

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 10-12**

**1 MAY 2002**

**Operations**

**CREW FORCE MANAGEMENT  
(MAJCOM/NAF/WING)**

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Supersedes AFSPCCL10-12, 1 Jul 98.

Pages: 5  
Distribution: F

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This checklist reflects AFSPC requirements for Crew Force Management programs at all levels to prepare for and conduct internal reviews.

### **SUMMARY OF REVISIONS**

This checklist has been revised to reflect AFSPCI10-1202, *Crew Force Management*, the revised publication's format, and changes to critical and non-critical areas. A bar (|) indicates a revision from the previous edition.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Asterisked critical items (if present) are those items that if not accomplished in support of primary mission could result in an overall MAJCOM/NAF/Wing assessment rating of less than satisfactory. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This is a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's Crew Force Management program. See Attachment 1.

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## Attachment 1

## CREW FORCE MANAGEMENT (MAJCOM/NAF/WING) CHECKLIST

Table A1.1. Checklist.

<b>KRA 1 - POLICY and GUIDANCE</b>			
<b>SECTION 1: HQ AFSPC MISSION STATEMENT:</b> Provides policy and guidance for management, administration and use of crew force resources. <i>Note:</i> All references are from AFSPCI10-1202, unless otherwise noted.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does HQ AFSPC/DO develop policy and guidance for space operations and provide assistance on problems that affect compliance when resolution is beyond the scope or resources of the NAF? (para 6.1.1.1.)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does HQ AFSPC/DO ensure trained personnel requirements are adjusted to meet future strength requirements and forwarded to HQ USAF Career Field Managers for incorporation in the planning process? (para 6.1.1.2.)			
1.2.2. Does HQ AFSPC/DO appoint MAJCOM functional managers for 13SX and 1C6XX Air Force Specialty Codes (AFSCs)? (para 6.1.1.3.)			
1.2.3. Does the Senior Intelligence Officer (SIO) appoint a MAJCOM functional manager for the 1NXXX AFSC? (para 6.1.2.)			
<b>SECTION 2: NUMBERED AIR FORCE (NAF) MISSION STATEMENT:</b> Ensures the readiness of assigned forces; prepares forces for deployment and employment; and exercises operational control of assigned forces. <i>Note:</i> All references are from AFSPCI10-1202, unless otherwise noted.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Does the NAF monitor and assess subordinate unit mission readiness? (para 6.2.5.)			
<b>2.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Is an Operations Review Board (ORB) process established with the purpose of conducting an investigation to determine the cause of any abnormal system responses? (para 4, 6.2.4.)			
2.2.2. Does the NAF ensure the NAF commander maintains Basic Mission Ready (BMR) status in one system supported by subordinate units? (para 1.3, 6.2.7.)			
2.2.3. Has the NAF determined proficiency task requirements for BMR qualification? (para 1.3.1.)			

2.2. NON-CRITICAL ITEMS: (cont.)	YES	NO	N/A
2.2.4. Before the NAF commander is certified BMR, does the NAF ensure:			
2.2.4.1. Appropriate AETC mission area orientation course (if available) and Unit Qualification Training (UQT) for the duty position are complete? (para 7.1.1.)			
2.2.4.2. BMR observation is complete? (para 7.1.2.)			
2.2.4.3. (20 AF) Applicable medical qualifications for Personnel Reliability Program duty are met in accordance with AFI36-2104? (para 7.1.4)			
2.2.5. (14 AF) Has the NAF developed procedures for the coordination, approval and checklist numbering scheme for permanent procedures? (para 10.3.2.2.)			
2.2.6. (14 AF) Has the NAF developed requirements for the approval, coordination, and control of Temporary Procedures (TPs)? (para 10.3.3.3)			
2.2.7. Are NAFs organized IAW AFPD38-1 and AFI 38-101? (para 6.2.1.)			
<b>SECTION 3: WING/GROUP/SQUADRON/UNIT MISSION STATEMENT:</b> Implements policies, guidance and procedures for management, administration and use of crew force resources. <i>Note:</i> All references are from AFSPCI10-1202, unless otherwise noted.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Have all personnel performing duties designated as Combat Mission Ready (CMR) been certified CMR prior to performing unsupervised operations duties? (para 1.4., 8.1.)			
3.1.2. Before an individual is certified CMR, does the unit ensure:			
3.1.2.1. Appropriate IQT course (if available) and UQT for the duty position is/are complete? (para 8.1.1.)			
3.1.2.2. Initial or upgrade evaluation is complete? (para 8.1.2.)			
3.1.2.3. Applicable medical standards in AFI48-123 are met? (para 8.1.3.)			
3.1.2.4. (20 AF) Applicable Personnel Reliability Program medical qualifications are met in accordance with AFI36-2104? (para 8.1.4.)			
3.1.2.5. A formal CMR certification briefing is completed? (para 8.1.5.)			
3.1.3. Are personnel placed in restricted status when required and kept from performing unsupervised/supervised BMR/CMR duties when applicable? (para 7.3., 8.4.)			
3.1.4. Are personnel decertified and kept from performing CMR duties when required? (para 8.6.)			

<b>3.1. CRITICAL ITEMS: (cont.)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.5. Are personnel who are in Duties Not Involving Flying or Alert (DNIF/DNIA) status prevented from performing CMR/BMR duties? (para 9.6.1.)			
3.1.6. Do BMR qualified personnel always perform operations duty with a CMR certified person in the same duty position/tasks? (para 1.3.3.)			
3.1.7. Have squadron commanders attended IQT (or appropriate mission ready training course) prior to assumption of command? (para 8.1.1.1.)			
<b>3.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Does the group administer, or delegate administration of the DNIF/DNIA or special operations program in accordance with AFI48-123? (para 6.4.5.)			
3.2.2. (Except Spacelift) Does the organization ensure applicable commanders maintain Basic Mission Ready (BMR) status in one system supported by subordinate units? (para 1.3., 6.3.5., 6.4.4.)			
3.2.3. (Except Spacelift) Before commanders are certified BMR, does the certifying official ensure:			
3.2.3.1. Appropriate AETC mission area orientation course (if available) and/or Unit Qualification Training (UQT) for the duty position is complete? (para 7.1.1.)			
3.2.3.2. BMR observation is complete? (para 7.1.2.)			
3.2.3.3. (20 AF) Applicable medical qualifications for Personnel Reliability Program duty are met in accordance with AFI36-2104? (para 7.1.4.)			
3.2.4. Is there a certification program for mission support personnel (if applicable)? (para 2)			
3.2.5. Does the unit commander or operations officer (next senior commander or vice/deputy for BMR) certify all BMR/CMR crew members for their respective unit? (para 7.2.1., 8.3.1.)			
3.2.6. Are BMR/CMR certification, placement in restricted status, removal from restricted status, decertification and recertification documented on the AFSPC Form 91? (para 7.2.4., 7.3.4., 7.4., 7.5., 7.6., 8.3.2., 8.4., 8.5., 8.6., 8.7.)			
3.2.7. Are personnel removed from restricted status when required? (para 7.4., 8.5.)			
3.2.8. (20 AF only) Is each crew assigned a unique identifier for scheduling purposes? (para 9.1.)			
3.2.9. Are all CMR crew positions filled with 13SX, 1C6XX, and 1NXXX personnel or has a waiver been approved by HQ AFSPC/DO? (para 9.2.)			
3.2.10. Are crew tour commitment dates being applied properly? (para 9.4.)			

<b>3.2. NON-CRITICAL: (cont.)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.11. Are waivers obtained for officers removed from duties in a CMR position prior to expiration of the Assignment Availability Code 55? (para 9.4.6.)			
3.2.12. Are all operational systems and weapon systems operated with validated and verified technical data or operations procedures? (para 10.1.)			
3.2.13. (14 AF only) Are permanent procedures documented in positional checklists or operations manuals? (para 10.3.2.)			
3.2.14. (14 AF only) Are procedures reviewed at least annually to ensure accuracy, currency and mission applicability? (para 10.3.2.4.)			
3.2.15. (14 AF only) Are TPs used to temporarily alter existing permanent procedures? (para 10.3.3.)			
3.2.16. (14 AF only) Does the unit review open TPs for possible integration into the operations of the unit? (para 10.3.3.4.)			
3.2.17. Is Wing/Group/Squadron/Detachment organized IAW AFPD38-1, AFI38-101, and applicable AFSPC Mission Directives? (para 6.3.1., 6.4.1., 6.5.1.)			