

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 32-3**

1 OCTOBER 2004

Civil Engineering

RESOURCES FLIGHT

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This checklist reflects Command requirements for Civil Engineer units to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to decrease the number of critical items and update cited references. An asterisk (*) 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/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 attached checklist 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 Civil Engineering Resources Flight 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 Mission Support

ATTACHMENT 1
RESOURCES FLIGHT

Table A1.1. Checklist.

SECTION 1: FINANCIAL MANAGEMENT MISSION STATEMENT: Develops, prepares, submits and maintains the financial plan, budget estimates, and the Base Civil Engineer (BCE) Financial Management System. NOTE: All references are from AFI 65-601, <i>Budget Guidance and Procedures</i> , or AFI 32-1061, <i>Providing Utilities to US Air Force Installations</i> , unless otherwise noted.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the Financial Manager develop a comprehensive, valid and executable CE budget for submission to the wing budget office for inclusion in the wing financial plan? (AFI 65-601V2, para 2.10.)			
1.1.2. Does the Financial Manager ensure all funds are executed in the proper appropriation (i.e. MILCON, Military Family Housing, 3080 Equipment, O&M) and funding limitations are not exceeded? (AFI 65-601V1, para 3.1.2. and V2, Chapter 4)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the Financial Manager provide guidance to subordinate cost centers to aid in the preparation, development and execution of the CE Financial Plan? (AFI 65-601V2, Chapter 2)			
1.2.2. Does the Financial Manager budget for and make effective, efficient and economical use of all funds made available to the CE organization by:			
1.2.2.1. Analyzing expenditures, adjusting distribution of funds within the BCE budget when necessary and determining the availability of funds for achieving the year's program? (AFI 65-601V2)			
1.2.2.2. Monitoring and examining available financial reports to validate obligations and commitments and correct accounting errors? (AFI 65-601V2)			
1.2.3. Does the Financial Manager ensure the reimbursable/refund program is in place and is closely monitored by:			
1.2.3.1. Reviewing and editing the reimbursements and refunds for accuracy prior to forwarding to the AFO? (AFI 32-1061)			
1.2.3.2. Assisting in computation, verification and coordination of all Host-Tenant and Inter-Service Support Agreements? (AFI 65-601V1, Chapter 5 and AFI 32-1061)			

NON-CRITICAL ITEMS (Cont't):	YES	NO	N/A
1.2.3.3. Submitting at least quarterly utility estimates to the AFO and updating the WIMS automated utility report by utility type showing cost and consumption data from actual billings? (AFI 32-1061, para 3.5.)			
<p>SECTION 2: REAL PROPERTY MISSION STATEMENT: Responsible for all activities related to Real Property acquisition, accountability, reporting, outgranting and disposal.</p> <p>NOTE: All references are from AFI 32-9001, <i>ACQUISITION OF REAL PROPERTY</i>, AFI 32-9002, <i>USE OF REAL PROPERTY FACILITIES</i>, AFI 32-9003, <i>GRANTING TEMPORARY USE OF AIR FORCE REAL PROPERTY</i>, AFI 32-9004, <i>DISPOSAL OF REAL PROPERTY</i>, AFI 32-9005, <i>REAL PROPERTY ACCOUNTABILITY AND REPORTING</i>, AFH 32-9007, <i>MANAGING AIR FORCE REAL PROPERTY</i>, AFI 32-7061, <i>THE ENVIRONMENTAL IMPACT ANALYSIS PROCESS</i>, AFI 32-7066, <i>ENVIRONMENTAL BASELINE SURVEYS IN REAL ESTATE TRANSACTIONS</i>, unless otherwise noted.</p>			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Are real property acquisitions planned sufficiently in advance (at least 12 months suggested) to ensure land or facilities are available to support programs or projects that could impact mission success? (AFI 32-9001, para 1.1. through 1.3.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Is a Federal Property Information Checklist (FPIC) prepared and submitted for each excess, unused or under used Air Force property in compliance with the McKinney Homeless Assistance Act? (AFI 32-9003, para 1.9.4.)			
*2.2.2. Is an Environmental Baseline Survey (EBS) completed or waived for every real property acquisition, outgrant or disposal by the Air Force? (AFI 32-7061, AFI 32-7066, para 1.4., AFI 32-9001, para 1.3., 1.4. and 1.13., AFI 32-9003, para 1.18., and AFI 32-9004, para 1.7. and Attachment 2)			
2.2.3. Is new construction transferred from the construction agent on a DD Form 1354, Transfer and Acceptance of Military Real Property , within a reasonable time after acceptance of a facility (suggested 90 days or less)? (AFH 32-9007, para 5.18.)			
2.2.4. For real property inventory scheduling:			
2.2.4.1. Are procedures in writing? (AFI 32-9005, para 5.1.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.4.2. Is a progressive physical inventory of real property scheduled to ensure that a complete inventory is done every 5 years? (AFI 32-9005, para 5.1.1.)			
2.2.4.3. Are procedures established to document that a selective physical check of real property has been made? (AFI 32-9005, para 5.1.4.)			
2.2.5. Are changes in use that are within the wing commander's authority presented to the Facility Board? (AFI 32-9002, para 2.5.)			
2.2.6. Is an AF Form 123, Request for Changed Use of Real Property , submitted to MAJCOM when the proposed real property change in use exceeds wing approval authority? (AFI 32-9002, para 2.5.)			
*2.2.7. Are outgrants reviewed at least 9 months before they expire? Are renewal requests requiring MAJCOM approval submitted at least 6 months before expiration in the prescribed format? (AFI 32-9003, paras 1.6.4., 1.6.4.1. and 1.8.)			
2.2.8. Are other DoD and federal agencies issued permits for use of Air Force real property (land or facilities)? (AFI 32-9003, para 3.6.)			
2.2.9. Is a request submitted to the MAJCOM for a Real Estate Planning Report for fee acquisitions (AFI 32-9001, para 2.3.) and Lease Planning Reports for lease acquisitions? (AFI 32-9001, para 3.4.)			
2.2.10. Are requests for minor land acquisitions prepared and submitted IAW AFI 32-9001, para 2.4.?			
2.2.11. Are real estate lease payments processed sufficiently in advance so payments reach the lessor on the payment due date as appropriate to meet our legal commitments to the lessors? (AFI 32-9001, para 3.1.)			
2.2.12. Are requests to acquire leases needed to support the mission submitted to MAJCOM for approval sufficiently in advance (at least 6 months suggested) and in the format prescribed by AFI 32-9001, para 1.13.?			

SECTION 3: COMPUTER SYSTEM MANAGEMENT MISSION STATEMENT: Operates and maintains the Interim Work Information Management System (IWIMS), Automated Civil Engineer System (ACES) and unit computer resources.

NOTE: All references are from AFI 33-112, *COMPUTER SYSTEMS MANAGEMENT*, or AFSSI 5024V1 & 2 *COMPUTER RECORDS MANAGEMENT*, unless otherwise noted.

3.1. NON-CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are policies and procedures for management and support of the organization's computer system resources established and in place? (AFI 33-112, para 7.)			
3.1.2. Has an Equipment Custodian (EC) alternate been appointed by the commander? (AFI 33-112, para 7.5.)			
3.1.3. Has the EC performed an annual physical inventory of all computer system equipment? (AFI 33-112, para 11.1.1.)			
3.1.4. Are organizational security measures in place to protect computer system resources under their control? (AFI 33-112, para 14.)			
3.1.5. Are computer systems being used for official use only? (AFI 33-112, para 19.)			
3.1.6. Are all computer systems certified and accredited? (AFSSI 5024V1 and V2)			
3.1.7. Are the Project Management and Environmental Project file creation and update procedures run daily for the IWIMS/ACES system? (AFI 33-112, para 8.)			