

3 APRIL 2000



Personnel

**MILITARY PERSONNEL FLIGHT (MPF),
PERSONNEL READINESS UNIT (PRU) AND
PERSONNEL SUPPORT FOR CONTINGENCY
OPERATIONS (PERSCO) (WING)**

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>.

OPR: DPAAS (SSgt Michael A. Orawiec)
Supersedes AFSPCCL36-1, 2 Feb 98.

Certified by: DPA (Col James R. Burling)
Pages: 4
Distribution: F

This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Personnel. It applies to all subordinate units. It does not apply to Air National Guard or Air Force Reserve Command units.

SUMMARY OF REVISIONS

Updates references, and removes outdated requirements. Removes item 3.2.5. requirement to periodically run DRDs. Relocates the responsibility from PRU to PSM for management of all MPF MANPER-B systems, IAW AFI 10-215.

1. References have been provided for each item. Items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment.
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 unit OJT program. Units are encouraged to contact the Command Functional OPR of this Checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

DEBORAH A. BAKER, Col, USAF
Director of Personnel

Attachment 1

**MILITARY PERSONNEL FLIGHT (MPF), PERSONNEL READINESS UNIT (PRU) AND
PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) (WING)**

Table A1.1. Checklist.

SECTION 1: PERSCO (MISSION SUPPORT)			
MISSION STATEMENT: To ensure an effective Personnel Support for Contingency Operations (PERSCO) team operation.			
<i>NOTE:</i> All references are from AFI10-215, unless otherwise stated			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are PERSCO teams provided PERSCO team training that ensures all training is completed within 12 months of assignment to a team? (Para 1.10.23.1)			
1.1.2. Are procedures established to ensure all equipment and supplies are maintained in a “mission ready” status? (Para 1.10.19)			
1.1.3. Has the PERSCO team developed initial arrival procedures at the deployed location? (Para 1.18 through 1.18.16)			
1.1.4. Has the PERSCO team developed sustainment processes while at the deployed location? (Para 1.19 through 1.19.12)			
1.1.5. Does the PERSCO team have redeployment procedures? (Para 1.20 through 1.20.4.3)			
1.1.6. Is the PERSCO team familiar with the required reports, filler, replacement re-quests, and deployment levy reclama actions? (Chapter 2 and 3)			
1.1.7. Has the PERSCO team chief or NCOIC ensured on-site commanders, PERSCO team personnel and base support offices fully understand their responsibilities to the casualty program? (Para 3.2.10.1)			
1.2. NON-CRITICAL ITEM:	YES	NO	N/A
1.2.1. Has a PERSCO team equipment custodian been identified? (Para 1.10.2.1 and 1.16.2)			
SECTION 2: MILITARY PERSONNEL FLIGHT (MISSION SUPPORT)			
MISSION STATEMENT: To ensure MPF personnel are aware of and prepared to conduct sustained contingency operations.			
<i>NOTE:</i> All References are from AFI10-215, unless otherwise stated.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Has the MPF Commander established procedures to operate the PRC to support continuous operations (24-hours) for an indefinite period? (Para 1.10.26)			
2.1.2. Is training conducted and appropriately documented on the MANPER-B and PERSCO AFJQSs? (Para 1.10.23)			

2.1.3. Has the MPF established and designated in writing, a Casualty Augmentation Support Team (CAST) to assist the Casualty Assistance Office in case of mass or multiple casualty reporting requirements? (AFI 36-3002, Para 1.3.5.2)			
2.1.4. Is training provided to CAST team members? (AFI 36-3002, Para 1.3.6.7)			
2.1.5. Is a written supplement to AFI 36-3002 published outlining base Responsibilities? (AFI 36-3002, Para 1.3.6.2)			
2.1.6. Are casualty messages delivered to the telecommunications center or transmitted via Sarah Lite within four hours of learning of a casualty? (AFI 36-3002, Para 2.1.2.3)			
2.1.7. Is delivery confirmation obtained on casualty messages? (AFI 36-3002, Para 2.2 through 2.2.3)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are personnel properly awarded with the MANPER-B and PERSCO SEIs once all requirements are met? (Para 1.10.24)			
2.2.2. Have procedures been developed to conduct MANPER-B system and supply kit inventories? (Para 1.10.18 and 1.16.4)			
2.2.3. Is AF Form 1075, Casualty Personnel Roster submitted to required offices when required? (AFI 36-3002, Para 1.3.6.5)			
2.2.4. Have all personnel assigned to Personnel Readiness attended MANPER-B training within 12 months of assignment? (Para 1.10.6)			
SECTION 3: PERSONNEL READINESS UNIT (MISSION SUPPORT)			
MISSION STATEMENT: To ensure PRU actions are properly accomplished in support of contingency operations.			
NOTE: All references are from AFI 10-215, unless otherwise stated.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Does the Personnel Readiness Function (PRF) serve as the base OPR for personnel matters during contingency, wartime, exercise, and emergency operations? (Para 1.13.1)			
3.1.2. Has the PRF set up procedures to fill contingency personnel requirements if the PDF is not activated? (Para 1.13.7)			
3.1.3. Has the PRF established procedures to flow mini-records as required? (Para 1.13.4)			
3.1.4. Are procedures established to ensure the MAJCOM is advised of levy reclama requests? (MAJCOM directed)			
3.1.5. Does the PSM manage all Military Personnel Flight (MPF) MANPER-B systems? (Para 1.12 through 1.12.13)			
3.1.6. Are inventories conducted both annually, upon appointment of new equipment custodian and before or after each deployment of the deployable MANPER-B systems? (Para 1.10.18)			

3.1.7. Does the PRF send personnel identification and travel itinerary report, to include departure report when required? (Para 1.13.16)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Does the PRF or the most qualified person train all PERSCO team members, PRU augmentees, and PDF personnel to operate the MANPER-B system according to AFPC Computer Systems Users Guide 10-626, Vol 2 and the MANPER-B AFJQS? (Para 1.13.14 and 1.13.15)			
3.2.2. Does a PRF representative or the most qualified person document task certification on MANPER-B AFJQS? (Para 1.10.23 and 1.13.15)			
3.2.3. Does the PRF build deployment taskings in MANPER-B when received via message? (AFPC Computer Users Guide 10-626, Vol 2)			
3.2.4. Does the PRF ensure the MANPER-B system is loaded with only the current software approved and provided by HQ AFPC/DPD? (Para 1.13.12)			
SECTION 4: PERSONNEL DEPLOYMENT FUNCTION (DEPLOYMENT)			
MISSION STATEMENT: To ensure PDF actions are properly accomplished in support of contingency operations.			
<i>NOTE:</i> All references are from AFI 10-215, unless otherwise noted.			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Has the MPF assigned, trained and equipped personnel to operate a Personnel Deployment Function (PDF) (Para 1.10.25)			
4.1.2. Has the PDF established procedures to advise commanders of personnel who are ineligible to deploy due to non-availability codes? (Para 1.11.1)			
4.1.3. Does the PDF prepare Contingency, Exercise, and Deployment Orders (CED) for deploying personnel? (Para 1.11.6)			
4.1.4. Are personnel accountability kits (PAKs) prepared for deploying personnel? (Para 1.11.8 through 1.11.8.5)			