

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 10-20**

2 FEBRAURY 2004

Operations

AFSPC COMMAND POST

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This checklist (CL) reflects command requirements for AFSPC, numbered air force (NAF), wing and group Command Posts (CP) to prepare for and conduct internal reviews, combat capability assessments, staff assistance visits, operational readiness and compliance inspections. The attachment should be used as a management tool to identify areas that may need attention, and to ensure compliance with applicable instructions.

SUMMARY OF REVISIONS

This checklist has been revised to match the requirements of AFSPCI 10-210, **AFSPC Command Posts**. Changes include: title change for AFSPCI 10-210 and reference paragraph numbers. A bar (|) or asterisk indicates a revision from the previous edition.

1. References have been provided for each critical area. Critical items have been kept to a minimum and references have been provided for each one. Each critical item is related to public law, security, fiscal responsibility and/or mission accomplishment.
2. This checklist establishes a baseline. The HQ AFSPC/IG may use this checklist during applicable assessments. Use the checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own stand-alone checklist as needed to ensure effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See Attachment 1.

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ATTACHMENT 1

COMMAND POST OPERATIONS

Table A1.1. Operations Checklist for MAJCOM/NAF/Wing (ORI/SAV/CI/OA).

<p>MISSION STATEMENT: The CP serves as the single agency for the execution of C2 activities, to include tasks and requirements established by HHQ directives, instructions, plans and local commander directed activities. The CP is the executive agency for commanders of HQ AFSPC, NAF, wing and group units. It is the nerve center from which commanders manage the readiness and capabilities of assigned forces, coordinate utilization of personnel and resources, and control operations throughout the spectrum of conflict, from peacetime through war.</p> <p>NOTE: References are from multiple sources.</p>			
1. EMERGENCY ACTION PROCEDURES (EAP) Reference: Multiple Sources			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are EAP processed in a secure environment to ensure format integrity? (AFSPCI 10-210, Para 3.3.8.)			
1.1.2. Are all controllers cleared for required access? (AFSPCI 10-210, Para 4.2.1.)			
1.1.3. Are actual and exercise EACs distinguishable from each other through the use of separate binders or color codification? (AFSPCI 10-210, Para 2.5.7.3.)			
1.1.4. Are all controllers who process EAP trained and certified IAW AFSPCI10-210? (AFSPCI 10-210 Para 5.4. and 5.8.)			
*1.1.5. Are EAMs validated prior to dissemination? (USSTRATCOM EAP Vol 15 (Space Forces) and Vol 4 (Missile Units))			
*1.1.6. Are procedures used to disseminate EA information to other agencies established and IAW applicable directives? (USSTRATCOM EAP Vol 15 (Space Forces) and Vol 4 (Missile Units))			
1.2. NON CRITICAL	YES	NO	N/A
1.2.1. Are EACs in their own binder, separate from other types of checklists (QRCs, CBCs)? (AFSPCI 10-210, Para 2.5.7.2.)			
1.2.2. Are EACs easily accessible to controllers? (AFSPCI 10-210, Para 2.5.7.2.)			

2. GENERAL OPERTIONS: Reference Multiple Sources			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the CP have emergency power back up? (AFSPCI 10-210, Para 3.4.4.)			
2.1.2. Is the console manned IAW AFSPCI 10-210? (AFSPCI 10-210, Para. 2.2.2.1., 2.2.2.1.1. and 2.2.2.1.2.)			
2.1.3. Do controllers collect, display and disseminate information accurately and IAW OIs, OPLANs, etc?(AFSPCI 10-210, Para 1.3.3.)			
2.1.4. Can controllers transmit, receive and access information using mission critical systems? (AFSPCI 10-210, Para 1.3.3.10.)			
2.1.5. Are back up C4 systems in place to ensure continuity of operations when primary systems are inoperable? (AFSPCI 10-210, Para 2.3.)			
2.1.6. Do controllers consistently demonstrate checklist discipline (Follow steps, use correct marking, etc.)? (AFSPCI 10-210, Para 2.5.)			
2.1.7. Are communication systems deemed essential logged out with a Job Control Number (JCN)? (AFSPCI 10-210, Para 2.11.3.)			
2.1.8. Do controllers monitor the location of key personnel to ensure timely notification of significant events? (AFI 10-205_AFSPCSUP1, AFSPCI 10-210 para 1.3.3.19.)			
2.1.9. Has management established a local recognition program to recognize sustained superior performance? (AFSPCI 10-210, Para 7.10.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the CP have its own supply account? (AFSPCI 10-210, Para 1.3.2.5.6.)			
2.2.2. Is a minimum of 3 clocks in the CP to display local, ZULU and appropriate reference time? (AFSPCI 10-210, Para 3.4.2.1.)			
2.2.3. Is the MANREP submitted IAW AFSPCI10-210? (AFSPCI 10-210, Para 4.3.)			
2.2.4. Is the tour of duty restriction (8 to 12 hours) adhered to? (AFSPCI 10-210, Para 2.2.3.1.)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
2.2.5. Are duty schedules maintained for 6 months? (AFSPCI 10-210, Para 2.2.3.6.)			
2.2.6. Are personnel working rotating shifts restricted from additional duties outside of the CP? (AFSPCI 10-210, Para 2.2.3.)			
2.2.7. Are publications considered critical to operations maintained in the console area? (AFSPCI 10-210, Para 2.4.)			
2.2.8. Are OIs written to cover local operating procedures IAW HHQ instructions and local directives? (AFSPCI 10-210, Para 2.4.1.)			
2.2.9. Are OIs reviewed annually for applicability and currency (Office symbols, procedures, etc)? (AFSPCI 10-210, Para 2.4.1.2.)			
2.2.10. Have procedures been established to affect the efficient and effective flow of communications between the battle staff and controllers? (AFSPCI 10-210, Para 1.3.2.5.12.)			
2.2.11. Is a shift checklist established and used for each shift change and duration of the shift? (AFSPCI 10-210, Para 2.5.10.)			
2.2.12. Do shift checklists cover all required actions for the shift, such as end of day checks, re-keying, communication checks, etc.? (AFSPCI 10-210, Para 2.5.10.)			
2.2.13. Are duress alarms and emergency lights checked IAW local procedures? (AFSPCI 10-210, Para 2.5.10.3.)			
2.2.14. Do Events Logs contain sufficient information to allow for a full reconstruction of events and provide continuity for follow on shifts? (AFSPCI 10-210, Para 2.7.1.)			
2.2.15. Is CP management reviewing the Event Logs the next duty day? (AFSPCI 10-210, Para 2.7.2.8.)			
2.2.16. Are controllers reviewing CIF items prior to assuming shift? (AFSPCI 10-210, Para 2.8.1.2.)			
2.2.17. Are shift workers receiving BAS at RIKNA rate? (AFI 10-207, <i>Command Posts</i> , Para 1.5.2.)			
3. SELF INSPECTION PROGRAM (SIP): Reference AFSPCI 10-210			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are semi-annual self-inspections conducted IAW local directives, or singularly as a CP only function? (Para 2.10.1.1.)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
3.1.2. Are SIP checklists current (match directives, instructions, etc)? Para 2.10.1.2.1.)			
3.1.3. Have SIP checklists been tailored to meet unit requirements and other areas requiring self-inspection? (Para 2.10.1.2.1.)			
3.2. NON CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Have discrepancies been documented? (Para 2.10. 2.3.)			
3.2.2. Is a SIP monitor appointed in writing? (Para 1.3.2.5.10.)			
3.2.3. Are previous IG/SAV reports maintained in the SIP binder? (Para 2.10.2.2.)			
4. QUICK REACTION CHECKLISTS (QRCs): Reference Multiple Sources			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Are QRCs current? (Phone #, office symbols, etc.) (AFSPCI10-210, Para 2.5.4.)			
4.1.2. Are semi-annual reviews of QRCs conducted and documented? (AFSPCI 10-210, Para 2.5.4.)			
4.1.3. Are procedures in place to notify the Installation Deployment Officer (IDO) and appointed alternates for deployment and redeploy- ment related activities? (AFI 10-403, <i>Deployment Planning and Execution</i> , Para 1.5.1.2.)			
*4.1.4. Do checklists include the requirement to notify the Crisis Inci- dent Stress Team (CIST) chief (if no local team is available contact AFSPC/SG)of potentially traumatic events? (AFI 44-153, <i>Critical Incident Stress Management</i> , Para 2.1.5.)			
4.1.5. Where required, do checklists include the requirement to acti- vate the CIST (if no local team is available contact AFSPC/SG) for all aircraft mishaps? (AFI 44-153, Para 2.1.6.1.)			
4.2. NON CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Is a set of QRCs available at each controller position? (AFSPCI 10-210, Para 2.5.8.3.)			
4.2.2. Are QRCs tabbed and indexed for easy reference? (AFSPCI 10-210, Para 2.5.2.7.)			

NON CRITICAL ITEMS (Cont):	YES	NO	N/A
4.2.3. Is the number of required QRC notifications per controller team 20 or less? (AFSPCI 10-210, Para 2.12.1.)			
4.2.4. Are attachments associated with a specific QRC referenced on the QRC? (AFSPCI 10-210, Para 2.5.2.6.)			
4.2.5. Are all QRC sets (console, ALT, training) identical? (AFSPCI 10-210, Para 2.5.5.)			
5. TRAINING: Reference Multiple Sources			
5.1. CRITICAL ITEMS:	YES	NO	N/A
*5.1.1. Have all trainers completed the Air Force Training Course? (AFI 10-207, Para 5.1.5.1.)			
*5.1.2. Have task certifiers completed the Air Force Training Course? Are they at least a SSgt with a 5-skill level? (AFI 10-207, Para 5.1.5.2.)			
5.1.3. Is training properly documented using the correct forms? (AFSPCI 10-210, Para 5.3.1.3.)			
5.1.4. Has an annual training plan been developed that lists, by month, all required recurring training for a one-year cycle? (AFSPCI 10-210, Para 5.3.4.1.)			
5.1.5. Are new controllers given an initial interview to determine level of training required? (AFSPCI 10-210, Para 5.4.)			
5.1.6. Are monthly training meetings conducted and properly documented? (AFSPCI 10-210, 5.6.1.)			
5.1.7. Are certified personnel given monthly scenario training? (AFSPCI 10-210, Para 5.6.3.2.)			
5.1.8. Are certified personnel given monthly written tests for both EA and general knowledge? (AFSPCI 10-210, Para 5.6.3.1.2. and 5.6.3.1.3.)			
5.1.9. Are annual evaluations administered and documented for certified personnel? (AFSPCI 10-210, Para 5.7.)			

5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Is the training manager designated in writing? (AFSPCI 10-210, Para 1.3.2.5.13 and 5.3.1.)			
5.2.2. Is the training manager minimum 5-skill level? (AFSPCI 10-210, Para 5.3.1.)			
5.2.3. Are trainers receiving guidance and oversight from the training manager? (AFSPCI 10-210, Para 5.3.1.)			
5.2.4. Is a separate CTO provided to each individual entered into training? (AFSPCI 10-210, Para 5.3.4.2.1.)			
5.2.5. Has support agency training been integrated into the training program? (AFSPCI 10-210, Para 5.3.6.)			
5.2.6. Are trainees given written tests and practical evaluations prior to certification? (AFSPCI 10-210, Para 5.4.1.)			
5.2.7 Are detailed minutes of the monthly training meeting maintained? (AFSPCI 10-210, Para 5.6.1.5.1.)			
5.2.8. Do controllers who miss training meetings review the minutes and receive a briefing from the training manager within 7 days of return to duty? (AFSPCI 10-210, Para 5.6.1.3.)			
5.2.9. Are missed exam questions (EA and general knowledge) critiqued to 100 percent? (AFSPCI 10-210, Para 5.6.3.1.)			
5.2.10. Are controllers who fail proficiency exams re-tested within seven days of the failure? (AFSPCI 10-210, Para 5.6.3.1.1.)			
5.2.11. Are personnel who fail to meet proficiency shift requirements decertified? (AFSPCI 10-210, Para 5.9.1.)			
5.2.12. When required, are decertification reinstatement annotated on the AFSPC form 1999, Controller Certification Record? (AFSPCI 10-210, Para 5.10.2.)			
5.2.13. Is the AF Form 623, Individual Training Record maintained IAW AFI 36-2201 Vol 3? (AFI 10-207, Para 2.2.6.3.)			
*5.2.14. Are controllers <i>who have not performed command and control duties</i> for 60+ calendar days decertified and entered into refresher training upon return to duty? (AFI 10-207, Para 5.3.)			
5.2.15. Are certifying officials IAW AFI 10-207? (AFI 10-207, Para 5.5.)			

6. FACILITIES AND EQUIPMENT: Reference AFSPCI 10-210			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Has an alternate (ALT) facility been established? (Para 2.3.1.)			
*6.1.2. Is working secure voice data capability available? (Table A2 and 3.4.1.3.)			
6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Is equipment available to transmit and receive record copy message traffic? (Table A2 and 3.4.1.4.)			
6.2.2. Is there documentation maintained for each piece of equipment that provides instruction for use and who to contact if the equipment malfunctions? (Para 3.4)			
6.2.3. Is the area clean and well maintained?			
6.2.4. Has non-functioning equipment been removed? (Para 3.4)			
6.2.5. Is the furniture appropriate and in good repair?			
7. SECURITY: Reference Multiple Sources			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Has a Security Manager been appointed in writing? (AFSPCI 10-210, Para 1.3.2.5.8.)			
7.1.2. Do controllers exhibit good security practices (Careful, whom they allow in, announce "unsecured line" when appropriate, covering classified when visitors are in the area etc.)? (AFSCPI 10-210, Para 3.3.)			
7.1.3. Does equipment comply with Emission Security (EMSEC) requirements? (AFSPCI 10-210, Para 3.3.11.)			
7.1.4. Does the CRO conduct and document required COMSEC training? (AFSPCI 10-210, Para 3.3.13.3.)			
7.1.5. Do all console non-secure phones have push to talk? (AFSPCI 10-210, Para 3.4.1.)			
7.1.6. Do all 1C3X1 personnel have a Top Secret clearance? Note: May mark "yes" if initial investigation or PR is in progress. (AFI 10-207 Para 3.3.)			

7.2. NON-CRITICAL ITEMS:	YES	NO	N/A
7.2.1. Are all controllers familiar with procedures for the storage of transient classified material? (AFSPCI 10-210, Para 3.3.3.)			
7.2.2. Are Operating Instructions written to cover local security procedures (as a minimum: information security, physical security, entry/circulation control, and procedures for the receipt and storage of material from transient personnel)? (AFSPCI 10-210, Para 3.3.3.)			
7.2.3. Are controllers trained on security issues IAW applicable instructions? (AFSPCI 10-210, Para 3.3.4.)			
7.2.4. Are personnel familiar with EMSEC/OPSEC/COMPUSEC procedures? (AFSPCI 10-210, Para 3.3.11., 3.3.12., 3.3.13. and 3.3.14.)			
7.2.5. If forced to evacuate, can all remaining classified be securely stored? (AFSPCI 10-210, Para 3.4.2.3.)			