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**Command Policy**

**UNIT SELF-INSPECTION PROGRAM (USIP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction implements Air Force Policy Directive (AFPD) 90-2, *Inspector General - The Inspection System*, Air Force Instruction (AFI) 90-201, *Inspector General Activities* and Pacific Air Forces Instruction (PACAFI) 90-201, *PACAF Inspector General Inspection Activities*. It establishes responsibilities and guidance for all agencies assigned or attached to the 374th Airlift Wing (374 AW). Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to 374AW Exercises and Inspections Office (374 AW/IGI), Unit 5078 YOKOTA AB JA 96326. It applies to 374 AW and associate units at Yokota Air Base (AB). This publication does not apply to the Air National Guard or US Air Force Reserve.

**1. Purpose.**

- 1.1. The purpose of this instruction is to assist in conducting USIP inspections and preparing for wing and higher headquarters (HHQ) inspections.
- 1.2. The objective of a USIP is to identify deficiencies that preclude or inhibit mission accomplishment. The primary focus of the USIP is to assess unit's fundamental compliance and mission performance activities required by law and governing directives. The USIP encourages continuous improvement within wing organizations.

**2. Definitions.**

- 2.1. Discrepancy: Noncompliance (NO response to any checklist item).
- 2.2. Limiting Factors (LIMFAC): A discrepancy that limits or impedes the unit's ability to accomplish its mission. This type of discrepancy is normally beyond the unit's ability to correct and must be identified to higher levels of command.

2.3. Finding: A discrepancy, which does not comply with policy or other regulatory guidance and limits or impedes the unit's ability to perform its mission, but correction is within the unit's capability. Findings also include the following:

2.3.1. Findings previously identified in a compliance inspection that are still unresolved after the initial estimated completion date (ECD) has passed. It is still correctable at the unit level.

2.3.2. Similar types of Areas for Improvement, indicative of a larger problem or unfavorable trend throughout the unit.

2.4. Area for Improvement: A discrepancy, which does not comply with policy or other regulatory guidance, but does not limit or hinder the unit's ability to accomplish the mission.

### 3. Responsibilities.

3.1. The primary responsibility for implementing the USIP rests with 374 AW group commanders and wing staff agency (WSA) chiefs.

3.2. Acting as the 374 AW Commander's agent to evaluate compliance, the 374AW/IGI will:

3.2.1. Administer the USIP by providing guidance for conducting the USIP using the Unit Self-Inspection Program Web Application (USIPWA).

3.2.2. Provide the 374 AW Commander (374 AW/CC) with a consolidated, semiannual summary of the wing's USIP results no later than (NLT) 31 October and 30 April.

3.2.3. Maintain a 374 AW/IGI web page consisting of inspection reports, cross-feed information, Special Interest Items (SII), Common Core Compliance Area (CCCA) Application, and other pertinent information.

3.2.4. Ensure Technical Implementation and Support (TIS) personnel receive training.

3.2.5. Manage the USIPWA in accordance with (IAW) paragraph 8. of this instruction.

3.3. Group commanders and 374 AW chief of staff (CS) will:

3.3.1. Appoint a primary and alternate USIP/TIS monitor and provide 374 AW/IGI with the current appointment letter ([Attachment 5](#)).

3.3.2. Ensure USIP monitors consolidate and forward semiannual self-inspection results to 374 AW/IGI NLT 15 October and 15 April IAW [Attachment 1](#).

3.3.3. Review/maintain all squadron/unit Action Plans and ensure monthly follow-ups on open write-ups are conducted.

3.3.4. Notify the 374 AW/CC and 374 AW/IGI of all discrepancies categorized as a LIMFAC, trend, or findings beyond the group's ability to correct.

3.3.5. Manage administrative implementation of the USIPWA by creating/maintaining checklists and determining users' level of access.

3.4. Squadron/unit commanders and WSA chiefs are responsible for implementing the USIP within their units. The USIP should be managed at the lowest management level. Squadron/unit commanders will:

- 3.4.1. Appoint primary and alternate USIP monitors and provide an updated appointment letter to their respective groups whenever monitors change (**Attachment 5**).
  - 3.4.2. Conduct semiannual unit self-inspections and provide a report to their group commanders NLT 30 September and 31 March IAW **Attachment 1** and **Attachment 2**.
  - 3.4.3. Establish detailed Action Plans, IAW **Attachment 3**, for all open discrepancies. Action Plans will be reviewed by the first of each month and maintained at the group level.
  - 3.4.4. Conduct monthly follow-ups on all open discrepancies (i.e., Area For Improvements, Findings, LIMFACs). Review most current USIP results and update status using USIPWA by the end of each month.
  - 3.4.5. Notify their group commanders/374 AW CS of discrepancies requiring more than 90 days to complete, and any discrepancy categorized as a LIMFAC or trend.
  - 3.4.6. Ensure current and applicable checklists are assigned against appropriate work centers IAW paragraph **5**. of this instruction.
  - 3.4.7. Manage and control access to the USIPWA.
- 3.5. USIP Monitors will:
- 3.5.1. Maintain a USIP book IAW **Attachment 4**.
  - 3.5.2. Ensure the most current versions of the Mission Performance Checklists are in use.
  - 3.5.3. Ensure each new element chief reviews the most recent self-inspection of his or her duty section within 60 days of arrival.
  - 3.5.4. Distribute cross-feed material and other units' inspection reports to appropriate functional personnel in their unit and document review of these items for similar deficiencies and/or inclusion of applicable best practices into unit processes.
  - 3.5.5. Coordinate with units to obtain information necessary to configure the USIPWA data source.
    - 3.5.5.1. Provide the TIS with the following information:
      - 3.5.5.1.1. Organization structure – functional address symbol (FAS) and name designation, of each flight and element.
      - 3.5.5.1.2. Answer-key information – pre-loaded responses for the five questions required to answer for each checklist item. The five answer-key categories are:
        - 3.5.5.1.2.1. Who ensures compliance?
        - 3.5.5.1.2.2. What is done to ensure compliance?
        - 3.5.5.1.2.3. How often is it done?
        - 3.5.5.1.2.4. Evidence of compliance?
        - 3.5.5.1.2.5. Where is documentation kept?
- 3.6. TIS Responsibilities.
- 3.6.1. Update the USIPWA data source(s) with the required information detailed in paragraph **3.5.5.1**.

3.6.2. Maintain the USIPWA data source(s) schema and application source code, as specified by the 374 AW USIPWA Program Manager.

3.6.3. Archive the USIPWA data source(s) after completion and validation of the current inspection. The archive data will be maintained for a period of three years or since last Unit Compliance Inspection, whichever is longer.

3.6.4. Format locally developed checklist to align with the USIPWA data source schema.

#### 4. Exceptions.

4.1. 374th Contracting Squadron (374 CONS) and 374th Comptroller Squadron (374 CPTS) will conduct their USIP during the month of October with the reports being submitted to 374 AW/IGI NLT 15 November.

4.2. Units with a different HHQ assigned unit self-inspection schedule may use the schedule assigned by that HHQ to determine when to conduct their semiannual self-inspection. They will provide a report of their self-inspection results to their group commander, USIP point of contact (POC), and 374 AW/IGI at the times specified above.

#### 5. Source Documents.

5.1. Documents used to accomplish and support basic unit self-inspections include but are not limited to:

5.1.1. CCCA Applications contained in AFI 90-201, Attachment 6.

5.1.2. PACAF Mission Performance Checklists (PACAFDIR 90-201 through 226).

5.1.3. Local checklists developed for items not covered by PACAF Mission Performance Checklists.

5.1.4. AF, PACAF, and local SIIs.

5.1.5. Inspection and Staff Assistance Visit (SAV) reports from HHQ.

5.1.6. Articles and checklists from “The Inspector General (TIG) Brief” or other official publications specific to the organization that provide information on best practices, lessons learned, or other improvements in functions or capability.

5.1.7. Cross-feed items from other units’ inspections and SAVs.

5.1.8. Wing internal inspection and exercise documents and reports.

5.2. The baseline mission performance checklist for each unit can be found on the PACAF/IG web page or the 374AW/IGI web page. Out of date/incorrect checklist items should be resolved directly with the PACAF function responsible for that checklist. Document correspondence and provide a copy to 374 AW/IGI.

5.3. 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. The 374 AW standard format shown in **Attachment 6** will be used for compliance checklists whether or not they are supplemented. Mission critical checklist items will be distinctly marked with the pound (#) sign. These checklists may be used in whole or in part by HHQ during visits or exercises.

## 6. Reporting Requirements.

- 6.1. Squadrons/units will provide the results of their semiannual self-inspection to their group commanders using the format specified in [Attachment 1](#) and [Attachment 2](#). Groups will consolidate their units' semiannual USIP reports and forward them to the 374 AW/IGI NLT 15 October and 15 April IAW [Attachment 1](#).
- 6.2. WSAs will provide their reports directly to 374 AW/IGI NLT 15 October and 15 April IAW [Attachment 1](#).
- 6.3. When evaluating, checklist items answered YES will be considered CLOSED; items answered NO will be considered OPEN and called a discrepancy (Area For Improvement, Finding, or LIM-FAC). In the case of two-part questions, if either part is NO, the overall checklist item is OPEN.
- 6.4. All SIIs and CCCAs to include deficiencies and "get-well" information will be reported to the group commander and 374 AW/IGI Office on the semiannual self-inspection report ([Attachment 1](#)).

## 7. Self-Inspection Validation.

- 7.1. Conducted 90-days prior to a HHQs UCI, and other times as requested by the 374 AW/CC. 374 AW/IGI will conduct an out-of-cycle Unit Self-Inspection Validation (USIV) inspection of units' self-inspection programs. These inspections will validate mission critical "OPEN" checklist items and other random checklist items.
- 7.2. To facilitate cross-tell or sharing of superior programs base-wide, 374 AW/IGI may elect to utilize the 374 AW Exercise and Evaluation Team (EET) members and associate unit expertise to include their EETs to conduct SAV and/or USIV inspections.
- 7.3. 374 AW/IGI will notify groups/units when validation inspections are planned.

## 8. Web and Data Source Management.

- 8.1. 374 AW USIPWA Program Manager will:
  - 8.1.1. Be the primary administrator for the USIPWA server.
  - 8.1.2. Manage the USIPWA Web and data source.
  - 8.1.3. Maintain a current list of USIPWA access groups. The USIPWA access groups will be used to control permissions to the USIPWA Web directories.
    - 8.1.3.1. The USIPWA-group name will use the following format: SI- [UNIT] [FLIGHT-FAS], i.e., SI-374 AW IGI.
    - 8.1.3.2. Coordinate with 374th Communications Squadron (374 CS) Network Control Center to create and delete USIPWA-groups for the YOKOTA Domain.
    - 8.1.3.3. Respective Unit Work Group Managers (WGM) are responsible for assigning and removing individual users to/from the USIPWA-groups.
    - 8.1.3.4. Group TIS personnel will be provided administrative privileges at the group level.
- 8.2. The USIPWA Web and data source will be:
  - 8.2.1. Managed by the 374 AW USIPWA Program Manager.

- 8.2.2. Configured as a standard Web and data model that will be utilized by all 374 AW groups and WSAs.
- 8.2.3. Configured with the appropriate data for each upcoming inspection, NLT 15-days prior to the start of the Unit Self Inspection.
- 8.2.4. Updated by 374 AW group TIS personnel after validation of each inspection.
- 8.2.5. Maintained by respective 374 AW groups and WSA TIS.
- 8.2.6. Initialized annually by 15 August; before the scheduled September Unit Self Inspection. This action will wipe out all previous USIPWA data source responses. Unit/Group WGMs MUST insure the previous USIPWA data source results are archived prior to this action. The Spring/ March USIP may utilize the current/established (Fall) USIPWA data source information without refreshing/re-initializing the previous results.

MARK E. STEARNS, Colonel, USAF  
Commander

**Attachment 1**

**SAMPLE UNIT SELF-INSPECTION REPORT FORMAT**

DATE

MEMORANDUM FOR 374 AW/IGI

FROM: (Your Group/CC or Wing Agency Chief)

SUBJECT: Unit Self-Inspection Report for Period (Sep 200X or Mar 200X as applicable)

1. (Group/Unit) conducted a Unit Self Inspection IAW PACAFI 90-201, (current version date), and 374 AWI 90-203, (current version date). Open discrepancies derived from the Unit Self Inspection Program Web Application (USIPWA) data source are listed in the attachments to this letter and are available for review in the USIPWA data source. Include the following information:

1.1. \_\_\_\_\_ Total number of items inspected.

1.2. \_\_\_\_\_ Number of OPEN items with an ECD of more than 90 days.

1.3. \_\_\_\_\_ Number of OPEN items with an ECD of less than 90 days.

2. Provide a brief summary of the inspection by addressing significant trends, strengths, cross-tell review, and overall "health" of the unit/group.

3. List significant discrepancies that are beyond the group/unit capability to correct (include item description, status, options, and suggested course of action/assistance required). Provide group/unit USIP Monitor POC information.

NAME, RANK, USAF

Duty Title

**Attachment 2****OPEN DISCREPANCIES DERIVED FROM THE UNIT SELF INSPECTION PROGRAM WEB ACCESS (USIPWA)**

OPEN Findings in the UNIT

2 OPEN FINDINGS

**Shop:** CC

**Reference:** 90-201\_A1.1.2.1.

**Title:** CIVIL ENGINEER SQUADRON

**Criteria:** (#) Does the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements? (AFI 26-2201, Para 4.9, and AFI 32-1001)

**ETIC:** 30 Sep 2002

**Corrective Action:** <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

**Comments:** <<Notional data>> Specific documentation of previous actions taken to date, when an item is identified as requiring assistance from a higher level. <<Notional data>>

**Shop:** CC

**Reference:** 90-201\_A1.1.3.1.

**Title:** CIVIL ENGINEER SQUADRON

**Criteria:** If applicable, are outsourcing processes following the guidelines in AFI 38-203, *AF Commercial Activities Program Instruction*?

**ETIC:** 25 Dec 2001

**Corrective Action:** <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

**Comments:** None

Issues Requiring Assistance

1 Item/s

**Level:** PACAF

**Reference:** 90-201\_A1.1.2.1.

**Item:** (#) Does the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements? (AFI 26-2201, Para 4.9, and AFI 32-1001)

**Type Discrepancy:** LIMFAC

**Comments:** <<Notional data>> Specific documentation of actions taken to bring item into compliance <<Notional data>>

**Office Symbol:** CC



## Attachment 3

## SAMPLE ACTION PLAN AND SAMPLE ACTION PLAN USIPWA REPORT

(Reviewed/maintained at group level and updated monthly, first of each month IAW para 3.4.3.)

The format for Unit Action Plans is flexible but will contain the following information as a minimum and kept in the USIP book.

**A3.1.** Identification of the deficiency, including type LIMFAC or Finding.

**A3.2.** An action officer or NCO responsible for completing the corrective action.

**A3.3.** Tracking list of action(s) taken to correct the deficiency and status of corrective action in progress as of the time of the report.

**A3.4.** Milestones for completing separate action steps.

**A3.5.** Estimated completion date for correcting the deficiency.

## (SAMPLE ACTION PLAN USIPWA REPORT)

## USIP SEP01, B001

OPR	ACTION	ECD	OFFICER
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374 OSS Finding	374 OSS/OSAR 1 Feb 02		
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## DISCREPANCY

Do control tower land mobile radios (LMR) terminate in the tower console, and do they have selective call (electronic, mechanical or procedural) features installed?

## ACTION TAKEN

1 Oct 01. Re-submitted AF Form 3215 to telephone maintenance to have a telephone line installed from FM-1 repeater.

## MILESTONES

15 Oct 01. Received Motorola's input for DC remote adapter equipment needed to complete selective call feature installation.

1 Nov 01. Obtain funding for equipment.

15 Dec 01. Install telephone line for MF-1 transmitter recording capability.

1 Jan 02. Begin FM-2 net console installation.

FOR OFFICIAL USE ONLY

**Attachment 4**

**THE USIP BOOK OUTLINE**

**A4.1. The USIP Book Outline.**

- Section A.....Table of Contents
- Section B.....USIP/TIS Monitor Appointment Letter(s), Instructions, and Guidance
- Section C.....Source Documents
  - Cross-Feed Log
  - UCI Reports From Other Units
  - Any Other Cross-Feed or Source Documents Used to Build/Modify Checklist
- Section D.....Inspection Checklist
  - Mission Performance Checklists (MPC)
  - Local Checklist
- Section E.....Reports
  - Last UCI/HHQ Inspection
  - MARE
  - Last two USIP Reports
  - Action Plans
  - USIPWA Detailed & Summary Report
  - Other Inspections/Exercises

**Attachment 5****SAMPLE USIP/TIS MONITOR APPOINTMENT LETTER**

DATE

MEMORANDUM FOR 374 AW/IGI

FROM: Group/Wing Staff Agency

SUBJECT: Unit Self-Inspection Program (USIP) Lead

1. The following individuals are appointed as USIP leads IAW 374th Airlift Wing Instruction 90-201, para 3.3.1.:

<b>RANK/NAME</b>	<b>OFFICE SYMBOL</b>	<b>DUTY PHONE</b>	<b>DEROS</b>
(P) John Doe	374 AW/IGI	634-1929	Jul 02
(A) John Doe	374 AW/IGI	634-1929	Jun 04

2. The following individuals are appointed as Technical Implementation and Support (TIS) IAW 374th Airlift Wing Instruction 90-201, para 3.3.5:

<b>RANK/NAME</b>	<b>OFFICE SYMBOL</b>	<b>DUTY PHONE</b>	<b>DEROS</b>
(P) John Doe	374 AW/IGI	634-1929	Jul 02
(A) John Doe	374 AW/IGI	634-1929	Jun 04

3. This supersedes all previous letters, same subject.

NAME, RANK, USAF  
Duty Title

## Attachment 6

## SAMPLE WING MISSION PERFORMANCE CHECKLIST FORMAT

**Table A6.1. File/Records Management (See PACAF Mission Performance Checklists [PACAFDIR 90-201 through 226]).**

<b>Job Title</b>	<b>POC</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A1.17. FILE MANAGEMENT</b>				
A1.17.1. RIMS Files Procedures. (AFMAN 37-123, Para 2.2.)				
A1.17.1.1. Does the "Location" field in the RIMS file plan show where documents are filed, when documents are maintained away from filing cabinet?				
A1.17.1.2. Files Maintenance and Disposition Plan. (AFMAN 37-123, Para 2.2.1.)				
A1.17.1.3. Did the chief of the office of record (COR) sign the RIMS file plan?				
A1.17.1.4. Is the chief of the office or record's signature on the file plan? NOTE: The RIMS file plan is considered approved only when both the records manager's administrative approval (using RIMS) is stated on the file plan and the chief of the office record's signature appears on the file plan as approval of the office's files.				
A1.17.2. Review. (AFMAN 37-123, Para 2.2.1.2.)				
A1.17.2.1. Is the file plan redone as needed, but not simply because a records technician or chief of the office of records changes?				
A1.17.2.2. When write-in changes are made to the file plan, is the FARM provided an updated file copy with changes?				
A1.17.3. Folder Labels. (AFMAN 37-123, Para 2.2.4.)				
A1.17.3.1. Do the folders containing classified records have the folder labels manually marked with the highest classification of the contents?				
A1.17.3.2. Are folders used for each record series listed on the file plan that are maintained in file cabinets?				
A1.17.4. File Cutoff Procedures. (AFMAN 37-123, Para 2.3.)				
A1.17.4.1. Are eligible records destroyed, transferred, or retired according to the latest cutoff instructions on the RIMS disposition control label? (AFI 37-138 and AFMAN 37-139)				
A1.17.4.2. Did the Chiefs of the office and records technicians cut off files at a specific time after an event or completed action?				
A1.17.5. Electronic and Other Non-Paper Records. (AFMAN 37-123, Para 2.4.)				
A1.17.5.1. When electronic and other non-paper records are used, does the file plan indicate the kind of non-paper medium (e.g., microfilm, optical disk, diskette)?				
A1.17.5.2. Are disposition control labels placed on guide cards, or on containers for floppy disks, diskettes, cassettes, tapes, or other physical media?				
A1.17.6. Office Arrangement. (AFMAN 37-123, Para 3.1.)				
A1.17.6.1. Are the file cabinets placed in a location that provides safe and easy access for workers and protection of sensitive, classified information, and Privacy Act material?				
A1.17.7. Basic Filing Arrangement. (AFMAN 37-123, Para 3.2.)				
A1.17.7.1. When possible, are separate records series used for ease of filing and retrieving without separate indexing systems?				
A1.17.7.2. If warranted by the volume of records, are series subdivided for ease of filing?				
A1.17.7.3. Are the setting up of subdivisions avoided when a folder contains only a few records?				