BY ORDER OF THE SUPERINTENDENT

HQ UNITED STATES AIR FORCE ACADEMY INSTRUCTION 90-201

17 JUNE 2002

Command Policy

10TH AIR BASE WING SELF-INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 90-2, *Inspector General - The Inspection System*, and establishes procedures and responsibilities governing implementation and conduct of the 10th Air Base Wing (10 ABW) Self-Inspection (SI) and Surveillance Programs. It applies to all Wing activities, but not to tenant units. The self-inspection program measures and evaluates **quality** and **compliance**. It provides feedback to commanders, senior supervisors, and unit personnel by validating the effectiveness and efficiency of each group and agency to support the wing's mission. Your unit program should focus on: (1) how effectively, efficiently, and safely you accomplish assigned missions; (2) how you identify obstacles which impact mission accomplishment; (3) how you comply with laws, instructions, regulations, technical orders, applicable audit findings, special interest items, etc.; (4) how you identify problems, provide feedback, and direct problems to the proper level for action or attention; and (5) how you detect and prevent fraud, waste, and abuse. Units are responsible to maintain and dispose of electronic and paper records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will be AFMAN 33-322, V4).

1. Responsibilities:

1.1. Wing Chief of Inspections:

1.1.1. Establishes a Wing Instruction.

1.1.2. Provide previous Air Force Inspection Agency (AFIA) Inspection Reports and Inspection Crossfeed Reports from other bases for review through SI monitors.

1.1.3. Conducts program reviews with appointed SI monitors.

1.1.4. Provides feedback to senior Wing officials on SI status.

1.1.5. Conducts Wing SI Monitor Meetings as required.

2. Squadron Commander or Equivalent:

2.1. Appoint unit SI monitors by letter and forward a copy to 10 ABW/CVI.

2.2. Establish and maintain viable SI programs.

2.3. Ensure SI checklists are supplemented regularly to include applicable compliance requirements and audit findings.

2.4. Ensure semiannual SIs are conducted.

2.5. Review open discrepancies at least quarterly or more often as needed, until closed.

2.6. Ensure timely followup action is accomplished on all open discrepancies.

2.7. Review and maintain applicable Higher Headquarters reports and audit excerpts. (AFIA reports can be obtained from the 10 ABW/CVI).

3. Unit SI Monitors:

3.1. Maintain and utilize the SI binder (paragraph **5.**).

3.2. Conduct semiannual unit SI.

3.3. Provide SI reports through the chain of command to unit and group commanders and 10 ABW/CVI as required.

3.4. Review and maintain applicable Higher Headquarters reports, hard copy or electronic.

3.5. Brief unit supervisors and commanders of the open item status at least quarterly to confirm followup action and discrepancy close out.

3.6. Review SI database for status of SI findings.

3.7. Attend Wing SI Monitor Meetings as required.

4. SI Reports. Reports will consist of a cover letter and a summary of the results of the squadron inspection. This summary is intended to be a word picture which captures important trends that may be missed in the statistical analysis. As functional experts, you need to ensure units understand the severity of each discrepancy. Coordinate reports through the chain of command and forward to the unit commander. Finalized reports with individual discrepancy status (USAFA Form 43, **Inspection Discrepancy**) attached will be forwarded to 10 ABW/CVI Self-Inspection Monitor not later than 10 workdays after the inspection, and every 30 days until closed. SI results will be posted and tracked on the 10 ABW/CVI SI database, located on the N Drive, 10 ABW/CVI, Self-Inspection Folder.

5. Squadron SI Binders. Unit SI monitors will maintain a SI binder for their level of responsibility which contains the following recommended sections:

5.1. Section I – Administration:

5.1.1. Table of Contents.

5.1.2. Unit SI Monitor Appointment Letter.

5.1.3. 10 ABW Unit SI Monitor Listing.

5.1.4. SI Log (AF Form 3126, **General Purpose**, (10 ABW/CVI overprint).

5.2. Section II – Policy:

5.2.1. AFI 90-2, *The Inspection System.*

5.2.2. AFI 90-201, *Inspector General Activities,* supplements and changes.

5.2.3. USAFAI 90-201, *10th Air Base Wing Self-Inspection Program.*

5.2.4. Any additional local directives.

5.3. Section III – Checklists:

5.3.1. Locally developed functional area SI Checklists.

5.3.2. USAFA Inspection Guidance Checklists.

5.3.3. Special Interest Item (SII) Checklists, if applicable.

5.3.4. Copy of previous, completed SI Checklists.

5.4. Section IV – Discrepancies:

5.4.1. Open/Closed Discrepancy Tracking Database.

5.4.2. USAFA level discrepancies; audit reports and Staff Assistance Visits (SAV).

5.4.3. Wing level discrepancies; audit reports and SAVs.

5.4.4. Unit level discrepancies resulting from SIs, audits, and SAVs.

5.4.5. USAFA Form 43 (one write-up per form).

5.5. Section V – Crossfeed Reports:

5.5.1. Crossfeed Log (AF Form 3126, 10 ABW/CVI overprint).

5.5.2. Crossfeed Reports, hard copies or electronic.

5.5.3. Optional Form 21, **Cross Reference.**

5.6. Section VI – Miscellaneous:

5.6.1. TIG Brief, items of interest.

5.6.2. SI Reports/Information generated by the Wing.

5.6.3. Supplemental Information selected by Unit Commander.

5.6.4. Other relevant source documents.

5.6.5. Current copy of your portion of the SI database.

NOTE: Applicable items from the binder may be maintained in a unit publication set or administration files as determined by unit monitor as long as they are available and are cross-referenced in SI binder.

6. Followup. Group Commanders or their equivalents and Wing staff agencies will ensure corrective actions are completed and forwarded to 10 ABW/CVI within specified time limits.

7. Schedule. Conduct semiannual SIs and forward results to 10 ABW/CVI.

8. Special Interest Items (SIIs). Inspector General (HQ USAFA/IG) will forward SIIs to appropriate functional areas or activities identified by USAF or AFIA as an SII. Appropriate agency will review the

SII and submit any required findings/actions to HQ USAFA/IG. The OPR will also prepare and forward a final status report (as required) within 15 workdays of expiration date of the SII.

9. Forms Adopted. AFI 3126, **General Purpose,** (10 ABW/CVI Overprint); Optional Form 21, **Cross Reference;** USAFA Form 43**, Inspection Discrepancy.**

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