

**BY ORDER OF THE  
627 AIR BASE GROUP COMMANDER  
(AMC)**



**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION**

**90-302\_627**

**627 AIR BASE GROUP  
Supplement**

**27 JUNE 2024**

**Special Management**

**THE INSPECTION SYSTEM OF THE  
DEPARTMENT OF THE AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 627 ABG/CC  
(Colonel Brandon H. Sokora)

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**SUMMARY OF CHANGES** (required for IC's and rewrites only)

This publication supplements DAFI 90-302 published 15 March 2023. This publication was changed substantially and should be completely reviewed in its entirety. This supplement provides additional policy and guidance affecting the Department of Air Force Inspection System, the Commander's Inspection Program (CCIP), and the Unit Self-Assessment Program (USAP).

2.3.3.15. **(Added)** Coordinate with 627 ABG/IG to conduct over-the-shoulder training for newly assigned Wing Inspection Team (WIT) members within 30 calendar days of classroom training.

2.3.3.16. **(Added)** Serve as the final authority for REPEAT deficiency determinations.

2.3.3.17. **(Added)** Publish and update 627 ABG CCIP Business Rules covering CCIP details and Management Internal Control Toolset (MICT)/Inspector General Evaluation Management System (IGEMS) management and functionality. NOTE: The term IGEMS will also include the classified version (IGEMS-C) throughout this instruction.

2.3.3.18. **(Added)** After inspection and exercise reports are finalized, ensure that deficiency POCs and Corrective Action Plan (CAP) suspense dates are assigned/set in IGEMS.

2.3.4. **(Added)** 627 ABG USAP Manager will:

2.3.4.1. **(Added)** Serve as the program lead for the 627 ABG self-assessment program, manage MICT and IGEMS/IGEMS-C, and function as the USAP Manager for the group staff.

2.3.4.2. **(Added)** Provide CCIP, USAP, MICT, IGEMS training to all USAP Managers and Group/unit leadership as required.

2.3.4.3. **(Added)** Ensure all ABG Staff Self-Assessment Checklists (SACs) have current assessors and validators assigned.

2.3.4.4. **(Added)** Accept corrective action plans on behalf of the commander where the 627 ABG/CC is the closure authority.

2.3.4.5. **(Added)** Grant Commanders, Deputy Commanders, and Superintendents Basic User rights in IGEMS upon request and registration.

2.3.4.6. **(Added)** Generate and distribute a monthly IGEMS deficiency report to USAP managers that contains: Tracking numbers, root causes, deficiency cause codes, corrective action plans, countermeasures, problem statements, problem breakdowns, improvement targets, root cause analysis methods, and discrepancies with missing or incomplete data.

2.3.4.7. **(Added)** Ensure that all key deficiencies as defined in the 627 ABG CCIP Business Rules are included in the monthly Commander's Inspection Management Board (CIMB).

2.3.4.8. **(Added)** Ensure that all USAP Managers have appropriate MICT and IGEMS permissions.

2.5.1.3. Commanders will:

2.5.1.3.1. Appoint primary and alternate USAP Managers and WIT members using ABG/IG templates and ensure all WIT complete certification requirements within six months of appointment and maintain at least a SECRET security clearance.

2.5.1.3.2. Ensure SACs are assessed and validated at least once per calendar year, or as directed by 627 ABG/CC or higher authority.

2.5.1.3.2.1. **(Added)** Ensure SACs with newly assigned Primary Assessors are assessed and validated within 60 calendar days of assignment. Assessments should be completed within 50 days to allow time for validation.

2.5.1.3.2.2. **(Added)** Ensure all new, newly tracked, and updated SACs are assessed and validated within 60 calendar days of release/update. NOTE: SACs are updated quarterly: 1 Jan, 1 Apr, 1 Jul and 1 Oct.

2.5.1.3.3. Publish and administer their Unit Self-Assessment Program; ensure alignment with unit and higher headquarters strategic plans, objectives, goals, and performance metrics. See [Attachment 14](#). Include the following:

2.5.1.3.3.1. Assessment plan should encompass the four Major Graded Areas (MGAs), objectively assess key unit functions based on commander's risk assessment and verify accuracy of MICT SAC assessments.

2.5.1.3.3.2. Ensure support for the USAP. Support should include the use of unit WIT, and internal/external WIT/SMEs to conduct inspections, as well as a framework for unit review of inspections and open deficiencies/observations.

2.5.1.3.3.5. Ensure USAP and internal/external findings/observations are documented in MICT either tagged to the related SAC, or as an Observation Checklist.

2.5.1.3.4. **(Added)** Ensure compliance with 627 ABG CCIP Business Rules.

2.5.1.3.5. **(Added)** Ensure unit members in/out-process through the USAP Manager.

2.5.1.3.6. **(Added)** Ensure OPRs for observations/deficiencies provide updates to the Corrective Action Plans at least monthly (refer to 627 ABG CCIP Rules).

2.5.1.4. **(Added)** USAP Managers will:

2.5.1.4.1. **(Added)** Perform SAP, MICT, and IGEMS manager duties IAW DAFI 90-302, this supplement, and the 627 ABG CCIP Rules. Refer to Attachment 14 of this supplement.

2.5.1.4.2. **(Added)** Register for IGEMS and IGEMS-C within 30 calendar days of appointment.

2.5.1.4.3. **(Added)** Attend initial and periodic MICT/IGEMS training provided by the ABG USAP Manager.

2.5.1.4.4. **(Added)** Provide MICT training to unit MICT SAC Assessors, Validators, and unit leadership as appropriate for assigned duties.

2.5.1.4.5. **(Added)** Ensure unit is properly classified (e.g. “Squadron” and “Security Forces Squadron”) in MICT under Administration-Manage Units-Classify Unit for Suggestion.

2.5.1.4.6. **(Added)** Ensure unit is tracking all required Headquarters Air Force (HAF) and Air Mobility Command (AMC) SACs utilizing the Checklist Suggestion tool within MICT and any SACs directed by higher authority. Assist commanders with risk analysis for any SACs not tracked by the unit that normally would be (does not include mandatory SACs). E.g., the unit commander believes the unit Physical Fitness Program is strong and well documented within the unit and wants to discontinue tracking the SAC to save Airman’s Time. The unit must analyze the risk of undetected non-compliance and document basis for untracking the SAC. Annotation during a final assessment before untracking the SAC would suffice for documentation.

2.5.1.4.7. **(Added)** Ensure Assessors and Validators are not the same person and the Validator is higher in the Assessor’s chain of command. Quality Assurance/Quality Control/self-assessment program managers will not assess or validate assessments unless the SAC is directly related to their function.

2.5.1.4.8. **(Added)** Track progress of all scheduled and directed assessments and report progress to their commander.

2.5.1.4.9. **(Added)** Manage MICT permissions. Add, remove, and update member roles and responsibilities during in/out-processing.

2.5.1.4.10. **(Added)** Ensure OPRs for Observations update the observation’s Corrective Action Plans at least monthly (refer to 627 ABG CCIP Rules).

2.5.1.4.11. **(Added)** Provide monthly updates in IGEMS for CAP OPRs of deficiencies assigned to the unit (refer to 627 ABG CCIP Rules).

2.5.1.4.12. **(Added)** Coordinate with 627 ABG/IGI for Wing Inspection Team over-the-shoulder training during inspections and unit self-assessments/inspections.

2.5.4.1. **(Added)** 627 ABG Commanders will:

2.5.4.1.1. **(Added)** Appoint WIT members using ABG/IG template.

2.5.4.1.2. **(Added)** Ensure all WIT members complete certification requirements within six months of appointment and maintain at least a SECRET security clearance.

2.5.4.1.3. **(Added)** Provide exercise planners and WIT upon request.

**3.5. Unit Vertical and Horizontal Inspections will follow the grading requirements for Unit Effectiveness Inspections (UEIs).**

**9.3.3. (Added) 627 ABG IG Validation Process**

9.3.3.1. **(Added)** 627 ABG/IG will provide a draft copy of inspection or exercise report to the inspected unit(s) or organization(s), a template for clarifications and rebuttals, and allow a minimum of 5 duty days for response.

9.3.3.2. **(Added)** 627 ABG/IG will respond to all clarifications and rebuttals and provide a decision (reject, accept, amend, or request additional information) as soon as possible.

9.3.3.3. **(Added)** Units may appeal to the 627 ABG/CC for a final decision on any rebuttals.

9.6.1. CAP approval and deficiency/observation closure authority are delegated as indicated in **Table 9.1** (Added). USAP Managers will follow 627 ABG CCIP Business Rules to ensure complete data input and closure procedures.

**Table 9.1. (Added) Corrective Action Plan Approval and Closure Authority.**

	CRITICAL	SIGNIFICANT	MINOR	REPEAT	LONG TERM
CCIP Deficiency	ABG/CC	Unit CC	Unit CC	ABG/CC	ABG/CC
MICT Observation	Unit CC	Unit CC	Unit CC	Unit CC	Unit CC

9.6.3.1. **(Added)** Corrective action plans are required for all IGEMS deficiencies.

9.6.3.2. **(Added)** Units will clarify and validate the problem, breakdown the problem and identify performance gaps, set improvement targets, and conduct root cause analysis. Each of these elements, including the root cause analysis tools utilized, will be input into IGEMS within 45 calendar days of the deficiency being opened.

9.6.3.3. **(Added)** Units will develop and input corrective action plans into IGEMS within 45 calendar days of the deficiency being opened. Corrective action plans will include assignment of responsibilities, specific milestones, and a countermeasure validation strategy/timeline. Corrective action plans will be updated routinely to reflect changes to plans, milestones, or estimated completion dates.

9.6.3.3.1. **(Added)** 627 ABG/IG will utilize IGEMS to review and provide feedback on the efficacy of corrective action plans and root cause analysis to ensure that countermeasures adequately address the identified deficiency.

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BRANDON H. SOKORA, Colonel, USAF  
Commander

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

*627 ABG Commander's Inspection Program (CCIP) Business Rules*

***Terms***

**Corrective Action Plan**—A plan that addresses the entity/office responsible for corrective action, specific responsibilities, and measurable timelines. The CAP will develop and implement countermeasures that address the identified root cause and validate the effectiveness of countermeasures. It will include significant milestones (dates). The plan will develop enduring policy or procedures that prevent reoccurrence.

**(Added) Countermeasure**—A measure that addresses and closes the performance gap between an effective and ineffective process. Well-developed countermeasures will validate that the problem is unlikely to reoccur and will provide traceability back to the identified root cause.

**(Added) Long Term Deficiency**—Deficiencies over 365 days old.

**Repeat Deficiency**—Deficiencies will be considered a “REPEAT” if the deficiency with the same subject, based on verbiage and/or reference was closed in the last 24 months or noted on the most recent previous inspection (i.e., noted during the previous Unit Vertical Inspection, even if the inspection occurred greater than 24 months prior). 627 ABG/IGI will be the final determination for all Repeat Deficiencies.

**Attachment 11**

**A11.5.1. (Added) WIT may receive field observations while conducting inspections of unit SAP programs.** IG personnel will assist WIT in developing inspection criteria, questionnaires, or inspection checklists as applicable. In addition, they will guide WIT in documenting and reporting identified observations.

**Attachment 12**

**A12.2.9.** MICT Observations with An Approved Waiver Will Not Be Closed Until The Item Is Fully Compliant And The Waiver Is No Longer Required.



## Attachment 14

627<sup>TH</sup> AIR BASE GROUP SELF-ASSESSMENT PROGRAM

**A14.1. Purpose.** To provide Self-Assessment Program guidance for all 627 ABG units in order to comply with Air Force Instruction (AFI) 1-2, Commander's Responsibilities and DAFI 90-302 requirements for commanders to inspect their unit(s) and administer a Self-Assessment Program, and for Wing Commander Equivalents to oversee a Commander's Inspection Program (CCIP) administered by their Inspector General (IG).

A14.1.3. **(Added)** The 627 ABG Self-Assessment Program and subordinate unit programs should utilize the Air Base Group Compliance Model as a framework for program development, execution, and refinement.

**Figure 14.2. (Added) The Air Base Group Compliance Model.**



**A14.3. (Added) Unit Self-Assessment Programs will:**

A14.3.1. **(Added)** Document program goals, procedures, responsibilities, and guidance and ensure unit commander endorsement.

A14.3.2. **(Added)** Identify unit-specific missions, governing documents, and requirements.

A14.3.3. **(Added)** Identify areas of risk, tolerance levels, and mitigation strategies.

A14.3.4. **(Added)** Establish a monthly battle-rhythm and procedures for program management that includes documenting, communicating, analyzing, tracking, resolving, and archiving the previous monthly inspection schedule; executing the current monthly inspection schedule; and developing

the following monthly inspection schedule based on historical data, resource availability, leadership inputs, and other unit identified factors.

A14.3.5. **(Added)** Establish an inspection frequency for specific areas, programs, MGAs based on commander's intent, risk acceptance, and historical data.

A14.3.6. **(Added)** Establish the unit "self-assessment tracker" database and/or tool(s) that the unit will utilize to administer their program.

A14.3.7. **(Added)** Utilize tools such as "Will, Shall, Must" extrapolators that canvas guiding documents and identify specific mandatory requirements for each unit.

A14.3.8. **(Added)** Include necessary program guides, continuity books, and turn-over documents to ensure an effective program year-over-year.

**A14.4. (Added) Group Self-Assessment Program Oversight.**

A14.4.1. **(Added)** The ABG USAP Manager will administer a semi-annual SAP review of each unit that will:

A14.4.1.1. **(Added)** Focus on a different MGA each time, resulting in all MGAs being reviewed once every two years.

A14.4.1.2. **(Added)** Be documented via a summary report and sent to the USAP no later than 30 calendar days after the review.

A14.4.1.3. **(Added)** Utilize an "above average" "average" and "needs improvement" scale.