

30 JUNE 2003



Command Policy

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: 944 FW/IG (Lt Col J. Murray)
Supersedes 944 FWI 90-201, 16 October 2000

Certified by: 944 FW/CV (Col L. Undhjem)
Pages: 5
Distribution: F

This instruction implements AFD 90-2, *Inspector General - The Inspection System*. It establishes a program to identify and correct deficiencies before they can adversely affect mission accomplishment. It applies to all members of the 944th Fighter Wing (FW).

SUMMARY OF REVISIONS

This revision implements the reorganization (para 2.2.2. and 2.2.3.), adds in a note (para 6.1.), and revises the medical squadron forwarding procedures (para 6.2.). A bar (|) indicates changes from the previous edition.

1. General. An aggressive Self-Inspection Program is responsive to both higher-level inputs and the self-initiated quality improvement process. Corrective action is the responsibility of functional managers through the chain of command to unit commanders. The self-inspection monitors (SIM) assist unit commanders in identifying potential problems and in tracking the status of corrective actions.

2. Appointments and Organization:

2.1. The Wing Inspector General (944 FW/IG) is the overall wing self-inspection manager. Each group commander will appoint a group SIM. Group SIMs will forward their memorandum of appointment to the wing manager. Unit commanders will appoint a primary and alternate unit SIM. Unit SIMs will forward their memorandums of appointment to their group SIM. Each unit will designate functional areas that participate in the Self-Inspection Program. All memorandums of appointment will be submitted within 30 days of appointment.

2.2. Unit SIMs report to group SIMs as follows:

2.2.1. Operations Group - Reporting units are the 302d Fighter Squadron (FS), 301 FS and the 944th Operations Support Flight (OSF).

2.2.2. Mission Support Group - Reporting units are the Civil Engineer Squadron (CES), the Security Forces Squadron (SFS), the Mission Support Squadron (MSS), the Communications Flight (CF), the Logistics Readiness Squadron (LRS), and the Services Flight (SVF).

2.2.3. Maintenance Group - Reporting units are the Aircraft Maintenance Squadron (AMXS), the Maintenance Operations Flight (MOF), and the Maintenance Squadron (MXS).

2.2.4. The Medical Squadron (MDS) and the Aeromedical Staging Squadron (ASTS) will report directly to the wing manager.

2.2.5. The wing staff self-inspection program will be monitored by the wing executive officer (944 FW/CCE). Reporting functional areas are Chaplain, Command Post, Command Section, Financial Management, Historian, Judge Advocate, Military Equal Opportunity, Performance Planning, Public Affairs, Recruiting, and Safety.

3. Responsibilities and Procedures:

3.1. Functional Area Managers (FAM) will:

3.1.1. Perform a semiannual self-inspection of their assigned areas during February and August of each year.

3.1.2. Notify their unit SIM via e-mail (preferably) or memorandum when the self-inspection has been accomplished. The FAM must keep copies of all notifications (e-mail and paper) to the unit SIM until the next self-inspection.

3.1.3. Maintain a copy of the completed self-inspection checklist.

3.1.4. Address Fraud, Waste and Abuse detection and prevention during the self-inspection.

3.2. Unit SIMs will:

3.2.1. Notify their group SIM via e-mail (preferably) or memorandum when all functional area self-inspections have been accomplished.

3.2.2. Forward a copy of FAM notifications (e-mail and paper) to the group SIM.

3.2.3. Maintain a copy of all notifications (e-mail and paper) received from FAMs and sent to group SIM until the next self-inspection.

3.3. Group SIMs will:

3.3.1. Notify the wing manager via e-mail (preferably) or memorandum when all self-inspections have been completed.

3.3.2. Maintain a copy of all notifications (e-mail and paper) received from unit SIMs and sent to wing manager until the next self-inspection.

3.4. Wing manager (944 FW/IG) will:

3.4.1. Receive notifications via e-mail (preferably) or memorandum of completed self-inspections from group SIMs.

3.4.2. Maintain a copy of all notifications (e-mail and paper) received from group SIMs until the next self-inspection.

3.5. Self-inspection checklists will be dated and used for all functional areas. These checklists may be generated from the Air Force Reserve Command (AFRC) limited access website, higher headquarters checklists, crossfeed reports, or from local sources. All checklists will be reviewed semiannually prior to the self-inspection. The checklist review is documented by changing the checklist date to the date the review was accomplished.

3.6. All SIMs are responsible for keeping their commander informed of the status of the Self-Inspection Program, discrepancies, and suspenses. The wing manager is responsible for keeping the wing commander informed of the overall program status. Discrepancies identified during the self-inspection process will be tracked in accordance with paragraph 6. of this instruction.

4. Special Interest Items (SII):

4.1. The wing manager for SIIs is the 944 FW/IG. The wing manager will designate an office of primary responsibility (OPR) for each SII. OPRs will be responsible for monitoring SII compliance and communicating SII status to the wing commander through the wing manager.

4.2. Current SIIs are available on the AFRC limited access website and from the wing manager or 944 FW/CCE.

4.3. The wing manager will maintain a library of all applicable SIIs.

5. Crossfeed Program:

5.1. A database of inspection reports and quarterly IG Crossfeed Newsletters is available at the AFRC limited access website. Unit SIMs should maintain an electronic and paper copy of applicable pages pertaining to their unit.

5.2. Unit SIMs will establish a procedure to review new reports as they become available and to determine whether like-deficiencies exist.

5.3. Additional crossfeed information is available from many sources. Unit SIMs and FAMs will develop an awareness of at least these listed sources and incorporate them into their programs where applicable:

5.3.1. Unit Compliance Inspection Guide which is available through the AFRC limited access website.

5.3.2. Wing Commander's policy memorandums.

5.3.3. Self-inspections.

5.4. Discrepancies identified during the crossfeed review process will be documented as specified in paragraph 6.1.

6. Documentation and Reporting:

6.1. Unit SIMs will use AF Form 3132, **General Purpose (11 x 8-1/2)**, to record and track discrepancies. An AF Form 3132, "944 FW/IG Overprint" is available on the 944 FW Intranet Pubs and Forms page and on the WINGSHARE in the 944 FW Forms folder. Download or copy to another location before filling in. Alternatively, Self-Inspection Tracking System (SITS) may be used. **NOTE:** AF Form 3132 is not applicable if SITS is used.

6.1.1. Title the form: Year (Your Organization/Office Symbol) SELF-INSPECTION REVIEW as of (date).

6.1.2. The following headings will be used to standardize the AF Form 3132 (title columns from left to right).

6.1.2.1. Item Number

6.1.2.2. Description of Discrepancy

6.1.2.3. Date Identified

6.1.2.4. OPR

6.1.2.5. Status

6.1.2.6. Estimated Completion Date

6.1.2.7. Review Date

6.1.2.8. Initials (unit SIM & unit commander)

6.1.3. FAMs will number each discrepancy with the sequential discrepancy number.

6.1.4. FAMs will establish an estimated completion date for each discrepancy and indicate it on the discrepancy form or in SITS.

6.1.5. The discrepancy form will be reviewed and initialed by the unit SIM and the unit commander. If SITS is used, the remarks block of the discrepancy will be initialed and dated by the unit SIM and the unit commander.

6.2. A problem or discrepancy which must be corrected by another office will be forwarded to a level commensurate with the coordination required (e.g., a problem that can be resolved within a group will be forwarded to the group SIM for group commander attention). Group and medical commanders will forward discrepancies that cannot be resolved within the group or directly affect readiness to the 944 FW/CC for resolution. Discrepancies will be forwarded to 944 FW/CC via e-mail (preferably) or memorandum. Both the sender and the recipient must maintain a copy (e-mail and paper) of forwarded discrepancies.

6.3. Groups and units are authorized to develop operating instructions (OI) to administer the self-inspection program. A copy of all applicable OIs will be forwarded to the wing manager.

CRAIG S. FERGUSON, Brig Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-2, *Inspector General – The Inspection System*

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

FAM—Functional Area Manager

FW—Fighter Wing

IG—Inspector General

OI—Operating Instruction

OPR—Office of Primary Responsibility

SII—Special Interest Item

SIM—Self-Inspection Monitor

SITS—Self-Inspection Tracking System