

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



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 38-2**

1 SEPTEMBER 2004

Manpower and Organization

**AFSPC MANPOWER AND
ORGANIZATION FUNCTION**

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This checklist reflects Command requirements for Manpower and Organization to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update checklist requirements. An Asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each item. Critical items have been kept to a minimum and related to public law, safety, security, fiscal responsibility and/or mission accomplishment.
- *2. This publication establishes a baseline checklist. The Command IG will use the checklist during applicable assessments. Units produce their own stand-alone checklists to ensure an effective and thorough review of unit programs. The attached checklist is a guide only. AFSPC checklist will not be supplemented. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

ROOSEVELT MERCER, JR., Brig Gen, USAF
Director of Plans and Programs

ATTACHMENT 1

AFSPC MANPOWER AND ORGANIZATION FUNCTION

Table A1.1. Compliance Checklist.

SECTION 1: MANPOWER REQUIREMENTS DETERMINATION			
MISSION STATEMENT: Provide combat ready forces through the quantification, allocation and organization of manpower resources.			
WARTIME MANPOWER SUPPORT: Provide base level oversight of Unit Type Codes (UTC) and manpower wartime processes and procedures.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are the Manpower Force Packaging System (MANFOR) database files current within Manpower and Personnel Module-Base-level (MANPER-B), including any base unique deployment packages? (AFI 10-403, <i>Deployment Planning And Execution</i> , Para 1.5.21.4)			
1.1.2. Does every deployable MANPER-B system have the current and complete MANFOR? (AFI 38-205, <i>Manpower & Quality Readiness and Contingency Management</i> , Para 6.7.3.1.1.)			
*1.1.3. Does the Manpower Office assess manpower requirement changes for impact to unit tasked UTCs and/or DOC statements? (AFI 38-205, Paras 3.4.3.5. and 6.7.1.)			
*1.1.4. Do exercises address the core (critical) inspection areas and command items of interest (non-critical)? (AFI 38-205, Para 6.4.1.4.)			
*1.1.5. Does the MO participate in at least two readiness training events/exercises annually to include at least one combined operation with the Personnel Readiness Flight or local PERSCO team? (AFI 38-205, Para 6.4.1.4.)			
*1.1.6. Are readiness process enhancements, or problems, identified to higher headquarters for review or corrective action? (AFI 38-205, Para 6.9.3.)			
*1.1.7. Is there a trend analysis and feedback mechanism to capture and report successes and problems? (AFI 38-205, Para 6.4.1.5.)			
*1.1.8. Does the MO use MANPER-B to build a base-unique plan containing all “available-for-tasking” UTCs listed by the command AFWUS and provide a copy to the IDO, UDMs, and the PRU as required? (AFI 10-403, Para 2.6.1.)			
*1.1.9. Does the in-garrison MANPER-B system document the locally determined worst case DRMD scenario as defined by the IDO, plans function or base commander? (AFI 38-205, Para 6.7.2.2.3.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
*1.1.10. Can MANPER-B operators, especially those tasked by UTCs, identify MANFOR changes when updates are provided and react to changes from/to the MANFOR as they impact resident MANPER-B system data such as plans files, the local UMD/ERMD, UTCs, or unit DOC statements? (AFI 38-205, Para 6.7.3.1.3.)			
*1.1.11. Is all required software present and operating properly on all MANPER-B systems and can personnel properly upgrade resident software? (AFI 38-205, Para 6.7.4.1.3.)			
*1.1.12. Are the current software releases/versions loaded to the MANPER-B systems, including anti-virus and other system protection devices? (AFI 38-205, Para 6.7.4.1.4.)			
*1.1.13. Is a current and correct accreditation on file for the deployable and in-garrison MANPER-B system(s) and is the system located where the accreditation says it should be? (AFI 38-205, Para 6.7.4.1.7., AFSSI 5102, COMPUSEC program and AFI 33-202)			
*1.1.14. Do personnel conduct a UMD to MAJCOM UTC tasking validation to determine if total taskings exceed the wing/unit UMD? (AFI 10-403, Para 2.6.1.4.)			
*1.1.15. Does the MO verify the accuracy of deliberate and crisis action planning manpower requirements, as required by the IDO, and maintain and disseminate deliberate planning DRMDs to tasked units through the IDS? (AFI 10-403, Para 1.5.21.1.)			
*1.1.16. Does the MO coordinate recommended changes to plan requirements with the parent MAJCOM, or AEFC, as required? (AFI 10-403, Para 1.5.21.1.)			
*1.1.17. Does the MO provide Wing or Logistics Plans offices and unit commanders with MISCAPs as requested? (AFI 10-403, Para 1.5.21.4.)			
*1.1.18. Is all accountable MANPER-B equipment on the MO ADPE account with the supporting/host communications unit? (AFI 33-112, <i>Computer Systems Management</i> , Para 11)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
*1.2.1. Is a Manpower representative designated (in writing) to be a member of the Deployment Process Working Group? (AFI 10-403, Para 1.5.21.2.)			
*1.2.2. Are all required references and supporting information for field operations being maintained? (AFI 38-205, Attachment 1)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*1.2.3. Is the MO performing wartime processes and procedures in accordance with AFI 38-205, Table 4.2, Planning Phase, Table 4.3, Deployment Phase, Table 4.4, Reception Phase, Table 4.5, Employment/Sustainment Phase, Table 4.6, Redeployment Phase, Table 4.7, Wartime Phase, Table 4.8, Wartime Programming and paragraph 4.4 MQ Readiness Processes and Procedures for pilot unit, employment and continuing mission? (AFI 38-205)			
1.2.4. Are requirements, resources and matching information being provided to the Installation Deployment Officer (IDO), commanders and designated representatives, wing leadership and the MPF? (AFI 38-205, Para 3.4.3.2.)			
*1.2.5. Are the Base Support Planning Council (BSPC) and units being provided with deployment and in-place requirements, authorization and match information, and recommended ways to deal with overages and shortages? (AFI 38-205, Paras 3.4.3.6.3 and 3.4.3.6.4 and AFI 10-404, Base Support And Expeditionary Site Planning , Para 3.3.2.)			
*1.2.6. Does the MO assist commanders in determining or validating requirements and exemptions to support the scenario of the Resource Augmentation Duty (READY) program? (AFPAM 10-243, Augmentation Duty , Para 3.4.2.2. & AFI 38-205, Para 3.4.3.6.2.)			
*1.2.7. Does the MO advise the Augmentation Review Board? (AFPAM 10-243, Para 3.4.2.2.)			
*1.2.8. Does the MO attend all augmentation review board meetings? (AFPAM 10-243, Para 3.4.2.4.)			
*1.2.9. Does the MO use approved management engineering techniques when determining total augmentation requirements? (AFPAM 10-243, Para 3.4.2.4.)			
*1.2.10. Are support requirements for war, contingency, and exercise plans documented in the applicable plans (e.g., base support or base deployment plan, etc.) and not in support agreements? (AFI 25-201, Support Agreement Procedures , Chap 1, Para 1.4.2.)			
*1.2.11. Does the MO provide units with deployment and in-place requirements and authorization information to assist them in comparing authorizations to requirements? (AFI 38-205, Para 3.4.3.6.1.)			
*1.2.12. Do personnel accurately determine and properly apply skill/grade substitution rules? (AFI 38-205, Para 6.7.1.2.)			
*1.2.13. Are critical AFSCs correctly identified and applied to all change request analyses? (AFI 38-205, Para 6.7.1.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*1.2.14. Does the MO, when supporting a pilot unit, ensure UTC changes have been coordinated among all users prior to updating the MANFOR? (AFI 38-205, Para 6.7.6.1.1.)			
*1.2.15. Does the MO, when supporting a pilot unit, conduct an annual review of the Manpower Force Element List (MISCAP and manpower detail) with the unit? (AFI 38-205, Para 6.7.6.1.2.)			
*1.2.16. Has the MO implemented the Manpower and Organization readiness inspection program through the AFSPC Manpower Office Checklist? (AFI 38-205, Paras 6.1. and 6.4.1.1.)			
*1.2.17. Is the in-garrison MANPER-B system inventory complete and current? (AFI 38-205, Para 6.7.4.1.2.)			
*1.2.18. Are MO-initiated readiness training exercise/events conducted under "no fault" conditions? (AFI 38-205, Para 6.9.3.)			
COMPETITIVE SOURCING AND PRIVATIZATION: Provide expertise to Wing Commander for completing all competitive sourcing requirements under OMB Circular A-76 and AFI 38-203, <i>Commercial Activities Program</i> .			
1.3. CRITICAL ITEMS:	YES	NO	N/A
1.3.1. Are Servicing Manpower and Organization Offices at the Wings/ Centers administrating the Commercial Activities (CA) Program in accordance with OMB Circular A-76? (OMB Circular A-76)			
1.3.2. Does the MO maintain cost comparison documentation files (for the cost comparisons performed at that installation) for 10 years IAW 10 USC 2461? (10 USC 2461)			
1.4. NON-CRITICAL ITEMS:	YES	NO	N/A
1.4.1. Does the MO assist in conducting the base Inherently Governmental and Commercial Activities (IGCA) inventory in accordance with OMB Circular A-76, Attachment A and current Air Force guidance? (OMB Circular A-76, Attachment A)			
*1.4.2. Does the MO validate Contract Manpower Equivalent (CMEs) for A-76 studies and existing service contracts and ensure the Unit Manpower Document (UMD) accurately reflects the correct number and type of authorizations? (AFI 38-201, <i>Determining Manpower Requirements</i> , Chapter 6.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*1.4.3. Does the MO ensure that a record is created and maintained for each A-76 study in the DoD Commercial Activities Management Information System (DCAMIS)? (OMB Circular A-76, Attachment B, Para E.2.)			
*1.4.4. Does the MO conduct Preliminary Planning in accordance with OMB Circular A-76, Attachment B? (OMB Circular A-76, Attachment B)			
MANPOWER MANAGEMENT (MANPOWER CHANGE REQUESTS AND REQUIREMENTS DETERMINATION): Ensure sufficient manpower resources are available to the wing units to accomplish their required mission. Validate and process manpower change requests from units. Submit appropriate documentation to HQ AFSPC/XPM to change unit manpower document.			
1.5. NON-CRITICAL ITEMS:	YES	NO	N/A
1.5.1. Are procedures in place for the receipt, review, evaluation and/or submission of Manpower Change Requests (MCRs)? (AFI 38-204, <i>Programming USAF Manpower</i> , Para 1.3 and 1.4.)			
1.5.2. Are Manpower Change Requests affecting civilian employees coordinated with Civilian Personnel Flight? (AFI 38-204, Para 6.2.3.)			
1.5.3. Are manpower requirements validated IAW AFI 38-201, Para 1.4.6? (AFI 38-201, Para 1.4.6.)			
1.5.4. Are Host Tenant and Interservice Support Agreements, and Memorandums of Understanding being reviewed for manpower impact? (AFI 38-201, Para 1.4.6.8 and AFI 25-201, Para 2.5.1.)			
1.5.5. Are all manpower change requests being reviewed to include impact on peacetime and wartime operations and provide thorough analysis to HQ AFSPC/XPM when issue cannot be resolved at the local level? (AFI 38-201, Para 1.4.6.13.)			
*1.5.6. Does the MO provide support to AFMA and HQ AFSPC/XPM as needed in the development of manpower standards? (AFI 38-201, Para 1.4.6.2.)			
1.5.7. Does the MO assist local customers through management engineering efforts? (i.e., reengineering, MEO, activity based costing (ABC), modeling and simulation, benchmarking, process and task improvement and other management studies, etc.) (AFI 38-201, Para 1.4.6.3.)			
*1.5.8. Does the MO review and validate new and revised civilian position descriptions? (AFI 38-201, Para 5.2.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*1.5.9. Does the MO routinely access the AFMA web site for updated manpower standards? Are they reviewed for currency and variances? https://www.afmia.randolph.af.mil/afms/index.htm			
*1.5.10. Does the MO have copies of the most current manpower standards in either electronic or paper versions? Are they used in evaluating manpower changes? https://www.afmia.randolph.af.mil/afms/index.htm			
*1.5.11. Does the MO assist local customers by using standard management engineering techniques? (AFI 38-201, Para 1.4.6.3.)			
*1.5.12. Does the MO advertise and conduct consultant services? (AFI 38-208, Vol. 1, <i>Air Force Management Engineering Program (MEP) - Processes</i> , Chapter 2)			
*1.5.13. Does the MO apply and implement results of existing standards as directed? (AFI 38-201, Para 1.4.6.7.)			
*1.5.14. Does the MO develop the Manpower Annex when there is an impact and include it as an attachment to Intraservice, Interservice, Intragovernmental, and non-DoD support agreements? (AFI 25-201, Para 2.5.1.)			
*1.5.15. Does the MO assist the FM in cost factor development in areas involving labor (hours/man-years)? (AFI 25-201, Para 2.5.1.)			
*1.5.16. Does the MO document and maintain on file all computations in sufficient detail to provide an audit trail of required manpower? (AFI 25-201, Para 4.4.4.)			
*1.5.17. Does the MO send copies of revised AF Form 480 and memos referenced in the rationale of the ACR in support of rated changes? (AFI 38-201, Para 9.3.2.)			
*1.5.18. Do all UAF manpower requirements undergoing study have an MES of "R"? (AFI 38-203, Para 8.4.1.7.)			
*1.5.19. Does the MO develop the Manpower & Organization Chapter/Annex of the BSP/ESP? (AFI 10-404, Para 2.1.1.)			
*1.5.20. Does the MO participate as a member of the Base Support Planning Committee and attend all scheduled meetings of the BSPPC? (AFI 10-404, Para 3.3.1.)			

SECTION 2: PROGRAM ALLOCATION AND CONTROL MISSION STATEMENT: Provide combat ready forces through the quantification, allocation, and organization of manpower resources.			
MANPOWER DATA SYSTEMS (MDS): Responsible for the receipt and processing of updated manpower information in the MDS. Distributes manpower products to base level users as required.			
2.1. NON-CRITICAL ITEMS:	YES	NO	N/A
*2.1.1. Is the Manpower Data System (MDS) actively managed to ensure items requiring update and distribution are completed in a timely manner? (AFCSM 38-142, Vol 2, <i>Manpower Data System (MDS) Software User Manual</i> , Atch 4, Para b.4.)			
*2.1.2. Does the MO provide UMDs on a recurring basis to serviced organizations? (AFCSM 38-142, Vol 2, Atch 4, Para b.4.)			
*2.1.3. Does the MO periodically review UMDs for accuracy of information, such as FAC, OSC, civilian grades, MSI codes, MES codes, etc? (AFCSM 38-142, Vol 2, Atch 4, Para b.4.)			
SECTION 3: ORGANIZATION STRUCTUREMISSION STATEMENT: Provide combat ready forces through the quantification, allocation and organization of manpower resources.			
ORGANIZATION: Ensure organizational structure follows these management principles: emphasis on wartime tasks, functional grouping, lean organizational structure, skip-echelon structure and standard levels.			
3.1. NON-CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Do evaluators use current Air Force Directives and/or MAJCOM guidance when evaluating Organization Change Requests (OCRs)? (AFI 38-101, <i>Air Force Organization</i> , Para 1.3.3.)			
3.1.2. Is AFI 38-101 used to determine the information and structure required in a formal OCR? (AFI 38-101, Para 5.2.)			
*3.1.3. Does the MO provide organization structure guidance and support? (AFI 38-201, Para 1.4.6.6.)			

SECTION 4: PERFORMANCE MANAGEMENT MISSION STATEMENT: Provide combat ready forces through the quantification, allocation and organization of manpower resources.			
PRODUCTIVITY ENHANCING CAPITAL INVESTMENT (PECI): Oversee the two Peci Programs (Fast Payback Capital Investment (FAS-CAP) and Productivity Investment Fund (PIF)).			
4.1. NON-CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Is the Peci Program being managed per AFI 38-301, <i>Productivity Enhancing Capital Investment Program</i> , Chapter 1, Para 1.5?			
*4.1.2. Does the MO promote/publicize the Peci program? (AFI 38-301, Paras 1.5.4. and 2.6.4., AFI 38-401, Paras 1.5.7. and 6.7.)			
*4.1.3. Have all MO personnel read and do they understand the Benchmarking Code of Conduct? (AFH 38-210, <i>Air Force Best Practice Clearinghouse</i> , Para 4.2.2.3. and Attachment 5.)			
*4.1.4. Does the MO assist project officers with Peci projects? (AFI 38-301, Paras 1.5.1, 3.2.1.1., 3.5., 4.2., and 4.5.)			
*4.1.5. Does the MO review Peci projects and required reports for compliance? (AFI 38-301, Paras 1.5.2., 3.2.3.1., 3.2.3.2., 3.5.4., 4.2.2., 4.2.5., and 4.5.2.)			
*4.1.6. Does the MO maintain auditable Peci records and track savings from project files? (AFI 38-301, Paras 1.5.4., 2.8., 3.2.4.3., 3.5.4., and 4.2.5.)			
*4.1.7. Does the MO accomplish appropriate UMD changes? (AFI 38-301, Paras 1.5.5., 3.4.6., 3.4.7., and 4.4.5.)			
*4.1.8. Does the MO develop required variances? (AFI 38-301, Paras 3.2.3.3., and 4.2.2.1.)			
*4.1.9. Does the MO forward all proper paperwork to the MAJCOM Peci Analyst? (AFI 38-301, Paras 3.2.4.2., 3.5.5., and 4.2.4.)			
*4.1.10. Does the MO coordinate with the MAJCOM Peci Analyst regarding appropriate funds? (AFI 38-301, Paras 3.4.4., 3.4.5., and 4.4.4.)			
*4.1.11. Does the MO alert base supply when FASCAP equipment is being purchased? (AFI 38-301, Para 3.4.3.)			
*4.1.12. Does the MO promote/publicize the peci program?? (AFI 38-301, paras 1.5.4. and 2.6.4., afi 38-401, <i>The Air Force Innovative Development Through Employee Awareness (IDEA) Program</i> , Paras 1.5.7. and 6.7.)			

INNOVATIVE DEVELOPMENT THROUGH EMPLOYEE AWARENESS (IDEA) PROGRAM: Manage the Wing IDEA Program for all assigned personnel. Determine progress, analyze, set program objectives, promotion and publicity.			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Is program administered in accordance with AFI 38-401, Para 1.5?			
4.2.2. Does the MO report metrics to commanders, as required by senior leaders? (AFI 38-401, Para 1.5.15. and Para 6.3. through 6.6.)			
4.2.3. Does the MO market the IDEA Program? (AFI 38-401, Para 1.5.7. and Para 6.7.)			
*4.2.4. Does the MO interpret, develop supplemental policy/guidance, and administer the IDEA program? (AFI 38-401, Paras 1.5.2. and 1.5.3.)			
*4.2.5. Does the MO provide support for alternate processing of ideas? (AFI 38-401, Para 1.5.4.)			
*4.2.6. Does the MO perform IDEA program staff assistance visits to supported units? (AFI 38-401, Para 1.5.5.)			
*4.2.7. Does the MO conduct training on the use of IDEA Program Data System and Administration of the Idea Program? (AFI 38-401, Para 1.5.6.)			
*4.2.8. Does the MO develop an annual budget to support program requirements? (AFI 38-401, Para 1.5.8.)			
*4.2.9. Does the MO resolve disputed cases and report decisions to management? (AFI 38-401, Para 1.5.9.)			
*4.2.10. Does the MO respond to high-level inquiries and audits? (AFI 38-401, Para 1.5.10.)			
*4.2.11. Does the MO review Service Agreements (MOAs/MOUs) to ensure the IDEA Program is addressed? (AFI 38-401, Para 1.5.12.)			
*4.2.12. Does the MO manage local and support Air Force-level recognition programs? (AFI 38-401, Paras 1.5.14. & 5.15.)			
*4.2.13. Does the MO process award payments for inventions, patents, and alternately processed ideas? (AFI 38-401, Para 1.5.16.)			
*4.2.14. Does the MO utilize IPDS as required? (AFI 38-401, Para 1.5.17.)			
*4.2.15. Does the MO process requests for reconsideration? (AFI 38-401, Para 1.5.18.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*4.2.16. Does the MO ensure Unit POC listings in IPDS are updated, as required? (AFI 38-401, Para 1.5.19.)			
*4.2.17. Does the MO act as technical advisor to the IDEA awards committee, if applicable? (AFI 38-401, Para 1.5.21.)			
*4.2.18. Does the MO maintain thorough and easily understood proof that management validated any tangible savings reported by evaluators? Can savings be explained? (AFI 38-401, Para 1.5.22.)			
PERFORMANCE MEASUREMENT: Manage the Wing Performance Management Program. Provide guidance for development, validation, deployment, coordination and reporting of elements required by the performance plan. Provide performance improvement guidance and services for improvement initiatives, and be a key member of performance improvement efforts.			
4.3. NON-CRITICAL ITEMS:	YES	NO	N/A
4.3.1. Is the program administered in accordance with AFI 90-1102, <i>Performance Management</i> , Paras 1.9.1 through 1.11.5?			
4.3.2. Is the Mission Performance Report submitted at least quarterly? (AFI 90-1102, Para 3.2.1.)			
*4.3.3. Does the MO help senior leadership develop and maintain Performance Plans? (AFI 90-1102)			
AWARDS: Manage the manpower organization specific awards program and Air Force directed coordinated awards.			
4.4. NON-CRITICAL ITEMS:	YES	NO	N/A
4.4.1. Does the MO participate in the Chief of Staff Team Excellence Award Program using a standard process to select and nominate individuals and teams to higher headquarters for Chief of Staff Team Excellence Award? (AFI 36-2868, <i>Chief of Staff Team Excellence Award</i> , AFPD 36-28)			
*4.4.2. Are processes in place to participate in the Manpower and Organization Awards for Professional Excellence program? (AFI 36-2832, Manpower and Quality Management Awards for Professional Excellence)			
*4.4.3. Is the Wing CC informed of the Eugene M. Zuckert Management Award Program, where applicable? (AFI 36-2829, <i>Eugene M. Zuckert Management Award</i>)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*4.4.4. Are Best Practices submitted to the Best Practices Clearinghouse? (AFH 38-210, Para 3.4.)			
*4.4.5. Are Best Practices validated prior to being forwarded to AFSPC? (AFH 38-210, Para 3.3.)			
*4.4.6. Do MO personnel understand how to utilize the Best Practice Clearinghouse? (AFH 38-210, Para 3.6. and Chap 4.)			
4.5. NON-CRITICAL ITEMS:	YES	NO	N/A
4.5.1. Has in-house on-the-job training been properly documented on AF Form 623? (On-the-Job Training Record Continuation Sheet) (AFI 36-2201 V3, <i>On the Job Training Administration</i> , Chapters 3 and 4, and CFETP 3U0X1)			
4.5.2. Does an in-house training program exist for Manpower Management, Wartime Manpower Support, Productivity/IDEA program, Manpower Data Systems, and Organization? (AFI 36-2201 V3, Chapters 3 and 4, and CFETP 3U0X1)			
4.5.3. Does the Wing/Center actively pursue formal training opportunities for assigned personnel? (AFI 36-2201 V3, Chapter 2, CFETP 3U0X1)			

Attachment 2

AFSPC MANPOWER AND ORGANIZATION FUNTION

*Table A2.1. Operational Readiness Checklist.

SECTION 1: MANPOWER REQUIREMENTS DETERMINATION			
MISSION STATEMENT: Provide combat ready forces through the quantification, allocation and organization of manpower resources.			
WARTIME MANPOWER SUPPORT: Provide base level oversight of Unit Type Codes (UTC) and manpower wartime processes and procedures.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are the Manpower Force Packaging System (MANFOR) database files current within Manpower and Personnel Module-Base-level (MANPER-B), including any base unique deployment packages? (AFI 10-403, Para 1.5.21.4.)			
1.1.2. Does every deployable MANPER system have the current and complete MANFOR? (AFI 38-205, Para 6.7.3.1.1.)			
1.1.3. Do deployable MANPER-B systems contain the total DRMD plan file for their location and is it current? (AFI 38-205, Para 6.7.2.2.2.)			
1.1.4. Can personnel perform system field maintenance activities? (AFI 38-205, Para 6.7.4.1.6.)			
1.1.5. Are all MANPER-B system components, diskettes, etc. properly marked for classification? (AFI 38-205, Para 6.7.4.1.8.)			
1.1.6. Are system outages reported within 24 hours of occurrence? (AFI 38-205, Paras 6.7.4.1.9. and A5.4.3.6.)			
1.1.7. Can MANPER-B operators properly perform virus-scanning activities and execute virus warning/corruption prompts to resolution? (AFI 38-205, Para 6.7.4.1.10.)			
1.1.8. Can MANPER-B operators successfully perform data "wipe" and classified data cleansing activities? (AFI 38-205, Para 6.7.4.1.11.)			
1.1.9. Does the MO validate all received plan taskings/requirements to facilitate identification of a person to fill the tasking within 3 days? (AFI 10-215, <i>Personnel Support for Contingency Operations (PERSCO)</i> , Para 4.3.4.1.2., AFI 38-205, Para 3.3.10.2.)			
1.1.10. Is every tasked CSFAN UTC completely stocked and ready for immediate deployment? (AFI 38-205, Para A5.3.)			
1.1.11. Can personnel conduct an inventory and operational check of all deploying equipment? (AFI 38-205, Para A5.2.3.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.12. Can personnel inventory all equipment, supplies and facility requirements with 24-hours after arrival using Figure A5.1? (AFI 38-205, Para A5.4.1.)			
1.1.13. Do personnel validate UTC, AFSC, FAC, and PAS codes with tasked units and coordinate corrective action with the unit and/or designated lead unit? (AFI 10-403, Para 2.6.1.5.)			
1.1.14. Does the MO obtain/receive PID, UTC, ULN, RDD, Deployment Echelon, and movement priority sequencing information from the Logistics Plans office/IDO and build deliberate plans data in MANPER-B, allowing UDMs to validate MANPER-B UTC data and ensure tasked AFSCs are assigned against the correct tasked PAS and FAC codes? (AFI 10-403, Para 2.6.1.6.)			
1.1.15. Does the MO, in conjunction with the PRU, ensure the IDO receives information necessary to develop the Deployment Concept Briefing and formulate the DSOE? (AFI 10-403, Para 3.4.1.)			
1.1.16. Does the MO, in conjunction with the PRU, translate the TPFDD into a DRMD and validate whether the force mix and organization structure will accomplish the intended mission? (AFI 10-403, Para 5.1.1.)			
1.1.17. Does the MO submit after-action reports following all contingency operations, CJCS field training exercises, and emergency operations, including informational copies to AFMRF? (AFMAN 10-401 V1, Operation Plan and Concept Plan Development and Implementation , Para 20.3.2.)			
1.1.18. Can in-garrison MANPER-B operators build and tailor plans for execution if directed to do so? (AFMAN 10-401 V1, Para 20.5.3.1.1.)			
1.1.19. Can MANPER-B operators correctly resolve out-of-sequence plans data by contacting the sending unit for retransmission or instructions? (AFMAN 10-401 V1, Para 20.5.3.1.2.)			
1.1.20. Can personnel verify deployment destination and verify MANPER-B system routing and user account requirements? (AFI 38-205, Para A5.2.1.)			
1.1.21. Can personnel confirm data in Table A5.2 was accurate upon notification of deployment? (AFI 38-205, Para A5.2.2.)			
1.1.22. Does the CSFAN UTC contain a pre-built ready to use file plan/system in accordance with AF policy? (AFI 38-205, Para A5.4.2.)			
1.1.23. Can personnel properly reconfigure the MANPER-B software settings for the deployed location? (AFI 38-205, Para A5.4.3.1.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.24. Can personnel establish/verify MANPER-B communications links? (AFI 38-205, Para A5.4.3.3.)			
1.1.25. On initial setup, can Personnel download and process all pending DPT from the Red Mini? (AFI 38-205, Para A5.4.3.4.)			
1.1.26. Do personnel check the Red Mini and download DPT, as required, minimum of once a day and make proper log entries? (AFI 38-205, Para A5.4.3.4.)			
1.1.27. Can personnel prepare and submit an initial MANPER-B system report within 48 hours of arrival? (AFI 38-205, Para A5.4.3.5.)			
1.1.28. Can personnel submit the Emergency Message Traffic office activation notification within 24 hours after arrival using the format in Figure A5.2? (AFI 38-205, Para A5.4.4.)			
1.1.29. Can follow-on personnel notify the appropriate offices of arrival within 24 hours after arrival? (AFI 38-205, Para A5.4.4.)			
1.1.30. Can personnel send an Operational Status Change notification when required? (AFI 38-205, Para A5.4.4.)			
1.1.31. Can personnel employ proper OPSEC practices at all times? (AFI 38-205, Para A5.4.5.1.)			
1.1.32. Can personnel employ proper COMSEC practices at all times? (AFI 38-205, Para A5.4.5.2.)			
1.1.33. Can personnel prepare the EMT mission briefing within 48 hours of office activation using formats in Figs A5.4. and A5.5. (per the date time group of the activation, message A5.4.4.)? (AFI 38-205, Para A5.5.)			
1.1.34. In the absence of an Air Component Command guide for submitting change requests, do personnel properly fill out and submit the sample format in AFI 38-205, Figures A5.6 and A5.7? (AFI 38-205, Para A5.6.)			
1.1.35. Do personnel log all change requests into the Events Log during the shift in which received? (AFI 38-205, Para A5.7.)			
1.1.36. Do personnel act on logged change requests within 48-hours of entry into the Events Log? (AFI 38-205, Para A5.7.3.)			
1.1.37. Do personnel establish a hard copy Event Log using Table A5.1.? (AFI 38-205, Table A5.1.)			
1.1.38. Does the Event Log contain the minimum required items and information detail? (AFI 38-205, Paras A5.7.1. through A5.7.4.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.39. Do personnel establish a Continuity Folder within the first week after activation (Per the date time group of the activation, message A5.4.4.)? (AFI 38-205, Para A5.8.)			
1.1.40. Does the Continuity Folder contain the minimum required items and information detail? (AFI 38-205, Paras A5.8.1. through A5.8.6.6.)			
1.1.41. Do all logs at least identify the name of the event or product being recorded, the date/time of the entry, and name of person making the entry? (AFI 38-205, Para A5.9.)			
1.1.42. Is the current hard copy of the ERMD less than 7-days (168 hours) old from the date/time on the last printed version? (AFI 38-205, Para A5.9.2.)			
1.1.43. Do personnel create the DPT Log and does it reflect every RCS: HAF DPM (AR) 7101, RCS: HAF DPM (AR) 7302, MANFOR and AF PAS update transaction? (AFI 38-205, Para A5.9.7.)			
1.1.44. Do personnel keep manual files and do they include the minimum required items and information detail? (AFI 38-205, Paras A5.9.1. through A5.9.7.)			
1.1.45. Are classified documents properly marked and stored? (AFI 38-205, Para A5.10.)			
1.1.46. Do personnel submit the EMT deactivation message within 24 hours before departure using Figure A5.3? (AFI 38-205, Para A5.12.1.)			
1.1.47. Do personnel address all other closure issues in the deactivation message? (AFI 38-205, Paras A5.12. through A5.12.4.)			
1.1.48. Do personnel have an emergency relocation plan and/or conduct an emergency relocation briefing not later than six hours after arrival on the first day? (AFI 38-205, Para A5.13.1.)			
1.1.49. Do personnel work with the deployed commander to validate vacant ERMD requirements and determine if the requirement is still valid? (AFI 10-215, Para 5.12.1.3.1.1.)			
1.1.50. Do personnel work with deployed commanders to ensure the correct force structure is in place (or enroute) to support the mission? (AFI 10-215, Para 2.16.1.5., AFI 38-205, Para 3.3.8.3.)			
1.1.51. Are manpower readiness personnel MANPER-B qualified per UTC CSFAL? (CSFAL UTC MISCAP)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.52. Are all deployable Manpower personnel capable of performing duties in accordance with the UTC MISCAP and the manpower office readiness inspection guide in AFI 38-205, Atch 6?			
1.1.53. Can personnel successfully complete MANPER-B assembly, disassembly, functionality checks, system inventories, and initial reporting requirements? (AFI 38-205, Paras 6.7.4.1.1., 6.7.4.1.5., A5.4.3.1. and A5.4.3.2.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Can MANPER operators generate standard MANFOR related products? (AFI 38-205, Atch 6)			
1.2.2. Can the mission briefing be prepared using the MANPER-B organization charting capability? (AFI 38-205, Para A5.5.)			

Attachment 3**ACRONYMS**

ABC – Activity Based Costing

ACR – Authorization Change Request

AEFC – Air Force Aerospace Expeditionary Force Center

AFMA – Air Force Manpower Agency

AFMRF – Air Force Manpower Readiness Flight

AFSC – Air Force Specialty Code

AFWUS – Air Force-wide UTC Availability and Tasking Summary

BSP/ESP – Base Support Plan/Employment Support Plan

BSPC – Base Support Planning Council or Base Support Planning Committee

CA – Commercial Activities

CFETP – Career Field Education and Training Plan

CSFAN UTC – Equipment UTC supporting deploying manpower personnel

CJCS – Chairman Joint Chiefs of Staff

CME – Contract Manpower Equivalents

COMPUSEC – Computer Security

COMSEC - Communication Security

DCAMIS – DoD Commercial Activities Management Information System

DOC Statement – Designed Operational Capability Statement

DPT – Data Pattern Traffic

DRMD – Deployment Requirements Manning Document

DSOE – Deployment Schedule of Events

EMT – Employed Manpower Team

ERMD – Employment Requirements Manning Document

FAC – Functional Account Code

FASCAP – Fast Payback Capital Investment

FM – Financial Management

IDEA – Innovative Development Through Employee Awareness

IDO – Installation Deployment Officer

IGCA – Inherently Governmental and Commercial Activities

IPDS – IDEA Program Data System

MAJCOM – Major Command
MANFOR – Manpower Force Packaging System
MANPER-B – Manpower and Personnel Module-Base-level
MCR – Manpower Change Requests
MDS – Manpower Data System
MEO – Most Efficient Organization
MES – Mission Essential Code
MISCAP – Mission Capability
MO – Manpower Office
MOA – Memorandum of Agreement
MOU – Memorandum of Understanding
MSI – Manpower Standard Implementation
NAF – Numbered Air Force
OCR – Organization Change Requests
OMB – Office of Management and Budget
OMBC – Office of Management and Budget Circular
OPR – Office of Primary Responsibility
OPSEC – Operation Security
OSC – Organizational Structure Code
PAS – Personnel Accounting Symbol
PERSCO – Personnel Support for Contingency Operations
PID – Plan Identification (ID)
PECI – Productivity Enhancing Capital Investment
PIF – Productivity Investment Fund
PRU – Personnel Readiness Unit
READY – Resource Augmentation Duty
RDD – Required Delivery Date
TPFDD – Time-Phased Force and Deployment Data
UAF – Unit Authorization File
UDM – Unit Deployment Manager
ULN – Unit Line Number
UMD – Unit Manning Document
USC – U.S. Code

UTC – Unit Type Code