have a telephone with at least a minimum local service?	OSD Guidance Ltr, Sec 7, para 5	SV/CS	
5.4.	Have the electronic support systems been modified (or do they comply) to meet the special needs of the patient as determined by the case manager and patient? Take into account length of rehabilitation period when viewing inclusion of additional electronic equipment (i.e., stereo, video game player, etc.)	OSD Guidance Ltr, Sec 7, para 5	SG/SV/CS	
6.	**Housekeeping/Pest Management**			

6.1.	Does the facility have a regularly scheduled waste removal service?	OSD Guidance Ltr, Sec 7, para 6	SV/CE	
6.2.	Does the facility have housekeeping services if required by patient?	OSD Guidance Ltr, Sec 8, para 8	SV	
6.3.	Has the facility been inspected/treated for pests?	OSD Guidance Ltr, Sec 7, para 6	CE	
6.4.	Does the facility have a bio-hazard waste removal service if required by patient?	OSD Guidance Ltr, Sec 8, para 8	CE/SV	
7.	Landscaping, Grounds Maintenance and Parking			
7.1.	Have provisions been made to maintain the facility grounds (i.e., in-house or by contract)?	OSD Guidance Ltr, Sec 7, para 7	CE/SV	
7.2.	Does the facility have adequate parking?	OSD Guidance Ltr, Sec 7, para 7	CE/SV	
7.3.	Does facility parking comply with the special needs of the patient as determined by the case manager and patient? □ Are designated parking spots available for patient and care provider (if needed)? □ Is parking within acceptable distance to facility? □ Does area offer unimpeded mobility?	OSD Guidance Ltr, Sec 8, para 12	CE/SV	
7.4.	Has the facility been added to the snow removal plan?	OSD Guidance Ltr, Sec 7, para 7	CE	
8.	Physical Security			

8.1.	Does the facility have adequate interior security (i.e., locks on doors, latches on windows, etc.)?	OSD Guidance Ltr, Sec 7, para 8	CE/SV	
8.2.	Does the facility have adequate interior and exterior lighting, to include parking area?	OSD Guidance Ltr, Sec 7, para 8	CE/SV	
9.	Other Areas			
9.1.	Has the bathroom been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient? ☐ Are shelves/counters within acceptable reach? ☐ Are the floors clear of obstructions? ☐ Does area offer unimpeded mobility?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE/SV	
9.2.	Has the bedroom been modified (or does it comply) with the special needs of the patient as determined by the case manager and patient? ☐ Are shelves/counters within acceptable reach? ☐ Are the floors clear of obstructions? ☐ Does area offer unimpeded mobility?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE/SV	
9.3.	Has the facility entrance/egress been modified (or does it comply) to meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 1-13	SG/CE/SV	
10.	Proximity to Treatment			
10.1.	Does the proximity of the housing facility to the outpatient treatment facility meet the special needs of the patient as determined by the case manager and patient?	OSD Guidance Ltr, Sec 8, para 13	SG	

10.2.	Is adequate and accessible transportation to the outpatient treatment facility and other services provided if patient does not have personal mode of transport?	OSD Guidance Ltr, Sec 8, para 13	SG	
11.	Building Maintenance and Housekeeping Requests			
11.1.	Has the base established an effective mechanism for requesting maintenance and housekeeping services?	OSD Guidance Ltr, Sec 7, para 9	SG/CE/SV	
12.	Pre-Occupancy Inspection			
12.1.	Was the Pre-Occupancy Inspection conducted by the commander or designated representative?	DAFI 90-302, para A8.1.2.		
12.2.	Have deficiencies annotated on the Pre- Occupancy Inspection been adequately addressed?	DAFI 90-302, para A8.1.2.		
12.3.	Were any deficiencies from the Pre-Occupancy Inspection discovered on the IG inspection (repeat deficiency)?	DAFI 90-302, para A8.1.2.		

Attachment 9

DEFICIENCY CAUSE CODES AND EXPLANATIONS

Table A9.1. Deficiency Cause Codes and Explanations.

Category	Deficiency Cause Code Sub-Categories
Equipment/ Tools (EQ)	*Adequacy of equipment/tools considered causal factor of deficiency.*
	EQ1: Equipment reliability (e.g., inadequate equipment maintenance, equipment defect or design flaw) EQ2: Inadequate/Unavailable equipment (not resource driven) EQ3: Equipment/Tool Accountability inadequate
Guidance (GD)	*Guidance is considered a causal factor in the deficiency. If GD code is used, provide specific guidance cited and select GD4 or GD5 in addition to GD1, GD2 or GD3 as appropriate.*
	GD1: Guidance used was inadequate or not available GD2: Guidance used conflicted with other approved guidance GD3: Guidance used was obsolete or not approved GD4: Inspected unit guidance (wing or below) GD5: Other than inspected unit guidance
Leadership/ Supervision (LS)	*Leadership or supervision considered a causal factor in the deficiency.*
	Leadership/Supervision LS1: Supervisor/leadership involvement insufficient. Define levels (e.g., team/flight chief, Squadron (SQ), Group (GP), Wing (WG) or HHQ) LS2: Ineffective communication LS3: Decision-making process ineffective (Risk Management)
	Work Environment LS4: Workforce effectiveness limited by existing human relations climate LS5: Physical working conditions not conducive to productivity LS6: Ops Tempo/Workload
	Use of Resources LS7: Unit incorrectly prioritized available resources LS8: Unit failed to adequately program resources

Category	Deficiency Cause Code Sub-Categories
Resource Shortfall (RS)	*Lack of resources considered causal factor of deficiency.*
	Funding Shortfall RS1: Program shortfall (Department of the Air Force level) RS2: Program shortfall (MAJCOM/FLDCOM level) RS3: Program shortfall (wing/delta/installation level) RS4: Parent unit withheld funding (applies to any unit through which funds are allocated/distributed superior to the unit in question)
	Personnel Shortfall RS5: Assigned personnel less than accepted CONUS/OCONUS manning averages RS6: Insufficient personnel due to temporary duty/deployment RS7: Insufficient personnel due to medical profile RS8: Insufficient personnel due to validated installation augmentee requirements shortfall RS9: Awaiting security clearance RS14: Insufficient personnel due to PRP certification/requirements
	Equipment Shortfall RS10: Awaiting resupply RS11: Not requisitioned RS12: Maintenance RS13: Deployed
Safety (SE)	*Safety deviation considered causal factor of deficiency.*
	Aviation Safety Program Management / Implementation SE1: Aviation Safety Program management inadequate SE2: Selected aspects of aviation safety program not effectively implemented (describe) SE3: Aviation Safety Supervisory support inadequate

Category	Deficiency Cause Code Sub-Categories
	Occupational Safety Program Management / Implementation SE4: Occupational Safety Program management inadequate SE5: Selected aspects of occupational safety program not effectively implemented (describe) SE6: Occupational Safety Supervisory support inadequate
	Space Safety Program Management / Implementation SE7: Space Safety Program management inadequate SE8: Selected aspects of space safety program not effectively implemented (describe) SE9: Space Safety Supervisory support inadequate
	Weapons Safety Program Management / Implementation SE10: Weapons Safety Program management inadequate SE11: Selected aspects of weapons safety program not effectively implemented (describe) SE12: Weapons Safety Supervisory support inadequate
Training (TR)	*Training considered a causal factor in the deficiency.*
	Training Program Management TR1: Training Program management inadequate TR2: Training guidance/policy/procedures inadequate TR3: Training oversight inadequate TR4: Training support inadequate TR5: Controls/metrics of training process/progress inadequate
	Training Program Implementation TR6: Initial qualification training inadequate TR7: Hands-on training inadequate TR8: Upgrade/certification training inadequate TR9: Training Supervisory support inadequate TR10: Training evaluation tools inadequate TR11: Training documentation inadequate/missing
Human Factors (HF)	*Human Factors are considered a causal factor in the deficiency*
	Organizational Influences

Category	Deficiency Cause Code Sub-Categories
	HF1: Ops tempo/Workload HF2: Mission changes HF3: Physical environment interfered with performance
	Condition of Individual HF4: Attention management (e.g., distraction/tunnel vision) HF5: Emotional state interfered with performance HF6: Inappropriate motivation (e.g., complacency, burn out, overconfidence) HF7: Inappropriate substance use (e.g., drug, alcohol, self-medicated) HF8: Fatigue HF9: Unreported medical condition
	Acts HF10: Skill-based errors—flawed execution of highly learned task/procedure, which requires little conscious thought to perform. Most caused by lapses of attention/memory or the use of techniques which are usually unnoticed, but caused an unacceptable performance (e.g., inadvertent operation, procedural error, checklist error). HF11: Judgment/Decision-making errors—have the necessary skills, experience and training but make a cognitive error resulting from inappropriate planning or choice (e.g., ignored caution/warning, inappropriate decision-making during operations). HF12: Intentional violations—willful non-compliance with the known rules or standards (e.g., common practice or "everyone does," lack of discipline).

Attachment 10

THE INSPECTION SYSTEM GOVERNANCE PROCESS CHARTER

A10.1. Purpose. The purpose of The Inspection System Governance Process is to continuously improve The Inspection System via changes to this instruction and other policy/guidance. The governance process enables enterprise-wide participation, DAF evaluation and shaping of The Inspection System, MAJCOM/FLDCOM command chain decisions regarding The Inspection System, and preparation of decision-quality information for Senior Leader venues. The Inspection System Governance Process does not replace DAF coordination/approval process for this instruction or other policy documents.

A10.2. Organization. There are four components of The Inspection System Governance Process:

A10.2.1. The Inspection System Working Group. The Inspection System Working Group is chaired by SAF/IGI and is comprised of key DAF FAM /POA O-6/civilian equivalent representatives and MAJCOM/FLDCOM IGs.

A10.2.2. The Inspector General Executive Steering Group is chaired by SAF/IG and is comprised of MAJCOM/FLDCOM IGs and the AFIA commander.

A10.2.3. The Inspector General Advisory Board is chaired by SAF/IG and is comprised of key DAF Senior Leaders outlined in **Table A10.1**.

A10.2.4. The Inspection System Council is chaired by SAF/IG and is comprised of MAJCOM/FLDCOM CDs and selected FOA/DRU commanders outlined in **Table A10.1**.

A10.3. Methodology. SAF/IG may modify The Inspection System to meet SecAF/CSAF/CSO intent. Decisions reached by The Inspection System Working Group, Executive Steering Group, Inspector General Advisory Board, Inspection System Council, or during an alternative SAF/IG-led venue (to include Workshops, Program Review Groups, etc.) are incorporated into this instruction upon SAF/IG approval.

A10.3.1. Only those organizations indicated as voting members are authorized to vote through representatives to The Inspection System Working Group, Executive Steering Group, Inspector General Advisory Board, and Inspection System Council (as appropriate).

A10.3.2. Ordinarily, issues are resolved by consensus, but the Chair or any voting member may call for a vote on an issue requiring resolution. A quorum of at least 50 percent of the voting members plus one is required for a valid vote.

A10.4. The Inspection System Working Group. The Inspection System Working Group serves as the action arm of the IG Advisory Board and Inspection System Council. The Inspection System Working Group staffs, discusses, refines, and resolves O-6-level tasks from the IG Advisory Board and Inspection System Council and integrates actions across The Inspection System. Finally, The Inspection System Working Group prepares and forwards issues and recommendations to the IG Advisory Board. The Inspection System Working Group meets as required.

A10.4.1. Voting membership. The Inspection System Working Group is chaired by SAF/IGI and consists of O-6/equivalent representatives from the DAF FAMs/POAs outlined in **Table A10.1** and MAJCOM/FLDCOM IGs.

A10.4.2. Roles and Responsibilities.

A10.4.2.1. SAF/IGI will:

A10.4.2.1.1. Arrange for a suitable location to host The Inspection System Working Group; meeting may take place virtually.

A10.4.2.1.2. Send a proposed agenda to Inspection System Working Group members at least one month prior to the meeting.

A10.4.2.1.3. Send a finalized agenda and any read-ahead material to Inspection System Working Group members no later than 1 week prior to the meeting.

A10.4.2.1.4. Prepare recommendations and background information for consideration by SAF/IG, the Inspector General Advisory Board, the Executive Steering Group, and/or The Inspection System Council (as appropriate).

A10.4.2.2. Voting members will:

A10.4.2.2.1. Forward issues and proposals for changes to this instruction for discussion to SAF/IGI at least 2 weeks prior to the meeting (negative replies required).

A10.4.2.2.2. Provide bullet background papers and other pertinent data (slides) to SAF/IGI on any issue(s) to be discussed.

A10.5. The Inspector General Executive Steering Group. The Executive Steering Group enables IG senior leadership to bridge cross-cutting topics, strengthen IG relationships between SAF/IG and MAJCOM/FLDCOM IGs, integrate key issues, and make decisions and provide vectors to inform policy and other Inspection System governance meetings. The Executive Steering Group meets semi-annually (offset from The Inspection System Program Review Group meetings).

A10.5.1. Voting membership. The Executive Steering Group is chaired by SAF/IG and is comprised of MAJCOM/FLDCOM IGs, Air Force DRU IGs, and the AFIA Commander.

A10.5.2. Roles and Responsibilities.

A10.5.2.1. SAF/IGI will:

A10.5.2.1.1. Arrange for a suitable location to host the Executive Steering Group.

A10.5.2.1.2. Send out a proposed agenda to members at least 2 weeks prior to the meeting.

A10.5.2.1.3. Send out a finalized agenda and any read-ahead material to members no later than 1 week prior to the meeting.

A10.5.2.1.4. Identify priorities, provide vectors to Program Review Groups, and make decisions on vetted or emerging issues.

A10.5.2.2. Voting members will:

A10.5.2.2.1. Make IG enterprise decisions based on SecAF/CSAF/CSO guidance and propose changes to The Inspection System and this instruction.

A10.5.2.2.2. Discuss critical updates occurring in the IG enterprise and develop courses of action for decisions.

A10.5.2.2.3. Recommend issues to forward to the Inspector General Advisory Board.

A10.6. Inspector General Advisory Board. The Inspector General Advisory Board provides DAF FAMs and Senior Leaders a recurring forum to propose and evaluate changes to The Inspection System and to provide expertise and advice to SAF/IG, The Inspection System Council, and other Senior Leader venues. The Inspector General Advisory Board meets semi-annually.

A10.6.1. Voting membership. SAF/IG chairs the Inspector General Advisory Board, comprised of key FAMs/POAs or Deputies identified in **Table A10.1**. SAF/IGI is the Executive Secretary for the IG Advisory Board.

A10.6.2. Roles and Responsibilities.

    A10.6.2.1. SAF/IG will:

        A10.6.2.1.1. Make arrangements for an appropriate time and location to host the Inspector General Advisory Board.

        A10.6.2.1.2. Send a proposed agenda to Inspector General Advisory Board members at least one month prior to the meeting.

        A10.6.2.1.3. Send a finalized agenda and read-ahead material to Inspector General Advisory Board members no later than 1 week prior to the meeting.

        A10.6.2.1.4. Brief inspection trends to the Inspector General Advisory Board (as applicable).

        A10.6.2.1.5. Brief Inspection System Working Group action items and outputs (as applicable).

        A10.6.2.1.6. Prepare recommendations from the Inspector General Advisory Board for consideration by The Inspection System Council (as applicable).

    A10.6.2.2. Members will decide issues/concerns to be forwarded to The Inspection System Council for consideration.

A10.7. The Inspection System Council. The Inspection System Council provides MAJCOM/FLDCOM and select FOA/DRU commanders a recurring forum to review the adequacy, effectiveness, and efficiency of The Inspection System and evaluate any proposed changes to ensure delivery of pertinent data and focus on commanders' needs. The Inspection System Council meets annually or in conjunction with existing MAJCOM/FLDCOM CV meetings.

A10.7.1. Voting Membership. SAF/IG chairs The Inspection System Council, comprised of MAJCOM/FLDCOM CVs, and select FOA/DRU commanders identified in **Table A10.1**. SAF/IGI is the Executive Secretary for The Inspection System Council.

Table A10.1. The Inspection System Governance Membership.

	Inspection System Working Group Member (MAJCOM/ FLDCOM IG)	IG Executive Steering Group Member (MAJCOM/ FLDCOM IG)	IG Advisory Board Member (DAF FAM)	Inspection System Council Member (MAJCOM/ FLDCOM CV & FOA/DRU/CC)
SAF/IG	X (SAF/IGI Chair)	X (Chair)	X (Chair)	X (Chair)
AF/A1	X		X	
SF/S1	X		X	
SF/S2	X		X	
AF/A2/6	X		X	
AF/A3	X		X	
AF/A4	X		X	
AF/A5/7	X		X	
SF/COO	X		X	
SF/CSRO	X		X	
SF/CTIO	X		X	
AF/A8	X		X	
AF/A10	X		X	
AF/SG	X		X	
AF/JA	X		X	
AF/SE	X		X	
SAF/AA	X		X	
SAF/DI	X		X	
SAF/IE	X		X	
SAF/FM	X		X	
NGB	X (NNG/IG)	X (NGB/IG)	X (ANGRC/CC)	X (NGB/DCF)
ACC	X	X		X
AMC	X	X		X
AFSOC	X	X		X
AFRC	X	X		X
USAFE	X	X		X
AFGSC	X	X		X
PACAF	X	X		X
AFMC	X	X		X
AETC	X	X		X
SpOC	X	X		X
SSC	X	X		X
STARCOM	X	X		X
AFIA	X	X		

	Inspection System Working Group Member (MAJCOM/ FLDCOM IG)	IG Executive Steering Group Member (MAJCOM/ FLDCOM IG)	IG Advisory Board Member (DAF FAM)	Inspection System Council Member (MAJCOM/ FLDCOM CV & FOA/DRU/CC)
AFOSI	X	X		X
AFDW		X		X
AFOTEC		X		X
USAFA		X		X

A10.7.2. Roles and Responsibilities.

A10.7.2.1. SAF/IG will:

A10.7.2.1.1. Make arrangements for an appropriate time and location to host The Inspection System Council.

A10.7.2.1.2. Send a proposed agenda to Inspection System Council members at least one month prior to the meeting.

A10.7.2.1.3. Send a finalized agenda and read-ahead material to Inspection System Council members no later than 1 week prior to the meeting.

A10.7.2.1.4. Brief inspection trends to The Inspection System Council.

A10.7.2.1.5. Prepare finalized changes to The Inspection System for publication in this instruction prior to the next Inspection System Council meeting.

Attachment 11

INSPECTOR GENERAL TRAINING REQUIREMENTS

A11.1. IG Training Course-Inspections. IG-assigned inspectors will complete the one-time mandatory IG Training Course-Inspections (IGTC-I) prior to certification. **(T-1)** Complaints Resolution qualified IG must also attend IGTC-I prior to use in an inspection capacity. **(T-1)**

A11.2. AFIA and MAJCOM Training. AFIA and MAJCOM/FLDCOM IGs may develop organization-specific training to address specialized team, functional area, and host-nation information for inspectors and inspection augmentees. AFIA and MAJCOM/FLDCOM training is intended to supplement (not replace) the DAF IGTC. Additionally, AFIA will develop HQI-specific training and provide instruction to those organizations conducting HQIs.

A11.3. Wing/Delta Training. MAJCOM/FLDCOM IGs will establish guidelines for wing/delta IG training programs. Wing/delta IGs will develop specific training based on available AFIA course material, MAJCOM/FLDCOM guidelines, and commander inspection intent to train IG-assigned inspectors, wing/delta Inspection Team (WIT) members, and inspection augmentees. **(T-1)**

A11.3.1. **(Added-ACC)** ACC specific wing IG training guidance is located on the Wing Collaboration SharePoint® (**https://usaf.dps.mil/sites/acc-ig/SitePages/home.aspx**).

A11.4. Executive Training. MAJCOM/FLDCOM IGs will attend the SAF IG-administered one-day Executive IG Course at the Pentagon within 6 months of appointment.

A11.5. Field Observation. Field observation is an over-the-shoulder shadowing by a certified inspector to observe inspection methodology and assess readiness for inspection duties. IG-assigned inspectors and inspection augmentees will receive a field observation by a certified inspector prior to performing unsupervised inspection duties. **(T-3)** IGs determine field observation scope and scale. Field observations may be conducted during any inspection or on-site visit conducted by the respective IG.

A11.5.1. **(Added-ACC)** IG-assigned inspectors and inspection augmentees will receive field observations by a certified inspector prior to performing unsupervised inspection duties.

A11.6. Inspector Currency. IG inspectors, MAJCOM/FLDCOM inspection augmentees, and WIT members who have not inspected in the previous 6 months will accomplish MAJCOM/FLDCOM or Installation/wing/delta-specific refresher training prior to participating in an inspection. **(T-3)** The extent of refresher training is determined by the respective IG.

A11.7. Personnel Reliability Assurance Program (PRAP) Course. AFIA and MAJCOM/FLDCOM IGs inspecting PRAP will complete the USAFSAM Medical PRAP course prior to inspecting PRAP. **(T-1)** Wing/delta IGs may, on a space available basis, also complete the course and will be at a minimum, unit trained on PRAP prior to inspecting.

A11.8. Readiness Exercise Advanced Planning, Execution and Reporting (REAPER) Course. IG-assigned inspectors who assess the readiness of DRRS reporting units will attend REAPER. **(T-2)** REAPER provides training on the Air Force Readiness Exercise Lifecycle philosophy, methodology and application. Instruction focuses on planning, execution, and reporting related to a wing/delta conducting a Full-scale Readiness Exercise IAW **Attachment 7** and using the classified Inspector General Evaluation Management System (IGEMS-C).

Table A11.1. Inspector Certification Training Requirements.

Position	IGTC-I	REAPER	MAJCOM/ FLDCOM Training	IG Exec Course	Wing/ Delta Training	AF NSI Inspector Course	DTRA NWTI Course	Field Observation	USAFSM PRAP Course
SAF/IG	☐			☐					
AFIA Inspector	☐		☐			•	•	☐	☐
MAJCOM/ FLDCOM IG			☐	☐		•	•	☐	
MAJCOM/ FLDCOM IG Deputy	☐		☐			•	•	☐	
MAJCOM / FLDCOM IG SEL	☐		☐			•	•	☐	
MAJCOM/ FLDCOM IG Inspector	☐		☐			•	•	☐	☐
Wing/Delta IG	☐				☐			☐	
Wing/Delta IG w/ DRRS reporting Units	☐	☐			☐			☐	
Wing/Delta IG Inspector	☐				☐			☐	
☐ **Denotes training requirement** • **Denotes additional inspector requirement for NSIs**									

Table A11.2. Inspection Augmentee Training Requirements.

Position	MAJCOM Training	Wing Training	Field Observation
MAJCOM/FLDCOM Inspection Augmentee	☐☐		☐☐
Wing/Delta Inspection Team Member		☐☐	☐☐
☐☐ **Denotes training requirement**			

Attachment 12

THE INSPECTION SYSTEM TOOLS

A12.1. IGEMS Business Rules.

A12.1.1. IGs will post inspection reports in IGEMS within 5 duty days of final report completion (ARC units, within one Regularly Scheduled Drill). **(T-1)**

A12.1.2. IGs will ensure the following data (at a minimum) is entered into IGEMS/IGEMS-C: IG-identified grades, summaries, deficiencies, RIAs, strengths, mandated unit grades, and the final report associated with each inspection. **(T-1)**

A12.1.3. IG teams will use IGEMS-C for classified inspection reporting (including NWTI reports IAW CJCSI 3263.05). **(T-1)**

A12.2. MICT Business Rules.

A12.2.1. Any DAF publication which levies wing-level (or lower) compliance may have an associated SAC. However, do not author a SAC if there are no wing-level requirements which require real-time communication.

A12.2.2. Updated SACs are released quarterly (1 January, 1 April, 1 July, and 1 October). Commanders will assess new or updated SACs within 30 calendar days (Two Regularly Scheduled Drill cycles for ARC). **(T-1)**

A12.2.3. Requirements from more than one DAFI or DAFI-directed program may be consolidated into a single SAC.

A12.2.4. POA staffs/DAF SAC authors will only reference compliance items for which the 2-letter is the approving official (e.g., an AF/A2 SAC may not include items from an AF/A1 DAFI). DAF SAC authors may also reference higher than DAF-level compliance items from policy documents for which the 2-letter has been assigned responsibility.

A12.2.5. For updated publications with a SAC or routine SAC updates, SAC authors may only update or change SACs during scheduled quarterly updates.

A12.2.6. SAC authors will review and update each SAC annually (**Note:** Any published SAC not reviewed in MICT within 18 months will be archived. Reviewers must select 'Mark as Reviewed' to complete the review).

A12.2.7. For changes to an DAFI, SAC authors will update affected SAC line-items during the next quarterly update cycle.

A12.2.8. SAC authors seeking an out-of-cycle update to a SAC must contact their appropriate level MICT Administrator.

A12.2.9. When an approved waiver is in place, personnel completing the SAC will identify the respective item as "No," select the "Waiver" button, and attach (if enabled) or refer to the approved waiver. **(T-1)**

A12.2.10. Naming Conventions. SAC authors will use one of the following naming conventions:

A12.2.10.1. When using a single DAFI as the reference for a SAC, use the DAFI number along with the long title of the DAFI (e.g., "DAFI 10-2501, *Air Force Emergency Management Program*").

A12.2.10.2. When placing a single DAFI's requirements in multiple SACs, and those SACs do not reference other DAFIs, then add a descriptive adjective to the end of the title (e.g., "AFI 90-301, *IG Complaints Resolution - Reports of Investigation*" and "AFI 90-301, *IG Complaints Resolution - Complaints Resolution Program*").

A12.2.10.3. When naming a SAC which uses multiple DAFIs as its reference, use the functional program name as the SAC title (e.g., Physical Security, Computer Security, etc.).

A12.2.10.4. When naming a SAC for a policy supplement, use the HAF naming convention and include the supplementing organization identifier (e.g., "DAFPD 90-3, *Inspector General*").

Attachment 13

DAF SPECIAL ACCESS PROGRAM INSPECTION ELEMENTS

A13.1. Purpose. To provide guidance for inspecting DAF Special Access Programs (SAP) in order to report on the health, security, and compliance of SAPs to the Secretary of the Air Force.

A13.2. HAF Special Access Program Inspection Team Parameters.

A13.2.1. Pre-inspection (5 duty days).

A13.2.1.1. Research, review unit mission, programs, purpose, customers.

A13.2.1.2. Schedule interviews if appropriate.

A13.2.1.3. Review major processes, lines of operation, and deliverables.

A13.2.1.4. Reference SAP Oversight Review Board charts, Acquisition Oversight Integrated Process Team charts, SAP Annual Reports, and audits; determine what items the SAP Inspection Team should look at differently than the SAP Oversight Review Board review.

A13.2.2. Inspection (2-5 duty days).

A13.2.2.1. Organize under the four MGAs.

A13.2.2.2. Execute Individual/IG Sensing Sessions-Group.

A13.2.2.3. Assess agency compliance with applicable directives.

A13.2.2.4. Stakeholder SMEs review compliance with guidance, status of deliverables, reports, and systems.

A13.2.2.5. Review steps in major process flows and steps in lines of operation.

A13.2.2.6. Security Control Assessors inspect approval/authority to operate, proper Information Technology configuration, authorized users, Information Technology security.

A13.2.2.7. Rate overall performance and MGAs using a two-tiered scale of EFFECTIVE or INEFFECTIVE.

A13.2.2.8. Provide informal out-brief to commander and key staff.

A13.2.3. Post-inspection (14-21 days).

A13.2.3.1. Final report signed by the inspection Team Chief and delivered to commander or director with courtesy copy provided to SAF/AA and any required Stakeholder SME office.

A13.2.3.2. Results of inspections briefed to DAF SAPCO and then briefed at SAP Oversight Review Board.

A13.2.3.3. In the event of an INEFFECTIVE rating, the unit must develop and brief a CAP to SAF/AAZ at the Special Access Program Oversight Review Board until the deficiency is corrected and SAF/AAZ deems it may be closed. Courtesy copy SAF/IGI on published CAPs until the deficiency is closed via SAF/AAZ concurrence.

Attachment 14

THE UNIT SELF-ASSESSMENT PROGRAM (USAP)

A14.1. General Information. The information in this attachment is intended to be utilized as a guide for leadership teams to build or refine individual USAPs. The information provides suggested tactics, techniques, and procedures and is not prescriptive in nature.

A14.1.1. Commanders have the legal authority and responsibility to inspect their subordinates and subordinate units.

A14.1.2. The USAP is led by unit commanders and directors IAW 10 USC § 9233 and AFI 1-2. The USAP provides a means for internal assessment of a Unit's overall health and complements external assessments. The self-assessment program may include communication from SACs within the MICT; however, utilizing MICT alone is insufficient to be considered an effective USAP.

A14.1.2.1. **(Added-ACC)** Units are encouraged to track all USAP findings of non-compliance in MICT. Units should utilize MICT "Add SAC Observation" feature for tracking of SAV, AAR and other findings when the requirement is not captured in an existing MICT HAF.

A14.2. Framework. A framework for a USAP (**Figure A14.1**) is provided as a suggested tool to guide the development, implementation, and re-assessment of individual USAPs.

A14.2.1. Step 1: Incorporate USAP Framework. This framework provides a structure to boost effectiveness and efficiency and requires buy-in from relevant stakeholders. Examples of stakeholders are commanders, division chiefs, deputies, directors of operations, senior enlisted leaders, superintendents, FAMs, and other individuals as determined by owning commanders.

A14.2.2. Step 2: Strategic Plan. Establish a strategic plan for the USAP that aligns with unit commander's intent (or wing/delta CCIP, as applicable). This may include roles and responsibilities, priorities, goals, and/or measurable objectives.

A14.2.3. Step 3: IGEMS Dashboard. Review the IGEMS Dashboard monthly. Consider having assigned OPRs provide status updates of deficiencies and CAPs.

A14.2.4. Step 4: MICT Dashboard. Review the MICT Dashboard (or similar product if MICT is not utilized) monthly. Consider having assigned OPRs provide status updates of deficiencies, observations, and CAPs.

A14.2.5. Step 5: Trend / Waiver Dashboard. If available, consider a monthly review of trending UEI deficiencies across relevant functional areas in the MAJCOM/FLDCOM or applicable mission area.

A14.2.6. Step 6: Battle Rhythm. Establish an annual, quarterly, or monthly plan for internal self-assessment of programs, processes, and operations. Consider including known external inspections.

A14.2.7. Step 7: Commander Self-Assessment. Consider conducting a quarterly commander led self-assessment of the USAP program. This may be utilized to provide status updates to the unit, unit leadership, or the CIMB. In addition to the data available on the IGEMS and MICT Dashboards, consider soliciting input from unit stakeholders.

A14.2.8. Step 8: Assess / Adjust. Utilize the options in the previous steps to assess the focus and efficacy of the USAP and adjust as required.

Figure A14.1. Notional Unit Self-Assessment Program Framework.
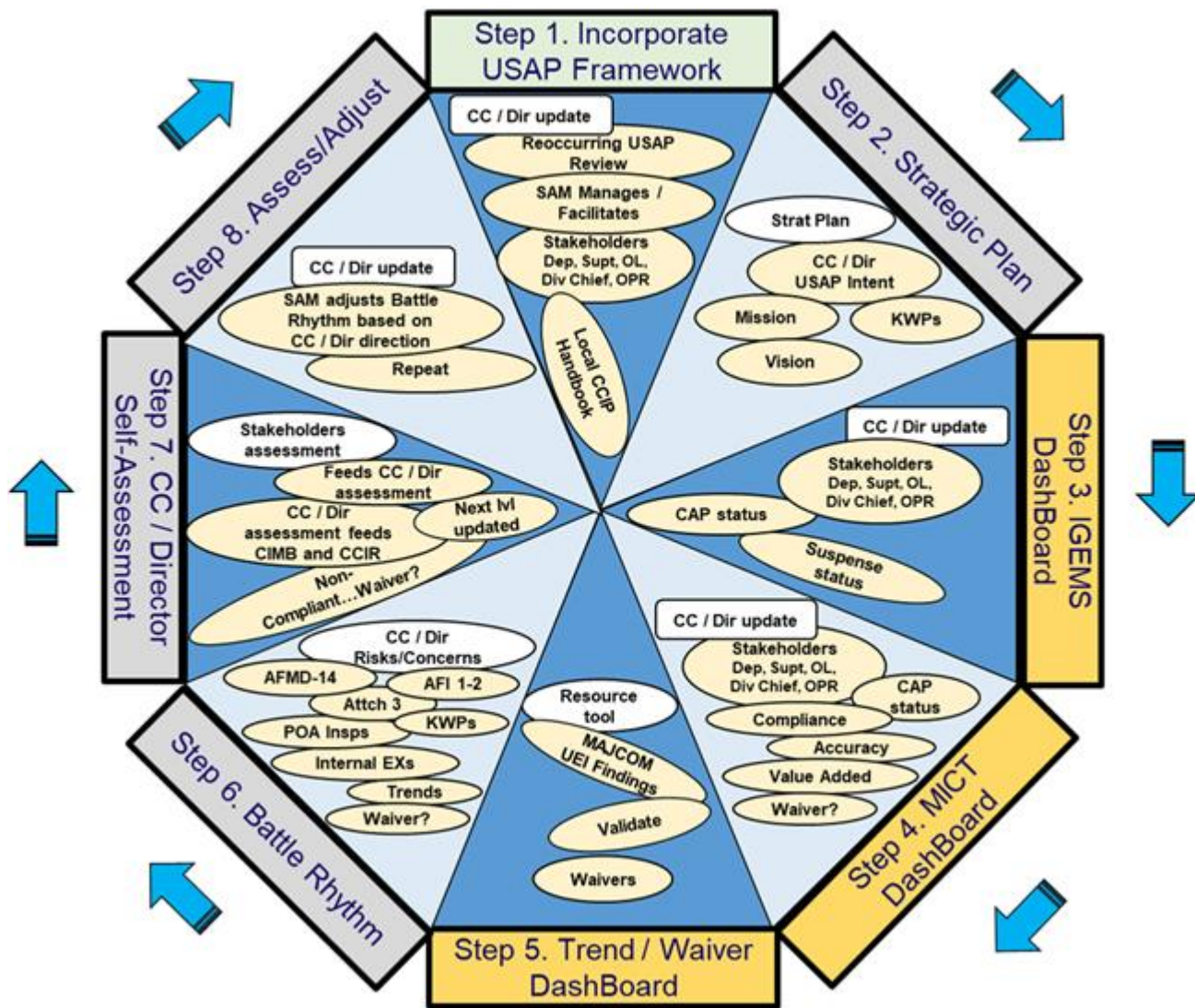
Attachment 15 (Added-ACC)

ACC READINESS EXERCISE VALIDATION APPROVAL AND SCHEDULING

Table A15.1. (Added-ACC) ACC Readiness Exercise Validation Approval and Scheduling.

Planning	Action
NLT 1 Apr of FY prior to the planned REV	Wings will provide their top 3 requested dates to their portfolio Team Chief The Team Chief will coordinate with the ACC IG Gatekeeper to schedule the Readiness Exercise Validation and publish the event to the ACC IG Current Inspections Calendar and Consolidated Planning Schedule (CPS)
NLT 180 days prior to exercise	Wings will submit a Readiness Exercise Intent Memorandum (**See Figure A15.1**) to portfolio Team Chief. (See this attachment for suggested template)
NLT 30 days after receiving the Exercise Intent Memo (150 Days from exercise)	ACC IG will respond with Approved, Approved w/Comments, or Disapproved The wing will coordinate with the assigned Team Chief to rectify any comments or disapproval within 30 days of notification.
Once approved, NLT 90 days prior to exercise	Wings will receive Readiness Exercise Validation Implementation Memorandum (REV IM) from ACC IG
NLT 70 days prior to planned inspection	Wings will provide exercise strategy deliverables (See REV Inspection Manager)
NLT 40 days prior to exercise	Wings will provide ACC IG a complete list of Simulations & Deviations (SIMs/DEVs), MSEL, and finalized deliverables.
45 Days after exercise	ACC/IG RE report complete and signed
The notes referenced below are intended to aid in filling out an editable template located at the following: https://usaf.dps.mil/sites/ACC-IG/SitePages/Home.aspx	

Figure A15.1. (Added-ACC) Readiness Exercise Intent Memorandum Example.

SECRET When Filled In

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR COMBAT COMMAND

XX Mmm YYYY

MEMORANDUM FOR HQ ACC/IG

FROM: XX FW/CC

SUBJECT: XX FW Readiness Exercise Intent Memorandum

1. COMMANDER'S INTENT

    a. Provide an RE summary including why, who, what, where, and when.

    b. Example: *In order to prepare for (impending CRF/IRF tasking, lead wing responsibilities, agile combat employment, etc.) XX FW will conduct a RE focused on (generation, employment, sustainment) for (strategic competition, armed conflict) against (NDS peer/near-peer adversary) in (COCOM) theater of operations XX Mon YY – XX Mon YY. XX Mon YY – XX Mon YY, XX FW will generate (A, B, C, etc. units/UTCs) under X Full Spectrum Readiness Framework (FSRF) threat environment level from XXX AFB. Generation culminates with (A, B, C, etc. UTCs) movement to and regeneration at forward operating base. XX Mon YY – XX Mon YY, deployed UTCs will employ and sustain to designated DRRS METS under assigned FSRF threat environment levels from the forward operating base and multiple FOLs. Employment and sustainment culminates at (time or condition).*

2. SCOPE AND SCALE (S2)

    a. By phase (Generate, Employ, Sustain) describe relevant peer/near-peer Core or OPLAN mission requirements, as reflected in NDS, DRRS METS, and/or HHQ most likely/consequential taskings the RE will emulate.

    b. Describe the wing capabilities the RE will demonstrate, under what FSRF threat environment level, for all units/UTCs exercised.

    c. Enumerate Tasked units, UTCs, FSRF, METs.

UNIT	UTC	FSRF	MET

People First... Mission Always...
SECRET When Filled In

Figure A15.2. (Added-ACC) Readiness Exercise Intent Memorandum Example (Continued).

SECRET When Filled In

3. RELEVANCE AND RIGOR (R2)

a.   Enumerate Desired Exercise Objectives (DEOs) aligned with relevant source document (DRRS, DOC, METS, AFI, OI, etc.) references.

UNIT	DEO
XX FW	IDO will conduct PDF line IAW X.X.X.1 of XX IDP
XX FGS	Generate XXXXX, YYYYY, and ZZZZZ UTC IAW DOC timings
XX FS	Employ MET X.X.X.X IAW OPLAN XXXX at X FSRF

FIRST M. LAST, Colonel, USAF
Commander

Table A15.2. (Added-ACC) Readiness Exercise Intent Memorandum Example Notes.

Notes:

1. Intent: Provide a summary including why who, what, when, where

2. Scope & Scale: (a) By phase (Generate, Employ, and Sustain), describe the FSRF conditions and general tasks (mission requirements) the wing will exercise derived from OPLANs, METS, and/or documented HHQ taskings.

3. Relevance and Rigor: Enumerate Desired Exercise Objectives (DEOs) aligned with relevant source document (DRRS, DOC, METS, AFI, OI, etc.) references.

4. Submit completed documents to ACC IG via SIPRNET.

Attachment 16 (Added-ACC)

CII EXAMPLE

A16.1. (Added-ACC) Notes. The notes referenced below are intended to aid in filling out an editable template located at the following: **https://usaf.dps.mil/sites/ACC-IG/SitePages/Home.aspx**.

Figure A16.1. (Added-ACC) Command Interest Item Example.

Figure A16.2. (Added-ACC) Command Interest Item Example (Continued).

ACC CII Inspection Guide Template (Program Title)

INTRODUCTION

This CII to all ACC military, civilians and DoD contractors. To assist the Functional Area Lead and/or Pertinent Oversight Authority, and determine causes for program weakness, inspectors will include brief comments amplifying inspection items that are "Not in Compliance" or "Compliance with Comments". Based on their experience and judgement, inspectors are also encouraged to include any commendable or correctional comments that may be of value to the unit or Functional Area Lead and/or Pertinent Oversight Authority.

ACC CII INSPECTION GUIDE (PROGRAM TITLE)				
ITEM #	ITEM	REFERFENCE(S)	STATUS (IC, NIC, CWC or N/A)	COMMENTS
1	Enter question here.	Publication reference here.		
2				
3				
4				
5				

STATUS CODES:
IC (In Compliance)
NIC (Not in Compliance)
CWC (Complies with Comments)
N/A (Not Applicable)

Table A16.1. (Added-ACC) Command Interest Item Instructions.

SUBJECT: Program Title Oversight

PURPOSE: Increase emphasis and involvement on the administration of XXXX program oversight with regards to XXXX. Information derived will provide command senior leaders with a level of confidence about their XXXX program.

BACKGROUND: Multiple significant deficiencies within XXXX program have been highlighted in XXXX.

INSPECTION REQUIREMENT: Inspectors must have XXXX (XXXX AFSC) experience, preferably 7-level or above, XXXX (as applicable).

CATEGORY: RegAF

INSPECTION PERIOD: DD MMM YYYY to DD MMM YYYY

INSPECTION GUIDE: The attached Inspection Guide introduces the CII and includes a checklist for inspectors to use to evaluate compliance with the CII.

RATING CRITERIA: This CII is for emphasis only; do not assign an overall rating for the CII. IG inspection reports will assess items as follows: In Compliance (IC), Not in Compliance (NIC), Complies with Comments (CWC) or Not Applicable (N/A).

POINTS OF CONTACT: ACC Staff/2-Letter Directorate is the sponsor, ACC/IG reviews/concurs and ACC/CC is the approving authority for this CII. Please direct any questions regarding checklist content to my sponsor POC.

Table A16.2. (Added-ACC) Command Interest Item Notes.

(This page is for reference only and should not accompany your CII submission)

Notes:

1.	Specify the proposed subject of the CII.

2.	Provide a clear, concise statement of the CII's goals and objectives.

3.	Provide sufficient background information to give inspectors an insight into the problem and include the rationale on why the CII is required.

4.	Provide sponsor's point of contact's rank, full name, DSN, commercial number and official email address.

5.	Include a comprehensive inspection guide for units to apply during self-assessments, and for Center, Wing and Wing-Equivalent IGs point of contact to inspect the CII topic. This guide should include specific questions and procedures for evaluating the topic. Ensure that compliance-oriented questions are solidly grounded in specific regulatory guidance (e.g., DoDI, AFI, etc.) and include the applicable reference with each question.

6.	Forward all CII Nominations to ACC/IG via TMT.