

**13 AUGUST 2004**



**Command Policy**

**CIVIL ENGINEERS MISSION PERFORMANCE  
ASSESSMENT**

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This directory implements AFD 90-2, *Inspector General – The Inspection System*. It applies to wing level Civil Engineer Squadrons, Civil Engineer Support Organizations, and the 554th RED HORSE Squadron, having responsibilities for real property maintenance and support, environmental protection, fire protection, explosive ordnance disposal, readiness, engineering readiness, and facility construction. This directory supports guidance from Public Law, Executive Orders, DoD Directives, safety regulations, and Air Force and PACAF policies. These compliance references have been identified on the attached checklist items.

The items listed do not constitute the order nor limit the scope of the inspection/assessment. As a minimum, Units should use this directory in conjunction with their annual unit self-assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. HQ may use this directory in whole or in part during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination. This directory applies to Air National Guard and US Air Force Reserve units that are tasked against or gained to PACAF missions. **Critical inspection items are in bold and indicated with a (#).**

**SUMMARY OF REVISIONS**

This revision redefines critical compliance inspection items as those mandated by law, Executive Order, DoD Directive, safety, or dictated by USAF or MAJCOM policy. The Readiness, Explosive Ordnance Disposal, and Fire Protection checklists have been completely revised to consolidate inspection guidance and include new criteria. Under the Operations Flight, Liquid Fuels Maintenance has been completely revised. The Engineering Flight incorporated criteria for GEO Integration and ACES-PM. Other areas had minor changes. **New or revised material in sections other than Readiness, EOD and Fire Protection is indicated by an (#).** This directory has also been revised to apply to US Air Force Reserve units that are tasked against or gained to PACAF missions.

1. Authorized release of Word (.doc) file can be acquired by contacting the appropriate OPR directly. ....

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TIMOTHY A. BYERS, Colonel, USAF  
The Civil Engineer

## Attachment 1

## CIVIL ENGINEER MISSION PERFORMANCE CHECKLIST

<b>O OPERATIONS FLIGHT</b>		
<b>GENERAL</b>		
1	<b>(#) Was training tracked and were records kept current by supervisors to ensure trainees kept on schedule? Were 95% of trainees on schedule or deviations documented?</b>	AFI 36-2201, para 4.10-4.15; AFI 32-1001, Para 1.2; 3EXXX CFETPs
2	<b>(#) Were CE work request approval officials and their approval authority designated?</b>	AFI 32-1032, para 1.4
3	<b>(#) Was the RWP program developed and was accomplishment above 80% or deviations documented?</b>	AFI 32-1001, para 10; AFPAM 32-1004V2, Chap 8; AFPAM 32-1004V3, Chap 5; AFPAM 32-1004V5, Chap 4
4	<b>(#) Were AF Form 103's being processed for all work that disrupted aircraft or vehicular flow, base utilities services, protection by fire or intrusion alarm systems?</b>	AFI 32-1001, para 6.6
5	<b>(#) Did shop foremen work in conjunction with Maintenance Engineering to review Maintenance Action Sheets (minimum of annually)?</b>	AFPAM 32-1004V3, para 5.1-5.2; AFPAM 32-1004V5, para 1.3.2-1.3.4
6	<b>(#) Are personnel who operate forklifts licensed and certified prior to operating? (Re-certification must be accomplished every 3 years.)</b>	OSHA Standard 29 CFR 1910.178.
7	<b>(#) Are personnel who operate dump trucks licensed and current on tailgate removal certification? (Refresher training must be re-accomplished every 3 years.)</b>	HQ USAF ILE/ILG Memo dated 17 Jun 2002
8	<b>(#) Has a tool accountability system been implemented in all operations shops?</b>	AFI 23-111, para 3-5.
<b>SAFETY</b>		
9	<b>(#) Did shop personnel have an OSHA-approved fall protection device on hand and can they demonstrate its proper wear and applications?</b>	OSHA Standard 1926.502 {D}; AFOSH 91-501
10	<b>(#) (Validate in each of the shops/work centers visited) Was a locally-developed safety program established for the various shops/work centers?</b>	AFI 91-301, Para 7.3
11	<b>(#) (Validate in each of the applicable shops/work centers visited) Did the unit have an approved and coordinated Confined Space Entry Program?</b>	AFOSH STD 91.25, Chap 2

O	OPERATIONS FLIGHT	
12	<b>(#) Were personnel identified and trained on tasks of entry supervisor, confined space entrant and confined space attendants?</b>	AFOSH 91-25, pases 2.13,2.14, and 2.15
13	<b>(#) Did personnel receive annual CPR proficiency training and was the training documented on the AF Form 55 and AF Form 1098?</b>	AFI 32-1064, Para 2.13; AFOSHSTD 91-10, Para 2.1.1.2
14	<b>(#) Does the Explosive Actuated Fastening Tool program comply with applicable storage, training, and operator qualification requirements?</b>	AFOSHSTD 91-10, para 2.6.6, 2.6.6.1, 4.6.3, and 4.6.5.4.6
	<b>FACILITY MAINTENANCE</b>	
15	<b>(#) Does CE have a Facility Mgr's training program and conduct base wide training at least twice a year?</b>	AFPAM 32-1004V3, Para 1.3.1, 2.3
16	<b>(#) Was Direct Scheduled Work (DSW) properly categorized as Emergency, or Routine? Was emergency work accomplished in 24 hours or downgraded?</b>	AFI 32-1001, Para 8; AFPAM 32-1004V3, Chap 4
17	<b>(#) Were all work requests (AF Form 332) coordinated with the agencies (Fire, Safety, Bio-Env, Env, &amp; Comm) determined necessary by the Chief of Production Control prior to approval?</b>	AFI 32-1001, para 6; AFPAM 32-1004V3, Para 4.3
	<b>HVAC</b>	
18	<b>(#) Did the HVAC/R shop maintain heating systems and unfired pressure vessels in accordance with governing instructions?</b>	AFI 32-1068
19	<b>(#) Did the HVAC/R shop maintain an effective industrial water treatment program (to enhance heat transfer, reduce scale/algae, and prevent biological fouling in cooling towers)?</b>	AFPAM 32-1004V2, Para 5.3.4
20	<b>(#) Did the HVAC/R shop adhere to safety standards in all protocols to include; mechanical rooms, heating systems and central heating plant maintenance, compressed gas cylinder storage, and air compressors?</b>	AFOSHSTD 91-10, Chap 8-9, and Chap 10, Para 11.6
21	<b>(#) Were heating systems utilizing fossil fuel analyzed and adjusted for peak combustion efficiency annually or in accordance with manufacture recommendations?</b>	AFI 32-1068, Para 2.4

O	OPERATIONS FLIGHT	
22	<p>(#) Did the HVAC/R shop maintain an effective Refrigerant Management Program and work towards eliminating Class 1 Ozone Depleting Chemicals (Chlorofluorocarbon {CFC} 111, 112, 211, 212, 213, 214, 215, 216, &amp; 217)?</p>	AFI 32-7080, Para 3.1; AFPAM 32-1004V2, Para 5.2.2
23	<p>(#) Were mechanical rooms maintained in compliance with applicable safety guidance, kept free of debris and unauthorized parts, have adequate lighting, ventilation and were they secured from unauthorized entry?</p>	AFOSHSTD 91-10, Para 2.4.7 & 8.1-8.4
24	<p>(#) Were required periodic high-pressure vessel inspections performed by qualified inspectors and is HQ PACAF/CECI or CEOO promptly notified when a boiler was determined to be unsafe to operate?</p>	AFI 32-1068, Para 3.5.7
	HVAC Central Plant Operations	
25	<p>(#) Did HVAC/R technicians implement proper attendance, perform required inspections, and maintain required operating logs for each type of applicable plant (AF Form 1163 High Temperature Water Distribution, AF FORM 1165 High Temperature Water Plant Operating Log, AF FORM 1458 Daily Steam Boiler Operating Log, AFF 1459 Water Treatment Operating Log for Steam and Hot Water Boilers, and AFF 1464 Steam Boiler Plant Operating Log)?</p>	AFI 32-1068, Para 3.5.2, Table 1, and 3.5.7)
26	<p>(#) Were boiler operating logs properly maintained and reviewed by the Base Civil Engineer or designated representative for plants operating at 4.1 MW (14 MBTU/H) or larger? (HQ PACAF/CECI did not require review of operating logs)</p>	AFI 32-1068, Para 3.5.2
27	<p>(#) Were steam traps maintained and was condensate from steam systems returned to the central plants?</p>	AFI 32-1068, Para 2.4.4, 3.5.3-.3.5.3.2.3, 3.5.4 and 3.5.4.1
	ELECTRICAL	
28	<p>(#) Did the foreman ensure inspection and testing of grounding systems were completed?</p>	AFI 32-1065
29	<p>(#) Did the shop conduct inspections, test, and maintenance (ITM) of all fire protection systems?</p>	UFC 3-600-02
30	<p>(#) Was a qualified safe clearance manager designated by CEO and did the Infrastructure Support Element supervisor maintain a list of personnel qualified to receive safe clearances?</p>	AFI 32-1064, Para 4.1.1

<b>O</b>	<b>OPERATIONS FLIGHT</b>	
31	(#) Does rubber protective equipment meet the dielectric test requirements?	AFI 32-1064, Para 2.11; AFOSHSTD 91-501, para 14.5.9
32	(#) Has an aerial lift basket training program been established?	AFOSHSTD 91-501, para 16.4.6.3
33	(#) Had a switching, blocking, and tagging (safe clearance and lock-out tag-out program) been instituted and was annual recurring training provided and documented?	AFI 32-1064, Ch. 4, AFOSH 91-501 para 21.6.2.3
34	(#) Were all personnel certified in pole climbing annually?	AFI 32-1064, Para 2.14, OSHA Standard 1910.269, AFCESA Policy letter Jul 2001
	<b>POWERPRO</b>	
35	(#) Did personnel reconcile inventory results with real property records for RPIE generator accountability, or with custodian authorization and custody receipt listing (CA/CRL) records for EAID generators and report status annually to HQ PACAF/CEOO?	AFI 32-1063, Para 1.7
36	(#) Were AF Form 487s and historical records maintained for all standby generators and were they validated annually (to verify generators and associated equipment were adequate and reliable)?	AFI 32-1063, para 4
37	(#) Were all generators exercised for one continuous hour each month or as required?	AFI 32-1063, Para 7.1.1
38	(#) Were all EAID generators assigned to a specific authorized facility and exercised annually while connected to the supported facility or system?	AFI 32-1063, Para 7.2
39	(#) Were schematic diagrams (electrical single-line diagrams) developed and maintained for each generator facility?	AFI 32-1062, Para 4.3.2
40	(#) Were step-by-step generator operating procedures developed to suit specific local conditions and equipment, posted, and updated/reviewed annually?	AFI 32-1062, 4.4
41	(#) Did the Power Production supervisor conduct aircraft arresting system training, and did written guidance clearly define roles and responsibilities during duty and non-duty hours?	AFI 32-1043, para 1.3.3.5 and 1.3.3.8
42	(#) Were preventive maintenance certifications and inspections performed on BAK 12/13/14 aircraft arresting systems?	AFI 32-1043, chap. 2
43	(#) Were all aircraft arresting systems certified annually?	AFI 32-1043, chap. 2.3

<b>O</b>	<b>OPERATIONS FLIGHT</b>	
44	(#) Was the pendant height maintained on all aircraft arresting systems?	AFI32-1043, para 1.3.3.10_
	<b>UTILITIES</b>	
45	(#) Were operating records and logs for water/wastewater treatment plants prepared and maintained?	AFI 32-1067, Para 10.1.1 and 10.1.2
46	(#) Was AF Form 996 maintained on each well?	AFI 32-1067, para 10.2
47	(#) Was Inspection, Testing, and Maintenance of fire suppression systems accomplished and documented?	UFC 3-600-02, para 1-1, Chap. 2/3
48	(#) Do personnel assigned to carry out the back flow prevention program have a current AF Form 483?	AFI 32-1066para 16
49	(#) Was a base back flow prevention survey conducted and recorded on AF Form 848?	AFI 32-1066, para 12
	<b>LIQUID FUELS MAINTENANCE</b>	
50	(#) Are all records specified in paragraph 1.2.3.10 on hand in the LFM shop?	UFC 3-460-3 Para 1.2.3.10.1, 10.2, and 10.7
51	(#) Does The LFM shop maintain a log book or wall chart with the following information: pumphouse facility number; F/S number; month and year cart cartridges were installed; NSN of the cartridge; number of elements and lot number if available?	UFC 3-460-03 Para 3.3.3.7.3
52	(#) Are emergency eyewash/showers provided in the LFM work areas?	UFC-3-460-03 Para 8.3.3 AFOSH 91-32
53	(#) Does the LFM foreman and the FMF commander or designated representative inspect all petroleum systems, review status of all outstanding work, and document both at least monthly?	UFC 3-460-03 Para 10.2.3
54	(#) Is the LFM foreman or representative certified to perform the duties of a Tank Entry Supervisor (TES) and does the TES have a AF Form 483 Tank Cleaning Certificate of Competency card issued by the MAJCOM fuels engineer?	UFC 3-460-03 Para 11.3
55	(#) For on/off base pipelines, are annual pressure tests and 5-year hydrostatic tests conducted and results recorded and maintained in the shop for five years?	UFC 3-460-3 Para 2.3.3, 2.4.4
	<b>MATERIAL MANAGEMENT</b>	

O	OPERATIONS FLIGHT	
56	<b>(#) Did the CoMA ensure all material transactions in support of CE operations were processed through CEMAS, with any exceptions documented in writing?</b>	AFPAM 32-1004V4, Para 1.5
57	<b>(#) Did the CoMA retain logistics-related audit reports for at least 2 years to ensure property accountability and audit trails existed for all material transactions, regardless of inventory management system used?</b>	AFPAM 32-1004V4, Para 1.5
58	<b>(#) Did the CoMA ensure a post-post checklist was developed for requisition and receipt of material and personnel were trained on the proper sequence of events to follow to implement such procedures?</b>	AFPAM 32-1004V4, Para 1.5, Chap 12
59	<b>(#) Did the CoMA ensure requirements for hazardous materials obtained through local sources of supply were approved by the Hazardous Material Pharmacy?</b>	AFPAM 32-1004V4, Para 1.5
60	<b>(#) Did the CoMA ensure material in residue was reviewed at least annually to determine if retention beyond 365 days was worthwhile?</b>	AFPAM 32-1004V4, Para 1.5, Chap 9
61	<b>(#) Did the CoMA obtain written justification from the BCE/designated representative to retain residue material beyond 365 days?</b>	AFPAM 32-1004V4, Para 1.5, Chap 9
	<b>MAINTENANCE ENGINEERING</b>	
62	<b>(#) Did Program Engineers and senior shop personnel/craftsmen document Engineering project design reviews?</b>	AFPAM 32-1004V2, chap 3
	<b>INFRASTRUCTURE PROGRAMS/MANAGEMENT</b>	
63	<b>(#) Did the Maintenance Engineer or Program Engineer maintain an inventory (database or color-coded map) of major infrastructure components (airfield lighting, HVAC/R systems, electrical distribution systems, generators, roofs, pavements, water/waste-water systems, POL systems, etc) and pertinent component information?</b>	AFPAM 32-1004V2, chap 4
64	<b>(#) Did engineering personnel assigned to Maintenance Engineering update as built drawings and Base General Plan tabs (unless performed by CEC or contract)</b>	AFI 32-1001, Para 11.1 AFPAM 32-1004V2, chap 6
65	<b>(#) Did the Maintenance Engineer maintain a five-year plan for heating, ventilation, air conditioning, and refrigeration (HVAC/R), roofing, pavements and facility painting?</b>	AFPAM 32-1004V2, para 4.2.5, 5.2.1; AFI 32-1051; AFI 32- 1054, para 5.3; MIL HDBK 1110/1

<b>O</b>	<b>OPERATIONS FLIGHT</b>	
66	(#) Were applicable corrosion control measures (cathodic protection, industrial water treatment and protective coatings) provided on all projects as determined by the corrosion control engineer?	AFI 32-1054, paras 3.3, 3.4
67	(#) Was cathodic protection installed on all buried or submerged POL systems and inside all potable water storage tanks?	AFI 32-1054, paras 4.3.9 and 4.3.10
68	(#) Was a Cathodic Protection Performance Booklet prepared and submitted to the PACAF Corrosion Engineer (HQ PACAF/CECI) annually?	AFI 32-1054, Para 5.1.4
69	(#) Did the energy manager hold at least semi-annual energy management steering group meetings?	AFEPPM 96-1, Para 4.5
	<b>SERVICE, UTILITY AND IDIQ CONTRACT MANAGEMENT</b>	
70	(#) Did all Quality Assurance Evaluators (QAEs) receive Phase I and Phase II training?	AFI 63-124, Para 4.2; AFPAM 32-1006, Para 5.5
71	(#) Did the Maintenance Engineering element develop the overall RWP and lead the annual assessment of the RWP?	AFI 32-1001, Para 10, AFPAM 32-1004V2, chap 8
	<b>HORIZONTAL</b>	
72	(#) Did the base have a Snow and Ice Plan (if applicable)?	AFI 32-1002, Chapter 1
73	(#) Did the base have approval to utilize the current chemical stock for de-icing and certification that the product meets SAE AMS 1431 or 1435?	AFI 32-1002, Para 4.2.3, Attach A2.1 & A2.2
74	(#) Are crane operators licensed and certified prior to operating?	AFOSHSTD 91-46 Chap. 8
75	(#) Are drainage facilities (surface and where possible, subsurface) inspected before, during, and after storms to identify problem areas? Are corrective actions aggressively pursued?	AFJMAN 32-1040, Para 1.4d and 7-4a
	<b>PEST MANAGEMENT</b>	
76	(#) Was the Integrated Pest Management Plan approved by the Command Pest Management Consultant (PMC) annually?	AFI 32-1053
77	(#) Were all pesticide applicators (to include golf course operations and contractors) certified every 3 years?	DoDI 4150.7

O	OPERATIONS FLIGHT	
78	<p><b>(#) Are all pesticide applications recorded and reported using DD form 1532 &amp; 1532-1, "Pest Management Maintenance Record", or a computer-generated equivalent to include Pest Management, Self Help, Contractors, and Golf Course operations?</b></p>	<p><b>AFI 32-1053</b></p>
79	<p><b>(#) Were pesticide labels available (for quick reference) for every pesticide on hand?</b></p>	<p><b>TIM 18</b></p>
80	<p><b>(#) Was a current inventory of pesticides and MSDS maintained in shop and were copies provided to the installation fire department quarterly?</b></p>	<p><b>AFI 32-1053, para</b></p>
81	<p><b>(#) Were all non-standard pesticides approved in writing by the Command PMC?</b></p>	<p><b>AFI 32-1053, DOD Dir 4150.7</b></p>
82	<p><b>(#) Were all service and construction contracts involving use of pesticides reviewed and approved in writing by the Command PMC?</b></p>	<p><b>AFI 32-1053, DOD Dir 4150.7</b></p>

R	RESOURCES FLIGHT	
	MANPOWER MANAGEMENT	
1	Did the unit manage its manpower matters to include advising the commander and workcenter supervisors on manpower standards application, variances, and authorization change requests?	AFI 38-201, Chap 2
2	Did the unit maintain, update, and track status of applicable changes to the Unit Manning Document (UMD), Unit Manpower Requirements (UMPR) document, authorization change requests (ACR), authorization change notices (ACN), and organizational change requests?	AFI 38-201, Chap 2
3	Did the UMD accurately reflect Contract Manpower Equivalent (CME) positions for contracts, and did the positions reside in the functional area where the work would be performed if the operation were in-house?	AFI 38-201, Chap 6
4	<b>(#) Did the financial manager develop a comprehensive, valid and executable CE O&amp;M, 3080, and MFH budget for submission to the wing budget office for inclusion in the wing financial plan?</b>	<b>DFAS-DE 7000.1-R; DoDI 4000.19; AFI 65-601V2</b>
5	<b>(#) Did the financial manager apply the 20-percent limit on obligations to ensure no more than 20 percent of annual (1-year) appropriations during August and September of any fiscal year?</b>	<b>DoDI 4000.19; AFI 65-601V1 and V2</b>
6	<b>(#) Did the financial manager ensure the reimbursable/refund program was in-place and closely monitor shop rates, labor reporting and the assignment of reimbursement/refund indicator codes?</b>	<b>(AFI 65-601V1, Chap 7)</b>
7	Did the financial manager assist in the computation, verification and coordination of all host tenant and inter-service support agreements?	AFI 25-201, para 2.4; DoDI 4000.19, para 4.6
8	Did the financial manager review and edit the reimbursement and refunds in the cost accounting system for accuracy prior to forwarding to the AFO?	AFI 65-601V1, Chap 5
9	<b>(#) Did the financial manager ensure all MFH costs were properly expensed and statutory limitations (expenses related to improvement, maintenance and repair, minor alterations, and furnishings for GOQs, and expenses related to improvement, maintenance and repair, minor alterations, and self-help work for non-GOQs) were not exceeded?</b>	<b>DoDI 4000.19; AFI 65-601V1, Chap 21; AFI 32-6003, para 2.5; AFI 32-6002, Chap 1</b>

R	RESOURCES FLIGHT	
10	Did the financial manager ensure that management control program evaluations were completely and accurately performed in order to support the year-end statement?	AFI 65-201, para 1.8
11	Did the unit send proper written requests designating proposed cardholders and approving officials?	AFI 64-117, para 3.1
12	<b>(#) Had each cardholder limited purchases to transactions under his or her single purchase limit?</b>	<b>AFI 64-117, para 3.2.1</b>
13	<b>(#) Did the total value of the cardholder's purchase for any single month exceed the monthly cardholder limit established by the approving official?</b>	<b>AFI 64-117, para 3.1</b>
14	Was the Transfer of Accountability Certificate documenting the transfer of real property accountability to the current accountable officer on file?	AFI 32-9005, para 2.7 & atch 2
15	Was the Special Order appointing the real property accountable officer a part of the accountable records?	DoDI 4165.14; AFI 32-9005, para 2.4
16	Had the Real Property officer ensured a progressive physical inventory of all real property was scheduled to ensure that a complete inventory was completed at least every 5 years?	AFI 32-9005, para 5.1
17	Did the unit document annual compliance inspections of all Air Force real property being temporarily used by others (outgrants)?	AFI 32-9003, chap 1
18	When real property was leased or licensed for commercial use, were unsatisfactory compliance inspections reported to HQ PACAF/CEPRE or the Corps of Engineers (depending upon who has control over the outgrant)?	AFI 32-9003, para 1.6.2
19	<b>(#) Did the unit perform and document annual utilization surveys to identify property not used, underutilized, or not put to optimum use?</b>	<b>DoDD 4165.6; AFI 32-9002, para 1.2</b>
20	Were the results reported to the installation commander or his designated representative?	AFI 32-9002, para 1.2
21	Was the installation boundary inspected annually to ensure there were no encroachments by fences, new buildings, roads, etc.?	DoDI 4165.14; AFI 32-9005, para 5.3
22	Was unauthorized occupancy reported to MAJCOM?	AFI 32-9005, chap 5, para 5.3
23	Were outgrants properly suspended so that real estate outgrant instruments requiring renewal were identified for action 9 months prior to expiration?	AFI 32-9005, chap 5, para 5.3
24	Were DD Form 1354s, Transfer and Acceptance of Military Real Property, accurately completed for construction activities/real property transfers?	AFI 32-9005, chap 5, para 5.3

<b>R</b>	<b>RESOURCES FLIGHT</b>	
25	<b>(#) Were changes affecting real property records promptly and accurately annotated, and was all new construction accurately capitalized?</b>	AFI 32-9005, chap 4

<b>V</b>	<b>ENVIRONMENTAL FLIGHT</b>	
	<b>FLIGHT MANAGEMENT</b>	
1	<b>(#) Did the Environmental Protection Committee (EPC) or Environmental, Safety, Occupational Health Committee (ESOHC) provide an effective cross-functional medium to address the Wing's environmental issues in all four environmental pillars?</b>	<b>AFI 32-7005, para 3.3, 4.1, 4.3</b>
2	Did the base HMMP team meet at least quarterly in the past 12-months?	AFI 32-7086
3	Did the unit submit current and past ESORTS reports (RCS: PAF-CEV(Q)9101) to HQ PACAF/CEV in a timely manner, and were the ESORTS reported and reviewed by the EPC or ESOHC?	AFI 32-7005, PACAF Sup 1, para 4.3.1.1
4	Did the Environmental Status of Resources and Training System (ESORTS) rating provide an accurate and timely evaluation of the installations environmental status?	AFI 32-7005, PACAF Sup 1
	<b>Environmental Restoration (US Regulated Installations and Territories)</b>	
5	<b>(#) Had a Management Action Plan (MAP) been prepared and kept updated?</b>	<b>AFI 32-7020, para 3.3, HQ USAF/CEV memo, 15 Apr 92</b>
6	Did the installation implement peer review recommendations unless written justification was provided for not implementing the recommendation?	AFI 32-7020, para 4.2
7	Did the installation implement projects according to the scopes identified in validated programming documents?	HQ PACAF Guidance on Environmental Restoration Account Project documentation, Mar 01
8	Did the installation adhere to the principles and recommendations of the Federal Facilities Environmental Restoration Dialogue Committee?	DUDS/ US EPA Memo, Restoration Advisory Board Implementation Guidelines, 27 Sep 94, HQ PACAF ERA Guidance, Mar 01
	<b>Environmental Compliance</b>	
9	<b>(#) Did the installation execute an effective Environmental, Safety, and Occupational Health Compliance Assessment Management Program (ESOHCAP)?</b>	<b>AFI 32-7045, para 1.2</b>

V	ENVIRONMENTAL FLIGHT	
10	<b>(#) Did the EPC or ESOHC monitor the status of open ESOHCAMP assessment findings and aggressively address closure?</b>	AFI 32-7045, para 1.3.4
11	Was the installation actively tracking and closing findings associated with units, tenant units and contractor activities identified in the most recent ESOHCAMP assessment?	AFI 32-7045, para 1.3.4
12	<b>(#) Had the installation performed an internal ESOHCAMP assessment on all base properties within the past year (except in the year an external ESOHCAMP was conducted by HQ PACAF)?</b>	AFI 32-7045, para 1.1
13	Did the unit complete the final report and a comprehensive MAP within the required time?	AFI 32-7045, para 3.1
14	<b>(#) Were Open Enforcement Actions (OEA) status and corrective actions tracked and reviewed by the EPC or ESOHC?</b>	AFI 32-7005, PACAF Sup 1
15	<b>(#) Were OEA status and corrective actions submitted to HQ PACAF/CEV in a timely manner?</b>	AFI 32-7047, Sup 1, para 6.3.2
16	For overseas installations, did personnel identify applicable host-nation environmental standards, did they monitor regulatory trends, and did they maintain copies of or had access to applicable host-nation environmental documents, standards, and regulations?	DoDI 4715.5, para 5.3.2.2
17	For overseas installations, had personnel ensured that compliance requirements were funded in the current or the immediately following fiscal year if leaving them unremedied would result in one or more of the conditions outlined in the referenced instruction?	DoDI 4715.5, para 6.5.2
18	<b>(#) For spill sites overseas, were cleanup actions undertaken to safeguard human health and the environment in accordance with the applicable Final Governing Standards (FGS)?</b>	Country-specific FGS
19	<b>(#) Did Environmental personnel maintain required information on spill or accident sites?</b>	Country-specific FGS
20	<b>(#) For environmental remediation for DoD activities overseas, did personnel obtain a determination of known or imminent and substantial endangerment and extent of remedy determination from appropriate authorities?</b>	DoDI 4715.8, para 5.4
	<b>Pollution Prevention</b>	

V	ENVIRONMENTAL FLIGHT	
21	Was the installation tracking its progress towards attaining remaining USAF solid waste diversion and hazardous material use goals?	HQ USAF/CE policy ltr, Jan 99; HQ USAF/ILEV memo, Jan 00
22	Did CE personnel lead and provide required functional participants to the Hazardous Material Management Program team?	AFI 32-7086, para 1.1.2.1
	<b>Resource Conservation</b>	
23	<b>(#) Did the unit properly manage the Air Force Hazardous Materials Management (HAZMAT) process, Hazardous Pharmacy Program (HPP), and the Ozone Deleting Substance (ODC) program in accordance with governing directives?</b>	<b>AFI 32-7086</b>
24	For overseas installations, had the EPF established a means to determine if proposed actions or activities were Major Federal Actions?	DODD 6050.7, para 3.2 and 3.5
25	Had installation personnel ensured implementation of the Integrated Natural Resources Management Plan (INRMP) and did they control access to and use of installation natural resources?	AFI 32-7065
26	Had environmental personnel ensure the Cultural Resources Management Plan (CRMP) was an integral part of the Base Comprehensive Plan, was reviewed/revised annually, and the updated document approved and signed by the appropriate authorities?	AFI 32-7065, para 2.2.4
27	Did installation personnel properly identify what effects projects may have on cultural resources?	AFI 32-7065, para 2.2.1
28	<b>(#) Did the unit Environmental Flight protect Cultural Resources in accordance with governing directives?</b>	<b>AFI 32-7065</b>
29	Did environmental personnel utilize the INRMP and CRMP during the normal course of planning and evaluating proposed actions or activities?	DoDI 4715.3, Enclosure 6, AFI 32-7064, para 2.1 and Atch 2, para 4, AFI 32-7065, para 2.2.1

<b>H HOUSING FLIGHT</b>		
1	Were family housing facilities operated and maintained to a standard that protects the facilities from deterioration and provides a safe and comfortable living environment?	DoDD 41655.63-M, chap 1, para C.2
2	Was the housing flight encouraging occupants to make use of the self-help program to improve their living conditions and keep the housing unit properly maintained?	DoDD 4165.63-M, chap 1, para D6, chap 2, para H.1 and AFI 32-6001, para 14.3-14.4
3	Had the housing office developed an aggressive community housing and relocation program to provide counseling and assistance to members seeking community housing?	DoDD 4165.63-M, chap 2, para C; AFI 32-6001, para 1.5 and chap 9
4	Did the Housing Manager coordinate self-help store operations with the Operations Flight and play an active role in store operations?	AFI 32-6001, para 14.4
5	Was there a current (less than 3 years old) Housing Requirements and Market Analysis (HRMA) on file to support investment projects at installations?	AFI 32-6001, para 2.11
6	<b>(#) Had the installation established appropriate guidelines and priorities for the assignment of military family housing to ensure a 98% occupancy rate was maintained?</b>	<b>DoDD 4165.63-M, chap 2, para E and AFI 32-6001, para 1.3.2</b>
7	<b>(#) Were required annual and long-range plans developed and executed for each General Officer Quarter (GOQ)?</b>	<b>AFI 32-6003, para 2.3.3 and 2.4</b>
8	<b>(#) Did the Flight establish a means to accurately track expenses related to improvement, maintenance and repair, minor alterations, and furnishings for GOQs and did they ensure applicable statutory funding limits were not exceeded?</b>	<b>AFI 32-6003, para 2.5, chap 3, and 4.174.2 and AFI 32-6002, chap 1</b>
9	<b>(#) Did the Flight establish a means to accurately track expenses related to improvement, maintenance and repair, minor alterations, and self-help work for family housing units (non-GOQs) and did they ensure applicable statutory funding limits were not exceeded?</b>	<b>AFI 32-6002, chap 1</b>
10	<b>(#) Were MFH delegated project approval limits adhered to?</b>	<b>AFI 32-6002, Table 1.1</b>
<b>UNACCOMPANIED HOUSING</b>		
11	<b>(#) Did the installation establish a Quarters Improvement Committee and did the committee develop a viable Quarters Improvement Plan?</b>	<b>AFI 32-6005, para 1.4.1.9</b>

H	HOUSING FLIGHT	
12	Did the installation establish inspection standards and designate authorized inspectors for unaccompanied housing?	AFI 32-6005, para 1.4.1.12, Atch 2
13	Were dormitories being maintained in an attractive and comfortable manner, and were occupants provided the appropriate adequacy standards?	DoDD 4165.64-M, chap 5, para A
14	<b>(#) Was the base maintaining an unaccompanied housing occupancy rate of 90% or greater?</b>	<b>AFI 32-6005, para 1.4.1.4</b>
15	Was the dormitory assignment policy enacting the Air Force private room strategy in accordance with the implementation schedule? If not, were there MAJCOM waivers on file?	AFI 32-6005, chap 2, para 2.1
16	Were dormitory assignments maintaining unit integrity as long as it did not cause the base occupancy rate to fall below 90%	AFI 32-6005, chap 2, para 2.2. and AFI 32-6005-PACAFSUP1 para 2.2
	<b>FURNISHING AND APPLIANCE MANAGEMENT</b>	
17	<b>(#) Had the FMO established procedures to ensure proper accountability of government furnishings and taken measures to safeguard and protect the furnishings inventory?</b>	<b>DoDD 4165.63-M, chap 1, para C2; AFI 32-6004, Chap 3</b>
18	Did the Housing Flight ensure an annual inventory of all FMO warehouse stocks was performed?	AFI 32-6004, para 1.6
19	Did the FMO establish a repair and preventive maintenance program?	AFI 32-6004, para 3.7
20	Did the FMO maintain a clear and defined audit trail of all furnishings transactions, to include maintaining all required transaction records?	AFI 32-6004, para 4.3
21	<b>(#) Did the unit ensure an adequate level of appliances were available to meet installation needs?</b>	<b>AFI 32-1001, para 13, AFI 32-6004, Chap 6</b>
22	Did the BCE and MFH personnel ensure adequate management controls and safeguards were established to preserve appliance warranties and execute prudent appliance maintenance and replacement decisions?	AFI 32-1001, para 13, AFI 32-6004, Chap 6
23	Did the FMO maintain an accurate inventory of appliances, to include year, make/model, serial number, and other identification requirements, as well as physical location?	AFI 32-6004, Chap 6

C	ENGINEERING FLIGHT	
	FLIGHT MANAGEMENT	
1	<b>(#) Did the Engineering Flight Chief (CEC) ensure programming, design, and construction activities supported the Base General Plan and its Annexes?</b>	<b>(PACAF/CC Memo, "Integrated Unfunded Requirements Process", 12 Jan 99; PACAF/CE Memo, "Program Development Using the Base General Plan", 31 Mar 99)</b>
2	<b>(#) Did the Chief of Contracts (CECC) maximize effectiveness of project design efforts by working from the Base General Plan Annexes and the priority listing approved by the Facilities Board (FB) and avoid designing projects which were unlikely to receive advertising authority (ATA) and construction funding?</b>	<b>(PACAF/CE Memo, "Program Development Using the Base General Plan", 31 Mar 99)</b>
3	Did the CECC utilize a design schedule for all projects to be designed in the fiscal year?	
4	Did CEC share the design schedule with LGC?	
5	<b>(#) Did project engineers, managers/inspectors rigorously monitor/update the computerized project information in the Automated Civil Engineer System, Project Management module (ACES-PM), ensuring their inputs or those of others were accurate, complete, and current?</b>	<b>(AFI 32-1023, para 5.7, AFI 32-1032, Atch 4, paraA4.5)</b>
6	<b>(#) For each project, did project managers/inspectors maintain an inspection folder in which all aspects of preparation, daily entries and requirements for maintaining AF Form 1477, Construction Inspection Record, were they correctly accomplished?</b>	<b>(AFI 32-1023, para 6.8)</b>
7	Were diary entries of sufficient detail and scope to track any deficiencies until the contractor corrected them and ensured all systems met requirements before the BOD?	(AFI 32-1023, para 6.8)
8	Were final plans and specifications reviewed by the appropriate CE personnel who were tasked to maintain the systems and had site visits been accomplished to ensure constructability and maintainability prior to advertising for bids?	(AFI 32-1023, para 5.13)
9	Was an Air Force Engineering Technical Letter (ETL) and Construction Technical Letter (CTL) library current and available to all designers?	(AFI 32-1023, chap 2)

C	ENGINEERING FLIGHT	
10	Were projects designed IAW programming documents (DD Form 1391/1391 c), needs assessment validation study (NAF projects), current CTLs and ETLs, and were design analyses, which documented design considerations and decisions and properly referenced ETL/CTL compliance, accomplished for all projects as required?	(AFI 32-1023, para 5.1)
11	Were all force protection requirements coordinated with Security Forces?	(USAF Installation Force Protection Guide, Ch 2)
12	Were projects designed IAW with the latest AT/FP guidance?	(UFC 4-010-01 and 4-010-2)
13	Were projects designed IAW Unified Facilities Criteria, Design: Energy Efficiency, which sets forth minimum standards for energy and water conservation in new construction and renovation of existing facilities? (UFC 3-400-01) Were projects constructed IAW ETL 00-1, EPA Guideline Items in Construction and Other Civil Engineering Specifications?	
14	<b>(#) Was there an exterior paint and finish plan (a component of the Base Architectural Compatibility Standards or the Base Comprehensive Plan) and was it followed for new construction, minor construction and maintenance and repair work?</b>	(AFI 32-1023, para 5.1)
15	Did project managers prepare individual project design schedules accounting for such milestones as ready-to-advertise dates imposed by funding constraints, higher headquarters technical review/coordination when applicable, base agency reviews for functional adequacy and responsiveness to AF requirements, or other strategic schedule requirements driven by programs, budgets, or commanders?	(PACAF/CC memo, "Execution Guidance for PACAF Engineering Projects," 20 Dec 96)
16	Was Government Furnished Material (GFM) tracked for timely availability (procurement, shipping, receipt dates) for those contracts requiring a contractor to install or otherwise use GFM?	(AFI 32-1023, para 6.8)
17	Did CECC specify designer preparation of color board and contractor submittal of consolidated color board to fully coordinate interior design considerations between the users, architect, designers, project inspectors, and contract administrators?	
18	<b>(#) Did project engineers, managers/inspectors properly document field problems and notify the Contracting Officer of all required changes (regardless of whether or not changes impact contract cost)?</b>	(AFI 32-1023, Chap 6)

<b>C</b>	<b>ENGINEERING FLIGHT</b>	
19	Did the base utilize published facility design standards (exterior/interior)?	(AFI 32-1023, para 5.1)
20	<b>(#) Were all O&amp;M project designs on track to meet MAJCOM milestone of having 95 percent of projects awarded by 30 June?</b>	<b>(HQ PACAF Fiscal Guidance, para 21.d)</b>
21	<b>(#) Were all environmental O&amp;M (pollution prevention, compliance, restoration and conservation resources) project designs on track to meet Air Staff's goal of having 100 percent of projects awarded by 30 June?</b>	<b>(HQ USAF/CEV Memo, Environmental Leadership, 27 Nov 96)</b>
22	Were end-customers (user, CE Facility Maintenance Element and Maintenance Engineering representatives, at a minimum) involved in project design review?	(AFI 32-1023, chap 5)
23	Did end-customers (user, CE Facility Maintenance Element and Maintenance Engineering representatives, at a minimum) participate in periodic and final construction walk-through inspections?	(AFI 32-1023, chap 6)
25	For Small Purchase Orders, were Statements of Work (SOW) comprehensive and clear, did they ensure delivery of quality goods that conform to USAF standards, and were they written in a manner to prevent substandard work?	
26	Were contracts being issued for SOW when another purchasing tool would result in substantial cost savings to Air Force, such as blanket purchase agreement?	
27	Were alternative methods of purchasing commodities under SOW contracts considered (such as purchasing items under GSA Schedule, as government provided material or writing a memorandum giving the contractor permission to purchase for specific projects under GSA Schedule pricing)? Policy change to Federal Supply Schedule (FSS) orders over \$100,000 for services under multiple award contracts must contact more sources than previous FSS policy, which requires at least 3 responses.	(DFARS, Section 803 and AFI 63-124)
28	Were GSA sales representatives being encouraged to provide both commodity and service as a bidder on SOWs in order to provide cost savings?	
	<b>SIMPLIFIED ACQUISITION of BASE ENGINEERING REQUIREMENTS (SABER)</b>	
29	As part of the acquisition planning process, was the requiring activity adequately coordinating with users in the planning process?	(FAR 7.101 & 7.102)

<b>C ENGINEERING FLIGHT</b>		
30	Was the responsibility for forecasting needs supported by appropriate level personnel to establish determination of need, and was the bonafide need based on mission support of the requiring activity or program?	(FAR 7.101 & 7.102)
31	After bonafide need was established, was planning with the requiring activity primarily accomplished by senior personnel, such as the program manager or project manager?	(FAR 7.101 & 7.102)
32	Was the responsible planner coordinating, planning with organizations or persons who played a role in acquisition, including the contracting activity?	(FAR 7.101 & 7.102) and (DFAS-DE 7010.1-R, paragraph 17-9 ©)
33	Was "Best Value Determination" considered, specifically when making purchases through GSA and Prime Vendor	(DFAS_DE 7010.1-R, paragraph 17-9 ©)
34	Were micro-purchases awarded without soliciting competitive quotations if the contracting officer or individual appointed in accordance with FAR 1.603(b) considered the price reasonable?	(FAR 13.106-1)
<b>BASE DEVELOPMENT ELEMENT</b>		
35	<b>(#) Had the base instituted a process to ensure the contract planning system was effectively managed in accordance with the current Base General Plan and BGP Annex?</b>	<b>(DoDD 4001.1, DoDD 4165.6, AFI 32-1032, paras 1.2.1, 2.2, 2.3, and 3.2, COMPACAF's Integrated Unfunded Requirements Process Letter, dated 12 Jan 99)</b>
36	Did the base have a current 5-year O&M program validated by the Facilities Board and a 2-year BGP Annex?	(AFI 32-7062, chap 2)
37	Have all ACES-PM projects been reviewed to ensure they are current and accurate in accordance with AFIs 32-1032 and 65-601, Vol 1?	AFI 32-1032, Attach 4
38	Did base provide a justification (in the justification field) for each FIM Critical requirement submitted in the ACES-PM?	AFI 32-1032, Attach 4
39	Were all FIM Critical projects programmed for accomplishment within the current or next fiscal year?	AFI 32-1032, Attach 4
40	Is there Installation Commander approval documentation for all FIM Critical Projects?	AFI 32-1032, Attach 4
41	Was there a 5-year plan for the Non-appropriated Fund (NAF) activity?	(DoDI 7700.18, AFI 32-7062, chap 2 and AFI 34-105, para 2)
42	Did the base have a current MILCON priority list developed according to AF MILCON Investment priorities and PACAF MILCON guidance?	

C	ENGINEERING FLIGHT	
43	Were programming documents for the various programs (i.e., MILCON, Host Nation, NAF, P-341, O&M, tenant) properly accomplished, completed, and submitted/approved in a timely manner prior to start of project design?	(DoDD 4001.1, DoDD 4165.6, DoDI 7700.18, AFI 32-1021, AFI 32-1022 and AFI 32-1032)
44	(For Japan Bases) Did the Japan host nation construction (JFIP) chief have a milestone schedule for JFIP Form 22 and 5-year plan submittals to 5 AF/CE?	(USFJ JFYXX Facilities Improvement Program Booklet)
45	(For Japan Bases) Did the unit maintain a list of host nation funded projects identified as requiring US-funded elements (conjunctive funding) and their associated costs?	(JFY03 Facilities Improvement Program Instructions, V2, Nov 00)
46	<b>(#) Was construction work properly classified IAW AFI 32-1032, para 45.1?</b>	<b>AFI 32-1032</b>
47	Were Minor Construction (MC) projects documented and approved separately from companion maintenance and repair projects?	(AFI 32-1032, para 4.1.2.4)
48	<b>(#) Was there a positive tracking and control system in place to monitor all MC work on a facility to ensure the \$750,000 MC statutory limitation was not exceeded within a 12 month period?</b>	<b>(AFI 32-1032, paras 3.4.2, 5.1.2, 5.3.3)</b>
49	<b>(#) Were all known work requirements on a single facility consolidated, programmed, and approved under one project?</b>	<b>(AFI 32-1022, para 5.1.2 and AFI 32-1032, paras 4.1.2.4 and 5.3)</b>
50	Were O&M funds ever used to correct deficiencies for MILCON funded projects?	(AFI 32-1032, para 3.4.2)
51	Did the unit ensure appropriate coordination was secured on project documents prior to obtaining project approval (user, siting, environmental, fire protection, safety, communications, etc.)?	(DoDI 7700.18, para 3.6, AFI 32-1001, para 6, AFI 32-7061, para 1.3.4 and 3.1, and AFI 32-7066, para 2.1.1)
52	Did personnel utilize proper instructions/guidance to verify space allowances/requirements?	(AFI 32-1024 and AFH 32-1084)
53	Were appropriate waivers or exception to space criteria approval documents available for those functions that exceeded the authorized space or for facilities that did not have established criteria?	(AFI 32-1022, Atch 3, AFI 32-1024)
54	<b>(#) For projects approved below the installation commander project approval authority, were letters of delegation available?</b>	<b>(AFI 32-1032, para 1.4)</b>
55	Did project approval delegates know the limit of their approval authority?	
56	<b>(#) Was the fund source specified in AFI 65-106, Attachment 1, for NAF facilities followed?</b>	

C	ENGINEERING FLIGHT	
57	If the fund source was not IAW AFI 65-106, was a waiver to fund source document available?	
58	<b>(#) Were new NAF facilities sited in accordance with the Base General Plan?</b>	<b>(COMPACAF Memo - Jun 99)</b>
59	For NAF facilities, was APF used to correct life safety code compliance deficiencies?	(DoDD 1015.6, DoDI 7700.18, AFI 32-1022, para 3.6.1)
60	Did ACES-PM reflect the priority of all the projects approved by the FB, including current project information?	
61	Were O&M facility projects over \$500,000 provided with narrative input on the ACES-PM justification screen? (Required for Budget Estimate Submission (BES))	
62	Was an economic analysis for O&M projects over \$2 million accomplished and submitted to MAJCOM together with the programming document?	(DoDI 7041.30, AFI 65-501, Chaps 1 and 2)
63	<b>(#) Did the unit ensure project approval authority was not exceeded (cost and scope)?</b>	<b>(AFI 32-1032, para 4.4)</b>
64	Did the base maintain a current tenant facility program?	(AFI 32-1032, para 6.5)
65	Were programming documents of projects validated by the Facilities Board for FY+1 approved, with designs in progress?	
66	Were projects planned for FY+2 in the programming process of validation and document preparation?	
67	Did the base have approval documents for all relocatable facilities?	(DoDI 4165.56, AFI 32-1021, para 6.2)
68	<b>(#) Did the base have an approved airfield waiver program and were they taking actions to reduce obstructions where possible?</b>	<b>(UFC 3-260-01, A2.2.6.4.)</b>
69	Was the base complying with frangibility requirements for approved airfield obstructions, whenever possible?	(UFC 3-260-01, A14.2.2.)
70	Did the project manager/programmer assemble a planning team (consisting of customer, intelligence, operations, security, logistics, engineering, and functional users, at a minimum) to identify security requirements for programmed/planned facilities and had the team identified applicable design constraints for projects?	(AFMAN 32-1071V1, para 1-6).
71	Had the planning team identified the assets to be housed in the facility or which were parts of the project, had they identified the threats to each identified asset, and had they determined the appropriate level of protection for the assets against identified threats?	(AFMAN 32-1071V1, para 1-6 and 3-4 through 3-11).

<b>C</b>	<b>ENGINEERING FLIGHT</b>	
72	Had DD Forms 2683, 2684, and 2685 been completed for assets?	(AFMAN 32-1071V1, para 3-4 through 3-11)
73	Were security design criteria recommended for approval to the Wing/installation commander and incorporated into the project's programming documents or requirements documents?	(USAF Installation Force Protection Guide, Ch 2)
	<b>GEO INTEGRATION OFFICE</b>	
74	Does the BCE maintain a GeoBase Strategic Plan to guide investment in and sustainment of a GeoBase capability in accordance with the joint AF/IL and AF-CIO memo dated 7 Oct 02?	(USAF/IL memo "USAF GeoBase Policy Memo", 7 Oct 2002, USAF Garrison Mapping CONOPS v. 2.0, Jun 03, section 3.0), AF Information Technology Initiatives Memo, 3 Dec 03, signed by CSAF, and SECAF
75	Is the Common Installation Picture available to authorized users as a service on the installation's Local Area Network?	(USAF GeoBase Enterprise Architecture, Jan 02, chap 5)
76	Does the Geo Integration Office maintain a Common Installation Picture in accordance with format and content specifications contained in the PACAF GeoBase Spiral Development Plan?	(PACAF GeoBase Spiral Development Plan)

W	WAR RESERVE MATERIAL	
1	<b>(#) Were monitors and alternates appointed in writing to the War Reserve Material Officer (WRMO) and did they meet appointment and retainability requirements?</b>	PACAFI 25-101, para 1.53, 2.24.2.2
2	<b>(#) Did the WRM monitor maintain a continuity book?</b>	PACAFI 25-101, para 1.53
3	At a minimum, did it contain the following: a current appointment letter; AFI 25-101 and PACAFI 25-101; current signed copy of the Custodial Receipt Listing (CA/CRL) and applicable R-34 and (DID-40); WRM budget submissions for current and previous FY; budget requirements submittal for "Fee for Use Requirements" of WRM during local Exercises; last SAV report and unit replies; maintenance inspection schedule; copies of WRM working group meeting for the last 12 months; and WRM Training Handouts?	PACAFI 25-101, para 1.53.7
4	<b>(#) Did the unit abide by the peacetime use policy for WRM assets?</b>	PACAFI 25-101, para 2.26
5	Was that portion of WRM assets authorized for PACAF in-place forces used during local Initial Response Readiness Exercises (IRRE)/Combat Employment Response Exercises (CERE)?	AFI 25-101, para 2.26.4.5, 2.26.4.8-10
	<b>WRM Inspection and Maintenance</b>	
6	<b>(#) Had the unit established a corrosion control program for their WRM?</b>	PACAFI 25-101, para 3.2 & 3.7
7	<b>(#) Did the unit include WRM in-maintenance planning and scheduling documentation?</b>	PACAFI 25-101, para 3.2
8	<b>(#) Did the WRM monitor ensure required inspections were performed?</b>	PACAFI 25-101, para 3.2
9	Was the initial acceptance inspection(s) conducted within 60 calendar days of asset receipt and documented on appropriate forms?	PACAFI 25-101, para 3.3.1
10	<b>(#) Did the WRM monitor ensure all assets that require tagging were tagged with proper AF Forms and condition properly annotated?</b>	PACAFI 25-101, para 3.8
11	<b>(#) Did the WRM monitor ensure an adequate number of current T.O.'s, TM's, TCTO's were on-hand for peacetime maintenance and inspections?</b>	PACAFI 25-101, para 3.9

<b>W</b>	<b>WAR RESERVE MATERIAL</b>	
12	<b>(#) Did the WRM monitor ensure operation and maintenance records were maintained according to applicable T.O.s, TM's, and other prescribing directives?</b>	<b>PACAFI 25-101, para 3.10</b>

<b>D</b>	<b>EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT</b>	
1	<b>(#) Properly managed all flight resources: allocated funds; facilities; equipment and supplies; vehicles; personnel; technical data; and explosives?</b>	<b>AFI 32-3001, PACAF Sup 1</b>
2	Identified and submitted annual budget requirements to the Resources Flight?	AFI 32-3001, PACAF Sup 1, para 4.1.
3	Properly identified and staffed EOD facility requirements?	AFI 32-3001, PACAF Sup 1, para 4.3., AFH 32-1084, para 5.1.
4	<b>(#) Provided adequate EOD support to all base units, tenants, and other agencies within the unit's AOR?</b>	<b>AFI 32-3001, PACAF Sup 1, para 1.13.</b>
5	Offered/provided mission capabilities briefings to senior leadership?	AFI 32-3001, PACAF Sup 1, para 1.13.
6	Developed a Master Task List (MTL) and cover letter to ensure all training requirements are identified for both wartime and peacetime requirements?	AFI 32-3001, PACAF Sup 1, para 3.1.
7	Appointed Quality Assurance person(s) in writing?	AFI 32-3001, PACAF Sup 1, para 5.1.
8	Managed and certified the monthly demolition pay qualification program?	AFI 32-3001 PACAF Sup 1, para 1.14.
9	Ensured flight personnel have completed a SSBI/BI, 5-year security background investigation?	AFI 32-3001, para 2.5.2., and AFI 31-501, table A3.4.
10	Maintained liaison with other service and host nation EOD forces?	AFI 32-3001 PACAF Sup 1, para 1.13.
11	Flight support requirements are identified in Base Support Plans (BSPs) and contingency plans?	AFI 32-3001, PACAF Sup 1, para 1.13.
	<b>QUALITY ASSURANCE (EOD)</b>	
12	Quality Assurance (QA) program properly identified and tracked problems and trends to management?	AFI 32-3001, PACAF Sup 1, para 1.13., 5.5.

D	EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT	
13	Flight personnel completed annual team operational evaluations?	AFI 32-3001, PACAF Sup 1; applicable 60 series T.O.'s.
14	Flight functional areas have completed their annual self-inspection requirements?	AFI 32-3001, PACAF Sup 1, para 5.5.
15	The minimum required actions not observed during team evaluations were accomplished off line?	AFI 32-3001, PACAF Sup 1, atch. A1.1.
16	Flight personnel are evaluated in their specific facet of the response?	AFI 32-3001, PACAF Sup 1, para 5.2.
17	<b>(#) Flight personnel demonstrated the capability to effectively respond to and handle 3 of 6 of the following incident categories: 1) Conventional Munitions Operations 2) Broken Arrow Operation 3) Weapons of Mass Destruction (WMD) Operations 4) Aircraft Safing exercise, (5) Peacetime Aircraft Safing exercise, (6) Improvised Explosive Device operation.</b>	<b>AFI 32-3001, PACAF Sup 1, para 5.2., 60-Series T.O.'s, and applicable OI's.</b>
18	Team evaluations are routed through Team Chief, Flight Chief, and Squadron Commander and maintained for period of 1-year?	AFI 32-3001, PACAF Sup 1, para 5.5.
	<b>TRAINING (EOD)</b>	
19	Offered and/or conducted annual orientation and familiarization classes to host and support base agencies?	AFI 32-3001, PACAF Sup 1, para 1.13.
20	Lesson plans have been developed and properly coordinated?	AFI 32-3001, PACAF Sup 1, para 3.6, AFI 91-201, para 2.16.
21	AF Form 623's and AF Form 55's are being properly maintained on all flight personnel?	AFI 36-2201 Vol 3, para 6/8., AFI 91-301, chap. 7.
22	Appointed trainers/certifiers have been designated in writing by their commander and have completed AFTC training, and capable of evaluating the task being certified?	AFI 36-2201 Vol 3, chap. 4., 3E8X1 CFETP.
23	<b>(#) Initial and reoccurring training being accomplished on locally supported munitions, aircraft weapons/egress systems?</b>	<b>AFI 32-3001, PACAF Sup 1, para 3.5., 3E8X1 CFETP.</b>

<b>D</b>	<b>EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT</b>	
24	Established a respiratory protection program and ensured all personnel were fit tested and trained on assigned breathing apparatus within 45 days of arrival on station?	AFI 32-3001, PACAF Sup 1, para 3.6.
25	<b>(#) Flight personnel trained to HAZMAT Awareness (initial/annual requirement) and Specialist "B" within 45 days of arrival on station?</b>	AFI 10-2501, chap. 9., AFI 32-3001, PACAF Sup 1, para 3.6.
26	Flight personnel have received both initial/annual confined space training?	AFI 32-3001, PACAF Sup 1, para 3.6.
27	Flight personnel trained in Emergency Response to Terrorism?	AFI 32-3001, PACAF Sup 1, para 3.6.
28	Flight personnel trained annually to Force Protection Level I?	AFI 32-3001, PACAF Sup 1, para 3.6.
29	Flight personnel maintain current CPR and First Aid certification?	AFI 32-3001, PACAF Sup 1, para 3.5.
30	Flight personnel have attended EOD formal training courses every 72 months?	AFI 32-3001, para 1.14.
	<b>ADMINISTRATION (EOD)</b>	
31	Records Custodian has been appointed and trained to ensure records are maintained and disposed of properly?	AFI 33-322, para 6-8.
32	File plan is approved, signed by COR, and being properly maintained?	AFMAN 37-123, para 2.2.
33	Records Custodian maintains electronic copy of the RIMS file plan?	AFMAN 37-123, para 2.2.
34	Records containing Privacy Act information is properly labeled and destroyed?	AFI 33-332, para 7.3.
35	AF Form 3579s are being completed within 5 working days after completion of an operation or at the end of the month for consolidated reports?	AFI 32-3001, atch. A2.3.2., PACAF Sup 1, atch. A2.
36	Flight personnel have US official passport, US tourist (no military clauses or stamps) passport and 12 ea. passport size photographs for visa requirements?	AFI 32-3001, PACAF Sup 1, para 1.13.
37	DD Form 2335s, DoD EOD Credentials are properly requested for, accounted for, and forwarded to gaining units?	AFI 32-3001, para 2.5.3., Sup 1, para 2.5.1.

<b>D</b>	<b>EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT</b>	
38	Reports are submitted to HQ PACAF for current recall roster, manning assistance requirements, notification of responses requiring emergency EOD actions, semi-annual USSS credential inventory.	AFI 32-3001, atch 1, PACAF Sup 1, para 1.13, 2.5.3.
	<b>TECHNICAL DATA (EOD)</b>	
39	Flight TODO has received general and advanced training?	00-5-2, para 1-1.3.
40	<b>(#) TODO accounts have been established and are being properly maintained?</b>	<b>AFI 32-3001, PACAF Sup 1, para 2.16.</b>
41	<b>(#) The minimum required TO's are on hand or on order and being properly maintained?</b>	<b>00-5-2, para 3, AFI 32-3001, para 1.13, Sup 1, para 2.16., and AF EODESLs.</b>
42	AFTO Form 43's are current and properly filled out?	00-5-2, para 3-2.
43	Charge out system is used to account for T.O.'s removed from the library area?	00-5-2, para 3-9.
44	Classified material is properly marked to include paper copies and removable computer media?	AFI 31-401, para 4.
45	Emergency plan for safeguarding classified is available?	DoD 5200.1R, para 6.3.
46	Classified material is being properly packaged and shipped?	5200.1R, para C.7., AFI 31-401, chap. 6.
47	AFTO Form 310's are being maintained, followed up, and returned in the correct time limits?	AFMAN 37-139, Table 31-4, Rule 20-22, and AFI 31-401, para 5.10.
48	AF Form 2583 was accomplished and properly annotated to denote access to Critical Nuclear Weapons Design information?	AFI 31-501, table A.23.1.
49	AF Form 2587 completed when personnel no longer require or authorized access to CNWDI/classified material?	DoD 5200.1R, para C9.5, AFI 31-401, para 8.13.
50	SF Form 312, Classified Information Nondisclosure Agreement, was accomplished for each individual assigned?	AFI 31-401, para 5.4.
51	Physical security requirements and maintenance for vaults and safes is being accomplished?	T.O. 00-20F-2., para 4-5.
52	Flight is properly maintaining the required FBI Bomb Data Center publications?	AFI 32-3001, para 2.7.2, 2.7.5., PACAF Sup 1, para 2.7.4.
	<b>OPERATIONS (EOD)</b>	
53	<b>(#) Required OI's have been published and properly routed?</b>	<b>AFI 32-3001, PACAF Sup 1, para 2.15., AFI 91-201, para 2.16.</b>

D	EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT	
54	Written respirator procedures are in place for response to situations with dangerous atmospheres?	29 CFR 1910.134 (e) (3).
55	Team Chief Guides published for Chemical/Biological, Nuclear, Conventional, IED/WMD, Aircraft, and Mobility?	AFI 32-3001, PACAF Sup 1, para 2.15.
56	Team Chief Guides contain required information on Blood Borne Pathogen avoidance, protective equipment requirements, and actions for possible exposure?	AFI 32-3001, PACAF Sup 1, para 2.15.
57	Standby procedures and policies established to ensure resources are available to meet emergency and routine response requirements?	AFI 32-3001, para 1.3.7., PACAF Sup, 1.3.7.
58	EOD request for assistance are routed through the wing command post?	AFI 32-3001, PACAF Sup 1, para 1.10.
59	Mission Support Group Commander approval received for off-base response?	AFI 32- 3001, PACAF Sup 1, para 2.8.
60	The installation commander or designee accompanies team during off-base responses for non-military ordnance?	AFI 32-3001, para 2.1.2.1.
61	Federal, state and local environmental requirements met during responses and emergency disposal operations?	Munitions Rule, AFI 32-3001, para 2.3.2.
62	Emergency disposals of munitions only conducted on those items that pose an immediate threat to life/property in accordance with the munitions rule?	Munitions Rule, AFI 32-3001, para 2.3.2.
63	Continuity folders established and properly maintained for each supported location?	AFI 32-3001, PACAF Sup 1, para 1.13.
64	Formal and routine agreements exist with other services or agencies?	AFI 32-3001, para 2.1., PACAF Sup 1, para 1.13., 2.3.
65	Flight personnel are capable of providing VIP support and are procedures and policies established?	DoDD 5200.2-R, C3.5.4., AFI 32-3001, para 2.5., and HDMCM
	<b>RANGE (EOD)</b>	
66	<b>(#) EOD proficiency range has been approved and is being properly maintained and operated?</b>	<b>AFMAN 91-201, para 3.28., and 11A-1-42, chap. 1.</b>

D	EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT	
67	Ranges used for destruction or render-safe procedures of munitions recovered during an emergency response have controlled access and meet the minimum explosive safety standards?	DoDD 6055.9-STD, C3.5., AFI 91-201, para 3.27
68	Range operations are cancelled when electrical storms are within 5 nautical miles (5.75 statute miles)?	11A-1-42, para 1-38.
69	Communications with emergency base agencies are established and maintained during explosive operations?	11A-1-42, para 1-27.
70	First aid kit and fire extinguisher is available during explosive operations?	11A-1-42, para 1-25.
71	Range flag is flown and safety briefing is conducted prior to start of explosive operations?	11A-1-42, chap. 1.
72	Required directives are on range during all explosive operations?	11A-1-42, chap. 1.
73	Records are maintained on the following activities; (1) Mishaps attributed to UXO, (2) UXO clearance operations, (3) Areas containing known or suspected UXO's?	DoD 6055.9-STD.
74	Munitions residue inspectors have been appointed in writing and procedures are being followed for turn-in and certification of munitions range residue?	11A-1-60, para 3-5.
	<b>SUPPLY (EOD)</b>	
75	<b>(#) All base support and UTC equipment and supplies required by the EODESL are on-hand or on order?</b>	<b>AFI 32-3001, chap. 4, and AF EODESL.</b>
76	Status of Resources and Training System (SORTS) is reported monthly and accurately reflects the unit capability?	AFI 32-3001, para 2.6, and AFI 10-201, para 1.12.
77	Commander has identified and appointed personnel (primary and alternate) to order and receipt for all property?	AFMAN 23-110, Vol, Part 13, para 1.10.
78	Appointed individuals have received the required customer or custodian training?	AFMAN 23-110, Vol 2, Part 13, para 1.17.
79	Custodian file is being properly maintained for each account (weapons included) and it contains the required documentation?	AFMAN 23-110, Vol 2, Part 13, chap 8.
80	Labels are affixed to all equipment items on account?	AFMAN 23-110, Vol 2, Part 13, chap 8.5.

<b>D</b>	<b>EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT</b>	
81	Equipment and supplies are being ordered using the appropriate priority codes?	AFMAN 23-110, Vol 2, Part 13, cha. 3.3.
82	IMPAC program is being properly managed?	AF and base internal procedures.
83	Ensured accountability and issue of all personal and unit retention individual equipment items?	AFI 32-3001, para 4.1.2.
84	Copy of AF Form 538, Personal Clothing and Equipment Record or computer generated form mailed to gaining unit upon PCS?	AFI 32-3001, para 4.1.2.
85	Developed and maintained system to track pilferable and high value items not on equipment accounts?	AFMAN 23-110, Vol 2, Part 13, chap. 8.5.
86	Report of surveys are expeditiously submitted when equipment items are found missing?	AFMAN 23-220, para 2.1., 3.1., 5.3.
	<b>EQUIPMENT (EOD)</b>	
87	Equipment status is being tracked with RIC or other computerized system?	AFI 32-3001, PACAF Sup 1, para 4.1.
88	Inventory lists are maintained in all equipment kits reflecting current status?	AFI 32-3001, PACAF Sup 1, para 4.1.
89	Inspections/maintenance is being performed and properly documented on equipment before specified due dates?	AFI 32-3001, PACAF Sup 1, para 4.1.
90	Conducted 20% inspection annually on equipment that is in ready storage (vacuum sealed barrier bag) configuration to ensure equipment integrity?	AFI 32-3001, PACAF Sup 1, para 4.1.
91	Shelf-life items are being tracked to ensure serviceability?	AFMAN 23-110, Vol 2, Part 13, chap 1.
92	Unserviceable repairable and nonrepairable items are promptly repaired or turned-in?	AFMAN 23-110, Vol 2, Part 13, para 8.5.
93	Excess EOD equipment is being reported to HQ PACAF/ CEXOD for possible redistribution?	AFI 32-3001, PACAF Sup 1, para 4.1.
94	Written guidance was developed and being followed for the control of tools on the flight line?	AFI 32-3001, PACAF Sup 1, para 4.1.

D	EXPLOSIVE ORDNANCE DISPOSAL (EOD) FLIGHT	
95	Hand receipts, AF Form 1297, are utilized for loaned or temporarily issued supplies and equipment maintained by the custodian?	AFMAN 23-110, Vol 2, Part 13, chap. 8.5.
96	Base support and mobility vehicles are being properly maintained and equipped with radio communications, emergency lighting, electronic siren, explosive placards, fire extinguishers, tie-down points, etc.?	AFI 32-3001, PACAF Sup 1, para 4.3., AFMAN 91-201, para 2.7.
97	<b>(#) Flight UTC and base support equipment is being maintained in a mission-ready status?</b>	<b>AFI 32-3001, PACAF Sup 1, para 1.13., applicable 60-series/ equipment T.O.'s.</b>
	<b>MUNITIONS (EOD)</b>	
98	Primary/alternate munitions custodians have been assigned and received training within 30-days?	AFI 21-201, para 2.10.
99	Current AF Form 68 is on-hand?	AFI 21-201, para 22.3.
100	<b>(#) Munitions required by the USAF EOD ESL are on-hand or on-order?</b>	<b>AFI 32-3001, chap. 17.</b>
101	<b>(#) Explosives were properly issued, expended, turned in, and accounted for?</b>	<b>AFI 21-201, chap. 22-25.</b>
102	Forecast has been accomplished to reflect quantities required to meet operational and training missions?	AFI 21-201, chap. 13, AFCAT 21-209, and TA-456.
103	Category "D" explosives are used for planned operations such as training and range clearances?	AFI 21-201, atch. 4., AFCAT 21-209, para 1.5.
104	Category "C" explosives are designated for emergency response or contingency operations?	AFI 21-201, atch. 4., AFCAT 21-209, para 3.4.
105	Flight personnel are knowledgeable and use primary and alternate explosive movement routes?	AFMAN 91-201, para 2.68, and local OI's.
106	Guidance for authorized operations in explosive storage locations is strictly adhered to?	Local Directives.
107	Facilities storing explosives have been reviewed for an explosive facility license, when required?	AFMAN 91-201, para 2.35., atch 3.
108	Personnel ensure vehicles used to transport explosives are properly inspected and prepared before use?	AFMAN 91-201, para 2.74.
109	Allocated munitions are used throughout the fiscal year to ensure complete consumption by years end?	AF Allocation Disposition Policy.

X	READINESS	
	<b>OPERATIONS AND PLANS</b>	
1	Does the installation commander coordinate mutual disaster support plans with civil authorities at all levels? (Guam, Alaska, and Hawaii only)	AFI 10-2501, para A2.3.15
2	<b>(#) Does the installation commander staff and equip the Disaster Response Force (DRF) to respond to contingencies?</b>	<b>AFI 10-2501, para 8.3.3</b>
3	Has the installation commander established a protective shelter program?	AFI 10-2501, para 2.16.6
4	<b>(#) Does the Readiness Flight operate a Nuclear, Biological, and Chemical (NBC) control center in any threat environment?</b>	<b>AFI 10-2501</b>
5	Does the Readiness Flight monitor advise shelter management teams during contingency operations?	AFI 10-2501, para A2.3.19
6	<b>(#) Does the Readiness Flight respond to the disaster scene to advise and help the On Scene Commander (OSC) with command and control of DRF elements, and communicate with the installation command post during peacetime contingencies?</b>	<b>AFI 10-2501, para A2.3.11</b>
7	<b>(#) Are DRF notification procedures (duty, non-duty, and comm-out situations) adequate to ensure timely response by all elements</b>	<b>AFI 10-2501, para A2.17.2, A2.17.6.1</b>
8	Does the Readiness Flight manage the installation Full Spectrum Threat Response (FSTR) programs?	AFI 10-2501, para 2.16.2
9	Does the BCE oversee the Full Spectrum Threat Response program?	AFI 10-2501, para A2.2.1, A2.3
10	Does the Readiness Flight coordinate mutual disaster support agreements with local military and civilian agencies?	AFI 10-2501, para A2.3.15
11	<b>(#) Does the Readiness Flight develop, publish and maintain a FSTR Plan 10-2?</b>	<b>AFI 10-2501, para 3.7, A2.3.10</b>
12	Does the Readiness Flight assist units in developing operational procedures for shelter management teams?	AFI 10-2501, para 9.11.2, A2.3.4, A.2.3.7, A2.3.8 and A2.3.30
13	Does the Readiness Flight coordinate protective shelter requirements?	AFI 10-2501, para A2.2.6
14	<b>(#) Does the Readiness Flight integrate response-planning efforts and ensure that other plans include disaster preparedness requirements?</b>	<b>AFI 10-2501, para A2.3.2</b>

X	READINESS	
15	Does the Readiness Flight review unit checklists that support the base FSTR plan and FSTR related sections of other plans for accuracy and standardization?	AFI 10-2501, para A2.3.18
16	<b>(#) Has the Readiness Flight organized, trained, and equipped a Readiness Support Team (RST)?</b>	AFI 10-2501, para 2.5.2, 9.11.1, A2.3.19
17	<b>(#) Has the Readiness Flight established an NBC plotting, prediction, and reporting capability, according to the threat?</b>	AFI 10-2501, para A2.3.27.
18	Does the installation have a rapid and effective system for disseminating disaster information?	AFI 10-2501, para 2.16.3, A2.2.12, A2.10.2
19	Are local warning signal visual aids or posters displayed in work and rest areas?	AFI 10-2501, para 14.1.2
20	Are signals compatible with Air Force Visual Aid (AFVA) 10-2510 and local systems?	AFI 10-2501, para 14.1.1
21	Is a base directive or Air Force Instruction (AFI) 10-2501 supplement developed to include program management, exercise, and administrative information?	AFI 10-2501, para 3.1.3
22	Has the commander provided adequate office, materiel storage, and classroom space for the readiness flight IAW the Standard Facility Requirements Handbook?	AFI 32-1024, para 2.6, Standard Facility Requirements Handbook
23	<b>(#) Does the CE Readiness Flight ensure the Hazardous Material (HAZMAT) program is integrated into the installation's Full Spectrum Threat Response program?</b>	AFI 10-2501, para A2.3.1
24	<b>(#) Has the installation published a HAZMAT emergency planning and response plan (HAZMAT plan) or a HAZMAT emergency response appendix (HAZMAT appendix) to FSTR Plan 10-2, Annex A, Appendix 1?</b>	AFI 10-2501, para 3.9
25	Has the installation Environmental Protection Committee approved the HAZMAT plan or HAZMAT appendix to FSTR Plan 10-2, Annex A and is it reviewed at least annually?	AFI 10-2501, para A3.5.5.1.1
26	Does the disaster preparedness installation information program emphasize applicable seasonal hazards and protective actions, the types of attacks, major accidents, and natural disasters likely to occur at the installation?	AFI 10-2501, para 9.8.2
27	Does the disaster preparedness installation information program emphasize command, and control, passive defense measures, base recovery after attack, and sustainability?	AFI 10-2501, para 9.8.2
28	Has a member of the flight received Radiological Safety Officer (RSO) training as required?	AFI 40-201, para A4.1

X	READINESS	
29	Does the flight furnish materials, at least quarterly, to unit commanders to train their units as required?	AFI 10-2501, para 9.8.4
30	Does the installation commander ensure reports are completed following natural disaster and major accident response, including lessons learned?	AFI 10-2501, para 5.2.1.1 and para 6.2.2
31	Does the Readiness Flight assist the EET chief to develop exercises required at the installation?	AFI 10-2501, para 10.4, A2.3.33
32	Does the Base Civil Engineer insert disaster preparedness guidance into applicable operations orders, plans, directives, and similar documents?	AFI 10-2501, para A2.2.15
33	FSTR Plan 10-2, Memorandum of Transmittal, state the requirements for preparing and implementing checklists?	AFI 10-2501, PARAA3.2.1
34	Does the plan have only the following annexes: A, B, C, D and Z?	AFI 10-2501, para A3.4.5
35	Are State Emergency Response Commissions (SERC) and Local Emergency Planning Committees (LEPC) notified of any extremely hazardous substances in a quantity equal to or greater than the Threshold Planning Quantity (TPQ) and has the installation provided a copy of the local emergency response plan to the LEPC?	AFI 10-2501, PARA 11.4.4
36	Has a copy of the current unclassified HAZMAT Plan/Annex been sent the appropriate SERCs and LEPCs and to other non-Air Force agencies or organizations as required?	AFI 10-2501, para A3.5.5.1.1
37	Does the "command and communications" describe the installation warning and notification systems and capabilities?	AFI 10-2501, para A3.4.5
38	Does FSTR Plan 10-2 state how logistics support is accomplished?	AFI 10-2501, para A3.5.4.4.
39	<b>(#) Has each unit commander appointed a unit member to manage and coordinate the unit's aspects of the FSTR program?</b>	AFI 10-2501, para 2.17.1
40	<b>(#) Do units develop checklists supporting the base full spectrum threat response FSTR Plan?</b>	AFI 10-2501, para 2.17.3
41	Do installation contingency planning documents contain adequate guidance on the type and quantities of FSTR and NBCC defense equipment required to support home station, deployed, and additive forces?	AFI 10-2501, para 3.1
42	Do units plan, manage, and operate their protective shelter program?	AFI 10-2501, para 2.17.12

X	READINESS	
43	Do unit commanders ensure personnel are assigned to specialized Readiness Support Team and individuals replaced prior to change in status?	AFI 10-217, para 2.17.13
44	Do unit commanders ensure personnel assigned to Readiness Support Team complete the applicable course provided by CE Readiness?	AFI 10-2501, para Table 9.3
45	Does the installation commander chair, or designate a chairperson, for the installation Readiness Board?	AFI 10-2501, para A6.7.1
46	<b>(#) Does the installation commander establish and oversee the Survival Recovery Center (SRC)/ Contingency Support Staff (CSS) during contingencies?</b>	<b>AFI 10-2501, para 2.16.9</b>
47	Does Services develop plans for providing food and water for shelter stocking, not to exceed 48 hours for natural disaster shelters?	AFI 10-2501, para A2.8.1
48	Has the Readiness Flight established the installation RB and RWG? Does the RWG meet once a quarter to address the most important FSTR issues applicable to the installation?	AFI 10-2501, Para 2.16.3. and attachment 6
49	<b>(#) Does the installation commander ensure military and civilian personnel are adequately trained in FSTR procedures and equipped to successfully defend, respond, mitigate and recover from FSTR contingencies and hostile actions?</b>	<b>AFI 10-2501, para 2.16.14.</b>
50	Has the Installation Commander established a contamination control capability, based on applicable threat? This includes being able to identify contamination, decontaminate resources to support essential operations, and mark contaminated areas as appropriate.	AFI 10-2501, Para 2.16.20
51	Did the Readiness Flight implement the FSTR SAV program?	AFI 10-2501, Para A.2.3.5
52	Did the Readiness Flight develop an annual SAV schedule for all installation units to include tenant units?	AFI 10-2501, Para A.2.3.5.1
53	Did the Readiness Flight conduct FSTR SAV to all units, including tenant units, at least every 12 months?	PACAF Supp 1 to AFI 10-2501, Pars A.2.3.5.1.1
54	Did the Readiness Flight provide a written report to unit command and briefed the installation RWC on SAV trends and findings?	AFI 10-2501, Para A.2.3.5.1.3
55	Did the Readiness Flight develop SAV checklists and distribute them to all installation units?	AFI 10-2501, Para A.2.3.5.2
56	Has Unit Status of Resources and Training (SORTS) monitors been granted the appropriate security clearance needed to work with SORTS information?	AFPD 31.5, para 1

X	READINESS	
57	Is data associated with the unit's resource area percentages, overall C-level, or reason codes and remarks identifying limiting factors classified a minimum of "CONFIDENTIAL?"	AFI 10-201, para 1.4.1. thru 1.4.2
58	Is classified SORTS information controlled and maintained in a General Services Administration (GSA) approved security container IAW AFI 31-401?	AFI 10-201, Sup 1, para 1.5.3.4
59	Did the unit commander appoint a primary and alternate SORTS monitor to maintain the unit SORTS program?	AFI 10-201, SUP 1, para 1.13.1
60	Did the unit send a SORTS monitor appointment letter, signed by the unit commander, to the command post?	AFI 10-201, Sup 1 para (1.13.1)
61	Has the unit commander signed the unit DOC statement?	AFI 10-201, Sup 1, para 1.13.1
62	Does the unit SORTS monitor maintain current copies of AFI 10-201?	AFI 10-201, Sup 1, para 1.13.2.3
63	Does the unit SORTS monitors receive a copy of the database (Easy Read) from the Command Post NLT the 10th day of each month?	AFI 10-201, Sup 1, para. 1.16.2.6
64	Are changes to SORTS data reported within 24 hours of the change?	AFI 10-201, Sup 1, para 2.4
65	Did the unit commander appoint alternate personnel authorized to sign the units SORTS report for release in the commander's absence?	AFI 10-201, Sup 1, Para 1.13.1
66	Are changes submitted with a new report date in the RICDA field of the overall SORTS set?	AFI 10-201, para 2.4.1
67	Are all monthly reports submitted NLT midnight on the 28th of each month, unless directed otherwise?	AFI 10-201, Sup 1, para 3.3.2
68	Has the unit commander approved and released the unit SORTS reports by signing the overall C-level worksheet?	AFI 10-201, Sup 1, para 1.13.1
69	Is the overall unit C-level only set by the measured unit commander or designated alternate?	AFI 10-201, para 2.11
70	Does the unit SORTS report contain all required remarks IAW AFI 10-201 and the unit Designed Operational Capability (DOC) statement?	AFI 10-201, chap 8
71	Do SORTS remarks accurately reflect the unit's current status?	AFI 10-201, para 3.3
72	Have appropriate remarks been submitted when a problem arises?	AFI 10-201, para 3.3
73	Are the minimum mandatory remarks in your report?	AFI 10-201, para 2.11
	<b>LOGISTICS</b>	

X	READINESS	
74	Does the Readiness Flight possess and maintain a Mobile Command Post (MCP)?	AFI 10-2501, para 8.3.6, A2.3.11
75	<b>(#) Does the MCP have adequate equipment and communications to support on-scene command and control operations?</b>	AFI 10-2501, para 8.3.6
76	Does the Readiness Flight have adequate Land Mobile Radios (LMRs) to support Unit Control Center (UCC) as well as responding 3E9/RST members?	AFI 10-2501, para A2.3.29 and AFMAN 32-4004, para 1.9
77	<b>(#) Are MCU-2/P protective masks inspected every six months during peacetime?</b>	T.O. 14P4-15-1
78	<b>(#) Are MCU-2/P protective masks cleaned as necessary and according to technical order instructions?</b>	T.O. 14P4-15-1, chap 5
79	Does the installation have adequate equipment, to include RADIACs, to effectively respond to a nuclear weapons accident or an incident involving depleted uranium?	AFI 10-2501, Para 7.4.1.1
80	Are Radiation Detection Instruments (RADIAC) inspected at required intervals?	Applicable Tech Orders
81	Do RADIAC inspection records accompany the instrument to Precision Measurement Equipment Laboratory (PMEL) when scheduled for calibration or repair?	Applicable Tech Orders
82	Are the RADIAC operational checks documented in accordance with applicable technical data?	Applicable Tech Orders
83	Are technical order files established and properly maintained?	T.O. 00-5-2, para 4-15, AFI 10-2501, para A2.3.20 and T.O.s 00-5-1 and 00-5-2
84	Are routine, operational and safety supplements properly filed?	T.O. 00-5-2, para 4-15, AFI 10-2501, para A2.3.20, T.O 00-5-1 and T.O. 00-5-2
85	<b>(#) If required to maintain permitted items, does the flight have a Radioactive Material (RAM) permit?</b>	AFI 40-201, para 3.3
86	Are directives (local operating instruction, etc.) governing the unit's radiation protection program maintained?	AFI 40-201, para 1.22.3
87	<b>(#) Are permitted radiological equipment properly maintained and stored IAW the RAM application and/or permit?</b>	RAM Permit
88	Does the flight accurately document and maintain a record of the required inspections and swipe test?	AFI 40-201, para 1.21.7.3 and applicable T.O.

X	READINESS	
89	Is a binder or file set up to maintain all correspondence (RAM permit, letters, permit application, certification for duty letters, training documents, etc.) that relates to the unit's RAM program?	AFI 40-201, para 1.22.2.1
90	Are proper AF and Nuclear Regulatory Committee (NRC) publications that govern the USAF RAM program, to include Title 10, Chap 1, Code of Federal Regulations (CFR) Parts 19, 20, and 21 maintained and on hand?	AFI 40-201, para 1.22.3
91	When required, is radiological equipment properly received, transferred, and disposed of?	AFI 40-201, para 1.212.3. and T.O.s 00-110N-2 and 00-110N-3
92	Is the flight determining minimum stock of unit spare parts for equipment maintenance?	AFI 10-2501, para A.2.3.27
93	If the Readiness Flight stores C-1 bags in-house, are people identified for deployment equipped with conventional and basic individual protective, decontamination, and detection equipment?	AFI 10-2501, para A2.3.4
94	Does the Readiness function prepare a consolidated base Nuclear Accident Response Capability Report?	AFI 10-2501, para A5.6.1
95	Is the Nuclear Accident Response Capability Report submitted to HQ PACAF/CEXOR NLT 10 September each year?	AFI 10-2501, para A5.6.1
96	Do units identify requirements and budget, obtain, store, and maintain disaster preparedness operational and training equipment, including personnel protection items, detection equipment, contamination control material, and shelter supplies?	AFI 10-2501, para A2.3.9
	<b>TRAINING</b>	
97	Does the Readiness Flight develop and provide an annual training schedule with class allocations to all affected units?	AFI 10-2501, PARA A2.3.9
98	<b>(#) Does the flight develop, schedule, coordinate, conduct, and track required readiness training?</b>	<b>AFI 10-2501 para 9.3.2, and Table 9.3.</b>
99	<b>(#) Are all Initial Response Element (IRE), HAZMAT Emergency Response Team members, and Explosive Ordnance Disposal (EOD) personnel trained and Department of Defense (DoD) certified to the appropriate level(s) of required emergency response training before taking part in an actual HAZMAT Emergency?</b>	<b>AFI 10-2501, para 9.6. and Table 9.2.</b>
100	Do personnel trained and DoD certified at the First Responder Awareness, or Incident Commander levels receive annual refresher training?	AFI 10-2501, para 9.6.1

X	READINESS	
101	<b>(#) Do Readiness Flight personnel have at least 12 hours of monthly in-house training to maintain proficiency?</b>	PACAF SUP 1, AFI 10-2501, para 9.4.7
102	<b>(#) Do unit commanders ensure personnel assigned to A/DWS, A/DWX, and A/DXS positions complete NBC Defense Training course within 60 days of assignment and ensure personnel assigned to mobility positions complete NBC Training course every 15 months?</b>	AFI 10-2501, para 2.17.14, Table 9.3
103	<b>(#) Do unit commanders ensure personnel assigned to mobility positions complete the NBC Defense training course not to exceed 15 months?</b>	AFI 10-2501, para Table 9.3
104	<b>(#) Does the Readiness Flight tailor the training program to train personnel to survive to operate in the full spectrum of disasters?</b>	AFI 10-2501, para 9.2.1
105	Does the BCE ensure adequate numbers of readiness personnel have attended the HAZMAT Train-the-Trainer course at Goodfellow AFB TX, to maintain program accreditation, comply with the Code of Federal Regulations, and provide First Responder and First Responder Incident Commander Courses to HAZMAT emergency response teams/personnel?	(AFI 10-2501, Table 9.2)
	<b>IG/EET</b>	
106	<b>(#) Does the Exercise Evaluation Team (EET) conduct and document the required exercises?</b>	AFI 10-2501, para 10.4
107	Does the EET conduct and document all probable response scenarios?	AFI 10-2501, para 10.4, Table 10.1
108	Is a natural disaster response exercise or review conducted according to type(s) of disaster, (review if no disaster threat) once per year?	AFI 10-2501, para 10.4.3
109	Does the EET Chief establish exercise objectives for each exercise scenario?	AFI 10-2501, para 10.3
110	<b>(#) Does the EET Chief provide a debriefing, critique, and report for each exercise?</b>	AFI 10-2501, para 10.7
111	<b>(#) Do exercise reports identify deficiencies and require corrective action replies to be sent to the EET Chief and Readiness function?</b>	AFI 10-2501, para 10.7.2.1
112	<b>(#) Does the EET Chief ensure EET members receive all training applicable to areas they evaluate?</b>	AFI 10-2501, para 10.6.1.1
113	Is an EET established and trained?	AFI 10-2501, para 10.6.1
	<b>PRIME BEEF</b>	

X	READINESS	
114	<b>Has the unit developed a comprehensive Contingency Response Plan to direct unit response to local contingencies?</b>	AFI 10-211, para 1.4
115	Does the unit possess an adequate number of trained personnel to meet the following requirements? Certify hazardous cargo, operate unit deployment software programs (e.g. Logistics Module (LOGMOD)), and cargo prep/pallet buildup.	AFI 10-403, para 2.5.5.1.
116	Is the deploying unit using load and packing lists produced from Logistics Module (LOGMOD) to deploy cargo?	AFI 10-403, para 2.6.3.1.2.
117	<b>(#) Does the unit include these minimum forms of documentation/identification with each cargo increment? DD Form 1387, Military Shipment Label or placard, UTC or other markings that identify the team. Measurements such as center of balance, weight, height, Deployment Transportation Control Number (TCN). NOTE: The TCN will include the Unit Line Number (ULN) and Deployment echelon and increment numbers.</b>	AFI 10-403, para 4.2.1
118	<b>(#) Are procedures in place to ensure personnel are briefed and accomplish the following items: 1) personnel designated or scheduled for deployment have their personal affairs in order, 2) current immunization within 30 days of being appointed to a deployment position as a primary or alternate, 3) unique immunization and disease prevention requirement as identified by the Medical Group, 4) up to 60 days supply of prescription medicines if needed, 5) ID tags and ID card, 6) Current DD Form 93, Record of Emergency Data, 7) properly filed wills, power of attorney, family care plan, and family readiness matters as determined by the deploying member.</b>	AFI 10-403, para 5.2.2
119	<b>(#) Are appropriate functional area instructors used to the maximum extent possible for Prime BEEF Cat I and II requirements?</b>	AFI 10-210, para 4.6
120	Are Prime BEEF members qualified on all vehicles and equipment?	AFI 10-210, Table 4.4
121	Are military personnel assigned to the base civil engineering squadron receiving Prime BEEF training in accordance with AFI 10-210, PARA 4.5 through 4.6?	AFI 10-210, para 4.5-4.6
122	<b>(#) Has the readiness flight identified and procured Prime BEEF equipment, supplies, and applicable Technical Orders/materials to support home station training and deployed operational requirements?</b>	AFI 10-210, para 4.4.1

X	READINESS	
123	Do all Prime BEEF personnel (engineers, EOD, Readiness) participate in a 48-hour field exercise?	AFI 10-210, para 4.6.2.6
124	Does each member assigned to a Prime BEEF UTC issued/ maintains the minimum standard of clothing and accessories as listed in the Prime BEEF Equipment and Supply Listing (ESL)?	AFI 10-210, para 4.1.1
125	<b>(#) Is Prime BEEF equipment properly maintained and stored in areas protected from fire, pilferage, extreme weather, humidity, and dust and is it readily accessible?</b>	<b>AFI 10-210, chap 4</b>
126	Does each UTC position have the proper quantity of weapons and ammunition as listed in the ESL?	AFI 10-210, para 4.1.5
127	Does the weapon custodian maintain Air Force Technical Order (AFTO) Form 105, Inspection Maintenance Firing Data for Ground Weapons, for each weapon IAW T.O. 11W-1-10?	AFI 10-210, para 4.1.5. and Prime BEEF ESL, Pg. 4
128	Does each Pest Management (3E4X3), Fire Fighter, (3E7X1), and EOD specialist (3E8X1) assigned to a Prime BEEF UTC have the minimum protective clothing listed in the applicable ESL?	AFI 10-210, para 4.1.3
	<b>PRACTICAL EXERCISES</b>	
129	Show the ability to properly use DOD sampling kits, package the samples for shipment and maintain proper chain of custody and associated documents.	AFI 10-2501, Para 7.4.1.1., and 3E9 CFETP
130	Using a base map provided by the inspector, set up chemical zones, transition points, detection grid and M8 paper locations.	AFMAN 10-2602, Table A.3.1
131	Conduct a course for one hour of observation by the inspector. The course of instruction will be given to the Readiness Flight 21 days prior to inspection. The instructor will be selected by the inspector a day before the course is given.	AFI 10-2501, Chap 8 and PACAF Sup 1

A	CERI ATSO	
	<b>COMMAND AND CONTROL</b>	
1	Has threat assessment and vulnerability analysis been conducted and limiting factors identified, corrected or up channeled to higher headquarters?	AFMAN 10-2602, para 2.3.3
2	Does the local alarm/alerting system reach all areas of responsibility to include billeting, and off-site areas? Is it able to notify personnel of any change in status or attack within 30 seconds?	AFMAN 10-2501, para 14.2
3	Does the installation have a redundant personnel alerting system capable of providing timely warning (30 seconds or less) and instructions to the base populace?	AFMAN 10-2501, para 3.6.7
4	Are decision-making tools (i.e. PACAF Technical Report, toxicological information, attack response flow charts, and MOPP declaration flow charts) used?	AFMAN 10-2602, para 3.2.4
5	Are personnel released in a timely manner after an attack? Is the mission evaluated against the risk to personnel?	AFMAN 10-2602, para A3.9.11
6	Are split MOPP decisions made in a timely manner (within 3 hours)?	AFMAN 10-2602 para A3.9.11
7	Did the SRC ensure base populace was aware of critical information such as contaminated areas, MOPP transition locations, chemical access codes and hydration standards?	AFMAN 10-2602, Table A3.7
8	Did the SRC effectively track contaminated assets?	AFMAN 10-2602, para A6.3
9	Did the SRC provide timely and appropriate guidance and direction to NBC Specialized teams?	AFMAN 10-2602, para 4.3.2.1
10	Were alarm signals and Mission Oriented Protective Postures (MOPP) declarations, and split MOPP operations coordinated with the host nation and other tenant forces?	AFMAN 10-2602, para 4.1
11	Is a separate alarm used for ground attacks by special operations forces (SOF)?	AFMAN 10-2602, para 4.7.4.3.2
12	Are command and control center status boards, charts, logs, and other tools used to display status of critical resources and priority of activities reports?	AFMAN 10-2602, para 4.2.4
13	Did the SRC develop a plan to restore operations after attack and relay the priorities to the work force?	AFFMAN 10-2602, Table 4.2
14	Did the unit provide accurate initial identification of chemical agent type and contaminated areas in a timely manner? AFMAN 10-2602, A3.9.8	AFMAN 10-2602, A3.9.11.

<b>A</b>	<b>CERI ATSO</b>	
15	Did the SRC receive accurate M8 paper results from the reconnaissance teams and base populace?	
16	Is the NBC Cell using and proficient in the use of VLSTRAC?	AFMAN 10-2602 3.2.4, CFETP 3E9XX
	<b>SURVIVABILITY</b>	
17	Were the units' planning documents and implementation procedures based on a realistic assessment of the NBC threat?	AFMAN 10-2501, para 4.3.2.
18	Did units identify critical assets and implement adequate chemical avoidance practices (protect 10% of these assets)?	AFMAN 10-2602, 3.2.2, A3.6.22
19	Are there enough protective masks issued to exercise participants and do they have their fit test information in their mask carrier?	FSTR 10-2501, para 8.3.1., AFMAN 32-4006
20	Did the unit establish shelter requirements based on threat and TPFDD populations?	Base Support Plans
21	Did units have troughs for hand and foot decontamination at all facility entrances, to include step-by-step procedures and solutions re-supply quantities?	PACAF Technical Report, para 11.5.7.4
22	Did unit possess 30-day stock of NBC detection consumable materials?	AFMAN 10-2501, para 8.4.4.
23	Were sufficient personnel identified and trained to accomplish shelter operations?	AFMAN 32-4005, Chapter 1
24	Does the unit have all UTC/planning specified quantities of NBC detection equipment?	AFI 10-2501, para 8.4.6.
25	Has the unit identified locations for contamination control areas (CCA)/toxic free areas (TFA) capabilities? AFMAN 10-2602, para A3.2.8	AFI 10-2501, para 8.4.6.
26	Did unit possess sufficient resources, to include manpower to effectively implement CCA/TFA activities?	AFMAN 10-2602, para A3.2.8.
27	Did the installation establish chemical sectors to improve delineation between contaminated and uncontaminated areas?	AFMAN 10-2602, para 4.9.2.1
28	Was M8 paper placed correctly around facilities and on equipment, as appropriate?	AFMAN 10-2602, para A.6.4
29	Were critical assets dispersed based on threat to the installation and did the sites have at least two non-overlapping routes of access?	AFMAN 10-2602, Table A3.6.22
30	Has the installation developed a contaminated waste collection and disposal process/plan, to include identifying sites?	AFMAN 10-2602, para A4.3.3

A	CERI ATSO	
31	Did the installation have personnel and procedures to effectively collect, handle, account for and transfer chemical and biological samples? nops	PACAF Technical Report. para 9.2.7, PACAF Bio Co
32	Are transition points identified and marked with zone number, MOPP level, alarm signal, and minimum actions at each point?	AFMAN 10-2602, para 4.9.2.5
33	Are NBC Control Center personnel proficient with NBC plotting and reporting procedures to include the use of JWARN plotting tools?	AFMAN 10-2602, para 4.3.2.2.2.
34	Did NBC Control Center (NBCCC) personnel accurately plot the chemical deposition on the base grid map?	AFMAN 32-4017, para 5.10.1.2.3
35	Does the installation have an integrated chemical detection network and is it plotted on the base grid map?	AFMAN 10-2602 Para 4.9.2.1
36	Can personnel correctly don protective equipment?	AFMAN 10-2602 Para 3.8.1.1
37	Did personnel seek overhead protection during missile/SCUD attacks?	AFVA 10-2511
	<b>RECOVERY</b>	
38	Did NBCCC have sufficient resources to accomplish reporting, warning, and recovery operations to include TPFDD forces and equipment?	AFMAN 10-2602 para 4.3.2.2.2.
39	Did personnel seek cover in low-lying areas or in splinter-protected facilities during aircraft attacks?	AFMAN 10-2602, para A3.8.2
40	Are doors shut and windows rolled up on vehicles during attacks?	AFMAN 10-2602, para A3.8.3
41	Are hand and foot decon troughs covered or taken inside?	AFMAN 10-2602, para 3.2.2
41	Did unit effectively accomplish CCA personnel processing for both aircrew and ground crew?	AFMAN 32-4005, para 2.4.5
43	Did CCA/TFA operations address resource aeration, mask refurbishment, and waste disposal?	AFMAN 32-4005, para 2.4.5
44	Did reconnaissance team members identify clean area(s) for CCA/TFA activities?	AFMAN 32-4005, para 2.4.3
45	Can NBC reconnaissance teams identify contaminated areas within 15 minutes of release?	AFMAN 10-2602, Figure 4.6
46	Were NBC Control Center personnel proficient with chemical and biological persistency calculations?	PACAF Tech Report, para 11.5.5.1
47	Did the base populace demonstrate appropriate contamination avoidance techniques, such as using foot and hand troughs before entering facilities?	AFMAN 10-2602, para 3.2.2

A	CERI ATSO	
48	Did personnel demonstrate proper equipment/asset contaminated sheeting removal and disposal actions?	AFMAN 10-2602, para 3.2.2
49	Can base populace identify contaminated M8/M9 paper and report findings to their UCC?	AFMAN 10-2602, para A6.6.3.1
50	Did units replace M8 paper after an attack, if contaminated?	AFMAN 10-2602, para A3.9.8
51	Did personnel properly conduct operational decon on contaminated assets before using?	AFMAN 10-2602, para A3.9.7
52	Are contaminated assets properly marked and segregated from uncontaminated assets?	PACAF Conops, para 9.1, annex A
53	Are foot and hand troughs refilled with 5% chlorine solution when empty, or after 48 hours, or used by 400 personnel?	AFMAN32-4005, para 2.7.1
54	Are NBC reconnaissance teams proficient in the use of NBC detection equipment?	AFMAN 10-2602 Table A6.1
55	Are chemical sectors clearly identified and do units use transition points?	AFMAN 10-2602, A.3.6.10
56	Were sufficient personnel identified and trained to accomplish shelter and decon (as necessary) operations?	AFMAN 32-4005, para 1.12.3
57	Did shelter and decon teams (as necessary) possess appropriate NBC detection equipment?	AFMAN 32-4005, A2.1
58	Did reconnaissance teams possess appropriate vehicle/comm support?	AFMAN 10-2602 Table A6.1
59	Did reconnaissance teams ensure area coverage through use of established routes?	AFMAN 10-2602 Table A6.1
60	Do reconnaissance teams know the operations of NBC detection equipment and can they troubleshoot problems with the equipment?	AFMAN 10-2602 Table A6.1
61	Did unit possess sufficient protective shelters of the appropriate type?	PACAF Tech Report, para 6.3
62	Were base personnel able to accomplish assigned tasks in an NBC environment?	AFMAN 10-2602, para 5.8
63	Is the wing tracking the use of IPE and stockpiles?	PACAF Conops, para 5.2, 5.3
64	Were base personnel able to recognize, mark, and report chemical and biological contamination, UXO's and damage?	AFMAN 32-4005 A-11.4.4
65	Is the wing properly managing contaminated waste and contamination waste sites?	AFMAN 32-4005, Chapter 2
66	Does the unit have a shelter management team to perform 24 hour operations?	PACAF TCPS Conops
67	Can the unit demonstrate proper repacking of the TCPS components?	PACAF TCPS Conops

A	CERI ATSO	
68	Can the unit demonstrate how to set up their Transportable Collective Protection Systems (TCPS) to include tent frame erection, liner installation and filtration system connection?	PACAF TCPS Conops
69	Can the unit operate the TCPS to include obtaining required overpressure and performing proper ingress/egress procedures?	PACAF TCPS Conops
70	Assess how well senior leadership develops and implements appropriate plans to enhance force survivability in an NBCC environment. 4.2.3	AFMAN 10-2602, 4.1.2.1
71	Evaluate the integrated use of collective protection hardening, dispersal, and contamination avoidance, appropriate to the threat and IAW local plans.	AFMAN 10-2602, 4.1.2.1.
72	Determine if hardening actions are implemented IAW the hardening plan and if there is ongoing improvement of hardening.	AFMAN 10-2602, A3.6.21.
73	Determine if the base populous properly uses challenge, duress, and chemical access codes (when in chemical protective gear).	
74	Determine if the base populace recognizes and responds appropriately to alarm signals, MOPP declarations, FPCONS, and other force protection announcements.	AFMAN 10-2602, A3.1.3.
75	Evaluate if personnel are notified of contaminated areas, transportation routes, and post-attack actions, so vehicles and personnel avoid contamination.	
76	Is M8 paper placed around the installation to fill in gaps in the detection network?	AFMAN 10-2602, para 1.8.1.3
77	Determine if the base defense operations center (BDOC) and NBC cell developed standard operating procedures for NBC detection, warning, and reporting outside the airbase perimeter and within the airbase tactical area of responsibility.	AFMAN 10-2602, A4.13.2.3.
78	Did NBCCC personnel provide the commander with recommended Split MOPP options, risk assessments; type of agent used, and expected persistency within one hour after release of NBC reconnaissance teams?	AFMAN 10-2602, A3.6.8
79	Did the installation have personnel and procedures to effectively collect, handle, account for and transfer chemical and biological samples?	PACAF Technical Report, para 9.2.7, PACAF Bio Conops
	<b>SELF AID BUDDY CARE</b>	
80	Determine if casualties are expeditiously transported to appropriate casualty collection points and/or medical facilities.	AFMAN 10-2602, 1.18.5

A	CERI ATSO	
81	Determine if personnel are able to perform wartime duties while in MOPP 4 for an extended period of time (IAW C-CW CONOPS Hazard Duration Tables) and determine if supervisors implement work-rest cycles.	AFMAN 10-2602, 5.3.3.5
82	Determine if the base has sufficient personnel and supplies to process appropriate personnel per hour through each Ground Crew CCA that is established, IAW MAJCOM, theater, or AFMAN 10-2602 guidance.	AFMAN 10-2602, 1.15.2.1

<b>F</b>	<b>FIRE PROTECTION FLIGHT</b>	
	<b>MANAGEMENT/ADMINISTRATION: FIRE UCI</b>	<b>AFI 32-2001, para 1.6</b>
1	Had the Fire Chief established and implemented an effective fire protection and prevention program?	AFI 32-2001, para 2.3.3 NFPA 1500
2	Did the Fire Chief develop and implement management plans for the Firefighter Occupational safety and health program?	AFI 32-2001, para 2.3.4
3	Did the Fire Chief develop and implement management plans for environmental pollution controls during fire protection activities?	AFI 32-2001, para 2.3.5 NFPA 472
4	Did the Fire Chief develop and implement management plans for Hazardous Material emergency responses?	AFI 32-2001, para 2.3.6
5	Did the Fire Chief develop and implement management plans for responses to incidents occurring in rough and difficult to reach terrain and Airfield Installation Compatibility Use Zone (AICUZ) areas?	AFI 32-2001, para 2.3.7
6	Did the Fire Chief develop and implement management plans for selective response procedures?	AFI 32-2001, para 2.3.8 AFOSHSTD 91-25
7	Did the Fire Chief develop and implement management plans for Confined Space Rescue?	AFI 32-2001, para 2.3.9, DoDI6055.6-M-1
8	Did the Fire Chief develop and implement management plans for Emergency Medical Responses?	AFI 32-2001, para 2.3.10
9	Did the Fire Chief develop and implement management plans for off-installation responses?	AFI 32-2001, para 1.7.3
10	Have Operational Risk Management (ORM) plans been developed for Air Force, NFPA, and OSHA deficiencies and deviations?	AFI 32-2001, para 1.7
11	Has the installation commander approved short term deviations (less than 18 months), PACAF/CE approved long-term deviations (more than 18 months) and HQ USAF/ILE approved permanent deviations from DoD and AF instructions OSHA regulations or NFPA standards	AFI 32-2001, para 2.3.10
12	Were Fire risk management plans and operational policies developed when resources and staffing levels fall below Air Force standards?	AFMS 44 EF
13	Was the department staffed and equipped to respond to one major aircraft, structural, or hazardous material incident at a time?	AFI 32-2001, para 3.1.2

F	FIRE PROTECTION FLIGHT	
14	Did the Fire Chief ensure installation commander was informed of department capabilities?	AFI 32-2001, para 3.1.2
15	Had standard operating procedures on incident response priorities been approved by the installation commander?	AFI 32-2001, para 3.1.2.2
16	Had Memorandum of Agreement (MOA) with civilian communities or other government agencies to offset internal levels of staffing?	AFI 32-2001, para 3.1.2.3
17	Do firefighters perform additional duties outside the fire department compromising mission support and Air Force acceptable levels of risk for safe fire fighting as determined by the Fire Chief?	AFI 32-2001, para 3.1.3
18	Did the Fire Chief determine levels of reserve specialized equipment IAW Allowance Standard 490?	AFI 32-2001, para 3.1.3
19	Were AF Form 1071 or automated products used to record inspections of equipment not maintained on vehicles?	AFI 32-2001, para 3.1.5
20	Were fire incident investigations performed IAW AFI 91-204?	AFI 32-2001
21	Were emergency responses reported IAW automated National Fire Incident Reporting System (NFIRS)?	AFI 32-2001, para 3.1.7
22	Were Mutual Aid Agreements managed IAW AFI 32-2001 Attachment 4, 5 and 6?	AFI 32-2001, para 3.1.7
23	Does the installation commander approve mutual aid arrangements and emergency responses to local communities that are not covered by mutual aid agreements?	AFI 32-2001, para 3.1.7.1
24	Has the Fire Chief coordinated with local agencies to familiarize them with the incident command system used by each and do determine the level at which these agencies comply with NFPA 1500?	AFI 32-2001, para 3.1.7.1
25	Were annual off-base surveys of the surrounding area conducted to fully understand potential hazard/obstacles involved with mutual aid responses?	AFI 32-2001, para 3.1.7.2
26	Did the department obtain copies of the local department's plans for high hazard areas where mutual aid may be requested?	AFI 32-2001, para 3.2.3
27	Did the fire chief determine the number of Emergency Medical Technicians required and ensure department meets requirements of DoDI 6055.6-M-1?	AFI 32-2001, para 3.3.2

F	FIRE PROTECTION FLIGHT	
28	Did the fire chief determine the need for pre-incident plans for potential high fire-and life risk facilities, hazardous operations, and assigned/transient aircraft?	AFI 32-2001, para 3.3.3
29	Did the fire chief establish a dedicated rescue team(s) for each shift?	AFI 32-2001, para 3.3.3
30	Were rescue team members certified to the Firefighter II and Airport Firefighter Level (for installations with flying mission) and a graduate of, or scheduled to attend Firefighter Rescue Course?	AFI 32-2001, para 3.3.4
31	Were department emergency care protocols developed and approved by the MCF Commander?	AFI 32-2001, para 3.3.5
32	Did the fire chief complete and forward NFPA 1500 Worksheets to PACAF annually by 1 Sept?	AFI 32-2001, para 3.3.10
33	Were Force Activity Designator (FAD) codes for fire protection vehicles, equipment and supplies equal to the mission being supported?	AFI 32-2001, para 3.3.11
34	Did the department maintain a reserve quantity of AFFF and dry chemical agent equal to the total capacity of assigned vehicles?	AFI 32-2001, para 3.3.11
35	Were local procedures established to provide for immediate transportation of AFFF agent for emergency operations?	AFI 32-2001, para 3.3.12
36	Did the department have a minimum of two radio frequencies?	AFI 32-2001, para 3.3.12
37	Did the installation commander, with advice from the fire chief determine which agencies were authorized transceiver access to the fire crash net?	AFI 32-2001, para 3.3.12
38	Did all fire stations have automatic start/transfer emergency generator backup power?	DoDI 6055.6, para E2.5.14.5.1
39	Was the FACC staffed with qualified personnel and equipped for 24-hour operations?	AFI 32-2001, para 3.3.12
40	Does the fire chief or assistant fire chief on duty receive 30-minute notification prior to exercises involving firefighting vehicles, equipment, or personnel use?	AFI 91-301, para 14.1.2
41	Did the fire department provide a representative to the Occupational Safety and Health Council?	AFI 91-301, para 2.12.3
42	Did fire prevention personnel evaluate fire hazard reports and coordinate actions with ground safety personnel?	AFI 91-501, para 6.1.2

F	FIRE PROTECTION FLIGHT	
43	Did the fire prevention section ensure the FACC was notified when a required fire protection system is out of service for more than 4 hours in a 24-hour period and ensured the building had be evacuated or a user/occupant fire watch, approved by the fire protection authority, establish for all areas left unprotected by the out-of-service system until the system has been returned to service?	NFPA 1500, para 4.5
44	Did the department have an occupational safety and health committee that meets at least once every six months to serve in an advisory capacity to the fire chief?	NFPA 1500, para 4.7.1
45	Did the fire chief appoint a designated fire department health and safety officer?	NFPA 1500, para 4.16.1
46	Was the department health and safety officer a member of the occupational safety and health committee?	NFPA 1500, para 4.12.7
47	Does the health and safety officer issue a report to the fire chief, at least annually, on fire department accidents, occupational injuries, illnesses, deaths, and exposures?	NFPA 1500, para 4.14.1
48	Does the health and safety conduct facility inspection on all department facilities at least annually to ensure compliance with NFPA 1500 Section 9.1?	NFPA 1500, para 4.18.1
49	Did the health and safety officer ensure that the fire department's infection control program meets the requirements of 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens," and NFPA 1581, Standard on Fire Department Infection Control Program?	NFPA 1500, para 4.19.1
50	Did the health and safety officer ensure that the fire department established a critical incident stress management (CISM) program?	NFPA 1500, para 6.2.7
51	Did the department have standard operating procedures for safely driving fire apparatus during non-emergency travel and emergency response to include specific criteria for vehicle speed, crossing intersections, and traversing railroad grade crossings?	NFPA 1500, para 6.3.6 & 6.3.7
52	Did members riding in open cab apparatus where helmets and use have eye protection issued?	NFPA 1500, para 7.1.3
53	Were Structural fire-fighting protective clothing cleaned at least every 6 months as specified in NFPA 1851, Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles?	NFPA 1500, para 7.1.7
54	Did the fire department provide for the cleaning of protective clothing and station/work uniforms?	NFPA 1500, 7.2.1

<b>F</b>	<b>FIRE PROTECTION FLIGHT</b>	
55	Did department Structural firefighting clothing meet the applicable requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting?	NFPA 1500, 7.3.1.1
56	Did department proximity protective clothing meet the applicable requirements of NFPA 1976, Standard on Protective Ensemble for Proximity Fire Fighting?	NFPA 1500, para 7.4.1
57	Were Members who perform emergency medical care or are otherwise likely to be exposed to blood or other body fluids provided with emergency medical garments, emergency medical face protection devices, and emergency medical gloves that meet the applicable requirements of NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations?	NFPA 1500, para 7.9.5
58	Did the department obtain documentation that a sample of the breathing air obtained directly from the point of transfer from the storage cylinders, cascade system cylinders, storage receivers, and other such storage equipment to the SCBA cylinder has been tested at least quarterly and that it is compliant with the requirements of NFPA 1500, para. 7.9.1?	NFPA 1500, para 7.11.1
59	Did the department conduct qualitative or quantitative fit testing on an annual basis and whenever new types of respiratory protection equipment or facepieces are issued?	NFPA 1500, para 7.12.2
60	Wear SCBA cylinders hydrostatically tested as required by the manufacturers and applicable governmental agencies?	NFPA 1500, para 7.13.1
61	Did the department provide each member with a PASS devices which meets the requirements of NFPA 1982, Standard on Personal Alert Systems (PASS)?	
	<b>TRAINING</b>	
62	Does the Assistant Chief for training have the proper certifications for the position?	AFI 32-2001, para 3.2
63	Was the certification program administered IAW DoD 6055.6 and AFMAN 32-2003, and the CerTest Computer-Based Testing Procedural Guide?	AFI 32-2001, para 3.2
64	Did the department have a master training plan that addressed proficiency training requirements IAW AFI 32-2001, Attachment 2?	AFI 32-2001, para 3.2
65	Is proficiency training documented on AF Form 1085 or automated products?	AFI 32-2001, para 3.2.4

F	FIRE PROTECTION FLIGHT	
66	Did the Fire Chief, Deputy Chief, Assistant Chief for Operations, Assistant Chief for training and other senior fire officials attend On-Scene Commanders Course as specified in AFI 32-4002?	
67	Did the department have an adequate reference library to support upgrade and certification training?	
68	Did the department have lesson plans for all topics on the master training program?	AFOSH STD 91-25
69	Has the Fire Chief ensured firefighters on the confined space program team (CSPT) are trained for confined space requirements?	AFI 32-2001, para 3.2.2
70	Did all personnel whose position description requires participation in fire fighting operations participate in an approved DoD fitness/wellness program?	AFI 32-2001, para 3.3.1
71	Were all members trained in the Incident Management System IAW NFPA 1561, NFAs Incident Command System and AFMAN 32-4004?	NFPA 1500, para 5.3.8
72	Did the respiratory protection training program the requirements of NFPA 1404, Standard for Fire Service Respiratory Protection Training?	NFPA 1500, para 7.8.3
73	Were members tested and certified at least annually in the safe and proper use of respiratory protection equipment that they are authorized to use?	
	<b>OPERATIONS</b>	
74	Did the SFO on-scene assign an incident safety officer as situations dictate?	NFPA 1521
75	Were incident safety officer trained and qualified IAW NFPA 1521	AFI 32-2001, para 3.3.7
76	Did the fire department have the capability to respond ARFF vehicles to any incident on the runways or overruns within one minute after pre-positioning for a pre-announced emergency; for unannounced emergencies, did at least one primary ARFF vehicle reach the end of the furthest runway within three minutes from the time of dispatch from the airfield fire station; did the remaining vehicles arrive at the incident (for both announced and unannounced) at intervals not exceeding 30 seconds?	AFI 32-2001, para 3.3.8
77	Was the department capable of meeting facility emergency response times outlined in DoDI 6055.6?	AFI 32-2001, para 3.3.10

F	FIRE PROTECTION FLIGHT	
78	Were apparatus pump tests, maintenance and annual certification recorded on AF Form 1078 or automated product?	
79	Did the first arriving SFO quickly and accurately perform size-up and report conditions upon arrival for exercise scenarios?	
80	Did the first arriving SFO assume command and direct operations IAW with departmental operating plans (Prefire plans, AFTO 88, checklists, etc.)?	
81	Did the SFO ensure accountability of assigned crews?	
82	Did crewmembers update the SFO with conditions, actions and needs on the fire ground?	
83	Did crewmembers demonstrate appropriate firefighting agent selection and application?	
84	Did crewmember demonstrate effective use of assigned equipment, taking all safety factors into considerations? (Hydraulic tools, ladders, ropes, etc.)	
85	Did crewmembers demonstrate systematic rescue search patterns?	
86	Did crewmembers demonstrate sound/proven patient handling and care (Victim carries, first aid, transfer of care)?	
87	Did crewmembers demonstrate proper hose deployment operations?	
88	Did crewmembers demonstrate proper ventilation procedures?	
89	Did the SFO maintain control of the incident scene and coordinate action of other agencies operating in or around the incident site?	
90	Did crews conduct vehicle and equipment inspections at least once per shift IAW vehicle technical orders, established checklist or department operating instructions and annotate inspection results on appropriate form (AF Form 1800, 1812, 1819)	
91	Did crews demonstrate proper entry (normal and emergency) on all assigned aircraft?	
92	Did crew members demonstrate knowledge of aircraft shutdown and aircrew extraction procedures for all assigned aircraft?	

F	FIRE PROTECTION FLIGHT	
93	Did crews demonstrate re-supply efforts during and immediate following emergency operations?	
94	Did crew demonstrate continuous re-supply operation, when needed, for sustained operations?	
95	Did crews demonstrate proficiency in safing assigned aircraft?	
96	Did crews demonstrate proper hand signals for disentangling aircrafts for arresting cables?	
97	Were barrier rewind operations accomplished IAW established Operating Instructions?	
98	Was the arresting system expeditiously recycled and readied for the next engagement?	
99	Did the SFO ensure certifying official certified barrier prior to subsequent engagements?	
100	Were all safety requirements met during exercise responses (lights, sirens, seat belts, traffic rules/regulations, etc.)?	
101	Did crew members demonstrate proper wear/use of PPE?	NFPA 1500, para 6.4.6
102	Were Fire pumps on apparatus service tested in accordance with the applicable requirements of NFPA 1911, Standard for Service Tests of Fire Pump Systems on Fire Apparatus?	NFPA 1500, 6.5.12
103	Was all fire hose inspected and service tested in accordance with the applicable requirements of NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles?	NFPA 1500, para 7.13.2
104	Did crews use, and activate PASS devices in all emergency situations that could jeopardize that person's safety due to atmospheres that could be IDLH, incidents that could result in entrapment, structural collapse of any type, or as directed by the inside?	NFPA 1500, para 8.4.7
105	Did the department follow two-in two-out requirements during the initial stages of an incident where only one crew is operating in a hazardous atmosphere?	NFPA 1500, para 8.4.16
106	Did the department transition from the two-in two-out to dedicate a rapid intervention crew once a second crew is assigned or operating in the hazard area?	
	<b>FIRE PREVENTION</b>	
107	Did the department implement installation fire prevention programs IAW 91-301 and AFOSH STD 91-56?	AFI 32-2001, para 3.4.2

F	FIRE PROTECTION FLIGHT	
108	Did the department conduct annual facility fire prevention assessments unless required more often?	AFI 32-2001, para 3.4.3
109	Did the department use AF Form 218 or automated product as a checklist to record results of facility assessments?	AFI 32-2001, para 3.4.4
110	Did the department use AF Form 1487 or automated product to identify conditions of fire prevention program to commanders?	AFI 32-2001, para 3.5
111	Did the department ensure the appropriate civil engineer shop or contractor inspects, tests, repairs and maintains fire detection, water distribution and suppression systems?	AFI 32-2001, para 3.6
112	Were fire protection system impairments and systems out of service, to include water distribution systems, reported immediately to the FACC?	AFI 32-2001, para 3.6
113	Did the department ensure the designated CE shop annotated all water distribution test results on AF Form 1027 or automated product and provided to the fire chief?	AFI 32-2001, para 3.7
114	Did the fire chief coordinate on design drawings to signify review and ensure firefighting operational recommendations were incorporated?	AFI 91-501, para 6.2.4.1.1.
115	Were fire extinguishers selected, located, inspected, and maintained as required by NFPA 10, Standard for Portable Fire Extinguishers?	AFI 91-501, para 6.2.4.7
116	Did fire prevention ensure functional managers, supervisors, and (or) facility managers conducted visual inspection monthly and documented for all fire extinguishers under their control and extinguishers with discrepancies were taken to the designated servicing location?	AFI 91-501, para 6.2.2.2.3
117	Did fire prevention ensure that filters and hoods cleaned at least daily, with thorough cleaning of hood and exhaust ducts every 6 months?	AFI 91-501, para 6.2.3
118	Did fire prevention ensure a written fire plan had been developed for the health care facility and did it include appropriate staff response to fire emergencies and requirements for education and training?	
	<b>MANAGEMENT/ADMINISTRATION: FIRE ORI</b>	
119	<b>(#) Did the Fire Protection Flight have a plan to transition from peacetime to wartime?</b>	

F	FIRE PROTECTION FLIGHT	
120	<b>(#) Did the transition plan address Pre &amp; Post-attack operations/to implement during Increased Force Protection Conditions?</b>	
121	<b>(#) Did the plan address personnel assignments and staffing level in response to deployment tasking and during wartime manning levels?</b>	
122	<b>(#) Did the plan address measures to disperse and protect assets to include vehicles, agent, facilities and spare parts?</b>	AFPAM 10-219 Vol 2
123	Did the department take dispersal and protective measures to implement Camouflage, Concealment, and Deception including Noise, Light, and Litter Discipline for the fire station, dispersal sites and vehicles?	AFM 10-100, AFI 32-4007, AFPAM 10-219, Vol 2
124	Did the plan address verification metrics and activity codes for communication security and verification?	
125	<b>(#) Did the plan describe procedures to dispose of hazardous/contaminated waste?</b>	
126	<b>(#) Did the plan address procedures for incident response to critical facilities during the deposition phase of chemical attacks?</b>	
127	Did the plan identify procedures for establishment of Emergency Water Sources (EWS)?	
128	<b>(#) Did the plan address alternate means of communication for use during comm outages?</b>	
129	<b>(#) Did the plan address staffing and operation procedures for the FCC?</b>	
130	<b>(#) Did the Fire Protection Flight follow established Base or Wing Force Protection Conditions (FP-CON) procedures/directives?</b>	
131	Are sufficient number and type of vehicles available to meet mission requirements?	AFI 32-2001, 3.1.2
132	<b>(#) Did the department assign personnel to all UTC positions per DOC Statement or properly identified shortfalls?</b>	
133	<b>(#) Did the department ensure all critical UTC positions were filled with qualified personnel?</b>	
134	Were UTCs equipped as identified in current Equipment & Supply Listings (ESL)?	
135	Were department personnel proficient with mobility pallet preparation for UTCs?	

F	FIRE PROTECTION FLIGHT	
136	Did mobility bags contain all identified items described in appropriate Installation Deployment Plan (IDP)?	AFH 32-4014 Volume 4 & AFMAN 10-100
137	Did the Fire Chief or Base Civil Engineer inform the installation commander of fire department capabilities?	AFI 32-2001, 3.1.2
138	Did the department and power production staff establish written guidance that clearly defined roles and responsibilities concerning aircraft arresting systems operations?	
139	Did the base populace have knowledge of reporting fires and emergency requests as outlined in organizational wartime plans?	
140	FIRE ALARM CONTROL CENTER (FCC): Evaluated on the timeliness of recording and dispatching scenario information.	
141	<b>(#) Were the primary and alternated (when operational) FCC staffed by a Senior Fire Officer (SFO) for 24-hour operations?</b>	
142	<b>(#) Did the primary and alternate FCC have redundant equipment and operations?</b>	
143	<b>(#) Were direct communication with the SRC available and utilized for coordination of priority responses?</b>	
144	<b>(#) Were installation maps or automated equivalent available; and was pertinent information such as facilities, response routes, grid coordinates, and key safety/security concerns, (i.e. munitions storage); ECP, CCA, EWS, and fire apparatus dispersal locations included?</b>	
145	<b>(#) Were multiple responses categorized/prioritized using established facility priority listings and dispatched in a timely manner?</b>	
146	<b>(#) Were appropriate vehicles/equipment dispatched to safely mitigate incident scenarios?</b>	
147	<b>(#) Did the FCC &amp; SFO implement/track firefighter work-rest cycles, especially when wearing J-FIRE?</b>	
148	Did the FCC & SFO track agent expenditures?	
149	Were procedures for agent and equipment replacement/resupply identified and coordinated through SRC?	
150	Were response routes planned and dispatched with regards to UXOs and contamination locations?	

F	FIRE PROTECTION FLIGHT	
151	Upon termination of emergency responses were facility damage/status up channeled in a timely manner?	
152	Were crew status checks performed proficiently and on a regular basis?	
153	Did the SFO ensure dispersed assets were checked at least once during a 24-hour period?	
154	Did all appropriate agencies receive timely and accurate information?	
155	Did the FCC keep a logbook of critical information/actions?	
156	OPERATIONS: Evaluated on the departments ability conduct emergency response operations on assigned aircraft and at mission critical facilities in a simulated wartime environment.	
157	<b>(#) Did the first arriving SFO quickly and accurately perform size-up and report conditions upon arrival for exercise scenarios?</b>	
158	<b>(#) Did the first arriving SFO assume command (by use of command statement) and direct operations IAW with departmental operating plans (Prefire plans, AFTO 88, checklists, etc.)?</b>	
159	<b>(#) Did the SFO ensure accountability of assigned crews?</b>	NFPA 1561
160	<b>(#) Did crewmembers and the SFO provide updates to include conditions, actions and needs on the fire ground?</b>	
161	<b>(#) Did crewmembers demonstrate appropriate firefighting agent selection and application?</b>	
162	<b>(#) Did crewmember demonstrate effective use of assigned equipment, taking all safety factors into considerations? (Hydraulic tools, ladders, ropes, etc.)</b>	
163	Did crewmembers demonstrate systematic rescue & search patterns?	
164	Did crewmembers demonstrate sound/proven patient handling and care (Victim carries, first aid, transfer of care)?	
165	Did crewmembers demonstrate proper hose deployment operations?	
166	Did crewmembers demonstrate proper ventilation procedures?	

F	FIRE PROTECTION FLIGHT	
167	<b>(#) Did the SFO maintain proper command &amp; control of the incident scene and coordinate action of other agencies operating in or around the incident site?</b>	
168	Did fire fighting crews conduct a sweep of vehicle dispersal locations upon returning to site?	
169	<b>(#) Did crews conduct vehicle and equipment inspections at least once per shift IAW vehicle technical orders, established checklist or department operating instructions and annotate inspection results on appropriate form (AF Form 1800, 1812, 1819)?</b>	
170	Did crews demonstrate safe/proper approach, set-up and positioning for all scenarios IAW Pre-plans, AFTO 88s & OI?	
171	Did crews demonstrate proper entry (normal and emergency) on all assigned aircraft?	
172	<b>(#) Did crew members demonstrate knowledge of aircraft shutdown and aircrew extraction procedures for all assigned aircraft?</b>	
173	<b>(#) Did crews demonstrate re-supply efforts during and immediate following emergency operations?</b>	
174	<b>(#) Did crew demonstrate continuous re-supply operation, when needed, for sustained operations?</b>	
175	<b>(#) Did crews demonstrate proficiency in safing assigned aircraft?</b>	
176	Did crews demonstrate proper hand signals for disentangling aircrafts for arresting cables?	
177	<b>(#) Were barrier rewind operations accomplished IAW established Operating Instructions?</b>	
178	Was the arresting system expeditiously recycled and readied for the next engagement?	
179	Did the SFO ensure certifying official certified barrier prior to subsequent engagements?	
180	<b>(#) Were all safety requirements met during exercise responses (lights, sirens, seat belts, traffic rules/regulations, etc.)?</b>	
181	Did crew members demonstrate proper wear/use of PPE (J-FIRE suit, SCBA, etc.)?	
182	<b>(#) Was the SCBA engaged (on air) at an appropriate time to prevent IDLH atmosphere from entering face piece?</b>	

F	FIRE PROTECTION FLIGHT	
183	ABILITY TO SURVIVE AND OPERATE (ATSO): Evaluated on ability to survive and operate in a wartime environments.	
184	<b>(#) Did personnel recognize, perform limited identification, mark (as appropriate) and report NBC contamination, unexploded ordnance, and damage?</b>	AFH 32-4014 Volume 4
185	Did the department demonstrate understanding/ability to perform Blackout procedures on facilities and vehicles?	AFH 32-4014 Volume 4
186	<b>(#) Did personnel demonstrate appropriate contamination avoidance and contamination control techniques?</b>	AFH 32-4014 Volume 4
187	<b>(#) Did the flight demonstrate proficiency with CCA operations, to include mask refurbishment and the capability to aerate/decon the J-FIRE crew ensemble as appropriate?</b>	PACAF CW CONOPS
188	<b>(#) Did personnel demonstrate the ability to react USAF Alarm Signals?</b>	AFH 32-4014
189	<b>(#) Were personnel trained in appropriate actions to take during an attack?</b>	AFH 32-4014 Volume 4
190	Were personnel proficient in the proper use of the S-A-L-U-T-E report?	AFMAN 10-100
191	<b>(#) Were personnel trained in appropriate actions to take after an attack?</b>	AFH 32-4014 Volume 4
192	Were personnel trained in the use of Auto-injectors?	AFH 32-4014 Volume 4
193	<b>(#) Did fire department personnel respond to and demonstrate appropriate MOPP level conditions?</b>	AFH 32-4014 Volume 4
194	Did the fire department demonstrate the proper use and placement of M-8 paper and M-9 tape?	AFH 32-4014 Volume 4
195	<b>(#) Did personnel demonstrate ability/understanding of immediate Decon procedures?</b>	AFH 32-4014 Volume 4
196	Were personnel proficient in the proper techniques of asset covering-uncovering?	

## Attachment 2

## CIVIL ENGINEER IRRI OBJECTIVES

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
1. Unit Deployment Processing	CE, with LG	Installation/ Unit Deployment Plan and Procedures	Review of Installation Deployment Plan, observe unit prep and execution procedures	Adequacy of preparation, unit briefs, capability to meet assembly and chalk times, discrepancies for personnel and cargo	Execution Message, installation deployment plan execution	PAFI90-201, A3.2.3
2. Unit Reception Plan/Brief	CE	Home Station BSP Review	Base Support Plan and unit recap-tion and beddown plan review	Knowledge of and complete-ness of brief, integration plan for cargo and personnel	Card	PAFI90-201, A3.2.3
3. OPLAN tasked BSP brief	CE	Deployed Location BSP Review	Base Support Plan review	Knowledge of and complete-ness of brief for OPLAN tasked deployed location, major objectives, primary tasks, weapon systems supported, infrastructure, LIMFACs, etc.	Card	PAFI90-201, A3.2.3
4. WRM Employment/ Deployment	CE, with LG	Home Station and/or Deployed Location BSP Review	Home Station and Deployed Location BSP review	Knowledge of requirements, response time, completeness and quality of employment/ deployment	Execution Message, Card	PAFI90-201, A3.2.3

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
5. Incident Response	CE, with SF, SG, Base Populace	Threat-based Task eval and observe response actions	Evaluation of threat, situational assessment, response time and actions; OPLAN 32-1 and CRP review	Unit response to IED/WMD/ threat-based situation, assessment, response and recovery	Card, training device, phone call, etc.	PAFI90-201, A3.2.4
6. Command and Control	CE	OPLAN 32-1, CRP and unit C2 CONOPs review	Review of UCC/DCC practices, procedures and CONOPs	Capability of unit to effectively control resources, identify, report and properly mitigate threats to C2	Card, simulated event, email, disruption of service	PAFI90-201, A3.2.1
7. Contract or Service Default and Procedures	CE, with CONS, JA, FM	Home Station BSP and CRP Review	Deployment of procedures outlined in Home Station BSP/CRP or innovative workarounds	Knowledge of procedures, thoroughness and feasibility of workaround plan, utilization of assets	Card	PAFI90-201, A3.2.3
8. SABC	CE	Injury/casualty during IRRI activities	Compliance with medical procedures and practices	Knowledge of and execution of proper initial and follow-on procedures	Card	PAFI90-201, A3.2.4
9. FPCON Implementation	CE, with SF, Threat WG	Installation Security Plan, FPCON measures, unit-specific implementation measures/ plan	Installation Security Plan review, FPCON measures review, CRP and BSP review	Correct and timely implementation of measures, completeness of measures tailored to unit, unit response to increased FPCON	Card	PAFI90-201, A3.2.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
10. INFOCON Implementation	CE, with SC, Threat WG	Installation Information Security/Protection Plan, INFOCON measures, unit-specific implementation measures/plan	Installation Information Security/Protection Plan/Program review, INFOCON measures review	Correct and timely implementation of measures, completeness of measures tailored to unit, unit response to increased INFOCON	Card	PAFI90-201, A3.2.4

## Attachment 3

## CIVIL ENGINEER CERl OBJECTIVES

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
1. Airbase Expansion Planning	CE	BSP Review. Task Eval	Base Support Plan review & task evaluation	Thoroughness and accuracy of Force Beddown Planning/Brief	Task Eval Card	AFI 90-201, Atch 5, CCC, A5.3.3.4
2. Airbase Expansion Construction	CE	BSP Review. Task Eval	Base Support Plan review & expedient construction	Timeliness and effectiveness of tasked expedient construction.	Task Eval Card	AFI 90-201, Atch 5, CCC, A5.3.3.4
3. Shelter Management (CPS and non-CPS shelters)	CE, Base Populace	Observe unit actions	Review Base Support Plan & shelter operations	Evaluate shelter set-up, operation, and utilization, to include adequacy of CPS mechanical system, as applicable.	None	AFI 90-201, Atch 5, CCC, A5.3.4
4. Expedient Hardening	CE, Base Populace	BSP Review. Observe unit actions	Base Support Plan review & expedient hardening of facilities	Execution of Hardening Plan. Assess unit's hardening efforts.	None	CCC A5.5 AFI 90-201, Atch 5, CCC, A5.3.3.4.
5. Emergency Power Generation Systems Reliability	CE, Base Populace	Task Eval. Ability to Sur-vive and Operate (ATSO) scenar-ios	Automatic start-up and transfer after electrical outage. Task eval of manual start systems.	Isolation of electrical systems to force units to operate back-up electrical generators. Selective task eval of manual start systems to ensure building occupants can perform assigned duties.	GBSs and scenario; In-put card for task eval.	AFI 90-201, Atch 5, CCC, A5.3.3.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
6. Aircraft Barrier (fixed) Operations	CE	ATSO scenario	Barrier re-wind after cable engaged by an aircraft	Firefighter response to barrier engagement / rewind/re-set Barrier Maint actions to re-service barrier and certify as serviceable.	Input card	AFI 90-201, Atch 5, CCC, A5.3.3.4
7. Crash, Fire, Rescue Aircrew Extraction	CE	ATSO scenario	Aircrew ground mishap response	Command and control from unit control centers and Survival Recovery Center (SRC) communication. Incident Command System established during responses. Timely and effective extraction of aircrew member(s) from unit aircraft. Multiple extraction if unit operates different type airframes. Can be scheduled with barrier engagement.	Input card	AFI 90-201, Atch 5, CCC, A5.3.3.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
8. Structural Firefighting/Rescue	CE	ATSO scenario/ Task Eval	Observe Post-attack response actions	Command and control from UCCs, FCC and SRC. Incident Command System established during responses. Timely and effective response to aircraft, munitions, and structural fire situations. If unit operates large-frame aircraft, can set-up multiple interior rescue operations. Structural fires can be set-up as a task eval to assess interior firefighting operations.	In-put card Can be integrated with hung ordnance operations for fighter aircraft.	AFI 90-201, Atch 5, CCC, A5.3.3.4
9. Battle Damage Assessment (Airfield)	CE	ATSO scenario	Airfield Damage Assessment Team (ADAT) evaluation after SCUD and/or Aircraft Attack	Accuracy of ADAT evaluation of airfield damage. ADAT status reporting to SRC.	GBS and props to simulate cratered runway/taxiway	AFI 90-201, Atch 5, CCC, A5.3.3.4
10. Battle Damage Assessment (Facilities & Utilities)	CE	ATSO scenario	Damage Assessment Reconnaissance Team (DART) evaluation after repeated attacks.	Accuracy of DART response to multiple facility/utility damage. Accuracy of assessments. Prioritization of multiple facility and utility repair efforts.	GBSs, enhanced photos, and facility damage cards.	AFI 90-201, Atch 5, CCC, A5.3.3.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
11. Minimum Operating Strip (MOS) Selection	CE	ATSO scenario / Task Eval	DAT input and/or MOS selection team task evaluation	Accuracy and timeliness of MOS recommendation and MAOS selection. Selection Team's analysis of airfield damage and recommendations to CC	Task Eval card with airfield damage	AFI 90-201, Atch 5, CCC, A5.3.3.4
12. Rapid Runway Repair (RRR)	CE	ATSO scenario	Repair after SCUD and/or Aircraft attack on airfield	Determine site access and haul routes. Timely/accuracy of crater repair operations. RQC measurements accuracy. Timely/accuracy of mat installation. Integrated multiple crater repairs. Timely and accuracy of centerline marking/stripping.	GBS and cones to simulate runway/taxiway damage.	AFI 90-201, Atch 5, CCC, A5.3.3.4
13. Mobile Aircraft Arresting System (MAAS)	CE	ATSO scenario	Repair after SCUD and/or Aircraft attack on airfield	Timely / accuracy and safe installation of the MAAS. Anchoring pattern correct. Integrated operations.	GBS and facility damage input card. May be integrated with RRR.	AFI 90-201, Atch 5, CCC, A5.3.3.4
14. Emergency Airfield Lighting System (EALS)	CE	ATSO scenario	Repair after SCUD/ Aircraft/ Mortar attack on airfield	Timely / accuracy and safe installation of the EALS. Distance-to-go marker set. Integrated with Barrier/MAAS	GBS and facility damage input card. May be integrated with RRR.	AFI 90-201, Atch 5, CCC, A5.3.3.4.

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
15. Rapid Utilities Repair Kit (RURK)	CE	ATSO scenario	Repair after SCUD/ Aircraft/ Mortar attack on airbase	Timely/accuracy and safe installation of the RURK system.	GBS and facility damage in-put cards on 6" to 12" POL line.	AFI 90-201, Atch 5, CCC, A5.3.3.4
16. Reverse Osmosis Water Purification Unit (ROWPU)	CE	ATSO scenario	Repair after SCUD/ Aircraft/ Mortar attack on airbase	Timely/accuracy and safe operation of the ROWPU system. Sustained operations and schedules. Planned Storage capacity. Chlorination of storage/ distribu-tion system.	GBS and facility damage in-put cards. May be integrated as base expansion plans.	AFI 90-201, Atch 5, CCC, A5.3.3.4
17. Battle Damage Repair of Facilities	CE	ATSO scenario	Repair after SCUD/ Aircraft/ Mortar attack on airbase	Timely and accuracy of planned repair efforts. Selected construction of expedient repairs. Integration and prioritization of multiple repair efforts.	GBS and facility damage in-put cards.	AFI 90-201, Atch 5, CCC, A5.3.3.4
18. Personnel Response and Protection	CE, Base Populace	ATSO scenario	Observe Post-attack response actions	Appropriate wear of CWDE, use of individually issued items. Sufficient Attack/Warning Alarm systems. Urgency and appropriateness of response to attacks.	Repeated conventional and chemical Attacks using GBS and smoke grenades; TBMCS or C2 system alert.	AFI 90-201, Atch 5, CCC, A5.3.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
19. Chemical Contamination Avoidance (CCA)	CE, Base Populace	ATSO scenario	Review Base Support Plan, observe pre and post-attack activities to include CCA operations	Timely/accuracy of CCA set-up and operations to include suit aeration and mask refurbishment techniques. Analysis of contaminated area(s) and establishment of CCA, to effectively control contamination. Effective use of resources to include use of individual measures and resource protection techniques.	Persistent area chemical or biological contamination. Usually assessed during 2 separate persistent chemical attacks or during biological attack.	AFI 90-201, Atch 5, CCC, A5.3.4
20. Nuclear, Biological, and Chemical Reconnaissance	CE, Base Populace	ATSO scenario	Observe Post-attack response actions	Timely/accurate reconnaissance and reporting of chemical and biological status after attacks. Implementation of proper detection network, team set-up and route selection.	Installation, coupled with enemy intel. Possible simulated detector activation, network activation, detection paper change, etc.	AFI 90-201, Atch 5, CCC, A5.3.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
21. Explosive Ordnance Reconnaissance	CE, Base Populace	ATSO scenario	Observe Post-attack response actions	Assess timely and accuracy of identification, marking, warning, and reporting of UXOs by unit personnel.	GBSs and UXO training aids during attacks. Also can include Improvised Explosive Device (IED) during terrorist attack.	AFI 90-201, Atch 5, CCC, A5.3.3.4
22. Expedient Decontamination	CE, Base Populace	ATSO scenario Task Eval	Observe Post-attack response actions	Evaluate effectiveness of personal and spot vehicle, aircraft, facility, and limited area decontamination operations.	Simulated contaminated individual, vehicle, equipment, aircraft, or facility after attack.	AFI 90-201, Atch 5, CCC, A5.3.4.
23. Nuclear, Biological, and Chemical (NBC) Plotting	CE	ATSO scenario	Observe Post-attack response actions	Accuracy of automated and manual NBC plotting, agent plume delineation/ area contamination. Timely and accurate submittal of appropriate NBC reports. Effectiveness of analysis and recommendations to the CC.	Simulated chemical and biological contamination after SCUD or appropriate delivery attacks.	AFI 90-201, Atch 5, CCC, A5.3.4

Objective	Unit OPR	Method	Evaluated By	Assessment	Input Method	Reference
24. Explosive Ordnance Disposal	CE	ATSO scenario / Task Eval	Observe Post-attack response actions	Assess accuracy of EOD operations to render safe UXOs and IEDs. Assess Bomb removal operations after safing operations completed.	GBSs and UXO/IED training aids after attacks.	AFI 90-201, Atch 5, CCC, A5.3.3.4
25. Self-Aid/ Buddy Care	CE, Base Populace	ATSO scenario	Observe Post-attack response actions	Assess post attack response to injured members. Assess urgency of and accuracy of medical care provided to injured members. Assess unit's ability to administer nerve-agent antidote, ability to transport injured personnel to CCP.	Injured cards during attacks.	AFI 90-201, Atch 5, CCC, A5.3.4
26. Engineer Resource Protection and Work Party Security	CE	ATSO scenario	Observe active security measures	Assess effectiveness of work site security awareness. Assess ability to detect OPFOR penetration during RRR or expedient construction and repair operations.	OPFOR support and GBSs and UXO training aids.	AFI 90-201, Atch 5, CCC, A5.3.4
27. Base Denial	Wing/ CC, with CE, Base Populace	BSP Review Task Eval	Review BSP, Base Denial Plan, limited base denial actions	Thoroughness and detail of base denial plan briefing. Selected implementation of base denial actions.	In-put card.	AFI 90-201, Atch 5, CCC, A5.3.3.4.

## Attachment 4

**554 RED HORSE SQUADRON**  
**UNIT COMPLIANCE INSPECTION CHECKLIST**

<b>554 RED HORSE (RH) SQUADRON</b>		
	<b>COMMANDER</b>	
1	<b>(#) Did the Commander ensure the unit maintained the capability to rapidly deploy personnel and equipment in response to theater contingency and natural disaster situations?</b>	<b>AFI 10-209, para 1.10.1, 2.7 through 2.10</b>
2	<b>(#) Did the Commander establish a reconstitution program and appoint a single point monitor for all reconstitutions?</b>	<b>AFI 10-209, para 1.10.1, 2.7 through 2.10</b>
3	Did the Commander provide a governing supplement to AFI 10-209 or a unit Operating Instruction that outlined theater requirements and unit-specific roles, responsibilities, and methods to meet AFI requirements?	AFI 10-209, para 1.10.4
4	<b>(#) Did the Commander establish a unit equipment functional check program?</b>	<b>AFI 10-209, para 1.10.5; AFMAN 23-110V2, Part 2, Ch19; AFMAN 24-307, Ch3</b>
5	Did the Commander establish a mandatory unit physical fitness program?	AFI 10-209, para 1.10.7
6	<b>(#) Did the Commander ensure the development of an Annual Troop Training Project Program for past, current and future years had been developed, and that the past year(s) and current year programs were properly executed?</b>	<b>AFI 10-209, para 3.7</b>
7	Did the Commander ensure the development of a PACAF Troop training program for past, current, and future years had been developed, and that the past year(s) and current year programs were properly executed?	AFI 10-209, para 3.8
8	Was there an effective SORTS program within the unit with at least two SORTS monitors appointed (primary and alternate, at a minimum) and trained?	AFI 10-201, para 1.17
9	<b>(#) Did the Commander review, initial, and date the SORTS DOC statement (AF Form 723) directly after assuming command, and annually thereafter?</b>	<b>AFI 10-201, para 1.17</b>

<b>554 RED HORSE (RH) SQUADRON</b>		
10	Did the commander review SORTS results for measured resource areas, assign overall ratings for UTCs and the unit, and ensure that adequate remarks were included?	AFI 10-201, Ch 1
11	<b>(#) Did the unit manage required on-the-job training and formal training (AETC schools) and education (e.g., AFIT) for its people, including projecting all future requirements?</b>	AFI 36-2201, para 4.9, AFI 32-1001, para 1.2
12	<b>(#) Did the Commander ensure an active safety program was implemented within the unit, and supervisors complied with general safety, fire prevention, and occupational health requirements?</b>	AFOSH Standard 91-10, Chap 2
13	<b>(#) Did the Commander ensure Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) requirements were met?</b>	AFI 91-301, para 2.14
<b>OPERATIONS (RH)</b>		
14	<b>(#) Did an effective training program exist for assigned personnel in the various shops/workcenters?</b>	AFI 26-2201, para 4.10-4.15; AFI 32-1001 para 1.2
15	<b>(#) Was a locally developed safety program established for the various shops/workcenters?</b>	AFI 91-301, para 7.3
16	<b>(#) Did the unit ensure personnel were trained in special capabilities (e.g., ABM, rock crusher, concrete batch plant, etc) to meet peacetime and wartime requirements?</b>	AFI 10-209, para 3.3 and Table 3.2
17	<b>(#) Had personnel obtained required over-the-road movement plans for potential contingency or wartime operations?</b>	AFI 10-209, para 4.4
18	Were required technical orders and allowance standards current and properly maintained?	AFI 10-209
19	<b>(#) Did the unit maintain a special-purpose vehicle training program?</b>	AFI 24-309, para 4.2
20	Were only qualified and properly licensed operators permitted to operate powered vehicles and equipment?	AFOSH 127-54 and AFI 24-309, para 4.2
21	Were crane operators certified and did they possess an AF Form 483, Certificate of Competency (Note: certification can be accomplished using in-house training/certification)?	AFOSH standard 91-46, para 8.24
22	<b>(#) Did the electrical superintendent ensure all electrical work was completed IAW the latest version of the National Electrical Code, National Electrical Safety Code and OSHA?</b>	AFI 32-1064, para 2

<b>554 RED HORSE (RH) SQUADRON</b>		
23	<b>(#) Did personnel receive annual CPR proficiency training and was the training documented on the AF Form 55?</b>	AFI 32-1064, para 2.13; AFOSHSTD 91-10, para 2.1.1.2
24	<b>(#) Were workers properly equipped and trained to use and maintain tools and PPE, paying particular attention to rubber insulating protective equipment (rubber gloves, sleeves, line hoses, hoods, and covers) and hotline tools?</b>	AFI 32-1064, para 2.11; AFOSHSTDs 91-10 and 12-13
25	<b>(#) Did electrical insulating equipment receive required periodic electrical testing and were inspections performed prior to use?</b>	AFI 32-1064, para 2.11; AFOSHSTDs 91-10 and 12-13
26	<b>(#) Were rubber gloves and sleeves di-electrically tested every six months when assigned and in active use?</b>	AFOSHSTD 91-31 para 3.6.4.8.3
27	<b>(#) Were all other rubber goods tested IAW applicable guidelines?</b>	AFOSHSTD 91-31
28	<b>(#) Were hot line tools tested semi-annually?</b>	AFJMAN 32-1082, para 15-18a
29	Were all personnel who were required to climb wooden poles being certified in pole climbing at least once a year?	OSHA Standard 1910.269
30	Was the Uniform Plumbing Code current edition available to shop personnel?	AFI 32-1066, Plumbing Systems, para 3.1
31	<b>(#) Were all authorized Equipment Authorization Inventory Data (EAID) generators accounted for on the equipment custodian CA/CRL?</b>	AFI-32-1063, para 3.2
32	<b>(#) Were generators and light carts properly maintained, tested and exercised?</b>	AFI 32-1063, para 7
33	Were historical records being maintained on all generator sets?	AFI 32-1063, para 5.5
34	Did Power Production personnel ensure that engine-lubricating systems were maintained IAW technical orders?	AFI 32-1062, para A3.4
35	Did power production personnel ensure that engine-cooling systems were maintained IAW technical orders?	AFI 32-1062, para A3.5
36	Was the explosive actuated fastening tool program properly managed?	AFM 91-201, para 2.2 & 2.3
37	Were craftsman certified by an authorized certification agency?	AFM 91-201
38	<b>(#) Did the unit have an approved and coordinated Confined Space Entry Program (as applicable)?</b>	AFOSH Std 91-25, Chap 2
39	Were necessary warning signs and barriers available and used by the workers?	(AFOSHSTD 91-10, para 2.15)
<b>ENGINEERING (RH Programming and Design)</b>		

<b>554 RED HORSE (RH) SQUADRON</b>		
40	Did the CECC have a design schedule for all projects to be designed in the fiscal year?	
41	(#) Was an appropriate design and construction information management system employed to track critical project data such as major design and construction milestones, design and construction status, project cost, etc.?	AFI 32-1023, para 5.7
42	Did engineers perform a comprehensive constructability review or equivalent?	AFI 32-1023, para 5.12
43	<b>(#) Did Project Engineers and senior shop personnel/craftsmen review Engineering project designs during design reviews?</b>	<b>AFI 32-1023, para 5.12</b>
44	Were end-customers and appropriate USAF/USFK/host nation agencies involved in project design review?	AFI 32-1023, para 5.22
45	<b>(#) Did Project Engineers ensure maintainability and reliability of proposed systems during design reviews?</b>	<b>AFPAM 32-1004V2, chap 3</b>
46	<b>(#) Was all required corrosion control (cathodic protection, industrial water treatment and protective coatings) provided on projects?</b>	<b>AFI 32-1054, paras 3.3, 3.4</b>
47	Were projects designed IAW programming documents (DD Form 1391/1391 c), current CTLs and ETLs, and were design analyses which document design considerations and decisions and reference ETL/CTL compliance accomplished for all projects as required?	AFI 32-1023, para 5.1
48	Is an Air Force Engineering Technical Letter (ETL) and Construction Technical Letter (CTL) library current and available to all designers?	AFI 32-1023, para 2.1 and 2.2
49	Were projects designed IAW with latest AT/FP guidance? (Interim Department of Defense Antiterrorism/Force Protection Construction Standards, 16 Dec 1999 and Draft USCINCPAC Anti-Terrorism/Force Protection Construction Standards Interim Guidance, Nov 2000)	Interim Department of Defense Antiterrorism/Force Protection Construction Standards, 16 Dec 1999 and Draft USCINCPAC Anti-Terrorism/Force Protection Construction Standards Interim Guidance, Nov 2000
50	Were all force protection requirements coordinated with Security Forces?	(USAF Installation Force Protection Guide, Ch 2)
<b>Project Management</b>		

<b>554 RED HORSE (RH) SQUADRON</b>		
51	<b>(#) For each project, did project managers/inspectors maintain an inspection folder in which all aspects of preparation, daily entries and requirements for maintaining AF Form 1477, Construction Inspection Record, or equivalent, were correctly accomplished</b>	AFI 32-1023, para 6.5, 6.8
52	Did the project engineer continually review project folders to ensure they contained, at a minimum, a copy of approved project documents (DD Form 1391), required Environmental Impact Analysis Process (EIAP) documentation (AF Form 813/DD Form 1391c), project	AFI 32-7061, Chap 3; AFI 32-1021, Chap 2; AFI 32-1023, para 6.5
53	Was proper project documentation maintained by the project engineer for each project, and at completion of the project, were copies of the documents and drawings needed for base record files turned over to using BCE?	AFI 32-1023, para 6.5
54	Was a DD Form 1354, transfer and acceptance of military real property, accurately completed for construction activities/real property transfers?	AFI 32-9005, para 3.2 through 3.5
55	Were post-occupancy inspections performed, as required (if applicable)?	AFI 32-1023, para 6.15
<b>Site Development</b>		
56	Did the site development section have sufficient drafting and survey equipment?	AS 429
57	Did personnel ensure surveying and lab equipment requiring periodic calibration was sent to TMDE or an approved contractor in accordance with manufacturers recommendations?	TO 00-02-14
<b>READINESS (RH)</b>		
58	<b>(#) Was SORTS data properly calculated and reported for personnel, equipment and supplies, and training?</b>	AFI 10-201, Chaps 3, 4 & 6
59	Did SORTS worksheets accurately reflect all data required to be reported?	AFI 10-201, Chaps 3, 4 & 6
60	Had the unit appointed a Disaster Preparedness representative to manage and coordinate unit aspects of the installation DP program?	AFI 32-4001, para 1.13.1
61	<b>(#) Had the unit developed and implemented response procedures and checklists to support local response plans (e.g. OPLAN 32-1), as well as war and contingency planning documents?</b>	AFI 32-4001, para 1.13.3; AFI 32-4001, Sup 1, 1.13

<b>554 RED HORSE (RH) SQUADRON</b>		
62	Had the installation Civil Engineer Readiness Flight reviewed the unit checklists?	AFI 32-4001, Atch A2.2.9
63	Did UCC emergency response checklists cover all applicable contingency (peacetime accident and other contingency) scenarios based on assigned weapon systems and resources?	AFI 32-401, para 2.2.4; AFMAN 32-4004, Atch 2 and 4
64	<b>(#) Had the unit established a unit control center and identified specialized teams, as required?</b>	<b>AFI 32-4001, para 1.13.8; AFI 32-4001, Sup 1, para 1.13</b>
65	Did the UCC have the current, applicable standard DRF maps (e.g. crash grid map) and required contingency maps (e.g. installation NBC/ABGD sector map)?	AFI 32-4001, para 1.3.11
66	Were requirements for unit readiness personnel (3E9) included in the installation annual formal training submissions (if applicable)?	AFI 32-4001, para 6.2; AFI 32-4001, Sup 1, para 6.11
67	<b>(#) Did the unit Readiness function identify and procure equipment, supplies, and applicable T.O.s/materials to support training and in-place and “deployed” operational requirements?</b>	<b>AFI 32-4001, para 3.1 and 3.2; T.O. 00-5-1</b>
68	<b>(#) Was readiness equipment properly maintained and stored in areas protected from fire, pilferage, extreme weather, humidity and dust and is it readily accessible?</b>	<b>Applicable T.O.s</b>
69	Did the unit readiness function schedule equipment requiring calibration on a staggered basis to ensure adequate amounts on-hand for response operations?	AFI 32-4001, Sup 1, para 4.1.2; applicable equipment T.O.s
70	<b>(#) Had the unit met individual skill area training requirements and any additional theater specific training requirements?</b>	<b>AFI 10-209, para 3.2</b>
71	Was a system established to track training data, is it current, and were training deficiencies flagged for resolution?	AFI 10-209, para 3.2
72	<b>(#) Was proficiency training and professional development for Readiness personnel adequately managed and documented (i.e., OJT, to include in-house training)?</b>	<b>AFI 32-4001, para 6.2.2; AFI 32-4001, Sup 1, para 6.2.2</b>
73	<b>(#) Were readiness personnel trained and proficient in the following: Global positioning system plotting and reporting, map plotting using latitude/longitude and Universal Transverse Mercator (UTM), operationally check and use detection and reporting equip.</b>	<b>3E9XX CFETP</b>
74	Were unit exercise evaluation team (EET) members assigned and trained to assess all areas tested during exercises, to include command and control/UCC operations, specific DOC requirements for UTCs, surface movement requirements, contamination control and	AFI 32-4001, 5.4.1; AFI 32-4001, Sup 1, para 5.2.2; local IG Directive/Publication

<b>554 RED HORSE (RH) SQUADRON</b>		
75	Did the unit EET members have checklists or guidance, which outlined objectives and requirements?	AFI 32-4001, 5.4.2, AFI 32-4001, Sup 1, para 5.2.1 and 5.2.2
76	Did the unit participate in all required exercises?	AFI 32-4001, para 5.3; AFI 32-4001, Sup 1, para 5.2.1
<b>RESOURCE MANAGEMENT (RH)</b>		
77	Did the unit manage its manpower matters to include advising the commander and workcenter supervisors on manpower standards application, variances, and authorization change requests?	AFI 38-201, Chap 2
78	Did the unit maintain, update, and track status of applicable changes to the Unit Manning Document (UMD), Unit Manpower Requirements (UMPR) document, authorization change requests (ACR), authorization change notices (ACN), and organizational change request	AFI 38-201, Chap 2
79	<b>(#) Did the resource advisor develop a comprehensive, valid and executable CE O&amp;M (3400), 3080 (if applicable), and vehicle purchase budget for submission to HQ PACAF, 7 AF and other Commands?</b>	<b>DFAS-DE 7000.1-R; DoDI 4000.19; AFI 65-601V1, para 8.1.4, 8.16, &amp; Chap 10; AFI 65-601V2, para 1.1</b>
80	Did the resource advisor (functional area agreement coordinator) assist in the computation, verification and coordination of all support agreements?	DFAS-DE 7000.1-R; DoDI 4000.19; AFI 65-601V1, para 8.1.4, 8.16, & Chap 10; AFI 65-601V2, para 1.1)
81	Did the resource advisor determine distribution of operating budgets and provide to the budget office the amounts by EEIC (and cost center where feasible) to be loaded into the accounting system?	AFI 65-601, Vol II, Atch 2
82	Did the resource advisor work with the cost center managers and RED HORSE commander to identify unfunded requirements and potential excesses?	AFI 65-601V2
83	Did the resource advisor train, guide, and help cost center managers prepare budgets and consider cost center inputs in developing the final budget?	AFI 65-601V2
84	Did the resource advisor ensure that management control program evaluations were performed completely, accurately, and did they adequately support the year-end statement?	AFI 65-201, para 1.8
<b>LOGISTICS MANAGEMENT (RH)</b>		

<b>554 RED HORSE (RH) SQUADRON</b>		
85	<b>(#) Did personnel ensure all material was inventoried at least annually, including annual review of residue assets to determine if turn-in was warranted, and material to be retained beyond 365 days was adequately justified?</b>	AFPAM 32-1004V4, para 1.5 and 7.2
86	Did personnel establish a system to minimize accumulation and maximize use of residual material?	AFPAM 32-1004V4, para 1.5 and 7.2
87	<b>(#) Did the Chief of the Supply Section (or appointed individual) review and certify inventory results, investigate any unfavorable procurement/storage trends, and ensure inventory actions were expeditiously processed?</b>	AFPAM 32-1004V4, para 7.2
88	Did personnel manage logistics-related audit reports to ensure property accountability (tools, equipment, materials) and audit trails existed for all material transactions, regardless of the inventory management system used?	AFPAM 32-1004V4, para 7.2
89	<b>(#) Did the Chief of Supply Section ensure adequate warehousing of all RED HORSE material and monitor RED HORSE material storage-related facilities, including proper handling, storage and issue of hazardous and flammable material?</b>	AFPAM 32-1004V4, para 1.5, Chaps 11, 19
90	Did warehouse personnel ensure material storage areas were in acceptable condition, all bins or storage compartments were labeled, and any required property transfers were completed?	AFPAM 32-1004V4, para 7.2
91	For projects and activities, did personnel generate the appropriate receiving records, update due-in files, and produce material receipt transactions for all in-coming items?	AFPAM 32-1004V4, para 2.2
92	Did the unit ensure requirements for hazardous materials were approved by the Hazardous Material Pharmacy (or base equivalent) prior to procurement?	AFPAM 32-1004V4, para 1.5
93	<b>(#) Did personnel maintain required communications equipment, weapons and ammunition, and medical equipment, and were respective management programs implemented?</b>	AFI 10-209, paras 2.7.4-2.7.6; AFCAT 21-209; AFI 21-208; AFI 31-207, Chap 2; respective Allowance Standards
94	<b>(#) Did unit personnel perform a complete annual review of mobility readiness spares package (MRSP) to ensure the authorized parts were adequate to support assets?</b>	AFI 10-209, para 4.8.1 and 4.8.2
95	Did the RED HORSE Chief of Supply monitor the unit DRMO program and act as a liaison between host DRMO and supply IAW local guidance?	AFI 10-209, para 4.8.4.6

	<b>554 RED HORSE (RH) SQUADRON</b>	
96	<b>(#) Did personnel ensure there was a viable Due-In-From-Maintenance (DIFM) program, to include properly tracking accountability and forecasting funding requirements?</b>	<b>AFMAN 23-110V2, Part 2, Ch 24, AFI 10-209, para 4.8.4.11</b>
97	Did personnel establish, maintain, and operate a locally-developed Individual Equipment program while in-garrison and deployed?	AFI 10-209, para 4.8.4.12
98	Were munitions annually forecasted?	AFCAT 21-209, para 1.1.2
99	Were out-of-cycle request properly documented and justified?	AFI 21-208, para 2.5
100	VEHICLE OPERATIONS AND MAINTENANCE	Utilize applicable portions of PACAFDIR 90-223, Logistics Quality Assessment/ Transportations, Sections A1.2 and A1.3.
	<b>SERVICES (RH)</b>	
101	<b>(#) Had the commander established a comprehensive education and training program to ensure all Services personnel were trained in their primary job responsibilities and in ancillary training required for their position?</b>	<b>AFI 34-254, paras 4.5 through 4.8</b>
102	<b>(#) Was there an overall written plan that outlined when and how all Home Station training (HST) will be conducted, and did the plan include all HST requirements?</b>	<b>AFI 10-214, Table 1; PRMG Ch 3 para 1b</b>
103	Did Home Station Training consist of classroom education, hands-on equipment training, computer based training, and Ancillary training such as weapons qualification and self-aid and buddy care?	AFI 10-214, para 1.9.7 and 3.2.2
104	Was training documented in TEAMS (or an acceptable equivalent)?	AFI 10-214, para 1.13.3
105	Did the unit budget funds for training TDYs, SCT, Train the Trainer, and Prime RIBS Managers Course, as applicable?	AFI 10-214, para 1.11.2
106	Were Services personnel rotated through the host installation services unit, when applicable, to receive proficiency training?	AFI 10-209, para 4.9.6
107	Did personnel utilize exercises and deployments to train on Wartime Mortuary Operating Procedures?	AFI 10-209, para 4.9.3
108	Did the training manager develop a Services training plan?	AFI 34-254, para 3.1.1 and 4.6
	<b>PROGRAM MANAGEMENT (RH)</b>	

<b>554 RED HORSE (RH) SQUADRON</b>		
109	<b>(#) Was a locally developed safety program established for the various Services operations and functions?</b>	<b>AFI 91-301, para 7.3</b>
110	Were team kits packaged, accessible and ready for short notice deployment/employment?	AFI 10-214, para 4.1
111	Had appropriate OIs, checklist, etc, been written in support of various base plans requiring Services support?	Prime RIBS Managers Guide, para 2.1
112	Were procedures established to organize available manpower to support extended hours of operation during contingencies?	AFI 10-214, para 1.9.3 and 1.9.3.1
113	Was required HST equipment available in accordance with Allowance Standard 429 Part M?	AFI 10-214, paras 1.9.2 and 3.2.3
114	<b>(#) Were WRM rations properly stored (if applicable)?</b>	<b>AFI 34-239, para 7.3</b>
115	Were rations stored by self-sustaining units issued on AF Form 1297, Temporary Issue Receipt, with a memorandum of understanding signed by the self-sustaining unit commander and were these rations accounted for on the WRM account?	AFI 34-239, para 7.3.5
<b>FOOD MANAGEMENT (RH)</b>		
116	<b>(#) Were AF Forms 119-1, Field Feeding Monthly Monetary Report, submitted as required?</b>	<b>AFI 34-239, Atch 5 and 6</b>
117	Were necessary steps taken and were forms kept on file for condemned food that is unfit for human consumption?	AFMAN 34-240, para 7.12.2
118	Were temperature charts available and used to document regular temperature checks of applicable refrigeration equipment (when in use)?	PACAF/SVX memo, PACAF Food Service Standards, 14 Feb 01
119	<b>(#) Were hot foods maintained and served at 140 degrees or above?</b>	<b>Food Code 1997, para 3-501.16</b>
120	<b>(#) Were cold foods maintained and served at 41 degrees or below?</b>	<b>Food Code 1997, para 3-501.16</b>
121	<b>(#) Were temperature measuring devices calibrated as necessary to ensure their accuracy?</b>	<b>Food Code 1997, para 4.502.11</b>
122	<b>(#) Were nonfood items (detergents, cleaning agents, insecticides, etc.) kept separately or away from where food was stored or prepared?</b>	<b>Food Code 1997, para 7-201.11</b>
123	<b>(#) Did each refrigerator/freezer (if applicable) have an accurate thermometer and was it properly located for easy viewing?</b>	<b>Food Code 1997, para 4-204.112</b>
124	<b>(#) Were initial formal and annual Food Safety Training sessions being accomplished?</b>	<b>AFI 48-116, paras 2.1.4 and 2.1.5</b>

<b>554 RED HORSE (RH) SQUADRON</b>		
125	<b>(#) Did supervisors ensure food handlers utilized proper hygiene techniques (e.g. bathe daily, wash hands with soap and water after visiting the toilet, refraining from smoking, fingernails cut short and clean, proper hair restraints worn, etc.)?</b>	Food Code 1997, para 2-3
126	<b>(#) Were wristwatches, bracelets, and rings (except wedding and engagement rings, and medical information bracelets) not worn?</b>	Food Code 1997, para 2-3
127	<b>(#) Were dishwashing/sanitizing temperatures being maintained as specified?</b>	Food Code 1997, paras 4-501.110 to 114 and 4-502.11
128	<b>(#) Were outside garbage cans/refuse containers enclosed or covered and cleaned on a regular basis?</b>	Food Code 1997, paras 5-501.13 and 5-501.16(A)(B)
129	Were clean food equipment items and utensils stored at least 6 inches above the floor and either covered or inverted?	Food Code 1997, para 4-903
<b>DEMOLITION TEAM (RH)</b>		
130	<b>(#) Was a locally developed safety program established for the shop/workcenter?</b>	AFI 91-301, para 7.3
131	Did the unit develop an explosive safety lesson plan?	AFMAN 91-201, para 2.3 & 2.4
132	<b>(#) Did personnel maintain required demolition tools and equipment and munitions for operational and training purposes?</b>	AFI 10-209, para 2.7.8
133	<b>(#) Were members of the demolition team trained as required?</b>	AFI 10-209, Table 3.2
134	Were the required number of certified members qualified?	820th Pilot Unit Program (PUP), Explosive Demolition Training Reference Guide, Feb 01 Section I, para B.2
135	Had all demolition team Personnel completed the RED HORSE Explosive Demolition/ Quarry Course?	PUP, Sect I, para B.3.a
136	Had team members (active/inactive) holding the position of OIC, NCOIC, Explosive Safety Representative and their assistants successfully completed the two-week quarry course?	PUP, Sect I, para B.3.a and B.3.b. (2)
137	Did each team member have an individual training folder that contained at a minimum, certificate of training and AF Form 797, Job Qualification Standard Continuation/Command JQS, detailing demolition duties?	AFI 36-2201, para 4.11.1.1.3
138	Were demolition team members conducting monthly classroom and practical training?	PUP, Sect I, para B.4.a

<b>554 RED HORSE (RH) SQUADRON</b>		
139	Did all personnel meet prerequisite requirements prior to being appointed to a demolition team?	PUP, Sect I, para B.3.b. (1), (3), (4), (5), (6)
140	<b>(#) Did the unit maintain all required demolition publications and documentation files?</b>	<b>PUP, Sect I, para B.6</b>
141	<b>(#) Did unit publish/maintain necessary operating instructions that covered the handling, demolition proficiency training, and transportation of explosives (as a minimum)?</b>	<b>AFMAN 91-201, Chapter 2 PUP, Sect XII, para 17</b>
142	<b>(#) Was the unit able to demonstrate proper demolition operations and procedures (task evaluations will be used to demonstrate compliance)?</b>	<b>T.O. 11A-1-66 &amp; to 11A-1-42</b>
143	Could the demolition team perform explosive operations using non-electric firing trains?	T.O. 11A-1-66, para 3-3
144	Could the demolition team perform explosive operations using electrical firing trains?	T.O. 11A-1-66, para 3-5