



*Commander Policy*

**SELF-INSPECTION**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 3

Distribution: F

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This publication implements AFD 90-2, *Inspector General--The Inspection System* and AFI 90-201, *Inspector General Activities*. It provides guidance for implementation of unit self-inspection programs. The self-inspection program is intended to ensure knowledge of, and compliance with, all higher headquarters directives prior to higher headquarters inspections, visits and audits. Standardization and accuracy are key to the success of this program. The Common Core Criteria (CCC) for all inspections and assessments is identified in AFI 90-201. This instruction applies to all subordinate units, staff agencies, and additional duty positions within the 446<sup>th</sup> Airlift Wing.

**1. Responsibilities.**

1.1. Wing Inspector General. The Wing Inspector General (446 AW/IG) will ensure that all wing units and staff agencies are provided access to current Common Core Criteria, checklists, Special Interest Items (SIIs), Crosstell Newsletters, other unit inspections, and any additional information provided by higher headquarters. Additionally, due to the large number of subordinate units assigned to this wing, the wing inspector general will provide assistance visits to unit commanders and/or staff agencies, upon request.

1.2. Commander or Staff Agency Chief. The unit commander or staff agency chief will appoint the self-inspection program manager as well as identify the functional and/or additional duty managers who will draft and maintain checklists. The unit commander or staff agency chief is responsible for monitoring the program to ensure compliance with the provisions of this instruction.

1.3. Unit Program Manager (UPM). The UPM will identify the points of contact for the development and management of generic checklists, maintain record copies of generic checklists, and assist in the completion of inspections. They will also be required to establish guidelines for the self-inspection continuity folders. In addition, the UPM will ensure a follow-

up inspection is accomplished through spot inspections of continuity guides, review higher headquarters Special Interest Items (SII) and crosstell information for applicability and distribute to appropriate work centers.

1.4. Unit-Level Functional Area and/or Additional Duty Managers. Develop and maintain self-inspection checklists for their areas of responsibility. Perform self-inspections and follow-up on findings as directed by this instruction.

## **2. Procedures.**

2.1. Checklists. Checklists will be drafted and maintained by the unit-level functional area or additional duty manager who have been identified by the unit level program manager. All checklists will include specific references for each item including the paragraph number and short title of the applicable instruction.

2.1.1. Generic. Generic checklists are those that apply to more than one functional area or work center. For example, security, safety, training, etc. Generic checklists are effectively an awareness tool and do not need to be maintained in accordance with file disposition rules.

2.1.2. Specific. Specific checklists are those which apply only to the functional area or additional duty where they are maintained. For example, the safety program manager checklist is specific, while the generic safety procedures checklist applies to all work centers.

2.1.3. Revisions and Updates. Checklists are reviewed for currency before each inspection cycle. The unit-level functional area and/or additional duty manager is responsible for ensuring revisions and updates are made in a timely fashion.

2.2. Inspections. Self-inspections within each identified functional area will be completed on an annual basis. Completed checklists are due to the unit-level program manager no later than the end of the UTA following the inspection month. All items on the checklist will be comprehensively answered. On a semiannual basis, UPMs will forward a copy of the Inspection Status Report to the 446 AW/IG.

2.3. Continuity Guides. Each unit level program manager, functional area program manager, and additional duty manager will maintain a continuity guide. Any relevant information may be included in continuity guides but, as a minimum, they will consist of the following:

2.3.1. Letters of Appointment. The letters of appointment will identify the unit-level program manager, the functional area program manager, and/or the staff agency program manager, whichever is applicable. Additionally, copies of these appointment letters will be forwarded to the 446 AW/IG.

2.3.2. Applicable Instructions and Other Directives. All directives mentioned in specific self-inspection checklists will be maintained in either electronic format or hardcopy and will be referenced. Referenced directives are checked for currency at each self-inspection cycle.

2.3.3. Self-inspection Checklists. Completed self-inspection checklists for the most recent inspection as well as the record copy of the checklists will be maintained either electronically or in hard copy in continuity books.

2.3.4. Discrepancy Log. Discrepancies noted during self-inspections are entered on either an electronic or hard copy self-inspection log. These logs will be standardized within each unit or staff agency by the self-inspection program manager. The Discrepancy Log will include, as a minimum, the discrepancy description, identified discrepancy date, and the projected completion date. In addition, upon correction of the noted discrepancy, also include the corrective measures taken as well as the completed correction date.

2.3.5. Crossfeed and SIIs. SII and crossfeed items are available through the Outlook public folder "Public Folders\All Public Folders\McChord AFB, WA\Self Inspection." These items should be reviewed on a monthly basis by the program manger. When an item is determined relevant by the unit level program manager, he or she will ensure dissemination to the appropriate functional area managers. Those SIIs and Crossfeed items which are determined relevant will be entered on either an electronic or hard copy Crossfeed/SII log. These logs will be standardized within each unit or staff agency by the self-inspection program manager. If a Crossfeed or Special Interest Item is identified as an discrepancy, it will also be entered on the Discrepancy Log .

**3. Discrepancies.** Items identified as discrepancies are entered on the Discrepancy Log. All follow-up actions are entered on the log and the status of the discrepancy updated until closed. Discrepancies are reviewed and followed up on at least monthly.

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Commander