



Command Policy

SELF-INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 919 MSS/SCB (MSgt Carol S. Earnest)

Certified by: 919 MSS/CC
(Lt Col Michael B. Black)

Supersedes 919 SOWR123-1, 2 December 1996

Pages:5
Distribution: F

This instruction implements AFD 90-2, *Inspector General—The Inspector System*. It establishes responsibilities for the 919th Special Operations Wing Self-inspection Program. It applies to all organizations/functions assigned or attached to this Wing.

SUMMARY OF REVISIONS

This instruction implements the AFI 90-201, *Inspection General Activities*. Changed the overall management of the wing self-inspection program responsibilities throughout. The updated program is now paperless.

1. Objective. Overall management of the wing self-inspection program is the responsibility of the 919 SOW/IG and 919 MSS/SCB. The 919 SOW/IG and 919 MSS/SCB will act as the commander's representative and program monitor to ensure that the goals of the self-inspection program are met.

2. Getting Started. After the computer is turned on use the following instruction for maintaining the self-inspection program:

2.1. Click on the icon **My Computer** find the X-Drive. Individuals names/office symbols that can enter the X-drive must be E-Mailed to the wing self-inspection monitor from each groups self-inspection monitor. The wing self-inspection monitor will use a security program to input names against office symbols. The group self-inspection monitor must also identify if they want the individual to have full control of the program or read and print rights only. All commanders of each section will have read and print rights. Self-inspection monitors will have full control.

2.1.1. X-Drive - This drive is used by the 919 MSS/SCB office only. Other folders are located in this section, however you need to click on SI-UCI.

2.1.2. SI-UCI - Title for this program is Self-Inspection, Unit Compliance inspections. (SI-CI). This screen will have several folders to help manage this program. Let's review the contents of these folders:

2.1.2.1. Review folders – This section will explain usage of each folder listed on this screen. Folder opens for all personnel to review.

2.1.2.2. Wing Follow up – The Wing self-inspection monitor is responsible for conducting a follow up on open and closed discrepancies semiannually during Aug and Feb. This follow up will be of the group discrepancy list found at 919 OG, 919 SOW, LG, SPA and SPTG. Folder opens for Wing CC/CV/IG only.

2.1.2.3. Guidance Package – Applicable instructions for maintaining this program. Folder opens for all personnel to review.

2.1.2.4. Beyond Control - Is used to list discrepancies beyond control at Duke Field and may have to be sent to higher headquarters after Wing CC/CV/IG review. Folder only opens for Wing CC/CV/IG.

2.1.2.5. Wing SI monitor – Self-inspection letter for the wing self-inspection monitor and alternates. Folder opens for all personnel to review.

2.1.2.6. Wing general correspondence – This section is correspondence used by the wing self-inspection monitor to the units. Folder opens to Wing self-inspection monitor only.

2.1.2.7. ORI – History of the program. Folder used by wing self-inspection monitor only.

2.1.2.8. Blank discrepancy log – Blank discrepancy log. This log is located here for ease of copying throughout the program. Folder opens for all personnel.

2.1.2.9. Blank UCI-log – Unit compliance inspection log. Used to copy when needed. Folder opens for all personnel.

2.1.2.10. AFRC/10TH/AFSOC – Current web site address.

2.1.2.11. 919 SOW UNITS - Click on this folder to have the five sections that will start this program. The SPTG folder will be used as an example to go through the set-up of the program. Each group must be set-up the same way. Keep in mind that only personnel assigned to these sections will be able to enter their section only. The self-inspection monitor will be able to enter all sections within their group. They are responsible for the complete program and they will copy all discrepancies from each section and keep an up-to-date discrepancy list. This discrepancy list will have all sections discrepancies listed on one list. Under OPR, discrepancies are logged using office symbol instead of names.

2.1.2.12.1. Click on SPTG – Sections that are listed under SPTG. 719 CF/CES/SPS/MSS.

2.1.2.12.2. Click on MSS – Sections listed in the 919 SOWDIR 33-101, 919 SOW Telephone directory can be found here . Each self-inspection monitor is responsible for placing the folders for each section into their program. After the folders are set up this will be the responsibility of the individual, not the self-inspection monitor to upkeep. We will open one of these sections to see the further break down.

2.1.2.12.3. Click on SCB – This will be the different sections within SCB. SCB- SCBR- SCBN- SCBS

3. Management Checklist. All personnel are required to conduct a semiannual self-inspections during June and December. Ensure that group/squadron/flight commander/division chief reviews all self-inspection reports. Each discrepancy list will be reviewed by the self-inspection monitors and copied to their discrepancy spreadsheet for quick review. Discrepancies must be completed by 15 January and 15 July of each year.

4. Different Sections. Si-Uci program will have eight different sections. Other sections may be added at unit discretion. The Wing Commander will review the status of the Wing Inspection Program. Group/Squadron/Flight commanders/division chiefs will be prepared to brief the status of major discrepancies when so requested by the Wing Commander.

Section I – Additional duty letters. All staff agencies and assigned units will appoint a self-inspection functional manager. Commanders of the groups will appoint a group self-inspection functional manager who will ensure compliance with this instruction by the respective units/agencies under that group including the appointment of a self-inspection functional manager. The self-inspection letter will be typed or copied in the additional duty letter section of your program.

Section II – Blank self-inspection checklist. Checklists will be developed by thoroughly researching all applicable instructions, inspection guides, and Unit Compliance Inspections. Higher headquarters' crossfeed/crosstell newsletters plus reports of trend analysis are another source for checklist development. Checklists should be designed to allow assessment of the overall management of the functional area. Applicable checklists are to be reviewed and/or updated as applicable directives are changed or revised and as crosstell/crossfeed information is received. HQ AFRC and NAF checklist will be included in this section or may be incorporated into the local checklists. Input to this section must be in Microsoft Word.

Section III – Filled out self-inspection checklist. Copy blank self-inspection checklist to this section. Answer the checklist and then annotate all discrepancies found in the discrepancy list. If you do not have any discrepancies, type on the discrepancy list Jan or Jul – the year and type “No Discrepancies.” The title of the filled out self-inspection checklist will be “year Jan SI” and “year Jul SI”. Maintain filled out self-inspection checklist for one year. A self-inspection may be accomplished at any time. If major deficiencies are found and subsequently closed prior to the end of the semiannual period, there is no need to report them. Input to this section must be in Microsoft Word.

Section IV – UCI log. This log must be filled out each time you check AFRC Unit Compliance Inspections (UCI). If you find a discrepancy, you will then place this in your discrepancy list. At this time you will check and see if you need to add this discrepancy to your self-inspection checklist.

Section V – Discrepancy List. This section will be used to document discrepancies discovered through any means of inspection, staff assistance or through a self-review process. You already have a discrepancy format entered to all units to be filled out. This list is to be used at all time for any and all discrepancies, regardless of where you found the discrepancy. Make sure you fill out the block of where you found the discrepancy. When you review the UCI you must also add these discrepancies to the list. All closed out discrepancies must remain on your list for at least 6 months. Make sure the self-inspections for Jan and Jul are entered to this list. If you do not have any discrepancies for that particular month then put the month in that line and states no discrepancies. This will show that this particular self-inspection was conducted. Monthly the monitor must check the discrepancies monthly to make sure they are corrected. Monthly the monitor must check the UCI from HQ AFRC. “OPEN” deficiencies noted during higher headquarters inspections will be reported during the semiannual self-inspections and will be reported until they are “CLOSED.” Discrepancy list will contain as a minimum, the following information: OPR, self-inspection or crosstell identified discrepancies, date found, place found, status, and estimated completion date, follow up date and actual close date.

Section VI – Follow Up. This is the final and most frequently overlooked phase of the self-inspection. Make sure that all deficiencies noted have been corrected, all estimated completion dates have been met and that deficiencies do not recur. Continuously review self-inspection reports until all ‘OPEN’ items are “CLOSED.” If an estimated completion date cannot be met, a revised completion date will be noted on the discrepancy report. “OPEN” discrepancies must be checked at least every 30 days and will be carried forward on semi-annual discrepancy reports.

Section VII – General Correspondence. Self-inspection monitors must keep each section up-to-date on this program. When e-mail is used back and forth, copy the e-mail into your general correspondence folder. You will need to get with your record custodian and have them place an E in the location of your file plan for this complete program.

Section VIII – Beyond control. Correct the identified deficiencies. Ask for help in correcting deficiencies that you feel are beyond your control. If a deficiency is beyond your control, take immediate steps to elevate it to the appropriate level for solution. E-mail this discrepancy to the wing Self-Inspection monitor. The Wing Self-Inspection monitor will notify the Wing Commander and place this discrepancy in the beyond control section of the program until corrected. Beyond control section of this program can only be reviewed by the Wing CC/CV/IG. Beyond control discrepancies will be forwarded to higher headquarters only with the Wing CC approval.

5. General. The central figure in a viable self-inspection program is the self-inspection/crossfeed functional manager, but it is important that all supervisors and commanders get involved in the monitoring of the self-inspection program on a continuing basis. It can be an effective management tool and should be used to correct deficiencies before they become unmanageable. How effective your program is will be reflected in how well you do on a higher headquarters inspection.

THOMAS M. STOGSDILL, Colonel, USAFR
Commander