

**BY ORDER OF THE COMMANDER  
325TH FIGHTER WING (AETC)**



**AIR FORCE INSTRUCTION  
90-201\_AETCSUP\_  
TYNDALL AIR FORCE BASE  
Supplement**

**22 NOVEMBER 2011**

**Command Policy**

**INSPECTION GENERAL PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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OPR: 325 FW/IG

Supersedes: TYNDALLAFBI 90-201,  
6 Jun 2007

Certified by: 325 FW/IG  
(Lt Col J. Granducci)

Pages: 9

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This instruction implements AFD 90-2, *Inspector General—The Inspection System*. It establishes policy for conducting the 325th Fighter Wing (FW) Self-Inspection Program and applies to all 325 FW organizations. This instruction expands upon policies and procedures as outlined in AFI 90-201\_AETCSUP\_I, *Inspector General Activities*. It outlines responsibilities, lists procedures for use of inspection checklists and disposition of findings, and establishes the frequency of self-inspections. Overall responsibility for the program rests with the 325 FW Commander; however, actual operation and management of the Self-Inspection Program is delegated to the subordinate offices specified in this instruction. . Self-Inspection is an internal management tool, which enables supervisors to identify and correct management deficiencies and noncompliance with directives. A formal Self-Inspection program documents deficiencies and assists supervisors in resolving problems either locally or by elevation to the appropriate level. Serious and repeat deficiencies can be systematically resolved through conscientious and regular use of the program, resulting in increased effectiveness of the organization. Every effort should be made to reduce the administrative burden of unit Self-Inspection programs. The Self-Inspection program should be an active, ongoing effort at all levels of supervision and is not an administrative exercise that is implemented in the face of known unit vulnerability to a higher headquarters inspection. However, a thorough review of the program would be in order prior to such an inspection Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate

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## ***SUMMARY OF CHANGES***

Consolidate Self-Inspection reports received from groups and wing staff agencies, including issues identified by the groups/staff agencies warranting command attention. Forward the consolidated, semi-annual self-inspection report to the 325 FW/CC. All discrepancies not closed within 30 days will be tracked. A log will be used in front of section 2 to keep track of all discrepancies documented and their current status.

### **2. AIR FORCE INSPECTION PROGRAM GUIDELINES.**

2.4.1.1. (Added) The 325 FW Inspector General's (IG) office is responsible for overall operation and management of the 325 FW Self-Inspection program.

2.4.1.1.1. (Added) 325 FW/IG will:

2.4.1.1.1.1.2. (Added) Manage the wing Self-Inspection Program.

2.4.1.1.1.1.3. (Added) Maintain group/staff agency appointment letters.

2.4.1.1.1.1.4. (Added) Consolidate Self-Inspection reports received from groups and wing staff agencies, including issues identified by the groups/staff agencies warranting command attention. Forward the consolidated, semi-annual self-inspection report to the 325 FW/CC.

2.4.1.2. (Added) Group Commanders and Wing Staff Agency Chiefs will appoint Self-Inspection program managers for their respective Group or Agency. Forward copies of appointment letters to 325 FW/IG staff.

2.4.1.2.1. (Added) Group and staff agency Self-Inspection Program Managers will:

2.4.1.2.1.1. (Added) Review LIMFACs and major findings from subordinate levels.

2.4.1.2.1.2. (Added) Compile Self-Inspection results and status from subordinate units. Send electronic completion reports, including issues warranting command attention, to 325 FW/IG staff upon completion of semi-annual Self-Inspections, per paragraph 4.2.6.

2.4.1.4.2.1. (Added) Maintain appointment letters to identify squadron-level monitors in their respective organization.

2.4.1.3. (Added) Squadron commanders are responsible for management of the Self-Inspection program within their organization. The number of squadron-level monitors will be determined by the squadron commander.

2.4.1.4. (Added) Squadron Level Self-Inspection monitors. These individuals, designated by the squadron commander, are responsible for conducting a Self-Inspection of his/her functional area. Normally, the lowest level supervisor having a direct function will be the person actually performing the Self-Inspection; however, in small units, a single Self-Inspection monitor may be appointed.

2.4.1.4.1. (Added) Squadron Self-Inspection Program Monitors will:

2.4.1.4.1.1. (Added) Appoint Self-Inspection program monitors, as necessary, to assist in managing the Self-Inspection program.

2.4.1.4.1.2. (Added) Maintain a Self-Inspection book with applicable extracts per paragraph 2.4.1.6.1.

2.4.1.4.1.3. (Added) Ensure Self-Inspections are completed in a timely manner and advise squadron commanders of results and status.

2.4.1.4.1.4. (Added) Evaluate the results of Self-Inspection efforts and analyze trends.

2.4.1.4.1.5. (Added) Ensure permanent corrective action is taken and documented to correct discrepancies.

2.4.1.4.1.6. (Added) Ensure estimated completion dates are realistic and monitor corrective action progress.

2.4.1.4.1.7. (Added) Track inspection results. The use of an internal electronic tracking method is acceptable if the program contains all required information per this AFI, attachment 1.

2.4.1.5. (Added) Work Center Self-Inspection Program Monitors will:

2.4.1.5.1. (Added) Maintain a Self-Inspection book per paragraph 2.4.1.6.1.

2.4.1.5.2. (Added) Ensure self inspection check lists are up to date.

2.4.1.5.3. (Added) Monitor changes in HHQ developed and distributed self inspection check lists.

2.4.1.5.4. (Added) Develop local check lists to address unit specific compliance issues as required.

2.4.1.5.5. (Added) Assist in conducting the Self-Inspections.

2.4.1.5.6. (Added) Document open discrepancies and forward to the Squadron monitor.

2.4.1.6. (Added) PROGRAM REQUIREMENTS.

2.4.1.6.1. (Added) Self-Inspection Book:

2.4.1.6.1.1. (Added) Purpose. The Self-Inspection book provides a single source of reference for Self-Inspection materials and is a tool for identifying, documenting, and reviewing progress of corrective actions for problem areas.

2.4.1.6.1.2. (Added) Format (Either electronic or hard copy)

2.4.1.6.1.2.1. (Added) Section 1. Applicable Self-Inspection Appointment Letters/Source Documents.

2.4.1.6.1.2.1.1. (Added) Current applicable AF, AETC and local inspection checklists. Develop local self-inspection checklists to include areas not covered in HHQ checklists/guidance. Local checklists should be tailored to specific work center requirements.

2.4.1.6.1.2.1.2. (Added) A copy or link to this instruction (TAFBI 90-201, *Self-Inspection Program*).

2.4.1.6.1.2.2. (Added) Section 2. Self-Inspection Reports. This section contains a copy of the unit/section's last two Self-Inspection reports. Log all applicable discrepancies and their status. **NOTE:** The use of an internal electronic tracking method is acceptable if the program contains all required information per this AFI, attachment 1.

2.6.1.1.2.2.1. (Added) TYPES OF DISCREPANCIES.

2.6.1.1.2.2.1.1. (Added) Limiting Factor (LIMFAC): A discrepancy that limits or impedes the unit's ability to accomplish its mission, but is beyond the unit's ability to correct. LIMFACs must be identified to higher levels of command.

2.6.1.1.2.2.1.2. (Added) Major/Critical Finding: A discrepancy which does not comply with policy guidelines and which limits or impedes the unit's ability to accomplish its mission, but is unit correctable. Additionally, the following constitute major findings:

2.6.1.1.2.2.1.2.1. (Added) Any discrepancies, major or minor, previously identified in a Self-Inspection and still unresolved, but correctable at the unit level.

2.6.1.1.2.2.1.2.2. Minor (Added) discrepancies of the same type found throughout the unit representing an unfavorable trend.

2.6.1.1.2.2.1.3. (Added) Minor Finding: A discrepancy that does not comply with policy guidelines, but does not limit or impede the unit's ability to accomplish the mission. Minor discrepancies, corrected on-the-spot and require no follow-up and do not indicate a trend, need not be documented.

2.6.1.1.2.2.1.4. (Added) Repeat Finding: Any discrepancy, major or minor, previously identified in another inspection, (i.e., Self-Inspection, staff assistance visit or HHQ inspection) and still unresolved, will be identified as a major "repeat" finding.

2.6.1.6.1.2.3. (Added) Section 3. Local Inspection Reports. This section contains any applicable extracts from inspection reports generated locally; i.e., functional management studies, training staff assistance visits, administrative staff assistance visits, or CROWN PRINCE/CROWN ROYAL (local exercise) reports. Hard copies or electronic copies within Electronic Records Management (ERM) Server may be used. Replies generated in response to these will be filed in front of subject report.

2.6.1.6.1.2.4. (Added) Section 4. Higher Headquarters SAV/Inspection Reports. This section will include applicable extracts of higher headquarters inspection, evaluation, and staff assistance visit reports of Tyndall AFB. Hard copies or electronic copies within Electronic Records Management (ERM) Server may be used. Replies generated in response to these will be filed in front of subject report.

2.6.1.6.1.2.5. (Added) Section 5. Crossfeed Items. Current applicable extracts of other units' inspection reports, and other publications should be maintained for Self-Inspection purposes. Any problem areas not already identified by the Self-Inspection checklist should be added to the applicable checklist.

2.6.1.6.1.2.6. (Added) Section 6. Special Interest Items (SII). All applicable SIIs will be maintained in this section.

2.6.3.1. (Added) Responsibility. Self-Inspection program managers/monitors will maintain a book IAW this instruction, paragraph 2.4.1.6.1. A Self-Inspection book should be readily available to the functional area, or work center supervisor. **NOTE:** The Air Force Health Services Inspection (HSI) Guide and Joint Commission on Accreditation of Healthcare Organization (JCAHO) or Accreditation Association for Ambulatory Health Care (AAAHC) standards guide the Medical Group's inspection. The Medical Group Self-Inspection program manager will maintain a single master notebook IAW 2.4.1.6.1. In addition, a notebook will be maintained for each cross-functional inspection area and/or each duty section. The Medical Group Self-Inspection program manager will establish the required format for these cross-functional notebooks.

2.6.3.1.1. (Added) Inspection Discrepancies. All discrepancies not closed within 30 days will be tracked. A log will be used in front of section 2 to keep track of all discrepancies documented and their current status. Discrepancies must be reviewed every 30 days. **NOTE:** The use of an internal electronic tracking method is acceptable if the program contains all required information per this AFI, attachment 1.

2.6.3.1.2. (Added) The Air Force Inspection Agency and the Joint Commission on Accreditation of Healthcare Organizations establish the Medical Group's discrepancy documentation and reporting guidelines. The Medical Group Self-Inspection program manager will ensure compliance with these standards.

2.6.3.2. (Added) Frequency of Inspections. Each unit will perform a Self-Inspection semiannually. However, more frequent inspections may be directed by the 325 FW Commander or subordinate commanders for their organizations.

2.6.3.2.1. (Added) Inspections will normally be completed in May and November.

2.6.3.2.2. (Added) The Self-Inspection will include all applicable checklists and special interest items. Include the current status of all open discrepancies from recent higher headquarters inspections, staff assistance visits, and previous Self-Inspections conducted at Tyndall AFB.

2.6.3.2.3. (Added) Approval to substitute a higher headquarters staff assistance visit/inspection report for a local semiannual Self-Inspection is at the discretion of 325 FW Commander. A memorandum or e-mail requesting the substitution will be sent to 325 FW/IG staff for coordination.

2.6.3.2.4. (Added) Inspection discrepancies should be incorporated into the local Self-Inspection book for follow-up and reporting per this instruction.

2.6.3.2.5. (Added) Self-Inspection Reporting. Results of the Self-Inspection will be reported through squadron levels to the applicable group Self-Inspection program manager. See attachments 1 and 2 of this AFI for appropriate format.

2.6.3.2.6. (Added) The 325 FW/IG staff will determine when the inspection results are due at the wing level. Group/Wing Staff agency Self-Inspection program managers will forward results to the 325 FW/IG staff. See attachments 1 and 2 of this AFI for appropriate format. Highlight any **LIMFACs**, **Major/Critical findings**, **Repeats** and any **Recommendations** for 325 FW/CC review. Minor discrepancies will not be reported to the 325 FW/IG staff, however, the total number of minor discrepancies found during the inspection is reportable.

2.6.3.3. (Added) Unit commanders/division chiefs, directors and deputies will certify the review of each discrepancy and corresponding corrective action prior to elevation to the next level of review.

JAMES S. BROWNE, Brig Gen, USAF  
Commander, 325th Fighter Wing

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

AFFARS Appendix CC, *Contingency Operational Contracting Support Program (COCSP)*

AFFARS MP5346.103, *Contracting Office Responsibilities*, August 2005

Air Force Smart Operations for the 21st Century (AFSO21) Playbook, October 2007

AFH 38-210, *Air Force Best Practices Clearinghouse*, 9 April 2001

AFI 10-201, *Status of Resources and Training System*, 13 April 2006 AFI 10-206, *Operational Reporting*, 15 October 2008 AFI 10-207, *Command Posts*, 4 April 2008 AFI 10-208, *Continuity of Operations (COOP) Program*, 1 December 2005

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*, 21 March 2008

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*, 16 August 2006

AFI 10-701, *Operations Security (OPSEC)*, 18 October 2007 AFI 10-704, *Military Deception Program*, 30 August 2005 AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007 AFI 10-2603, *Emergency Health Powers on Air Force Installations*, 7 December 2005

***Abbreviations and Acronyms***

**LIMFAC**—Limiting Factor

**SII**—Special Interest Item

Attachment 2

MEMORANDUM FOR FINDING FORMAT

Figure A2.1. Memorandum for Finding Format.

SUBJECT: 325 MXG/XXXX.

**FINDING #**

(LIMFAC/Major/Repeat): Did not ensure timely dissemination of tech data (Ref: AETCI 13-102)\.

Deficiency Code: XXXXX.

-- On 2 occasions posting was delayed for 17 days.

Response: XX.

Estimated Completion date: 15 Sep 07

Monitor: Maj John Doe, 325 TRANS, DSN 523-XXXX.

Recommend Finding open.

Attachment 3

STAFF SUMMARY SHEET FORMAT

Table A3.1. Staff Summary Sheet Format.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Surname), GRADE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	325 Sq/CCE	Coord		6			
2	325 GP/CCC	Coord		7			
3	325 GP/CD	Coord		8			
4	325 GP/CC	Appr		9			
5	325 FW/IG	Coord		1			
SURNAME OF ACTION OFFICER			SYMBOL		PHONE		TYPIST'S
SUBJECT							DATE
Semianual Self-Inspection Results for the 325 XXXX Group							
SUMMARY 1. PURPOSE: Summary of the semiannual self-inspection completed 31 May 06.  2. DISCUSSION: IAW TAFBI 90-201, Self-Inspection Program, units are required to complete a self-inspection semiannually. A summary of the findings are attached on Tab 1.  - Number of LIMFACs requiring AETC support - Number of Major Discrepancies: XX - Number of Minor Discrepancies: XX - Number of Repeat Discrepancies: XX - XXX Squadron – 8 Major Findings (1 Repeat) - XXX Squadron – 3 Major Findings							
JOHN P. DOE, Colonel, USAF GP/CC					Tab 1. Summary of Findings		