AFRS SQUADRON INSPECTION PROGRAM (SIP) AND STAFF ASSISTANCE VISIT (SAV) PROGRAM

---------- *Compliance with this publication is mandatory* ----------

This instruction implements AFPD 90-2, *Inspector General - The Inspection System*, and AFI 90-201, *Inspector General Activities*. It establishes requirements for Air Force Recruiting Service (AFRS) squadron inspection program (SIP) and staff assistance visit (SAV) program. It applies to all levels of command within AFRS.

SUMMARY OF REVISIONS

Deletes SIP and SAV waiver authority for group commanders. Each squadron must have either a SIP or SAV conducted. Clarifies team concept inspection. Squadron operations officer or squadron superintendent must visit all functional areas.

1. Squadron Inspection Program (SIP). This program involves an internal assessment using standardized checklists.

1.1. **Squadron Commander Responsibilities.** The squadron commander is responsible for the overall effectiveness of the SIP.

1.2. **Squadron Operations Officer Responsibilities.** The squadron operations officer will:

1.2.1. Manage and supervise the SIP.

★1.2.2. Coordinate with the squadron superintendent to develop an inspection schedule of all functional areas. Inspections will be conducted no earlier than 9 months or no later than 12 months after conclusion of the last AETC/Inspector General (IG) Quality Air Force Assessment visit (QAFA). As a minimum, all squadron functional areas, all flights, all military entrance processing stations (MEPS), and one half of assigned recruiters will be inspected. Recruiters not visited by the previous QAFA will receive primary consideration. The squadron operations officer forwards a copy of the inspection schedule to the group deputy commander. This schedule will arrive at the group not later than 60 days before the scheduled inspection date.

★1.2.3. Conduct inspections as team chief. The squadron operations officer or squadron superintendent must visit each functional area, flight, or MEPS being inspected.

1.2.4. Prepare AETC Form 102, **Self-Inspection Discrepancy**, on significant discrepancies. A significant discrepancy is defined as defective operation or performance that impedes or limits mission accomplishment.

1.2.5. Notify the office of primary responsibility (OPR) of identified discrepancies, review corrective action, recommend status changes of open discrepancies to the squadron commander (when action has been taken to successfully correct the discrepancy and someone other than the OPR has validated the action).

1.2.6. Prepare memorandum after all functional areas, flights, and MEPs have been inspected. Forward the memorandum (with all AETC Forms 102 attached) to the squadron commander and group deputy commander, in turn, within 10

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workdays after completion of the entire inspection. Advise the squadron commander monthly on the status of open AETC Forms 102.

1.2.7. Develop a validation program. Ensure all closed items are validated by an individual previously qualified on the task or a functional area representative. (For example, the squadron logistics section validates a closed task on vehicles.) All validations will be accomplished within 30 days of a notified closure.

1.2.8. Forward closed AETC Forms 102 to the group deputy commander.

1.3. **Inspection Team Responsibilities.** The squadron operations officer and squadron superintendent will designate qualified individuals to assist them with the SIP as team members. Each team will:

1.3.1. Review previous AETC/IG unit effectiveness inspection, QAFA, and SIP inspection reports before conducting the inspection.

★1.3.2. Perform the inspection using the team concept. The operations officer team or the superintendent team will visit all functional areas and use the appropriate SIP checklist to accomplish the inspection. Additional team members may be added as necessary and can include other squadron or higher headquarters personnel. All annual or periodic requirements should be scheduled and performed during these inspections.

1.4. **Squadron Information Management Branch Responsibilities.** The branch will:

1.4.1. Load AETC Forms 102 and minor problems identified on the memorandum for record into the squadron automated suspense tracking system. Assign each AETC Form 102 a control number to aid tracking.

1.4.2. Maintain a complete list of AETC Forms 102 with the control number, discrepancy, OPR, suspense date, status of corrective action, estimated completion date or closure date, and validation date if the item is closed.

2. Staff Assistance Visit (SAV) Program. This program involves a visit by higher headquarters to evaluate problem areas, identify corrective actions, review compliance issues, and provide training as required.

2.1. Frequency and composition of SAVs are at the discretion of the AFRS commander and the group commander.

★2.2. The group commander will determine 45 days before a squadron SIP commences whether to conduct a SAV in lieu of a SIP or to augment the SIP. Any adjustments made to a squadron's SIP through the use of a SAV must be in writing and maintained on file at the squadron.

2.3. The group commander determines the specific focus of the visit.

2.4. Group commanders should note previously identified problem areas when determining team composition. Teams may be augmented by other squadrons or higher headquarters personnel.

3. Use of SIP/SAV Checklists. HQ AFRS/RSO is the OPR for functional area checklists. HQ AFRS/RSOT will review checklists annually and update as necessary.

4. Use of Forms:

4.1. The completed AETC Form 102 provides higher-level managers with a summary of deficiencies critical to mission success. The AETC Form 102 chronologically sets milestones and documents progress to ensure corrective action is tracked to successful completion. This form will be continually used to update corrective action and document validation. (See attachment 1 for a sample AETC Form 102.)

4.2. List only one significant discrepancy on each AETC Form 102. Do not use AETC Form 102 for minor problems; use memorandum for record. (***NOTE*:** Use AF Form 623A, **On-The-Job Training Record Continuation Sheet**, if training is provided during the inspection to correct discrepancies.) Attach AF Forms 623A to the AETC Form 102 with the appropriate discrepancy.

5. Form Prescribed. AETC Form 102.

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Director of Recruiting Service

Attachment

1. Sample AETC Form 102

SAMPLE AETC FORM 102