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Security

**COMBAT ARMS (CA) PROGRAM
MANAGEMENT (WING)**

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This Checklist reflects Command requirements for the Combat Arms Branch to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and add commander and supervisor responsibilities.

- 1.** References have been provided for each item. Critical items have been kept to a minimum and are required by public law, executive orders, DoD directives, or safety guidelines; which if not complied with, could result in significant legal liabilities, penalties, or mission impact. The IG will inspect all critical items on AFSPC checklist. In addition, the IG will work with the functional staff prior to a major inspection to identify non-critical items that should be inspected at a particular unit.
- 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 may produce their own standalone checklists as needed to ensure an effective and thorough review of the Combat Arms Program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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Director of Security Forces

Attachment 1

COMBAT ARMS (CA) PROGRAM MANAGEMENT (WING)

Table A1.1. Checklist.

MISSION STATEMENT: To provide ground weapons training and weapons maintenance to meet peacetime and wartime mission requirements.			
SECTION 1: COMBAT ARMS OPERATIONS			
1.1. CRITICAL ITEMS	YES	NO	N/A
1.1.1. Does the CA Superintendent know and comply with local environmental procedures for disposal of hazardous waste and identify special requirements to the base civil engineer? (AFI 36-2226, para 1.14.3.)			
1.1.2. Is weapons training provided to support arming requirements of group A, B, and C? (AFI 36-2226, para 1.10.)			
1.1.3. Are qualification and specialized courses conducted on a semiannual basis? (AFI 36-2226, para 2.7.)			
1.1.4. If the CA section is unable to comply with training requirements, have they requested an appropriate variance, deviation, or exception? (AFI 36-2226, paras 2.11, 2.12, or 2.13)			
1.1.5. Do group A assistants meet the requirements of AFI 36-2226? (AFI 36-2226, para 3.6)			
1.1.6. Unless deviations are approved by HQ AFSPC/SFO, are qualification courses followed without modification? (AFI 36-2226, para 2.17.)			
1.1.7. Are only AFSC 3P0X1 personnel, DOD civilians with equivalent qualifications, or qualified contract personnel performing lead instructor duties? (AFI 36-2226, para 3.6. and AFMAN 36-2227V1, para 1.2)			
1.1.8. Are instructor-to-student ratios adhered to for all phases of training? (AFMAN 36-2227V1, para 2.2 and table 2.1)			
1.1.9. Are AF Form 710 or computer generated products used properly as a record of training and ammunition expenditure? (AFI 36-2226, para 3.10. and AFMAN 36-2227V1, para 2.8.1)			
1.1.10. If required, have range criteria variances, deviations or exceptions been submitted and approved? (AFI 36-2226, para 2.11)			
1.1.11. Do ammunition records accurately show accountability for all munitions and accountable residue, from the time ordered until expended or turned-in? (AFMAN 36-2227V1, para 4.2)			
1.1.12. Is remedial firearms training scheduled as needed? (AFI 36-2226, para 2.9.)			

1.1.13. Do all trainees wear hearing protection during live fire training? (AFMAN 26-2227V1, para 2.9.4)			
1.1.14. Is eye protection available to trainees for live fire training? (AFMAN 36-2227V1, para 2.9.4)			
1.1.15. Do instructors wear eye and hearing protection during all live fire training? (AFMAN 36-2227V1, para 4.4.9)			
1.2. NON-CRITICAL ITEMS:			
	YES	NO	N/A
1.2.1. Are CA instructors and approved group A assistants qualified on all weapons and courses for which they provide training? (AFI 36-2226, para 2.15.)			
1.2.2. Are required instructor evaluations conducted? (AFI36-2226, para 3.3.)			
1.2.3. Does the CA section maintain a reference library of required publications? (AFI 36-2226, para 1.14.3 and AFMAN36-2227V1, para 4.2.2)			
1.2.4. Are training “no-shows” reported in writing through the CA organizational commander to all supported unit commanders? (AFI 36-2226, para 1.14.15.)			
1.2.5. Do all instructors have and use, as required, copies of master lesson plans? (AFI 36-2226, para 3.5 and AFMAN 36-2227V1, para 2.3.1)			
1.2.6. Does the Base Safety Office periodically inspect CA ranges and other facilities? (AFI 36-2226, para 1.12.4.)			
1.2.7. Has the CA Organizational Commander established/approved written guidelines for cancellation of training due to inclement weather? (AFI 36-2226, para 1.13.)			
1.2.8. Has the Organizational Commander appointed a Superintendent or NCOIC who meets the requirements of AFI 36-2226? (AFI 36-2226, para 1.13)			
1.2.9. Has the Superintendent/NCOIC developed procedures for using self-help initiatives for facility repairs and improvements as needed? (AFI 36-2226, para 1.14 and AFP 50-63, V1, para 4-8)			
1.2.10. Are evaluations of weapon inspections and maintenance conducted? (AFMAN 36-2227V1, para 1.2.1)			
1.2.11. Are all instructor evaluation results documented and maintained as required? (AFMAN 36-2227V1, para 1.2.4)			
1.2.12. Has the CA Superintendent/NCOIC established section policy use of instructor proficiency ammunition? (AFMAN 26-2227V1, para 1.2.6)			

1.2.13. As part of qualification evaluations, are students required to clean the firearms which they used for training? (AFI 36-2226, para 3.7. and AFMAN 36-2227V1, para 2.6)			
1.2.14. Is weapons training provided to support only established arming requirements and not as incentive programs or for the purpose of earning the Small Arms Expert Marksmanship Ribbon (SAEMR)? (AFI 36-2226, para 2.10.5.)			
1.2.15. Does the CA section document 30 day qualification extensions, as applicable, for individuals who fail to qualify? (AFI 36-2226, para 2.13.)			
1.2.16. Are training schedules developed to make maximum use of CA facilities? (AFI 36-2226, para 3.14.1.)			
1.2.17. Are master lesson plans maintained at the CA section? (AFI 36-2226, para 3.14.5. and AFMAN 36-2227V1, para 4.2.7)			
1.2.18. Are master lesson plans reviewed at least annually and updated as required? (AFI 36-2226, para 3.14.5. and AFMAN 36-2227V1, para 4.2.7)			
1.2.19. Are no trespass notices published as required? (AFMAN 36-2227V1, para 4.4.1)			
SECTION 2: RANGE AND SUPPORT FACILITY REQUIREMENTS			
2.1. CRITICAL TASKS:	YES	NO	N/A
2.1.1. Have new and/or rehabilitated range facilities been certified? (AFI 36-2226, para 3.13. and AFMAN 36-2227V1, para 3.9.4)			
2.1.2.. Have trial operations been conducted and documented on new and/or rehabilitated range facilities? (AFI 36-2226, para 3.13. and AFMAN 36-2227V1, para 3.9.4 and 3.9.5)			
2.1.3. Are baffled ranges constructed as to provide 100 percent containment of downrange fired rounds and low angle ricochets less than 45 degrees vertically? (AFMAN 36-2227V1, para 3.4 and 3.5)			
2.1.4. Do ranges have required warning signs? (AFMAN 36-2227V1, para 3.4 and para 4.4)			
2.1.5. Do ranges meet general requirements, i.e. width of positions, depth of firing platform, numbering positions and targets, barriers, warning signs, etc.? (AFMAN 36-2227V1, para 3.4 and para 4.4)			
2.2. NON-CRITICAL TASKS:			
2.2.1. Does the CA support facility meet the requirements outlined in AFMAN 36-2227? (AFMAN 36-2227V1, para 3.8)			
2.2.2. Are range safety rules prominently posted on all ranges? AFMAN 36-2227V1, para 4.4 and para 4.4.5)			

2.2.3. Are flags, streamers, and/or beacons properly displayed on ranges as required? (AFMAN 36-2227V1, para 4.4.6)			
2.2.4. Is a first aid kit and serviceable vehicle readily available at the range during all live fire? (AFMAN 36-2227V1, para 4.4.7)			
SECTION 3: WEAPONS MAINTENANCE AND INSPECTIONS			
3.1. CRITICAL TASKS:	YES	NO	N/A
3.1.1. Are all required weapons inspections being conducted? (AFMAN 36-2227V1, para 5.5)			
3.1.2. Does CA have and use all required calibrated tools and gauges? (AFMAN 36-2227V1, para 5.5)			
3.2. NON-CRITICAL TASKS:			
3.2.1. Are inspection reports prepared and submitted as required? (AFMAN 36-2227V1, para 5.5.6)			
3.2.2. Are copies of the last two inspection reports on file for each organization CA supports? (AFMAN 36-2227V1, para 5.5.6)			
3.2.3. Are AFTO Forms 105 annotated and maintained IAW TO 11W1-10? (TO 11W1-10)			