



***Command Policy***

***INSPECTOR GENERAL ACTIVITIES***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 913 AW/CCX (Lt Col Peter J. Patalak)  
Supersedes AFI 90-201/913 AW Supplement, 1 November 1995

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AFRCI 90-203, 11 April 97 is supplemented as follows:

***SUMMARY OF REVISIONS***

This supplement has been globally changed to clarify and standardize procedures for the self-inspection program.

**6. (Added-913 AW)** Wing Commanders are to establish a self-inspection program. The scope, method, and areas of emphasis of the unit program are at the Unit Commander's discretion. In the interest of a basic standardized format and to provide program follow-up, the following format and process will be adopted by the 913<sup>th</sup> Airlift Wing. This program will be divided into two areas of concern. First, the overall Wing Program, and second, the Unit Program. The Wing/Unit Self-Inspection/Crossfeed Program will be maintained as follows:

**6.1 (Added-913 AW)** Table of Contents.

**6.2 (Added-913 AW)** Unit Guidance. This section contains letters of appointment identifying Self-Inspection/Crossfeed Program Monitors, unit directives for management of the program, and any other needed directives.

**6.3 (Added-913 AW)** Self-Inspection Checklists. This section contains AFRC/unit developed checklists tailored to each unit/functional area. Applicable checklists will be reviewed and updated as required.

**6.4 (Added-913 AW)** Discrepancies. This section provides a means to document deficiencies discovered through any means of inspection, staff assistance or a self-review process, i.e. checklist. Documentation of discrepancies should be listed on AF Form 3132.

**6.5 (Added-913 AW)** Previous Inspection Reports. This section contains information from other units' inspections gotten from the AFRC IG Homepage. These reports should be reviewed monthly to identify discrepancies which may be applicable to your unit and for potential benchmarking.

**6.6 (Added-913 AW)** Crossfeed Materials. This section contains HQ AFRC Crossfeed materials (newsletters, Special Interest Items (SIIs), etc.). This information should be reviewed monthly for unit application. The newsletters and SIIs can be gotten from the AFRC IG Homepage.

**6.7 (Added-913 AW)** Self-Inspection/Crossfeed Program Forms/Computer Diskettes. This section contains blank forms, e.g. AF Form 3132, etc. and diskettes used to back-up any of your program documents.

**6.8 (Added-913 AW)** The Wing Self-Inspection/Crossfeed Monitor will:

**6.8.1 (Added-913 AW)** Notify each Group/Unit Monitor when the semi-annual inspection is due. This will be done semi-annually, preferably in June and December of each year.

**6.8.2 (Added-913 AW)** Distribute crossfeed materials to Group/Unit Crossfeed Monitors, as needed.

**6.8.3 (Added-913 AW)** Semi-Annually receive from each Group/Unit Monitor a list of open discrepancies discovered during the Unit/Group Semi-Annual Self-Inspection.

**6.8.4 (Added-913 AW)** Conduct annual training class for all Group/Unit/Functional Area Monitors. This will be tracked and filed in Section I of the "913<sup>th</sup> Airlift Wing's Self-Inspection/Crossfeed Program" binder.

**6.8.5 (Added-913 AW)** Conduct spot-checks of unit programs to ensure program effectiveness. This will be annotated and maintained in Section II of the "913<sup>th</sup> Airlift Wing's Self-Inspection/Crossfeed Program" binder.

**6.8.6 (Added-913 AW)** During Unit semi-annual self-inspections, the Wing Monitor and Group Monitor will review the effectiveness of their Self-Inspection/Crossfeed Programs based on the monitor's Self-Inspection/Crossfeed Program checklist.

**6.8.7 (Added-913 AW)** Add Group discrepancies to the "913<sup>th</sup> Airlift Wing's Self-Inspection/Crossfeed/Open Items" binder.

**6.8.8 (Added-913 AW)** Remove discrepancy form from binder once the discrepancy is closed.

**6.8.9 (Added-913 AW)** Reviews Crossfeed materials from higher headquarters on a monthly basis.

**6.9 (Added-913 AW)** Group Self-Inspection/Crossfeed Monitor will:

**6.9.1 (Added-913 AW)** Semi-annually compile data for overall unit reports and submit to the Wing Monitor by specified due date. Forward a list of open discrepancies being tracked to the Wing Monitor. This report should include a cover letter.

**6.9.2 (Added-913 AW)** Be able to close discrepancies at any time by annotating the discrepancy form and forwarding a copy to the Wing Monitor.

**6.10 (Added-913 AW)** Unit Self-Inspection/Crossfeed Monitor will:

**6.10.1 (Added-913 AW)** Establish unit self-inspection/crossfeed program

**6.10.2 (Added-913 AW)** Obtain, distribute, suspense, and monitor crossfeed material. Access the AFRC IG Homepage [[www.nxx.afres.af.mil](http://www.nxx.afres.af.mil)] monthly to receive current inspection items, such as, UCI Inspection Guides, other Unit's Inspection Reports, Quarterly Crosstells, Current Special Interest Items (SII), etc. Problems receiving this material via the LAN should be addressed to the Wing Monitor immediately.

**6.10.3 (Added-913 AW)** Identify, track, and report discrepancies to the Unit Commander and Group Monitor

**6.10.4 (Added-913 AW)** Initiate semi-annual inspection utilizing the current checklist, e.g. AFRC, locally devised, etc.

**6.10.5 (Added-913 AW)** Inform Unit Commander of program status

**6.11 (Added-913 AW)** General:

**6.11.1 (Added-913 AW)** Discrepancies found during the process of Self-Inspection or review of Crossfeed Materials will be documented to include: current date, description of the discrepancy, date found, status, OPR, estimated completion date (ECD), date reviewed/initials. This should be tracked on a general purpose form (i.e. AF Form 3132) and completed by the unit/functional area monitor as appropriate. If a general purpose form is to be used, the bottom right-hand corner must have the unit/FAS, the word OVERPRINT and the month and year, i.e.; 913 MXS/CC OVERPRINT, Nov 97. Discrepancies will be filed by OPR. A current list of discrepancies will be maintained in each binder. Closed out discrepancy forms will be maintained in the "913<sup>th</sup> Airlift Wing Self-Inspection/Crossfeed Program" binder in Section IV for a six-month period for reference purposes.

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Commander