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Command Policy

WING SELF-INSPECTION PROGRAM (WSIP)

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This instruction outlines the policy for managing the Wing Self-Inspection Program (WSIP) to include conducting unit self-inspections and establishing self-inspection requirements for all 62 AW units. It delineates responsibilities at each level of command and specifies procedures for developing and updating checklists. It also provides frequency of inspections and method of processing self-inspection observations.

1. References. AFD 90-2, *Inspector General – The Inspection System*, 1 September 1999; AFI 90-201, *Inspector General Activities*, 1 October 2002; AMCI 90-201, *The Inspection System*, 01 December 2002; AMCP 90-202, *Inspection Guide*, 1 May 2001.

2. Philosophy.

2.1. Well-developed checklists and continuing self-inspection programs are valuable management tools, which serve to maintain an internal quality control, check on the unit's effectiveness. The 62 AW self-inspection program has four main goals, which all working levels should meet:

2.1.1. Provide early detection of deviations from established procedures.

2.1.2. Determine adequacy and effectiveness of internal control.

2.1.3. Identify weaknesses and problems for management action.

2.1.4. Employ a process to track corrective actions.

3. Terms Explained.

3.1. Checklist. A self-inspection guide used as a management tool. It is developed from applicable sources. Use checklists available on the AMC/IG website, from HQ AMC Functional Managers, or develop your own using AFI requirements that govern the area (see Para **4.7.1.1**). Unit self-inspection monitors should use the guide to ensure the work center is performing to standards.

3.2. Self-Inspection Program Management Levels.

3.2.1. The 62 AW/CV is the highest management level in the self-inspection program. The Chief, Wing Plans and Programs, (62 AW/XP) is the overall manager of the WSIP. Individual units will provide an updated briefing to the Wing Commander when directed.

3.2.2. The 62 AW Group Commanders comprise an intermediate program management level. The principle function of this level is to monitor subordinate unit self-inspection programs (USIP) and elevate major unit discrepancies to 62 AW/XP and wing staff/HHQ.

3.2.3. Work center level is the lowest level of management requiring checklists, for example: section, branch, etc. (as determined by the unit commander).

4. Responsibilities.

4.1. Vice Commander will:

4.1.1. Appoint 62 AW/XP as the Wing Inspection Review Manager (IRM).

4.1.2. Appoint a knowledgeable, capable, and responsible individual as the Inspection Review Manager (IRM) for the wing staff.

4.2. 62 AW/XP is/will:

4.2.1. Appointed the Wing Inspection Review Manager (IRM).

4.2.2. Manage the wing self-inspection program.

4.2.3. Consolidate group and wing staff summaries documenting discrepancies that are mission critical items and items that require attention by the wing staff and/or HHQ for resolution.

4.2.4. Submit self-inspection reports to 15 AF and AMC/IG for tracking purposes as directed by 62 AW/CV.

4.2.5. Develop and maintain comprehensive documentation of the wing's self-inspection program.

4.2.5.1. The self-inspection continuity binder will include as a minimum the following sections and documentation:

4.2.5.1.1. SECTION 1 - Self-Inspection Monitor Appointment Letter (work center, unit or group), Group IRM Appointment Letter, Wing IRM Appointment Letter.

4.2.5.1.2. SECTION 2 - Unit/Group/Wing Commander Policy Letters.

4.2.5.1.3. SECTION 3 - Directives (AFI 90-201, AMCI 90-201, AMCPAM 90-202, 62AWI90-2).

4.2.5.1.4. SECTION 4 - Self-Inspection Checklists.

4.2.5.1.5. SECTION 5 - Results from the last two self-inspections.

4.2.5.1.6. SECTION 6 - Summary/Status Report to next higher level of command showing results/discrepancies, current status - corrective actions to fix the discrepancy, follow-up actions and estimated completion date (ECD). Update as required changing ECD or showing that the discrepancy/corrective action is complete. Closed items must be validated by a qualified individual and reviewed by respective commanders.

4.2.5.1.7. SECTION 7 - Inspection Reports (HQ USAF and AMC Inspection Guides, Listing of Current Listing of current AMC, TIG, and Wing Special Interest Items (SII), and those SIIs applicable to the unit, Special Interest Items, Cross tell Reports, Local Wing Inspections, Higher Headquarters Inspection Reports (EORI, NSI, USAV, etc.), Audit Reports.

4.2.5.1.8. SECTION 8 - Miscellaneous.

4.2.5.2. Retain files/documentation IAW **Attachment 2** of this AWI.

4.2.5.3. Due to the amount of documentation, documents required in Sections 7 and 8 can be stored in external files. Ensure you use an Optional Form 21 to cross-reference the location.

4.2.6. Develop a schedule and conduct yearly staff assistance visits (SAV) of the group IRMs and wing staff agency USIMs. The following areas will be assessed:

4.2.6.1. Group IRM/wing staff agency USIM self-inspection continuity binder.

4.2.6.2. Group/wing staff agency program using the HQ AMC/IG Compliance Inspection Checklist, Plans and Programs, A3.3.8.4. checklist.

4.3. Group Commanders will:

4.3.1. Appoint a knowledgeable, capable, and responsible individual as their group IRM to manage the self-inspection process within their respective group.

4.3.1.1. Forward the appointment letter to 62 AW/XP with a copy filed with the group commander.

4.3.2. Forward a summary to 62 AW/XP documenting completion of their respective portions of the wing self-inspection and any discrepancies that are mission critical items and items that require attention by the wing staff and/or HHQ for resolution.

4.3.3. Ensure group IRM provides 62 AW/XP with status updates on critical findings and the progress of corrective actions (see Para **5.2.2.**).

4.3.4. Ensure units correct discrepancies.

4.3.5. Ensure group IRM develops and maintains comprehensive program documentation.

4.4. Squadron Commanders and Chiefs of Staff Agencies will:

4.4.1. Appoint a knowledgeable, capable, and responsible individual as their unit self-inspection monitor (USIM).

4.4.1.1. Forward the appointment letter to the respective group IRM with a copy filed with the squadron commander.

4.4.1.2. Wing staff agencies will forward their appointment letter to 62 AW/XP with a copy filed with the agency chief.

4.4.2. Ensure unit monitors, along with functional experts within the units, conduct timely unit self-inspections, and document non-compliant findings discovered through these inspections, Crosstells, or SIIs.

- 4.4.3. Track and resolve non-critical findings at the unit level, and forward critical findings, as well as plans and timelines for corrective actions to their respective group IRM or 62 AW/XP for wing staff agencies. See Para 4.6.
- 4.4.4. Review self-inspection programs in their unit/agency.
- 4.4.5. Ensure USIM develops and maintains comprehensive program documentation.
- 4.5. Group Inspection Review Manager (IRM) will:
 - 4.5.1. Maintain the respective group self-inspection program.
 - 4.5.2. Develop and forward a group summary through the group commander to 62 AW/XP documenting completion of their respective portions of the wing self-inspection and any discrepancies that are mission critical items and items that require attention by the wing staff and/or HHQ for resolution.
 - 4.5.3. Develop a schedule and conduct yearly staff assistance visits (SAV) of the unit USIMs assigned to the group. During the scheduled group SAV, the IRM will select two units from their group for an evaluation/assessment of their individual self-inspection program by the wing IRM. The following areas will be assessed:
 - 4.5.3.1. Unit USIM self-inspection continuity binder.
 - 4.5.3.1.1. Unit program using the HQ AMC/IG Compliance Inspection Checklist, Plans and Programs, A3.3.8.4 checklist.
 - 4.5.4. Maintain a group self-inspection database using the Self-Inspection Tracking System (SITS)(see Para 6. for information on SITS).
 - 4.5.5. Develop and maintain comprehensive documentation of the group's self-inspection program.
 - 4.5.5.1. Maintain a continuity binder IAW Para 4.2.5.1. of this AWI.
- 4.6. Unit Self-Inspection Monitor will (USIM):
 - 4.6.1. Maintain the respective unit self-inspection program.
 - 4.6.2. Along with functional experts within the unit, conduct timely self-inspections (January and July), and document non-compliant findings discovered through these inspections, Crosstells, or SIIs.
 - 4.6.3. Track and resolve non-critical findings at the unit level, and forward critical findings, as well as plans and timelines for corrective actions through their unit commander, to their respective group IRM or 62 AW/XP for wing staff agencies.
 - 4.6.4. Work closely with the group IRM and input discrepancies into the respective group's self-inspection database using the Self-Inspection Tracking System (SITS)(see Para 6. for information on SITS).
 - 4.6.5. Distribute appropriate self-inspection material to work centers.
 - 4.6.6. Report major observations to the next higher echelon of supervision; maintain a complete list of discrepancies in the SITS database, and status of unit inspections.

4.6.7. Request and assign, whenever possible, impartial qualified personnel to help conduct inspections.

4.6.8. Review open observations regularly and change the status as required.

4.6.9. Brief their unit commander/supervisor at least semiannually. This should include, as a minimum:

4.6.9.1. Unit self-inspection program observation trends.

4.6.9.2. A list of observations from the most recent AMC IG visit (EORI, ERI, LORI, UCI, etc.) applicable to the unit, open or closed.

4.6.9.3. Unit preparation plan for EORI, ERI, LORI, USAF, UCI, or other major inspections.

4.6.10. Develop and maintain comprehensive documentation of the unit's self-inspection program.

4.6.10.1. Maintain a continuity binder IAW Para **4.2.5.1** of this AWI.

4.6.11. Develop a schedule and conduct yearly staff assistance visits (SAV) of the work centers assigned to the unit. During the scheduled unit SAV, the USIM will select two work centers from their unit for an evaluation/assessment of their individual self-inspection program by the group IRM. The following areas will be assessed:

4.6.11.1. Work center USIM self-inspection continuity binder.

4.6.11.2. Work center program using the HQ AMC/IG Compliance Inspection Checklist, Plans and Programs, A3.3.8.4 checklist.

4.7. Work Centers will:

4.7.1. Maintain the following for review by the unit commander/supervisor or the USIM:

4.7.1.1. An up-to-date self-inspection checklist. Functional area checklists can be downloaded from the AMC/IG website (<https://www.amc.af.mil/ig/html/index.htm>). UCI checklists, SIIs, CIIs, and other Inspection Information can also be downloaded from the same site. The information can be found under the Functional Area and Inspections sections. If you cannot find checklists for your unit, as a minimum you will need to develop your own checklist(s). Query other bases prior to developing your own.

4.7.1.2. Open self-inspection observations, to include date of discovery, status of corrective action, and estimated completion date in the SITS database.

4.7.1.3. Work center EORI/USAF/UCI reports.

4.7.1.4. Other EORI/USAF/UCI observations and applicable items, plus any other items deemed appropriate by the organizational USIP monitor.

4.7.2. Initiate required corrective action following each self-inspection and revise report completion date to the USIP monitor.

4.7.3. Conduct follow-up inspections of areas the work center considers necessary or as directed by the unit commander.

4.7.4. Record results of self-inspection and forward a copy of each inspection to the unit commander.

4.7.5. Develop and maintain comprehensive documentation of the work center's self-inspection program.

4.7.5.1. Maintain a continuity binder IAW Para 4.2.5.1. of this AWI.

5. Group Summary Report:

5.1. The group IRM will consolidate unit summaries documenting discrepancies that are mission critical items and items that require attention by the wing staff and/or HHQ for resolution.

5.2. The group IRM will forward the summary report to 62 AW/XP.

5.2.1. Summary reports are due on 15 Jan and 15 Jul.

5.2.2. Corrective action status reports are due to XP on 15 Mar and 15 Sep.

6. Self-Inspection Tracking System (SITS).

6.1. SITS is a user-friendly system that allows groups to build a database, which is designed to enable the USIMs to establish a complete audit trail.

6.1.1. The database allows the entry of new discrepancies, updating and editing records, locating discrepancies, ability to review completion dates, ability to review and print status reports.

6.1.2. SITS has the capability to print discrepancies by all work centers, by a respective work center, and by miscellaneous information in All Closed, All Open, Past-Due Completion Date, Past-Due Follow-Up Date, Due Follow-Up Current Month, Due Estimated Completion Current Month, Repeat Write-Ups, and Closed Repeat Write-ups format.

6.1.3. Security of the system restricts access to only authorized personnel:

6.1.3.1. Squadron/agency USIP managers will have access to their respective part of the database. Group USIP managers will have access to their group's database.

6.1.3.2. 62 AW/XP (as the OPR for the WSIP) will have access to all group databases.

6.1.3.2.1. 62 AW/XP will use available resources to maintain the SITS database infrastructure and train Group and. Contact 62 AW/XP for additional information on SITS.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 90-201, *Inspector General Activities*

AMCI 90-201, *The Inspection System*

62 AWI 90-201, *Unit Self-Inspection Program (USIP) Policies and Procedures*

Abbreviations and Acronyms

AMC—Air Mobility Command

AMW—Air Mobility Wing

CII—Compliance Inspection Items

ERI—En-Route Readiness Inspection

EORI—Expeditionary Operational Readiness Inspection

IRM—Inspection Review Manager

LORI—Limited Operational Readiness Inspection

MOBEX—Mobility Exercise

NSI—Nuclear Surety Inspection

SII—Special Interest Items

TIG—The Inspector General

USAV—Unit Self Assessment Validation

USIM—Unit Self-Inspection Monitor

USIP—Unit Self Inspection Program

WSIP—Wing Self-Inspection Program

Attachment 2**USIP FILE RETENTION GUIDE**

A2.1. AFI 90-201, AMCI 90-201, AMCP 90-202, and 62 AWI 90-201.

A2.2. HQ USAF and AMC inspection guides and TIG Brief inspection guide extracts: Purge six months after own comparable inspection report or when no longer needed, whichever is sooner.

A2.3. Listing of current AMC, TIG, and Wing Special Interest Items (SII), and those SIIs applicable to the unit: Purge six months after own comparable inspection report or when no longer needed, whichever is sooner.

A2.4. CROSSTELL: Purge six months after own comparable inspection report or when no longer needed, whichever is sooner.

A2.5. LOCAL WING INSPECTION: Purge one year after completion of next comparable inspection or when no longer needed, whichever is sooner (62 AW/XP guidance: maintain until next comparable exercise/inspection as a minimum).

A2.6. HIGHER HEADQUARTERS INSPECTIONS (EORI, NSI, USAV, etc.): Purge one year after corrective action has been taken or after next inspection, whichever is later.

A2.7. AUDIT REPORTS: Purge after two years, provided corrective actions are completed.

A2.8. SELF-INSPECTION REPORTS: Purge after one year. Keep last two inspections on file.