

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



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 24-3**

**1 SEPTEMBER 2004**

**Transportation**

**TRAFFIC MANAGEMENT (WING)**

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This checklist reflects Command requirements for the Traffic Management and Air Terminal functions to prepare for and conduct internal reviews.

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

This checklist has been revised to add or delete critical inspection items and 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 mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. Entire checklist has been rewritten and reorganized. References have been updated for the entire checklist.
3. This publication 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.**

THOMAS F. DEPPE, Brig Gen, USAF  
Director, Logistics and Communications

ATTACHMENT 1

TRAFFIC MANAGEMENT (WING)

Table A1.1. Checklist.

<p><b>SECTION 1: TRAFFIC MANAGEMENT OFFICE (TMO)</b>  <b>MISSION STATEMENT:</b> Checklist used to inspect sections within the Traffic Management Office (TMO) to include: personal property, quality control, passenger travel programs, cargo movement operations, and air freight operations.  <b>NOTE:</b> References are from AFI 13-207 <i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>, AFI 36-2201 Vol III <i>Air Force Training Program On the Job Training Administration</i>, AFI 34-244 <i>Disposition of Personal Property and Effects</i>, AFI 63-124 <i>Performance-Based Service Contracts</i>, AFI 33-112 <i>Computer Systems Management</i>, AFJI 24-231 <i>Operational Policies and Procedures--Nontemporary Storage Household Goods</i>, AFJMAN 23-215 <i>Reporting of Supply Discrepancies</i>, AFI 24-101 <i>Passenger Movement</i>, AFI 24-201 <i>Cargo Movement</i>, AFI 24-202 <i>Preservation and Packing</i>, AFMAN 24-204 <i>Preparing Hazardous Materials For Military Air Shipments</i>, IATA <i>International Air Transport Association</i>, CFR 49 <i>Code of Federal Regulations 49</i>, AMCI 24-101, Vol 11 <i>Military Airlift-Cargo and Mail</i>, AMCI 24-101 Vol 14 <i>Military Airlift Passenger Service</i>, MIL-STD-129 <i>Military Marking For Shipment And Storage</i>, JFTR <i>Joint Federal Travel Regulations Vol I Uniformed Service Members</i>, AFSUP/JFTR <i>Air Force Supplement/Joint Federal Travel Regulation Vol I/Joint Travel Regulations Vol 2 Air Force Personal Property Moving and Storage</i>, T.O. 00-25-234 <i>General Shop Practice Requirements For The Repair Maintenance And Test Of Electrical Equip</i>, T.O. 00-20-14 <i>AF Metrology and Calibration Program</i>, T.O. 33-1-27 <i>Logistic Support of Precision Measurement Equip</i>, AFOSH 91-501 <i>Air Force Consolidated Occupational Safety Standard</i>, AFOSH 91-46, <i>Materials Handling and Storage Equipment</i>, DoD 4500.9-R-Part I <i>Passenger Movement</i>, DoD 4500.9-R-Part 2 <i>Cargo Movement</i>, DoD 4500.9-R-Part III <i>Mobility</i>, DoD 4500.9-R-Part IV <i>Personal Property</i>, DoD 4500.9-R-Part Part V <i>DoD Customs and Border Clearance Policies and Procedures</i>, DoD 7950.1M <i>Automated Data Processing Resources Management</i>. DoD 4140-1R <i>Material Management Policy</i>.</p>			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Is management actively involved in all sections to ensure TMO personnel are providing the best service possible to the customer? (DoD 4500.9-R, Part IV, Chap 401, para B (2))			
1.1.2. Does the TMO maintain an effective OJT training program for assigned personnel to ensure all elements are covered and on-time skill level is upgraded? (CFETP 2T0X1) (AFI 36-2201 Vol III, para 4.1)			
1.1.3. Has the TMO appointed Transportation Agents and designated the scope of their authority in writing? Are Transportation Agent appointment orders current? (AFI 24-201, para 1.4.3)			
1.1.4. Is the Mortuary/Summary Court/Transportation Officer's checklist being followed and signed by the TMO to ensure all necessary actions are carried out? (JFTR, para U5372 and AFI 34-244, Atch 6)			

<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Have the Direct Procurement Method (DPM) and Commercial Travel Office (CTO) contract Quality Assurance Evaluators (QAEs) completed Phases I and II and refresher training? (AFI 63-124, para 4.2.2)			
1.2.2. Are all OJT records up-to-date and all entries on AF Form 623, <b>Individual Training Record</b> , completed? (AFI 36-2201 Vol III, Chapter 6)			
1.2.3. Does the TMO have an active publicity program to keep base members aware of services offered or changes in policies? (AF Supplement /JFTR)			
1.2.4. Is government-owned ADPE accounted for, inventoried and reported IAW established procedures? (AFI 33-112, para 25-1 and DoD 7950.1M, Chap 4)			
<b>SECTION 2: PASSENGER TRAVEL</b>			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Is the policy on the use of GSA Contract City Pair Fares for PCS/TDY personnel being strictly adhered to? (AFI 24-101 Chap 2, para 2.5)			
2.1.2. Are passenger clerks knowledgeable concerning the use of first class passenger service? Are Travel Documents annotated to reflect reason/authority whenever first class air accommodations are used? (AFI 24-101, Chap 2, para 2.7.3 and JFTR, para U3125-B1-B4)			
2.1.3. Have requests for premium-class travel been approved at the appropriate level? (AFI 24-101, para 1.13.11 and 2.7)			
2.1.4. When use of foreign flag carrier is authorized in travel orders or when TMO directs foreign flag carrier, is the PNR annotated? (JFTR, Vol I, para U3125-C.4.)			
2.1.5. Do files contain required supporting documentation such as travel orders, copies of correspondence or messages relating to the GTR (cost charge data), reservations and routing information? (AFI 24-101, Chap 4, para 4.2)			
2.1.6. Is DD Form 139, <b>Pay Adjustment Authorization</b> , or a letter notice (as appropriate) initiated on travelers who receive cost charge transportation? (AFI 24-101, Chap 4, para 4.11.1)			
2.1.7. Does the TMO QAE ensure that official travel services provided by the CTO are IAW the contract and evaluated according to the Quality Assurance Surveillance Plan (QASP)? (AFI 24-101, Chap 1, para 1.13.7 and AFI 63-124, Chap 4)			
2.1.8. Does the TMO ensure CTO billings are verified for accuracy and processed promptly to accounting and finance for payment? (AFI 24-101, Atch 6)			

<b>2.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Is AMC travel used to the greatest extent possible for overseas travel? (DoD 4500.9R, Part I, Chap 103 (A) 2.a)			
2.2.2. Are passenger clerks knowledgeable concerning the procedures for furnishing transportation to personnel without funds? (AFI 24-101, Chap 4, para 4.11 and DoD 4500.9-R, Part I, Chap 102, para H)			
2.2.3. Are correct procedures followed for the local processing of lost ticket fund applications and reimbursement to the member for replacement tickets? (DoD 4500.9-R, Part I, Chap 102, para R and AFI 24-101, Chap 4, para 4.9.2)			
2.2.4. Is the member provided a "Travel Sheet" with specific instructions pertaining to their AMC flight, i.e., point of origin, destination, flight number, date and specific reporting data? (DoD 4500.9-R, Part I, Chap 103, para J(3)e)			
2.2.5. Is an eight-position unique control number being assigned to all orders for travel on category B, M and L flights? (DoD 4500.9-R, Part I, Chap 103, para J (4)b)			
2.2.6. After the unique control number, travel cost and destination points have been entered on the minimum four copies of travel orders, is appropriate distribution of these orders accomplished? (DoD 4500.9-R, Part I, Chap 103, para J(4)c)			
2.2.7. Are the TMOs or CTOs informing travelers of their responsibilities as outlined in the JFTR U2010 and JTR C2201, regarding denied boarding, voluntary seat release compensations and frequent flyer mileage credits? (DoD 4500.9-R, Part I, Chap 103, para D(5))			
2.2.8. Does the TMO ensure official travel CTO contracts contain references to: the AFI 24-101; the JTR; DoD 4500.9-R Part 1 and DoD 4515.13-R. (AFI 24-101, para 1.13.6)			
2.2.9 Does the TMF/CTO provide a Leave-In-Conjunction with Official Travel (LICWO) memo to the member when the member has requested LICWO travel? (AFI 24-101, para 3.3.2)			
<b>SECTION 3: PERSONAL PROPERTY (INBOUND/OUTBOUND)</b>			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. When the carrier notifies the destination Personal Property Shipping Office (PPSO) of the arrival of a shipment, is the PPSO making every effort to prevent unnecessary Storage in Transit (SIT) by maintaining close relationships with other base activities to contact the service member prior to being placed into SIT? (DoD 4500.9-R, Part IV, Chap 406, para A4)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
3.1.2. Have shipment records been reviewed to determine if DD Form 619-1, <b>Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh)</b> , is properly certified by the TMO on shipments ordered into and out of SIT? (DoD 4500.9-R, Part IV, Chap 406, para A8b)			
3.1.3. Is DD Form 619, <b>Statement of Accessorial Services Performed</b> , properly completed to support billing for materiel and services not included in the line-haul transportation rates? (DoD 4500.9-R, Part IV, Chap 405, F1a)			
3.1.4. When required, is all supporting documentation annotated with the code words "BLUE BARK" for deceased members? (DoD 4500.9-R, Part IV, Chap 410, para E3)			
3.1.5. Are Personal Property Government Bills of Lading (PPGBLs) checked to ensure preparation is in accordance with DoD 4500.9-R, Part IV, Chap 413, para D?			
3.1.6. Is the DD Form 1797, <b>Personal Property Counseling Checklist</b> , used and properly signed by owner and counselor for all shipments? (DoD 4500.9-R, Part IV, Chap 401, para G(1)a)			
3.1.7. Are the remarks sections of the DD Form 1299, <b>Application for Shipment and/or Storage of Personal Property</b> , for retirees or separatees who move locally to vacate government owned/controlled quarters annotated "Shipment per JFTR U5365-G or U5360-F," respectively? (AFSUP/JFTR, paras 3.5.5 and 3.6.7)			
3.1.8. Are carrier refusals being properly charged against the carrier as long as the shipment was offered at least 7 calendar days before the requested pickup date? (DoD 4500.9-R, Part IV, Chap 402, para S)			
3.1.9. Are overdue shipments promptly traced and is tracing responsive to members' needs? (DoD 4500.9-R, Part IV, Chap 410, para A)			
3.1.10. Does the TMO coordinate the movement and storage of all deceased member's shipments with the appointed Mortuary Officer and Summary Court Officer? Are shipment details handled expeditiously? (DoD 4500.9-R, Part IV, Chap 410, para E)			
3.1.11. Are Tender of Service violations, such as failure to trace, failure to notify of inability to meet required delivery date (RDD) or failure to reweigh, etc., reported to the quality control section to allow penalty assessment? (DoD 4500.9-R, Part IV, App B)			
3.1.12. Are appropriate tariffs or special rate authority shown on GBLs? (DoD 4500.9-R, Part IV, Chap 413, para D dd)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Is written justification required from members who request extension of SIT? (JFTR U5375-B (2))			
3.2.2. Are household goods shipments being reweighed when members have exceeded their weight entitlement? (DoD 4500.9-R, Part IV, Chap 403, para B4)			

<b>NON-CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.3. Are GBLs properly prepared/distributed? (DoD 4500.9-R, Part IV, Chap 413, para E2)			
3.2.4. Are GBL registers properly maintained, i.e., GBL numbers logged in sequence, all blocks completed, etc.? (AFI 24-201, Atch 5)			
<b>SECTION 4: PERSONAL PROPERTY (NON-TEMPORARY STORAGE)</b>			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Do contractors furnish new or revised warehouse receipts and weight tickets after a partial removal from storage? (DoD 4500.9-R, Part IV, Chap 406, and AFJI 24-231, para 2-4A)			
4.1.2. Are TMO personnel using Transportation Operational Personal Property System (TOPS) data or the Expiration Date List (PCN 50008-015) to identify individuals for notification of termination or expiration of non-temporary storage entitlements? (AFJI 24-231, Chap 3, para 3-2 and Chap 4, para 4-3)			
4.1.3. Is the TMO forwarding a complete copy of DD Form 1164, <b>Service Order for Personal Property</b> , to the civilian personnel officer at the overseas duty station on lots placed in storage for civilian employees? (AFJI 24-231, Chap 2, para 2-2(C) 6)			
4.1.4. Are DD Forms 1164 properly annotated when other than the lowest cost contractor is used? (AFJI 24-231, Chap 2, para 2-2a(1)(c))			
4.1.5. Are DoD civilian Non-Temporary Storage (NTS) accounts closely monitored at the end of each fiscal year to ensure new fund citations are received? (AFJI 24-231, Chap 6, para 6-3c(4) c)			
4.1.6. Is the best value, qualified storage facility, regardless of its location, being utilized for placement of shipments into NTS? (DoD 4500.9-R, Part IV, Chap 406, para C)			
4.1.7. Is storage converted to property owner's expense when entitlement no longer exists? (AFJI 24-231, Chap 3, para 3-2)			
<b>4.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.1. Does the storage contractors furnish the ordering officer copies of required documents within 5 working days after receipt of each lot stored? (AFJI 24-231, Chap 3, para 3-4)			
4.2.2. Do files for retirees and separatees with home of selection entitlement contain the original copy of AF Form 2473, <b>Home of Selection Travel and Transportation Entitlements</b> ? (Duplicate is given to member) (AFSUP/JFTR 3.6)			
4.2.3. Are nontemporary storage files maintained in accordance with procedures set forth in AFJI 24-231, Chap 5?			

<b>NON-CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.2.4. Do TMO personnel periodically review the expiration listing to ensure that proper action is taken to determine the member's status before the storage expiration date? (AFJI 24-231, Chap 4, para 4-3)			
4.2.5. Are storage expiration notices sent to members by certified mail not later than 45 days prior to 1st day of the month when the NTS entitlement is due to expire? (DoD 4500.9-R, Part IV, Chap 406, para C)			
4.2.6. Is the TMO provided with a listing of items that has been authenticated by the base housing/billeting office for household goods to be placed into non-temporary storage incident to assignment to government quarters? (AFJI 24-231, Chap 1, para 1-5)			
<b>SECTION 5: PERSONAL PROPERTY (COUNSELING)</b>			
<b>5.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Is the <b>Personal Property Counseling Checklist</b> , DD Form 1797, used as a guide by the counselor with all pertinent items discussed and checked off during the counseling session? (DoD 4500.9-R, Part IV, Chap 401, para G)			
5.1.2. During the counseling session, do the counselors ensure the members are advised of items that cannot be shipped as household goods (HHGs) or unaccompanied baggage (UB)? (DoD 4500.9-R, Part IV, Chap 401, para G 3)			
5.1.3. Are excess costs computed and collected from separating members no longer in pay status who exceed their entitlements prior to effecting shipment? (AFSUP/ JFTR, 11.3)			
5.1.4. Does the TMO adequately counsel members relative to entitlements for shipments and storage of personal property? (DoD 4500.9-R, Part IV, Chap 401 G, and AF SUP/JFTR)			
5.1.5. Are DD Forms 1299 being properly completed? (DoD 4500.9-R, Part IV, Chap 401, para H)			
5.1.6. When the DD Form 1299 is prepared by a dependent or agent, is a copy of a Power of Attorney and other supporting documentation retained by the origin TMO? (DoD 4500.9-R, Part IV, Chap 401, para H3g)			
<b>5.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.2.1. Are members properly counseled regarding their participation in follow-on and home-basing programs? (AFSUP/JFTR 3.3.2)			
5.2.2. Is the member informed about claim coverage and action to be taken when loss or damage occurs? (DoD 4500.9-R, Part IV, Chap 401, para G)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
5.2.3. Does the TMO monitor all individual shipments, and when professional items have been properly declared on the DD Form 1299, ensure carriers have entered total weight on GBL or contractual document? (DoD 4500.9-R, Part IV, Chap 413 para D1)			
5.2.4. During the counseling session, is the member provided appropriate copies of the shipping documents? (DoD 4500.9-R, Part IV, Chap 401, paras G and J)			
5.2.5. Are members that claim PBP&E in their Personally Procured Moves (PPMs) providing a detailed list to TMO at the time of counseling and is that list being attached to the file copy of the DD2278? (AFSUP/JFTR Atch 14, A14.7)			
5.2.6. For PPMs, are members informed of their obligation to obtain both tare and gross weight tickets and of their liability if they fail to submit the weight tickets? (AFSUP/JFTR Atch 14, A14.7, A14.14)			
5.2.7. Are all counselors cognizant of the PPM program, and can they properly brief members wishing to make a PPM? (AFSUP/JFTR Atch 14, A14.2, A14.4)			
<b>SECTION 6: PERSONAL PROPERTY (QUALITY CONTROL)</b>			
<b>6.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1.1. If destination TMO provides no feedback on DD Form 1780, <b>Shipment Evaluation and Inspection Record</b> , within 12 months of pickup date or 120 days after delivery (whichever is earlier), is the carrier credited with a score based on the information in the performance file? (DoD 4500.9-R, Part IV, App O)			
6.1.2. Are carrier appeals for scored DD Forms 1780 adjudicated within 45 days of receipt? (DoD 4500.9-R, Part IV, App O)			
6.1.3. Are carriers advised of their average shipment score and performance status at the end of the semiannual evaluation process, but not later than 30 calendar days prior to the effective date of the following 6-month rate cycle? (DoD 4500.9-R, Part IV, App O)			
6.1.4. Are carriers whose scores fall below 90 advised of their scores/status by certified or registered mail (return receipt requested)? (DoD 4500.9-R, Part IV, App O)			
6.1.5. Are letters of suspension sent by certified mail, return receipt requested, to the home office of the carrier, with an information copy to the local agent? (DoD 4500.9-R, Part IV, App O)			
6.1.6. Are suspended carriers reinstated only after providing satisfactory evidence that the cause(s) for the suspension has (have) been corrected? (DoD 4500.9-R, Part IV, App O)			

6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Does the TMO take prompt action to warn, suspend or recommend disqualification when carriers or agents violate the tender of service? (DoD 4500.9-R, Part IV, App A and O)			
6.2.2. Does the TMO ensure that carriers and agents that participate in Through Government Bill of Lading (TGBL)/International Through Government Bill of Lading (ITGBL) HHG and UB meet facility, equipment and personnel requirements? (DoD 4500.9-R, Part IV, Chap 402, K)			
6.2.3. Does the carrier's performance file contain records for three performance cycles with the exception of carrier appeal actions, DD Form 1811, <b>Preaward Survey of Contractor's/Carrier's Facilities and Equipment</b> , carrier's letter of intent (LOI) and TMOs acceptance of the LOI? (DoD 4500.9-R, Part IV, App O)			
6.2.4. Does the TMO evaluate the performance of each qualified ITGBL carrier every six months? (DoD 4500.9-R, Part IV, App O)			
6.2.5. Is a suspense system maintained to ensure that the necessary documents are furnished to the TMO NLT seven working days after pick up of personal property? (DoD 4500.9-R, Part IV, App B)			
6.2.6. Are the carrier's semiannual Total Quality Assurance Program (TQAP) performance ratings prepared and forwarded to the carrier? (DoD 4500.9-R, Part IV, App O)			
6.2.7. Has the TMO established a suspense file as a record of shipments on hand in each DPM contractor's facility? (DoD 4500.9-R, Part IV, App O)			
6.2.8. Are performance files established for each qualified carrier? Does each file contain quality control data and facility inspection reports? (DoD 4500.9-R, Part IV, App O)			
6.2.9. Are records reviewed to verify that inventories have been properly prepared by the carrier and contractor, methods of packing and marking have been satisfactory and carriers are tracing shipments when requested to do so? (DoD 4500.9-R, Part IV, App B)			
6.2.10. Are DD Forms 1780 accurately completed and scored? (DoD 4500.9-R, Part IV, App O)			
6.2.11. Are DD Forms 1780 for inbound shipments completed and returned to the origin TMO NLT 90 days after delivery to the member? (DoD 4500.9-R, Part IV, App O)			
6.2.12. Are copies of the completed DD Forms 1780 date stamped in the upper right corner and batch mailed to the carrier by first class mail on the 15th and 30th of each month? (DoD 4500.9-R, Part IV, App O)			
6.2.13. Are appropriate adjustments made to the TDR when carrier appeals are accepted as valid? (DoD 4500.9-R, Part IV, App O)			

<b>SECTION 7: CARGO MOVEMENT</b>			
<b>7.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.1.1. Are proper procedures used to in-check shipments? (AFI 24-201, para 5.14)			
7.1.2. Are health and safety standards consistent with applicable Occupational Safety and Health Act (OSHA) and Air Force Occupational Safety and Health (AFOSH) standards? (AFOSH 91-501, and 91-46)			
7.1.3. Are rosters/letters of personnel authorized to receipt for, handle/process classified, sensitive and munitions items on hand and current? (AFI 24-201, para 9.5.1)			
7.1.4. Is the SF Form 361, <b>Transportation Discrepancy Report</b> , initiated for overages, shortages, damages and astray freight as required and within 24 hours for protected/classified shipments and 7 days for unclassified shipments? (DoD 4500.9-R, Part II, Chap 210)			
7.1.5. Have correct Transportation Account Codes (TAC) been assigned for all shipments? (AFI 24-201, para 3.2, Atch 3 & 4 and DoD 4500.9R, Vol II)			
7.1.6. Is a SF 364, <b>Report of Discrepancy (ROD)</b> , prepared when deficiencies exist in the packaging and marking of explosives and other hazardous materials regardless of the cost of correcting the deficiencies? (AFJMAN 23-215, para E2c)			
7.1.7. Are 999/Non-Mission Capable Supply (NMCS) shipments sent only by a traceable means that will provide the earliest possible delivery to the consignee? (AFI 24-201, Chap 4.2.1)			
7.1.8. Is the date and time annotated on the transportation documents for inbound freight shipments? (DoD 4500.9-R, Part II, Chap 209, para B)			
7.1.9. Are Transportation Discrepancy Report (TDR) packages properly prepared and distributed? (DoD 4500.9-R, Part II, Chap 210)			
7.1.10. Is base information in the Terminal Facilities Guide kept up-to-date? (DoD 4500.9-R, Part II, Chap 201 para P and App R)			
<b>7.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.2.1. Are TDR/Requests for Information (RFI) prepared and distributed within established time frames? (DoD 4500.9-R, Part II, Chap 210)			
7.2.2. Has a shipment planning function been established which selects the mode of transportation and requests/obtains shipment release/clearance from the Airlift Clearance Authority (ACA) or Water Port Liaison Office (WPLO), as appropriate? (AFI 24-201, Chap 5)			
7.2.3. Are scales used in the work center calibrated on required intervals? (T.O. 00-20-14 and 33-1-27)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
7.2.4. Does the Traffic Management Officer, Traffic Manager or Superintendent review each TDR package prior to submission to the appropriate finance center for claim action? (DoD 4500.9-R, Part II, Chap 210, para B 4)			
7.2.5. Is MIL-STD-129 current and used as reference when marking shipments? (AFI 24-201, Chap 5, para 5.4)			
7.2.6. Are personnel trained to check in materiel and make necessary discrepancy annotations on delivery documents? (DoD 4500-9R, Part II, Chap 209, para B)			
7.2.7. Has an Electrostatic Sensitive Discharge (ESD) station been established and are appropriate grounded wrist straps, tablemats, etc., available and used? (T.O. 00-25-234, MIL-STD-129, AFI 24-202, Chap 2, paras 2.4 and 3.2)			
7.2.8. Is AF Form 451, <b>Request for Packaging Service</b> , signed only by authorized personnel? Are the appointment letters that authorize these personnel to sign readily available to cargo in-checkers? (AFI 24-202, Chap 1, para 1.2.3.2 and Atch 3)			
7.2.9. Are shipments processed to allow movement within established time frames? (AFI 24-201, Chap 4, para 4.2 and UMMIPS)			
<b>SECTION 8: HAZARDOUS CARGO</b>			
<b>8.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
8.1.1. Are hazardous materiel shipments properly marked and labeled IAW the applicable directives? (AFMAN 24-204, IATA, or CFR 49)			
8.1.2. Is Shipper's Declaration for Dangerous Goods properly prepared and distributed IAW the applicable directives? (AFMAN 24-204, IATA, or CFR 49)			
8.1.3. Have cargo movement personnel who certify hazardous materiel shipments been properly trained and appointed in writing by the LRS commander? (AFI 24-201, Chap 10, para 10.9)			
8.1.4. Have personnel from other units been appointed in writing by their commander to certify hazardous materiel shipments and are current letters of appointment on hand and used to verify certifications? (AFI 24-201, Chap 10, para 10.9)			
8.1.5. Are procedures for handling and shipping hazardous materials precisely complied with IAW the applicable directives? (DoD 4500.9-R, Part II, Chap 204 and AFMAN 24-204, IATA, or CFR 49)?			
8.1.6. Is the DD Form 626, <b>Motor Vehicle Inspection (Transporting Hazardous Materials)</b> , used prior to loading or unloading vehicles transporting placarded quantities of HAZMAT? (DoD 4500-9R, Part II, Chap 204, F & G)			

<b>SECTION 9: CLASSIFIED/SENSITIVE</b>			
<b>9.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.1.1. Are procedures established and followed for processing both outbound and inbound classified/sensitive shipments to ensure the materiel is protected and safeguarded? (AFI 24-201, Chap 9, para 9.1)			
9.1.2. Do personnel who are authorized to handle classified, sensitive or firearms shipments review and acknowledge understanding of established procedures? (AFI 24-201, Chap 9)			
9.1.3. Are rosters/letters of personnel authorized to receipt for, handle and process classified, sensitive and munitions items on hand and current? (AFI 24-201, Chap 9, para 9.5.1)			
9.1.4. Are Outbound Shipments of Firearms/Sensitive Items/Classified Items handled in accordance with written instructions, when required? (DoD 4500-9R, Part II, Chap 205 and AFI 24-201, Chap 9, paras 9.5, 9.6, 9.7 and 9.10)			
9.1.5. Are report of shipments (REPSHIPS) being prepared and transmitted, when required, for AA&E, classified and/or sensitive shipments? (AFI 24-201, Chap 9, para 9.8)			
9.1.6. Has a REPSHIP suspense list been established to ensure timely receipt of material? (AFI 24-201, Chap 9, para 9.8.2.3)			
9.1.7. Are shipment discrepancies reported to the responsible security officer and origin shipping activity? (AFI 24-201, Chap 9, para 9.8)			
9.1.8. Are DD Forms 1907, <b>Signature and Tally Record</b> , properly completed and maintained for all classified and sensitive shipments (not required for movement of classified shipments via GSA contract carrier)? (AFI 24-201, Chap 9, para 9.1.3)			
<b>9.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.2.1. Are sensitive shipments properly marked to prevent possible disclosure of contents? (MIL-STD 129, para 4.4.3.14)			
<b>SECTION 10: AIR TERMINAL OPERATIONS</b>			
<b>10.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.1.1. Are personnel properly trained and qualified to process hazardous cargo? (AFMAN 24-204, para 1.3, see Atch 25)			
10.1.2. Are all hazardous materials shipments accepted for movement properly certified? (AFMAN 24-204, Atch 4)			

<b>CRITICAL ITEMS (Con't):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.1.3. Do terminal personnel verify the weight of all cargo received into the airlift system? (AMCI 24-101, Vol 11, para 21.2)			
10.1.4. Are all pallets built and tied down on aircraft correctly? (AMCI 24-101, Vol 11 Sect E)			
<b>10.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
10.2.1. Are passengers informed through briefings or other means of security requirements to include carrying weapons on aircraft and penalties for air piracy? (AMCI 24-101, Vol 14, Sect D)			
10.2.2. Does the air terminal operation ensure nonexempt passengers and baggage are inspected prior to boarding military/commercial aircraft? (AFI 13-207, para 7.4)			
10.2.3. Do all space-required passengers have in their possession a travel order or transportation authorization published by an appropriate authority? (AMCI 24-101, Vol 14, Section C 22)			
10.2.4. Is passenger identification checked to ensure valid travel authorization? (AMCI 24-101, Vol 14, Section C 22)			
10.2.5. Do Air Terminal personnel follow all departure procedures to include: meeting customs and immigration requirements, departure announcements, anti-hijacking screening, checking for firearms and explosives and holding all personnel in a sterile area? (AMCI 24-101 Vol 14, 20.1, 23.1, 23.2, 23.7, 25.1, 26 and 30.1)			
10.2.6. Prior to acceptance, is all cargo checked for proper documentation and correct labeling? (AMCI 24-101 Vol 11, Section B)			