

**BY ORDER OF THE COMMANDER  
655TH INTELLIGENCE  
SURVEILLANCE AND  
RECONNAISSANCE WING (AFRC)**

**655 ISR WING INSTRUCTION 90-201**

**4 MARCH 2022**

***Special Management***

**THE COMMANDER'S INSPECTION  
PROGRAM**



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This publication implements Air Force Policy Directive (AFPD) 90-2, *Inspector General—The Inspection System*. It provides policy, guidance, and procedures for roles and responsibilities related to the Commander's Inspection Program (CCIP) within the 655th Intelligence, Surveillance, and Reconnaissance Wing (ISRW) and applies to all personnel assigned and/or appropriated to the wing. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF847s through the appropriate functional chain of command. The authority to waive all requirements within this publication belongs to the 655 ISRW Commander (CC). Submit requests for waivers through the chain of command or, alternately, to the Publication OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the 655 ISRW.

## Chapter 1

### PROGRAM OVERVIEW

#### 1.1. Purpose.

1.1.1. This publication establishes policies and provides guidance and procedures for the Commander's Inspection Program (CCIP) within the 655th Intelligence, Surveillance, and Reconnaissance Wing (ISRW). The CCIP is the 655 ISRW's primary requirement within the overall inspection system outlined in Air Force Instruction (AFI) 90-201, The Air Force Inspection System. This publication defines roles and responsibilities for the 655 ISRW Inspector General, Inspections (IGI) office and other stakeholders/participants throughout the wing. Commanders (CCs), Self-Assessment Program Managers (SAPMs), and Wing Inspection Team (WIT) members, at minimum, should be well-versed with the contents of this publication.

1.1.2. This publication establishes policies and provides guidance and procedures for the Commander's Inspection Program (CCIP) within the 655th Intelligence, Surveillance, and Reconnaissance Wing (ISRW). The CCIP is the 655 ISRW's primary requirement within the overall inspection system outlined in Air Force Instruction (AFI) 90-201, The Air Force Inspection System. This publication defines roles and responsibilities for the 655 ISRW Inspector General, Inspections (IGI) office and other stakeholders/participants throughout the wing. Commanders (CCs), Self-Assessment Program Managers (SAPMs), and Wing Inspection Team (WIT) members, at minimum, should be well-versed with the contents of this publication.

1.1.3. The two primary goals of the CCIP are to enforce a culture of critical self-assessment and to reduce the risk of undetected non-compliance in regard to programmatic requirements.

1.1.4. Rather than focusing on inspection preparation, which is inherently wasteful, an objective of the CCIP is to shift focus to being mission and inspection ready at all times. This is best accomplished by constantly developing a culture of integrity, critical self-assessment, continuous improvement, and mutual respect between all mission partners.

1.1.5. The CCIP provides commanders at all echelons awareness of compliance, readiness, and performance within the 655 ISRW's missions:

1.1.5.1. Designed Mission (Administrative in Nature): Organize, Train, and (administratively) Equip (OT&E) Airmen. This is outlined in 90-1001, Total Force Associations (TFAs), and referred to as OARIT and OAIT-M (definitions in [Attachment 1](#)).

1.1.5.2. Assigned Mission (Operational in Nature): Intelligence missions shared with Regular Air Force (RegAF) sponsor organizations via classic associations.

1.1.6. A properly executed CCIP provides greater decision space for commanders at all echelons.

#### 1.2. CCIP Key Components.

1.2.1. Unit Self-Assessment Program. Unit Self-Assessment Programs should include a wide variety of internal assessments or evaluations. At a minimum, commanders will utilize

applicable Self-Assessment Checklists (SACs) in the Management Internal Control Toolset (MICT) to report programmatic compliance. MICT is not all-inclusive, therefore, commanders will establish additional measures to support critical self-assessment in accordance with (IAW) AFI 90-201, paragraph 2.5.1.

1.2.2. Wing Inspection Program (WIP). Executed by the 655 ISRW/IGI under the authority of the Wing Commander, the WIP is designed to validate and verify Unit Self-Assessment Programs to ensure accurate and timely reporting of unit compliance and effectiveness. IGI will utilize the Inspector General Evaluation Management System (IGEMS) to plan, conduct, and finalize inspections.

1.2.3. Wing Exercise Program (WEP). The 655 ISRW/IGI WEP is in development and requires further clarification of guidance from Higher Headquarters (HHQ), and additional collaboration with mission partners, for full implementation. **Attachment 4** contains further information regarding the WEP.

**1.3. Pertinent Oversight Authority (POA).** POA is defined as an organization responsible for the management and oversight of a particular program or functional area. Responsibilities can include managing and organizing personnel, equipment, training, policy and continual evaluation in order to support operational planning and mission execution. NOTE: The 655 ISRW's Wing Staff structure, along with that of its subordinate groups' staff structure, makes the POA "role" inherent to most, if not all, staff positions.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. 655 ISRW/CC will:

2.1.1. Lead the CCIP IAW AFI 90-201, this publication, and other applicable guidance.

#### 2.2. 655 ISRW/IGI will:

2.2.1. Administer the CCIP IAW AFI 90-201, this publication, and other applicable guidance. NOTE: IGI is inherently the POA for the (wing-wide) Self-Assessment Program. As such, CCs and SAPMs will receive their training from IGI and communicate all requests for assistance and/or recommendations directly to IGI.

2.2.2. Develop and maintain up-to-date training plans/materials for all 655 ISRW commanders, SAPMs, WIT, and IGI-assigned members.

2.2.3. Recruit, train, and sustain a WIT to assist with inspection and exercise activities within the 655 ISRW.

2.2.4. Sync with the Wing Plans Office (XP) and Wing Process Manager (CCO) on a monthly basis, at minimum, to ensure all parties maintain situational awareness of all CCIP matters. Meetings will include, at minimum, a review of all Corrective Action Plans (CAPs) and deficiencies which need consideration for approval/closure.

2.2.5. Execute deficiency management duties IAW AFI 90-201 and this publication (duties are located primarily in [Chapter 4](#)).

#### 2.3. Pertinent Oversight Authority (POA) will:

2.3.1. Serve as primary focal point and subject matter expert (SME) for wing-level requirements in their respective functional area(s). NOTE: Wing-level program managers/coordinators are inherently POAs for their respective functional area(s).

2.3.2. Make recommendations for local SACs, publications, and waivers to 655 ISRW/CC.

#### 2.4. Group Commanders will:

2.4.1. Provide support and resources to subordinate units as needed to properly execute CCIP requirements.

2.4.2. Determine CAP and closure authorities for (non-REPEAT) MINOR deficiencies belonging to their subordinate units, found via the CCIP. Blanket delegation to squadron commanders should not be the default methodology, rather, delegation to squadron commanders should be based on a historical trend of positive CCIP performance indicators. Delegation of authority must be in writing.

2.4.2.1. Closure authority for SIGNIFICANT, CRITICAL, and REPEAT MINOR deficiencies, found via the CCIP, belongs to IGI.

2.4.2.2. Unit Effectiveness Inspection (UEI) Deficiencies are managed IAW provided AFRC and/or 655 ISRW/IGI guidance.

**2.5. Commanders/Directors at all echelons will:**

- 2.5.1. Lead their Unit Self-Assessment Program IAW AFI 90-201, this publication, and other applicable guidance.
- 2.5.2. Appoint, in writing, at least one primary and one alternate SAPM. Notify IGI of newly appointed SAPMs via [655ISRW.IGI.Workflow@us.af.mil](mailto:655ISRW.IGI.Workflow@us.af.mil).
- 2.5.3. Ensure all unit members meet suspense dates for actions related to the wing CCIP, including those self-imposed by their own self-assessment actions.
- 2.5.4. Direct unit-level exercise participation IAW AFI 90-201, Attachment 4 of this publication, and other applicable guidance.
- 2.5.5. Upon request from IGI, nominate at least two qualified candidates for WIT.
  - 2.5.5.1. Nominees should be vetted for integrity, quality of service, and overall performance as an Airman. Nominees will present a positive image, maintain military bearing, and possess attributes of the highest professional standards and moral character.
  - 2.5.5.2. Nomination to WIT by a unit commander does not guarantee selection to WIT. IGI selects WIT members based on established criteria and the organization's overall needs. Current selection criteria may be obtained from IGI upon request.
  - 2.5.5.3. 655 ISRW's WIT structure is tiered in nature, allowing junior and senior members to perform as a functional part of the team. Quality of character and dedication to the organization are equally as important as experience and subject matter expertise.
- 2.5.6. Safeguard WIT members from assigned-unit taskings while performing official WIT duties. WIT members, whether physically located at home-station or at a geographically separated unit (GSU), should be considered in a temporary duty (TDY) status when performing official WIT duties.
- 2.5.7. Ensure access, permissions, and training for MICT and IGEMS are addressed on the unit's in-/out-processing checklist.
- 2.5.8. Provide inputs for the Commander's Inspection Report (CCIR) and Commander's Inspection Management Board (CIMB) upon request.

**2.6. SAPMs will:**

- 2.6.1. Review and complete all IGI training materials within two regularly-scheduled drill weekends of being appointed; materials can be found on the IGI's section of the Wing SharePoint Site.
- 2.6.2. Communicate regular, accurate, and timely unit Self-Assessment Program updates to their unit commander. It is recommended to hold monthly meetings, chaired by the unit commander, which include updates and timelines for MICT observations and IGEMS deficiencies, at a minimum.
- 2.6.3. Manage MICT utilization IAW AFI 90-201, this publication, and other applicable guidance. NOTE: MICT Business rules are Attachment 2 of this publication.
- 2.6.4. Provide role-based MICT training as requested by unit members.
- 2.6.5. Liaise with IGI and WIT for all inspection-related activity.

2.6.6. Monitor unit deficiencies in IGEMS.

2.6.7. Provide CCIR inputs to unit commander and/or IGI, upon request.

**2.7. Program Managers/Coordinators and/or SAC Assessors will:**

2.7.1. Complete appropriate role-based MICT and IGEMS training. NOTE: If adequate training is not provided, commensurate with program involvement, it should be requested through the chain of command.

2.7.2. Manage MICT SACs and IGEMS deficiencies associated with their program(s). Liaise with unit SAPMs for CCIP updates, ensuring to adhere to established timelines and procedures IAW AFI 90-201, this publication, and other applicable guidance.

**2.8. SAC Validators will:**

2.8.1. Validate assigned SACs IAW AFI 90-201, this publication, and other applicable guidance.

2.8.2. Possess the grade, skill level, and/or subject matter expertise commensurate with their involvement in the self-assessment program.

## Chapter 3

### UNIT SELF-ASSESSMENT PROGRAM

**3.1. Annual Self-Assessment Cycle.** The 655 ISRW Unit Self-Assessment Cycle consists of two semiannual self-assessment periods beginning 1 October and 1 April, respectively (**Figure 3.1**). Each self-assessment period consists of two phases:

3.1.1. Phase 1, Assessment: SAC Assessors actively manage their assigned SACs during this period, updating responses, assessment notes, documents, links, and observations as needed. Observations for programs which do not have published SACs may be assessed to the 655 ISRW local SAC for AFI 1-2, Commander’s Responsibilities.

3.1.1.1. SACs are updated and/or newly authored by HHQ Functional Area Managers (FAMs) on a quarterly basis. Units should ensure to assess these SACs within two Unit Training Assembly (UTA) periods after the SAC changes are published.

3.1.2. Phase 2, Validation: Validators will, at minimum, review SACs in their entirety and provide feedback to SAC Assessors using the “Validator Notes” section in MICT. NOTE: Commanders are highly encouraged to review Continual Evaluation (CE) reports and/or request Staff Assistance Visits (SAVs) as a tool for improving areas identified by Validators as “high risk”. Commanders will broadcast their validation methodology to their units and ensure it is documented. Examples of validation methods:

3.1.2.1. Senior SMEs. SACs are assessed by a program manager/coordinator (typically the alternate) and validated by a senior-level SME (typically the primary).

3.1.2.2. Validation Teams. A team of members who are equally invested and committed to critical self-assessment, and concurrently possess a collective level of knowledge, skill, and ability to properly validate their respective SACs.

3.1.2.3. Higher Echelon POAs. Pertinent Oversight Authorities at higher echelons validate SACs. This process must be coordinated, approved, and documented in writing through the chain of command to ensure all participants are aware of their roles.3.1.1.1.

**Figure 3.1. Unit Self-Assessment Cycle.**



## Chapter 4

### WING INSPECTION PROGRAM

**4.1. Inspection Categories.** There are two primary categories of inspections: program inspections (“horizontal”) and unit inspections (“vertical”). **Figure 4.1** and **Figure 4.2** provide visual representations of the difference in these inspection types and how they get their names. Program inspections are commonly referred to as horizontal inspections since they cut across units and command lanes throughout an organization. Unit inspections are commonly referred to as vertical inspections since they typically stay within command lanes.

**4.2. Program Inspections.** Programs evaluated during these inspections will be assessed by governing directives, policies, and other applicable guidance. NOTE: IGI often accounts for program inspections by tracking their overarching publications, however, some programs fall subject to guidance from multiple publications. The below figures are for reference only and are not intended to be all-inclusive.

4.2.1. By-Law (program) inspections are performed annually IAW AFI 90-201 and, typically, in a virtual, “no-notice” fashion (i.e., no inspectors are physically present at inspected units).

4.2.2. When inspections are performed virtually, the responsibility is on each unit to be able to substantiate programmatic compliance. At minimum, inspectors will review questions in MICT, applicable uploads, and any other sources that will provide relevant data. Deficiencies may be written if unit compliance cannot be validated using these methods.

**Figure 4.1. Program Inspections / “Horizontal” Inspections.**

Publication	14 IS	16 IS	23 IS	...
DAFI 36-2670, Total Force Development	X	X	X	
DAFMAN 36-2905, Air Force Physical Fitness Program	X	X	X	
AFI 14-404, Intelligence Oversight	X	X	X	

EXAMPLE: IGI/WIT Inspects the Highlighted Area(s)

**4.3. Unit Inspections.** Unit inspections are usually conducted at the group or squadron level and are ordinarily conducted with at least some form of on-site WIT presence. IGI will conduct a minimum of one unit inspection per subordinate unit, per UEI cycle – generally 24-36 months.

**Figure 4.2. Unit Inspections / “Vertical” Inspections.**

Publication	14 IS	16 IS	23 IS	...
DAFI 36-2670, Total Force Development	X	X	X	
DAFMAN 36-2905, Air Force Physical Fitness Program	X	X	X	
AFI 14-404, Intelligence Oversight	X	X	X	

EXAMPLE: IGI/WIT Inspects the Highlighted Area(s)

4.3.1. Unit Inspection Rules of Engagement.

4.3.1.1. 655 ISRW/IGI and/or WIT Team Chief will:

4.3.1.1.1. Provide inspection notification to the inspected unit enabling proper scheduling and coordination of inspections for the on-site inspection.

4.3.1.1.2. Coordinate inspection and exercise logistics with the respective SAPMs.

4.3.1.1.3. Provide a list of programs selected for inspection to SAPMs and WIT members and ensure WIT members have proper role/permissions in IGEMS and access to the inspected unit's MICT SACs.

4.3.1.2. The WIT Team Chief will:

4.3.1.2.1. Follow WIT Team Chief procedures as outlined in AFI 90-201 and the IGI Playbook, an internal continuity guide.

4.3.1.2.2. Provide an in-brief to the unit commander and commander's selected unit personnel prior to inspection interviews beginning. IGI RECOMMENDED ATTENDEES: Commander, Superintendent, DO/ADO, Flight Commanders, and SAPMs, at a minimum.

4.3.1.2.3. Ensure WIT/unit adheres to the established inspection schedule to the greatest extent possible. Adjustments/changes will be coordinated with the affected program manager(s)/inspector(s).

4.3.1.2.4. Provide an out-brief to the unit commander and selected unit personnel, prior to leaving the inspected unit's duty station, detailing the grades in each of the four MGAs, the Unit Self-Assessment Program, and the overall grade.

4.3.1.2.5. Ensure IGI is in possession of all finding write-ups prior to departing from the inspection unit's duty station (i.e., all findings have been entered into IGEMS).

4.3.1.3. WIT Members will:

4.3.1.3.1. Complete all training and execute inspection duties IAW AFI 90-201, this publication, and other applicable guidance (to include ad hoc WIT guidance received before/during inspections).

4.3.1.3.2. Augment 655 ISRW/IGI as an additional duty. IAW AFI 38-206, Additional Duty Management, "Wing Inspection Team Representative" is an Air Force-approved additional duty. Accordingly, while participating in WIT activities, members should be considered TDY and will prioritize all WIT-related responsibilities.

4.3.1.3.3. Provide prompt responses to the WIT Team Chief regarding all inspection-related topics to include, but not limited to, security clearances, lodging, vehicles, etc.

4.3.1.3.4. Review all pertinent guidance, unit deficiencies, and self-assessment materials applicable to assigned inspection areas, prior to the start of the inspection.

4.3.1.3.5. Report all findings to the WIT Team Chief during scheduled hot-washes.

4.3.1.4. The Inspected Unit will:

4.3.1.4.1. Comply with pre-inspection directions provided in the inspection notification(s), to the maximum extent possible. Coordinate issues in advance to insure the effectiveness of inspection activities and resource utilization.

4.3.1.4.2. Ensure unit members, including Traditional Reservists, are available to participate in scheduled inspection activities, to include health and welfare feedback sessions, and provide substantiating documentation as requested.

4.3.1.4.3. Adhere to the inspection schedule to the maximum extent possible. Adjustments/changes must be coordinated with and approved by the WIT Team Chief.

4.3.1.4.4. Facilitate any other requests necessary for the accomplishment of inspection activities.

**4.4. Additional Inspections.** Program and unit inspections may be conducted more frequently than required minimums based on IGI-identified trends, 655 ISRW/CC direction, Command Interest Items (CIIs), or Special Interest Items (SIIs).

**4.5. CCIP Reports.** IGI will complete executive messages and inspection reports IAW timelines established by AFI 90-201.

**4.6. CCIP Rebuttals.** Deficiencies are validated by an IG-badged inspector prior to being assessed to the unit in IGEMS. In rare circumstances, units may feel they have the grounds to submit a rebuttal to a deficiency that was assessed to their unit during an inspection. Units have up to five business days to provide a rebuttal for any deficiency they feel was inaccurately assessed to them. All information pertinent to the rebuttal must be submitted in IGEMS, attached to the associated deficiency, and must contain substantiating documentation to support the rebuttal. If no substantiating documentation can be submitted, rebuttals will be denied. Any rebuttal accepted/concurred by IGI will result in a CANCELLED deficiency in IGEMS, which requires no further action by the inspected unit(s).

**4.7. CCIP Deficiency Management.**

4.7.1. Unit commanders maintain ultimate responsibility for the deficiency management process.

4.7.2. CAPs must be proposed in IGEMS within 90 days of inspection report being published, and closed within 365 days from being approved/accepted.

4.7.3. SAPMs maintain active IGEMS accounts and assist the commander with reporting tools as necessary.

4.7.4. Program Managers/Coordinators develop and apply CAPs tailored to their program and each specific instance of non-compliance. It is the program manager/coordinator's responsibility to inform the SAPMs of CAP progress until the deficiency is closed.

4.7.5. IGI is the CAP approval/rejection authority, and deficiency closure authority, for CRITICAL, SIGNIFICANT, and REPEAT MINOR deficiencies found via the CCIP. IGI will consult with CCO, when available, prior to approving or rejecting CAPs and closing deficiencies.

4.7.5.1. 655 ISRW/CCO should use any CAP review opportunities to identify unit-specific or wing-wide process improvement events.

4.7.5.2. CAP rejections must include corrective feedback for the program manager.

4.7.6. Group Commanders are the CAP approval/rejection authority, and deficiency closure authority, for (non-REPEAT) MINOR deficiencies belonging to their unit, and their

subordinate units, which are found via the CCIP. Closure authority for squadron-level (CCIP) deficiencies may be delegated to the respective squadron commanders. Group CCs should use past and present CCIP performance indicators as justification for delegation. NOTE: Commanders at all echelons will not close deficiencies without substantiating documentation uploaded to IGEMS. Any closed deficiency which is later reopened in a CCIP inspection becomes a REPEAT deficiency, which falls under the closure authority of IGI and CCO.

## Chapter 5

### MEETINGS AND TRAINING

#### 5.1. Commander's Inspection Management Board (CIMB).

5.1.1. The 655 ISRW CIMB is administered by IGI. Information is presented to the 655 ISRW/CC in a timely and accurate manner via a CCIP dashboard; slides or an appropriate digital solution will be utilized for the CCIP dashboard.

5.1.1.1. Self-Assessment Status and Deficiency Status information will be updated by all unit SAPMs no later than the third business day of each month.

5.1.1.2. Information will be accurate and based on current MICT and IGEMS data. It is highly recommended that SAPMs query applicable MICT and IGEMS reports on the first business day of each month for consistency and continuity of operations.

5.1.2. CIMBs occur quarterly and will be attended by, at a minimum, 655 ISRW/CC or CV, IGI, CCO, and all unit commanders. It is highly recommended for SAPMs to attend, as well as any program manager/SME who may explain, or assist with closing, high-priority observations and/or deficiencies.

#### 5.2. Training for IGI, Unit Commanders, SAPMs, and WIT.

5.2.1. Wing-specific training is located on IGI's SharePoint page. Members will complete training commensurate with their involvement in the CCIP, within 60 days of assuming their position (EXCEPTION: WIT members scheduled to participate in an inspection within 60 days of being appointed to WIT must complete their respective training prior to the inspection).

5.2.1.1. IGI-billeted inspector must complete all training modules.

5.2.1.2. Commanders must complete all 100 and 200-level training modules, at minimum.

5.2.1.3. SAPMs must complete all 100 and 200-level training modules, at minimum.

5.2.1.4. WIT Representative must complete all training modules.

5.2.2. Upon completing all assigned training modules, members must e-mail IGI to notify the office of completion. E-mails will be sent to: [655ISRW.IGI.Workflow@us.af.mil](mailto:655ISRW.IGI.Workflow@us.af.mil) with the words: "AFIS Training Completion for (Rank Name)" pasted into the e-mail's subject line (remove quotation marks and parenthesis).

JOSEPH T. MARCINEK, Colonel, USAF  
Commander

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

AFPD 90-2, *Inspector General—The Inspection System*, 13 July 2018

AFI 90-201, *The Air Force Inspection System*, 17 December 2021

***Prescribed Forms***

None

***Adopted Forms***

None

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AGR**—Active Guard and Reserve

**ART**—Air Reserve Technician

**ARC**—Air Reserve Component

**CAP**—Corrective Action Plan

**CAU**—Classic Association Unit

**CC**—Commander

**CCIP**—Commander’s Inspection Program

**CCIR**—Commander’s Inspection Report

**CCO**—Process Manager

**CE**—Continual Evaluation

**CIMB**—Commander’s Inspection Management Board

**DSMT**—Dual Status Military Technician

**FAM**—Functional Area Manager

**GSU**—Geographically Separated Unit

**HHQ**—Higher Headquarters

**IGEMS**—Inspector General Evaluation Management System

**IGI**—Inspector General, Inspections

**ISRW**—Intelligence, Surveillance, and Reconnaissance Wing

**MICT**—Management Internal Control Toolset

**OAIT-M**—Organize, Administer, Instruct, and/or Train the Selected Reserve and performing maintenance and repair of supplies or equipment issued to the Selected Reserve or the armed forces (primary ART/DSMT duties)  
**OARIT**— Organize, Administer, Recruit, Instruct, and/or Train (primary AGR duties)

**OT&E**—Organize, Train, and Equip

**POA**—Pertinent Oversight Authority

**RegAF**—Regular Air Force

**SAC**—Self-Assessment Checklist

**SAPM**—Self-Assessment Program Manager

**SAV**—Staff Assistance Visit

**SME**—Subject Matter Expert

**TDY**—Temporary Duty

**TFA**—Total Force Associations

**UEI**—Unit Effectiveness Inspection

**UTA**—Unit Training Assembly

**WEP**—Wing Exercise Program

**WIP**—Wing Inspection Program

**WIT**—Wing Inspection Team

**XP**—(Wing) Plans Office

***Terms***

Request further clarification for terms not defined from [655ISRW.IGI.Workflow@us.af.mil](mailto:655ISRW.IGI.Workflow@us.af.mil).

## Attachment 2

### MANAGEMENT INTERNAL CONTROL TOOLSET (MICT) BUSINESS RULES

#### A2.1. MICT Administration.

A2.1.1. Role-based Permissions. SAPMs will follow Table A2.1, 655 ISRW MICT Role-based Permissions, to ensure users have the appropriate permissions based on their position within the organization. SAPMs will ensure roles are appropriately applied and removed during in-/out-processing and as individuals' duty titles/positions change within the organization.

**Table A2.1. 655 ISRW MICT Role-based Permissions.**

Role	Capabilities	Authorized User
Administrator See Note 1	<ul style="list-style-type: none"> <li>• Administrators can set permissions</li> <li>• SAC creation</li> <li>• Manage SAC Points of Contact</li> <li>• Unit customization</li> <li>• Unit creation</li> </ul>	Unit Commander Deputy/Vice Commander Director of Operations Unit Superintendent Operations Superintendent SAPMs
Manager See Note 1	<ul style="list-style-type: none"> <li>• Manager can create SACs</li> <li>• Manage SAC POCs</li> <li>• Inspections</li> </ul>	Unit Commander Deputy/Vice Commander Director of Operations Unit Superintendent Operations Superintendent
Assessor See Note 2	<ul style="list-style-type: none"> <li>• Users can inspect SACs</li> <li>• Run some reports</li> </ul>	Any User
Inspector See Note 3	<ul style="list-style-type: none"> <li>• Read only access to all aspects</li> </ul>	WIT Only
Reviewer	<ul style="list-style-type: none"> <li>• Read only permission</li> </ul>	As directed by the unit commander
Validator See Note 4	<ul style="list-style-type: none"> <li>• Read and write permissions for selected SACs</li> </ul>	As directed by the unit commander
Notes:		
<ol style="list-style-type: none"> <li>1. These roles must be limited to the individuals listed under the Authorized User column.</li> <li>2. Program Managers will be assigned assessor permissions at a minimum.</li> <li>3. This role is applied with an expiration date within 30 days of inspection completion.</li> <li>4. This role can only be applied through the Track and Assign Checklist function.</li> </ol>		

A2.1.2. SAC Assignment. Assessors will be assigned to SACs based on the most current appointment/delegation letter(s). For programs that do not require appointment/delegation, SAPMs will defer to the (written) direction of the commander. An approved additional duty roster or an email from the commander will fulfill this requirement. Upload all substantiating documentation to MICT IAW with system rules (e.g., do not upload PII/CLASSIFIED info).

#### A2.2. MICT Set-up Recommendations.

##### A2.2.1. Customize Features.

A2.2.1.1. Personal Settings. For ease of use it is highly recommended that users set their "Personal Settings" in a manner that's effective for their needs. "Default Unit" is at the discretion of the individual user. The most frequently accessed unit from the available units in the drop down menu should be selected.

A2.2.1.2. Unit Customization. Settings in this window are set by Administrators. Minimum permissions required to close observations must be determined by each unit commander and can be more restrictive than indicated below.

### **A2.3. MICT Response Standards.**

A2.3.1. Adhere to all system rules for information entered into MICT. EXAMPLE: Personal Identifiable Information (PII), HIPAA, DoD UCNI and classified information will not be entered into MICT.

A2.3.2. “Yes/Comply” responses will only be applied to MICT SACs when all elements of the associated line item is in full compliance.

A2.3.3. “No / Non-Comply” responses will be applied under any circumstance that does not meet the criteria for “Yes” or “N/A.” This is the program manager’s opportunity to self-identify non-compliance. NOTE: All “No / Non-Comply” responses require observations to be opened against that line item.

A2.3.4. “N/A” responses are generally reserved for instances when a compliance item is managed by an outside entity (e.g. MAJCOM, Host Installation, RegAF Sponsor Organization, etc.). Ensure appropriate documentation is uploaded to substantiate response, such as a support agreement (e.g., MOA or MOU).

**A2.4. Assessment Notes.** Assessment notes are required for all SAC items in MICT. Notes will be written to facilitate virtual inspections and will concisely explain why an item is scored “Yes / Comply”, “No / Non-Comply”, or “N/A”. “Assessment Notes” will identify, or provide a link to, the location of substantiating documentation.

### **A2.5. Uploads: Documents and Links.**

A2.5.1. The preferred upload method is to link to an active SharePoint site subordinate to the 655 ISRW SharePoint. This allows inspectors maximum access to substantiating documents.

A2.5.2. Any flagged SAC item will have the requested and current document(s) uploaded or linked in MICT.

A2.5.3. By-Law SACs will include uploaded, current copies of all applicable documents.

**A2.6. Observations.** All “No / Non-Comply” responses will have at least one associated observation in MICT. Observations should be closed within 18 months. Closure authority is at the discretion of the unit commander. The following mandatory fields must be completed by the assessor:

A2.6.1. Observation Comments.

A2.6.1.1. Restate the problem statement from the MICT Assessment Notes, or elaborate further on the problem.

A2.6.1.2. Must be updated when the conditions warranting the observation change.

A2.6.2. Corrective Action Plan.

A2.6.2.1. CAPs will be updated by assessors at least once per self-assessment period with the current status of the corrective action. Updates should address any actions and/or coordination that was conducted during the quarter to resolve the observation.

A2.6.2.2. CAPs should only be considered valid and viable when control measures and processes are designed/documentated to: resolve current, and prevent future, compliance issues and mitigate effects on subordinate units and/or adjacent programs/activities.

A2.6.3. Observation Level.

A2.6.3.1. CRITICAL: Any observation that results in, or could result in, widespread negative mission impact or failure.

A2.6.3.2. SIGNIFICANT: Any observation that has or could have negative mission impact.

A2.6.3.3. MINOR: Any observation that does not meet the definition of CRITICAL or SIGNIFICANT, but requires corrective action.

A2.6.4. Observation Cause Code. This item will identify the root cause or reason that caused non-compliance. The SAPM should contact 655 ISRW/CCO for further questions relating to Root Cause Analysis and the Observation Cause Code.

A2.6.5. Major Graded Area (MGA). This item will identify what is most affected by the self-identified non-compliance. For instance, many training deficiencies will have the most significant impact on Executing the Mission. The SAPM should contact 655 ISRW/IGI for further questions relating to MGAs.

A2.6.6. Requires HHQ/Commander Attention. This item will only be selected after receiving unit commander approval.

A2.6.7. Status. “(O) Open” will be selected until the observation is ready for closure. When approved for closure, select “(C) Closed.”

A2.6.8. Suspense Date. The suspense date must never exceed a six (6) month window. If the observation is not closed within the first six (6) months, it may be extended after the assessor notifies the SAPM. The SAPM will brief the unit commander regarding any overdue observations and suspense date extensions at least monthly.

### Attachment 3

## INSPECTOR GENERAL EVALUATION MANAGEMENT SYSTEM (IGEMS) BUSINESS RULES

### A3.1. IGEMS Administration.

A3.1.1. Role-based Permissions. SAPMs will follow Table A2.1, 655 ISRW MICT Role-based Permissions, to ensure users have the appropriate permissions based on their position within the organization. SAPMs will ensure roles are appropriately applied and removed during in-/out-processing and as individuals' duty titles/positions change within the organization.

**Table A3.1. 655 ISRW IGEMS Role-Based Permissions.**

Role	Capabilities	Authorized User
Administrator See Note 1	<ul style="list-style-type: none"> <li>Manages user accounts and application settings via the Admin tab on the Home Page</li> <li>Assigns deficiencies from the Deficiencies tab on the IGEMS/IGEMS-C Home Page</li> </ul>	IGI
Scheduler	<ul style="list-style-type: none"> <li>Schedules inspections</li> <li>May make inspection team assignments</li> </ul>	IGI
Planner	<ul style="list-style-type: none"> <li>Performs inspection planning activities</li> <li>Assigns inspection duties</li> <li>Selects inspection items</li> </ul>	IGI
Inspector	<ul style="list-style-type: none"> <li>May be assigned to an inspection</li> <li>Performs: Team Chief, Division Chief, Workcenter Administrator, Murder Board, and/or Inspector functions</li> </ul>	IGI WIT
Functional User See Note 2	<ul style="list-style-type: none"> <li>Will be assigned deficiencies under the Functional Area POC</li> </ul>	POAs (per IGI)
Basic User See Note 3	<ul style="list-style-type: none"> <li>Default role for all users</li> <li>May view schedules and assigned deficiencies</li> </ul>	As per Unit CC
Deficiency Monitor	<ul style="list-style-type: none"> <li>Essentially a Basic User</li> <li>May view all deficiencies written against their unit and below, including all MAJCOM deficiencies</li> <li>Has Assignment and Status tabs and can close deficiencies not assigned to them</li> </ul>	SAPMs
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>All roles must be limited to the individuals listed under the Authorized User column.</li> <li>Functional Users will be the ultimate SMEs/POAs for a given functional area within the wing; they may exist at any echelon, but will serve as the wing-wide POA for their areas</li> <li>IGEMS roles should be managed via in-/out-processing actions for each unit.</li> </ol>		

### A3.2. Data Entry.

A3.2.1. Wing Inspection Team members will enter all findings directly into IGEMS during inspections; all findings must be entered before departing the inspected unit's duty station.

A3.2.2. IG-Badged inspectors must validate all deficiencies with appropriate wing-level POAs prior to marking them "Final" in IGEMS. Any deficiency which cannot be validated will be marked as "Declined" in IGEMS.

A3.2.3. IGI will utilize IGEMS to track inspection and WIT-related data to the greatest extent possible; supplemental IGI products may be utilized as needed to further track WIT-related data outside of IGEMS (e.g., Microsoft Lists on SharePoint).

### **A3.3. Commander Responsibilities.**

A3.3.1. Commanders will ensure unit members utilize IGEMS appropriately, commensurate with their roles, and that all deficiency management-related actions and timelines are met.

A3.3.2. Commanders at all echelons must be prepared to brief information related to all observations, CAPs, and deficiencies within their organization, at the CIMB.

A3.3.3. Group Commanders act as the deficiency closure authority for all (non-REPEAT) MINOR deficiencies within their unit and subordinate units. NOTE: CCs must ensure not to close any deficiency that does not have substantiating proof that all corrective actions have been completed.

## Attachment 4

### CCIP EXERCISE REQUIREMENT GUIDANCE (FOR EX1-10)

#### A4.1. Wing Structure.

A4.1.1. All 655 Intelligence, Surveillance, and Reconnaissance Wing (ISRW) units are tenants on host installations where they are additive, classic associate units (CAUs) to Regular Air Force (RegAF) sponsor organizations.

A4.1.2. Currently, the 655 ISRW does not have finalized support agreements, across all seven of its geographically separated operating locations, to formally track activities related to the “Exercise Requirements” located in Air Force Instruction (AFI) 90-201, The Air Force Inspection System, [Table A2.1](#), Wing Commander’s Inspection and Exercise Requirements.

#### A4.2. Exercise Participation.

A4.2.1. There are 10 exercises located in AFI 90-201; they are referred to as “EX” followed by their respective number (e.g. EX1 or EX10). Traditionally referred to as “mission assurance exercises,” EX1-9 have a fair amount of categorical similarity. However, EX10 (Readiness Exercise), is generally addressed in a separate manner.

A4.2.2. All 655 ISRW units and its members will react to, and participate in, all host installation exercises for EX1-9 (not EX10).

A4.2.3. 655 ISRW units located at Wright-Patterson Air Force Base (WPAFB) are included in the 88th Air Base Wing (ABW), Inspector General’s (IG) reports. The host wing, 88 ABW/IG, utilizes the email distribution list: WPAFB 2C (Tenant Organizations), for inclusion in reports.

#### A4.3. Program Development.

A4.3.1. EX1-9 Development. 655 ISRW/IGI is in the process of reviewing EX 1-9 requirements and developing further wing-level guidance. Due to the Wing’s structure, IGI will continue to explore the whether compliance waivers would be appropriate and/or effective for exercises.

A4.3.2. EX10 Development. The 655 ISRW has an approved Tier 2 Waiver for executing EX10 requirements, valid until 30 June 2022. The Tenth Air Force (10 AF) memorandum, “Readiness Exercise (RE) Scope and Scale Direction”, published 2 February 2022, is a fundamental document which will be utilized as IGI continues to develop appropriate courses of action and associated guidance for EX10 requirements. As with EX1-9, IGI will pursue additional exemptions as deemed appropriate/effective.