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Command Policy

SELF-INSPECTION PROGRAM

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This instruction implements AFD 90-2, *Inspector General—The Inspection System*. It establishes wing policy for conducting the wing and assigned unit self-inspection program (SIP) and utilization of the Self-Inspection Tracking System (SITS) database collection for compiling wing, staff, and unit discrepancies.

SUMMARY OF REVISIONS

This revision changes the frequency of self-inspections and the maintenance of the self-inspection log-book. A bar (|) indicates revision from the previous edition.

1. General:

- 1.1. Commanders, supervisors, and designated self-inspection monitors are responsible for the overall management of the SIP, including compliance with this instruction.
- 1.2. The 932d Airlift Wing Commander will appoint in writing a primary and alternate 932 AW Self-Inspection Monitor. The groups have the option to appoint a Group Self-Inspection Monitor to assist their group with the program. All squadron commanders and wing staff agencies will appoint a primary and alternate self-inspection monitor to administer their squadron or unit self-inspection program and ensure they are in compliance.

2. Procedures:

- 2.1. The annual self-inspection will be completed by the last calendar day of July, or as directed.
- 2.2. Discrepancies will be identified and entered into the SITS database not later than the last calendar day of August to ensure proper documentation, tracking and closure of identified discrepancies, or as required.
- 2.3. Automation of all program requirements is encouraged.

2.4. All squadron and wing staff agency appointed self-inspection monitors are encouraged to maintain a back up self-inspection logbook. Below is a sample of the recommended contents:

2.5. SELF-INSPECTION LOGBOOK

| | |
|-------------|--|
| Section I | Appointment Letter |
| Section II | Audit Trail of Open Discrepancies |
| Section III | Audit Trail of CLOSED Discrepancies. Last 2 Years Only (AFMAN 37-139, <i>Records Disposition Schedule</i> (T90-R6)) |
| Section IV | A Copy of 932 AWI 90-201 |
| Section V | Miscellaneous Information |

3. Responsibilities:

3.1. Wing Commander will:

3.1.1. Ensure the wing self-inspection program meets directive compliance and communicates changes or unique inspection program elements.

3.1.2. Appoint a primary and alternate wing self-inspection monitor to facilitate the program on a continuous basis.

3.1.3. Review all open discrepancy items and possible trends with the wing self-inspection monitor, executive staff, group commanders, and key staff members on a semi-annual basis, as a minimum.

3.2. Wing Self-Inspection Monitor will:

3.2.1. Ensure the wing self-inspection program meets directive compliance and communicates changes or unique inspection program elements.

3.2.2. Brief the wing commander and senior leadership on all open discrepancies and potential problem areas. Advise the wing commander on appropriate courses of action to correct discrepancies at his or her level.

3.2.3. Back-up the automated SITS database, by keeping logbooks with copies of all open and closed discrepancies throughout the wing. A hard copy of closed discrepancies will be kept in the logbook for at least two years after completion date.

3.2.4. Ensure each squadron and wing staff agency establishes an effective process for tracking and closing of discrepancies.

3.2.5. Ensure each squadron and wing staff agency receives appropriate and pertinent information relating to their unit's mission from sources to include IG Crossfeeds, IG Crosstells, Numbered Air Force Staff Assistance Visits, Wing Staff Assistance Visits, Operational Readiness Inspection Reports, Air Force Reserve Command Unit Compliance Inspections, Special Interest Item Checklists, and important information from Functional Managers including message traffic, checklists, official letters, and tasking.

3.2.6. Ensure all primary and alternate self-inspection monitors are kept informed of all changes to the wing self-inspection program and higher level changes and requirements.

3.2.7. Conduct self-inspection program meetings as needed to discuss program status.

3.2.8. Meet with all new primary and alternate squadron self-inspection program monitors. Ensure new monitors are added to the e-mail address list and the SIP monitor listing. Redistribute the updated SIP monitor listing to all SIP monitors. Ensure the new monitor has a way of receiving time-critical information pertaining to the self-inspection program for the wing SIP monitor. Provide training on the SITS database and grant database permission upon completion of training.

3.3. Squadron and Wing Staff Agency Self-Inspection Monitor will:

3.3.1. Provide an appointment letter signed by the appropriate commander to the wing SIP monitor. Update this letter as appropriate.

3.3.2. Review all pertinent sources of information and guidance that could affect or be affected by your unit and its mission. Review all IG Crossfeeds, IG Crosstells, Numbered Air Force Staff Assistance Visits, Wing Staff Assistance Visits, Operational Readiness Inspection Reports, Air Force Reserve Command Unit Compliance Inspections, Special Interest Item Checklists, and important information from Functional Managers including message traffic, checklists, official letters, and tasking.

3.3.3. Perform a self-inspection utilizing the appropriate unit checklists for completion based on paragraph 2.1.

3.3.4. Input the appropriate discrepancies from the annual self-inspection into the SITS database in accordance with paragraph 2.2.

3.3.5. Maintain the squadron or wing staff agency SIP logbook per paragraph 2.4.

3.3.6. Notify the appropriate supervisors, superintendents, and commanders of identified discrepancies. Track suspenses and ensure the appropriate OPRs are working corrective action on discrepancies correctable by the unit. Elevate problems as required to the wing for correction.

3.3.7. Attend or send a representative to the wing SIP meetings as required.

3.3.8. Submit any recommended changes or revisions to the SIP to the wing SIP monitor.

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Commander