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### 5301.601-91 Air Force Contracting Self-Inspection Program

(a) The Air Force Self-Inspection program assesses compliance with federal laws, regulatory policies, DoD and AF directives, and instructions across the enterprise. It is also used to verify adequacy of contract preparation.

(b) SCOs will manage a self-inspection program, which includes both the assessment of individual contract files and the assessment of contracting management programs contained in the Contracting Self-Assessment Communicator (SAC) as required by [AFI 90-201](http://static.e-publishing.af.mil/production/1/saf_ig/publication/afi90-201/afi90-201.pdf) , *The Air Force Inspection System*. As a minimum, contracting offices must perform self-inspections of individual contract files on an annual basis.

(c) For self-inspection of individual contract files reviewed after award, SCOs may use the [Air Force Contracting Self-Inspection Checklist](https://usaf.dps.mil/sites/AFCC/afcc/knowledge_center/templates/self_inspection_checklist.xlsx); a comparable organizational checklist for post award reviews; or any combination thereof.

(d) SCOs will ensure corrective actions are implemented as a result of any self-inspection. Contracting offices must have a documented program for self-inspection, to include a process for closing resolved findings in a timely manner, ensuring an effective level of review necessary to close a finding, and integrating findings and resolutions into unit training.

See [AFICC PGI 5301.601-91](AFICC_PGI_5301_601_91.dita#AFFARS_AFICC_PGI_5301_601_91).

See [AFMC PGI 5301.601-91](AFMC_PGI_5301_601_91.dita#AFFARS_AFMC_PGI_5301_601_91).