

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

**AIR FORCE SPACE COMMAND INSPECTION  
CHECKLIST 36-0024**

**2 AUGUST 1999**

**Personnel**

**FAMILY CARE PROGRAM (WING)**



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This Checklist reflects Command requirements for the Commander Support Staff (Wing/Base) (Family Care Program) at all applicable levels to prepare for and conduct internal reviews.

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. 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 a unit's operational capability.

BOBBIE GERVAIS, Colonel, USAF  
Director of Personnel

## Attachment 1

## FAMILY CARE PROGRAM (WING)

Table A1.1. Checklist.

<b>SECTION 1: FAMILY CARE PROGRAM</b>			
<b>MISSION STATEMENT:</b> Ensure Commander Support Staff personnel program managers effectively manage personnel programs impacting the health, morale, and welfare of squadron members.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does the First Sergeant ensure an AF Form 357, <b>Family Care Certification</b> , is completed and returned within 60 days of arrival? (AFI 36-2908, para 2.1.1.1.)			
1.1.2. Does the First Sergeant maintain the AF Form 357 and copies of powers of attorney in his/her office? (AFI 36-2908, para 2.1.4.)			
1.1.3. Does the Commander or First Sergeant conduct annual briefing on family care responsibilities? (AFI 36-2908, para 2.1.6.)			
1.1.4. Are disciplinary or other actions taken if a member fails to make adequate family care arrangements? (AFI 36-2908, para 2.1.7.)			
<b>1.2. NON-CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does the Commander or First Sergeant counsel members with families on family care responsibilities during in-processing? (AFI 36-2908, para 2.1.1.)			
1.2.2. Does the CSS staff provide a quarterly PC-III listing to the First Sergeant of single parents and military couples with family members for review? (AFI 36-2908, para 2.2.)			
1.2.3. Does the Commander or First Sergeant conduct a quarterly review all AF Form 357 on file? (AFI 36-2908, para 2.1.5)			