



**DEPARTMENT OF THE AIR FORCE
507TH AIR REFUELING WING (AFRC)
TINKER AIR FORCE BASE OKLAHOMA**

15 June 2024

MEMORANDUM FOR DISTRIBUTION

FROM: 507 MDS/CC

SUBJECT: 507 MDS Commander's Inspection Program (CCIP) Business Rules

1. In accordance with DAFI 90-302, *Department of the Air Force Instruction*, the 507 MDS CCIP Business Rules are attached. I expect all personnel to incorporate the business rules set forth to promote a healthy and effective unit-level CCIP.

2. Please contact the 507 MDS/USAPM for any questions on the 507 MDS CCIP at DSN 884-4259.

LISA M. HAIK, Lt Col, USAF, NC
Commander

1 Attachment:

1. CCIP MDS Business Rules

507th Medical Squadron

Commander's Inspection Program (CCIP)

Business Rules

OPR: 507 MDS/USAPM

7435 Reserve Road

Tinker AFB, OK 73145

Attachment 1

507 MDS Commander’s Inspection Program Business Rules

Appendix A. Unit Self-Assessment Program.....1
A1B.2. Roles and Responsibilities1

Appendix A. Unit Self-Assessment Program

A1B.1. General Information: Led by the unit USAP; provides a means for internal assessment of a unit’s health. A robust self- assessment program is the foundation of a unit’s CCIP.

A1B.1.1. The 507 MDS system of record for self-identified observations will be MICT. IAW DAFI 90-302, all self-identified observations will include: nature, validity, severity, and an active corrective action (i.e., observation comments [non-compliance, including how it was identified], observation level and corrective action plan updated every two UTA cycles).
appointment.

A1B.2.3. Unit Self-Assessment Program Manager (USAPM) will:

A1B.2.3.1. USAPMs will submit a USAPM Appointment Letter to 507arw.cvz@us.af.mil. Newly assigned USAPMs will receive training from 507 ARW/IGI within two UTA cycles of appointment.

A1B.2.3.2. On behalf of the unit CC, direct and verify assigned SACs will be assessed at least once every validation cycle, quarterly (1 January, 1 April, 1 July, and 1 October).

A1B.2.3.3. Use the Checklist Identification Management Tool (CIMT) to determine the correct SACs to track.

A1B.2.3.4. Ensure SACs updated or changed by the Pertinent Oversight Authority (POA) are assessed within two UTA cycles.

A1B.2.3.5. Verify observation comments and suspense dates are updated every two UTA cycles and estimated completion dates are not past due.

A1B.2.3.6. Attend quarterly USAPM meetings facilitated by the 507 ARW/IGI.

A1B.2.3.7. Ensure unit leadership is knowledgeable of USAP status and can present results to 507 ARW/CC at CIMBs.

A1B.2.3.8. Ensure waivers, if any, have not expired.

A1B.2.4. MICT Assessor will:

A1B.2.4.1. Will assess new or updated SACs within Two regularly Scheduled Drill cycles.

A1B.2.4.2. Be a SME, program manager or a person who has first-hand knowledge of the program being assessed (i.e., supervisors, flight chiefs, etc.).

A1B.2.4.3. Answer all MICT questions honestly with “Yes,” “No,” or “N/A.”

A1B.2.4.4. For questions answered “Yes” or “No”, assessor will add comments to the “Assessment Notes” section to support how the program is or is not in compliance. Do not restate the question.

A1B.2.4.5. For questions not applicable to the unit, select “N/A” and select a prepared statement from the drop-down list.

A1B.2.4.6. MICT questions answered no, will open observations and document progress towards correcting non-compliance.

A1B.2.4.7. Upload substantiating documentation, ensuring no PII is uploaded, to show compliance (i.e., training records, MFRs, appointment letters, etc.) and remove/replace/archive outdated documents no longer relevant to the program or question.

A1B.2.4.8. 507 MDS/CC strongly encourages assessors upload supporting documentation for all questions to the maximum extent possible to support the remarks in the assessment notes.

A1B.2.5. Open Observations:

A1B.2.5.1 Provide all observations with comments, corrective actions, observation level, observation cause code, Major Graded Area (MGA), date opened, suspense dates and estimated completion date (ECD). Once non-compliance is corrected, the MICT Assessor will update the observation comments in MICT.

A1B.2.5.2. Ensure all observations have a corrective action within one UTA cycle of being open and provide updates to the open observation suspense every two UTA cycles.

NOTE: Every observation will be required to have a suspense date (no more than two UTA cycles) and the ECD, which can be any date. This ECD is to reflect achievable and realistic goals for closure which is reviewed every two UTA cycles (suspense date). Once reviewed, the POC will set a new suspense for two UTA cycles. ECD adjusted as appropriate.

A1B.2.5.3. If an observation cannot be closed within 12 months, consider applicability for requesting a waiver via DAF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* or IAW applicable AFI.

A1B.2.5.4. MICT Assessors should upload a Root Cause Analysis to an open observation as (e.g., 5 Whys, fishbone, brainstorming, Practical Problem Solving Method [PPSM]).

A1B.2.5.5. For all MICT observations, regardless of severity, the closure process and authority will be determined by the group/staff leadership or MICT Validator.

A1B.2.6. MICT Validator will:

A1B.2.6.1. Be a person other than the assessor and should be, but is not limited to, the assessor's supervisor, flight chief or commander. The validator should have knowledge of the program SAC they are validating.

A1B.2.6.2. Have 2-UTA cycles to validate the SAC once it has been assessed and locked.

Appendix B. Inspector General Evaluation Management System (IGEMS) and Inspector General Evaluation Management System-C (IGEMS-C)

B1B.1 USAPM will: follow the 507 ARW Wing Business Rules in all aspects of IGEMS and IGEMS-C.

The 507 MDS/CC's overarching CCIP priority is to continually evaluate and improve the unit A) readiness, B) lethality, and C) resiliency required to defeat a peer/near-peer threat and compete in uncertain environments. The squadron must accelerate a ready force, remain highly proficient in all aspects of our tasked OPLAN commitments, and maintain the skills to deploy when called upon. To maintain operational proficiency, the 507 ARW will prioritize full-scale Readiness Exercises, EX WORTHY PHOENIX/GLOBAL THUNDER, and other high-end training opportunities. If you have any question or concerns, please contact the 507 MDS at 405-582-6730, DSN 582-6730.

LISA M. HAIK, Lieutenant Colonel, USAF, NC
Commander