

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 24-5**

3 SEPTEMBER 2001

Transportation

VEHICLE OPERATIONS (WING)

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This checklist reflects Command requirements for the unit-level Transportation function to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been completely revised to add critical inspection items and should be completely reviewed.

- 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.** 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 as a guide only. AFSPC Checklists **will not** be supplemented. Units produce their own standalone 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**.

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Director of Logistics

Attachment 1

VEHICLE OPERATIONS (WING)

Table A1.1. Checklist.

SECTION 1: VEHICLE OPERATIONS FLIGHT			
MISSION STATEMENT: Checklist used to inspect the cost effective, responsive transportation support and management of assigned vehicles for the base and support units. Economical and efficient use of the Air Force vehicle fleet is the ultimate goal for all echelons of the organization.			
CRITICAL ITEMS: HAS FLIGHT SUPERVISION ESTABLISHED PROCEDURES FOR TRAINING VEHICLE OPERATORS?	YES	NO	N/A
1.1. Has the vehicle operations officer/superintendent established a safety program? (AFI91-202, para 8.1.2)			
1.2. Are applicable Air Force Manpower Standards (AFMS) available to ensure all supervisory personnel are familiar with content and methodology used to earn vehicle operations manpower? (AFI24-301, para 1.2.13.1.1)			
1.3. Has the vehicle operations officer/superintendent established a flight training program through a combination of formal technical training, On-the-Job Training (OJT) and Career Development Courses (CDCs)? (AFI24-301, para 1.2.14)			
1.4. Has the vehicle operations officer/superintendent established procedures to train vehicle operators on wartime skills (including augmentees)? (AFI24-301, paras 1.2.15 and 4.5.8)			
SECTION 2: VEHICLE DISPATCH			
CRITICAL ITEMS: ARE EFFICIENT AND ECONOMICAL TRANSPORTATION SERVICES PROVIDED TO INCLUDE READINESS SUPPORT?	YES	NO	N/A
2.1. Have all base support and operational plans requiring vehicle support been reviewed with LGTR? (AFI24-301, para 1.2.8.2.7)			
2.2. Have recall and redistribution procedures been developed by vehicle operations to support these plans? (AFI24-301, para 1.2.8.2.7)			
2.3. Are current vehicle and personnel alert or standby rosters maintained in vehicle dispatch? (AFI24-301, para 1.2.10.11)			
2.4. Does dispatch support ensure vehicle operators inspect, clean and service U-Drive-It (UDI) vehicles and properly perform operator maintenance on assigned vehicles? (AFI24-301, paras 1.2.11.2 and 1.2.11.3)			
2.5. Does dispatch support maintain jacks, spare tires, emergency supplies, tie-down equipment and supplies for maintaining the vehicle operations fleet? (AFI24-301, para 1.2.11.4)			
2.6. Has the vehicle operations officer/superintendent developed procedures to capture workload data associated with manpower variances? (AFI24-301, para 1.2.8.2.10.1)			

SECTION 3: FLEET MANAGEMENT			
CRITICAL ITEMS: DOES FLEET MANAGEMENT ENSURE ACCURATE ACCOUNTABILITY AND EFFICIENT AND ECONOMICAL OPERATION OF THE BASE VEHICLE FLEET?	YES	NO	N/A
3.1. Does fleet management use On-Line Vehicle Interactive Management System (OLVIMS) and Registered Equipment Management System (REMS) to account for all registered vehicles on the installation and receipt for all command-owned, base registered (REMS reportable) vehicles? (AFI24-301, para 1.2.12.7)			
3.2. Does the REMS manager process vehicle authorization and asset transactions in the Standard Base Supply System (SBSS) and monitor and maintain individual MAJCOM Vehicle Authorization Lists (VALs) for changes, updates, additions or deletions? (AFI24-301, para 6.2.1)			
3.3. Does the REMS manager document reviews of Allowance Standards (AS) and updates to individual VALs and make transactions in the SBSS to reflect changes? (AFI24-301, para 6.2.3)			
3.4. Does the REMS manager administer, maintain and monitor Custodian Authorization/Custody Receipt Listings (CA/CRL) for host and associate unit accounts? (AFI24-301, paras 6.2.2 and 6.2.6)			
3.5. Has the REMS manager taken action to establish accountability of rental/leased vehicles? (AFI24-301, paras 6.10.1 and 6.10.2)			
3.6. Does the REMS manager perform monthly reconciliation between SBSS and OLVIMS to ensure data integrity? (AFI24-301, para 6.20)			
3.7. Are procedures established to ensure base assigned vehicles are used for official purposes? (AFI24-301, para 2.1)			
3.8. Are procedures established to ensure only positions authorized by the MAJCOM are provided Command and Control Vehicle (CACV) authority? (AFI24-301, para 15.3)			
3.9. Does fleet management validate all requests for vehicle rentals and leases for installation activities? (AFI24-301, para 5.9.4.1)			
3.10. Does fleet management ensure long-term lease requests are approved by MAJCOM/LGT prior to execution? (AFI24-301, para 5.10.2.1)			
3.11. Is a current list of all vehicle trainers and lesson plans, approved by the respective unit commander and vehicle operations and maintenance officers, kept on file in the Operator's Records and Licensing (ORL) section? (AFI24-301, paras 4.5.3.3 and 4.5.4.1)			
3.12. Does ORL request background checks from security forces for vehicle trainer instructor candidates? (AFI24-301, para 4.5.3.1)			
3.13. Have commanders of base activities with permanently assigned vehicles appointed a VCO/VCNCO to act as a designated liaison with the base transportation activity? (AFI24-301, para 3.1.7)			
3.14. Does fleet management conduct annual vehicle control function assistance visits? (AFI24-301, para 3.1.7.1)			

3.15. Does fleet management conduct random semiannual wing assessment vehicle inspections of at least 10 percent of the installation fleet (owned or leased)? (AFI24-301, para 3.1.7.2)			
3.16. Does fleet management conduct an annual utilization/rotation analysis for all base assigned vehicles using OLVIMS? (AFI24-301, para 3.1.6.2)			
3.17. Are quality assurance evaluator (QAE) duties established and performed for all contract services? (AFI24-301, para 8.2)			
3.18. Does fleet management obtain, issue and control DoD fleet credit cards? (AFI24-301, paras 1.2.12.5 and 3.1.8.4)			
3.19. Are credit card control documents and credit registers reviewed semiannually to include physical inventory? (AFI24-301, para 3.1.8.3.4)			
3.20. Are vendor invoices verified and certified when received and are invoices and delivery tickets forwarded to ACF? (AFI24-301, paras 3.1.8.3.8 and 3.1.8.3.9)			
3.21. Are procedures established for destruction of credit cards no longer required, authorized or serviceable? (AFI 24-301, para 3.1.8.5)			