

20 DECEMBER 2002



Command Policy

**SELF-INSPECTION/CROSSTELL PROGRAM
(SI/CT)**

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OPR: 913 AW/CCX (Major David P. Jaacks)

Certified by: 913 AW/CCX
(Major David P. Jaacks)

Pages: 9

Distribution: F:

This instruction implements AFD 90-2, *Inspector General - The Inspection Program*. This instruction establishes responsibilities for the 913th Airlift Wing (AW) SI/CT. It provides guidelines regarding discrepancies found during self-inspections of various units, unfavorable trends, and recommendations noted by the Inspector General (IG) and promotes the use of Self-Inspection (SI) and Self-Inspection Tracking System (SITS) as management tools. It applies to all units and activities assigned to the 913 AW. For the purpose of this instruction, the term self-inspection includes: self-inspections, IG reports, crosstell newsletters, IG applicable HQ AFRC functional areas, locally developed checklists, special interest items (SII), and TIG Briefs.

1. Abbreviations, Acronyms, and Terms. See [Attachment 1](#).

2. Objectives. This instruction provides a systematic reporting procedure that will enable commanders and supervisors to identify, track and resolve anticipated or actual problem areas. This systematic program identifies the use of a computer-based tracking system located on the Local Area Network (LAN) server. This serves as an effective communication process through command channels to ensure identification and correction of discrepancies documented in prior Unit Compliance Inspections (UCIs), Expeditionary Operational Readiness Inspections (EORIs), Staff Assistance Visits (SAVs), self-inspections, review of IG crosstell inspection reports from other units, crosstell news letters, and dissemination of materials which communicate improvements, new developments, and innovative techniques to the field. Computer technology will be used to provide immediate update information to commanders, supervisors and self-inspection monitors.

3. Responsibilities.

3.1. Commanders, supervisors, and designated self-inspection monitors are responsible for the overall management of the Self-Inspection Program and ensuring compliance with this instruction.

3.2. The 913th Wing Commander will appoint in writing a 913th Wing Self-Inspection (SI) Program Monitor. His/her responsibilities include developing policies and overseeing compliance of the Wing SI program.

3.3. The Operations, Maintenance, Mission Support commanders and the Wing Commander will appoint primary and as required alternate Group Self-Inspection Monitors to assist the designated monitors within their assigned group.

3.4. The squadron commanders will appoint primary and as required alternate Self-Inspection Monitors for the work centers under their control.

4. Procedures.

4.1. Semi-annual self-inspections will be performed in January and July or as directed. The January inspection will consist of review/inspection based on the UCI checklist (common core items); the July inspection will consist of review/inspection of established self-inspection checklists. Self-inspection monitors should check the appropriate websites for the latest updates to all materials found in the binder (described below).

4.2. Discrepancies will be identified and entered into the automated tracking system to document, track and ensure closure of identified discrepancies. Review monthly all open discrepancies to include changing the follow-up/estimated completion date if required.

4.3. Each wing, group, squadron, flight or work center appointed self-inspection monitor is required to maintain a self-inspection binder. This binder must be accessible for review by the group monitor and available in the event the LAN system is down.

4.4. The binder must contain, at a minimum, the following:

4.4.1. Section I. Appointment letters (applicable to your area only).

4.4.2. Section II. Self-Inspection, common core or UCI checklists as applicable to the Self-Inspection Monitor's level of responsibility.

4.4.3. Section III. An audit trail of all the open discrepancies until closure using the SITS program. This should include follow-up date, current status, OPR and estimated completion date. This section also should include as a minimum the last two letters stating the date and type of self-inspection accomplished and results.

4.4.4. Section IV. Previous inspections accomplished at the 913 AW. UCIs, EORI, or Numbered Air Force (NAF) SAV excerpts applicable to the self-inspection monitor's level of responsibility. (Complete reports on the AFRC IG website do not require reproduction for file.)

4.4.5. Section V. List of current applicable SIIs and applicable SII instruction. (See paragraph **5.1.4.**)

4.4.6. Section VI. Excerpts of applicable items from recent IG Newsletters (available through AFRC IG website) as applicable to the self-inspection monitor's level of responsibility.

4.4.7. Section VII. Additional items can be included in this section. This section could be used for benchmarking data and local operating policy/procedures. (Items above will be identified as reference only and the most current information can be accessed via the LAN/Internet. If information is outdated, it must be removed from the binder.)

5. Requirements:

5.1. The Wing Self-Inspection Program Monitor will:

- 5.1.1. Provide group appointment letters to the Wing Commander.
- 5.1.2. Ensure the Self-Inspection Program meets directive compliance and communicate changes or unique inspection program elements.
- 5.1.3. Set permissions (write capability) for use of the Self-Inspection Tracking System (SITS) program for all monitors based on appointment letters.
- 5.1.4. As required, assign the OPR for each SII to accomplish research and report findings/results back to the Wing Self-Inspection Program Monitor. (The Wing Monitor will review the OPR's data and determine if the SII should be closed or be forwarded to the appropriate group monitors for action.) The Wing Self-Inspection Program Monitor will assess the status of all SIIs and report to higher headquarters as directed.
- 5.1.5. Ensure each group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF SAVs, EORIs, Air Force Reserve Command (AFRC) UCIs and SIIs. Monthly remind the Group Self-Inspection Monitors to check the AFRC IG website for updates to binder materials.
- 5.1.6. Ensure that each group monitor establishes a process for ensuring the IG Crosstell, NAF SAV reports and SIIs are being reviewed for compliance by the squadron, flight or work center monitors.
- 5.1.7. Communicate to commanders and group monitors through the use of e-mail or other electronic media, changes or unique program elements found on the AFRC IG web pages.
- 5.1.8. Monitor all group discrepancies using the SITS program located on the LAN. As needed, assist commanders with closing out discrepancies. Only a commander can close discrepancies in SITS.
- 5.1.9. Ensure that self-inspections are complied with in January and July or as directed. Findings will be entered immediately into SITS. (Should SITS not be available, use printed copies of the SITS discrepancy worksheets in the interim to record follow-up actions until SITS updates can be complied with.)
- 5.1.10. Upon completion of semiannual self-inspections, conduct a meeting or survey with the Group Self-Inspection Monitors to determine if program objectives are being met. Brief the Wing Commander as required for findings requiring senior management involvement.
- 5.1.11. Forward the results of the self-inspections to the Wing Commander and Vice Commander.
- 5.1.12. Provide training and assistance as requested by group, squadron, flight or work center monitors.

5.2. The Group Self-Inspection Monitors will:

- 5.2.1. Reinforce to functional managers the use of the crosstell program that is available through the websites. Monitor discrepancies and suspense dates through the SITS program.
- 5.2.2. Maintain the group's self-inspection binder per the procedures outlined in paragraph 4.4. of this instruction.

- 5.2.3. Notify the appropriate group commander of discrepancies identified by subordinate organizations which require assistance.
 - 5.2.4. Review and communicate through the use of e-mail and other fast media items such as IG Crosstell materials and associated benchmarking information to all squadron and work center self-inspection monitors. Periodically remind the self-inspection monitors to check the AFRC IG website for updates to their binder materials.
 - 5.2.5. Monitor squadron, flight and work center discrepancy logs via SITS.
 - 5.2.6. Ensure that appointment letters are on file for all squadron, flight or work center monitors and alternates.
 - 5.2.7. Ensure that self-inspections are complied with in January and July or as directed. A copy of the results will be sent to the Wing SI Program Monitor. (see paragraph 4.1.)
 - 5.2.8. Provide training and assistance as requested by squadron, flight or work center monitors.
- 5.3. The Squadron, Flight and Work Center Self-Inspection Monitors will:
- 5.3.1. Review the crosstell reports in a timely manner.
 - 5.3.2. Maintain the self-inspection binder per the procedures outlined in paragraph 4.4. of this instruction.
 - 5.3.3. Determine how discrepancies effect the functional area. Input discrepancies into the SITS Program located on the LAN after coordination with supervisor. Review monthly all open discrepancies to include changing the follow-up/estimated completion date if required.
 - 5.3.4. Maintain follow-up status reports to ensure estimated completion dates are met.
 - 5.3.5. Notify the squadron commander or superintendent of discrepancies identified by subordinate work centers which require management assistance.
 - 5.3.6. Maintain a self-inspection binder which contains checklists, SIIs, TIG Briefs and discrepancy log. Submit any changes/revisions to the Group Self-Inspection Monitor in a timely manner.
 - 5.3.7. When a self-inspection is complete send a copy of the completion cover letter and the results to the Group Self-Inspection Monitor.

TIMOTHY J. THOMSON, Colonel, USA
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AF—Air Force

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

AW—Airlift Wing

CT—Crosstell Program

EORI—Expeditionary Operational Readiness Inspection

IG—Inspector General

MAJCOM—Major Command

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

SAVs—Staff Assistance Visits

SIIs—Special Interest Items

SI—Self-Inspection

SITS—Self-Inspection Tracking System

UCIs—Unit Compliance Inspections

Attachment 2

913TH AIRLIFT WING
SELF-INSPECTION TRACKING SYSTEM

New Discrepancy Worksheet

Work Center: _____ Date Found: _____

OPR: _____ ECD: _____ Repeat Write-up? Yes / No

Reference: _____

Discrepancy:

Status (select one item):

- Awaiting Approval
- Awaiting Approval AFRC
- Awaiting Approval MAJCOM
- Awaiting Approval NAF
- Awaiting Approval Squadron
- Awaiting Approval Wing
- Awaiting CE
- Awaiting Class / Reg Shed.
- Awaiting Class / Scheduled
- Awaiting Feedback
- Awaiting Funding from CE
- Awaiting Funding from AFRC

- Awaiting Funds / Funding
- Awaiting Group Approval
- Awaiting P2 Funds
- Awaiting Part(s)
- CE Work Order Submitted
- In-Work
- Ongoing
- On Hold
- Open
- Requires Command Attention
- Researching
-

Types of Inspections (select one item):

- Crosstells
- ECAMP
- Exercise
- ORI
-

- Semiannual Self-Inspection
- Staff Assistance Visit
- Unit Compliance Inspection
- Work Center Internal
-

Remarks:

Attachment 3

913TH AIRLIFT WING
SELF-INSPECTION TRACKING SYSTEM

Change Discrepancy Worksheet

Work Center: _____ Date Found: _____

OPR: _____ ECD: _____ Repeat Write-up? Yes / No

Completion Date: _____ Follow-up Date: _____

Reference: _____

Discrepancy or Reference Number:

Status (mark if changed):

- Awaiting Approval
- Awaiting Approval AFRC
- Awaiting Approval MAJCOM
- Awaiting Approval NAF
- Awaiting Approval Squadron
- Awaiting Approval Wing
- Awaiting CE
- Awaiting Class / Reg Shed.
- Awaiting Class / Scheduled
- Awaiting Feedback
- Awaiting Funding from CE
- Awaiting Funding from AFRC

- Awaiting Funds / Funding
- Awaiting Group Approval
- Awaiting P2 Funds
- Awaiting Part(s)
- CE Work Order Submitted
- In-Work
- Ongoing
- On Hold
- Open
- Requires Command Attention
- Researching
-

Types of Inspections (make if changed):

- Crosstells
- ECAMP
- Exercise
- ORI

- Semiannual Self-Inspection
- Staff Assistance Visit
- Unit Compliance Inspection
- Work Center Internal

Remarks:

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