

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 377TH AIR BASE WING (AFMC)



AFI90-201\_AFMCSUP\_KIRTLANDAFBGM2015-01

23 April 2015

MEMORANDUM FOR 377 ABW

FROM: 377 ABW/CC

SUBJECT: Kirtland AFB Guidance Memorandum (GM) to AFI90-201\_AFMCSUP, *The Air Force Inspection System*

Releasability: There are no releasability restrictions on the publication.

By Order of the Installation Commander this is a Kirtland Air Force Base Guidance Memorandum (GM) immediately implementing Air Force Instruction (AFI) 90-201, *The Air Force Inspection System*. Compliance with this Memorandum is mandatory and applies to all activities and associate organizations per host/tenant support agreements with the 377th Air Base Wing (377 ABW) and is effective immediately. To the extent its directions are inconsistent with other 377 ABW publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*.

The attachment provides guidance pertaining to the 377 ABW Self-Assessment Program. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). The following changes to Air Force Instruction (AFI) 90-201\_AFMCSUP dated 06 March 2014, are effective immediately.

The guidance in this Memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change, publication or rewrite of AFI 90-201, whichever is earlier. Please contact 377 ABW/IGIS at 377ABW/IGI@us.af.mil or DSN 246-9514, with questions or concerns regarding SAP/MICT.

TOM D. MILLER, Colonel, USAF  
Commander

Attachment:  
Guidance Changes

## Attachment

### Guidance

2.18.2.3.5. The Unit Self-Assessment Program Manager (USAPM). Unit is defined as a Group, Squadron, or other level subordinate to the 377 ABW. The USAPM is appointed in writing, assigned the MICT Administrator role, complies with the SAP requirements in AFI 90-201 and will:

2.18.2.3.5.1. Utilize MICT to record self-assessments, as required.

2.18.2.3.5.2. Provide MICT training for their unit's assigned validators and assessors. Training slides are available on the MICT Assistance tab/Help Guides. Training rosters shall be available upon request.

2.18.2.3.5.3. Manage the unit's MICT permissions.

2.18.2.3.5.4. Assign individual assessors as Point-Of-Contact (POCs) for each Self-Assessment Communicator (SAC) based on assignment by the appropriate work center supervisor.

2.18.2.3.5.5. Assign Validator and/or Follow Checklist roles to program managers, as appropriate.

2.18.2.3.5.6. Assist the Wing Self-Assessment Program Manager (WSAPM) and work center supervisor in ensuring applicable HAF/MAJCOM/Wing/Unit SACs are tracked, including primary duty SACs and Table 1.

2.18.2.3.5.7. Attend MICT working groups scheduled by the WSAPM.

2.18.2.3.5.8. Be the initial POC to unit members for SAP/MICT problem resolution. If required, elevate through MICT or other management chains.

2.18.2.3.5.9. Be the unit focal point for SAP/MICT observations.

2.18.2.3.5.10. Ensure unit observation's severity is appropriate (see Table 2) to commander's intent.

2.18.2.3.5.11. Routinely verify and report the effectiveness of the USAP to the unit Commander (CC) or equivalent:

2.18.2.3.5.11.1 This report shall include, but is not limited to: Corrective actions, trends, currency of each SAC and SAC assessment, and issues requiring CC engagement.

2.18.2.3.5.11.2 Unit CC must determine report frequency, not to exceed 120 days, ensuring each tracked SAC is reported on.

2.18.2.3.5.12. Monitor assigned SAC for changes/updates, and notifies validators/assessors, as required.

2.18.2.3.5.13. Close assigned observations upon approval from the closure authority (IAW para 2.18.2.3.9.), as required.

2.18.2.3.6. Supervisors assigned the Validator role will:

2.18.2.3.6.1. Identify required work center SACs with the appropriate Functional Area Manager (FAM) at least quarterly and with the WSAPM as required.

2.18.2.3.6.2. Identify POCs for each SAC.

2.18.2.3.6.3. Review identified observations in work center SACs for accuracy, severity, and supporting documentation. Provide comments, as required.

2.18.2.3.6.4. Submit assessments (“Validate”) when changes to SAC item compliance occur.

2.18.2.3.7. Personnel assigned the Assessor role will:

2.18.2.3.7.1. Use the Request Permission button under the Assistance Tab for initial access; then utilize MICT to record self-assessments, with changes in compliance current to within 5 duty days.

2.18.2.3.7.2. Select non-compliance observation severity based on assessed impact (**NOTE:** Tier level indicates waiver authority level only and is not connected to severity or closure authority).

2.18.2.3.7.3. Use Deficiency Cause Codes listed in AFI 90-201, Attachment 7, when conducting self-assessments.

2.18.2.3.7.4. Complete “N/A” reasons and “No” Root-Cause Analysis (RCA) and Corrective Action Plan (CAP). Minor observations do not require a RCA.

2.18.2.3.7.5. Notify Validator upon completion of assessment (lock for validation).

2.18.2.3.7.6. Report MICT problems to the USAPM.

2.18.2.3.7.7. Report SAC content problems to the FAM using the “Spam the FAM” feature.

2.18.2.3.7.8. Upload all documentation or appropriate hyperlinks supporting a SAC or SAC item status into MICT, when possible.

2.18.2.3.7.8.1. Ensure Personal Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPAA), DoD Unclassified Controlled Nuclear Information (UCNI) and classified information are NOT entered into MICT. Properly declassified/redacted information at or below Unclassified//For Official Use Only (U//FOUO) is allowed.

2.18.2.3.8. The following MICT Administrator settings are mandatory:

2.18.2.3.8.1. Administration Tab/Classify Unit for Checklist Suggestions: Check “Airbase Wing” and “Nuclear Systems Wing” (and additional units if determined by MAJCOM FAMs).

2.18.2.3.8.2. Customize Features Tab/Personalized Settings/Unit Customization:

2.18.2.3.8.2.1. Check “Force POC’s to receive checklist change notifications.”

2.18.2.3.8.2.2. Check “Only Validators can select “Validate” button on a Self Assessment.”

2.18.2.3.8.2.3. Check “Prevent members from validating the checklist they assessed.”

2.18.2.3.8.2.4. Select – Group/Wing Admin for “Minimum permission required to close “Critical” Observations”

2.18.2.3.8.2.5. Select – Manager for “Minimum permission required to close “Minor/Significant” Observations”

2.18.2.3.9. Observation close-out:

2.18.2.3.9.1. Follow the 377 ABW Inspection Deficiency Process (stored on the 377 ABW/IG Inspections SharePoint page). The top category of Table 1 speaks to MICT observations.

2.18.2.3.9.2. Closure authority will validate proposed CAPs. Actual closure authority (Supervisor, Commander, etc.) for the observation and rights to close said observation in MICT may not be the same individual.

2.18.2.3.9.3. WSAPM or USAPMs will close critical observations in MICT when corrective action plans have been implemented and the non-compliance issue has been resolved per the Wing Commander. Closure approval documentation (e.g. signed memo, digitally signed e-mail) will be saved in MICT.

**Table 2.1. 377 ABW Common Core SAC.**

| <b><u>Mandatory Universal Requirements:</u></b> |  |
|---|--|
| <b><u>SAC Abbrev</u></b>                        | <b><u>Title MICT SAC</u></b>   |
| SAC A6-3-1                                      | <a href="#">Records Management – FOIA – Privacy Act</a>                      |
| SE  | <a href="#">Supervisor Occupational Safety Responsibilities Communicator</a> |
| INFOSEC   | <a href="#">Information Security</a>   |
| OPSEC 4   | <a href="#">OPSEC Program - (Below Wing Level Organizations)</a>             |

|   |   |
|---|---|
| A1-28   | <a href="#">AFI36-2201 Supervisor/Trainer Knowledge</a>                     |
| <b><u>Minimum Requirements According to Additional Duty Roster:</u></b> |   |
| <b><u>SAC Abbrev</u></b>  | <b><u>Title MICT SAC</u></b>  |
| SE  | <a href="#">Commander below Installation level and USR</a>                  |
| AFI10-203   | <a href="#">AFI10-203 Duty Limiting Conditions - Unit Commander</a>         |
| AFI10-250 Ut CC   | <a href="#">AFI 10-250 Individual Medical Readiness- Unit Commander</a>     |
| AFI48-122 Ut CC   | <a href="#">AFI 48-122, Deployment Health, Unit Commander</a>               |
| RM -01  | <a href="#">Risk Management (RM) All Levels CI</a> (Commander Oversight)    |
| SAC A6-1-5  | <a href="#">AFMAN 33-153 - IT Asset Management (ITAM) - Hardware (PWCS)</a> |
| A1-3  | <a href="#">Unit Training Manager</a>                                       |
| A1-17   | <a href="#">Unit Fitness Program</a>  |
| A1-18   | <a href="#">Commander Support Staff</a> (Only for units w/ a CSS)           |
| A1- 20  | <a href="#">Squadron Commander Activities and Functions</a> (SQ/CC only)    |
| A1- 29  | <a href="#">Unit Voting Assistance Officer</a>                              |
| AFI 36-2644   | <a href="#">Self-Aid and Buddy Care (SABC) Training</a>                     |
| A7S (31-101)  | <a href="#">Integrated Defense, Incorporating Change 1, 20 Sep 10</a>       |
| No Abbrev   | <a href="#">Stage 1-All Shops</a> (ESOHCAMP) (HAZ Materials/Waste)          |
| INDSEC  | <a href="#">Industrial Security Program</a>                                 |
| No Abbrev   | <a href="#">GTC Cross Functional APC HL4-7 Self Inspection Checklist</a>    |
| SAC A6-2-1  | <a href="#">Communications Security (COMSEC)</a> (Only for units w/ COMSEC) |
| SAC A6-2-2  | <a href="#">Computer Security (COMPUSEC)</a>                                |
| SAC A6-2-3  | <a href="#">Emissions Security (EMSEC)</a>                                  |
| PERSEC  | <a href="#">Personnel Security Program</a>                                  |
| SAC A6-3-2  | <a href="#">Publications and Forms Management</a>                           |
| SAC 33-590  | <a href="#">AFI 33-590 Radio Management</a>                                 |
| EM Pgm Ut SAC   | <a href="#">Emergency Management Pgm Unit Level 20 Jun 14</a>               |
| A4L (24-302)  | <a href="#">Vehicle Management (VCO/VCNCO)</a>                              |
| AFI 33-393  | <a href="#">AFI 33-393 Electronic and Info Technology Accessible to</a>     |

|            |  |
|------------|--|
|            | <a href="#">Individuals with Disabilities, Section 508</a>   |
| AFI 44-177 | <a href="#">AFI 44-177 Public Access Defibrillator (PAD)</a> |
| AFI23-111  | <a href="#">Management of Government Property</a>            |

**Table 2.2. Observation Severity Definitions and AFI33-360 Tiering Definitions.**

| Observation Severity | Definition   |
|----------------------|--|
| Critical             | Any observation that results or could result in widespread mission impact or failure.                                    |
| Significant          | A validated observation that has or could have significant mission impact.   |
| Minor                | A validated observation that does not meet the definition for a Significant observation but requiring corrective action. |

**Note:** Please reference AFI 33-360, 25 Sep 13, Table 1.1. for tiering definitions.  
Tier level indicates waiver authority level only and is not connected to closure authority.