

16 FEBRUARY 2022

Special Management



**INSPECTOR GENERAL EVALUATION
MANAGEMENT SYSTEM AND
MANAGEMENT INTERNAL CONTROL
TOOLSET**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction supports AFI 90-201, *The Air Force Inspection System* (AFIS). It provides informational guidance on Management Internal Control Toolset (MICT) and the Inspector General Evaluation Management System (IGEMS). It applies to all active duty and civilian personnel assigned to the 5th Bomb Wing. Refer recommended changes and questions about this publication to the OPR listed. 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). This Instruction is not a stand-alone document. It does not replace governing Air Force Instruction (AFI) or higher headquarters guidance. Please review the applicable AFIs in conjunction with this Instruction. Recommended changes or updates should be sent via email to 5 BW/IGI at: 5.BW.IGI@us.af.mil, DSN: 453-6721.

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Chapter 1

MICT BUSINESS RULES

1.1. Overview.

1.2. Purpose. A robust self-assessment program (SAP) will identify deficiencies and enable commanders to assess and balance risk while ensuring their unit's authorities, missions, resources, and capabilities stay strategically aligned. The Air Force designated the Management Internal Control Toolkit (MICT) as a commander's self-assessment tool to incorporate Headquarters Air Force functional communicators for validating program management. A Commander has the final determination on what checklists are utilized in MICT for their respective unit.

1.3. Program Management. Self-Assessment Program Manager (SAPM): The SAPM is the commander's focal point for the unit's self-assessment program and will have unit administrator privileges in MICT granted by the 5 BW SAPM. Squadrons and Groups are required to assign a SAPM in writing.

- 1.3.1. The SAPM is responsible for granting access permissions to members within the unit.
- 1.3.2. The SAPM should review the Help Guides within MICT under "Assistance" section.
- 1.3.3. The SAPM will attend training provided by the 5 BW SAPM.
- 1.3.4. The SAPM should be familiar with the unit dashboard, assessing MICT, searching communicators, and assigning points of contact (POC) assessors, and validators.

1.4. Roles and Responsibilities.

1.4.1. Wing SAPMs will, in addition to items outlined in paragraphs **1.2.2** and **1.2.4**:

- 1.4.1.1. Execute SAPM duties for the 5th BW Wing.
- 1.4.1.2. Approve and assist in the development of all wing-level Self-Assessment Communicator (SACs) and MICT training.
- 1.4.1.3. Provide training to unit SAPMs and wing functional program managers.
- 1.4.1.4. Act as the lead MICT Administrator for the 5 BW
- 1.4.1.5. Run an observation report to ensure inputs reflect the current status and are still accurate and briefed during CIMB every March and September.

1.4.2. Group SAPMs will, in addition to items outlined in paragraphs **1.2.1** through **1.2.4**:

- 1.4.2.1. Be the Group Commander's MICT representative to the IG.
- 1.4.2.2. Be the unit SAPM's first point of contact for all MICT issues within their group.
- 1.4.2.3. Brief the Group Commander on MICT status within the group as directed by the Group Commander.
- 1.4.2.4. Input any Staff Assistance Visit (SAV) findings in MICT unless otherwise directed by 5 BW leadership.

1.4.3. Squadron SAPMs will, in addition to items outlined in paragraphs **1.2.1** through **1.2.4**:

- 1.4.3.1. Be the unit's lead MICT manager.
- 1.4.3.2. Conduct MICT administrative duties within the unit to include:
 - 1.4.3.2.1. Adding/deleting accounts.
 - 1.4.3.2.2. Providing Squadron members MICT training.
 - 1.4.3.2.3. Tracking SACs (suspense timelines, completion, validation, new/revise, etc.).
- 1.4.3.3. Works with Wing and Group SAPMs to develop and route local SACs for approval.
- 1.4.3.4. Conduct regular searches to identify new SACs that may be applicable to their unit.
- 1.4.3.5. Run an Observation Report every month to ensure inputs are accurate.
- 1.4.3.6. Brief the Squadron Commander the MICT status within the unit as directed by the Commander.
- 1.4.3.7. Input any Staff Assistance Visit (SAV) findings in MICT unless otherwise directed by 5 BW leadership.

1.4.4. Unit Commander: Responsible for ensuring the unit has a robust SAP and MICT SACs are being completed by appropriate personnel. Any commander may delegate a commander SAC to an assessor who has the most knowledge in that area, however, that organizational commander remains the validator for their SAC. (Example: The commander may delegate the "Installation Commander Activities and Functions" SAC to CSS or CCA as the primary assessor. The commander will review and validate the SAC after the assessor completes the communicator.)

1.5. Permissions.

- 1.5.1. Only Wing, Group and Unit SAPMs will be assigned "Administrator" roles.
- 1.5.2. Group and Unit SAPMs will have "Administrator" roles within their respective units.
- 1.5.3. SAPMs will provide access, set expiration dates, and grant permission roles to commanders and members, as required per [Attachment 2](#), "Roles and Responsibilities."
- 1.5.4. Unit Commanders should be assigned either a "Reviewer" or "Manager" role.
- 1.5.5. Section Lead/Superintendent may have "Manager" roles.
- 1.5.6. Primary and Alternate SAC POCs will not have permissions greater than "Assessor" unless their assigned duties require otherwise.

Chapter 2

MICT MANAGEMENT

2.1. Determining Applicable Checklists. Use the table below to aid in determining if a SAC is applicable to your unit:

Table 2.1. Checklist Levels.

UNIT LEVEL CODE	DEFINITION	REMARK
NAF	Numbered Air Force	Track/run if directed by MAJCOM FAM
HQ	Headquarters	Track/run if directed by MAJCOM FAM
Wg	Wing Level	Track/run if you are the Wing FAM, and push to lower levels, as applicable
Wg + Below	Wing level and below	Track/run if SAC is applicable to unit
All	Installation wide	Track/run at all levels
Sq	Squadron	Track/run at squadron level
Flt	Flight	Track/run at flight level
Ele	Element	Track/run at element level
Sec	Section	Track/run at section level

2.2. Creating Local Checklists.

2.2.1. Local checklists are flexible tools in MICT that allow unit commanders the ability to identify, manage, and track items or issues of non-compliance that are not included in an existing HAF, MAJCOM, or other local SAC. They also have the ability to track items that are important to them as commanders and expand their SAPs. Their use is optional.

2.2.2. Follow guidance in AFI 90-201, attachment 12 for developing local communicators. Ensure you are in the correct Unit you are adding the Local Checklist to.

Chapter 3

MICT ASSESSMENTS

3.1. Performing Self-Assessments. At a minimum, unit assessor permissions are needed and members must be assigned as the Checklist POC to perform a self-assessment in MICT. Unless assigned as the Unit SAPM, a Checklist POC will have only access to those assigned to them.

3.1.1. MICT is cleared for UNCLASSIFIED up to Controlled Unclassified Information (CUI).

3.1.2. Assessors should strive to answer the questions as if an inspector was standing there asking to show the proof. Understand that assessors are “communicating” program compliance to personnel who are viewing remotely and not simply checking “Yes” or “No.” If you answer questions fully with supporting documentation, you potentially avoid additional questions from HHQ or higher functional area managers if you effectively “communicate” your compliance.

3.1.3. A “Yes/Comply” answer means the program is in compliance with the referenced question, instructions, and law. Describe how the unit accomplished the described task and the timeframe or date when it was accomplished. Supporting documentation should be used to the maximum extent. Upload supporting documents (i.e. rosters, certificates, inventories, etc.) particularly if they do not change more often than annually. If not uploaded, describe where they can be found (i.e. AFIMDS, link, shared drive, etc.). For prohibited or impractical-to-scan files, electronic-only copies, or files stored to removable media, annotate where they are physically stored. **NOTE:** For communicator items requiring periodic surveys, inventories, or inspections, comments will include the last date periodic surveys, inventories, or inspections were completed as well as the next projected completion.

3.1.4. A “No/Non-Comply” answer means the area is not in-compliance and this will drive an observation. Describe why the unit is not in compliance and enter a corrective action plan with an estimated completion date. **Note:** You can create multiple observations against one item.

3.1.5. Mandatory Observation Notes

3.1.5.1. Units will ensure that comments reflect the current status of the observation.

3.1.5.1.1. For observations with a short-term suspense (estimated completion date within 6 months), update comments at least every 30 days.

3.1.5.1.2. For observations with a long-term suspense (greater than 6 months), establish a regular interval to update the comments based on intermediate milestones/objectives, but no longer than every 3 months.

3.1.6. Corrective Action Plan (CAP)

3.1.6.1. Units must document a CAP, identify a POC, and specify any intermediate steps as well as a timeline for completion. Ensure corrective actions are completed for all deficiencies using the problem-solving approach/tool.

3.1.7. Observation Level:

3.1.7.1. Units must assign an observation level (CRITICAL, SIGNIFICANT, or MINOR) based on the impact of non-compliance to the mission IAW AFI 90-201 definitions.

3.1.8. Observation Cause Code:

3.1.8.1. Units must provide a code for the root cause of the problem (see AFI 90-201, attachment 9). If the code “OT1” (Other), is used, a full description must be included.

3.1.9. Estimated Completion Date:

3.1.9.1. Should reflect when checklist item is expected to return to compliance.

3.1.10. Status:

3.1.10.1. SAC assessor sets to “Open.”

3.1.10.2. SAC supervisor sets to “Reviewed.”

3.1.10.3. Group/Squadron Commander or designee sets to “Close.”

3.1.11. Suspense Date:

3.1.11.1. Set a suspense date based on when an intermediate step is expected to be completed or when an updated comment is required; whichever occurs first.

3.1.12. Observation Management and Closeout:

3.1.12.1. Pursuing a waiver IAW DAFI 33-360 or exception to policy from the appropriate authority is permissible course of action to close an open observation. If a waiver or exception to policy is denied, a statement of risk acceptance from the Wing Commander or above can be added to the observation until clarification is obtained. Observations will not be closed until the status changes or an approved waiver has been uploaded.

3.1.12.2. Units will report and work to close observations marked no/non-comply in MICT.

3.1.12.3. Corrective actions must be determined by the SAC reviewer and will be reviewed for accuracy by Unit Commanders.

3.1.12.4. An “N/A” answer must be assigned a reason why the question is N/A for the unit or assessor. Use the “N/A” drop down to the right of the response block and select the correct “N/A reason”. See [Table 3.1](#).

Table 3.1. Corrective Action Plans.

If N/A Reason is:	Explain in the Assessment Notes
- Not answered	- State what the unit is doing
- Items conflicts w/other regulations/guidance	- What and/or how reference conflicts
- Item is improperly referenced and/or contains outdated information	- Provide the proper reference/information
- Item is duplicated in another regulation	- State where it is duplicated
- Not applicable to this unit	- State where it is applicable
- Not applicable at this functional level	- State where it is applicable
- Section head or line does not ask a question	- State that it does not ask a question
- Not applicable: Other	

3.1.12.5. “Inspector” name and “Inspector Review Date” are both optional.

3.1.12.6. Assessment notes can still be added or updated once an assessment is locked. You cannot change your Yes/No/or N/A answers once it has been validated. **NOTE:** Self-Assessment is a continuous process and as such, **5 BW IG does not recommend locking checklists.** Recommend using assessor, validator, and/or reviewer note sections to make comments (saves a historical record for you).

3.1.12.7. There are three options to open your assessment and the assessor will choose one depending on the compliance status:

3.1.12.7.1. Keep All Answers

3.1.12.7.2. Delete Yes Answers

3.1.12.7.3. Delete Yes and N/A Answers

3.2. MICT Assessment Schedule.

3.2.1. All SACs (with the exception of Contracting and CPTS) will be assessed semi-annually in February and August. Contracting and CPTS SACs will be assessed in May and November. Provide current status on the assessment note block. **Note:** Keep a history as an attachment if there is a contentious issue that needs to be tracked. SACs maybe assessed at any time during the assessment period (Example: A SAC assessed in March will count for the February- August time frame).

3.2.2. Quarterly reviews will be conducted within the months of January, April, July and October. These reviews are for new and/or updated SACs within 30 days in accordance with AFI 90-201.

3.3. Assistance.

3.3.1. Training and help guides are all available for users under the “Assistance” tab. The “Help Guides” page provides links to Help Guide documents and CBT Modules that are located on the MICT Customer Site. The training material is broken down by functions and roles of MICT. At the top are the training modules and below are the PowerPoint versions of the training material. At the bottom of the Help Guides page is a list of other helpful links.

3.3.2. The 5 BW/IG SharePoint site is another location where personnel can find MICT/SAPM information: <https://cs2.eis.af.mil/sites/12042/wing/5bw/staff/ig/default.aspx>.

3.3.3. Users are encouraged to send comments and suggested improvements to: 5 BW/IGI, DSN: 453-6721, Commercial (701) 723-6721; email: 5.BW.IGI@us.af.mil.

Chapter 4

IGEMS BUSINESS RULES

4.1. Purpose. The purpose of the “IGEMS Playbook” is to provide clear guidance for subordinate organizations in regards to the Inspector General Evaluation Management System (IGEMS), the Inspector General Evaluation Management System Classified (IGEMS-C), and data entry. Use this Playbook in conjunction with AFI 90-201, The Air Force Inspection System.

4.2. Registration.

4.2.1. IGEMS Registration

4.2.1.1. A common Access Card (CAC).

4.2.1.2. Go to <https://igems.hill.af.mil/igems/home>

4.2.1.3. Click on New User registration.

4.2.1.4. Once the form is properly filled out, Wing IG members will approve the account.

4.2.2. IGEMS-C Registration

4.2.2.1. A SIPR account must be established prior to IGEMS-C account creation.

4.2.2.2. Contact the Unit Information Assurance Officer (IAO) to establish a SIPR account first.

4.2.2.3. Restricted Data and Formerly Restricted Data (RD/FRD) training must be completed prior to submission.

4.2.2.4. Applicant must place SIPR email address and RD/FRD training date in Block 27 of the DD Form 2875.

4.2.2.5. Completed DD Form 2875 must be saved printed as a PDF document. (This will remove the macros and allow the document to be sent via DOTS Web transfer Portal). Once this is done you will use DOTS (search for DOTS in the Air Force Portal search bar) to send your completed DD Form 2875 from NIPR to SIPR.

4.2.2.6. Retrieve your completed DD Form 2875 from DOTS and then submit it into IGEMS-C, when you register to create an account.

4.3. Roles and Responsibility.

4.3.1. Inspector General Staff – Basic User, Planner, Scheduler, Administrator, and Inspector

4.3.2. Commanders or designated representative – Basic User

4.3.3. Wing Inspection Team (WIT) – Basic User and Inspector

4.3.4. Unit Deficiency Monitor – Basic User and Deficiency Monitor

4.3.5. Additional Definitions.

4.3.5.1. IG POC - is the IG point of contact for the deficiency

4.3.5.2. Organization POC - is the inspected unit POC responsible for the deficiency.

4.3.5.3. Corrective Action OPR POC - is the individual responsible for developing a corrective action plan.

4.3.5.4. Functional Area POC - is the MAJCOM functional for the inspection item where the deficiency was located.

4.3.5.5. Contributor - is one or more of the inspected unit's personnel responsible for taking corrective action on the deficiency.

4.3.5.6. Reference [Attachment 1](#) for additional descriptions

4.4. Key Roles.

4.4.1. Wing Deficiency Monitor:

4.4.1.1. Acts as the direct representative to the Wing IG regarding IGEMS for the Wing.

4.4.1.2. Ensure the following IGEMS deficiencies are briefed at the CIMB:

4.4.1.2.1. All CRITICAL deficiencies.

4.4.1.2.2. All SIGNIFICANT deficiencies

4.4.1.2.3. All REPEAT MINOR deficiencies.

4.4.1.2.4. All minor deficiencies open for 180 days or greater.

4.4.1.2.5. All minor deficiencies in the "Open" status at the 90 day mark.

4.4.1.3. Will be the POC for all IGEMS issues within the Wing Staff Agencies and throughout the 5 BW when needed.

4.4.1.4. Ensures required deficiency root cause, deficiency cause code and CAPs for Wing deficiencies are entered into IGEMS within 45 calendar days after IG inspection reports are published.

4.4.1.5. Monitors deficiencies and suspense dates for all 5 BW deficiencies and notifies the 5 BW/CC of deficiencies identified by subordinate organizations requiring external assistance.

4.4.1.6. Develops and provides guidance for subordinate organizations' deficiency monitors to support the Wing Deficiency Monitor Program.

4.4.2. Group Deficiency Monitors:

4.4.2.1. Ensure that the following IGEMS deficiencies are briefed at the CIMB:

4.4.2.1.1. All CRITICAL deficiencies

4.4.2.1.2. All SIGNIFICANT deficiencies.

4.4.2.1.3. All REPEAT MINOR deficiencies.

4.4.2.1.4. All MINOR deficiencies open for 180 days or greater.

4.4.2.1.5. All minor deficiencies in the "Open" status at the 90 day mark.

4.4.2.2. Will be the POC for all IGEMS issues from Unit Deficiency Monitors within their Groups.

4.4.2.3. Designated as the Functional Area POC in IGEMS for all Group-assigned deficiencies.

4.4.2.4. Ensure required deficiency root cause, deficiency cause code and CAPs for Group deficiencies are entered into IGEMS within 45 calendar days after IG inspection reports are published.

4.4.2.5. Brief the Group/CC on the status of all open deficiencies within the Group monthly or as determined by the Group/CC.

4.4.3. Squadron Deficiency Monitor:

4.4.3.1. Functional Area POC in IGEMS for all squadron-assigned deficiencies.

4.4.3.2. Ensure required deficiency root cause, deficiency cause code and CAPs for unit deficiencies are entered into IGEMS within 45 calendar days after IG inspection reports are published.

4.4.3.3. Briefs the Squadron Commander the status of all open deficiencies within the Unit monthly or as determined by the Squadron/CC

Chapter 5

IGEMS MANAGEMENT

5.1. Commander's Inspection Program (CCIP) Deficiencies. The 5 BW IG and WIT members will input deficiencies found during unit CCIP inspections and local exercises into IGEMS. Deficiencies will be assigned to one of the four major graded areas (Leading People, Managing Resources, Executing the Mission, and Improving the Unit) and will be given a severity of Minor, Significant or Critical (Reference AFI 90-201 for explanations of severity levels). With the exception of readiness inspections with a rating of Ready-Yes, Ready-Qualified Yes, and Ready-No. (Reference AFI 90-201 attachment 7 for explanations of rating levels).

5.2. CCIP Deficiency Process.

5.2.1. Deficiencies are validated by the functional area expert at the lowest level possible.

5.2.2. Minor deficiencies are validated by the wing-level Functional Manager or via direct non-compliance (AFI, T.O., etc.)

5.2.3. IG has 30 days to publish the final report once inspection is complete.

5.2.3.1. The Organization POC has a suspense date of 45 days from the final inspection published date to implement deficiency CAPs

5.2.3.2. At a minimum, the Group's Deficiency Monitor will be assigned as Organization POC

5.2.3.3. Closure suspense date is 365 days from the date the final inspection is published.

5.3. Closure Process.

5.3.1. IG POC will assign the Organization POC, set the suspense date and change the status to "Open".

5.3.2. Organization POC will assign deficiencies to a Corrective Action OPR POC to correct the deficiency

5.3.3. Corrective Action OPR POC will enter:

5.3.3.1. Root Cause with Deficiency Cause Code (see AFI 90-201 The Air Force Inspection System, Attachment 9) and Corrective Action Plan/Countermeasure which is required within 45 days from the date the final inspection is published.

5.3.3.2. CAPs are required for all CRITICAL, SIGNIFICANT, and NSI Repeat MINOR deficiencies. Enter Estimated Completion Date (ECD) on each CAP, especially on deficiencies requiring long-term solution (12+ months).

5.3.3.3. Multiple CAPs, Root Causes, and Deficiency Cause Codes may be entered into IGEMS.

5.3.3.4. For IGEMS-C, enter a classification. For any classification set to Confidential or higher, provide declassification information (Classified By, Classification References, and Declassification Date or Event).

5.3.3.5. Corrective Action OPR POC will click "Proposed" in "Deficiency Workflow Status" tab once Root Cause and CAP are entered.

5.3.4. Organization POC, with their Commander's consent, will select "Accepted" when they concur

5.3.5. Corrective Action OPR POC will change the CAP status to "In Progress" in the "CAP/Countermeasure" tab and will inform Organization POC. Organization POC, with their Commander's consent, will then select "Implemented" in the Deficiency Workflow Status tab. (NOTE: IGEMS and IGEMS-C do not generate auto emails for minor deficiencies. Inform Corrective Action OPR POC, Organization POC, and IG POC by any means when a minor deficiency status is changed)

5.3.6. Organization POC will "Close" the deficiency and status of the CAP, with the consent of the authorized closure authority. This can be done verbally from the proper closing authority, by routing the deficiency for closure via email through the respective chain of command or during the CIMB.

Table 5.1. IGEMS Status.

If Status is:	Then these actions have been performed:	Status is updated by:
Pending	Inspection has been finalized. IG POC is awaiting an Organization POC name from the Unit.	IG POC
Open	Organization POC has been identified by the OPR and assigned in IGEMS to the deficiency. A suspense date has also been set.	IG POC
Proposed	Problem breakdown and root cause analysis has been performed. A CAP has been inputted that will correct the deficiency. (CAP is required for all SIGNIFICANT, CRITICAL and NSI Repeat MINOR).	ORG POC
Accepted	OPR or Functional Area POC has reviewed the CAP and concurs with its corrective action.	ORG/Functional Area POC
Implemented	The CAP has been implemented.	ORG POC
Closed	All corrective actions have taken place and the deficiency has been corrected without the possibility of recurrence.	ORG/IG/Functional Area POC

5.4. UEI/NSI/AFGSC Deficiency Processes.

5.4.1. The Inspecting IG will assign deficiencies to a Functional Area POC and Wing IG POC once the final inspection is published.

5.4.2. Closure suspense date is 365 days from the date the final inspection is published.

5.4.2.1. Closure suspense date is 365 days from the date the final inspection is published.

5.4.3. Deficiency Manager will close minor deficiencies IAW [Attachment 2](#).

5.4.3.1. AFGSC IG is the closing authority for SIGNIFICANT, CRITICAL and NSI repeat MINOR deficiencies (see [Attachment 2](#)).

5.5. Additional 5 BW IG Requirements.

5.5.1. The CIMB is held on a monthly basis, typically, on the third Thursday of the month.

5.5.2. The cutoff for updates in IGEMS and MICT are due by Units by 1600L on the Wednesday of the week prior to the CIMB.

5.5.3. The 5 BW Inspector General will send out the CIMB Slide Deck no later than COB the day prior to the CIMB.

5.6. Additional 5 BW IG Requirements.

5.6.1. The CIMB is held on a monthly basis, typically, on the third Thursday of the month.

5.6.2. The cutoff for updates in IGEMS and MICT are due by Units by 1600L on the Wednesday of the week prior to the CIMB.

5.6.3. The 5 BW Inspector General will send out the CIMB Slide Deck no later than COB the day prior to the CIMB.

Chapter 6

ASSISTANCE

6.1. Assistance. Training and help guides are available for users under the “Help CBT” tab. Contact the IGEMS Helpdesk at 866-636-6687 or via email at 554elsg.sbi@us.af.mil for IGEMS account issues. The 5 BW/IG SharePoint site is your one-stop location for information regarding inspections. Use your email CAC certificates to access the site at: <https://usaf.dps.mil/teams/Minot/wing/5bw/staff/ig/default.aspx>.

6.1.1. Users are encouraged to send comments and suggested improvements to: 5.BW.IGI@us.af.mil, DSN: 453-4147

6.1.2. These Business Rules will be reviewed and updated annually.

MICHAEL O. WALTERS, Colonel, USAF
Commander

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

AFI 90-201, *The Air Force Inspection System*, 19 November 2018

IGEMS Modules

Prescribed Forms

None

Adopted Forms

AF847, *Recommended Change for Publication*, 21 September 2009

Abbreviations and Acronyms

AFGSC—Air Force Global Strike Command

CAC—Common Access Card

CAP—Corrective Action Plan

CCIP—Commanders Inspection Program

CIMB—Commanders Inspection Management Board

FAM—Functional Area Manager

IAO—Information Assurance Officer

IG—Inspector general

IGI—Inspector General; Inspections

IGEMS—Inspector General Evaluation Management System

IGEMS-C—Inspector General Evaluation Management System – Classified

MAJCOM—Major Command

MICT—Management Internal Control Toolset

NSI—Nuclear Surety Inspection

OPR—Office of Primary Responsibility

POC—Point of Contact

RD / FRD—Restricted Date / Formerly Restricted Data

SAAR—System Authorization Access request

SAC—Self-Assessment Communicator

SIPRNet—Secret Internet Protocol Router Network

UEI—Unit Evaluation Inspection

WIT—Wing Inspection Team

Terms

Administrators—Have the ability to manage members, permissions, can create checklists, manage checklist POC's, customize the unit, create units, move and track checklists.

Managers—Have the ability to create checklists, manage checklists POC's and assessments.

Assessors—Users can run assessments and view certain reports. This is the default permission for users to become a Checklist POC.

Inspector—Provides the Inspector tab and access to documents and links uploaded against checklist questions.

Reviewer—Read only access to the Unit

Functional Area Manager (FAM)—Have checklists owner rights needed to create, edit and manage HAF or MAJCOM level checklists. All FAM's have the ability to monitor trends with their checklists.

Attachment 2

DEFICIENCY CLOSING AUTHORITY

Figure A2.1. Deficiency Closing Authority.

		Inspection Type: Internal CCIP			Inspection Type: External UE/NSI			
		Deficiency	Minor	Significant	Critical	Deficiency	Minor/SII	Significant
Closure Authority	Non Nuclear	Sq/CC	Group/CC	Wing/CC				
	Nuclear Inspection/Exercise	Group/CC	Wing/CC			Wing/CC	AFGSC	
	Repeat Minor	Group/CC	Wing/CC				AFGSC	

Attachment 3

IGEMS ROLE DESCRIPTION

Table A3.1. IGEMS Roles.

Basic User	Every IGEMS/IGEMS-C user is assigned this role by default. This role allows the user to view schedules and assigned deficiencies
Inspector	This role allows a user to be assigned to an inspection. This user performs one or more of the following functions on an inspection team; Team Chief, Division Chief, Work center Administrator, Murder Board (Review Deficiencies w/inspection team), or Inspector. These inspection roles are described in the Inspections section of the IGEMS/IGEMS-C training.
Scheduler	This user schedules inspections and may make inspection team assignments.
Planner	This user performs inspection planning activities to include: the assignment of inspection duties and selection of inspection items.
Administrator	This user manages user accounts and application settings via the Admin tab on the Home Page. Administrator also assigns deficiencies from the Deficiencies tab on the IGEMS/IGEMS-C Home Page.
MAJCOM IG User	This role affects the scope of the other roles. For example, a MAJCOM IG User assigned the Scheduler role can schedule inspections for their MAJCOM and any organization that their MAJCOM is assigned Inspecting Authority. A Non-MAJCOM IG User/Scheduler can only schedule an inspection for their organization and subordinate organizations. Similarly, a MAJCOM IG User/Planner and MAJCOM IG User Administrator have a wider scope than a planner or administrator who is not assigned a role of MAJCOM IG User.
Unit Deficiency Monitor (SAPM)	Basic User, Administrator, Deficiency Monitor
OPR	Unit Commander to which a deficiency is assigned.
IG POC	Individual permanently assigned to the Wing IG Office responsible for oversight and administration of IGEMS at the base level. Assigns POCs to deficiencies, reviews IGEMS inputs, and closes deficiencies with the approval of the Wing IG or Wing Director of Inspections.
Functional Area POC	WIT SME responsible for reviewing analysis and/or corrective actions of deficiencies.
ORG POC	Individual at Unit level responsible for updating IGEMS throughout the closure process (typically the Unit SAPM).