

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 90-201  
AIR EDUCATION AND TRAINING  
COMMAND  
Supplement**

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**Special Management  
THE AIR FORCE INSPECTION SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 90-201, *The Air Force Inspection System*. This supplement describes Air Education and Training Command's (AETC's) procedures for use in conjunction with basic AFI. It applies to all AETC units and AETC-gained units, to include AETC Air National Guard (ANG) units. Changes to the procedures identified in this publication are not authorized without approval of AETC/IGI. Send recommendations for change or comments to this supplement using the AF IMT 847, *Recommendation for Change of Publication*, to AETC/IGI. Locally-developed instructions or supplements will not be less restrictive than the AFIs or this supplement. AETC subordinate units will submit their supplements to this publication to the HQ AETC/IG Workflow Inbox for review before publishing. AETC-gained ANG units will submit their supplements to NGB-IGD for review before publishing. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records

Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

### ***SUMMARY OF CHANGES***

This supplement is substantially revised and must be completely reviewed. Significant revisions include: Decreases numerous mandated procedures in the previous supplement due to guidance now provided in the core AFI.

1.5.9.2.1. (Added) HQ AETC/AFRS will plan, organize, and conduct AFRS inspections under the AFIS by delegated authority from SAF/IG. (T-2)

1.5.9.2.2. (Added) Air University will plan, organize, and conduct Air Force Reserve Officer Training Corps detachment inspections under the AFIS by delegated authority from SAF/IG. Air University may further delegate this responsibility. (T-2)

1.5.11.13. (Added) MAJCOM Augmentee Inspectors requesting to conduct a site visit during the UEI continual evaluation period will notify the AETC Gatekeeper, [aetc.gatekeeper@us.af.mil](mailto:aetc.gatekeeper@us.af.mil) (ANG/IG Gatekeeper for AETC-gained ANG wings, <https://cs1.eis.af.mil/sites/AFGP/ngb/default.aspx>, not later than 45 days prior to a proposed visit for approval.

1.5.11.13.1. (Added) The e-mail request will clearly identify the reason for the site visit (e.g. exercise observation, Attachment 3 items to validate/verify, etc), team composition, dates, and organization/program to be inspected.

1.5.11.13.2. (Added) Required training for site visit teams will be determined by AETC/IGI based on the visit type/reason.

1.5.11.13.3. (Added) Teams will use IGEMS to document all site visits. Site visits will not be graded, but will identify strengths, recommended improvement areas, deficiencies, benchmarks, and overall comments as required.

1.5.11.13.4. (Added) AETC/IGI will be the final authority for all report content.

1.5.11.13.5. (Added) Attached flying personnel do not need to go through the Gatekeeper if the sole purpose of the visit is normal flying/continuation training.

2.10.1.2.1. (Added) Wing/CV should attend the Quarterly Inspection Working Group.

2.12.3.1. (Added) All AETC organizations will follow host installation AFIS or other service inspection guidelines and schedule for host-owned programs. (T-2) These programs remain subject to inspection by HQ AETC/IG during CAPSTONE events.

2.16.4.1. (Added) Flying related (Flight) SIIs will be managed IAW AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*.

2.16.8.1.(Added) HQ AETC/IG will notify units of AETC CIIs. Notification and procedures will be sent to the wing IG for staffing action. All CIIs affecting AETC-gained ARC units will be coordinated with the ANG/IG and/or AFRC/IG.

2.17.1.3.1. (Added)All requests from contractors must also include a DD 2875 with the contract expiration date. (T-1)

- 2.17.2.5.1. (Added) Copies of the NDA must be maintained by the Installation or Directorate MICT Program Manager for tracking purposes until further guidance is provided by SAF/IG. (T-2)
- 2.18.7. (Added) CCIP Final Inspection Reports will be loaded under Wing level in IGEMS under the "Inspection Note" tab with the following naming convention: Wing, Sq, Inspection Type, Month/Year, Program/Activity inspected. For example, "71 FTW, 71 OSS, Vertical Inspection, Mar 2014, Aircrew Flight Equipment." (T-2) Inspection types are By-Law, Horizontal, and Vertical.
- 2.19.8.1. (Added) Wing IGI will contact respective AETC/IGI MGA Lead to facilitate proper validation and assignment of POC/OPRs for deficiencies above wing level. (T-2)
- 2.19.9.3.1. (Added) For both self-assessment and wing inspections, observation and deficiency severity levels should be assigned within the context of organizational (squadron, group, or wing staff agency) mission impact.
- 4.8.6. (Added) AETC/IG PROJO will send IG CAPSTONE requirements 90 days before event.
- 5.8.3.6. (Added) WIT training modules are available on the AETC IG Portal page. Modules are a library resource for Wing IGs to tailor specific training to WIT inspector needs, not a top to bottom requirement. The training modules are not a substitute for any other instructionally-mandated training requirements (ex. exercise evaluation, COR/contracted functions inspection).

PETER F. DAVEY, Colonel, USAF  
Inspector General

**Attachment 1 (AETC)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-246, Air Force Lodging Program, 11 Nov 07

***Prescribed Forms***

There are no prescribed forms for this publication.

***Adopted Forms***

There are no adopted forms for this publication.

***Abbreviations and Acronyms***

**ADVON**—Advance Echelon

**AETC**—Air Education and Training Command

**AFRS**—Air Force Recruiting Service

**AI**—Academic Instructor

**AP**—Aerospace Physiology

**ATIS**—G—Airmen to IG Sessions-Group

**CCAF**—Community College of the Air Force

**CO**—Contracting Officer

**FAR**—Functional Area Requirement

**ID**—Identification

**IMT**—Information Management Tool

**IP**—Information Protection

**JAG**—Judge Advocate General

**PROJO**—Project Officer

**SOW**—Statement of Work

***Terms***

**CAPSIL**—A user-friendly interface with effective search capabilities and efficient user tracking to provide the ability to access and share information, Article 6 Inspection data, and e-learning resources across the JAG Corps.

**Attachment 3**

**AIR FORCE INSPECTION REQUIREMENTS**

Table A3.2 (Added) AETC Attachment 3 items are published on the AETC/IG Portal page