

14 JANUARY 2003



Command Policy

SELF-INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The purpose of this instruction is to provide guidance in the implementation and maintenance of the Self-Inspection Program for the Executive Self-Inspection Team, Commanders, and Self-Inspection Monitors throughout the 914 AW. Conducting an annual Self-Inspection of all squadrons/functional areas serves as an effective tool in identifying, tracking, and resolving anticipated and/or actual problems. This instruction is designed to assist the implementation of guidelines provided in AFD 90-2, *Inspector General-The Inspection Program* and AFI 90-201, *Inspector General Activities*.

1. Responsibilities:

- 1.1. The Vice Wing Commander will set policy and ensure proper program direction throughout the Wing. In addition, the Vice Wing Commander will select an Executive Self-Inspection Team to oversee and ensure compliance of the program in their respective areas. The team will be comprised of the Wing Performance Planner, and a monitor from each Group, the Aeromedical Staging Squadron (ASTS), and the Wing element. For the purposes of this Air Wing Instruction (AWI), Self Inspection (SI) Monitors for the ASTS and Wing Element will be referred to as Group Monitors.
- 1.2. The Wing Performance Planner will be appointed as the 914 AW SI Program Manager. The SI Program Manager will provide guidance/oversight of the SI program to ensure compliance throughout the wing, provide maintenance of the Self-Inspection Tracking System (SITS), and update the SI website.
- 1.3. Squadron Commanders/Section Chiefs will appoint, in writing, a primary and alternate Self-Inspection Monitor. See **Attachment 1** for a sample appointment letter. The SI Program Manager and designated Group Monitor must be informed of any changes to the primary or alternate SI monitors. Squadron Commanders/Section Chiefs are responsible for ensuring a SI Program is in place with adequate oversight and support. In addition, they will sign an Annual Self-Inspection Completion Form in **Attachment 2**. For the purposes of this AWI, Section Chief refers to the person responsible for Programs that fall under the Wing Element; example: Finance.

1.4. Self-Inspection Monitors have the responsibility to set up and administer their unit's Self-Inspection Program. Monitors, in addition to Commander's/Section Chiefs, will sign the Annual Self-Inspection Completion Form, see [Attachment 2](#).

2. Procedure for Annual/Ongoing Self-Inspection:

2.1. Self-Inspection Monitors are required to maintain a SI master binder. See [Attachment 3](#) for a recommended table of contents.

2.2. Each unit/section needs to complete an annual SI, to include running all required checklists, reviewing recent inspection reports, reviewing cross-feeds, and monitoring special interest items. Note: be sure to sign and date all checklists. Once this process is complete, the Annual SI Completion Form will be signed and forwarded to the Group SI Monitor by the June UTA each year.

2.2.1. As the SI is completed, discrepancies are identified and entered into the SITS.

2.2.1.1. When entering a discrepancy into the SITS, fill in all areas except those highlighted in yellow, which are optional. Under "discrepancy", note the source of the discrepancy/number and reference, as applicable. For example, "AFRC checklist 1.3.1 (AFI 90-201), File plan not updated on an annual basis." All "remarks" need to be prefaced with the date, specific comments on status, and followed by the name and rank of the person making the entry.

2.2.1.2. Open discrepancies should be reviewed and updated periodically in order to show steps made toward completion. Note any progress made in the SITS "remarks" section.

2.2.1.3. All discrepancies tracked in the SITS program should receive command oversight. The Workcenter Open Discrepancies report will be forwarded to the Commander/Section Chief at least quarterly by the unit self-inspection monitor and should be an agenda item at all Unit Executive/Senior Staff Meetings.

2.2.1.4. It is recommended that all individual and summary discrepancy reports be printed every 30 days and maintained in the SI binder or backed up on a computer by email or other electronic system.

2.3. The SI program is an ongoing/continuous process that includes all areas noted in paragraph [2.2](#) of this Instruction. New discrepancies will be entered and tracked in the SITS program as they are identified.

3. Procedure for Clearing Discrepancies *not associated* with Formal Inspections/Staff Assistance Visits (SAV)s:

3.1. Discrepancies that are not identified during formal inspections/SAV Visit will be closed by the Offices of Primary Responsibility (OPR) who will then notify the squadron commander/section chief. Prior to closure, a comment needs to be made in the remarks section by the OPR stating how the discrepancy has been closed. Once a discrepancy is closed, it can no longer be updated in the SITS program and becomes part of the permanent SITS record.

4. Procedure for Clearing Discrepancies identified during Formal Inspections/SAVs:

4.1. All findings/observations/discrepancies identified during Formal Inspections/SAVs will be entered into the SITS Program by the SI Monitor. The commander/section chief will ensure an appropriate OPR is identified and entered into SITS for each discrepancy. The OPR will work to correct the

discrepancy and recommend closure to the commander/section chief. Once the discrepancy is resolved the commander/section chief will make a comment in the “remarks” section of SITS and close the discrepancy by entering a completion date. This SITS entry is then forwarded in-turn to the Group Monitor, Group Commander, and SI Program Manager. The SI Program Manager will brief the Wing CV/CC in-turn, forward to Headquarters (HQ) if required, and maintain all documentation for future reference.

4.2. The Self-Inspection Program Manager will track all findings/observations/discrepancies identified during Formal Inspections/SAVs to ensure timely closure and approval by HQ if required.

5. Additional Program Requirements :

5.1. Members of the Executive SI Team will conduct scheduled oversight visits using the checklist provided in **Attachment 4** at least once per calendar year. In addition, this team will be available on a monthly basis to assist in unit SI Program management and monitor progress towards discrepancy completion for units assigned under them.

5.2. The SI Program Manager will conduct SI Monitor Meetings semiannually and on an as needed basis. Self-Inspection Executive Meetings will be conducted quarterly.

WALLACE W. FARRIS, Colonel, USAFR
Commander

Attachment 1**SAMPLE APPOINTMENT LETTER**

MEMORANDUM FOR RECORD

DATE:

FROM: (OFFICE SYMBOL)

SUBJECT: Appointment of Self-Inspection Monitors

1. The following personnel have been appointed as Self Inspection Monitors for the 328th Airlift Squadron IAW AWI 90-201.

Primary 2Lt John Doe

Alternate MSgt Mary Smith

2. All previous editions of this letter are obsolete.

WALTER P. JONES, Lt Col, USAFR

Commander

Attachment 2

LETTER OF SELF INSPECTION COMPLETION FORM

DATE

MEMORANDUM FOR GROUP/WING ELEMENT SELF-INSPECTION MONITOR

FROM: (OFFICE SYMBOL)

SUBJECT: Annual Self-Inspection Completion Form

1. The annual Self-Inspection for our unit/section is complete. This Self-Inspection included the following areas:

A Self Inspection Binder is in place and includes all required items

All pertinent Self-Inspection Checklists have been completed and documented

Most recent Official Inspection/SAV Reports for our unit/section have been reviewed (ORI, UCI, ECAMP, ASEV, ATSEP, HSI are some examples)

A Cross-feed Program is in place to review other units' inspection reports

Applicable Special Interest Items have been identified and addressed as appropriate

All discrepancies identified from SI Checklists, Unit Inspection Reports, and cross-feeds have been entered into the Self-Inspection Tracking System (SITS)

2. I certify that the above items have been accomplished and that a working Self-Inspection Program is in place.

Self-Inspection Monitor Signature

Unit Commander/Section Chief Signature

cc: Unit Self-Inspection Binder

Attachment 3**SECTION/SQUADRON NAME SELF-INSPECTION BINDER****A3.1. TABLE OF CONTENTS****A3.1.1. TAB 1: APPOINTMENT LETTERS**

(Includes Primary/Alternate SI Monitor letter and Shop Appointment letter from SITs)

A3.1.2. TAB 2: PROGRAM INSTRUCTIONS 914 AWI 90-201**A3.1.3. TAB 3: REPORTS/TRACKING TOOLS**

(Annual Self-Inspection Form, SITS Reports (PRINT EVERY 30 DAYS))

A3.1.4. TAB 4: CORRESPONDENCE**A3.1.5. TAB 5: 914 AW INTERNAL INSPECTION REPORTS**

(Conducted by agencies within 914 AW)

A3.1.6. TAB 6: EXTERNAL INSPECTION/SAV REPORTS

(Conducted by agencies outside 914 AW) **Note:** Include closed findings documentation)

A3.1.7. TAB 7: ALL APPLICABLE CHECKLISTS

(Run checklists, date and sign)

A3.1.8. TAB 8: CROSSFEEDS

(Initial & date once reviewed or show e-mail distribution)

A3.1.9. TAB 9: SPECIAL INTEREST ITEMS

Attachment 4

914 AW SELF-INSPECTION OVERSIGHT CHECKLIST

UNIT CONTACTED

DATE OF VISIT

SI PERSONNEL CONTACTED

PERSON(S) CONDUCTING VISIT

Figure A4.1. 914 AW Self-Inspection Oversight Checklist

Item	Yes	No	N/A
Does the Self-Inspection Monitor/Alternate have an adequate work area to include computer access and email accounts?			
Is a Self-Inspection Binder easily located and on the unit file plan?			
Is a letter, signed by the Unit CC or section chief, that designates the Primary and Alternate Monitors, in the SI Binder?			
Is the Shop Appointment Letter from the SITS Program in the SI Binder?			
Is the current 914 AWI 90-201 in the SI Binder? Is it labeled "For reference use only"			
Is the Annual Self Inspection Form complete for current and previous CY?			
Are all applicable checklists/guides printed, and located in SI Binder as applicable? AFRC 22 AF AMC UCI Guide ECAMP Guide			
<i>Note: Checklists differ for each work center.</i>			

Item	Yes	No	N/A
<p>Are all applicable checklists run for current CY to include the following?</p> <p>Name of person(s) running checklist, date checklist is run, Yes, No, N/A noted for each checklist sub area</p> <p>For areas that are N/A, why are they N/A; for areas that are NO, enter discrepancy into SITS</p> <p>Comments for all areas that need explanation</p>			
<p>Is every discrepancy identified entered into SITS?</p> <p>Is there evidence that each open discrepancy being addressed and documented in SITS?</p> <p>Note: Sources of discrepancies include checklists, guides, inspection/SAV reports, crossfeeds, SIIs.</p>			
<p>Is a Work Center Open Discrepancy Report & Individual Discrepancy Report located in SI Binder for all open items identified in the SITS? Note: Recommend printing every 30 days or ensure computer backup of data entered into SITS.</p>			
<p>Are Commander's/Section Chiefs kept informed of any Open Discrepancies and progress made toward closure? Is there proof of this communication?</p>			
<p>Is appropriate correspondence located in the SI Binder? Example: E-mail from SI Program Manager</p>			
<p>Are the latest 914 AW Inspection/SAV Reports (Conducted by agencies inside the 914 AW) located in the SI Binder?</p>			
<p>Are the latest 914 AW Inspection/SAV reports (Conducted by agencies outside the 914 AW) located in the SI Binder to include cover page and applicable sub-areas? As a minimum, maintain the last report for each type of inspection/SAV.</p>			
<p>Is documentation present clearing any open items identified in Inspection/SAV Reports located with the report in the SI Binder and forwarded IAW 914 AWI 90-201?</p>			
<p>Is a Cross Feed Program in place that shares information on other units Inspections with key section personnel?</p>			
<p>Are Special Interest Items identified and shared with unit leadership/members?</p>			
<p>Are Self-Inspection Monitors well-informed in regards to SI web page and SITS Program?</p>			