

10 AUGUST 2004

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENTS LIST (C&SRL) COMBAT
READINESS TRAINING CENTERS (CRTC)**

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Pages: 19

Distribution: F

This publication implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) Combat Readiness Training Centers (CRTC). This C&SRL supports guidance in Air Force Manual (AFMAN) 23-110, *USAF Supply Manual*, Department of Defense (DoD), Air National Guard (ANG), Air Force, Joint, Air Force Occupational Safety Hazard (AFOSH), and Technical Order publications. Send all **Recommendations for Change of Publication** to ANG Supply Policy and Procedures section (ANG/LGSPP), 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

1. General. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directive in conjunction with unit self-assessments. To add additional internal compliance items units will supplement this policy directive. The Inspector General (IG) may use this publication in whole or in part during evaluations and exercises.

1.1. An asterisk (*), when used indicates a key inspection item/area as identified by ANG functional areas. These key areas are the keys to a successful mission and/or items that are required by public laws. In addition, these are items where non-compliance could result in injury of personnel, unnecessary cost, or possible litigation.

1.2. Some tasks may not be applicable due to the limited nature of operation at the Combat Readiness Training Centers and/or the local mission requirements the CRTC.

Table 1. Functional Area Customer Service (Demand Processing and Records Maintenance).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.	To assist in research and file maintenance are necessary listings, suspense files, publications, and current files maintained and utilized? Chapter 2, Paragraphs 2.62.3., 2.62.3.5., and 2.62.4.6. thru 2.62.9.			
2.	Are Standard Reporting Designators (SRD) verified quarterly? Chapter 2, Paragraph 2.62.3.11. and Chapter 27, Paragraph 27.127.			
3.	When loading NSNs, are Acquisition Advice Codes (AAC) researched and verified to prevent requisitioning delays? Chapter 27, Paragraph 27.10.			
4.	Are Records Maintenance personnel completely familiar with the following references and its content: Volume 1, Part 4, Chapter 1 (Standard Supply Codes) and Volume 1, Part 1, Chapter 7 (USAF Cataloging). Chapter 27, Paragraph 27.72			

Table 2. Functional Area Management and Systems (Equipment Management).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Does Equipment Management Section (EMS) validate/authorize equipment items properly using the Air Force Equipment Management System (AFEMS) objectives? Chapter 22, Paragraph 22.7.			
1.1.*	Does EMS process the In-Use Retail Depreciation/Chief Financial Officer (CFO) In-Use screen updates for assets that fall under the Statement of Federal Financial Accounting Standards (SFFAS) Number 6 and the CFO Act of 1990? Chapter 22, Paragraph 22.15.			
1.2.	Does EMS use the Allowance Source Code Listing (Q09) to validate and certify Special Allowance Flags (SAF) annually in August? Chapter 22, Paragraph 22.23.2.			
1.3.	Is EMS taking appropriate actions to correct out-of-balance and excess conditions? Chapter 22, Paragraphs 22.24.3.1., 22.24.3.2., and 22.143.4., Attachment 22A-1., Note 3.			
1.4.	Does EMS process all incoming AF Forms 601, <i>Equipment Action Request</i> , maintaining a control register and suspense file? Chapter 2, Paragraph 2.29.2.3. and Chapter 22, Paragraph 22.25.2.1.1.			
1.5.	Does EMS ensure that there are signed custodian receipt listings (R14) by the appointed custodian for every equipment account? Chapter 22, Paragraph 22.35.1. and Attachment 22A-1., Note 4.			
1.6.	Does EMS work AFEMS (C001) rejects/edits on a daily basis? Chapter 22, Paragraphs 22.39.3., 22.56., 22.59., and 22.83.1.			
2.*	Has EMS established a procedure/program for deploying equipment? Chapter 22, Section H.			
2.1.*	Does EMS schedule a pre-deployment planning meeting with the equipment custodian and designated deployment custodian? Chapter 22, Paragraph 22.65.3.1.1.			
2.2.*	Does EMS produce a 1RB581, Equipment/WRM Package Deployment Select Input (FME) Review List, for custodians to review for changes (i.e., Unit Type Code (UTC), War Reserve Materiel (WRM) codes, Use Codes, etc.)? Chapter 22, Paragraph 22.65.3.1.3.			
2.3.*	Does EMS maintain a signed copy of output Custody Receipt Transfer Document (1RB581 listing) in the custody receipt jacket file of deployed equipment? Chapter 22, Paragraph 22.67.1.2.1.1.			
2.4.	Does EMS ensure that deployed flags are removed upon return of equipment to home station? Chapter 22, Paragraph 22.68.2.1.			

Table 3. Functional Area Management and Systems (Training).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Does the unit commander ensure that unit On the Job Training (OJT) satisfies mission, equipment and logistics readiness career field needs? AFI 36-2201, Volume 3, <i>Air Force Training Program</i> .			
2.	Has the unit commander ensured that personnel plan, conduct, and evaluate OJT to properly qualify trainees to perform their jobs and progress in their skill level? Chapter 2, Paragraph 2.52., AFI 36-2201, Volume 3, Chapter 3.			
3.	Do training personnel provide proficiency training to supply personnel assigned to activities and tenants outside the LRS? Chapter 2, Paragraph 2.13.8.2.1.			
4.	Is there a 36-month reassignment plan for supply personnel assigned to activities and tenants outside of the LRS? Chapter 2, Paragraph 2.13.8.2.2.			
5.	Do training personnel monitor OJT needs in accordance with AFI 36-2201, and ensure that the OJT supervisor maintains AF Forms 623, <i>On-the-Job Training Records</i> , and qualification training, according to the Career Field Education Training Plan (CFETP)? Chapter 2, Paragraph 2.55.2.			
6.*	Have all personnel completed all mandatory training requirements, to include core task training and certification, prior to skill level upgrade? AFI 36-2201, AFMAN 36-2108, <i>Enlisted Classification</i> , and the CFETP.			
7.	Is the CFETP utilized to manage the individual, work center and LRS training programs? AFI 36-2201, V3, Paragraph 6.1.1.			
8.	Has each work center developed a Master Training Plan (MTP) to ensure 100 percent task coverage? AFI 36-2201, Volume 3, Paragraphs 4.3.9., 5.2.1.9., and 6.1.2.			
9.	Are supervisors conducting and documenting initial evaluations within the first 120 days of assignment to determine current knowledge level and to brief trainees? AFI 36-2201, Volume 3, Paragraph 4.3.7.			
10.	Do trainers meet all requirements? AFI 36-2201, Volume 3, Paragraphs 4.3.8., 6.2., and 6.3.			
11.	Do training personnel provide base-level supply customer training as required? Chapter 2, Paragraphs 2.57. and 2.58.			

Table 4. Functional Area Management and Systems (Procedures and Accountability)

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.	Are internal surveillances conducted as specified? Chapter 2, Paragraph 2.36.2.			
2.*	Does management ensure personnel are controlling classified property? Chapter 2, Paragraph 2.36.3.6., and Volume 1, Part 1, Chapter 19.			
3.	Are supplements to AFMAN 23-110 developed to establish local guidelines and to add to or clarify procedures? Chapter 2, Paragraph 2.37.			
4.	Have local procedures to control, document, and process special subject or interest items that apply to the operations officer been established? Chapter 2, Paragraph 2.40.4.			
5.	Does management periodically review the effectiveness of the overall reject program? Chapter 2, Paragraph 2.42.2. and Volume 2, Part 4, Chapter 4, Paragraph. 4.5.3.5.			
6.	Is oversight given to ensure Supply Interface System (SIFS) residue is reviewed and cleared daily? Volume 2, Part 4, Chapter 4, Paragraph. 4.5.3.3.			

Table 5. Functional Area Management and Systems (Inventory).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Does the inventory schedule have all categories of assets scheduled for inventory during the fiscal year? Chapter 20, Paragraph 20.7.2.			
2.*	Are inventories performed in correct cycles for various item categories (i.e., weapons and classified it semi-annually)? Chapter 20, Paragraph 20.5. and Attachment. 20A-4.			
3.	Are certification and approval signatures on the original Consolidated Inventory Adjustment Document Register (M10)? Chapter 2, Paragraph 2.25.11.			
3.1.	If supporting documentation is required, is it attached and is the M10 forwarded to Document Control within 30 days of the preparation date? Chapter 2, Paragraph 2.25.11.			
4.	Does the semiannual inventory analysis determine causes and recommend corrective actions for negative trends having an impact on inventory accuracy? Chapter 20, Paragraph 20.14.2.			
5.*	Is the operations officer notified with the results of the weapons inventory, a summary of discrepancies and actions taken to correct them? Chapter 20, Paragraph 20.16.7. and 20.17.3.			
6.	Are freeze codes “C” and “I” suspense files reviewed often to assure they are promptly removed to allow uninhibited computer processing of transactions? Chapter 20, Paragraph 20.23.2.1.			
7.	Are item record Date of Last Inventory (DOLI) fields validated to insure all assets are inventoried at least annually? Chapter 20, Paragraph 20.33.			

Table 6. Functional Area Management and Systems (Document Control)

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.	Does Document Control accomplish the semi-annual revalidation of the receipt for classified property listing? (Jun/Dec) Chapter 18, Paragraph 18.21.4.6.			
2.	Are effective quality control edits performed on documents? Chapter 18, Attachment A-3.			
2.1.	Are delinquent documents managed effectively? Chapter 18, Paragraph 18.15.			
2.2.	Are security measures established to safeguard accountable files and reports? Chapter 18, Paragraph 18.3.			
3.*	Is the Delinquent Shipment Listing (R40) worked and Shipment Suspense Record (SSC) inputs done as required? Chapter 18, Paragraph 18.27.			
4.*	Are weapons reconciled annually (30 April) with Warner Robins Air Logistics Center (WR-ALC/LKJ)? Chapter 21, Paragraph 21.175.1.			
4.1	Prior to the annual weapons reconciliation, is the edit option of the R46 processed and errors corrected? Chapter 21, Paragraph 21.175.2.			
5.*	Are Communications Security (COMSEC) semiannual reconciliations done on the 15th of March and the 15th of September? Chapter 21, Paragraph 21.186.			
5.1.	Are COMSEC reject records corrected and transmitted within 5 calendar days of receipt of the reject? Chapter 21, Paragraph 21.187.2.			

Table 7. Functional Area Management and Systems (System Management).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.	Are the appointed primary and alternate Terminal Security Managers controlling and maintaining the terminal security system? Volume 2, Part 4, Chapter 2, Paragraph 2.17.			
1.1.	Do the Terminal Security Managers do a quarterly review of User-IDs, authorizations and DISA Forms 41, <i>System Authorization Access Request (Saar)</i> ? Volume 2, Part 4, Chapter 2, Paragraph 2.21.			
2.	Are the AF IMT 2011, <i>Base Supply ADPE Work Request</i> , monitored? Chapter 2, Paragraph 2.27.8.			
3.	Is Computer Operations the focal point for all problems with Headquarters, Standard System Group (HQ SSG) released interfaces with the Standard Base Level Computer (SBLC)? Chapter 2, Paragraph 2.27.20.			
4.	Are actions taken daily to resolve any unprocessed Inbound SIFS Residue Files? Chapter 2, Paragraph 2.27.19.8.			
4.1.*	Has Computer Operations provided training on SIFS to designated individuals? Volume 2, Part 4, Chapter 4, Paragraph 4.5.2.8.			

Table 8. Functional Area Management and Systems (Stock Control).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Does Stock Control monitor and manage all records assigned exception codes? Chapters 9., 11., 15., and Chapter 19., Section 19J.			
1.1.	Are Requisition Exception (REX) Code 1's being aggressively managed to prevent mission degradation and all other REX codes properly managed with applicable exception control records? Chapter 9, Attachment 9B-11.			
1.2.	Are all Excess Exception (EEX) codes being reviewed and validated at least semi-annually in January/July? Chapter 19, Paragraph 19E5.3.			
2.	Does Stock Control take action when necessary on "BS" cancellations within 60 days of the transaction date on the (AE1) status transaction? Chapter 9, Attachment 9F-6.			
3.	Does Stock Control accomplish requisition follow-ups to ensure all due-outs have a corresponding due-in and valid status? Chapter 9, Section 9D.			
4.	Are due-out validations being performed as required? Chapter 12, Paragraph 12.16., Chapter 9, Paragraph 9F1.3.1.			
5.	Are Special Requirements flag "R" requirements validated monthly? Chapter 9, Paragraph 9B19.6. and Attachment 9B-19.			
6.*	Is the Military Standard Transportation and Movement Procedures (MILSTAMP) Tracer Reconciliation (NGV597) program processed and worked? Chapter 9, Section 9G., AFI 24-201, <i>Cargo Movement</i> , Chapter 13			
7.	Does Stock Control perform the quarterly review of Stockage Priority Codes (SPC) and the listing kept until the next review? Chapter 19, Paragraph 19B22.5.			
8.	Are all numeric parts preference codes (NPPC) being reviewed and are all necessary actions accomplished? Chapter 19, Paragraph 19B30.15.3.			
9.	Is Stock Control working all the Readiness Based Leveling (RBL) related Management Notices (i.e., F031 and F432) and both the 611 and 612 rejects after each RBL push? Chapter 7. Chapter 19, Section 19E. and 19F.			
10.	Is Stock Control immediately taking action to identify, correct and resubmit rejects (DZG and 7MS) identified from the asset status/ transaction report request? Chapter 19, Paragraphs 19.6.1.2., 19F-2., and 19B30-Section D.			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
11.	Are all predetermined AF IMT 1996, <i>Adjusted Stock Level</i> requests on file in Stock Control? Chapter 19, Attachment 19C-15.			
11.1.	Do Stock Control personnel take all necessary actions after conducting reviews and validations of adjusted stock levels using the Special Level Review List (R35)? Chapter 19, Attachment 19C-17. and 19.			
12.	Are due-outs requiring funding (FRC) being monitored? Chapter 9, Section 19D.			
13.	Is Stock Control managing the Redistribution Order (RDO) suspense detail records? Chapter 15.			

Table 9. Functional Area Distribution Flight (Warehouse Storage).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110, Volume 2, Part 2 unless otherwise indicated)</i>	YES	NO	N/A
1.	Is there an effective program to ensure proper management of supplies in storage? AFMAN 23-110 and AFJMAN 23-210, <i>Joint Service Manual (JSM) for Storage and Materials Handling</i> .			
2.	Is computer program NGV401 produced at least quarterly and annotated by personnel to indicate items that are outdated or that require issue or disposition before next inspection? Chapter 14, Paragraph 14.33.3.1. and Volume 7, Part 3, Chapter 1, Paragraph 1.10.3.1.			
3.	Are elastomeric items issued using the first-in-first-out for all issues except those filling Mission Support Kits (MSK), and Mobility Readiness Spares Package (MRSP)? Chapter 14, Paragraph 14.20.1.			
4.	Are electrostatic sensitive devices (ESD)/electronic discharge items properly stored and handled? Chapter 14 and Technical Order (TO) 00-25-234, <i>General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment (ATOS)</i> .			
5.	Are functional check items monitored and the required frequency of checks identified? Chapter 14. and TO 00-20-3, <i>Maintenance Processing of Reparable Property and Repair Cycle Asset Control System</i> .			
6.	Are identification tags/labels properly annotated? Volume 1, Part 1, Chapter 4 and AFJMAN 23-210			
7.	Are all controlled items properly managed and stored? Chapter 14 and Volume 1, Part 1, Chapter 10.			

Table 10. Functional Area (Warehouse Security).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110, Volume 2, Part 2 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Is there an effective warehouse security program to ensure proper control of supplies and equipment in accordance with (IAW) AFMAN 23-110, AFJMAN 23-210, AFI 31-101, and AFI 31-401, <i>Information Security Program Management</i> ?			
1.1.	Is material in warehouses or in transit afforded proper security to prevent pilferage and protection from the elements to prevent damage? AFJMAN 23-210, Paragraph 3-57.			
2.	Have lock and key custodians been designated for the classified warehouse? AFI 31-401, Chapter 5, Paragraph 5.21.1.			
2.1.	Do lock and key custodians use AF IMT 2427, <i>Lock and Key Control Register</i> ? AFI 31-401, Chapter 5, Paragraph 5.21.2.			
3.*	Is a secure delivery storage area available for in-transit classified and sensitive items? AFJMAN 23-210, Paragraph 3-59.			
3.1.	Is the receipt for classified property listing that identifies customers and supply personnel who are authorized to handle classified items used to control access to classified items? Chapter 10, Paragraph 10.31.1. and Chapter 14, Paragraph 14.55.			
3.2.	Are all copies of source documents stamped or hand-scribed in red ink with the words, "CLASSIFIED ITEM"? Chapter 10, Paragraph 10.31.2. and Volume 1, Part 1, Chapter 19, Paragraph 19.2.2.2.			
4.	Is there effective control of visitors? Volume 1, Part 1, Chapter 10, Paragraph 10.247.2.			

Table 11. Functional Area (Hazardous Material {HAZMAT}).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110, Volume 2, Part 2 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Does the commander have adequate facilities to store hazardous materials? AFJMAN 23-210, Chapter 2, Paragraph 2.2.			
2.	Does the flammable/hazardous material warehouse meet the construction criteria? AFJMAN 23-210, Paragraph 2-2(d). and AFOSH Standard (Std) 91-501, <i>Air Force Consolidated Occupational Safety Standard</i> , Chapter 22, Paragraphs 22.4.9. and 22.4.10.			
2.1.	Are items stored in the flammable/hazardous warehouse segregated by hazardous characteristic code to reduce the risk of hazardous reactions? AFJMAN 23-210, Chapter 2, Paragraph 2-2(d). and Figure 2-7.			
3.*	Does the commander have an effective program to ensure that hazardous materials are properly managed? AFMAN 23-110 Chapter 14, Paragraph 14.17., AFI 32-7086, <i>Hazardous Materials Management</i> , Chapter 2, Paragraph 2.2.			
4.*	Does the commander have a program to ensure that personal protection equipment is used and inspected? AFOSH Std 91-501.			
4.1.	Are employees, whose duties expose them to conditions that may warrant the use of emergency equipment such as Scott Air Pack, properly trained and the training documented? AFOSH Std 91-501, Chapter 14 Paragraph 14.2.2., AFI 91-301, <i>Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program</i> , Paragraph 7.3.2.			
4.2.	Are there emergency showers and eyewash units in conspicuously identified accessible locations that do not require more than 10 seconds/100 feet to reach from the time of exposure to corrosive substance? AFOSH Std 91-501, Chapter 19, Paragraphs 19.6. and 9.7.			
4.3.	Do supervisors inspect, activate permanently installed shower and eyewash units monthly to verify proper operation? Are the inspections properly documented? AFOSH Std 91-501 Chapter 19.3.			
5.	Have personnel who handle, use, or potentially be exposed to hazardous materials given training on the specific hazards in their work area and the training documented on AF IMT 55, <i>Employee Safety and Health Record</i> ? AFOSH Std 91-501, Chapter 22, Paragraph 22.3.1.2.			

Table 12. Functional Area Customer Service (Mission Capable (MICAP)).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Are Mission Capable (MICAP) assets controlled and requisitioned as outlined in Chapter 17, Section A and Volume. 1, Part 1, Chapter 2?			
2.	Are MICAP procedures being utilized only after all efforts are made to resolve materiel shortage problems through base level resources to include War Reserve Materiel? Chapter 17, Paragraph 17.2.2. and 17.12.1.			
2.1.	Are MICAPs verified to the lowest indentured part needed to repair the end item? Chapter 17, Paragraph 17.3.			
3.	Are cannibalization actions to satisfy MICAP conditions reported as described in Volume 1, Part 1, Chapter 2? Chapter 17, Paragraph 17.11.1.			

Table 13. Functional Area Customer Service (Repair Cycle Support).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1. *	Is repair cycle support being provided to maintenance to control all items in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 24?			
1.1.	Are accurate computer records of location and status for all unserviceable assets being tracked and maintained to ensure that spares are (1) repaired, (2) designated Not Repairable This Station (NRTS), or (3) condemned as quickly as possible? Chapter 24, Paragraph 24.3.1.			
1.2.	Are Due In From Maintenance (DIFM) suspense files being maintained? Chapter 24, Paragraph 24.7.1.3.			
1.3.	Is daily coordination with the production scheduler or appropriate function within maintenance being maintained, to ensure the continuous flow of reparable? Chapter 24, Paragraph 24.7.1.4.			
4.	Are DIFM reconciliations between base supply and the maintenance activities being conducted utilizing the D23/NGV905 report and are current item locations and DIFM status being provided by the maintenance activities to ensure proper accounting and physical control? Chapter 24, Paragraph 24.19.			

Table 14. Functional Area Mobility Bags and Weapons Management.

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
1.*	Does the Mobility Inventory Control and Accountability System (MICAS) provide visibility of asset inventory for all standard mobility bag assets maintained on the installation, regardless of the physical location? Chapter 26, Paragraph 26.45.2.2.2., AFMAN23-110V2P2Ch26 ANGSUP1, <i>War Reserve Materiel</i> , Paragraph 26.45.3.			
2.*	Are mobility bag assets inspected at the prescribed frequencies, annotated, and repairs done as necessary in accordance with applicable technical orders? Chapter 26, Paragraph 26.47.4.			
2.1.	Does the Supply mobility bag storage element maintain a comprehensive shelf-life program for all mobility bag assets to include those assets authorized under the option for organizations to store their own mobility bags? Chapter 26, Paragraph 26.47.4., AFMAN23-110V2P2Ch26 ANGSUP1, Paragraph 26.47.1., AFMAN 23-110, Volume 7, Part 3.			
2.2.	Are assets with extended shelf-life data properly marked and documented in MICAS? Chapter 26, Paragraph 26.47.7 and Volume 7, Part 3, Chapter 1, Paragraph 1.7.			
3.*	Are the organizations and individuals assigned mobility weapons coordinating required inspections with Combat Arms (CA)? AFI 36-2226, <i>Combat Arms Program</i> , Chapter 6, Paragraph 6.5.1.1.			
4.	Do organizations possessing weapons for inspection, initiate and maintain the AFTO Form 105, <i>Inspection Maintenance Firing Data for Ground Weapons</i> , and DD Forms 1574, <i>Serviceable Tag - Materiel</i> , for their in-use and extended stored weapons? AFI 36-2226, Chapter 6, Paragraph 6.5.1.2.			
4.1.	Are in-use weapons (weapons not in preferred packing IAW Specialized Packing Instructions) being inspected for cleanliness, lubrication, and proper function annually? AFI 36-2226, Chapter 6, Paragraph 6.5.3.			
4.2.	Is the inspection information plainly marked on the outside of each container and bag (if applicable) containing an inspected weapon? AFI 36-2226, Paragraph 6.5.5.3.			
4.3	Is AFTO Form 105 completed for all weapons in shipment and/or storage? AFI 36-2226, Chapter 6, Paragraph 6.6.			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	YES	NO	N/A
5.*	Do individuals designated for armed duty, i.e., weapons custodians and individuals authorized to perform duties in weapons vault, receive recurring qualification training annually? AFI 36-2226, Chapter 2, Paragraphs 2.5., 2.6., Table 2.3., AFI 31-207, <i>Arming and Use of Force by Air Force Personnel</i> , Chapter 2, Paragraph 2.4.2.			
6.*	Is the weapons inventory listing with all the appropriate documentation and signatures maintained in the equipment custodian folders for two years? Chapter 18, Paragraph 18.17.7. and Chapter 20, Paragraph 20.17.2. and Part 13, Chapter 8, Paragraph 8.26.1.2.			
7.*	Does the unit exercise resource protection of weapons (both privately owned and government owned firearms) and storage as required? DoD 5100.76-M, Chapter 3. AFI 31-101, Chapter 8, Paragraph 8.12. and Paragraph 23.1.1.			
8.	Are there security seals on weapons containers? DoD 5100.76-M, <i>Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives</i> , Chapter 3., AFI 31-101, <i>The Air Force Installation Security Program</i> , Chapter 23, Paragraphs 23.14., 23.3.5.8., and 23.5.1.1.			
8.1.	Is there an SF Form 700, <i>Security Container Information</i> , for each Vault or Secure Room door and Security Container? AFI 31-401, <i>Information Security Program Management</i> , Chapter 5, Paragraph 5.23.2.			
8.2.*	Is access to the weapons vault controlled and access procedures established? AFI 31-101, Paragraph. 23.1.16.			

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-201, *Cargo Movement*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 31-401, *Information Security Program Management*

AFI 32-7086, *Hazardous Materials Management*

AFMAN 36-2108, *Enlisted Classification*

AFI 36-2201, *Air Force Training Program*

AFI 36-2226, *Combat Arms Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*

AFMAN 23-110V2P2CH26/ANGSUP 1, *War Reserve Materiel*

AFOSH STANDARD 91-501, *Air Force Consolidated Occupational Safety Standard*

TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment (ATOS)*

TO 00-20-3, *Maintenance Processing of Reparable Property and Repair Cycle Asset Control System*

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

Abbreviations and Acronyms

AAC—Acquisition Advice Code

AFEMS—Air Force Equipment Management System

AFOSH—Air Force Occupational Safety Hazard

ANG—Air National Guard

C&SRL—Compliance and Standardization Requirements List

CA—Combat Arms

CFETP—Career Field Examination Training Program

CFO—Chief Financial Officer

COMSEC—Communications Security

CRTC—Combat Readiness Training Centers

DIFM—Due-in From Maintenance

DOLI—Date of Last Inventory

DRMO—Defense Reutilization and Marketing Office

EEX—Excess Exception

ESD—Electrostatic Sensitive Devices

EMS—Equipment Management System

FME—Equipment/WRM Package Deployment Select Input

FRC—Funds Requirements Card

HAZMAT—Hazardous Materials

HQ SSG—Headquarters, Standard System Group

IAW—in accordance with

IEX—Issue Exception Code

IG—Inspector General

LRS—Logistics Readiness Squadrons

MAJCOM—Major Command

MICAP—Mission Capable

MICAS—Mobility Inventory Control and Accountability System

MILSTAMP—Military Standard Transportation and Movement Procedures

MRSP—Mobility Readiness Spares Package

MSDS—Materiel Safety Data Sheets

MSK—Mission Support Kit

MTP—Master Training Plan

NPPC—Numeric Parts Preference Codes

NRTS—Not Repairable This Station

NSN—National Stock Number

OJT—On the Job Training

REX—Requisition Exception

RBL—Readiness Based Leveling

RDO—Redistribution Order

ROD—Report of Discrepancy

SAAR—System Authorization Access Request

SAF—Special Allowance Flags

SBLC—Standard Base Level Computer

SDR—Supply Discrepancy Report

SFFAS—Statement of Federal Financial Accounting Standards

SIFS—Supply Interface System

SPC—Stockage Priority Codes

SPR—Special Requisition/Due-In Detail Update

SRD—Standard Reporting Designator

SSC—Shipment Suspense Record

UTC—Unit Type Code

WRM—War Reserve Materiel