

**23 JANUARY 2004**



**Command Policy**

**60TH AIR MOBILITY WING  
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: 60 AMW/XPI (Major John Paulson)

Certified by: 60 AMW/XP  
(Lt Col Steven Lipscomb)

Pages: 7

Distribution: F

---

This instruction implements AFD 90-2, *Inspector General – The Inspection System*, AFI 90-201, *Inspector General Activities* and AMCI 90-201, *The Inspection System*. The purpose of the Self Inspection Program (SIP) is to provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments. This instruction establishes procedures and responsibilities for the 60<sup>th</sup> Air Mobility Wing (AMW) SIP and applies to all 60 AMW units.

**1. Self Inspection Policy.**

1.1. All 60 AMW units will conduct a self inspection at least every six months. Self inspections will be conducted using checklists developed by a unit's respective HQ AMC Directorate, which can be found at <https://www.amc.af.mil/checklists/index.cfm>.

1.2. 60 AMW units that are not aligned under a HQ AMC Directorate will create their own self inspection checklist that provides an internal assessment of their core functions.

**2. Responsibilities.**

2.1. The 60 AMW/CV appoints 60 AMW/XPI as the Wing SIP manager.

2.2. 60 AMW/XPI will:

2.2.1. Manage the 60 AMW SIP by establishing timelines and reporting criteria.

2.2.2. Consolidate all semi-annual self inspections into a comprehensive wing report for 60 AMW/CV review within two weeks of cycle close out.

2.2.3. Develop a template SIP binder and provide guidance to all SIP monitors to maintain the binder in accordance with standardized plans.

2.2.4. Conduct random program reviews and quarterly sampling of group, squadron, and staff agency self inspection programs using **Attachment 3** SIP Compliance Inspection Checklist.

2.3. Group Commanders and the Director of Staff (DS) will:

2.3.1. Appoint by letter a primary and alternate SIP monitor.

2.3.2. Send a copy of the appointment letter to 60 AMW/XPI.

2.3.3. Verify that subordinate units conduct semi-annual self inspections and send a letter certifying completion of self inspection to 60 AMW/XPI no later than the last duty day in September and March. **Attachment 4** provides a sample format for the certification letter.

2.4. Unit commanders and DS agency chiefs will:

2.4.1. Appoint by letter a primary and alternate SIP monitor.

2.4.2. Send a copy of the appointment letter to their respective Group or DS SIP monitor.

2.4.3. Conduct semi-annual self inspections and send a letter certifying completion of self inspection to their respective Group or DS SIP monitor. **Attachment 4** provides a sample format for the certification letter.

### 3. Procedures.

3.1. To provide wing leadership a concise summary of self inspection results, unit commanders and DS agency chiefs will categorize self inspection discrepancies as “Critical” or “Non Critical.”

3.1.1. Critical Discrepancies are those that cannot be resolved at the unit level or require intervention by wing leadership or Higher Headquarters assistance to resolve. They will be forwarded to wing leadership (after responsible Group Commander/DS validation) and tracked by 60 AMW/XPI.

3.1.2. Non Critical Discrepancies are those that can be resolved at the unit level and do not require intervention by wing leadership or Higher Headquarters. Non Critical Discrepancies will be tracked internally by the reporting unit.

3.2. 60 AMW/XPI will:

3.2.1. Consolidate all Critical Discrepancies into one report for 60 AMW/CV to review.

3.2.2. Track all Wing Critical Discrepancies and provide quarterly updates to the 60 AMW/CV.

3.3. Group Commanders and the DS will:

3.3.1. Validate Critical Discrepancies and forward to 60 AMW/XPI. Critical Discrepancies that are not validated by the owning Group Commander/Director of Staff will be reclassified as non critical and tracked internally within the respective unit that identified the discrepancy.

3.3.2. Document Critical Discrepancies (if any) using the Commander’s SIP Critical Discrepancy Checklist (**Attachment 2**) and forward to 60 AMW/XPI no later than the last duty day in September and March.

3.3.3. Provide 60 AMW/XPI with quarterly updates on the resolution of Critical Discrepancies.

3.4. Unit commanders and DS agency chiefs will:

- 3.4.1. Document Critical Discrepancies using the Commander's SIP Critical Discrepancy Checklist ([Attachment 2](#)).
- 3.4.2. Forward Critical Discrepancies as well as plans and timelines for corrective action to the respective Group/DS SIP monitor using the format in [Attachment 2](#).
- 3.4.3. Internally track Non Critical Discrepancies. Units may use format in [Attachment 2](#) to internally track Non Critical Discrepancies.
- 3.4.4. Maintain a SIP binder IAW the 60 AMW/XPI template.

#### **4. Timing and Methods.**

- 4.1. Semi-annual self inspection cycles come to a close on the last duty day of September and March. Commanders and agency chiefs may conduct self inspections at any time during the six month cycle as long as the inspection is complete by the end of the inspection cycle.
- 4.2. The 60 AMW will conduct a self inspection within six (6) months of a new Wing Commander taking command. In accordance with AMCI 90-201, the results of this self inspection will be forwarded to the next echelon of command.

ALLARD R. CARNEY, Colonel, USAF  
Director of Wing Staff

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

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

AFI 90-201, *Inspector General Activities*

AMCI 90-201, *The Inspection System*

**Attachment 2**

**COMMANDER'S SELF INSPECTION PROGRAM (SIP) CRITICAL DISCREPANCY CHECKLIST**

Instructions: List Critical Discrepancies identified during self-inspections, one item per line.

<b>Discrepancy Item</b>	<b>OPR</b>	<b>Get Well Plan</b>	<b>ECD</b>
Item:			
<b>Discrepancy Item</b>	<b>OPR</b>	<b>Get Well Plan</b>	<b>ECD</b>
Item:			
<b>Discrepancy Item</b>	<b>OPR</b>	<b>Get Well Plan</b>	<b>ECD</b>
Item:			
<b>Discrepancy Item</b>	<b>OPR</b>	<b>Get Well Plan</b>	<b>ECD</b>
Item:			

## Attachment 3

## UNIT STAFF ASSISTANCE VISIT (SAV)

## COMPLIANCE INSPECTION CHECKLIST

Inspector/Unit OPR: _____		Unit: _____		Date: _____	
Standard Reference TAFB 90-105	Complies	Complies w/comments	Not in Compliance	Repeat Finding?	
1. Did unit systematically accomplish applicable self-inspection checklists every six months?					
2. Are self inspection findings identified and tracked through resolution?					
3. Did unit accomplish self-inspection w/in 6 months of a new WG/CC taking command and forward results through 60 AMW/XPI?					
4. Is an inspection schedule in place for all functional areas?					
5. Are OPRs notified of identified discrepancies?					
a. OPR review corrective action?					
b. OPR ensure open discrepancies are reviewed?					
6. Is there an effective review program in effect?					
- Are closed items validated by a qualified individual/FAM?					
7. Has the unit commander reviewed Self Inspection results and ensured items are corrected through final closure?					

**Attachment 4**

**SAMPLE SELF INSPECTION CERTIFICATION LETTER**

MEMORANDUM FOR: 60 AMW/XPI

FROM: XX

Street Address

Travis AFB CA 94535-5049

SUBJECT: XXXX Self Inspection Results

1. As required by AFI 90-201, AMCI 90-201 and TAFBI 90-105, \_\_\_\_\_ has completed a thorough review of all applicable Unit Self-Inspection checklists and provide the following information.
2. There were no Critical Discrepancies – or – Critical Discrepancies have been identified and are attached.
3. Please refer any questions to XXX XXXXX at 4-XXXX

John Q. Warrior, Lt Col, USAF  
Commander