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Inspection Activities

**AIR FORCE RECRUITING SERVICE (AFRS)
INSPECTION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt John Gersper, Jr.)
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This instruction implements AFD 90-2, *Inspector General--The Inspection System*, and AFI 90-201, *Inspector General Activities*. It applies to all levels of command within AFRS. It does not apply to Air National Guard and Air Force Reserve Command units.

HQ AFRS/RSOT must approve all subordinate unit supplements to this instruction prior to publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>). **Attachment 1** contains a glossary of references and supporting information.

SUMMARY OF REVISIONS

Changes term unit compliance inspection (UCI) to Inspector General (IG) inspection throughout this instruction. Paragraphs **2.1.**, **2.3.**, and **3.1.-3.2.** reflect significant changes in direction. A bar (|) in the left margin indicates revision from the previous edition.

1. Staff Assistance Visit (SAV) Program and Squadron Self-Inspection Program (SIP) Management:

- 1.1. HQ AFRS/RSOT is the office of primary responsibility (OPR) for this instruction.
- 1.2. When requested, HQ AFRS/RSOT will conduct closure validation to any inspection finding.
- 1.3. The recruiting group deputy commander is the principal inspection point of contact (POC) for the group. The deputy commander is responsible for coordinating all inspections throughout the group, implementing the group SAV program, providing SIP guidance to squadrons, and coordinating replies to HQ AETC/IGIR inspection reports.

1.4. The recruiting squadron commander is responsible for preparing for and responding to higher headquarters inspections, and implementing the squadron SIP. The squadron commander will appoint, in writing, an inspection program officer (IPO), usually the support flight commander or operations flight commander. A copy of the appointment letter will be sent to and maintained by the group deputy commander.

1.5. The squadron IPO will serve as the OPR for the squadron SIP and for higher headquarters inspections. Responsibilities include coordinating inspection schedules, serving as team chief on SIP inspections, and monitoring responses to all SAV and IG inspection findings.

2. Staff Assistance Visit (SAV) Program. This program involves a visit to a recruiting squadron by a higher headquarters team to evaluate problem areas, review compliance directives, help develop corrective actions, and provide training.

2.1. The group commander or the deputy commander may direct a SAV at any time; however, it should not be conducted within six months of an IG inspection.

2.2. The group commander or deputy commander will determine the scope of the SAV. The SAV may encompass a limited number of functional areas or it may cover all programs under the squadron commanders' purview. The SAV may address areas not covered during the IG inspection; however, the most current IG checklists published at <https://www.aetc.af.mil/ig> will be used where appropriate. Additional guidance or checklists may be used at the discretion of the group commander or deputy commander.

2.3. The SAV may substitute for any or all parts of the required squadron SIP inspection, if approved in writing by the group commander or deputy commander in advance of the squadron's self-inspection. When substituting a SAV for the required SIP, all SIP requirements (inspected areas) must be accomplished.

2.4. The group commander or deputy commander will approve SAV team composition. Team members may be functional area experts from outside the group headquarters, but not from the unit being visited. Team members will review prior IG reports, group SAV reports, and SIP reports in preparation for the SAV.

2.5. A formal report will be prepared and sent to the visited squadron within 15 working days after completion of a SAV. The group commander is the approval authority for all SAV reports. Reports will be prepared in the IG format.

2.6. The squadron commander or designated representative will prepare a report addressing each SAV finding, and submit it to the group deputy commander no later than 30 days after the date the group commander approves the SAV report. The report format is at the group/group deputy commander's discretion, but it is recommended that it parallel the IG format. Status reports are due to the group deputy commander every 60 days thereafter until all findings are closed. The group deputy commander may establish a routine due date for the reports to make it easier to monitor the suspense; for example, they are due the first Monday of the month. The level of detail and supporting documentation required in each finding reply will be at the group deputy commander's discretion.

2.7. The group deputy commander will ensure the SAV finding replies are reviewed and commented on by the appropriate group officials. Written comments will be sent back to the squadron within 15 working days after the day the group receives the status report.

2.8. The group commander and group deputy commander are the approval authorities for closing SAV findings. They will determine the degree of validation necessary for closing a finding based on input from the squadron and group staff members. Findings may be validated by a followup inspection, an evaluation of action reports and supporting documents, or by a review of performance and compliance

3. Squadron Self-Inspection Program (SIP). This program entails a periodic internal review of each functional area in a squadron to evaluate organizational performance trends, ensure compliance with directives, and develop improvement initiatives. The SIP is a squadron commander's management tool to assess and improve unit effectiveness and efficiency.

3.1. Squadrons will conduct one mandatory SIP between IG inspections using the most current IG checklists published at <https://www.aetc.af.mil/ig>. The squadron commander may direct additional self-inspections at any time. All self-inspections should be completed within 30 days from start date.

3.2. The squadron IPO will organize the inspection and serve as the inspection team chief. The IPO will ensure all functional areas and key programs are inspected. At least half of the enlisted accessions (EA) and officer accessions (OA) flights and half of the EA/OA recruiters in each selected flight must be inspected. The squadron commander will approve the self-inspection plan and submit a copy to the group deputy commander 60 days prior to the scheduled start date for the mandatory self-inspection and 30 days prior to any additional self-inspection. The group commander or deputy commander will reply, in writing, to the squadron's plan within 15 days either approving the plan, requesting modification of the plan, or to inform the squadron that a SAV is intended to substitute for all or part of the required self-inspection.

3.3. The squadron commander will approve the inspection team composition. Team members may come from outside the squadron. Every effort will be made to avoid members inspecting programs under their immediate control. Flight chiefs will not inspect their own flights. The superintendent, or any current or former flight chief that was previously certified as a health professions recruiter, will inspect the officer accessions flight. Team members will review prior IG reports, group SAV reports, and SIP reports in preparation for the SIP.

3.4. The IPO will prepare a formal report within 10 days of completion of the self-inspection and forward it to the squadron commander for approval. The format of the report is at the squadron commander's discretion, but it is recommended that it parallel the IG format. At a minimum, the report will identify major discrepancies requiring remedial action. The IPO will ensure a copy of the approved report is sent to the group deputy commander within 30 days of completion of the self-inspection.

3.5. The IPO will identify an OPR for each self-inspection finding and establish a suspense system to acquire updates on actions to address each discrepancy every 30 days. The IPO will consolidate the monthly action reports, coordinate them with the superintendent and the squadron operations, training and support branches, and submit them to the squadron commander for review. It is suggested that the IPO convene a monthly meeting of key staff members to review and discuss progress toward resolving each self-inspection finding, and to identify findings warranting closure. The format of the report is at the squadron commander's discretion, but it is recommended that it parallel the IG format.

3.6. The squadron commander is the approval authority for closing self-inspection findings. The squadron commander will determine the degree of validation necessary for closing a finding based on

input from the IPO and key staff members. Someone other than the OPR will validate findings. A self-inspection finding may be closed if it duplicates or is part of an open SAV or IG finding.

3.7. The squadron will submit a quarterly SIP report to the group deputy commander to include mandatory and nonmandatory SIP information until all findings are closed. The report will give the status of each self-inspection finding; for example, open or closed, major actions taken, estimated completion date. Reports are due by the last duty day of the first month of each quarter. The group deputy commander may specify the report's format (recommend the IG format) and level of detail.

4. AETC IG Inspections. HQ AETC/IGIR conducts inspections of each recruiting squadron and recruiting group headquarters on a periodic basis. AFI 90-201 is the primary governing directive for recruiting inspections.

4.1. The squadron IPO and group deputy commander are the POC for IG inspections within their units. They are responsible for facilitating the inspection process, establishing a suspense system to track replies to inspection discrepancies, and reviewing and coordinating corrective action reports.

4.2. Use the HQ AETC/IGIR specified format to submit replies to answerable findings to HQ AETC/IGIR in accordance with the suspense and/or procedures outlined in the Reply Instructions section of the IG inspection report. Squadron commanders will submit their reports to their group deputy commander, who will ensure they are reviewed by the appropriate group OPR, and submitted to HQ AETC/IGIR by the suspense date. Replies must clearly define the root cause for the discrepancy; outline the squadron's course of action to remedy the situation, and present evidence that the actions taken are effective. Group comments are required on each finding covered in the report, and must be included in the submission to HQ AETC/IGIR.

4.3. Recruiting groups are responsible for validating IG findings recommended for closure. As with SAV findings, this includes a careful assessment of process changes put in place by the squadron, a review of all supporting documentation, and other evidence that the discrepancy has been corrected and is unlikely to reoccur. Groups will state in their written comments whether they concur or nonconcur with the squadron's recommendation to close a finding and give the rationale for their position.

4.4. HQ AETC/IGIR is the approval authority for closing recruiting IG inspection findings. Closure decisions are based on validation and/or recommendations from the squadron and the group. However, it should be noted that findings are only closed when the following criteria are met: root cause is identified, course of action to remedy the situation is identified and/or implemented in a way that the discrepancy will not reoccur, and the resolution is validated.

ROBERTUS C. N. REMKES, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-2, *Inspector General—The Inspection System*

AFI 90-201, *Inspector General Activities*

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force instruction

AFRS—Air Force Recruiting Service

AFRS/RSO—Air Force Recruiting Service Operations Division

AFRS/RSOT—Command Standardization and Training Branch

HQ—headquarters

IG—Inspector General

IGIR—Inspector General Recruiting Branch

IPO—inspection program officer

OPR—office of primary responsibility

POC—point of contact

SAV—staff assistance visit

SIP—self-inspection program

UCI—unit compliance inspection