

20 FEBRUARY 2004



Command Policy

INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 52 FW/XPI (MSgt Robert Dominique)
Supersedes SPANGDAHLEMI 90-201,
22 April 2002

Certified by: 52 FW/XPI (Major James D. Cleet)
Pages: 44
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 32-40; AFPD 90-2, *Inspector General (IG) - The Inspection System*; Air Force Instruction (AFI) 90-201, *Inspector General Activities*; AFI 90-201 United States Air Forces Europe (USAFE) Supplement 1; AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operation*; and CINC USAFE CONPLAN 4367. It outlines the responsibilities and duties for management of the program and provides guidance for selection and appointment of Exercise Evaluation Team (EET) members. It outlines responsibilities and procedures for managing the 52d Fighter Wing (52 FW) Compliance Inspection Program, for higher headquarters open discrepancies, and for unit continuity books. The primary objective of the Inspection Program is to provide commanders, managers, and supervisors with effective tools for ensuring compliance with Air Force instructions and other forms of guidance, and for replying to identified deficiencies. This instruction will provide commanders, managers and supervisors guidance in helping the wing implement timely reception, accommodation, support and departure of Headquarters (HQ) USAFE IG inspection teams. It applies to all 52 FW organizations, assigned units, tenant units, and attached geographically separated units (GSU). Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This revision combines Spangdahlem Instructions (SABI) 90-201, SABI 90-202, *Exercise Evaluation Program*, and SABI 90-204, *Inspector General Reception Plan*. Implements substantially new changes of terms found in the revised AFI 90-201 and removes most redundant information found in reception and accommodations of higher headquarters (HHQ) inspection visits. **This document is substantially revised and must be completely reviewed.**

Chapter 1—THE 52 FW INSPECTION PROGRAM	4
1.1. Purpose.	4
1.2. Types of Inspections.	4

1.3. Responsibilities: 5

1.4. Program Management. 7

Chapter 2—WING EXERCISES 8

2.1. Purpose. 8

2.2. Responsibilities. 8

2.3. Planning. 9

2.4. Standing Exercise Guidance. 10

2.5. Reporting. 13

Chapter 3—EXERCISE EVALUATION TEAM (EET) 14

3.1. Mission and Organization. 14

Figure 3.1. EET Organizational Structure 14

3.2. Responsibilities. 14

Chapter 4—GSU STAFF ASSISTANCE VISITS 17

4.1. Purpose. 17

4.2. Responsibilities 17

Chapter 5—HIGHER HEADQUARTERS INSPECTIONS 19

5.1. General. 19

5.2. Responsibilities. 19

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 27

Attachment 2—EXAMPLE FORMAT FOR UNIT COMPLIANCE WING SUMMARY SHEET 30

Attachment 3—EXAMPLE FORMAT FOR CONTINUITY BOOKS 34

Attachment 4—EXAMPLE APPOINTMENT LETTER 36

Attachment 5—INSPECTION REVIEW LOG 37

Attachment 6—CROSSTELL REPORTS/LOG 38

Attachment 7—EXERCISE SPECIFIC SIMULATION REQUEST SUGGESTED FORMAT 39

Attachment 8—EXAMPLE SQUADRON APPOINTMENT LETTER 41

SPANGDAHLEMI90-201 20 FEBRUARY 2004	3
Attachment 9—TYPICAL EXERCISE PLANNING TIME LINE	42
Attachment 10—TEAM WORK CENTER SUPPORT KIT ITEMS	43
Attachment 11—RED CARPET TIME LINE	44

Chapter 1

THE 52 FW INSPECTION PROGRAM

1.1. Purpose.

1.1.1. The 52d Fighter Wing Inspection Program provides commanders and supervisors at all levels with an effective management tool to identify strengths and eliminate weaknesses. Individual program elements are designed to prepare the wing for HHQ inspections.

1.1.2. Local inspections and exercises will be formatted to mirror inspections and exercises conducted by HHQ. Within the wing, Wing Inspections (XPI) will function the same way as the IG does within USAFE. EET members augment XPI to ensure all functional areas are covered. EET members are assigned to XPI for the duration of the scheduling, planning, execution and reporting phases of local inspections and exercises.

1.2. Types of Inspections. The 52d Fighter Wing conducts local inspections/exercises, each designed to assess different aspects of our operating environment. Local exercises are called Local Salty Nation (LSN) exercises and are geared to match that of an HHQ Operational Readiness Inspection (ORI) and/or North Atlantic Treaty Organization (NATO) Tactical Evaluation (TACEVAL). Local inspections include:

1.2.1. LSN Phase I Exercise. Evaluate unit's ability to transition from normal peacetime operations into a wartime and contingency posture by mobilizing, generating, and deploying from its home station. LSN Phase II Exercise. Units are evaluated on the ability to meet wartime taskings and requirements tasked by NATO and/or HQ USAFE.

1.2.2. Limited Nuclear Surety Inspection (LNSI). A Nuclear Surety Inspection (NSI) is designed to assess a unit's ability to meet safety, security and reliability nuclear surety standards. LNSIs will be planned and conducted using the same criteria listed in HHQ NSIs. The 52 FW GSUs receive an NSI every 18 months.

1.2.3. Local Unit Compliance Inspections (LUCI). Also known as self-inspections, assess the 52 FW's ability to perform its mission meeting requirements mandated by law, Executive Order, DoD directives, safety and Air Force (AF) and Major Command (MAJCOM) guidance. Unit commanders should ensure applicable command inspection guides are used as a tool for internal assessment. Units will develop self-inspection programs that incorporate items defined in applicable USAFE Unit Compliance Guides (UCG), relevant Air Force and USAFE Special Interest Items (SII), and additional items required by local directives. All units will conduct annual LUCIs in March and semi-annual reviews in September (review of open items from annual inspection). Findings will be finalized and forwarded to 52 FW/XPI by the 7th of the month following the LUCI.

1.2.4. FSTR Exercise is designed to test installation response to physical threats facing military installations including major accidents, natural disasters, Hazardous Material (HAZMAT), terrorist use of Weapons of Mass Destruction (WMD)/Chemical, Biological, Radiological, Nuclear and high yield Explosive, enemy attack, and a broad spectrum of planning, response and recovery actions.

1.2.5. EURO THUNDER Inspection. Is a no notice HQ USAFE IG exercise to test an installation's ability to provide an integrated response to a full spectrum of physical threats? These threats include, but are not limited to, terrorist use of WMD, natural disasters, major accidents, and enemy attack.

Commanders must be prepared to confront the full spectrum of physical threats and provide for the protection of personnel and installation resources.

1.3. Responsibilities:

1.3.1. Vice Commander (CV):

- 1.3.1.1. Oversees the wing inspection program. Approves local inspections.
- 1.3.1.2. Endorses GSU wing-level Staff Assistance Visit (SAV) reports for final distribution.
- 1.3.1.3. Is the final approval authority to close major and critical findings.

1.3.2. 52 FW/XPI:

- 1.3.2.1. Manages the 52 FW Inspection Program.
- 1.3.2.2. Appoints project officers for NATO TACEVALs, ORIs, and Unit Compliance Inspections (UCI).
- 1.3.2.3. Informs the wing of upcoming HHQ evaluation activities.
- 1.3.2.4. Assesses the wing compliance with HHQ directives through local inspections.
- 1.3.2.5. Tracks significant findings from identification to final closure.

1.3.3. Group Commanders:

- 1.3.3.1. Ensure their respective inspection programs cover all aspects of regulatory requirements.
- 1.3.3.2. Ensure United States Air Force (USAF) and USAFE SII compliance within their group.
- 1.3.3.3. Appoint primary and alternate group inspection monitors in writing to XPI with at least 6 months retainability from date of appointment, to oversee inspection activities of respective squadrons.

1.3.4. Group Inspection Monitors:

- 1.3.4.1. Monitor their respective group inspection programs (**NOTE:** Group inspection monitors perform oversight of respective GSU inspection programs).
- 1.3.4.2. Ensure LUCIs (paragraph **1.2.3.**) are accomplished and findings are forwarded by the 7th of the month following the LUCI to XPI (see **Attachment 2, 2.1.**, and **2.2.**).
- 1.3.4.3. Review group and squadron findings and coordinate on corrective actions.
- 1.3.4.4. Consolidate and forward group appointments to 52 FW/XPI (see **Attachment 4**).
- 1.3.4.5. Perform gatekeeper functions for their groups.

1.3.5. Squadron Commanders/Staff Agency Chiefs:

- 1.3.5.1. Ensure inspection programs are implemented within their area of responsibility.
- 1.3.5.2. Appoint squadron/agency primary and alternate inspection monitors with at least 6-month retainability on-station from date of appointment. Appoint squadron EET members with at least 1-year retainability from date of appointment from the most qualified and experienced squadron personnel. Forward appointment letters to group for consolidation (see **Attachment 4**).

1.3.5.3. Periodically review findings and coordinate on corrective actions. As a minimum, review will include a check on the status of open deficiencies and corrective actions in progress.

1.3.6. Squadron/Wing Staff Agency Inspection Monitors:

1.3.6.1. Serve as an intermediate organizational management level between flight and work center inspection monitors, squadron commander/staff agency chiefs and group inspection monitors.

1.3.6.2. Monitor the squadron/agency inspection program.

1.3.6.3. Perform gatekeeper functions for their squadrons.

1.3.6.4. Review findings to ensure work centers and flights update findings; forward findings to squadron commander/agency chief when corrective actions are completed (see **Attachments 2, 2.1., and 2.2.**).

1.3.6.5. Ensure LUCIs are accomplished (paragraph **1.2.3.**) and findings are forwarded to the group by the inspection closeout date.

1.3.6.6. Ensure flights and work centers update self-inspection programs to reflect the most current SIIs, USAFE UCGs and local guidance.

1.3.7. Flight Chiefs/Section Chiefs and Flight Inspection Monitors:

1.3.7.1. Ensure program objectives and requirements are effectively achieved within their work center (see **Attachment 2, 2.1., and 2.2.**).

1.3.7.2. Make certain qualified personnel perform self-inspection of the flight or section (Para **1.2.3.**) using current SIIs, USAFE UCG and local regulatory guidance and document all findings.

1.3.7.3. Assign POCs for findings.

1.3.7.4. Determine and implement corrective actions for known problems.

1.3.7.5. Periodically, revise status and estimated completion dates of open discrepancies. Keep the unit commander informed as changes in status occur.

1.3.8. GSUs:

1.3.8.1. Due to the geographic separation, diverse mission requirements and operating environments, GSUs establish their own inspection programs. However, GSUs should develop self-inspection programs that incorporate items defined in applicable USAFE UCG, relevant Air Force and USAFE SII, and additional items required by local directives. Commanders of GSUs appoint personnel to implement and manage the program. GSU commanders:

1.3.8.2. Appoint a GSU inspection program monitor in writing (**NOTE:** The GSU monitor will be the point of contact (POC) for 52 FW/XPI, 52 FW/MUNSSLO and respective group monitors).

1.3.8.3. Appoint and train EET members (**NOTE:** If a GSU does not have qualified EET trainers, submit a formal request to 52 CES/CEX to request training).

1.3.8.4. Establish means to schedule and track local inspections and exercises.

1.3.8.5. Implement methods to identify and track HHQ, wing and locally generated findings and corrective actions.

1.3.8.6. Inform 52 FW/XPI when inspections/exercises are accomplished and provide copies of the reports to their respective group representatives and Chief of 52 FW/XPI who in turn will forward it to the 52 FW/CV.

1.3.8.7. Perform gatekeeper functions for the GSU.

1.4. Program Management.

1.4.1. Squadron Commander. Squadron commanders/staff agency chiefs review findings and validate squadron/agency corrective actions prior to forwarding them to group commanders. Squadron commanders/agency chiefs close Minor Deficiency at this level.

1.4.2. Group Commander. Group commanders review and coordinate group corrective actions. Once group commanders forward findings, 52 FW/XPI reviews findings for completeness and forwards them to the 52 FW/CV for final authorization to close critical findings. Group commanders close Major Deficiency at their level.

1.4.3. The 52 FW/CV is the final stage of review. The 52 FW/CV has the final authority to close Critical Deficiency.

1.4.4. For ORI, LSN Exercises, LNSI, and LUCI use the following guidelines for scoring and reporting.

1.4.4.1. Findings are categorized as Recommended Improvement Area, Minor Deficiency, Major Deficiency, and Critical Deficiency.

1.4.4.2. Strengths contribute to improved performance and Minor Deficiency have minor impact on mission accomplishment. Findings under these categories do not require group, wing or HHQ assistance to resolve; these findings are closed at squadron level.

1.4.4.3. Deficiencies differ in the degree in which they affect mission accomplishment and the amount of effort and resources required to solve them. The group commanders and Chief of 52 FW/XPI for staff agencies can close Major Deficiency, however Critical Deficiency is closed by the 52 FW/CV.

1.4.4.4. Critical Problems. Findings are categorized as critical either by AF or MAJCOM direction usually listed as such in inspection guides or checklists - or by local EET members if warranted by the severity of impact on the mission. HHQ provides clear guidance on tracking and reporting procedures of critical problems identified during MAJCOM inspections. Critical problems identified during local inspections and exercises will be briefed during the respective local inspection or exercises debrief and will be reviewed by affected units weekly until resolved. Authority to close critical problems rests with the 52 FW/CV.

1.4.4.5. 52d Medical Group (52 MDG) Quality offices will be responsible for identification and tracking of findings generated from Surgeon General SAVs, Health Services Inspections, and Joint Commission on Accreditation of Healthcare Organizations inspections.

Chapter 2

WING EXERCISES

2.1. Purpose.

2.1.1. Wing exercises are an integral part of the wing inspection program. Exercises hone war-fighting skills and prepare us to respond to peacetime emergencies. Some exercises are part of inspections, NSI, TACEVAL, etc., while others are separate requirements dictated by HHQ FSTR.

2.2. Responsibilities.

2.2.1. 52 FW/CC:

2.2.1.1. Installation commander approves the use of training munitions. Training smoke generating devices or ground burst simulators, planned for use during an exercise, will be listed in the exercise scenario. Only trained EET members may have access to and are allowed to expend these munitions. See AFCAT 21-209V1, *Ground Munitions* and AFMAN 91-201, *Explosives Safety Standards*.

2.2.2. 52 FW/CV:

2.2.2.1. Provides command vision and oversight of the exercise program.

2.2.2.2. In coordination with Chief of EET, develops a calendar year exercise plan and de-conflicts calendars to ensure exercises do not affect real world events.

2.2.2.3. Approve exercise Master Event Schedule Log (MESL).

2.2.3. Chief of 52 FW/XPI:

2.2.3.1. Is the chief of the EET.

2.2.3.2. Ensure the wing schedules, plans and conducts required exercises.

2.2.3.3. Coordinate exercises with the host nation, fire chief and the chief of air traffic control operations.

2.2.3.4. Determines EET Group Functional Coordinators and Area Chiefs.

2.2.3.5. Prepare a MESL. Conduct a line item walk-through of the MESL with key EET evaluators before each exercise. The MESL will include all exercise injects and tasks in chronological order.

2.2.3.6. Plan and de-conflict changes to scripts as exercise progresses with EET Group Functional Coordinators and Area Chiefs.

2.2.4. 52d Civil Engineering (52 CES) Readiness Flight (CEX):

2.2.4.1. Augments 52 FW/XPI to plan and conduct exercises listed in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*.

2.2.5. 52d Logistics Readiness Squadron (52 LRS) Readiness Flight (LGRR):

2.2.5.1. Provides planning guidance and advice on deployment exercises, and assists in formulating wing deployment objectives In Accordance With (IAW) AFI 10-403, *Deployment Planning and Execution*.

2.3. Planning.

2.3.1. 52 FW/XPI:

2.3.1.1. Plans wing-level exercises with assistance, guidance and expertise of EET members. Exercise scenarios will be as realistic as possible without compromising safety and meet the minimum requirements in AFI 10-2501 and HHQ supplements. During the planning phase, the EET will formulate objectives, simulations, limiting factors and needed equipment. Scenarios will meet all regulatory requirements.

2.3.1.2. Provide exercise specific instructions by producing and distributing Letters of Instruction (LOI).

2.3.1.3. Provide wing units with minimum notice consistent with the exercise scenario. Unit will be provided with enough advance notice to take any required preparatory actions.

2.3.2. Exercise start time (STARTEX) may be initiated through:

2.3.2.1. A written inject. Emergency Action Message, intelligence report, inject card detailing a situation, and Battle Staff Directive.

2.3.2.2. A verbal inject. If a verbal inject is used, the EET member will provide enough information to recreate a real-world situation to the maximum extent possible. Unit members are to respond with a sense of urgency as though the situation is real.

2.3.2.3. A realistic inject. Realistic injects may include use of training munitions to include Ground-burst Simulators (GBS), smoke, or other props; i.e. an aircraft, a damaged vehicle or presence of victims.

2.3.2.4. A damage inject. Red and white striped tripods with flashing lights will be placed in front of damaged facilities and infrastructure with posted written injects. Only 52 CES personnel are authorized to remove the written injects.

2.3.3. Throughout the exercise EET will provide injects at pre-planned times. Simultaneous injects will be used only when the unit is realistically expected to respond to simultaneous threats or situations or when required by an objective mandated by regulatory requirements.

2.3.4. Simulations will be kept to a minimum. Standard simulations, as approved by the most recent IG level inspection and HHQ directives, may be submitted for all exercises. Additional simulations for particular exercises will be formulated by units and will be forwarded to 52 FW/XPI through their respective squadron then group commanders. 52 FW/XPI with EET assistance will review simulations and forward them to the 52 FW/CV for final review. Approved simulations will be sent electronically to units participating in the exercise. If exercise time constraints do not allow for the formal distribution of all simulations, 52 FW/XPI will list the simulations in the exercise package given to each EET member. EET members will inform exercise participants of actions or resources that have been approved for simulation. Only simulations approved by the 52 FW/CV will be used during local exercises.

2.3.5. Exercise termination (ENDEX). Under normal circumstances, EET Group Functional Coordinator will contact the Chief of EET or designated representative as they finalize their portion of the exercise evaluation. After all exercise objectives have been met, the Chief of EET or designated representative will recommend ENDEX to the 52 FW/CV. The 52 FW/CV or designated representative will officially declare ENDEX. Anyone that identifies a safety violation that may cause immediate harm to personnel or damage to property or may lead to a security compromise, may place the exercise on hold. The Chief of EET will determine when the exercise may start again or recommend ENDEX to the 52 FW/CV.

2.3.6. Group Commanders, Unit Commanders, and Wing Staff Agency Chiefs:

- 2.3.6.1. Provide objectives and recommendations to 52 FW/XPI for evaluation and rating criteria.
- 2.3.6.2. Provide feedback to 52 FW/XPI on the yearly exercise schedule.
- 2.3.6.3. Ensure unit compliance with applicable exercise guidance in this instruction and as published in applicable Department of Defense (DoD), USAF, NATO, USAFE, and additional local instructions.
- 2.3.6.4. Submit exercise-specific simulation requests through 52 FW/XPI to 52 FW/CV (see [Attachment 7](#)).

2.4. Standing Exercise Guidance.

2.4.1. Concept of Operations. The following paragraphs outline the rules of engagement for local exercises. 52 FW/XPI will supplement these guidelines with LOIs as necessary. In order to simulate a deployed operation, a portion of Spangdahlem Air Base may be designated as the “deployed” location (Tactical Area of Responsibility [TAOR] for TACEVAL purposes). The Base X Base Support Plan provides additional guidance. Requests for changes must be routed to the appropriate group commander, 52 FW/XPI, then to 52 FW/CV for approval and must comply with the guidance in AFI 90-201_USAFESUP1.

2.4.2. Quality Assurance maintains training munitions account to meet annual exercise requirements. Consider local and HHQ exercises when establishing training munitions quantity requirements.

2.4.3. Exercise Exempt Personnel. The goal is to minimize exercise exempt personnel, however a small population of personnel will not be required to respond to exercise events. Exempt personnel should remain clear of exercise play areas if possible and will not assist exercise players. Group commanders will be the approval authority for exemption letters. All exempt personnel must have an exemption letter or copy of permanent change of station (PCS) orders on their person and on file in their orderly room. The letter must state their name, reason for exemption, and length of exemption.

2.4.4. Exemption letters expire at the end of each exercise and can be issued for (but not limited to) the following personnel:

- 2.4.4.1. Personnel on temporary duty to Spangdahlem. A copy of orders will suffice as an exemption letter.
- 2.4.4.2. Military personnel within 21 days of a PCS. A copy of PCS orders will suffice for an exemption letter, however if no orders have been issued an exemption letter is required.
- 2.4.4.3. Personnel administering or taking the Weighted Airman Promotion System test or Career Development Course end-of-course exam. A copy of the testing report with the date annotated

will suffice as an exemption letter. The exemption will only be for travel to and from the test center and during testing.

2.4.4.4. Military members conducting or attending classes at the 372d Training Squadron, Detachment 17, First Term Airmen Center, and Airman Leadership School.

2.4.4.5. Military personnel visiting from a geographically separated unit are exempt from the exercise and do not require an exemption letter.

2.4.4.6. Most civilian employees are not exercise participants; however, all civilian employees will support exercise events and alarm conditions.

2.4.5. Conducting TACEVAL.

2.4.5.1. Concept of Operations. Once an exercise begins, if applicable the 52 Reactionary Force (RF)-A will work independent of 52 FW structure. The 52 FW/XPI will act as Host Nation (HN) for 52 RF-A. 52FW/XPI (or AIRNORTH) will form a "White Cell"(WC) to work HN and HHQ issues (location and phone numbers to be published at STARTEX). The "WC" will determine which, and when the HN will fill 52 FW/RF-A requests as well as answer any questions regarding the exercise scenario.

2.4.5.2. A percentage of the wing may be evaluated on individual common core skills.

2.4.5.3. Phase II (TACEVAL: 52 FW/RF-A):

2.4.5.3.1. All 52 FW members who "deploy" will form the 52 RF-A.

2.4.5.3.2. The 52 FW/RF-A will provide HHQ (52 FW/XPI) a list of all resources to be used during deployed operations.

2.4.5.3.3. Deployed force commander will assume command and control of the 52 RF-A. The decisions and actions made by the deployed force commander are valid for the 52 RF-A only.

2.4.5.3.4. Chemical codes for 52 RF-A personnel will be provided by the deployed commander and are for use in the TAOR/cantonment area only.

2.4.5.3.5. During exercise evacuations, one person with the appropriate security clearance, and armed if required, will remain behind to ensure classified material has been secured. While performing this duty, the individual is exempt from additional exercise injects. The area must be free of all classified material and secured before the individual is relieved from this duty.

2.4.5.3.6. Deployed resources, combined with the resources provided by the Host Nation through a Memorandum of Understanding (MOU), will be the only resources authorized for use by the 52 RF-A without HHQ approval.

2.4.5.3.7. The 52 RF-A must provide positive control of all assigned facilities as agreed in the HN MOU.

2.4.5.3.8. HHQ/WC will coordinate on all support requests between the deployed location and home station organizations. Reports and messages generated in response to exercise injects will be marked "**EXERCISE EXERCISE EXERCISE**" and addressed to the appropriate agencies. Deployed units will send all outgoing reports and messages to the deployed communications center for processing. The deployed communications center will put hard copies of

all outgoing messages in a box or folders marked “HHQ/XPI/EET” and notify HHQ for pickup. The deployed communications center will distribute all incoming messages.

2.4.6. 52 CES:

2.4.6.1. Decontaminates will be simulated according to the following paragraphs. Containers will be labeled with the simulated decontaminate. Simulated mixtures must be replaced in accordance with national guidelines.

2.4.6.1.1. Liquid decontaminates will be simulated with water. If temperatures are at below freezing, decontamination demonstrations using water will not be required.

2.4.6.1.2. Dry decontaminates will be simulated as authorized and agreed to in the Host Nation MOU or by the HQ USAFE/IG standard simulation.

2.4.6.2. Digging for unexploded explosive ordinance (UXO) holding areas, UXO trenches, Decon water run-off, etc. will be simulated as agreed to in the HN MOU.

2.4.6.3. 52 CES personnel operating snow removal equipment are exempt from the exercise. Upon completion of snow removal, the exemption ends and they will respond to all Giant Voice siren alarm signals and Mission Oriented Protective Posture (MOPP) levels.

2.4.7. 52d Security Forces Squadron (52 SFS):

2.4.7.1. TAOR/cantonment entry controllers will respond to Giant Voice and siren alarm conditions.

2.4.7.2. Base entry controllers will not respond to Giant Voice or siren alarm conditions. Entry controllers will advise in-bound personnel of current alarm conditions and MOPP levels.

2.4.7.3. Active ground defense forces must respond to all security incidents within the TAOR/cantonment.

2.4.7.4. Forced entry will be simulated unless specifically authorized and agreed to in the HN MOU.

2.4.7.5. Deployment of real world and blank ammunition stocks will be determined as required and or outlined in wing LOIs.

2.4.7.6. 52 SFS will identify personnel carrying live ammunition in a uniform manner that distinguishes them from those carrying inert ammunition. All live ammunition magazines will be conspicuously marked to distinguish them from inert magazines.

2.4.7.7. Exercise intruder play must be conducted inside Spangdahlem’s perimeter fence.

2.4.8. Supply:

2.4.8.1. Simulate the palletization and deployment of a wartime supply of NBC individual protective equipment (excluding protective mask) with a complete inventory list. The list must:

2.4.8.1.1. Be based on national standard equipment requirements.

2.4.8.1.2. Not contain any unserviceable stocks or items not currently on hand.

2.4.8.1.3. Be formatted to reflect National Stock Numbers by quantity, size and lot number.

2.4.8.1.4. Be endorsed by the Survive to Operate (STO) Cell Commander and available by STARTEX for a Phase II TACEVAL.

2.4.8.1.5. Contain and reflect national deployment tariff sizing and lot numbers.

2.4.9. Air Traffic Control (ATC):

2.4.9.1. ATC personnel controlling aircraft are exempt from wearing the chemical/biological mask (AFI 13-203, *Air Traffic Control*). All other components of the NBC IPE will be worn. When not controlling aircraft, ATC personnel will be in the directed MOPP level.

2.5. Reporting.

2.5.1. A hot-wash date and time will be set during exercise planning for group functional and EET Area Chiefs. After the hot wash, EET Area Chiefs will validate findings. 52 FW/XPI will provide an executive report to the 52 FW/CV, and will distribute the report to group commanders once the 52 FW/CV approves the report. The executive report will include an overall assessment of the exercise, a summary of strengths and an overview of areas needing immediate resolution (i.e. potential major and critical problems). Chief of EET or designated representative will also debrief the latest exercise results during the Wing Readiness Council meeting.

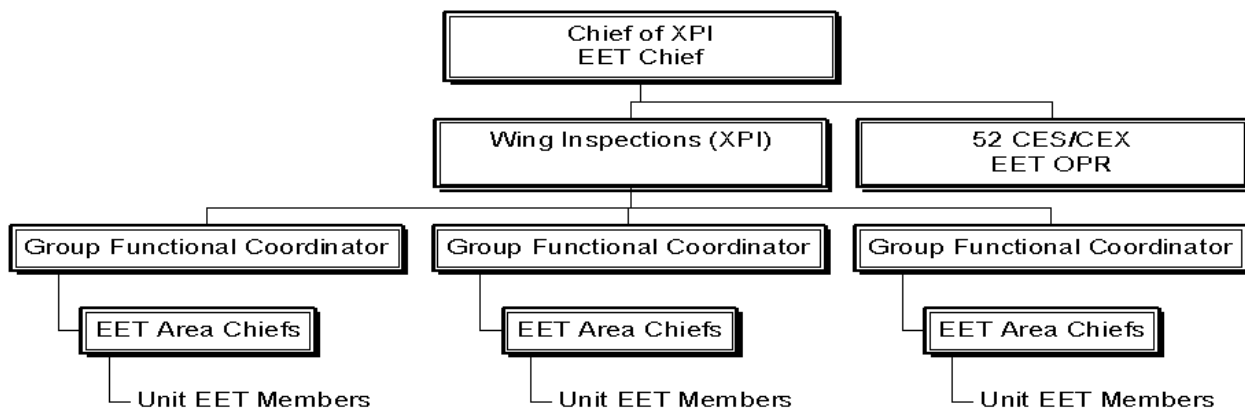
Chapter 3

EXERCISE EVALUATION TEAM (EET)

3.1. Mission and Organization.

3.1.1. EET members are selected and appointed by their squadron commanders. EET members are experts in their functional areas and possess the knowledge and authority to represent their units. The EET performs objective evaluations of their units. Members may be detailed to evaluate a local exercise, a local inspection or be tasked to perform a GSU SAV. EET members are assigned to 52 FW/XPI for the duration of the planning, execution and reporting of inspections and exercises. Chief of EET will appoint EET Area Chiefs and Group Functional Coordinator. The following figure depicts EET organizational structure:

Figure 3.1. EET Organizational Structure



3.2. Responsibilities.

3.2.1. 52 FW/XPI:

3.2.1.1. Maintains current list of EET members and provides 52 CES/CEX with an updated copy when changes occur.

3.2.1.2. Determines number of evaluators and functional areas that provide evaluators.

3.2.1.3. Provide initial EET training as outlined in AFI 10-2501 when 52 CES/CEX is unable to meet the requirement.

3.2.1.4. Provides just-in-time training to augmented EET members as needed, when 52 CES/CEX is unable to meet the requirement.

3.2.2. 52 FW Squadron Commanders:

3.2.2.1. Appoint EET members in coordination with EET Functional Group Coordinator. Recommend EET members have at least 12 months retainability from date of appointment (see [Attachment 8](#)).

3.2.2.2. Nominees should be capable of performing an impartial evaluation of their unit's activities during exercises. Forward the following information, in memorandum format, to 52 FW/XPI:

3.2.2.2.1. Rank and Full Name.

3.2.2.2.2. Date Eligible for Return from Overseas (DEROS).

3.2.2.2.3. Security Clearance.

3.2.2.2.4. Organization, office symbol and duty phone.

3.2.2.2.5. Identify replacement EET evaluators, and whom they are replacing, to 52 FW/XPI at least 60 days prior to the reassignment of departing evaluators.

3.2.2.2.6. Provide a courtesy copy of EET appointments to 52 CES/CEX.

3.2.3. 52 FW EET Group Functional Coordinator:

3.2.3.1. Ensure sufficient numbers of EET members are appointed to cover all group functional areas.

3.2.3.2. Prior to exercise planning, and in coordination with group commanders, formulate clear exercise objectives, compile a list of unit limiting factors, and identify possible simulations consistent with realistic exercise scenarios.

3.2.3.3. Report to 52 FW/XPI for the duration of exercise evaluation and report writing.

3.2.3.4. Participate in inspection and exercise planning meetings conducted by 52 FW/XPI. Assist in developing exercise scenarios and in debriefing exercise results.

3.2.3.5. Review reports from EET inspectors. As required, submit ratings, observations, recommendations, strengths, and commendable items to 52 FW/XPI.

3.2.4. 52 CES/CEX:

3.2.4.1. Maintains current list of EET members provided by 52 FW/XPI.

3.2.4.2. Provides initial EET training as outlined in AFI 10-2501.

3.2.4.3. Provides just-in-time training to augmented EET members as needed.

3.2.5. 52 CES Explosives Ordnance Flight (CED):

3.2.5.1. Trains EET members tasked to employ training munitions.

3.2.5.2. Assists in designating play areas where training munitions can be used.

3.2.6. EET Area Chiefs:

3.2.6.1. Report to 52 FW/XPI for the duration of exercise evaluation and report writing.

3.2.6.2. Participate in inspection and exercise planning meetings conducted by 52 FW/XPI. Assist in developing exercise scenarios and in debriefing exercise results.

3.2.6.3. Prior to exercise planning, and in coordination with unit and group commanders, formulate clear exercise objectives, compile a list of unit limiting factors, and identify possible simulations consistent with realistic exercise scenarios.

3.2.6.4. Compile and prepare reports from their EET inspectors. Submit ratings, observations, recommendations, strengths, and commendable items to respective EET Functional Manager and 52 FW/XPI.

3.2.6.5. Oversee EET members and when required perform duties in paragraph [3.2.7](#).

3.2.7. EET Members:

3.2.7.1. Must be functionally qualified in the areas they evaluate.

3.2.7.2. Participate in initial EET training conducted by 52 CES/CEX or 52 FW/XPI.

3.2.7.3. Participate in inspection and exercise planning meetings conducted by 52 FW/XPI. Assist in developing exercise scenarios and in debriefing exercise results.

3.2.7.4. Prior to exercise planning, and in coordination with unit commanders, formulate clear exercise objectives, compile a list of unit limiting factors, and identify possible simulations consistent with realistic exercise scenarios.

3.2.7.5. Perform impartial evaluations of their units, identify strengths and weaknesses, and recommend corrective actions.

3.2.7.6. Take actions to prevent safety or security violations from occurring.

3.2.7.7. Provide feedback on potential findings with inspected unit prior to finalizing findings.

3.2.7.8. Turn in evaluation reports to the functional coordinator.

3.2.7.9. Protect inspection and exercise information as trusted agents; violating trusted agent provisions constitutes disobeying a lawful order.

3.2.7.10. Meet all reporting deadlines once an inspection, exercise or SAV is accomplished.

Chapter 4

GSU STAFF ASSISTANCE VISITS

4.1. Purpose.

4.1.1. Wing level GSU SAVs are conducted to provide wing leadership and GSU commanders with a status of readiness. Additionally, SAVs prepare GSUs for HHQ inspections by highlighting strengths and identifying areas for potential improvement. An important function of a GSU SAV is to identify problems that the GSU cannot fix due to lack of resources, qualified personnel, or inadequate guidance. Problems of a nature beyond GSU control will be identified as action items to be fixed by Spangdahlem offices of primary responsibility (OPR). Wing SAV teams will mirror HHQ IG teams.

4.2. Responsibilities

4.2.1. The 52 FW/CV:

- 4.2.1.1. Approves and/or directs GSU SAVs to be conducted.
- 4.2.1.2. Allocates wing funding to conduct SAVs.
- 4.2.1.3. Approves SAV reports for final distribution.

4.2.2. GSU Commanders:

- 4.2.2.1. Request Munitions Assistance Visits or unit compliance SAVs (scheduled by MUN-SSLO) 6 months prior to a scheduled HHQ inspection and 50 days prior to the desired SAV start date. Lead-time is necessary to allow Spangdahlem to commit EET members, process country clearance and site access messages, and make travel and lodging arrangements.
- 4.2.2.2. Send a courtesy copy of request message to 52 FW Gatekeeper and 52 FW/CC/CV.
- 4.2.2.3. Include the type of SAV, compliance or nuclear surety, the desired dates, evaluator Air Force Specialty Codes (AFSC) and number of evaluators within each AFSC. Use AFMAN 36-2108, *Enlisted Classification*, and attachments for a list of official AFSCs. Consider AFSCs and evaluator numbers typical of a HHQ IG team tailored to GSU organizational structure.
- 4.2.2.4. Every attempt should be made to request sequential compliance and nuclear surety SAVs. Sequential SAVs allow for easier scheduling, consolidated reporting and reduced expenditures.

4.2.3. GSU Project Officers:

- 4.2.3.1. Serve as the POC for all SAV related issues.
- 4.2.3.2. Coordinate lodging arrangements. To allow for team integrity and streamlined logistic support, every attempt should be made to billet SAV team members in the same facility.
- 4.2.3.3. Process country clearance and site access requests.
- 4.2.3.4. Coordinate Entry Authorization Letters (EAL) when required (upon SAV team arrival).
- 4.2.3.5. Provide 52 FW/XPI a desired sequence of events for the particular SAV (30 days prior to SAV start).
- 4.2.3.6. Consolidate and submit unit simulations and waivers 30 days prior to SAV start to 52 FW/XPI.

4.2.3.7. Identify GSU Trusted Agents to assist in conducting exercises.

4.2.3.8. Provide equipment and supplies requested by the SAV team. SAV team will request the minimum amount of equipment and supplies necessary to conduct the SAV.

4.2.4. 52 FW/XPI:

4.2.4.1. Upon receipt of a 52 FW/CV directed or GSU commander requested SAV, 52 FW/XPI tasks units through MUNSSLO to provide EET members based on AFSCs and numbers listed on the request.

4.2.4.2. Obtains 52 FW/CV approval and distributes final SAV reports.

4.2.5. 52 SFS:

4.2.5.1. Conduct program review IAW Operations Order (OPORD) 01-01 in preparation for Joint Staff Integrated Vulnerability Assessment. The Wing AT/FP office will conduct program review 6 months prior to HHQ inspection.

Chapter 5

HIGHER HEADQUARTERS INSPECTIONS

5.1. General.

5.1.1. Units are subject to pre-planned and no-notice inspection teams or visits from Headquarters USAF, Headquarters USAFE, NATO, Health Services Inspection Organization, Joint Commission on Accreditation of Healthcare Organization, Defense Threat Reduction Agency, On-Site inspection Agency, Air Force Safety Center, and other agencies. This chapter was written to establish reception plan as “Red Carpet Plan” and procedures for the reception, beddown, administrative and logistical support, and departure of HHQ IG inspections, and other inspections or visits affecting the entire 52d Fighter Wing, individual groups/units, tenant organizations, and GSUs. Provisions of this plan will aid in proper planning and execution of these important functions.

5.2. Responsibilities.

5.2.1. 52 FW/CC:

5.2.1.1. Personally greet the inspection team chief (if applicable).

5.2.1.2. Ensure the 52 FW Inspection Complaints Noncommissioned Officer (NCO) establishes and publicizes the inspection Personal Conference Periods.

5.2.1.3. Designate 52 FW/XPI as the Reception Liaison Office (RLO) for USAF, USAFE, NATO, and joint inspection team visits affecting the entire Wing (i.e., Compliance Inspection, Phase I or II, and NATO TACEVAL). Unless delegated to another office by the Wing/CC during HHQ inspections, 52 FW/XPI will be responsible for the wing inspection in-briefing.

5.2.2. The Reception Liaison Officer:

5.2.2.1. Ensure coordination of logistical, administrative, facility and communications support is provided by applicable units during headquarters inspections and reviews.

5.2.2.2. Act as the wing focal point for simulations. Provide combined wing input to inspection team chief during team in brief.

5.2.2.3. Prepare out-brief tickets and distribute to groups on a fair-share basis. Groups are responsible to ensure attendees possess appropriate clearances, if required.

5.2.2.4. Obtain lodging requirements from the team and pass to the lodging office. Provide a list of team names as soon as it is received from the team project officer.

5.2.2.5. Coordinate briefings for inspection team at the team work center or as requested by the inspection team chief. Briefings include, but are not limited to, local driver’s training, flight line driving safety (issue of flight line driver’s passes), force protection.

5.2.2.6. Prepare and maintain slides for in-briefings.

5.2.2.7. Coordinate with inspection team project officer for explosive requirements and storage of ground burst simulators (class/division 1.2), and smoke grenades (class/division 1.3) in available facility.

5.2.3. 52 FW/XPI:

- 5.2.3.1. Appoint a Project Officer (PROJO) for the inspection. The RLO and the PROJO are responsible for ensuring the requirements are met for all MAJCOM level inspections.
- 5.2.3.2. Upon notification of a HHQ inspection the PROJO will provide the HHQ IG Project Officer the following:
 - 5.2.3.2.1. Name, rank, unit, office symbol, email address, Defense Switching Network (DSN) voice and fax telephone numbers of the 52 FW PROJO.
- 5.2.3.3. Unit land mobile radio (LMR) frequencies and call signs (Phase I and Phase II ORI). USAFE IG Teams require UHF and VHF radios for each LMR net used by inspected base agencies. The size and composition of the inspection team determines the total number of LMRs. The 52 FW PROJO must coordinate with the HHQ IG PROJO for exact requirements.
- 5.2.3.4. Ensure site access and country clearance is available as required (through MUNSSLO office for GSUs).
- 5.2.3.5. Coordinate inspection team welcome packages requirements with Protocol.
- 5.2.3.6. Ensure lodging requirements are coordinated.
 - 5.2.3.6.1. The 52d Mission Support Group (52 MSG), 52d Operations Group (52 OG), 52d Maintenance Group (52 MXG), and the 52d Medical Group (52 MDG) will appoint an officer or SNCO to coordinate providing three individuals from each group for a baggage detail, and upon notification by the liaison NCO, provide two computers and one printer (if required).
- 5.2.3.7. Ensure vehicles, including staff cars are available as required.
 - 5.2.3.7.1. Ensure transportation is available from and to port of entry (airport) to hotel and/or reception briefing location (work center).
 - 5.2.3.7.2. Ensure vehicle turn-in procedures are arranged.
 - 5.2.3.7.3. Provide local area, base, and flight line maps with key facilities and driving restrictions and procedures annotated, and route to quarters annotated.
- 5.2.3.8. Ensure briefers are available for vehicle operators during in-processing briefings.
- 5.2.3.9. Ensure vehicle placards are available to identify team vehicles.
- 5.2.3.10. Ensure a transportation point of contact is available to resolve vehicle problems or issues.
- 5.2.3.11. Verify currency, applicability and location of the reception briefings.
- 5.2.3.12. Provide previous HHQ reports as required.
- 5.2.3.13. Ensure administrative supplies detailed by the inspection team are located in inspection team work center prior to team arrival (see [Attachment 10](#)).
- 5.2.3.14. Coordinate briefing facilities as required with 52d Services Squadron (52 SVS) for use of base theater or gymnasium.
- 5.2.3.15. Coordinate with inspection team and make arrangements for out-brief.
- 5.2.3.16. Ensure inspection out-brief set-up and practice times are available.

5.2.3.17. Ensure appropriate individuals are invited to in-briefings and out-briefs and that passes are available for the briefings when required.

5.2.3.18. Coordinate with inspection team liaison officer for electronic copies of:

5.2.3.18.1. Proof of computer security training and completed 52d Communications Squadron (52 CS) Customer Contract, Network User Agreement and Account Request form for customer account set up.

5.2.4. 52 OG/CC:

5.2.4.1. Appoint a group PROJO, to act on behalf of the 52 OG/CC and obtain requested support.

5.2.4.2. Be prepared to meet inspection team on arrival.

5.2.4.3. Deliver required initial in-briefing material to RLO upon notification of inspection.

5.2.4.4. Be prepared to brief the inspection team on initial in-briefing material as required.

5.2.4.5. Provide personnel and resources as requested by the wing RLO to support visiting inspection/evaluation teams.

5.2.5. The 52d Airfield Operations Flight:

5.2.5.1. Upon flight plan notification of arrival, if by air, notify command post and 52 OG/CC.

5.2.5.2. Ensure individuals operating vehicles on flight line receive required training.

5.2.5.3. Brief inspection team members on flight line driving procedures. Briefing time and location shall be coordinated by the RLO.

5.2.5.4. Inspection team personnel requiring access to the flight line must process an AF Form 483, **Certificate of Competency Card**, for flight line driving from base of assignment.

5.2.6. 52 MXG/CC:

5.2.6.1. Appoint a group project officer, to act on behalf of the 52 MXG/CC and obtain requested support.

5.2.6.2. Be prepared to meet inspection team on arrival.

5.2.6.3. Deliver required initial in-briefing material to RLO upon notification of inspection.

5.2.6.4. Be prepared to brief the inspection team on initial in-briefing material as required.

5.2.6.5. Provide personnel and resources as requested by the wing RLO to support visiting inspection/evaluation teams.

5.2.7. 52 MSG/CC:

5.2.7.1. Appoint a group PROJO to act on behalf of the 52 MSG/CC and obtain requested support.

5.2.7.2. Be prepared to meet inspection team on arrival.

5.2.7.3. Deliver required initial in-briefing material to RLO upon notification of inspection.

5.2.7.4. Be prepared to brief the inspection team on initial in-briefing material as required.

5.2.7.5. Provide administrative support as required by RLO.

5.2.7.6. Provide one GSA (two drawer) approved safe capable of storing secret material for inspection team work center.

5.2.7.7. Provide personnel and resources as requested by the wing RLO to support visiting inspection/evaluation teams.

5.2.7.8. Appoint a POC for overall work center facility preparation and maintenance.

5.2.8. 52 SFS:

5.2.8.1. Provide a POC for reception support and coordination of resources with the appointed group RLO as necessary.

5.2.8.2. Provide security requirements as required.

5.2.8.3. Prepare, using approved site access message or in coordination with inspection team project officer, authenticate and distribute inspection team entry authorization lists (EAL) in accordance with command procedures.

5.2.8.4. Provide Installation Visitors Passes, as required.

5.2.8.5. Provide traffic control before and after the out-brief.

5.2.9. 52 SVS:

5.2.9.1. Ensure lodging arrangements are made for inspection team members as required.

5.2.9.2. Upon notification of projected team arrival, review quarters availability and brief PROJO on availability. For no-notice inspections brief the PROJO as soon as possible.

5.2.9.3. Complete a lodging assignment worksheet and forward it to the PROJO for lodging assignments. The PROJO may forward lodging assignment worksheets to the team liaison for completion.

5.2.9.4. Resolve customer lodging issues and take an active role in resolving issues related to services.

5.2.9.5. Provide 52 FW/CC/CP/XPI, PROJO, and base operator with a copy of the final lodging assignment worksheet, including phone numbers.

5.2.9.6. Provide a lodging representative for initial inspection team in-processing. When possible, room assignment and key pick-up will be accomplished during team in-processing.

5.2.9.7. Provide the PROJO with a current list of all services facilities within Spangdahlem AB.

5.2.9.8. Reserve the base theater or gymnasium for 24 hours prior to the out-brief for use by the IG team. Provide a spare key to the facility on hand receipt for team access.

5.2.10. 52d Mission Support Squadron:

5.2.10.1. Ensure the Military Personnel Flight provides:

5.2.10.1.1. Unit alpha rosters to the team work center NLT 1200, of day 1 of the inspection.

5.2.10.1.2. Manning strength figures to the wing PROJO prior to in-brief. Ensure the list details authorized and assigned personnel, unit and AFSC, and highlights manning shortages.

5.2.10.1.3. Ensure the personal reliability program manager (GSUs) complies with AFI 90-201_USAFE SUP1, ADDENDUM A NLT 0800, day 1 of the inspection.

5.2.11. 52 CS:

- 5.2.11.1. Provide one Work Group Manager (WGM) to act as a POC during the entire inspection/evaluation for any additional requirements or trouble shooting as necessary.
- 5.2.11.2. WGM must be present at reception brief to provide account access, passwords, and operating instructions.
- 5.2.11.3. Customer accounts will be set up and active prior to team arrival provided Customer Account Request forms have been received.
- 5.2.11.4. WGM will accomplish and process all necessary documentation (i.e. AF Form 3215, **IT/NSS Requirements Document**) for required computer and communications equipment. Provide computer system set-up and maintenance support. (USAFE IG team requirements are outlined in AFI 90-201 and USAFE Supplements). Team center should be equipped with three multiple line telephones with hold capacity (minimum of two class A and two class C extensions on each phone), access to a TEMPEST computer with letter-quality printer, a dedicated copier. For LSNs, provide a minimum of three secure telephones and crypto ignition keys with appropriate security level.
- 5.2.11.5. Provide a minimum of six computer systems consisting of a Central Processing Unit (CPU), monitor, speakers, keyboard, mouse, printer and two laser printers.
- 5.2.11.6. Computers will be USAFE Personal Computer Common Operating Environment (PCCOE) compliant with CD/RW drive connected to the Spangdahlem network. If a TEMPEST computer is required, the 52 CS will provide a designated location. Only the RLO may make changes to this commitment as necessary to meet mission requirements. Connection cables and power supply, to include transformers, will accompany computer and printer equipment. Additional taskings not covered in this plan will be passed to 52 CS from the RLO as required by the inspection team.
- 5.2.11.7. Laser printers will be delivered to the team work center and all connection cables will accompany equipment. Minimum requirements are two black and white with duplexer. Exact number required will be coordinated through the inspection team project officer and passed to 52 CS by the RLO. Numbers may vary slightly dependent on the type of inspection being conducted.
- 5.2.11.8. Provide one group e-mail account in the work center, if required.
- 5.2.11.9. Designate location for one tempest certified computer system, if required.
- 5.2.11.10. Provide telephone support to the inspection team work center as specified by the wing RLO. Minimum of 12 telephones will be needed throughout the work center. All must be European and Continental United States (CONUS) DSN capable and at least four with world-wide commercial access. Additional units may be requested by the RLO dependent on team size.
- 5.2.11.11. Provide six copies of Spangdahlem telephone directory.
- 5.2.11.12. Provide a list of key telephone numbers, including team headquarters, team chief's office and quarters, Visiting Officer's Quarters and Visiting Airmen's Quarters.
- 5.2.11.13. Provide one secure voice phone with key for the work center.
- 5.2.11.14. Coordinate and provide priority service for reproduction (within their capacity), graphics requirements to include welcome books, badges and briefings.

5.2.11.15. Provide one high speed, duplex, collating copier.

5.2.11.16. Provide photographic support as required.

5.2.11.17. Provide multimedia support as required by the RLO to include: Graphics, still and digital photography, lab, reprographics, and videography. In addition, they will coordinate escort or technical advisor requirements through the RLO.

5.2.11.18. Provide 24-hour turn around for visual information support throughout the course of the inspection. Photographs will be processed on a daily basis.

5.2.11.19. Provide and setup public address system with microphone, lectern and cassette tape or CD, in-focus projectors, screens, and live-feed telecommunications (if required) for the out-brief. Equipment will be set up 24 hours prior to out-brief and will remain in place overnight. Coordinate with the inspection out-brief team to recheck equipment prior to out-brief.

5.2.11.20. Provide other equipment as requested.

5.2.12. 52 CES:

5.2.12.1. Appoint a POC for work center set up and maintenance 30 days prior to inspection team arrival date. POC must be on telephone standby for the duration of the inspection beginning 24 hours prior to team arrival.

5.2.12.2. Provide two large laminated Spangdahlem AB maps-to include the flight line area. Maps will be large enough to read and contain crash grid.

5.2.12.3. Provide two maps each of 52 FW GSUs (if required).

5.2.12.4. Provide a current list of all tenant units with building numbers, (if on base) or geographical location, (if off base).

5.2.12.5. Provide a facility priority listing containing all facilities under the Spangdahlem Military Community indicating priority for emergency response.

5.2.12.6. Prepare reserved parking signs for inspection team's visit as requested by the wing RLO.

5.2.12.7. Provide additional transformers, electrical cords, and outlets in work center, as required by the wing RLO.

5.2.12.8. Deliver one refrigerator to the team administrative office NLT 1200, prior to day 1 of the inspection.

5.2.13. 52 LRS:

5.2.13.1. Provide a Transportation Control Officer.

5.2.13.2. Provide inspection team members with vehicle support requested by inspection team vehicle control officer, or as coordinated with the RLO.

5.2.13.3. Provide a qualified individual and transportation for flight line driving tour, departing the inspection team work center following reception briefing. 52d Operations Support Squadron will provide the flight line driving briefing and tour.

5.2.13.4. If the inspection team arrives/departs by air, dispatch buses and covered baggage truck as required by the RLO.

- 5.2.13.5. Inspect, clean and deliver/turn-in U-drive vehicles to the reception work center in the types and quantities requested by the RLO.
 - 5.2.13.6. Requirements include one general-purpose vehicle for the RLO, available at least 2 weeks prior to the inspection.
 - 5.2.13.7. All vehicles will be in place at the team work center NLT 1 day prior to team arrival.
 - 5.2.13.8. Provide phone number to call if problems develop and provide timely mobile maintenance assistance. Replace U-drives as required.
 - 5.2.13.9. Provide transportation to and from Spangdahlem Air Base to those team members billeted off base.
 - 5.2.13.10. Provide vehicle placards and numbers for team vehicles to park in designated reserve spots. Provide gas pump hours, location and access to gas pump key (authorized government vehicle).
 - 5.2.13.11. Provide accident information (duty and after duty hours phone numbers).
- 5.2.14. 52 MDG/CC:
- 5.2.14.1. Appoint a group RLO, to act on behalf of the 52 MDG/CC and obtain requested support.
 - 5.2.14.2. Be prepared to meet inspection team on arrival.
 - 5.2.14.3. Be prepared to brief the inspection team on initial in-briefing material as required.
 - 5.2.14.4. Provide personnel and resources as requested by the wing RLO to support visiting inspection/evaluation teams.
 - 5.2.14.5. Provide moulage makeup team and supplies to moulage casualties as required by types of inspections.
- 5.2.15. 52 FW Command Post (CP):
- 5.2.15.1. Will activate the IG EAL as directed. The original EAL is to remain on file at command post and copies will be supplied to Central Security Control and the Wing Inspections Office.
- 5.2.16. 52 FW Protocol Office (CCP):
- 5.2.16.1. Provide welcome books to the wing RLO that include, as a minimum, commander's welcome letter, the Wing fact sheet, a key personnel roster, organizational chart and a biography (with photo) of the current group commanders and above. **NOTE:** the team inspection project officer and Wing RLO will determine the number of books required.
 - 5.2.16.2. Deconflict Distinguished Visitor visits.
- 5.2.17. 52 FW Public Affairs Flight (PA):
- 5.2.17.1. Publish the location and time of the IG team personnel conference and fraud, waste and abuse disclosure meetings, as required. This information should be published in the Eifel Times, and broadcast on American Forces Network (AFN) radio, time permitting.
 - 5.2.17.2. Assist RLO in preparing media coverage plan and publication and broadcast of inspection plan in Eifel Times and AFN Radio and Television.
- 5.2.18. 52 FW Safety Office (SE):

- 5.2.18.1. Coordinate with RLO to ensure there are no significant ground, weapons, and flight hazards that could influence the conduct or outcome of the inspection.
- 5.2.18.2. Inspect and provide explosive license for IG team explosive storage location identified by the wing RLO.
- 5.2.18.3. Provide a local area drivers orientation briefing to team members at their in-brief.

STEPHEN P. MUELLER, Brigadier General (S), USAF
Commander

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

Allied Command Europe (ACE) Forces Standard Volume 6, *SHAPE Tactical Evaluation Manual*
OPORD 03-11, *Antiterrorism*

AFMAN 10-100, *Airman's Manual*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFI 13-203, *Air Traffic Control*

Air Force Catalog (AFCAT) 21-209V1, *Ground Munitions*

AFPD 32-40, *Disaster Preparedness*

AFH 32-4014, Volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*

AFMAN 36-2108, *Enlisted Evaluation Classification*

AFOSHSTD 48-137, *Respiratory Protection Program*

USEUCOM Directive 60-12, *Nuclear Surety Management for the WS3*

AD 80-50, *BI-Major NATO Command Reporting Directive*

AFPD 90-2, *Inspector General - The Inspector System*

AFI 90-201, *Inspector General Activities*

AFI 90-201 USAFESUP1, *Inspector General Activities*

AFMAN 91-201, *Explosives Safety Standards*

Abbreviations and Acronyms

ACE—Allied Command Europe

AF—Air Force

AFCAT —Air Force Catalog

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ATC—Air Traffic Control

DEROS—Date Eligible for Return from Overseas

EAL—Entry Authorization List

EET—Exercise Evaluation Team
ENDEX —End of Exercise
FSTR—Full Spectrum Threat Response
GSU—Geographically Separated Unit
HN—Host Nation
IG—Inspector General
LMR—Land Mobile Radio
LNSI—Limited Nuclear Surety Inspection
LOI—Letter of Instruction
LSN—Local Salty Nation
LUCI—Local Unit Compliance Inspection
MESL—Master Event Schedule Log
MOPP—Mission Oriented Protective Posture
MOU—Memorandum of Understanding
NATO—North Atlantic Treaty Organization
NBC—Nuclear, Biological, Chemical
NSI—Nuclear Surety Inspection
OPORD—Operations Order
OPR—Office of Primary Responsibility
ORI—Operational Readiness Inspection
PCS—Permanent Change of Station
POC—Point of Contact
PROJO —Project Officer
RF-A—Reactionary Force-Air
RLO —Reception Liaison Officer
SABI —Spangdahlem Instruction
SAV —Staff Assistance Visit
SHAPE—Supreme Headquarters Allied Powers Europe
SII—Special Interest Item
STARTEX—Start of Exercise
STO—Survive to Operate
STEM—SHAPE Tactical Evaluation Manual

TACEVAL—Tactical Evaluation

TAOR—Tactical Area of Responsibility

UCG—Unit Compliance Guide

UCI—Unit Compliance Inspection

UXO—Unexploded Ordinance

WC—White Cell

WGM—Work Group Manager

WMD—Weapons of Mass Destruction

WSA—Wing Staff Agencies

XPI —Wing Inspection Office

Terms

TEMPEST—An unclassified term referring to technical investigations for compromising emanations from electrically operated processing equipment; these investigations are conducted in support of emission security.

Attachment 2

EXAMPLE FORMAT FOR UNIT COMPLIANCE WING SUMMARY SHEET

52 FW Open Write-ups Summary-- Semi Annual Compliance Inspection as of Oct 03						
	CORE COMPLIANCE			COMPLIANCE		
UNIT	TOTAL	OPEN	% OPEN	TOTAL	OPEN	% OPEN
52 OG						
OSS			0.00%			0.00%
22 FS			0.00%			0.00%
23 FS			0.00%			0.00%
81 FS			0.00%			0.00%
606 ACS			0.00%			0.00%
TOTAL			0.00%			0.00%
52 MDG			0.00%			0.00%
52 MXG						
AMXS			0.00%			0.00%
CMS			0.00%			0.00%
EMS			0.00%			0.00%
MOS			0.00%			0.00%
QA			0.00%			0.00%
52 KB MUNSS			0.00%			0.00%
752 MUNSS			0.00%			0.00%
852 Buechel MUNSS			0.00%			0.00%
TOTAL			0.00%			0.00%
52 MSG						
CES			0.00%			0.00%
CON			0.00%			0.00%
CS			0.00%			0.00%
LRS			0.00%			0.00%

	CORE COMPLIANCE			COMPLIANCE		
MSS			0.00%			0.00%
SFS			0.00%			0.00%
SVS			0.00%			0.00%
TOTAL			0.00%			0.00%
52 FW STAFF						
CP			0.00%			0.00%
CPTS			0.00%			0.00%
HC			0.00%			0.00%
HO			0.00%			0.00%
IG			0.00%			0.00%
JA			0.00%			0.00%
PA			0.00%			0.00%
SE			0.00%			0.00%
XP			0.00%			0.00%
MEO			0.00%			0.00%
MANPOWER			0.00%			0.00%
RMTP			0.00%			0.00%
TOTAL			0.00%			0.00%
52 FW Overall			0.00%			0.00%

A2.1. Excel Worksheet #- Guide Summary Example

SQUADRON: CES #						
	CORE COMPLIANCE			COMPLIANCE		
Guide	TOTAL	OPEN	%	TOTAL	OPEN	%
Command Section						
Administration Flight						
Engineering Flight						
Environmental Flight						
Explosive Ord. Disp. Flt						
Resources Flight						
Readiness Flight						
Fire Protection Flight						
Housing Flight						
Operations Flight						
TOTAL						

A2.2. Excel Worksheet - Report Update Example :

SQUADRON: UCI WRITE-Ups					
AREA	CHECKLIST TITLE	CORE COMPLIANCE/ COMPLIANCE	ACTION OPEN:	ACTION TAKEN:	ECD:
	Item #				
Resources	Program XYZ 1.4	Compliance	Routine system maintenance, to include policing the system for personal or illegal software is not being performed.	Built database to better track maintenance. Maintained by flight chief. (CLOSED-25 Jul 03)	
Operations	Program ABC 2.3	Compliance	The BCE has not established an active Corrosion Control Program.	BCE currently writing SABI to correct. (OPEN)	1-May-04

Attachment 3

EXAMPLE FORMAT FOR CONTINUITY BOOKS

TAB		TITLE
Tab A		Table of Contents
Tab B		Brief job description of inspection monitor responsibilities within respective work centers (<i>Roles and Responsibilities</i>).
Tab C		Have an organization chart showing your level, with one level higher and one level lower, as applicable. (<i>Organizational Chart - Wing/Group/Squadron</i>)
Tab D		Appointment List: A squadron listing of all squadron program managers and applicable appointment letter for your duties. (<i>UCI POC List</i>)
	Tab D-1 (<i>Added</i>)	Appointment Letter(s) (<i>UCI POC(s)</i>)
Tab E		List of Applicable Guidance: List any applicable guidance for you specific positions (e.g. the guidance that addresses your specific duties). (<i>Guidance - AFIs, SABI, etc.</i>)
Tab F		Policy Letters: Include any policy letters that are developed to enhance or define your daily procedures, as applicable. (<i>Policy Letters</i>)
Tab G		Unit Compliance Inspection (formerly called Functional Inspection): This will consist of the following three sections:
	Tab G-1 (<i>Added</i>)	Section 1 - ALL Air Force “Common Core Compliance Area (CCCA)” checklists that pertain to your area (Formerly called Compliance Inspection Items (CIIs)) <ul style="list-style-type: none"> IAW AFI 90-201, Atch 6, Compliance Inspections
	Tab G-2 (<i>Added</i>)	<ul style="list-style-type: none"> Section 2 - ALL USAFE “Core Compliance Guide Items (CCGIs)” and “Compliance Guide Items (CGIs)”, checklists that pertain to your area (Formerly called Functional Inspection Guides (FIGs)) IAW AFI 90-201
	Tab G-3 (<i>Added</i>)	Section 3 - ALL 52 FW Action Plan(s) for <i>Open Action Items</i> , from previous SAB Functional Inspection, 2000 <ul style="list-style-type: none"> IAW SABI Atch 2 (Example Format for Functional Inspection Reporting) IAW SABI Atch 2 (Checklist Summary Example)

TAB			TITLE
Tab H			Cross tells: This will contain copies of all cross-feed that are applicable to your area. Examples: <ul style="list-style-type: none">• Include <u>Major Findings</u> and <u>Repeat Write-Ups</u> from the SAB Functional Inspection Report, 2000• Include the RAF Mildenhall and RAF Lakenheath UCI Reports, 2003
Tab I <i>(Added)</i>			Special Interest Items (SIIs)

Attachment 4

EXAMPLE APPOINTMENT LETTER

Sample of an appointment letter for group and squadrons. It includes both the group and squadron monitor appointments. Do not include sections of each squadrons. Squadrons may use same format to identify section managers' appointment signed by Squadron CC. Current letter is kept on file in the inspection continuity book. File under Tab D--Appointment Letter(s).

(WING LETTERHEAD)

DATE

MEMORANDUM FOR ALL PERSONNEL

FROM: 52 XXX/CC

SUBJECT: Appointment of Inspection Program Monitors

1. The following individuals are appointed as the group inspection program monitors. They are responsible for the implementation of the squadrons inspection program.

<u>Name</u>	<u>Rank</u>	<u>Duty Phone</u>
Pri: Doe, John	SMSgt	452-1059
Alt: Doe, Johnny	Capt	452-1110

2. The following individuals are appointed as squadron inspection program monitors

<u>Name</u>	<u>Rank</u>	<u>Office Symbol</u>	<u>Duty Phone</u>
Pri:			
Alt:			
Pri:			
Alt:			
Pri:			
Alt:			
Pri:			
Alt:			

//ORIGINAL SIGNED//
JOHN DOE, Lt Col, USAF
Commander

Attachment 6

CROSSTELL REPORTS/LOG

File one this log under Tab H--Crosstell Reports/Logs. Crossfeeds can include IG or Staff Assistance Visit (SAV) reports. It can also include articles from The Inspector General Brief, self-inspection monitor meetings, USAFE/IG Crosstells, and any other means of identifying potential problem areas. You can get copies of USAFE reports from the USAFE IG web page at <https://wwwmil.usafe.af.mil/direct/ig/index.html>. Monitors will log reports aggressively and review them for applicability.

52 XXX Flight Crossfeed Log				
Date of Report	Unit inspected, Type of Inspection	Date Reviewed	Reviewer Initials	Remarks

Attachment 7

**EXERCISE SPECIFIC SIMULATION REQUEST SUGGESTED FORMAT
(WING LETTERHEAD)**

DATE

MEMORANDUM FOR 52 FW/XPI

FROM: SQDN OR GRP/CC

SUBJECT: Exercise Specific Simulation Request

1. Describe the request for simulation. Be specific with details, total quantities, chalk numbers, National Stock Number, part Numbers, vehicle ID numbers, personnel names, office symbols, etc.
2. Give specific reasons for the request. Must be for one of the following reasons: safety, cost, or special consideration for non-participants.
3. After Wing CV approval return to XPI to be filed.

Squadron or Group CC
Signature Block

cc: 52 FW/GROUP CC (if originator is Squadron CC)

1st Ind, 52 FW/XPI

MEMORANDUM FOR 52 FW/CV

Approved/Disapproved

Chief, Wing Inspections

Signature Block

2d Ind to 52 FW/XPI, (date), Exercise Specific Simulation Request

52 FW/CV

MEMORANDUM FOR 52 FW/XPI

Approved/Disapproved.

Vice Commander Signature Block

Attachment 8

EXAMPLE SQUADRON APPOINTMENT LETTER

This is an example of an appointment letter for the entire squadron.

(WING LETTERHEAD)

DATE

MEMORANDUM FOR 52 FW/XPI

FROM: 52 XXX/CC

SUBJECT: Appointment of Exercise Evaluation Team member (EET).

1. The following individuals are appointed as the squadron EET member. They are responsible for the exercise evaluation of the squadron.

Rank:

Full Name:

DEROS:

Office Symbol:

Duty Phone:

Team Position:

//ORIGINAL SIGNED//

Name, Rank, USAF

Commander

Attachment 9

TYPICAL EXERCISE PLANNING TIME LINE

STARTEX - 90 days:	52 FW/XPI tasks Group Commanders to submit desired learning objectives for the exercise.
STARTEX - 60 days:	52 FW/XPI receives learning objectives to build script.
STARTEX - 30 days:	52 FW/XPI sends draft scenario to EET area Chiefs for review.
STARTEX - 25 days:	52 FW/XPI briefs wing objective and exercise scenario to the 52 FW/CV for approval. First draft of exercise script completed by 52 FW/XPI.
STARTEX - 22 days:	52 FW/XPI meeting with EET Area chiefs. Review grading criteria for objectives and tasks. 52 OSS/INT briefs scenario to Wing Staff
STARTEX - 21 days:	52 FW/XPI forwards warning order, execution order, and draft SPINS to 52 FW/CV for approval.
STARTEX - 14 days:	52 FW/CV approves SPINS and 52 FW/XPI publishes SPINS/ LOIs. 52 FW/XPI coordinates with Public Affairs for wing-wide exercise awareness.
STARTEX - 10 days:	52 FW/XPI meeting with EET chiefs. Final cut on script and forward draft script to 52 FW/CV for approval.
STARTEX - 5 days:	52 FW/CV approves script.
STARTEX - 2 days:	52 FW/XPI meeting with all EET evaluators. Provides exercise specific instructions and report templates for evaluators and team chiefs. 52 FW/XPI distributes script to EET functional coordinators and area chiefs.
STARTEX	EET evaluators make exercise inputs and record observations. 52 FW/XPI performs HHQ/White Cell functions. Daily 52 FW/XPI meetings with EET area chiefs or functional coordinators (if possible).
ENDEX + 1 day:	EET area chiefs provide written inputs to 52 FW/XPI.
ENDEX + 2 days (Normally):	52 FW/CC and/or 52 FW/CV with 52 FW/XPI conduct "Hot Wash" with key personnel and Wing Staff Agency Chiefs.
ENDEX + 21 days:	52 FW/XPI circulates draft report for corrective action to group commanders.
ENDEX + 60 days:	52 FW/XPI submits final report to 52 FW/CV for approval.
ENDEX + 60 days:	52 FW/XPI tracks unit responses.

Attachment 10

TEAM WORK CENTER SUPPORT KIT ITEMS

ITEM	QUANTITY
Safe (two drawer)	1 Each (Provided by unit being inspected)
Waste Bags	20 Each
Dictionary	4 Each
Computer Disk	1 Box
Folders (blue)	50 Each
Manila Envelopes (9 x 12)	30 Each
Masking Tape	1 Roll
Mouflage Kits (if available)	1 Each
Paper Clips	6 Packs
Punch (2 and 3 hole)	1 Each
Paper Cutter	1 Each
Copier Paper	5 Reams
Pens (black)	2 Boxes
Pencils (lead, #2)	3 Dozen
Pencil Sharpener	1 Each
Rubber Bands	1 Box
Ruler	5 Each
Stapler/w/ Staples	4 Each
Staple Remover	3 Each
Scissors (office type)	4 Pair
Scotch Tape (clear w/dispenser)	4 Each
Tablet (lined, yellow 8 ¼ x 14)	10 Each
Base telephone directory	6 Each
Shredder	1 Each
Paper coffee cups/spoons	500 Each

Attachment 11

RED CARPET TIME LINE

90 days:	Appoint a liaison Officer and NCO. Obtain requirements from the inspecting agency for office space, technical support, and lodging requirements.
60 days:	Request POC's from effected Groups and Squadrons to coordinate logistical, administrative, facility and communications support.
50 days:	Obtain and coordinate lodging requirements to the lodging office. Coordinate and schedule building requirements with F-TAC leadership.
40 days:	Develop welcome book for the team and send to publishing for number of copies.
30 days:	Prepare slides for in-brief, coordinate flight line and local driver's training. Coordinate cell phones, land mobile radio and work center communications to include work group Manager (WGM) with 52 FW/CS. Ensure vehicle request are available to include vehicle placards, and base maps to include key facilities.
20 days:	Ensure technical computer support available. Develop parking plan with the 52 FW/SFS and signs are available. Prepare an inspection team entry authorization list (EAL) and authenticate through 52 FW/SFS.
7 days:	Coordinate all equipment insulation for the team building to include logistical, administrative, communications. Schedule Wing Conference for in brief. Have base theater on stand-by in case mass brief is needed.
5 days:	Have 52 FW/SFS block off parking lot for inspection team to ensure all cars are removed. Coordinate with 52 FW/SVS to ensure the dinning facility has reserved tables for the inspection team.
2 days:	Have baggage detail available.
STARTEX	Greet arriving team members assist in resolving any issues and assist in the in-brief.
ENDEX + 1 day:	Be available to work any problems or support issues.
ENDEX + 2 days (Normally):	Coordinate with 52 FW/SVS for base theater or base gym support for the out brief.
ENDEX + 5 days:	Ensure all equipment is accounted for and returned to the proper organizations.
ENDEX + 30 days:	Document lesions learned.