

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



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 36-29**

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**Personnel**

**FAMILY SUPPORT CENTERS (WING)**

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This Checklist reflects Command requirements for Family Support Centers 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. 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](#).

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Director of Personnel

**Attachment 1**

**FAMILY SUPPORT CENTERS (WING)**

**Table A1.1. Checklist.**

<p><b>SECTION 1: WING LEADERSHIP</b>  <b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.  <b>NOTE:</b> All references are annotated with each item.</p>			
<b>1.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Do the required members attend the Community Action Information Board (CAIB), and does the CAIB meet quarterly? (AFI 36-3009, Attachment 2, AFI 36-3009 AFSPC1, para 7.6)			
1.1.2. Does the CAIB identify gaps or deficiencies in services for families and assess the level of needs in those areas? (AFI 36-3009, para 7.2)			
1.1.3. Has the Installation Commander developed and implemented the base Community Action Plan via the Community Action Information Board (CAIB) every two years and within six months of completion of the Community Needs Assessment? Is this plan incorporated into the installation level Air Force Community action plan? (AFI 36-3009 para 2.6.1 and 7.4)			
1.1.4. Does the installation Commander forward to the MAJCOM those issues or concerns from the CAIB that cannot be resolved at base level? (AFI 36-3009 para 2.6.1.2)			
1.1.5. Does the Integrated Delivery System Subcommittee collaborate to develop a comprehensive, coordinated Outreach Plan for marketing individual/family prevention programs? Is the plan presented to the CAIB chairperson with metrics to measure the process and outcome? (AFI 36-3009 para 7.5.1.2)			
<p><b>SECTION 2: FSC LEADERSHIP</b>  <b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.  <b>NOTE:</b> All references are annotated with each item.</p>			
<b>2.1. CRITICAL ITEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Does the FSC leadership ensure proper oversight of the following FSC budget process: Execution of 100% of funds; submission of the annual spend plan; utilization of itemized EEIC breakdown and checkbook type register for all expenditures, comparison of figures between Comptroller and FSC data for reconciliation of any discrepancies, and maintenance of accurate and trackable records of the entire budget program? (AFI 36-3009, para 2.7.1)			

<p><b>SECTION 3: PERSONNEL RELIABILITY PROGRAM</b>  <b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.  <b>NOTE:</b> All references are annotated with each item.</p>			
<b>3.1. CRITICAL ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Has annual PRP training been conducted and training records annotated? (AFI 36-3009 AFSPC1, para 5.2.2)			
3.1.2. Are PRP client reports flagged with either red tape or red marker in the upper right corner. If using the Management Information System (MIS), are records properly marked for PRP? (AFI 36-3009 AFSPC1, para 5.2.4)			
<p><b>SECTION 4: RELOCATION ASSISTANCE PROGRAM (RAP)</b>  <b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.  <b>NOTE:</b> All references are annotated with each item.</p>			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1. Is sponsorship training provided at least monthly to prepare DoD personnel for sponsor duties? (AFI 36-3011, para 2.6.3.2)			
4.2. Are all outbound DoD personnel, to include those individuals with remote assignments, contacted 90 days prior to departure and notified of programs and services? (AFI 36-3011, para 2.6.3.4.1.1. and 4.1.1)			
<p><b>SECTION 5: TRANSITION ASSISTANCE PROGRAM (TAP)</b>  <b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.  <b>NOTE:</b> All references are annotated with each item.</p>			
<b>5.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Is the TAP staff providing the Military Personnel Flight (MPF) a completed DD Form 2648, <b>Preseparation Counseling Checklist</b> , as a permanent document for the master file of each separating or retiring member? (AFI 36-3022, para 2.7.5)			
5.1.2. Is the TAP staff using and maintaining a copy of the AF Form 2801, <b>Family Support Center Interview and Follow Up Summary</b> , as a permanent document for the master file of each separating or retiring civilian? (AFI 36-3022 para, 7.2.3.1)			
5.1.3. Is transition preseparation counseling conducted at least 90 days before separation for all departing service members (with the exception of short notice separations, retirements, or referrals to a Medical Evaluation Board, who must be counseled as soon as possible)? (AFI 36-3022, para 7.1.4.1)			

5.1.4. Is data being collected on and reported to MAJCOM from the exit questionnaire on “overall value of the skills and knowledge gained from the TAP for re-entry into the private sector” ? (AFI 36-3022 AFSPC1, para 17.2.1)			
<b>SECTION 6: AIR FORCE AID SOCIETY (AFAS)</b>			
<b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.			
<b>NOTE:</b> All references are annotated with each item.			
<b>6.1. CRITICAL ITEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
6.1.1. Has the AFASO assigned specific duties in writing to assigned personnel for safeguarding checks, accounting for forms, and keeping records as required by AFAS Operational Guide? (AFI 36-3109, para 6.4.5)			
<b>SECTION 7: PERSONAL FINANCIAL MANAGEMENT PROGRAM (PFMP)</b>			
<b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.			
<b>NOTE:</b> All references are annotated with each item.			
<b>7.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.1.1. Is the PFMP offering programs to assist Air Force members with financial planning for deployment/remote tours and special need families? (AFI 36-3009 AFSPC1, para 4.1.3)			
7.1.2. Is the PFMP ensuring first duty station newcomers receive training within 2 months of arrival on station? (AFI 36-3009 AFSPC1, para 4.1.6)			
<b>SECTION 8: PERSONAL AND FAMILY READINESS</b>			
<b>MISSION STATEMENT:</b> Provide individuals, families, and leadership with policy, programs and services which strengthen communities and promote self-sufficiency, mission readiness and adaptation to the Air Force way of life.			
<b>NOTE:</b> All references are annotated with each item.			
<b>8.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
8.1.1. Does the FSC serve as the principal source of assistance and support to families for local/national emergencies, deployments, mass casualties, and evacuations to include setting up a Family Assistance Center? (DODI 1342.22, para D9)			
8.1.2. Is there a wing approved Personal and Family Readiness Plan implemented? (AFI 36-3009 para 3.1.1)			
8.1.3. Is this plan incorporated into the Base Operational plan? (AFI 36-3009 para 3.1.1)			
8.1.4. Does FSC provide standard AEF core programs to deployed, remote, and extended TDY personnel and their families according to the Personal and Family Readiness Plan? (AFI 36-3009 para 3.1.2)			

8.1.5. Does FSC participate in base deployment processes, exercises, and Major Accident Response Exercises according to the Personal and Family Readiness Plan? (AFI 36-3009 para 3.1.2)			
8.1.6. Are procedures identified for activation of the Family Assistance Center? Is this process exercised according to the Personal and Family Readiness Plan? (AFI 36-3009 para 3.1.1)			