

**BY ORDER OF THE COMMANDER  
434TH AIR REFUELING WING**

**434TH AIR REFUELING WING  
INSTRUCTION 90-201**



**4 JANUARY 2012**

**Special Management**

**SELF INSPECTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General – The Inspection System*, Air Force Instruction (AFI) 90-201, *Inspector General Activities*, and AFI 90-201\_AFRCSUP\_I, *Inspector General Activities*. It establishes responsibilities for the 434th Air Refueling Wing (ARW) Self-Inspection (SI) program. It provides guidelines regarding deficiencies found during inspections of various units, unfavorable trends, recommendations noted by the Inspector General (IG) and promotes the use of SI as a management control tool. It applies to all units and activities assigned to the 434 ARW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of 434th ARW 90-201 Self-inspection Program.

**1. Objectives and Responsibilities:**

1.1. The 434th Air Refueling Wing embraces self inspection as keystone in readiness and compliance items. Each member and functional area manager must take responsibility to accurately assess and improve their programs, in a timely manner, and to report program status. Toward that end, the Management Internal Control Toolset (MICT) is the ARW

vehicle to accomplish and report self inspections. The concept will require frequent updates and database management as MICT develops; the frequency of updates will be practical and be determined by the commander and staff. Senior members of each organization/unit/work center will automatically serve as primary Self-Inspection (SI) Monitors for their area of expertise and are built into the MICT database. This change ensures that members with area responsibilities have necessary oversight of their organization, through the self inspection program.

1.2. Commanders, supervisors, and designated SI monitors are responsible for overall management of the SI Program.

1.3. The 434th ARW Commander will appoint in writing a primary and alternate SI program manager. Their responsibilities include developing procedures, overseeing compliance with the wing SI program and managing the MICT database.

1.4. The operations group, mission support group, maintenance group and medical squadron commanders will appoint primary and alternate group SI monitors to assist the designated unit monitors within their assigned group. A copy of this appointment will be sent to the wing SI program manager. (See [Attachment 2](#)).

1.5. Group SI monitors will oversee compliance with the group respective SI program and manage the group MICT database.

1.6. Unit commanders will appoint primary and alternate SI monitors for the respective squadrons; those letters should be retained in the group SI binder or electronic folder.

## 2. Procedures.

2.1. A thorough self-inspection will be performed within each functional area at least once each year or as directed. This instruction does not supersede or supplant other functional guidance requiring more than an annual inspection. The inspection will consist of a review, inspection, and reporting on all applicable HQ AFRC/IG checklists and the Common Core Checklists within MICT. As of 9 June 2009, MICT is the only authorized self inspection reporting system. (See [Attachment 3](#)).

2.2. Discrepancies will be identified, tracked and reported in the MICT database. Most, if not all applicable checklists are loaded inside the program for each Functional Area, and Staff Agency. Common Core Compliance Area Checklists for all 434ARW units is attached. (See [Attachment 4](#)).

2.3. Each group, squadron, flight or work-center appointed SI monitor is required to have a self-inspection program, using MICT. It should be accessible for review by the group monitor and available in the event the Local Area Network (LAN) is down, however, possible LAN outages don't substantiate the need for hard copies. A good program could include the following:

2.3.1. Section I. Unit guidance, this Wing Instruction (WI).

2.3.2. Section II. Self-Inspection Checklists - common core and/or checklists in MICT.

2.3.3. Section III. Discrepancies – An audit trail in MICT of all open discrepancies until closure. This should include follow-up date, current status, OPR and estimated date of completion.

2.3.4. Section IV. Previous inspections accomplished at the 434 ARW. UCIs, EORI or Numbered Air Force (NAF) SAV excerpts applicable to the SI monitor's level of responsibility.

2.3.5. Section V. Cross feed newsletter/reports.

2.3.6. Section VI. Any additional information deemed necessary.

2.4. As the SI is completed, discrepancies are identified and entered into MICT.

2.4.1. When entering a discrepancy into either MICT, provide as much detail as possible in addition to a get well or corrective action plan.

2.4.1.1. Open discrepancies should be reviewed and updated periodically in order to note any progress made toward completion/closure.

2.4.1.2. All discrepancies tracked in MICT require leadership oversight, particularly when open discrepancies become stagnant. Open discrepancies should be reviewed by the Commander/Section Chief/Unit SI Monitor at least quarterly and should be an agenda item at Unit Executive/Senior Staff Meetings.

2.5. The SI program is a continuous process that includes all areas noted in this instruction. New discrepancies will be entered and tracked in MICT as they are identified.

2.6. In MICT, discrepancies will be closed by a member assigned the "MICT Commander" permission. Prior to closure, comments need to be made in the discrepancy field and/or documentation needs to be uploaded in the support section by the OPR stating how the discrepancy was remedied and what process is in place to prevent the discrepancy from repeating.

2.7. Findings found during HSI, UCI, SAV, FAV (based on the area reviewed) will be entered in MICT; since MICT is Functional Area Management (FAM)-centric, checklists tracked on MICT must be inspected and accounted for. Prior to closure, comments need to be made in the discrepancy field and/or documentation needs to be uploaded in the support section by the OPR stating how the discrepancy was remedied, identify the root cause for the discrepancy and identify corrective actions in place to prevent the discrepancy from repeating. Once the discrepancy is ready for review by the clearing/closing agency, inform the ARW/CCO via the MICT suspense feature.

2.8. The Self-Inspection Program Manager will track all findings/observations/discrepancies identified during the Formal Inspections/SAVs to ensure timely closure and approval by HQ if required.

2.9. The SI Program Manager will conduct SI Monitor Meetings and SI Executive Meetings periodically and on an as needed basis.

### **3. Requirements.**

3.1. The wing self-inspection program manager will:

3.1.1. Maintain a copy of all current group level appointments within the wing.

3.1.2. Ensure the SI program meets directives and communicate changes or unique inspection elements.

3.1.3. Coordinate permissions (administrative rights) for use of the MICT program for all authorized monitors based on appointment letters.

3.1.4. As required, appoint an OPR for each SII to accomplish, research and report findings/results back to the wing SI program manager. Additionally, monitor the status of all SIIs and report to higher headquarters as directed.

3.1.5. Ensure each group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF SAVs, ORIs, AFRC UCIs and SIIs.

3.1.6. Review pertinent other unit compliance inspection reports. Determine how discrepancies affect the wing. Electronically distribute to Group level for their dissemination.

3.1.7. Communicate to commanders and group monitors through the use of e-mail or other electronic media, changes or unique program elements found on the HQ AFRC/IG web pages.

3.1.8. Monitor all group discrepancies using the MICT database.

3.1.9. Review the results of self-inspections and ensure Group Commander has vetted. The wing SI manager will then forward to the wing commander and the vice commander.

3.1.10. Provide training and assistance as requested by group, squadron, flight or work-center monitors.

3.2. The group SI monitor will:

3.2.1. Reinforce to squadron managers the use of the Crossfeed/Crosstell program; using other units compliance inspection reports. Monitor discrepancies and suspense dates using MICT.

3.2.2. Notify the appropriate group commander of discrepancies identified by subordinate organizations which require assistance.

3.2.3. Review IG Crossfeed/Crosstell material periodically. Communicate pertinent material benchmarking information to all squadron and work-center SI monitors. Periodically remind SI monitors to check the HQ AFRC/IG website for updates to their programs.

3.2.4. Ensure appointment letters are on file for all group, squadron, flight or work-center SI monitors.

3.2.5. Ensure self-inspections are complied with as directed. A letter certifying entire group inspections are complete will be sent to the wing SI program manager. (See [Attachment 5](#)).

3.2.6. Provide training and assistance as requested by squadron, flight or work-center monitors.

3.3. Squadron, flight or staff agency self-inspection monitors will:

3.3.1. Review pertinent other unit compliance inspection reports. Determine how discrepancies affect the functional area.

3.3.2. Input discrepancies into the MICT database. Review open discrepancies monthly to include changing the follow-up or estimated completion date, if required.

3.3.3. Ensure self-inspections are complied with as directed. Complete a letter stating annual inspections have been complied with and file in the appropriate location. Send a copy of the letter and the results to the group monitor and courtesy copy the wing SI monitor.

3.3.4. Directly inform the squadron commanders and unit managers of results and recommendations for corrective action.

3.3.5. Base Operating Support personnel will manually complete SI checklists provided by Accountable Officers (AOs) or Quality Assurance Evaluators (QAEs). When the SI checklists are complete, the AOs or QAEs will enter the data in MICT.

WILLIAM T. CAHOON, Col, USAFR  
Commander

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

AFI 90-201\_AFRCSup\_I, *Inspector General Activities*, 10 Mar 2007  
AFMAN 33-363, *Management of Records*, 1 March 2008  
AFI 90-201, *Inspector General Activities*, 17 Jun 2009  
AFPD 90-2, *Inspector General - The Inspection System*, 26 April 2006

**Adopted Forms**

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AO**—Accountable Officer  
**ARW**—Air Refueling Wing  
**CCCA**—Common Core Compliance Area  
**CCO**—Wing Process Manager  
**ECD**—Estimated Completion Date  
**EORI**—Expeditionary Operational Readiness Inspection  
**FAM**—Functional Area Management  
**FAV**—Functional Assistance Visit  
**FM**—Financial Management  
**HHQ**—higher headquarters  
**HSI**—Home Station Inspection  
**IAW**—In accordance with  
**IG**—Inspector General  
**JLLIS**—Joint Lessons Learned Information System  
**LAN**—Local Area Network  
**MAJCOM**—Major Command  
**MCITS**—Management Control Inspection Tracking System  
**MCT**—Management Control Team

**MICP**—Management Internal Control Program

**MICT**—Management Internal Control Toolset

**NAF**—Numbered Air Force

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**QAE**—Quality Assurance Evaluator

**RDS**—Air Force Records Disposition Schedule

**SAV**—Staff Assistance Visit

**SII**—Special Interest Item

**SI**—Self-Inspection

**SOA**—Statement of Assurance

**UCI**—Unit Compliance Inspection

***Terms***

**Crossfeed/Crosstell**—Term used to compare and share information from one unit to another. The purpose is to collectively gain insight and better understanding of an issue that may lead to corrective action.

**Vetted**—Process of examination and evaluation for possible approval or acceptance.

## Attachment 2

## SAMPLE APPOINTMENT LETTER

**DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND**

(Day, month, year)

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 434 ARW/CC

SUBJECT: Appointment of Self-Inspection Program Monitors

1. The following personnel are appointed (Your office symbol) Self-Inspection Monitors;

Primary:

Alternate:

2. This letter supersedes all previous letters, same subject.

NAME, RANK, USAFR  
Commander

Attachment 3

WING COMMANDER SELF INSPECTION LETTER



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

(Day, month, year)

MEMORANDUM FOR ALL PERSONNEL

FROM: 434 ARW/CC

SUBJECT: Commander's Self Inspection Letter

1. The 434th Air Refueling Wing embraces self inspection as keystone in readiness and compliance items. Each member and functional area manager must take responsibility to accurately assess and improve their programs, in a timely manner, and to report program status. Toward that end, we've migrated to Management Internal Control Tool (MICT) as our vehicle to accomplish and report self inspections.
2. The MICT program, as rolled out by HQ AFRC/IG, is the "way ahead" for all future inspections: SAVs, UCIs, MSEPs, LCIs, HSI's and more. We'll continue to build and refine our self inspection around that construct.
3. I expect full compliance with AFI 90-201, AFRC Sup1 and 434 ARWI90-201 Self-inspection Program also I expect the wing to continue process improvement and demonstrate compliance through the MICT self inspection process.

NAME, RANK, USAFR  
Commander

## Attachment 4

## 434ARW COMMON CORE CHECK LISTS

Table A4.1. COMMON CORE COMPLIANCE AREA CHECKLISTS.

	UNIT/SECTION SPECIFIC COMMON CORE CHECKLISTS
A1	Enlisted Performance Reports (MPF only)
A1	Officer Performance Reports (MPF only)
A1	Family Care Programs
A1C	Time/Attendance Program Overview
A1C	Time Card folders
A1C	Premium Pay
A1-CSS	CSS (Commanders Support Staff)
A1-EO	Equal Opportunity
A1K-09	UETM
A1K-10	Trafficking in Persons
A3XR	SORT Report
A3XR	Squadron SORTS
A3XX	OPSEC
A4RME	Equipment Management (CACRL)
A4X-10	Unit Deployment Responsibilities
A6IE-01	Publications/Form Management
A6IE-06	Records Management
A6X-03	IT Asset Management (EC)
FMF-06	PBAS-Personnel Budget Analysis System
FMF-07	AROWS-R
FMF-08	Unit Training Assembly Processing System
FP-01	Fitness Program
IP-03	Unit Security Manager
ORM-1	Operational Risk Management
SEG-18	Housekeeping
SEG-19	Fire Protection and Prevention
SEG-21	Electrical Safety
SEG-22	Jewelry Safety
SEG-23	Office Safety
SEG-35	SEG-AFOSH Training
SG NOT IN LIST	Demand Reduction Program / L.DLR. 3.1.7 Demand Reduction Program, Drug Testing
	GROUP LEVEL COMMON CORE CHECK LIST AS APPLICABLE
A6NMC-02	Client Support Administrator (CSA), Group
FMA-02	Resource Advisor



## Attachment 5

## LETTER OF SELF INSPECTION COMPLETION FORM

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

(Day, month, year)

MEMORANDUM FOR RECORD

FROM: 434 ARW/CC

SUBJECT: Compliance with AFI 90-201, AFRC Sup 1, Para 5.7

1. I certify 434th Force Support Squadron (FSS) Group Self Inspection Checklists are not complete. The 434 FFS has 60 checklists to review, and several of them are redundant. I asked 4<sup>th</sup> AF to clarify which CSS checklist they wished us to use on (Day, month, year) and as of this date they have not responded back. So in summation we have completed 57 checklists. Checklists were briefed and vetted through the Group Commander. Items out of our control have been elevated for next level authority to review. The Group is using Management Internal Control Toolkit (MICT) exclusively.

2. Our next inspection is scheduled for \_\_\_\_\_.

Sincerely,

NAME, RANK, USAFR  
Commander