



**Command Policy**

**SELF-INSPECTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 944 FW/IG (Lt Col J. Murray)  
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This instruction implements AFPD 90-2, *Inspector General - The Inspection System*. It establishes a program to identify and correct deficiencies before they can adversely affect mission accomplishment. It applies to all members of the 944th Fighter Wing (FW).

**SUMMARY OF REVISIONS**

This revision changes the self-inspection program manager (**paragraph 2.1.**); reporting units have been changed or added (**paragraph 2.2.**); streamlines the requirements for Functional Area Managers (FAM) (**paragraph 3.1.**); changes the location of the Special Interest Items (SII) (**paragraph 4.**) and Crossfeed Program (**paragraph 5.**); the Self-Inspection Tracking System (SITS) and electronic reporting are added as options for tracking discrepancies and reporting results (**paragraph 6.1.**); and any discrepancy which cannot be resolved within the Group will be forwarded directly to the wing commander (944 FW/CC) for resolution (**paragraph 6.2.**). An asterisk (\*) indicates revisions from the previous edition.

**1. General.** An aggressive Self-Inspection Program is responsive to both higher-level inputs and the self-initiated quality improvement process. Corrective action is the responsibility of functional managers through the chain of command to unit commanders. The self-inspection monitors (SIM) assist unit commanders in identifying potential problems and in tracking the status of corrective actions.

**2. Appointments and Organization:**

\*2.1. The Wing Inspector General (944 FW/IG) is the overall wing self-inspection manager. Each group commander will appoint a group SIM. Group SIMs will forward their memorandum of appointment to the wing manager. Unit commanders will appoint a primary and alternate unit SIM. Unit SIMs will forward their memorandums of appointment to their group SIM. Each unit

will designate functional areas that participate in the Self-Inspection Program. All memorandums of appointment will be submitted within 30 days of appointment.

\*2.2. Unit SIMs report to group SIMs as follows:

2.2.1. Operations Group - Reporting units are the 302d Fighter Squadron (FS), 301 FS and the 944th Operations Support Flight (OSF).

2.2.2. Support Group - Reporting units are the 944th Civil Engineer Squadron (CES), the 944th Security Forces Squadron (SFS), the 944th Mission Support Squadron (MSS), and the 944th Communications Flight (CF).

2.2.3. Logistics Group - Reporting units are the 944th Logistics Support Squadron (LSS) and the 944th Maintenance Squadron (MXS).

2.2.4. The 944<sup>th</sup> Medical Squadron (MDS) and the 944<sup>th</sup> Aeromedical Staging Squadron (ASTS) will report directly to the wing manager.

2.2.5. Wing Staff - The wing staff self-inspection program will be monitored by the wing executive officer (944 FW/CCE). Reporting functional areas are Safety, Chaplain, Judge Advocate, Historian, Public Affairs, Military Equal Opportunity, Command Post, Financial Management, Plans and Programs, Organizational Development, and the Command Section.

### **3. Responsibilities and Procedures:**

\*3.1. Functional Area Managers (FAM) will:

3.1.1. Perform a semiannual self-inspection of their assigned areas during February and August of each year.

3.1.2. Notify their unit SIM via e-mail (preferably) or memorandum when the self-inspection has been accomplished. The FAM must keep copies all notifications (e-mail and or paper) to the unit SIM until the next self-inspection.

3.1.3. Maintain a copy of the completed self-inspection checklist.

3.1.4. Address Fraud, Waste and Abuse (FWA) detection and prevention during the self-inspection.

3.2. Unit SIMs will:

3.2.1. Notify their group SIM via e-mail (preferably) or memorandum when all functional area self-inspections have been accomplished.

3.2.2. Forward a copy of FAM notifications (e-mail and or paper) to the group SIM.

3.2.3. Maintain a copy of all notifications (e-mail and or paper) received from FAMs and sent to group SIM until the next self-inspection.

3.3. Group SIMs will:

3.3.1. Notify the wing manager via e-mail (preferably) or memorandum when all self-inspections have been completed.

3.3.2. Maintain a copy of all notifications (e-mail and or paper) received from unit SIMs and sent to wing manager until the next self-inspection.

3.4. Wing Manager will:

3.4.1. Receive notifications via e-mail (preferably) or memorandum of completed self-inspections from group SIMs.

3.4.2. Maintain a copy of all notifications (e-mail and or paper) received from group SIMs until the next self-inspection until the next self-inspection.

3.5. Self-inspection checklists will be dated and used for all functional areas. These checklists may be generated from the Air Force Reserve Command (AFRC) limited access website, higher headquarters checklists, crossfeed reports, or from local sources. All checklists will be reviewed semiannually prior to the self-inspection. The checklist review is documented by changing the checklist date to the date the review was accomplished.

3.6. All SIMs are responsible for keeping their commander informed of the status of the Self-Inspection Program, discrepancies, and suspenses. The wing manager is responsible for keeping the wing commander informed of the overall program status. Discrepancies identified during the self-inspection process will be tracked in accordance with paragraph 6 of this instruction.

**\*4. Special Interest Items (SII):**

4.1. The wing manager for SIIs is the 944 FW/IG. Offices of primary responsibility (OPR) for each SII will be designated by the wing manager. OPRs will be responsible for monitoring SII compliance and communicating SII status to the wing commander through the wing manager.

4.2. Current SIIs are available on the AFRC limited access website and from the wing manager or 944 FW/CCE.

4.3. The wing manager will maintain a library of all applicable SIIs.

**\*5. Crossfeed Program:**

5.1. A database of inspection reports and quarterly IG Crossfeed Newsletters is available at the AFRC limited access website. Unit SIMs should maintain an electronic and paper copy of applicable pages pertaining to their unit.

5.2. Unit SIMs will establish a procedure to review new reports as they become available and to determine whether like-deficiencies exist.

5.3. Additional crossfeed information is available from many sources. Unit SIMs and FAMs will develop an awareness of at least these listed sources and incorporate them into their programs where applicable:

5.3.1. Unit Compliance Inspection Guide (available through the AFRC limited access website).

5.3.2. Wing Commander's policy memorandums.

5.3.3. Self-inspections.

5.4. Discrepancies identified during the crossfeed review process will be documented as specified in paragraph 6 of this instruction.

## **6. Documentation and Reporting:**

\*6.1. Unit SIMs will develop specific procedures for tracking identified discrepancies. AF Form 3132, **General Purpose (11 x 8-1/2)**, will be used to record discrepancies (FormFlow software may be used). An AF Form 3132, "944 FW/IG Overprint" is available on the 944 FW Intranet (Pubs and Forms page) and on the INFOBASE in the 944 FW Forms folder (download/copy to another location before filling in). Alternatively, SITS may be used.

6.1.1. Title the form: Year (Your Organization/Office Symbol) SELF-INSPECTION REVIEW as of (date). (Not applicable (N/A) if SITS is used.)

6.1.2. The following headings will be used to standardize the form (title columns from left to right). (N/A if SITS is used.)

6.1.2.1. Item Number

6.1.2.2. Description of Discrepancy

6.1.2.3. Date Identified

6.1.2.4. OPR

6.1.2.5. Status

6.1.2.6. Estimated Completion Date

6.1.2.7. Review Date

6.1.2.8. Initials (unit SIM & unit commander)

6.1.3. FAMs will number each discrepancy with the sequential discrepancy number. (N/A if SITS is used.)

6.1.4. FAMs will establish an estimated completion date for each discrepancy and indicate it on the discrepancy form or in SITS.

6.1.5. The discrepancy form will be reviewed and initialed by the unit SIM and the unit commander. If SITS is used, the remarks block of the discrepancy will be initialed and dated by the unit SIM and the unit commander.

\*6.2. A problem or discrepancy which must be corrected by another office will be forwarded to a level commensurate with the coordination required (e.g., a problem that can be resolved within a group will be forwarded to the group SIM for group commander attention). Discrepancies that cannot be resolved within the group or directly affect readiness will be forwarded to the 944 FW/CC for resolution. Discrepancies will be forwarded to 944 FW/CC via e-mail (preferably) or memorandum. Both the sender and the recipient must maintain a copy (e-mail and or paper) of forwarded discrepancies.

6.3. Groups and units are authorized to develop operating instructions (OI) to administer the self-inspection program. A copy of all applicable OIs will be forwarded to the wing manager.

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Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 90-2, *Inspector General – The Inspection System*

***Abbreviations and Acronyms***

**AFPD** – Air Force Policy Directive  
**AFRC** – Air Force Reserve Command  
**ASTS** - Aeromedical Staging Squadron  
**CC** - Commander  
**CCE** – Wing Executive Officer  
**CES** – Civil Engineer Squadron  
**CF** – Communications Flight  
**CV** – Vice Commander  
**FAM** – Functional Area Manager  
**FS** – Fighter Squadron  
**FW** – Fighter Wing  
**FWA** – Fraud, Waste and Abuse  
**IG** – Inspector General  
**LSS** – Logistics Support Squadron  
**MDS** – Medical Squadron  
**MSS** – Mission Support Squadron  
**MXS** – Maintenance Squadron  
**N/A** – Not applicable  
**OI** – Operating Instruction  
**OPR** – Office of Primary Responsibility  
**OSF** – Operations Support Flight  
**SFS** – Security Forces Squadron  
**SII** – Special Interest Item

**SIM** – Self-Inspection Monitor

**SITS** – Self-Inspection Tracking System