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Command Policy

SPACE INSPECTION PROGRAM (SIP)



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OPR: 50 SW/IGX (Capt Jeffrey Head)
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This instruction implements and extends the guidance of Air Force Instruction (AFI) 90-201 and AFI 90-201_AFSPCSUP 1 (Chapter 2, para.2.5.2.) It establishes guidance and procedures for implementing the 50th Space Wing (50 SW) Space Inspection Program (SIP).

SUMMARY OF REVISIONS

Revisions to this instruction are marked by a bar (|) in the margin.

1. Responsibilities:

1.1. The 50 SW/CC will:

- 1.1.1. Establish inspection policy for wing-level functions such as enlisted training, civilian personnel, standardization and evaluation, small computer management, computer security, Air Force Idea Program, and safety.
- 1.1.2. Appoint a wing SIP manager.
- 1.1.3. Delegate responsibility for group-level space inspection programs to the respective group commanders.

1.2. The 50 SW SIP Manager will:

- 1.2.1. Establish and manage the space inspection program for the 50 SW.
- 1.2.2. Provide guidance to group SIP managers.
- 1.2.3. Review group SIP programs through monthly compliance inspections and as directed by the 50 SW commander.
- 1.2.4. Conduct annual compliance inspections of all identified areas of AFI90-201_AFSPCSUP1 Attachment 6 prior to 50 SW Commander annual certification date (15 December).

1.2.5. Brief SIP status to 50 SW/CV in the months of January, April, July, and October.

1.2.6. Notify group SIP managers of updated command checklists (C/L) and new Special Interest Items (SIIs) on a monthly basis.

1.3. Group Commanders will:

1.3.1. Establish space inspection policy for group-level functions.

1.3.2. Appoint a group SIP manager and provide a copy of the appointment letter to the wing SIP manager.

1.3.3. Delegate responsibility for squadron-level space inspection programs to the respective squadron commanders.

1.4. Group SIP Managers will:

1.4.1. Establish and manage the space inspection program for their group in accordance with this instruction.

1.4.2. Ensure standardized checklists and SIIs are being used by all like squadrons in the group.

1.4.3. Obtain, distribute, and track cross-inspection information and reviews for their squadrons.

1.4.4. Manage the suspense tracking system for SIP events.

1.4.5. Provide guidance to squadron SIP managers.

1.4.6. Ensure that all GSUs receive required SIP information.

1.4.7. Review group SIP programs as directed by the group commander.

1.4.8. Report SIP status and applicable performance measures to the wing SIP manager by the last duty day of the quarter (March, June, September, and December).

1.4.9. Report SIP status to group commander.

1.5. Squadron Commanders will:

1.5.1. Appoint a squadron SIP manager. Maintain a list of Functional Area Managers (FAM), and update annually or as changes occur.

1.5.2. Establish space inspection policy for squadron-level functions.

1.5.3. Determine which checklists (C/Ls) will be run for their squadron. Current AFSPC checklists can be found at <https://midway.peterson.af.mil/pubs/series.htm>.

1.6. The Squadron SIP Managers will:

1.6.1. Manage the unit's SIP in accordance with this instruction.

1.6.2. Provide guidance to unit Functional Area Managers.

1.6.3. Collect metrics data to show statistical control.

1.6.4. Report SIP status to the group SIP manager as directed.

1.6.5. Report SIP status to the squadron commander.

1.7. The Unit Functional Area Managers (FAMs) will:

- 1.7.1. Manage one or more specific C/Ls in accordance with this instruction.
- 1.7.2. Report status of their C/Ls to their squadron SIP manager.

2. Space Inspection Overview.

2.1. A viable SIP is the driving force to effectively evaluate key result areas and programs throughout AFSPC. SIP provides the means to measure our progress towards the goal of effective mission accomplishment.

2.2. Use AFSPC C/Ls as guidelines for the development of your program. When command checklists are too vague or do not exist, develop checklists to meet your needs. Keep in mind, the program cannot be made effective purely using only checklists. A healthy reporting and improvement process must be a part of the program. The program must be an integral part of mission accomplishment, and personnel must be held accountable by their commander for SIP compliance.

2.3. AFSPC/IG has developed two command assessments: the Force Protection/Antiterrorism and Vulnerability Assessment (FPAT-VA) and Contract Support Activity Assessment (CSAA). Procedures for both are included in AFI 90-201_AFSPCSUP 1, Attachments 10 and 13.

2.3.1. The FPAT-VA program is designed to provide an objective, independent and realistic look at AT/FP planning actions and implementation, and physical security at AFSPC installations and sites around the world. Units are susceptible to assessment at any time. The FPAT-VA is not rated, however observations may be reviewed during an ORI/CI.

2.3.2. The objective of the IG-conducted CSAA is to provide AFSPC commanders with an independent tool for assessing the effectiveness of operations and maintenance (O&M) and service contracts within their organization. The assessment provides a barometer of Military Equal Opportunity (MEO) and contract provider compliance with Statement of Work (SOW), and the adequacy of the SOW to satisfy mission requirements and directives. CSAAs also assess the contract quality management of outsourced activities and compliance with AFI 63-124.

2.4. 50 SW SIP runs on the calendar year. Each unit is required to perform a quarterly inspection in the months of March, June, September, and December, with results due to the wing SIP manager by the last duty day of each quarter.

2.5. Attention to other inspection reports provides valuable insight and aids in detecting problems. Cross-inspection from other agencies is a fundamental part of a space inspection program. Typically, organizations that achieve high inspection and evaluation ratings consistently use all tools available. In spite of this fact, some FAMs and units fail to take advantage of these opportunities provided from outside their own organization.

2.6. SIP managers should complete a thorough self-inspection within the first month after assuming their duties and at regular intervals thereafter. This will familiarize the SIP manager with their new job and identify any discrepancies.

3. Who Runs Space Inspections?

3.1. The FAM is responsible for conducting space inspections. However, if assistance is needed, a qualified, disinterested third party can conduct an inspection. It is important that this person have some background in your area so they don't miss potential problem areas.

3.2. The squadron commanders are inherently responsible for the success of the wing's SIP. The detachment is the lowest level for reporting SIP information. Each squadron commander must ensure that their SIP program is tailored to improve their squadron's ability to accomplish their mission as well as meet any reporting requirements placed on them by their group.

4. Checklists.

4.1. Checklists are a key part of the space inspection program. If the questions presently being used do not meet your needs, modify them. If the questions are too detailed, make them broader. If they are too general, make them more specific. If they don't apply, mark them "N/A". Remember, this program is designed to assist you.

4.2. Reference HQAFSPC/IG website: (<https://midway.peterson.af.mil/pubs/series.htm>) for information on current AFSPC C/Ls. Command checklists are written to cover all types of units in AFSPC and, therefore, should be tailored to your specific needs. Remember, when tailoring an existing checklist, you become the office of primary responsibility (OPR) for that checklist and must review it annually. Other good sources for developing checklists are other unit IG reports, The Inspector General (TIG) Briefs, staff assistance visits (SAVs), professional publications and any other source of cross-inspection information.

4.3. If no checklist exists for a specific area of responsibility, checklists should be developed from applicable governing instructions. When developing additional checklists or items, include the title and date of the reference so if there is a question about the requirement, the individual conducting the inspection can easily refer to the source documents. Other things to keep in mind when writing a checklist are:

4.3.1. Identify items as critical or non-critical. A critical item is a task that, if not adequately accomplished, would result in degradation of a functional area or unit's mission performance. A

Non-critical item is an important task that addresses requirements necessary for the efficient operation of a functional area, workcenter, or additional duty.

4.3.2. Formulate questions for a "yes", "no", or "N/A" answer. A written explanation will accompany the answer. This provides any potential inspector the chance to review the process used to comply with the question. It also gives future checklist OPR's baseline information upon which to build.

4.3.3. Use AF Form 2519, **All-Purpose Checklist**, to write the checklists. This form is available on Jetform Form Flow©.

4.3.4. In the title block, place the date of creation/revision and the number and date of the command instruction you used to create your checklist.

4.3.5. Include a mission statement for each functional or sub-functional area of the C/L. A mission statement reminds subordinate unit functional managers of mission priorities and connects C/L items to mission accomplishment.

4.3.6. Review and update your checklists as new information becomes available or requirements change. Remove all duplicate and non-applicable questions. Items on your checklists should pertain to your work area only. To ensure checklists remain current, enter the review date (required at least annually) in the title block of the AF Form 2519. This gives a visual cue when the next review is due.

5. Conducting an Inspection.

5.1. Follow these steps when conducting your inspection:

5.1.1. Review checklists against the current posted publication. The current checklist can be referenced electronically at <https://midway.peterson.af.mil/pubs/series.htm>.

5.1.2. Place the latest date of the AFI or directive on the C/L. This will make cross-checking the publications index a faster process. If necessary, revise the C/L before you begin inspecting.

5.1.3. Review all 50 SW Inspection Discrepancy Form 101s to determine if an item should remain open or closed. Before you close a Form 101, ensure a C/L question exists addressing this discrepancy. If one does not, add it to a personally tailored version of the C/L.

5.1.4. After completion of the review phase, you are ready to begin the inspection phase. The required in-depth inspection may take a few days. Evaluate each item on the C/L carefully. Do not answer the questions while sitting at your desk. Get out and investigate the source materials. The best technique for space inspection is the "show me" method. Do not assume it is right. Investigate! Remember, if an action is not documented in some way, it didn't happen!

5.1.5. Fill out the inspection discrepancy form as discrepancies are discovered to prevent administrative backlog. If you answer "No" to a C/L item, open an inspection discrepancy form. Document each discrepancy on a separate form. Coordinate new form(s) through your SIP manager. Open discrepancy forms will be updated monthly by the OPR or FAM until closed. Updates should be thorough, to include names, dates, locations, etc. Explain what is being done to make progress in closing the discrepancy form. Updated forms will be passed to the SIP manager.

5.1.6. Record the date of the inspection in the date block of each inspection C/L.

5.1.7. Provide a summary of the inspection and detailed results to the SIP manager.

5.1.8. Assign an OPR to close any newly opened Form 101. The wing goal is to have all critical discrepancies closed within 90 days. This information is briefed to the Vice Wing Commander at the monthly Wing Status Review Meeting.

6. Documenting Inspection Discrepancies – 50 SW Inspection Discrepancy Form 101.

6.1. The Form 101 can be accomplished electronically on Jet Form Flow©. The local area network (LAN) path for the form is X:\forms\50SW\50SW 101.frl. It can also be located on the internet at <https://midway.peterson.af.mil/pubs/forms/sub2.htm#50%20SW%20Forms>. It can be handwritten, if necessary. Sections of the form to be completed are as follows:

6.1.1. Organization: Enter your office symbol here.

6.1.2. Functional Area: Enter the functional area of the discrepancy. This is not your branch or flight but the function or C/L you are inspecting, e.g., SIP, Fraud, Waste, and Abuse, etc.

6.1.3. Type of Inspection: Check the appropriate block. If the discrepancy is identified as a result of a cross-inspection from another unit, check the "OTHER" block and place the unit designator and type of report in the space provided, e.g., 50 SW/IG Compliance Inspection, 23 Oct 2000. Consider adding a question to your own C/L to cover this discrepancy.

6.1.4. Inspection Checklist/Title: Enter the C/L number and title.

6.1.5. Checklist Item Number: Enter the Line Item Number on the C/L for the item that was given a "No" response.

6.1.6. OPR: Enter your office symbol or additional duty title.

6.1.7. Estimated Completion Date (ECD): Indicate the date you expect the discrepancy to be corrected. If you cannot correct the discrepancy by the planned ECD, then give a new ECD with justification for the extension in the Corrective Action section. ECDs can be extended during any monthly review.

6.1.8. Tracking Number: This is your internal tracking number. Your SIP manager or functional area manager can assign this number.

6.1.9. Date Opened: Self-explanatory.

6.1.10. Discrepancy: Identify item as Critical, or Non-critical as identified by the checklist. Describe the problem clearly. It is also a good idea to record the source in this block.

6.1.11. Remarks: Self-explanatory.

6.1.12. Date: The first line of a new Form 101 is the date you opened the discrepancy. Place the date of follow-up actions and closure in this column.

6.1.13. Initials: Initial each entry in this column.

6.1.14. Corrective Action: Document an accurate history of the discrepancy. It should be descriptive enough that anyone reviewing the discrepancy would have a clear picture of what the discrepancy was and what actions you are taking/have taken to correct it. Monthly reviews should also be documented in this area. If a Form 101 has been opened for more than 90 days, the squadron commander must initial the monthly update entry so they are aware of the discrepancy and actions taken to date to resolve it.

6.1.15. Closed by: The functional manager of the area for which the Form 101 was opened will review the form to ensure that the corrective actions are valid.

6.1.16. Date Closed: Self-explanatory.

6.2. Closed Form 101s are disposed of by the group SIP manager. If the discrepancy is Critical and has been open longer than 90 days, then the group SIP manager must ensure the wing SIP manager is informed of its closure.

6.2.1. Ensure your group SIP manager receives a copy of all Form 101s. They record all changes in status.

7. Sources for Opening a 50 SW Form 101, Inspection Discrepancy. Action Plans written in response to the Wing Performance Plan, Standardization Evaluation Team Visits, exercises, compliance inspections, and self-inspections are sources for opening Form 101's. Metrics related to SIP should be devel-

oped, tracked, and briefed periodically to the unit commander. Open Form 101s on these metric areas if they fall below the goal.

8. Elevating Discrepancies for Resolution. If a discrepancy cannot be solved locally, elevate it through the SIP manager. If it cannot be resolved at the squadron or group level, the group SIP manager will elevate it to the 50 SW SIP Manager. Send a letter, with a copy of the Form 101, to the group SIP manager fully describing the discrepancy and the assistance needed in closing it.

9. Cross-Inspection Reports Processing.

9.1. Cross-inspection items allow insight to a broad range of inspection/management materials and provide the opportunity to learn from other units' strengths and weaknesses. The group SIP manager receives and distributes IG reports, SAV reports, TIG briefs, and Stan/Eval reports.

9.2. When the squadron SIP manager receives a cross-inspection report, they will do the following:

9.2.1. Maintain a file of the report and cross-inspection review documentation.

9.2.2. Review the report for observations and discrepancies. Disseminate the report or extracts of those items that are applicable to the appropriate functional area managers for review.

9.2.3. Maintain a logging and suspense system to ensure all reviews are accepted and documentation is returned to the SIP manager.

9.3. When you receive a cross-inspection extract or report, you should review it and the associated C/L covering the areas for which you are responsible. Answer the following questions:

9.3.1. Are discrepancies identified in the report covered in my C/L?

9.3.2. Is the C/L item specific enough to ensure all areas are addressed?

9.3.3. Has a discrepancy been opened from prior inspections and, if so, what is its status?

9.3.4. Once these questions are answered, conduct a thorough review of the area addressed in the cross-inspection. If a Form 101 is already open, you may only need to review its status and provide an update with your reply. If this area was not addressed during the last space inspection, perform a thorough look in your area. Add questions pertaining to the requirements, with applicable references, to the C/L. If you discover a new discrepancy, open a Form 101.

9.4. Another type of cross-inspection will be directed by the group SIP manager. Periodically, all FAMs for the same C/L will be directed to meet and discuss how they manage them. Minutes of these meetings will be forwarded to the group SIP manager.

10. Space inspection Binder Organization.

10.1. A Space inspection Binder will be maintained by each unit. The recommended format is below:

10.1.1. Inside front cover: Disposition Control Label (used to designate your book in the file plan).

10.1.2. Section I: Regulations, instructions, appointment letters, and record of reviews.

10.1.3. Section II: Checklists, AFSPC C/Ls, and SIIs.

10.1.4. Section III: Open and closed Form 101s.

10.1.5. Section IV: Other information you wish to maintain, such as:

10.1.5.1. Compliance inspection reports.

10.1.5.2. Results of quarterly self-inspection and cross-inspections.

10.1.5.3. Other items of interest or correspondence, e.g., continuity items.

11. When to Do Your Inspection. To standardize across the groups and to meet 50 SW suspenses, each organization should complete quarterly inspections by the fifteenth day of the quarters last month (i.e., March, June, September and December). When a FAM or SIP manager hands the program over to another person, the new manager should run an inspection with the person leaving still present as part of the program hand-over. This hand-over inspection will provide both training for the new person and ensure all open Form 101s reflect a current status.

12. When SIP Status Reports are Due. Report the findings of your quarterly inspections to the group SIP manager before the end of the quarter. The group SIP manager reports the consolidated findings to the wing SIP manager, who reports wing SIP status to the wing Vice Commander on a quarterly basis. See [Attachment 1](#) of this instruction for report format.

13. Special Interest Items (SIIs).

13.1. The wing SIP manager will check for new SIIs on a monthly basis and notify group SIP managers of new SIIs. Air Force and AFSPC current SII's can be reviewed/accessed on the AFSPC webpage (<https://halfway.peterson.af.mil/afspcig/specinter.cfm?page=specinter>).

13.2. The group SIP manager will notify their squadron SIP managers of any new SIIs.

13.3. The squadron SIP manager will run SII C/L just like the other AFSPC C/Ls.

14. Forms Prescribed: 50 SW Form101, **Inspection Discrepancy.**

LARRY D. JAMES, Colonel, USAF
Commander

Attachment 1

SAMPLE MEMORANDUM FOR 50 CG/CD

Figure A1.1. Sample Memorandum for 50 CG/CD.

MEMORANDUM FOR 50 CG/CD							
FROM: 50 CS/CC							
SUBJECT: Space Inspection Program Quarterly Update							
<p>This report contains the quarterly update of our Space Inspection Program as of the last day of Mar/Jun/Sep/Dec. It breaks down the total 50 SW Form 101s by category and then provides the total number of open critical 50 SW Form 101s by category.</p>							
	<u>SIP</u>	<u>IG</u>	<u>SII</u>	<u>CSAA</u>	<u>FPAT</u>		
Status of Last Report	19		0	0	0	0	
Opened Since Last Report			3	0	0	0	0
Closed Since Last Report			5	0		0	0
Current Totals	17	0	0	0		0	
Total Critical 101s open			6	0	0	0	0
Total Non-Critical 101s open					11	0	0
<p>2. The breakdown of the open 50 SW Forms 101 by SIG and estimated closure date is as follows:</p>							
AFSPC C/L	Total		Open		ECD		
90-207	Information Mgmt			02	DD MMM YY	DD MMM YY	
90-219	OPSEC			01	DD MMM YY	DD MMM YY	
90-234	Safety			03	DD MMM YY	DD MMM YY	
<p>3. Questions concerning this report should be directed to my Space Inspection Program Manager, Capt Smith, 7-5555.</p>							

JOHN J. DOE, Lt Col, USAF
Commander

Attachment:
101s