



**Command Policy**

**★AFOATS SELF-INSPECTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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NOTICE: This publication is available digitally on the AFOATS Restricted Website at:  
<https://hq.afloats.af.mil>

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OPR: AFOATS/IG (Lt Col Drew Croucher)  
Supersedes AFOATSI 90-201, 13 August 2002

Certified by: AFOATS/CV (Col Margie Humphrey)  
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This instruction implements AFD90-2, *Inspector General - The Inspection System*, and AFI90-201, *Inspector General Activities*, AETC Sup 1 to AFI90-201, *Inspector General Activities and Air Education and Training Command (AETC) IG Inspection Guidance* (<https://www.aetc.af.mil/ig/> - Inspection Checklists or <https://hq.afloats.af.mil/> - IG - Inspections - HQ Staff, Air Force Reserve Officer Training Corps (AFROTC) or Officer Training School (OTS) - Inspection Checklists). It establishes a requirement for a unit self-inspection program for Air Force Officer Accession and Training Schools (AFOATS) and its subordinate units and directorates. It clarifies AFROTC Region responsibilities related to the Staff Assistance Visit (SAV) program. It establishes a self-inspection requirement for AFROTC senior units. It delineates program responsibilities, requirements, and procedures.

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**SUMMARY OF REVISIONS**

**This revision updates inspection checklist assignments to reflect organizational and office symbol changes within HQ AFOATS in Attachment 3, and makes minor format changes to Attachment 4, Sample Discrepancy Documentation Format and Attachment 5, Sample Semiannual Self-Inspection Report Format, and changes the requirement for AFROTC Regions to provide AFOATS/IG listings of their respective detachment SIPMs from quarterly to semiannually.**

**Section A - Responsibilities**

**1. HQ AFOATS Inspector General will:**

1.1. Oversee the self-inspection program (SIP) for HQ AFOATS and keep HQ AFOATS current on all program aspects. Distribute cross-feed inspection reports from applicable units as required.

1.2. Apprise HQ AFOATS staff (HQ AFOATS, AFROTC, and OTS) about AETC inspection reports.

1.3. Coordinate applicability of special interest items (SIIs) to AFROTC units with AETC/IG. Distribute SIIs throughout HQ AFOATS and subordinate units.

1.4. Serve as focal point for currency, review, and update of the AFROTC detachment inspection checklists and for the AFOATS portion of the Air University Compliance and Standardization Requirements List (C&SRL). Forward updated information to AU/IG and AETC/IG as required.

1.5. Review unit corrective actions taken from higher headquarters (HHQ) inspections and Staff Assistance Visits (SAVs) for adequacy of actions taken.

1.6. Serve as HQ AFOATS Gatekeeper.

1.7. Provide initial and follow-on training for unit self-inspection program managers (SIPMs) as required.

1.8. Serve as office of primary responsibility (OPR) for inspection preparation for HQ AFOATS.

**2. AFOATS/SD (including JA & IG), AFOATS/JR, AFOATS/CR, AFROTC/CC, and OTS/CC will:**

2.1. Appoint, in writing to AFOATS/IG, an individual to serve as their unit/organization SIPM to oversee the self-inspection program within their subordinate staffs/units.

2.2. Ensure their SIPM is trained by AFOATS/IG in accordance with procedures outlined in Section B.

2.3. Monitor the effectiveness of the SIP within their organizations.

2.4. Annually review their SIP with their program manager and annotate the spot-check log in Section 1, Tab G of the SIP binder accordingly.

2.5. Monitor and approve corrective actions for discrepancies identified during HHQ inspections and SAVs, as well as those that are self-identified during program reviews. Document all non-compliance with proposed corrective actions as outlined in Section B.

2.6. Ensure a self-inspection is conducted semiannually (usually Jan and Jul). Items may be added/modified to meet program needs. Units/organizations may accomplish the inspection in portions throughout the six-month report period.

2.7. Integrate self-inspection results into ongoing planning and improvement efforts.

2.8. Maintain a prioritized list of major unit problems and ensure long-term corrective actions are taken and monitored.

2.9. Ensure an audit trail exists to track identified problems from identification to resolution.

2.10. Determine if certain areas require more frequent inspections on an as-needed basis.

2.11. Forward an annual consolidated summary of self-inspection results for their unit/organization to AFOATS/IG by 15 Feb of each year.

**3. AFROTC Regions will:**

3.1. Monitor the unit self-inspection programs for the detachments within their jurisdiction:

3.2. Conduct a SAV to each assigned unit somewhere near the midpoint between AETC/IGIE Unit Compliance Inspections (UCIs).

3.3. Receive and monitor the results of unit semiannual self-inspections and provide assistance as required.

3.4. Approve their respective units' replies to AETC/IG inspection report findings and coordinate replies as indicated on the Reply Instructions included on the IG report, Attachment 11 of AFI90-201, AETC Supplement 1, and Section C of this instruction.

3.5. Provide AFOATS/IG a semiannual listing of SIPMs for their respective detachments including unit, name, and phone number.

3.6. Provide an annual consolidated summary of self-inspection results for detachments in their region to AFROTC/CC and AFOATS/IG by 15 Feb of each year. Pay particular attention to trends and areas requiring HHQ assistance to correct.

**4. AFROTC Detachment Commanders will:**

4.1. Appoint, in writing to their region, an individual to serve as their detachment SIPM.

4.2. Establish and maintain a self-inspection program using respective governing instructions.

4.3. Ensure SIPM is trained in accordance with Section B.

4.4. Monitor the effectiveness of the SIP within their unit.

4.5. Annually review their SIP with their program manager and annotate the spot check log in Section 1, Tab G of the SIP binder accordingly.

4.6. Ensure a self-inspection is conducted semiannually (usually Jan and Jul). Units may add or modify items to meet program needs. Units may accomplish the inspection in portions throughout the six-month report period.

4.7. Ensure timely corrective action is taken, documented, and monitored.

4.8. Integrate self-inspection results into ongoing planning and improvement efforts.

- 4.9. Maintain a prioritized list of major unit problems and ensure long-term corrective actions are taken and monitored.
- 4.10. Ensure an audit trail exists to track identified problems from identification to resolution.
- 4.11. Determine if certain areas require more frequent inspections on an as needed basis.
- 4.12. Ensure a unit self-inspection summary report is submitted to their respective region commander at the conclusion of each self-inspection. Report should highlight all open items with proposed solutions and closed out dates.
- 4.13. Monitor and approve corrective actions for discrepancies identified during HHQ inspections and SAVs, as well as those that are self-identified during program reviews. Document all non-compliance with proposed corrective actions as outlined in Section B. Provide the region with monthly updates on open discrepancies until closed.

## **5. Air Force Junior ROTC:**

- 5.1. AFOATS/JROV is the designated Self-Inspection Program Manager for AFJROTC.
- 5.2. AFJROTC units submit Unit Self-Assessments in accordance with the AFJROTC Assessments Guide located on the AFOATS Restricted website (<https://hq.af oats.af.mil>) and on Cyber Campus (<https://afjrotc.net/>).

## **6. Unit/Directorate Self-Inspection Program Managers will:**

- 6.1. Serve as the self-inspection focal point for their organization/unit.
- 6.2. Monitor the program's effectiveness and continually work to improve it.
- 6.3. Maintain a self-inspection binder as outlined in Section B.
- 6.4. Conduct semiannual self-inspections (usually Jan and Jul).
  - 6.4.1. Units may accomplish the inspection in portions throughout the six-month report period.
  - 6.4.2. Prepare and forward a self-inspection report summary to their respective commander, director, or region after completion. See sample format at Attachment 5.
- 6.5. Document significant discrepancies (a defective operation that impedes or negatively impacts successful mission accomplishment) found during a self-inspection as described in Section B. Briefly describe the discrepancy, the proposed corrective action(s), and the current status.
- 6.6. Periodically review the status of the unit/organization self-inspection program with the applicable unit commander or director. Review open discrepancies and timelines to close them out.

6.7. Develop and prepare corrective actions for discrepancies identified during HHQ inspections and SAVs, as well as those that are self-identified during program reviews. Document all non-compliance with proposed corrective actions as outlined in Section B.

6.8. AFROTC detachment SIPMs will provide the region with monthly updates on any open discrepancy until discrepancy is closed.

### ***Section B - Procedures***

#### **7. Self-Inspection Program Manager Training.**

7.1. All SIPMs should be trained within 30 days of assuming their duties. New SIPMs will contact AFOATS/IG to obtain training. SIPMs at AFROTC detachments will be trained via a web-based training module. Contact AFOATS/IG for details on how to complete this requirement.

7.2. Upon completion of training, AFOATS/IG will provide each SIPM documentation of completion for filing in their respective SIP binders.

#### **8. Checklist Management.**

8.1. Applicable self-inspection checklists for your unit/organization are maintained on the AETC Inspector General's web page (<https://www.aetc.af.mil/ig/>) or the AFOATS Restricted web page (<https://hq.afoats.af.mil/>). Three types of checklists assist SIPMs in assessing their programs and these are the same ones used by AETC/IG inspectors.

8.1.1. AETC/IG provides functional checklists for a variety of programs found at most AETC units.

8.1.2. The Air University Compliance and Standardization Requirements Listing (C&SRL) contains HQ AFOATS (including HQ AFROTC and OTS) unique requirements.

8.1.3. AFROTC detachments are inspected only using the AFROTC Detachment Inspection Checklists developed by the HQ AFOATS and HQ AFROTC staffs.

8.1.4. Attachment 3 contains a listing of applicable checklists and designates appropriate OPRs within HQ AFOATS, HQ AFROTC, OTS, and the AFROTC detachments for each checklist or checklist sub area.

8.2. At a minimum, review the web page semiannually for any new or updated checklists and prior to unit/organization self-inspections, but more frequently is highly recommended.

8.3. AFOATS/IG oversees the review and revision of all AFROTC detachment inspection checklists on an annual basis or as deemed necessary when major revisions to governing instructions occur.

8.3.1. AFOATS/AFROTC functional OPRs will provide inputs for checklist changes to AFOATS/IG when requested, who will in turn forward them to AETC/IGIE for review and publishing on the AETC/IG web page.

8.3.2. Additionally, AFOATS/IG will update the AFOATS Restricted Web Page once checklists are approved.

8.4. AFOATS/IG oversees the review and revision of all AFOATS C&SRL items on an annual basis, when requested by HQ AU/IG, or as required due to change or revision of applicable instructions.

8.4.1. HQ AFOATS, AFROTC, and OTS OPRs will provide inputs for checklist changes to AFOATS/IG when requested, who will in turn provide them to HQ AU/IG once approved.

8.4.2. Additionally, AFOATS/IG will update the AFOATS Restricted Web Page once checklists are approved.

## **9. Conducting Self-Inspections.**

9.1. Self-Inspections are conducted semiannually (every six months, usually in January and July) or when directed by command through the AFOATS/IG and are tracked on the Spot-check Log (Section I, Tab G of SIP binder). They are designed to ensure each unit/directorate is fully complying with directives and to find and correct problems that can impact mission effectiveness, as well as to help prepare for higher headquarters' inspections.

9.2. Where practical, units/directorates are recommended to periodically conduct cross-functional or even cross-unit/division/directorate inspections to ensure non-bias, impartial results. The AFOATS/IG may also direct an outside agency to conduct the inspection.

9.3. AFROTC detachments will summarize and forward results of their self-inspections to their respective regions by 31 Jan and 31 Jul of each year. AFROTC regions will annually provide AFOATS/IG a consolidated summary unit self-inspection results for the previous year by 15 Feb of each year.

9.4. AFOATS directorates, HQ AFROTC and OTS will summarize the results of their inspection findings for their respective organizations and forward them to AFOATS/IG for consolidation and review by 15 Feb of each year.

9.5. Document discrepancies/findings using the procedures outlined in Section B.

9.6. All self-inspection reports will include inspection highlights for all major discrepancies identified. Units/directorates are also required to file a copy of these reports in Section 4, Tab N of their SIP binder until at least the next semiannual self-inspection as a reference to ensure that all discrepancies were corrected or are receiving the attention necessary to ensure compliance.

9.7. Units requesting a delay in conducting a semiannual self-inspection will forward their justification to AFOATS/IG through their Director, AFROTC Region, the AFROTC/CC, or the

OTS/CC, as applicable. Requests should also state when the inspection can or will be accomplished.

9.8. Conduct all unit self-inspections using all applicable checklists identified in Attachment 3, special interest item checklists, and local checklists. Add applicable cross-feed documented areas to your checklists to ensure that problems identified at sister units don't exist in your unit/organization; or if they do, are eliminated and monitored.

9.8.1. While answering the questions ensure that reference documents are on hand.

9.8.2. Also review the document trail for all actions taken to correct discrepancies identified during previous HHQ inspections, SAVs and self-inspections.

## **10. Special Interest Items.**

10.1. Special Interest Items (SIIs) are areas of interest or concern raised at HQ USAF and HQ AETC. The AETC IG inspects applicable special interest items during UCIs.

10.2. The unit commander or director for the primary area of responsibility will identify an OPR to be appointed by the CC (this should be an expert who is well versed in the SII area and can ensure compliance for the entire organization, and is not necessarily the SIPM for the unit/directorate).

10.3. The SII OPR will be trained by AFOATS/IG in all areas of responsibility and as to the support roles/responsibilities of the HHQ.

10.4. The SII checklists are available on the same IG web page as the inspection checklists.

10.5. The OPR is responsible for ensuring that the SII area is prepared for inspection. (Unit/Directorate SIPMs can help ensure the area is ready by checking it during semiannual inspections).

## **11. AFROTC Staff Assistance Visits.**

11.1. AFROTC Regions will conduct SAVs for their respective detachments usually at the midpoint between AETC/IG UCIs.

11.2. SAVs will review program management, verify self-inspections, identify problem areas, and propose solutions. Conduct all unit SAVs using all applicable checklists identified in Attachment 3, special interest item checklists, and local checklists as necessary.

11.3. Team composition is at the discretion of each region.

11.4. Document findings and discrepancies identified during the SAV and provide to each detachment commander for correction. Notify HHQ of any areas requiring their assistance for correction.

11.5. Monitor and approve all unit corrective actions until items are closed.

## **12. Documenting and Tracking Discrepancies/Answerable Findings.**

12.1. Discrepancies and answerable findings identified during inspections requiring more than on-the-spot correction are documented and tracked until corrective actions are completed and the item is closed.

12.2. Answerable findings identified during AETC/IG inspections are handled in accordance with procedures outlined in AFI 90-201, AETC Sup 1, Attachment 11. Answerable findings/significant discrepancies identified during SAVs, self-inspections, or program reviews are documented using the format outlined in Attachment 4.

12.3. SIPMs retain copies of replies to discrepancies/answerable findings in Section 3, Tab J/K of the unit/directorate's SIP binder.

12.3.1. Use a separate page for each answerable finding or significant discrepancy.

12.3.2. SIPMs will obtain Director/Division Chief/Commander, as applicable, coordination on all replies to answerable findings and discrepancies when opened and monthly thereafter until closed.

12.3.3. Units/organizations should attempt to close findings and discrepancies as soon as practical, but no later than 12 months after the last day of the inspection where they are identified.

## **13. Self-Inspection Program Binders.**

13.1. SIP binders are used to organize and maintain necessary SIP documentation and the tools of the program. SIP binders will be maintained (as a minimum) at the detachment/unit/directorate level.

13.2. SIPMs will organize their binders as indicated in Attachment 2. Add additional section(s) if deemed necessary.

13.3. When checklists are maintained in a binder or a location other than the unit or organization's primary binder, properly complete a memo for record and place it in the SIP binder and to identify the location where it is maintained.

13.4. Whenever the letter of appointment is changed to indicate a new SIPM, ensure that a copy of the new letter of appointment is forwarded to AFOATS/IG or AFROTC Region, as required, for their records. Also ensure that these new personnel complete training within 30 days after appointment.

13.5. Use general-purpose forms to maintain the Cross-Feed and Spot-Check Logs. Other formats are acceptable as long as they contain the minimum information listed in paragraphs 7.6 and 7.7.1.

13.6. The Cross-Feed Log should contain as a minimum the following headings: TITLE OF CROSS-FEED ITEM, DATE, REVIEWER NAME, REVIEW DATE, and REMARKS.

13.6.1. All AETC IG reports received will be listed on the cross-feed log.

13.6.2. SIPMs are encouraged to list other documents that have been reviewed and are useful/applicable to their programs.

13.7. Annotate the Spot-Check Log anytime someone other than the unit/organization's primary or alternate SIPM reviews the binder and whenever an internal self-inspection is conducted.

13.7.1. The Spot-Check Log should contain as a minimum the following headings: DATE, TYPE CHECK, NAME, ORGANIZATION, INITIALS, and REMARKS.

13.7.2. Annotate any notable findings in the Spot-Check Log REMARKS section.

13.8. The cross-feed log and spot-check log will be maintained until the next AETC/IG inspection.

13.9. Ensure the SIP binder is entered in their unit/organization's Records Information Management System (RIMS) file plan and place a disposition control label inside the front cover of all SIP binders. The disposition authority is AFMAN 37-139, Records Disposition, Table 37-14, Rule 10.

PAUL M. HANKINS  
Brigadier General, USAF  
AFOATS Commander

Attachments:

1. Glossary of References and Supporting Information
2. Sample Self-Inspection Binder Table of Contents
3. Inspection Checklists and Functional Responsibilities
4. Sample Discrepancy Documentation Format
5. Sample Semiannual Self-Inspection Report Format

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD90-2, *Inspector General - The Inspection System*

AFI90-201, Inspector General Activities

AFI90-201, AETC Sup 1, Inspector General Activities

AETC Inspector General Inspection Guidance (<https://www.aetc.af.mil/ig/>)

AFOATS Restricted Site - IG - Inspections (<https://www.hq.afoats.af.mil/>)

***Abbreviations and Acronyms***

AETC - Air Education and Training Command

AFOATS - Air Force Officer Accession and Training Schools

AFROTC - Air Force Reserve Officer Training Corps

C&SRL - Compliance and Standardization Requirements List

HHQ - Higher Headquarters

OPR - Office of Primary Responsibility

OTS - Officer Training School

SAV - Staff Assistance Visit

SII - Special Interest Item

SIP - Self-Inspection Program

SIPM - Self-Inspection Program Manager

UCI - Unit Compliance Inspection

**Attachment 2**

**SAMPLE SELF-INSPECTION BINDER TABLE OF CONTENTS**

Table of Contents.

SECTION 1 - Source Documents:

- TAB A - Appointment Letters (Maintained for the SIP monitors and alternates)
- TAB B - Letters of Training (for the SIPM and alternates in the unit/directorate)
- TAB C - Cross-Feed Log
- TAB D - Cross-Feed Letters/Items
- TAB E - Applicable Special Interest Items
- TAB F - Applicable Source Documents
- TAB G - Spot Check Log

SECTION 2 - Checklists

- TAB H - Unit/Organization Checklist Index (see Attachment 3)
- APPENDIX 1 - Applicable AETC Functional Checklists and Organizational Checklists
- TAB I - Special Interest Item Checklists (as applicable)

SECTION 3 - Discrepancies

- TAB J - Open Discrepancies
- TAB K - Closed Discrepancies

SECTION 4 - Miscellaneous

- TAB L - AFOATSI90-201 (may be cross-referenced to an electronic format)
- TAB M - AFI90-201, AETC Sup 1 (may be cross-referenced to an electronic format)
- TAB N - Inspection Results (May contain portions of last HHQ inspection report or letter(s) summarizing the results of last HHQ unit inspection, as well as results from last semiannual self-inspection)
- TAB O - Subordinate Unit SIP Results (May contain inspection results and other documentation (copies of discrepancy tracking formats, reference documents, and so forth)
- TAB P - Other Correspondence/Training Materials.

## Attachment 3

## INSPECTION CHECKLISTS AND FUNCTIONAL RESPONSIBILITIES

**AETC/IG Functional Checklists:**

Inspector General Complaints.....	AFOATS/IG
Judge Advocate.....	AFOATS/JA
SORTS (Unit).....	AFOATS/SDPO
Squadron Safety Program Management .....	AFOATS Unit Safety Representative
Deployment Planning.....	AFOATS Unit Deployment Manager
Comptroller .....	(see AFAFO Self-Inspection Program checklists)
Communications and Information Management:	
Communications and Information Management .....	AFOATS/SDC
Software Management .....	AFOATS/SDC
Software License Management.....	AFOATS/SDC
Program Management (formerly Leadership and Management):	
Security .....	AFOATS Security Manager
COMPUSEC.....	AFOATS/SDC
Internal/External Control of AISs and Networks.....	AFOATS/SDC
Computer Systems Management and Accountability:	
Organizational Commanders .....	AFOATS/SDC
Computer Systems Equipment Custodians.....	AFOATS/SDC
Family Care Plans.....	AFOATS/CCF
Management of Civilian Overtime .....	AFOATS/SDP
Commander's Awareness Program (CAP) .....	(N/A - flying units only)
Safety .....	(see Squadron Safety Program checklist above)
Voting Assistance .....	AFOATS Voting Assistance Officer
Vehicle Control.....	Unit Vehicle Control Officers
Equipment Management and Supply.....	Unit Equipment Custodians
Status of Resources and Training (SORTS) .....	AFOATS/SDP
Unit Resource Augmentation Duty (READY) .....	AFOATS READY Monitor
Air Force-wide Government Purchase Card Program (GPC). All GPC Cardholders	
Convenience Check Accounts .....	AFOATS/SDPO
Resource Management.....	AFOATS/SDF
Commander's Support Staff:	
PCIII Utilization/Support.....	AFOATS/SDPO
Leave Program Management.....	AFOATS/SDPO
Basic Allowance for Subsistence (BAS) .....	AFOATS/SDPO
Subsistence in Kind (SIK) .....	AFOATS/SDPO
Government Travel Charge Card (GTCC) Program.....	AFOATS/SDPO
Promotion and Non-Promotion Actions .....	AFOATS/SDPO
Unfavorable Information Files (UIFs)/Control Roster Actions.....	AFOATS/SDPO
Weight and Body Fat Management Program (WBFMP) .....	AFOATS/SDPO
Fitness Program .....	AFOATS/SDPO
Duty Status Reporting.....	AFOATS/SDPO
PERSTEMPO Reporting/Tracking/Management.....	AFOATS/SDPO

## Attachment 3

## INSPECTION CHECKLISTS AND FUNCTIONAL RESPONSIBILITIES (Continued)

## Air University Compliance and Standardization Requirements List (C&amp;SRL):

## Section A - HQ AFOATS

## A-1 Support Directorate:

Financial Management Branch .....	AFOATS/SDF
Plans and Programs Branch .....	AFOATS/SDX
Communications and Information Branch.....	AFOATS/SDC
Internet Web Pages .....	AFOATS/SC
Internet Web Pages .....	AFOATS/SDC
FOIA .....	AFOATS/SDC
Forms Management .....	AFOATS/SDC
Publications Management.....	AFOATS/SDC

## A-2 Curriculum Directorate:

Curriculum Managers (CAMs).....	AFOATS/CRD
Faculty Development .....	AFOATS/CRS
Test and Evaluation.....	AFOATS/CRS

## A-3 Junior ROTC Division:

Instructor Management Branch.....	AFOATS/JRI
Operations Branch .....	AFOATS/JRO

## A-4 Self-Inspection Program .....

Unit SIPMs

## Section B - HQ Air Force ROTC:

## B-1 Operations Division:

Special Plans and Programs .....	AFROTC/DOX
Training.....	AFROTC/DOT
Recruiting.....	AFROTC/DOR

## B-2 Registrar Division:

Disenrollments .....	AFROTC/RRF
Enlisted Commissioning .....	AFROTC/RRUE

## Section C - Officer Training School (OTS):

C-1 Command.....	OTS/CCV
C-2 Training Support .....	22 TRSS
C-3 Commissioned Officer Training (COT).....	23 TRS
C-4 Basic Officer Training (BOT).....	24 TRS
Disenrollments .....	24 TRS
Flight Commanders.....	24 TRS
Flight Training Officers .....	24 TRS
Class Monitor .....	24 TRS
Registrar Office.....	24 TRS
C-5 Standardization Branch.....	OTS/CCV
C-6 Training Branch .....	OTS/CCT

**Attachment 3****INSPECTION CHECKLISTS AND FUNCTIONAL RESPONSIBILITIES (Continued)****Air Force ROTC Detachment Inspection Checklists:**

AFROTC Training Program .....	All Detachments
AFROTC Cadet Personnel Actions Program .....	All Detachments
AFROTC Recruiting Program .....	All Detachments
AFROTC Unit Support Program .....	All Detachments
AFROTC Cadet Financial Management Program .....	All Detachments
AFROTC Education Program .....	All Detachments

**Attachment 4**

**SAMPLE DISCREPANCY DOCUMENTATION FORMAT**

**Unit/Directorate:** \_\_\_\_\_ **Date Opened:** \_\_\_\_\_

**Origin of Discrepancy (SAV, SI, IG, Other):** \_\_\_\_\_ **Date Closed:** \_\_\_\_\_

**Referenced Checklist:** \_\_\_\_\_ **Item #:** \_\_\_\_\_

**Description of Discrepancy/Finding:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Functional Area:** \_\_\_\_\_ **Monitor/OPR:** \_\_\_\_\_

**Corrective Action Plan:**

<u>Action(s) Taken/Status</u>	<u>Review Authority</u>	<u>Date</u>
Include corrective action(s) taken or contemplated. Cover the fundamental causes of the deficient condition rather than simply stating action complete to address the specific deficiency. Describe actions and procedures initiated or implemented to prevent recurrence and in sufficient detail to allow HHQ inspectors or functional managers to determine if actions are adequate. Finish by stating the status for the item: "OPEN," "OPEN - MONITORING," or "CLOSED"  For monthly reviews, simply state "Monthly Review" and include any status changes or updates for the item(s).	Director/Division Chief or Commander name and initials	Self-Explanatory

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## Attachment 5

## SAMPLE SEMIANNUAL SELF-INSPECTION REPORT FORMAT

MEMORANDUM FOR AFROTC, AFROTC XX Region/CC, OTS/CC, AFROTC/CC (for HQ AFROTC divisions) or AFOATS/SD/CR or JR (for HQ AFOATS directorates)

SUBJECT: Semiannual Self-Inspection Report - Jul 200X

FROM: Unit or directorate/division office symbol

1. On DATE, we conducted a semiannual self-inspection of our operations and procedures for the period Feb - Jul 200X IAW AFOATSI90-201 with the following findings and significant discrepancies noted:

<u>Finding/Discrepancy</u>	<u>Functional Area</u>	<u>Remarks</u>	<u>ETC Date</u>
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2. The following discrepancies and findings were closed during the self-inspection period:

<u>Finding/Discrepancy</u>	<u>Functional Area</u>	<u>Remarks</u>	<u>Date Closed</u>
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(NOTE: If HHQ assistance is needed to resolve a discrepancy/finding, include a paragraph describing the nature of the assistance required to bring the area into compliance.)

3. Please direct any questions or concerns to our OPR, RANK NAME, PHONE #.

Division Chief/Director/Unit CC  
Signature Block

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