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Command Policy

★AETC GATEKEEPER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/IGIX (Major John Markovetz)
Supersedes AETCI 90-202, 15 September 1998

Certified by: HQ AETC/IGI (Col Ricky Perry)
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This instruction implements AFD 90-2, *Inspector General—The Inspection System*. It establishes procedures and responsibilities for personnel in HQ AETC directorates and special staffs, AETC numbered Air Forces (NAF), and AETC host installations in support of the Air Force Gatekeeper Program. This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. See **Attachment 1** for glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It deletes the requirement for the AETC Gatekeeper to place a yearly cap on inspection/evaluation-type visits from non-AETC organizations to AETC host installations and to submit an annual cap report to SAF/IG. It also deletes the requirement for gatekeeper POCs at the host installations to track and report all visits to their installations, and to submit quarterly reports to the AETC Gatekeeper.

1. Program Overview:

1.1. HQ AETC, along with other Air Force, DoD, and non-DoD agencies, conducts inspections, evaluation visits, staff assistance visits (SAV), and other types of visits to field units. HQ AETC/IGIX is tasked as the AETC Gatekeeper to monitor, control, and regulate inspection/evaluation-type activities according to the Air Force Gatekeeper Program (AFI 90-201, *Inspector General Activities*). Only visits that are of an inspection nature are monitored, controlled, and regulated under the gatekeeper program. Examples include visits from the Air Force Audit Agency, Air Force Inspection Agency, AETC

Facility Infrastructure Examination Team, and Environmental Compliance Assessment and Management Program Team.

1.2. AETC host installations, numbered Air Forces (NAF), and Air Force Recruiting Service (AFRS) will appoint gatekeeper points of contact (POC) to work with HQ AETC/IGIX and monitor and/or regulate inspection visits.

1.3. AETC organizations planning inspection visits to ANG and AFRC units should coordinate with the National Guard Bureau (NGB) and AFRC gatekeepers, respectively. Coordinate inspection visits to tenant units located on another major command's (MAJCOM) installation with the respective MAJCOM gatekeeper.

2. Roles and Responsibilities:

2.1. HQ AETC/IGIX (hereafter referred to as the AETC Gatekeeper) will:

2.1.1. Monitor all inspection/evaluation-type visits to AETC host installations, Air Force Reserve Officer Training Corps (AFROTC) detachments, and AFRS units to minimize impact, and decrease the visit's "footprint."

2.1.2. Evaluate inspection visit notifications and requests to determine if visits are duplications and, if so, can be consolidated. Work to combine inspection visits with similar goals.

2.1.3. Examine the need for any inspection-type visit and recommend alternatives, if appropriate.

2.1.4. Contact the gatekeeper POC at the AETC host installation with requested visit data.

2.1.5. Work to resolve conflicts between AETC host installation and visiting staff agencies. Reschedule an inspection visit that conflicts with other scheduled inspection visits.

2.1.6. Highlight the existence of a similar inspection-type visit that meets the requested visit's intent.

NOTE: AETC's Gatekeeper may be contacted at HQ AETC/IGIX, DSN: 487-2529/5344, or e-mail: <mailto:aetc.gatekeeper@randolph.af.mil>.

2.2. Personnel in HQ AETC directorates, special staffs, and NAFs planning inspection/evaluation-type visits to AETC host installations will send the AETC Gatekeeper the following information:

2.2.1. Name, phone number, and e-mail address of the gatekeeper POC for their respective organization.

2.2.2. A copy of the proposed inspection visit schedule for the upcoming fiscal year no later than 15 September. This schedule will include the following information:

2.2.2.1. The organization conducting the visit (including the POC's name and phone number).

2.2.2.2. The AETC host unit being visited, visit dates, purpose and frequency, number of personnel traveling to the unit, and total number of man-days for the visit.

2.2.3. Quarterly updates by the 15th of the month preceding the quarter; that is, 15 December, 15 March, 15 June, and 15 September.

2.3. Personnel in HQ AETC directorates, special staffs, and NAFs who are planning inspection visits to an ANG or AFRC unit, or an AETC tenant unit located on another MAJCOM's installation, should coordinate with the NGB, AFRC, or that MAJCOM's gatekeeper to resolve any conflicts. (See

Attachment 2 for a list of addresses and phone numbers of MAJCOM, ANG, and AFRC gatekeepers.)

2.4. Commanders of host installations will appoint a gatekeeper POC and submit his or her name, phone number, and e-mail address to the AETC Gatekeeper.

2.5. Gatekeeper POCs will:

2.5.1. Work to resolve inspection visit conflicts and contact the AETC Gatekeeper to assist in the resolution, if necessary.

2.5.2. Report unscheduled inspection visit notifications from outside agencies to the AETC Gatekeeper.

2.5.3. As available, forward scheduling information to the AETC Gatekeeper on unit activities that could conflict with operational readiness inspections (ORI); for example, open houses, conferences, and deployments. (2 AF wings should send an information copy to 2 AF/DO.)

FELIX M. GRIEDER, Colonel, USAF
Inspector General

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

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

AFI 90-201, *Inspector General Activities*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

Abbreviations and Acronyms

AFROTC—Air Force Reserve Officer Training Corps

AFRS—Air Force Recruiting Service

ANG—Air National Guard

DoD—Department of Defense

NAF—numbered Air Force

FY—fiscal year

IG—inspector general

JAG—judge advocate general

NGB—National Guard Bureau

MAJCOM—major command

OSI—Office of Special Investigation

POC—point of contact

SAV—staff assistance visit

Attachment 2**MAJCOM, ANG, AND AFRC GATEKEEPERS**

Address	Voice Number	Fax Number
HQ ACC/IG (Gatekeeper) 175 Sweeney Blvd Langley AFB VA 23665-2799	DSN 574-8717	DSN 574-8962
HQ AETC/IG (Gatekeeper) 1851 1 st Street East, Suite 3 Randolph AFB TX 78150-4317	DSN 487-2529	DSN 487-6885
HQ AFMC/IG (Gatekeeper) 4375 Chidlaw Road, Suite 1 Wright-Patterson AFB OH 45433-5001	DSN 787-4901	DSN 787-8894
HQ AFSOC/IG (Gatekeeper) 237 Cody Avenue Hurlburt Field FL 32544-5000	DSN 579-2852	DSN 579-2881
HQ AFSPC/IG (Gatekeeper) 125 E. Ent Avenue Peterson AFB CO 80914-4020	DSN 834-7451	DSN 834-6742
HQ AMC/IG (Gatekeeper) 510 POW MIA Street, Suite E-211 Scott AFB IL 62225-5020	DSN 779-0464	DSN 779-0238
HQ PACAF/IG (Gatekeeper) 25 E Street, Suite M244 Hickam AFB HI 96853-5438	DSN 315-449-3904	DSN 315-480-3942

Address	Voice Number	Fax Number
HQ USAFE/IG (Gatekeeper) Unit 3050, Box 60 APO AE 09094-5060 Ramstein AB GE	DSN 314-480-2522	DSN 314-480-6017
NGB/IG (Gatekeeper) 1411 Jefferson Davis Highway Suite 11604 Arlington VA 22202-3231	DSN 327-2487	DSN 327-3679
HQ AFRC/IG (Gatekeeper) 155 2d Street Robins AFB GA 31098-1635	DSN 497-1504	DSN 497-0511