

**25 JUNE 2004**



**Command Policy**

**COMMANDER'S SELF-INSPECTION  
PROGRAM (SIP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 90-201\_AFSPCSUP1, *Inspector General Activities*. This instruction applies to 341 SW and all associate units and may be supplemented. The Paperwork Reduction Act of 1974, as amended in 1996, and AFI 33-360, Volume 2, *Forms Management Program*, affects this publication. Maintain and dispose of records created as a result of prescribed processes in accordance with the *Records Disposition Schedule*, available in WebRIMS.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This instruction has major changes due to the new AFSPC Findings Automated Tracking System (FATS) database implementation and short notice inspections and must be reviewed in its entirety.

**1. Overview.** A self-inspection program (SIP) provides an effective means of assessing mission performance and organizational effectiveness through internal review. The intent is to provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments. Commanders are SIP customers and therefore dictate the quality of their SIP. They use SIP results to assess mission readiness and direct resources and energies to correct deficiencies. A viable SIP requires a conscientious approach at all levels.

1.1. **Program Criteria.** A SIP is beneficial if it does the following:

1.1.1. Assigns SIP responsibilities.

1.1.2. Is tailored to each unit's structure and mission and contains mechanisms that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and personnel programs.

1.1.3. Establishes a method to identify, document, track, and resolve deficiencies.

1.1.4. Provides feedback to commanders.

1.1.5. Ensures that all AFSPC, and locally developed checklists (AF Form 2519) are tailored and current. AFSPC checklists can be found at <https://halfway.peterson.af.mil/pubs/series.htm>

1.1.6. Establishes a method to crossfeed information relevant to the SIP.

## **2. Responsibilities:**

### **2.1. The Vice Commander (341 SW/CV):**

2.1.1. Appoints a wing SIP monitor (primary and alternate) in writing and delegates authority to them for the purpose of administering the 341 SW SIP.

2.1.2. Appoints a wing AFSPC Findings Automated Tracking System (FATS) database POC to manage the wing organizations user accounts.

2.1.3. Designates the 341 SW/XP as the base OPR for Special Interest Items (SIIs).

2.1.4. Direct additional inspections, as necessary.

### **2.2. Wing SIP Monitor:**

2.2.1. Administers the 341 SW SIP.

2.2.2. Develops SIP policy and guidance in the form of 341 SWI 90-101 and reviews it biennially.

2.2.3. Distributes Air Force and AFSPC SIIs and crossfeed reports to group and staff agency SIP monitors. Links for SIIs are available on the AFSPC IG web page <https://halfway.peterson.af.mil/afspcig/specinter.cfm>.

2.2.4. Serves as interface between 341 SW units and HQ AFSPC on matters concerning SIP.

2.2.5. Notifies groups to conduct semi-annual self-inspections.

2.2.6. Schedules and organizes semi-annual briefing by squadron commanders and wing agency chiefs to the wing commander on their open critical and major discrepancies.

2.2.7. Conducts semi-annual checks of group and squadron level SIP binders to evaluate their effectiveness, adequacy, and currency.

2.2.8. Conducts training for SIP OPRs on their duties and responsibilities.

2.2.9. Manages the AFSPC Findings Automated Tracking System (FATS) database and user accounts for 341 SW. Interfaces with AFSPC FATS database programmers on improvements and maintenance of the database.

2.2.10. Notifies groups to conduct semi-annual oversight inspections.

### **2.3. Group Commanders and Wing Agency Chiefs:**

2.3.1. Appoint a group SIP monitor (primary and alternate) in writing to manage the group/wing agency SIP and forwards a copy of the appointment memorandum to the wing SIP monitor ([Attachment 2](#)).

2.3.2. Ensure compliance with SIP Oversight Program (see paragraph [3](#)).

2.3.3. Review and endorse the group/wing agency semi-annual self-inspection summary report (**Attachment 5**). Group commanders will review all critical and major SIP deficiencies and provide a summary of results for their group. Forward the summary report to the wing SIP monitor.

2.3.4. Is the closing authority on all critical and major discrepancies within the group.

2.3.5. Direct additional inspections, as necessary.

#### 2.4. Group/Wing Agency SIP Monitors:

2.4.1. Act as the primary focal point for their subordinate units and are directly responsible for the quality of the SIP.

2.4.2. Manage the group/wing agency SIP and maintain SIP records in a binder. See paragraph 6. for set-up information and criteria.

2.4.3. Ensure AFSPCCLs or locally developed checklists (AF Form 2519) have inspection items tailored to each unit's structure and mission. Checklists will contain inspection questions that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs. Checklist items will be delineated as Critical, and Non-critical (see paragraph 4.). Wing agency SIP monitors will review all checklists and AFIs used for inspections before each semi-annual inspection.

2.4.4. Ensure assigned units accomplish semi-annual self-inspection of each work center, functional area, and additional duty in the months of January and July. See **Attachment 6** for a sample of items required in a semi-annual self-inspection report. The 341 SW/CV, group commanders, and staff agency chiefs may direct additional inspections.

2.4.5. Ensure assigned units use the AFSPC FATS database to document, track and close all self-identified findings. The FATS will also be used to document, track and close all HQ AFSPC/IG inspection findings and any other deficiencies found during exercises, staff assistance visits, etc. The FATS database is accessible at <https://halfway.peterson.af.mil/afspcig/sip>. If access to the FATS database is not immediately available, information may be temporarily entered on a discrepancy report (not to exceed 2 duty days). A copy of this report shall be sent to the wing SIP monitor.

2.4.6. Review all group FATS database entries periodically during every month. Reviews will include checking for overdue estimated completion dates (ECDs), overdue 30-day updates, etc. SIP monitors will aggressively follow up entries to ensure corrective actions are taking place.

2.4.7. Track open deficiencies until closed. Ensure that open items have a corrective action entry entered in the AFSPC FATS database monthly.

2.4.8. Consolidate and forward a group/wing staff summary report of the semi-annual self-inspection (**Attachment 5**) to the group commander/agency chief for review and endorsement. The summary will include the status and plan to resolve open critical and major deficiencies, a summary of results for Critical and Major compliance area deficiencies, and a summary of results for any SIIs or IG crossfeed items.

2.4.9. Provide wing SIP monitor briefing slides for all open critical and major deficiencies used for semi-annual SW/CC briefing.

2.4.10. Provide wing SIP monitor with updated listing (electronic copy acceptable) of all assigned functional area managers, squadron SIP monitors, SIP oversight inspection team members and other FATS users quarterly. List will include monitors' rank, name, squadron, office symbol, duty phone and FATS user id.

2.4.11. Inform the wing SIP monitor immediately when an individual no longer requires access to the FATS database.

2.4.12. Conduct semi-annual checks in the months of May and November of squadron SIP binders to evaluate their effectiveness, adequacy, and currency.

2.4.13. Forward AF and AFSPC Special Interest Items (SIIs) and crossfeed reports to squadron SIP monitors. SIIs are available for download from the AFSPC IG web page

<https://halfway.peterson.af.mil/afspcig/specinter.cfm>.

2.4.14. Due to the nature of the 341 MDG, the group SIP monitor shall perform all functions of the squadron SIP monitor.

## 2.5. Squadron Commanders:

2.5.1. Appoint a SIP monitor (primary and alternate) in writing who will manage the squadron SIP. Forward appointment memorandum (**Attachment 4**) to the applicable group SIP monitor.

2.5.2. Ensure compliance with SIP Oversight Program (see paragraph **3.**) if not accomplished at the group level.

2.5.3. Review and endorse the squadron semi-annual self-inspection summary report (**Attachment 6**). Squadron commanders will review all SIP deficiencies and provide a summary of results for their squadron. Forward the summary report to the group/staff agency SIP monitor in the months of February, May, August, and November.

2.5.4. Certify closure of minor and Recommended Improvement Area (RIA) discrepancy reports on the recommendation of the squadron SIP monitor.

2.5.5. Recommend closure of critical and major deficiencies to group commander.

2.5.6. Brief the status of all open critical and major deficiencies during semi-annual SW/CC SIP status briefing.

2.5.7. Direct additional inspections, as necessary.

## 2.6. Squadron SIP Monitors:

2.6.1. Act as the primary focal point for their unit and are directly responsible for the quality of the SIP.

2.6.2. Ensure functional area SIP managers are appointed by appointment memorandum and maintained in the squadron SIP binder.

2.6.3. Manage the squadron's SIP and maintain SIP records in a binder. See paragraph **6.** for set-up information and criteria.

2.6.4. Review/approve all modified AFSPC or locally developed checklists (AF Form 2519). Group/wing staff agencies can set higher approval requirements.

2.6.5. Ensure AFSPCCLs or locally developed checklists (AF Form 2519) have inspection items tailored to each unit's structure and mission. Review all checklists and AFIs used for inspections before each semi-annual inspection. Checklists will contain inspection questions that ensure adequate periodic inspection coverage of the organization's mission, resources, training, and people programs. Checklist items will be delineated as Critical, and Non-critical (see Paragraph 4.).

2.6.6. Ensure functional area managers accomplish a semi-annual self-inspection of each functional area, work center, and additional duty in the months of January and July. The 341 SW/CV, group commanders, squadron commanders, or staff agency chiefs may direct additional inspections.

2.6.7. Ensure functional area managers use the AFSPC FATS database to document, track and close all self-identified findings. FATS will also be used to document, track and close all HQ AFSPC/IG inspection findings and any other deficiencies found during exercises, staff assistance visits, etc. FATS database is accessible at <https://halfway.peterson.af.mil/afspcig/sip>. If access to the FATS database is not immediately available, information may be temporarily entered on a discrepancy report (not to exceed 2 duty days). A copy of this report shall be sent to the group SIP monitor.

2.6.8. Review all database entries for their unit periodically during every month. Reviews will include checking for overdue ECDs, overdue 30-day updates, etc. SIP monitors will aggressively follow up errors and take corrective actions.

2.6.9. Track open deficiencies until closed. Open items will have a corrective action entry entered in the FATS database monthly. Ensure aggressive corrective action is taken to resolve deficiencies.

2.6.10. Brief the squadron commander on SIP status at least quarterly. Provide quarterly status updates on all open deficiencies to the group SIP monitor.

2.6.11. Complete and forward unit self-inspection summary report (see [Attachment 6](#)) to the squadron commander for review and endorsement. The summary will include the status and plan to resolve open deficiencies, a summary of results for each compliance area discrepancy, and a summary of results for any special interest items or IG crossfeed items.

2.6.12. Conduct semi-annual checks in the months of June and December of functional area manager SIP binders to evaluate their effectiveness, adequacy, and currency.

2.6.13. Distribute SIIs and crossfeed other units' inspection reports to squadron personnel. Maintain a copy of SIIs, crossfeed reports, and inspection reports for 1 year.

2.6.14. 341 MDG SIP monitor shall perform all functions of the squadron SIP monitor.

## 2.7. Functional Area Managers:

2.7.1. Develop local checklists or tailor AFSPCCLs for each functional area per paragraph 4. Maintain AFSPCCLs for assigned areas (unless directed otherwise by the squadron SIP monitor). Review all checklists and AFIs used for inspections at the beginning of each semi-annual self-inspection.

2.7.1.1. Forward modified AFSPC or locally developed checklists (AF Form 2519) for review/approval to the squadron SIP monitor. Group/wing staff agencies can set higher approval requirements.

2.7.2. Perform self-inspections in the months of January and July and make an entry in the AFSPC FATS database to document, track and close all self-identified findings for any discrepancy that are not corrected on the spot. The FATS will also be used to document, track and close all HQ AFSPC/IG inspection findings and any other deficiencies found during exercises, staff assistance visits, etc. In addition, they will notify the squadron SIP monitor of the discrepancy and its tracking number. The FATS database is accessible at <https://halfway.peterson.af.mil/afspcig/sip>. If access to the FATS database is not immediately available, information may be temporarily entered on a discrepancy report (not to exceed 2 duty days). A copy of this report shall be sent to the squadron SIP monitor.

2.7.3. Track open deficiencies until closed. Open items will have a plan to resolve the deficiency and a corrective action entry entered in the FATS database monthly. Corrective action updates for each open discrepancy must be entered into the FATS database by the 15th of every month following the month the discrepancy was entered into the system. Take aggressive corrective actions to resolve deficiencies.

2.7.4. Review SIIs and crossfeed inspection reports for their functional area. If applicable, incorporate findings into applicable functional area checklists.

2.7.5. Forward inspection reports to squadron/staff agency SIP monitor. Date due and format of report will be determined by squadron/staff agency SIP monitor.

**3. SIP Oversight Program:** The function of the SIP oversight program is to have someone other than the process owner inspect functional areas.

3.1. **Group or Squadron Responsibilities:** The group or squadron commander shall appoint a team to perform inspections on all functional areas (**Attachment 3**). Care should be used to ensure that the inspectors are outside of the functional area.

3.2. **Inspections:** Inspections shall be performed semi-annually in the months of April and October.

3.3. **Deficiencies:** A list of deficiencies found will be provided to the functional area manager and the squadron SIP monitor. All deficiencies shall be treated as any others found and entered into the FATS database.

3.3.1. The squadron SIP monitor will report findings to the group SIP monitor.

3.3.2. The group SIP monitor will report findings to the wing SIP monitor.

#### **4. Checklists:**

4.1. **Unit/Staff Checklists:** Unit/staff agencies may obtain AFSPCCLs from the AFSPC Pubs Library at <https://halfway.peterson.af.mil/pubs/series.htm>.

4.1.1. Develop local checklists or tailor AFSPCCLs, as needed, with unit-specific inspection items. Review all checklists and AFIs used for inspections before each semi-annual self-inspection. Tailor checklists by adding, deleting, highlighting, or modifying items as required. Delete items by drawing a line through all lines of text not applicable.

4.2. **Checklist Questions:** Divide local checklist questions into two categories: Critical, and Non-critical. These categories allow functional area managers, squadron, group, and wing leadership to focus corrective action efforts.



4.2.1. Critical items are those items requiring direct IG evaluation during IG visits. Critical items are those items that, if not complied with, could result in significant legal liabilities, penalties, or significant mission impact.

4.2.2. Non-critical - While these questions are not rated, they can be used to help gauge the economy, efficiency, and effectiveness of the area being inspected and can drive the IG score up or down.

4.3. **Functional Area Managers:** Functional area managers may choose to subdivide a checklist into sub-functional parts. The amount of material and nature of the functional area will dictate a checklist's organization.

4.4. **Checklist Items:** List each checklist item as a single question, capable of being answered by either a "yes" or "no," followed by a reference in parentheses. To aid in problem identification, answers to each successful question must be "yes." All applicable checklist items will be rated pass/fail.

4.5. **Duplicate Items:** Do not duplicate checklist items.

## 5. Special Interest Items (SII):

5.1. **SII Process:** The SII process provides a means to focus management attention, gather data, and/or evaluate the status of specific programs and conditions in the field. It can also be used to determine the degree of compliance with directives, policies, and procedures, gather information on known or suspected problems, identify specific deficiencies, or to confirm a problem has been resolved. Functional staffs analyze feedback from SIIs to facilitate decision-making and policy adjustments.

## 6. SIP Records: Maintain a SIP binder that contains the following:

### 6.1. Table of Contents. As indicated below:

#### 6.1.1. Section 1 References:

6.1.1.1. AFI 90-201 and AFI 90-201 AFSPC Sup1 (cross reference or electronic copy acceptable).

6.1.1.2. Printed copy of 341 SWI 90-101, Commander's Self-Inspection Program (SIP).

6.1.1.3. Appropriate appointment letters for wing, group, wing staff agencies, or squadron SIP monitors.

#### 6.1.2. Section 2 Checklist and Special Interest Items:

6.1.2.1. AFSPC and local checklists (if available) used during squadron SIP inspections. Squadron SIP monitors may direct functional area managers to maintain applicable checklists in their functional area manager SIP binder or they may maintain applicable squadron checklists separate of the squadron SIP monitor's binder. If checklists are not located in the squadron SIP monitors binder, a listing of all separately located checklists listing their checklist number, publication date, and location will be maintained in the squadron SIP managers binder.

6.1.2.2. Air Force Special Interest Items (SIIs) (electronic version acceptable). Air Force SIIs are available at <http://www.ig.hq.af.mil/igi/siis1.htm>. Maintain applicable Air Force SIIs for

1 year after closure.

6.1.2.3. Air Force Space Command Special Interest Items (electronic version acceptable). AFSPC SIIs are available at <https://halfway.peterson.af.mil/afspcig/specinter.cfm>. Maintain applicable SIIs for 1 year after closure.

6.1.3. Section 3 Reports:

6.1.3.1. Latest semi-annual critical discrepancy status briefings (electronic copy acceptable). Slide outline can be found on the 341 SW/XP web page.

6.1.3.2. Completed Quarterly SIP Summary Reports including a database printout of all deficiencies included in report (electronic version acceptable). Maintain copies for 1 year.

6.1.3.3. Copy of all open 101's (electronic version acceptable) maintained for 1 year after finding is closed.

6.1.3.4. Copy of any staff assistance visits, Inspector General visits, or any other formal inspections from 341 SW or external agencies (electronic version acceptable). Maintain copies for 1 year.

6.1.3.5. Copy of current and previous 341 SW ORI reports (electronic copy acceptable).

6.1.4. Section 4 Crossfeed Reviews:

6.1.4.1. Crossfeed Review Record. Include unit, base, report type, date of inspection, date received, date reviewed, and date distributed to lower agencies. Retain copies of crossfeed reports (electronic copy acceptable) for 1 year.

**Table 1. Sample Crossfeed Review Record and Sample Data.**

Unit	Base	Report Type	Date of Inspection	Date Received	Date Reviewed	Date Distributed
341 SW	Peterson	ORI	20 Aug – 21 Sep 01	28 Oct 01	30 Oct 01	1 Nov 01
30 SW	Vandenberg	SET	21-30 Jul 03	5 Aug 03	7 Aug 03	15 Aug 03

6.1.5. Section 5 Miscellaneous:

6.1.5.1. Miscellaneous SIP Information.

**7. Forms Adopted.** This instruction adopts AF Form 2519, **General Purpose Checklist**.

MICHAEL P. HARTMANN, Colonel, USAF  
Commander, 341st Space Wing



## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *Terms*

**Cause Codes**—For data tracking purposes, all findings will be assigned a cause code in the inspection report. Only the primary contributing cause code will be assigned against the deficiency. Each cause code is listed as follows:

**Oversight**—Errors in leadership or supervision at any level.

**Experience**—Errors committed despite adequate training, oversight, and guidance.

**Guidance**—Inadequate, confusing, or specific written direction that is contradictory or prevents adequate accomplishment of the task.

**Training**—Individuals inadequately trained/prepared to accomplish the task.

**Equipment**—Support equipment unavailable, inadequate, inoperable due to circumstances beyond the unit's control. (Problems within the unit's control would fall under one of the other areas).

**Manpower**—Personnel resources not available to accomplish task or mission needs.

**Safety**—Operations not conducted in a safe and efficient manner.

**Security**—Resources not properly protected in relation to the threat.

**Other**—Isolated events involving deficient actions of individuals not attributable to any of the previous causes. These errors may be caused by inattention to detail, lack of status monitoring, or failure to communicate.

**Common Core Criteria Questions**—Checklist questions that have been identified by a # sign are common core criteria questions. These questions can be inspected in every unit/agency with duties or requirements covered by these questions.

**Critical Deficiency**—Any deficiency resulting in an “Unsatisfactory” or “Not in Compliance” rating for the specific area and could result in an overall unit “Marginal,” “Unsatisfactory,” or “Not in Compliance” rating. Any finding that results, or could result in, mission failure.

**Critical Inspection Items**—Critical items are those items requiring direct IG evaluation during IG visits. Critical items are those items that if not complied with, could result in significant legal liabilities, penalties, or mission failure. These questions are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. These areas have significant impact or a high probability of significant future impact on the mission. They have the potential to bring the overall grade of the specific NAF/wing/unit/functional area to below satisfactory. The IG can also assess functions without published checklists for compliance with US laws, Executive Orders, DoD Directives, AF policies, and AFSPC instructions.

**Functional Area Manager**—The functional area manager actually conducts the self-inspection by running the checklists. Once the functional area manager has completed the inspection, he/she forwards all relevant information to the unit monitor for consolidation into the unit's summary report.

**Major Deficiency**—Any deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unsafe or insecure environment. The deficiency may cause a unit to be rated

“Unsatisfactory” or “Not in Compliance” in one or more inspection areas. Any finding that has, or could have, significant mission impact.

**Major Inspection Items**—Major items are tasks that address requirements necessary for the efficient operation of a functional area, work center, or additional duty. Noncompliance with a major rated area has, or could have, a significant mission impact. Any deficiency that requires immediate, answerable action by the unit or higher agency to prevent an unreliable weapon or unsafe or insecure environment. The deficiency may cause a unit to be rated “unsatisfactory” in one or more inspection areas not defined as critical under overall unit pass/fail criteria.

**Minor Deficiency**—Any deficiency that does not meet the definition of a critical or major deficiency. Any deficiency that is a trend or single incident that impedes efficient, effective, or economical mission accomplishment.

**Monitor**—SIP monitors manage the program at their respective organization level. They ensure that self-inspections are accomplished at the intervals stipulated in this instruction, write the squadron/staff agency, group/wing staff, and wing summary reports, and ensure periodic review of progress in closing open deficiencies.

**Recommended Improvement Area (RIA)**—An identified process, product, or capability which could be improved by a suggested course of action.

**Attachment 2**

**SAMPLE GROUP OR WING STAFF APPOINTMENT MEMORANDUM**

MEMORANDUM FOR 341 SW/XPI

(Date)

**FROM: (Group Commander, Wing Agency Chief)**

**SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor**

1. IAW 341 SWI 90-101, the following individuals are appointed SIP monitors for **(unit)**:

RANK/NAME	OFF SYM	DUTY PHONE
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PRIMARY:

ALTERNATE:

2. This memorandum supersedes previous memorandum, same subject.

**SIGNATURE BLOCK, Rank, USAF  
Grp/Sq Commander/Wing Agency Chief**

**Attachment 3****SAMPLE GROUP OR SQUADRON APPOINTMENT MEMORANDUM**MEMORANDUM FOR **(Group SIP Monitor)**

(Date)

FROM: **(Grp/Sq Commander)**

SUBJECT: Appointment of SIP Oversight Inspection Team

1. IAW 341 SWI 90-101, the following individuals are appointed oversight team members for **(unit)**:

RANK/NAME	OFF SYM	DUTY PHONE
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2. This memorandum supersedes previous memorandum, same subject.

**SIGNATURE BLOCK, Rank, USAF  
Grp/Sq Commander**

**cc: Group SIP Monitor  
Squadron SIP Monitor  
Team Members**

**Attachment 4**

**SAMPLE SQUADRON OR STAFF AGENCY APPOINTMENT MEMORANDUM**

MEMORANDUM FOR **(Group SIP Monitor)**

(Date)

FROM: **(Squadron Commander or Staff Agency Chief)**

SUBJECT: Appointment of Self-Inspection Program (SIP) Monitor

1. IAW 341 SWI 90-101, the following individuals are appointed SIP monitors for **(unit)**:

RANK/NAME	OFF SYM	DUTY PHONE
PRIMARY:		
ALTERNATE:		

2. This memorandum supersedes previous memorandum, same subject.

**FULL NAME, Rank, USAF**  
**Squadron Commander/Staff Agency Chief**

**cc: Squadron SIP Monitor**  
**SIP Monitor (if applicable)**

## Attachment 5

## SAMPLE GROUP/WING STAFF REPORT SUMMARY

(DATE)

MEMORANDUM FOR Wing Self-Inspection Program Monitor

IN TURN (Group Commander/Wing Agency Chief, Rank and Last Name)

FROM: (Group/Wing Staff SIP Monitor)

Subject: Semi-annual Self-Inspection (SIP) Summary Report

1. The **(unit)** has completed the semi-annual self-inspection as of **(date)**
2. (Status and plan to resolve open deficiencies, if applicable) i.e. *(We currently do not have any open deficiencies from inspections. Item 03-xxxx was an IG discrepancy and was closed 12 Jan 2003).*
3. Summary of results: (in each compliance inspection area, include the list below and a paragraph written by the group commander describing any trends and the overall health of the group) i.e. *(I have reviewed our SIP deficiencies listed in the attached documents. At this time I feel that we are doing well and should have most of our deficiencies closed within 6 months. Item 03-xxxx is a long-term budget item and has been identified to wing budget personnel and is on the wing unfunded listing).*

## a. CRITICAL DEFICIENCIES:

- |  |   |
|--|---|
| (1) Number of critical deficiencies closed since last report ( <b>Attachment 1</b> ) | 4 |
| (2) Number of critical deficiencies remaining open from last report                  | 1 |
| (3) Number of new open critical deficiencies   | 8 |
| (4) Number of current open critical deficiencies ( <b>Attachment 2</b> )             | 9 |

## b. MAJOR DEFICIENCIES:

(1) Number of major deficiencies closed since last report ( <b>Attachment 3</b> )	6
(2) Number of major deficiencies remaining open from last report	5
(3) Number of new open major deficiencies	10
(4) Number of current open major deficiencies ( <b>Attachment 4</b> )	15

4. (Summary of results for any SIIs or IG crossfeed issues, if applicable) i.e. (*The group is in the process of complying with SIIs 03-1, 03-2, and 03-3. We have seen no compliance problems at this time and expect to have all inspected areas complete by 15 June 2003*).

5. Please contact me at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

**FULL NAME, Rank, USAF**  
**(Group/Wing Staff SIP Monitor)**

## Attachments:

1. Report of Critical Deficiencies Closed Since Last Quarterly Report (Quick report from FATS)
2. Report of Current Open Critical Deficiencies (Quick report from FATS)
3. Report of Major Deficiencies Closed Since Last Quarterly Report (Quick report from FATS)
4. Report of Current Open Major Deficiencies (Quick report from FATS)

1st Ind, **(Office Symbol of Group Commander/Director of Staff)**

MEMORANDUM FOR **(Group/Wing Staff SIP Monitor)**

Concur/Nonconcur with **(Unit)**'s self-inspection results.

**FULL NAME, Rank, USAF**  
**Group Commander/Director of Staff**



## Attachment 6

## SAMPLE SQUADRON/STAFF AGENCY REPORT SUMMARY

(DATE)

MEMORANDUM FOR Group/Wing Staff SIP Monitor

(Squadron Commander/Staff Agency Chief, Rank and Last Name)

IN TURN

FROM: (Squadron/Staff Agency SIP Monitor)

Subject: (Self/Oversight) Inspection Summary Report

1. The **(unit)** has completed the (self/oversight inspection) as of **(date)**

2. (Status and plan to resolve open critical and major deficiencies, if applicable) i.e. *(We currently do not have any open deficiencies from inspections. Item 03-xxxx was an IG discrepancy and was closed 12 Jan 2003).*

3. Summary of results: (in each compliance inspection area, include the list below and a paragraph written by the squadron commander/wing agency chief describing any trends and the overall health of the squadron) i.e. *(I have reviewed our SIP deficiencies listed in the attached documents. At this time I feel that we are doing well and should have most of our deficiencies closed within 6 months. Item 03-xxxx is a long term budget item and has been identified to wing budget personnel and is on the wing unfunded listing. I recommend the closure of the following critical deficiency: tracking number 04-xxxx.).*

## a. CRITICAL DEFICIENCIES:

- |  |   |
|--|---|
| (1) Number of critical deficiencies closed since last report ( <b>Attachment 1</b> ) | 4 |
| (2) Number of critical deficiencies remaining open from last report                  | 1 |
| (3) Number of new open critical deficiencies   | 8 |
| (4) Number of current open critical deficiencies ( <b>Attachment 2</b> )             | 9 |

## b. MAJOR DEFICIENCIES:

(1) Number of major deficiencies closed since last report ( <b>Attachment 3</b> )	6
(2) Number of major deficiencies remaining open from last report	5
(3) Number of new open major deficiencies	10
(4) Number of current open major deficiencies ( <b>Attachment 4</b> )	15

4. (Summary of results for any SIIs or IG crossfeed issues, if applicable) i.e. (*The group is in the process of complying with SIIs 03-1, 03-2, and 03-3. We have seen no compliance problems at this time and expect to have all inspected areas complete by 15 June 2003*).

5. Please contact me at extension **X-XXXX** if you have any questions concerning results of our self-inspection.

**FULL NAME, Rank, USAF**  
**Squadron SIP Monitor**

## Attachments:

1. Report of Critical Deficiencies Closed Since Last Quarterly Report (Quick report from FATS)
2. Report of Current Open Critical Deficiencies (Quick report from FATS)
3. Report of Major Deficiencies Closed Since Last Quarterly Report (Quick report from FATS)
4. Report of Current Open Major Deficiencies Attachments: (Quick report from FATS)

1st Ind, (**Office Symbol of Group Commander/Director of Staff**)

MEMORANDUM FOR (**Group/Wing Staff SIP Monitor**)

Concur/Non-concur with (**Unit**)'s self-inspection results.

**FULL NAME, Rank, USAF**  
**Squadron Commander**

