

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 31-12**

1 JULY 2004

Security

PASS AND REGISTRATION (WING)

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OPR: SFOP (MSgt John F. Vialpando)
Supersedes AFSPCCL 31-0012, 2 Aug 99.

Certified by: SF (Col Michael W. Hazen)
Pages: 10
Distribution: F

This Checklist reflects Command requirements for the Pass and Registration Section to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references. A bar (|) indicates a revision from previous edition.

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 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. Add to or modify each area as needed, to ensure an effective and thorough review of the unit Pass and Registration Program.

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Director of Air and Space Operations

ATTACHMENT 1

PASS AND REGISTRATION (WING)

Table A1.1. Checklist.

<p>SECTION 1: IDENTIFICATION CARDS MISSION STATEMENT: To provide the base community quality customer service through the effective issue and control of identification media and vehicle registration. NOTE: All references in section 1 are from AFI 36-3026, <i>Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel</i>, unless otherwise stated.</p>			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Is each shipment of accountable forms physically inventoried by serial number upon receipt and is the sender notified of discrepancies? (Para 21.12.1.)			
1.1.2. During non-duty hours, are blank accountable forms stored in a locked metal cabinet or safe? (Para 21.12.2.)			
1.1.3. Is the disposition of each accountable form recorded on AF Form 335, Issuance Record – Accountability Identification Card? (Table 21.5 Step 1)			
1.1.4. Is each card’s serial number entered on the AF Form 335? (Table 21.5 step 4)			
1.1.5. If a form is unaccountable, is an investigation initiated and a report of the facts filed with the responsible commander? (Table 21.6 Step 4)			
1.1.6. If an ID Card issuing official is an A1C or lower, is that official appointed in writing by the CSF? (Para 21.9.5.)			
1.1.7. Does the police authority initially investigate reports of lost or stolen ID card forms including special laminate for automated ID card and advise the AFOSI? (Para 21.13.2.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Has the CSF designated and revoked in writing, the authority to issue ID cards? (Para 21.10.1.)			
1.2.2. Has the CSF designated one primary issuing official and one or more alternates following the grade restriction guidelines in Para 21.9. (Commissioned Officers, Warrant Officers, Senior Airman (Sra through CMSgt) or Civilians General Schedule 4 and above)? (Para 21.10.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.3. If the primary issuing official is absent for 30 to 90 days, does the CSF appoint an inventory official from within the unit to conduct an inventory and transfer accountability? (Para 21.10.3.)			
1.2.4. If the primary issuing official is absent for more than 90 days, does the wing commander (or equivalent) or his or her designee appoint a disinterested individual to conduct the inventory and transfer accountability? (Para 21.10.3.)			
1.2.5. Does the CSF ensure DD Form 489, Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces, 1934 , Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces and AF Form 354, Civilian Identification Card , are issued IAW AFI 36-3026? (Para 21.10.4.)			
1.2.6. Does the CSF appoint in writing a person assigned within the unit, but not within the issuing activity to conduct the inventory? (Para 21.10.5.)			
1.2.7. Is a separate AF Form 335 maintained for each type of card? (Table 21.5 Step 2)			
1.2.8. Is the AF Form 335 filed with the related AF Form 213, Receipt for Accountable Form ? (Table 21.5. Step 3)			
1.2.9. Is the AF Form 335 marked to show which forms were voided because of processing errors? (Table 21.5. Step 5)			
1.2.10. Are ID cards destroyed at the end of each day and the related AF Form 335 initialed? (Table 21.5. Step 6)			
1.2.11. Are ID cards, unsuitable for issue, destroyed upon receipt and after the serial number has been typed on the AF Form 335? (Table 21.5. Step 7)			
1.2.12. Is an inventory of accountable forms conducted every 12 months, when the issuing official is relieved, or as the installation commander directs? (Table 21.6. Step 1)			
1.2.13. During inventories, is each card physically counted and verified by serial number? (Table 21.6. Step 2)			
1.2.14. During inventories, is the number of controlled forms issued verified against PDO records? (Table 21.6. Step 3)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.15. Are the results of each inventory noted on a balance sheet similar to the one AFI 31-101, <i>The Air Force Installation Security Program</i> , prescribes for restricted area-badge inventories? (Table 21.6. Step 4)			
1.2.16. Does the primary issuing official transfer an appropriate supply of ID cards to each alternate issuing official? <i>NOTE:</i> The CSF determines how many to transfer. (Para 21.13.1.)			
1.2.17. Do officials notify concerned service personnel agencies (such as the exchange or commissary) when blank ID card forms are lost or stolen? (Para 21.13.2.)			
SECTION 2: RESTRICTED AREA BADGES			
<i>NOTE:</i> All references in section 2 are from AFI 31-101, <i>The Air Force Installation Security Program</i> , unless otherwise stated			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. When completing column 2 (escort official) of section IV of the AF Form 2586, Unescorted Entry Authorization Certificate , is “yes” or “no” typed in the block to indicate whether the individual has escort authority? (Para 9.2.2.)			
2.1.2. Does the installation commander designate approving officials for each area by naming their positions in the Installation Security Regulation? (Para 9.2.2.1.)			
2.1.3. Is DD Form 577, Appointment/Termination Record-Authorized Signature , or a letter showing sample signatures used to verify the signatures of those persons signing sections II and IV? (Para 9.2.2.4.)			
2.1.4. Are Restricted Area Badge (RAB) issuing officials appointed in writing by the CSF? (Para 9.3.)			
2.1.5. Are unused numbers on the badge blocked out to show specific restricted areas on the installation where the bearer may not enter unescorted? (Para 9.4.3.1.3.)			
2.1.6. Are the RAB's marked with a locally devised authentication feature prior to lamination? (Para 9.4.3.1.4.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
<p>2.1.7. On the AF Form 1199A, USAF Restricted Area Badge, B, USAF Restricted Area Badge, or C, USAF Restricted Area Badge, do escort officials have an "E" marked to the right of number 1 to 10 or to the left of numbers 11 to 20 to show the restricted area where the bearer may perform escort official duties? NOTE: AFI 31-101_AFSPCSUP1 does not require RABs be marked with an "E" for escort authority into restricted areas containing Protection Level 3 resources. (Para 9.4.3.1.5.1.)</p>			
<p>2.1.8. On the AF Form 1199, Entry Control Card, is the capital letter "E" colon, and the numbers for the areas the individual is an authorized escort official for inserted, typed, or stamped in the badge number section (i.e., E: 1/10/14/20)? (Para 9.4.3.1.5.2.)</p>			
<p>2.1.9. On computer generated entry credentials, is escort official authority identified by entering an "E" along with the approved areas under the picture (i.e., E 1-4, 8, A)? (Para 9.4.3.1.5.3.)</p>			
<p>2.1.10. Are blank badges and automated badge making materials (card stock and specially marked laminates) stored as a minimum, in a locked steel cabinet? (Para 9.4.2.)</p>			
<p>2.1.11. Do badge-issuing officials inventory each badge by serial number and advise the sender of any discrepancies? (Para 9.5.1.)</p>			
<p>2.1.12. If a blank badge is missing, does the CSF conduct a thorough investigation to determine the reason for the loss? (Para 9.4.6.1.)</p>			
<p>2.1.13. When an individual loses a badge, does the commander or designee investigate the loss and send a copy of the report to the badge-issuing official? (Para 9.4.6.2.)</p>			
<p>2.1.14. Do commanders account for any confiscated badges held pending a final decision to disqualify personnel? (Para 9.2.7.)</p>			
<p>2.1.15. Is a reissue of all badges for an installation or area directed when a compromise of the badge system is indicated or the commander loses confidence in the system? (Para 9.4.7.4.)</p>			
<p>2.1.16. Do commanders or designees ensure that badge bearers leaving the installation due to PCS, separation, discharge, or retirement hand carry their badges to the badge-issuing office at least one workday before leaving? (Para 9.5.3.)</p>			

CRITICAL ITEMS (Con't):	YES	NO	N/A
2.1.17. Does the badge-issuing office receive notice of all personnel departures and is a suspense system established for tracking receipt of departing personnel's badges? (Para 9.5.3.1.)			
2.1.18. Do unit commanders ensure badges issued to a bearer whose entry authority is permanently withdrawn are returned immediately to the badge-issuing office? (Para 9.2.7.)			
2.1.19. Where temporary badges are authorized, are temporary badged personnel required to produce positive ID before being allowed entry? (Para 9.6.2.)			
2.1.20. Where temporary badges are authorized for Protection Level 1 and 2 areas, are procedures in place to ensure the temporary badge never leaves the restricted area for which it is authorized? (Para 9.6.2.1.)			
2.1.21. Where temporary badges are authorized, are procedures in place to ensure that individuals given badges authorizing unescorted entry have no disqualifying records under the industrial, personnel, or information security programs? (Para 9.6.)			
2.1.22. For exchange badge systems, do two people review and verify all issue data before manufacture of exchange badges? (Para 9.8.)			
2.1.23. For exchange badge systems, do personnel from the security force or badge-issuing officials hand carry exchange badges directly to the entry controller? (Para 9.8.2.)			
2.1.24. For exchange badge systems, is the basic badge marked or numbered to help personnel track them during exchange and inventory? PROHIBITED (Para 9.8.1.)			
2.1.25. For badging systems using PINs, if someone forgets the PIN or the PIN is compromised, is a new PIN issued? (Para 9.14.2.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Is the AF Form 2586 used to document, coordinate, and approve unescorted entry authority? (Para 9.2.)			
2.2.2. Does the unit commander or designee complete sections I, II, III and columns 1, 2, and 3 of section IV? (Para 9.2.2.)			
2.2.3. Does the individual hand carry the AF Form 2586 to the issuing authority? (Para 9.4.3.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.4. Are grades on the RAB shown as OFF (officer), ENL (enlisted), CIV (civilian), ART-OFF (Air Reserve technician-officer), or ART-ENL (Air Reserve technician-enlisted)? (Para 9.4.3.1.1.)			
2.2.5. Are only the last six digits of the SSAN entered in the appropriate block? (Para 9.4.3.1.2.)			
2.2.6. Is each series of forms logged on separate copies of AF Form 335? (Para 9.5.1.1.)			
2.2.7. Is a letter or Air Force general-purpose form used to record destruction of badges and does the information recorded include all badge numbers, date of destruction, and the signature of an authorized destruction official? (Para 9.5.3.3.)			
2.2.8. If badge-issuing officials can't issue a blank badge, do they mark the AF Form 335 to show why they can't issue the badge? (Para 9.4.3.)			
2.2.9. When a badge is lost, does the issuing agency wait until the report of investigation is complete before reissuing a badge? (Para 9.4.6.2.)			
2.2.10. Does the installation CSF appoint a commissioned officer or senior noncommissioned officer to audit all badges in stock annually? (Para 9.5.2.)			
2.2.11. Do in-coming and out-going issuing officials conduct a joint audit/inventory and account for all in-stock and issued badges before the in-coming issuing official assumes responsibility for the badges? (Para 9.5.2.)			
2.2.12. Are individuals with damaged or indistinct badges required to report to their commanders or security managers? (Para 9.4.6.3.)			
2.2.13. When badge-issuing activities reissue an individual a badge, do they mark the badge number on all copies of the AF Form 2586? (Para 9.4.4.2.2.)			
2.2.14. Do security forces retrieve the exchange badges of departing personnel and destroy badges on or before the date listed on the departure notice? (Para 9.5.3.2.)			
2.2.15. Where temporary badges are authorized, are temporary badges used as a 1-day substitute for lost, stolen, or forgotten badges? PROHIBITED (Para 9.6.)			
2.2.16. For badging systems using PINs, is a unique PIN comprised of four digits assigned to each individual when issuing a badge? (Para 9.14.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.17. For badging systems using PINs, are the PINs developed using a random series of numbers that would be difficult for anyone to guess? (Para 9.14.2.)			
SECTION 3: MOTOR VEHICLE REGISTRATION			
<i>NOTE:</i> All references in section 3 are from AFI 31-204, <i>Air Force Motor Vehicle Traffic Supervision</i> , unless otherwise stated.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Do security forces have 24-hour access to registrant information on all registration systems used on the installation? (Para 3.1.7.)			
3.1.2. Is vehicle registration denied if the vehicle owner fails to comply with registration requirements? (Para 3.5.1.)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Do registering officials check the eligibility to register and ownership (or legitimate custody) of a vehicle during the registration process? (Para 3.2.1.)			
3.2.2. For manually kept vehicle registration record systems; does each registrant fill out an AF Form 533, Certificate of Compliance-Private Motor Vehicle Registration , upon initial Air Force vehicle registration and upon arrival at a new installation after permanent change of station? (Para 3.2.1.1.)			
3.2.3. For manually kept vehicle registration record systems; do registrants sign the AF Form 533 to certify compliance with registration requirements? (Para 3.2.1.1.)			
3.2.4. For automated vehicle registration record systems, does the registrant read and understand the registration requirements before issuing a decal? (Para 3.2.1.2.)			
3.2.5. Has the CSF developed local procedures governing base registration officials? (Para 3.3.)			
3.2.6. Do local registration official procedures cover the qualification (i.e., grade, duty position, and skill level) required for base registration officials? (Para 3.3.1.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
3.2.7. Do local registration official procedures cover duty training requirements and general position responsibilities, which must include record keeping procedures, inventory, and security procedures for controlling DD forms? (Para 3.3.2.)			
3.2.8. Do local registration official procedures cover appointment procedures for those authorized to perform as registration officials? (Para 3.3.3.)			
3.2.9. Is the DD Form 2220, DoD Registered Vehicle , used to register vehicles on the Air Force installation? (Para 3.4.1.)			
3.2.10. Are personnel instructed to remove the DD Form 2220 from the POV when registration expires or registration privileges terminate? (Para 3.4.1.)			
3.2.11. Is the installation tag (4" X ½") used to identify the installation where the vehicle is registered? (Para 3.4.2.)			
3.2.12. Are personnel instructed to place the installation tag directly under the DD Form 2220? (Para 3.4.2.)			
3.2.13. Is AF Form 2219, Registered Vehicle Expiration , used to maintain the validity of a vehicle's registration? (Para 3.4.3.)			
3.2.14. Is a different "series" of AF Form 2219 issued at a minimum of every 3 years to revalidate vehicles' registration? (Para 3.4.3.)			
3.2.15. Are personnel instructed to place the AF Form 2219 to the right of the DD Form 2220? (Para 3.4.3.)			
3.2.16. Are personnel instructed to prominently affix registration decals to the windshield (centered at the top or at lower driver's side corner), on the front bumper (driver's side), or to a owner supplied plate securely fastened to the driver's side bumper, bumper mounting bracket, or license plate mounting bracket? <i>NOTE:</i> State and local policy can affect the exact placement. (Para 3.4.4.)			
3.2.17. For two-wheeled vehicles, are personnel instructed to place registration decals on a conspicuous front-facing surface or plate affixed to a front-facing surface? (Para 3.4.4.)			
3.2.18. Is the AF Form 787, Handicapped Person Vehicle Decal , used to identify vehicles of handicapped persons? (Para 3.4.5.)			
3.2.19. Are personnel instructed to place the AF Form 787 to the right of the DD Form 2220? (Para 3.4.5.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
3.2.20. Is vehicle registration denied if the vehicle owner sells or disposes of the registered POV, is released from active duty, is separated from the service, or terminates civilian employment with a military service or DoD agency? (Para 3.5.2.)			
3.2.21. Is vehicle registration denied if the vehicle owner is other than an active duty military or civilian employee and discontinues regular operation of the POV on the installation? (Para 3.5.3.)			
3.2.22. Is vehicle registration denied if the state or installation suspends or revokes the owner's driving privileges? (Para 3.5.4.)			
3.2.23. Is vehicle registration denied when a registrant is transferred? NOTE: The installation commander may permit registration by the spouse or other dependents continuing to live on the installation. (Para 3.5.5.)			
3.2.24. Is vehicle registration denied when ownership of a vehicle is transferred? (Para 3.5.6.)			
3.2.25. During a PCS transfer, do personnel surrender the DD Form 2220 as part of normal out-processing unless authorized by the installation commander to keep the registration decal on their vehicle for re-registration at the gaining installation? (Para 5.3.7.)			
3.2.26. If the installation commander authorizes a registrant to keep a registration decal on their vehicle for re-registration at a gaining installation, does the losing installation transfer the registration number to the gaining pass and registration section? NOTE: Not allowed for CONUS to OCONUS POV shipments or consecutive OCONUS to OCONUS transfers unless the vehicle will be accompanied or driven by a registered owner. (Para 3.5.7.)			
3.2.27. Are personnel required to consent to the installation vehicle impoundment policy if they wish to drive on the installation? (Para 3.6.)			
3.2.28. Do POV registration forms or the policy contain or have appended to them a certificate with the statement: "I am aware that AFI 31-204, Air Force Motor Vehicle Traffic Supervision, and the installation traffic code provide for the removal and temporary impoundment of privately owned vehicles parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing, and disposing of my motor vehicle if it is lawfully removed and impounded.?" (Para 3.6.)			