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Special Management

SELF-INSPECTION PROGRAM

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This space wing instruction (SWI) implements AFI 90-201 and AFSPC Sup 1, *Inspector General Activities*, by establishing procedures to manage the Self-Inspection Program for the 91st Space Wing (91 SW), Minot AFB. This instruction applies to the 91 SW and subordinate units and may be supplemented with 91 SW/XP concurrence. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, and route the AF IMT 847 from the field through the Base Publishing Manager. Ensure records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (to be replaced by AFMAN 33-363), and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. Contact supporting records managers as required. 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.

1. Overview. A Self-Inspection Program (SIP) provides an effective means of assessing mission performance and organizational effectiveness through internal review. A thorough SIP gauges a unit's strengths and illuminates problem areas. Commanders are SIP customers and therefore dictate the quality of their SIP. They use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

1.1. Program Criteria. A self-inspection program is beneficial if it does the following:

1.1.1. Assigns SIP responsibilities and tracks.

1.1.2. Ensures each functional area, work center, additional duty, and common areas such as small computer management, information management, Fraud, Waste, and Abuse (FW&A), supply discipline, security and safety are periodically inspected IAW HAF and AFSPC guidance.

1.1.3. Establishes a method to identify, document, track and resolve deficiencies.

1.1.4. Provides feedback to commanders at all levels.

1.1.5. Assures units are using current and appropriately tailored Air Force Space Command checklists (AFSPCCL) and locally developed checklists are tailored and current.

1.1.6. All units must check on a routine basis that their AFSPCCLs are current with regulatory guidance. If changes are required, provide feedback to AFSPC functional.

1.1.7. Documents all discrepancies in the AFSPC SIP/Findings Automated Tracking System (FATS) data base using Form 101s, *Discrepancy Report* and IAW AFI90-201_AFSPCSUP1, *Inspector General Activities*, deemed as a problem area.

2. Responsibilities: Group, squadron and flight commanders have primary program responsibility and are responsible for enacting and maintaining a robust Self-Inspection Program.

2.1. 91 SW/CV:

2.1.1. Has the overall responsibility for the wing's SIP.

2.1.2. Designate an individual from Plans and Inspections Office (91 SW/XP) as the 91 SW SIP/FATS Manager and delegates to that office SIP/FATS authority.

2.1.3. Conduct a semiannual review of the self-inspection program. This is conducted by reviewing and signing the semiannual report.

2.1.4. Forward reports to the 91 SW/CC for validation IAW AFI90-201AFSPCSUP1.

2.2. 91 SW/XP SIP Manager:

2.2.1. Administer the 91 SW SIP.

2.2.2. Develop SIP policy and guidance. Maintain self-inspection binder (SIB) in a three ring binder (See Paragraph 3. for set-up information and criteria.).

2.2.3. Make available to all 91 SW monitors, links directly to Air Force and AFSPC Special Interest Items (SII) websites via the 91 SW/XP CoP site.

2.2.4. Distribute AFSPCCLs to group and staff SIP monitors when access to the 91 SW/XP CoP site is not available.

2.2.5. Notify 91 SW units to conduct semiannual self-inspections in February and August or as directed by 91 SW/CC/CV.

2.2.6. Brief 91 SW/CC/CV on the SIP semiannual reports.

2.2.7. Conduct Semi-Annual reviews of groups and random spot-checks of squadron and Functional Area Monitor's SIB to evaluate effectiveness, adequacy and currency. The 91 SW/CC/CV or XP may direct a self-inspection any time.

2.2.8. Compile group reports for the semiannual self-inspection wing report and forward to 91 SW/CC/CV.

2.3. Group Commanders:

2.3.1. Appoint SIP monitors (primary and alternate) who will run the group SIP. Forward appointment memorandum to the 91 SW/XP with the names, ranks and duty phones of each monitor and identify the monitor's area of responsibility. (See [Attachment 1.](#))

2.3.2. Review and endorse the group semiannual Self Inspection Report. (See [Attachment 3.](#))

2.3.3. Conduct a semiannual review of the self-inspection program, to include the group SIB and sign the SIP review log. (See [Attachment 4](#).)

2.3.4. On a monthly basis, review the AFSPC/IG SIP/FATS database to ensure group monitors have reviewed and initialed this review for all open Form 101s for their units.

2.4. Group/Special Staff SIP Monitor:

2.4.1. Act as the primary focal point for the SIP for all subordinate units and functional areas. Group monitors will maintain appointment letters for all squadron and functional area monitors.

2.4.2. Execute their SIP. Maintain a SIB in a three ring binder. (See Paragraph [3](#). for set-up information and criteria.)

2.4.3. Ensure assigned units accomplish a semiannual self-inspection of each functional area, work center and additional duty by 28 Feb and 31 Aug or as directed by 91 SW/XP.

2.4.4. Review and maintain applicable AFSPCCLs in their SIB. Monitors may develop local checklist using the guidance found in governing regulations if checklists do not exist for an individual functional area or if units want to supplement what is available. Locally devised checklists should be shared throughout the wing to encourage standardization, cooperation and to avoid duplication. Ensure local checklists are current and display the OPR and date of last revision.

2.4.4.1. Applicable AFSPCCLs and locally developed checklist, if used, will be maintained with appropriate answers/responses for each checklist item. Each answer/response will include examples or specific reference information for each AFSPCCLs and /or locally developed checklist item.

2.4.5. Ensure responsible agencies use the AFSPC/IG SIP/FATS database to report, track, validate and trend discrepancies that cannot be corrected on the spot.

2.4.6. Ensure responsible agencies use the AFSPC/IG SIP/FATS database to report, track, validate and trend discrepancies found during any exercise (as indicated by a problem write-up in an exercise After Action Report).

2.4.7. Review the AFSPC/IG SIP/FATS database and provide updates monthly to all group or special staff Form 101s. All open 101s will be initialed to document this monthly review. Provide updates to the group commander for their review.

2.4.8. Track discrepancies until closed. Ensure aggressive corrective action is taken to resolve discrepancies. Elevate problems that cannot be resolved at group level. Maintain closed Form 101s in the SIB until the next like inspection.

2.4.9. Consolidate and forward a group/special staff report of the semiannual self-inspection to the group commander for review and endorsement. Forward the original report and an electronic copy of the report to 91 SW/XP. The inspection completion date, a list of checklists used to complete the inspection and opened/closed discrepancies will be included in this summary. (See [Attachment 3](#).)

2.4.10. Conduct quarterly review of each squadron level SIB to assess effectiveness, adequacy and currency. These reviews will be documented on the SIP Review Log. (See [Attachment 4](#).)

2.4.11. Distribute applicable items of interest and other unit "crossfeeds" from (including those located at other bases) inspection reports.

2.5. Squadron Commanders:

- 2.5.1. Appoint SIP monitors (primary and alternate) who will run the squadron SIP. May also appoint functional area SIP monitors as needed. Forward appointment memorandum to the respective group monitor. (See [Attachment 1](#))
- 2.5.2. Review and endorse the squadron's semiannual self-inspection report. (See [Attachment 3](#).)
- 2.5.3. Conduct a semiannual review of the self-inspection program, to include the squadron SIB and sign the SIP review log. (See [Attachment 4](#).)
- 2.5.4. On a monthly basis, review the AFSPC/IG SIP/FATS database to ensure squadron monitors have reviewed and initialed this review for all open Form 101s for their units.

2.6. Squadron SIP Monitors:

- 2.6.1. Executes the SIP. Maintain SIB in a three ring binder (See Paragraph [3](#). for set-up information and criteria.).
- 2.6.2. Ensure functional area managers accomplish a semiannual self-inspection of each functional area, work center and additional duty by 28 Feb and 31 Aug.
- 2.6.3. Review and maintain applicable AFSPCCLs in their SIB. Monitors may develop a local checklist using the guidance found in governing regulations if checklists do not exist for an individual functional area or if units want to supplement what is available. Locally devised checklists should be shared throughout the wing to encourage standardization, cooperation and to avoid duplication. Ensure local checklists are current and display the OPR and date of last revision.
 - 2.6.3.1. Applicable AFSPCCLs and locally developed checklist, if used, will be maintained with appropriate answers/responses for each checklist item. Each answer/response will include examples or specific reference information for each AFSPCCLs and /or locally developed checklist item.
- 2.6.4. Ensure responsible agencies use the AFSPC/IG SIP/FATS database to report, track, validate and trend discrepancies that cannot be corrected on the spot.
- 2.6.5. Ensure responsible agencies use the AFSPC/IG SIP/FATS database to report, track, validate and trend discrepancies found during any exercise (as indicated by a problem write-up in an exercise After Action Report).
- 2.6.6. Review the AFSPC/IG SIP/FATS database and provide updates monthly to all squadron Form 101s. All open Form 101s will be initialed to document this monthly review. Provide updates to the squadron commander for their review.
- 2.6.7. Consolidate and forward a squadron semiannual self-inspection report to the squadron commander for review. Provide a paper copy of the report and an electronic copy of the report to the group SIP monitor. Include the inspection completion date, a list of checklists used to complete the inspection, opened and closed discrepancies. Document all open discrepancies on the appropriate form.
- 2.6.8. Track discrepancies until closed. Ensure aggressive corrective action is taken to resolve discrepancies. Elevate problems that cannot be resolved at squadron level. Maintain closed Form 101s in the SIB until the next like inspection.

2.6.9. Brief the squadron commander on SIP status at least monthly on all open/closed Form 101 discrepancies.

2.6.10. Conduct quarterly reviews of all Functional Area Manager SIP binders to evaluate their effectiveness, adequacy and currency if the functional area maintains a SIB.

2.6.11. Consolidate a list of squadron and functional area applicable AFSPCCL and provide the list to their respective group monitor.

2.6.12. Distribute items of interest and unit self-inspection reports Functional Area Monitors.

2.7. Functional Area Monitors:

2.7.1. Functional area monitors report to the squadron SIP monitors.

2.7.2. Tailor AFSPCCLs as needed with unit-specific critical and non-critical inspection items. Tailor checklists by adding, deleting or modifying items as required. Delete items by drawing a diagonal line through all lines of text not applicable. Review tailored checklists semiannually to ensure applicability and currency.

2.7.2.1. Tailored, modified, or revised checklists will be forwarded for review by the appropriate squadron, group, or special staff agency monitor.

2.7.2.2. Monitors may develop a local checklist using the guidance found in governing regulations if checklists do not exist for an individual functional area, or if units want to supplement what is available. Locally devised checklists should be shared throughout the wing to encourage standardization and cooperation, and to avoid duplication. Ensure local checklists are current and display the OPR and date of last revision.

2.7.2.3. Applicable AFSPCCLs and locally developed checklist, if used, will be maintained with appropriate answers/responses for each checklist item. Each answer/response will include examples or specific reference information for each AFSPCCLs and /or locally developed checklist item.

2.7.3. Perform self-inspections and document discrepancies on a wing approved report. Open a Form 101 in the AFSPC/IG SIP/FATS database for any deficiency that cannot be corrected on the spot. Forward the inspection completion date, a list of checklists used to complete the inspection, opened and closed discrepancies. Provide a report and an electronic copy of the report to the squadron SIP monitor.

2.7.4. Initiate a Form 101 in the AFSPC/IG SIP/FATS database if a discrepancy is found during any exercise (as indicated by a problem write-up in an exercise After Action Report).

2.7.5. Update all open Form 101s monthly until the discrepancy is closed and forward updates to the squadron/special staff monitors. Review the AFSPC/IG SIP/FATS database and provide updates monthly to all Form 101s. All open Form 101s will be initialed to document this monthly review. Provide updates to the squadron monitor so they can be incorporated into the squadron report.

2.7.6. Maintain AFSPCCLs for assigned areas (unless directed otherwise by the squadron SIP Monitor). Tailor these checklists to meet the needs of the functional area or work center.

2.7.7. Forward all closed Form 101s to the squadron SIP monitor for disposition.

2.7.8. Executes the functional area responsibilities under the SIP. Maintain SIB in a three ring binder (See Paragraph 3. for set-up information and criteria.).

2.7.9. Supply an applicable AFSPCCL list to squadron monitor.

3. Self-Inspection Binder (SIB):

3.1. Each unit will maintain a self-inspection binder for their particular area of responsibility. Squadron monitors may incorporate the responsibilities of the functional area monitors in their SIB. However, if the squadron monitor doesn't incorporate the functional area, the functional area monitors must maintain a SIB.

3.2. SIB will include, as a minimum:

3.2.1. A table of contents.

3.2.2. Current appointment letters for their area of responsibility. 91 SW special staff will maintain the 91 SW appointment memorandum. Group monitors will maintain their group and all squadron appointment memorandums. Squadron monitors will maintain their squadron and all functional area appointment memorandums. Functional area monitors will maintain their appointment memorandums as applicable.

3.2.3. A current index of AFSPCCLs and locally devised checklists. Units may go to the 91 SW/XP CoP site to access the current link for the AFSPC index. Special staff, group and squadron monitors will maintain a current and complete AFSPCCL index.

3.2.4. Current special staff/group/squadron/functional area AFSPCCLs and local checklists as applicable.

3.2.5. Group monitors do not have to maintain the squadron/functional area's checklists. Squadron monitors do not have to maintain their functional area checklists provided the functional areas maintain a SIB. If not, the squadron monitors will maintain the functional area's checklists.

3.2.6. Special Interest Items (SII) quarterly index (links are located on 91 SW/XP CoP site).

3.2.7. All applicable AF and AFSPC SII checklists (links are located on 91 SW/XP CoP site).

3.2.8. Last two semiannual self-inspection reports.

3.2.9. A copy of AFI90-201_AFSPCSUP_I, Attachment 12, and 91 SWI 90-2101.

3.2.10. Open Form 101s. Functional area monitors that maintain a SIB will also maintain the applicable functional area Form 101s. Squadron monitors will maintain the open squadron Form 101s in their SIB.

3.2.11. Closed Form 101s. Functional area monitors that maintain a SIB will forward a copy of closed discrepancies to their squadron monitor. Squadron monitors will forward a copy of closed discrepancies to the group monitors. Maintain the forms in the squadron SIB until the next like inspection.

3.2.12. Other administrative information the monitor requires.

3.2.13. A current SIP review log. (See [Attachment 4](#).)

4. Internal Self-Inspections:

4.1. All binders are susceptible to inspection at any time by 91 SW/CC/CV/XP personnel. Most reviews are scheduled but some may be no-notice. The group/squadron/functional area monitors should notify their commander of the review as soon as practical. (See [Attachment 2](#).)

4.1.1. All self-inspection monitors are responsible to supervise and review subordinate SIBs. These reviews will be conducted, as a minimum, quarterly and/or whenever a new person is assigned self-inspection monitor duties. Each review will be annotated on the review log. Discrepancies will be corrected by the owner as soon as possible.

4.1.2. Document reviews on the SIP review log. Hand prepared forms are not acceptable although entries may be handwritten. (See [Attachment 4](#).)

4.2. Checklists:

4.2.1. Units will use current, applicable AFSPCCLs. It is the responsibility of the group/squadron/functional area monitors to order, receive, post and use the index and all applicable checklists. It is the commander's responsibility to determine which publications are "applicable" to a particular functional area.

4.2.2. Monitors may develop a local checklist using the guidance found in governing regulations if checklists do not exist for an individual functional area or if units want to supplement what is available. Locally devised checklists should be shared throughout the wing to encourage standardization and cooperation and to avoid duplication. Ensure local checklists are current and display the OPR and date of last revision. Use other AFSPCCLs as an example on how to develop your own checklist.

4.2.3. Tailor AFSPCCLs to meet your functional area's requirements.

4.2.3.1. Divide checklist questions into two categories, critical and non-critical. These categories allow command functional managers to prioritize or emphasize command requirements.

4.2.3.1.1. Critical; Tasks which if not adequately accomplished, would result in degradation of a functional area's or unit's mission performance.

4.2.3.1.2. Non-critical; Important tasks which address requirements necessary for the efficient operation of a functional area, work center, or additional duty.

4.2.3.2. Functional Area Managers may choose to subdivide a checklist into sub-functional parts with critical or non-critical questions for each sub-function. The amount of material and nature of the functional area will dictate a checklist's organization.

4.2.3.3. List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses.

4.2.3.4. Do not duplicate checklist items.

4.3. **Applicable SII checklists must also be used.** These checklists focus on command and local interest items and are distributed by Air Force and AFSPC. Unit commanders should decide which items apply to their organization. Keep all SII applicable checklists until deleted from the quarterly index. Unit monitors may go to the 91 SW/XP CoP site to obtain new SII checklists from the Air Force and the AFSPC web pages.

4.4. Documentation of discrepancies:

4.4.1. Agencies will use the AFSPC/IG SIP/FATS database to report, track, validate and trend discrepancies.

4.4.2. Each functional area should complete a Form 101 for each unrelated write-up or crossfeed item requiring action. Indicate the source or paragraph reference for each discrepancy (if applicable). Refer to the HQ/AFSPC/IG Discrepancies Monitor Guide for detailed instructions on creating a Form 101.

4.4.3. As a minimum, update all open Form 101s monthly. Record the progress made for all discrepancies logged in the AFSPC/IG SIP/FATS database. The person making the update will place his/her initials and the date of the review in the space provided.

4.4.4. Remove closed Form 101s from the self-inspection binder after the next like inspection that prompted the creation of the Form 101. Reference closed discrepancies in the semiannual self-inspection report.

4.4.5. Squadron monitors will forward a monthly update to the appropriate group monitor. Group monitors are not required to annotate monthly updates on subordinate units Form 101s.

5. Crossfeed Reports:

5.1. When possible, 91 SW/XP will place a copy of all inspection reports received from other AFSPC units on the 91 SW/XP CoP site for review by commanders. Paper copies will be distributed upon request or when electronic means are not available.

MARTIN WHELAN, Colonel, USAF
Commander, 91st Space Wing

Attachment 1**SELF-INSPECTION MONITOR APPOINTMENT LETTER**

MEMORANDUM FOR 91 SW/XP

FROM: Group/Staff

SUBJECT: Self-Inspection Program Monitors

1. The overall self-inspection program monitors for the wing special staff are:

Name	Group/Staff	Phone	Primary/Alternate
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2. The following are the wing special staff self-inspection program monitors and their areas of responsibility:

Name	Squadron/Section	Phone	Primary/Alternate
	91 SW/SE	3-2869	Primary
	91 SW/SE	3-6237	Alternate
	91 SW/CCC	3-3014	Primary
	91 SW/HO/CCA/CCI	3-2858	Primary
	91 SW/FM	3-3379	Primary
	91 SW/FMA	3-3378	Alternate
	91 SW/MO	3-6267	Primary
	91 SW/MO	3-2797	Alternate

NAME, Rank, USAF

Commander of appropriate agency

Attachment 2

SELF INSPECTION PROGRAM SELF INSPECTION MANAGEMENT REVIEW

1. Does the Self-Inspection Binder include a labeled, up-to-date, table of contents? SWI 90-2101 **3.2.1.**

(No) 0 (Yes) 5 (N/A) 5

2. Did the commander appoint a primary and alternate Self-Inspection Monitor in writing and is the letter posted in the SIM book? SWI 90-2101 **3.2.2.**

(No) 0 (Yes) 5 (N/A) 5

3. Does the Self-Inspection Binder include a current applicable Self-Inspection AFSPCCL index? SWI 90-2101 **3.2.3.**

(No) 0 (Yes) 5 (N/A) 5

4. Does the Self-Inspection Binder include a current Self-Inspection of required checklist? SWI 90-2101 **3.2.4.**

(No) 0 (Yes) 5 (N/A) 5

5. Does the Self-Inspection Binder include a current applicable Self-Inspection checklist? SWI 90-2101 **3.2.4.**

(No) 0 (Yes) 5 (N/A) 5

6. Does the Self-Inspection Binder include the most recent Special Interest Item quarterly report? SWI 90-2101 **3.2.6.**

(No) 0 (Yes) 5 (N/A) 5

7. Does the Self-Inspection Binder include all applicable Special Interest Item (SII) checklists?

SWI 90-2101 [3.2.7](#).

(No) 0 (Yes) 5 (N/A) 5

8. Are all open discrepancy forms (AFSPC Form 101) maintained in the Self-Inspection Binder? SWI 90-2101 [3.2.10](#).

(No) 0 (Yes) 5 (N/A) 5

9. Are all closed discrepancy forms maintained in the Self-Inspection Binder until the next like inspection? SWI 90-2101 [3.2.11](#).

(No) 0 (Yes) 5 (N/A) 5

10. Is the 'identification portion' of the AFSPC Form 101s filled out properly?

(No) 0 (Yes) 5 (N/A) 5

11. Does the summary of the discrepancy identify specific root causes of a problem?

(No) 0 (Yes) 5 (N/A) 5

12. Does the description of corrective actions specifically address the problem?

(No) 0 (Yes) 5 (N/A) 5

13. Was an estimated completion date (ECD) annotated in each entry on each AFSPC Form 101?

(No) 0 (Yes) 5 (N/A) 5

14. Are all closed discrepancies referenced in the semiannual Self-Inspection report? (Group/Wing Staff only)

(No) 0 (Yes) 5 (N/A) 5

15. Are all open discrepancies referenced in the semiannual Self-Inspection report? (Group/Wing Staff only)

(No) 0 (Yes) 5 (N/A) 5

16. Is the self-inspection Binder in good order? SWI 90-2101 **3.1.**

(No) 0 (Yes) 5 (N/A) 5

17. Does the Self-Inspection Binder include an up to date review log? SWI 90-2101 **2.3.3./2.4.10.**

(No) 0 (Yes) 5 (N/A) 5

18. Has each group and squadron commander conducted the semiannual review of the Self-Inspection Program, and were the reviews documented on the review log? SWI 90-2101 **2.3.3./2.4.10.**

(No) 0 (Yes) 5 (N/A) 5

19. Does the Self-Inspection Binder have the last two Self-Inspection Semi-Annual reports? SWI 90-2101 **3.2.8.**

(No) 0 (Yes) 5 (N/A) 5

20. Does the Self-Inspection Binder have the current SWI 90-2101? SWI 90-2101 **3.2.9.**

(No) 0 (Yes) 5 (N/A) 5

TOTAL POSSIBLE POINTS: 100

Total Received: _____

Attachment 3**SELF-INSPECTION UNIT REPORT**

MEMORANDUM FOR Commander

91 SW/XP

IN TURN

FROM: Group/Squadron/Staff

SUBJECT: Self-Inspection Report

For the self-inspection conducted 1-10 Apr 00, the command and special staff report the following:

Group/ Staff	SIG/Checklists Used	101s Opened	101s Closed
	Checklists 33-12, 84-1	None	None
	Checklists 33-11, 33-12	None	- Records technician and COR not officially designated on Minot Form 19 (33-12)
Squadron/ Section	SIG/Checklists Used	101s Opened	101s Closed
	Checklist 25-1	None	None
	Checklists 25-1, 33-12, 65-1	None	None
	Guidance rescinded	None	None

NAME, Rank, USAF
Self-Inspection Monitor
Unit Assigned

NAME, Rank, USAF
Commander, Unit

