

**5 APRIL 2000**



**Command Policy**

**RED CARPET RECEPTION PLAN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 354 FW/IGI (Lt Col Kim F. Ellard)

Certified by: 354 FW/CV  
(Colonel Larry A. Reseter)

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This instruction describes how Eielson AFB will receive and support higher headquarters inspection team visits. It implements AFD 90-2, *Inspector General - The Inspection System*. This instruction also outlines local exercise support for 354 FW/IG.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. General.** HQ USAF or HQ PACAF Inspector General (IG) Teams will visit Eielson AFB for the purpose of performing evaluations, with or without advance notice. These inspections include, but are not limited to, Unit Compliance Inspections (UCI), Initial Response Readiness Inspections (IRRI) and Combat Employment Readiness Inspections (CERI).

1.1. The goal of the 354 FW is to welcome visiting teams on arrival, provide maximum available support during the inspection and assist in their departure as outlined in this instruction.

1.2. Each tasked unit will appoint an officer or NCO as point of contact (POC). Unit POCs will develop and update checklists or Operating Instructions (OIs) as required to implement this instruction. Particular attention will be given to contingency plans to cover additional requirements. POCs must be familiar with this instruction and their unit's supporting checklists.

**2. Office of Primary Responsibility (OPR).** 354 FW/IG is the OPR for receiving higher headquarters IG teams to Eielson AFB and is the single point of contact with HQ PACAF/IGIE, the Inspection Team Executive, for coordinating inspection team support requirements. OCRs for FWI 90-203 support are 354 FW/CCE, 354 OG/CC/CCE, 354 LG/CC/CCE, 354 SPTG/CC /CCE, 354 MDG/CC/CCE.

**3. Plan Activation.** This plan will be activated by 354 FW/CC in response to notification of the impending arrival of a HHQ IG Team. This notification may come from any of a number of sources. The team may notify the wing operations center of arrival at the Fairbanks International Airport (FAI) or the team may arrive directly by military aircraft. Finally, the team could arrive without any notification at the installation main gate. Regardless of the method of arrival, immediate notification of the wing operations center and the wing commander is critical. Once notified, 354 FW/CC will direct the Wing Command Post (FW/CPO) to contact 354 FW/IG, 354 FW/CCE and 354 FW Mobilization Mission Directors for plan activation (notification information will include HHQ IG Team arrival time, location and mass welcome briefing time). Once the 354 FW/CC directs Red Carpet Plan activation the Wing Command Post will contact each group commander, notify them of impending HHQ IG Team arrival and direct implementation of FWI 90-203, Red Carpet Plan actions (notification information will include HHQ IG Team arrival time, location and mass welcome briefing time). Group commanders will notify personnel tasked under this plan and direct implementation (See **Attachment 4**, Task List).

3.1. **Base Operations (354 OSS)** will immediately notify the Command Post whenever an aircraft with an IG Team on board is scheduled to land at Eielson AFB.

3.2. **Security Forces Squadron (354 SFS)** will immediately notify the Command Post whenever an IG Team arrives at the main gate.

3.3. **354 FW/PA** will update the Commander's Channel announcing IG Team arrival.

3.4. Once in receipt of Letters of Instruction (LOIs) and Entry Authority List (EAL) from an HHQ IG Team the **Command Post** will immediately disseminate them to the IG Arrival address group and ensure and confirm the billeting desk has an EAL or team roster from which to make billeting assignments. Be aware that the IG EAL is not valid for restricted area entry until it is authenticated by the wing command post and endorsed by a Security Forces Squadron member in the rank of MSgt or above.

3.5. In addition to any IG Team Chief's tasking, the **Command Post** will obtain the IG Team's EAL and authenticate it with the HQ PACAF Command Center. One copy will be retained at the Command Post and one copy will be retained at the Security Forces Control Center (SFCC). SFCC will reproduce and distribute the EAL to SFS personnel responsible for controlling access to restricted areas and priority resources.

3.6. **354 SVS** and **354 FW/PA** will change their base marquees to welcome the IG Team.

3.7. **354 OSS Base Operations** will change the airfield marquee to welcome the IG Team if the IG Team arrives at EAFB by military aircraft.

**4. Inspection Team Composition.** A list identifying all team members will be faxed or e-mailed to the 354 FW/IG two weeks prior to arrival for **CERIs** and **UCIs**. Because of the no-notice nature of **IRRI**s, the team list will be provided to the Wing Commander/Wing Command Post upon or just before arrival. For planning purposes, typical PACAF IG Inspection Team size is as follows:

4.1. UCI 80, including Aircrew Standards/Evaluation (ASEV) and Air Traffic Systems Evaluation Program (ATSEP) team members if conducted concurrently.

4.2. IRRI 15-35 team members

4.3. CERI 80-100 team members.

**5. Initial Reception (POCs 354FW/CC/CCE/IG/CCP, 354 TRANS/CC).** Once notified of IG team arrival, the 354 FW/CC or his designated representative will respond to the HHQ IG team's arrival point to greet the team. If the team will arrive at FAI, the **354 FW/IG** will normally meet the team. **354 TRANS/CC** will dispatch sufficient bus transport, a covered baggage transport vehicle and a baggage handling team transport vehicle (8-9 Pax) (IAW para **5.2.**) to pick up the 354 FW/IG members and baggage detail at the IG work center in sufficient time to meet the HHQ IG Team at FAI or base arrival point in a timely manner. All transportation drivers will remain with vehicles and assist with baggage. The HHQ IG Team will be transported to the IG work center where they will be in-briefed and will receive billeting keys and welcome packages. HHQ IG DVs will be briefed by 354 FW/CC in the wing conference room immediately following the mass welcome briefing.

5.1. Baggage Detail. **354 FW/CCE** will provide a baggage detail consisting of one senior NCO and eight airmen. The baggage detail will immediately report to building 3111, IG Work Center, and coordinate details with the 354 FW/IG.

5.2. The baggage detail will proceed to the FAI or AMC terminal, gather the IG Team's luggage, obtain room assignments from the billeting office and then deliver the baggage directly to their assigned rooms (or store them in the Lodging Office until rooms are available). The detail NCOIC will coordinate with the lodging office for access to the rooms. The detail NCOIC will report to the 354 FW/IG when finished.

5.3. **354 FW/CCP**, assisted by the baggage detail, will deliver all DV baggage to assigned rooms. CCP will report completion to 354 FW/IG.

**6. Welcome Briefings (POCs 354 FW/CCE/CCP/PA, 354 FW/IG).** The entire HHQ IG Team will receive a mass welcome briefing in the IG Work Center upon arrival. Timing for the mass welcome briefing will be determined by the 354 FW/CC, nominally, briefing participants should expect the mass welcome briefing to occur 2 hours after HHQ IG Team arrival at FAI (if the team arrives by military air or no-notice the briefing times will differ). The 354 FW/CC will welcome the HHQ IG team and the 354 FW/IG will conduct the mass welcome briefing. The 354 FW/IG is the POC for the HHQ IG mass welcome briefing. The mass briefing will consist of an organizational slide (OPR 354 FW/IG), safety briefing (OPR 354 FW/SE), services briefing (OPR 354 SVS/CC), flightline driving briefing (OPR 354 OSS/OSAM), medical briefing (OPR 354 MDG) and 354 FW IG POC information. 354 OG/OGV will be available to coordinate a flyers orientation for IG team flyers. After the HHQ IG mass briefing, the HHQ IG Team DVs (O-6s) will be welcomed and briefed by the 354 FW/CC in the wing conference room. The DV briefing will be attended by: 354 FW/CC/CV, 354 OG/LG/SPTG/MDG/CCs, 354 FW/IG and 354 FW Mobilization Mission Directors. POC for the DV briefing is 354 FW/CCE. 354 FW/CCP will have DV welcome packages, DV quarters keys and DV vehicle keys prepositioned in the wing conference room. Representatives from 354 CS/SCXP, 354 TRANS/LGTO, 354 SVS/SVML, and the IM Team Chief will proceed to the IG Work Center and await support requirement instructions from 354 FW/IG. Upon completion of the welcome briefing lodging representatives will issue room keys (**OPR: 354 SVS**) and the IG team will be released to perform their inspection.

6.1. The **354 FW/PA** is OPR for the Eielson AFB Welcome Package. PA will maintain materials on hand for short notice assembly of 50 IG welcome packages. If possible, packages will be personalized. Packages should include the following, as a minimum:

6.1.1. Wing Commander's welcome letter (**OPR: 354 FW/PA**).

- 6.1.2. Detailed Eielson Base and Fairbanks maps (**OPR: 354 FW/PA**).
- 6.1.3. Key personnel roster and a list of key phone numbers (**OPR: 354 FW/CCE**).
- 6.1.4. Base Guide and current base newspaper (**OPR: 354 FW/PA**).
- 6.1.5. Services Package to include a list of dining facilities and hours. (**OPR: 354 SVS**)
- 6.2. The **354 FW/IG** will transport the IG Team Chief or his designated representative to the Command Post for Entry Authorization List (EAL) authentication, if necessary.
- 6.3. **354 OG/OGV** will coordinate all required local area flying briefs and provide in-flight publications for all team members who will fly wing aircraft during the inspection.

**7. Transportation Support (POC: 354 TRANS/CC).** Vehicles are required for team transportation to and from billets, to assigned work areas and dining facilities. The IG Team Executive will coordinate specific vehicle requirements through the 354 FW/IG prior to arrival. **IRRI** vehicle requirements will be specified in the initial set of **LOIs**. Vehicle recall plans, lateral support and rental contracts will be activated as necessary. For no-notice inspections, vehicles will be provided ASAP but no later than 12 hours after Red Carpet Plan implementation or Warning Order receipt.

7.1. For planning purposes, use the following:

7.1.1. **UCI** or **CERI**: 5 sedans, 35 general purpose vehicles.

7.1.2. **IRRI** : 5 sedans, 20 general purpose vehicles.

7.1.3. **354 FW local exercises** : 1 sedan, 11 general purpose vehicles.

7.2. Upon notification, Vehicle Dispatch/Fleet Management will contact the respective units and instruct them to bring recalled vehicles to Vehicle Dispatch within two hours for vehicle inspection by TRANS/CC.

7.2.1. **TRANS/CC** will ensure the vehicles are clean and fully serviced.

7.2.1.1. General purpose vehicles will have a set of wheel chocks.

7.2.1.2. PACAF IG Team placard will be placed on each dashboard.

7.2.1.3. During Sep-May, all vehicles will be equipped with a windshield ice scraper/snow brush and extension cord for HBO plug in.

7.2.2. If the vehicle list cannot be filled, **TRANS/CC** will coordinate with 354 FW/IG, and then rent shortfall vehicle requirements.

7.2.2.1. **TRANS/CC** will coordinate with 354 SFS and 354 OSS for base passes and flight-line vehicle permits for rental vehicles.

7.2.2.2. Vehicle Dispatch will facilitate taxi transportation and/or provide a shuttle system if unable to provide enough vehicles to meet the IG Team requirements. However, every effort will be made to ensure the vehicle requirements of the IG Team are met.

7.2.3. Vehicle Dispatch will deliver all vehicles to the parking lot outside the IG Work Center at the rear of Amber Hall. The keys will be delivered to the 354 FW/IG inside the IG Work Center. A transportation dispatcher will remain at the IG Work Center until all vehicles are issued to the PACAF IG.

7.2.4. Vehicle Dispatch will be prepared to react to transportation requirements identified by the HHQ IG Team from arrival through departure.

7.2.5. **TRANS/CC** will provide one representative to the IG Welcome Brief to answer vehicle related questions.

7.2.6. When directed by the 354 FW/IG, at inspection termination, collect vehicles and keys from the IG Work Center.

7.3. **354 FW/CCP** will arrange all transportation reservations and vehicle placement for DV team members. CCP will advise 354 FW/IG of all DV vehicle arrangements.

7.4. 354 FW/IG will be issued one general purpose vehicle (van, mini-van, staff car) and one pickup truck at Vehicle Operations to be used for the duration of the inspection.

**8. Lodging Support (POC: 354 SVS/CC, 354 FW/CCP).** Lodging requirements are coordinated through the 354 FW/IG approximately two weeks prior to UCIs and CERIs. For IRRIs, lodging requirements must be completed within two hours of the wing's receipt of the list.

8.1. 354 FW Command Post will immediately provide a copy of the IG Team roster to the lodging officer and protocol officer.

8.2. The lodging officer will:

8.2.1. Establish reservations for the HHQ IG Team and notify the 354 FW/IG with the details. HHQ IG Team members will receive priority for on-base lodging and are placed in quarters appropriate for their rank.

8.2.1.1. Off-base quarters will only be used when on-base quarters are not available and after consultation with the 354 FW/IG. The lodging officer will make all off-base lodging reservations and prepare non-availability certificates as necessary.

8.2.2. Perform early check-in before team arrival for prior-notice inspections.

8.2.3. Annotate the IG Team roster, or provide a separate lodging roster, with the building, room number, and telephone number for each IG Team member. Provide the Command Post, HHQ IG Team Executive Officer, and 354 FW/IG with a copy.

8.2.4. Assist the 354 FW/IG baggage team with delivering the IG Team's baggage to their assigned rooms. If a room is not ready for occupancy, the IG Team member's luggage will be left in the Lodging Office until the room is ready, and then delivered by lodging representatives to the assigned room ASAP. Questions regarding lost or misplaced luggage that are beyond the lodging office capability to rectify will be directed to the 354 FW/IG.

8.2.5. Provide two services/lodging representatives to the IG Welcome Brief. They will be prepared to do the following:

8.2.5.1. Deliver the annotated HHQ IG Team lodging roster to the HHQ IG Team Executive and FW/IG.

8.2.5.2. Bring one set of room keys to issue to HHQ IG team members. Answer billeting related questions as required.

8.3. 354 FW/CCP will make all arrangements for E-9s and DV team members (defined as O-6 and above). CCP will advise 354 FW/IG of all DV billeting arrangements.

**9. IG Work Center Support (POC: 354 FW/IG).** All Eielson AFB units are subject to tasking in order to support the IG Work Center. Unless otherwise directed all equipment, materials and information will be delivered to the IG Work Center. Unless otherwise suspended, tasked units will provide personnel and/or pack, ship, and set up required equipment at the IG Work Center no later than 12 hours after Red Carpet Plan activation or Warning Order receipt. They may also pack and remove their equipment immediately after the IG Team departs. Units that choose to leave equipment in the IG Work Center remain responsible for its replacement when required but need not recover the equipment at the end of each inspection.

9.1. Location. The IG Work Center location is the "Penthouse," building 3111, in the rear of Amber Hall. 354 FW/IG is responsible for ensuring the IG Work Center is suitably prepared.

9.2. Information Management (IM) Support. **354 FW/CCE**, in coordination with the Base IM Functional Manager, will provide an IM team to support the IG Work Center. This team will consist of four information managers, to include a minimum of two five-levels and one 7-level. Each IM augmentee must possess a SECRET security clearance, current drivers license, and a general familiarity with the layout of the base. The IM team chief is responsible to the HHQ IG Team Executive Officer, ensures 24-hour IM support is provided while the IG Work Center is in operation, oversees all IM functions and supervises assigned IM personnel.

9.2.1. The Base IM Functional Manager will ensure an adequate number of primary and alternate IM team members are identified and trained to support the IG Work Center during local and higher headquarters exercises or inspections.

9.3. Office Equipment and Supplies Support. **354 FW/IG** will coordinate with the appropriate units for the office support required by the IG Team. An example IG Work Center Office Supply list is identified at [Attachment 3](#). The IG Team will advise of any changes necessary in the Work Center Office Supply list for the specific inspection.

9.4. Communications Support. **354 CS** will provide or obtain the following items ASAP but NLT 12 hours after Red Carpet Plan activation or Warning Order receipt:

9.4.1. Set up a base station in the IG work center on a dedicated net, with repeater, on a frequency for exclusive IG use for intra-EET/IG communications. Repeater will be provided by 354 MXS.

9.4.2. 20 Land-Mobile Radios (LMRs) programmed to the dedicated IG frequency along with spare batteries and two multiple battery chargers. Additionally, program one radio with all munitions nets and program six radios with all aircraft maintenance nets. All LMRs will be procured from 353 CTS.

9.4.3. Eight cellular telephones with active accounts.

9.4.4. Create local e-mail accounts for IG, IGI, IGO, IGL and IGS. Visiting IG must provide team member identification, account to which persons are to assigned and Visiting IG Computer Monitor must confirm completion of SATE training before accounts can be created.

9.4.5. Six telephones with Pacific DSN access.

9.4.6. Two telephone outlets with Pacific DSN access (for a STU-III and a secure fax machine, provided to **354 CS** by **353 CTS**).

9.4.7. Six beepers established on the base paging system. Pagers will be provided by 353 CTS.

9.4.8. Ten base telephone books.

9.4.9. A dedicated audio-visual graphics technician to download digital camera photos, manage image processing, and assist with preparation and maintenance of the IG Team Out Brief files.

9.4.9.1. Provide computer support in the IG Work Center for IG Team digital photo processing with the following minimum capability: 200 MHz Pentium processor multi-media computer with 4.3 GB HD, 32 MB RAM, and 100MB IOMEGA Zip Drive computers and color printer.

9.5. Individual Equipment Support. **354 SUPS** will provide foul weather gear and reflective belts as requested by 354 FW/IG for IG Team members.

9.6. Miscellaneous support (Unless otherwise specified, all deliverables will be delivered to the IG Work Center):

9.6.1. **354 FW MOC** will provide the following.

9.6.1.1. Printed product of aircraft status, by MDS, no later than 12 hours after receipt of warning order.

9.6.1.2. MASS boards for each flying squadron

9.6.1.3. Generation lineup at completion of generation.

9.6.1.4. Completed generation flowsheets at completion of generation.

9.6.2. **354 MSS** will deliver a copy of the Alpha Roster via e-mail to the IG work center no later than 12 hours after receipt of warning order (alternate method will be delivery on disk).

9.6.3. **354 SFS** will provide the following no later than 12 hours after receipt of warning order:

9.6.3.1. 354 FW OPLAN 31, Installation Security Plan.

9.6.3.2. THREATCON Checklists

9.6.3.3. Security Forces Quick Reaction Checklists

9.6.4. **354 OG** will provide the following no later than 12 hours after receipt of warning order.

9.6.4.1. Letter of "X"s for each flying squadron.

9.6.4.2. Pilot Acceptance Checklist.

9.6.4.3. Current Pilot Recall Rosters.

9.6.4.4. Automated records check (ARC) of assigned aircraft that are subject to inspection no later than 12 hours after receipt of warning order.

9.6.5. **354 LG/LGX** will provide a copy of the current Base Support Plan (BSP) Parts I and II, to the IG Work Center no later than 12 hours after receipt of warning order.

9.6.6. **354 SUPS** will provide the following no later than 12 hours after receipt of warning order:

9.6.6.1. Current MICAS Report

9.6.6.2. An initial DMAS assessment. Include a list of any problem parts for each ISP.

9.6.6.3. WRM/WCDO listing (R07)

9.6.7. **Defense Automated Printing Service** will provide reprographic support as required by the IG Team Exec. Overtime for civilian personnel will be coordinated through 354 FW/FM. DAPS charges will be made to either 354 FW/IG or 354 FW/CCE IMPAC cards.

**10. CERI, UCI Inspection In-Brief (POC: 354 FW/CCE).** The wing commander gives this briefing for all **CERIs** and **UCIs**. The briefing is normally held in the Cope Thunder Main Briefing Room, Building 1151, at a time specified by the wing commander or as designated by the IG Team Chief (normally 2-6 hours after IG Team arrival).

10.1. 354 FW/CCE maintains the straw-man 354 FW In-Brief. The briefing will follow the outline in **Attachment 1**. OPRs will provide updated information no later than two hours prior to the scheduled briefing in both hard copy and Microsoft PowerPoint format. The Commander's Briefing Book will be updated by 354 FW/CCEA and given to the 354 FW/CC prior to the brief.

10.2. 353 CTS/CC will ensure the briefing room is prepared for briefing, control access to the briefing and ensure the room is secure for presentation of classified material.

10.3. The 354 FW/CC will designate who will attend. Normally the following will attend unless otherwise specified: vice commander, group commanders, wing IG, senior enlisted advisor, chief of safety.

10.4. For UCIs, group commanders typically brief no longer than 10 minutes on unit mission, SII status and LIMFACs.

**11. Reserved Parking (POC: 354 IG, all UCCs).**

11.1. 354 FW/IG will designate reserved parking for IG Team members in the following areas:

11.1.1. Twenty-five parking spots near the IG Work Center.

11.1.2. Three parking spots in front of the Base Theater on the morning of the IG out-brief.

11.2. Each UCC will designate two reserved parking spots near their facility main entrance.

**12. CERI Pyrotechnic Support (POC: 354 FW/IG).**

12.1. 354 FW/IG will maintain munitions accounts, validate IG Team munitions training (or provide training as required) and account for consumption of all munitions during an exercise. 354 FW/IG will provide the following munitions as requested by the IG

12.1.1. 137007528126L594, Artillery Ground Burst Simulator (M115A2) or equivalent.

12.2. The following agencies will provide the following support equipment:

12.2.1. 354 MXS will provide 28 magnetic explosive placards (1.2G) and tie-down straps, as required, to secure munitions to vehicle beds or tailgates.

12.2.2. 354 MXS will provide ten 20mm ammo cans with lids.

12.2.3. 354 CES/CEF will provide 25 ABC type (20 lbs.) fire extinguishers.

12.2.4. 354 MDG will provide 10 first aid kits.

12.2.5. 354 SUPS will provide 10 sets of leather work gloves.



**13. IG Team Out-Brief (POC: 354 FW/IG).** The primary location for both classified and unclassified HHQ IG Out-Briefs will be the Cope Thunder Main Briefing Room, Building 1151. The alternate location for Out-Briefs is the Base Theater, however, additional equipment and significant preparations are required to prepare the Base Theater IAW IG requirements. The following agencies will provide equipment and services:

13.1. Building 1151. **353 CTS/CC** will ensure availability of the Cope Thunder Main Briefing Room and audio-visual support personnel for both the Out-Brief and a rehearsal the day prior. **353 CTS** will provide an NCO to open the facility and supervise entry access control for classified briefings. **354 OG/CCE** will provide augmentees as required to facilitate access verification for classified briefings. **354 FW IG** will request that the IG Team allow unclassified Out-Briefs to be fed live to the Base Theater to allow more access. If approved:

13.1.1. **354 CS** will coordinate live audio/video feed from COPE THUNDER Briefing Room and a duplicate slide show to the Base Theater in concert with 353 CTS. 354 CS will ensure availability for both rehearsal and formal out-brief.

13.1.2. **354 SPTG** will ensure availability of the Base Theater for both the Out-Brief and a rehearsal the day prior. **354 SPTG/CCE** will provide an NCO to open and secure the facility as required for preparation and execution of the briefing. **354 SPTG** will ensure any canceled theater events are well advertised to the base populace.

13.2. Base Theater. If the Base Theater is used as the primary location, **354 SPTG** will ensure availability for both the Out-Brief and a rehearsal the day prior. Any canceled theater events will be well advertised to the base populace. **354 SPTG/CCE** will provide an NCO to open and secure the facility as required for preparation and execution of the briefing. If the Out-Brief is classified, **354 SPTG/CCE** will provide augmentees to verify access authorization for all attendees and provide security at all entrances for the duration of the briefing. The following agencies must provide equipment and services:

13.2.1. **354 CES** will provide two lighted podiums set up on the right and left sides of the stage.

13.2.2. **354 CS** will deliver two Lite Pro 580 projector or equivalent (350 ANSI lumen brightness, 150 watt projector lamp, and VGA/SVGA video driver compatible)(provided by **354 CTS**), and spare bulbs (provided by **353 CTS**). CS personnel will ensure equipment used is compatible with the classification level of the briefing. **353 CTS** will also provide a technician to assist **354 CS** with projector set-up and operation.

13.2.3. **354 CS** will provide extension cord(s) and power strip(s) sufficient to power all A-V equipment.

13.2.4. **354 CS** will provide a full sound system with two wireless microphones for the podiums and a dual cassette deck with volume control connected to the system. They will also provide one communications specialist and an audiovisual specialist to stand by for any problems.

13.2.5. **354 CES** will provide one 4' x 8' x 3/4" sheet of plywood, one 2' x 4' x 1/2" sheet of plywood, and four 1' sections of 2" x 4" for projector stands in the base theater, set up five rows from the front and centered.

13.2.6. **354 CES** will provide a roll of duct tape to secure electronics installation and eliminate tripping hazards created by power and electronics cords.

13.3. **354 FW/IG** will coordinate with the IG Team Executive Officer and ascertain the overall classification of the Out-Brief. Typically Out-Briefs are classified For Official Use Only.

13.3.1. Higher classifications will require special precautions. The **354 SFS** will provide a current ASCAS roster of personnel to verify the authorized security clearance and to match individual ID cards to the list.

13.4. **354 FW/CCP** will reserve seating for distinguished members.

13.5. **354 FW/IG** will ensure three reserved parking signs are placed in front of Building 1151 (or the Base Theater if primary) the morning of the Out-Brief.

13.6. **354 PA** will publicize Out-Brief time and location using all base media.

**14. Team Departure (POC: 354 FW/IG).** A **354 FW/IG** representative will proceed to the departure location to ensure the IG Team departure is uneventful.

14.1. Baggage Detail. **354 FW/CCE** will provide a baggage detail consisting of one senior NCO and eight airmen. The baggage detail will report to building 3111, IG Work Center, two hours prior to the IG Team departure and coordinate details with the 354 FW/IG.

14.1.1. The baggage detail will proceed to billeting, gather the IG Team's luggage and then deliver the baggage directly to Fairbanks Airport or the AMC terminal as required. The detail will deliver the luggage to HHQ IG Team members curbside at the airport or passenger terminal.

14.1.2. **354 FW/CCP**, in coordination with the baggage detail, will pick up and transport all DV baggage and will deliver the luggage to the DVs curbside at the airport or passenger terminal.

14.2. Transportation. **354 TRANS** Vehicle Operations will coordinate with 354 FW/IG to dispatch drivers and one covered truck (multi-stop or 1 1/2 ton), one nine-passenger carry-all (for the baggage team) and up to three buses to the IG Work Center. All transportation drivers will remain with the vehicles and will assist with baggage.

14.3. **354 FW/CCP** will coordinate departure details and escort for all remaining DV team members.

**15. Reception of Tenant Unit Inspection Teams.** If Eielson AFB tenant units receive notification of an inspection and desire any of the services outlined in this instruction, their commander must immediately contact the 354 FW/CC and request those services. If approved, the 354 FW/CC will initiate actions to provide the requested services. Tenant unit Commanders or designated representatives will greet their respective teams upon arrival.

KENNETH M. DECUIR, Colonel, USAF  
Commander

**Attachment 1****CERI/UCI COMMANDER'S IN-BRIEF OUTLINE**

<u>SUBJECT</u>	<u>OPR</u>
<b>A1.1.</b> IG Welcome Introduction of key personnel Organizational Overview	FW/IG
<b>A1.2.</b> Wing Mission/DOC Statement Review Overview Appropriate OPLAN/Contingency Tasking Base X Plan (Play/No-Play Areas)	OSS/OSX
<b>A1.3.</b> SORTSOG/CC	
<b>A1.4.</b> Local Operations Restrictions/LIMFACS/SII Status Aircraft Status (Authorized/assigned/possessed) Pilot Qualifications (Letter of Xs) Weapons Load Crew Status	OG/CC
<b>A1.5.</b> BSP Restrictions/LIMFACS (as required) NMCS Rates/Issues	LG/CC
<b>A1.6. (UCI ONLY) A1.7.</b> Group In-Briefs (10 minutes max each) Mission/SII Status/LIMFACS (as required)	All GP/CC
<b>A1.8.</b> Inspection Constraints/Simulations	354 FW/IG
<b>A1.9.</b> Significant Safety Issues	354 FW/SE
<b>A1.10.</b> Investigations Briefing (If required, closed forum)	AFOSI

**Attachment 2****IRRI COMMANDER'S IN-BRIEF OUTLINE**

<u>SUBJECT</u>	<u>OPR</u>
<b>A2.1.</b> IG Welcome	FW/IG
<b>A2.2.</b> 354 FW Organization	FW/IG
<b>A2.3.</b> Safety Briefing	FW/SE
<b>A2.4.</b> Services Briefing	SVS/CC
<b>A2.5.</b> Flightline Driving Briefing	OSS/OSAM
<b>A2.6.</b> Medical Care Briefing	MDG
<b>A2.7.</b> LIMFACS/SIMs/IG Flyers/FW/IG POC #s	FW/IG
<b>A2.8.</b> Questions	FW/IG

**Attachment 3****IG WORK CENTER OFFICE SUPPLY LIST****A3.1. Equipment Requirements**

- A3.1.1. 6 Pacific access telephones, 10 Base telephone books (354 CS)
- A3.1.2. 1 Pacific access DSN STU-III located in a private area (354 CS)
- A3.1.3. Secure (Secret) FAX Machine with Pacific-wide capability (353 CTS)
- A3.1.4. 5 Pentium Processor computers with Windows 95 (minimum), Internet access, with electronic mail accounts for IG, IGI, IGO, IGL, and IGS (354 FW/IG currently in-place).
- A3.1.5. 1 200 MHz Pentium processor multi-media computer with 4.3 GB HD, 32 MB RAM, and 100MB IOMEGA Zip Drive, with MS Office software (354 CS/SCBV)
- A3.1.6. 1 secure (Secret) computer with SARAH LITE software and printer (354 FW/IG)
- A3.1.7. 3 laser printers (1-each 354/OG, 354 LG, 354 SPTG)
- A3.1.8. Porcelain message board with markers (354 FW/IG)
- A3.1.9. 3 wire distribution racks (354 FW/IG)
- A3.1.10. Coffee pot (354 FW/IG)
- A3.1.11. Copier (354 FW/IG)
- A3.1.12. Alpha Roster (both officer and enlisted) (354 MSS)
- A3.1.13. 2-drawer safe for Secret materials (354 FW/IG)
- A3.1.14. Shredder suitable for Secret materials (354 FW/IG)
- A3.1.15. 20 portable radios and base station on established net with repeater (354 CS)
- A3.1.16. 6 beepers established on base paging system (354 CS)
- A3.1.17. 1 portable projection screen (354 FW/IG)
- A3.1.18. 1 secure fax machine (354 CS – provided by 353 CTS)

**A3.2. Administrative Supplies (354 FW/IG)**

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>
2	Boxes pens
10	Key Personnel Rosters
2	Dozen pencils
1	Pair scissors
1	Box yellow Hi-Liters
1	Base map (1:400 scale)
1	Box audio-visual markers

1	Three hole punch
1	Box legal-size folders
1	Two hole punch
1	Box adhesive labels
2	Wire distribution racks
5	Reams letter-size bond paper
1	Roll brown paper tape
30	Lined writing tablets
5	Staplers
10	Steno pads
2	Rulers
25	Large/50 small brown envelopes
1	Roll nylon strapping tape
5	Rolls scotch tape
5	Boxes staples
2	Boxes 3.5" computer disks
5	Staple removers
5	Dictionaries
1	Set classification stamps
1	Pencil sharpener
5	Boxes paper clips
10	Base telephone books
2	Boxes Post-It pads
10	Staff directories (local)
1	Copy of previous inspection report with finding replies
20	Reflective belts
10	Ear Defenders

### **A3.3. Personnel**

A3.3.1. 354 CS/SCBV will provide a dedicated audio-visual (graphics) technician to download IG digital cameras, manage picture process, and assist in preparing presentation for Out-Brief (IG Briefing Team will brief exact requirements and provide software and cameras). Computer dedicated for this should meet at least the following specifications: 200MHZ Pentium, 4.3GB Hard Drive, 32MB RAM, Microsoft Office Package, One 100MB IOMEGA ZIP Drive.

A3.3.2. Four-person Information Management Specialist (IM) support covering 24 hours per day (2 shifts) until told otherwise by the IG Team Exec. Requires 1 7-level to act as NCOIC of IM support, plus a minimum of two five-level IMers. IM personnel must have a Secret clearance, driver's license, be proficient in standard computer programs, and familiar with the base layout (Microsoft Word, Excel, PowerPoint).

**NOTE:** REQUIREMENTS LISTED ABOVE ARE THE DEFAULT FOR ALL HHQ INSPECTIONS THEY MAY BE MODIFIED BY LOI, THE IG TEAM CHIEF REQUEST OR 354 FW/CC.

**Attachment 4****RED CARPET PLAN TASKS BY ORGANIZATION****A4.1. 354 FW/CPO**

A4.1.1. Notify FW/CC of HHQ IG Team arrival, **get mass briefing time decision from FW/CC**

A4.1.2. Make notifications IAW FWI 90-203 and FW/CC direction

A4.1.2.1. Notify FW/IG, FW/CCE and FW Mission Directors to implement FWI 90-203

A4.1.2.2. Contact OG/CC, LG/CC, SPTG/CC and MDG/CC and advise of IG Team arrival and to implement FWI 90-203 actions

A4.1.3. Ensure LOIs and EAL distributed to IG Arrival E-Mail Address Group, ensure billeting officer receives a list of IG team personnel (use EAL if necessary) to assign billets

A4.1.4. Authenticate EAL and send to 354 SFS for use at controlled area entry points

**A4.2. 354 FW/IG**

A4.2.1. Coordinate IG reception and dispatch IG representative with TRANS package and baggage detail to meet IG Team

A4.2.2. Ensure IG mass welcome briefers informed and ready to brief at arrival plus 2 hours (for FAI arrival)

A4.2.3. Open and prepare IG work center

A4.2.4. Prepare IG welcome briefing, ensure tasked parties notified

A4.2.5. Coordinate IG DV welcome briefing with FW/CCE/CCP

A4.2.6. Wing POC for HHQ IG issues throughout the inspection

A4.2.7. Coordinate IG Out-briefing IAW FWI 90-203

A4.2.8. Escort IG Team to point of departure

**A4.3. 354 FW/CCE**

A4.3.1. Notify FW/PA, FW/SE, FW/CCP and Baggage Detail NCOIC of FWI 90-203 implementation

A4.3.2. Assemble IG Team IM support and man IG work center prior to team arrival

A4.3.3. Prepare for FW/CC's IG DV welcome briefing in WCR, coordinate DV welcome packages, room keys and vehicle assignments with FW/CCP/PA

A4.3.4. Notify NCOIC of baggage detail of HHQ IG Team departure plans and ensure timely assembly of baggage team to support IG departure. Coordinate DV baggage requirements with FW/CCP

**A4.4. 354 FW/PA**

A4.4.1. Update Commanders Channel announcing HHQ IG Team arrival



A4.4.2. Post welcome on base marquee

A4.4.3. Build welcome packages IAW FWI 90-203 and FW/CC direction

A4.4.4. Publicize HHQ IG out-brief time and location to base populace

**A4.5. 354 FW/CCP**

A4.5.1. Obtain IG Team list from FW/CPO and prepare DV reception, billeting and vehicles

A4.5.2. Deliver DV welcome packages, room keys and vehicle keys at FW/CC's welcome briefing

A4.5.3. Meet arriving IG Team DVs at the IG Work Center and escort them to FW/CC's welcome brief in the wing conference room after the mass welcome briefing

A4.5.4. Reserve seating for DVs at HHQ IG out-brief

A4.5.5. Coordinate all DV departure issues and activities

**A4.6. 354 FW/SE**

A4.6.1. Deliver safety orientation at IG welcome briefing

**A4.7. 354 FW/MOC**

A4.7.1. Provide deliverable products to IG work center IAW FWI 90-203 and HHQ IG LOIs

**A4.8. 354 LG/CC**

A4.8.1. TRANS/CC organize IG reception vehicle package IAW FWI 90-203 and dispatch to IG work center in time to meet IG Team upon arrival, coordinate with NCOIC of baggage detail if possible

A4.8.2. TRANS/CC deliver HHQ IG Team inspection vehicle package to IG work center and provide a TRANS representative to handle any vehicle issues after IG welcome briefing

A4.8.3. TRANS/CC deliver IG DV vehicle package IAW FWI 90-203 and HHQ IG LOIs and coordination with FW/CCP

A4.8.4. TRANS/CC issue one general purpose vehicle (van, carry-all, mini-van, staff car) and one pickup to FW/IG for the duration of the inspection.

A4.8.5. Provide LG (LGX & SUPS) deliverables to IG work center IAW FWI 90-203 and HHQ IG LOIs

A4.8.6. Ensure two IG parking spots reserved near each LG facility main entrance (OCR: LG UCCs)

A4.8.7. TRANS/CC assemble HHQ IG Team departure vehicle package IAW FWI 90-203 to transport the IG Team to their departure point, coordinate with the NCOIC of the baggage detail

A4.8.8. After inspection completion TRANS/CC recover IG vehicle package from IG work center

**A4.9. 354 SPTG/CC**

A4.9.1. SVS/CC post welcome on base marquee

A4.9.2. SVS/CC ensure IG billeting arrangements complete (to include DV arrangements in coordination with FW/CCP) and billeting representatives are dispatched to IG work center with room keys in advance of IG Team arrival

A4.9.3. SVS/CC ensure billeting personnel assist the baggage team NCOIC in delivery of IG baggage directly to billeting rooms

A4.9.4. SVS/CC provide services orientation at IG welcome briefing in IG work center and have two lodging representatives available to issue room keys and answer lodging questions

A4.9.5. CS/CC assemble and deliver FWI 90-203 communications package to IG work center

A4.9.6. MSS/CC provide Alpha Roster to IG work center IAW FWI 90-203 and HHQ IG LOIs

A4.9.7. SFS/CC provide SF deliverables to IG work center IAW FWI 90-203 and HHQ IG LOIs

A4.9.8. Ensure two IG parking spots reserved near each SPTG facility main entrance (OCR: SPTG UCCs)

A4.9.9. SPTG/CCE, CS/CC, CES/CC coordinate, assemble and install equipment for HHQ IG out-brief IAW FWI 90-203 and HHQ IG LOIs

#### **A4.10. 354 OG/CC**

A4.10.1. If HHQ IG Team arrives by military aircraft at EAFB, immediately notify 354 FW/CPO and post welcome on base operations marquee

A4.10.2. Ensure OSS/OSAM representative attends IG welcome briefing to provide flightline driving orientation

A4.10.3. Ensure OG/OGV attends to IG welcome briefing after which they will coordinate required briefings and orientation for IG flyers

A4.10.4. Notify 353 CTS/CC to prepare IG deliverables for IG work center

A4.10.5. Provide OG deliverables to IG work center IAW FWI 90-203 and HHQ IG LOIs

A4.10.6. Ensure two IG parking spots reserved near each OG facility main entrance (OCR: OG UCCs)

#### **A4.11. 354 MDG/CC**

A4.11.1. Provide MDG representative to IG welcome briefing for medical orientation briefing

A4.11.2. Ensure two IG parking spots reserved near each MDG facility main entrance (OCR: MDG UCC)