

SDI 8710

DIRECTOR, WING INSPECTIONS
(Established 31 Oct 12)

1. Special Duty Summary. Implements, and directs wing Inspector General (IG) inspection activities in support of the Commander's Inspection Program (CCIP). Provides policy guidance, procedures, planning, and direction for implementing the Air Force Inspection System at their respective FOA/DRU, wing or wing equivalent unit.

2. Duties and Responsibilities:

2.1. Operates and manages the Wing Inspections Office. Plans, directs, conducts, and monitors Wing IG inspection activities in support of CCIP. Formulates plans and establishes guidance for wing IG inspections and self-inspection/assessment programs in compliance with Title 10 USC Section 8583 (*Requirement of exemplary conduct*).

2.2. Organizes IG inspection activities. Develops, establishes, and controls methods and procedures to implement Wing IG inspection programs. Provides direction and policy guidance concerning Wing IG inspection programs to subordinate units as well as education awareness and training initiatives for unit members as required.

2.3. Provides IG inspection support. Maintains liaison with unit-level self-assessment monitors and wing inspection team members as well as the MAJCOM/IG. Trains commanders and educates base personnel on IG inspection policies and procedures.

2.4. Reviews and evaluates Wing inspection programs and activities. Reviews and analyzes methods, procedures, practices, processes, and systems used to accomplish Wing IG inspection activities and functions.

2.5. Provides training and recommends certification of Wing IG personnel to the Wing Inspector General. Ensures unit members are familiar with the Management Internal Control Toolset (MICT) and the Commander's Inspection Program (CCIP) as required.

3. Special Duty Qualifications:

3.1. Knowledge. Knowledge of Air Force readiness/compliance objectives, leadership and management concepts and their relationship to mission accomplishment is mandatory.

3.2. Education. For entry into this SDI, a Master's degree in management, industrial management, education, psychology, criminal justice, public administration, or business administration with a major in management is desirable.

3.3. Training. Completion of the Air Force Basic Inspector Course taught by the Air Force Inspection Agency (AFIA).

3.4. Experience. Previous IG and command experience at the unit, wing or MAJCOM highly desired.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Demonstrated ability to prepare written reports.

3.5.1.2. Recommendation by unit commander.

3.5.1.3. No Unfavorable Information File or open IG investigations.

3.5.1.4. Must meet requirements listed in Chapter 8 of AFI 90-201, *The Air Force Inspection System*.

3.5.2. For retention of this specialty, must maintain IG certification IAW AFI 90-201.