

**BY ORDER OF THE COMMANDER
82D TRAINING WING (AETC)**

SHEPPARD AFB INSTRUCTION 90-302

25 MARCH 2025



Special Management

**82D TRAINING WING INSPECTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 82 TRW/IG

Certified by: 82 TRW/IG
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Supersedes: SHEPPARDAFBI90-302, 23 July 2023

Pages: 9

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SUMMARY OF CHANGES

This instruction has been revised to reflect updates to the SHEPPARDAFB31, 82 TRW IGEMS Deficiency Response, and SAFB Form 33, IGEMS Multiple Deficiency Response Letter.

Chapter 1

1.1. SAFB Forms Instructions. Instructions for filling out Sheppard Air Force Base (SAFB) Form 31, *82 TRW IGEMS Deficiency Response Letter*, for Inspection and Exercise deficiencies and SAFB Form 33, *82 TRW IGEMS Multiple Deficiency Response Letter*, for Inspection and Exercise deficiencies.

1.2. SAFB Form 31.

1.2.1. Use of SAFB Form 31, is mandatory for all initial, closure, initial/closure, or update actions taken in response to any inspection or exercise deficiency as defined in DAFI 90-302. This 2-page form is designated as CUI when filled in. All proper CUI markings are already embedded into the form, no further user actions are required.

1.2.2. Units must submit the SAFB Form 31 for each deficiency.

1.2.3. Unit Commander or designated representative must digitally sign the SAFB Form 31 for all deficiencies. If using a multiple deficiency cover letter, the SAFB Form 31 must be accomplished for each individual deficiency, but only the SAFB Form 33 is signed. Initial Responses require Unit Commander or Wing Staff Agency Chief's signature only. Updates (i.e., Estimate Completion Date (ECD), Root Cause, or Corrective Action Plan (CAP)) are made to 82 TRW Inspector General Inspections (82 TRW/IGI) by an "Update" SAFB Form 31.

1.2.4. Deficiency closure authority is based on inspection type (i.e., CAPSTONE, Wing Inspection Team (WIT), Special Interest Item (SII), etc.), deficiency severity level, and 82 TRW Commander (82 TRW/CC) guidance. Reference 82 TRW/CCIP Business Rules to determine deficiency closure authority.

1.2.5. Fill out the SAFB Form 31 first page with the following information.

1.2.5.1. Tracking Number. The tracking number is the deficiency number taken directly from the inspection or exercise report.

1.2.5.2. Severity. Defined as "Minor," "Significant," "Critical," or REPEATs. The severity level is under each deficiency within the inspection or exercise report.

1.2.5.3. Inspection Type. Use the dropdown menu to select the inspection type from which the deficiency originated.

1.2.5.4. Response Type. Use the dropdown menu to select the type of desired response.

1.2.5.4.1. Initial Response. Use for deficiencies with a defined root cause and corrective action plan. Must be submitted prior to the 45-day initial response suspense. The deficiency will remain open.

1.2.5.4.2. Closure Response. Use for deficiencies with an approved initial response and completed corrective action(s) when the unit is ready to close the deficiency. Add a validation statement at the end of the Corrective Action Plan (CAP), defining the date the CAP was completed and who conducted the validation. Validation must be done by someone other than the person who worked the deficiency to closure.

1.2.5.4.3. Initial/Closure Response. Use when the unit has completed all corrective actions prior to the 45-day initial response suspense. All data blocks are completed, and the unit is ready to close the deficiency. Add a validation statement at the end of the Corrective Action Plan (CAP), defining the date the CAP was completed and who conducted the validation. Validation must be done by someone other than the person who worked the deficiency to closure.

1.2.5.4.4. Update. Use for changes to a deficiency's ECD, root cause, corrective action plan or every 120 days from initial response or last update. Only used after an initial response is approved and prior to a closure response submission.

1.2.5.5. OPR. Enter the name of the unit point of contact responsible for the deficiency response.

1.2.5.6. Unit. Enter the responding unit's abbreviation (i.e., 82 TRW/IG or 372 TRS/Det 2).

1.2.5.7. ECD. Enter the date the unit believes the deficiency will be corrected. This date should be within 365 days of the final report date.

1.2.5.8. Deficiency and Reference. Copy and paste the deficiency and reference wording directly from the inspection or exercise report.

1.2.5.9. Root Cause Analysis (RCA) Tool Employed Primary. Unit must select one of the RCA tools from the dropdown menu. Unit must then select a Cause Code from the next dropdown menu. Definitions for each cause code are in DAFI 90-302, Attachment 9. If the Cause Code selected is GD1, GD2, GD3, or LS1, unit must select an option from the corresponding dropdown menu.

1.2.5.10. RCA Tool Employed Contributing. This series of blocks is optional but must be used if a deficiency has more than one contributing factor. If used, unit must select one of the RCA tools from the dropdown menu. Unit must then select a Cause Code from the next dropdown menu. If the Cause Code selected is GD1, GD2, GD3, or LS1, unit must select an option from the corresponding dropdown menu.

1.2.5.11. Root Cause. The unit describes the root cause that led to the deficiency, and it must match the Cause Code selected under RCA Tool Employed. For example, if a unit uses the LS2 Cause Code (Leadership – Ineffective Communication), it must define how ineffective communication caused the deficiency in the Root Cause block.

1.2.6. Fill out the SAFB Form 31 second page with the following information.

1.2.6.1. Corrective Action Plan. For an Initial Response, the unit describes the corrective actions it will take to resolve the deficiency. In a Closure Response, the unit describes the corrective actions taken. Corrective actions must match the Root Cause and Cause Code. For example, if a unit used the LS2 Cause Code and defined ineffective communication as the cause of the deficiency, the corrective action must clearly show how the unit eliminated the ineffective communication.

1.2.6.2. Signature Blocks. Used for all deficiencies unless unit is using a multiple deficiency cover letter. In these cases, there must be an SAFB Form 31 for each individual deficiency, and only the SAFB Form 33 is signed. All signature blocks must be digitally signed.

1.2.6.3. Squadron Commander or Representative. Reference 82 TRW/CCIP Business Rules for determining closure authority. Squadron Director of Operations or Acting Commander signs during Commander's absence.

1.2.6.4. 82 TRW Deputy Commander (82 TRW/CD) or Group Commander. Reference 82 TRW/CCIP Business Rules for determining closure authority. Deputy Group Commander signs during Commander's absence.

1.2.6.5. Inspector General. Used when a Closure Response is sent to the 82 TRW/CC for approval or closure is approved by 82 TRW/IG.

1.2.6.6. 82 TRW/CC. Used by the 82 TRW/CC to approve applicable Closure Responses. Reference 82 TRW/CCIP Business Rules for further information on closure authority.

1.3. SAFB Form 33.

1.3.1. The SAFB Form 33 is an optional form that can be used as a cover letter when submitting multiple initial, closure, initial/closure, or update actions taken in response to any inspection or exercise deficiency as defined in DAFI 90-302. This form is designated as CUI when filled in. All proper CUI markings are already embedded into the form, no further user actions are required.

1.3.2. Units must attach a SAFB Form 31 to the SAFB Form 33 for each deficiency. SAFB Form 31s are not required to be signed when attached to a signed SAFB Form 33.

1.3.3. Deficiency closure authority is based on inspection type (i.e., CAPSTONE, WIT, SII, etc.), deficiency severity level, and 82 TRW/CC guidance. Reference the 82 TRW/CCIP Business Rules to determine deficiency closure authority.

1.3.4. Fill out the SAFB Form 33 with the following information.

1.3.4.1. Inspection Type. Use the dropdown menu to select the inspection type from which the deficiency originated.

1.3.4.2. Response Type. Use the dropdown menu to select the type of desired response.

1.3.4.3. IGEMS Deficiency Numbers. Place the individual IGEMS deficiency numbers in this block for those deficiencies being attached to the cover letter.

1.3.4.4. Attaching SAFB Form 31 to the SAFB Form 33.

1.3.4.4.1. Open the SAFB Form 33 and click the arrow on the far left and center of the screen. This will open a narrow column with a paperclip symbol. Click on the paperclip.

1.3.4.4.2. The column will expand. Click on the paperclip symbol with the "plus" sign.

1.3.4.4.3. Select the SAFB Form 31 to attach and hit "open". Save the SAFB Form 33 before closing.

1.3.4.5. Signature Blocks. Used for all deficiencies. Although there must be an SAFB Form 31 embedded for each individual deficiency, only the SAFB Form 33 is signed. All applicable signature blocks on the SAFB Form 33 must be digitally signed.

1.3.4.5.1. Squadron Commander or Representative. Reference 82 TRW/CCIP Business Rules for determining closure authority. Squadron Director of Operations or Acting Commander signs during Commander's absence.

1.3.4.5.2. 82 TRW Deputy Commander (82 TRW/CD) or Group Commander. Reference 82 TRW/CCIP Business Rules for determining closure authority. Deputy Group Commander signs during Commander's absence.

1.3.4.5.3. Inspector General. Used when a Closure Response is sent to the 82 TRW/CC for approval or closure is approved by 82 TRW/IG.

1.3.4.5.4. 82 TRW/CC. Used by the 82 TRW/CC to approve applicable Closure Responses. Reference 82 TRW/CCIP Business Rules for further information on closure authority.

Chapter 2

82 TRW/CCIP BUSINESS RULES

2.1. 82 TRW/CCIP Business Rules. Define general guidance for the 82 TRW's inspection and exercise programs, Management Internal Control Toolset (MICT) program, Wing Inspection Team (WIT) program, Wing Waiver Policy, and Inspector General Evaluation Management System (IGEMS) deficiency responses. It is the responsibility of all Commanders, unit WIT representatives, WIT members, and Unit Self-Assessment Program Managers (USAPM) to be aware of, and adhere to, their applicable responsibilities and processes spelled out in these Business Rules. Current Business Rules are located on the 82 TRW/IG SharePoint site.

PAUL G. FILCEK, Brigadier General, USAF
Commander, 82d Training Wing

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

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020, *IC-1*,
28 July 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

DAFI 90-160, *Publications and Forms Management*, 14 April 2022, *IC1*, 21 June 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

Prescribed Forms

SAFB Form 31, *82 TRW IGEMS Deficiency Response Letter*

SAFB Form 33, *82 TRW IGEMS Multiple Deficiency Response Letter*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

82 TRW—82d Training Wing

82 TRW/CC—82d Training Wing Commander

82 TRW/CD—82d Training Wing Deputy Commander

82 TRW/IG—82d Training Wing Inspector General

82 TRW/IGI—82d Training Wing Inspector General Inspections

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

CAP—Corrective Action Plan

CCIP—Commanders Inspection Program

ECD—Estimated Completion Date

IGEMS—Inspector General Evaluation Management System

MICT—Management Internal Control Toolset

RCA—Root Cause Analysis

RIA—Recommended Improvement Areas

SAFB—Sheppard Air Force Base

SII—Special Interest Item

USAPM—Unit Self-Assessment Program Manager

WIT—Wing Inspection Team