

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 31-9**

3 DECEMBER 2001

Security

INVESTIGATIONS (WING)

NOTICE: This publication is available digitally on the Air Force Electronic Publishing WWW site at:
<http://afpubs.hq.af.mil>.

OPR: SFOP (SMSgt Michael A. Kreifels)
Supersedes AFSPCCL 31-0009, 2 August 99.

Certified by: SFO (Lt Col Kurt C. Fecht)
Pages: 5
Distribution: F

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

SUMMARY OF REVISIONS

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

JAMES J. MECSICS, Col, USAF
Director of Security Forces

Attachment 1

INVESTIGATIONS (WING)

Table A1.1. Checklist.

SECTION 1 - INVESTIGATIONS (WING)			
MISSION STATEMENT: To investigate criminal activities or incidents occurring on Air Force installations through established law enforcement investigative procedures. <i>NOTE:</i> All references are from AFI 31-206, Security Forces Investigations , unless otherwise stated			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the CSF issue the AF Form 688, Security Police Investigator Credential , to full-time security police investigators in the rank of Senior Airman (or civilian equivalent) and above who are graduates of: (1 Military Police Investigators Course, 2) AFOSI Investigators Course, 3) An overseas US Army Major Command Military Police Investigators Course? (Para 2.2.) <i>NOTE:</i> In the absence of qualified investigators the CSP may issue credentials to persons with less experience, provided the number of credentials issued does not exceed the number of authorized investigators. (para 2.2.2.)			
1.1.2. When no longer required, are AF Forms 688 destroyed and receipted for on an AF Form 310, Document Receipt and Destruction Certificate , and is the certificate maintained with the other AF Form 668 accountability records? (Para 2.2.3.1.)			
1.1.3. Are blank AF Forms 688 controlled and protected against theft and unauthorized use? (Para 2.2.3.2.)			
1.1.4. Are evidence custodians appointed in writing by the CSF? (Para 2.6.)			
1.1.5. Is drug evidence stored with MWD training aids? (<i>PROHIBITED</i>) (para 2.6.1.7.2.)			
1.1.6. Has the CSF designated in writing an evidence custodian? (para 2.6.)			
1.1.7. Is all evidence further identified in a permanently bound evidence log with consecutively numbered pages? (Para 2.6.1.4.)			
1.1.8. Are firearms/ammunition seized as evidence stored in approved containers in the Security Forces Armory? (Para 2.6.1.6.)			
1.1.9. Is all evidence stored in secure lockers, safes or rooms designated solely for that purpose, are they accessible only to the evidence custodians, and are these areas designated as Controlled Areas? (Para 2.6.1.5.)			

1.1.10. Is evidential or contraband drugs weighed upon receipt and upon release or disposal and is the weight recorded on the AF Form 52 Evidence Tag ? (para 2.6.1.7.1.)			
1.1.11. Are inventories conducted as locally required, or at least quarterly? (Para 2.6.1.8.)			
1.1.12. Is the CSF notified in writing of any discrepancies? (Para 2.6.2.5.)			
1.1.13. Are inventories conducted when changing evidence custodians? (Para 2.6.1.8.)			
1.1.14. Is the transfer of custodians annotated in the front of the evidence log? (Para 2.6.1.8.)			
1.1.15. When destroying drugs and items that will not be returned to the person from which they were seized, is a witness present in the grade of E-7 or higher? (Para 2.6.1.9.)			
1.1.16. Have security forces who field test marijuana, hashish and other cannabis products as well as PCP, received specific training? (Para 2.10.)			
1.1.17. Have security forces received concurrence from AFOSI to field test cocaine, if applicable? (Para 2.10.)			
1.1.18. Is the servicing AFOSI contacted prior to field testing narcotics not mentioned in AFI 31-206 para 2.10.1.?			
1.1.19. Does the CSF review photographic surveillance plans and consult with the SJA to ensure privacy concerns are adequately addressed? (Para 2.11.1.)			
1.1.20. Are physical and photographic line ups coordinated through the SJA? (Para 2.13.)			
1.1.21. When used, is a central informant file established and does only the investigator and the CSF (unless otherwise directed by court order) have access to informant files? (Para 2.17)			
1.1.22. Is AFOSI contacted when informants desire monetary gain information? (Para 2.17.3.)			
1.1.23. Are request for financial information IAW AFI 31-206, (para 2.21 - 2.21.7.1.)?			
1.1.24. Has the DD Form 2563 Department of Defense Right to Financial Privacy Act of 1978 Annual Report been submitted to HQ AFSPC/ SFOB NLT the 15 of Jan each year? (Msg R151521Z Mar 99)			
1.1.25. Is FD-249, Suspect Fingerprint Card, completed on all military suspects under investigation by security forces for offenses listed in DoDI 5505.11, Enclosure 3, (when such offenses are disposed of by court-martial or command action by an Article 15)? (para 2.24)			

1.1.26. Following interviews with Air Force personnel who are the subject of an investigation, do security forces investigators release the individual to his/her first sergeant, commander or supervisor? Is the release immediate, include person-to-person contact between the security forces member and unit representative and in writing? (para 2.12.6.)			
1.2. NON-CRITICAL ITEMS:			
1.2.1. Does the CSF ensure security forces investigators carry the AF Form 668 in the performance of official duties only, and are Credentials valid only as long as the individual is assigned to investigator duties within the issuing unit? (Para 2.2.3.)			
1.2.2. Has the wear of civilian clothes, while performing official duties, been authorized by the CSF on a case by case basis when uniform wear hinders operations? (Para 2.3.)			
1.2.3. Are procedures followed concerning the arming and reimbursement of investigators? (Para 2.4.& 2.5.)			
1.2.4. Is the AF Form 52, used as soon as possible after collecting each item of evidence? (Para 2.6.1.1.)			
1.2.5. Does each evidence tag fully describe the article in custody and each person who has had custody? (Para 2.6.1.1.)			
1.2.6. Prior to final disposition of evidence, is written coordination received from the local staff judge advocate (SJA)? (Para 2.6.1.9.)			
1.2.7. Is final disposition annotated on the evidence tag and in the evidence log? (Para 2.6.1.9.)			
1.2.8. Is an AF Form 52 used for lost, found, and acquired property? (Para 2.7.1.)			
1.2.9. Is found property tracked by locally developed procedures? (Para 2.7.2.)			
1.2.10. Is lost, found, and acquired property stored separately from evidence? (Para 2.7.3.)			
1.2.11. Is lost, abandoned, or found property disposed of IAW DODM 4160.21, Defense Reutilization and Marketing Manual ? (Para 2.7.4.1.)			
1.2.12. Is found or acquired monies kept until the end of the calendar year or until funds exceed limits prescribed by the CSP or released immediately to the local finance office? (Para 2.7.7.)			
1.2.13. Have those units whom elect to participate in the JDET program, ensure it is coordinated this with AFOSI, the installation CSF and Installation commander? (para 2.8.)			

1.2.14. If security forces use video equipment, is it used in an overt manner? (Para 2.11.2.)			
1.2.15. When investigative reports are forwarded outside security force channels is AF Form 445, Security Police Report of Investigation Cover Sheet , used as a cover sheet? (Para 2.14.1.)			
1.2.16. Is the AF Form 686, Substantive Investigations Record Check Summary , used to collect detailed information as required on each subject during investigations? (Para 2.15)			
1.2.17. Has a victim/witness training syllabus been developed in conjunction with the SJA? (Para 2.23.5.)			
1.2.18. Do investigators flag cases to indicate “victim/witness” case? (Para 2.23.7.)			
1.2.19. Is the investigative matrix in AFI 31-206, Attachment 2, followed?			
1.2.20. Is AF Form 3907 used to record routine contact between security forces members and the public? Is data obtained from the AF Form 3907 compared by investigators against reported criminal activity to obtain possible leads? (para 2.18.)			
1.2.21. Are procedures for obtaining bad checks from AAFES followed IAW para 2.25.?			