

**21 MAY 2004**



**Command Policy**

**COMPLIANCE AND STANDARDIZATION  
REQUIREMENTS LIST (C&SRL)  
LOGISTICS READINESS SQUADRON (LRS)  
MANAGEMENT AND SYSTEM FLIGHT**

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This publication implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) Logistics Readiness Squadrons (LRS). This C&SRL supports guidance in Air Force Manual (AFMAN) 23-110, *USAF Supply Manual*, and other Air Force 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.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

For purposes of this publication the term Operations Officer will be taken to mean Chief of Supply.

**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-assessment. 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

**Table 1. Functional Area Management and Systems (Equipment Maintenance).**

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.			
1.2.*	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.			
1.3.	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.			
1.4	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., Attach 22A-1. Note 3.			
1.5	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. Chapter 22, Paragraph 22.25.2.1.1.			
1.6	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 Attach 22A-1. Note: 4.			
1.7	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, Shipment Interface Record (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.			

<b>ITEM NO.</b>	<b>ITEM AND REFERENCES</b> <i>(All references are to AFMAN 23-110 unless otherwise indicated)</i>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.	Are Special Purpose Recoverables Authorized Maintenance (SPRAM) accounts managed/monitored properly? Chapter 22, Section L.			
3.1	Is the SPRAM Report List (R25) inventoried and signed within 12 months of last signed R25? Chapter 22, Paragraph 22.183.3.4.			

**Table 2. 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, Vol 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, Vol 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, Vol 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, Vol 3, Paragraph 4.3.7.			
10.	Are trainers and certifiers designated in writing and do they meet all requirements? AFI 36-2201, Vol 3, Paragraphs 4.3.8., 6.2., and 6.3.			
11.	Do training personnel provide base-level supply customer training? Chapter 2, Paragraphs 2.57. and 2.58.			

**Table 3. 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 all required analysis performed? Chapter 2, Paragraph 2.50.			
1.1.	Do analysis findings include the source of information, action taken during the analysis, details of inconsistencies, deviations from standard practices and suspected causes of the problem? Chapter 2, Paragraph 2.52.4.			
2.	Are internal surveillances conducted as specified? Chapter 2, Paragraph 2.36.2.			
3.*	Does procedures and accountability ensure LRS personnel are controlling classified property? Chapter 2, Paragraph 2.36.3.6, and Vol 1, Part 1, Chapter 19.			
4.	Are supplements to AFMAN 23-110 developed to establish local guidelines and to add to or clarify procedures? Chapter 2, Paragraph 2.37.			
5.	Have local procedures to control, document, and process special subject or interest it that apply to the operations officer been established? Chapter 2, Paragraph 2.40.4.			
6.	Does Procedures prepare replies and follow-up correspondence, maintain copies of and distribute inspection, audit and staff visit reports? Chapter 2, Paragraph 2.41., AFI 24-235, <i>Combat Readiness Flight</i> , Paragraph 5.7.3			
7.	Is the Procedures and Analysis section periodically reviewing the effectiveness of the overall reject program? Chapter 2, Paragraph 2.42.2. and Vol 2, Part 4, Chapter 4, Paragraph. 4.5.3.5.			
8.	Is oversight given to ensure Supply Interface System (SIFS) residue is reviewed and cleared daily? Vol 2, Part 4, Chapter 4, Paragraph. 4.5.3.3.			
9.	Is Procedures and Analysis evaluating the Report of Discrepancy/ Supply Discrepancy Report (ROD/SDR) program as specified? Chapter 2, Paragraph 2.43.			

**Table 4. 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 5. 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, Attach 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 6. 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? Vol 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> ? Vol 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? Vol 2, Part 4, Chapter 4, Paragraph 4.5.2.8.			

**Table 7. 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.			
1.2.	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 9B11.			
1.3.	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.			

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Director, Air National Guard

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

AFI 24-201, *Cargo Movement*

AFI 24-235 - *Combat Readiness Flight*

AFMAN 36-2108, *Enlisted Classification*

AFI 36-2201, *Air Force Training Program*

***Abbreviations and Acronyms***

**ADP**—Automated Data Processing

**AFEMS**—Air Force Equipment Management System

**ANG**—Air National Guard

**C&SRL**—Compliance and Standardization Requirements List

**CFETP**—Career Field Education Training Plan

**CFO**—Chief Financial Officer

**COMSEC**—Communications Security

**DOLI**—Date of Last Inventory

**EEX**—Excess Exception

**EMS**—Equipment Management System

**FRC**—Funds Requirements Card

**HQ SSG**—Headquarters, Standard System Group

**IG**—Inspector General

**LRS**—Logistics Readiness Squadrons

**MILSTAMP**—Military Standard Transportation and Movement Procedures

**MTP**—Master Training Plan

**NPPC**—Numeric Parts Preference Codes

**OJT**—On the Job Training

**REX**—Requisition Exception

**RBL**—Readiness Based Leveling

**RDO**—Redistribution Order

**ROD**—Report of Discrepancy

**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

**SPRAM**—Special Purpose Recoverables Authorized Maintenance

**SSC**—Shipment Suspense Record

**UTC**—Unit Type Code

**WRM**—War Reserve Materiel