

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

**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 23-0003**

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Supply

BASE SUPPLY (WING)



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This checklist reflects Command requirements for Supply units at all applicable levels to prepare for and conduct internal reviews. It applies to HQ AFSPC and all subordinate units. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units.

SUMMARY OF REVISIONS

This revision primarily realigns critical and non-critical items.

- 1.** References have been provided for each 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. The checklist will also be used by the Command IG during applicable assessments. However, only critical items will be rated. 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.

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Director of Logistics

Attachment 1

BASE SUPPLY (WING)

Table A1.1. Checklist.

SECTION 1: SUPPLY			
MISSION STATEMENT (WING/GROUP): To provide and assist base activities (customers) with their supply needs and to account for supplies, equipment, and clothing assets. NOTE: All references apply to AFMAN23-110V2PT2 unless otherwise stated.			
MANAGEMENT & SYSTEMS			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Is the terminal security program administered? (AFMAN23-110V2PT4CH2)			
1.1.2. Is there a sound inventory program (e.g., validation and schedules)? (Chap 20)			
1.1.3. Are outside agencies allowed access to the SBSS with Transaction Identification Codes and are they adequately controlled? (AFMAN23-110V2PT4CH2)			
1.1.4. Is a system used to ensure weapons are afforded the proper inventory (e.g., semiannual inventory, and procedures for researching discrepancies, serial number verification and signature authority for authentication)? (Chap 20)			
1.2. NON-CRITICAL:	YES	NO	N/A
1.2.1. Does the Chief of Supply (COS) conduct a supply orientation program for newly assigned personnel? (Chap 2)			
1.2.2. Does the COS conduct a customer visitation program to ensure customers are receiving quality support? (Chap 2)			
1.2.3. Does the COS conduct a periodic "How Goes It" meeting, and are "service performance" measures meaningful with solutions for adverse trends initiated? (Chap 2)			
1.2.4. Does the Stock Fund Element ensure the command approved unit cost ratio is achieved, and are supply reports analyzed to provide financial data to senior leadership with recommendations to improve the stock fund management? (AFMAN23-110V2PT10)			
1.2.5. Does the semiannual analysis of customer complaints provide affected elements with solutions to prevent recurrence? (Chap 2)			
1.2.6. Is a process used to analyze inventory adjustments, and does the process address areas requiring improvement; thereby, reversing negative trends? (Chap 2)			
1.2.7. Is an operational plan used to review AFMAN23-110 revisions, determine impact on supply customers and advertise changes; thereby, ensuring customers are aware of improved processes? (Chap 2)			

1.2.8. Is a process used to effectively manage the serialized accounting of weapons? (Chap 18)			
1.2.9. Is a process used to ensure a viable control of rejects? (Chap 2)			
1.2.10. Are advanced documentation, procedural instruction messages and software changes reviewed to determine customer impact, and are changes advertised to ensure base customers are aware of changes that affect their organization/mission? (Chap 2)			
1.2.11. Does the Funds Management element use a process to manage the General Support and the Materiel Support Divisions? (AFMAN23-110V2PT10)			
1.2.12. Does a system exist to ensure the funds manager approves non-reimbursable issues, shipments and credit code Y turn-ins, and is there a verification process? (AFMAN23-110V2PT10, Chap 1)			
1.2.13. Does the funds manager use a process to compare trial balance records with the SBSS? (AFMAN23-110V2PT10)			
1.2.14. Is a process used to identify and report suspected theft to the proper agency, with inventory personnel reporting suspected theft to squadron leadership when required? (Chap 20)			
1.2.15. Is a process used by the Document Control Element to safeguard files? (Chap 18)			
1.2.16. Is there an effective quality control program for documents? (Chap 18)			
1.2.17. Is a process used to account for FIX documents? (Chap 18)			
1.2.18. Is a process used to effectively manage the reverse post program? (Chap 18)			
1.2.19. Is a process used to effectively manage the shipment suspense program? (Chap 18)			
1.2.20. Has a process been established to manage the delinquent document program? (Chap 18)			
1.2.21. Is a process used to effectively manage the COMSEC program? (Chap 18)			
1.2.22. Does the remote processing station maintain limited access, including operations and supervisory personnel authorized by the COS, and are visiting personnel accompanied by an authorized person? (AFMAN23-110V2PT4CH2)			
1.2.23. Are program release load dates established and are Computer Operations Element actions accomplished? (AFMAN23-110V2PT4CH2)			
1.2.24. Are supply interface system control records established, inbound and outbound processes monitored, and actions taken to correct errors identified in any of the processes? (AFMAN23-110V2PT4CH4)			

1.2.25. Are production control concepts established and enforced? Are jobs scheduled to provide optimum in-line support and to minimize processing time for reports? (AFMAN23-110V2PT2CH5)			
1.2.26. Is the unit attempting to move toward a paperless environment? (AFMAN23-110V2PT2CH5)			
WEAPON SYSTEMS SUPPORT:			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1 Are procedures used to ensure health hazard items are issued only to authorized personnel? (Chap 11)			
2.1.2. Is a process used to monitor Mission Capable (MICAP) requirements? (Chap 17)			
2.2. NON-CRITICAL ITEMS:			
2.2.1. Is a system used to accept customer priority and routine requirements? (Chap 11)	YES	NO	N/A
2.2.2. Is a process used to provide the customer with status of parts requested? (Chap 11)			
2.2.3. Are the most current listings maintained by the Demand Processing Element, ensuring optimum support to the customer (e.g., I&S, M-14)? (Chap 11)			
2.2.4. Is a process used to validate the loading of correct nomenclatures? (Chap 27)			
2.2.5. Is a process used by the Records Maintenance Element to properly maintain internal SBSS records (e.g., acquisition advice code management, exception code management, item record management, organizational cost center record management, shipping destination management, interchangeable and substitute group management)? (Chap 27)			
2.2.6. Is there an effective turnaround program and are customers aware of the importance of processing turnaround transactions? (Chap 27)			
2.2.7. Is a process used to ensure timely turn-in of reparable assets? (Chap 24)			
2.2.8. Has the due-in from maintenance monitor established an effective program to support the customer? (Chaps 13 and 24)			
2.2.9. Are meetings of the base time compliance technical order (TCTO) monitors used to keep senior leadership advised of status, critical items, while identifying procedures to solve part shortages? (Chap 24)			
2.2.10. Are all base level resources exhausted prior to initiating a MICAP condition? (AFMAN23-110 Part Two, Chap 17)			
2.2.11. What action is taken to improve the suppliers (source of supply) response times to fill MICAP requirements? (Chap 17)			

2.2.12. Is there a MASS training program initiated, ensuring uninterrupted customer support for MICAP requirements? (Chap 17)			
2.2.13. Is a process used to ensure Awaiting Parts (AWP) requirements are effectively managed? (Chap 17)			
2.2.14. Is there a checklist to assist in requesting parts and monitoring active AWP requirements being used? (Chap 17)			
2.2.15. Is the D-19 used to monitor and improve the status of AWP requirements? (Chap 17)			
MATERIEL MANAGEMENT:			
3.1 CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are procedures developed for the issue and return of mobility bags? (Chap 26)			
3.1.2. Has the number of mobility taskings requiring mobility bags, by organization, been provided to the COS by the host Logistics Plans?			
3.1.3. Are procedures in place to ensure deploying custodians are identified and they sign the predeployment equipment list? (Chap 22)			
3.2. NON-CRITICAL ITEMS:			
3.2.1. Does the Stock Control Element ensure in-line follow-up is accomplished at least four times a month? (Chap 19)	YES	NO	N/A
3.2.2. Are follow-up counters monitored by the Stock Control Element, identifying requirements with multiple follow-ups with no status and a direct impact on mission support? (Chap 19)			
3.2.3. Does the problem item analysis identify corrective actions? (Chap 19)			
3.2.4. Is a process used to manage adjusted stock levels? (Chap 19)			
3.2.5. Is a process used to manage life-of-systems stock levels? (Chap 19)			
3.2.6. Is a process used to effectively manage excess? (Chap 19)			
3.2.7. Is a process used to effectively manage the funds requirement file? (Chap 9)			
3.2.8. Is the supplier immediately notified of a Materiel Deficiency or Quality Deficiency Report? (Chap 2; AFMAN23-110V1PT2CH3; and Vol IV, Part One, Chap 15)			
3.2.9. Is disposition requested and are customers advised of actions taken? (Chap 2; AFMAN23-110V1PT2CH3; and Vol IV, Part One, Chap 15)			
3.2.10. Is a process used to expeditiously clear requisition exception code 1 cancellations? (Chap 9)			
3.2.11. Does the Stock Control Element effectively use the Base Contracting Automated System to manage local purchase requirements? (Chap 9)			

3.2.12. Is a process used to validate due-outs with customers and are additional programs used to validate due-outs over 1 year? (Chap 12)			
3.2.13. Is the Tracer Action Required Program effectively managed and are trends used to identify problem areas that require improvement (e.g., mode of shipment used by specific supplier that delays shipment)? (Chap 9)			
3.2.14. Is the Individual Equipment Element maintaining records of accountable assets issued to customers? (Chap 23)			
3.2.15. When out-processing from the base, is a system used to monitor customer turn-in of accountable assets? (Chap 22)			
3.2.16. Does the Equipment Management Element ensure equipment authorizations are maintained within current allowance standards? (Chap 22)			
3.2.17. Is there a plan to monitor the phase-out of systems and the subsequent turn-in of equipment, with the transfer of equipment to other users on base? (Chap 22)			
3.2.18. Does the Equipment Management Element review XD/XF assets for possible assignment of Special Purpose Recoverable Authorized Maintenance details? (Chap 22)			
3.2.19. Does the EMS in conjunction with the equipment custodian ensure items normally deployed are assigned use code A? (Chap 22)			
3.2.20. Has the EMS developed procedures to assign a deployed routing identifier to ensure asset visibility of deployed equipment? (Chap 22)			
3.3.21. Are the quantities of CWDE items reported to MAJCOM quarterly? (Chap 26)			
3.3.22. Has the management of mobility bags been determined jointly by the COS and the using organization commander? (Chap 26)			
MATERIEL STORAGE & DISTRIBUTION:			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Does the Receiving Element ensure receipts of classified items are afforded priority handling throughout the system? (Chap 10)			
4.1.2. Are procedures used to ensure serial numbered firearms are checked for validation of quantity and serial number? (Chap 10)			
4.1.3. Does the Inspection Element manage a viable shelf-life program? (Chap 14)			
4.2. NON-CRITICAL:			
4.2.1. Does the Storage and Issue Element leadership take an active role to ensure safety and fire prevention practices are enforced throughout the storage area? (AFMAN23-210, AFI91-301, AFI91-205, and Federal Standard 313)			
4.2.2. Is the ROD program effectively managed with the supplier notified within prescribed time frames? (Chaps 10 and 14)			

4.2.3. Is there a program to ensure warehouse security? (Chap 2 and AFI31-209)			
4.2.4. Is a process used to satisfy urgent bench stock requirements? (Chap 25)			
4.2.5. Are initiatives taken to train limited duty inspectors? (Chap 14)			
4.2.6. Is a process used to control Reports of Discrepancy (SF 364), including the follow-up program? (Chap 14)			
4.2.7. Do personnel conduct inspection of vehicles? (Chap 14)			
4.2.8. In the ROD program, does the Inspection Element maintain trends by specific suppliers? (Chap 14)			
4.2.9. Do pick-up and delivery drivers ensure assets are adequately protected while intransit to the customer? (Chap 14)			
4.2.10. Is property delivered within applicable time frames? (Chap 12)			
4.2.11. Is a process used to expeditiously process property through the Receiving Element? (Chap 10)			
4.2.12. Is a program established to measure the effectiveness of processing time frames and are initiatives used to improve processing times? (Chap 10)			
4.2.13. Is a process used to expedite the processing of local purchase assets so discounts can be obtained through timely payment? (Chap 10)			
4.2.14. Is there a process used to ensure permanent warehouse locations are assigned to items received without a warehouse location?			
4.2.15. Are bin labels affixed to permanent locations? (Chap 14)			
4.2.16. When advised of a planned inventory, do Storage and Issue personnel ensure the warehouse is prepared for the inventory? (Chap 14)			
4.2.17. Does the Storage and Issue Element ensure compressed gases are stored correctly and does the process ensure the building code for the acid storage area meets DoD requirements? (Chap 14)			
4.2.18. Is a process used to control TRIC FCH processing? (Chap 14)			
4.2.19. Does the PMRP monitor maintain a program to track the organization monitor's/alternate's name, phone number, location and, as applicable, type of recovery equipment, kind of precious metal scrap generated, kind of fine precious metal and high precious metal content items used which have customer identification code "R" assigned? (AFMAN23-110V6)			
4.2.20. Does the process used by the base PMRP monitor contain a record of fine precious metals furnished as government furnished material, including contract number, contractor's name and address? (AFMAN23-110V6)			
4.2.21. Is an evaluation program used to ensure the following? 4.2.21.1. The firearm storage facility is designated as a controlled area. (AFI31-209) 4.2.21.2. Each door secured by a high security hasp and padlock. (AFI31-209) 4.2.21.3. Firearms are stored in locked weapons racks or locked metal cabinets. (AFI31-209)			

4.2.22. Is a list maintained in the firearm facility that includes the type, model number, caliber, manufacturer and serial number of all firearms the commander is responsible for? (AFI31-209)			
4.2.23. Has a process been developed to control the issue of firearms? (AFI31-209)			
4.2.24. Is there a process used to control firearm storage facility keys and locks?			
4.2.25. Are key and lock custodians designated in writing? (AFI31-209)			
4.2.26. Are lock and keys not being used stored in a safe or metal box with a three position combination lock? (AFI31-209)			
4.2.27. Are keys released to individuals from a roster that is protected from the general public? (AFI31-209)			
4.2.28. Is the Inspection Element of base supply scheduling and accomplishing a surveillance inspection program on health hazard items? (Chap 2 para 2.79.10)			
4.2.29. Is the Storage and Issue Element ensuring the personnel who are responsible for storing hazardous material thoroughly understand and comply with the safety provisions in AFMAN 23-210, DoD 4145.19-R-1 and other safety directives? (Chap 2 para 82.2.4)			
4.2.30. Does the Receiving Element verify that an MSDS was received on local purchase hazardous material by coordinating with the BES/medical facility? If the MSDS was not received, is the receipt considered incomplete and rejected or suspended until the MSDS is received? (Chap 10 para 45)			
4.2.31. If an MSDS is not received on a local purchase hazardous material, does the Receiving Element initiate and forward an SF364, Report of Discrepancy, to base contracting requesting the MSDS be obtained from the vendor? (Chap 10 para 45.3)			
4.2.32. Is the Storage and Issue Element aware of the precautions for leakage or spillage of hazardous commodities? Do they understand the reporting requirements for leakage or spillage of hazardous commodities with a health/reactive rating of 2, 3 or 4 verses items with a health rating of 0 or 1, preceded by an asterisk (*)? (Chap 14 para 14.17.2)			
4.2.33. Is the Inspection Element ensuring that potential health hazard items are assigned an IEX 8, 9 or M or a HHF? (Chap 14 para 14.41.2)			
4.2.34. Does the Inspection Element have the current version of Federal Standard 313? (Chap 14 para 41.4.1)			
4.2.35. Does Inspection Element notify BES and base safety when suspected hazardous commodities are received into the supply account and have not been reviewed by the BES? (Chap 14 para 41.3)			
4.2.36. Is a HHF assigned to the item record if the BES determines that IEX 8, 9 or M does not apply? (Chap 14 para 41.3.2)			

<p>4.2.37. Is the Inspection Element running a monthly utility program that contains all stock classes from Table I and all stock groups listed in Table II of Fed STD 313? Is this listing furnished to the BES and suspended to ensure the BES assigns either an IEX or HHF to each item? (Chap 14 para 41.4.1)</p>			
<p>4.2.38. Is the Inspection Element processing a health hazard listing at least semiannually and is this listing used to review storage facilities and material handling procedures to ensure compliance with the provisions of AFR 69-9, Fed STD 313, and 00-11N series technical orders? (Chap 14 para 41.5)</p>			
<p>4.2.39. If the Installation Commander determines SBSS will be used to process hazardous waste disposal transactions does base supply: (Chap 21 para 156) 4.2.39.1. Establish hazardous waste item records used to identify waste for shipping and record the transaction from the waste generators to DRMO? 4.2.39.2. Maintain computer records of all disposal actions for hazardous waste processed through base supply? 4.2.39.3. Process turn-in and disposal documentation for the generating activity when disposal of hazardous waste is authorized? NOTE: Base supply will not accept physical custody of hazardous waste.</p>			
<p>4.2.40. Are MRSP assets containing hazardous material, whether in-garrison, or deployed, stored in accordance with AFMAN23-210? (Chap 26 para 8.3)</p>			
<p>4.2.41. When storing flammable and combustible liquids is stacking heights and distances between stacks considered using DoD 4145.19-R-1 tables 5-1 for indoor container storage and table 5-3 for outdoor container storage? (DoD 4145.19-R-1)</p>			
<p>4.2.42. Are outdoor hazardous material storage areas graded in a manner to divert possible spills away from buildings or other exposures, or surrounded by a curb at least 6 inches high? (DoD 4145.19-R-1, pg. 5-54)</p>			
<p>4.2.43. Are suitable fire control devices, such as small hose or portable fire extinguishers available at locations where flammable or combustible liquids are stored? (DoD 4145.19-R-1 pg. 5-54)</p>			

<p>4.2.44. Is the warehouse used for storage of flammable/combustible material designed with the following considerations: (DoD 4145.19-R-1 pg. 5-54)</p> <p>4.2.44.1. Is the building a single purpose structure, of noncombustible or fire-resistant construction, one story in height without basement or crawl space, detached, and separated from other buildings by at least 50 feet?</p> <p>4.2.44.2. Is the building divided into individual compartments or stock rooms not to exceed 20,000 sq. ft. in area and divided by standard firewalls?</p> <p>4.2.44.3. Is the building provided with suitable floor drains or wall scuppers to expedite the removal of water discharged from sprinklers and hose streams? If floor drains are used, are they connected to an appropriate dry well or holding tank and not to a sanitary sewer system or storm sewer?</p> <p>4.2.44.4. Does the warehouse have automatic sprinkler protection that will provide a discharge floor density of 0.5 gallons per minute/square feet of floor space?</p> <p>4.2.44.5. Does the warehouse have a method of exhaust ventilation?</p> <p>4.2.44.6. Is the electrical installation IAW class I, division 2, as defined in article 500 of the national electric code?</p>			
<p>4.2.45. Are all combustible materials, other than wood pallets used in the storage of flammable commodities, removed from the flammable storage area? (DoD 4145.19-R-1, pg. 5-55)</p>			
<p>4.2.46. Do acid storage areas have protective clothing, eyewash, deluge shower, and self-contained breathing apparatus readily available for operating personnel? (DoD 4145.19-R-1, pg. 5-59)</p>			
<p>4.2.47. Are “No Smoking” signs posted in or near acid storage building? (DoD 4145.19-R-1, pg. 5-59)</p>			
<p>4.2.48. Does the storage function utilize the table of hazardous materials (Table 5-5) for storing hazardous materials? (DoD 4145.19-R-1, pg. 5-59 and table 5-5)</p>			
<p>4.2.49. Is a process used to ensure local fire, safety, and health officials have approved a transitory hazardous material holding area? (AFMAN23-110 Vol IPT 1 Chap 5 para 41)</p>			
<p>4.2.50. Does the Receiving Element ensure hazardous material is processed and moved from the transit holding area to the delivery or hazardous storage area within a maximum of 2 workdays? (AFMAN23-110 Vol I PT 1 Chap 5 para 41)</p>			