

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



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 10-22**

**1 FEBRUARY 2000**

**Operations**

**DIRECTORATE OF OPERATIONS,  
INTELLIGENCE AND INFORMATION  
OPERATIONS DIVISION (DOI)**

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OPR: DOIX (TSgt Kelvin Hammett)  
Supersedes AFSPCCL10-22, 1 Dec 98.

Certified by: DOI (Col Arthur Ratkewicz)  
Pages: 7  
Distribution: F

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This Checklist reflects Command requirements for Air Force Space Command (AFSPC) intelligence staff to prepare for and conduct internal reviews.

### ***SUMMARY OF REVISIONS***

This Checklist has been revised to update references.

- 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.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable Compliance Assessments. Use the checklist at **Attachment 1** as a guide only, AFSPC checklist will not be supplemented. Add to or modify each area as needed, to ensure an effective and thorough review of branch programs.

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Director of Operations

Attachment 1

INTELLIGENCE AND INFORMATION OPERATIONS DIVISION

Table A1.1. Checklist.

<b>SECTION 1: SENIOR INTELLIGENCE OFFICER (SIO) MISSION STATEMENT:</b> Provides intelligence support and leadership to HQ AFSPC, its units and their worldwide mission. Manages intelligence support provided by 21 Intelligence Reserve Individual Mobilization Augmentees (IMA). <i>Note:</i> All references are from AFI 14-105, unless otherwise stated.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Are subordinate units visited on a regular basis to ensure proper utilization of intelligence resources? (AFI 14-105, para 1.2.1.3)			
1.1.2. Do units have a viable recognition program? (AFI 36-2847)			
1.1.3. Are intra-service forums utilized to address command-specific concerns to Air Staff representatives? (AFI 14-105, para 1.2.1.3)			
1.1.4. Is the Intelligence IMA program effectively managed IAW Air Intelligence Agency (AIA) guidance to ensure both training and experience for IMAs and support to DOI staff? (AFI 14-105, para 1.2.1.15)			
<b>1.2. NON-CRITICAL ITEMS:</b>			
1.2.1. Is a mechanism in place to address personnel concerns to the leadership?			
1.2.2. Is mentorship being practiced throughout the unit?			
<b>SECTION 2: INTELLIGENCE APPLICATIONS BRANCH (DOIA) MISSION STATEMENT:</b> Directs/manages tailored space and missile threat support to command acquisition programs, to include writing threat assessments and reviewing STARs and STAs. <i>Note:</i> All references are from AFI 14-105, unless otherwise stated.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<i>2.1.1. Are all system threat assessment reports (STAR) reviewed as required? (AFI 14-111, para. 1.5.2)</i>			
2.1.2. Is intelligence support provided for command acquisition programs in a complete and timely manner? (AFPD 14-2, para 1.5; AFI 14-105, para 1.2, 1.14)			
2.1.3. Is intelligence, which impacts the command mission, provided to the commander and staff? (AFI 14-105, para 1.2.1.13)			
<b>2.2. NON-CRITICAL ITEMS:</b>			
2.2.1. Is intelligence support provided to AFSPC battlestaff during war, crisis, or exercise?			
2.2.2. Are threat estimates/statements reviewed for possible impact on command mission?			

2.2.3. Is threat information and operational intelligence provided to units?			
2.2.4. Do graphics personnel produce visual aids that are accurate, timely, and of high quality?			
2.2.5. Is cost effectiveness in the production of visual aids actively promoted?			
2.2.6. Is graphics production support requested using AF Form 833, Visual Information Request, prior to work being started?			
2.2.7. Does the work order control system effectively track location and status of work?			
2.2.8. Are steps taken to prevent Fraud, Waste and Abuse by prohibiting the production of unofficial work?			
<p><b>SECTION 3: PLANS AND PROGRAMS/READINESS BRANCH (DOIX)MISSION STATEMENT:</b> Responsible for planning, programming, budgeting, training and resource management of command intelligence functions and monitoring national systems status and operations. Focal point for command-wide intelligence operational requirements and support to unit intelligence. <i>Note:</i> All references are from AFI 14-105, AFI 36-2201, AFI 36-2629, unless otherwise stated.</p>			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Is status of national systems maintained weekly and available to senior staff? (CC directed)			
3.1.2. Are intelligence collection requests done in accordance with DCI, DOD, AF instructions and directives? ( AFI 14-201, para A.2.1, A.2.3, D.2)			
3.1.3. Has a program been implemented to provide NAF and Wing commanders and their forces with timely, accurate and tailored intelligence? (AFI14-105_AFSPCSUP1, para 1.1)			
3.1.4. Are intelligence activities performed to avoid infringing on the rights of US Citizens? (AFPD 14-1, para 1.3; AFI 14-104, para 1)			
3.1.5. Are intelligence products free from information restricted by Intelligence Oversight? (AFI 14-104, para 3)			
3.1.6. Are intelligence personnel resources allocated to meet command requirements? (AFI 14-105, para 1.2.1.3)			
3.1.7. Are financial plans developed, current funds status tracked, and adjustments recommended to the DOI? (AFSPCCL 65-1)			
3.1.8. Are intelligence contingency requirements allocated on a fair-share basis through the command? (AFI 14-105, para 1.2.1.3)			
3.1.9. Have mandatory training requirements for AFSPC units been identified and incorporated into a continuous training program? (AFSPCI 14-0102)			

3.1.9.1. Is all government-owned information technology equipment (ITE) inventoried and reported IAW established procedures? (AFI 33-112, para 18)			
3.1.9.2. Are all required regulations available for use by the ITE custodian? (21SWP 33-1, Atch 6)			
3.1.9.3. Are applicable visual aids posted on or near computer terminals? (21SWP 33-1, Atch 6)			
3.1.9.4. Are fire extinguishers located within 75 feet of equipment and have all personnel been trained on their use? (21SWP 33-1, Atch 6)			
3.1.9.5. Is the equipment clean and well maintained? (21SWP 33-1, Atch 6)			
3.1.9.6. Are the ITE and alternate appointed by letter? (AFI 33-112)			
3.1.9.7. Does the ITE maintain a folder with the inventory, ITE appointment letter, and local ITE directives? (21SWP 33-1, Atch 6)			
3.1.9.8. Is excess equipment identified to the base equipment custodian (EC) for reutilization? (21SWP 33-1, Atch 6)			
3.1.9.9. Does DOIX plan, review, validate and coordinate AFSPC intelligence systems requirements? (AFI 14-105, para 1.2.1.6)			
3.1.10. Does DOIX plan for new intelligence systems? (AFI 14-105, para 1.2.1.6)			
3.1.10.1. Is there a plan or architecture for AFSPC intelligence units?			
3.1.10.2. Was the plan coordinated through the SC community?			
3.1.10.3. Is the plan current?			
3.1.10.4. Are AF 3215's, C4 Systems Requirements Document (CSRD) reviewed for accuracy and technical content?			
3.1.10.5. Do we validate command CSRDs and SCRs for intelligence systems?			
3.1.10.6. Are the CSRDs and SCRs coordinated with the appropriate organizations?			
3.1.11. Do intelligence personnel, including those performing ADIO functions, follow prescribed Intelligence Oversight procedures? (AFI 14-104_AFSPCSUP1)			
<b>3.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Are the AF TENCAP projects reviewed for cost/schedule compliance, for technical progress, and for mission relevance?			
3.2.2. Are concepts of operations written and staffed in accordance with appropriate instructions and guidelines?			

3.2.3. Is national systems status available to subordinate units when requested?			
3.2.4. Are new technologies being evaluated against appropriate operations and intelligence deficiencies?			
3.2.5. Has DOIX determined intelligence responsibilities and roles of units? Is policy and guidance published? (AFI 14-105, para 1.2.1.1 and 1.2.1.14)			
3.2.6. Is the Additional Duty Intelligence Officer (ADIO) program being continually evaluated to ensure the training and requirement needs of unit ADIOs are being met? (AFI14-105_AFSPCSUP1, para 1.2.1.14.2)			
3.2.7. Has a Standard Intelligence Document List been developed and are unit requirements for intelligence documents and products adequately satisfied? (AFI 14-105, 1.2.1.4)			
3.2.8. Is there a process in place which Command contractors use to obtain selected intelligence information and material? (AFI 14-303, para 1.2.1 and AFI14-105_AFSPCSUP1, para 1.2.1.19.2)			
3.2.9. Is the Command Intelligence Reference Library operated IAW procedures that ensure documents can be easily located and tracked, a catalog and supplemental accessions list is prepared for customers, as required, and inventory updates and document currency reviews accomplished, as needed? (AFI 14-105, para 1.2.1.12 and AFI 14-303, para 1.2)			
3.2.10. Are intelligence Production Requirements (PRs) appropriately submitted and tracked to ensure timely and accurate intelligence support to warfighters? (AFI 14-201, para 14 and AFI 14-105, para 1.2.1.8)			
3.2.11. Is there an effective process in place for obtaining quality feedback from NAF and Wing customers? (AFI 14-105, para 1.1)			
3.2.12. Are command intelligence training quotas programmed and allocated to meet command requirements?			
3.2.13. Is support provided to command-sponsored schools, when requested?			
3.2.14. Is training provided to subordinate units, when requested?			
3.2.15. Are new technologies reviewed to determine applicability to AF-SPC intelligence requirements?			
3.2.16. Are AFSPC units informed of command intelligence systems planning?			
3.2.17. Do we participate in the Air Force and Joint Intelligence Planning Systems, ensuring space intelligence concerns are properly addressed in planning documents and processes?			
3.2.18. Are financial plans developed, current funds tracked, and adjustments recommended to DOI?			

<b>SECTION 4: SPECIAL SECURITY OFFICE (DOIS)MISSION STATEMENT:</b> Focal point for the receipt, control and accountability of all SCI for AFSPC. Manages the personnel, information, physical, and automated information systems security programs for AFSPC SCI Facilities (SCIF). <i>Note:</i> All references are from USAFINTEL 201-1, DODS 5105.21-M-1, unless otherwise stated.			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Are Sensitive Compartmented Information billets managed and properly coded in the Unit Manning Document?			
<b>4.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.1. Are DIA Checklists followed and discrepancies noted and corrected?			
<b>SECTION 5: INFORMATION OPERATIONS BRANCH (DOIO)MISSION STATEMENT:</b> Manages overall Operations Security (OPSEC) program for command. Coordinates with other MAJCOMs and Air Staff for training, external agency sponsored surveys and command level issues. Develops OPSEC annexes for command level OPlans when required. Reviews NAF level OPSEC annexes and OPSEC issues during exercises and real world operations. Advocates OPSEC awareness throughout HQ AFSPC and command. OPR for command supplement to AFI 10-1101. Submits annual award package for Air Force and national level OPSEC award processes. Develop, conduct OPSEC surveys when needed. Helps develop/review process used to approve data for public release over INTERNET. Supports Command Control Warfare C2W program.			
<b>5.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Does the program manager (PM) promote the OPSEC concept throughout the command, and develop, maintain and market the organization's OPSEC program? (AFI 10-1101, para A4.1)			
5.1.2. Does the PM coordinate training for all command PMs with AFIWC? (AFI 10-1101, para A2.3)			
5.1.3. Has mission critical information been identified? (AFI 10-1101, para 2.2.2)			
<b>5.2. NON-CRITICAL ITEMS</b>			
5.2.1. Has the PM attended the USAF OPSEC Program Manager Course? [Training requirements are coordinated with AFIWC/OSW] (AFI 10-1101, para 3.2.5)			
5.2.2. Is there a dedicated program manager and office of primary responsibility with HQ AFSPC? (AFI 10-1101, para A2.3)			
5.2.3. Does the PM conduct annual OPSEC Self-Inspections? (AFI-1101, para A2.3)			

5.2.4. Does the PM coordinate and facilitate OPSEC surveys when needed? (AFI 10-1101, para A2.3 and A4.1)			
5.2.5. Is the OPSEC concept integrated into organizational plans and activities? (AFI 10-1101, para 4.3 and A4.1)			