



# 96 TW SELF-ASSESSMENT PROGRAM

## PROGRAM MANAGEMENT

The primary purpose of the Self-Assessment (SA) Program (SAP) is to accurately identify and report issues to the command chain. Self-assessments provide commanders a means for internal assessment of a wing's overall health and complements external assessments. To be truly effective, the inspection process must be an active, ongoing effort with full leadership support. NOTE: Compliance with the items in a self-assessment checklist does not relieve individual Airmen from knowing the requirements of their programs and complying with guidance in the Air Force Instructions and other policy documents.

### COMMANDERS/DIRECTORS HAVE THE RESPONSIBILITY TO:

1. Establish and manage the unit SAP according to AFI 90-201 and other command guidance that supports the Wing SAP.
2. Conduct a SA at least once in every 12-month period unless directed otherwise to enable adequate awareness by the command chain of the wing's readiness, compliance and surety.
3. Ensure root cause analysis following AFSO21 processes for all Tier 1 (Critical) findings and any Tier 2 (Significant) findings that will have significant mission impact.
4. Utilize MICT to facilitate the SAP.
5. Ensure program effectiveness and quality through direct involvement in the SA process and compliance with all requirements.

**96 TW MANAGER**

**96 TW/CV, 882-9600**

**96 TW COORDINATORS**

**96 TW/IGI, 882-8183**

### SAP MANAGERS MUST:

1. Establish a SAP and be appointed in writing by the commander as a SAP manager.
2. Manage the SAP according to AFI 90-201 and other command guidance that supports the Wing SAP.
3. Establish a SA training program and provide training and assistance as needed.
4. Conduct assessments and coordinate/conduct cross-functional SAVs. Provide cross-feed data for respective unit(s).
5. Use HAF and AFMC SA checklists, at a minimum, and Observation Cause Codes listed in MICT when conducting self-assessments.
6. Problem-solving responsibility and the corrective action process reside at the lowest appropriate level. Problem-solving will be applied using appropriate root cause analysis tools, such as the AF 8-Step Problem Solving Model as outlined in the AF Smart Operations for the 21st Century (AFSO21) playbook.
7. Brief leadership on all open observations.
8. Update observation corrective action progress status at least every 30-45 days.

### SELF-ASSESSMENT PROGRAM MANAGERS

**UNIT:** \_\_\_\_\_

**PRI:** \_\_\_\_\_

**ALT:** \_\_\_\_\_