

**BY ORDER OF THE
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE
INSTRUCTION 90-201**

1 JANUARY 2003

Command Policy



**WING SELF-INSPECTION AND EXERCISE
EVALUATION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This regulation establishes procedures for management of the Wing Self-Inspection Program and the Wing Exercise Evaluation Program. It also addresses how the above programs are vital in preparing the wing for HQ AMC/IG Unit Compliance Inspections (UCI), Special Interest Item Inspections, and Expeditionary Operational Readiness Inspections (EORI). It also establishes procedures for inspecting, evaluating, documenting, and correcting deficiencies identified during local unit self-inspections and wing exercise evaluations. This instruction applies to all 437 AW units and wing staff agencies.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes the office symbol of the 437 AW inspections and evaluations functions from 437 AW/IGI to 437 AW/XPI. In addition, this revision incorporates changes from the new revisions of AFI 90-201, *Inspector General Activities* and AMCI 90-201, *The Inspection System*. These changes are in response to new requirements for the Self-Inspection Programs and implementation of the AMC/IG Unit Compliance Inspections.

1. Self-Inspection Program.

1.1. AMCI 90-201 mandates the wing have a Self-Inspection Program. Self-inspections are to be conducted semi-annually, and are valuable management tools, which serve to maintain an internal quality control check on a unit's proficiency, effectiveness, and compliance to established policies and procedures. Self-inspections are also essential in helping wings and units prepare for their UCI, conducted by AMC/IG every three years.

1.2. The Chief of Inspections and Evaluations (437 AW/XPI) is appointed the Wing Inspection Review Manager. He or she will manage the Wing Self-Inspection Program, and conduct group or

unit level staff assistance visits or compliance inspections as or when requested by the 437 AW/CC or respective group commanders. The wing inspection review manager will host quarterly meetings with the group self-inspection review managers, through which group self-inspection review managers report their self-inspection results, and discuss plans and timelines for corrective actions of critical non-compliant findings. This will also be the forum through which items that require higher headquarters assistance, such as funding, manpower, or MAJCOM waiver requirements, are up-channeled through the wing to the Numbered Air Force or AMC.

1.3. Group commanders and wing director of staff will appoint a primary and secondary Inspection Review Manager (IRM) to oversee the inspection review process within their respective areas, and forward signed appointment letters to 437 AW/XPI. Inspection review managers will compile critical non-compliant self-inspection finding and corrective action plans and timelines from units within their respective groups. They will meet quarterly with the wing IRM to provide status updates on critical findings and the progress of corrective actions.

1.4. Squadron commanders and wing staff division chiefs will designate a unit self-inspection monitor for their respective units. Unit monitors, along with functional experts within the units, will conduct and document completion of unit self-inspection checklists. Squadron commanders and division chiefs, along with unit monitors and functional experts, will categorize non-compliant self-inspection findings as either critical or non-critical, based on mission impact, and outline plans and timelines for corrective actions. Squadron commanders and division chiefs will ensure non-critical self-inspection findings and corrective actions are tracked and resolved at the unit level. Unit self-inspection monitors will forward critical non-compliant self-inspection findings and plans for corrective action to their respective group inspection review manager.

1.5. Squadron commanders and wing staff division chiefs are responsible for ensuring timely completion of their respective unit self-inspections. The frequency of self-inspections, and the review of corrective actions for self-inspection discrepancies will be every 6 months, or more frequently, as required. AMCI 90-201 also requires the wing to conduct a self-inspection within 6 months of a new 437 AW/CC taking command, and forward the results, along with plans and timelines for corrective actions of critical non-compliant findings to 21 AF/CC.

1.6. Units will conduct their self-inspections using their respective self-inspection checklists, found on the AMC/IG website. In addition, if a self-inspection is conducted within six months of a UCI, units will also complete their respective UCI Common Core Compliance Area checklists (Mission Areas and By-Law Requirements), also found on the AMC/IG website. Squadron commanders and wing staff division chiefs will confirm in writing, to their respective group commanders or wing director of staff, the completion of their unit self-inspections. Group commanders and the wing director of staff will then forward signed memos to 437 AW/XPI, documenting completion of their respective portions of the wing self-inspection. 437 AW/XPI will inform the 437 AW/CC of the semi-annual wing self-inspection results, including the periodic status of on-going corrective actions of non-compliant items.

1.7. Group and wing staff IRMs will manage their respective process for documenting and correcting critical non-compliant findings identified by unit self-inspections, as well as for managing their respective Special Interest Item Program. In addition, they will prepare and maintain a unit self-inspection continuity notebook. As a minimum, each notebook will contain:

- 1.7.1. A copy of the letters of appointment of the group IRM, and the unit self-inspection monitors for all units in the group.
- 1.7.2. Semi-annual unit self-inspection results from the past year, corrective actions taken or on going, and timelines for compliance.
- 1.7.3. The current quarterly listing of AMC Special Interest Items (SII), the corresponding checklists (may be found on the AMC/IG website: <http://amc.scott.af.mil/>), and a copy of their respective office of primary responsibility (OPR) SII inspection results.
- 1.7.4. A copy CAFBI 90-201, *Wing Self-Inspection and Exercise Evaluation Programs*, as well as the associated wing policy letters.
- 1.7.5. Copies of all wing exercise reports and associated responses to required FINDINGS within the past year. Findings or problem areas identified during wing exercise evaluations may directly relate to non-compliant items identified during unit self-inspections.
- 1.8. The wing and group IRMs will meet at least once a quarter to discuss the progress of unit self-inspections, and ongoing or newly released Special Interest Item inspections. 437 AW/XPI will write and forward meeting minutes to all participants, group commanders, director of wing staff, and 437 AW/CC for review.
- 1.9. AMC/IG provides access on their website to applicable regulatory guidance, checklists, and inspection reports. These reports identify noteworthy management actions, laudatory comments, as well as significant process deficiencies. IRMs should become familiar with the resources available on the AMC/IG website.
- 1.10. Special Interest Items: SIIs are issued at Air Force and MAJCOM levels, and inspected by the AMC/IG on a periodic basis. The purpose of an SII is to determine the extent and impact of known or suspected problems, identify specific deficiencies, or to confirm that a previously identified problem has been corrected. The period covered by an AMC SII generally will not exceed 12 months unless approved by HQ AMC/IG.
 - 1.10.1. Upon receipt of a new SII, 437 AW/XPI will designate a group, squadron, or wing staff division as the office of primary responsibility (OPR). The OPR will accomplish the corresponding SII checklist no later than the identified suspense date, and forward copies of the results to 437 AW/XPI and the respective group IRM. 437 AW/XPI will forward SII results to 437 AW/CC for review.
 - 1.10.2. Group IRMs will retrieve copies of the AMC Quarterly SII Listing off the AMC/IG website. Each group IRM will review the quarterly SII listings to ensure applicable SII checklists are accomplished by their respective OPRs. The OPR for the SII is responsible for ensuring that the unit is in compliance with the requirements established in the SII.
- 1.11. Unit self-inspections are typically conducted at the squadron and wing staff division level, with the exception of the Medical Group. Due to their unique organizational structure, and their requirement to ensure a seamless delivery of quality healthcare, Medical Group self-inspection management will be centralized at the group level.

2. Exercise Evaluation Program.

2.1. The purpose of the Exercise Evaluation Program is to evaluate the wing's proficiency and effectiveness in conducting its wartime mission, as well as its ability to effectively respond to contingency or emergency situations. In addition, a rigorous exercise program helps prepare the wing for the Initial Response (IR) and Ability to Survive and Operate (ATSO) evaluations conducted by the AMC/IG during an EORI, as outlined in AMCI 90-201. The types of exercises will include major accident response, attack response, natural disaster response, and mobility/ deployment exercises, as well as any other specialty exercise that may be directed by the 437 AW/CC. Minimum requirements for exercise frequencies and scopes are outlined in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations* (formerly AFI 32-4001) and AFI 10-403, *Deployment Planning and Execution*.

2.2. The Chief of Inspections and Evaluations (437 AW/XPI) is appointed by the 437 AW/CC to be the Chief of the Exercise Evaluation Team (EET). The Chief of EET manages the Wing Exercise Evaluation Program and coordinates with, and receives authorization directly from, the 437 AW/CC to plan, develop, schedule, conduct, evaluate, and report on wing exercises.

2.3. In order to have an effective evaluation team, the Chief of EET will determine the number of EET members required to meet the wing's exercise objectives, and task squadron commanders and division chiefs to provide their respective number of EET members. Squadron commanders and division chiefs will ensure these selected EET members are able to serve for at least one year, and are experienced and competent in their respective fields of expertise. Each EET member must receive the required EET training, which will be provided and documented by 437 AW/XPI and the Civil Engineer Readiness Flight (437 CES/CEX).

2.4. After a wing exercise is concluded; the Chief of EET will provide a hot wash debriefing, an unbiased critique, and a final report. The write-ups in the report will document the following:

2.4.1. OBSERVATION: Identifies a process, procedure, or performance, that: should be improved or corrected due to its inefficiency or ineffectiveness; exceeds established standards (Laudatory); could benefit units with similar missions (Best Practice); or has a potential safety impact on personnel or property (Safety).

2.4.2. FINDING. Identifies a major or recurrent discrepancy, or a significant deficiency in a process, procedure, or performance that does not meet established standards, or has an adverse mission impact.

2.4.3. RECOMMENDATION: Suggested plan, process, or procedure to correct an identified discrepancy or deficiency.

2.5. The Chief of EET will distribute the final exercise report to all group and squadron commanders, wing director of staff, and wing staff division chiefs. The report will task and suspense all units designated as OPR for FINDINGS identified during the exercise evaluation to submit a written response to 437 AW/XPI, coordinated through any office of collateral responsibility (OCR) and through the respective group commander or wing director of staff, documenting their plans and timelines for corrective actions. For corrective actions that require a long-term timeline for implementation, the OPR must provide monthly status updates to 437 AW/XPI until corrective actions are complete. The Chief of EET will forward the final report, as well as all responses and monthly updates to 437 AW/CC for review.

2.6. Coordinated OPR responses to FINDINGS should be submitted to 437 AW/XPI in official memorandum format with the following information:

2.6.1. FINDING: As stated in the exercise report.

2.6.2. CORRECTIVE ACTION: Describe the plans and projected timelines for actions to correct deficiencies or discrepancies that caused the FINDING.

2.7. Periodic Review of Recurrent Findings: Effective management and periodic review of recurrent findings is necessary to ensure timely implementation of corrective actions. OPRs will review their respective discrepancies and track implementation timelines of the associated corrective actions in order to ensure findings don't become recurrent in subsequent exercises.

BROOKS L. BASH, Colonel, USAF
Commander, 437 AW

Attachment 1**GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-403, *Deployment Planning and Execution*, 9 March 2001

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*, 24 December 2002

AFI 90-201, *Inspector General Activities*, 1 October 2002

AMCI 90-201, *The Inspection System*, 1 December 2002

Abbreviations and Acronyms

ATSO—Ability to Survive and Operate

EET—Exercise Evaluation Team

EORI—Expeditionary Operational Readiness Inspection

IN—Initial Response

IRM—Inspection Review Manager

NAF—Numbered Air Force

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

SII—Special Interest Items

UCI—Unit Compliance Inspection