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Services

READINESS AND PLANS



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This checklist reflects Command requirements for Services Readiness programs to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references. Items dealing with the Status of Resources and Training System (SORTS) were removed. AFSPCCL 10-5, *Unit Status of Resources and Training System*, covers these 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/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 Command IG will also use the checklist 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 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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ATTACHMENT 1

SERVICES READINESS AND PLANS CHECKLIST

Table A1.1. Checklist.

SECTION 1: READINESS AND PLANS			
<p>MISSION STATEMENT: To survive and operate at a base, Collocated Operating Base (COB), or bare base, while providing food service, subsistence support, lodging, mortuary affairs, recreation, tactical field exchange, and laundry support.</p> <p>NOTE: All references are from AFI 10-214, <i>Air Force Prime RIBS Program</i>, unless otherwise specified. See also references AFI 10-201, <i>Status of Resources and Training System</i>, AFI 10-403, <i>Deployment Planning and Execution</i>, AFI 34-242, <i>Mortuary Affairs Program</i>, DoD 5200.1-PH, <i>DoD Guide to Marking Classified Documents</i>, <i>War and Mobilization Plan (WMP) I</i>, <i>Annex GG</i>, and <i>Prime RIBS Managers Guide (PRMG)</i>.</p>			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Do team members attend Services Combat Training (SCT) at the required intervals? (Para 3.3)			
1.1.2. Is Home Station training (HST) being conducted and documented? (Para 3.2)			
1.1.3. Do all Services personnel receive HST directly relating to their AFSC? (Para 3.2)			
1.1.4. Are proper sanitation and equipment safety procedures followed? (1997 Food Code, TO 35E7-4-23-1, TO 35E4-172-5-1, TO 35E7-1-101)			
1.1.5. Are Prime RIBS Continuity Book and team folders maintained and updated? (Para 1.12.1 and PMRG, Chapter 1, Para 2b and 3)			
1.1.6. Are Services personnel able to properly site, set-up and lay out a bare base scenario? (PMRG, Chapter 2, Para 3b and 3c)			
1.1.7. Are Prime RIBS teams trained for a full spectrum of war to include chemical and biological war? (WMP I, Annex GG, Para 6b)			
1.1.8. Is the squadron able to understand and execute required supporting Services plans? (Para 2.3.3)			
1.1.8.1. Have the appropriate OIs, checklists, etc., been written in support of the various base plans requiring Services support? (PRMG, Chapter 1, Para 3a)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
1.1.8.2. Is the squadron able to execute required supporting Services plans in food service/subsistence support? (Para 2.1)			
1.1.8.3. Is the squadron able to execute required supporting Services plans in lodging? (Para 2.1)			
1.1.8.4. Is the squadron able to execute required supporting Services plans in fitness? (Para 2.1)			
1.1.8.5. Is the squadron able to execute required supporting Services plans in recreation? (Para 2.1)			
1.1.8.6. Is the squadron able to execute required supporting Services plans in laundry? (Para 2.1)			
1.1.8.7. Is the squadron able to execute required supporting Services plans in mortuary? (Para 2.1)			
1.1.8.8. Is the squadron able to execute required supporting Services plans in business operations to include field exchanges? (Para 2.1)			
1.1.9. Are UTC team members and alternates identified? (Para 2.2)			
1.1.10. Are after action reports from deployments or exercises completed and forwarded to AFSPC/SVX with the appropriate coordination within 30 days of return from the deployment? (Para 1.9.5)			
1.1.11. Are Prime RIBS teams postured according to the DOC statement, and prepared to meet their prescribed commitment? (Para 1.12.2.2 and 2.2.4)			
1.1.12. Does the Prime RIBS Manager (or Services Education and Training Manager) have an effective system to forecast when squadron members require each type of training, including SCT, all HST and ancillary training requirements? (Para 1.13.1, 1.13.2 and 3.2.2)			
1.1.13. Are at least 30% of personnel on LWRRRA, LWRRB and LWRR2, and teams trained/certified on specialized vehicles (6 and 10K forklift; 2-1/2 and 1-1/2 ton trucks)? (Para 3.2.5)			
1.1.14. Is all training for active duty and IMAs documented in TEAMS ? (Para 1.13.3)			

CRITICAL ITEMS (Cont):	YES	NO	N/A
1.1.15. Are periodic updates on the status of Prime RIBS training provided to the Services commander/division chief? (Para 1.9.7.1 and 1.13.1)			
1.1.16. Are classified plans marked, safeguarded, and controlled IAW security directives? (DoD 5200.1-PH)			
1.1.17. Have limiting factors/shortfalls identified in base support plans been addressed through the chain of command? (PRMG, Chapter 2, Para 1)			
1.2. NON-CRITICAL ITEMS:			
1.2.1. Does unit leadership plan realistic training sessions and exercises which support the capabilities listed in the DOC statement? (PRMG, Chap 3, Para 1 and WMP 1, Annex GG-19, Para 6)			
1.2.2 Has the unit education and training manager developed, coordinated and implemented an annual HST plan? (Para 1.13.1)			
1.2.3 Does the unit education and training manager periodically update the Services squadron commander/division chief on team member training status? (Para 1.13.1)			
1.2.4. Is all the necessary equipment available for training? (Para 3.2.2)			
1.2.5. Does the unit budget and plan for HST and Services combat field training, equipment and supplies for Prime RIBS teams? (PRMG, Chapter 1, Para 2a)			
1.2.6. Is the Prime RIBS reference library complete and current? (PRMG, Chapter 1, Para 4c)			
1.2.7. Does the annual HST program include the required training? (Para 3.2 and Table 1)			
1.2.8. Are the lesson plans and software developed and distributed by HQ AFSVA being utilized? (Table 1)			
1.2.9. Is the training documented on TEAMS and/or in personnel folders? (PRMG, Chapter 1, Para 3 and Chapter 3, Para 1b)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
1.2.10. Have adequate procedures been developed to recall personnel, including leave and TDY personnel, for both normal and communication out conditions? (PRMG, Chapter 1, Para 2b)			
1.2.11. Are recall rosters current? (PRMG, Chapter 1, Para 2b)			
1.2.12. Are all administrative actions required to draw mobility weapons and ammunition accomplished and kept current, IAW AFI 10-403? (Para 3.4)			
1.2.13. Do all team members have the required personal clothing and equipment available for deployment? (PRMG, Chapter 1, Para 2c)			
1.2.14. Are all team members current with powers of attorney, wills, guardianship for minors, medical needs, immunization, and dental requirements? (PRMG, Chapter 1, Para 2c)			
1.2.15. Are mobility bag requirements identified and available in accordance with local installation deployment guidance? (Para 4.2)			
1.2.16. Are classified plans marked, safeguarded, and controlled IAW security directives? (DoD 5200.1-PH)			
1.2.17. Have limiting factors/shortfalls been identified to the appropriate agencies? (PRMG, Chapter 2, Para 1)			
1.2.18. Are plans reviewed annually for accuracy? (PRMG, Chapter 2, Para 1)			
1.2.19. Can Services personnel demonstrate the ability to manage, control, and account for subsistence and equipment resources? (Para 3 and Table 1)			
1.2.20. Can Services personnel explain the Graves Registration Program to include procedures for temporary burial and disinterment? (AFI 34-242, Chapter 15 and WMP I, Annex GG, Para 2d)			
1.2.21. Can Services personnel explain their capability to plan and operate recreational activities (i.e. equipment checkout, intramurals, Field Subsistence and Tactical Field Exchange)? (Para 2.2.8)			