

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 21-13**

1 APRIL 2004

Maintenance

**CONVENTIONAL MUNITIONS
MANAGEMENT (WING)**

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: LCMW (TSgt Gregory Dersno)

Certified by: LCMW (Major Brian Gaude)

Pages: 22

Distribution: F

This Checklist reflects Command requirements for managers to prepare for and conduct internal reviews of conventional munitions. This checklist has incorporated the information previously found in AFSPCCL 20-14, 15, 16, 17, and 18.

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 checklist establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the checklist at Attachment 1 as a guide only. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an 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.

ANDY L. ANDERSON, Lt Col, USAF
Director, Logistics and Communications

ATTACHMENT 1

CONVENTIONAL MUNITIONS MANAGEMENT (WING)

Table A1.1. Checklist.

SECTION 1: MUNITIONS OPERATIONS MASO/ACCOUNTABILITY			
MISSION STATEMENT: To ensure conventional munitions are properly accounted for until they are expended, installed, turned in or removed from Air Force stock.			
NOTE: All references are from AFI 21-201, <i>Management and Maintenance of Non-Nuclear Munitions</i> , unless otherwise stated.			
GENERAL PROCEDURES			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the commander ensure the MASO is appointed IAW AFI 23-111, <i>Management of Government Property in Possession of the Air Force</i> ? (paras 2.8.4 and 12.2.1)			
1.1.2. Does the MASO ensure no one expends WRM munitions in peacetime without approval IAW AFI 25-101, <i>War Reserve Materiel (WRM) Program Guidance and Procedures</i> ? (para 2.10.19)			
1.1.3. Does the MASO approve, and certify in writing, all “paper-work only” transactions? (paras 2.10.23 and 16.8.2)			
1.1.4. Did the incoming MASO review the account using MAJCOM provided checklists and previous audit and inspection reports? Was this review accomplished, documented and results briefed to the appointing official prior to assumption of account? (para 12.2.4)			
1.1.5. Has the MASO developed locally written post-post procedures to meet the requirements of Chapter 18?			
1.1.6. Does the Munitions Operations Element produce the CAS listings necessary to support post-post processing on a recurring basis? Are all reports identified in paragraphs 18.3.2.1 through 18.3.2.5 produced? (para 18.3.2)			
1.1.7. Does the transportation office provide the MASO with a list of individuals authorized to receipt for munitions and explosive items, including classified items to be released to the transportation movement officer for shipment? (para 27.1.1)			
1.1.8. Are all Statements of Work (SOW) containing munitions requirements coordinated with HQ AFSPC/LCMW? AFI 21-201 AFSPC SUP (para 1.1)			

CRITICAL ITEMS Cont:	YES	NO	N/A
1.1.9. Has a tracking system been developed to control courtesy stored munitions? AFI 21-201 AFSPC SUP (para 1.1.5)			
1.1.10. Are the requirements of AFI 21-201 and all other applicable instructions, manuals, technical orders included in the SOW as per AFI 63-124 <i>Performance-Based Service Contracts</i> (PBSC)? (para 1.1.1)			
1.1.11. Are responsibilities of the contractor clearly identified in the SOW? AFI 21-201 AFSPC SUP (para 2.9)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the MASO review all phases of the FV account operations, at least semiannually? (paras 2.10.6 and 2.10.20)			
1.2.2. Has the MASO developed a training program to cover all aspects of the operation, i.e., Custody Accounts, and Global Transportation Network (GTN) usage? (para 2.10.5.1)			
1.2.3. Has the MASO identified, to the base WRM and transportation officer, all munitions listed in the OPLAN for shipment and receipt? (para 2.10.16)			
1.2.4. Does the MASO help the chief of logistics plans to develop WRM receipt and out-load planning actions? (para 2.10.17)			
1.2.5. Does Munitions Operations use CAS to the maximum extent possible, and report system discrepancies (DIREPs) as required? (para 4.3.6)			
1.2.6. Are all individuals who change or adjust accountable munitions records in the MASO's supervisory control, except at contracted operations? (para 12.2.1.1)			
1.2.7. Did the MASO sign a certificate of transfer to signify appointment? Did they use the CAS produced certificate? If not, did they use the example in Figure 12.1 when preparing their certificate of transfer letter? (para 12.2.2)			
1.2.8. Is the certificate of transfer, any approved waivers and the MASO's documented review maintained as long as accountable documents remain in file with their signature? (para 12.2.5)			
1.2.9. Was a separate certificate of transfer completed for each stock record account transferred? (para 12.2.6)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
1.2.10. Is a qualified successor appointed if the MASO is absent for more than 90 consecutive days? The appointing official may request their MAJCOM munitions staff waive this requirement. All such requests should contain justification for waiver. (para 12.2.7)			
1.2.11. Are authorized requirements followed to purchase Commercial Off The Shelf (COTS) Munitions? (para 32.2.1)			
INVENTORIES			
1.3. CRITICAL ITEMS:	YES	NO	N/A
1.3.1. Have local operating instruction containing inventory procedures been published? Does the OI meet the requirements of paragraphs 21.2.1.1 through 21.2.1.4? (para 21.2.1)			
1.3.2. Are all inventories conducted and reconciled within 30 days of inventory start date? (para 21.2.4)			
1.3.3. Does the MASO conduct semi-annual wall-to-wall inventories? (para 21.3.1)			
1.3.4. Does the MASO conduct Semi-Annual Unserviceable Inventories? (para 21.3.2)			
1.3.5. Does the MASO conduct Monthly 10% Inventories to identify negative trends between semi-annual stock record account inventories? (para 21.3.3)			
1.3.6. Are change of MASO Inventories conducted? (para 21.3.4)			
1.3.7. Are all discrepancies resolved? (paras 21.3.5 through 21.3.8 and 21.6.)			
1.3.8. Are the results of the stock record account inventories and the findings and corrective actions documented in writing and briefed to the Munitions Flight Chief, Maintenance Supervisor and Commander? (para 21.3.9)			
1.4. NON-CRITICAL ITEMS:			
1.4.1. Prior to processing any inventory adjustments, is approval obtained in writing from the certifying and approving officials? (para 21.6.10)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
1.4.2. Are inventory adjustments, used to correct warehouse discrepancies caused by an erroneous transaction, supported by at least the source document and transaction history? (para 21.6.1.4)			
1.4.3. Are inventory adjustments for lost, damaged or destroyed munitions properly supported? (para 21.6.9 thru 21.6.9.13.)			
1.4.4. Are adjustments approved and certified by the appropriate level of authority? (paras 21.6.10.1 and 21.6.10.2)			
1.4.5. Is an Inventory Accuracy Report (IS500A) produced during the Semi-Annual stock record account or Change of MASO inventories and filed with the inventory package? (para 21.3.9.1)			
CUSTODY ACCOUNT INVENTORIES			
1.5. CRITICAL ITEMS:	YES	NO	N/A
1.5.1. Are annual Custody Account Inventories conducted? (para 21.4.1)			
1.5.2. Are quarterly Custodian Inventories conducted? (para 21.4.2)			
1.5.3. When a change in the primary custodian occurs, does the departing custodian and the newly appointed custodian perform a complete physical inventory of the custody account? (para 21.4.3)			
STOCK CONTROL			
1.6. CRITICAL ITEMS:	YES	NO	N/A
1.6.1. Does the MASO conduct a monthly review of the appropriate Base Supply records to ensure DoD stocklisted non-nuclear munitions, missiles and related explosive/inert components that should be managed by the MASO and not on Base Supply records? (para 2.10.21)			
1.6.2. Are all allocated/authorized munitions either on-hand or due-in? (para 4.3.4)			
1.6.3. Does Munitions Operations manage AF Form 191, Ammunition Disposition Requests (ADR)/CAS , to ensure appropriate actions are taken on unserviceable munitions? (para 4.3.9)			
1.6.4. Is CAS intransit data updated as assets are received (receipt processed) or released (shipments) to Transportation Management Office (TMO) (Date Departed Station)? (para 12.5.4)			

CRITICAL ITEMS Cont:	YES	NO	N/A
1.6.5. Do only personnel authorized to receipt for munitions in-check assets? When the received quantity, lot number, or NSN is different from the shipping document, does the in-checker circle the erroneous information on the document and enter correct information and initial? (para 20.1.1 and 20.1.1.1)			
1.6.6. Is CAS DIFM listing (IS535A) used to monitor DIFM assets to ensure they are returned within 15 days? (para 23.2.1.2)			
1.6.7. Has the MXG/CC or equivalent established procedures to manage the cartridge actuated device/propellant actuated device (CAD/PAD) time change requirements forecast IAW T.O. 00-20-9, <i>Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items?</i> (para 2.7.3.2)			
1.6.8. Does the Munitions Operations Element limit munitions requisitions to yearly allocations, plus or minus Quantity Unit Pack (QUP)? (para 4.3.20)			
1.6.9. Does the Munitions Operations Element initiate follow up action for conventional munitions with OO-ALC/WM for all requisitions made against wing SRAN/DoDAACs? (para 4.3.22)			
1.6.10. Is Requisition Status Report (ISI05A) used to monitor requisitions? (para 19.3)			
1.7. NON-CRITICAL ITEMS:	YES	NO	N/A
1.7.1. Does the MASO appoint TCTO monitors to ensure MASO managed munitions components for TCTO kits are requisitioned and follow-ups are performed until received? (para 2.10.22)			
1.7.2. Does the Munitions Operations Element advise the Materiel Section Superintendent of the supply status and availability of accountable items to support the mission? Are WRM munitions released for peacetime use without approval IAW Chapter 33 and AFI 25-101? (para 4.3.13)			
1.7.3. Does the Munitions Operations Element reconcile the ADR file against, AFTO Form 15 file or CAS Lot history once a month and is the reconciliation documented? (para 4.3.15)			
1.7.4. Does the Munitions Operations Element monitor MASO managed munitions components (to include kits) required for munitions TCTOs and provide updates and due-in status to Munitions Control? (para 4.3.16)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
1.7.5. Does the Munitions Operations Element ensure awaiting parts (AWP) status is provided for munitions FV items? (para 4.3.18)			
1.7.6. Does the Munitions Operations Element provide a listing of all munitions types stored and maintained to the EOD unit providing support? This list is provided annually and updated as changes occur. This listing will include all assigned and contingency tasked munitions. (para 4.3.21)			
1.7.7. Does the Munitions Operations Element ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure? Are difficulties reported in getting munitions shipments out to the Munitions Flight Chief for resolution? This responsibility may be delegated to a different element at the option of the Munitions Flight Chief. (para 4.3.23)			
1.7.8. Is ammunition for the “Personal Defense Ammunition for Air Force General Officers” managed IAW paragraph 12.5.6? (paras 12.5.6 thru 12.5.6.3)			
1.7.9. Is ammunition and explosive items released to agencies or individuals outside the Air Force unless the criteria in 12.6.1 is met? (para 12.6.1)			
1.7.10. Are the AF Form 1996, Adjusted Stock level used to support stock levels for items without a Master Subsidiary Relationship Code. (Para 14.1.6)			
1.7.11. Are all assets received onto accountable records, within five workdays. (Para 20.3.1.)			
1.7.12. Does the Munitions Operation Element coordinate with inspection and storage elements before requisitioning new items or large quantities of munitions to confirm storage space and technical data is available? (paras 4.3.19 and 19.2)			
1.7.13. Are time change items forecasted for using procedures contained in T.O. 00-20-9? (para 13.8.1)			
1.7.14. Does the MASO ensure the appropriate Project Code and requisitioning priorities are used? (para 19.2.2)			
1.7.15. Do requisitions submitted to support the annual DLAR identify the appropriate fiscal year for which the DLAR applies. (para 19.2.3)			

CUSTODY ACCOUNTS			
1.8. CRITICAL ITEMS:	YES	NO	N/A
1.8.1. Do commanders ensure departing personnel transfer munitions accountability to a new custodian or turn in all munitions and explosives to the MASO at least 45 days before release from duty? (para 2.7.4.9)			
1.8.2. Has the MASO developed and published a wing operating instruction to aid commanders, custodians and munitions users in munitions accountability procedures? This OI may serve as the Munitions Customer Guide as long as it meets the minimum requirements of paragraphs 2.7.3.3 (para 2.10.8)			
1.8.3. Are all past and present users of affected national stock/lot numbers notified of munitions suspended or restricted by T.O. 11A-1-1, <i>Conventional Munitions Suspended or Restricted</i> and does the MASO notify customers immediately of the suspended or restricted ammunition? (paras 2.10.13 and 4.3.8)			
1.8.4. Does the Munitions Operations Element publish a customer guide to provide using agencies with procedures for obtaining munitions support? The OI mandated by para 2.10.8 may be used as the Munitions Customer Guide as long as it meets all requirements listed in paragraphs 2.7.3.3 (para 4.3.14)			
1.8.5. Does the Munitions Operations Element load unit allocations in CAS IAW MAJCOM instructions and ensure obsolete levels are deleted? (para 14.1.2)			
1.8.6. Does the MASO approve customer requests for excess non-expendable assets left on custody accounts (special levels)? (para 14.1.5.1)			
1.8.7. Does the MASO or designated representative review and approve all issue requests? (para 23.6.1)			
1.9. NON-CRITICAL ITEMS:	YES	NO	N/A
1.9.1. Do commanders initiate a formal courtesy storage agreement with the munitions storage activity when such storage is required? This agreement must be IAW paragraph 4.1.12. (para 2.7.4.14)			
1.9.2. Does the MASO provide the Organization or Unit commander a briefing on custody account responsibility? (para 2.10.7)			
1.9.3. Does the MASO provide detailed training to primary and alternate custodians on custody account management? (para 2.10.10)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
1.9.4. Does Munitions Operations provide each munitions user with written notification of their approved allocation and subsequent allocations? (para 4.3.4)			
1.9.5. Are all requests for out-of-cycle allocation increases or additions prepared on automated Allocation Transfer and Out-of-Cycle system located at the Air-to-Surface Munitions Directorate web site? (para 14.2)			
1.9.6. Are all AF Form 68s <i>Munitions Authorization Record</i> accomplished/reaccomplished, approved and maintained? (paras 17.2 thru 17.3)			
1.9.7. Does the MASO brief all personnel on the AF Form 68 on their responsibilities? Is this briefing documented and filed in account folders IAW paragraph 17.2.2.1? These briefing must be conducted within 30 days of appointment or prior to receiving custody of munitions, whichever is sooner. (paras 17.2.2 and 2.10.9)			
1.9.8. Are deletions from an AF Form 68 properly documented? (para 17.2.2.4)			
1.9.9. Does the Munitions Operations Element maintain Custody Account Jacket Files? (para 22.3)			
1.9.10. Are consumption issues limited to those assets consumed or installed within 15 days? (para 23.2.1)			
1.9.11. Does the consuming organization or activity provide the MASO with expenditure documents within five duty days? (para 24.1.2)			
1.9.12. Does the MASO review all FOB transactions to determine the need for a special inventory before processing the document? Does each turn-in document carry the following statement: "I have determined upon review of the transaction that a special inventory (is)(is not) required"? (para 25.6.1)			
1.9.13. Does the MASO submit munitions forecast as directed by the MAJCOM? (para 2.10.11)			
1.9.14. Does Munitions Operations submit requirements forecasts for agencies without MAJCOM Munitions User Functional Manager (MUFM)? (para 4.3.3)			

DOCUMENT CONTROL			
1.10. CRITICAL ITEMS:	YES	NO	N/A
1.10.1. Does the MASO delegate authority, in writing, for operating the munitions account, to include signing documents and listings? Does the MASO retain responsibility and establish a clear understanding of the responsibility and authority that goes with each level of delegation? (para 12.5.1.1)			
1.10.2. Are accountable and auditable documents maintained in the "Document Control" files? (paras 16.1.2 and 16.5.2.2)			
1.10.3. Do all documents receive a quality check, using Table 16-1, prior to filing in the Document Control files? Are they also checked for the criteria established in paragraph 16.5.2.1? (para 16.5.2)			
1.10.4. Do Document Control personnel file all authorization and delegation of authority letters and correspondence required by the munitions account? As a minimum, have all correspondence and letters identified in paragraphs 16.6.5.1 through 16.6.5.7? (para 16.6.4)			
1.10.5. Does the MASO request and maintain copies of letters appointing munitions inspectors? (paras 2.10.4 and 16.6.5.6)			
1.10.6. Does the MASO designate, by letter, personnel authorized access to the document control files and records? (para 16.1.5)			
1.11. NON-CRITICAL ITEMS:	YES	NO	N/A
1.11.1. Is Munitions Operations Element/Document Control the focal point for processing and filing accountable/auditable documents? (para 4.3.5)			
1.11.2. Has the MASO published an operating instruction defining document flow? Does it meet all requirements mandated in paragraphs 16.1.4.1 through 16.1.4.4? (para 16.1.4)			
1.11.3. Do Munitions Operations personnel make changes or correction on documents? Are all documents typed or legibly printed in blue or black ink? Are illegible, incomplete or improperly prepared documents returned to the originator? (para 16.2.1),(para 16.2.1.4)(para 16.5.3)			
1.11.4. Are all documents stamped when they are produced or received? (paras 16.2.3 thru 16.2.3.2)			
1.11.5. Is ISE02A used to monitor documents? (para 16.3.1)			
1.11.6. Are all delinquent documents identified? (para 16.4)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
1.11.7. Does the MASO designate, in writing, Munitions Operations personnel to perform final quality control of accountable documents? Use of quality control stamp is optional. (para 16.5.1)			
1.11.8. Are all documents filed in document number sequence by fiscal year (1 October – 30 September)? (para 16.5.2.2)			
1.11.9. Are AF Form 614, Charge out Record used to track documents removed from file? (para 16.6.1)			
1.11.10. Are all missing or lost documents certified true copies by the MASO? (para 16.6.3.1)			
1.11.11. Before processing RVPs, does the MASO approve by signing a memorandum containing a brief explanation of the circumstances? (para 16.7.1)			
CONTINGENCY/COMBAT OPERATIONS			
1.12. CRITICAL ITEMS:	YES	NO	N/A
1.12.1. Are deployed munitions accounted for IAW para 34.3? (para 34.3.1)			
1.12.2. When deploying to a location with an established SRAN/ DoDAAC for longer than 30 days, is accountability of munitions transferred to the gaining MASO? (para 34.1.1)			
SECTION 2: MUNITIONS FLIGHT, MAINTENANCE, INSPECTION, STORAGE & HANDLING			
MISSION STATEMENT: To ensure the conventional munitions stockpile is properly maintained.			
NOTE: All references are from AFI 21-201, <i>Management and Maintenance of Non-Nuclear Munitions</i> , unless otherwise stated.			
GENERAL SAFETY			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Is weapons safety training given prior to doing weapons/ munitions related tasks and then annually thereafter, and is it tailored to specific duties, weapons systems and munitions involved? (AFI 91-202 <i>The U.S. Air Force Mishap Prevention Program</i> para 10.10.2)			

CRITICAL ITEMS Cont:	YES	NO	N/A
2.1.2. Is specialized safety; fire prevention and occupational health training being provided to newly assigned personnel? (AFI 91-301, <i>Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program</i> para 7.3)			
2.1.3. Are personnel trained and qualified in explosives related tasks to be performed? (AFMAN91-201, <i>Explosive Safety Standards</i> , para 2.2)			
2.1.4. Are fire drills held within the explosives storage area at intervals not to exceed six months? (AFMAN91-201, para 2.19)			
2.1.5. Are five-foot firebreaks maintained around igloo ventilators? (AFMAN91-201, para 2.21.3)			
2.1.6. Are personnel and explosive limits posted and not exceeded at each explosives operation? (AFMAN91-201, paras 2.5.1 thru 2.5.3)			
2.1.7. Are 50-foot firebreaks maintained around each above ground magazine, operating location or building, outdoor storage site and ready explosives facility? (AFMAN91-201, para 2.21.3)			
2.1.8. Do all facilities have the proper fire symbol and hazard marker posted? (AFMAN91-201, para 2.25)			
2.1.9. Are static wire bonds visually inspected at least quarterly? (AFI 32-1065 <i>Grounding Systems</i> , Table 1, 12.a)			
2.1.10. Are static grounds for equipment tested for resistance continuity? (AFI 32-1065, Table 1, 12.b)			
2.1.11. Are only authorized operations performed in storage spaces containing explosives? (AFMAN91-201, para 2.32)			
2.1.12. Do explosives storage and maintenance facilities have lightning protection systems installed? (AFMAN91-201, para 2.54)			
2.1.13. Are lightning protection systems tested and inspected? (AFI 32-1065, Table para 12)			
2.1.14. Are guidelines followed for evacuation of personnel during electrical storms? (AFMAN91-201, para 2.56)			
2.1.15. Are operators of vehicles and equipment used in transporting and handling explosives trained? (AFMAN91-201, para 2.74.14.3)			
2.1.16. Are vehicles transporting explosives marked with placards? (AFMAN91-201, para 2.71.2)			

2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are lesson plans for weapons safety training developed? (AFI 91-202, para 10.10.2)			
2.2.2. Are lesson plans reviewed and approved by the wing/base weapons safety office prior to use and annually thereafter? (AFI 91-202, para 10.10.2)			
2.2.3. Do explosives operations have local written procedures developed and used? (AFMAN91-201, para 2.3)			
2.2.4. Are explosives operations coordinated by base safety and other involved activities? (AFMAN91-201, para 2.3.1)			
2.2.5. Are handling and movement precautions followed during explosives operations? (AFMAN91-201, para 2.12)			
2.2.6. Are waste materials, hazardous waste, wood, paper, and flammable packing material placed in separate metal containers, with covers, and are they placed outside the facility, except for containers required at work locations during operations? (AFMAN91-201, para 2.10.1)			
2.2.7. Are working location containers emptied at least once each workday or shift? (AFMAN91-201, para 2.10.1)			
2.2.8. Is smoking permitted only in approved, designated smoking areas? (AFMAN91-201, para 2.11)			
2.2.9. Are flammable liquids used for cleaning only as authorized by T.O.s, and do in-use stocks not exceed 1 workday supply, and kept in approved safety containers or dispensers? (AFMAN91-201, para 2.21)			
SAFETY AND HOUSEKEEPING			
2.3. CRITICAL ITEMS:	YES	NO	N/A
2.3.1. Do supervisors: (AFI 91-202, para 1.6.14)			
2.3.2. Know the safety and occupational health standards that apply to their area? (AFI 91 202, para 1.6.14.1)			
2.3.3. Analyze job environment and tasks for hazards through proper ORM techniques. (AFI 91-202, para 1.6.14.2)			
2.3.4. Train their people on the standards to follow and hazards to avoid? (AFI 91-202 para 1.6.14.4)			

CRITICAL ITEMS Cont:	YES	NO	N/A
2.3.5. Make sure that all work complies with safety and health standards? (AFI 91-202, para 1.6.14.5)			
2.3.6. Exercise control over job tasks? (AFI 91-202, para 1.6.14.6)			
2.3.7. Train personnel on safety and health standards, procedures and requirements of the job tasks and document training? (AFI 91-202, para 1.6.14.7)			
2.3.8. Take appropriate actions to promptly eliminate safety and health hazards and correct deficiencies? (AFI 91-202, para 1.6.14.8)			
2.3.9. Immediately report mishaps and employee absences due to mishaps? (AFI 91-202, para 1.6.14.9)			
2.3.10. Post notices of hazards? (AFI 91-202, para 1.6.14.11)			
2.3.11. Do individuals: (AFI 91-202, para 1.6.15)			
2.3.12. Comply with standards, regulations, job guides, TOs and operating procedures? (AFI 91-202, para 1.6.15.1)			
2.3.13. Identify and report hazards? (AFI 91-202, para 1.6.15.2)			
2.3.14. Use protective clothing or equipment when required? (AFI 91-202, para 1.6.15.3)			
2.3.15. Report any injury or impaired health that occurs on or off the job to their supervisor? (AFI 91-202, para 1.6.15.5)			
2.3.16. Report any suspected or actual exposure to chemicals or hazardous materials? (AFI 91-202, para 1.6.15.6)			
CAS OPERATIONS			
2.4. CRITICAL ITEMS:	YES	NO	N/A
2.4.1. Is the host site SA, CSSO and SO approved by the unit commander. (para 5.2.2)			
2.4.2. Are two system operators fully trained on day-to-day operations of CAS? (para 5.2.3)			
2.4.3. Prior to use of ISC05A does the unit have recommendation from CAS Global Call Center, approval of the MASO and authorization from MAJCOM? (para 5.2.7)			
2.4.4. Are security procedures for the protection of the CAS system established by the CSSO? (para 5.2.8)			

CRITICAL ITEMS Cont:	YES	NO	N/A
2.4.5. Is a current roster of all personnel authorized access to the system maintained? (para 5.2.9)			
2.4.6. Are personnel departing Permanent Change of Station or Permanent Change of Assignment formally removed from the CAS system prior to their departure from station? (para 5.2.9)			
2.4.7. Does the Flight Chief ensure required computer operation and communication security publications are on hand? (para 5.2.2.1)			
KEY AND LOCK MANAGEMENT			
2.5. CRITICAL ITEMS:	YES	NO	N/A
2.5.2. Is the room where structure keys are stored secured during non-duty hours and is access to the room restricted to personnel authorized by the Munitions Flight Chief? (para 5.1.19.2.2.8.)			
2.5.3. Are locks controlled by key serial number? (para 5.1.19.2.9.1.)			
2.5.4. Are keys, locks, and cylinders audited semiannually IAW DoD 5100.76M <i>Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives</i> ? (para 5.1.19.2.9.4.)			
2.5.5. Is AF Form 2432, Key Issue Log , used to record key issues, transfers, turn-ins and inventories? (para 5.1.19.2.4.)			
2.5.6. Are the key sets inventoried at the end of each shift, if issued, and weekly if not issued? (para 5.1.19.2.9.4.)			
2.5.7. Is cylinder and lock maintenance performed, IAW TO 44H2-3-1-101, <i>Operation and maintenance instructions, High, Medium, Low Security</i> , at least every six months and the maintenance documented? (para 5.1.19.2.2.6.)			
2.6. NON-CRITICAL ITEMS:			
2.6.1. Does the munitions flight have a program to manage keys, locks and cylinders? (para 5.1.19.)			
2.6.2. Does each lock securing a munitions storage or maintenance structure have a primary, spare, and control (maintenance) key? (para 5.1.19.2.2.)			
2.6.3. Are primary and spare key sets stored in different key boxes or safes? (para 5.1.19.2.2.)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
2.6.4. Is the padlock locked to the hasp to prevent theft, loss, or substitution of the lock? (para 5.1.19.2.2.11.)			
2.6.5. Does the Munitions Flight Chief designate personnel authorized to issue/receive keys in writing? (para 5.1.19.2.3.)			
2.6.6. Are spare cylinders, lock bodies with cylinders installed, and keys stored in a secure container when not required for operational use? (para 5.1.19.2.2.12.)			
2.6.7. Is an AF Form 2427 used to control locks, cylinders, and keys used on munitions facilities, including spares? (para 5.1.19.2.9.)			
2.6.8. Are key and lock custodians appointed in writing, and does the appointment letter include name, enlisted/officer civilian last 6 of SSAN and security clearance? (para 5.1.19.2.1.2)			
2.6.9. Does the key issue authority document key transfers between authorized individuals? (para 5.1.19.2.4.4.7.)			
TECHNICAL ORDERS			
2.7. NON-CRITICAL ITEMS:	YES	NO	N/A
2.7.1. Are T.O. files current and maintained IAW T.O. 00-5-2, <i>Technical Order Distribution System</i> ? (para 2.9.3.2.1)			
2.7.2. Is the use of interim TOs authorized in writing by the MAJCOM, IAW T.O. 00-5-1, <i>AF Technical Order System</i> , and only for a limited period of time? (para 2.9.3.2.3.)			
2.7.3. Does the flight monitor, report, and update all TCTOs that are currently required for conventional munitions and equipment according to the TCTO instructions and T.O. 00-20-2, <i>Maintenance Data Documentation</i> ? (para 2.9.3.2.4.)			
FLIGHT MANAGEMENT			
2.8. CRITICAL ITEMS:	YES	NO	N/A
2.8.1. Does the flight ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all munitions on the Unit Committed Munitions List (UCML) or equivalent? (para 2.9.1.10)			

CRITICAL ITEMS Cont:	YES	NO	N/A
2.8.2. Does the flight ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all support munitions tasked for beddown forces at main operating bases? (para 2.9.1.11)			
2.8.3. Does the flight ensure personnel and equipment are identified and prepared to meet deployment tasking IAW: AFI 10-403, Deployment Planning ; AFI 10-215, Personnel Support for Contingency Operations (PERSCO) ; AFMAN 10-401 Vol. 1, Operation Plan and Concept Plan Development and Implementation and AFMAN 10-401 Vol. 2, Planning Formats and Guidance ? (para 2.9.1.14)			
2.8.4. Does the flight inform squadron supervision/group commander and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected? (para 2.9.1.16)			
2.8.5. Does the flight approve local courtesy storage agreement requests for the use of munitions facilities by other organizations? (para 2.9.1.27)			
2.8.6. Does the flight ensure accurate and timely submission of the RCS: HAF-ILM (A)-9902, Master Storage Plan Report to MAJCOM? (para 2.9.1.29)			
2.8.7. Does the flight ensure that Product Quality Deficiency Reports (PQDR) are submitted to the appropriate ALC when a product deficiency is detected? (para 2.9.1.30)			
2.8.8. Does the flight ensure the Master Training Plan covers peacetime and contingency tasks? (para 2.9.2.5)			
2.8.10. Does the flight publish emergency action procedures to cover, as a minimum, severe weather conditions, explosive incidents and accidents, increased security conditions, and contingency support? (para 2.9.3.4.2)			
2.8.11. Does the flight ensure all shops establish a Hazardous Communication program and maintain AF Form 55, Employee Safety and Health Record , IAW AFI 91-301, AF Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program , attachment? (para 2.9.3.4.3)			
2.8.12. Does the flight notify MAJCOM Functional Manager or munitions staff on explosive or munitions mishap or incident? (para 2.9.3.4.5)			

2.9. NON-CRITICAL ITEMS:	YES	NO	N/A
2.9.1. Does the flight monitor shift manning, distribution of supervision, equipment requirements and make necessary adjustments? (para 2.9.1.1)			
2.9.2. Does the flight appoint the Senior Munitions Inspector and qualified munitions inspectors in writing? (para 2.9.1.4)			
2.9.3. Does the flight up channel any factors that limit their capability to receive, inspect and store their WCDO munitions requirements to their MAJCOM? (para 2.9.1.8.2)			
2.9.4. Does the flight validate flight equipment and authorizations against appropriate Allowances Standards for items such as: Aerospace Ground Equipment (AGE); Alternate Mission Equipment (AME); Test, Measurement and Diagnostic Equipment (TMDE); communications; etc., to ensure required equipment is adequate and excess equipment is disposed of IAW applicable standards? (para 2.9.1.17)			
2.9.5. Does the flight ensure the System Superintendent establish a program for control of assigned land mobile radios (LMR)? (para 2.9.1.18)			
2.9.6. Does the flight establish requirements for vehicles and support equipment and ensure procedures for operation and maintenance are enforced? (para 2.9.1.19)			
2.9.7. Does the flight develop a program to track unserviceable and repairable items for repair action as soon as parts and/or maintenance are available? (para 2.9.1.20)			
2.9.8. Does the flight ensure equipment status and historical documents are kept as required and maintained according to T.O. 00-20 series technical orders? (para 2.9.1.25)			
2.9.9. Does the flight establish and publish a munitions movement control program within the flight? (para 2.9.1.31)			
2.9.10. Does the flight ensure repairs or modifications are not made to munitions or munitions equipment unless authorized by item T.O., AFMAN 91-201, or approved by the MAJCOM munitions staff and the ALC equipment specialist? (para 2.9.1.32)			
2.9.11. Does the flight approve all lesson plans after coordination with Wing Safety (overall safety contents) and Quality Assurance (contents for technical accuracy)? (para 2.9.2.5.3)			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
2.9.12. Does the flight encourage technicians to question T.O. procedures if instructions appear unsafe or inefficient, using technical order improvement reports? (para 2.9.3.2.2)			
2.9.13. Does the flight evaluate all AFTO Forms 22, Technical Manual Change Recommendation and Reply , for accuracy and applicability? (para 2.9.3.2.2.1)			
2.9.14. Does the flight sign the supervisory signature block of the AFTO Forms 22 on munitions and munitions handling equipment technical orders. (para 2.9.3.2.2.2)			
2.9.15. Does the flight approve all local checklists, after coordination with Quality Assurance and Wing Weapons Safety? (para 2.9.3.3)			
2.9.16. Does the flight publish local procedures governing munitions operations during severe weather or electrical storms according to AFMAN 91-201? (para 2.9.3.4.1)			
2.9.17. Does the flight ensure applicable explosives site plan data and maps are maintained in the flight? Further, do they conduct annual reviews to ensure changes are reflected in the documentation during the annual explosive safety inspection of the WSA? Lastly, do they ensure all planned changes to facilities' usage or footprint are coordinated with wing safety, resource protection, and civil engineering prior to implementation? (para 2.9.3.4.6)			
2.9.18. Does the flight establish an operating instruction for management of Special Packaging Instruction (SPI) containers and packing material, empty reusable containers and munitions residue inspection, certification and final disposition? (para 2.9.3.5)			
2.9.19. Does the flight ensure crew briefings are given before the start of any munitions operation? As a minimum, does the briefing include an outline of the operation, safety (hazards and technical requirements of munitions involved), emergency procedures (explanation of each team member's role and whom to notify and how all personnel will be accounted for) and personnel limits? (para 2.9.3.6 & AFI 21-201_AFSPCSUP1, para 2.9.3.6)			

MUNITIONS INSPECTION/MAINTENANCE			
2.10. CRITICAL ITEMS:	YES	NO	N/A
2.10.1. Does the Inspection/Maintenance Element process/certify munitions residue from flight line and demilitarization operations for turn-in according to T.O. 11A-1-60, <i>Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives?</i> (para 3.4.4)			
2.10.2. Does the Inspection/Maintenance Element certify empty containers for turn-in to Defense Reutilization Management Office (DRMO) are residue free and properly configured IAW T.O. 11A-1-60? Empty containers will be clearly marked, sealed and segregated from other containers. (paras 3.4.5 and 4.2.9)			
2.10.3. Has the Senior Munitions Inspector established a comprehensive training and certification program that must be completed by all inspectors regardless of functional area? Does the program meet the criteria described in paragraphs 4.2.1.1.1 through 4.2.1.1.3? (para 4.2.1.1)			
2.10.4. Does the Senior Munitions Inspector conduct annual re-certifications of all assigned certified inspectors? (para 4.2.1.1.3)			
2.10.5. Does the Senior Munitions Inspector inform the MASO and Munitions Control immediately upon receipt of T.O. 11A-1-1, <i>Conventional Ammunition Restricted or Suspended</i> actions affecting munitions serviceability? (para 4.2.3)			
2.11. NON-CRITICAL ITEMS:	YES	NO	N/A
2.11.1. Does the Senior Munitions Inspector review the accuracy of CAS generated products to ensure the proper scheduling and management of all inspections, shelf/service life and restrictions for base and custody munitions assets? (para 4.2.1.2)			
2.11.2. Does the Senior Munitions Inspector ensure that only the inspector performing the inspection perform the CAS inspection updates? (para 4.2.1.3)			
2.11.3. Does the Inspection Element monitor shelf/service life dates by reviewing CAS documents, assembly build sheets or the AFTO Form 15, Air Munitions Serviceability and Location Record, file and coordinates changes/updates with the MASO? (para 4.2.4)			
2.11.4. Are munitions inspectors selected IAW paragraph 4.2.2?			

NON-CRITICAL ITEMS Cont:	YES	NO	N/A
2.11.5. Do all munitions inspectors complete the AETC Munitions Inspection Course (by in-residence or mobile training team) or MAJCOM Munitions Inspection Seminar? (para 4.2.2.4)			
2.11.6. Does the Senior Munitions Inspector send request for assistance or deviation from inspector selection requirements to MAJCOM? Failure to forecast for training is not considered grounds for deviation. (para 4.2.2.5)			
2.11.7. Does the Inspection Element determine and assign appropriate condition codes to all munitions assets as directed by applicable technical orders? (para 4.2.5)			
2.11.8. Does the Inspection Element ensure proper tagging, marking and packing of munitions assets and affix applicable DD Form 1500 series serviceability tag on assets in other than condition code "A"? Does the Senior Munitions Inspector provide guidance necessary to ensure standard entries on all condition code tags and ensure all loose boxes or palletized loads issued to a custody account are clearly stenciled with the applicable custody account number? (para 4.2.7)			
2.11.9. Are all Special Inspections directed by a competent authority, as defined in T.O. 11A-1-10 <i>General Instruction--Munitions Serviceability Procedures</i> ? Competent authority is defined as the appropriate ALC, MAJCOM, or Munitions Flight Chief or senior munitions inspector? (para 4.2.11)			
2.11.10. Has the Senior Munitions Inspector established a Storage Monitoring Inspection (SMI) program? (para 4.2.12)			
2.11.11. Does the Munitions Inspection Element perform receiving inspections within 30 days of receipt? (para 4.2.13)			
STORAGE			
2.12. CRITICAL ITEMS:	YES	NO	N/A
2.12.1. Are items removed from storage with the proper authorization and documentation? (para 4.1.2)			
2.12.2. Is a master storage plan being maintained? (para 4.1.3)			
2.12.3. Is Munitions Control notified of fire and or hazard symbol changes as required? (para 4.1.5)			

2.13. NON-CRITICAL ITEMS:	YES	NO	N/A
2.13.1. Has every effort been made to store munitions inside? (para 4.1.7)			
2.13.2. Have custody account courtesy stored, and ammunition disposition report (ADR) munitions been separated from each other and base stock munitions with more than normal lot-to-lot separation using either stanchions, rope, placards, tags, etc? (para 4.1.11)			
2.13.3. Do all boxes containing courtesy stored munitions on custody accounts have the custody account number stenciled on each loose box and all palletized loads? (para 4.1.11.1)			
2.13.4. Has a Courtesy Storage Agreement been coordinated with the requesting agency before submitting to the Munitions Flight Chief for approval, and contain the minimum required information? (para 4.1.12)			
2.13.5. Is the AF Form 4147, Munitions Movement Control Worksheet being used to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area? (para 4.1.13)			