

910AWI90-201

BY ORDER OF THE COMMANDER 910TH AIRLIFT WING

910 AIRLIFT WING INSTRUCTION 90-201

7 January 2000

Command Policy

*SELF-INSPECTION/CROSSFEED PROGRAM (SI/CP)

OPR: 910 AW/CCX (SMSgt Arlene Boozer)

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This instruction establishes responsibilities for the 910th Airlift Wing (AW) SI/CP. It provides guidelines regarding discrepancies found during self-inspections of various units, unfavorable trends, recommendations noted by the Inspector General and promotes the use of Self-Inspection (SI) and Self-Inspection Tracking System (SITS) as management tools. It applies to all units and activities assigned to the 910 AW and implements AFI 90-201, *Inspector General Activities*, AFPD 90-2, *Inspector General-The Inspection Program* and AFRCI 90-203, *AFRC Inspector General Activities*. For the purpose of this instruction, the term self-inspection includes: self-inspections, IG crossfeed reports, crosstell-crossfeed newsletters, IG, applicable HQ AFRC functional areas, locally developed checklists, special interest items (SII), and TIG Briefs.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision incorporates the use of the AFRC-endorsed SITS program as a management tool for the Self-Inspection and Crossfeed/Crosstell Program.

1. Abbreviations, Acronyms, and Terms. See attachment 1.

2. Objectives. This instruction provides a systematic reporting procedure that will enable commanders and supervisors to identify, track and resolve anticipated or actual problem areas. This systematic program identifies the use of a computer-based tracking system located on the LAN server. This serves as an effective communication process through command channels to ensure identification and correction of discrepancies documented in prior Unit Compliance Inspections (UCIs), Expeditionary Operational Readiness Inspections (EORIs), Staff Assistance Visits (SAVs), self-inspections, review of IG crossfeed inspection reports from other units, crosstell-crossfeed news letters, and dissemination of materials which communicate improvements, new developments, and innovative techniques to the field. Computer technology will be used to provide immediate update information to commanders, supervisors and self-inspection monitors.

3. Responsibilities.

3.1. Commanders, supervisors, and designated self-inspection monitors are responsible for the overall management of the Self-Inspection Program and ensuring compliance with this instruction.

3.2. The Installation Commander will appoint in writing a primary and alternate 910th Wing Self-Inspection (SI) Program Manager. Their responsibilities include developing policies and overseeing compliance of the Wing SI program.

3.3. The Operations, Logistics, Support commanders and the Wing Commander will appoint primary and alternate Group Self-Inspection Monitors to assist the designated monitors within their assigned group.

3.4. The squadron commanders will appoint primary and alternate Self-Inspection Monitors for the work centers under their control.

4. Procedures.

4.1. Semiannual self-inspections will be performed in January and July or as directed. The January inspection will consist of review/inspection based on the UCI checklist (common core items); the July inspection will consist of review/inspection of established Self-Inspection Checklists. Self-Inspection monitors should check the appropriate web sites for the latest updates to all materials found in the binder.

4.2. Discrepancies will be identified and entered into the automated tracking system to document, track and ensure closure of identified discrepancies. Review monthly all open discrepancies to include changing the follow-up/estimated completion date if required.

4.3. Each wing, group, squadron, flight or work center appointed Self-Inspection Monitor is required to maintain a self-inspection binder. This binder must be accessible for review by the group monitor and available in the event the LAN system is down. The binder must contain, at a minimum, the following:

4.3.1. **Section I.** Appointment letters (applicable to your area only).

4.3.2. **Section II.** Self-Inspection, common core or UCI checklists as applicable to the Self-Inspection Monitor's level of responsibility.

4.3.3. **Section III.** An audit trail of all the open discrepancies until closure using the SITS program. This should include follow-up date, current status, OPR and estimated completion date. This section should also include the last four letters stating the date and type of self-inspection accomplished and results.

4.3.4. **Section IV.** Previous inspections accomplished at the 910 AW. UCIs, EORI, or Numbered Air Force (NAF) SAV excerpts applicable to the Self-Inspection Monitor's level of responsibility. (Complete reports on the AFRC IG website do not require reproduction for file.)

4.3.5. **Section V.** List of current applicable SIIs and applicable SII instruction. (*The Wing Self-Inspection Program Manager will assign an OPR for each SII to accomplish research and report findings/results back to the Wing Self-Inspection Program Manager. The Wing Manager will

review the OPR's data and determine if the SII should be closed or be forwarded to the appropriate Group Monitors for action.)

4.3.6. **Section VI.** Excerpts of applicable items from the four most current Crossfeed newsletters (AFRCRP 90-1) (available through AFRC IG website) as applicable to the Self-Inspection Monitor's level of responsibility.

4.3.7. **Section VII.** Excerpts of applicable items from the four most current TIG Briefs (AFRP 90-1) (available through AFRC IG web site).

4.3.8. **Section VIII.** Excerpts from "Other Unit" Inspections as applicable to the Self-Inspection Monitor's area of responsibility. If items are added to the self-inspection checklist or determined to be no longer applicable, it should be removed from the binder. This section may also be used for benchmarking data.

4.3.9. **Additional Sections** may be added. They may include but are not limited to: AF (Air Force), AFRC (MAJCOM), AMC (gaining command), (910 AW) unit publications and local operating policy/procedures. (*Items above will be identified as reference only and the most current information can be accessed via the LAN/Internet. If information is outdated, it will be removed from the binder.)

5. Requirements:

5.1. The Wing Self-Inspection Program Manager will:

5.1.1. Provide group appointment letters to the Wing Commander.

5.1.2. Ensure the Self-Inspection Program meets directive compliance and communicate changes or unique inspection program elements.

5.1.3. Set permissions (write capability) for use of the SITS program for all monitors based on appointment letters.

5.1.4. The Wing Self-Inspection Program Manager will assign an OPR for each SII to accomplish research and report findings/results back to the Wing Self-Inspection Program Manager. (The Wing Manager will review the OPR's data and determine if the SII should be closed or be forwarded to the appropriate group monitors for action.) The Wing Self-Inspection Program Manager will monitor the status of all SIIs and report to higher headquarters as directed.

5.1.5. Ensure each group establishes an effective process for tracking and closure of discrepancies identified by internally developed checklists, NAF SAVs, EORIs, Air Force Reserve Command (AFRC) UCIs and SIIs. Periodically remind the Group Self-Inspection Monitors to check the AFRC IG website for updates to binder materials.

5.1.6. Ensure that each group monitor receives and has established a process for ensuring the IG Crossfeed, NAF SAV reports and SIIs are being reviewed for compliance by the squadron, flight or work center monitors.

5.1.7. Communicate through the use of e-mail or other fast media, providing data as to changes or unique program elements or related information on the AFRC IG web pages.

5.1.8. Monitor all group discrepancies using the SITS program located on the LAN.

5.1.9. Ensure that self-inspections are complied with in January and July or as directed. Findings will be entered immediately into SITS. (Should SITS not be available, use printed copies of the SITS discrepancy worksheets in the interim to record follow-up actions until SITS updates can be complied with.)

5.1.10. Upon completion of semiannual self-inspections, conduct a meeting or survey with the Group Self-Inspection Monitors to determine if program objectives are being met. Brief the Wing Commander as required for findings requiring senior management involvement.

5.1.11. Forward the results of the self-inspections to the Wing Commander.

5.1.12. Provide training and assistance as requested by group, squadron, flight or work center monitors.

5.2. The Group Self-Inspection Monitors will:

5.2.1. Reinforce to functional managers the use of the crossfeed/crosstell program that is available through the websites. Monitor discrepancies and suspense dates through the SITS program.

5.2.2. Maintain the group's self-inspection binder per the procedures outlined in paragraph 4.4 of this instruction.

5.2.3. Notify the appropriate group commander of discrepancies identified by subordinate organizations that require assistance.

5.2.4. Review and communicate through the use of e-mail and other fast media items such as IG Crossfeed/Crosstell materials and associated benchmarking information to all squadron and work center Self-Inspection Monitors. Periodically remind the Self-Inspection Monitors to check the AFRC IG web site for updates to their binder materials.

5.2.5. Monitor squadron, flight and work center discrepancy logs via SITS.

5.2.6. Ensure that appointment letters are on file for all squadron, flight or work center monitors and alternates.

5.2.7. Ensure that self-inspections are complied with in January and July or as directed. A copy of the results will be sent to the Wing SI Program Manager. The January inspection will consist of review/inspection based on the UCI checklist (common core items); the July inspection will consist of review/inspection of established self-inspection checklists.

5.2.8. Provide training and assistance as requested by squadron, flight or work center monitors.

5.3. The Squadron, Flight or Work Center Self-Inspection Monitors will:

5.3.1. Review the crossfeed/crosstell reports in a timely manner.

5.3.2. Maintain the self-inspection binder per the procedures outlined in paragraph 4.4 of this instruction.

5.3.3. Determine how discrepancies effect the functional area. Input discrepancies into the SITS Program located on the LAN after coordination with supervisor. Review monthly all open discrepancies to include changing the follow-up/estimated completion date if required.

5.3.4. Maintain follow-up status reports to ensure estimated completion dates are met.

5.3.5. Notify the appropriate squadron commander or superintendent of discrepancies identified by subordinate work centers that require management assistance.

5.3.6. Maintain a self-inspection binder which contains checklists, SIIs, TIG Briefs and discrepancy log. Submit any changes/revisions to the Group Self-Inspection Monitor in a timely manner.

5.3.7. Ensure that self-inspections are complied with in January and July or as directed. The January inspection will consist of review/inspection based on the UCI checklist (common core items); the July inspection will consist of review/inspection of established self-inspection checklists. Complete a letter stating that the semiannual inspection has been complied with and file in appropriate location. Send a copy of the letter and the results to the Self-Inspection Group Monitor.

MICHAEL F. GJEDE, Brig Gen, USAFR
Commander

4 Attachments

1. Glossary of Abbreviations, Acronyms and Terms
2. 910 Airlift Wing Self-Inspection Tracking System New Discrepancy Worksheet
3. 910 Airlift Wing Self-Inspection Tracking System Change Discrepancy Worksheet
4. List of Applicable Tables and Rules from AFMAN 37-139

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

A1.1. This is attachment 1

Attachment 2

910 Airlift Wing Self-Inspection Tracking System New Discrepancy Worksheet

A2.1. This is attachment 2

Attachment 3

910 Airlift Wing Self-Inspection Tracking System Change Discrepancy Worksheet

A3.1. This is attachment 3

Attachment 4

List of Applicable Tables and Rules from AFMAN 37-139

A4.1. This is attachment 4