



Command Policy

MANAGING ASSISTANCE VISITS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-1, *Policy Formulation*, AFRES PD 90-1, *Assistance Visits Program*, and AFRESI 90-101, *Managing Assistance Visits* and applies to all 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 (RAVs), Staff Assistance Visits (SAVs), Deployment Assistance Visits (DAVs), and Functional Assistance Visits (FAVs). It defines the program procedures and command echelon responsibilities. The program is designed to identify and resolve operational readiness and management effectiveness issues at 10 AF and 610 RSG units. To accomplish these goals, the program emphasizes on-site assistance to ensure compliance with governing directives through observation, instruction, and communication.

SUMMARY OF REVISIONS

This revision provides new procedures, complies with new directives, and updates office symbols/ titles. Office of Primary Responsibility is: 10 AF Plans Division (XP).

1. Definitions:

1.1. Readiness Assistance Visit (RAV) – A scheduled visit to a unit to conduct wartime readiness training and prepare the unit for a 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. RAVs may include more than one unit. The RAVs identify problems, recommend solutions and provide assistance in the implementation of corrective/preventive actions. RAVs are administered according to AFI 90-201, *Inspector General Activities* and AFI 90-201/MAJCOM Supplement, AFSOCI 90-202, *Inspector General Operational Readiness Inspection*, 10 AF OMNIBUS Plan, Appendix 4, and Unit Supplements/Plans. (OPR: XPO)

1.2. Staff Assistance Visit (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) or to provide an in-depth perspective of the health of the unit. The SAV may review critical items in the HQ AFRC/IG UCI Guide to include environmental management; intelligence oversight; contracting; command, control, communication, and computer (C4); financial management and resource management. The SAV team may accomplish the UCI Guide upon request of the commander. The primary purpose of the SAV, however, is to validate unit compliance. In no case is the SAV limited to only the UCI checklist items. (OPR: XPO)

1.3. Deployment Assistance Visit (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 of an annual exercise requirement according to AFI 10-403, *Deployment Planning*. DAVs may be included as part of a RAV. Deployment processes are conducted according to AFI 10-403, *Deployment Planning*, AFI 90-201, *Inspector General Activities*, AFI 90-201/MAJCOM Supplement, AFSOCI 90-201, *Inspector General Operational Readiness Inspection*, and local deployment guidance. (OPR: XPL)

1.4. Functional Area Visit (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(s). (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 to monitor all requests for SAVs, RAVs, and DAVs. Note: FAV requests are not required to be coordinated with the 10 AF Gatekeeper. The Gatekeeper for 10 AF resides in 10 AF Plans (XPO).

2. Scheduling Policy:

2.1. Assistance visits are scheduled when requested by the unit commander, 10 AF commander, or directed by 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 inspection. SAVs are not coupled with UCI timing. SAVs are normally conducted six to nine months after the completion of an ORI.

2.2. FAVs are normally scheduled after a request from a unit functional area to the Numbered Air Force (NAF) counterpart. Approval of a FAV 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. Identify problem areas affecting the units' mission readiness. Assistance visits concentrate on ensuring unit compliance with AFRC and gaining MAJCOM instructions and directives. During SAVs review critical items in the HQ AFRC/IG UCI Guide to include environmental management; intelligence oversight; safety; contracting; command, control, communications, and computer (C4); financial management and resource management
- 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 in 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/XP. XP coordinates with other 10 AF divisions to achieve the desired team composition. Functional areas may solicit field units for augmentees if unable to provide the support themselves. If required, XP coordinates with HQ AFRC/CVA/SCS for SAV team augmentation for functions not available or which have limited availability at 10 AF. The senior team member from the functional area(s) requiring augmentation is responsible for the conduct of the augmentee(s) during the visit. Any assistance visit team may include the 10 AF Commander, CVA, and/or Command Chief Master Sergeant.

5. Responsibilities:

- 5.1. 10 AF/CVA:
 - 5.1.1. OPR for the 10 AF assistance program.
 - 5.1.2. Approving authority for all assistance visits.

- 5.1.3. Appoints the Team Chief for the visit NLT 60 days prior to the scheduled visit.
 - 5.1.4. Approves the team composition for the assistance visit.
 - 5.1.5. Establishes and publishes a policy for meals based upon the type assistance visit being conducted. For all RAVs and DAVs on bases that government meals are provided, the appropriate meals statement on orders will be “partial meals are available and directed”. For all other visits on bases that government meals are provided will have the meal statement “all government meals are available and directed”. All bases that have no dining facilities available will have the statement “government meals are not available or directed”.
 - 5.1.6. Establishes and communicates to the team chief a policy on the release of personnel upon return from an assistance visit, based upon the various types of travel status.
 - 5.1.7. Approves the report format.
 - 5.1.8. Reviews and approves all assistance visit reports.
 - 5.1.9. Meets timelines established in Attachment 2 of this Instruction.
- 5.2. 10 AF/XP:
- 5.2.1. Manages the assistance visit program.
 - 5.2.2. Publishes and distributes at least quarterly an assistance visit schedule.
 - 5.2.3. Appoints a team coordinator from XP NLT 60 days prior to the scheduled visit.
 - 5.2.4. Meets timelines established in Attachment 2 of this Instruction.
- 5.3. Team Coordinator (XPO):
- 5.3.1. Assists the team chief with all RAV/SAV duties. These include working with unit OPR for billeting, rental vehicles, in-brief/out-brief location and times, team work area(s), phone numbers, computer support, copy machine support.
 - 5.3.2. Determines mode of transportation after determining team composition.
 - 5.3.2.1. If military air is determined to be the most advantageous mode of travel, support airlift should be requested not later than 60 days prior to assistance team departure date.

5.3.2.2. If POV or commercial air is authorized, team members ensure their travel itinerary meets the timing established in the Team Information Letter. In instances where the timing cannot be met, the respective senior functional area chief ensures the person is briefed on any additional requirements.

5.3.3. Request team member names from division chiefs NLT 45 days prior to scheduled visit. Submits a request to HQ AFRC/SCS, asking for support from functional areas not available or under represented at 10 AF .

5.3.4. Ensures a list of team member names is forwarded to the unit Office of Primary Responsibility (OPR) at least 30 days prior to the visit. Provides updates to the unit OPR as they become known. The list includes names of team members, billeting and transportation requirements, and any special requirements.

5.3.6. Ensures division chiefs are made aware of any special requirements that are identified in the unit assistance visit request and/or during subsequent coordination, for example, Emergency Action Messages (EAMs), warning orders, airflow messages, execution orders, exercise scenario development, and other requirements.

5.3.7. Assigns personnel to rental vehicles and forwards the assignments to the visited unit OPR and team members.

5.3.8. Provides the scheduled arrival and departure times of the team to the unit OPR.

5.3.9. Informs division chiefs NLT 20 days prior to the visit of the type source document that is used for team personnel performing duty in a normally scheduled UTA status, for example, AF Form 40, **Authorization for Inactive Duty Training, AF Form 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 AF Form 40 or UTAPS printout to the 10 AF UTAPS manager upon return.

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

5.3.11. Ensures a "Team Information Letter" (Attachment 1) is prepared, printed and available for distribution at the earliest possible date, but available for distribution NLT 20 days prior to the visit. In rare instances the handout may not be available until the pre-departure briefing.

5.3.12. Ensures copies of the following documents accompany the assistance visit team: most recent SAV, RAV or DAV reports; most recent UCI or ORI report; current copy of all applicable Special Interest Items (SIIs); checklists; Entry Authority List (EAL); radios if required; and other items as required.

5.3.13. If the Land Mobile Radio (LMR) package is taken ensure all frequencies are coordinated with and approved by the command frequency manager at HQ AFRC NLT 30 days prior to visit.

5.3.14. Ensures required DD Form 2131, **Passenger Manifests**, or CMOS equivalent are prepared for all personnel traveling to and from the visit on military aircraft.

5.3.15. Schedules and coordinates, any pre-departure team meeting(s) with the team chief. The content of briefings provided team members during such meeting(s) should cover the purpose of the visit, itinerary, reporting procedures, meeting times, any known problems areas, (SIIs), and distribution of the Team Information Letter, if not already accomplished.

5.3.16. Ensures the accomplishment of an EAL, if required.

5.3.17. Ensures 10 AF critique sheets covering assistance visit adequacy and team performance are developed, prepared, and distributed to team members. Collects team member surveys and reviews and provides a summary to the team chief and CVA within 10 working days of return from an assistance visit to determine if process improvement is in order.

5.3.18. Develops, prepares, and forwards a 10 AF assistance visit follow-up survey to the commander after a MAJCOM or AFRC inspection.

5.3.19. Maintains copies of all assistance visit reports according to AFMAN 37-139, *Records Disposition Schedule*.

5.3.20. Provides each team member with a disk that is formatted in the correct report format as approved by 10 AF/CVA.

5.3.21. Forwards final report to visited unit commander NLT 5 working days after returning from the visit.

5.3.22. Meets timelines established in Attachment 2 of this Instruction.

5.4. Division Chiefs:

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

5.4.2. Serve as the orders approving official for all TDY orders related to the visit. Provide justification for requests for approval of special authorization, and determines the appropriate orders statement regarding the meal options based on CVA policy (see 5.1.5.)

5.4.3. Provide XP with a list of team members to include office symbol, social security number, security clearance data, line badge number, and duty status NLT 35 days prior to the visit. If there are personnel changes after the consolidated list is submitted, changes will be submitted to the XP team coordinator in writing or email.

5.4.4. Establish an ongoing training program to educate personnel on the requirements of this instruction. The training of newly assigned personnel is 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 visit, scheduling policy, team member responsibilities, and report format. New personnel will normally be given a check ride before being allowed to go out on their own.

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

5.4.6. Notify personnel who are scheduled to perform an assistance visit NLT the UTA preceding the scheduled visit.

5.4.7. Ensure team members meet both weight and appearance standards according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, AFI 40-502, *The Weight Management Program*; and AFVA 40-503, *The United States Air Force Maximum Allowable Weight (MAW)*.

5.4.8. If team members require entry into restricted areas, each functional area manager shall advise XP of their requirements NLT 30 days prior to departure. XP ensures entry authority procedures are coordinated with the visited location and team members are provided instructions prior to departure.

5.4.9. Meet timelines established in Attachment 2 of this Instruction.

5.5. The Team Chief:

5.5.1. 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.

5.5.2. Conducts the assistance team in-brief to the visited unit.

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

5.5.4. Conducts daily "How Goes It" meetings with assistance team functional chiefs for the purpose of identifying "show stoppers", evaluates team performance, and redirect assistance efforts.

5.5.5. Briefs the commander daily on the "How Goes It" to include problem areas identified by the assistance team.

5.5.6. Authorizes team members to remain at the unit if assistance is required in critical areas following completion of assistance team visit. The team chief shall direct the 10 AF/XP team coordinator to contact the appropriate 10 AF staff director to amend the delayed team member's orders, as necessary.

5.5.7. Notifies the 10 AF Command Post (DOC) concerning delays in team travel. DOC contacts the appropriate division or branch chief, who notifies the team members' dependents.

5.5.8. Coordinates the generation of the assistance visit final report and ensure a written report is prepared in accordance with paragraph 6 and the formatted disk provided to each team member by XP. Every effort is made to leave a draft copy with the unit commander at the out brief.

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

5.5.10. Following completion of the assistance visit, releases team members according to the current CVA directives or policy.

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

5.5.12. Meets timelines in Attachment 2 of this Instruction.

5.6. Team Members:

5.6.1. Coordinate their travel arrangements when privately owned vehicle (POV) or commercial air is authorized. The itinerary must meet the timing requirements established in the team information letter.

5.6.2. Prior to departure, review previous inspection/visit reports, applicable plans, Directed Operational Capability (DOC) statements, AFRC War and Mobilization Plan (WMP) III tasking for functional areas, and support agreements prior to departure.

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

5.6.4. Meet the visit objectives expressed in paragraph 3.

5.6.5. Identify present and potential problem areas. List appropriate references that apply to each problem area to expedite corrective action.

5.6.6. Forward copies of checklist and process guides, and any additional information needed to the respective functional area NLT 30 days prior to the visit. Ensure current copies of this documentation are left with the visited functional area for use in the self-inspection program. Ensures timelines of Attachment 2 are met.

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

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

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

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

5.6.11. Brief the team chief of serious deficiencies at the daily "How Goes It" meeting. If a "Show Stopper" item is identified, notify the team chief as soon as possible.

5.6.12. Prepare inputs for the team chief's functional area outbrief to the commander and staff. This briefing highlights significant problem areas and the assistance rendered during the assistance visit. Include actions to be taken upon return to home station to resolve problem areas, if appropriate.

5.6.13. Prepare the assistance visit report in accordance with format in paragraph 6 and the formatted disk provided to each team member by XP.

5.7. Unit Commanders:

5.7.1. Request assistance visits in writing (E-mail, message, or memorandum) to 10 AF/CVA. The request states the type assistance visit desired, unit functional areas requiring assistance, and desired dates of visit. If the request is for RAV or DAV, the request should indicate whether or not the unit desires the NAF to develop the exercise scenario and generate message traffic, for example, EAMs warning orders, execution orders, airflow, and related information. After the 180-day meeting between the unit and the MAJCOM/IG, ensure a date and time is scheduled for the unit personnel to brief the NAF commander and assistance visit team on the salient points of their RAV/ORI Plan. Briefing should be scheduled NLT 30 days prior to visit. It is preferred that the team travel to 10 AF, NAS Fort Worth JRB 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 T-Net briefing may be used. The briefing should be based on the Base "X" Plan, with emphasis on key event timing, modified "11-1 brief", SORTS brief, a wiring diagram of the organizational structure, map of the proposed play area, copies of approved or

pending simulations, LIMFACS/Shortfalls, Installation Security Plan, Installation Resource Protection Plan, and the Installation Deployment Guidance.

5.7.2. Appoint a unit OPR to assist with logistical support of the assistance visit team.

5.7.3. Meets timelines established in Attachment 2 of this Instruction.

5.8. Unit OPR:

5.8.1. Provides 10 AF/XP with billeting information, on base or contract quarters.

5.8.1.1. If contract quarters, provides the name, address, telephone number, and daily room rate of the hotel to 10 AF/XP NLT 25 days prior to team arrival. Also, provide name of base lodging office and POC name and phone for billeting.

5.8.1.2. Ensures the 10 AF team coordinator is provided with contract quarters/non-availability slips, as appropriate.

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

5.8.2. Ensures bus and baggage truck is in-place for team arrival and departure.

5.8.3. Ensures rental cars are available and in-place upon team arrival, and that they are numbered per vehicle assignment list from 10 AF/XP. Briefs team on procedures for refueling vehicles.

5.8.4. Provides 10 AF/XP with the location and time of in-brief.

5.8.5. Provides 10 AF/XP with the time that the commander wants to hold the daily update and out-brief meeting with the team chief.

5.8.6. Provides 10 AF/XP with the location and telephone numbers of the team chief's office and the team work area. The teamwork area should have more than one telephone line.

5.8.7. Provides a minimum of two computers with printers in the team work area. At least one of the computers should have LAN connectivity.

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

5.8.9. Provides a coffeepot for the team work area.

5.8.10. Exercises the unit's IG Reception Plan. Provides one third of the same administrative supplies as specified by the IG.

5.8.11. Ensures adequate parking spaces are available for team members. Mark the team chief parking space by name.

5.8.12. Meets timelines established in Attachment 2 of this Instruction.

6. Report Writing and Format:

6.1. The report format is accomplished according to the formatted disk provided to each team member by XP.

6.2. The report is written in bullet statement format and includes references as necessary, to prevent unnecessary research by the unit. Bullets should be expanded to the extent that they add clarity to the statement.

6.3. For RAV/DAV reports, each functional area shall list write-ups as either a strength or area for improvement.

6.4. For SAVs/FAVs, each functional area shall list personnel who made the visit, as well as personnel contacted in the visited unit.

6.5. The team 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 which discrepancies are repeats from previous reports. Comment on the commander's and unit personnel 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.

7. Processing Reports: Upon return from the visit, the team chief, with assistance from 10 AF/XP, shall forward the draft copy of the report to all divisions to make any corrections or updates. The Division Chief is responsible for ensuring updates are made in a timely manner and returned to XP. Division Chiefs are the approval authority for their section of the report. Once all updates are made, XP forwards the final draft to the Team Chief for approval. After the team chief approves the final draft, XP submits the report to 10 AF/CVA for approval. The final report shall be forwarded to the visited unit commander within 5 working days following the visit.

JOHN A. BRADLEY, Brig Gen, USAFR
Commander

Attachment 1

TEAM INFORMATION LETTER

NAME OF UNIT _____ DATE OF VISIT _____

TYPE OF VISIT _____ TEAM CHIEF _____

BILLETING INFO

ON BASE _____

OFF BASE _____

NAME OF HOTEL _____

ADDRESS _____

PHONE NUMBER:

COMM _____

DSN _____

DAILY ROOM RATE _____

REPORT TIME AT 10 AF _____ L

PRE-DEPARTURE TEAM MEETING _____ L BAGGAGE PICK-UP _____ L

PAX PICK-UP _____ L

DEPARTURE TIME _____ L

ARRIVAL TIME _____ L

INBRIEF _____ L

DUTY HOURS _____ L

HOW GOES IT _____ L

PREVIOUS INSPECTIONS DATES

SAV _____

RAV _____

DAV _____

ORI _____

UCI _____

OTHER _____

WORK AREA INFO

LOCATION _____

TEAM CHIEF PHONE NUMBER _____

TEAM WORK AREA PHONE NUMBER _____

DSN PREFIX _____

OFF BASE LINE PREFIX _____

UTA SOURCE DOCUMENT

AF FORM 40A _____
AF FORM 40 _____
UTAP PRINTOUT _____

REPORT INPUTS DUE _____L

OUTBRIEF _____L

RETURN PRE-DEPARTURE INFORMATION

PAX PICK-UP LOCATION _____ BAGGAGE PICK-UP _____L
PAX PICK-UP _____L DEPARTURE _____L
RENTAL CAR REFUELING INSTRUCTIONS _____

RELEASE TIME _____L

ATTACHMENT 2

EVENT	OPR	Timing	REF
Assistance Visit Requested	Visited Unit CC	6 - 9 Months prior to ORI/UCI	2.2.
Special Requirements Identified			5.7.1./5.3.6.
EAM			
UTC Tasking Message			
Air Flow Message			
Exercise Scenario Assistance			
Airlift Requested	10 AF/XPO	60 Days Prior to Visit	5.3.2.1.
Team Chief Appointed	10 AF/CVA	60 Days Prior to Visit	5.1.3.
Team Coordinator Appointed	10 AF/XP	60 Days Prior to Visit	5.2.3.
Team Members Names Requested From Division Chiefs	10 AF/XPO	45 Days Prior to Visit	5.3.3.
Team Members Names Provided to XPO	Div. Chiefs	35 Days Prior to Visit	5.4.3.
Billeting and Rental Car Requirements sent to Visited Unit OPR	10 AF/XPO	30 Days Prior to Visit	5.3.4./5.3.7.
LMR Frequencies Coordinated With AFRC Net Manager	10 AF/XPO	30 Days Prior to Visit	5.3.13.
Functional Area Checklist Sent to Visited Unit Counterpart	Functional Area	30 Days Prior to Visit	5.6.6.
Exercise Scenario Briefed to 10 AF/CC and Staff	Visited Unit	NLT 30 Days Prior to Visit	5.7.1.
Unit OPR Provides 10 AF Team Coordinator with Billeting Info	Visited Unit OPR	NLT 25 Days Prior to Visit	5.8.1.1.
Type Source Document for Regularly Scheduled UTA	10 AF/XPO	20 Days Prior to Visit	5.3.9.
Team Information Handout Prepared/Distributed to TM Members	10 AF/XPO	20 Days Prior to Visit	5.3.11.
Passenger Manifest (DD Form 2131) Accomplished	10 AF/XPO	Prior to Departure From 10 AF	5.3.14.
Team Members Review Previous Reports, SA, Base Plans, DOC	All	Prior to Departure From 10 AF to Visit Unit	5.6.2.
EAL Provided to Visited Unit	10 AF/XPO	Upon Arrival to Visited Unit	5.3.16.
Assistance Visit Critique Sheets Distributed to Team Members	10 AF/XPO	At Conclusion of 10 AF In-brief at Visited Unit	5.3.17
Contract Quarters/Non-availability Slip Distributed to TM Members	10 AF/XPO	Prior to Departure From Visited Unit	5.3.10
10 AF/CC/CVA Briefed	Team Chief	Upon Return From Assistance Visit	5.5.11.
Assistance Visit Report Sent to 10 AF/CVA for Approval	10 AF/XPO	NLT 4 Working Days Following Assistance Visit	7
Assistance Visit Report Sent to Visited Unit CC	10 AF/XPO	NLT 5 Working Days Following Assistance Visit	7
Assistance Visit Critique Sheet Summary Sent to 10 AF/CVA	10 AF/XPO	NLT 10 Working Days Following Assistance Visit	5.3.17
Team Member Training Completed	Div. Chiefs	NLT 60 Days After Being Assigned to 10 AF	5.4.4.
Follow Up Survey Sent to Visited Unit CC	10 AF/XPO	After Conclusion of Unit ORI/UCI	5.3.18.

