BY ORDER OF THE COMMANDER
315TH AIRLIFT WING

315 AW INSTRUCTION 90-201

15 DECEMBER 1999

Command Policy

SELF-INSPECTION (SI) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 90-2, establishes a self-inspection program and the minimum responsibilities of the wing office of primary responsibility (OPR), unit commander/staff agencies and functional managers within the wing. It provides guidelines regarding deficiencies found during Unit Compliance Inspections (UCIs) of various units and unfavorable trends and recommendations noted by the Inspector General, and promotes the use of self-inspection as a management tool.

SUMMARY OF REVISIONS

This revision reassigns the responsibility of the management of the self-inspection program from 315 AW/CCE to 315 AW/QI. It establishes a web-based self-inspection program eliminating the use of the local server (Y drive). The 315 AW Form 1 is no longer prescribed by this instruction. Special Interest Item (SII) compliance letters are only required to be submitted to 315 AW/QI when discrepancy SIIs are applicable. A bar (|) indicates revision from previous edition.

1. Responsibilities. The Wing Commander has designated 315 AW/QI as the wing self-inspection (SI) monitor for all matters pertaining to self-inspections. Units will download, using electronic media, all self-inspection material from the HQ AFRC and HQ AMC home pages.

1.1. Each unit commander will appoint a primary and alternate monitor to manage the self-inspection program. They will forward a copy of the appointment letter to 315 AW/QI whenever there are changes. Each unit will establish a self-inspection binder divided into five sections. They are: unit guidance, checklists, discrepancies, appointment letters and applicable SIIs. Each unit monitor will ensure all information is disseminated to the appropriate OPRs.

1.2. 315 AW/QI will visit units and staff agencies at least once every 2 years to evaluate the self-inspection program.

1.3. Special Interest Items. These are reports available on the web, produced on an as-required basis which identify specific deficiencies, confirm a problem has been resolved, or talk about major changes for inspections. They are designed to ensure management and leadership efforts are focused to identify and resolve problems. Maintain only those SIIs which pertain to your specific function until the expiration date. SIIs will be suspensed for action to affected units by 315 AW/QI.

2. Procedures.

2.1. Semi-annual Self-Inspections. Unit commanders, staff agencies and functional managers will review all self-inspection information and publications received during the year. However, units must also conduct semiannual self-inspections, using internal checklists that are tailored specifically for their unit, twice a year. Unit checklists can be compiled from any checklists, as long as the information is pertinent. Semiannual self-inspections are required in Dec/Jan and Jun/Jul each year. Any major discrepancies that cannot be corrected within three months should be documented.

2.2. Access to Self-Inspection files. Permit inspectors, staff assistance teams and 315 AW/QI access to self-inspection/crossfeed files upon request. UCI reports are privileged records and distribution is controlled. Certain correspondence related to inspection assessment may also be privileged. (See AFI 90-201). Due to its privileged nature, the records may not be released in whole or in part to persons or agencies outside the Air Force without the express approval of the Secretary of the Air Force. Within the limits of an inspector's security clearance, grant access to information for which an inspector has a need to complete an inspection.

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