BY ORDER OF THE COMMANDER
TENTH AIR FORCE

10TH AIR FORCE INSTRUCTION 90-101

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Command Policy

UNIT ASSISTANCE VISITS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 90-1, *Policy Formulation,* Air Force Reserve Command Policy Directive (AFRCPD) 90-1, *Assistance Visits Program* and applies to all 10th Air Force (10 AF) personnel and unit commanders. It authorizes and establishes the 10 AF Assistance Visit program. The term assistance visit is a generic term that refers to readiness assistance visits (RAV), staff assistance visits (SAV), deployment assistance visits (DAV), and functional assistance visits (FAV). It defines the program procedures and command echelon responsibilities. The program is designed to identify and resolve operational readiness and management effectiveness issues for all 10 AF and 610th Regional Support Group (610 RSG) units. To accomplish these goals, the program emphasizes on-site assistance to ensure compliance with governing directives through observation, instruction, and communication. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* (5 U.S.C. 552a). System of records notice F033 AF B, Privacy Act Request File, applies. Direct questions or comments on the contents of this instruction to the OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Manual (AFMAN) 37-123, *Management of Records* and disposed of according to Air Force (AF) WEB-RIMS *Records Disposition Schedule (RDS)* located at https://webrims.amc.af.mil/rds/index.cfm. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document has been revised and must be reviewed in its entirety. This revision provides new procedures, complies with new directives, and updates office symbols/titles.

1. **Definitions:**

1.1. RAV. A scheduled visit to a unit to conduct wartime readiness training and prepare the unit for a major command (MAJCOM) operational readiness inspection (ORI). The visit is not an inspection. Emphasis is on providing assistance and training vice formal evaluation of performance. RAVs may include only portions or phases of the overall ORI tasking and more than one unit. They identify problems, recommend solutions and provide assistance in the implementation of corrective/preventive actions. RAVs are administered according to Air Force Instruction (AFI) 90-201, *Inspector General Activities* and applicable MAJCOM supplements, Air Force Special Operations Command Instruction (AFSOCI) 90-202, *Inspector General Operational Readiness Inspection,* and unit supplements/plans. (Office of primary responsibility (OPR): 10 AF Chief of Operations Plans Branch (10 AF/XPO))

1.2. SAV. A scheduled visit to a unit to validate unit compliance with established program management directives. A SAV may be requested by a commander to render support in a specific area, to prepare the unit for a unit compliance inspection (UCI), Maintenance Standardization and Evaluation Program (MSEP) inspection or to provide an in-depth perspective of the health of the unit. The SAV team may review common core compliance areas (CCCA) identified in Air Force Reserve Command Instruction (AFRCI) 90-201, *The Inspection System*, and applicable self-inspection checklists. Although the primary purpose of a SAV is to validate unit compliance, the SAV team is not limited to just CCCA or checklist items. Within Maintenance, over-the-shoulder personnel evaluations and evaluator proficiency evaluations will be accomplished. (OPR: 10 AF/XPO)

1.3. DAV. A scheduled team visit to a unit to conduct deployment training and provide assistance during a deployment exercise. A DAV may be part of an operational readiness exercise (ORE) or annual exercise requirement according to AFI 10-403, *Deployment Planning and Execution*. Deployment processes are conducted according to AFI 10-403, AFI 90-201, AFI 90-201/MAJCOM Supplement, AFSOCI 90-201, *Inspector General Activities*, and local deployment guidance. (OPR: 10 AF Chief of Logistics Plans Branch (10 AF/XPL))

1.4. FAV. A scheduled visit to a unit or functional area within a unit to satisfy a specific need or request. FAVs are tailored to the subject functional area. (OPR: division chiefs/functional areas)

1.5. Unit. For the purpose of this instruction, unit is defined as any wing, group, squadron or flight assigned to 10 AF or 610 RSG.

1.6. Gatekeeper. Single point of contact (POC) to monitor all requests for SAVs, RAVs, and DAVs. FAV requests are not required to be coordinated with the 10 AF gatekeeper. The 10 AF gatekeeper is assigned from 10 AF/XP.

2. **Scheduling Policy:**

2.1. Assistance visits are scheduled when requested by the unit commander, 10 AF Commander (10 AF/CC), or Headquarters Air Force Reserve Command (HQ AFRC).

2.2. RAVs and DAVs are normally scheduled six to nine months prior to the ORI from the oversight MAJCOM. This allows sufficient time to correct any noted deficiencies prior to the unit inspection. SAVs do not have to be coupled with UCI timing and can be requested by a commander at any time. SAVs requested in preparation for a UCI should be scheduled six to nine months prior to the UCI to allow time for corrective action.

2.3. FAVs are normally scheduled after a request from a unit functional area to the numbered Air Force (NAF) counterpart. FAV request approval authority is at the NAF functional area division level. The details of the visit are not required to be coordinated with the 10 AF gatekeeper.

3. Assistance Visit Objectives:

3.1. Provides the 10 AF or 610 RSG commanders with a report on the operational readiness and management effectiveness of their subordinate units.

3.2. Identifies problem areas affecting the units' mission readiness. Assistance visits concentrate on ensuring unit compliance with HQ AFRC and gaining major command (GMAJCOM) instructions and directives. During SAVs review the CCCAs identified in AFRCI 90-201, and applicable self-inspection checklists.

3.3. Validates unit specific resource deficiencies in manning, facilities, and funding as identified by the unit commander.

3.4. Provides problem solving assistance to ensure effective long-term solutions.

3.5. Identifies and resolves duplication of effort and unnecessary taskings levied upon units by this headquarters, other intermediate headquarters, HQ AFRC, and oversight commands.

3.6. Provides guidance for implementing new policies or procedures.

3.7. Provides training to unit personnel on an as required basis.

3.8. Identifies processes that can be used by other units.

3.9. Establishes a working relationship and trust between unit personnel and 10 AF staff members.

4. Team Composition: Each major SAV team includes a team chief and team coordinator. The remainder of the team composition depends on which functional areas require assistance and is determined jointly by the unit commander and 10 AF Chief of Plans Division (10AF/XP). 10 AF/XP coordinates with other divisions to achieve the desired team composition. Functional areas may solicit field units for augmentees if unable to support the request. If required, 10 AF/XP coordinates with HQ AFRC/CVA for SAV team augmentation for functions not available or which have limited availability at 10 AF. The senior team member from the functional area requiring augmentation is responsible for the conduct of the augumentee during the visit. Any assistance visit team may include the 10 AF/CC, director of staff (10 AF/ CVA), or command chief master sergeant (10 AF/CCC).

5. Responsibilities:

5.1. 10 AF/CC:

5.1.1. Approving authority for releasing findings outside of 10 AF.

5.2. 10 AF/CVA:

5.2.1. OPR for the 10 AF unit assistance visits program.

5.2.2. Approving authority for all unit assistance visits.

5.2.3. Appoints the team chief for the assistance visit not later than (NLT) 60 days prior to the scheduled visit.

5.2.4. Approves the team composition for the assistance visit.

5.2.5. Determines the order meal direction statement based upon the type assistance visit being conducted. For all RAVs and DAVs where government meals are available, the order meal direction statement is "Partial govt meals are available and directed". For all other visits where government meals are available, the order meal direction statement is "All govt meals are available and directed". For bases without dining facilities, the order meal direction statement is "Govt meals are not available or directed".

5.2.6. Establishes and communicates to the team chief guidance for the release of personnel returning from an assistance visit, based upon the individual's travel status.

5.2.7. Approves the report format.

5.2.8. Reviews and approves all assistance visit reports.

5.2.9. Complies with Assistance Visit Timelines (**Attachment 2**).

5.3. 10 AF/XP:

5.3.1. Manages the assistance visit program.

5.3.2. Publishes and distributes an assistance visit schedule quarterly, as a minimum.

5.3.3. Appoints a team coordinator NLT 60 days prior to the scheduled visit.

5.3.4. Complies with Assistance Visit Timelines (**Attachment 2**).

5.4. 10 AF/XPO (team coordinator):

5.4.1. Assists the team chief with all RAV/SAV duties to include working with unit OPR for lodging; rental cars; in-brief/out-brief location and time; and team work area, telephone numbers, and computer and reprographics support.

5.4.2. Determines the mode of transportation after team composition has been established.

5.4.2.1. If military airlift (MIL AIR) is determined the most advantageous mode of transportation, support airlift should be requested at the quarterly airlift allocation conference or NLT 60 days prior to assistance visit team departure date. Maintenance personnel normally travel three days ahead of the team and return home with the team.

5.4.2.2. If privately owned conveyance (POC) or commercial transportation is authorized, team members must ensure travel itinerary meets the times established in the Team Information Memorandum (**Attachment 5**). If the times cannot be met, the respective senior functional area chief will ensure the team member is briefed on any additional requirements or instructions.

5.4.3. Requests team member names from division chiefs NLT 60 days prior to scheduled assistance visit. Submits a request to HQ AFRC/CVA for support for functional areas not available or under-represented.

5.4.4. Ensures a team member list is forwarded to the unit OPR at least 30 days prior to the visit. The list includes team members names, lodging and transportation requirements, and any special requirements. Provides updates to the unit OPR as they become known.

5.4.5. Ensures division chiefs are made aware of any special requirements that are identified in the unit assistance visit request or during subsequent coordination (i.e., emergency action messages (EAM), warning orders, airflow messages, execution orders, exercise scenario developments, and other requirements).

5.4.6. Ensures adequate administrative support is available for the assistance visit.

5.4.7. Provides each team member with a disk containing the approved 10 AF/CVA assistance visit report format.

5.4.8. Assigns rental cars to team members and forwards the list to the unit OPR and team members.

5.4.9. Provides the unit OPR the assistance visit team's scheduled arrival and departure times.

5.4.10. Coordinates with the transportation management office (TMO) for departure of passengers and baggage handling.

5.4.11. Ensures a Department of Defense (DD) Form 2131, **Passenger Manifest**, or cargo movement operations system (CMOS) equivalent is prepared for personnel traveling MIL AIR.

5.4.12. Informs division chiefs, NLT 20 days prior to the visit, the type of source document that will be used for team members performing duty in a normally scheduled unit training assembly (UTA) status (i.e., Air Force (AF) Information Management Tool (IMT) 40*, ***Authorization for Inactive Duty Training;** AF IMT 40a, **Record of Individual Inactive Duty Training;** or a Unit Training Assembly Processing System (UTAPS) printout). All team members will use the same type source document for UTA sign-in. Delivers the AF IMT 40 or UTAPS printout to the 10 AF UTAPS manager upon return.

5.4.13. Ensures each team member receives contract quarters or non-availability slip if off-base quarters are utilized.

5.4.14. Ensures a Team Information Memorandum (**Attachment 5**) is prepared, printed, and available for distribution at the earliest possible date or NLT 20 days prior to the assistance visit. In rare instances, the memorandum may not be available until the pre-departure briefing.

5.4.15. Ensures copies of the following documents or supplies accompany the assistance visit team: the most recent SAV, RAV, DAV, UCI, or ORI reports; current copies of applicable special interest items (SII); checklists; an entry authority list (EAL); radios, if required; and any other items required.

   5.4.15.1. Provides the unit with an EAL upon arrival, as required.

5.4.16. Provides the unit with a LAN access request memorandum NLT 5 days prior to the assistance visit.

5.4.17. If the land mobile radio (LMR) package is taken, ensures all frequencies are coordinated with and approved by the HQ AFRC command frequency manager NLT 30 days prior to the assistance visit.

5.4.18. Schedules and coordinates any pre-departure team meeting with the team chief. The briefing should cover the purpose of the visit, itinerary, reporting procedures, meeting times, any known problems areas, SIIs, and distribution of the Team Information Memorandum, if not already accomplished (**Attachment 5**)

5.4.19. Ensures 10 AF critiques covering adequacy and team performance of the assistance visit are developed, prepared, and distributed to team members (**Attachment 7**). Collects and reviews the completed critiques and provides a summary to the team chief and 10 AF/CVA within 10 working days after the assistance visit, allowing time to determine if process improvement is required.

5.4.20. Develops, prepares, and forwards a 10 AF assistance visit Follow-up Survey to the unit commander after a GMAJCOM or HQ AFRC inspection (**Attachment 6**).

5.4.21. Maintains copies of all assistance visit reports according to AFMAN 37-123 and AF WEB-RIMS RDS.

5.4.22. Forwards the final report to the unit commander NLT 5 working days after the assistance visit.

5.4.23. Tracks the completion of the unit commander's report on "asterisk" item discrepancies (paragraph **5.8.6.**).

5.4.24. Meets Assistance Visit Timelines (**Attachment 2**).

5.5. Division chiefs:

5.5.1. Develop, update, and approve internal processes and functional area checklists to fulfill the requirements of this instruction.

5.5.2. Serve as the orders approving official for all temporary duty (TDY) orders related to the visit. Provide justification for requests for approval of special authorization based on the order meal statement determined by 10 AF/CVA (paragraph 5.1.5.).

5.5.3. Provide 10 AF/XPO with a list of team members to include office symbol, social security number, security clearance data, line badge number, and duty status NLT 45 days prior to the visit. If there are personnel changes after the consolidated list is submitted, changes will be submitted to 10 AF/XPO in writing (memorandum or e-mail).

5.5.4. Establish an ongoing training program to educate personnel on the requirements of this instruction. The training of newly assigned personnel will be accomplished within 60 days after assignment and is a prerequisite for being assigned to an assistance visit team. The training program covers the types of assistance visits, scheduling policies, team member responsibilities, and report format. New personnel will normally be given a check ride before being allowed to go out on their own.

5.5.5. Ensure functional area checklists are made available to field units to be used in their self-inspection program.

5.5.6. Notify personnel who are scheduled to perform assistance visit NLT 45 days preceding the scheduled visit.

5.5.7. Ensure team members meet appearance standards.

5.5.8. If team members require entry into restricted areas, advise 10 AF/XPO of the requirements NLT 30 days prior to departure. 10 AF/XPO ensures entry authority procedures are coordinated with the unit and team members are provided instructions prior to departure.

5.5.9. Meet Assistance Visit Timelines (**Attachment 2**).

5.6. Team chief:

5.6.1. Assumes the overall supervision of the assistance team for administrative purposes from assembly for departure to the visit site until dismissal following completion of the visit.

5.6.2. Conducts the assistance visit team in-brief to the unit commander and staff.

5.6.3. Reviews the unit commander's implementation of applicable SIIs and internal management controls.

5.6.4. Conducts daily "How Goes It" meetings with assistance visit team functional chiefs for the purpose of identifying "show stoppers", team performance evaluations, and redirection of assistance efforts.

5.6.5. Briefs the unit commander during the daily "Commander's How Goes It" meetings to include problem areas identified by the assistance team.

5.6.6. Authorizes assistance visit team members to remain at the unit if assistance is required in critical areas, following completion of assistance visit. Directs 10 AF/XPO to contact the appropriate 10 AF Division Chief to amend the delayed team member's orders, as necessary.

5.6.7. Notifies the 10 AF command post (10 AF/DOOC) concerning delays in team travel. 10 AF/DOOC contacts the appropriate division chief, who then notifies the team members' dependents.

5.6.8. Prepares and coordinates the final assistance visit report and ensures it is prepared according to paragraph **7.** and saved to the formatted disk provided by 10 AF/XPO. A draft copy will be given to the unit commander during the out-brief.

5.6.9. Out-briefs the unit commander on the assistance visit results to include problem areas and any assistance rendered. The unit commander and team chief determine the out-brief attendees. When significant policy or procedural problems exist between the HQ AFRC unit and the host base, the appropriate echelon within the host command is either invited to the out-brief or briefed separately, as appropriate.

5.6.10. Following completion of the assistance visit, releases assistance visit team members according to current 10 AF/CVA directives or policy.

5.6.11. Briefs 10 AF/CC on the highlights of the assistance visit and any resource issues identified and validated. If the team chief is not available, the next available senior team member will conduct the briefing.

5.6.12. Utilizes the 10 AF SAV/RAV Coordination Checklist (**Attachment 3**) ensuring Assistance Visit Timelines (**Attachment 2**) are met.

5.7. Team members:

5.7.1. Coordinate their own travel arrangements when privately owned transportation (POV) or commercial travel is authorized. The itinerary must meet the time requirements established in the Team Information Memorandum (**Attachment 5**).

5.7.2. Review previous inspection/visit reports, applicable plans, designed operational capability (DOC) statements, HQ AFRC War and Mobilization Plan (WMP) III tasking for functional area, and support agreements prior to departure. If travel and security arrangements allow, 10 AF/XPO should brief unit operation plan (OPPLAN) tasking prior to team departure.

5.7.3. Coordinate with the unit functional area to pre-identify problem areas and to ensure key personnel are available during the scheduled assistance visit.

5.7.4. Meet the assistance visit objectives (paragraph **3.**).

5.7.5. Identify present and potential problem areas and list references that apply to each identified problem area to expedite corrective actions.

5.7.6. Forward copies of checklists, process guides, and any additional information to the respective functional area NLT 30 days prior to the visit. Ensure current copies of these documents are given to the unit functional area for use in their self-inspection program.

5.7.7. Meet Assistance Visit Timelines (**Attachment 2**).

5.7.8. Assist in implementing corrective action and conduct training on an individual or group basis as appropriate, if time permits.

5.7.9. Evaluate corrective actions from the last report to ensure deficiencies have been corrected and long-term solutions are in place.

5.7.10. Ensure availability of pertinent functional area publications. If necessary, carry pertinent publications to the unit.

5.7.11. Conduct a functional area briefing prior to departing unit. Provide a hard copy of the briefing to the unit and team chief.

5.7.12. Brief the branch chief of serious deficiencies at the daily "How Goes It" meetings. If a "show stopper" item is identified, notify the team chief as soon as possible.

5.7.13. Prepare functional area inputs for the out-brief. The out-brief highlights significant problem areas discovered during the assistance visit. If appropriate, include actions to be taken upon the team's return to home station to resolve problem areas.

5.7.14. Prepare the assistance visit report according to approved format (paragraph **7.**) using the formatted disk provided by 10 AF/XPO.

5.8. Unit commander:

5.8.1. Requests assistance visit in writing (e-mail, message, or memorandum) to 10 AF/CVA. The request should include the type of assistance visit desired, unit functional areas requiring assistance, and desired dates of visit. If the request is for a RAV or DAV, the request should indicate whether or not the unit desires the NAF to develop the exercise scenarios and generate message traffic (i.e., EAMs, warning orders, execution orders, airflow, and related information).

5.8.2. After the 180-day meeting between the unit and the MAJCOM inspector general (IG), ensures a date and time is scheduled for the unit personnel to brief the 10 AF/CC and assistance visit team on the salient points of the RAV/ORI plan. The briefing should be scheduled NLT 60 days prior to visit. It is preferred that the team travel to 10 AF, Naval Air Station (NAS) Joint Reserve Base (JRB) Fort Worth Texas, to conduct the briefing. This allows for face-to-face time with NAF counterparts and is more conducive to questions and answers. If travel is impractical, a video teleconference (VTC) may be used.

5.8.2.1. The briefing should be based on the Base "X" Plan, with emphasis on key event timing, modified "11-1 brief", Status of Resource and Training Systems (SORTS) brief, a wiring diagram of the organizational structure, a map of the proposed play area, copies of approved or

pending simulations, limiting factors (LIMFACS)/shortfalls, the Installation Security Plan, the Installation Resource Protection Plan, and the installation deployment guidance.

5.8.3. Appoints a unit OPR to assist with logistical support for the assistance visit team. Forwards the unit OPR name and telephone number to 10 AF/XPO NLT 60 days prior to the assistance visit.

5.8.4. Completes the Follow-up Survey (**Attachment 6**) and sends to 10 AF/XP upon completion of inspection.

5.8.5. Meets Assistance Visit Timelines (**Attachment 2**).

5.8.6. Provides a written report to the NAF commander within 60 days stating the action taken to correct the discrepancy for any "asterisk" items identified in the report cover memorandum.

5.9. Unit OPR:

5.9.1. Provides 10 AF/XPO with lodging information for base or contract quarters.

5.9.1.1. For contract quarters, provides the name, address, telephone number, and daily room rate of the hotel to 10 AF/XPO NLT 45 days prior to team arrival. Also, provides the name of the base lodging office, POC, and telephone number.

5.9.1.2. Ensures the 10 AF/XPO is provided with contract quarters/non-availability slips, as appropriate.

5.9.1.3. Makes every effort to have rooms pre-assigned.

5.9.2. Ensures a passenger bus and baggage truck are in-place for team arrival and departure.

5.9.3. Ensures rental cars are available and in-place upon team arrival and that they are numbered according to 10 AF/XP vehicle assignment list. Briefs the team on rental car refueling procedures.

5.9.4. Provides 10 AF/XPO with the location and time of in-brief.

5.9.5. Provides 10 AF/XPO with the commander's schedule for the team chief's daily "Commander's How Goes It" meetings and the final assistance visit out-brief.

5.9.6. Provides 10 AF/XPO with the location and telephone numbers to the team chief's office and team work area. The team work area should have more than one telephone line.

5.9.7. Provides a minimum of three computers with printers in the team work area. At least one of the computers should have local area network (LAN) connectivity. Provide assistance team with LAN accounts according to the LAN access request memorandum.

5.9.8. Ensures copier support is available in or near the team work area.

5.9.9. Provides a coffeepot for the team work area.

5.9.10. Exercises the unit's IG reception plan. Provides administrative supplies as requested by 10AF/XPO.

5.9.11. Ensures adequate parking spaces are available for team members. Marks the team chief parking space by name.

5.9.12. Meets Assistance Visit Timelines (**Attachment 2**).

5.9.13. RAV specific requirements:

5.9.13.1. Provides copies of the deployment schedule of events and airlift load plans for unit

deployment package to the 10 AF deployment management evaluator (10 AF/XPL). If applicable, indicate any equipment borrowed from another unit for the RAV.

5.9.13.2. Provides exercise munitions upon arrival of the 10 AF RAV team. Provides an approved storage facility. Provides a military sedan or pick-up truck with camper shell, four ammo cans, four fire extinguishers, and four 1.2 explosive placards.

5.9.13.3. After the in-brief, provides the chief of maintenance with a list of qualified personnel for each transition day exercise. Includes a copy of the respective lesson plan for the exercise and provides a current special certification roster.

5.9.13.4. Provides 10 AF Chief of Operations (10 AF/DO) with copies of the exercise schedule of events and air tasking order (ATO) NLT 30 days prior to the RAV. Include flow charts, if used.

5.9.13.5. Provides a copy of the intelligence scenarios to 10 AF Chief of Intelligence (10 AF/DOI). Include copies of messages to be "sent" to the unit. In addition, provides a list of weapon systems found in the exercise area of responsibility (AOR).

5.9.14. DAV specific requirements:

5.9.14.1. Identifies any message traffic 10 AF will need to provide for tasking, deployment order (DEPORD), airflow, etc., NLT 60 days prior to exercise. If requested, 10 AF will provide deployability posture, deployment/execution order, amplifying information, and simulated airlift flow on the day of the assistance team's arrival.

5.9.14.2. Provides exercise timelines for key events to the 10 AF/XPO NLT the 60 days prior to the exercise.

5.9.14.2.1. As a minimum, provides 10 AF/XPO with the support information (**Attachment 4**).

6. Safety.

6.1. The primary objective of any assistance visit is the safe and successful accomplishment of the mission.

6.2. When responding to exercise inputs during an assistance visit, demonstrate a sense of urgency; however, speed limits and safety procedures will be followed at all times.

6.3. Should an actual emergency occur during an exercise, the exercise will be terminated for those personnel required for the actual response. When personnel respond to actual emergencies, the unit commander should emphasize that common sense and sound judgment will be used in vehicle operation and speed.

7. Report Writing and Format:

7.1. 10 AF/XPO will supply each team member a formatted disk containing the assistance visit report format.

7.2. For RAV/DAV reports, each functional area lists write-ups as either a strength or an area for improvement.

7.3.   The report is written in bullet statement format and shall include references for any area for improvement write-up, to prevent unnecessary research by the unit. Bullets should be expanded to the extent that they add clarity to the statement.

7.4.   For SAVs, and in any case a formal FAV report is required, each functional area shall list team members conducting the assistance visit, as well as unit personnel contacted.

7.5.   The assistance visit final report summarizes functional area evaluations, highlights assistance and training provided, implementation of SIIs, implementation of commanders' programs, and mission limiting problem areas requiring urgent action. Note discrepancies repeated from previous reports. Comment on the commander and unit personnel's awareness of problem areas. Include recommended courses of action to correct and prevent the recurrence of the identified discrepancy. State whether higher headquarters involvement is required and include the appropriate action agency. Do not use words implying a grade such as excellent, outstanding, or satisfactory. If the team chief determines that a discrepancy is serious enough to require either outside assistance or a follow-up from NAF staff, "asterisk" the item and state in the report cover memorandum that the unit commander has 60 days to provide a written report to the NAF commander stating the action taken to correct the discrepancy.

8. Processing Reports: Upon return from the visit, the team chief with assistance from 10 AF/XP, forward the draft copy of the report to all divisions for corrections and updates. Division chiefs are responsible for ensuring updates are made in a timely manner and returned to 10 AF/XP. Division chiefs are the approving authority for their section of the report. Once all updates are made, 10 AF/XP forwards the final draft to the team chief for approval. After the team chief approves the final draft, 10 AF/XP submits the report to 10 AF/CVA for approval. The final report will be forwarded to the unit commander within 5 working days after the assistance visit.

9. Forms or IMTs (adopted or prescribed).

9.1.   Adopted. AF IMT 40, **Authorization for Inactive Duty Training**; AF IMT 40a, **Record of Individual Inactive Duty Training**; DD Form 2131, **Passenger Manifest**.

9.2.   Prescribed. No forms or IMTs are prescribed by this publication.

DAVID E. TANZI, Brig Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-1, *Policy Formulation*

AFI 10-403, *Deployment Planning and Execution*

AFI 90-201, *Inspector General Activities*

AFMAN 37-123, *Management of Records*

AFRCPD 90-1, *Assistance Visit Program*

AFRCI 90-201, *The Inspection System*

AFSOCI 90-201, *Inspector General Activities*

AFSOCI 90-202, *Inspector General Operational Readiness Inspection*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force instruction

AFMAN—Air Force manual

AFPD—Air Force policy directive

AFRCPD—Air Force Reserve Command policy directive

AFSOCI—Air Force Special Operations Command instruction

ATO—air tasking order

AOR—area of responsibility

CCCA—common core compliance area

CMOS—cargo movement operations system

DAV—deployment assistance visit

DD—Department of Defense

DEPORD—deployment order

DOC—designed operational capability

DSN—Defense Switched Network

EAM—emergency action message

EAL—entry authority list

FAV—functional assistance visit

FAX—facsimile

GMAJCOM—gaining major command

HQ AFRC—Headquarters, Air Force Reserve Command

IG—inspector general

IMT—information management tool

JRB—Joint Reserve Base

LAN—local area network

LIMFACS—limiting factors

LMR—land mobile radio

MAJCOM—major command

MIL AIR—military airlift

MSEP—maintenance standardization and evaluation program

NAF—numbered Air Force

NAS—Naval Air Station

NLT—not later than

OPPLAN—operation plan

OPR—office of primary responsibility

ORE—operational readiness exercise

ORI—operational readiness inspection

POC—point of contact

RAS—reserve airlift support

RAV—readiness assistance visit

RDS —records disposition schedule

RTB—return to base

SAV—staff assistance visit

SII—special interest items

SORTS—Status of Resources and Training Systems

SSN – —Social Security number

TDY—temporary duty

TMO—transportation management office

UCI—unit compliance inspection

UTA—unit training assembly

UTAPS—Unit Training Assembly Processing System

UTC—unit type code

VTC—video teleconference

WMP—War and Mobilization Plan

Attachment 2

ASSISTANCE VISIT TIMELINE

EVENT	OPR	TIME REQUIRED	REF
Assistance visit training	Division chiefs	NLT 60 days after assignment to 10 AF	**5.5.4.**

Assistance visit requested
 	
  Special requirements identified
  EAM
  UTC tasking message
  Air flow message
  Exercise scenario assistance
	Unit CC	6 – 9 months prior to ORI/ UCI	**2.2./5.8.1.**

Team chief appointment	10 AF/CVA	NLT 60 days prior to visit	**5.2.3.**
Team coordinator appointment	10 AF/XP	NLT 60 days prior to visit	**5.3.3.**
Airlift requested	10 AF/XPO	NLT 60 days prior to visit or at quarterly Airlift Allocation conference	**5.4.2.1.**
Unit OPR appointment	Unit CC	NLT 60 days prior to visit	**5.8.3.**
Team member names requested from division chiefs	10 AF/XPO	NLT 60 days prior to visit	**5.4.3.**
Identify any message traffic 10 AF will need to provide for tasking, airflow, etc.	Unit OPR	NLT 60 days prior to visit	**5.9.14.1.**
Provide team members names to 10 AF/ XPO	Division chiefs	NLT 45 days prior to visit	**5.5.3.**
Provide 10 AF/XPO with lodging information	Unit OPR	NLT 45 days prior to visit	**5.9.1.1.**
Provide restricted access requirements to 10 AF/XPO	Division chiefs	NLT 30 days prior to visit	**5.5.8.**
Lodging and transportation requirements sent to unit OPR	10 AF/XPO	NLT 30 days prior to visit	**5.4.4.**
LMR frequencies coordinated with HQ AFRC command frequency manager	10 AF/XPO	NLT 30 days prior to visit	**5.4.17.**
Forward checklists to unit functional area	Team members	NLT 30 days prior to visit	**5.7.6.**
Provide 10 AF/DO with copies of exercise schedule of events and ATO	Unit OPR	NLT 30 days prior to visit	**5.9.13.4.**

EVENT	OPR	TIME REQUIRED	REF
Brief 10 AF/CC and assistance visit team on RAV/ORI plan	Unit CC and personnel	NLT 30 days prior to visit	**5.8.2.**
Inform division chiefs which type of source document will be used	10 AF/XPO	NLT 20 days prior to visit	**5.4.12.**
Prepare and distribute team information memorandum	10 AF/XPO	NLT 20 days prior to visit	**5.4.14.**./ **Attachment 5**
Provide the unit with a LAN access request memorandum	10 AF/XPO	NLT 5 days prior to visit	**5.4.16.**
Prepare a DD Form 2131 or CMOS for MIL AIR	10 AF/XPO	Prior to departure from 10AF	**5.4.11.**
Review previous reports, support agreements, plans, and DOC statements	Team members	Prior to departure from 10AF	**5.7.2.**
Provide an EAL to unit	10 AF/XPO	Upon arrival to unit	**5.4.15.1.**
Distribute assistance visit critiques to team members	10 AF/XPO	Prior to departure from 10AF	**5.4.19.**
Distribute contract quarters/ non-availability slips to team members	10 AF/XPO	Prior to departure from unit	**5.4.13.**
Conduct functional area briefing and provide hard copy to unit and team chief	Team members	Prior to departure from unit	**5.7.11.**
Brief 10 AF/CC on highlights of assistance visit	Team chief	Upon return from assistance visit	**5.6.11.**
Forwards the final assistance visit report to unit CC	10 AF/XPO	NLT 5 working days after assistance visit	**5.4.22.**
Provides an assistance visit critique summary to team chief and 10 AF/CVA	10 AF/XPO	Within 10 working days after assistance visit	**5.4.19.**
Forward 10 AF assistance visit follow-up survey to unit CC	10 AF/XPO	After conclusion of GMAJCOM or HQ AFRC inspection	**5.4.20.**/ **Attachment 6**
Provide 10 AF/CC with status report of asterisked items	Unit CC	60 days after receipt of final report	**5.8.6.**/**7.5.**

Attachment 3

10AF SAV/RAV COORDINATION CHECKLIST

Unit: _____ Dates: _____ POC: _____ DSN: _____

☐ Determine 10 AF team chief _____

60 days out _____

☐ Request team members from division chiefs
Information required: Last/first name, rank, SSN, telephone number, security
clearance, function, pay status, mode of travel, restricted area badge number.

Contact unit POC and get the following information   Date first contacted: _____

☐ Unit POC: _____ DSN: _____ FAX: _____

☐ Lodging POC: _____ DSN: _____ FAX: _____

☐ Rental car POC: _____ Comm phone: _____ FAX: _____

☐ Coordinate rental car procedures

☐ Work center info: Bldg #_____ DSN: _____ Comm: _____ FAX: _____

☐ Send work center requirements to host POC (3 computers, laser printer, paper, fax machine, e-mail connectivity, refrigerator or ice coolers, coffee pot, etc.)

Arrange Transportation for MIL AIR

NOTE: Maintenance personnel normally travel three days ahead of the team and return home with the team.

☐ UNIT: _____ POC: _____ DSN: _____ FAX: _____

☐ Flight time from NAS Fort Worth to host base: _____ RTB: _____

☐ Confirm departure from NAS Fort Worth: Date: _____ Time: _____
(Optimum arrival time to host base is 1200L)

☐ Confirm departure from host unit: Date: _____ Time: _____

30 days out _____

☐ Confirm complete list of team members

☐ Send team member list to host unit POC

☐ Make lunch arrangements for team members, if applicable

☐ Determine who is arriving on commercial airlines and will need an airport rental car

☐ Make lodging reservations for approximate number of people

☐ Reserve approximate number of rental cars required

☐ Prepare/distribute team information memorandum (**Attachment 5**):

☐ Report date and time: _____
☐ Bags on pallet time: _____
☐ SAV team meeting time: _____
☐ MIL AIR departure time: _____
☐ MIL AIR RTB time: _____
☐ Emergency work center telephone numbers: _____
☐ Lodging information: _____
☐ Rental car information: _____
☐ Contact ground transportation to schedule pallets and buses: ext. 5404

20 days out _____

☐ Send names to lodging POC

☐ Send names of authorized rental car drivers to rental POC

☐ Confirm room key arrangements

☐ Confirm rental car key arrangements

☐ Prepare/distribute team information memorandum, if not yet completed

15 days out _____

☐ Complete information for brochure

☐ Cover page
☐ Table of contents
☐ Team composition
☐ Unit information: CC; CV; POC; MIL AIR, departure, and work center information
☐ Lodging information (team integrity desirable)
☐ Maps/restaurants
☐ Miscellaneous
☐ Team roster
☐ Visit timeline (consider scheduling a social to establish esprit de corps)
☐ Rental car assignments (hand carry driver's govt credit card numbers to rental company)
☐ Bag certification page

10 days out _____

☐ Make changes to the team roster, as required

☐ Make changes to rental car assignments, as required

☐ E-mail team members the schedule for departure day

5 days out _____

☐   Make changes to personnel and drivers, as required

☐   Send changes to host unit POC

☐   Send changes to lodging and rental car POCs

☐   Make changes to brochure, as required

☐   Make manifest list for departure and return trip

☐   Complete AF IMT 40 listing all personnel participating in scheduled UTA

☐   E-mail in-brief slides to host POC and unit CC

☐   E-mail the unit a LAN access request memorandum

2 days out _____

☐   Confirm MIL AIR

☐   Inquire if MIL AIR has any special requirements

1 day out _____

☐ Confirm ground transportation arrangements

☐ Call MIL AIR unit to confirm schedule

☐ Obtain contact number from HQ AFRC (DSN 497-0680) to coordinate any MIL AIR problems during visit

☐ Provide HQ AFRC with 10 AF command post (DSN 739-5160) and work center telephone numbers

☐ Confirm required supplies are in briefcase with sufficient new formatted disks

D-day _____

☐ Conduct team meeting and confirm team members

☐ Collect landing fee from team members, if required

☐ Leave a copy of passenger manifest and brochure at 10 AF

☐ Take roll call on buses

☐ Give passenger manifest to loadmaster

☐ Take-off time: _____ Land time: _____

Arrival _____

☐ Meet host POC

☐ Attend in-brief

☐ Receive room keys and rental car keys, if applicable

☐ Record rental car: make/model, license number and individual assigned to

☐ Set up work center

☐ Leave contact information with 10 AF/CP and HQ AFRC/CP

☐ Team meeting and discuss the schedule for the week

Day prior to departure from host unit _____

☐ Confirm MIL AIR

☐ Ensure draft SAV report is on schedule

☐ Confirm schedule for rental car return

☐ Confirm bus and baggage schedule

☐ Confirm passenger manifest and make 2 copies (one for loadmaster and one for host POC)

☐ Sign AF IMTs 40a and military orders for team members

☐ Coordinate work center clean-up

Departure day from host base _____

☐ Complete AF IMT 40

☐ Give copy of passenger manifest to host POC

☐ Team chief accomplish out-brief

☐ Team members complete critiques

☐ Bags on pallet

☐ Return rental cars

☐ Accomplish team member roll call on buses

☐ Give passenger manifest to loadmaster

☐ Take-off time: _____Land time: _____

☐ Turn in travel vouchers and orders for pay

☐ If airlift delayed or cancelled:

☐ Notify 301 FW personnel supplying bus and baggage pallets
☐ Contact HQ AFRC/CP (DSN 497-0680) for availability of the reserve airlift
support (RAS) or other airlift
☐ Notify 10 AF CAT (DSN 739-5125)

☐ Obtain airline listing of available flights for reservist

☐ Obtain 10 AF/CVA permission to send selected reservist home commercial air

After return _____

☐ Distribute rental car receipts (if applicable)

☐ Coordinate final report completion

☐ 10 AF/XP forwards the final draft to the team chief for approval

☐ 10 AF/XP submits the report to 10 AF/CVA for approval

☐ Forward the final report to the unit commander within 5 working days after the visit

Compile assistance visit team critiques. Provide summary to the team chief and 10 AF/CVA within 10 working days after the assistance visit (**Attachment 7**)

Forward 10 AF assistance visit Follow-up Survey to the unit commander after a GMAJCOM or HQ AFRC inspection (**Attachment 6**)

Attachment 4

10 AF SAV/RAV SUPPORT INFORMATION REQUEST

UNIT: _____   DATES OF VISIT:_____
    UNIT POC FOR THE SAV/RAV
    POC'S DSN NUMBER
    POC'S DSN FAX NUMBER

LODGING INFORMATION
    NAME/ADDRESS OF LODGING
    LODGING TELEPHONE NUMBERS   DSN:
                                                                        COMM:

    LODGING COST PER NIGHT
    FAXED CITY MAPS WITH DIRECTIONS
    TO OFF-BASE LODGING

WORK PLACE INFORMATION
    TEAM SIZE _____   BLDG NAME:
    WORK CENTER LOCATION   BLDG #:
                                                                        ROOM #:
    WORK CENTER TELEPHONE NUMBER   DSN:
                                                                        COMM:
    WORK CENTER FAX NUMBER   DSN:
                                                                        COMM:

    FAXED BASE MAPS WITH DIRECTIONS
    TO WORK CENTER

VEHICLE REQUIREMENTS
    # OF RENTAL VEHICLES REQUIRED

CAN RESERVED PARKING SPOTS FOR RENTAL CARS BE PROVIDED?	YES:	NO:

ADDITIONAL REQUIREMENTS

ROOM AND DESK FOR TEAM CHIEF	YES:	NO:
TWO COMPUTERS WITH A PRINTER	YES:	NO:
ONE COMPUTER WITH LAN/E-MAIL CAPABILITY	YES:	NO:
MORE THAN ONE TELEPHONE LINE	YES:	NO:
ACCESS TO A COPIER	YES:	NO:
ACCESS TO A COFFEE POT	YES:	NO:
REQUIRED PYROTECHNICS	YES:	NO:

OTHER:

Thanks for your assistance in coordinating this information. Please fax to information to 10AF/XPO, DSN: 739-5169.

10AF POC for assistance visit: _____ DSN: 739-5183

Attachment 5

TEAM INFORMATION MEMORANDUM

Unit: _____   Dates of visit: _____

Type of visit _____   Team chief: _____

Lodging Info: on-base _____   off-base _____
Name of hotel: _____
Address: _____
Telephone numbers: commercial _____ DSN _____
Daily room rate: _____

Schedule:
    Outbound:
Report time to 10 AF: _____L   Pre-departure team meeting: _____L
Baggage pick-up: _____L   Pax pick-up: _____L
Departure time: _____L   Arrival time: _____L
    On station:
In-brief: _____L   Duty hours: _____L
How Goes It: _____L   Report inputs due: _____L
Out-brief: _____L
    Return:
Pax pick-up location: _____   Baggage pick-up: _____L
Pax pick-up: _____L   Departure: _____L
Pre-departure information: Rental car refueling instructions:
Release time: _____L

Previous inspections dates:
SAV: _____   RAV: _____
DAV: _____   ORI: _____
UCI: _____   Other: _____

Work area information:

Location: _____

Team chief telephone number: _____

Team work area telephone number: _____

DSN: _____

Off base line prefix: _____

UTA source document:

AF IMT 40a _____   AF IMT 40 _____   UTAPS printout _____

Attachment 6

FOLLOW-UP SURVEY

Type of assistance visit: RAV SAV DAV

Dates of visit: _____

On a scale of 1 – 5 (1 being positively agree and 5 being positively disagree), rate the 10 AF assistance visit in the following areas:

1. Was the 10 AF assistance visit tea effective in preparing your unit for the inspection?   1 2 3 4 5

2. Were the assistance visit team members knowledgeable in their field of expertise?   1 2 3 4 5

3. Was the timing of the assistance visit appropriate to prepare your unit for the inspection?   1 2 3 4 5

4. Was the size of the assistance visit team appropriate for the scope of the visit? 1 2 3 4 5

5. Was the assistance visit team composition appropriate based upon your organizational structure?   1 2 3 4 5

6. Were significant findings/observations immediately brought to the attention of 1 2 3 4 5 the wing leadership?

7. Were findings/observations explained in sufficient detail for corrections to be 1 2 3 4 5 made in a timely manner?

8. Was additional assistance made available to the unit after the completion of the 1 2 3 4 5 visit?

9. What could the assistance visit team have done better to prepare you for the inspection?

_____

10. Suggestions for making the assistance visit more productive in preparing you for the inspection: _____

11. Additional comments: _____

Attachment 7

ASSISTANCE TEAM CRITIQUE

TEAM CRITIQUE

(Please submit any ideas on improving the 10 AF assistance visit process)

UNIT: _____ DATE: _____

1. Pre-deployment:

2. Deployment:

3. Employment:

a. Lodging:

b. Rent car:

c. Work center

d. Other:

4. Re-deployment:

Submitter: Name (optional) _____ ext. _____