

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



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 13-1**

1 OCTOBER 1998

Space, Missile, Command, and Control

**AIRFIELD AND AVIATION OPERATIONS
(MAJCOM)**

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This Checklist reflects Command requirements for manager to prepare for and conduct internal reviews in the functional area of Airfield and Aviation Operations.

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. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This publications establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of the Headquarter's Airfield and Aviation Operations Flight.

ROBERT C. HINSON, Maj Gen, USAF
Director of Operations

Attachment 1

AIRFIELD AND AVIATION OPERATIONS CHECKLIST (MAJCOM)

Table A1.1. Checklist.

MISSION STATEMENT: Functional manager for all AFSPC air traffic control (ATC), aviation and airfield management activities. Provides technical and administrative support for staffing, training, air traffic control operations and procedures and Air Traffic Control and Landing Systems (ATCALs). Interfaces with units, Air Staff, Federal Aviation Administration and other MAJCOMs. Provides policy and guidance to AFSPC flying units, establishes command-wide training programs, manages the command's flying hour program and life support activities. <i>Note:</i> All references are from AFI 13-203, <i>Air Traffic Control</i> , unless otherwise indicated.			
SECTION 1: AIR TRAFFIC CONTROL (CRITICAL ITEMS)	YES	NO	N/A
1.1. PROGRAM EVALUATION:			
1.1.1. Is the USAF Air Traffic System Evaluation Program (ATSEP) conducted at intervals specified in AFI 13-218, para 1.4.1.?			
1.2. RESOURCE ALLOCATION:			
1.2.1. Does the functional manager monitor unit staffing to ensure it is sufficient to meet requirements IAW Chapter 1 and applicable manpower standards? (para 1.5.6.)			
1.2.2. Does the functional manager ensure formal training requirements for Airspace Management, Terminal Enroute Procedures Specialist and Facility Management schools are met? (Chapter 1 and AFI 13-203AFSPC1)			
1.3. POLICY AND GUIDANCE:			
1.3.1. Are MAJCOM supplements to existing Air Force level guidance (AFIs, AFMANs, etc) consistent with USAF guidance and at least as restrictive?			
1.3.2. Are local operating instructions, except administrative and facility operating instructions that address administrative matters only, sent by the unit to MAJCOM reviewed for compliance with Air Force and DoD directives and approved by the MAJCOM OPR for ATC? (para 10.5.)			
1.3.3. Are waiver requests reviewed to ensure unit cannot comply with regulatory guidance without waiver approval? (para 10.2.)			
1.4. AIR TRAFFIC CONTROL (NON-CRITICAL ITEMS)	YES	NO	N/A
1.4.1. POLICY AND GUIDANCE:			

1.4.1.1. Does the MAJCOM staff monitor and initiate actions concerning airspace proposals affecting ATC services and Air Traffic Control and Landing Systems (ATCALs)? (FAAO 7400.2/FAAO 7610.4/AFI 13-201)			
1.4.1.2. Are Airfield Operations Board minutes reviewed by the MAJCOM staff? (para 12.5.)			
1.4.1.3. Are Airfield Operations Board minutes and MAJCOM supplements monitored, reviewed and coordinated? (para 12.5.)			
1.5. PLANNING, PROGRAMMING, AND BUDGETING:			
1.5.1. Is the MAJCOM staff organized and manned to support the airfield mission? (AFI 13-218)			
1.5.2. Is an ATCALs review conducted quarterly to review problems that concern status of ATCALs programs, projects and issues? (para 16.1.)			
SECTION 2: AIRFIELD MANAGEMENT (CRITICAL ITEMS)	YES	NO	N/A
2.1. RESOURCE ALLOCATION:			
2.1.1. Does the functional manager ensure unit staffing is sufficient? (AFI 13-213, para 1.3.2.)			
2.2. PLANNING, PROGRAMMING, AND BUDGETING:			
2.2.1. Is the MAJCOM staff organized and manned to support subordinate units? (AFI 13-213, para 1.3.2.1.)			
2.3. AIRFIELD MANAGEMENT (NON-CRITICAL ITEMS)	YES	NO	N/A
2.3.1. POLICY AND GUIDANCE:			
2.3.1.1. Are newly proposed airfield management Performance Work Statements (PWS) and MAJCOM supplements monitored, reviewed and coordinated? (AFI 13-213, para 9.1.2.)			
2.3.1.2. Are procedures established for CAM Course selection? (AFI 13-213, para 1.3.2.7.)			
2.3.1.3. Are procedures established to approve or deny airfield closures and PPR/OBO restrictions? (AFI 13-213, para 6.2.1.)			
2.3.1.4. Are hours of operations for Base Operations that are not open 24 hours published in the supplement to AFI 13-213? (AFI 13-213, para 1.3.2.3.)			
2.4. PROGRAM EVALUATION:			
2.4.1. Are HQ USAF and HQ AFFSA notified 5 days in advance of airfield closures exceeding 5 days? (AFI 13-213, para 6.2.1.2.)			

SECTION 3: AIRCRAFT OPERATIONS (CRITICAL ITEMS)	YES	NO	N/A
3.1. POLICY AND GUIDANCE:			
3.1.1. Are all flying related instructions and supplements current and up-to-date? (AFI 11-215, para .5)			
3.1.2. Are all Life Support instructions and supplements current and up-to-date? (AFI 11-215, para .5)			
3.1.3. Have instructions been reviewed for currency within the past 12 months? (AFI 11-215, para 5.)			
3.1.4. Do instructions, manuals, or other policy directives meet mission requirements? (AFI 11-215, para 5.)			
3.2. AIRCRAFT OPERATIONS (NON-CRITICAL ITEMS)	YES	NO	N/A
3.2.1. POLICY AND GUIDANCE:			
3.2.1.1. Are policies and guidance coordinated with 20 AF/DOH prior to publication? (Command Intent)			
3.2.1.2. Are new and revised publications staffed and printed in a timely manner? (Command Intent)			
3.3. DIRECT SUPPORT:			
3.3.1. Are waivers requiring HQ AFSPC approval processed in a timely manner? (Command Intent)			
3.3.2. Do HQ AFSPC/DOOH personnel attend all meetings, conferences, etc. related to flying or Life Support functions that require MAJCOM representation? (AFI 11-302, para 14.8.)			
SECTION 4: FLIGHT MANAGEMENT (CRITICAL ITEMS)	YES	NO	N/A
4.1. PROGRAM EVALUATION:			
4.1.1. Is MAJCOM staff managing the flying hour program? (AFPD 11-1, paras 3.2. to 3.4.)			
4.1.2. Are quarterly flying hour reports being submitted to HQ USAF on time? (AFPD 11-1, para 2.)			
4.2. FLIGHT MANAGEMENT (NON-CRITICAL ITEMS)	YES	NO	N/A
4.2.1. PROGRAM EVALUATION:			
4.2.1.1. Is the quarterly flying hour QPM being prepared and submitted on time? (Command Intent)			
4.2.2. RESOURCE ALLOCATION:			
4.2.2.1. Are unexecutable flying hours being redistributed in a timely manner to units that can fly them? (Command Intent)			

SECTION 5: AIRCREW TRAINING PROGRAMS (CRITICAL ITEMS)	YES	NO	N/A
5.1. PROGRAM EVALUATION:			
5.1.1. Is the Cockpit/Crew Resource Management program up-to-date? (Command Intent)			
5.2. AIRCREW TRAINING PROGRAMS (NON-CRITICAL ITEMS)	YES	NO	N/A
5.2.1. PROGRAM EVALUATION:			
5.2.1.1. Are simulator critiques reviewed annually to ensure the simulator contract is providing adequate training to AFSPC crew members? (Command Intent)			
5.2.2. RESOURCE ALLOCATION:			
5.2.2.1. Are sufficient pilot and flight engineer training quotas allocated each year at the PFT conference to allow sufficient training for AFSPC crews? (Command Intent)			