

**BY ORDER OF THE COMMANDER
908TH AIRLIFT WING**

**908TH AIRLIFT WING INSTRUCTION
90-201**



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Specialty Management

SELF-INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 90-2, *The Inspector General Inspection System*. The purpose of this instruction is to provide a systematic reporting procedure that will enable commanders and supervisors to identify, track, and resolve anticipated and actual problem areas within their units before they can adversely affect mission accomplishment. This instruction applies to all units and personnel assigned to 908th Airlift Wing (AW) Maxwell Air Force Base, Alabama. Refer recommended changes and questions about this publication to 908 AW/CCX Maxwell AFB AL using the AF Form 847 *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to 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/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This document was substantially revised and must be completely reviewed. Changes implemented the change from the Self Inspection Tracking System (SITS) to the Management Internal Control Toolset (MICT).

1. Management Internal Control Toolset (MICT). Automation of all program requirements via MICT is mandatory. MICT is an Air Force Reserve Command (AFRC) computer-based automatic tracking system used to track discrepancies identified during inspections. The MICT database is a web based program accessed through the Air Force Portal. An active AFRC ReserveNet Account is required in order to gain access to the MICT database. The use of MICT will be superseded by any AFI mandated Self Inspection Tracking System.

2. MICT Program. This program will be used for tracking deficiencies, discrepancies, and problem areas identified from many sources. They include: AFRC Unit Compliance Inspections (UCIs); Twenty Second Air Force (22 AF) Staff Assistance Visits (SAVs); Operational Readiness Inspections (ORIs); Air Mobility Command (AMC)/AFRC/22 AF Special Interest Items (SIIs); commander interest items; the Management Control Program (MCP); internally developed checklists; and any other inspection requirements not mentioned here.

3. Wing Commander Overview. Commanders, supervisors and designated Self-Inspection Monitors are responsible for the overall management of the Self-Inspection program and for ensuring compliance with higher headquarters guidance and this field instruction.

4. Wing Self-Inspection Monitor:

4.1. Will oversee compliance with the Self-Inspection program.

4.1.1. Will inform Unit Self-Inspection monitors of changes or unique program elements and manage MICT training for wing staff and Unit Self-Inspection monitors.

4.1.2. Will maintain a copy of the Wing Commander's appointment letter on file.

4.2. Will brief the Wing Commander semiannually or as required when findings require senior management involvement.

5. All Unit Self-Inspection Monitors:

5.1. Will oversee compliance with the Unit Self-Inspection Program and inform the unit commander and supervisors of changes and unique program elements.

5.2. Will ensure semiannual self-inspections are performed during the months of January and August.

5.3. Will ensure that all deficiencies, discrepancies, and problem areas are identified, entered, and tracked in the MICT program.

5.3.1. Actions taken to resolve open items will be reviewed every 30 days through closure.

5.3.2. Notify the unit commander or supervisor of the work center of discrepancies requiring management assistance.

5.4. Will ensure that each individual who is responsible for conducting a self-inspection is also knowledgeable on the MICT program and responsible for inputting, updating, and tracking discrepancies through closure in the MICT database.

6. General Information:

6.1. Each unit will maintain a Unit Self-Inspection Binder, including copies of this OI, previous inspection reports, and other information as deemed appropriate for a robust self-inspection program.

6.2. Unit's previous inspection and audit reports; latest UCIs; latest ORI report; applicable Numbered Air Force SAV report; Special Interest Item (SIIs); and other applicable reports can be accessed by going to the applicable web site. Individuals are encouraged to access these web sites monthly to stay abreast of current operations and information.

7. Program Revisions. Submit all requests for changes/revisions to the Wing Self-Inspection program monitor.

ROBERT H. SHEPHERD, Colonel, USAFR
Commander

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

AFPD 90-2, *The Inspector General Inspection*, 26 April 2006

AFI 90-201, *Inspector General Activities*, 17 June 2009

Abbreviations and Acronyms

22 AF—Twenty Second Air Force

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

HSI—Health Services Inspections

MICT—Management Internal Control Toolset

MCP—Management Control Program

ORI—Operational Readiness Inspections

SAV—Staff Assistance Visits

SII—Special Interest Item

UCI—Unit Compliance Inspections