

**BY ORDER OF THE COMMANDER  
70TH INTELLIGENCE SURVEILLANCE  
AND RECONNAISSANCE WING**

**70TH INTELLIGENCE,  
SURVEILLANCE AND  
RECONNAISSANCE WING 90-201**



**22 JUNE 2017**

**Special Management**

**THE COMMANDER'S  
INSPECTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 90-2, Inspector General - The Inspection System and complements Air Combat Command (ACC) Supplement to AFI 90-201 (IC 1, 14 April 2016). It applies to 70th ISRW units and 70 ISRW staff agencies. It implements procedures for group and unit commanders, as well as staff agency chiefs to set procedures and policies within their organizations to ensure an effective self-inspection program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. The waiver authority for all requirements in this publication is the Commander, 70th ISR Wing.

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## **1. Overview.**

1.1. Commanders have the legal authority and responsibility to inspect their organizations and establish a Self-Assessment Program (SAP) in accordance with (IAW) Air Force Instruction (AFI) 1-2, Commander's Responsibilities, paragraph 3.4.3. A robust SAP can identify and mitigate deficiencies or weaknesses and improve the organization's ability to produce the most efficient, effective, economical, and disciplined outputs and outcomes.

1.2. This operating instruction was developed IAW AFI 90-201\_AFGM2017-01, The Air Force Inspection System, dated 26 January 2017, and applies across 70 ISRW, including Geographically Separated Units (GSUs).

1.3. The 70 ISRW Commander's Inspection Program (CCIP) is comprised of three elements: a SAP led by commanders, an inspection component led by the Wing IG, and the Commander's Inspection Management Board (CIMB), prepared by the Wing IG and chaired by the Wing Commander.

## **2. Purpose.**

2.1. The purpose of the CCIP is to improve effectiveness, compliance, readiness, discipline, and surety in the wing, while allowing commanders the ability to assess their own unique mission sets regarding mission directives and other authoritative tasking documents.

2.2. This operating instruction acts as internal guidance for 70 ISRW. Self-assessment is a continuous process and compliance with this memorandum is mandatory for all 70 ISRW units. Waiver requests for requirements in this instruction must be routed through 70 ISRW/IG to 70 ISRW/CC.

## **3. Duties and Responsibilities.**

### **3.1. Air Combat Command (ACC) IG Team E.**

3.1.1. Validates and verifies the effectiveness of the 70 ISRW CCIP during the UEI cycle which concludes with a Capstone event.

3.1.2. The scope and depth of inspection events will depend on wing performance, trends, and inputs from the chain of command and functional staff.

### **3.2. Wing IG.**

3.2.1. Serves as the CCIP office of primary responsibility OPR. The IG is responsible for establishing, executing, and sustaining the Wing CCIP.

3.2.2. Trains group commanders, Self-Assessment Program Managers (SAPMs), and Wing Level Program Managers to assess, report, and document program status.

3.2.3. Validates and verifies the SAP within all subordinate organizations through routine inspections.

3.2.4. Ensures SAPs throughout the Wing provide accurate reporting of self-assessment results, trends, and issues.

### 3.3. Commanders.

3.3.1. Commanders at all levels will ensure management of the SAP IAW AFI 90-201, *The Air Force Inspection System*, AFI 90-201\_ACCSUP, and this instruction.

3.3.2. Commanders will appoint a SAPM in writing.

3.3.3. Commanders will ensure that all applicable HAF and MAJCOM Self-Assessment Communicators (SACs) are assessed.

3.3.3.1. Commanders may develop unit-specific supplements to these business rules for the management of their respective SAP.

3.3.3.2. Commanders should prioritize assigned SACs depending on risk and/or impact to the mission. They should also develop a “Battle Rhythm” to assess and validate all SACs that minimize the impact to Airmen’s time.

3.3.3.3. Commanders will conduct, at a minimum, quarterly assessments of SACs in July, October, January, and April.

3.3.4. Commanders will ensure new or updated SACs are assessed within 30 calendar days of the SAC’s release.

3.3.5. Commanders will ensure their MICT observations provide an observation cause code, root cause analysis, and Corrective Action Plan (CAP).

3.3.5.1. Commanders will ensure all observations remain open and managed until the observation no longer exists.

3.3.5.2. Commanders will ensure observations are updated in MICT with appropriate comments whenever there is an assessment or a change in the CAP (including extending the due date) and semi-annually if it is a long-term observation (more than six months).

3.3.6. Commanders will utilize the Commander’s Inspection Management Board to update Wing leadership on deficiencies not covered in MICT.

3.3.7. Commanders will foster a culture of continuous self-improvement, focused on mission readiness rather than inspection readiness.

### 3.4. Wing Staff.

3.4.1. Wing Staff Directors (2-Letters) will consolidate their SAP actions under the Wing Director of Staff (DS).

3.4.2. The Wing DS will execute the duties and responsibilities outlined in paragraph 3.3. of this instruction and its subordinate paragraphs.

3.5. Wing Self-Assessment Program Manager (SAPM). The Wing SAPM will be subordinate to the Wing IG and is the overall 70 ISRW Point of Contact (POC) for the ACC IG Team E, 70 ISRW program managers, Wing Staff, and Group SAPMs and is directly responsible for the following:

3.5.1. Developing and providing guidance to subordinate organizations’ SAPs.

3.5.2. Resolving or forwarding program problems to the ACC IG MICT Administrator.

- 3.5.3. Acting as overall MICT permission granting authority for 70 ISRW.
  - 3.5.4. Providing guidance to Wing, Group and Squadron program managers and administrators regarding available on-line training, unit-provided MICT training when it is available, or MICT training from other sources.
  - 3.5.5. Updating the 70 ISRW Inspector General SharePoint site and MICT with specific guidance for the Wing.
  - 3.5.6. Maintaining a master list of recommended SACs.
  - 3.5.7. Conducting MICT virtual inspections across the Wing to validate and verify the SAP.
  - 3.5.8. Reviewing and providing units feedback on data entry.
  - 3.5.9. Analyzing observations and providing data for use in the Commander's Inspection Management Board (CIMB) briefing.
  - 3.5.10. Analyzing MICT results for use in the Commander's Inspection Report (CCIR).
  - 3.5.11. Validating and verifying commander self-assessments are accurate and timely and independently assess effectiveness of subordinate units and programs.
  - 3.5.12. Conducting quarterly SAPM/MICT Administrator meetings.
- 3.6. Group and Squadron SAPMs. This position, assigned by Group and Squadron Commanders, is the POC to the Wing SAPM and is directly responsible for:
- 3.6.1. Granting permission to assessors and validators, ensuring they complete on-line training or in-person training, performing unit-provided MICT training as able or scheduling MICT training from other sources for unit personnel.
  - 3.6.2. Ensuring applicable SACs are tracked by the unit. SACs should be compared to the Master SAC list provided by the 70 ISRW/IG office. Rationale for not tracking a recommended SAC should be provided to the Wing SAPM.
  - 3.6.3. Keeping current members assigned to MICT SACs.
  - 3.6.4. Ensuring new communicators are assessed within 30 calendar days of their release in MICT, and assigned a minimum of one primary POC and one alternate POC.
  - 3.6.5. Overseeing MICT observation suspenses and tracking all open observations within the unit to ensure CAPs and estimated closure dates are valid and maintained by assessors.
  - 3.6.6. Conducting spot checks of their assigned SACs to validate and verify MICT by ensuring all units are utilizing and populating the correct communicators.
  - 3.6.7. Conducting reviews of subordinate unit MICT data.
  - 3.6.8. Routing all closure recommendations to the unit commander, annotating closure status, and making comments in the "Observation Comments" box.
  - 3.6.9. Attending quarterly SAPM/MICT Administrator meetings.
  - 3.6.10. Solving or up-channeling user problems.

3.6.11. Group SAPMs only. Group SAPMs will provide guidance to subordinate organizations' SAPs and serve as conduit between Squadron SAPMs and Wing SAPM.

3.7. SAC Assessors. Program Managers will identify assessors for each SAC based on the types of questions asked. Administrators will assign assessors to track SACs. Assessors are directly responsible for:

3.7.1. Continuously assessing SACs and ensuring each SAC is validated before the end of January, April, July and August each year.

3.7.2. Reviewing pertinent AFIs and publications for each SAC to identify overall compliance conditions in addition to MICT checklist items.

3.7.3. Creating an observation for every item identified as "non-compliant" and ensuring valid CAPs are developed and maintained.

#### **4. Self-Assessment Program.**

4.1. Purpose: The unit SAP is a continuous self-assessment process, mandated by AFI 90-201, used to provide commanders with internal assessment of their unit's overall health, to identify deficiencies that preclude or inhibit mission accomplishment, and to complement external assessments.

4.1.1. SAPs should include a wide variety of internal assessments, evaluations, functional directives, proven lessons, and experience.

4.1.2. SAPs should focus on compliance and mission effectiveness.

4.1.3. SAPs should promote continual detection and correction of non-compliance as a standard practice

4.1.4. SAPs should not focus on inspection preparation.

4.2. MICT is the AF system of record for unit self-inspections; however units will not limit their assessments to MICT, but will instead design their SAPs to report non-compliance with all applicable governing directives.

4.2.1. Self-Assessment Communicators (SAC) – The Master SAC list is maintained by the Wing SAPM and will be updated within 14 calendar days of the Functional Area Manager's (FAM) release of updated/new SAC's (currently quarterly: 31 Jul, 31 Oct, 31 Jan, and 30 Apr). The Wing SAPM will upload the Master SAC list to the IG SharePoint site at <https://cs1.eis.af.mil/sites/70isrw/ig/igi>.

4.2.1.1. Commanders may submit a request to the 70 ISRW/IGI for permission to discontinue tracking SACs that are irrelevant to the unit's mission or if the benefits do not outweigh the cost in Airman's time to complete the assessment.

4.2.1.2. The 70 ISRW/IGI will determine if a unit may discontinue tracking/assessing a SAC upon processing, researching, and assessing risk.

4.2.1.3. Request for Group or Squadron local communicators must be approved by the 70 ISRW/IG office.

#### 4.2.2. Local Observation Checklists.

4.2.2.1. Units will create local observation checklists when items or issues of non-compliance have been identified and are not included in an existing HAF, MAJCOM, or Wing SAC.

4.2.2.2. Only items or issues of non-compliance will be tracked using a local observation checklist and the checklist will be removed upon resolution of the item or issue.

#### 4.2.3. MICT Response Content.

4.2.3.1. Personally Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPAA), and classified or other sensitive information will not be entered into MICT.

4.2.3.2. SAC questions in MICT require a “Yes”, “No”, or “non-applicable” (N/A) response.

4.2.3.3. Supporting comments must be included in the MICT notes section for all questions (see figure 1.) and will include the following attributes:

4.2.3.3.1. A detailed, unit/program-specific explanation of the “Yes”, “No” or “N/A” response that gives a clear understanding of how the unit is in compliance or why the question is N/A for the unit.

4.2.3.3.2. A reference to specific artifacts when appropriate. Current artifacts, except when artifacts are classified or contain PII.

4.2.3.3.3. A reference to specific POCs or duty titles that perform key responsibilities when appropriate.

#### 4.2.3.4. Observations.

4.2.3.4.1. All observations may be closed by the unit at the appropriate supervisory level; no coordination with the Wing IG is necessary.

4.2.3.4.2. Units have the latitude to set their own suspense for closing an observation but should be able to close most observations within 180 calendar days.

#### 4.3. Self-Assessment Cycle.

4.3.1. The 70 ISRW conducts a 12-month self-assessment cycle.

4.3.2. The cycle begins on 1 July with all assigned SACs being reset (all Yes and N/A scores removed). Assessors will complete a new assessment by 31 July. See figure 2.

4.3.3. Assessors will:

4.3.3.1. Accomplish a full assessment of assigned SACs between 1-31 July, 1-31 October, 1-31 January, and 1-30 April.

4.3.3.2. Run an assessment of any new items within 20 calendar days of a new or updated assigned SAC (IAW AFI 90-201).

- 4.3.3.3. Update assigned SACs within 15 calendar days of a SAC item's compliance status change at any point during the year.
- 4.3.3.4. Upload appointment letters.
- 4.3.3.5. Upload any required documents to items identified in MICT with a blue flag.
- 4.3.3.6. Provide detailed assessment notes for each SAC item regardless of answer ("yes, no, or N/A").
- 4.3.4. Validators will:
  - 4.3.4.1. Validate assessed SACs NLT 15 August, 15 November, 15 February, and 15 May.
  - 4.3.4.2. Validate, within 10 calendar days, the assessment of a new or updated assigned SAC.
  - 4.3.4.3. Validate, within 10 calendar days, the update of a SAC item's compliance status change at any point during the year.
  - 4.3.4.4. Validate assessment notes to ensure the notes adequately explain why a unit is or is not compliant.
- 4.3.5. Higher Headquarters (HHQ) Schedule Conflicts. In the event the 70 ISRW assessment cycle conflicts with HHQ assessment requirements or those of other governing agencies, PMs will comply with the HHQ directive or those of the other governing agencies, and coordinate with the Wing SAPM to determine whether those actions fulfill the Wing's requirement.
- 4.4. Waiver Requests.
  - 4.4.1. AFI 33-360, Publications and Forms Management, paragraph 1.9. identifies the following tier waiver authorities:
    - 4.4.1.1. Non-tiered requirements are processed and approved as directed in the specific publication
    - 4.4.1.2. Tier 0. Requirement external to AF. Requests for waivers must be processed through command channels to publication OPR for consideration.
    - 4.4.1.3. Tier 1. MAJCOM Commander (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official.
    - 4.4.1.4. Tier 2. MAJCOM Commander (delegable no lower than the MAJCOM Director).
    - 4.4.1.5. Tier 3. Wing/Direct Reporting Unit/Forward Operating Agency Commander (delegable no lower than Group Commander or equivalent).
  - 4.4.2. Waiver requests will be submitted using the AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval (see figure 4.3)
    - 4.4.2.1. Units will provide copies of approved waivers to 70 ISRW/IG.
    - 4.4.2.2. 70 ISRW/IG will maintain a repository of approved waivers on the 70 ISRW/IGI SharePoint site: <https://cs1.eis.af.mil/sites/70ISRW/IG/default.aspx> .

4.4.3. During the waiver period, commanders will implement approved risk controls to reduce, mitigate or eliminate the risk created by non-compliance.

Figure 1. MICT Supporting Comment Examples.

Example SAC Question	Unit Response (Yes, No, or N/A)	Notes / Comments	Artifacts	IG Feedback
Does the PEO ensure PMs pursue a comprehensive risk analysis throughout the life cycle and prepare and maintain a risk management plan (RMP)?	“Yes”	-None-	-None-	<b>Poor</b> – No way for the IG to virtually validate response
	“Yes”	“The process we follow is in accordance with the AFI”	-None-	<b>Poor</b> – Comment adds little value. No way for the Director/IG to virtually validate response
	“Yes”	“The program maintains a risk management plan. The contractor also has a risk management plan that the program uses in conjunction with its own.”	-Draft Programs Risk Mgt Plan -Current Contr’s Risk Mgt Plan –	<b>Fair</b> – Unit has a detailed explanation of how they comply, however the fact the program RMP is in a draft state with no explanation in the comment raises concern. The Director/IG will still need a current Program RMP to Validate the Response
	“Yes”	“The program maintains a risk management plan & updates risks during quarterly program reviews. See attached RMP and PMR Minutes”	-Link to RMP -Link to Program Review Minutes	<b>Good</b> (assuming the <u>Director/IG can access the links</u> ) – Unit has a detailed explanation of how they comply. <u>The Director/IG can validate the response virtually.</u>
	“Yes”	“RMP (attached) to include Technology Protection Risks are developed in coordination with PM, managed & tracked by contractor as a contractual requirements in database X; IAW Program SEP dated 20 Sep 15(attached), Risk Management, para 2.4.4. Risk Boards required by program office during Milestone B & C approval process. PM updates & tracks program risks monthly via the SMART MAR. Risks are continually monitored by PM & Contractor at monthly risk assessment reviews.”	-Program Risk Management Plan -Program SEP -Both current & signed	<b>Outstanding</b> – Assessor gives <u>very</u> detailed explanation of how the program complies, complete with references to specific artifacts & duty titles that complete key responsibilities. Current versions of the referenced artifacts are provided. <u>The Director/IG can validate this response virtually.</u>

Figure 2. 70 ISRW Self-Assessment Cycle.

1 July: Cycle begins...all SACs reset...all Yes and N/A scores removed
1-31 July: Programs assessed
15 August: Validation of assessments due
1-31 October: Quarterly assessment
15 November: Validation of assessments due
1-31 January: Quarterly assessment
15 February: Validation of assessments due
1-30 April: Quarterly assessment
15 May: Validation of assessments due

Figure 3. AF Form 679 – Waiver Request Form.

AIR FORCE PUBLICATION COMPLIANCE ITEM WAIVER REQUEST/APPROVAL						
<b>SECTION I: REQUESTING UNIT ACTIONS</b>						
1. COMMANDER OR CIVILIAN LEADER OF UNIT REQUESTING WAIVER: FIRSTNAME MI. LASTNAME		2. RANK/GRADE: RNK/GRD	3. UNIT: UNIT	4. DATE: DD/MMM/YY		
5. TIER WAIVER NUMBER/AUTHORITY: (See AFI 33-360, Publications and Forms Management, paragraph 1.9. for more detailed guidance.) <input type="checkbox"/> NONE. Non-Tiered Requirements are processed and approved as directed in the specific publication. <input type="checkbox"/> TIER 0: Requirement external to AF; Requests for waivers must be processed through command channels to Publication OPR for consideration. <input type="checkbox"/> TIER 1: MAJCOM Commander (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official <input type="checkbox"/> TIER 2: MAJCOM Commander (delegable no lower than MAJCOM Director) <input type="checkbox"/> TIER 3: Wing/DRU/FOA Commander (delegable no lower than Group Commander or equivalent)						
6. PUBLICATION NUMBER AND TITLE: PUBLICATION NUMBER, TITLE (eg. AFI 36-2110, Assignments)				7. DATE PUBLISHED: DD/MMM/YY		
8. REQUIREMENT/COMPLIANCE ITEM: (Identify the specific paragraph number and text for which the commander/director is requesting a waiver) Take this item verbatim from the publication/directive for which the waiver is required. If a waiver tier is indicated in parenthesis, this is the tier to be marked in section 5 of this form. If no tier is indicated, mark "NONE" in section 5 and determine the appropriate authority as outlined in the publication.						
9. RATIONALE: Explain how complying with the requirement/compliance item impacts mission accomplishment; cost of compliance creates unacceptable risk and/or cost of compliance outweighs benefit and/or personnel cannot comply due to lack of resources. Explain how cost of compliance creates unacceptable risk to a higher priority task; OR Explain how cost of compliance outweighs the benefit; OR Explain how personnel cannot comply with the requirement due to a lack of resources.						
10. TIME PERIOD OR CIRCUMSTANCES FOR WHICH THE WAIVER WILL BE REQUIRED: State the length of time for which the waiver is required. Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 30 calendar days after the approving commander's tour length, whichever is shorter. Tier 1, 2, and 3 waivers automatically expire 30 days after a change of command unless the new commander renews the waiver.						
11. RISK MITIGATION MEASURE: State what measures will be implemented to mitigate the risk incurred by waiving the requirement.						
12. IMPACT OF DISAPPROVAL: State the impact to mission/unit if request is disapproved. "Noncompliance with regulations" is NOT an impact. Focus instead on how the disapproval affects the unit's ability to operate and achieve its mission.						
<b>SECTION II: COORDINATION ACTIONS.</b> Tier 1 waiver requests must have publications HAF approving official's concurrence prior to MAJCOM Commanders approval.						
	+	ORGOFFICE	ACTION	NAME, GRADE/RANK	SIGNATURE	DATE
		Routing depends on waiver	▼			
	-	authority. Add offices as	▼			
	-	needed to achieve	▼			
	-	appropriate coordination.	▼			
<b>SECTION III: APPROVAL AUTHORITY AND EXPIRATION</b>						
<input type="checkbox"/> WAIVER APPROVED - PERMANENT (A permanent waiver must be renewed within 30 days of the approving commander's change of command) <input type="checkbox"/> WAIVER APPROVED - TEMPORARY EXPIRATION DATE: <input type="text"/> <input type="checkbox"/> WAIVER DISAPPROVED						
13. WAIVER MODIFICATION: Do Not fill in. This section is for the Waiver Authority's use.						
NAME, GRADE/RANK, ORGOFFICE SYMBOL, TITLE OF APPROVING COMMANDER				SIGNATURE	DATE	
FIRST MI LAST, GRADE/RANK, OFFICE SYMBOL, TITLE						

## 5. Wing Inspections.

### 5.1. Management and Administration.

5.1.1. The Wing IG is responsible for the overall management and administration of the Wing inspection program. The IG determines the inspection interval for Wing programs and processes and ensures CCIP execution continues to meet the intended plan.

5.1.2. It is not possible to inspect every program at every unit without adversely affecting mission productivity. The Wing IG will use a risk-based sampling strategy to determine where the risk of non-compliance is greatest and dedicate the appropriate resources to inspect those areas.

5.1.3. The IG will consolidate inspections, where possible, to avoid redundancy and eliminate non-mission essential inspections that detract from mission readiness and waste time and resources.

### 5.2. Types of Inspections.

5.2.1. Internal Inspections – Any inspection conducted on a Wing unit by a Wing member is considered an internal inspection under CCIP.

5.2.1.1. Internal inspections must be coordinated with 70 ISRW/IG.

5.2.1.2. Commanders who seek Wing validations outside of the scheduled inspection program may request assistance from 70 ISRW/IG.

5.2.2. External Inspections – Any inspection conducted on a Wing unit by an entity not assigned to the Wing.

5.2.2.1. Commanders will actively support and participate in external inspections affecting their unit(s).

5.2.2.2. Commanders will notify 70 ISRW/IG when external agencies are scheduled to conduct inspections in their units.

5.2.2.3. Commanders will provide 70 ISRW/IG with copies of inspection reports or similar products detailing the results of the inspection.

5.2.2. No-Notice Inspections – The CCIP annual plan will include at least one no-notice inspection. The 70 ISRW/IG will notify the organization scheduled for an inspection 72 hours prior to the start of the inspection.

5.2.3. Virtual Inspections – Inspectors will review applicable MICT SACs and may request additional information from inspected units as part of a virtual inspection. Virtual inspections may be conducted on programs not assessed during on-site inspections and can occur during vertical or horizontal inspections. Results of virtual inspections will be included in the final CCIP inspection report.

5.2.4. Horizontal Inspections – Wing level programs that have AFI requirements to conduct inspections outside of the 70 ISRW CCIP Annual Plan will be placed on a horizontal schedule.

5.2.4.1. PM's that manage programs on a horizontal inspection schedule must be Wing Inspection Team (WIT) trained and submit an annual inspection plan to the 70 ISRW/IG by 31 August.

5.2.4.2. By-Law Inspections are conducted on a horizontal schedule. Annual By-Law inspections must be accomplished by 31 August. Annual reports are submitted to the MAJCOM by 30 September.

5.2.5. Vertical Inspections – Unit inspections are commonly referred to as vertical inspections because they typically stay within command lanes. Vertical inspections are usually conducted at the squadron or group level.

5.2.6. Unit Self-Assessments are not considered inspections and differ from inspections in that the deficiencies found in self-assessments are not logged into IGEMS.

5.2.7. Staff Assistance Visits (SAVs):

5.2.7.1. Are conducted by MAJCOM, HAF Functional Staffs, designated centralized activities, or functional manager-approved experts.

5.2.7.2. Are requested only by the Wing Commander.

5.2.7.3. Help a unit better understand the intent of higher headquarters policy and allow Functional staffs an opportunity to provide training to the unit.

5.2.7.4. Will be documented in IGEMS and highlighted in the CIMB.

5.3. Inspection Process.

5.3.1. Scheduling.

5.3.1.1. The 70 ISRW/IG will inspect subordinate units on a 24-30 month schedule.

5.3.1.2. The 70 ISRW/IG will ensure that the wing inspection/exercise schedule is current on the ACC Gatekeeper Program SharePoint site.

5.3.1.3. The 70 ISRW/IG will ensure that the Wing inspection/exercise schedule is current on the 70 ISRW/IGI SharePoint site: <https://cs1.eis.af.mil/sites/70ISRW/IG/default.aspx>, to exclude no-notice inspections.

5.3.2. New Units.

5.3.2.1. Newly activated units will not be inspected by the 70 ISRW/IG for one year from activation date to allow the unit to implement programs and develop processes.

5.3.2.2. Unit commanders of newly activated units will appoint program managers within 30 calendar days of activation.

5.3.2.3. Program managers of newly activated units must assess program compliance within 60 calendar days of unit activation.

5.3.2.4. Program managers will conduct self-assessments quarterly, during the first year of activation.

### 5.3.3. Wing Inspection Team (WIT).

5.3.3.1. The 70 ISRW WIT will consist of Subject Matter Experts (SMEs) from within the Wing, or may be augmented from another unit. WIT members will conduct CCIP inspections under the authority of the Wing Commander and under the direction of the Wing IG/CCIP Director. WIT members are detailed out of their normal work center to augment the IG Team during CCIP inspections. The WIT is broken up into teams based on programs, with a Team Lead assigned to each program.

5.3.3.2. Personnel selected as 70 ISRW WIT members must possess attributes of the highest professional standards and moral character. Additionally, WIT members should demonstrate adherence to the Air Force core values, maintain a security clearance commensurate with the duties required, present good military bearing and appearance, and not have a conviction by court-martial or general officer letter of reprimand in their official personnel file.

5.3.3.3. WIT members may be required to travel for inspections of GSUs.

5.3.3.4. Wing Inspection Team members should have at least one-year retainability (i.e. not projected to PCS or separate) from date of appointment.

5.3.3.5. Application/Interview Process. Members who wish to join the 70 ISRW WIT must submit the WIT Application Form, last 3 EPRs, SURF, and PT Scoresheet to 70 ISRW/IGI and will be interviewed by the IG staff.

5.3.3.6. Wing Inspection Team members will receive one hour of instruction covering general Air Force Inspection System (AFIS) overview, inspection planning, and deficiencies. After training, members will take the IG oath and sign the WIT contract. Upon successful completion, members will receive a Certificate of Training.

### 5.3.3.7. Wing Inspection Team member roles and responsibilities.

5.3.3.7.1. Wing Inspection Team members will maintain currency with AFIs (or other governing guidance) and functional area updates.

5.3.3.7.2. Wing Inspection Team members will attend Program Team Lead working groups.

5.3.3.7.3. Wing Inspection Team members will review MICT history and previous inspection reports in preparation for inspections.

5.3.3.7.4. Wing Inspection Team members will draft inspection plans using the master inspection plan.

5.3.3.7.5. Wing Inspection Team members will determine if virtual inspection of a program is feasible and sufficient or if an on-site inspection is warranted.

5.3.3.7.6. Wing Inspection Team members will mentor PMs during inspection/provide on-the-spot training/guidance.

5.3.3.7.7. Wing Inspection Team members will provide guidance on unit-submitted rebuttals.

5.3.3.7.8. Wing Inspection Team members will verify CAPs for deficiency closure.

5.3.3.7.9. Wing Inspection Team members may be in a position to receive protected communication. In the event this occurs, the WIT member will inform the Airman the disclosure is considered a protected communication and inform the Team Chief.

## **6. Commander's Inspection Management Board (CIMB)**

6.1. The Wing Commander's Inspection Management Board will meet monthly to maintain visibility on all issues, concerns, and discrepancies, and to track them to closure.

6.2. Required Attendees at the CIMB. The CIMB is run by the CCIP Director and chaired by the Wing commander (or the Vice-Wing commander if the Wing commander is not available). Group and Squadron commanders will attend as well as any designated Wing staff agency chiefs.

6.3. Preparations for the CIMB include pulling applicable reports from MICT, sorting open deficiencies to identify trends and identifying deficiencies requiring external coordination (Local and/or Garrison support, functional coordination, FAM, etc.). A thorough review of internal and external inspections, to include by-law inspections, will provide background for discussion.

6.4. The main focus of the CIMB will be on the status of highly-visible open inspection items, to include progress and updates on CAPs, estimated close-out date, mitigating circumstances, recommendations for closure (if warranted) and external assistance required. Group commanders will brief their CCIP status to include discrepancies, CAPs and issues affecting upcoming scheduled inspections and any requested SAVs. The Wing commander will approve closure for discrepancies identified by the CCIP when CAPs are in place and are having a positive impact on the deficiency.

THOMAS K. HENSLEY, Colonel, USAF  
Commander

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

ACC Supplement to AFI 90-201 (IC 1, 14 Apr 2016)

AFPD 90-2, *Inspector General - The Inspection System*, 11 September 2015

AFI 90-201, *Inspector General Activities*, (IC 1, 11 Feb 2016)

AFMAN 33-363, *Management of Records*, (IC 2, 9 June 2016)

***Abbreviations and Acronyms***

**70 ISRW**—70th Intelligence, Surveillance, and Reconnaissance Wing

**ACC**—Air Combat Command

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**CAP**—Corrective Action Plan

**CCIP**—Commander's Inspection Program

**CCIR**—Commander's Inspection Report

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

**HIPPA**—Health Insurance Portability and Accountability Act

**IG**—Inspector General

**IGEMS**—Inspector General Evaluation Management System

**MAJCOM**—Major Command

**MICT**—Management Internal Control Toolset

**OPR**—Office of Primary Record

**PII**—Personally Identifiable Information

**POC**—Point of Contact

**RCA**—Root Cause Analysis

**RDS**—Records Disposition Schedule

**SAC – Self**—Assessment Communicators

**SAPM – Self**—Assessment Program Manager

**SAV**—Staff Assistance Visit

**WIT**—Wing Inspection Team

### *Terms*

**Artifact**—Any item provided as evidence of compliance, for example, a copy of an appointment letter. If referenced, and if possible, artifacts should be posted or linked in MICT. If not possible, due to classification level, inclusion of PII, etc., clear instructions on how to locate the artifact should be entered instead.

**Assessor**—Self Assessment Communicator owner. Unit personnel responsible for assessing SACs and ensuring each SAC is validated before the end of February and August each year. Reviews pertinent AFIs and publications for each SAC to identify overall compliance conditions in addition to MICT checklist items.

**Commander's Inspection Management Board (CIMB)**—Monthly meeting prepared by the Wing IG and chaired by the Wing CC, reviewing CCIP deficiencies, root causes and CAPs, and upcoming CCIP events.

**Commander's Inspection Program (CCIP)**—Program designed to independently assess the performance of organizations at and below the Wing level. It includes both a self-assessment component led by commanders and an inspection component led by the Wing IG.

**Commander's Inspection Report (CCIR)**—Wing Commander's assessment of the wing's readiness and compliance, written in the framework of the four MGAs and sent to the MAJCOM Commander.

**Corrective Action Plan**—Deficiency corrective action data which at a minimum includes root-cause(s), countermeasures, OPRs and ECDs to closure.

**Inspector General Evaluation Management System (IGEMS)**—System of record for documenting IG-identified deficiencies.

**Management Internal Control Toolset (MICT)**—AF system of record for unit self-inspections.

**Master Inspection Plan**—A comprehensive list of inspection questions derived from the AFI of a program. Individual inspection plans will be made up of random questions drawn from this list.

**Observation**—a validated deficiency.

**Root Cause Analysis**—Process for determining the original reason for nonconformance within a program. When the root cause is removed or corrected, the nonconformance will be eliminated.

**Self—Assessment Communicator** – Functional Area Manager's (FAM) tool to communicate areas of greatest risk in complying with corresponding AFIs or other guidance. SACs by design do not capture every AFI “shall, must or will” requirement. All personnel are responsible for being familiar and compliant with the AFIs that govern their respective professions.

**Self—Assessment Program Managers** – Unit POC responsible for executing the unit's self-assessment program.

**Validator**—Typically the Assessor's first line supervisor. The individual responsible for reviewing an Assessor's input.

**Wing Inspection Team (WIT)**—Subject Matter Experts who augment Wing IG to conduct CCIP inspections under the authority of the Wing Commander. WIT members are not assigned to the IG office; rather WIT augment the IG team as an additional duty.