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**Command Policy**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 90-201 AFSPCSUP1, *Inspector General Activities*. This instruction applies to 45th Space Wing (45 SW) and all subordinate units and may not be supplemented.

**SUMMARY OF REVISIONS**

This revision provides instruction for the 45 SW SIP. It establishes the 45 SW SIP as a program without higher headquarters guidance. It incorporates the self-inspection guide into a single document. A bar ( | ) indicates revised material since the last edition.

**1. Policy.** The 45th Space Wing staff agencies chiefs and group, and squadron commanders will be involved in the identification, prevention, and correction of deficiencies within their organizations. Staff agency chiefs and group and squadron commanders are responsible for reviewing and using Air Force Space Command (AFSPC) sources to determine unit readiness and compliance with directives.

**2. Procedures.** The wing staff section chiefs and group and squadron commanders will appoint, in a memorandum of appointment, a primary and alternate SIP managers to receive and staff Inspector General (IG) items. Send copies of squadron SIP manager appointment letters to the group SIP manager. Send a copy of group and staff agency SIP manager appointment letters to 45 SW/IGV.

**3. Responsibilities.** The 45th SW Vice Commander, 45 SW/CV, is the SIP office of primary responsibility (OPR) and has designated the Inspector General office, 45 SW/IG, to administer the SIP.

**3.1. The 45 SW/IG will:**

3.1.1. Ensure self-inspections are accomplished semiannually and reports submitted to 45 SW/IGV.

3.1.2. Notify Group and Staff Agency SIP managers to accomplish critical and non-critical checklist items and submit results to 45 SW/IGV no later than (NLT) 31 May and 30 Nov annually.

3.1.3. Provide guidance to functional areas, work centers, for and additional duties when developing local mission-oriented checklists, using HQ AFSPC checklists as a baseline.

3.1.4. Provide guidance to staff agency, group and squadron managers on maintaining a SIP binder in accordance with paragraph 6. of this instruction.

3.1.5. Report inspection discrepancies and status to 45 SW/CC quarterly during the months of Dec/Mar/Jun/Sep.

3.1.6. Conduct Staff Assistance Visits (SAVs) annually to review programs with group and staff agency SIP managers.

3.1.7. Assist wing, group and staff agency SIP managers gaining access to checklists, Special Interest Items (SII) and Higher Headquarters (HHQ) inspection reports

3.1.8. Provide training to group and staff agency SIP managers.

### 3.2. Group/Squadron Commanders and Staff Agency Chiefs will:

**NOTE:** Commanders and staff agency chiefs may delegate responsibility to SIP managers. Group and staff agency SIP managers will collate subordinate unit/flight responses and coordinate correspondence through appropriate command channels prior to forwarding reports or updates to 45 SW/IG.

3.2.1. Assign responsibilities for functional areas and additional duties critical to their mission.

3.2.2. Identify, via a memorandum, functional areas and additional duties critical to their mission that will be inspected semiannually. Also include, as applicable, SIIs that will be inspected.

3.2.3. Ensure local mission-oriented checklists are developed for all mission critical areas within their unit or agency if no AFSPC or other higher headquarters checklist exists.

3.2.4. Maintain access to checklists covering each functional area, work center, and additional duty critical to their mission.

3.2.5. Conduct self-inspections semiannually of applicable critical and non-critical checklist steps and submit reports, along with critical and non-critical discrepancies, 45 SW Form 101; **45 SW Inspection Discrepancy**, opened during the inspection, to 45 SW/IG NLT 31 May and 30 Nov annually.

3.2.6. Ensure status updates of open critical and non-critical 45 SW Inspection Discrepancy forms are forwarded through staff agency and group SIP managers to 45 SW/IGV monthly through closure.

3.2.7. Establish requirements and a process for ensuring AFSPC/IG inspection reports, checklists, SII, and other appropriate information are disseminated within the organization.

3.2.8. Ensure SIP managers review AFSPC/IG inspection reports and incorporate pertinent material/steps into local program checklists. Open a 45 SW Form 101 for any discrepancy discovered during an AFSPC/IG inspection report review, which **cannot** be immediately corrected. **NOTE: 45 SW Form 101 is available in electronic media on the 45SW LAN, AFSPC and Air Force e-publishing Website.**

3.2.9. Ensure SIP managers have access to the Air Force Inspection Agency and AFSPC/IG Home Page and the 14th Air Force Standardization and Evaluation Home Page on the Internet where checklists, SIIs, and other current relevant inspection updates, are located.

3.2.10. Maintain the results of the current inspection, to include 45 SW Form 101 and completed checklists with annotations/dates, in the SIP binder. Send 45 SW/IGV a memorandum stating the inspection was completed and attach copies of 45 SW Forms 101 identifying critical and non-critical discrepancies from the inspection. Maintain closed discrepancy forms until the next similar type inspection or exercise. If the item remains closed after the next inspection/exercise, dispose of the form. Destroy previous inspection reports one year after completion of next comparable inspection/inventory.

3.2.11. Document all SIP discrepancies in writing using 45 SW Form 101.

3.2.11.1. Enter only one discrepancy per form. Monthly reviews will be conducted and status updated on the 45 SW Form 101 until the discrepancy is resolved. A 45 SW Form 101 is not required if a discrepancy is corrected immediately upon discovery (corrected on the spot). Forward closed 45 SW Forms 101 identifying critical and non-critical discrepancies to the appropriate staff agency, group, or squadron SIP manager. The staff agency/group SIP manager will then forward copies to 45 SW/IGV.

3.2.11.2. Identify each discrepancy with a standardized tracking number based on the following tracking system: C or NC-mmmyy-XX; where "C" indicates a critical discrepancy, "NC" indicates a non-critical discrepancy, "mmmyy" is the date discrepancy was identified, "XX" is a sequential two digit number starting with 01.

3.2.12. Commanders/section chiefs will review all new and unresolved critical and non-critical 45 SW Form 101 on a monthly basis until discrepancies are resolved. Wing staff section chiefs and squadron commanders will elevate problems that cannot be resolved to the next appropriate level.

3.2.13. Ensure training is provided to subordinate unit SIP managers. Document SIP manager training and maintain training records in section V of the SIP binder.

3.2.14. Ensure group SIP managers conduct SAVs annually to review programs of subordinate units. Document SAV results via memorandum to the commander/section chief and forward a copy to 45 SW/IGV.

3.2.15. Ensure group/staff agency SIP managers provide initial training to all subordinate squadron/flight SIP managers.

#### **4. Locally Developed Self-Inspection Checklist Requirements.**

4.1. If self-inspection of an additional duty is a wing wide requirement, Wing OPRs for the additional duty will use existing AFSPC checklists or develop comprehensive checklists tailored to meet additional duty requirements using AFSPC checklists as a base line. Distribute tailored checklists, as supplements to AFSPC checklists, to additional duty managers.

4.2. SIP managers may add or delete items from AFSPC checklists, but must ensure they construct comprehensive checklists that adequately address 45 SW program requirements.

4.2.1. Divide checklist questions into two categories – critical and non-critical.

4.2.1.1. Critical. These items are related to public law, safety, security, fiscal responsibility, and or mission accomplishment. These areas have significant impact or high probability of significant future impact on the mission and have the potential to bring the overall grade of the specific NAF/wing/group/unit/functional area below satisfactory.

4.2.1.2. Non-critical. Other items which, if not accomplished, could impact the economy, efficiency, and effectiveness of the area being inspected but would not result in serious impact to mission accomplishment.

4.3. Functional area managers may choose to subdivide a checklist into sub-functional parts with critical or non-critical question for each sub-function. The amount of material and nature of the functional area will dictate the checklist's organization.

4.4. List each checklist item as a single question, capable of being answered by either a "YES" or "No", followed by a reference in parentheses.

4.5. Ensure all locally prepared checklists are reviewed and updated annually.

## 5. Inspection Process.

5.1. Each checklist step will be marked with a check in either the Yes, No, or N/A column. When completing all applicable checklists and steps are completed, discrepancies should be annotated as required.

5.2. An explanation in paragraph format along with the location of documents supporting the answer to each checklist question should be placed immediately below the applicable checklist question or placed on bond paper and numbered to reference each applicable checklist question.

5.3. If the answer to the checklist question is "Yes" the written explanation and/or documentation should be sufficient to convince the reviewer you are in compliance.

5.4. If the answer to the checklist question is "N/A" there should be sufficient written justification that this question does not apply.

5.5. If the answer to the checklist question is "No" then there should be a 45 SW Form 101 that documents the discrepancy. The problem should be explained as well as what corrective action is being taken. Each open 45 SW Form 101 will be reviewed and corrective action documented monthly to show what progress has been made toward meeting the intent of the checklist question including a reasonable Estimated Completion Date (ECD).

**6. Maintaining Record Sets.** Staff agency and group and squadron managers will maintain SIP records. SIP managers will ensure the continuity binders contain the following at a minimum:

### 6.1. Section I.

6.1.1. Letter of appointment for wing SIP manager.

6.1.2. Letter of appointment for wing staff agency SIP manager.

6.1.3. Letter of appointment for group SIP manager.

6.1.4. Letter of appointment for squadron SIP manager.

6.1.5. Air Force and AFSPC guidance.

6.1.6. The 45 SWI 90-201, Commander's Self-Inspection Program (SIP).

6.1.7. Air Force Special Interest Items (AF-SII).

6.1.8. Air Force Space Command Special Interest Items (AFSPC-SII).

6.1.9. The 14th Air Force Special Interest Items

**6.2. Section II.**

6.2.1. Commander's memorandum identifying functional areas and additional duties that require semiannual inspection.

6.2.2. Command self-inspection checklists.

6.2.3. Locally-developed and other self-inspection checklists.

6.2.4. Written answers to checklist questions in paragraph format, and/or supporting documentation.

**6.3. Section III.**

6.3.1. Discrepancy tracking sheet.

6.3.2. Open/closed 45 SW Form 101.

6.3.3. Wing staff section chief/group commander/squadron commander monthly discrepancy review sheet.

**6.4. Section IV.**

6.4.1. Completed semiannual summary reports (previous and most current).

6.4.2. SAV reports.

6.4.3. Last 45 SW Operational Readiness Inspection (ORI)/Unit Compliance Inspection (UCI) report or location where it is filed.

**6.5. Section V.**

6.5.1. SIP manager training record.

6.5.2. Miscellaneous SIP information.

**7. Prescribed Form.** 45th SW Form 101, **45th Space Wing Inspection Discrepancy**, is the prescribed document to annotate detection and resolution of self-inspection discrepancies.

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