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Maintenance

**ICBM MAINTENANCE MANAGEMENT
(WING)**



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This Checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of ICBM maintenance management. It applies to the 576 FLTS and all ICBM units.

SUMMARY OF REVISIONS

This checklist has been revised to incorporate the requirement for the Periodic Maintenance Team (PMT) section to ensure procedures are established to ensure completion of Launch Facility (LF)/Missile Alert Facility (MAF) grounding system inspection, checkout, maintenance and documentation requirements during a Dash 6 LF/MAF inspections. 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. A pound sign (#) identifies Air Force common-core criteria (CCC) inspection areas listed in AFI90-201. CCC items are also critical to the mission. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at [Attachment 1](#) is a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's ICBM Maintenance Management function.

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Attachment 1

ICBM MAINTENANCE MANAGEMENT (WING)

Table A1.1. Checklist.

SECTION 1: SQUADRON COMMANDER			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
1.1. NON-CRITICAL ITEMS:	YES	NO	N/A
Are squadron metrics developed and monitored? (Para 4.1)			
SECTION 2: FLIGHT COMMANDER/SUPERINTENDENT			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the Flt CC/Supt manage the overall planning and execution of daily maintenance for the flight? (Para 4.3.1)			
2.1.2. Are procedures established to ensure required personnel receive Emergency War Order (EWO) Familiarization Training? (Para 1.1.6 and atch 5, item 17) (N/A 576 FLTS)			
2.1.3. Is the workloads requirement file (WRF) managed in conjunction with the Logistics Operations Flt CC/Supt, with special emphasis on nonmission capable (NMC) and partially mission capable (PMC) conditions? (Paras 2.3.1.6, 4.3.4 and 4.3.5) (N/A 576 FLTS)			
2.1.4. Are critical and EWO (minimum essential) spares levels established in coordination with the Logistics Operations Flight? (Paras 2.3.1.9 and 4.3.11)			
2.1.5. Do Flt CC/Supt manage assigned personnel and resources to accomplish assigned maintenance production? (Paras 4.3.9, 4.3.13 and 4.3.14)			
2.1.6. Is a tool control program established which prevents fraud, waste, abuse and loss? (Para 4.3.18)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Do Flt CC/Supt interview assigned personnel requiring EWO Familiarization Training to ensure understanding of their EWO role? (Para 1.1.6) (N/A 576 FLTS)			
2.2.2. Are flight maintenance production metrics monitored? (Para 4.3.8)			
2.2.3. Is a supervisory field/in-shop visit program established which stresses safety, security and technical data usage? (Para 4.3.12)			

SECTION 3: SECTION OIC/SUPERINTENDENT OR NCOIC			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are maintenance and training planned, forecasted and scheduled? (Paras 1.1.3.1, 1.14.8, 1.14.9, 1.14.10 and 4.4.8)			
3.1.2. Are prerequisites accomplished prior to starting in-shop work or dispatching? (Para 4.4.5)			
3.1.3. Does the section properly control, secure, maintain, inspect and service assigned parts, equipment and tools? (Paras 1.14.7, 4.4.10 and 4.4.18)			
3.1.4. Does the section manage the WRF? (Paras 1.14.15, 2.3.1.15, 4.4.7 and 4.4.23)			
3.1.5. Does the section ensure compliance with briefing/debriefing requirements? (Paras 1.14.16 and 4.4.6)			
3.1.6. # Are housekeeping, safety, security and environmental compliance adhered to in the work place? (Para 1.16)			
3.1.7. Does the section ensure 100 percent task coverage? (Para 4.4.1)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Is the maintenance goal of performing weapon system maintenance during a scheduled, 12-hour daylight shift, Monday through Friday emphasized? (Para 1.1.4)			
3.2.2. Are teams scheduled for 12 dispatches per month? (Para 1.1.4) (N/A 576 FLTS)			
3.2.3. Are reports and analyses reviewed to identify deficient areas and take corrective actions? (Para 1.14.5)			
3.2.4. Does the section report suspected product quality deficiencies to Quality Assurance? (Para 1.14.13)			
3.2.5. Does the section properly identify workorder residue and serviceable XB3 coded items for storage or turn-in to Materiel Control? (Para 1.15.2)			
3.2.6. Does the section properly dispose of condemned, excess and repairable property through Materiel Control? (Para 1.15.4)			
3.2.7. Are current equipment load lists provided to the Equipment Section for known maintenance dispatches? (Para 4.4.2)			
3.2.8. Is a list of items requiring functional check, calibration, build-up prior to use and teardown prior to turn-in provided to Materiel Control? (Para 4.4.21)			
3.2.9. Does the section review non-Team Training (TT) trained lesson plans annually for adequacy and technical accuracy? (Para 4.4.24)			

SECTION 4: ELECTRONICS LABORATORY			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Are procedures established for maintaining a master file of LF/LCC unique strapping data documents? (Para 4.8.3.2)			
4.1.2. Does the shop track spare Missile Guidance Sets (MGS) by serial and part number, if assigned? (Para 4.8.3.3)			
SECTION 5: MECHANICAL SHOP			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Does the shop ensure accomplishment of non-destructive inspection (NDI) requirements? (Para 1.7.5)			
SECTION 6: CORROSION SHOP			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Is a corrosion control prevention, detection, and treatment program established for assigned equipment and facilities? (Para 1.7.10)			
SECTION 7: VEHICLE SECTION			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Does the VCO maintain the status of assigned vehicles? (Para 4.8.2.1)			
7.1.2. Does the VCO ensure the Improved Maintenance Management Program (IMMP) vehicle database reflects accurate status? (Para 4.8.2.2)			
7.1.3. Does the VCO ensure accomplishment of vehicular crane inspections? (Para 4.8.2.3)			
7.1.4. Does the section ensure maximum availability of safe, reliable, general and special purpose vehicles and cranes to meet mission requirements? (Paras 4.8.10.1 and 4.8.10.3)			
7.1.5. Does the section ensure vehicle discrepancies and inspection/servicing requirements are submitted to the Transportation Squadron? (Para 4.8.10.2)			

SECTION 8: EQUIPMENT SECTION			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
8.1. CRITICAL ITEMS:	YES	NO	N/A
8.1.1. Does the section ensure availability of safe, serviceable and reliable equipment? (Paras 4.8.11.1, 4.8.11.5 and 4.8.11.7 thru 4.8.11.10)			
8.1.2. Does the section maintain a record of inspections and calibrations of owned equipment in IMMP? (Para 4.8.11.2)			
8.1.3. Does the section ensure IMMP equipment database reflects accurate equipment availability and discrepancies? (Para 4.8.11.3)			
SECTION 9: AEROSPACE GROUND EQUIPMENT (AGE) SHOP (90 SW, 576 FLTS AND 341 SW)			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
9.1. CRITICAL ITEMS:	YES	NO	N/A
9.1.1. Does the shop track and manage AGE inspection and maintenance requirements? (Para 4.8.12)			
SECTION 10: ELECTRO-MECHANICAL TEAM SECTION.			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
10.1. CRITICAL ITEMS:	YES	NO	N/A
10.1.1. Does the section maintain a master file of LF Security System Maintenance Dispatch Data Sheet, AFTO Form 42? (Para 4.9.1) (N/A 576 FLTS)			
SECTION 11: MISSILE MAINTENANCE TEAM SECTION			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
11.1. CRITICAL ITEMS:	YES	NO	N/A
11.1.1. Does the section track spare MGS by serial and part number, if assigned? (Para 4.9.3.4)			
11.2.1. Does the section ensure MMT members perform a reentry system mate/handle quarterly (N/A 576 FLTS)? (Para 4.9.3.2 thru 4.9.3.2.2)			
SECTION 12: MISSILE HANDLING TEAM SECTION			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
12.1. CRITICAL ITEMS:	YES	NO	N/A
12.1.1. Does the section maintain missile handling special purpose vehicles and equipment? (Para 4.9.4.2)			

12.2. NON-CRITICAL ITEMS:	YES	NO	N/A
12.2.1. Does the section provide driver training instruction on missile handling special purpose vehicles? (Para 4.9.4.3)			
12.2.2. Does the capability exist to perform aircraft jacking and leveling for missile off- or on-load tasks, if required? (Applicable to the 91 SW only)(Para 4.9.4.5)			
SECTION 13: PERIODIC MAINTENANCE TEAM SECTION (N/A 576 FLTS)			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
13.1. CRITICAL ITEMS:	YES	NO	N/A
13.1.1. Does the section ensure proper handling and positive control of weapons? (Para 4.9.5.4.2 and 4.9.5.4.3)			
13.1.2. Does the section account for weapons and related equipment? (Para 4.9.5.4.4)			
13.1.3. Are procedures established to ensure completion of LF/MAF grounding system inspection, checkout, and documentation requirements during Dash 6 LF/MAF inspection? (CEM 21-SM80-6, Workcards and AFI32-1065, Para. 4)			
13.2. NON-CRITICAL ITEMS:	YES	NO	N/A
13.2.1. Does the section ensure workcenter personnel receive special training in weapon inventory and handling procedures from the Security Forces Combat Arms Training and Maintenance (SF/CATM) office? (Para 4.9.5.3.1)			
13.2.2. Does the section ensure completion of shotgun inspection and inventory requirements during Dash 6 LF inspections? (Para 4.9.5.4.1)			
13.2.3. Does the section provide biennial inventory and inspection certification to SF/CATM, Base Supply and Munitions Operations? (Para 4.9.5.4.6)			
SECTION 14: PEACEKEEPER MAINTENANCE (PKM) SECTION			
<i>Note:</i> All references are from AFSPCI 21-0114 unless otherwise specified.			
14.1. CRITICAL ITEMS:	YES	NO	N/A
14.1.1. Does the section maintain status and control of PKM support equipment and vehicles? (Para 4.9.7.2.1)			
14.1.2. Does the section ensure maximum availability of serviceable PKM support equipment and vehicles? (Para 4.9.7.2.2)			
14.1.3. Does the section ensure completion of calibration and inspection requirements for critical PK electronic, pneumatic, mechanical and nuclear certified equipment and vehicles? (Para 4.9.7.2.3)			

14.1.4. Does the section track spare Missile Guidance and Control Sets (MGCS) by serial and part number? (Para 4.8.3.3)			
14.1.5. Does the section ensure PKMT members perform a reentry system mate quarterly? (Para 4.9.7.1.3) (N/A 576 FLTS)			