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Command Policy

SELF-INSPECTION/CROSSFEED PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for conducting the Self-Inspection/Crossfeed Program within units and sections reporting to the 419th Fighter Wing. It implements AFRD 90-2, *Inspector General-The Inspection System*, and references AFI 90-201, *Inspector General Activities*. This instruction applies to unit commanders, officers in charge, non-commissioned officers in charge, staff, and functional area managers. All personnel are responsible for identifying problem areas or discrepancies.

SUMMARY OF REVISIONS

Paragraph 2.2. Deletes requirement to have 67th Aerial Port Squadron perform the Self-Inspection Program. Paragraph 3.1.3. Self-inspection items are no longer found on the "Q" drive. Wing self-inspection monitors coordinates with the AF Advisor on getting updates out to HQ and group self-inspection monitors, paragraph 3.2.2. Self-inspection items are found on the internet instead of the "Q" drive, and paragraph 3.2.3. Changes quarter to semi-annual reviews. A (I) indicates revisions from the previous edition.

1. General. An aggressive Self-Inspection/Crossfeed Program is responsive to both higher level inputs and self initiated quality control checks conducted by all units. Identification of problems and negative trends with quick initiation of long term, corrective actions is the goal of this program. Corrective action is the responsibility of functional managers through the chain of command to unit commanders. The self-inspection/crossfeed monitors assist unit commanders in identifying potential problems and in tracking the status of corrective actions on identified discrepancies.

2. Appointment and Organization. Each squadron commander appoints a primary and alternate self-inspection/crossfeed monitor. Group monitors forward their letter of appointment to the wing quality office. Squadron monitors forward letters to the group monitor. Each of the subordinate units designates functional areas that participate in the Self-Inspection/Crossfeed Program.

- 2.1. Wing Self-Inspection Manager. The wing quality office is the overall wing self-inspection/cross-feed manager.
- 2.2. Operations Group Monitor. Subordinate units are the 419th Operations Support Flight, the 466th Fighter Squadron. The 67th Aerial Port Squadron is an AMC gained unit and falls under the AMC SE/QC system and is not required to perform the self-inspection program.
- 2.3. Support Group Monitor. Subordinate units are the 419th Civil Engineering Squadron, 419th Mission Support Squadron, 419th Communications Flight, and the 419th Security Police Squadron.
- 2.4. Logistics Group Monitor. Subordinate units are the 419th Maintenance Squadron, 419th Logistics Support Squadron, and the 419th Combat Logistics Support Squadron.
- 2.5. HQ Monitor (vice commander). Units/areas reporting are 419th Medical Squadron, Public Affairs, Safety, Legal, Chaplain, History, Executive Officer and Senior Enlisted Advisor, Financial Management, Plans, Social Actions and Quality.

3. Responsibilities:

- 3.1. Wing Self-Inspection Manager:
 - 3.1.1. Maintains the 419th Fighter Wing Self-Inspection Program as prescribed by applicable Air Force publications and operating instructions (OIs).
 - 3.1.2. Provides guidance on the Self-Inspection Program for all group commanders, squadron and flight self-inspection monitors.
 - 3.1.3. E-mails messages to applicable areas that special interest items (SIIs), ORI and XTELL information have been updated to the Internet. Coordinates with the AF Advisor on getting updates out to HQ and group self inspection monitors
- 3.2. Logistics Group, Operations Group, Support Group, and HQ Monitors:
 - 3.2.1. Develop group specific procedures for implementation of the Self-Inspection Program.
 - 3.2.2. Review SIIs, ORIs and XTELL information found on the internet and inform their subordinate units of any pertinent information concerning their areas.
 - 3.2.3. Notify the wing self-inspection manager by the end of each semi-annual when all self-inspections for that area have been completed. This can be accomplished by E-mail or hard copy to the wing self-inspection manager.
 - 3.2.4. Establish procedures for review and dissemination of new XTELL information. These procedures should ensure that new XTELL information is reviewed regularly and that self-inspection checklists are updated with appropriate information.
 - 3.2.4.1. Additional crossfeed information is available from many sources, such as self-assessment guides, AFRP 90-1, *The Inspector General's Brief*, commander's policy letters, and self-inspections. Self-inspection monitors will develop an awareness of these sources and incorporate them into their programs where applicable. Discrepancies identified during the crossfeed review process are documented as specified in paragraph 5.

4. Self-Inspection Program:

4.1. A semiannual self-inspection of each area will be accomplished during the first and third quarter of each calendar year. Supervisors will notify their unit monitor that the self-inspection has been accomplished, and maintain a copy of the completed self-inspection in their files. Unit monitors will subsequently notify their group monitor when all functional area self-inspections have been accomplished (no later than 31 Mar and 30 Sep). Discrepancies identified during the self-inspection process are tracked as prescribed in paragraph 5.1. A report of each self-inspection itemizing discrepancies, plan of corrective action and estimated completion date will be prepared in conjunction with each self-inspection. A copy of the report will be forwarded to the group monitor prior to the end of each reporting period. Group monitors will notify the wing self-inspection monitor that all self-inspections have been accomplished.

4.2. Self-inspection checklists are used for all functional areas. These checklists may be generated from higher headquarters checklists, self-assessment guides, crossfeed reports, or from local sources. All checklists are dated and reviewed semi-annually before the self-inspection. Document the review by changing the date of the checklist to the date the review was accomplished.

4.3. Self-inspection/crossfeed monitors will use attachment 1 to this instruction as their checklist for the Self-Inspection Program and may modify it to satisfy unit requirements.

5. Documentation and Reporting:

5.1. Group/squadrons will develop specific procedures for tracking identified discrepancies. The wing has developed 419th FW Form 16, **Unit Self-Inspection Report of Findings**. This form is developed electronically and available on Form Flow. Self-Inspection monitors will ensure that there are corrective actions and estimated times of completion for each identified discrepancy, utilizing the 419 FW Form 16, or similar documentation.

5.2. Utilize the 419 FW Form 14, **Crossfeed Information**, for identifying exceptional procedures or methods, bench marking, or identifying a notable discrepancy. Share great programs throughout the wing.

6. Forms Prescribed. 419 FW Form 14, **Crossfeed Information**, and 419 FW Form 16, **Unit Self-Inspection Report of Findings**.

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Commander

Attachment 1**SELF INSPECTION/CROSSFEED PROGRAM CHECKLIST OPR: QI**

- A1.1.** Has the unit/functional area appointed a self-inspection/crossfeed monitor? (419 FWI 90-201, para 2)
- A1.2.** Has a copy of the appointment letter been sent to the wing quality office for subordinate groups or to the group monitor for subordinate units? (419 FWI 90-201, para 2)
- A1.3.** Has the unit defined procedures to disseminate SII and XTell information to functional managers? (419 FWI 90-201, para 3.1.3)
- A1.4.** Has the unit defined procedures for functional area managers to self inspect their areas? (419 FWI 90-201, para 3.2.1)
- A1.5.** Are their procedures for tracking discrepancies, corrective actions and estimated times of completion? (419 FWI 90-201, para 5)
- A1.6.** Do functional area monitors have a self-inspection checklist? (419 FWI 90-201, para 4)
- A1.7.** Do functional area monitors review their self-inspection checklists? (419 FWI 90-201, para 4.2)
- A1.8.** Are checklists current and do they incorporate items gleaned from the cross-tell program? (419 FWI 90-201, para 4)