BY ORDER OF THE COMMANDER

SAFB INSTRUCTION 90-201
1 April 1999
Command Policy

INSPECTOR GENERAL ACTIVITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 82 TRW/IG (MSgt Michael D. Lucchesi) Certified by: 82 TRW/IG (Col Robert C.May)
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HQ AETC/IG

This instruction implements Air Force Policy AFPD 90-2, The Inspection System; AFI 90-201, Inspector General Activities; AFI 90-201/AETC Sup 1, Inspector General Activities. The Wing Inspection Program is designed to perform a variety of compliance-oriented functions. This Inspection Program is designed to equip commanders and supervisors with an inspection tool to ensure compliance. These functions are to assist commanders at all levels to ensure compliance of all US laws, Executive Orders, DOD Directives, AF Policies, instructions, and local laws. It outlines policies and responsibilities, and provides guidance and procedures to conduct the inspection program. Tenant units are encouraged to participate to ensure they meet their specified compliance agreements. All 82 TRW units and agencies are subject to the requirements within this instruction. All other tenant organizations that request support from the 82TRW may be directed to perform certain portions of the requirements contained herein.

The 82 TRW/IG is the Office of Primary Responsibility (OPR) for the Inspection Program to include Staff Assistance Visits (SAVs), Special Interest Items (SIIs), Information Crossfeed (IC), and Compliance Inspection Items (CII). They also serve as the liaison for Higher Headquarters (HHQ) and track follow-on action to correct findings. These functions are designed to provide the wing commander and other commanders on Sheppard AFB with an objective evaluation.

SUMMARY OF REVISIONS

This publication has been substantially revised since the last publication and must be completely reviewed.

Section A--References, Abbreviations, Acronyms, and Terms
See Attachment 1.

Section B--Responsibilities:

1. The 82 TRW/IG (IG) will:

1.1. Oversee the Wing Inspection Program.

1.2. Establish guidelines to foster an effective Inspection Program.

1.2.1. Inspection program consists of HHQ inspections, review of external SAV Reports, CII, SII, utilization of information crossfeed and the self-inspection program.

1.2.2. Maintain master file of AETC, CII, and SII checklists.

1.2.3. Schedule an annual review of each wing staff agency and group level inspection program. The IG office will provide the Inspection Manager a letter containing results from the annual review.

1.3. Manage the Wing CII program:

1.3.1. Task each OPR to develop their applicable CII checklist as necessary.

1.3.2. Distribute master checklists to wing staff agency and group-level program managers.

1.3.3. Monitor the annual review of the CII checklists by the OPR.

1.4. Manage the SII Program:

1.4.1. Distribute SIIs to wing staff agency and group level program managers.

1.4.2. Provide guidance and assist unit managers as required in completing SIIs checklist.

1.4.3. Receive, document, and report as required by SII instructions.

1.5. Provide an Information Crossfeed Program:

1.5.1. Provide units with crossfeed information from AETC Operation Readiness Inspection Reports, IG Newsletters, unit SAV reports and other information, as it becomes available.

1.5.2. Review inspection reports and SAV reports from all groups.

1.5.3. Maintain a copy of all reports for trend analysis.

1.6. Manage HHQ inspections:

1.6.1. Act as the liaison for all HHQ inspections.

1.6.2. Develop a base support plan to meet Operational Readiness Inspection (ORI)/Contract Support Activities Inspection (CSAI) requirements and preparation.

1.6.3. Tracks and reviews all HHQ inspection findings.

1.7. Provide training to all wing agency/group inspection managers pertaining to the 82 TRW inspection program.

2. Wing Staff Agency Chiefs and Group Commanders will:

2.1. Establish an inspection program that detects discrepancies and ensures prompt preventive or corrective action.

2.2. Appoint, in writing, a primary and alternate Inspection Program Manager responsible for overseeing the inspection program. The appointment letter should include name, rank/grade, office symbol, phone number and E-Mail address. Provide a copy of the appointment letter to the 82 TRW/IG.

2.3. Manage HHQ inspections to:

2.3.1. Ensure all HHQ finding replies (including Geographically Separated Units (GSU) inspections) are IAW AFI 90-201/AETC Sup 1, Atch 10.

2.3.2. Ensure findings requiring HHQ actions are properly coordinated between the unit and the HHQ OPR. Ensure these replies are prepared IAW AFI 90-201, AETC Sup 1, Atch 10.

2.4. Establish a self-inspection program.

2.4.1. Conduct wing staff agency/group self-inspections at least twice every calendar year.

2.4.2. The wing staff agency chief/group commander will determine the time frame to conduct the self-inspections and notify 82 TRW/IG with a projected schedule in January of each year. The time frame between self-inspections should be approximately 6 months.

2.4.3. Wing staff agency chiefs and group commanders will report the results of the inspection to 82 TRW/IG according to the format in Atch 4.

2.4.4. The actual self-inspection should utilize AETC, CII, and SII guidelines and checklists as a minimum. The group/wing agency chiefs will expand, as they deem necessary, to provide an accurate assessment of their units.

2.4.5. Ensure the self-inspection finding(s) are in the AETC Format (AFI 90-201, AETC Sup 1, Atch 10) or on the AETC Form 102, Self-Inspection Discrepancy.

3. The Wing Staff Agency and Group Inspection Program Manager will:

3.1. Maintain an inspection program book, which will include those items identified in Atch 2. Wing staff agencies/groups may expand as necessary to include additional items peculiar to that unit.

3.2. Manage and track HHQ and GSU findings, if applicable.

3.2.1. Ensure HHQ and GSU finding replies are IAW AFI 90-201/ AETC Sup 1, Atch. 10.

3.2.2. Ensure findings requiring HHQ actions are properly coordinated between the unit and the HHQ OPR. Ensure these replies are prepared IAW AFI 90-201, AETC Sup 1, Atch 10.

3.2.3. All replies to HHQ findings will be coordinated through the wing agency chief/group commander and sent to 82 TRW/IG for review. The 82TRW/IG will then forward to Wing/CC for approval to release the reply. The 82 TRW/IG office will forward the finding replies to AETC/IGI upon release by the 82 TRW/CC.

3.2.4. All GSU finding replies must be coordinated through the squadron commander, then the group commander for approval. The replies will then be coordinated in the same manner as outlined in 3.2.3.

3.2.5. Inform the wing staff agency chief/group commander monthly of all open findings from HHQ inspections.

3.3. Ensure the wing staff agency chief/group commander is briefed semiannually on the status of the inspection program. These briefings should be documented and placed in the inspection book (see Atch 2). Semiannual briefing should include:

3.3.1. The effectiveness of the inspection program.

3.3.2. The status of higher headquarters and locally (self-inspection) identified discrepancies. Provide a detailed review of any discrepancies that require assistance from higher headquarters.

3.4. Distribute semiannual briefing to squadron monitors.

3.5. Distribute crossfeed information and related documents to subordinate Inspection Program Monitors. Ensure crossfeed items are thoroughly reviewed to identify similar discrepancies or commendable programs.

3.6. Implement a self-inspection program

3.6.1. Conduct self-inspections every 6 months.

3.6.2. A self-inspection will utilize AETC, CII, and SII Checklists guidelines and checklists as a minimum. The group/wing agency chiefs will expand, as they deem necessary, to provide an accurate assessment of their units.

3.6.3. Provide report to wing agency chief/group commander.

3.7. Document self-inspection finding(s) using AETC Format (AFI 90-201, AETC Sup 1, Atch 10) or AETC Form 102. [CII items not in compliance with directives will be annotated as findings and should include an estimated completion date (ECD) in the report.)

3.8. HHQ and Stan/Eval inspections may be credited toward one of the two self-inspections to the extent they cover the inspection items indicated in 3.5.2.

3.9. Manage the SII program.

3.9.1. Distribute SIIs.

3.9.2. Provide assistance in completing SII checklist.

3.9.3. Receive and report results to wing staff agency chief/group commander with a courtesy copy to the 82 TRW/IG.

3.9.4. Maintain and review current SII documentation.

3.9.5. (Groups) Ensure SII monitors are appointed in writing and provided training and guidance as necessary to aid in the administration of the inspection program.

3.10. Review and maintain CII checklists.

3.10.1. Ensure CII checklists are utilized and inspections are conducted using these checklists.

3.10.2. (Groups) Ensure current CII checklists distribute and maintained by each subordinate unit or staff element.

3.10.3. On discovery of a CII discrepancy, the manager will immediately report the details to the commander and the CII OPR (generally associated with an environmental compliance issue).

3.11. Monitor (external) Staff Assistance Visits: (see terms)

3.11.1. Notify 82 TRW/IG and 82 TRW/XP (Gatekeeper), when requesting SAVs and upon receipt of scheduled dates.

3.11.2. Send a report of the SAV to the 82 TRW/IG office (Atch 4.)

4. The Squadron and GSU Inspection Program Monitor will:

4.1. Maintain an inspection program book to include those items identified in Atch 2.

4.2. Brief their appointing authority and group inspection manager (GSU report to squadron inspection monitor) on the findings from HHQ inspections, Stan/Eval inspections, and self-inspections. Include the status of the findings.

4.3. Manage HHQ inspections.

4.3.1. Ensure HHQ finding replies are IAW AFI 90-201, AETC Sup 1, Atch. 10.

4.3.2. Monitor corrective action of the findings until they are resolved. Notify the group inspection manager of the corrective action status monthly, (GSU inspection monitors notify squadron inspection monitors of the corrective action status monthly). Ensure appropriate documentation is annotated.

4.4. Implement a self-inspection program. A self-inspection will utilize AETC, CII, and SII Checklists guidelines and checklists as a minimum. The squadron/GSU commanders will expand, as they deem necessary, to provide an accurate assessment of their units.

5. CII OPR

5.1. Each CII OPR will develop checklists, as required, to ensure compliance with US laws, executive orders, DOD directives, AF policies, instructions, and local laws. (List of current CIIs and assigned OPRs are at Atch 5)

5.2. Checklist will be completed using Jetform software, AF Form 2519, All Purpose Checklist.

5.3. All CII checklist items should be annotated with an appropriate source reference. The unit commander or chief will validate checklist items submitted without source references.

5.4. All CII checklists will be coordinated through the wing agency chief/group commanders and sent to 82 TRW/IG.

5.5. Each CII checklist will be reviewed by the OPR annually. The OPR will notify the 82 TRW/IG of the date of the review and include updates made to the CII. Updates will be forwarded to the appropriate wing staff agencies and groups by 82 TRW/IG.

5.6. When changes occur to the appropriate source reference, the CII checklist will be updated within 30 days of the received or notified change.

6. Tenant Units:

6.1. Tenant units are requested to notify the 82 TRW/IG upon confirmation of an inspection visit by MAJCOM or HQ USAF.

6.2. Tenant units should notify 82 TRW/IG of cited discrepancies of required support provided by the 82 TRW or a deficiency in a regulatory compliance program.

7. Forms Prescribed. AETC Form 102, **Self-Inspection Discrepancy** (located electronically) and AF Form 2519, **All Purpose Checklist**.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander

5 Attachments*:*
1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Compliance Inspection Program Binder Contents (Minimum)
3. Memorandum of Appointment - Sample
4. Report of Semiannual Inspection Sample
5. Compliance Inspection Items and Wing OPRs

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

AFPD 90-2	Inspector General – *The Inspection System*
AFI 90-201	Inspector General Activities
AFI 90-201, AETC Sup 1	Inspector General Activities

Abbreviations

AETC	Air Education and Training Command
AFI	Air Force Instruction
AFPD	Air Force Policy Directive
CII	Compliance Inspection Item
CSAI	Contract Supported Activities Inspection
DET	Detachments
DOD	Department of Defense
ECD	Estimated Completion Date
GSU	Geographically Separated Units
HHQ	Higher Headquarters
IC	Information Crossfeed
IG	Inspector General
MAJCOM	Major Command
OPR	Office of Primary Responsibility
ORI	Operational Readiness Inspection
SAV	Staff Assistance Visit
SII	Special Interest Items
TRW	Training Wing

Terms

Compliance Inspection Item Checklist – Checklists which cover particular areas that are not identified in other Air Force checklists and which are governed by Federal, State, and Local regulations/instructions. Subject Matter Experts in these particular areas are the OPR. (See CII OPR)

Compliance Inspection Item Manager – An individual(s) who is (are) appointed to ensure the CII checklists are utilized and inspections are conducted using these CII checklists.

Compliance Inspection Item OPR – Individual(s) appointed to develop, update, and maintain CII. These individuals may be the CII Managers as well.

Information Crossfeed—are information or inspection reports which enable units to cross-utilize data and identify strengths and weaknesses of their own unit.

Inspection Manager—An individual(s) who is (are) appointed to manage their inspection program and oversee any agencies, squadrons, and/or GSU's inspection programs that are within their Group.

Inspection Monitor—An individual(s) who is (are) appointed to oversee their applicable inspections within their area.

Inspection Program—A program that establishes and implements an objective evaluation that detects discrepancies and ensures prompt preventative or corrective action. The inspection program will include HHQ inspections, review of (External) SAV reports, CII, SII, and utilization of Information Crossfeed as a minimum

Significant Items—Weaknesses which may cause mission degradation, Fraud, Waste, and Abuse, environmental, and training deficiencies.

Special Interest Item (SII)—Any item/program that provides Air Force leadership a means to communicate their concerns to, and obtain feedback from, the field. SIIs are used to determine the degree of compliance with directives, policies, and procedures. They are also used to gather information on known or suspected problems, to identify specific deficiencies, or to confirm that a problem has been resolved.

Staff Assistance Visit (SAV)—Assistance given by a designated team, usually consisting of Subject Matter Experts. An External SAV is conducted by an inspection agency outside the 82 TRW.

COMPLIANCE INSPECTION PROGRAM BINDER REQUIREMENTS

(Minimum)

Each group/wing staff agency inspection manager and squadron inspection monitor will maintain an Inspection Program book that contains the following guidance, information, and reports. The items listed below must be included in the inspection book and may be in an electronic format approved by the 82 TRW/IG.

Wing Staff/Group/Squadron Binders:

1. **TAB A.** Appointment letter of inspection manager

2. **TAB B.** Appointment letter of inspection monitors for subordinate units.

3. **TAB C**. AFI 90-201, AETC Sup 1, SAFBI 90-201, and Wing Staff/Group directives (if applicable) or a cross-reference sheet indicating the location of these publications.

4. **TAB D**. Appropriate inspection policy letters (if any).

5. **TAB E.** Master copy of current CII and SII (AF, AETC) checklists. These items may be cross-referenced to another location.

6. **TAB F.** Minimum of last two self-inspections reports and last Stan/Eval report.

7. **TAB G.** Completed and closed out HHQ, Stan/Eval, and self-inspection findings of last inspection of each.

8. **TAB H.** All open self-inspection findings, ECD, and follow up actions.

9. **TAB I.** Documentation of semiannual briefing to agency chief/group commander.

10. **TAB J**. Information Crossfeed items (ORI Reports, External SAVs, and/or Stan/Eval reports). These items may be cross-referenced to another location.

MEMORANDUM OF APPOINTMENT SAMPLE

Date

MEMORANDUM FOR (**82 TRW/IG** for Wing staff agencies and groups; **Group/CC** for squadrons)

FROM: (Wing Staff Agency Chief or Group CC or Squadron CC)

SUBJECT: Letter of Appointment: Inspection Manager/Monitors

IAW SAFBI 90-201, the following Individual(s) are appointed as the Inspection Program Managers/Monitors:

	NAME/RANK	**UNIT**	**PHONE, E-Mail Address**
Primary:			
Alternate:			

_____

(Wing Staff Agency Chief, Group CC, or Squadron CC)

REPORT OF SEMIANNUAL INSPECTION SAMPLE

Date

MEMORANDUM FOR 82 TRW/IG

FROM: (*Wing Staff Agency or Group CC*)

SUBJECT: Report of Semiannual Inspection

1. The (*organization name)* was inspected on (date).

   a. Total number of discrepancies found: _____

   b. Number of discrepancies requiring corrective action and continued monitoring (30 days or more): _____

2. Copy of inspection report (if applicable) and approved findings documentation method (or AETC Forms 102) are attached.

3. If you have any questions please call *Name, Unit/Agency, Phone number*.

_____
(Wing Staff Agency Chief or Group CC)

Attachments:
1. Inspection Report
2. Approved Findings Documentation method (i.e., AETC Form 102) (# ea)

COMPLIANCE INSPECTION ITEMS AND WING OPRS

TOPIC	OPR
Environmental	82 CES/CEV
Bioenvironmental	82 AMDS/SGPB
Financial Responsibilities	82 CPTS/CC
Contracting	82 CONS/CC
Victim and Witness Protection Program	82 TRW/JA
Ethics	82 TRW/JA
Transition Assistance Programs	82 MSS/MSF
Readiness Flight	82 CES/CEX
Command, Control, Communications, and Computers (C4)	82 CS/SCBS
Freedom of Information	82 CS/SCBR