

7 JULY 2003



Commander Policy

446 AW SELF-INSPECTION PROGRAM

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Supersedes 446 AWI 90-201, 19 February 1999.

Pages: 4

Distribution: F

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This publication implements AFD 90-2, *Inspector General--The Inspection System*, AFI 90-201, *Inspector General Activities*. It provides guidance for implementation of unit self-inspection and evaluation programs. The self-inspection and evaluation program is intended to ensure knowledge of, and compliance with, all higher headquarters directives prior to higher headquarters inspections, visits and audits. Standardization of self-inspection efforts and data accuracy are key to the success of this program. The Common Core Criteria (CCC) for all inspections and assessments are identified in AFI 90-201 and AFRCI 90-201, *The Inspection System*. This instruction applies to all subordinate units, staff agencies, and additional duty positions within the 446<sup>th</sup> Airlift Wing.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Changes in this publication include changing all reference to 446 AW/IG to now reflect 446 AW/CCX (para **1.1.**, **2.5.4.**); directing wing-wide use of the Self-Inspection Tracking System (SITS) (para **1.1.**, **1.3.**, **1.4.**, **2.4.**, **2.5.**, **2.5.4.**); placing responsibility on monitoring the self-inspection program on the unit commander and/or staff agency chief (para **1.2.**); makes the UPM responsible for managing the data entered into the SITS database as well as monitoring their suspense item tasking(s) for timely completion and coordination with higher headquarters (para **1.3.**); provides websites for guidance and information on checklists (para **2.1.3.**); recommends quarterly self-inspections however, as a minimum, must be accomplished at least annually (para **2.2.**); directs information entered into SITS be tracked on a regular basis. Furthermore, 446 AW/CCX is the check and balance to ensure the progress and status of action items is being met (para **2.2.1.**); since the SITS database is the primary record, UPMs may maintain continuity folders; maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (para **2.3.**); directs that all letters of appointment will be generated to identify the unit-level functional area, staff agency, and additional duty program manages; and that if requested, copies of appointment letters will be forwarded to 446 AW/CCX (para **2.5.1.**). Fur-

thermore, defines what a discrepancy is and directs all discrepancies be entered into SITS (para 2.5.3.); identifies all crossfeed and SII items determined relevant by the UPM for tracking and follow-up be entered into SITS (para 2.5.4.).

## 1. Responsibilities :

1.1. Wing Inspection Program Manager. The Wing Inspection Program Manager (446 AW/CCX) will ensure that all wing units and staff agencies are provided access to the wings automated data management program (Self-Inspection Tracking System or SITS), current common core criteria checklists, Special Interest Items (SIIs), Crosstell Newsletters, other unit inspection reports and any additional information provided by higher headquarters. Additionally, the 446 AW/CCX will provide assistance visits to unit commanders and/or staff agencies upon request.

1.2. Commander or Staff Agency Chief. The unit (Group/Squadron) commander or staff agency chief will appoint the unit self-inspection program manager (UPM) as well as identify the functional and/or additional duty managers. The unit commander or staff agency chief is responsible for monitoring the program to ensure compliance with the provisions of this instruction.

1.3. Unit (Squadron) Program Manager (UPM). The UPM will identify the points of contact for the development and management of generic checklists, maintain record copies of generic checklists, manage data entered into the SITS database and assist in the completion of inspections. The UPM will prepare and post a memo for record in the group's SITS Database folder listing all group and subordinate unit level UPMs, Functional Area and/or Additional Duty Managers (FAM/ADM) and other special interest point of contacts (POCs). The UPM will establish guidelines for self-inspection continuity folders, determine applicability of higher headquarters (HHQ) Special Interest Items (SII) and crosstell information, distribute information to appropriate work centers, monitor suspense item tasking(s) for timely completion and coordinate responses to HHQ.

1.4. Unit-Level Functional Area and/or Additional Duty Managers (FAM/ADM). The FAM/ADM will enter discrepancies into the SITS database, coordinate SITS integration with the computer work group manager, review applicability of higher headquarters SII and crosstell information, distribute applicable information to appropriate work centers, draft and maintain checklists for their areas of responsibility, perform self-inspections and follow-up on findings as directed by this instruction.

## 2. Procedures:

2.1. Checklists. All checklists will include specific references for each item including the paragraph number and short title of the applicable instruction.

2.1.1. Generic. Generic checklists are those that apply to more than one functional area or work center (i.e., security, safety, training, etc). Generic checklists are an effective awareness tool and do not need to be maintained in accordance with file disposition rules.

2.1.2. Specific. Specific checklists are those that apply only to the functional area and/or additional duty where they are maintained. For example, the safety program manager checklist is specific, while the generic safety procedures checklist applies to all work centers.

2.1.3. Revisions and Updates. Regulations and policies change often. Therefore, Self-Inspection (SI) Checklists must be reviewed for currency before each inspection cycle. The following web sites are a good source for the most current checklists:

<https://wwwmil.afrc.af.mil/HO/IG/selfinspection.html> and [https://wwwmil.afrc.af.mil/HO/IG/Self\\_Inspection/commonchecklists.html](https://wwwmil.afrc.af.mil/HO/IG/Self_Inspection/commonchecklists.html). The unit-level functional area and/or additional duty manager is responsible for ensuring revisions and updates are made in a timely fashion.

2.2. Inspections. Although self-inspections should be an ongoing endeavor, the timing of your inspections will depend on realistic functional areas requirements. The SITS tool will make it easy to identify and track compliance status. Quarterly self-inspections are recommended but, as a minimum, they may be accomplished annually for less pressing issues. Where non-compliance issues can not be corrected on the spot, the UPM/FAM will enter each self-inspection discrepancy into SITS identifying unit/section and monitor for completion.

2.2.1. Tracking. Once entered into SITS, tracking a discrepancy is essential for managing compliance. According to paragraph 1.2., “The unit commander and/or staff agency chief is responsible for monitoring the program to ensure compliance.” Using SITS, commanders and UPM/FAM will monitor progress regularly (i.e. monthly UTAs) to stay abreast of non-compliance issues affecting their unit. The 446 AW/CCX will review reports using queries from SITS to determine unit progress and status of action items.

2.3. Continuity Folder. Although the SITS database is the primary record for self-inspection management, each unit level program manager, functional area program manager and/or additional duty manager may maintain a continuity folder. The suggested content for the continuity folder is the SITS user’s directions and/or handbook, self-inspection letters of appointment, copy of any applicable publications and current completed checklist, latest open discrepancy report, and other documentation the UPM/FAM feels appropriate for their continuity records. Refer to AFMAN 37-139, *Records Disposition Schedule*, for any applicable tables and rules that apply to the self-inspection program.

2.4. Applicable Instructions and Other Directives. All directives mentioned and/or referenced in specific self-inspection checklists will be maintained in either electronic format and/or hardcopy. Referenced directives must be checked for currency at each self-inspection cycle.

2.5. Self-Inspection Tracking System (SITS). Any relevant self-inspection information may be included in SITS for tracking purposes, but, as a minimum, it will contain the following:

2.5.1. Letters of Appointment. Letters of appointment will identify the unit-level functional area, staff agency and additional duty program managers as applicable, and names will be maintained in the “shop monitor appointment” query and/or file of SITS. Copies of appointment letters may be maintained in the continuity folder and forwarded to the 446 AW/CCX, if requested.

2.5.2. Self-Inspection Checklists. Completed self-inspection checklists for the most recent inspection will be maintained either electronically and/or in hard copy.

2.5.3. Discrepancy Tracking. Unknown and unacceptable conditions are considered discrepancies. Discrepancies noted during self-inspections will be entered into the SITS database as an electronic record. Discrepancies are reviewed for currency and action at least monthly. The progressive annotation of all corrective efforts is essential to overall self-inspection management. The remarks field will be used to record historical comments pertinent toward discrepancy correction. Follow-up actions and/or discrepancy status updates must be annotated until the individual discrepancy is closed. Discrepancies requiring wing and/or group commander attention should be forwarded with recommendations for resolution, and/or assistance needed from the appropriate command level.

2.5.4. Crossfeed and SIIs. Current quarterly SII listings, and unit responses to applicable items, will be annotated in the SITS database for tracking and follow-up if required. A hard copy of the unit responses to SIIs may be maintained in the continuity folder. Crossfeed and SII items are available via the web site hot link option within SITS folder, and SII and/or Crossfeed items determined relevant by the UPM for tracking or follow-up will be annotated as a separate SITS entry and tracked until completed by the UPM and 446 AW/CCX.

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