

**13 NOVEMBER 2003**



***Inspection***

***SELF-INSPECTION PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 911 AW/CCX  
(Lt Col Prospero Castelluccio)  
Supersedes 911 AWI 90-201, 17 December 2001

Certified by: 911 AW/CC (Col. Carl E. Vogt)

Pages: 3  
Distribution: F

---

This instruction implements AFD 90-2, *Inspector General - The Inspection System*. It establishes a Self-Inspection Program (SIP) for the 911 AW. It provides a systematic reporting procedure that will enable commanders and supervisors to identify, track and resolve anticipated or actual problem areas. This system identifies the utilization of the Self-Inspection Tracking System (SITS) located on the Local Area Network (LAN) as an effective communication process through command channels to ensure compliance of Common Core elements. Use of the SITS Program will provide immediate, updated information to commanders, supervisors and self-inspection monitors.

***SUMMARY OF REVISIONS***

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

Paragraphs **1.2.**, **2.4.3.**, **2.4.4.**, **2.4.7.**, **3.1.1.**, **3.2.1.**, **3.3.2.** have been changed. Paragraphs **3.1.6.** have been added. A bar ( | ) indicates revisions from the previous edition.

**1. Responsibilities.**

1.1. Commanders, supervisors and designated Self-Inspection Monitors are responsible for the overall management of the Self-Inspection Program and ensuring compliance with this instruction.

1.2. The 911<sup>th</sup> Airlift Wing Commander will appoint in writing a primary and alternate 911<sup>th</sup> Wing Self-Inspection Tracking System (SITS) Monitor, same as [Self-Inspection (Program) Monitor]. The Airlift Wing (AW), Operations Group (OG), Maintenance Group (MXG), Mission Support Group (MSG), Aeromedical Staging Squadron (ASTS), and Contractors (as required) appoint primary and alternate Self-Inspection Program Monitors to assist the designated monitors within their assigned Group. Squadron Commanders appoint primary and alternate Self-Inspection Program Monitors for their squadrons and may appoint additional SI monitors for individual flights or work centers.

## 2. Procedures.

- 2.1. Annual self-inspections will be performed in June or as directed.
- 2.2. Discrepancies will be identified and entered into SITS to document, track and ensure closure of identified discrepancies.
- 2.3. Automation of all program requirements is encouraged.
- 2.4. As a backup, each wing and group and squadron appointed Self-Inspection Monitor is required to maintain a self-inspection logbook. This logbook 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 logbook contains the following.
  - 2.4.1. Section I. Appointment letters.
  - 2.4.2. Section II. Self-Inspection or Commander's Common Core or Unit Compliance Inspection (UCI) Checklists as applicable to the Self-Inspection Monitor's level of responsibility.
  - 2.4.3. Section III. An audit trail of all open discrepancies until closure. This should include follow-up date, current status, OPR and estimated completion date. (This information will mirror information tracked in the SITS, except when SITS malfunctions).
  - 2.4.4. Section IV. Previous inspection reports, UCI, Operational Readiness Inspection (ORI), or excerpts as applicable to the Self-Inspection Monitor's Level of responsibility.
  - 2.4.5. Section V. Copies of Crossfeed Newsletters, excerpt or reports of other unit's UCI reports as applicable to the Self-Inspection Monitor's level of responsibility. Bench marking data may be filed in this section.
  - 2.4.6. Section VI. List of current Special Interest Items (SII) and complete SII instruction or checklist that applies directly to Self-Inspection Monitor's responsibility.
  - 2.4.7. Section VII. Executive Management Oversight. Use this section for copies of reports to the Executive Committee and the relevant minutes. Also for keeping higher HQ reports.

## 3. Requirements.

- 3.1. The Wing Self-Inspection Program Monitor will:
  - 3.1.1. Ensure the Self-Inspection Program (including SITS) meets directive compliance and communicates changes or unique inspection program elements.
  - 3.1.2. Ensure each Group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF Staff Assistance Visits, ORI's, Air Force Reserve Command (AFRC) Unit Compliance Inspections and Special Interest Items (SIIs).
  - 3.1.3. Ensure that each group monitor receives and has established a process for ensuring the IG Crossfeed, and SII's are being reviewed for compliance by the squadron, flight, or work center monitors.
  - 3.1.4. Communicate 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.

3.1.5. Upon completion of semiannual self-inspections, conduct a meeting with the Self-Inspection Monitors to determine if program objectives are being met. Brief the commander as required for findings requiring senior management involvement.

3.1.6. Provide training assistance (for SITS) as requested by a Group, Squadron, Flight, or Work Center monitor.

3.2. Group Self-Inspection Monitors will:

3.2.1. Provide Group appointment letter to the Wing Self-Inspection Tracking System Monitor.

3.2.2. Maintain the Group's self-inspection logbook IAW the procedures outlined in paragraph 2.4. of this instruction.

3.2.3. Notify the appropriate Group Commander of discrepancies identified by subordinate organizations, that require assistance.

3.2.4. Communicate through the use of e-mail and other fast media items such as IG Crossfeed Newsletters and associated benchmarking information to all Squadron and Work Center Self-Inspection Monitors.

3.3. Squadron, Flight, or Work Center Self-Inspection Monitors will:

3.3.1. Notify the appropriate Squadron Commander or Superintendent of discrepancies identified by subordinate work centers that require management assistance.

3.3.2. Maintain a self-inspection logbook and automated system (SITS), that contains checklists, SIIs and discrepancy log. Submit any changes/revisions to the Group Self-Inspection Program Monitor.

3.3.3. Implement self-inspection checklists in June or as directed. Coordinate with all subordinate work centers and functional area managers to ensure checklist implementation, reporting of results, and closure of discrepancies.

CARL E. VOGT, Colonel, USAFR  
Commander