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Command Policy

SELF-INSPECTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes requirements and procedures for conducting the 920th Rescue Group Self-Inspection Program. This instruction implements the requirements set forth in AFRPD 90-2, *Inspector General - The Inspection System*.

SUMMARY OF REVISIONS

This publication has undergone a complete revision and should be reviewed in its entirety.

1. Definitions:

- 1.1. Self-inspection. The process by which designated personnel or functional area employees review their conformance to approved procedures and practices by which they perform their mission and comply with policies, directives, instructions and laws.
- 1.2. Functional Area Self-Inspection. The self-inspection process which reviews and documents conformance to approved procedures and practices associated with performing the mission.
- 1.3. Compliance Self-Inspection. The process which reviews and documents compliance with policies, directives, instructions and laws.

2. Purpose. To provide a standard framework for reviewing processes at the functional area level, reviewing compliance requirements within the squadrons and flights, documenting those reviews and to provide management a tool for optimizing that review process.

3. Roles and Responsibilities. This program will only be successful if all responsible functional area managers, mid-level supervisors and commanders actively engage the process. The following specific roles and responsibilities are given as a minimum requirement.

3.1. Functional Area Managers. Functional Area Self-Inspections are executed at the functional area level. Functional Area Managers ensure that this Operational Instruction is followed in their areas.

3.2. Unit Compliance Inspection (UCI) Monitors. Commanders appoint Unit Compliance Inspection Monitors who ensure that Compliance Self-Inspections are completed semi-annually.

3.3. Group Unit Compliance Inspection Champions. Champions for the Commander appoint each of the Unit Compliance Inspection categories. The Commander may delegate appointing authority to the Group Self-Inspection Monitor. These Champions will assist UCI Monitors in addressing any non-compliance items.

3.4. Commanders. Commanders have primary responsibility for ensuring that the Self-Inspection Program is administered at all functional areas within their areas of responsibility. Commanders may extend additional requirements beyond those delineated in this instruction.

3.5. Group Self-Inspection Monitor. The Commander appoints a Group Self-Inspection Monitor who:

3.5.1. Distributes Crossfeed/Crosstell, inspection reports, staff assistance visit reports, special interest items and other pertinent information to Commanders or their designated persons who further distributes this information to appropriate Functional Area Managers.

3.5.2. Reviews database metrics and reports findings to the Commander within 30 days of the semi-annual self-inspection.

3.5.3. Keeps the Commander informed concerning all non-compliance issues.

3.6. Group Commander. The Group Commander reviews semi-annual reports from the Group Self-Inspection Monitor and causes the Self-Inspection Program to be reviewed for its effectiveness and usefulness annually.

3.7. Group Self-Inspection Database Manager. The Commander, or at his direction, the Group Self-Inspection Monitor, appoints a Self-Inspection Database Manager who maintains the database and instructs Functional Area Managers and UCI Monitors in the use of the database. As time permits, the database manager may assist personnel needing special assistance in setting up their database and checklists.

4. Scope. The Self-Inspection Program is applicable to all functional areas and should be administered at the lowest possible level. Commanders decide precisely how far down to require the process to be administered, but should include all functional areas in the self-inspection. Functional Area Self-Inspections are designed for the functional area work centers and Compliance Self-Inspections are more clearly focused to functions that have compliance requirements. Commanders may direct that some compliance items be added to functional area checklists.

5. Program Requirements:

5.1. Enter all checklists into the standardized database on the shared drive of the Local Area Network. Complete self-inspections no later than the last day of the month during the months of March and September. Self-Inspections must be completed not later than the last day of the month.

5.2. Perform Functional Area Self-Inspections, using the database checklists at the functional area level.

5.3. Compliance Self-Inspections using the Air Force Reserve Command Inspector General Unit Compliance Inspection Checklist in our database format will be completed at the squadron or flight level. Compliance Self-Inspection will be organized and directed by commanders in the manner best suited for their organization.

5.4. Because inspection records are maintained in the database, reports to the Group Self-Inspection Monitor are not required.

5.5. All information required by the database must be entered. It is especially important to annotate how you comply with the checklist item.

5.6. Functional area checklists may be taken from checklists provided by higher headquarters, or may be developed locally. If checklists are imported from other sources they should be modified to meet local needs.

5.7. Special interest items will be added to Functional Area Self-Inspection Checklists.

5.8. Self-Inspection data will be reviewed by the Group Self-Inspection Monitor and briefed to the Commander within 30 days of the completion of each semiannual inspection.

6. Program Review. The Commander ensures that the self-inspection program is assessed annually.

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Commander