

SELF-ASSESSMENT PROGRAM (SAP)

140TH WING COLORADO AIR NATIONAL GUARD

INSPECTOR GENERAL (IG) OFFICE

Your primary role as a Self-Assessment Program Manager (SAPM) is to give commanders insight into their Self-Assessment Program (SAP). You are the eyes and ears of your unit. You will act as a Wing IG POC within the Group/Squadron/Flight and be the POC for all personnel in your unit on SAP.



The Air Force Inspection System (AFIS) is a 4 year continuous evaluation cycle.

What are Local Checklists and is the 140th Wing allowed to use them?

Local checklists are flexible tools in MICT that allow unit commanders the ability to identify, manage and track items or issues of non-compliance that are not included in an existing HAF, MAJCOM or local SAC within MICT. The 140th Wing IG strongly discourages using local checklists. If a local checklist is permitted by the Unit Commander, the commander will pay judicious attention to the quantity of the checklist items added and the time spent tracking the local checklist. At no time will local checklists be used in lieu of SACs, nor will completion of a local checklist item fulfill the requirement to assess a SAC item.

Please Note: Effective Immediately, when inputting an observation in MICT the Major Graded Area, located under Observation Cause Code, is now MANDATORY.

WHAT ARE THE 4 MAJOR GRADED AREAS (MGAS)

- Leading People
- Managing Resources
- Improving the Unit
- Executing the Mission

When filling out an After Action Report (AAR), Observations within MICT, or Deficiencies within IGEMs, a MGA needs to be assigned.

In MICT, the observation comments (where you place the RCA) needs to match the Cause Code after asking the 5 Whys.

If you need further guidance on selecting MGAs or sub MGAs, contact the WG/IG office.

For the most current AAR, log into Sharepoint, at the top left under 140WG, scroll down to Wing Staff, then to IG, look to the right and click on Self-Assessment Program, and on the right side of the page will be the new AAR Form and instructions on how to fill it out.

TIER LEVELS/WAIVER PROCESS

When reviewing observations, the assessor will analyze using the decision tree to decide if the requirement can/should be waived. If "yes" it will need to be coordinated through the unit commander to start the waiver process. Once the WG/CC approves the AF Form 679, it will be uploaded into the observation. If T-0-T-2 IG will route through the appropriate channels. If you have any questions or concerns, contact the WG/IG office for further guidance.

Tier Number	Waiver Authority
T-0	Requirement external to AF; Requests for waiver must be processed through command channels to the publications OPR for consideration.
T-1	MAJCOM/CC (delegable to no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official.
T-2	MAJCOM/CC (delegable no lower than MAJCOM Director)
T-3	WG/CC (delegable no lower than Group/CC or equivalent)



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**140 WG/WSAPM
MSGT ANGELA
CATNACH-MARNOLEJO**

MAJ JAMES JELICK WILL
BE REPLACING MAJOR
RUBY EFFECTIVE 1 SEP 16.

MAJ RUBY WILL BE
TRANSFERRING TO LRS
AND WILL BE GREATLY
MISSED!



Remember who you are:
America's finest—the best
Airmen in the world.

WAIVER PROCESS CONT.

** Commanders will:

- * Implement approved risk controls to: reduce, mitigate or eliminate risk created by non-compliance
- * Actively work toward compliance (if applicable)
- * Re-evaluate risk of waiver(s) and adjust risk controls as necessary
- * Each CC will keep the previous CCs waiver on file

** Waiver Period

- * Waiver period (Tiered & Non-Tiered) is the length of the waiver or 30 days after CC Change of Command (whichever is shorter)

** New CC may renew waiver and accept risk

- * Waivers can be recognized as part of wing publications

** Waiver still needs to be re-approved with new CC

** Approved waivers will be saved IAW AFMAN 33-363

- * Unit's ERM
- * IG ERM

** Steps to Complete:

- * Complete AF Form 679
- * Present during WG CIMB for WG/CC approval
- * After approval from WG/CC send to WG/IG inbox, for routing

AIR FORCE PUBLICATION COMPLIANCE ITEM WAIVER REQUEST/ APPROVAL			
SECTION	PROVIDING UNIT ACTIONS	APPROVING UNIT ACTIONS	DATE
1. THE WAIVER SUBMITTER MUST: <ul style="list-style-type: none"> <input type="checkbox"/> USE AF FORM 679, Publications and Terms Management program (A for new waiver process) <input type="checkbox"/> HAVE THE WAIVER REQUESTED AND APPROVED BY THE WING COMMANDER <input type="checkbox"/> HAVE THE WAIVER REQUESTED AND APPROVED BY THE WING COMMANDER <input type="checkbox"/> HAVE THE WAIVER REQUESTED AND APPROVED BY THE WING COMMANDER <input type="checkbox"/> HAVE THE WAIVER REQUESTED AND APPROVED BY THE WING COMMANDER 			
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CCIP/CONTINUAL EVALUATION

A validated and trusted CCIP is the cornerstone of AFIS. The Wing IG is responsible to validate and verify SAPs and independently assess the performance of organizations at and below the Wing level. CCIP gives the Wing Commander, subordinate commanders and Airmen the right information at the right time in order to assess risk, identify areas of improvement, determine root cause and precisely focus limited resources. These all need to align with the commander's priorities.

The continual evaluation phase of the UEI begins immediately after the Capstone visit and the draft report is given to the WG/CC. WG/IGs should use all available data to develop an overall assessment, including, but not limited to: Functional Manager input, MICT data, self-assessment data, external inspection results and Wing CCIP reports. The WG/IG will use the exercises, inspections, face-to-face MICT reviews, validation and verification of the SAPs and the CIMBs to inspect the Wing's ability to execute the mission. This is considered the continual evaluation phase. These opportunities may be with notice, limited notice or no-notice, and include, but are not limited to: exercises, training events and actual mission performance.

At the wing level and below, commanders and front line supervisors ensure compliance and readiness. They validate this through direct supervisor involvement with activities and reporting via functional metrics, reports and MICT. The WG/IG adds to this knowledge through exercises, inspections and documented inspection reports.