

BY ORDER OF THE COMMANDER
HEADQUARTERS FOURTH AIR FORCE (AFRC)

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Command Policy

UNIT ASSISTANCE VISITS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-1, *Policy Formulation*. It establishes procedures for conducting and reporting Unit Assistance Visits to Fourth Air Force units. This instruction applies to Headquarters Fourth Air Force, 604th Regional Support Group, and subordinate units.

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Chapter 1

GENERAL INFORMATION

1.1. Purpose. The primary purpose of a Unit Assistance Visit (UAV) is to provide direct management assistance to subordinate units. This will identify problem areas, streamline procedures, enhance readiness, and boost combat capability. 4 AF/CVA has overall authority for conducting UAVs. The Plans and Programs Division (XP) is the office of primary responsibility (OPR) for UAV planning and scheduling.

1.2. Objectives. The objectives of a UAV are to identify and assist in problem areas affecting the unit's mission readiness and provide guidance to ensure effective long-term solutions. Team members will provide oral and written guidance/recommendations in order to accomplish these objectives.

1.3. Planning Guidelines. UAVs consist of Staff Assistance Visits (SAVs), Deployment Assistance Visits (DAVs), Readiness Assistance Visits (RAVs) and Functional Assistance Visits (FAVs). 4 AF and 604 RSG Staff will provide units with as much notice as possible before scheduling or conducting a UAV. Normally, visits will not be conducted 90 days prior to a MAJCOM Inspection.

1.4. Scheduling. 4 AF/XP is responsible for scheduling SAVs/DAVs/RAVs for all 4 AF units. FAVs are scheduled and conducted between NAF and Wing/Unit based on mission requirements.

Chapter 2

RESPONSIBILITIES

2.1. 4 AF/604 RSG:

2.1.1. 4 AF/604 RSG provides support/assistance to all 4 AF Units. Functional area checklists will be provided to all units NLT 90 days prior to scheduled visits.

2.1.2. 4 AF/XP is responsible for scheduling SAVs/RAVs/DAVs for all 4 AF Units. FAVs are scheduled and conducted between NAF and Wing/Unit based on mission requirements.

2.1.3. 4 AF/XP will perform the following functions:

2.1.3.1. Serve as the POC for long-range planning/scheduling.

2.1.3.2. Provide oversight for 4 AF participation in exercises.

2.1.3.3. Schedule and record RAV Planning Committee meetings.

2.1.3.4. Coordinate 4 AF attendance at planning conferences for major exercises.

2.1.3.5. Collect and distribute lessons learned from contingencies and exercises.

2.1.4. 4 AF functional area managers help plan, execute, and evaluate RAVs/DAVs. Each 4 AF and 604 RSG functional area manager will establish a Point of Contact (POC) for exercise planning and coordination. Include risk management principles to reduce potential for mishap (see AFI 91-213, Operational Risk Management Program, and AFPAM 91-214, Operational Risk Management Implementation and Execution).

2.2. Wings and Units:

2.2.1. Wings and units will use 4 AF/604 RSG Checklists to conduct a self-inspection prior to scheduled staff assistance visits. SAV members will validate the self-inspection to determine programs and processes requiring assistance.

2.2.2. 4 AF wing XPs will brief all wing personnel participating in a RAV/DAV prior to the exercise. The briefing will include, but is not limited to, general concept of operations, RAV/DAV objectives, schedules, and operating locations.

2.2.3. Local deployment exercises should identify specific goals and objectives in order to optimize training. Comply with appropriate regulations and adapt the guidance to individual requirements. Plan and conduct locally generated exercises in which tasked Unit Type Codes (UTCs) listed in the AFWUS

are processed for deployment in accordance with frequency requirements outlined in AFRCI 10-101, paragraph 6.5.1. and 6.5.2. Participation in higher headquarters directed exercises that task AFWUS UTCs may also satisfy this requirement. Units should be involved in RAV/DAV exercise scenarios as much as possible.

Chapter 3

STAFF ASSISTANCE VISITS

3.1. Objectives. The objectives of a SAV are to:

3.1.1. Identify/assist in problem areas affecting the unit's mission readiness.

3.1.2. Allow commanders an opportunity to identify specific unit resource deficiencies in manning, facilities and funding to the team chief. The team chief will validate those resource concerns that might adversely affect the unit's capability to perform its mission and separately brief the 4 AF/CC on any resource shortfalls.

3.1.3. Provide problem solving assistance to ensure effective long-term solutions. Team members will provide oral or written guidance and recommendations as required to accomplish tasks during the visit.

3.1.4. Identify and resolve duplication of effort and unnecessary requests levied upon subordinate units by this headquarters, other intermediate headquarters, HQ AFRC, and gaining commands.

3.1.5. Provide guidance in implementing new policies or procedures. The SAV will concentrate on combat readiness by ensuring unit compliance with AFRC and gaining MAJCOM instructions and directives. It will also review critical items in AFI 90-201 Core Inspection areas in safety, environmental management, intelligence oversight, contracting and command, control, communications, and computers (C4).

3.1.6. Assist newly activated units in establishing support agreements, acquisition of facilities and the establishment of operational functions.

3.2. Team Composition: Each major SAV team may include the Commander, CVA, and or Senior Enlisted Advisor. The team will include a team chief and the remainder of the team composition will depend on which functional areas require assistance and will be determined jointly by the Unit Commander and XP. The team chief will coordinate with other 4 AF divisions and special staff agencies to achieve the desired team manning. The XP will coordinate with AFRC staff agencies for SAV team augmentation for those functions not available or which have limited availability at 4 AF. The matrix on page 16 provides recommended SAV team composition by function.

3.3. Scheduling:

3.3.1. Unless required by Air Force directives, directed by the appropriate commander, or carried out for the purpose of correcting known deficiencies, the SAV will be conducted only upon request of the unit. Major SAVs will normally be scheduled by joint agreement between the 4 AF/CC and the unit commander approximately 12-18 months prior to a Unit Compliance Inspection (UCI) by AFRC/IG.

3.3.2. The Plans and Programs Division, Operations Plans Branch (XPO) develops a NAF Global visit schedule that includes SAVs. The XPO will manage airlift requirements for SAVs through the allocations conference.

3.3.3. Out of cycle visits will not be scheduled by any agency unless approved by the CVA.

3.4. Visit Preparation:

3.4.1. The CVA, in consultation with the XP, will appoint a team chief and approve a roster of personnel performing support duties required during SAVs, to include an Assistant Team Chief (as required).

3.4.2. The OPR for each function will publish and distribute copies of travel orders with two copies to XP.

3.4.3. Chiefs of divisions or branches, and chiefs of special staff offices will:

3.4.3.1. Serve as the orders approving official for all TDY orders relative to the visit. Provide justification for requests of special authorization listed in AFI 33-328 and determine the appropriate orders statement regarding the meal option (a, b, or c).

3.4.3.2. Provide XP with a list of team members, which will include office symbol, social security number, security clearance data, and duty status. XP will request this list, consolidate replies and provide copies to the team chief approximately one month in advance of the SAV to allow time for 4 AF and unit SAV planning. If there are personnel changes after the consolidated list is submitted to XP, the changes will be coordinated through the team chief.

3.4.3.3. Educate personnel in the methods, techniques, policies, and philosophies to be used in the performance of SAVs for the division's functional specialty.

3.4.3.4. Prepare functional area checklists for use in the orientation of team members. Special Interest Items (SIIs) and special instructions pertaining to the functions will be included.

3.4.3.5. Provide functional area checklists to the wing POC NLT 90 days prior to the scheduled SAV.

3.4.3.6. Notify personnel who are scheduled to perform a SAV at least 30 days in advance of the departure date if possible.

3.4.3.7. Be responsible for ensuring team members are capable of performing SAVs within the guidelines of this operating instruction and their SAV reports clearly reflect the policy of assistance.

3.4.3.8. Ensure team members meet both weight and appearance standards. If a member is entered in the Weight Management Program, the member must be below allowable body fat to accompany the team.

3.4.3.9. If team members require entry into restricted areas, each functional area manager will advise the team coordinator of their requirements NLT 15 days prior to departure. The team coordinator will ensure entry authority procedures are coordinated with the visit location and team members are provided instructions prior to departure. The team coordinator will submit team list to 604 RSG/SF NLT 10 days prior to departure for completion of the Entry Authority List (EAL). On visits with an SF representative accompanying the team, the SF representative will also serve as the team security officer.

3.4.4. The Plans and Programs Division will:

3.4.4.1. Assist the team chief with all SAV duties. This includes working with unit OPR for lodging, rental vehicles, in-brief/out-brief location, team chief and team work areas, phone numbers, etc.

3.4.4.2. Ensure the unit to be visited is notified at least 90 days prior to the date of the visit and has received a checklist from each 4 AF/604 RSG Functional Area. This initial notification will include as a minimum the dates of the visit and approximate number of team members.

3.4.4.3. Ensure a list of team members is forwarded to the unit at least 14 days prior to the visit. The list will include names of team members, lodging and transportation requirements, special requirements and instructions for in-briefing.

3.4.4.4. Ensure LGRT provides reimbursement procedures for vehicle rental to the visited unit.

3.4.4.5. Ensure an AF Form 40, AF Form 40a, or a UTAPS printout is prepared for all personnel performing SAVs in a normally scheduled UTA status. Forms will be authenticated by functional area team chiefs and delivered to DPM upon completion of visit. A listing produced by UTAPS can be used as a source document, vice the AF Form 40/40a, and subsequently input into UTAPS. Only one source document, either an AF Form 40a or the UTAPS produced printout will be used on the SAV.

3.4.4.6. Conduct a SAV pre-briefing for SAV team members prior to departure.

3.4.4.7. Ensure two copies of each team member's orders, as well as any change of UTA letters are available.

3.4.4.8. Ensure a "Team Information" letter is prepared, printed and available for distribution at the pre-departure briefing.

3.4.4.9. Ensure the following documents accompany the SAV team: Previous SAV report, the most recent UCI report, and book of current SIIs, EAL, and other items, as required, to include support agreements.

3.4.4.10. If the base visited has no passenger service function, ensure passenger manifest is prepared for all personnel traveling to or from the visit on military aircraft. Three copies will be used for the trip to the unit, and three for the return trip. Of the three copies, one will be used to check the presence of all personnel aboard the aircraft, one provided to Base Operations at the departing base, and the last one given to the loadmaster or boom operator as the airplane is boarded. At locations with a functional passenger service section, the following will apply: NAF personnel will arrive the passenger terminal 90 minutes prior to aircraft departure unless previously coordinated with base passenger service. Checked baggage will have the individuals name and rank on each bag (tags). Each individual will process through the passenger service counter and produce his/her identification card and be added to the passenger manifest. Once passengers are processed they will remain in the immediate area should early boarding be requested by the aircraft commander. Personnel will be transported to the aircraft by passenger service personnel.

3.4.4.11. Conduct a SAV team pre-departure meeting on the day of departure. Brief team members on the purpose of the visit, itinerary, reporting procedures and any problems known or suspected to exist in the unit to be visited, instructions and SIIs.

3.4.4.12. Ensure critique sheets covering SAV adequacy and team performance are prepared, distributed, collected and processed.

3.4.5. Visited units will:

3.4.5.1. Use functional areas checklists provided by 4 AF/604 RSG to conduct a self-inspection. SAV team members will validate the self-inspection and identify programs and processes requiring assistance.

3.5. Conducting the SAV:

3.5.1. The Team Chief will:

3.5.1.1. Assume overall command for administrative purposes. When more than one team is on a trip to the same location, each team will have a team chief; however, the senior team chief present will function as overall team chief to provide a single point of contact for the parent wing/group on matters relating to any of the teams.

3.5.1.2. Submit changes to team composition to the commander of the unit being visited upon arrival.

3.5.1.3. Supervise, guide, and manage team members conduct in the performance of their duties while at the visited unit.

3.5.1.4. Conduct an in-brief.

3.5.1.5. Evaluate the unit commander's implementation of applicable special subject problem areas, recommended solutions, follow-up actions, complimentary items and impressions. For Resource Staff Assistance Visits (RSAVs), meet early with the unit commander to discuss any resource issues (Funding, Facilities, Equipment, Manpower) and allow the team to validate any concerns.

3.5.1.6. Conduct daily "How Goes It" meetings with functional chiefs near the end of each day to evaluate and redirect assistance efforts.

3.5.1.7. Authorize team members to remain at the unit if assistance is required in critical areas. The Team Chief will notify the appropriate staff director to amend the individual's orders, if necessary. Reservists will not have duty extended unless approved by the appropriate staff director and additional funds have been allocated.

3.5.1.8. Notify the 4 AF Operations center, or the staff duty officer (SDO) concerning delays in team travel. The DOOC or SDO will contact the appropriate division or branch chief, who will notify the team member's dependents.

3.5.1.9. Prepare a written report IAW paragraph 3.6 and leave a copy with the unit Wing Commander at the out brief. Include comments pertaining to answerable observations, current SIIs, status of unit fraud, waste and abuse program, mission limiting problem areas; highlight significant assistance accomplishments and any area requiring urgent attention.

3.5.1.10. Out-brief the visited commander on problem areas and assistance rendered. Attendees at this out briefing will be determined by the unit commander and the team chief. Functional area briefings will be conducted by the senior functional area representatives. The team chief should ensure copies of checklists, process guides, etc., are left with unit functional area representative. When significant policy or procedural problems exist between the AFRC unit and the host base, the appropriate echelon within the host command will be briefed.

3.5.1.11. Brief the 4 AF Commander on the highlights of the visit and resource issues for RSAVs. If the Team Chief or member is not a full time employee, the briefing may be performed by the senior full time member.

3.5.2. Team members will:

3.5.2.1. Prior to departure, research functional area files and consult with other staff members to identify potential problem areas in the unit to be visited.

3.5.2.2. Meet the SAV objectives expressed in paragraph 1.2.

3.5.2.3. Identify present and potential problems with appropriate references that apply to each problem area so corrective action can be expedited. The functional area guide or checklist should provide the team with appropriate references to eliminate the need for unnecessary research during the visit. Copies of checklists, process guides, etc., should be left with unit functional area representative. Where suggested, demonstrate corrective action and conduct training on an individual or group basis. It is each team member's responsibility to ensure the unit member comprehends the problem, its causes, soundness of the solution, and action required to correct the problem.

3.5.2.4. Evaluate corrective actions from the last IG/SAV report to ensure deficiencies have been corrected and will not recur.

3.5.2.5. Carry publications pertinent to team member's functional area of responsibility if it is likely required publications will not be available at the unit through CD ROM or other means.

3.5.2.6. Review common core items applicable to their functional area.

3.5.2.7. Debrief the staff counterpart before departing.

3.5.2.8. Brief the Team Chief of serious deficiencies.

3.5.2.9. Prepare an input for the team chief's functional area out-brief to the commander and/or staff. This briefing will highlight significant areas and the assistance rendered during the SAV. Actions to be taken upon return to home station to resolve problem areas should also be identified, if appropriate.

3.6. Writing the Report:

3.6.1. SAV reports will not include classified information, but will be marked FOR OFFICIAL USE ONLY (FOUO), to advise individuals the report contains privileged information that should not be released to the public.

3.6.2. Comment on the commander's awareness of problem areas.

3.6.3. Reflect the status of unsatisfactory items contained in the last inspection report.

3.6.4. State action recommended to eliminate problems and to prevent their recurrence, identify the OPR or specific position within the visited unit who is responsible for implementation of the solution. Items that require solution or further action by higher headquarters will be included with the appropriate action agency indicated.

3.6.5. References to prescribing directives will be provided to prevent unnecessary research by the unit. Problem areas must be sufficiently described so that unit members can take proper corrective actions.

3.6.6. Words implying a grade such as excellent, outstanding or satisfactory, etc., will not be used in any portion of the SAV Team Report.

3.6.7. SAV Team Report: Prepare a team report (See example of table of contents on page 13) to include all functional areas by group. A standardized copy of the entire SAV team report format is available in the XP division. The SAV team report will summarize functional area evaluations, include applicable SIIs, highlight significant assistance accomplishments, mission limiting problem areas, and areas requiring urgent action. On RSAVs, resource issues from the unit commander will normally be summarized in a separate report that goes only to 4 AF/CC.

3.6.8. SAV Functional Area Executive Summaries: Functional Area Executive Summaries for the SAV Team Report will be in the format depicted on page 14. Also, a copy of the Functional Area Executive Summary will be provided to the visited organization prior to the SAV out brief.

3.7. Processing Reports: Within seven workdays of visit termination, the team chief will forward the headquarters file copy of the report to the command section attached to an AF Form 1768, Staff Summary Sheet.

3.8. Out of Cycle SAV Requests:

3.8.1. All divisions/special staff offices will forward requests for out of cycle SAVs to the CVA (See page 16). The requesting agency will justify the necessity of the SAV. The CVA will exercise approval authority.

3.8.2. When out of cycle SAVs or RSAVs are authorized, the activity conducting the visits will be responsible for accomplishing all objectives/tasks identified elsewhere in this OI and coordinate details of the visit with XP.

Figure 3.1. Sample SAV Team Report Format

SAV TEAM REPORT

TABLE OF CONTENTS

Executive Summary

- Written by SAV Team Chief

Wing Staff Functions

- XP
- FM
- SE
- JA
- PA
- CP
- HC
- HO

Operations Group

- Squadrons
- Units

Logistics Group

- Squadrons
- Units

Support Group

- Squadrons
- Units

Medical Group

- Squadrons
- Units

Reply Instructions

- An Answerable Observation requires a reply by the OPR through command channels to 4 AF/XP 60 days after issuance of the final report and every 60 days thereafter for open observations.

Note: The Table of Contents will reflect only the Wing Staff/Group Headings and not all of the subordinate staff agencies and squadrons/units included in the team report.

Figure 3.2. Sample Functional Area Summary**4 AF SAMPLE FUNCTIONAL AREA SUMMARY**

(Use one inch for all margins/Microsoft Word /12 point Times New Roman)

(Double space between summaries and observations)

WING STAFF FUNCTIONS

FUNCTIONAL AREA SUMMARY: This summary should be an overview of both good points and areas requiring attention and should be thorough but concise. Laudatory achievements or limiting factors may also be highlighted. Ideal length is no longer than one page. Include Answerable Observations and SIIs, if applicable, to your functional area. If observations on previous reports are not corrected, it is appropriate to provide the status of those observations. Observations that are deemed not answerable (Not sourced from the AFRC Unit Compliance Guide (UCI)) will not be included in this report but will be provided to the appropriate functional area as part of the 4 AF functional area report or SAV Checklist.

ANSWERABLE OBSERVATION: Answerable Observations must be approved by the team chief before they are published in the report and are reflected below each functional area summary identifying the appropriate OPR and applicable references. Answerable Observations identified in this report are core problems identified using the AFRC Unit Compliance Inspection Guide. An Answerable Observation requires a reply by the OPR through command channels to 4 AF/XP 60 days after issuance of the final report and every 60 days thereafter for open observations. (**OPR:** /**REF:**)

Figure 3.3. Sample Out of Cycle SAV Letter

OUT OF CYCLE SAV LETTER

FROM: (OPR)

SUBJECT: Out of Cycle SAV to Subordinate Unit

TO: 4 AF/CVA

1. Request authority for the following personnel to perform “section” SAV as outlined:

<u>NAME</u>	<u>SECTION</u>	<u>DATES OF VISIT UNIT</u>	<u>LOCATION</u>
-------------	----------------	----------------------------	-----------------

2. Purpose of visit:

3. Justification as to why SAV is requested at this time:

4. Proposed method of travel:

SIGNATURE BLOCK
SECTION CHIEF

1st Ind CVA

TO:

Approved/disapproved.

JAMES K. MORAN, Colonel, USAFR
Assistant Vice Commander

cc: XP

Figure 3.4. Recommended SAV Team Composition**RECOMMENDED SAV TEAM COMPOSITION**

Function	GSU HICKAM	MS/CLINIC ASTS/CH	AW/ARW (ASSOC)	AW/AR W (AFRC B)	AW (TENANT)	AMW (ASSOC)	AMW (AFRC B)	AG (TENANT)	APS
TC	1	1	1	1	1	1	1	1	1
ATC	1	1	1	1	1	1	1	1	
T COORD	1	1	1	1	1	1	1	1	1
DO	1		15	15	15	15	15	15	5
LG	3		9	11	9	10	11	6	1
SC	2		6	7	6	6	7	5	
SEG	1	1	1	2	2	1	2	1	1
SEF			1	1	1	1	1	1	
CEV	1	1	1	1	1	1	1	1	1
SD			1	1	1	1	1	1	
SF			1	2	1	1	2	1	1
JA			2	2	2	2	2	2	
PA			1	2	1	1	1	1	
XP	4		5	5	5	5	5	5	
HC			2	2	2	2	2	2	
HO			1	1	1	1	1	1	
FM	1		2	2	2	2	2	2	
CE	4		5	7	5	5	7	5	
SVX			2	2	2	2	2	2	
CEX	2		2	3	2	2	3	2	
SG	6	6	6	6	6	6	6	6	
DPM	5		5	5	5	5	5	5	
MEO	1		1	1	1	1	1	1	
TOTAL	34	11	72	79	73	73	80	68	11

Chapter 4

READINESS/DEPLOYMENT ASSISTANCE VISITS

4.1. Purpose. The purpose of the Readiness Assistance Visit (RAV) and the Deployment Assistance Visit (DAV) Program is to assess and improve the capability of Fourth Air Force and its assigned units to perform their missions and to provide feedback to unit commanders, wing commanders and 4 AF/CC. Specifically, the RAV/DAV Program will:

- 4.1.1. Measure wing readiness and identify readiness issues and other problems.
- 4.1.2. Ensure command/gaining MAJCOM priorities are communicated and being met.
- 4.1.3. Validate and compare management information reported through other staff agencies.
- 4.1.4. Promote an expeditionary culture within AFRC.

4.2. Scheduling:

- 4.2.1. RAVs or DAVs will be scheduled by joint agreement between 4 AF/XP, Wing/XP and the unit commander approximately 9-18 months prior to an Expeditionary Operational Readiness Inspection (EORI) by HQ AMC/IG. RAVs will not be scheduled by NAF or Wing Functional Area Managers.
- 4.2.2. The Plans and Programs Division, Operations Plans Branch (XPO) develops a NAF Global Visit Schedule that includes RAVs and DAVs. The XPO will manage airlift requirements through the airlift allocations conference.
- 4.2.3. Out of cycle visits will not be scheduled by any agency unless approved by the 4 AF/CVA.

4.3. RAV Planning Committee. The RAV Planning Committee, chaired by XP, consists of a representative from all functional areas at 4 AF/604 RSG and will convene on a regular basis to identify and schedule unit readiness assistance requirements. The Plans and Programs Division (XP) is the OPR for scheduling all RAVs and DAVs for 4 AF Units. Once requirements are identified and scheduled, the planning committee will meet to appoint a team chief and develop a RAV scenario appropriate for the unit being visited.

4.4. Initial Response:

4.4.1. Initial response includes all actions required to transition from peacetime to contingency operations or wartime posture. Evaluate the unit's ability to command, control, and execute assigned taskings, including readiness posture changes, aircraft generation, deployment operations, deployment of personnel and equipment to include the handling, storage, authorization, and transportation of classified information, material, weapons, and munitions, and its continuing home station mission (where

applicable). Training munitions used during RAVs will be IAW 4 AF OI 32-4001. Initial response applies to all units unless otherwise specified. Initial response may be included in a RAV if scheduling permits, otherwise a DAV will suffice.

4.4.2. Command and Control. Evaluate the command and control effectiveness of the unit's Crisis Action Team (CAT), command post, and all other unit control centers. Consider decision-making, direction, coordination, and reporting. In addition, consider the interaction between unit command functions, subordinate and HHQ units, as well as coordination between unit, base, and tenant organizations (where applicable and appropriate). Consider the unit's protection of classified information and operational capabilities and plans (OPSEC/COMSEC /COMPUSEC). Report the command and control performance of deployment actions.

4.4.3. CAT. The CAT is the unit's primary command and control instrument. Effective performance by the CAT is essential for successful mission accomplishment.

4.4.3.1. Readiness Action Management. Evaluate CAT management of readiness posture changes as required by AFRC or theater directives. Determine the impact of incomplete actions. Evaluate subordinate unit control centers on their ability to complete respective local actions or comply with directives.

4.4.3.2. Direction and Coordination. The CAT makes decisions and implements directions based on information supplied by HHQ and subordinate staff members. Coordination is a continuing process during decision-making, direction, and implementation. Effective coordination within the CAT and with echelons above and below the CAT, allows the CAT to identify problems, reach effective solutions, and provide positive direction to execute those decisions. Evaluate CAT direction and coordination as they impact mission results.

4.4.4. Command Post (CP). The CP is normally the hub of unit or base command and control activities. In some cases, AFRC units do not manage the CP and must rely on the host unit support for the CP functions. The AFRC COMREP is the focal point for C2 issues in the CP. For units that do not manage the CP, the unit COMREP will provide a copy of the host/tenant C2 Memorandum of Agreement. In the case of a host CP, evaluate actions in regard to the support agreement and other directives and regulations governing CP operation. In all cases, evaluate the CP with respect to its support of and impact on the unit's mission.

4.4.4.1. Direction and Coordination. The CP responds to the CAT and HHQ direction and reports problems or the completed actions. Effective CP coordination with the CAT, HHQ, and unit functional work centers is essential for mission accomplishment. Evaluate CP effectiveness as the coordination and operational control point during the RAV.

4.5. Deployment Processing:

4.5.1. General. The DAV evaluates the unit's ability to implement the local deployment plan for deployment. This process covers the planning and all necessary actions for an air or surface movement of personnel, equipment, and consumables deploying in support of an OPLAN or contingency tasking. Evaluate medical activities to support unit deployment. Evaluate pre-deployment member medical screening and support to the personnel deployment functions, immunizations, threat assessment, medical intelligence processing, and preventive medicine briefings.

4.5.2. Deployment planning and execution. Evaluate:

4.5.2.1. Wing/Group deployment planning comprehensiveness, timeliness, and responsiveness to taskings.

4.5.2.2. Ability to identify required resources ensuring they are prioritized and processed in a timely manner.

4.5.3. Integration and coordination with the Installation Deployment Officer (IDO) and AFRC units.

4.5.4. Squadrons' ability to properly execute the Installation Deployment Plan.

4.5.4.1. Identifying required resources and adjusting deployment equipment and personnel as necessary.

4.5.4.2. Assembly, preparation, equipping, and processing both personnel and equipment.

NOTE: All cargo will be prepared and certified for air transportation.

4.5.5. Deployment Control Center (DCC). Assess:

4.5.5.1. Ability to provide direction, guidance, and information to subordinate workcenters and collateral agencies as well as up-channeling information.

4.5.5.2. Ability to plan, adjusting to changes and ensuring wing, group, or squadron meets closure.

4.5.6. TCC or Equivalent Workcenter. Evaluate the TCC or its equivalent's ability to establish a continuous operation and an operational Cargo Deployment Function (CDF), Personnel Deployment Function (PDF), and Sub-Motor Pool (SMP) capable of meeting the deployment requirement. Does the unit actively manage, monitor, coordinate, disseminate, and report deployment information throughout its infrastructure? Does the unit coordinate with the DCC on transportation processing actions and problem areas? Do they ensure compliance with the Deployment Schedule of Events (DSOE) and applicable instructions? Do they protect classified information, to include operational capabilities and plans?

4.5.6.1. Load Planning. Evaluate the accuracy and timeliness of the load plans (manual and/or computerized). Do they meet the deployment requirements? Does the load plan fully use allowable

cabin load (ACL) for aircraft, show passenger and cargo load displacement, hazardous cargo, and identify special requirements? Do other workcenters receive the most current load plan before load times? Does the load plan approving authority meet required certifications?

4.5.6.2. Quality Control. Does the quality control section perform a final audit on all transportation documentation prior to building required deployment files/packages, i.e., cargo courier, aircraft/convoy commander, and station file packages? Do the packages conform to applicable guidance and are they accurate and completed on time? Are all required briefings, i.e., cargo courier, aircraft/convoy commander, prepared and completed on time?

4.5.6.3. Ramp Coordinator. Evaluate the ramp management procedures. Does the ramp coordinator provide timely briefings and distribute load documentation packages IAW applicable guidance? Does the ramp coordinator maintain a log and relay all load progress times and problems to the control center for action?

4.5.7. Cargo Deployment Function (CDF). Evaluate the CDF's ability to establish and organize itself to receive, process, manifest, and load cargo. Does the workcenter clearly mark and identify traffic flow, entry control points, frustrated cargo area, and cargo hold and load areas? If an explosive marshaling area is maintained, are the explosive cargo classifications clearly marked and are there a sufficient number of proper fire extinguishers? Assess the communication flow with the TCC or its equivalent; do cargo processing and load times, problems, and distribution of cargo documentation reach the TCC in time? Does the CDF have the necessary vehicles, equipment, supplies, guidance, and Air Force Instructions to perform required tasks?

4.5.7.1. Cargo Marshaling/Inchecking. Evaluate the cargo inspection and marshaling procedures in accordance with the Base Deployment Plan and applicable cargo shipping instructions. Are necessary corrections to cargo shipping documents and equipment being completed and are changes relayed to load planners. Evaluate the inspection and handling procedures for hazardous materials. Are the loads segregated in chalk sequence at the cargo hold/ready line area?

4.5.7.2. Cargo Loading. Evaluate procedures, accuracy, and proficiency of the cargo load teams: Are teams sufficient in size, number, and skill to handle anticipated air and surface flow? Does the team have sufficient vehicles, equipment, and supplies to perform required tasks? Evaluate loads for correct tie down procedures, cargo increments, and load plan conformity. Are required safety briefings or instructions provided to load team members before performing unique aircraft loading procedures, i.e., concurrent refueling operation, engine running on/off load (ERO), etc.?

4.5.8. Passenger Deployment Function (PDF). Evaluate the PDF's ability to establish and organize itself to receive, process, manifest, and load passengers and baggage. Does the workcenter clearly mark entry/exit control points, hold areas, and have adequate seating and restrooms? Does the PDF have the necessary equipment, supplies, guidance, and Air Force Instructions to perform required tasks? Does the workcenter properly process, handle, and load passengers and baggage IAW deployment guidance and schedule? Assess information flow; do problems, changes, passenger

processing/load times, baggage weights, and documentation reach the TCC and other required workcenters in time?

4.5.8.1. **Baggage Processing.** Assess baggage-handling procedures. Is baggage properly controlled, tagged, weighed, and marked for destination? Are passengers provided a prohibited item briefing and allowed time to declare hazardous material?

4.5.8.2. **Passenger Processing and Loading.** Evaluate the workcenters ability to continually control passengers during processing, transporting, and loading. Evaluate passenger manifests, briefings, and troop commander packages for accuracy and completeness. During passenger manifesting are actual weights for passengers and baggage used? Are anti-hijacking and hazardous material briefings conducted? Are briefings thorough and are changes passed on to troop commanders as required? Assess loading and delay procedures. Is reconciliation conducted between passengers and the manifests to ensure correct passengers?

4.5.9. **Sub-Motor Pool (SMP).** Evaluate the SMP's ability to establish and organize itself to transport deployment cargo and passengers to and from units, flightline, and the DCC. Evaluate arrival of dispatched vehicles at pick-up points within the schedule times. Does the unit possess sufficient vehicles, equipment, and supplies to perform required tasks? Does the unit have necessary guidance and instructions to accomplish their mission? Does the unit have a continuous communication capability/process with the TCC and other work centers?

4.5.10. **Fleet Service.** Ensure tasked fleet service functions are accomplished in time for scheduled departures. (This area evaluated only when a fleet service exists and supports the launching deployment sorties.)

4.5.11. **Convoy Operation.** Evaluate the unit's ability to deploy under convoy operations IAW AFMAN 24-309, Chap 9.

4.5.12. **Chemical Warfare Defense Equipment (CWDE).** Evaluate the issue of CWDE to ground support personnel processing for deployment to chemical threat area. Evaluate proper sizing of ensembles and completeness of equipment. Equipment need not be donned during issue.

4.5.13. **Medical Activities.**

4.5.13.1. Evaluate deployment member screening and support to the personnel deployment function, immunizations, threat assessment, medical intelligence processing, and preventive medicine briefing.

4.5.13.2. Evaluate the medical representative's briefing on administration of antidotes and pretreatment drugs.

4.5.14. **Personnel Deployment Function (PDF).** Ensure all deploying personnel are accounted for and properly prepared for deployment IAW the Base Deployment Plan.

4.5.14.1. Assess ability to maintain and operate the MANPER-B system to meet all reporting requirements.

4.5.15. Units with DOC or other generation requirements validate generation by launching as tasked. Timing begins as specified by the DAV Team Chief. Possessed aircraft off station when timing begins do not count toward initial response scoring. Aircraft can be evaluated to ensure configuration and Mission Essential System Listing (MESL) requirements are met.

4.5.16. Takeoff Time. The first takeoff of each generated aircraft validates or invalidates generation of that aircraft and all units' preparatory actions required during the initial response phase. This applies to both generation and deployment forces. Units may continue to perform maintenance on aircraft selected for generation to include all launch procedures leading to takeoff. The timeline between X-hour and takeoff for each aircraft will be used to validate aircraft generation effectiveness.

4.5.17. Closure and In-place Reliability. Each aircraft is reliable if it:

4.5.17.1. Is properly configured and loaded for the tasked mission prior to takeoff.

4.5.17.2. Completes all mission taskings. Aircraft aborting or diverting are reliable for maintenance considerations if they meet the other conditions of this paragraph.

4.5.17.3. Accomplishes a reliable air refueling, if scheduled.

4.5.17.4. Unless otherwise directed, arrives at its designated destination no later than closure or in-place time. In the absence of a closure or in-place time, aircraft arriving in excess of 2 hours after scheduled time are unreliable.

4.6. Ability to Survive and Operate:

4.6.1. The actions to ensure the unit can continue to perform its wartime mission during periods of imminent or actual hostile attack. Evaluate the units ability to perform Pre, Trans, and Post- Attack Actions. The medical evaluation will be tailored to realistically support the exercise scenario.

4.6.2. Evaluate ability of the unit to protect personnel and resources from attack.

4.6.2.1. Evaluate instructions given to the CAT regarding NBC hazards, shelter (hardening, activation) status, exposure control, alarm signals, lines of communication, damage assessment and recovery, contamination avoidance, specialized teams, military assistance to civil authorities, dispersment, and fallout monitoring.

4.6.2.2. During RAVs, shelters will be activated when it does not adversely impact host unit/nation support. Shelters should be stocked and manned for 24-hour operations. If shelters are not activated,

procedures should be reviewed to ensure sufficient personnel, equipment, and supplies for 24-hour operations.

4.6.2.3. Evaluate proficiency of specialized teams and adequacy of equipment.

4.6.2.4. Evaluate proficiency of rescue, buddy-care, and evacuation of casualties.

4.6.2.5. Evaluate Nuclear, Biological, and Chemical (NBC) Cell.

4.6.2.6. Evaluate NBC recon teams.

4.6.3. Recovery After Attack and Natural Disaster.

4.6.3.1. Check BCE Base Recovery Plan for completeness and accuracy.

4.6.3.2. Evaluate BCE damage control center's (DCC) ability to organize and prioritize damage inputs, control damage assessment and recovery teams, and disburse information to appropriate organizations.

4.6.3.3. Evaluate damage assessment teams ability to survey damage, report information as appropriate, and respond to DCC tasking.

4.6.3.4. Evaluate damage recovery teams ability to accomplish prioritized repairs.

4.6.3.5. Evaluate unit's ability to implement THREATCON according to the Installation Security Plan.

4.6.4. Survival Recovery Center (SRC) Operations. During base-wide exercises, evaluate the SRC's direction, coordination, and integration to ensure base survival before, during, and after an attack or disaster.

4.6.5. Nuclear/Biological/Chemical/Conventional (NBCC) Warfare. Exercises may be conducted at the deployed location to evaluate the unit's ability to survive and sustain mission capability under a combination of conventional and chemical attack events. The RAV Team will evaluate individual protective actions, detection and warning, contamination avoidance, decontamination operations, and functional area's ability to support the unit mission in a NBCC warfare environment.

4.6.5.1. Individual Protective Actions. Evaluate personnel on their use of protective equipment, CW antidotes, personnel decontamination kits, and response to alarm signals.

4.6.5.2. Detection and Warning. Evaluate personnel on their ability to detect, identify, and report chemical agents and mark contaminated areas.

4.6.5.3. Contamination Avoidance. Evaluate the unit's protection of personnel and mission essential assets from contamination.

- 4.6.5.4. Decontamination. Evaluate the decontamination of aircraft, personnel, equipment, and areas.
- 4.6.5.5. Vehicle Decontamination. Evaluate proficiency of the vehicle decontamination team and adequacy of equipment. Evaluate contamination control and avoidance to reduce or stop the spreading of contamination. Decontamination efforts should be limited to avoiding the spread of contamination on vehicles, equipment, work locations, and mission essential operational areas.
- 4.6.5.6. Camouflage, Concealment, and Deception. Units will demonstrate a CCD capability based on the simulated threat.
- 4.6.5.7. Units will be evaluated on black out procedures.
- 4.6.5.8. Units will be evaluated on how they disperse their critical wartime assets.
- 4.6.6. Evaluate the effectiveness of the line SA/BC Program IAW AFI 36-2238, Self-Aid and Buddy Care Training.
- 4.6.7. Evaluate unit's ability to properly store and handle munitions in a dynamic environment. Evaluate units ability to properly secure and safeguard stored asset.
- 4.6.8. Munitions Material. Evaluate the storage facility for proper quantity distance, munitions computability, security, and safety to ensure compliance with applicable directives.
- 4.6.9. Munitions handling. Evaluate the units munitions control functions, munitions accountability, munitions inspections, personnel training, and delivery procedures to ensure compliance with applicable directives.
- 4.6.10. Munitions Control. Evaluate security of munition assets. Evaluate control of key, lock and access to inventories. Evaluate emergency action procedures.
- 4.6.11. Munitions accountability. Evaluate asset balance, condition, and code shelf/service life of on hand assets. Evaluate issue, receipt, and document transactions of inventories.

4.7. After Action Reports:

- 4.7.1 An after action report will be accomplished for all RAVs/DAVs and provided to the unit commander prior to departure or not later than two weeks after the visit. XP will provide all functional area representatives with the proper format prior to the scheduled visit.
- 4.7.2 Normally, an outbrief/hotwash with the wing commander/visited unit will be conducted by the team chief prior to departure to discuss process improvements.

Figure 4.2. Recommended RAV Team Composition**RECOMMENDED RAV TEAM COMPOSITION**

Function	GSU HICKAM	AW/ARW (ASSOC)	AW/ARW (AFRC B)	AW (TENANT)	AMW (ASSOC)	AMW (AFRC B)	AG (TENANT)
TC	1	1	1	1	1	1	1
ATC	1	1	1	1	1	1	1
T COORD	1	1	1	1	1	1	1
DO	2	5	5	5	5	5	5
APS	5	5	5	5	5	5	5
LG	3	4	4	4	4	4	4
SC	3	3	3	3	3	3	3
SEG	1	1	2	2	1	2	1
SEF		1	1	1	1	1	1
CEV	1	1	1	1	1	1	1
SF		1	2	1	1	2	1
XP	4	5	5	5	5	5	5
HC		1	1	1	1	1	1
HO		1	1	1	1	1	1
CE	4	4	4	4	4	4	4
SVX		2	2	2	2	2	2
CEX	2	2	3	2	2	3	2
SG	3	3	3	3	3	3	3
DPM	1	1	1	1	1	1	1
TOTAL	31	42	45	43	42	45	42

Chapter 5

FUNCTIONAL ASSISTANCE VISITS

5.1. Purpose. Functional Assistance Visits are conducted to provide guidance and assistance to Fourth Air Force units. FAVs are usually requested by unit/wing commanders to furnish functional area expertise, help develop new processes, implement new policies and procedures, or assist in preparing for scheduled inspections. FAVs may be directed by NAF/CC as required.

5.2. Scheduling. FAVs must be approved by wing/unit commanders and will be scheduled by NAF and wing/unit functional areas as far in advance as possible. NAF functional areas will coordinate with 4 AF/XP to ensure a scheduled FAV will not conflict with SAVs/DAVs/RAVS, AEFs, inspections, deployments, or any other major event on the 4 AF Global Schedule.

Chapter 6

SUPPORT REQUIREMENTS

6.1. General. This chapter contains support requirements for the planning of all inspection team visits.

6.2. Transportation, Lodging, and Baggage Support. (POC: 4 AF/XP, DSN 947-6533/7692/7503).

6.2.1. Transportation. 4 AF will maximize the use of military air when performing unit assistance visits.

6.2.2. Lodging. The 4 AF Team requires team integrity for lodging. For SAVs and RAVs/DAVs, XP will coordinate with the unit POC. 4 AF Teams conducting FAVs will coordinate with the local lodging facility.

6.2.3. Vehicles for SAVs and RAVs should be available upon team arrival. Units are encouraged to use their IG Reception plan for baggage support and inbriefing requirements.

6.3. Work Area Requirements. (POC: 4 AF/XP, DSN 947-6533/7692/7503). All work areas must possess sufficient security protection for high-value items associated with 4 AF UAV Team equipment and a minimum of two keys for 4 AF Team use.

6.3.1. Team Chief. Designate a private office space located near the team work area with four additional chairs. Two single-line class-A telephones are required (one for telecommunications via computer).

6.3.2. Work Area. Designate a large facility with tables and chairs for 4 AF team members. As a minimum, four single-line class A telephones, FAX machine, copier, and shredder are required (or the unit may choose to provide convenient access to a shredder on a 24-hour per day basis so close-hold, Trusted Agent, and For Official Use Only information can be disposed of properly). A sufficient power source (6 three-prong capability surge protectors) and electrical outlets throughout the area are also required to allow the team's laptop computers to operate simultaneously.

6.3.3. Administration. Designate an area in or near the team work area of sufficient size to accommodate personnel and equipment for report preparation. This room must have sufficient space for required typing and word processing equipment/tables. Two single-line class-A telephones are required (one for telecommunications via computer).

6.3.4. Crisis Action Team. During a RAV/DAV, designate a lighted work area in the CAT room to accommodate two team members.

6.4. Work Area Supply Requirements. (POC: 4 AF/XP, DSN 947-6533/7692/7503).

6.4.1. A copy of your unit alpha roster, key personnel roster, and base telephone book will be forwarded to the Team Coordinator at least 2 weeks prior to the visit.

6.4.2. A checklist is provided at attachment 1.

JAMES P. CZENKANSKI, Brig Gen, USAFR
Commander

Attachment 1

CHECKLIST FOR UNIT ASSISTANCE VISIT REQUIREMENTS

A1.1. Facilities:

A1.1.1. Area(s) with desks, tables, and chairs for all SAV Team Members.

A1.1.2. One private office for the team chief.

A1.1.3. One private room for XP.

A1.1.4. One room for team meetings (up to 60 people) and later to be used as briefing preparation room.

A1.1.5. Lodging for team (one per room).

A1.1.6. Outbrief area with space for maximum participation and adequate public address capability.

A1.1.7. Lighted work area inside CAT room to accommodate two team members

NOTE: All facilities must have sufficient 110-W, 60-Hz electrical outlets to power all team equipment. If this is not available, sufficient transformers and/or adapters will be provided.

A1.2. Transportation:

A1.2.1. Bus to move team from and to aircraft.

A1.2.2. Covered vehicle and detail to carry team baggage from and to aircraft.

A1.2.3. Vehicles to conduct visit.

A1.2.4. Driver's safety briefing upon arrival for local area, flightline, etc.

A1.2.5. Arrangements made for any special licensing requirements.

A1.2.6. Reserved parking slots at work center and lodging.

A1.2.7. Fuel procedures.

A1.3. Telephone:

A1.3.1. Dedicated type 3 (on-base, local off-base, and routine DSN capability) line.

A1.3.2. Two dedicated type 3 lines and one type 1 (on-base capability) for the team work area.

A1.3.3. One direct dial, dedicated DSN line for electronic mail capability. A 1-800 access line will meet this requirement.

A1.4. Equipment:

A1.4.1. Six power strips (with ability for seven power slots) and extension cords.

A1.4.2. Pyrotechnics (GBS and smoke generators), number to be determined by planners.

A1.4.3. Six computers equipped with the latest AFRC standard for Windows/Office software.

A1.4.4. Three laser printers.

A1.4.5. One copier.

A1.4.6. Fax machine.

A1.4.7. Shredder (approved to destroy classified/FOUO material).

A1.5. Supplies:

A1.5.1. Reams of paper – 6, Dictionaries – 2, Thesaurus – 2.

A1.5.2. In/Out baskets – 4.

A1.5.3. Base and local telephone books – 4 each.

A1.5.4. Unit key personnel rosters – 4, Staff directories – 4.

A1.5.5. White board with dry erase markers or tripod with poster paper – 2.

A1.5.6. Current UMD – 1.

A1.5.7. ASCAS roster – 1.

A1.5.8. A one or two drawer safe approved for classified storage– 1.

A1.5.9. Smaller sized base maps – 4.

A1.5.10. Coffee pots – 2.

A1.5.11. Microwave oven – 1.

A1.6. Products provided prior to or upon arrival:

A1.6.1. SII and compliance POC listing with office symbols and phone numbers.

A1.6.2. Risk assessment and OPSEC vulnerability assessment package on work center.

Attachment 2

GROUND RULES FOR RAVS/DAVS AND AMC FORM 188

A2.1. Ground Rules for RAVs/DAVs. The AMC/IG publishes detailed inspection procedures and a list of standard simulations for IGXs on its Internet site. 4 AF RAVs/DAVs will follow AMC/IG ground rules as much as practicable. Procedures for accessing the ground rules are explained in paragraph 2.4. Units should not submit requests for simulations that are listed in the ground rules unless there has been prior negotiation with the 4 AF RAV/DAV Team Chief.

A2.2. AMC Form 188, Inspection/Exercise Communication, Coordination Form. Units (UTCs) should use AMC Form 188 to request simulations not covered in the ground rules. The 188 can also be used as a record of communication with the RAV/DAV Team when required.

A2.3. Processing Procedures. The Team Chief designates one team member to receive AMC Form 188s from visited units, and units should funnel all 188s through that POC. Normally, the POC is the CAT evaluator, WOC evaluator, C2 evaluator, or DCC evaluator. If in doubt, ask any RAV/DAV team member.

A2.3.1. The Team Chief will approve simulations only when it is impossible or impractical to perform actual procedures or to use specified equipment. All requests for simulations must answer the following questions:

A2.3.1.1. WHAT? (Describe the simulated task or equipment.)

A2.3.1.2. HOW? (Describe how the unit will simulate the task.)

A2.3.1.3. WHY? (Provide a brief explanation of why the simulation is required and the impact if the Team Chief disapproves the simulation.)

2.4. Procedures for Accessing Ground Rules. The AMC/IG publishes detailed inspection procedures and a list of standard simulations that describe how the HQ AMC/IG expects units to demonstrate capabilities during an IG Exercise (IGX). Inspected units should not submit requests for simulations that are listed in the ground rules. To make it easier for units to obtain a copy of the current IG-approved ground rules, IGC posts them on the AMC/IG web site. To view the ground rules, click on the Inspection Information link at <http://amc.scott.af.mil/ig/html/index.htm>

NOTE: Previously, Ground Rules for IG Inspections were referred to as Rules of Engagement for ORIs.

Attachment 3

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Regulation 5200.1-R, DoD Information Security Program
DoD Regulation 5400.7-R, DoD Freedom of Information Act Program
AFI 10-403, Deployment Planning and Execution
AFRCI 10-101, Wing Plans Procedures
AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Material
AFI 11-299, Nuclear Airlift Operations
AFI 11-2Cxxx, C-XXX Aircrew Training
AFI 14-104, Oversight of Intelligence Activities
AFI 31-401, Information Security Program Regulations
AFI 32-3001, Explosive Ordnance Disposal Program
AFI 32-4001, Disaster Preparedness Planning and Operations
AFI 32-4004, Emergency Response Operations
AFI 36-2104, Nuclear Weapons Personnel Reliability Program
AFI 36-2226, Combat Arms Training and Maintenance (CATM) Program
AFI 90-201, Inspector General Activities
AFMAN 91-201, Explosives Safety Standards
AFI 91-204, Safety Investigations and Reports
AMCI 10-403, Air Mobility Command Force Deployment
AMCI 24-101, Military Airlift Transportation
AMCI 32-3001, Explosive Ordnance Disposal Program
AMCPAM 90-202, Inspection Checklists
AFPD 90-2, Inspector General-The Inspection System
AFRCI 24-101, Reserve Aerial Port Program
AFRP 90-1, TIG Brief
SD 501-14, Force Management Information System (FMIS) Reporting Procedures
Abbreviations and Acronyms
ACM—Additional Crew Member
AEF—Aerospace Expeditionary Force
AFI—Air Force Instruction
AFIA—Air Force Inspection Agency
AFWUS—Air Force-Wide UTC Availability/Tasking Summary
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AMC—Air Mobility Command
AMCTL—Air Mobility Command Task List
AMOG—Air Mobility Operations Group

AMSG—Air Mobility Support Group
AMSS—Air Mobility Support Squadron
ANG—Air National Guard
APF—Aerial Port Flight
APS—Aerial Port Squadron
ARC—Air Reserve Component
ART—Air Reserve Technician
ASEV—Aircrew Standardization Evaluation Visit
ATSO—Ability to Survive and Operate
BCE—Base Civil Engineer
CAT—Crisis Action Team
CCC—Common-Core Criteria
CCP—Command and Control Procedures (Test)
CDF—Cargo Deployment Function
CI—Compliance Inspection
CII—Compliance Inspection Item
CRAF—Civil Reserve Air Fleet
DAV - Deployment Assistance Visit
DCC—Deployment Control Center
DCI—Defensive Counterinformation
DOC—Designed Operational Capability
DoD—Department of Defense
DPU—Deployment Processing Unit
DRF—Disaster Response Force
DRU—Direct Reporting Unit
EAF—Expeditionary Aerospace Force
EAL—Entry Authority List
EOD—Explosive Ordnance Disposal
EORI—Expeditionary Operational Readiness Inspection
FAA—Federal Aviation Administration
FCIF—Flight Crew Information File
FMC—Fully Mission Capable
FOUO—For Official Use Only
GOC—Group Operations Center
GKT—General Knowledge Test
GRL—Global Reach Laydown
IG—Inspector General
IGX—Inspector General Exercise
IO—Intelligence Oversight
JA/ATT—Joint Airborne/Air Transportability Training
LERTCON—Alert Condition
LIMFAC—Limiting Factor
MACC—Maintenance Aircraft Coordination Center

MAJCOM—Major Command
MDS—Mission, Design and Series
MEGP—Mission Essential Ground Personnel
MET—Mission Essential Task
METL—Mission Essential Task List
MMI—Multi-MAJCOM Inspection
NAS—Nuclear Airlift Support
NGB—National Guard Bureau
NMC—Not Mission Capable
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OPSEC—Operations Security
ORI—Operational Readiness Inspection
OSA—Operational Support Aircraft
PAA—Primary Aircraft Authorization
PDF—Personnel Deployment Function
Prime BEEF—Prime Base Engineer Emergency Force
Prime RIBS—Prime Readiness in Base Services
PRP—Personnel Reliability Program
QRC—Quick Reaction Checklist
RF—Response Force
SAF—Secretary of the Air Force
SART—Strategic Aircraft Regeneration Teams
SII—Special Interest Item
SIOP—Single Integrated Operational Plan
SOLL—Special Operations Low-Level
SORTS—Status of Resources and Training System
SRC—Survival Recovery Center
SWOG—Special Weapons Overflight Guide
TACC—Tanker Airlift Control Center
TALCE—Tanker Airlift Control Element
TRT—Tanker Recovery Team
USP&FO—United States Property and Fiscal Office
UTA—Unit Training Assembly
UTAPS—Unit Training Assembly Processing System
UTC—Unit Type Code
WMP—War Mobilization Plan
WOC—Wing Operations Center
WR—War Reserve

Attachment 4

GLOSSARY OF TERMS

Aerospace Expeditionary Force (AEF)—An organization comprised of aerospace capabilities that provides tailored force packages to meet theater CINC needs across the full spectrum of military operations. Capable of performing any number of the Air Force's basic functions to include a full complement of Expeditionary Combat Support forces. (EAF PAD). Air Force-Wide UTC Availability/Tracking Summary (AFWUS)—A database that contains a list of all Air Force UTCs. Used by HQ AMC to source OPLAN and contingency TPFDDs. Units are tasked to maintain capability defined by AFWUS UTCs.

Air Mobility Operations Group (AMOG)—Provides the organization and management that direct and supervise deployable AMC forces to provide worldwide Global Reach Laydown (GRL) forces in support of USTRANSCOM-assigned missions. It also provides liaison with ANG and AFRC forces, and maintains a trained force of Theater Airlift Liaison Officers (TALO) assigned at major using commands within the parent NAF AOR.

Compliance Inspection Items (CII)—Those items requiring actions by US laws, Executive Orders, Department of Defense Directives, and safety, that if not complied with could result in significant legal liabilities, penalties, or mission impact. The AMCI IG web site also contains a copy of current CIIs and the checklists used to inspect them.

Crisis Action Team (CAT)—Command and staff personnel assembled in accordance with AMCI 10-208, Vol. 1 to respond to contingency or emergency situations. Battle staff is a synonymous term.

Demonstrated Operational Capability—An EORI conducted through direct observation of real-world operations (AEF deployments, CJCS exercises, contingency operations, significant JA/ATTs, and other opportunities).

Designed Operational Capability (DOC)—A unit DOC is the mission for which a measured unit has been equipped, organized, designed or tasked. While all measured combat, combat support, and combat service support units must have a primary DOC, some units may have more than one DOC based on additional taskings. It serves as a basis for SORTS reporting.

Forward Operating Base (FOB)—An airfield used to support operations without establishing full support facilities. The base may be used for an extended time period.

Global Reach Laydown (GRL)—A deployable en route support system used where infrastructure is insufficient for AMC operations. Under GRL, resources from various CONUS based organizations are brought together to form deployed organizations required to achieve specific objectives of any particular air deployment operation. (AMC Omnibus OPlan).

Inspector General Exercise (IGX)—In an IGX, the AMC/IG tasks UTCs from various units to Combine into an expeditionary wing for the purpose of an inspection. The goal is a doctrinally sound scenario that emphasizes team building and fosters an expeditionary culture, thus mirroring real-world operations. The notional IGX is a NAF-sponsored “playbox” lasting approximately 14 days, where total force capability will be “rainbowed” in and out.

Operation Plan (OPLAN)—A plan for the conduct of joint operations that can be used as the basis for development of an OPOD. An OPLAN identifies the forces and supplies required to execute the CINC’s Strategic Concept and a movement schedule of these resources to the theater of operations.

Out of Play Personnel — (including on-scene supervisors), aircraft or ground equipment may be removed from scenario participation (out of play) by the RAV/DAV team for safety violations, improper responses to chemical warfare exercise/simulated threat situations, malfunctioning equipment, or other ineffective responses that pose a serious threat. Units will not use personnel, aircraft, or equipment declared out of play until released by the inspection team.

Safety Violations—Unsafe acts or conditions that result in or, in the judgment of an evaluator could result in, damage to aircraft, equipment and/or injury to personnel.

Simulate—A direction or approval by the DAV/RAV Team Chief to not perform specific actions. When a unit receives an instruction to simulate, it will take all preparatory steps, such as drafting messages, reviewing checklists/instructions and reporting simulated completion to the appropriate authority. (Units will maintain supporting directives, messages, records of verbal orders and so forth, for review by the evaluators.)

Sortie—An operational flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and: (1) the engines are stopped, or the aircraft is on the surface for 5 minutes, whichever occurs first; (2) a change is made in the crew which adds a crewmember. On missions where some crewmembers deplane and the remaining crew from the original takeoff re-launches, this is considered a continuation of the original sortie.

Status of Resources and Training System (SORTS)—The JCS controlled and automated system which provides authoritative identification, location, and resource information to the National Command Authorities and the Joint Staff.

Survival Recovery Center (SRC)—Provides direction, coordination, and integration to ensure base survival before, during, and after an attack or disaster

Tanker Airlift Control Element (TALCE)—A mobile command and control organization deployed to support strategic and theater air deployment operations at fixed, en route, and deployed locations where airdeployment operational support is nonexistent or insufficient. The TALCE provides on-site management of air deployment airfield operations to include command and control, communications,

aerial port services, maintenance, security, transportation, weather, intelligence, and other support functions, as necessary. The TALCE is composed of mission support elements from various units and deploys in support of peacetime, contingency, and emergency relief operations on both planned and “no notice” basis. The TALCE is sized based upon projected requirements. (Air Deployment Master Plan)

Trusted Agent—A person or office to whom the 4 AF Team has given information or with whom the team chief has coordinated events, and trusts they will not pass the information to inspected units.

Unit Type Code (UTC)—A five-character alphanumeric designator that identifies a specific capability package. The UTCs for all Air Force packages are found in volume III of the WMP and are used by unified and specified commands, HQ USAF, and the JCS to identify forces required to support contingency plans.

Weapon System—A composite of equipment, skills, and techniques that form an instrument of combat. The term includes the aircraft and all of the facilities, equipment, material, services and personnel required in an operational environment.

Wing Operations Center (WOC)—Provisional (deployed) wing or group commander’s battle staff and executive command and control agency. The WOC is an operationally integrated collection of functional work centers which manage unit-assigned, mission-essential forces and resources needed to generate aircraft, aircrew loads, and deployable mission support elements at beddown locations in order to satisfy higher headquarters-directed tasking.