COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 90-2, *Inspector General - The Inspection System.* Send suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to 354 FW/IGI, 3112 Broadway Ave Unit 20A, Eielson AFB AK 99702-1892. This publication does not apply to the Air National Guard, US Air Force Reserve, or Air Education and Training Command Units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates text and report format changes for recording all self-inspection items.

1. Purpose.

1.1. The purpose of this instruction is to assist 354 FW units in conducting self-inspections.

1.2. The 354 FW will conduct unit self-inspections during the months of January and July. **Attachment 1**, **Attachment 2** and **Attachment 3** will be used as standardized templates throughout the wing. The objective of unit self-inspections and unit compliance inspections is to identify deficiencies, which preclude or inhibit, mission accomplishment. A primary focus of the self-inspection program is to ensure compliance with established directives, laws, executive orders and safety directives to increase sustained performance toward mission accomplishment.

1.3. All 354 FW assigned units are subject to external compliance inspections at any time. 354 FW/IGI will be notified when validation inspections are planned.

1.4. Units with a different HHQ assigned self-inspection schedule may use the schedule assigned by that headquarters to determine when to conduct self-inspections; however, they will provide the report of those self-inspections to 354 FW/IGI at the times specified in paragraph **2.4.2.**

2. Responsibilities.

2.1. The primary responsibility for implementing the self-inspection program rests with the squadron/ unit commander.

2.2. The 354th Medical Group (MDG) will conduct self-inspections IAW HQ AFIA, Directorate of Medical Operations Health Services Inspection Agency, and will meet civilian standards of health care through self-inspections. The 354 MDG will also conduct self-inspections to meet commander's support staff administrative requirements IAW applicable compliance checklists and will meet the requirements of the 354 FW Self-Inspection program.

2.3. Unit Self-Inspection Monitors:

  2.3.1. Maintain a self-inspection book according to Table l.

Table 1. Self-Inspection Book Outline.

SECTION A -	GOVERNING DIRECTIVES (includes this instruction and equivalent HHQ instructions)
SECTION B -	APPOINTMENT LETTERS
SECTION C -	INSPECTION CHECKLISTS SUMMARY LOG (see **Attachment 3** of this instruction)
SECTION D -	LAST TWO UNIT SELF-INSPECTION REPORTS
SECTION E -	SPECIAL INTEREST ITEMS (SII)
SECTION F -	OPEN ITEMS SUMMARY LOG (see **Attachment 2** of this instruction)
SECTION G -	COMMON CORE COMPLIANCE AREAS (CCCA) (AFI 90-201 attachment 6)
SECTION H - Z -	(UNIT DETERMINED)

  2.3.2. Ensure information located in the self-inspection book is current or list a reference to where the information is located electronically (i.e. Web page, electronic file plan, etc.).

  2.3.3. Ensure each new section chief reviews the most recent self-inspection of his or her duty section within 60 days of arrival.

  2.3.4. Ensure **Attachment 2** and **Attachment 3** are being used as templates for all checklist items. When evaluating checklist items answered YES, the self-inspection monitor will show documentation explaining how the criteria is met before the item will be considered CLOSED and tracked in Section C of the self-inspection book. Items answered NO will be considered OPEN and tracked in Section F of the self-inspection book. Items not observed (N/O) or not applicable (N/A) will be considered CLOSED. In the case of two-part questions, if either part is NO the overall checklist item is OPEN.

  2.3.5. Compile all squadron/unit self-inspection results and submit to the commander for review.

2.4. Squadron/Unit Commanders and Wing Staff Agencies:

  2.4.1. Appoint primary and alternate self-inspection monitors and provide an updated appointment letter to 354 FW/IGI whenever the monitors change.

2.4.2. Provide a consolidated, semiannual summary to their group commander NLT 31 January and 31 July each year IAW **Attachment 1**. Wing Staff Agencies will provide their results directly to the 354 FW/IGI. Forward open items requiring more than 90 days to close or beyond the squadron/unit's ability to fix, deficiencies with the SIIs/CCCAs inspected, and "get well" information IAW **Attachment 2**. Open items will be updated quarterly and on subsequent self-inspections.

2.4.3. Monitor all discrepancies and open items and identify a schedule for resolution.

2.4.4. Conduct periodic self-inspection validation (SIV) inspections of their units' self-inspection program at their discretion. Validate mission critical "OPEN" checklist items and other random checklist items.

2.5. Group Commanders:

2.5.1. Provide 354 FW/IGI a consolidated, semiannual summary of the group's self-inspection results NLT 15 February and 15 August using the format in **Attachment 1**. Forward open items requiring more than 90 days to close or beyond the group's ability to fix, deficiencies with the SIIs/CCCAs inspected, and "get well" information IAW **Attachment 2**. These open items will be updated quarterly and on subsequent self-inspections.

2.5.2. Conduct periodic validation inspections of assigned units' self-inspection program.

2.6. Wing Inspection Office (354 FW/IGI):

2.6.1. Administer the unit compliance program by providing guidance for the conduct of unit self-inspections.

2.6.2. Provide the wing commander with a consolidated, semiannual summary of the wing's self-inspection results using the format in **Attachment 1**. The status of items requiring more that 90 days to fix, beyond the group's ability to resolve or requiring help outside the wing to resolve, and deficiencies with the SIIs/CCCAs, will be included in this report.

2.6.3. Augment the group commander's and wing staff agencies' validation inspections, as requested and available.

3. Source Documents:

3.1. The baseline mission performance checklist for each unit and SIIs can be found on the PACAF/ IG home page (**https://www/hqpacaf.af.mil/ig**). CCCAs are listed in AFI 90-201. Checklist items that are out of date or incorrect should be resolved directly with the PACAF staff agency responsible for that checklist.

3.2. Items listed on the PACAF Mission Performance Checklists do not constitute the order or limit the scope of the inspection/assessment. Units can supplement the Mission Performance Checklists to add internal compliance items. Mission critical checklist items will be distinctly marked with a "#" annotation. These checklists may be used in whole or in part by HHQ during visits or exercises.

3.3. Tasked units/staff agencies may prepare internal instructions and procedures to meet and supplement the objectives of this instruction.

JAN-MARC JOUAS, Colonel, USAF
Commander

Attachment 1

SAMPLE SELF-INSPECTION REPORT FORMAT

MEMORANDUM FOR 354 FW/IGI   (Date)

FROM: 354 OG/CC

SUBJECT: Self-Inspection Report for _____(Date)_____

1. The 354th Operations Group conducted unit self-inspections from 10–31 January 03. The inspections were conducted IAW the following references: (List the PACAF Directory 90-series, AFIs, etc. that were used)

_____ Total number of items inspected

_____ Total number of OPEN items (Less than 90 days to fix)

_____ Total number of OPEN items with an estimated completion date (ECD) of more than 90 days. (List all items requiring more than 90 days to fix to include a description of the problem, course of action, and estimated completion date).

_____ Total number of OPEN items beyond the group's ability to fix. (List all items beyond the Unit/ Group's capability to fix to include a description of the problem, course of action, and estimated completion date).

2. Special Interest Items (SII) listed on the HQ PACAF SII web site were inspected. Discrepancies are listed in the attachment (Identify all applicable SIIs and Common Core Compliance Areas (CCCAs) that were inspected).

3. The Operations Group Self-Inspection POC is (state POC and contact information)

Signature Block

Attachments:

Self-Inspection Open Items Summary

Attachment 2

SELF-INSPECTION FORMAT

| Table A2.1. Self-Inspection Open Items Summary Format.

354th XXXXXX Squadron						
SELF-INSPECTION CHECKLIST/OPEN ITEM SUMMARY LOG						
OPR	When Found[1]	Checklist Item	Summary (Text from instruction)	Results (Explain non-compliance, and fix)	Date Forwarded[3]	ECD
IGI	Jan 03-O	354 FWI 90-201para 2.3.2.	# Do the squadron/units conduct semiannual unit self- inspec-tions?	NO Assessment: Unit self-inspections are not being conducted as required. A valid program does not exist. Implementation and Verification: Self-inspection monitors have been appointed and a commander directed self-inspection will be completed by all squadrons/units NLT 30 May 03. All open items requiring more than 90 days to close or are beyond the squadron/ units capability to close will be for-warded to the GP/CC for review.	10 Jan 03	15 Jun 03

Note 1. SI – Unit Self-Inspection

    SIV – Self-Inspection Validation

    UCI – HHQ Unit Compliance Inspection

    SAV – Staff Assistance Visit

    O – Other

Note 2. Critical Items are preceded with a pound (#) symbol

Note 3. If item is an SII, CCCA or requires external help for resolution, insert the date forwarded and office forwarded to.

Note 4. This is a word document, use landscape page set up, Times New Roman , 12 font.

Note 5. Place this attachment in Section F of the self-inspection book.

Attachment 3

SELF-INSPECTION FORMAT

▌ **Table A3.1. Self-Inspection Checklist Summary Log Format.**

354th XXXXXX Squadron					
SELF-INSPECTION CHECKLIST SUMMARY LOG					
OPR	When Found[1]	Checklist Item	Summary (Text from instruction)	Results (How you complied, explain the process)	Date Closed
IGI	Jan 03-SI	354 FWI 90-201para 2.3.2	# Do the squadron/units conduct semiannual unit self- inspections?	YES Assessment: Unit self-inspections are conducted in January and July of each year. Implementation and Verification: Self-inspections are conducted semiannually by the self -inspection monitor and results are maintained in the self-inspection continuity book. Results are forwarded to the squadron/unit commander for review prior to being forwarded to the GP/CC.	6 Jan 03

Note 1. SI – Unit Self-Inspection

　　　SIV – Self-Inspection Validation

　　　UCI – HHQ Unit Compliance Inspection

　　　SAV – Staff Assistance Visit

　　　O – Other

Note 2. This is a word document, use landscape page set up, Times New Roman , 12 font.

Note 3. Place this in Section C of the self-inspection book

Note 4. Critical Items are preceded with a pound (#) symbol