COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFI 90-201, Inspector General Activities, AFPD 90-2, Inspector General-The Inspection Program, and AFRCI 90-201, AFRC The Inspection System. It establishes responsibilities for Headquarters 22nd Air Force and the 622nd Regional Support Group (RSG). It provides guidelines regarding discrepancies found during self-inspections or by the Inspector General, unfavorable trends, and promotes the use of Self-Inspection (SI) and the Self- Inspection Tracking System (SITS) as management tools. The term self-inspection includes: self-inspections, information sharing reports, information sharing newsletters, locally developed checklists, special interest items (SII), and TIG Briefs. It applies to all personnel assigned to HQ 22nd AF/622nd RSG.

SUMMARY OF REVISIONS

This document has been revised and must be completely reviewed in its entirety. The title to this Instruction was changed to Self-Inspection Program, a formal crossfeed/crosstell program no longer exist. Reference to AFRCI 90-203, *Inspector General Activities* was deleted and replaced with AFRCI 90-201, *The Inspection System*. Reference to crossfeed/crosstell was deleted. The semi-annual requirement was changed to annual incorporating the NAF Management Oversight (MD 1118) and the established internal self-inspection checklist.

1. Abbreviations and Acronyms. See **Attachment 1**

2. Objectives. This instruction provides systematic reporting procedures and is an integral part of the Management Control Program (MCP). This enables 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 Unit Compliance Inspections (UCIs), self-inspections, inspection reports from other units, information

sharing newsletters, and dissemination of materials which communicate improvements, new developments, and innovative techniques to the field.

3. Responsibilities.

3.1. Commanders, directors, and managers are responsible for the overall management of the Self-Inspection Program and ensuring compliance with this instruction.

3.2. The NAF Vice-Commander (CV) and Assistant Vice-Commander (CVA) are the Self-Inspection (SI) Program Directors. Their responsibilities include developing policies and overseeing compliance of the NAF Self-Inspection program.

3.3. The 622 RSG/XPY (Analysis and Integration Branch) is the Program Manager and assists in the implementation and continuous management of the SI program. The XPY branch coordinates self-inspection issues from the functional offices and ensures the timely posting of information to the pertinent electronic media.

3.4. Division Directors provide information in a timely manner to the Program Director upon request or as required and appoint alternates for their division. In addition, Division Directors ensures their self-inspection checklists are updated and forwarded to XPY for posting to the public drive.

4. Procedures.

4.1. Annual self-inspections are performed prior to the end of January or as directed. The inspection consists of review/inspection based on the NAF Management Oversight checklist (MD 1118 - provided by AFRC/IG) and established internal self-inspection checklist. Self-inspection monitors should check appropriate websites for the latest updates to all materials found in the binder.

4.2. Discrepancies are 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. (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.)

4.3. Division Directors are required to maintain a self-inspection continuity binder (see paragraph **4.4.**). This binder must be accessible for review and available in the event the LAN system is down.

4.4. Self-Inspection Continuity Binder

4.4.1. **Section I.** Applicable SII's - List of current applicable SIIs and applicable SII instruction. (The NAF SI Program Director assigns an OPR for each SII to accomplish research and report findings/results back to the NAF SI Program Director. The NAF SI Program Director reviews the OPR's data and determines if the SII should be closed or be forwarded to the appropriate monitor for action.)

4.4.2. **Section II**. Appointment letters.

4.4.3. **Section III.** Audit Trail – 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.

4.4.4. **Section IV.** Checklist (self-inspection or NAF Oversight Management as applicable to the SI Monitor's level of responsibility).

4.4.5. **Section V.** Information sharing - Excerpts of applicable items from the four most current AFRC/IGQ newsletters (available through AFRC IG website) as applicable to the SI Monitor's level of responsibility. This section may also be used for benchmarking data.

4.4.6. **Section VI.** File Location listing – A list of all electronic files pertaining to the self-inspection program and their location.

4.4.7. **Section VII.** In-Compliance Status Reports – Messages and communication traffic on the progress, strengths, and challenges in closing out your discrepancies.

4.4.8. **Section VIII.** Meeting minutes – Minutes on meetings pertaining to the self-inspection program.

4.4.9. **Section IX.** Management Control Program – Valuable information linking the self-inspection program to the management control program.

4.4.10. **Section X.** Miscellaneous - If items are added to the self-inspection continuity binder and later determined to be no longer applicable, remove them from the binder.

4.4.11. **Section XI.**   Operating Instructions – pertinent to self-inspection

4.4.12. **Section XII.**   OPR Listing

4.4.13. **Section XIII.**   Other Unit Inspections - Excerpts from "Other Unit" Inspections as applicable to the SI Monitor's area of responsibility.

4.4.14. **Section XIV.**   POC Listing

4.4.15. **Section XV** . Policies and Procedures

4.4.16. **Section XVI.**   Previous inspections accomplished on the NAF. Excerpts applicable to the SI Monitor's level of responsibility. (Complete reports on the AFRC IG website do not require reproduction for file).

4.4.17. **Section XVII.**   Self-Inspection Tracking System Information – Information on the SITS program.

4.4.18. **Section XVIII.**   Statistics & Analysis – Charts & Graphs on measures, trends and data pertaining to the self-inspection program.

4.4.19. **Section XIX.**   Web Addresses on Compliance related material.

4.4.20. Additional Sections may be added. They may include but are not limited to: AF (Air Force), AFRC (MAJCOM), AMC (gaining command). *NOTE*: Items above will be identified as reference only and the most current information can be accessed via the LAN/Internet. If information is outdated, remove it from the binder.

5. Requirements.

5.1. **The NAF Self-Inspection Program Director:**

5.1.1. Ensures the Self-Inspection Program meets directive compliance and communicates changes or unique inspection program elements.

5.1.2. Briefs status of changes to the Self-Inspection Program at commander's call and staff meetings, as required.

5.1.3. Assigns an OPR for each SII to accomplish research and report findings/results back to the NAF SI Program Director. (The NAF SI Program Director reviews the OPR's data and determines if the SII should be closed or forwarded to the appropriate group monitors for action.) The NAF SI Program Manager monitors the status of all SIIs and reports to higher headquarters as directed.

5.1.4. Ensures division directors track and close discrepancies identified by internally developed checklists, Air Force Reserve Command (AFRC) UCIs, and SIIs in accordance with standardized procedures.

5.1.5. Ensures division directors receive, review, and act upon inspection and assistance visit reports in accordance with standardized procedures.

5.1.6. Communicates changes or unique program elements needing attention through the use of e-mail or other fast media.

5.1.7. Reviews all discrepancies using the SITS program located on the LAN.

5.1.8. Ensures that self-inspection is continuous and complied with prior to the end of January of each year or as directed.

5.1.9. Upon completion of annual self-inspections, conducts a meeting or directs the NAF SI Program Manager to survey the NAF staff to determine if program objectives are being met. Briefs the NAF Commander as required for senior management involvement.

5.1.10. Forwards the results of the self-inspection to the NAF Commander.

5.2. **The NAF Self-Inspection Program Director:**

5.2.1. Communicates to division directors the use of information sharing and its source. Monitors discrepancies and suspense dates through the SITS program. Ensures findings are entered immediately into SITS.

5.2.2. Maintains an electronic self-inspection binder per the procedures outlined in paragraph **4.4.** of this instruction. Periodically communicates to the NAF staff any updates to binder materials.

5.2.3. Reviews and communicates through the use of e-mail and other fast media Information sharing material and associated benchmarking information to all NAF SI Monitors.

5.2.4. Ensures self-inspection appointment letters are on file. Provides training and assistance as requested.

5.2.5. Ensures self-inspections are conducted in accordance with this instruction. A copy of the results is sent to the NAF SI Program Director. The January inspection consists of review/ inspection based on the UCI checklist; the July inspection consists of review/inspection of established self-inspection checklists.

5.2.6. Provides training and assistance, as requested, by SI monitors.

5.2.7. Ensures the posting of all NAF internal SI checklists to the public drive.

5.2.8. Provides briefings and task status pertaining to the self-inspection program.

5.3. **The Division Directors:**

5.3.1. Reviews information upon receipt of report.

5.3.2. Maintain a division self-inspection binder per the procedures outlined in paragraph **4.4.** of this instruction for their area of responsibility and ensure all their personnel know the location of this binder.

5.3.3. Determine how discrepancies affect their area of responsibility. Ensure discrepancies are processed into the SITS Program located on the LAN. Review all open discrepancies monthly, 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 division of discrepancies identified within their area of responsibility which require functional assistance from another division.

5.3.6. Act as the primary OPR on all discrepancies pertaining to their area of responsibility. Submit any changes/revisions to the NAF SI Program Director and NAF SI Program Manager in a timely manner.

5.3.7. Ensure self-inspections are on-going and accomplished in January or as directed. The inspection consists of review/inspection of the NAF Management Oversight checklist and established self-inspection checklists. Complete a letter stating that the annual inspection was completed and file it in an appropriate location. Send a copy of the letter and the results to the NAF SI Program Director and NAF SI Program Manager.

5.3.8. Appoint SI Monitors within their division, as appropriate.

5.4. **The Self-Inspection Monitors:**

5.4.1. Ensure the self-inspection program is carried out within their area of responsibility in accordance with this instruction and the guidance of their division director.

5.4.2. Review the information sharing upon receipt of report.

5.4.3. Review the division self-inspection continuity binder on a regular basis.

5.4.4. Determine how discrepancies affect their area of responsibility. Ensure discrepancies are processed into the SITS Program located on the LAN. Review all open discrepancies monthly in their area of responsibility, to include changing the follow-up/estimated completion date if required.

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

5.4.6. Notify the division director of discrepancies identified in their area of responsibility which require functional assistance from another division.

5.4.7. Act as the primary OPR on all discrepancies pertaining to their area of responsibility. Submit any changes/revisions to the division director in a timely manner.

5.4.8. Ensure self-inspections are on-going and complied with in January or as directed. The inspection consists of review/inspection based on the NAF Management Checklist and the estab-

lished self-inspection checklists. Notify the division director that the annual inspection was completed.

JAMES D. BANKERS, Maj Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AF—Air Force

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

AW—Airlift Wing

CP—Crossfeed Program

EORI—Expeditionary Operational Readiness Inspection

F—Functional Distribution

IG—Inspector General

LAN—Local Area Network

MAJCOM—Major Command

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

POC—Point of Contact

SAVs—Staff Assistance Visits

SIIs—Special Interest Items

SI—Self-Inspection

SITS—Self-Inspection Tracking System

TIG—The Inspector General

UCIs—Unit Compliance Inspections