

07 JUNE 2004

Inspection

SELF-INSPECTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 15 ABWI 90-202, 17 September 2003

Pages: 8
Distribution: F

This instruction applies to all 15th Airlift Wing (15 AW) units and staff agencies. It implements procedures for group and unit commanders, as well as staff agency chiefs to set procedures and policies within their organizations to ensure that an effective self-inspection program is established. This instruction explains policy, responsibilities, reporting procedures for inspection/exercise findings and areas for improvement, and minimum documentation required for the self-inspection program using HQ PACAF Mission Performance Checklists (MPC). Functional MPCs are found in the 90 series of HQ PACAF directives and are mandatory to ensure mission compliance. This instruction also addresses wing readiness self-inspection requirements using 15 AW Inspector General (15 AW/IG) wing exercise reports.

SUMMARY OF REVISIONS

Includes use of the Wing Self-Inspection Database. Revised findings requirements procedures to incorporate database products. A bar (|) indicates revisions from the previous edition.

1. RESPONSIBILITIES:

1.1. 15 AW/IG will manage the 15 AW Self-Inspection Program by:

- 1.1.1. Direct standardized inspection frequency and documentation.
- 1.1.2. Publish wing self-inspection guidance.
- 1.1.3. Provide electronic samples upon request.
- 1.1.4. Facilitate cross-feed of HQ PACAF Inspector General (HQ PACAF/IG) inspection results to 15 AW units.
- 1.1.5. Act as liaison between HQ PACAF/IG, 15 AW Commander and all 15 AW units.

1.2. 15 AW Unit Commanders and Staff Agency Chiefs: Implements unit policy supporting 15 AW Self-Inspection Program; maintains a unit self-inspection binder; signs the final report of

self-inspection results or initials the finding worksheets; monitors progression of findings to closure, elevating at their discretion.

2. INSPECTION AND FOLLOW-UP REQUIREMENTS:

2.1. **Semiannual Inspection.** Squadron, group commanders and staff agency chiefs will ensure HQ PACAF/IG Mission Performance Checklists (MPC) are applied to existing programs every six (6) months.

2.1.1. **Inspection Reports.** Unit inspections will be documented with a copy provided to the 15 AW/IG (see attachment 5).

2.1.2. **60-Day Updates.** Evaluate MPC open findings every 60 days until the unit can demonstrate compliance and recommended closure.

2.2. **Wing Exercise Reports.** 15 AW exercises are documented by 15 AW/IG reports denoting findings and areas for improvement. Cited units will address all corrective actions to the 15 AW/IG in accordance with reporting procedures outlined in the final report. The Group CC will recommend closure once the discrepancy has been corrected.

2.3. **Higher Headquarters Findings.** Discrepancies and observations noted by higher headquarters inspections will be reviewed in accordance with reporting procedures identified in the report or as directed by HQ PACAF/IG. Recommendations will be reviewed and validated by the group commander and reviewed by the 15 AW/IG. The 15 AW/IG will forward all recommendations and findings to the 15 AW/CC for final submission to HQ PACAF/IG. HQ PACAF/IG has the final decision on approval and acceptance of the corrective actions. The HQ PACAF/IG website (https://www.hgpacaf.af.mil/ig/findings/open_findings_2.htm) will assist you in determining the disposition of findings.

3. DOCUMENTATION REQUIREMENTS:

3.1. **Self-Inspection Binder.** All 15 AW units and wing staff agencies assigned a HQ PACAF functional MPC will maintain a self-inspection binder. This binder will contain reference materials and self-inspection documentation for their unit.

3.2. **Table of Contents.** All binders will open with the standard Table of Contents as identified below with the following tabs established.

TAB A – Instructions and Policies

This instruction will be filed at Tab A. A formal unit operating instruction (OI) or self-inspection schedule is optional and, if applicable, will be filed here.

TAB B - Mission Performance Checklists (MPCs)

All applicable HQ PACAF MPC, Air Force Functional checklists, and unit developed checklists should be filed here. Dividing multiple checklists by sections within this TAB is optional. Always include the cover letter published with the checklists. If these checklists are too bulky they may be cross-referenced to separate binder.

TAB C – Air Force Common Core Compliance Areas (CCCA)

The following Air Force-level CCCAs represent key processes, procedures, and requirements based on by-law requirements, executive orders, DoD directives, and Air Force, MAJCOM, and applicable Air National Guard Instructions. MAJCOMs should supplement Air Force-level CCCAs, as required.

CCCAs as identified in AFI 90-201 include:

- Intelligence Oversight
- Sexual Harassment Education and Prevention
- Transition Assistance Program
- Voting Assistance Program
- Homosexual Conduct Policy

TAB D - Air Force/PACAF Special Interest Items (SII)

Air Force and HQ PACAF establish SIIs by policy letter. Copies are available from 15 AW/IG or are located on the HQ PACAF/IG web site (<https://www.hqpacaf.af.mil/ig/>). File a copy of the SII letter at this TAB. It is recommended that any unit responsible for an SII cross-reference this TAB with any other SII documentation on file (i.e., a continuity book, file plan, points of contact).

TAB E – Self-Inspection Findings

All findings from MPC self-inspection must be addressed here. Satisfactory MPC items may be addressed at the commander's discretion and filed here. Unsatisfactory MPC findings must either be documented on 15AW Form 210, Self-Inspection Corrective Action Worksheet, or by extracting the open item report obtained from the Wing Self-Inspection Database program. Follow the sample located at **Attachment 1** to ensure proper information is included. If using the 15AW Form 210, use **Attachment 3** as a master log of discrepancies. Otherwise, use the printout from the Wing Self-Inspection Database to track your discrepancies. The 15 AW Form 210 is considered FOR OFFICIAL USE ONLY once it has been filled out. Use **Attachment 4** for self-inspection report to be sent to 15 AW/IG and filed here.

TAB F – Wing Exercise Findings

All findings from wing exercise reports must be addressed here. Use format in **Attachment 2**.

TAB G – Closed Documentation

Use this TAB when all discrepancies, both self-inspection and wing exercises, are identified and approved for closure by unit commander and wing staff agency chief. Hold until completion of next semiannual self-inspection. You may divide this tab into a self-inspection and a wing exercise section.

TAB H - Other Inspections/ Staff Assistance Visit (SAV)

Use this TAB to file higher headquarters inspection results or evaluations conducted by outside agencies. This section should include all evaluations, regardless of the nature of the inspection (i.e., mobility, reception, quality assessment). Keep the report on file until replaced by the next inspection of similar type. File a copy of the most current inspection report from HQ PACAF/IG inspections here until superseded.

TAB I - Other Materials

Optional use

4. CROSSTALK:

4.1. 15 AW/IG office has copies of many past HQ PACAF/IG and 15 AW/IG reports for your review. Information is also available on the 15 AW/IG web site <https://www.hickam.af.mil/ig>. 15 AW/IG will forward copies of all HQ PACAF/IG inspection reports as they are made available from HQ PACAF/IG.

4.2. HQ PACAF/IG has an excellent home page that includes MPCs, “Best Practices”, “Finding Analysis and newsletters. Each group/unit/agency is highly encouraged review this website. <https://www.hqpacaf.af.mil/ig/>.

4.3. TIG Briefs are an excellent method to view how other wings are doing business. This is a bi-monthly issue that is available on the AF Inspection Agency website at <http://afia.kirtland.af.mil>. This periodical provides insight on Inspector General programs from the Secretary of the Air Force Inspector General and his deputy, as well as provides some best practices and inspection tips in place throughout the Air Force. These periodicals are also located in the 15 AW/IG office for review.

5. FORMS PRESCRIBED:

15 AW Form 210, Self-Inspection Corrective Action Worksheet

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 1

SAMPLE 15 AW FORM 210, SELF-INSPECTION CORRECTIVE ACTION WORKSHEET

15 AW Form 210, Self-Inspection Corrective Action Worksheet

SELF-INSPECTION CORRECTIVE ACTION WORKSHEET						
DISCREPANCY	OPR	DATE FOUND/ FOLLOW UP DATE	CORRECTIVE ACTION	STATUS	ESTIMATED COMPLETION DATE	SEMIANNUAL REVIEW INITIALS

NOTE: Only one discrepancy may be placed on this page. If continuation page is necessary annotate in "Discrepancy" block pages.
15 AW Form 210, 20030917 (IMT V-1)

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Attachment 2**SAMPLE FINDING RESPONSE****EXERCISE BEVERLY KAHUNA: (Identify number/letter of Exercise)****Date(s) of Exercise**

(FINDING NUMBER): RETYPE EACH ITEM AS IT APPEARS IN THE EXERCISE REPORT (ONE PER PAGE) ON PLAIN BOND PAPER PRECEDED BY ITS ALPHANUMERIC SYMBOL IN PARENTHESES (IF APPLICABLE).

(OPR/OCR: OFFICE SYMBOL) Note: OCRs need to forward to the OPR all corrective actions taken.

Your reply should be specific, providing enough detail to substantiate an OPEN or CLOSED status. Include a recommendation for each finding. If your corrective action has not been completed, describe what action your unit is taking to correct the discrepancy and the estimated completion date (example = ECD: "31 Jul 01", or "Until the next HUREX", etc.). If the finding is beyond the scope of the OPR's / OCR's ability to solve, describe the action taken to seek resolution beyond the unit. CLOSED items are discrepancies that have already been corrected and warrant no further action, as approved by the appropriate commander (ex: CLOSED).

RECOMMENDATION: (OPEN or CLOSED)**ECD: (if applicable)**

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Attachment 4

UNIT SELF INSPECTION REPORT SAMPLE

MEMORANDUM FOR 15 AW/IG

FROM:

SUBJECT: Self-Inspection Semiannual Report

1. A unit self inspection was conducted on _____. The self inspection assessed the units' adherence to Air Force and PACAF policy and directives, utilizing the PACAF Mission Performance Checklists and inspected applicable compliance areas and special interest items using USAF/PACAF checklists.

2. Inspection Summary

3. All findings identified will be updated IAW 15 AWI 90-202

Unit Commander Signature Block

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