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Command Policy

SELF-INSPECTION PROGRAM

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This instruction establishes procedures for conducting the self-inspection program within units and sections reporting to the wing. It implements AFD 90-2, *Inspector General-The Inspection System* and references AFI 90-201, *Inspector General Activities*. All personnel are responsible for identifying problem areas or discrepancies. This systematic system identifies the utilization of a computer based tracking system located on the LAN server and an effective communication process through command channels to ensure compliance of common core criteria elements. Computer technology will be used to provide immediate update information to commanders, supervisors, and self-inspection monitors. This instruction applies to unit commanders, officers in charge, non-commissioned officers in charge, staff, and functional area managers of the wing.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General. An aggressive self-inspection program is responsive to both higher level inputs and self initiated quality control checks conducted by all units. Identification of problems and negative trends with quick initiation of long term, corrective actions is the goal of this program. Corrective action is the responsibility of functional managers through the chain of command to unit commanders. The self-inspection monitors assist unit commanders in identifying potential problems and in tracking the status of corrective actions on identified discrepancies.

2. Responsibilities. Commanders, supervisors and designated self-inspection monitors are responsible for the overall management of the self-inspection program and ensuring compliance with the AFD 90-2, AFI 90-201, and this instruction.

2.1. Wing Commander:

- 2.1.1. Appoints in writing a primary and alternate wing self-inspection manager.
- 2.1.2. Ensures the headquarters, maintenance, operations, and mission support group commanders appoint in writing a primary and alternate group self-inspection monitor to assist the designated monitors within their assigned group.
- 2.2. Wing self-inspection manager:
 - 2.2.1. Reports directly to the wing vice commander.
 - 2.2.2. Maintains the wing self-inspection program with a single data source as prescribed by applicable Air Force publications, wing instructions, and operating instructions (OI).
 - 2.2.3. Provides guidance on the self-inspection program to all group self-inspection monitors.
 - 2.2.4. Ensures each group monitor is trained on how to use the self-inspection tracking system (SITS) database to track and close discrepancies identified by internally developed checklists, numbered Air Force (NAF) staff assistance visits (SAV), operational readiness inspection (ORI), Air Force Reserve Command (AFRC) unit compliance inspections (UCI) and special interest items (SII).
 - 2.2.5. Ensures that each group monitor receives and has established a process for ensuring the IG good ideas, NAF SAV reports and SIIs are being reviewed for compliance by the squadron, flight, or work center monitors.
 - 2.2.6. Communicates through the use of e-mail or other fast media providing data as to changes or unique program elements or related information on the AFRC IG web pages.
 - 2.2.7. Upon completion of semi-annual self-inspections, briefs the wing commander as required for findings requiring senior management involvement.
- 2.3. Group Self-Inspection Monitors:
 - 2.3.1. Forward memo of designation, appointing a primary and alternate self-inspection monitors, to the wing self-inspection manager for the following groups:
 - 2.3.1.1. Headquarters Staff. Subordinate unit and staff offices are medical squadron, public affairs, safety, legal history, financial management, plans, military equal opportunity, recruiting, judge advocate, historian, chaplain, command post, and performance planning.
 - 2.3.1.2. Mission Support Group. Subordinate units are the logistics readiness squadron, civil engineering squadron, communications squadron, mission support squadron, security forces squadron, services squadron, and contracting squadron. The aerial port squadron is an AMC gained unit and falls under the AMC SE/QC system and is not required to perform this self-inspection program, but are required to inform the group monitor when they have completed AMC self-inspection program as prescribed in paragraphs [2.4.3.](#) and [2.4.4.](#)
 - 2.3.1.3. Operations group. Subordinate units are the operations support squadron and fighter squadron.
 - 2.3.1.4. Maintenance group. Subordinate units are the maintenance squadron, aircraft maintenance squadron, and maintenance operation squadron.
 - 2.3.2. Develop specific procedures for implementation of the self-inspection program within their group.

- 2.3.3. Maintain the group's self-inspection binder as prescribed by the procedures outlined in paragraph 4.3. of this instruction.
 - 2.3.4. Notify the appropriate group commander when the semi-annual inspections have been completed and of any identified findings, which require senior management involvement.
 - 2.3.5. Communicate through the use of e-mail and other fast media items, such as IG newsletters and associated benchmarking information to all squadron and work center self-inspection monitors.
 - 2.3.6. Inform subordinate units of any pertinent information concerning their areas. Periodically reviews information found on the internet by accessing the AFRC home page by going to <https://wwwmil.afrc.af.mil/HQ/IG>.
 - 2.3.7. Provide training and assistance as requested by squadron, flight, or work center monitors.
 - 2.3.8. Notify the wing self-inspection manager by the end of each semi-annual inspection when all self-inspections for the group have been completed. E-mail is the preferred method of reporting. Areas without these capabilities must provide a hard copy.
- 2.4. Squadron, flight, or work center self-inspection monitors:
- 2.4.1. Forward memo of designation appointing a primary and alternate self-inspection monitor to the wing self-inspection manager and group self-inspection monitor for your functional area.
 - 2.4.2. Maintain a self-inspection binder or automated system, as prescribed by the procedures outlined in paragraph 4.3. of this instruction. Submit any changes or revisions to the group self-inspection monitor.
 - 2.4.3. Notify the appropriate squadron commander or superintendent of discrepancies identified by subordinate work centers, which require management assistance.
 - 2.4.4. Notify group self-inspection monitors when the self-inspection has been completed for their area.

3. Self-Inspection Program:

- 3.1. A semi-annual self-inspection of each area will be accomplished during the first and third calendar quarter of each calendar year. During the first quarter each monitor will review, update, and complete all self-inspection checklists for their area. All identified discrepancies will be reported and tracked as prescribed in paragraph 4.2. During the third calendar quarter, the monitors will review and update only those items that are still open. If any new checklists were created or new discrepancies found between inspection quarters, they will need to be reported in accordance with this instruction. Section supervisors will notify their unit monitor that the self-inspection has been accomplished and maintain a copy of the completed self-inspection in their files. Unit monitors will subsequently notify their group monitor when all functional area self-inspections have been accomplished (no later than 31 Mar and 30 Sep).
- 3.2. Additional good idea information is available from many sources, the LAN T drive wing inspection, self-assessment guides, AFRP 90-1, commander's policy memos, and self-inspections. Self-inspection monitors will develop an awareness of these sources and incorporate them into their programs where applicable. Refer to paragraph 2.3.6. for instructions on finding information on the

AFRC intranet. Discrepancies identified during the review process are documented as specified in paragraph 4.

4. Documentation and Reporting:

4.1. As a minimum, all self-inspection monitors will complete the self-inspection program checklist as defined in **Attachment 1**. Self-inspection monitors may add to this checklist as required.

4.2. All units within the wing will use the SITS to track all discrepancies found during semi-annual self-inspections. See **Attachment 2** for information on where to find, and how to use the SITS Program.

4.3. As a back-up, each group and subordinate unit appointed self-inspection monitor is required to maintain a self-inspection binder. This binder can be hard copy or disk but must be accessible for review by monitors and available in the event that the LAN system is down. The self-inspection binder should contain a minimum of four sections:

4.3.1. Section I. Appointment memos, self-inspection OIs, current SIIs.

4.3.2. Section II. Self-inspection checklists and Commanders common core or UCI checklists as applicable to the self-inspection monitors level of responsibility.

4.3.3. Section III. Audit trail of all open discrepancies until closed. This includes follow-up date, current status, OPR, and estimated completion date.

4.3.4. Section IV. Previous inspection reports, UCIs, ORIs, NAF SAVs, or excerpts as applicable to the self-inspection monitor's level of responsibility. Good idea newsletters and benchmarking data may also be filed in this section.

WAYNE F. CONROY, Col, USAFR
Commander

Attachment 1**SELF-INSPECTION PROGRAM CHECKLIST (OPR: CCX)**

- A1.1.** Has the unit/functional areas appointed a primary and alternate self-inspection monitor? (419 FWI 90-201, para 2.) Yes No N/A
- A1.2.** Has a copy of the appointment memo been sent to the wing CCX office and a copy sent to the group self-inspection monitor in your respective group? (419 FWI 90-201 para 2.4.1.) Yes No N/A
- A1.3.** Has the self-inspection monitor's information been updated in the SITS program? (419 FWI 90-201 para 2.3.8.) Yes No N/A
- A1.4.** Is there a current back up of the self-inspection program on hand for review in case the LAN is down? (419 FWI 90-201 para 4.3.) Yes No N/A
- A1.5.** After completion of a self-inspection:
- A1.5.1. Has the group monitor been notified? Yes No N/A
 - A1.5.2. Has the group self-inspection monitor notified the wing self-inspection manager by e-mail of the groups completed self-inspection? (419 FWI 90-201 para 2.3.7.) Yes No N/A
- A1.6.** Is training being provided by the wing self-inspection manager to group, squadron, flight, and functional areas about the self-inspection program? (419 FWI 90-201 para 2.2.3.) Yes No N/A
- A1.7.** Is additional good ideas information being reviewed on a regular basis and self-inspection checklist updated accordingly? (419 FWI 90-201 para 3.2.) Yes No N/A

Attachment 2

WING AUTOMATED SELF-INSPECTION TRACKING SYSTEM (SITS) PROGRAM

A2.1. Accessing. In order to gain access into the wing self-inspection folder you must first have an appointment memo designating you as a primary or alternate self-inspection monitor on file with the wing self-inspection manager.

A2.1.1. From your desktop double click on the My Computer icon.

A2.1.2. Double click on Root on 'hifnt03'(S).

A2.1.3. Double click on the Self-Inspection folder.

A2.1.4. Double click on the group folder (HQ, MG, OG, or MSS) for your area of responsibility.

A2.1.5. Double click on the SITS icon in your group folder. To maintain on your desktop, right click on the SITS icon, select copy, then right click on your desktop and select paste, or click and hold the mouse pointer on the SITS icon and drag and drop onto your desktop.

A2.2. General Information:

A2.2.1. The self-inspection folder contains:

A2.2.1.1. A folder containing inspection reports.

A2.2.1.2. A folder containing information-publications.

A2.2.1.3. A folder containing special interest items.

A2.2.1.4. Group folders containing separate databases that are tailored for each group for internal control and security reasons will be forwarded to the single data source maintained by the performance planning office.

A2.2.1.4.1. Operational automated SITS program for maintaining a current database for self-inspection monitors within your area of responsibility.

A2.2.1.5. Files. AFRC policy memo for using the SITS program, SITS user guide which is highly encouraged to review while accessing the sample and operational SITS program, and an example of a self-inspection monitor memo.