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Command Policy

SELF-INSPECTION PROGRAM

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This instruction implements AFD 90-2, *Inspector General—The Inspection System*. It establishes responsibilities for the 439th Airlift Wing (AW) Self-Inspection Program (SI). 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 tool. It applies to all units and activities assigned to the 439 AW. For purpose of this instruction, the term self-inspection includes the following: self-inspection, crossfeed, crosstell, common core, and special interest items (SII).

SUMMARY OF REVISIONS

This revision changes the self-inspection completion date to 30 June (paragraphs **3.1** and **4.1.9**); provides instructions on the use of 439 AW Form 22, **SITS Discrepancy Sheet** (paragraph **3.3**); and prescribes 439 AW Form 22 (paragraph **5**). A bar (|) indicates revisions from the previous edition.

1. Objectives. This instruction provides a systematic reporting procedure that will enable commanders and supervisors to identify, track and resolve anticipated or actual problem areas. This systematic program identifies the use of a computer-based tracking system located on the local area network (LAN). This serves as an effective communication process through command channels to ensure identification and correction of discrepancies documented in prior Unit Compliance Inspections (UCI), Expeditionary Operational Readiness Inspections (EORI), Staff Assistance Visits (SAV), self-inspections, review of IG crossfeed inspection reports from other units, crosstell-crossfeed news-letters, and dissemination of materials which communicate improvements, new developments, and innovative techniques to the field. Computer technology will be used to provide immediate update information to commanders, supervisors and SI monitors.

2. Responsibilities.

- 2.1. Commanders, supervisors, and designated SI monitor's are responsible for the overall management of the SI Program.
- 2.2. The installation commander will appoint in writing a primary and alternate SI program manager. Their responsibilities include developing procedures and overseeing compliance of the Wing SI program.
- 2.3. The Operations, Logistics, Support Group, and installation commanders will appoint primary and alternate group SI monitors to assist the designated monitors with their assigned group.
- 2.4. The squadron commanders will appoint primary and alternate SI monitors for the work centers under their control.

3. Procedures.

- 3.1. A thorough self-inspection will be performed within each functional area at least once each year and will be completed by 30 June. This instruction does not supersede other functional guidance requiring more than an annual inspection. The inspection will consist of review/inspection based on all applicable checklists.
- 3.2. Discrepancies will be identified and must be tracked to ensure closure. It is highly recommended that the Self-Inspection Tracking System (SITS) program be used as the tracking tool; however if a unit has a viable system already in place, they need to request in writing for approval of that system from the wing SI monitor.
- 3.3. 439 AW Form 22 has been created for use in documenting SITS discrepancies. It may be used for self-inspection; however, it must be used when providing information to CCX for SITS update on any inspection, exercise or evaluation run by or affecting more than one functional area. An example would be an internal readiness exercise. Exercise Evaluation Team (EET) members would complete these forms and forward them to CCX. CCX would, in turn, update SITS and track the discrepancy until closed. Once data is entered into SITS, the forms may be disposed of or kept as backup documentation until the discrepancy is closed.
- 3.4. Each wing, group, squadron, flight or work-center appointed SI monitor is required to maintain a self-inspection binder, which can be a hard copy or electronic format. This binder must be accessible for review by the group monitor and available in the event the LAN is down. The binder or electronic format must contain, at minimum, the following:
 - 3.4.1. Section I. Appointment letters (applicable to your area only).
 - 3.4.2. Section II. SI, common core or UCI checklists as applicable to the SI monitors level of responsibility.
 - 3.4.3. Section III. An audit trail of all the open discrepancies until closure. This should include follow-up date, current status, OPR and estimated completion date.
 - 3.4.4. Section IV. Previous inspections accomplished at the 439 AW. UCIs, EORI, or Numbered Air Force (NAF) SAV excerpts applicable to the SI monitor's level of responsibility. (Complete reports on the AFRC IG website do not require reproduction for file.)

3.4.5. Section V. List of current applicable SIIs and applicable SII instruction. (The wing SI program manager will ensure an OPR is assigned for each SII to accomplish research and report findings and results back to the wing SI program manager. The wing SI manager will review the OPR's data and determine if the SII should be closed or be forwarded to the appropriate group monitors for action.)

3.4.6. Section VI. Excerpts from other unit inspections as applicable to the SI monitor's area of responsibility. This section may also be used for benchmarking data.

3.4.7. Additional sections may be added. They may include but are not limited to: copies of any applicable TIG Briefs (AFRP 90-1), Air Force, AFRC (MAJCOM), AMC (gaining command), (439 AW) unit publications and local operating policy procedures. (The preceding publications will be marked as "reference only" as the official publications are in electronic format. If information is outdated, it will be removed from the binder.)

4. Requirements.

4.1. The wing Self-Inspection Program manager will:

4.1.1. Maintain group/unit appointment letters on file.

4.1.2. Ensure the SI program meets directive compliance and communicate changes or unique inspection program elements.

4.1.3. Set permissions (write capability) for use of the SITS program for all authorized monitors based on appointment letters.

4.1.4. Ensure an OPR is assigned for each SII to accomplish research and report findings/results back to the wing SI program manager. (The wing manager will review the OPR's data and determine if the SII should be closed or be forwarded to the appropriate group monitors for action.) The wing SI program manager will monitor the status of all SIIs and report to higher headquarters as directed.

4.1.5. Ensure each group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF SAVs, EORIs, AFRC UCIs and SIIs. Periodically remind the group SI monitors to check the AFRC IG website for updates to binder materials.

4.1.6. Ensure that each group monitor receives and has established a process for ensuring the IG Crossfeed, NAF SAV reports and SIIs are being reviewed for compliance by the squadron, flight or work-center monitors.

4.1.7. Communicate through the use of e-mails or other fast media, providing data as to changes or unique program elements or related information on the AFRC IG web pages.

4.1.8. Monitor all group discrepancies using the SITS.

4.1.9. Ensure that SIs are complied with by 30 June each year.

4.1.10. Upon completion of annual SIs, conduct a meeting or survey with the group SI monitors to determine if program objectives are being met. Brief the installation commander as required for findings requiring senior management involvement.

4.1.11. Forward the results of the SIs to the installation commander.

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

4.2. The group SI monitors will:

4.2.1. Reinforce to squadron managers the use of the crossfeed/crosstell program that is available through the websites. Monitor discrepancies and suspense dates through the SITS or other approved program.

4.2.2. Maintain the group's SI binder.

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

4.2.4. Review and communicate through the use of e-mail and other fast media items such as IG Crossfeed/Crosstell material and associated benchmarking information to all squadron and work-center SI monitors. Periodically remind the SI monitors to check the AFRC IG website for updates to their binder materials.

4.2.5. Ensure that appointment letters are on file for all squadron, flight or work-center monitors and alternates.

4.2.6. Ensure that self-inspections are complied with as directed. A copy of the results will be sent to the wing SI program manager.

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

4.3. The squadron, flight or work-center self-inspection monitors will:

4.3.1. Review the crossfeed/crosstell reports in a timely manner.

4.3.2. Maintain the self-inspection binder.

4.3.3. Determine how discrepancies affect the functional area. Input discrepancies into the SITS program (or other approved system) after coordination with supervisor. Review all open discrepancies monthly to include changing the follow-up or estimated completion date, if required.

4.3.4. Maintain follow-up status reports to ensure estimated completion dates are met.

4.3.5. Notify the appropriate squadron commander or superintendent of discrepancies identified by subordinate work centers, which require management assistance.

4.3.6. Ensure that self-inspections are complied with as directed. Complete a letter stating that the annual inspection has been complied with and file in the appropriate location. Send a copy of the letter and the results to the SI group monitor.

5. Forms Prescribed. 439 AW Form 22.

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Commander