

## NEVADA WING SUI MILESTONES

Inspector General (IG)

Team Leader (T/L)

Squadron Commander (CMDR)

### 1. About 60 days before month of inspection

- (IG) Send 60 day notice (template) to inspected commander
- (IG) Select team leader

### 2. About 60 – 45 days before SUI month

- (IG) (T/L) (CMDR) Squadron commander selects inspection day within 14 days of 60 day letter.
- (IG) Post inspection date on wing calendar
- (IG) Provide team leader with;
  - Inspector worksheet assignment form
  - Milestones
  - Inspector roster
  - Inspection team in-brief PowerPoint presentation
  - Squadron in-brief PowerPoint presentation
  - Previous report of the SUI for the inspected squadron
  - All subsequent correspondence relevant to the SUI
- (IG) As necessary, provide permissions to team leader to access the e-services IG application and reports application
- (T/L) Begin inspection team selection (insure inspector trainees and team leader trainees are included in team composition)
- (IG) Solicits input from the wing directorates regarding special interests for the inspection
- (T/L) Select the inspection team
- (T/L) Initiate ongoing coordination with inspected unit commander
- Inspected squadron staff begin data collection

### 3. About 45 days before onsite visit date

- (IG) Provide team leader Quality Assurance Worksheet
- (T/L) Complete inspection team selection. Forward assignment list to IG.
- (T/L) Assign worksheet inspection assignments and forward to IG
- (IG) Submit operations plan for DOV to obtain WMIRS mission number.

### 4. 30 days before SUI onsite visit date

- (IG) Submit mission approval request through DOV
- (IG) Provide temporary e-services permission for IG module and reports module to inspectors. Except for team leaders, permission end date is the week following the SUI onsite visit.
- (IG) Publish travel orders for the inspection team

- (CMDR) Inspected squadron commander / staff begin deliverables uploads into the documentation tab of the IG page in e-services. Use the following naming convention for the file names of uploaded deliverables”  
(Worksheet)\_(Question)\_(Unique reference) (Sequential document)

Therefore, as an example, the file name for the second photograph answering question 3.b) of worksheet D-8 would be:  
“D8\_Q3b\_photo\_2”

- (T/L) Inspected squadron commander notified of support needs for onsite visit.
- (T/L) Notify inspected squadron commander of SUI support needs for day of inspection.
- (T/L) Notify inspected squadron commander of composition of inspections team
- (T/L) Distribute team in-briefing presentation to inspectors.
- (T/L) Confirm safety currency of inspectors
- (IG) Distribute WMIRS mission number to team leader

#### **5. 30 days – 10 days before on-site visit date**

- (T/L) Ongoing coordination with inspectors and squadron commander
- (T/L) Inspectors may begin analysis on deliverables that are uploaded.

#### **6. 10 days before on-site SUI date**

- (T/L) SUI begins.
- (T/L) All deliverables from inspected squadron are due on the e-services IG application, documentation module.
- (T/L) Inspection team starts evaluation of worksheet responses and deliverables.
- (IG - T/L) Coordinate to identify pilots and to reserve aircraft. if necessary

#### **7. 10 days before onsite SUI date to the onsite visit date**

- (T/L) As worksheets are evaluated, the inspectors report to the team leader;
  - The inspection grade proposed for the worksheet
  - Narrative remarks justifying the proposed grade.
- (T/L) Inspection team members coordinate with squadron staff to clarify questions.
- (T/L) Inspection team members coordinate with wing staff as necessary.
- (T/L) Based on input from the inspectors, notify squadron commander of the squadron staff who will be required at the on-site SUI
- (T/L) Notify inspectors which team members are required at the on-site SUI
- (T/L) Gather completed worksheets from inspectors and begin SUI report

#### **8. Onsite SUI date**

- (T/L) Resolved inspection team member questions regarding the in-briefing.
- (T/L) Conduct squadron in-briefing

- Inspected squadron commander provides optional in-briefing to the inspection team.
- Inspected squadron safety officer, or designee, provides safety briefing to squadron and inspection team members present.
- (T/L) Collect additional evaluation data as necessary
- (T/L) Grade resolution (consensus). Continue with draft of SUI report
- (T/L) Squadron out-briefing

**9. 10 days following onsite SUI visit.**

- (T/L) Complete SUI report
- (T/L) Team AAR to IG
- (T/L) Submit QC report to IG

**10. 14 days following SUI onsite visit**

- (T/L – IG) Upload SUI report into e-services
- (IG) Reset inspected unit SUI anniversary date.
- (I/G) Distribute SUI report IAW with distribution instructions.
- (I/G) Upload discrepancies into discrepancy tracking system (DTS)
- (IG) Monitor responses and correction of discrepancies and close, as appropriate.
- (IG) When discrepancies are closed, forward SUI closure letter to inspected unit.