

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



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 24-6**

**3 SEPTEMBER 2001**

**Transportation**

**COMMAND TRANSPORTATION (MAJCOM)**

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

### **SUMMARY OF REVISIONS**

This checklist has been revised to add critical inspection items. 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 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

## TRANSPORTATION (MAJCOM)

Table A1.1. Checklist.

<b>SECTION 1: TRAFFIC MANAGEMENT OFFICE (TMO) (LGTT)</b>			
<b>MISSION STATEMENT:</b> The objective of the Traffic Management Office (TMO) (LGTT) is to provide policy, guidance and direction regarding packaging and preservation, freight shipments, personal property and POV shipments, passenger travel and airlift/sealift requirements' validation.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does LGTT review the on-time delivery of materiel at least quarterly? (AFPD24-2, Atch 1, A1.1.1)			
1.1.2. Does LGTT compare the number of official travelers, number of official travelers using government fares and total cost travel data and forward a report annually to HQ USAF/LGT? (AFPD24-1, Atch 1, A1.1)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does LGTT review conditions such as work stoppages and strikes affecting the movement of Air Force materiel and make recommendations to the TMO of the affected site? (AFPD24-2, para 1.7.4)			
1.2.2. Does LGTT rule on requests for services, authorizations and extensions? (AFI24-101, para 1.19.5 and AFPD24-1, para 1.9.5)			
1.2.3. Does LGTT have established programs for the reuse and reclamation of shipping containers and packaging? (AFI24-202, para 1.2.2 and AFPD24-2, para 1.7.4.1)			
1.2.4. Are personal property case files that fall within LGTT's purview handled in a timely manner? (AFPD24-5)			
1.2.5. Does LGTT forward copies of Certification of Equivalency (COE) to all bases? (Title 49 CFR)			
1.2.6. Does LGTT review Customer Service Survey on a monthly basis for standards/compliance of command standard of 95 percent? (MSG 041800Z Apr 95, Traffic Management Quality Performance Measure)			
1.2.7. Does LGTT monitor training needs (i.e., CMOS, TOPS, HAZMAT, etc.) and allocate available quotas? (AFI24-235)			
1.2.8. Are manning levels evaluated and concerns communicated to HQ AFSPC/DP? (AFI38-205 and AFMS 42C1)			
1.2.9. Are contingency taskings distributed equitably to all AFSPC units? (AFI10-402/403)			
<b>SECTION 2: COMBAT READINESS AND RESOURCES (LGTR)</b>			
<b>MISSION STATEMENT:</b> The objective of Combat Readiness (LGTR) is to provide policy, guidance and direction for all wartime/peacetime planning and programming. Evaluate manpower, equipment and training resources to ensure readiness of all AFSPC transportation units.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>

2.1.1. Has LGTR identified the in-place wartime and deployment requirements for transportation units? (War Mobilization Plan, Vol 1, Annex E)			
2.1.2. Has LGTR developed DOC statements for each subordinate transportation unit? (AFI10-201, para 2.2)			
2.1.3. Does LGTR analyze subordinate transportation SORTS submissions? (AFI10-201)			
<b>2.2. NON-CRITICAL ITEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Has LGTR identified UTCs that can be supported from subordinate units? (War Mobilization Plan, Vol 1, Annex E)			
<b>SECTION 3: VEHICLE AND EQUIPMENT BRANCH (LGTV)</b>			
<b>MISSION STATEMENT:</b> The objective of the Vehicle and Equipment Branch (LGTV) is to provide policy, guidance, direction, specifications and funds programming necessary for proper vehicle and equipment management.			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Does LGTV prepare, validate and program requirements for command depot-level maintenance? (AFMAN24-307, para 1.36)			
3.1.2. Does LGTV review, log and forward vehicle disposition instructions to WR-ALC for approval decision authority for critical vehicle assets assigned? (AFMAN24-309, para 8.18)			
3.1.3. Does LGTV review official use compliance during base authorization validation visits? (AFI24-301, para 1.2.4)			
3.1.4. Does LGTV populate Air Force Equipment Management System (AFEMS) with the most current MAJCOM Vehicle Authorization Listing and correcting VAL rejects and variances? (AFI24-301, para 6.4.1 and 6.4.1.4)			
<b>3.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.2.1. Does LGTV provide staff and surveillance visits when required by MAJCOM and requested by units? (AFMAN24-307, para 1.18)			
3.2.2. Does LGTV assist in obtaining base training requirements? (AFI24-302, para 2.5.2)			
3.2.3. Does LGTV ensure that units receive pertinent vehicle information in a timely manner? (AFMAN24-307, para 1.36)			
3.2.4. Does LGTV provide bases with minimum reporting requirements to ensure the most effective utilization of assigned vehicles and equipment? (AFI24-302, para 2.5.8)			
3.2.5. Is the Priority Buy Program managed effectively to identify and program command requirements? (AFI24-301, para 5.7)			
3.2.6. Does LGTV review and consolidate AF Form 1474, <b>Agency Report of Motor Vehicle Data</b> , reports from the bases, prepare a single form from all command vehicle data and send it to WR-ALC/LVCA? (AFI24-303, para 4.3.2)			
3.2.7. Are vehicle authorization lists current and published as required? (AFI24-301, para 1.2.4)			

3.2.8. Do the Registered Equipment Management System (REMS) managers effectively use the MAJCOM Automated Fleet Information System (MAFIS) for timely processing of vehicle additions/deletions/authorization changes? (AFMAN24-309, para 8.4)			
3.2.9. Is there a mechanism in place to determine status of open Time Compliance Technical Orders (TCTOs), special inspections and safety recalls? (T.O. 00-5-15)			
3.2.10. Does LGTV attend and provide agenda items to the Vehicle Integrated Working Group (VIWG)/Vehicle Management Advisory Group (VMAG)? (AFI24-307, para 1.25)			
3.2.11. Does LGTV review unit Command Air Force Vehicle Integrated Management System (CAFVIMS) data for accuracy? Do MAJCOM CAFVIMS reports arrive at WR-ALC within 25 days following the end of the quarter? (AFI24-303, Chap 2)			