

8 SEPTEMBER 2003



Command Policy

**COMMANDER'S SELF-INSPECTION
PROGRAM (SIP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 90-201_AFSPCSUP1, *Inspector General Activities*. This instruction applies to 21 SW and 21 SW subordinate units and may be supplemented. This publication applies to Air Force Reserve command and Air National Guard units operationally assigned to the 21 SW. The Paperwork Reduction Act of 1974, as amended in 1996, and AFI 33-360, Volume 2, *Forms Management Program*, affects this publication. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This instruction has major changes due to the new SIP database implementation and must be reviewed in its entirety.

1. Overview. A self-inspection program (SIP) provides an effective means of assessing mission performance and organizational effectiveness through internal review. The intent is to provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments. Commanders are SIP customers and therefore dictate the quality of their SIP. They use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

1.1. **Program Criteria.** A SIP is beneficial if it does the following:

1.1.1. Assigns SIP responsibilities.

1.1.2. Is tailored to each unit's structure and mission and contains mechanisms that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and personnel programs.

1.1.3. Establishes a method to identify, document, track, and resolve deficiencies.

1.1.4. Provides feedback to commanders.

1.1.5. Ensures that all AFSPC, 21 SW, and locally developed checklists are tailored and current. AFSPC checklists can be found at: <https://midway.peterson.af.mil/pubs/series.htm>.

1.1.6. Establishes a method to crossfeed information relevant to the SIP.

2. Responsibilities:

2.1. The Vice Commander (21 SW/CV):

2.1.1. Is the SIP office of primary responsibility (OPR).

2.1.2. Appoints a wing SIP monitor (primary and alternate) in writing and delegates authority to them for the purpose of administering the 21 SW SIP.

2.1.3. Designates the 21 SW/IG as the base OPR for Special Interest Items (SIIs).

2.2. Wing SIP Monitor:

2.2.1. Administers the 21 SW SIP.

2.2.2. Develops SIP policy and guidance in the form of 21 SWI 90-201 and reviews it annually.

2.2.3. Distributes Air Force and AFSPC SIIs to group and staff agency SIP monitors. Links for SIIs are accessible by clicking on the "links" tab on the 21 SW/IG Web Site: <https://halfway.peterson.af.mil/21sw/ig/>.

2.2.4. Serves as interface between 21 SW units and outside agencies.

2.2.5. Notifies 21 SW units to conduct semi-annual self-inspections in April and October.

2.2.6. Briefs the wing commander on open critical SIP discrepancies at the end of a semi-annual inspection and provides quarterly updates.

2.2.7. Conducts random checks of group and squadron level SIP binders to evaluate their effectiveness, adequacy, and currency.

2.2.8. Conducts training for SIP OPRs on their duties and responsibilities.

2.2.9. Manages the 21SW SIP database and user accounts. Interfaces with SIP database programmers on improvements and maintenance of the database.

2.3. Group Commanders and Director of Staff:

2.3.1. Appoint a group SIP monitor (primary and alternate) in writing to manage the group/wing staff SIP and forward a copy of the appointment memorandum to the wing SIP monitor (electronic copy acceptable) with the monitors' ranks, name, office symbols, and duty phones (**Attachment 2**).

2.3.2. Ensure AFSPCCLs or locally developed checklists have inspection items tailored to each unit's structure and mission. Checklists will contain inspection questions that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs. Checklist items will be delineated as Critical, Major, and Recommended improvement area.

2.3.3. Review and endorse the group/wing staff semi-annual self-inspection summary report (**Attachment 4**). Group commanders will review all SIP discrepancies and provide a summary of results for their group. The summary will include the status and plan to resolve open discrepan-

cies, a summary of results for Critical and Major compliance area discrepancies, and a summary of results for any SIIs or IG crossfeed items. Forward the summary report to the wing SIP monitor based on dates posted under the “self-inspection” section of the 21 SW/IG webpage.

2.4. Group/Wing Staff SIP Monitors Will:

2.4.1. Act as the primary focal point for their subordinate units and are directly responsible for the quality of the SIP.

2.4.2. Manage the group/wing staff SIP and maintain SIP records in a binder. See Paragraph 4. for set-up information and criteria.

2.4.3. Ensure AFSPCCLs or locally developed checklists have inspection items tailored to each unit’s structure and mission. Checklists will contain inspection questions that ensure adequate periodic inspection coverage of the organization’s mission, resources, training, and people programs. Checklist items will be delineated as Critical, Major, and Recommended Improvement Area (see Paragraph 3.).

2.4.4. Ensure assigned units accomplish a semi-annual self-inspection of each work center, functional area, and additional duty in the months of April and October. The 21 SW/CV, group commanders, squadron commanders, or staff agency chiefs may direct additional inspections.

2.4.5. Ensure responsible agencies enter a new database entry into the 21 SW SIP database for any discrepancy that cannot be corrected on the spot. The 21 SW SIP database is accessible at <https://halfway.peterson.af.mil/21sw/sip/>. If access to the 21 SW SIP database is not immediately available, information may be temporarily entered on a 21 SW Form 101, **Discrepancy Report** (not to exceed 2 duty days).

2.4.6. Ensure if a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), that it is entered into the 21 SW SIP database. If access to the 21 SW SIP database is not immediately available, information may be temporarily entered on a 21 SW Form 101 (not to exceed 2 duty days).

2.4.7. Track open discrepancies until closed. Open items will have a corrective action entry entered in the 21 SW SIP database monthly. Corrective action updates for each open discrepancy must be entered into the SIP database by the 15th of every month following the month the discrepancy was entered into the system. Ensure aggressive corrective action is taken to resolve discrepancies.

2.4.8. Provide an update to the group commander/director of staff and the wing SIP monitor on SIP status quarterly and after SIP semi-annual inspection closeout.

2.4.9. Provide wing SIP monitor briefing slides for all open critical discrepancies used for quarterly wing CC briefing.

2.4.10. Provide wing SIP monitor with updated listing (electronic copy acceptable) of all assigned squadron/section SIP monitors quarterly. List will include monitors’ ranks, names, squadrons, office symbols, and duty phones.

2.4.11. Inform the wing SIP monitor immediately when an individual no longer requires access to the SIP database due to removal as a SIP monitor.

2.4.12. Review all group SIP database entries periodically during every month. Reviews will include checking for overdue estimated completion dates (ECDs), overdue 30 day updates, etc. SIP monitors will aggressively follow up errors and take corrective actions.

2.4.13. Conduct random checks of squadron and functional area SIP binders to evaluate their effectiveness, adequacy, and currency.

2.4.14. Distribute items of interest and crossfeed other units' (including those located at other bases) inspection reports.

2.4.15. Consolidate and forward a group/wing staff summary report of the semi-annual self-inspection (**Attachment 4**) to the group commander/director of staff agency chief for review and endorsement. Forward group/wing staff summary reports to the wing SIP monitor based on dates posted under the "self-inspection" section of the 21 SW/IG webpage.

2.5. Squadron Commanders and Staff Agency Chiefs:

2.5.1. Appoint a SIP monitor (primary and alternate) in writing who will manage the squadron SIP. Forward appointment memorandum (**Attachment 3**) to the applicable group/staff agency SIP monitor.

2.5.2. Review and endorse the squadron/staff agency semi-annual self-inspection summary report (**Attachment 5**). Squadron/staff agency commanders will review all SIP discrepancies and provide a summary of results for their squadron. The summary will include the status and plan to resolve open discrepancies, a summary of results for each compliance area discrepancy, and a summary of results for any special interest items or IG crossfeed items. Forward the summary report to the group/staff agency SIP monitor based on dates posted on the 21 SW/IG webpage.

2.6. Squadron/Staff Agency SIP Monitors Will:

2.6.1. Act as the primary focal point for their unit and are directly responsible for the quality of the SIP.

2.6.2. Manage the squadron's SIP and maintain SIP records in a binder. See Paragraph 4. for set-up information and criteria.

2.6.3. Ensure AFSPCCLs or locally developed checklists have inspection items tailored to each unit's structure and mission. Review all checklists and AFIs used for inspections prior to each semi-annual inspection. Checklists will contain inspection questions that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs. Checklist items will be delineated as Critical, Major, and Recommended Improvement Area (see Paragraph 3.).

2.6.4. Ensure functional area managers accomplish a semi-annual self-inspection of each functional area, work center, and additional duty in the month of April and October. The

21 SW/CV, group commanders, squadron commanders, or staff agency chiefs may direct additional inspections.

2.6.5. Ensure squadron agencies enter a new database entry into the 21 SW SIP database for any discrepancy that cannot be corrected on the spot. The 21 SW SIP database is accessible at <https://halfway.peterson.af.mil/21sw/sip/>. If access to the 21 SW SIP database is not immedi-

ately available, information may be temporarily entered on a 21 SW Form 101 (not to exceed 2 duty days).

2.6.6. Ensure if a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), that it too is entered into the 21 SW SIP database. If access to the 21 SW SIP database is not immediately available, information may be temporarily entered on a 21 SW Form 101 (not to exceed 2 duty days).

2.6.7. Track open discrepancies until closed. Open items will have a corrective action entry entered in the 21 SW SIP database monthly. Corrective action updates for each open discrepancy must be entered into the SIP database by the 15th of every month following the month the discrepancy was entered into the system. Ensure aggressive corrective action is taken to resolve discrepancies.

2.6.8. Review all database entries for their unit periodically during every month. Reviews will include checking for overdue ECDs, overdue 30 day updates, etc. SIP monitors will aggressively follow up errors and take corrective actions.

2.6.9. Brief the squadron commander/agency chief on SIP status after SIP semi-annual self-inspection closeout and quarterly. Provide latest status update on all open discrepancies to the group/wing staff SIP monitor.

2.6.10. Complete and forward unit self-inspection summary report (see [Attachment 5](#)) to the squadron commander/staff agency chief. Forward squadron inspection reports to the appropriate group SIP monitor based on dates posted under the “self-inspection” section of the 21 SW/IG webpage.

2.6.11. Conduct semi-annual checks of functional area manager SIP binders to evaluate their effectiveness, adequacy, and currency.

2.6.12. Distribute items of interest and crossfeed other units’ inspection reports to squadron personnel. Maintain a copy of items of interest, crossfeed reports, and inspection reports for 1 year.

2.7. Functional Area Managers Will:

2.7.1. Develop local checklists or tailor AFSPCCLs for each functional area per Paragraph 3. Maintain AFSPCCLs for assigned areas (unless directed otherwise by the squadron SIP monitor). Review all checklists and AFIs used for inspections at the beginning of each semi-annual self-inspection

2.7.1.1. Forward modified AFSPC or locally developed checklists for review/approval to the squadron SIP monitor. Group/wing staff agencies can set higher approval requirements.

2.7.1.2. Perform self-inspections and ensure a database entry is made in the 21 SW SIP database for any discrepancy that cannot be corrected on the spot. In addition, they will notify the squadron SIP monitor of the discrepancy and its tracking number. The 21 SW SIP database is accessible at <https://halfway.peterson.af.mil/21sw/sip/>. If access to the 21 SW SIP database is not immediately available, information may be temporarily entered on a 21 SW Form 101 (not to exceed 2 duty days).

2.7.2. Ensure if a discrepancy is found during an exercise (as indicated by a problem write-up in an exercise After Action Report), it too is entered into the 21 SW SIP database. In addition, they will notify the squadron SIP monitor of the discrepancy and its tracking number. If access to the

21 SW SIP database is not immediately available, information may be temporarily entered on a 21 SW Form 101 (not to exceed 2 duty days).

2.7.3. Track open discrepancies until closed. Open items will have a corrective action entry entered in the 21 SW SIP database monthly. Corrective action updates for each open discrepancy must be entered into the SIP database by the 15th of every month following the month the discrepancy was entered into the system. Ensure aggressive corrective action is taken to resolve discrepancies.

2.7.4. Review crossfeed items for their functional area. If applicable, incorporate findings into applicable functional area checklists.

2.7.5. Forward inspection reports to squadron/staff agency SIP monitor. Date due and format of report will be determined by squadron/staff agency SIP monitor.

3. Checklists:

3.1. Unit/staff agencies may obtain AFSPCCLs from the AFSPC Pubs Library at <https://midway.peterson.af.mil/pubs/series.htm>.

3.1.1. Develop local checklists or tailor AFSPCCLs, as needed, with unit-specific inspection items. Review all checklists and AFIs used for inspections prior to each semi-annual self-inspection. Tailor checklists by adding, deleting, highlighting, or modifying items as required. Delete items by drawing a line through all lines of text not applicable.

3.2. Divide checklist questions into three categories: Critical, Major, and Recommended Improvement Area. These categories allow functional area managers, squadron, group, and wing leadership to focus corrective action efforts.

3.2.1. **Critical** items are those items requiring direct IG evaluation during IG visits. Critical items are those items that, if not complied with, could result in **significant legal liabilities, penalties, or mission failure**.

3.2.2. **Major** items are tasks that address requirements necessary for the efficient operation of a functional area, work center, or additional duty. Noncompliance with a major rated area has, or could have, a **significant mission impact**.

3.2.3. **Recommended Improvement Area** are trends or single incidents that **impede efficient, effective, and/or economical mission accomplishment** and do not meet the criteria for a critical or major deficiency.

3.3. Functional Area Managers may choose to subdivide a checklist into sub-functional parts. The amount of material and nature of the functional area will dictate a checklist's organization.

3.4. List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses. To aid in problem identification, answers to each successful question must be "yes". All applicable checklist items will be rated pass/fail.

3.5. Do not duplicate checklist items.

4. SIP Records: Maintain a SIP binder that contains the following:

4.1. **Table of Contents.**

4.1.1. Section 1 References:

4.1.1.1. AFI 90-201 and AFI 90-201 AFSPC Sup1 (cross reference or electronic copy acceptable).

4.1.1.2. Printed copy of 21 SWI 90-201, Commander's Self-Inspection Program (SIP).

4.1.1.3. Appropriate appointment memorandums for wing, group, wing staff, agencies or squadron SIP monitors. All SIP monitors will maintain the latest appointment letter for the 21 SW SIP monitor. The wing SIP monitor will maintain appointment letters for all group SIP monitors. Group/wing staff SIP monitors will maintain appointment letters for all of their squadron SIP monitors. All appointment letters will be updated annually, when appointed SIP monitors change, or the appointing authority changes whichever occurs first.

4.1.2. Section 2 Checklist and Special Interest Items:

4.1.2.1. AFSPC and local checklists (if available) used during squadron SIP inspections. Squadron SIP monitors may direct functional area managers to maintain applicable checklists in their functional area manager SIP binder or they may maintain applicable squadron checklists separate of the squadron SIP monitor's binder. If checklists are not located in the squadron SIP monitors binder, a listing of all separately located checklists listing their checklist number, publication date, and location will be maintained in the squadron SIP manager's binder.

4.1.2.2. Air Force Special Interest Items (SIIs) (electronic version acceptable). Air Force SIIs are available at <http://www.ig.hq.af.mil/igi/siis1.htm>. Maintain applicable Air Force SIIs for 1 year after closure.

4.1.2.3. Air Force Space Command Special Interest Items (electronic version acceptable). AFSPC SIIs are available at <https://halfway.peterson.af.mil/afspcig/specinter.cfm?page=specinter>. Maintain applicable SIIs for 1 year after closure.

4.1.3. Section 3 Reports:

4.1.3.1. Latest quarterly critical discrepancy status briefings (electronic copy acceptable). Slide outline can be found on the 21 SW/IG webpage.

4.1.3.2. Completed Semi-Annual SIP Summary Reports (previous and most current) including a database printout of all discrepancies included in report (electronic version acceptable). Maintain copies for 1 year.

4.1.3.3. Copy of any staff assistance visits, Inspector General visits, or any other formal inspections from 21 SW or external agencies (electronic version acceptable). Maintain copies for 1 year.

4.1.3.4. Copy of current and previous 21 SW ORI report (electronic copy acceptable).

4.1.4. Section 4 Crossfeed Reviews:

4.1.4.1. Crossfeed Review Record. Include unit, base, report type, date of inspection, date received, date reviewed, and date distributed to lower agencies. Retain copies of crossfeed reports (electronic copy acceptable) for 1 year.

Table 1. Sample Crossfeed Review Record and Sample Data

| Unit | Base | Report Type | Date of Inspection | Date Received | Date Reviewed | Date Distributed |
|-------------|-------------|--------------------|---------------------------|----------------------|----------------------|-------------------------|
| 21 SW | Peterson | ORI | 20 Aug – 21 Sep 01 | 28 Oct 01 | 30 Oct 01 | 1 Nov 01 |
| 30 SW | Vandenberg | SET | 21-30 Jul 03 | 5 Aug 03 | 7 Aug 03 | 15 Aug 03 |

4.1.5. Section 5 Miscellaneous:

4.1.5.1. Miscellaneous SIP Information.

5. Summary: [Attachment 6](#) summarizes the 21 SW SIP process in flowchart format.

6. Form Prescribed : 21 SW Form 101, **Discrepancy Report.**

DIANN LATHAM, Colonel, USAF
Vice Commander, 21st Space Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Terms

Cause Codes—

Oversight—Errors in leadership or supervision at any level.

Experience—Errors committed despite adequate training, oversight, and guidance.

Guidance—Inadequate, confusing, or specific written direction that is contradictory or prevents adequate accomplishment of the task.

Training—Individuals inadequately trained/prepared to accomplish the task.

Equipment—Support equipment unavailable, inadequate, inoperable due to circumstances beyond the unit's control. (Problems within the unit's control would fall under one of the other areas).

Other—Isolated events involving deficient actions of individuals not attributable to any of the previous causes. These errors may be caused by inattention to detail, lack of status monitoring, or failure to communicate.

Common Core Criteria Questions—Checklist questions that have been identified by a # sign are common core criteria questions. These questions can be inspected in every unit/agency with duties or requirements covered by these questions.

Critical Inspection Items—Critical items are those items requiring direct IG evaluation during IG visits. Critical items are those items that if not complied with, could result in **significant legal liabilities, penalties, or mission failure**. These questions are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission. They have the potential to bring the overall grade of the specific NAF/wing/unit/functional area to below satisfactory. The IG can also assess functions without published checklists for compliance with US laws, Executive Orders, DoD Directives, AF policies, and AFSPC instructions.

Functional Area Manager—The functional area manager actually conducts the self-inspection by running the checklists. Once the functional area manager has completed the inspection, he/she forwards all relevant information to the unit monitor for consolidation into the unit's summary report.

Major Inspection Items—Major items are tasks that address requirements necessary for the efficient operation of a functional area, work center, or additional duty. Noncompliance with a major rated area has, or could have, a **significant mission impact**. Any deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unreliable weapon or unsafe or insecure environment. The deficiency may cause a unit to be rated "unsatisfactory" in one or more inspection areas not defined as critical under overall unit pass/fail criteria.

Monitor—SIP monitors manage the program at their respective organization level. They ensure that self-inspections are accomplished at the intervals stipulated in this instruction, write the squadron/staff agency, group/wing staff, and wing summary reports, and ensure periodic review of progress in closing open discrepancies.

Recommended Improvement Area—Are trends or single incidents that impede efficient, effective, and/or economical mission accomplishment and do not meet the criteria for a critical or major deficiency.

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Attachment 2

SAMPLE GROUP OR WING STAFF APPOINTMENT MEMORANDUM

(DATE)

MEMORANDUM FOR **(Wing SIP Monitor)**

FROM: **(Group Commander or Director of Staff)**

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

1. IAW 21 SWI 90-201, the following individuals are appointed SIP monitors for **(unit)**:

| RANK/NAME | OFF SYM | DUTY PHONE |
|-----------|---------|------------|
|-----------|---------|------------|

PRIMARY:

ALTERNATE:

2. This memorandum supersedes our memorandum dated _____, same subject.

FULL NAME, Rank, USAF
Group Commander/Director of Staff

NOTE: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

Attachment 3

SAMPLE SQUADRON OR STAFF AGENCY APPOINTMENT MEMORANDUM

(DATE)

MEMORANDUM FOR **(Group SIP Monitor)**

FROM: **(Squadron Commander or Staff Agency Chief)**

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

1. IAW 21 SWI 90-201, the following individuals are appointed SIP monitors for **(unit)**:

| RANK/NAME | OFF SYM | DUTY PHONE |
|-----------|---------|------------|
|-----------|---------|------------|

PRIMARY:

ALTERNATE:

2. This memorandum supersedes our memorandum dated _____, same subject.

FULL NAME, Rank, USAF
Squadron Commander/Staff Agency Chief

NOTE: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

Attachment 4

SAMPLE GROUP/WING STAFF REPORT SUMMARY

(DATE)

MEMORANDUM FOR Wing Self-Inspection Program Monitor

(Group Commander/Director of Staff, Rank and Last Name)

IN TURN

FROM: **(Group/Wing Staff SIP Monitor)**

Subject: Semi-Annual Self-Inspection (SIP) Summary Report

1. The **(unit)** has completed the semi-annual self-inspection as of **(date, should be 31 Oct or 30 Apr or earlier)**

2. (Status and plan to resolve open AFSPC/IG discrepancies, if applicable) i.e. *(We currently do not have any open IG discrepancies from IG inspections. Item 03-xxxx was an IG discrepancy and was closed 12 Jan 2003).*

3. Summary of results: (in each compliance inspection area, include the list below and a paragraph written by the group commander describing any trends and the overall health of the group) i.e. *(I have reviewed our SIP discrepancies listed in the attached documents. At this time I feel that we are doing well and should have most of our discrepancies closed within 6 months. Item 03-xxxx is a long-term budget item and has been identified to wing budget personnel and is on the wing unfunded listing).*

a. CRITICAL DISCREPANCIES:

| | |
|--|---|
| (1) Number of critical discrepancies closed since last report (Atch 1) | 4 |
| (2) Number of critical discrepancies remaining open from last report | 1 |
| (3) Number of new open critical discrepancies | 8 |
| (4) Number of current open critical discrepancies (Atch 2) | 9 |

b. MAJOR DISCREPANCIES:

| | |
|---|---|
| (1) Number of major discrepancies closed since last report (Atch 3) | 6 |
| (2) Number of major discrepancies remaining open from last report | 5 |

- | | |
|---|----|
| (3) Number of new open major discrepancies | 10 |
| (4) Number of current open major discrepancies (Atch 4) | 15 |

4. (Summary of results for any SIIs or IG crossfeed issues, if applicable) i.e. (*The group is in the process of complying with SIIs 03-1, 03-2, and 03-3. We have seen no compliance problems at this time and expect to have all inspected areas complete by 15 June 2003.*)

5. Please contact me at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

FULL NAME, Rank, USAF
(Group/Wing Staff SIP Monitor)

Attachments:

1. Report of Critical Discrepancies Closed Since Last Quarterly Report
2. Report of Current Open Critical Discrepancies
3. Report of Major Discrepancies Closed Since Last Quarterly Report
4. Report of Current Open Major Discrepancies

1st Ind, **(Office Symbol of Group Commander/Director of Staff)**

MEMORANDUM FOR **(Group/Wing Staff SIP Monitor)**

Concur/Nonconcur with **(Unit)**'s self-inspection results.

FULL NAME, Rank, USAF
Group Commander/Director of Staff

NOTE: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

Attachment 5

SAMPLE SQUADRON/STAFF AGENCY REPORT SUMMARY

(DATE)

MEMORANDUM FOR Group/Wing Staff SIP Monitor

(Squadron Commander/Staff Agency Chief, Rank and Last Name)

IN TURN

FROM: (Squadron/Staff Agency SIP Monitor)

Subject: Semi-Annual Self-Inspection Summary Report

1. The **(unit)** has completed the semi-annual self-inspection as of **(date, should be 31 Oct or 30 Apr or earlier)**

2. (Status and plan to resolve open AFSPC/IG discrepancies, if applicable) i.e. *(We currently do not have any open IG discrepancies from IG inspections. Item 03-xxxx was an IG discrepancy and was closed 12 Jan 2003).*

3. Summary of results: (in each compliance inspection area, include the list below and a paragraph written by the group commander/director of staff describing any trends and the overall health of the group) i.e. *(I have reviewed our SIP discrepancies listed in the attached documents. At this time I feel that we are doing well and should have most of our discrepancies closed within 6 months. Item 03-xxxx is a long-term budget item and has been identified to wing budget personnel and is on the wing unfunded listing).*

a. CRITICAL DISCREPANCIES:

| | |
|--|---|
| (1) Number of critical discrepancies closed since last report (Atch 1) | 4 |
| (2) Number of critical discrepancies remaining open from last report | 1 |
| (3) Number of new open critical discrepancies | 8 |
| (4) Number of current open critical discrepancies (Atch 2) | 9 |

b. MAJOR DISCREPANCIES:

| | |
|---|---|
| (1) Number of major discrepancies closed since last report (Atch 3) | 6 |
| (2) Number of major discrepancies remaining open from last report | 5 |

- | | |
|---|----|
| (3) Number of new open major discrepancies | 10 |
| (4) Number of current open major discrepancies (Atch 4) | 15 |

4. (Summary of results for any SIIs or IG crossfeed issues, if applicable) i.e. *(The group is in the process of complying with SIIs 03-1, 03-2, and 03-3. We have seen no compliance problems at this time and expect to have all inspected areas complete by 15 June 2003).*

5. Please contact me at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

FULL NAME, Rank, USAF
Squadron SIP Monitor

Attachments:

1. Report of Critical Discrepancies Closed Since Last Quarterly Report
2. Report of Current Open Critical Discrepancies
3. Report of Major Discrepancies Closed Since Last Quarterly Report
4. Report of Current Open Major Discrepancies Attachments:

1st Ind, **(Office Symbol of Group Commander/Director of Staff)**

MEMORANDUM FOR **(Group/Wing Staff SIP Monitor)**

Concur/Non-concur with **(Unit)**'s self-inspection results.

FULL NAME, Rank, USAF
Squadron Commander

NOTE: All correspondence going to the wing will be in 12 pitch Arial and fully justified.

Attachment 6

21 SW SELF-INSPECTION PROGRAM PROCESS FLOW

Figure A6.1. 21 SW Self-Inspection Program Process Flow

