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This directory implements Air Force Policy Directive (AFPD) 90-2, *Inspector General--The Inspection System*; Air Force Instruction (AFI) 90-201 *Inspector General Activities*; and PACAF Instruction (PACAFI) 90-201 *PACAF Inspector General Activities*. This directory lists compliance items that support guidance in the following: public law, Executive Orders, Department of Defense, Air Force, and PACAF directives. Units may supplement this directory to add internal compliance items. It applies to all active Pacific Air Forces (PACAF) units and PACAF gained Air National Guard (ANG) units and members unless annotated otherwise before each paragraph. It does not apply to Air Force Reserve Command (AFRC) units or members. Send comments and suggested improvements to this directory on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ PACAF/DOT, 25 E Street, Suite I-232, Hickam AFB HI 96853-5426.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use these directories in conjunction with the annual Unit Self Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination. **Inspection items deemed critical for mission success, proper operation of functional areas, and requiring special vigilance are identified by the number symbol (#) and are mandatory inspection items.**

### **SUMMARY OF REVISIONS**

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

Each functional area has been moved into separate attachments and source references have been updated. The Weather Operations checklist was deleted because it is covered in AFI 15-180, *Air Force Weather Standardization and Evaluation Program*, and PACAF supplement to this instruction. Mission Performance Checklists have been incorporated for Terminal Attack Controller (TAC) Training, TAC Stan/Eval, and Tactical Air Control Party (TACP) and Air Support Operations Center (ASOC) Training.

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DAVID A. DEPTULA, Major General, USAF  
Director of Air & Space Operations

**Attachment 1****AVIATION RESOURCE MANAGEMENT MISSION PERFORMANCE CHECKLIST****A1.1. HOST AVIATION RESOURCE MANAGEMENT (AFI 11-401, AFI 11-402, AFI-11-421, CFETP 1C0X2) (OPR: PACAF/DOTT)****A1.1.1. HARM Operations**

- A1.1.1.1. Has the OG/CC appointed a CHARM in writing? (AFI 11-421, para 1.4.2.)
- A1.1.1.2. Has the AO Authenticating Authority and Issuing Approval Official been appointed in writing? (AFI 11-421, para 1.4.2.1.)
- A1.1.1.3. Are authorization letters maintained for personnel required to sign out or pick-up of FRFs? (AFI 11-421, para 1.4.2.2.)
- A1.1.1.4. Have MPOs certifying officials been appointed in writing? (AFI 11-421, para 1.4.2.2.)
- A1.1.1.5. Are signed copies of ACIP/CEFIP entitlement status notification letters forwarded to the member for review and signature three months prior to change in entitlement status? (AFI 11-421, para 5.5.4.2.)
  - A1.1.1.5.1. Does the HARM chronologically file a copy of the members signed ACIP/CEFIP entitlement status notification letter in the FRF? (AFI 11-421, para 5.5.4.2.)
- A1.1.1.6. Does the HARM distribute AOs correctly? (AFI 11-401, Attachment 3, Table A3.2.)
- A1.1.1.7. Does the HARM stage AOs? (AFMAN 37-139)
- A1.1.1.8. Does the HARM maintain a separate file of background material that supports each AO published? (AFI 11-401, para A3.3.1.1.2.)
  - A1.1.1.8.1. Is this background file maintained for both current and previous fiscal year? (AFI 11-401, para A3.3.1.1.2)
- A1.1.1.9. Does the HARM number AOs sequentially starting with the number one at the beginning of each fiscal year? (AFI 11-401, para A3.3.1.1.)
- A1.1.1.10. Is there a statement on the first AO of the new fiscal year that annotates the last number of the previous fiscal year? (AFI 11-401, para A3.3.1.1.)
- A1.1.1.11. (#) Does the HARM file and account for each AO published for that fiscal year, to include regular, amendments, and revocations? (AFI 11-401, para A3.3.1.1.1.)
- A1.1.1.12. Does the HARM maintain a log to account for each AO number published? (AFI 11-401, para A3.3.1.1.1.)
- A1.1.1.13. Are nonrated enlisted aircrew member provided the required 120-day notification prior to removal from flying status? (AFI 11-401, Para A3.4.3.)
- A1.1.1.14. Does each aircrew member have a complete chronological aviation history in his or her FRF? (AFI 11-421, para 2.5.5.4)
- A1.1.1.15. (#) Are man-month allocations verified prior to publishing AOs for operational support flyers? (AFI 11-402, para 8.6.2)

- A1.1.1.16. Does the HARM include in the remarks section of operational support members AO the following statement, "Member's ASC will change automatically to 06 the day after AO termination"? (AFI 11-401)
- A1.1.1.17. Is the signature block of the AO that of the CHARM? (AFI 11-401, para A3.1.5.)
- A1.1.1.17.1. (#) Is the CHARM in the grade of Master Sergeant or above, or the grade of GS-6 or above if civilian? If not, has a waiver been granted? (AFI 11-401, para A3.1.5.)
- A1.1.1.18. Are proper remarks for amendment/revocation AOs marked on the left border of the order? (AFI 11-401, para A3.3.1.1.3.)
- A1.1.1.19. Does the HARM prepare and publish AOs according to the individual flying assignments, parachute duty, rating, or designation, and periods of aviation service or flight pay entitlement status? (AFI 11-401, para A3.2.)
- A1.1.1.20. Does the HARM ensure single AOs affecting several members are only published when the actions are exactly the same for each member? (AFI 11-401, para A3.3.4.)
- A1.1.1.21. Does the HARM ensure that AOs published directing several actions on an individual have the same effective and termination dates? (AFI 11-401, para A3.3.5.)
- A1.1.1.22. (#) Does the HARM publish AOs with the effective date the member met all eligibility requirements? (AFI 11-401, para A3.4.2.)
- A1.1.1.23. (#) Does the HARM assign AO termination dates to nonrated aircrew members correctly? (AFI 11-402, para 6.6.)
- A1.1.1.24. Does the HARM include the required remarks on AOs? AFI 11-401, para A3.3.)
- A1.1.1.25. Are USAF aeronautical ratings awarded accordingly? (AFI 11-402, Table 2.1.)
- A1.1.1.26. Does the HARM ensure military flight time (including student time) logged and OFDA in a given aviation specialty is only creditable towards an advance rating in that particular specialty? (AFI 11-402)
- A1.1.1.27. (#) If medical recertification for nonrated individuals is not accomplished within 120 days following the date of suspension, does the HARM initiate disqualification action? (AFI 11-402, para 6.9.1.2.)
- A1.1.1.28. (#) For rated officers and CEAs, if medical recertification is not accomplished within 60 days, has the HARM notified the OG Commander in writing that the member is subject to an FEB/AEB? (AFI 11-402, para 3.7.2.2.1 and 5.7.2.2.1.)
- A1.1.1.29. Does the HARM ensure the CHARMS Report is error free? (AFI 11-401)
- A1.1.1.30. (#) Did the CHARM complete a self-inspection and document all discrepancies within 60 days of assignment? (AFI 11-421, para 1.4.36.)
- A1.1.1.31. Does the HARM notify PACAF/SG when time between flights exceeds 60 days? (AFI 11-202, Vol. 1, para 4.12, table1, note 4)
- A1.1.1.32. (#) Does the HARM monitor and ensure the correct API is assigned to each rated and CEA position? (AFI 11-401, para 2.1. table 2.1.)

A1.1.1.33. Does the HARM monitor and ensure the proper FAC and ASC are assigned for all assigned and attached fliers? (AFI 11-401, para 2.17.6.)

A1.1.1.34. (#) Does the HARM ensure that no aircrew member is allowed to remain with a flying status code (FSC) of "S" or an ASC of "04" beyond 180 days without being disqualified for aviation service, returned to flying, or reassigned to non-flying, unless a valid reason approved by MAJCOM/DO? (AFI 11-401, para 1.4.1.7.)

#### A1.1.2. **Man-Year Management**

A1.1.2.1. Does the unit ensure sufficient justification and utilization statistics are provided with each man-month allocation request? (AFI 11-402, para 8.7.1.)

A1.1.2.2. Are annual requests for the next fiscal year operational support man-months submitted to MAJCOM NLT 15 Jun of the current year? (AFI 11-402, para 8.7.1.1.)

A1.1.2.3. Does the HARM submit any supplemental requests for additional fiscal year operational support man-months to the appropriate MAJCOM in a timely manner? (AFI 11-402, para 8.7.2.2.)

A1.1.2.4. Does the HARM consolidate all excess man-months from the previous fiscal year and forward them to the appropriate MAJCOM to arrive NLT 15 Oct? (AFI 11-402, para 8.7.2.3.)

A1.1.2.5. (#) Does the HARM have a program established to track operational support flyer man-months/years? (AFI 11-402, para 8.7.2.1)

A1.1.2.6. (#) Does the HARM ensure all hours flown by operational support members are recorded prior to the closeout of the fiscal year? (AFI 11-402)

A1.1.2.7. Are all man-months accounted for prior to 30 Sep? (AFI 11-402, para 8.7.2.3.1.)

A1.1.2.8. (#) If operational support flying hours are reported for payment after fiscal year closeout, is USAF/XOOT notified? (AFI 11-402, para 8.7.2.3.1.)

#### A1.1.3. **Report Management**

A1.1.3.1. Are required daily and monthly ARMS reports reviewed and monitored for accuracy? (AFI 11-401)

A1.1.3.2. Is any incorrect data discovered on ARMS reports corrected within time limits? (AFI 11-421)

A1.1.3.3. Does the HARM use the Aviation Management Suspense List to ensure the accuracy of the database? (AFI 11-421, para 1.4.30.)

#### A1.1.4. **ACIP/CEFIP/HDIP**

A1.1.4.1. (#) Does the HARM validate each MPO transaction against the MPO file? (AFI 11-421, para 5.5.1.2.)

A1.1.4.2. (#) Does the HARM have adequate procedures for verification of correct flight/jump pay type for all aircrew, parachutist, and operational support members? (AFI 11-421, para 5.5.2.3.)

A1.1.4.3. Does the HARM initiate an MPO to stop flight pay for any members in ESC 5, 6, 7, 8, 9, E, F, G, or H who are departing PCS to a nonflying/nonjump position? (AFI 11-401)

A1.1.4.3.1. Does the HARM include a copy of any MPOs to stop or withhold pay in that member's FRF during out-processing for PCS? (AFI 11-421, para 5.5.1.5.)

A1.1.4.4. Does the HARM ensure all MPOs are filed on the left side of the FRF, or Part 1 of JRF, and entered in ARMS? (AFI 11-421, Para 2.5.5.6. & 2.5.6.2.5.)

A1.1.4.5. Has the HARM established a program for correctly processing MPOs? (DFAS DEM 7073-1)

A1.1.4.6. (#) Does the HARM input all MPOs actions in ARMS? (AFI 11-421, para 5.5.1.4.)

A1.1.4.7. (#) Does the HARM prepare three copies of AF Form 1373, MPO Document Control Log Transmittal, for each group of MPOs submitted to finance? (AFI 11-421, para 5.5.1.1.1.)

A1.1.4.7.1. Is one copy of the AF Form 1373 and MPO retained in a suspense file until verification of AFO processing? (AFI 11-421, para 5.5.1.1.3.)

A1.1.4.8. Does the Finance Office provide the HARM a verification of MPOs processed within five working days? (AFI 11-421, para 5.5.1.1.2.)

A1.1.4.9. (#) Is the authorized crew position/flying hour requirement for members who receive conditional ACIP, CEFIP, or HDIP being monitored? (DODFMR 7000.14-R V7A, Ch 22)

A1.1.4.10. (#) Does the HARM ensure general officers on active flying status with over 25 years of aviation service receive conditional HDIP? (DODFMR 7000.14-R V7A, Ch 22, 24, 56, 57)

A1.1.4.11. (#) Does the HARM stop flight pay when an aircrew member is disqualified/suspended from aviation service? (DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57)

A1.1.4.12. Does the HARM have procedures for monitoring flight pay (HDIP) for operational support flyers? (AFI 11-402, para 8.7.2.1.)

A1.1.4.13. (#) Does the HARM report pay when an operational support flyer meets flight requirements? (AFI 11-402, para 8.7.2.1.1.1)

A1.1.4.14. (#) Does the HARM collect flight pay paid to a member who did not complete minimal requirements? (DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57)

A1.1.4.15. (#) Does the HARM apply grace periods and excess time correctly? (DODFMR 7000.14-R V7A, Ch 22, 24, 56, and 57)

A1.1.4.16. (#) Does the HARM record the following on the AO with MPO actions/ DD Form 114: JIT transaction number, ADSN, cycle letters, and prepared date. (AFI 11-421, para 5.5.1.1.)

A1.1.4.17. (#) Does the HARM perform a quarterly comparison of the Defense Joint Military Pay System and ARMS to detect errors in entitlements and pay related information of aircrew personnel? (AFI 11-421, para 5.5.2.1.)

A1.1.4.17.1. (#) Does the HARM request an Entitlement Verification Report from AFO in January, April, July, and October and is AFO notified of any discrepancies noted in the report? (AFI 11-421, para 5.5.2.1.)

#### **A1.1.5. AFTO Forms 781 Management**

A1.1.5.1. (#) Are AFTO Form 781s audited for accuracy prior to input? (AFI 11-401, para A2.3.4.2.)

A1.1.5.2. (#) Are the original AFTO Form 781s maintained in the HARM after the closeout of the current month? (AFI 11-401, para A2.3.4.3.)

A1.1.5.3. Do inactive flight surgeons log other time on the AFTO Form 781? (AFI 11-401, para 2.10.2.)

A1.1.5.4. (#) Are the AFTO Form 781s filed in the HARM for 13 months in an active file, for an additional 12 months in an inactive file and then staged at the base Records Management Section prior to forwarding for storage (56 years)? (AFMAN 37-139, Table 13-10, Rule 12)

A1.1.5.5. (#) Is there a remark on the back of the AFTO Form 781 documenting situations such as: Non-interference flight surgeon flyers, Operational Support Duties performed, Changes in scheduled duty positions, or other remarks as appropriate? (AFI 11-401, Attachment 2. Table A2.1. Item 20)

A1.1.5.6. Are all crewmembers not assigned to the operating base properly extracted from the AFTO Form 781s? (AFI 11-401, para A2.4.)

#### A1.1.6. **FRF/JRF**

A1.1.6.1. Is the flight/jump record folder audited for content (e.g. aeronautical orders, flight pay, annual physical/DNIF AF Form 1042, OFDA, pay briefings, Individual Training Summary, etc.)? (AFI 11-421 para 2.3.1.11)

A1.1.6.1.1. Is the flight/jump record folder audited in its entirety, and corrected, prior to in-processing or out-processing records review? (AFI 11-421 and 11-410)

A1.1.6.2. Are FRF/JRFs created when required, and maintained for all active or inactive aircrew/active parachutist members? (AFI 11-421, para 2.5)

A1.1.6.3. Do all FRFs for rated officers who were assigned to aviation duties prior to 1 Jun 74 contain an Individual Aviation Service Data and Computation Worksheet permanently filed on top of the Jun 74 IFR? (AFI 11-421, para 2.5.4.5.)

A1.1.6.4. Is documentation in the FRF/JRF maintained in the prescribed sequence? (AFI 11-421, para 2.5.)

A1.1.6.5. (#) Is a copy of AF Form 1042 that shows the last annual physical and (where applicable) initial clearance for newly arrived members filed in the FRF/JRF? (AFI 11-421, para 2.5.5.2.)

A1.1.6.6. Is a letter of attachment on file in the aircrew member's FRF to formally attach, an aircrew member who is not assigned to the base or to an installation flying unit? (AFI 11-401, para 2.20.1)

A1.1.6.7. Are letters of attachment for flying prepared and endorsed by the MAJCOM/DO or designee? (AFI 11-401, para 2.20.1)

A1.1.6.8. Does the unit of attachment provide the HARM with verification of attached flyer's physical and altitude chamber dates? (AFI 11-421)

A1.1.6.9. Does the HARM dispose of FRF/JRFs appropriately? (AFI 11-421, Table 2.1.)

A1.1.6.10. (#) Does the HARM ensure parachutists receiving HALO pay, or are free fall jump qualified, have a current altitude chamber? (AFI 11-410)

A1.1.6.11. Does the parachutist provide the HARM certified copies of signed AF Form 922 after qualifying jumps were performed? (AFI 11-410)

A1.1.6.12. Does each parachutist JRF contain all required documents (e.g. AOs, assignment orders, current AF Form 1042, certificate of completion of parachutist school, AF Form 702 for high altitude qualified jumper, pay briefing)? (AFI 11-421, para 2.5.6.)

A1.1.6.13. Are AF Forms 922 and AF Form 4323 audited for accuracy by the HARM? (AFI 11-401)

A1.1.6.14. Is parachutist training maintained in the ARMS database? (AFI 11-410)

A1.1.6.15. Do parachutists apply for an AF parachutist badge, bronze star, and Jump Master AO? (AFI 11-402, para 9.4.7.7)

A1.1.6.16. Are flight record reviews for active/inactive personnel accomplished within 30 days after arrival at their new duty station? (AFI 11-401, para 1.5.5.)

A1.1.6.17. Are annual flight record certification performed for all active crew members not later than the end of the member's birth month? (AFI 11-401, para 1.5.2.)

#### **A1.1.7. Medical Qualification (AF Form 1042)**

A1.1.7.1. Are procedures established between the flight surgeon's office (FSO) and the HARM to provide medical status of aircrew members on flying status daily? (AFI 11-401, para 2.17.3.)

A1.1.7.2. (#) Does the FSO notify the HARM within one workday when there is a change in the individual's medical status that affects flying availability? (AFI 11-401, para 2.17.3.1.)

A1.1.7.3. (#) If a rated officer or CEA's medical certification expires (presumption of the member's medical fitness is lost), does the HARM publish an AO assigning ASC 04? (AFI 11-402, para 3.7.2.2.)

A1.1.7.4. (#) If the annual flight physical examination cannot be completed due to reasons beyond the member's control, does the FSO notify the HARM via AF Form 1042 stating the member's correct medical status? (AFI 11-402, para 3.7.2.2.)

A1.1.7.5. (#) Does the FSO send a copy of the AF Form 1042 to the HARM on members who fail to remain medically qualified? (AFI 11-402, para 3.7.2.2.2.)

A1.1.7.6. Is a copy of the member's current annual flight physical filed on the left side of the member's FRF or Part 1 of the JRF? (AFI 11-421, para 2.5.5.2.)

A1.1.7.7. Is the date the Flight Surgeon signed the AF Form 1042 or the date waiver was approved the effective date that is entered into ARMS? (AFI 11-421, para 2.11.3.1)

A1.1.7.8. Are DNIF AF Form 1042's entered into ARMS, placed in a suspense file, and the appropriate aviation action taken at the proper time? (AFI 11-421, para 2.11.1.2.)

A1.1.7.9. When disqualification action is required, is the AF Form 1042 annotated with the AO number and used as background material? (AFI 11-421, para.2.11.1.4.)

A1.1.7.10. Is a copy of the disqualifying AF Form 1042 filed on top of the most recent flight physical on the left side of the member's FRF or Part 1 of the JRF as appropriate? (AFI 11-421, para 2.11.1.5.)

**A1.1.8. Physiological Training (AF Form 702)**

A1.1.8.1. Is the completion date on the AF Form 702, Physiological Training Record, updated into ARMS within three workdays? (AFI 11-421, para 1.4.18.)

A1.1.8.2. Does physiological training completed on or after 1 Oct 98 reflect the five-year expiration date? (AFI 11-403, para 2.1.4.)

A1.1.8.3. Does the HARM notify members who are going PCS to a flying position, of the requirement to complete physiological training prior to PCS, if he or she is within 3 months of the due date? (AFI 11-202, para 4.7.2.)

**A1.1.9. Manning and Authorizations**

A1.1.9.1. Is only one individual assigned an active FAC/FSC for rated API 5, 6, 8, and for staff CEAs, API B, D or F? (AFI 11-401, and AFI 11-412)

A1.1.9.2. Is only one individual assigned to a position number with an active FAC/FSC using the wing UMD, except in the case of approved student authorizations? (AFI 11-401 and AFI 11-412)

A1.1.9.3. (#) Is there an authorization letter from HQ USAF/XOOT on file approving the units to over man flying billet? (AFI 11-412, para 3.2)

A1.1.9.4. Are active rated aircrew members assigned to an authorized API number? (AFI 11-401, para and AFI 11-412)

A1.1.9.5. Does the unit have anyone incorrectly assigned to a pseudo (888888) position number? (AFI 11-401 and AFI 11-412)

A1.1.9.6. Are active nonrated aircrew members assigned to an authorized position? (AFI 11-401 and AFI 11-412)

A1.1.9.7. Has each aircrew member's position title and number been updated in ARMS? (AFI 11-401, para 2.17.5)

A1.1.9.8. (#) Has the HARM established procedures to ensure commanders do not double billet aircrew members in excess of 90 days? (AFI 11-412, para 3.2. and AFI 11-401, para 1.4.2.1.)

**A1.1.10. Indoctrination Flying**

A1.1.10.1. Are inactive flyers flying in indoctrination status identified with a "T" flying status code? (AFI 11-401, Para 2.16.1)

A1.1.10.2. (#) Does the HARM track the flying of officers and CEAs in indoctrination flying status and notify them when they approach a total of 24 missions in a fiscal year? (AFI 11-401, para 2.16.1)

A1.1.10.3. Does the HARM have current copies on file of approved indoctrination letters? Not applicable if MAJCOM/HQ USAF already has positions approved in supplement. (AFI 11-401, para 2.16.1)

**A1.1.11. Attached Aircrew**

A1.1.11.1. Does the HARM ensure a letter of attachment is placed in each member's FRF? (AFI 11-421, para 2.5.5.8)

A1.1.11.2. Does the unit in which the member is attached maintain the member's aircrew qualification and continuation and ground training? (AFI 11-401, para 2.20.2)

#### A1.1.12. **System Management Operations**

A1.1.12.1. Does the HARM maintain and review the system management windows to ensure data is current? (AFI 11-421, para 1.4.28.8.)

A1.1.12.2. Are checklists for in-processing and out-processing established? (AFI 11-421, para 1.4.33. & 1.4.34.)

A1.1.12.3. Does the HARM have procedures for MILPDS and ARMS interfaces? (AFI 11-421)

A1.1.12.4. Does the HARM monitor the MILPDS/ARMS interface? (AFI 11-421)

A1.1.12.5. Have procedures for an alternate data-processing site been established? (AFI 11-421, Para 1.4.11.)

#### A1.1.13. **1C0X2 OJT**

A1.1.13.1. Are all civilian and military 1C0X2 personnel trained IAW 1C0X2 CFETP? (1C0X2 CFETP)

A1.1.13.2. Is training properly documented for civilian and military personnel? (1C0X2 CFETP A1.1.11.1.)

A1.1.13.3. (#) Does the Functional Manager monitor all assigned 1C0X2's qualification and proficiency on the job training (OJT)? (1C0X2 CFETP)

A1.1.13.4. (#) Does the HARM certify all required core tasks items in flight records before upgrading individuals to 5 or 7-skill level? (1C0X2 CFETP)

A1.1.13.5. (#) Does the HARM establish a comprehensive 1C0X2 qualification and proficiency-training program for all 1C0X2 duties within their wing?

### **A1.2. SQUADRON AVIATION RESOURCE MANAGEMENT** (AFI 11-2MDS-Specific, Vol. 1; AFI 11-202, Vol. 1.; AFI 11-401; AFI 11-402; AFI-11-421) (OPR: PACAF/DOTT)

#### A1.2.1. **SARM Operations**

A1.2.1.1. Is ARMS used to manage aircrew training and resource data? (AFIs 11-401, 11-421 and AFI 11-202 V1, para 4.3.)

A1.2.1.2. Do the training task IDs assigned to the training profiles agree with the task IDs outlined in specific MDS training regulations and AFI 11-401 Table A2.4? (AFI 11-202 V1, PACAFSUP1, para 4.3)

A1.2.1.3. (#) Does the training volume and currency date calculations in the ARMS training profiles agree with the volume and currency requirements established IAW applicable directives? (AFI 11-2 MDS Specific and AFI 11-421, Para 1.5.8.)

A1.2.1.4. Does the unit provide ARMS support as directed by the unit operations officer? (AFI 11-202 V1, PACAFSUP1, para 4.3)

A1.2.1.5. (#) Does the SARM maintain all end of training cycle documentation for the current and previous training cycle? (PACAF SUP 11-202 para 4.2.3.1)

A1.2.1.6. (#) Are end of training cycle prorations documented and maintained for the current and previous training cycle? (AFI 11-421, para 1.5.23)

A1.2.1.7. Have aircrew in multiple qualification status been designated a primary aircraft? (AFI 11-202 V1)

A1.2.1.8. Does the flight surgeon complete 50% of required training in their primary mission assigned inventory (PMAI)? (AFI 11-202 V1, para 4.12 /AFI 11-2 MDS Specific V1)

A1.2.1.9. Have individuals been prorated correctly? (AFI 11-202 V1, Para 4.5/AFI 11-2 MDS Specific V1)

A1.2.1.10. Does the SARM monitor flight surgeon training requirements? (AFI 11-202 V1, para 4.12.)

A1.2.1.11. Does the SARM maintain ARMS training reports IAW with AFMAN 37-139? (AFM 37-139, Table 13-10)

A1.2.1.12. Does the SARM audit source documents and maintain for the current and previous training periods? (AFI 11-421, para 1.5.29)

A1.2.1.13. (#) Does the SARM ensure current publications are available pertaining to aviation service and aircrew training requirements IAW AF and MAJCOM instructions and supplements? (AFI 11-421 para 2.2)

A1.2.1.14. Has the Unit Commander designated, in writing, a SARM/aviation resource manager? (AFI 11-401, para 2.18)

A1.2.1.15. (#) Are procedures established for aircraft mishaps? (AFI 11-421 para 2.12)

A1.2.1.16. Has the SARM developed and currently maintaining office continuity books for all SARM functions? (AFI 11-421, para 1.5.16.3)

A1.2.1.17. (#) Has the SARM established GO/NO-GO procedures to verify all aircrew member have completed all GO/NO-GO items prior to release of aircraft for any scheduled mission? (AFI 11-202, Vol 2, PACAFSUP1, para 8.2.)

A1.2.1.18. (#) Has the SARM developed procedures to ensure accurate and timely processing of flying hour and flying training accomplishments into ARMS? (AFI 11-421, para 1.5.14.2)

#### **A1.2.2. Medical Qualification (AF Form 1042)**

A1.2.2.1. Does the SARM have written procedures to manage aircrew medical status? (AFI 11-202 V2)

A1.2.2.2. Does the SARM have procedures established to ensure that aircrew members who are DNIF or who have expired flight physicals are not allowed to perform flying duties? (AFI 11-421, para 1.5.14.1.)

#### **A1.2.3. Physiological Training (AF Form 702)**

A1.2.3.1. Does the SARM have procedures established to ensure that aircrew members whose physiological training has expired are not allowed to perform flying duties? (AFI 11-421, para 1.5.19. and 1.5.14.1.)

A1.2.3.2. Does the SARM have procedures in place to ensure aircrew members hand carry their AF Form 1042 and AF Form 702 when they attend the altitude chamber? (AFI 11-403)

A1.2.3.3. Does the SARM ensure these forms are returned to the HARM office immediately after completion of training? (AFI 11-421)

#### **A1.2.4. Attached Aircrew**

A1.2.4.1. Does the SARM have letters of attachment, endorsed by the MAJCOM/DO, on file for flying personnel not assigned to the base attached to their unit? (AFI 11-401, para 2.20.1.)

A1.2.4.2. Does the SARM verify attached flyers/jumpers have current physicals, altitude chamber, and AO on file prior to first flight? (AFI 11-421, para 1.5.28.)

A1.2.4.3. Does the SARM maintain the attached flyer's or jumper's aircrew training in ARMS? (AFI 11-401, para 2.20.2.)

#### **A1.2.5. AFTO Form 781s**

A1.2.5.1. Are AFTO Form 781s audited for accuracy prior to input? (AFI 11-401, para A2.3.4.2.)

A1.2.5.2. Does the information annotated on the AFTO Form 781 reflect what was authorized on the flight authorization and mission accomplishment reports? (AFI 11-401, para A2.3.4.2)

A1.2.5.3. Are the original copy of the AFTO Form 781 returned to the HARM no later than five days after the end of the month? (AFI 11-401, para A2.3.4.3.)

A1.2.5.4. (#) Does the SARM ensure that crewmembers and parachutist don't credit flights/jumps while on leave, permissive TDY, or nonflying/nonjumping TDY/TAD, regardless of duration? (AFI 11-401, para 3.3)

A1.2.5.5. Are all crewmembers not assigned to the operating base properly extracted from the AFTO Form 781s? (AFI 11-401, para A2.4.)

#### **A1.2.6. Flight Authorization Management**

A1.2.6.1. Have authorized personnel been designated in writing by the OG/CC or equivalent to sign flight authorizations? (AFI 11-401, para 1.8.1. Note)

A1.2.6.2. Does the flight authorization contain the minimum requirements IAW instructions and MAJCOM sups? (AFI 11-401, para 1.8.2.)

A1.2.6.3. Is each flight documented by an approved flight authorization? (AFI 11-401, para 1.8.1.)

A1.2.6.4. Are flight authorizations maintained in numerical order for each fiscal year and kept on file for one year? (AFMAN 37-139)

#### **A1.2.7. Manning and Authorizations**

A1.2.7.1. Does the unit have anyone incorrectly assigned to a pseudo (888888) position number? (AFI 11-401 and AFI 11-412)

A1.2.7.2. Are active rated, CEA and nonrated aircrew members assigned to an authorized position? (AFI 11-401 and AFI 11-412)

**A1.2.8. OJT**

A1.2.8.1. Does the SARM office have a master task list identifying all work center requirements? (AFI 36-2201 V3, para 6.1.2.)

A1.2.8.2. Does the AF Form 623 for all assigned 1C0X2 contain the most current Career Field Education and Training Plan (CFETP)? (AFI 36-2201, Chap 8 and 1C0X2 CFETP)

A1.2.8.3. (#) Have all trainers and task certifiers attended the Train the Trainer and/or Task Certifier Course? (AFI 36-2201, V3 and /1C0X2 CFETP)

A1.2.8.3.1. Have all trainers and task certifiers been appointed in writing by the unit commander? (AFI 36-2201, V3 and /1C0X2 CFETP)

A1.2.8.4. Are upgrade, qualification, proficiency, and recurring training being provided to all 1C0X2 personnel? (AFI 11-421, Para 1.5.3 / 1C0X2 CFETP)

A1.2.8.5. Do assigned 1C0X2s complete mandatory recurring ARMS, HARM, SARM, and Browser Training IAW AF 1C0X2 CFETP and AFI 11-421. (AFI 11-421, Para 1.5.3)

A1.2.8.6. (#) Are AF Form 623 properly documented to reflect trainee's current progress in UGT, qualification, proficiency or recurring training? (AFI 36-2201 V3, Chapter 8)

**Attachment 2****LIFE SUPPORT MISSION PERFORMANCE CHECKLIST****A2.1. LIFE SUPPORT EQUIPMENT** (AFI 11-301v1 PACAF Sup 1) (OPR: PACAF/DOTT)

A2.1.1. (#) Do the Life Support Superintendents (LSS) and NCOIC's ensure the care, use, inspection, and maintenance of life support equipment is IAW technical orders (T.O.) and directive guidance?

A2.1.1.1. (#) Are life support equipment inspection cycles and procedures IAW the applicable T.O.?(AFI 11-301V1 PACAFSUP1)

A2.1.1.2. (#) Are TCTO's accomplished on time and properly documented?

A2.1.1.3. (#) Is a post flight conducted on life support equipment IAW T.O. and local guidance and documented in a postflight equipment log?

A2.1.1.4. Are equipment inspections documented IAW applicable TO? (AFI 11-301V1 PACAFSUP1)

A2.1.1.5. (#) Do units maintain, as a minimum, the life support equipment specified? (AFI 11-301V1 PACAFSUP1 and AFI 11-302v1)

A2.1.1.6. (#) Are equipment fit checks properly accomplished and documented? (AFI 11-301V1 PACAFSUP1)

A2.1.1.7. (#) Are all applicable equipment modifications accomplished? (AFI 11-301V1 PACAFSUP1)

A2.1.2. (#) Are aircrew weapons properly maintained, safeguarded, and issued? (AFI 11-301V1 PACAFSUP1)

A2.1.3. (#) Is the quality assurance (QA) program effective, enforced, and documented? (AFI 11-301V1 PACAFSUP1)

A2.1.4. (#) Are Air Commanders Pointers (ACP) and Laser Eye Protection (LEP) properly maintained, safeguarded, and issued? (PACAF Directives/Messages)

**A2.2. AIRCREW/TECHNICIAN TRAINING** (AFI 11-301V1 PACAFSUP1) (OPR: PACAF/DOTT)

A2.2.1. (#) Are technicians properly trained and is training documented? (AFI 11-301V1 PACAFSUP1 and the Career Field Education and Training Plan [CFETP]).

A2.2.1.1. Does the LSS ensure the Master Job Qualification Standard is tailored to specific unit needs by identifying all major shop tasks? (AFI 11-301V1 PACAFSUP1)

A2.2.1.2. (#) Does technician training stress the "hands-on" approach? (AFI 11-301V1 PACAFSUP1)

A2.2.1.3. (#) Have technicians working on aircraft received training and certification? (AFI 11-301V1 PACAFSUP1 and AFI 21-112)

A2.2.2. (#) Is aircrew training conducted? (AFI 11-301V1 PACAFSUP1 and aircraft MDS Directives)

A2.2.2.1. (#) Does life support equipment and survival continuation training enable aircrew members to demonstrate hands-on proficiency?

A2.2.2.2. (#) Have specific environmental training programs for both local and deployment areas of operations been developed?

A2.2.2.3. Is aircrew training coordinated with other agencies (Intel, Disaster Preparedness, aircrew, SERE, etc) to ensure task coverage and elimination of redundancy?

A2.2.2.4. (#) Are initial and annual certifications of squadron LSO's, SERE, and life support personnel conducting training accomplished and properly documented?

A2.2.2.5. (#) Do aircrew training frequencies meet the minimum requirements? (AFI 11-301V1 PACAFSUP1 and aircraft MDS Directives)

A2.2.2.6. Is adequate room available for continuation/ejection seat/Aircrew Chemical Defense Ensemble (ACDE) training?

A2.2.2.7. Are training devices operational, well maintained, and used to their best advantage?

A2.2.2.8. Does the LSO/LSS ensure lesson plans are prepared/updated IAW applicable aircrew manuals and equipment TOs?

A2.2.2.9. (#) Are aircrew members proficient in SERE document preparation, initial actions, evasion procedures, navigation procedures, and recovery procedures?

A2.2.2.10. (#) Does the commander restrict any crew member from flying who does not demonstrate required proficiency or fails to maintain required training currency?

### **A2.3. RESOURCE MANAGEMENT (AFI 11-301V1) (OPR: PACAF/DOTT)**

#### **A2.3.1. (#) Supervision/Management**

A2.3.1.1. (#) Is the appointed LSO trained and qualified in an assigned aircraft? (AFI 11-301V1 PACAFSUP1 and AFI 11-301V1)

A2.3.1.2. (#) Is the section properly manned?

A2.3.1.3. (#) Are aircrews and life support technicians briefed/trained on changes and new procedures (TO, message, publication, and FCIF familiarization)?

A2.3.1.4. Does the LSS ensure a constructive working relationship between the life support sections and egress, survival equipment, etc.?

#### **A2.3.2. Shop Management (AFI 11-301V1 PACAFSUP1)**

A2.3.2.1. Is the self-assessment program thorough, tailored to the unit mission, and conducted at least annually?

A2.3.2.2. (#) Are operating instructions (Hazardous Communications, Explosive Safety, Technician Training, Aircrew Training, QA Procedures as a minimum) and base supplements to instructions current and tailored to the unit mission?

A2.3.2.3. (#) Is shop safety and AFOSH training conducted and enforced to prevent unsafe acts or conditions?

A2.3.2.4. Are unit life support shop equipment/supplies managed properly to ensure quality equipment, training, and readiness?

A2.3.2.5. Are shop facilities adequate for storage, issue, fitting, and maintenance of life support equipment?

A2.3.2.6. (#) Are effective Composite Tool Kit, pyrotechnic storage, and hazardous waste disposal programs in place and enforced?

A2.3.2.7. (#) Are material deficiency reports (MDR's), product quality deficiency reports (PQDR's), technical order improvement reports (AFTO Forms 22), and operational hazard reports (HR's) properly submitted?

A2.3.2.8. Are supply actions (accountability, follow-up, time change forecasting) conducted and properly documented?

**Attachment 3****RANGE OPERATIONS MISSION PERFORMANCE CHECKLIST****A3.1. RANGE OPERATIONS (AFI 13-212) (OPR: PACAF/DOTT)****A3.1.1. General**

A3.1.1.1. Is range surface area (land or sea) of sufficient size to contain the weapons safety footprints/high hazard area, or surface area underlying the air-to-air range protected by purchase, lease, or other restriction to ensure the safety of personnel, structures, and the public from expended rockets, missiles, or target debris? If not, has a waiver been granted? (AFI 13-212, Vol. I, para 1.3)

A3.1.1.2. Has the Range Operating Agency (ROA) performed a risk assessment of the weapons safety footprints against each intended target to ensure new weapons, platforms, and/or tactics can be employed safely before actual use on a range and established mission parameters to minimize potential safety hazards associated with weapons employment? (AFI 13-212, Vol 1, para 1.3)

A3.1.1.3. Are Range Security procedures established to ensure physical safeguards for scoring devices, communications, instrumentation, maintenance, and classified equipment? (AFI 13-212, Vol 1, para 2.7.9)

A3.1.1.4. Did the ROA (or its designee) establish physical safeguards/procedures with joint military and outside agencies specifying range access control procedures? (AFI 13-212, Vol 1, para 2.7.9)

A3.1.1.5. Has the unit developed an executive summary of the Comprehensive Range Plan that addresses environmental and operational issues and supports current and future test and training mission requirements? (AFI 13-212, Vol 1, para 1.4.1)

A3.1.1.6. Does the Comprehensive Range Plan include Mission Area Plans (MAP) and Mission Support Plans (MSP) which identifies a modernization plan to correct task deficiencies? (AFI 13-212, Vol 1, para 1.5)

A3.1.1.7. Is a DOD access range home page with range information, points of contact, updated procedures, local supplement instructions, and scheduling information posted and current? (AFI 13-212, Vol 1, para 2.7.4)

A3.1.1.8. Has the ROA ensured that the weapons safety footprints exist of all aircraft, weapons, and tactics (including other services and countries) authorized for a given target and event on the range? (AFI 13-212, Vol 1, para 4.3.1)

A3.1.1.9. Does the local range supplement to AFI 13-212 contain or reference procedures to ensure positive control of all spectators during range demonstrations or special occasions? (AFI 13-212, Vol 1, para 4.3.13)

A3.1.1.10. Does the Range Supplement include: general range description, services available, hours of operation, range diagrams, range scheduling procedures, operations, safety, emergency and jettison procedures, authorized ordnance, weapons safety footprint data, authorized frequency clearances, RCO procedures, chaff and flare operations, night, NVD operations, laser procedures, range utilization report preparation, approval and submission procedures, support agency proce-

dures/agreements, and definitive guidance for coordinating and scheduling all range operations to include maintenance, Explosive Ordnance Disposal, and fire fighting responsibilities? (AFI 13-212, Vol 1, para 2.7.5.1)

A3.1.1.11. Do written agreements exist for ranges in which units use them regularly for initial or continuation training between the MAJCOM and the operating agency of the range? (AFI 13-212, Vol 1, para 4.1.2.1)

A3.1.1.12. If written agreements exist to support foreign users, are they coordinated through the staff Judge Advocate General? Are they readily available to the RCO? (AFI 13-212, Vol 1, para 4.1.2.2)

A3.1.1.13. Did the ROA appoint a vehicle control officer (or NCO) to manage vehicle operations and responsibilities IAW AFI 24-301? (AFI 13-212, Vol 1, para 4.1.7.2)

A3.1.1.14. Are Memorandums on file for those units using ranges belonging to another nation? Are Letters of Agreement used for local level procedures? (AFI 13-212, Vol 1, para 4.1.2.3/4)

A3.1.1.15. Do Host-Tenant Support Agreements and Inter-service Support Agreements exist for Air Force units' weapons ranges belonging to other services? (AFI 13-212, Vol 1, para 4.1.2.5)

A3.1.1.16. Do LOA's exist with airspace controlling agencies, which specify recall conditions, in order to ensure that military mission requirements are met? (AFI 13-212, Vol 1, para 4.1.3.1)

A3.1.1.17. Does an Integrated Natural Resources Management Plan (INRMP) exist which addresses all issues associated with natural resources? (AFI 13-212, Vol 1, para 4.1.3.2.1)

A3.1.1.18. If laser certified, is the range certified IAW AFOSH Standard 48-139, Laser Radiation Protection Program; ANSI Z136.1, American National Standard for the Safe Use of Lasers; and MIL HDBK 828A, Laser Safety on Ranges and in Other Outdoor Areas? (AFI 13-212, Vol 1, para 4.1.5.1)

A3.1.1.19. If laser certified, did the Range Commander obtain a laser certification through PACAF to the Brooks AFB Optical Radiation Safety (ORS) Team? Does the Unit Safety Officer (USO), or Laser Safety Officer (LSO), conduct a range survey status review and evaluate laser operations on the range annually? (AFI 13-212, Vol 1, para 4.1.5.2)

### A3.1.2. Responsibilities

A3.1.2.1. Has the ROA established, to the maximum extent possible, designated separate target areas for live and inert ordnance training? (AFI 13-212, Vol 1, para 7.3.1.11)

A3.1.2.2. Are waivers/exemptions to AFI 13-212 tracked by the ROA? Are exemptions reviewed every five years? (Waivers expire after one year) (AFI 13-212, Vol 1, para 1.6.1)

A3.1.2.3. Has the ROA maintained centralized scheduling and control to ensure optimum range use and safety? (AFI 13-212, Vol 1, para 2.7.1)

A3.1.2.4. Does the ROA, or contractor, document initial and yearly ground and explosive safety briefings to personnel assigned to operate and maintain Air Force ranges? (AFI 13-212, Vol 1, para 4.3.15.6)

A3.1.2.5. Has the ROA certified that all Hazard Area access procedures and rules sufficiently protect all personnel and property? (AFI 13-212, Vol 1, para 4.3.16.2)

A3.1.2.6. Are there ROA developed Electronic Combat Range (ECR) and Electronic Scoring Sites (ESS) operating procedures as a supplement to AFI 13-212? (AFI 13-212, Vol 1, para 5.1)

A3.1.2.7. Do the ROA's coordinate all systems requiring radio frequency spectrum through the appropriate MAJCOM Spectrum Management Office? (AFI 13-212, Vol 1, para 5.3)

A3.1.2.8. (Overseas Ranges) Did the ROA develop supplements to AFI 13-212, Vol 1 to ensure compliance with USAF weapon and laser safety footprint requirements and have procedures in place to ensure safety of personnel? (AFI 13-212, Vol 1, para 4.1.1.3)

A3.1.2.9. Did the ROA publish appropriate restrictions in their supplements to AFI 13-212, Vol 1 and ensure that the range is certified for each laser use IAW AFI 13-212? (AFI 13-212, Vol 1, para 4.1.4.2.5)

A3.1.2.10. To maximize safety on, and around the ranges, doe the ROA engage in an active and comprehensive public outreach program and coordinate these efforts through the units public affairs and legal sections? (AFI 13-212, Vol 1, para 4.3.14.3)

### **A3.1.3. Range Operations, Personnel Training, and Safety**

A3.1.3.1. Are Range Safety procedures established which include records showing weapons safety footprint application and authorization for each target, manned facility, and equipment on the range? (AFI 13-212, Vol 1, para 2.7.8)

A3.1.3.2. Are RCO's trained and certified to control missions with, and without NVDs, and do they have a minimum of Generation III NVDs? (AFI 13-212, Vol 1, Para 4.1.4.1)

A3.1.3.3. (Class A Ranges) Are range NVDs binocular in design and have at least Generation III tubes? Are they maintained at the same standards as aircrew NVDs? Is the RCO NVD training program MAJCOM approved? (AFI 13-212, Vol 1, para 4.1.4.1.1)

A3.1.3.4. Are Letters of Agreement (LOA) developed for units using the range on a recurring basis? (AFI 13- 212, Vol 1, para 2.7.1)

A3.1.3.5. Is a training program established for all personnel assigned to a range and reviewed annually by the ROA? (AFI 13-212, Vol 1, para 4.2.1)

A3.1.3.6. Does the range facility have sufficient computer hardware, software, and Internet capability to operate and support the SAFE-RANGE Program? (AFI 13-212, Vol 1, para 4.3.3.3.2)

A3.1.3.7. Is an area designated for emergency jettison of ordnance, external fuel tanks, towed targets, TERS, etc? (AFI 13-212, Vol 1, Para 4.3.12)

A3.1.3.8. Does the range tower contain the appropriate publications? (AFI 13-212, Vol 1, para 1.3.2.1)

A3.1.3.9. Are range communications (ground to air and air to ground) managed/maintained IAW AFI 13-212, Vol 1, PACAF Sup 1, para 2.7.11.1?

A3.1.3.10. Does employment of actual weapons occur/begin outside Special Use Airspace (SUA) specifically authorized for the employment activity? (AFI 13-212, Vol 1, para 1.3)

A3.1.3.11. Does the ROA conduct risk assessments and ensure public notification when launching off range onto targets on the range and establish safety mechanisms to avoid off-range impacts? (AFI 13-212, Vol 1, para 1.3)

A3.1.3.12. Are Range Operations Officers (ROO), or designee, appointed in writing to supervise daily range management, planning, and maintenance? (AFI 13-212, Vol 1, para 2.7.10)

A3.1.3.13. Are Range Control Officers (RCO) certified in writing and current? Are they fully qualified and trained prior to assuming duties? (AFI 13-212, Vol 1, para 2.7.11 and AFI 13-212, Vol 1, PACAF Sup 1, para 2.7.11)

A3.1.3.14. Are Range Safety Officers (RSO) and Flight Safety Officers (FSO) qualified military officers or government civilians? (AFI 13-212, Vol 1, para 2.9)

A3.1.3.15. Are provisions for first aid clearly delineated and are provisions for expeditious pickup and evacuation of aircrew or other personnel injured during range operations? Is sufficient hand-operated firefighting equipment available and assigned directly to the range? (AFI 13-212, Vol 1, para 4.3.15.3/4)

#### **A3.1.4. Reporting Requirements**

A3.1.4.1. Does the range update data currency monthly and submit quarterly range utilization reports and maintain a three-year historical record? (AFI 13-212, Vol 1, para 6.1)

A3.1.4.2. Does the ROA report all range utilization, cancellations, and closures? Are permanent records of all expenditures per target of ammunition and explosives kept? (AFI 13-212, Vol 1, para 6.2/6.3)

A3.1.4.3. Is a range residue clearance/decontamination report to the MAJCOM submitted by the ROA? (AFI 13-212, Vol 1, para 6.4)

A3.1.4.4. Are permanent records maintained of all mishaps attributed to UXOs that occur on or off the installation, EOD incidents, and UXO areas IAW DOD Instruction 6055.7? (AFI 13-212, Vol 1, para 7.3.1.12.2)

A3.1.4.5. Are RCO training records maintained at the range and organized appropriately? (AFI 13-212, Vol 1, PACAF Sup 1, para 2.7.11)

#### **A3.1.5. Range Maintenance**

A3.1.5.1. Is an annual range maintenance and clearance/decontamination schedule that renovates, removes, replaces, and overhauls range targets and systems in place? (AFI 13-212, Vol 1, para 7.1)

A3.1.5.2. ROAs will prepare a plan for range clearance operations and establish an outreach program to educate installation personnel and the public about the dangers of trespassing and UXO hazards. (AFI 13-212, Vol 1, para 7.3.1.2/5)

A3.1.5.3. Is an annual range clearance/decontamination performed and every five years a complete clearance performed? (AFI 13-212, Vol 1, para 7.4.2/3)

A3.1.5.4. Are the 350 X 100 foot strafe impact areas disc-harrowed or chisel plowed, and is a magnetic sweeper, or digger strainer, used to remove subsurface debris weekly/every six use days? (AFI 13-212, Vol. L, para 3.1.7)

A3.1.5.5. Did the ROA develop and maintain a current annual range maintenance and clearance/decontamination schedule? (AFI 13-212, Vol 1, para 2.7.6)

A3.1.5.6. Does the ROA schedule all range residue clearance and final removal/disposal and include in the Comprehensive Range Plan schedule and life cycle Target Area preparation/maintenance and residue disposal/removal plan? (AFI 13-212, Vol 1, para 2.7.7)

A3.1.5.7. Are clipboard checks accomplished after installing each transducer? (AFI 13-212, Vol. II, para 3.1.7.2)

A3.1.5.8. Concerning range maintenance, does Quality Assurance document contractor performance IAW the Quality Assurance Surveillance Plan? (AFI 13-212, Vol 1, para 2.7.6)

A3.1.5.9. Are facilities and other range improvements maintained? (AFI 13-212, Vol. II, para 3.4)

A3.1.5.10. (Class A range) Is a reliable device (anemometer) to measure wind speed and direction with an indicator in the tower maintained? (AFI 13-212, Vol 1, PACAF Sup 1, para 4.3.14.2)

### A3.1.6. Resource Management

A3.1.6.1. Are local range operations and maintenance supplements developed and reviewed annually? (AFI 13-212, Vol 1, para 2.7.5)

A3.1.6.2. Are procedures established for the ROA to perform a risk assessment (to include safety mechanisms are in place to avoid off-range impacts) and public notification of the activity when the employment envelope of a weapon is outside the rangeland? (AFI 13-212 Vol 1, para 1.3)

A3.1.6.3. Is a DOD access range home page with range information, points-of-contact, updated procedures, access to the local supplement to AFI 13-212, Vol 1, and scheduling info available? (AFI 13-212, Vol 1, para 2.7.4)

A3.1.6.4. Do all personnel obtain a baseline eye exam prior to performing duties in the laser environment?

Does the RCO record start and stop times of lasing periods? (AFI 13-212, Vol 1, para 4.1.5.4)

A3.1.6.5. Are RTO's qualified, trained, and documentation maintained? (AFI 13-212, Vol 1, PACAF Sup 1, para 2.7.12)

### A3.1.7. Supervision/Management

A3.1.7.1. Have range operating agencies developed a range operating procedures supplement to AFI 13-212, Vol. 1, and does it include a range description, diagrams, scheduling procedures, operation, safety, authorized ordnance, authorized frequencies; clearances, and chaff, flare, and laser usage? (AFI 13-212, Vol. 1, para 4.1.1.3)

A3.1.7.2. Have opening and closing checklists been developed and are they used by range personnel when opening and closing the range? (AFI 13-212, Vol. I/PACAF Sup 1, para 3.7) [NOTE: Opening and closing procedures may differ at each range.]

A3.1.7.3. Has the range operating agency appointed a Range Operating Officer (ROO) to supervise range operations and maintenance? (AFI 13-212, Vol. 1, para 2.7.10)

A3.1.7.4. Have Letters of Agreement been developed by range operating agencies when the range is used by non-USAF personnel? (AFI 13-212, Vol 1/PACAF Sup 1, para 2.7)

A3.1.7.5. Has the operating agency designated point(s) of contact for all conservation activities and issues involving the range's natural resources plan (developed by the ROA's/unit's Environmental Management function)? (AFI 13-212, Vol. 1, para 3.7.3)

A3.1.7.6. Has a Comprehensive Range Plan been developed for the range? (AFI 13-212, Vol. I, para 3.7)

[NOTE: Range plan should include range construction projects, maintenance, and rehabilitation of range facilities, targets and roads, plus environmental concerns.]

A3.1.7.7. Are records being maintained for preparation of the Weapons Range Activity Report? (AFI 13-212, Vol. I/PACAF Sup 1, para 2.7) [Locally designed and primed daily record sheets may be used to ensure data is accurate.]

A3.1.7.8. Is the Weapons Range Activity Report submitted monthly? (AFI 13-212, Vol. 1/PACAF Sup 1, Atch 1)

### A3.1.8. Range Scheduling

A3.1.8.1. Is scheduling centralized and are scheduling procedures published in the local supplement to AFI 13-212, Vol 1? (AFI 13-212, Vol 1, para 2.7.1)

A3.1.8.2. Are regular range maintenance periods scheduled and accomplished? (AFI 13-212, Vol. I, para 7.4)

A3.1.8.3. Do Range operating/scheduling agencies ensure that EOD/range maintenance times are scheduled in advance and that users are advised of ground operations being performed? (AFI 13-212, Vol. 1/PACAF Sup 1, para 4.2.2)

A3.1.8.4. Are Ground and Explosives Safety procedures published by the ROA? Are precautions taken to preclude trespassers from entering the range complex or danger zone? (AFI 13-212, Vol. I, para 4.3.15.2) [NOTE: Signs should contain, at a minimum, the statement "BOMBING RANGE" or "GUNNERY RANGE", and must be in English and the native language. (AFI 13-212, Vol 1, PACAF Sup 1, para 4.3.15.2)]

**Attachment 4****SORTS MISSION PERFORMANCE CHECKLISTS**

(This attachment only applies to ANG units in Title 10 status)

**A4.1. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) (OPR: 502 AOS)****A4.1.1. Subordinate Reporting Organization (SRO)– Command Post**

A4.1.1.1. (#) Are two or more SORTS managers trained, certified and appointed by the wing commander? (AFI 10-201, para 1.16.1.1.1. and PACAFI 10-207, para 6.3.1.4.)

A4.1.1.2. Has a current appointment letter been provided to the PACAF SORTS office? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.3. Are current appointment letters maintained for each units' SORTS monitors, Personnel Readiness, and Manpower? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.4. (#) Are all required SORTS references on hand? (AFI 10-201/PACAF Sup 1, para 3.7.28.)

A4.1.1.5. Is there a local wing supplement? (AFI 10-201/PACAF Sup 1, para 1.12.2.1.)

A4.1.1.5.1. Does the wing supplement support local requirements to identify wing agencies responsible for assisting units with SORTS reporting and does it provide continuity during personnel turnovers? (AFI 10-201, para 1.12.2.1.)

A4.1.1.6. (#) Are signed current DOC statements maintained for each reporting unit? (AFI 10-201, para 1.16.2.2.1.)

A4.1.1.7. (#) Is a training program established to train primary and alternate unit SORTS monitors for each reporting unit? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.7.1. (#) Is initial training conducted and documented within 60 days of appointment for each unit SORTS monitor? (AFI 10-201, para 1.16.2.4. and AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.7.2. (#) Is recurring training conducted and documented quarterly? (AFI 10-201, para 1.16.2.4.)

A4.1.1.8. (#) Is initial training conducted and documented for all new squadron, group, wing commanders, and designated alternates? (AFI 10-201, para 1.16.2.5 and AFI/PACAF Sup 1, 1.12.2.)

A4.1.1.9. (#) Is a copy of each units current worksheets and supporting documentation maintained? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.10. (#) Are database retrievals provided at least monthly or when changes occur to reporting units that do not possess SIPRNET capability? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.11. (#) Have procedures been established to ensure accuracy, clarity, and validity of unit SORTS reports? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.12. (#) Are semiannual SAV's conducted and documentation maintained on each reporting unit and support agency? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.12.1. Are the last two SAV reports kept on file? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.1.13. (#) Does the SORTS report transmission log contain the report number, UICs reported, and RAMP sequence numbers received? (AFI 10-201/PACAF Sup 1, para 3.10.1.)

A4.1.1.14. (#) Are SORTS error notifications corrected within 24 hours? (AFI 10-201, para 1.21.2.)

#### A4.1.2. Measured Unit Program Management

A4.1.2.1. (#) Are at least two SORTS monitors and two verifying officials trained and appointed by the unit commander? (AFI 10-201, para 1.17.1.3 and AFI/PACAF Sup 1, para 1.13.1.)

A4.1.2.2. (#) Has the unit established a training program to ensure all unit personnel involved in SORTS are trained in reporting/data collection and is documentation maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.)

A4.1.2.2.1. (#) Have the current SORTS monitors been trained by the SRO and is training documented? (AFI 10-201/PACAF Sup 1, para 1.12.2.)

A4.1.2.2.2. Does the training program contain sample worksheets? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.3. (#) Is a continuity folder maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.3.1. (#) Are signed current copies of unit's DOC statement maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.3.2. (#) Are copies of current instruction(s), HHQ guidance, letters, messages, etc. maintained? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.3.3. (#) Are current appointment letters maintained for the unit's SORTS monitors, SRO, Personnel Readiness (PRU), Manpower (MO), and all other applicable support agencies? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.4. (#) Are complete and accurate worksheets maintained for the units current SORTS status? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.4.1. (#) Are all SORTS related worksheets, documentation, and retrievals maintained and available for the last 90 days? (AFI/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.4.2. (#) Have the worksheets been signed by the current unit commander or designated alternate? (AFI 10-201/PACAF Sup 1, para 3.9.1.)

A4.1.2.4.3. Have the personnel worksheets been coordinated with the wing Manpower office? (AFI 10-201/PACAF Sup 1, para 1.12.3.)

A4.1.2.4.4. If less than P-1, have the personnel worksheets been coordinated with Personnel Readiness (PRU)? (AFI 10-201/PACAF Sup 1, para 1.12.4)

A4.1.2.4.5. (#) Are the worksheets annotated with the required security classification, classification authority, and declassification instructions? (AFI 10-201, para 1.4.3.)

A4.1.2.4.6. (#) When the overall C-level is less than C-1, does the REASN remark summarize all degraded measured areas and reflect which mission/missions the unit cannot fully support

or undertake, and does it provide a programmed or estimated Get Well/Get Worse date? (AFI 10-201, para 2.11.7.)

A4.1.2.4.7. (#) If required, does the REASN remark fully explain the commander's rationale supporting a subjectively assessed C-level? (AFI 10-201, para 2.11.7.2.)

A4.1.2.4.8. (#) If required, does a PRRES remark fully explain why the personnel area is less than P-1? (AFI 10-201, para 2.11.3.1.)

A4.1.2.4.9. Regardless of P-level, has a PERTP remark been submitted identifying personnel shortages? (AFI 10-201, para 2.11.3.4.)

A4.1.2.4.10. If required, has a PRRAT remark been submitted to identify UTC/UMD mismatches? (AFI 10-201, para 2.11.3.3.)

A4.1.2.4.11. (#) Has a CADAT remark been properly formatted and submitted? (AFI 10-201, para 2.5.2.)

A4.1.2.4.12. (#) Has a DOCID remark been submitted? (AFI 10-201/PACAF Sup 1, para 8.5.)

A4.1.2.4.13. (#) Is there a current copy of the units UMD, UTC extract (if required), or PC-III Listing used to determine personnel numbers for authorized/required and assigned? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.4.13.1. (#) Are personnel computations being done correctly: available divided by required, multiplied by 100? (AFI 10-201, para 3.1)

A4.1.2.4.13.2. (#) When determining personnel availability, is the unit's DOC Statement mission type (mobility/generation/combined) considered? (AFI 10-201, para 3.2.1.1)

A4.1.2.4.13.3. (#) When determining critical personnel percentage, are calculations done by crew position, as required? (AFI 10-201, para 3.3.3)

A4.1.2.4.13.4. (#) As required, is Table 3.1 being used to determine correct percentage? (AFI 10-201, para 3.3.1.2)

A4.1.2.4.14. (#) If required, does a ESRES remark fully explain why the equipment and supplies on hand area is less than S-1? (AFI 10-201, para 2.11.4.)

A4.1.2.4.14.1. (#) Is there a complete list of authorized vs. on-hand equipment which the unit requires to maintain wartime capability (if applicable)? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.4.14.2. (#) Are equipment and supplies on hand computations being done correctly: possessed divided by required, multiplied by 100? (AFI 10-201, para 4.5.)

A4.1.2.4.14.3. (#) As required, is Table 4.2 being used to determine correct percentage? (AFI 10-201, para 4.5.3)

A4.1.2.4.14.4. (#) When determining equipment availability, is the unit's DOC Statement mission type (mobility/generation/combined) considered? (AFI 10-201, para 4.10.)

A4.1.2.4.15. (#) Has a RICDA remark been submitted? (AFI 10-201, para 2.11.4.1.2.)

A4.1.2.4.16. (#) Has a MEPSD remark been submitted for all aircraft types, as required? (AFI 10-201, para 2.11.4.1.5.)

A4.1.2.4.17. (#) If required, does a ERRES remark fully explain why the equipment condition area is less than R-1? (AFI 10-201, para 2.11.5.1.)

A4.1.2.4.17.1. (#) For non-aircraft units, when multiple subareas limit the R-level to less than 90 percent, are ERSA remarks submitted? (AFI 10-201, para 2.11.5.1)

A4.1.2.4.17.2. (#) Are equipment condition computations being done correctly: mission ready and available divided by possessed, multiplied by 100? (AFI 10-201, para 5.3.)

A4.1.2.4.17.3. (#) As required, is Table 5.2 being used to determine correct percentage? (AFI 10-201, para 5.3.3.2.)

A4.1.2.4.17.4. (#) When considering equipment mission ready and available, is the unit's DOC Statement mission title considered, as required? (AFI 10-201, para 5.7.)

A4.1.2.4.18. (#) If required, does a TRRES remark fully explain why the training area is less than T-1? (AFI 10-201, para 2.11.6.3.)

A4.1.2.4.18.1. (#) Are training computations being done correctly: assigned divided by number required to be trained, multiplied by 100? (AFI 10-201, para 6.2., 6.3, and 6.4.)

A4.1.2.4.18.2. (#) As required, is Table 6.1 being used to determine correct percentage? (AFI 10-201, para 6.5.1.1., 6.5.2., and 6.5.3.)

A4.1.2.4.18.3. (#) For units using Method C, Option 2: are the percentages for TRSA1, TRSA2, and TRSA3 being correctly converted from Tables 6.3, 6.4, and 6.5? (AFI 10-201, para 6.5.4.2)

A4.1.2.4.19. Does the unit provide a PCTEF remark to assess the capability of deployed resources? (AFI 10-201, para 2.7, 2.7.3.6)

A4.1.2.4.19.1. Is the PCTEF remark formatted properly? (AFI 10-201, para 2.7, 2.7.3.6)

A4.1.2.4.19.2. When a PCTEF level has been utilized, has an expanded reason code (D,E,F,G) been used, if required? (AFI 10-201, para 2.8.1.2 and A3.1.6)

A4.1.2.4.19.3. If an expanded reason code is used, has the code been fully explained in the REASN or SECRN remark and properly formatted? (AFI 10-201, A3.1.6.8)

A4.1.2.4.20. If required, have all applicable Special Mission Capability codes been submitted with required data using SMCC1, SMCC2, SMCC3, and SMCC4? (AFI 10-201, para 2.13. and Table 2.3)

A4.1.2.5. (#) Is the units' current database retrieval available? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

A4.1.2.5.1. (#) Has the current retrieval been reviewed by the unit commander? (AFI/PACAF Sup 1, para 1.13.1)

A4.1.2.6. (#) Has a CBDRT report been submitted? (AFI 10-201, Attachment 6)

A4.1.2.7. Are the last two SRO-conducted SAV results available? (AFI 10-201/PACAF Sup 1, para 1.13.2.3.)

**A4.1.3. Local Manpower Office**

A4.1.3.1. (#) Is there a current Manpower Office SORTS POC letter on file and provided to the SRO, Personnel Readiness, and all reporting units? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A4.1.3.2. (#) Are copies of all current DOC statements on file? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A4.1.3.3. (#) Are manpower authorization listings provided to all measured units? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A4.1.3.4. (#) Are Program Element Code (PEC) listings provided to all flying squadrons? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A4.1.3.5. (#) Is a system established to validate each unit's personnel worksheet(s)? (AFI 10-201/PACAF SUP 1, para 1.12.3.)

A4.1.3.6. (#) Are copies of current HHQ guidance, letters, messages, etc. maintained? (AFI 10-201/PACAF Sup 1, para 1.12.3.)

**A4.1.4. Supporting Personnel Office**

A4.1.4.1. (#) Is there a current Personnel Readiness SORTS POC letter on file and provided to the SRO, Manpower Office, and all reporting unit's? (AFI 10-201/PACAF SUP 1, para 1.12.4.)

A4.1.4.2. (#) Are procedures established to validate each unit's personnel worksheet(s) when required? (AFI 10-210/PACAF Sup 1, para 1.12.4.)

A4.1.4.3. (#) Are copies of current HHQ guidance, letters, messages, etc. maintained? (AFI 10-201/PACAF Sup 1, para 1.12.4.)

A4.1.4.4. (#) Are copies of all current DOC statements on file? (AFI 10-201/PACAF SUP 1, para 1.12.4.)

**Attachment 5****SCHEDULING MISSION PERFORMANCE CHECKLIST****A5.1. SCHEDULING (PACAFI 21-165) (OPR: PACAF/DOTV)**

A5.1.1. Does the unit use CAMS for reporting flying and maintenance schedule deviations and effectiveness for all aircraft assigned including aircraft maintained by contractors? (para 1.5)

A5.1.2. Has the Wing developed a supplement to PACAFI 21-165 to standardize scheduling practices across like MDS? (Examples: standardized flying hour windows, specific surge rules, quiet hour policies, cross country takeoffs and returns, minimum turn times, crew ready times, etc.) (para 1.8)

A5.1.3. Does the Ops Officer review applicable monthly maintenance plans and weekly schedules prior to submission to current operations flight (OSS) PS&D? (para 2.2)

A5.1.4. Are weekly scheduling meetings conducted at the group and wing level? (para 2.6.1)

A5.1.5. Prior to the first weekly OG/LG scheduling meeting of the month, does the Ops officer provide the SMO and MS with the estimated operational needs for the following month, in as much detail as possible? Include known takeoff and landing times. (para 2.6.2)

A5.1.6. Do airlift schedules include sortie sequence numbers for known contract missions, mission numbers, scheduled takeoff times for each destination, scheduled landing times at home station, known configurations (to include fuel requirements) and special equipment requirements? (Airlift and tanker squadrons are not required to print aircraft tail numbers in the weekly schedule) (para 2.7.4.1.1.)

A5.1.7. Is AF Form 2407 used for all changes made during the daily maintenance scheduling/production meeting and up to the units first crew ready time the next day? (para 2.8.2)

A5.1.8. Do all aircraft, scheduled aircraft maintenance and/or sorties added to the Weekly Flying and Maintenance Schedule receive OG/CC approval? (**NOTE:** Airlift and tanker units authorized to daily schedule require OG/CC approval for any aircraft/sorties added to the schedule after the daily maintenancescheduling/production meeting) (para 2.8.3)

**Attachment 6****SOF PROGRAM MISSION PERFORMANCE CHECKLIST****A6.1. SUPERVISOR OF FLYING (SOF) PROGRAM (AFI 11-418) (OPR: PACAF/DOTV)****A6.1.1. General**

A6.1.1.1. (#) Has each unit developed a supervision structure for flying operations consisting of Operations Group Commander (OG/CC), SOF, and Squadron Supervisors? (para 1)

**A6.1.2. Operations Supervisors**

A6.1.2.1. (#) During local flying operations is a squadron ops sup always immediately available to the OG/CC, the SOF, command and control personnel, or other supporting agencies to respond to any current operational issue requiring time-sensitive answers, decisions, and/or actions? (para 2.2)

A6.1.2.2. When the squadron has on-going, off-station operations, is a Stand-by Duty Officer (SDO) available to make ops-related decisions and recommendations? (para 2.3)

A6.1.2.3. (#) While a squadron-level supervisor is always required, is the wing-level SOF position manned according to minimum supervision requirements outlined in Table 1 of AFI 11-418?

**A6.1.3. Responsibilities of Supervisors**

A6.1.3.1. (#) Prior to launch does the SOF ensure the airfield status is suitable for safe operations IAW Air Force, MAJCOM, and local directives? (para 4.2)

A6.1.3.2. Do squadron ops sup ensure the SOF is advised of any changes or deviations to the squadron's flying schedule? (para 4.3)

**A6.1.4. Procedures**

A6.1.4.1. (#) Does the command post function as the central source for information during an emergency, allow the SOF to devote full attention to the emergency? (para 6.1.2)

A6.1.4.1.1. (#) Do they notify all appropriate agencies and key personnel of an IFE and provide situation updates? (para 6.1.2)

A6.1.4.2. Does the on-scene commander, normally the fire chief, terminate all emergencies? (para 6.1.5)

A6.1.4.3. (#) Are Conference Hotel Procedures available to put OG/CC, SOF, ops sup, or Ops Supervisor directly in contact with a representative from ALC or the contractor? (para 7)

A6.1.4.4. (#) Prior to beginning supervisory duties, does the SOF meet crew rest requirements as directed by AFI 11-202, Vol 3, as supplemented? (para 9.1)

A6.1.4.5. (#) Are maximum duty days for SOF of 12 hours followed? (para 9.2)

A6.1.4.6. Is the SOF on duty in the primary duty location 30 minutes prior to the first scheduled takeoff and remain on duty until the last aircraft is shut down? (para 9.3)

A6.1.4.7. (#) Is the following equipment functional, current (if applicable), and immediately available to the SOF: (para 11)

A6.1.4.7.1. UHF/VHF radio?

A6.1.4.7.2. Telephone/FM radio?

A6.1.4.7.3. Weather dissemination equipment?

A6.1.4.7.4. SOF vehicle?

A6.1.4.7.5. Required SOF checklists?

A6.1.4.7.6. Binoculars?

A6.1.4.7.7. Publications?

**A6.1.5. Qualification and Training Program**

A6.1.5.1. (#) Are SOFs qualified IAW AFI 11-418? (para 12)

A6.1.5.2. (#) Is SOF currency/recurrency tracked IAW AFI 11-418? (para 13)

A6.1.5.3. (#) Does the SOF upgrade program comply with AFI 11-418? (para 14)

A6.1.5.4. (#) Does the SOF continuation training program comply with AFI 11-418? (para 15)

A6.1.5.5. (#) Is the SOF program administration in compliance with AFI 11-418? (para 17)

**Attachment 7****STAN/EVAL MISSION PERFORMANCE CHECKLIST****A7.1. STANDARDIZATION/EVALUATION PROGRAMS (AFI 11-202, Vol. 2 and PACAF SUP)  
(OPR: PACAF/DOTV)****A7.1.1. OGV Programs****A7.1.1.1. Organization and Manning**

A7.1.1.1.1. Is the OG/CC a current and qualified flight examiner in their primary assigned aircraft (optional)? Note: Must maintain BMC status to become a flight examiner. (para 4.4.1.)

A7.1.1.1.2. (#) Is the Chief of Stan/Eval a current and qualified flight examiner (FE) in a unit aircraft? (para 3.2.3.1.)

A7.1.1.1.3. (#) Is the Chief of Stan/Eval rated by the OG/CC, or unit commander for organizations not collocated with a parent wing/group? (para 3.2.3.2.)

A7.1.1.1.4. (Does not apply to the ANG) (#) Is OGV manned with the chief of stan/eval and no more than one crewmember per crew position per MDS? (para 3.2.3.)

A7.1.1.1.5. (#) (ANG Units) If squadron and OG Stan/Eval programs are combined under the OG, are all squadron programs accomplished? (para 3.2.3.4.1.)

A7.1.1.1.6. (#) (ANG Units) For combined Squadron and OG Stan/Eval programs, do FE authorizations follow OG/CC guidance? (para 3.2.3.4.2.)

A7.1.1.1.7. (#) (ANG Units) Is the PACAF/DO notified in writing when individuals are designated as flight examiners and are not assigned to the flying squadron or OGV (para 3.2.3.4.2.).

A7.1.1.1.8. Are FEs selected from the most highly qualified and experienced instructors? (para 4.2.1.)

A7.1.1.1.9. (#) Are OGV FEs selected and designated in writing by the OG/CC? Is it documented in ARMS, unit certification document and reported in SEB minutes? (para 4.2.4.)

A7.1.1.1.10. (#) Do FEs maintain MR/CMR status as defined in AFI 11-2MDS specific Vol I? (para 4.3.3.)

A7.1.1.1.11. (#) Does OGV establish procedures for review and quality control of AF Form 8s? (para 3.2.2.1.)

A7.1.1.1.12. (#) Does OGV establish procedures to maintain and review FEFs? Is it documented in the unit supplement to this instruction? (para 3.2.2.2.)

A7.1.1.1.13. Does OGV establish briefing room requirements in the unit supplement to this instruction? (Optional) (A7.1.)

A7.1.1.1.14. (#) Are unit supplements coordinated with PACAF/DOTV prior to publication. Are supplements forwarded to HHQ after publication? Note: Air National Guard (ANG) units will provide a copy of their supplement to PACAF/DOTV. (para 3.2.2.11. and Title Page).

**A7.1.1.2. Trend Analysis**

A7.1.1.2.1. (#) Does OGV establish and maintain a trend program? Is it published in the unit supplement? Is there a process to ensure aircrews are notified of trends? (para 3.2.2.4.)

A7.1.1.2.2. (#) Does the unit supplement define trends to include a minimum sample size and percentages that constitute a trend? (para 3.2.2.4.4.1.)

A7.1.1.2.3. Does OGV incorporate trend information for performance outside of evaluations? (For example: daily ground or flight training and written examinations) (para 3.2.2.4.1.)

A7.1.1.2.4. Do units with more than one MDS combine discrepancies common to all aircraft/aircrews to determine trends? (e.g. instrument procedures) (para 3.2.2.4.2.)

A7.1.1.2.5. (#) When trends are noted, does OGV recommend corrective action and assign an OPR/OCR, report trends and status to the unit CC during the SEB until closed? NOTE: Trend data should be maintained for one year. (para 3.2.2.4.4.)

A7.1.1.2.6. Are corrective actions appropriate for closing the trend? (para 3.2.2.4.4.)

**A7.1.1.3. Stan/Eval Board**

A7.1.1.3.1. (#) Does the SEB meet at least semiannually? (Should be held ASAP after the end of the semi-annual period.) (para 3.2.2.6.2.)

A7.1.1.3.2. Is the SEB chaired and approved by the OG/CC? (para 3.2.1.6.)

A7.1.1.3.3. (#) Are SEB minutes published IAW Atch 2 and contain as a minimum: Attendance, Manning, Evaluation summary, Examination summary, Waivers/Extensions, Trends, No-Notice results, 847 Program, Supp Eval program, MTR and AR Track Reviews, Old Business, New Business, and Problems Requiring HHQ Assistance? (para 3.3.1.6.)

A7.1.1.3.4. Are SEB Minutes sent to the correct addressees? (para 3.2.2.6.3.)

**A7.1.1.4. AF Form 847 Program**

A7.1.1.4.1. Does the unit have an AF Form 847 program? Is it IAW AFI 11-215 for flight publications and tech orders? (para 3.2.2.9.1.)

A7.1.1.4.2. Are the procedures IAW Attachment 5 for AF publications? (para 3.2.2.9.2)

A7.1.1.4.3. (#) Are 847s submitted electronically to the max extent possible? (para A5.2.1.)

A7.1.1.4.4. (#) Does OGV stan/eval document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the submitter of disposition (positive and negative) with comments. (para A5.2.2.)

A7.1.1.4.5. (#) Are pending 847s maintained on file and reviewed periodically to monitor progress of specific AF Form 847s? (para A5.2.6.)

**A7.1.1.5. Evaluations**

A7.1.1.5.1. (#) Do evaluation profiles incorporate all appropriate requirements set forth in the applicable AFI 11-2MDS Vol. 2? (para 5.2.5.)

A7.1.1.5.2. (#) Do flight evaluation profiles reflect unit tasking and daily training missions? Are they realistic and incorporate current tactics? (para 5.2.5.)

A7.1.1.5.3. (#) Are flight publications reviewed for currency and proper posting as a requisite to each QUAL evaluation? (para 5.2.4.1.1.)

A7.1.1.5.4. (#) Are units that do not issue individual publications, still holding aircrew responsible for the accuracy and currency of all publications required for the mission? How is this accomplished? (para 5.2.4.1.2.)

A7.1.1.5.5. (#) Is an EPE accomplished for all QUAL evaluations? (para 5.2.4.1.)

A7.1.1.5.6. (#) Is one EPE being accomplished for each combined evaluation (one for INSTM/QUAL or INSTM/QUAL/MSN evaluations)? (para 5.3.1.)

A7.1.1.5.7. (#) Are unusual attitude recoveries evaluated during all EPEs for pilots? (if required by 11-2MDS Vol 2)

A7.1.1.5.8. (#) For unsatisfactory EPEs, is the examinee placed in supervised status until a successful reevaluation is accomplished? How is it documented? (para 5.3.7.)

A7.1.1.5.9. Are initial instructor evaluations accomplished on actual instructional missions whenever possible? (para 5.2.1.4.1.)

A7.1.1.5.10. Are crewmembers designated as instructors evaluated on their ability to instruct during recurring evaluations? Is it documented on the AF Form 8? (para 5.2.1.4.2. and 7.3.5.8.3.)

A7.1.1.5.11. Do FE's immediately notify the examinee's squadron commander/operations officer and flight commander, if available, of evaluations graded less than Q-1? (para 4.3.7.)

A7.1.1.5.12. (#) Are crewmembers failing to complete an evaluation within the required period or who "Q-3" an evaluation put in a supervised or restricted status, as applicable? (paras 5.2.13.3. and 5.2.13.3.3.)

A7.1.1.5.13. (#) Are crewmembers who receive a "Q-2" placed in supervised status and assigned additional training? (paras 5.2.12.3.3.)

A7.1.1.5.14. (#) Is additional training accomplished and documented by the last day of the second month (ANG-last day of the third month) following the date of the discrepancy? How is it documented? (para 5.2.12.2.4.)

A7.1.1.5.15. (#) Are crewmembers who "Q-3" an instrument, qualification, or mission evaluation downgraded to NMR/non-CMR, N-BMC, or N-BAQ status, as applicable? How is it documented? (para 5.2.13.2.)

A7.1.1.5.16. (#) Are procedures for grading areas completed but not required for the evaluation defined in the unit supplement to this instruction? (para 5.2.11.2.2.)

A7.1.1.5.17. Are approaches flown at non-U.S. airfields or bases other than home base during instrument evaluations, if practical? (if required by 11-2MDS Vol 2)

#### A7.1.1.6. **No-Notice Program**

A7.1.1.6.1. (#) Are the no-notice program objectives and goals published in the unit supplement? (para 5.2.3.3.1.)

A7.1.1.6.2. Are squadrons meeting no-notice goals and objectives? (para 5.2.3.3.1.)

#### **A7.1.1.7. Supplementary Evaluations**

A7.1.1.7.1. Does the OG/CC direct supplementary evaluations as needed? (para 5.4.)

A7.1.1.7.2. Are areas of supplementary evaluations determined by the OG/CC? For example: Aero Club, Instrument Refresher Course, Simulator Program, Supervisor of Flying Program, Intelligence Training, Weapons/Tactics Training, Functional Check Flight Program, ATC/Base Ops/Weather, Squadron Stan/Eval Programs, or any other area of interest under the OG/CC. (para 5.4.2. and 5.2.4.1.3.)

A7.1.1.7.3. Are procedures in place to ensure that corrective action is effective and allows the closing of action items? (para 5.4.2.1.6.)

A7.1.1.7.4. Does the Supp Eval report include the objectives of the evaluation, the time frame during which it was performed, discrepancies that were noted, recommended corrective action and suspense dates for completion of corrective action. (para 5.4.2.1.5.)

A7.1.1.7.5. Are Supp Eval reports retained for at least one year? (para 5.4.2.1.7.)

A7.1.1.7.6. Does the OG/CC designate who may conduct Supp Evals? (para 5.4.3.)

A7.1.1.7.7. If conducted, are Supp Eval results documented in SEB minutes? (para 5.4.5.)

#### **A7.1.1.8. Aircrew Examinations**

A7.1.1.8.1. (#) Is the unit aircrew examination program documented in the unit supplement to this instruction? (paras 3.2.2.3. and 6.3.1.)

A7.1.1.8.2. (#) Do Stan/Eval personnel maintain positive control of all required exams, applicable answer sheets, and associated computer based/electronic media? (para 6.4.3.)

A7.1.1.8.3. Does OGV document the group examination program including procedures for reviewing and updating MQFs and prepared exams in their unit supplement? (paras 6.3.4.)

A7.1.1.8.4. Are graded exam answer sheets/computer records retained until an AF Form 8 is complete? (para 6.3.3.)

A7.1.1.8.5. Are open book subject areas and the publications used to generate the exam made available to aircrew? (para 6.4.5.1.)

A7.1.1.8.6. (#) Do open and closed book exams contain at least 40 questions unless otherwise specified by 11-MDS specific Vol. 2? (para 6.4.)

A7.1.1.8.7. (#) Is Boldface/CAPS exam evaluated through written exam as a requisite to all periodic Qual evaluations? (para 6.4.6.1.)

A7.1.1.8.8. (#) Is the Instrument test administered IAW AFMAN 11-210? Do test questions come from the INSTM MQF maintained by AFFSA? (para 6.4.5.3.)

A7.1.1.8.9. Do all pilots, navigators, WSOs, and EWOs attend IRC and complete the instrument examination? (N/A for EWOs without navigation instrumentation). (para 6.4.1.)

A7.1.1.8.10. Is there a minimum of two requisite exams for each crew position? (para 6.4.2.1.)

- A7.1.1.8.11. Are at least 50% of the questions changed each year? (para 6.4.2.2.)
- A7.1.1.8.12. (#) Do flight surgeon complete an aircrew examination prior to their first flight for each aircraft in which they fly and at least every 17 months? (para 6.6.)
- A7.1.1.8.13. Are FS exam results documented IAW procedures detailed in the unit supplement to this instruction? (para 6.6.)
- A7.1.1.8.14. Is semiannual testing described in the unit supplement to this instruction, to include procedures for failed exams? (para 6.5.)
- A7.1.1.8.15. Has the unit conducted semi-annual testing with an exam of at least 25 questions? (para 6.5.1.)
- A7.1.1.8.16. Are the results of semi-annual testing (including percentage of aircrews tested) reported in the SEB minutes? (para 6.5.1.)
- A7.1.1.8.17. Are all completed exams graded prior to the individual's next flight? Are procedures for this restriction documented in the unit supplement (para 6.4.4.2.)
- A7.1.1.8.18. (#) Are aircrew members who fail a Boldface/CAP's exam grounded until a successful reexamination is accomplished? How is it documented? (paras 5.3.6. and 6.4.7.3.)
- A7.1.1.8.19. (#) If an individual fails an open book, closed book, or instrument written examination, is he/she placed in supervised status until successful re-testing is complete? How is it documented? (para 6.4.7.4.)
- A7.1.1.8.20. Are aircrew who fail an exam afforded adequate study time and then given an alternate test? (para 6.4.7.1.)
- A7.1.1.8.21. Do aircrew who fail an exam successfully re-test by the end of the second month (ANG: third month) following the date of the first failure? (para 6.4.7.2.)

#### A7.1.1.9. **FCIF Program**

- A7.1.1.9.1. (#) Is the unit Stan/Eval function [OGV] responsible for quality control of FCIF standardization for subordinate flying organizations? (para 3.2.2.7.)
- A7.1.1.9.2. (#) Is the unit Stan/Eval function [OGV] the focal point for any information inserted into the FCIF? (para 8.1.1.1.)
- A7.1.1.9.3. Are all volumes labeled and numbered correctly? (para 8.1.3.)

#### A7.1.1.9.4. **Vol. I, Part A - Index**

- A7.1.1.9.4.1. Does OGV publish the table of contents in Part A, Vol. I? Is it up-to-date? (para 8.1.3.2.)
- A7.1.1.9.4.2. Does the table of contents list, as a minimum, all material contained in Volumes I-VI? Dates, sups, changes, etc. not required in index, but good idea. (Must be up to date if included) (paras 8.1.2. and 8.1.3.2.)

#### A7.1.1.9.5. **Vol I, Part B – Safety of Flight (Go/No-Go Items)**

- A7.1.1.9.5.1. (#) Does Part B contain messages and directives of a temporary nature directly pertinent to the safe conduct of daily flying activities? Has the PACAF/DO or OG/CC approved all FCIF Part B items? (para 8.1.3.2.)

A7.1.1.9.5.2. Does part B have a numerical index of current and rescinded FCIF items? (para 8.1.3.2.2.)

**NOTE:** Should be OGV controlled.

A7.1.1.9.5.3. Does the index have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross-reference for classified items (if used)? (para 8.1.3.2.3.)

A7.1.1.9.5.4. Does each FCIF item have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross reference for classified items (if used) (para .8.1.3.2.1.)

A7.1.1.9.5.5. Does the rescinded index list the title, control number, date rescinded, and disposition as a minimum? (para 8.1.3.2.4.)

A7.1.1.9.5.6. Does OGV maintain rescinded items in a separate file for at least six months? Note: Electronic copies are adequate. (para 8.1.3.2.4.)

A7.1.1.9.5.7. Are FCIF's in Part B filed in reverse numerical sequence with the latest item on top? (para 8.1.3.2.2.)

A7.1.1.9.5.8. (#) Are the FCIF's in Part B maintained up-to-date IAW the most recent index letter? (para 8.1.1.)

A7.1.1.9.5.9. To prevent overwhelming the crew members with unnecessary details, are salient points extracted from lengthy documents or highlighted (as necessary)? (para 8.1.3.2.)

#### **A7.1.1.9.6. Vol I, Part C – General Read File**

A7.1.1.9.6.1. (#) Does Part C consist of FCIF items containing current operations guidance, which are not critical nor required to be read before flight? (para 8.1.3.2.)

A7.1.1.9.6.2. Does the index have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross-reference for classified items (if used)? (para 8.1.3.2.3.)

A7.1.1.9.6.3. Does each FCIF item have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross reference for classified items (if used) (para .8.1.3.2.1.)

A7.1.1.9.6.4. Are FCIF's in Part C filed in reverse numerical sequence with the latest item on top? (para 8.1.3.2.2.)

A7.1.1.9.6.5. (#) Are the FCIF's in Part C maintained up-to-date IAW the most recent index letter? (para 8.1.1.)

#### **A7.1.1.9.7. Vol II-III -- Publications (II-AFI's & MAJCOM SUPs, III-MAJCOM/NAF/ Local Directives)**

A7.1.1.9.7.1. (#) Do Vols II-III contain the required publications IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (para 8.1.3.4.)

A7.1.1.9.7.2. (#) Are all publications current, with all changes, and supplements posted correctly? (para 8.1.1.)

**A7.1.1.9.8. Vol IV -- Flight Manuals, Checklists, Aircrew Aids, Technical Orders**

A7.1.1.9.8.1. (#) Does Vol IV contain applicable flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling aids and locally prepared aircrew aids IAW AFI 11-202 Vol 2, PACAFSUP1, and the index letter? (para 8.1.3.6.)

A7.1.1.9.8.2. (#) Are all Tech Orders, flight manuals, etc., current; are all changes and supplements posted correctly? (para 8.1.1.)

A7.1.1.9.8.3. Do units using pre-computed weight and balance forms file them in Vol IV? (Optional) (para 8.1.3.6.)

**A7.1.1.9.9. Vol V-- Flight Safety Information (optional)**

A7.1.1.9.9.1. Is Vol V reserved for the unit/squadron safety officer? (para 8.1.3.7.)

A7.1.1.9.9.2. Are items for this volume submitted and maintained by the unit/squadron safety officer IAW AFI 91-202? (para 8.1.3.7.)

**A7.1.1.10. Go/No Go Program**

A7.1.1.10.1. (#) Has OGV established a positive control system that ensures aircrew members have met all required ground training and stan/eval items before flight and published it in the unit supplement? (para 8.2.2.)

A7.1.1.10.2. Do squadrons use PACAF Form 329 or OGV-approved FCIF card to track all Go No Go items? (para 8.2.)

A7.1.1.10.3. (#) Are Boldface/CAPS exams accomplished monthly? Are procedures for documentation defined in the unit supplement for this instruction? (para 8.2.1.1.)

A7.1.1.10.4. (#) Has the unit developed procedures for off-station aircrews to ensure compliance with 8.2.1.1? (para 8.2.1.1.)

A7.1.1.10.5. (#) Does the Go/No Go system monitor training items from AFI 11-202 Vol 1 and AFI 11-MDS specific Vol 1, stan/eval testing required from AFI 11-202V2/MAJCOM Sup, aircrew DNIF status, and currency on all FCIF (Vol I Part B) items? (para 8.2.1.)

A7.1.1.10.6. Has the unit provided for confirmation of Go/No Go items of visiting crewmembers? How?

A7.1.1.10.7. (#) Is a designated person(s) used to verify Go/No Go status prior to releasing the aircrews for a mission? (NOTE: Can be AC for crew aircraft) (para 8.2.)

A7.1.1.10.8. (#) Is there a procedure to notify off-station aircrews of new Go/No Go items prior to the aircrews next takeoff? Is it documented in the unit supplement to this instruction? (para 8.2.2.)

**A7.1.2. Squadron Programs (AFI 11-202, Vol 2, as supplemented) (OPR: PACAF/DOTV)****A7.1.2.1. Stan/Eval Organization and Manning**

A7.1.2.1.1. Is the squadron commander a flight examiner (FE)(Optional ANG)? (para 3.3.1.7.)

A7.1.2.1.2. Does the squadron commander attend as many evaluation critiques as practical? (para 3.3.1.6.)

A7.1.2.1.3. (#) Is the Chief of Stan/Eval a current and qualified flight examiner (FE) in a unit aircraft? (para 3.3.3.1.)

A7.1.2.1.4. (#) Is the Chief of Stan/Eval an FE who works directly for the SQ/CC? (para 3.3.3.1.)

A7.1.2.1.5. Does squadron FE manning not exceed 3 per crew position (excluding Sq/CC) (5 for non-fighter with OG/CC approval)? (para 3.3.3.2.)

A7.1.2.1.6. (#) (ANG Units) Do FE authorizations follow unit commander guidance? (para 3.3.3.2.)

A7.1.2.1.7. (#) Are Squadron FEs selected and designated in writing by the SQ/CC? Is it documented in ARMS, unit certification document and reported in SEB minutes? (para 4.2.4.)

#### A7.1.2.2. **Trends**

A7.1.2.2.1. (#) Does squadron stan/eval assist in managing the OGV Stan/Eval trend program? (para 3.3.2.4.)

A7.1.2.2.2. (#) Is trend data compiled as outlined under the wing program? (para 3.2.2.4.4.1.)

A7.1.2.2.3. Are aircrew notified of trend data? (para 3.2.2.4.)

#### A7.1.2.3. **AF Form 847 Program**

A7.1.2.3.1. (#) Are 847s submitted electronically to the max extent possible? (para A5.2.1.)

A7.1.2.3.2. (#) Does squadron stan/eval document receipt of original AF Forms 847, ensure the AF Form 847 reaches the appropriate functional OPR at that level for review, forward approved original AF Forms 847 to the next command level while informing the submitter of disposition (positive and negative) with comments. (para A5.2.2.)

A7.1.2.3.3. (#) Are pending AF Forms 847 maintained on file and reviewed periodically to monitor progress of specific AF Forms 847? (para A5.2.6.)

A7.1.2.3.4. Is there an active AF Form 847 program? Are aircrew members actively encouraged to submit AF Forms 847? Are AF Forms 847 prominently displayed to make submissions easy?

#### A7.1.2.4. **Evaluations**

A7.1.2.4.1. (#) Do evaluation profiles incorporate all appropriate requirements set forth in the applicable AFI 11-2MDS Vol. 2? (para 5.2.5.)

A7.1.2.4.2. (#) Do flight evaluation profiles reflect unit tasking and daily training missions? Are they realistic and do they incorporate current tactics? (para 5.2.5.)

A7.1.2.4.3. Are flight publications reviewed for currency and proper posting as a requisite to each QUAL evaluation? (para 5.2.4.1.)

A7.1.2.4.4. (#) Are units that do not issue individual publications, still holding aircrew responsible for the accuracy and currency of all publications required for the mission? How is this accomplished? (para 5.2.4.1.2.)

A7.1.2.4.5. (#) Is one EPE being accomplished for each combined evaluation (one for INSTM/QUAL or INSTM/QUAL/MSN evaluation)? (para 5.3.1.)

A7.1.2.4.6. (#) Do FE's conduct a separate EPE for all QUAL and MSN evaluations? (para 5.3.1.)

A7.1.2.4.7. (#) Are unusual attitude recoveries evaluated during all EPE's for pilots, if required by AFI 11-2MDS, Vol 2? (11-2MDS, Vol 2)

A7.1.2.4.8. (#) For unsatisfactory EPE's, is the examinee placed in supervised status until a successful recheck is accomplished? How is it documented? (para 5.3.7.)

A7.1.2.4.9. Are initial instructor evaluations accomplished on actual instructional missions whenever possible? (para 5.2.1.4.1.)

A7.1.2.4.10. Are crewmembers designated as instructors evaluated on their ability to instruct during recurring evaluations? Is it documented on the AF Form 8? (paras 5.2.1.4.2. and 7.3.5.8.3.)

A7.1.2.4.11. Do FE's immediately notify the examinee's squadron commander/operations officer and flight commander, if available, of evaluations graded less than Q1? (para 4.3.7.)

A7.1.2.4.12. (#) Are crewmembers failing to complete an evaluation within the required period or who "Q-3" an evaluation put in a supervised or restricted status, as applicable? (para 5.2.13.3. and 5.2.13.3.3)

A7.1.2.4.13. (#) Are crewmembers who receive a "Q-2" placed in supervised status and assigned additional training? (para 5.2.12.3.3.)

A7.1.2.4.14. (#) Is additional training accomplished and documented by the last day of the second month (ANG-last day of the third month) following the date of the discrepancy? How is it documented? (para 5.2.12.2.4.)

A7.1.2.4.15. (#) Are crewmembers who "Q-3" an instrument, qualification, or mission evaluation downgraded to NMR/non-CMR, N-BMC, or N-BAQ status, as applicable? How is it documented? (para 5.2.13.2.)

A7.1.2.4.16. Are approaches flown at non-US airfields or bases other than home base during instrument evaluations, if practical? (11-2MDS Vol 2)

#### **A7.1.2.5. No-Notice Program**

A7.1.2.5.1. (#) Does the squadron execute the no-notice program IAW the unit supplement? (para 5.2.3.3.1.)

A7.1.2.5.2. (#) Are aircrew members notified of the no-notice evaluation at or after the beginning of normal preparation time for the mission? (para 5.2.3.3.1.)

A7.1.2.5.3. (#) Are units meeting established goals for no-notice evaluations? (para 5.2.3.3.1.)

#### **A7.1.2.6. Flight Evaluation Folders**

A7.1.2.6.1. Is a certified ARMS product or a Letter of Certification signed by the official authorized to approve AF Forms 8, or other appropriate authority designated in writing, on file for special qualifications/authorizations? (Optional) (para 7.2.)

A7.1.2.6.2. (#) Does the squadron maintain a FEF for all personnel assigned and attached to the squadron (except flight surgeons) for flying? (NOTE: Verify against letter of X's or AF Form 1381) (para 7.5.1.1.)

A7.1.2.6.3. (#) Are all crewmembers current in all required evaluations? (NOTE: Compare checkride zone letter to AF Forms 8 in FEF.) (para 5.2.1.)

A7.1.2.6.4. (#) Have all MR/CMR and designated BMC aircrew members completed a mission evaluation? Was it in the zone? (paras 5.2.1.3. and 5.2.7.)

A7.1.2.6.5. (#) Are crewmembers with multiple aircraft qualifications receiving a qualification and if applicable, a mission evaluation to include requisites in each MDS according to applicable AFI 11-2MDS-specific Vol 2s? (para 5.2.16.)

A7.1.2.6.6. (#) Do FEs post a temporary flight evaluation certificate or draft AF Form 8 in the FEF while the AF Form 8 is processed? (para 7.3.7.1.)

A7.1.2.6.7. (#) Are procedures concerning the temporary flight evaluation certificate outlined in the unit supplement to this instruction? (para 7.3.7.2.)

A7.1.2.6.8. (#) Are temporary flight evaluation certificates signed and dated by the FE completing the evaluation? (para 7.3.7.2.)

A7.1.2.6.9. (#) Is the FEF maintained by a stan/eval functional office – normally in the organization to which the individual is assigned or attached for flying? (para 7.5.1.1.)

A7.1.2.6.10. (#) Is an initial FEF review accomplished for newly assigned crewmembers? Is it documented as a one-line entry on the AF Form 942? (para 7.5.4.1.)

A7.1.2.6.11. Is there a locally developed procedure to ensure all approvals and reviews are accomplished and AF Forms 8 are filed within 60 calendar days of the date completed for active units? (para 7.3.7.4.)

A7.1.2.6.12. (ANG units) Is there a locally developed procedure to ensure all approvals and reviews are accomplished and AF Forms 8 are filed within 60 days of the date completed or the next UTA, whichever occurs last? (para 7.3.7.4.)

A7.1.2.6.13. (#) Is the FEF reviewed annually? Is it documented as a one-line entry on the AF Form 942? (para 7.5.4.2.)

A7.1.2.6.14. (#) Are major discrepancies documented on a permanent MFR and filed above the affected AF Form 8 or chronologically with the AF Form 8 in section II? (para 7.5.5.2.)

A7.1.2.6.15. (#) Are minor discrepancies documented on a non-permanent record as defined by the unit supplement to this instruction? (para 7.5.5.3.)

A7.1.2.6.16. (#) Is the examinee the last dated signature on the AF Form 8? (para 7.3.6.4.)

#### A7.1.2.7. **FCIF Library**

A7.1.2.7.1. Is the unit Stan/Eval function [OGV] the focal point for any information inserted into the FCIF? (para 8.1.1.1.) Has the OG/CC approved all FCIF items? (para 3.2.2.7)

A7.1.2.7.2. Are all volumes labeled and numbered correctly? Note: The FCIF will consist of a minimum of four volumes. (para 8.1.3.)

**A7.1.2.7.3. (Vol I, Part A -- Index)**

A7.1.2.7.3.1. Does OGV publish the table of contents in Part A, Vol I? Is it up-to-date? (para 8.1.3.2.)

A7.1.2.7.3.2. Does the table of contents list, as a minimum, all material contained in Vol I-VI? Dates, sups, changes, etc. not required in index, but good idea. (Must be up to date if included) (para 8.1.2. and 8.1.3.2.)

**A7.1.2.7.4. (Vol I, Part B – Safety of Flight (Go/No-Go Items))**

A7.1.2.7.4.1. (#) Does Part B contain messages and directives of a temporary nature directly pertinent to the safe conduct of daily flying activities? Has the PACAF/DO or OG/CC approved all FCIF Part B items? (para 8.1.3.2.)

A7.1.2.7.4.2. Does Part B have a numerical index of current and rescinded FCIF items? (para 8.1.3.2.2.) NOTE: Should be OGV controlled.

A7.1.2.7.4.3. Does the index have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross-reference for classified items (if used)? (para 8.1.3.2.3.)

A7.1.2.7.4.4. Does each FCIF item have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross reference for classified items (if used) (para .8.1.3.2.1.)

A7.1.2.7.4.5. Does the rescinded index list the title, control number, date rescinded, and disposition as a minimum? (para 8.1.3.2.4.)

A7.1.2.7.4.6. Does OGV maintain rescinded items in a separate file for at least six months? Note: Electronic copies are adequate. (para 8.1.3.2.4.)

A7.1.2.7.4.7. Are FCIFs in Part B filed in reverse numerical sequence with the latest item on top? (para 8.1.3.2.2.)

A7.1.2.7.4.8. (#) Are the FCIFs in Part B maintained up-to-date IAW the most recent index letter? (para 8.1.1.)

A7.1.2.7.4.9. To prevent overwhelming a crewmember with unnecessary details, are salient points extracted from lengthy documents or highlighted (as necessary)? (para 8.1.3.2.)

**A7.1.2.7.5. (Vol I, Part C – General Read File)**

A7.1.2.7.5.1. (#) Does Part C consists of FCIF items containing current operations guidance, which are not critical nor required to be read before flight? (para 8.1.3.2.)

A7.1.2.7.5.2. Does the index have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross-reference for classified items (if used)? (para 8.1.3.2.3.)

A7.1.2.7.5.3. Does each FCIF item have (as a minimum) a title, OPR, control number, date distributed, suspense date for review, and cross reference for classified items (if used) (para .8.1.3.2.1.)

A7.1.2.7.5.4. Are FCIFs in Part C filed in reverse numerical sequence with the latest item on top? (para 8.1.3.2.2.)

A7.1.2.7.5.5. (#) Are the FCIFs in Part C maintained up-to-date IAW the most recent index letter? (para 8.1.1.)

**A7.1.2.7.6. (Vol II-III -- Publications (II-AFI's & MAJCOM SUP's, III-MAJCOM/NAF/ Local Directives))**

A7.1.2.7.6.1. (#) Do Vols II-III contain the required publications IAW AFI 11-202 Vol 2, PACAFSUP1, and the index letter? (para 8.1.3.4.)

A7.1.2.7.6.2. (#) Are all publications current, with all changes, and supplements posted correctly? (para 8.1.1.)

**A7.1.2.7.7. (Vol IV -- Flight Manuals, Checklists, Aircrew Aids, Technical Orders)**

A7.1.2.7.7.1. (#) Does Vol IV contain applicable flight manuals, performance data, aircrew checklists, weapons delivery manuals, weapons checklists, air refueling aids and locally prepared aircrew aids IAW AFI 11-202 Vol. 2, PACAFSUP1, and the index letter? (para 8.1.3.6.)

A7.1.2.7.7.2. (#) Are all Tech Orders, flight manuals, etc., current; are all changes and supplements posted correctly? (para 8.1.1.)

A7.1.2.7.7.3. Do units using pre-computed weight and balance forms file them in Vol IV? (Optional) (para 8.1.3.6.)

**A7.1.2.7.8. (Vol V -- Flight Safety Information (optional))**

A7.1.2.7.8.1. Is Vol V reserved for the unit/squadron safety officer? (para 8.1.3.7.)

A7.1.2.7.8.2. Are items for this volume submitted and maintained by the unit/squadron safety officer IAW AFI 91-202? (para 8.1.3.7.)

**A7.1.2.8. Go/No Go**

A7.1.2.8.1. Do squadrons use PACAF Form 329 or an OGV approved FCIF card to track all Go/No Go items? (para 8.2.)

A7.1.2.8.2. (#) Does the Go/No Go system monitor training items from AFI 11-202 Vol 1 and AFI 11-MDS specific Vol 1, stan/eval testing required from AFI 11-202V2/MAJCOM Sup, aircrew DNIF status, and currency on all FCIF (Vol I Part B) items? (para 8.2.1.)

A7.1.2.8.3. Has the unit provided for confirmation of Go/No Go items of visiting crewmembers? How?

A7.1.2.8.4. (#) Are Boldface/CAPS exams accomplished monthly? Are procedures for documentation defined in the unit supplement for this instruction? (para 8.2.1.1.)

A7.1.2.8.5. (#) Has the unit developed procedures for off-station aircrews to ensure compliance with 8.2.1.1? (para 8.2.1.1.)

A7.1.2.8.6. (#) Is a designated person(s) used to verify Go/No Go status prior to releasing the aircrews for a mission? (NOTE: Can be AC for crew aircraft) (para 8.2.)

A7.1.2.8.7. (#) Is there a procedure to notify off-station aircrews of new Go/No Go items prior to the aircrews next takeoff? Is it documented in the unit supplement to this instruction? (para 8.2.2.)

**A7.1.2.9. Briefing Facilities**

A7.1.2.9.1. Are briefing rooms IAW the local chapter 9 supplement as dictated by OGV? Are all required items present and current? (para A7.1.)

A7.1.2.9.2. Are briefing rooms well lighted and large enough to comfortably seat all flight members?

**Attachment 8****OPERATIONS AND TRAINING MISSION PERFORMANCE CHECKLISTS****A8.1. AIRCREW OPERATIONS AND TRAINING (AFI 11-2MDS, Vol 1) (OPR: PACAF/DOOT)**

A8.1.1. Does the wing/group designate the training level to which each RPI-6 flyer (ANG: all flyers including RPI-8) will train? (Chap 1)

A8.1.2. Does the wing/group review programs and manning position designations annually (ANG: HQ ACC/DOT)? (Chap 1)

A8.1.3. Does the wing/group (if applicable) forward supplements to this instruction and other supporting documents to PACAF for review? (Chap 1)

A8.1.3.1. Does the wing/group review supplements annually? (Chap 1)

A8.1.4. (#) Does the wing/group identify training shortfalls that adversely impact combat capability through appropriate channels? (Chap 1)

A8.1.5. (#) Does the squadron supervision ensure adequate continuity and supervision of individual training needs, experience, and proficiencies of assigned/attached pilots. (Chap 1)

A8.1.6. (#) Does the squadron supervision review training and evaluation records of newly assigned crewmembers and those completing formal training to determine the training required for them to achieve BMC or CMR and to ensure provisions of this instruction have been met? (Chap 1)

A8.1.7. Does the squadron supervision ensure that RAP sorties focus on development of combat skills essential to the unit's mission? (Chap 1)

A8.1.8. (#) Does the squadron supervision determine missions/events in which individual BMC crewmembers will maintain qualification versus familiarization? (Chap 1)

A8.1.8.1. Does the squadron supervision determine utilization of BMC crewmembers? (Chap 1)

A8.1.9. (#) Does the squadron supervision determine how many and which BMC and CMR crewmembers will carry special capabilities/qualifications? (Chap 1)

A8.1.10. Does the squadron supervision determine breadth and depth of supervisory review of armament recordings? (Chap 1)

A8.1.11. (#) Does the squadron supervision monitor individual assigned/attached crewmember currencies and requirements? (Chap 1)

A8.1.11.1. (#) Does the squadron supervision ensure crewmembers only participate in sorties, events, and tasks for which they are adequately prepared, trained, and current? (Chap 1)

A8.1.11.2. (#) Unless specifically directed, does the SQ/CC determine the level of inflight supervision necessary to accomplish the required training? (Chap 1)

A8.1.12. Does the SQ/CC place highest priority on training designated aircrews to CMR? (Chap 1)

A8.1.13. Does the unit maintain crewmember records for individual training and evaluations IAW AFI 11-202, Volume 1 and Volume 2; AFI 11-401; AFMAN 37-139, Table 36-44; ACCI 11-464; AFM 171-190, Volume 2, Sections A through K; and appropriate MAJCOM directives? (Chap 1)

A8.1.14. (#) Does the unit track the following information for all crewmembers (as applicable)?

A8.1.14.1. Ground training?

A8.1.14.2. Requirements and accomplishment of individual sorties, RAP sortie types, and events cumulatively for the training cycle?

A8.1.14.3. RAP sortie requirements and accomplishment using 1-month and 3-month running totals for lookback? (Chap 1)

A8.1.14.4. Currencies? (Chap 1)

A8.1.14.5. Weapons employment records in sufficient detail to document all employment attempts as well as to compute Circular Error Probable (CEP) and event hit percentage histories? (Chap 1)

A8.1.15. Do fighter unit flight debriefs include review of the following AVTR items: Titling, weapons parameters, accuracy, identification procedures, fragmentation clearance, adherence to Training Rules, communications procedures and discipline, flight discipline, proper Anti-G Straining Maneuver IAW paragraph 4.13, tactical employment, and instrument approaches? (Chap 1)

A8.1.16. (#) Does the commander ensure that wing/group tactical pilots (API-1/6s) fill authorized positions IAW unit manning documents and that pilot status is properly designated? (Chap 1)

A8.1.17. Does the unit submit an annual report of all incomplete training to PACAF/DOT (info copy to NAF/DO)? (Chap 1)

A8.1.17.1. Does the unit forward their specific shortfalls/limfacs to HQ PACAF/DOT bi-annually during the training cycle IAW PACAF MDS RAP Tasking Messages (if applicable)?

A8.1.18. Do all local IQT checkout programs receive PACAF/DO approval? (Chap 2)

A8.1.18.1. Are all IQT training programs completed within the time specified by the syllabus? (Chap 2)

A8.1.18.2. If an IQT program goes over the specified time limit, does the unit notify the HQ PACAF/DO with applicable information? (Chap 2)

A8.1.19. (#) Does the unit ensure MQT programs are complete within 90 calendar days? (ANG: 120 days) (Chap 3)

A8.1.19.1. Does the unit ensure initial verification/certification, AAR, and initial CW flight training (as applicable) is complete NLT 90 days from MQT certification, and if not, are the aircrews regressed to NCMR/N-BMC? (Chap 3)

A8.1.20. (#) Does every training device mission include selected critical action emergency procedures and unusual attitude/inadvertent weather entry procedures? (Chap 3)

A8.1.21. (#) Is physiological training conducted IAW AFI 11-403 and PACAF supplements? (Chap 4)

A8.1.22. (#) Is situational emergency procedures training (SEPT) accomplished each calendar month? (Chap 4)

A8.1.22.1. Are aircrews who fail to accomplish SEPT by the end of the month, grounded until the training is complete? (Chap 4)

- A8.1.22.2. Are SEPT scenarios developed using mishaps/incidents as baseline cases? (Chap 4)
- A8.1.22.3. Does each SEPT session discuss at least two EPs for each phase of flight? (Chap 4)
- A8.1.22.4. Does each aircrew accomplish at least two SEPTs each training period (annual) with an IP or squadron supervisor? (Chap 4)
- A8.1.23. (#) Does the unit have a process to ensure aircrews do not fly sorties/events in which they are not current except for the purpose of regaining currency? (Chap 4)
- A8.1.24. Does the unit ensure non-current aircrews receive appropriate supervision while regaining currency? (Chap 4)
- A8.1.25. Does the SQ/CC determine the minimum number/type of training device continuation training (CT) missions that require supervision? (Chap 4)
- A8.1.26. (#) Do BAQ crewmembers fly a supervised sortie (squadron supervisor or IP) at least once every 60 calendar days. In addition, if a BAQ crewmember does not fly for 21 days (inexperienced) or 30 days (experienced), is the next sortie flown with a squadron supervisor or an IP? (Chap 4)
- A8.1.26.1. Are BAQ crewmembers that remain in BAQ status for more than 6 months grounded (except general officers above wing level)? (Chap 4)
- A8.1.27. (#) Do CMR/BMC aircrews maintain sortie rate (lookback) IAW annual sortie requirements and lookback regression guidance? (Chap 1 and Chap 4)
- A8.1.27.1. If CMR/BMC aircrews do not meet 3-month lookback requirements, are they regressed to NCMR/N-BMC status (or one-month probation), removed from a CMR/BMC manning position, or action initiated to remove them from flying status? (Chap 4)
- A8.1.27.2. (#) Do CMR/BMC aircrews regressed to N-CMR/N-BMC for lookback complete a SQ/CC approved recertification program and meet the subsequent 1-month lookback requirement prior to reclaiming CMR/BMC status? (Chap 4)
- A8.1.28. (#) Do CMR/BMC aircrews accomplish RAP sorties, mission types, and events including weapons qualification IAW AFI 11-2MDS, Vol. 1, and the PACAF RAP Tasking Message? (Chap 4)
- A8.1.29. (#) Do CMR/BMC aircrews accomplish Ground Training IAW Table 4.1? (Chap 4)
- A8.1.30. Do CMR aircrews accomplish Verification IAW 11-2MDSV1 guidance? (Chap 4)
- A8.1.31. (#) Does the unit follow recurrency guidelines in AFI 11-2MDS, Vol. 1 series, for aircrews who lose currency in a sortie/event? (Chap 4)
- A8.1.32. Does the unit comply with AFI 11-207 for additional currencies required for the flight delivery of aircraft coordinated through MAJCOM/AOS? (Chap 4)
- A8.1.33. (#) Has the unit developed an instrument training program to ensure instrument proficiency to include lost wingman training, briefings on how to recognize and deal with spatial disorientation, HUD-off unusual attitude recoveries, and transition from visual to instrument conditions? Does the program also stress the use of primary and standby cockpit flight instruments, rather than the HUD, during instrument recovery from unusual attitudes or spatial disorientation and proper integration of the HUD into the normal instrument crosscheck? (Chap 4)

**Attachment 9****WEAPONS AND TACTICS MISSION PERFORMANCE CHECKLISTS****A9.1. WEAPONS AND TACTICS (AFI 11-415) (OPR: PACAF/DOTW)****A9.1.1. Wing/Detachment Weapons and Tactics Management**

- A9.1.1.1. Are annual weapons and tactics review boards held?(Atch 3)
  - A9.1.1.1.1. Are minutes kept and forwarded to next higher headquarters?
  - A9.1.1.1.2. Does attendance include: WG/CC; OG/CC/CD; OSS Weapons and Tactics/Training/Plans/Intel; and SQ/CC/DO/Weapons and Tactics?
- A9.1.1.2. Does Weapons and Tactics shop manning consist of at least one crewmember from each MDS? (Para 2.1.4.5.)
- A9.1.1.3. Is the OSS/CC the reporting official for the Chief of Weapons and Tactics? (Para 2.1.1.)
- A9.1.1.4. Do weapons officers maintain CMR/MR, as appropriate, status? (Para 2.1.4.2.)
- A9.1.1.5. Does the wing Weapons and Tactics Officer document deficiencies in training and tactics that may inhibit mission accomplishment and cannot be corrected at unit level? (Para 2.6.3., Atch 3)
- A9.1.1.6. Are deficiencies documented since last inspection?
- A9.1.1.7. Is the Weapons shop the OPR or OCR for unit mission training, exercises, and evaluation scenarios? (Para 2.1.3)
- A9.1.1.8. Has the Weapons shop established a liaison with maintenance and munitions functions to identify and solve maintenance related issues? (Para 2.4.)
  - A9.1.1.8.1. (#)Does Weapons and Tactics analyze deficiencies in equipment and procedures that inhibit mission accomplishment? (Para 2.6.3.)
  - A9.1.1.8.2. (#)Are those deficiencies documented?
  - A9.1.1.8.3. Do deficiencies forwarded to HHQ in writing contain problem statements and recommended corrections?
- A9.1.1.9. Is a Weapons and Tactics library established and are pubs current? (Para 2.8.)
  - A9.1.1.9.1. Does Wing Weapons publish, update, and maintain a list of required library documents for unit tactics reference libraries? (Para 2.8)
    - A9.1.1.9.1.1. Is there access to the SIPRNET for publications held electronically?
- A9.1.1.10. Is a wing level aircrew weapons proficiency recognition program established? (Atch 3)
- A9.1.1.11. Does wing Weapons and Tactics actively participate in required weapons academic training? (Atch 3)
- A9.1.1.12. Does wing Weapons and Tactics monitor completion of weapons delivery qualification? (Atch 3)

A9.1.1.13. Does wing Weapons and Tactics effectively monitor training munitions requirements and expenditures? (Atch 3)

A9.1.1.14. Does the wing have a designated EWO/ECP? (Para 2.2.)

A9.1.1.14.1. Has the wing ECP attended the Fighter Electronic Combat or Mobility Electronic Combat Officer Course (FECOC/MECOC)?

A9.1.1.14.2. (#) Does the wing EWO/ECP have effective procedures for executing and monitoring reprogramming of electronic warfare assets (RWR, HTS, ADS, etc.)? (Para 2.2.)

A9.1.1.14.3. Does the wing EWO/ECP monitor the reliability of unit EW equipment?

A9.1.1.14.4. Does the wing train with all available EW equipment regularly?

A9.1.1.15. Are Tactics Improvement Proposals (TIPS) reviewed and forwarded to the respective NAF IAW applicable directives? (AFI 99-150, AFI 11-260)

A9.1.1.16. Does the wing have a Space Weapons Officer (SWO)?

A9.1.1.16.1. Is the SWO a WS graduate?

A9.1.1.16.2. Is the SWO a member of MPC?

A9.1.1.16.3. Does the SWO teach space integration academics pertinent to the wing's mission?

A9.1.1.16.4. Does the SWO participate in recurring familiarization flights?

A9.1.1.16.5. Is the SWO on mobility status?

#### **A9.1.2. Squadron Weapons and Tactics Management**

A9.1.2.1. Is the squadron Chief of Weapons and Tactics a Weapons School Graduate? (Para 2.1.4.)

A9.1.2.2. Is the Weapons shop adequately staffed and organized for required tasks? (Para 2.1.4.5)

A9.1.2.3. Is the SQ/DO the reporting official for the squadron Chief of Weapons and Tactics? (Para 2.1.1.)

A9.1.2.4. Does the squadron Weapons and Tactics officer maintain a thorough knowledge of current threats and assess the unit's capability to perform assigned and contingency missions using available publications, hardware, software, training and tactics? (Para 2.3.)

A9.1.2.5. Does the squadron Weapons and Tactics officer identify and document deficiencies in training, equipment, and tactics that inhibit mission accomplishment? (Atch 3)

A9.1.2.6. Does the squadron Weapons and Tactics officer coordinate with the SQ/DO to correct deficiencies? (ANG: Appropriate Operations Supervisor) (Atch 3)

A9.1.2.7. Does the squadron Weapons and Tactics officer ensure timely dissemination of appropriate tactics and tactics related information to assigned aircrews/weapons controllers? (Atch 3)

A9.1.2.8. Has the squadron Weapons and Tactics officer established and maintained a squadron tactics library in compliance with wing Weapons and Tactics directives?(Para 2.8)

A9.1.2.9. Does the squadron Weapons and Tactics officer maintain familiarity with the contents of AFTTP 3-1 and AFTTP 3-3 pertaining to the unit mission?

A9.1.2.10. Has the squadron Weapons and Tactics officer established a squadron standard tactics manual?

A9.1.2.10.1. Is the manual tailored to unit tasking, plans, and expected threat?

A9.1.2.11. Is a liaison established between squadron Weapons and Intel shops? (Atch 3)

A9.1.2.11.1. Does the squadron use intel in threat knowledge training?

A9.1.2.11.2. How often are current intel briefings given?

A9.1.2.12. Is there an active video assessment program?

A9.1.2.12.1. Do aircrews review video tapes in a timely manner?

A9.1.2.12.2. Is tape required on all training sorties?

A9.1.2.13. Does the squadron Weapons and Tactics officer effectively track training munitions allocations, off station requirements, and unit expenditures IAW AFI 36-2217?

### **A9.1.3. Wing/Squadron Weapons Functional Areas**

A9.1.3.1. Has the unit established a Weapons and Tactics shop within operations to serve as a focal point for all tactical force employment matters?

A9.1.3.2. Does the Weapons and Tactics shop devise realistic combat scenarios emphasizing the unit's primary combat mission, including simulated situations and threats for daily training flights?

A9.1.3.3. Does the squadron have a designated EWO/ECP to coordinate and instruct EW training?

A9.1.3.4. Are HHQ/Wing identified deficiencies corrected in a timely manner?

### **A9.1.4. Squadron Video Assessment Program**

A9.1.4.1. Has a video recording officer been designated?

A9.1.4.2. Is a trend analysis program interfaced with video?

A9.1.4.2.1. Are poor performers identified to squadron supervisors?

A9.1.4.3. Is a system established to ensure video is reviewed by aircrew in a timely manner?

A9.1.4.4. Is sufficient video equipment available to allow prompt reviewing of tape?

### **A9.1.5. Top Performer Recognition Program**

A9.1.5.1. Is a Top Performer program established, emphasizing excellence in the unit's primary combat mission?

A9.1.5.2. Do winners receive appropriate wing-wide recognition?

A9.1.5.3. Are Top Performer procedures and criteria available for tape-assessors and aircrew to review?

### **A9.1.6. Academic Training Program**

A9.1.6.1. Does the squadron Weapons and Tactics officer have a planned training program? (Atch 3)

A9.1.6.2. Do Weapons and Tactics officers and weapons specialty instructors conduct academic sessions on a regular basis?

A9.1.6.3. Are lesson plans maintained for all training sessions?

A9.1.6.4. Are new developments reviewed and included in weapons academics? (Atch 3)

A9.1.6.5. Is weapons refresher training conducted at least every 12 months?

A9.1.6.6. Does wing Weapons and Tactics evaluate this training? (Atch 3)

A9.1.6.7. Is a comprehensive examination used during refresher training?

A9.1.6.8. Is weapons academic training recorded by subject?

A9.1.6.8.1. Is the date and type of certification completed listed on individual weapons certification/recertification records?

A9.1.6.9. Are consistently low performers identified?

A9.1.6.9.1. Is remedial instruction/training provided?

#### **A9.1.7. Publications Library Management**

A9.1.7.1. Is a read file of current Weapons School texts and Weapons School reviews available? (Atch 2)

A9.1.7.2. Is a weapons MQF available, reviewed, and updated periodically?

A9.1.7.3. Are Weapons and Tactics newsletters readily available for aircrews?

A9.1.7.4. Is classified material readily available to aircrews and controlled properly? (Atch 3)

#### **A9.1.8. Weapons Delivery/Gunnery Qualification Program**

A9.1.8.1. Is an AFI 11-Fxx Weapons Qualification Chart used to assess aircrew weapons delivery accuracy?

A9.1.8.1.1. Is the chart used to coordinate with scheduling to attain and maintain currency?

A9.1.8.2. Are substandard individuals brought to the attention of their flight commander and DO?

A9.1.8.3. Are weapons delivery printouts current and periodically reviewed?

A9.1.8.4. Are procedures established ensuring aircrew sign in sheets and official range score records agree?

A9.1.8.5. (Does not apply to the ANG) Are weapons delivery printouts for PCS aircrews forwarded to the gaining unit?

A9.1.8.6. Has a program been designated at the squadron to ensure systems effectiveness, identify discrepancies, and resolve maintenance problems on systems including: Maverick; LANTIRN; NVG; GBU-15; AGM-88; AGM-130?

#### **A9.1.9. Maintenance Liaison Program (Para 2.4.)**

A9.1.9.1. Has a maintenance liaison officer been appointed?

A9.1.9.2. Is feedback received on equipment installation and maintenance problems?

A9.1.9.3. Are maintenance personnel included in ground training sessions to provide insight into system capabilities and limitations?

**A9.1.10. GCI/AWACS Liaison Program (Atch 3)**

A9.1.10.1. Has a GCI/AWACS liaison officer been appointed?

A9.1.10.2. Does the squadron provide weapons controllers with feedback by debriefing all GCI/AWACS missions?

A9.1.10.3. Is an orientation program for visiting GCI/AWACS weapons controllers/technicians established to acquaint them with specific aircraft and weapons capabilities?

**A9.1.11. Intelligence Liaison Program (Atch 3)**

A9.1.11.1. Is the intelligence section tasked to periodically brief simulated scenarios for flight briefings?

A9.1.11.2. Do a squadron pilot and intelligence officer attend the annual AIT?

**A9.1.12. Mobility Procedures**

A9.1.12.1. Has a list of mobility items, including security classifications, been compiled?

A9.1.12.2. Are procedures established to organize assembly and packing of all Weapons and Tactics materials being mobilized?

A9.1.12.3. Has a suitable safe been designated for mobilization that can store necessary classified material?

**A9.1.13. C-130 Specific**

A9.1.13.1. Are active landing zone surveys current within 5 years? (AFI 13-217)

A9.1.13.2. Are approved DZ/LZ surveys forwarded to AMC/DOK within 72 hours of approval?

**Attachment 10****COMMAND AND CONTROL MISSION PERFORMANCE CHECKLIST****A10.1. COMMAND AND CONTROL (C2) (OPR: 502 AOS)****A10.1.1. Staffing/Personnel**

A10.1.1.1. (Does not apply to the ANG) Does the installation Command Post (CP) consist of at least six functions: management, operations, systems, reports, training, and battle management/survival recovery center? (PACAFI 10-207, para 1.1.2.)

A10.1.1.2. (#) Is the SRC established within the CP and each PACAF main operating base, collocated operating bases, or bare base? (PACAFI 10-207, para 1.1.2.1.)

A10.1.1.3. (#) (Does not apply to the ANG) Does the EA team consist of two certified controllers? (PACAFI 10-207, para 2.3.1. and PACAFI 10-210, para 5.10.)

A10.1.1.4. (#) (Does not apply to the ANG) If not, has the CP requested and received an approved waiver authorizing a change in EA team composition as required by PACAFI 10-207? (PACAF 10-207, para 2.3.2.)

A10.1.1.5. (#) If assigned to CP, is COMREP used? (AFI 10-207, para 3.2. and PACAFI 10-207, para 2.7.)

A10.1.1.6. (#) Is management complying with tour and duty restrictions for command and control shift personnel as outlined in PACAFI 10-207? (PACAFI 10-207, para 2.8.)

A10.1.1.7. (#) Do all CP personnel possess a Top Secret security clearance and are they granted access? [NOTE: Personnel with an Interim Top Secret security clearance pending receipt of final clearance may perform duties in the CP. (AFI 10-207, para 3.3. and PACAFI 10-207, para 2.9.)

**A10.1.2. Command Post Functions and Procedures**

A10.1.2.1. Are checklist action items brief, concise and lead controllers through an orderly/prioritized sequence from initiation to completion and are they marked appropriately prior to proceeding to a follow-on item? (PACAFI 10-207, paras 3.6. and 3.7.1. through 3.7.3.)

A10.1.2.2. Does the CP chief maintain a current set of operating instructions (OI)? (PACAFI 10-207, para 3.7.4.)

A10.1.2.3. As a minimum, is each OI reviewed annually by the CP chief and are QRCs reviewed semi-annually by the CP chief and superintendent? Are these reviews documented? (PACAFI 10-207, para 3.7.5.)

A10.1.2.4. Are CP events logs maintained and has the CP chief/superintendent established maintenance procedures? (PACAFI 10-207, para 3.8.)

A10.1.2.5. Does the CP maintain a Controller Information File (CIF) for CP controllers and has the CP chief/superintendent established maintenance procedures? (PACAFI 10-207, para 3.9.)

A10.1.2.6. (Does not apply to the ANG) Is the CIF reviewed by CP personnel prior to assuming shift? (PACAFI 10-207, para 3.9.)

A10.1.2.7. Are procedures established to maintain positive control of all assigned aircraft? (PACAFI 10-207, para 3.10.)

A10.1.2.8. (Does not apply to the ANG) Does the Reports Section manage, as a minimum, the following reporting systems:

A10.1.2.8.1. (#) Air Force Operational Reporting System (AFOREPS) in accordance with AFI 10-206, PACAF Sup 1, and AFPAM 10-709, V1CD? (AFI 10-207, para 4.2.)

A10.1.2.8.2. (#) Status of Resources and Training Systems (SORTS) in accordance with AFI 10-201 and the PACAF Supplement? (AFI 10-207, para 4.2.2.)

A10.1.2.8.3. (#) (Does not apply to the ANG) Arms Control Treaty Reporting (i.e., Open Skies, CWC), where applicable? (AFI 10-207, para 4.2.3.)

A10.1.2.9. (Does not apply to the ANG) (#) Has the CP established host-tenant support agreements with all tenant units assigned or attached to the installation for the reporting of events/incidents under the AFOREPS system? (AFI 10-206, PACAF Sup 1, para 1.3.4.3.)

A10.1.2.10. Does the unit have current copies, with changes posted, of the following documents?

A10.1.2.10.1. AFI 10-206

A10.1.2.10.2. PACAFSUP1, AFI 10-206

A10.1.2.10.3. AFPAM 10-709, V 1CD

A10.1.2.11. Are procedures established to submit voice OPREP-3s via the fastest means available consistent with security constraints? (AFI 10-206, para 3.5.1.)

A10.1.2.12. Are record copy OPREP-3s transmitted within one hour of the initial voice report? (AFI 10-206, para 3.5.2)

A10.1.2.13. Are OPREP-3s addressed IAW HHQ directives? (AFI 10-206, Table 3.3, PACAF Sup 1, Atch 6)

A10.1.2.14. Are OPREP-3s correctly formatted IAW AFPAM 10-709 V 1CD? (AFI 10-206, para 2.5, 3.6.1)

A10.1.2.15. Are Actual and Exercise OPREP-3s numbered and logged correctly? (AFI 10-206, para 3.7 and 3.8)

A10.1.2.16. Are Actual and Exercise OPREP-3s submitted IAW HHQ directives? (AFI 10-206, para 3.6, 3.8, and PACAF Sup 1, para 3.8.1.)

A10.1.2.17. (#) Are the reports listed in PACAFI 10-207, para 3.10.3.1, pre-canned for controller use in primary and alternate facilities? (PACAFI 10-207, para 3.11.3.1.1 through 3.11.3.1.15)

A10.1.2.18. (#) Have procedures been established to submit Helping Hand and Covered Wagon reports IAW AFI 31-101? (PACAFI 10-207, para 5.1.6, AFI 10-206 table 3.3 and AFI 31-201, para 13.2.2.)

A10.1.2.19. (#) Is the Commander's Availability being reported as required? (AFI 10-205 and PACAF Sup 1)

A10.1.2.20. Is the functional publications library current electronically and hardcopy, as applicable, and kept in the command and control facility for use by the controllers? (PACAFI 10-207, para 3.12. and Atch 2)

A10.1.2.21. Has the CP chief ensured the visual displays satisfy the needs of the commander and staff? (PACAFI 10-207, para 3.14.)

A10.1.2.22. Do classified displays contain all required security markings and are they protected IAW appropriate information security directives? (PACAFI 10-207, para 3.14.)

A10.1.2.23. (Does not apply to the ANG) Do controllers ensure that the maximum number of notifications do not exceed that allowed during a pyramid recall activation (maximum 10 for single EA controller/20 for EA team). (PACAFI 10-207, para 3.15.1.)

A10.1.2.24. (#) Has the commander established procedures for a pyramid notification system during "normal communications" and "communication out" situations? (PACAFI 10-207, para 3.16.)

A10.1.2.25. (#) Does the alternate CP have the required equipment to ensure continuous C2 services during contingencies and natural disasters with higher headquarters? Can they retrieve Emergency Actions Messages (EAMs)? (PACAFI 10-207, para 3.17.)

A10.1.2.26. (#) Are procedures established for emergency and planned relocation to the alternate CP, to include procedures returning back to the primary CP? (PACAFI 10-207, para 3.17.)

A10.1.2.27. (#) Does the CP maintain sufficient publications to support emergency operations at the alternate facility? (PACAFI 10-207, para 3.17.)

### A10.1.3. **Equipment/Communications**

A10.1.3.1. (#) Does the CP maintain communication connectivity, secure and nonsecure, within the chain of command? (AFI 10-207, para 2.3.2.)

A10.1.3.2. Does the DSN circuit interface to the console and is it capable of patching to all console lines? (PACAFI 10-207, para 4.2.1.1.)

A10.1.3.3. (Does not apply to the ANG) Does the command center/post have the ability to record EA console communications and is it readily available to immediate playback by controllers? (PACAFI 10-207, para 4.2.1.)

A10.1.3.4. (#) Does the CP maintain dedicated phone lines for the sole use of Command Post Alerting Network (CPAN) and have the capability to be conferenced by both EA controllers or have the ability to be heard over a speaker system? (PACAFI 10-207, Atch 1, and PACAFI 10-210, para 3.1.1.)

A10.1.3.5. (#) For CPs with a crew control function, are klaxons/sirens positioned for immediate operation from either controller position? (PACAFI 10-207, para 4.2.2.)

A10.1.3.6. (#) Does the klaxon and base siren systems have a cycling device to provide the proper signals without intermediate monitoring by the controller? (PACAFI 10-207, para 4.2.2.)

A10.1.3.7. Are the klaxon control switches covered with a safety guard plainly labeled to prevent inadvertent operation? (PACAFI 10-207, para 4.2.2.)

A10.1.3.8. (#) Do CPs that communicate directly with aircraft have at least one multi-channel UHF radio? (PACAFI 10-207, para 4.2.5. and Atch 1)

A10.1.3.9. (#) Do CPs that communicate directly with aircraft have UHF, including tactical secure voice capability and tactical HF/FM radios, to the extent of aircraft capabilities? (PACAFI 10-207, para 4.2.5. and Atch 1)

A10.1.3.10. (#) (Does not apply to the ANG) Does the CP have the capability to send and receive general service (GENSER) and EAM messages up to the Flash precedence? If this system is not operational, have alternate procedures been established?(PACAFI 10-207, para 4.3.5.)

A10.1.3.11. If the CP does not have direct weather support, is a direct line to communicate with the weather support facility provided? (PACAFI 10-207, Atch 1)

A10.1.3.12. (#) Does the CP have all required communications equipment as required by mission? (PACAFI 10-207, Ch 4 and Atch 1)

A10.1.3.13. Are the emergency lighting units functionally checked once a week and documented in the Events Log? (PACAFI 10-207, para 4.4.1.)

A10.1.3.14. (#) Does the CP have an adequate number of flashlights and spare batteries to augment emergency lighting? (PACAFI 10-207, para 4.4.1.)

A10.1.3.15. (#) Can the uninterruptable power supply and emergency generator maintain continuous capability to receive and disseminate EAMs and accomplish other critical command and control actions? (PACAFI 10-207, para 4.4.2.)

A10.1.3.16. (#) If CP personnel are designated to operate an emergency generator unit, are written operating procedures, coordinated with base civil engineering personnel, giving detailed instructions provided? (PACAFI 10-207, para 4.4.2.1.)

A10.1.3.17. Does the command and control facility have appropriate reproduction equipment to support the commander's staff during contingencies? (PACAFI 10-207, Atch 1)

A10.1.3.18. Has the CP identified at least one back-up copier for use if primary copier fails? (PACAFI 10-207, Atch 1)

#### A10.1.4. **Security**

A10.1.4.1. (#) Are procedures established to control entry into the CP? (PACAFI 10-207, para 5.1.)

A10.1.4.2. (#) During emergency operations, is the entry controller position manned by SF personnel or other trained augmentees? (PACAFI 10-207, para 5.1.1.)

A10.1.4.3. When an entry controller is posted at the door, is the individual provided a current Entry Authority List (EAL), special written security instructions, and a positional duty briefing prior to assuming duty? (PACAFI 10-207, para 5.1.1.)

A10.1.4.4. Are procedures established for receipt, authentication, and use of EALs? (AFI 31-101 PACAF Sup 1, para 5.6. and PACAFI 10-207, para 5.1.2.1.)

A10.1.4.5. (#) Is a duress alarm located at each Emergency Actions (EA) controller, and CP entry controller position? (PACAFI 10-207, para 5.1.3.)

A10.1.4.6. (#) Do duress alarms provide separate activation from each position, and terminate at Security Forces Control Center (SFCC)? (PACAFI 10-207, para 5.1.3.)

A10.1.4.7. (#) Are entry control requirements for CPs, such as mechanically and/or electrically operated door/cipher lock, one-way glass, close circuit TV and telephone communications, etc., complied with? (PACAFI 10-207, para 5.1.4.)

A10.1.4.8. Are all secondary entrances and exits alarmed in such a way that the EA controllers and SFCC are alerted when the doors are open or tampered with? (PACAFI 10-207, para 5.1.5.3.)

A10.1.4.9. (#) Are classified documents being safeguarded IAW DOD 5200-1R?

A10.1.4.10. Do CP personnel conduct end-of-day/shift security checks to ensure classified material is stored appropriately? Is this check annotated on the SF Form 701, SF Form 702, or duty log, as applicable? (PACAFI 10-207, para 5.3.)

A10.1.4.11. Are semi-annual security self-inspections being accomplished to evaluate the effectiveness of the Information Security Program? (PACAFI 10-207, para 5.2.1.)

#### A10.1.5. **Training and Certification**

A10.1.5.1. Does the CP controller training program consist of certification, refresher, and recurring training programs? (PACAFI 10-207, paras 6.1.2., 6.4., 6.6. and 6.8.)

A10.1.5.2. Has the CP chief appointed, by letter, a training manager to maintain and administer the controller training program? (PACAFI 10-207, para 6.2.1.2.)

A10.1.5.3. Does the CP chief, not later than the first day of each month, sign and publish a self-study letter detailing areas to be studied by all certified controllers? (PACAFI 10-207, paras 6.2.1.3. and 6.8.2.)

A10.1.5.4. Are AF Form 623's maintained IAW AFI 36-2201 Vol III? (PACAFI 10-207, para 6.1.1. and 6.2.2.3)

A10.1.5.5. Has the training manager developed a master task listing (MTL) of all tasks and recurring responsibilities performed by controllers to meet mission requirements? (PACAFI 10-207, para 6.2.3.1.)

A10.1.5.6. (#) Has the training manager developed a unit training plan that ensures annual review and self-study of all CP documents? (PACAFI 10-207, para 6.2.3.2.)

A10.1.5.7. Does the CP training manager have training outlines established for certification and refresher training? (PACAFI 10-207, paras 6.2.3.3. and 6.6.)

A10.1.5.8. Are certification training outlines maintained for the duration of the controllers' tour? (PACAFI 10-207, paras 6.2.3.3. and 6.6.)

A10.1.5.9. (#) Are individuals being trained by a qualified trainer, as outlined in AFI 36-2201 Vol III, and for EA and SORTS certification, is the trainer certified in that particular area? (AFI 36-2201 Vol III, para 4.3.8. and PACAFI 10-207, para 6.2.3.7.)

A10.1.5.10. Does the training manager maintain a task trainer/certifier letter listing all individuals who have completed the AF Trainers Course? (PACAFI 10-27, para 6.2.3.8.)

A10.1.5.11. Has the CP chief, deputy, superintendent and operations officer, as applicable completed initial certification training and are they maintained for the duration of their assignment? (PACAFI 10-207, para 6.3.)

A10.1.5.12. (Does not apply to the ANG) (#) Are controllers certified NLT 60 days (90 days for pipeline students) after the first day entered into certification training? (PACAFI 10-207, para 6.5.1.1.)

A10.1.5.13. (#) Is the decertifying official IAW PACAFI 10-207? (PACAFI 10-207, para 6.5.2.)

A10.1.5.14. (#) Is the certifying official IAW PACAFI 10-207? (PACAFI 10-207, para 6.5.3.)

A10.1.5.15. Is the PACAF Form 17, Controller Certification Record, properly annotated and maintained in the Command Post Controller Training and Certification Book for all controllers? (PACAFI 10-207, paras 6.5.4. and 6.9.4.)

A10.1.5.16. (#) Does the CP training manager document controller certification or decertification (if decertified, state reason why on back of the PACAF Form 17)? (AFI 10-207, para 5.5.4. and PACAFI 10-207, para 6.5.4.)

A10.1.5.17. (#) Do controllers who are absent from duty or away from home station for 60 or more calendar days receive refresher training and recertify? (PACAFI 10-207, para 6.6.)

A10.1.5.18. (#) Is a recurring training program established consisting of formal, self-study, and examination training? (PACAFI 10-207, para 6.8.)

A10.1.5.19. (#) Is formal training for all certified controllers conducted, as a minimum, one hour per month, recorded on audio or video (maintained until all controllers have reviewed), and documented on the PACAF Form 15 (maintained for one year)? (PACAFI 10-207, paras 6.8.1. and 6.9.2.)

A10.1.5.20. (#) Do controllers, who are absent during formal training, make-up the training within seven calendar days and is it documented on the PACAF Form 15? (PACAFI 10-207, paras 6.8.1.1. and 6.8.1.2.)

A10.1.5.21. Is Self-Study training being conducted as outlined in PACAFI 10-207? (PACAFI 10-207, paras 6.2.4.1. and 6.8.2.)

A10.1.5.22. Are self-study letters being retained for 12 months? (PACAFI 10-207, paras 6.8.2. and 6.9.5.)

A10.1.5.23. Is examination training being conducted as outlined in PACAFI 10-207? (PACAFI 10-207, paras 6.2.3.5., 6.4.1., 6.6., 6.7., 6.8.3., 6.8.3.1., and 6.9.3)

A10.1.5.24. Do exams and scenario evaluations contain the chief or superintendent's signature signifying a quality review was accomplished? (PACAFI 10-207, para 6.7.1.)

A10.1.5.25. (#) Are separate exams prepared and administered for each certified position? (PACAFI 10-207, para 6.8.3.)

A10.1.5.26. (#) Are all certified controllers receiving monthly scenario training IAW PACAFI 10-207? (PACAFI 10-207, para 6.8.4.)

A10.1.5.27. Is the Command Post Training and Certification Book properly maintained? (PACAFI 10-207, para 6.9.)

**A10.1.6. Emergency Actions (EA)**

A10.1.6.1. (#) (Does not apply to the ANG) Does the CP ensure information contained in the COMPACAF EAP is disseminated only on a strict-need-to-know basis? (PACAFI 10-210, para 1.2.)

A10.1.6.2. (#) (Does not apply to the ANG) Do EA controllers react with precision to EAM's, and are they able to prioritize emergency/time critical situational inputs provided during scenario evaluations? (PACAFI 10-210, para 1.3.1.)

A10.1.6.3. (#) (Does not apply to the ANG) Have EA checklists been developed containing the minimum requirements as outlined in Chapter 6 and 7 of PACAFI 10-210?

A10.1.6.4. (#) (Does not apply to the ANG) Are actual and exercise EA formats and checklists maintained in separate binders? (PACAFI 10-210, para 6.12.1.)

A10.1.6.5. (#) (Does not apply to the ANG) Do EACs guide controllers logically through all required actions in the proper priority of sequence? (PACAFI 10-210, para 6.12.3.)

A10.1.6.6. (#) (Does not apply to the ANG) Does the CP have procedures established to ensure all PACAF tenant units are notified of all LERTCON changes? (PACAFI 10-210, paras 1.5.4. and 6.11.1.)

A10.1.6.7. (#) When required, does the CP pass LERTCON changes to units having no secure communication using the readiness action line number procedure outlined in the PACAFI 10-210, para 6.11.3. and Fig. 6.3?

A10.1.6.8. (#) Has the commander developed a Commanders Readiness Action Checklist to facilitate rapid completion of each action code during a change in LERTCON status? (PACAFI 10-210, para 6.11.8. and PACAFI 10-205, para 5.1.)

A10.1.6.9. (#) (Does not apply to the ANG) Are procedures established to ensure LERTCON Status of Action (LSOA) reports are transmitted IAW PACAFI 10-210, para 6.16?

A10.1.6.10. (#) (Does not apply to the ANG) Do Area Command Centers ensure timely receipt of all EAMs to their subordinate units? For exercises, are EAMs being relayed IAW PACAFI 10-210? (PACAFI 10-210, paras 1.5.3.2., 5.11.1 and 7.10.2.)

**A10.1.7. Self Inspection/C2 Recognition Program/C2 Monthly Manning**

A10.1.7.1. (#) Are CP managers using the MPCs on a regularly scheduled basis, not to exceed six-month intervals? Are results maintained for one year? (PACAFI 10-207, para 7.6.)

A10.1.7.2. Are CP operations checklist discrepancies carefully monitored and documented on a 30-day basis until closed? (PACAFI 10-207, para 7.6.)

A10.1.7.3. Are CP Manning Reports being submitted IAW chapter 9? (PACAFI 10-207, chapter 9)

**A10.1.8. PACAF Air Mobility Operations**

A10.1.8.1. (Does not apply to the ANG) Does the CP serve as the primary POC for PACAF Air Mobility owned or gained airlift assets transiting their base and ensures necessary support is provided? (PACAFI 10-207, para 10.2., para 3.10. and PACAFI 10-2101, para 2.2.)

A10.1.8.2. (#) (Does not apply to the ANG) Does the CP coordinate pre-launch, enroute, and post launch activities for all PACAF and non-AMC tanker/airlift aircraft? The areas supported should include but not be limited to: flight plans, weather, maintenance support, Prime Knight, Cargo/ Passenger prep, customs and agriculture, fleet service, and transportation. (PACAFI 10-2101, paras 2.6. and 2.11.)

A10.1.8.3. Do CP personnel use C2IPS to track missions transiting their base and determine what support is necessary? (PACAFI 10-207, para 10.2.1.1. and PACAFI 10-2101, para 2.2.1.)

A10.1.8.4. Does the CP enter landing and takeoff times and delay codes, for each aircraft and each mission leg (sortie) into C2 systems or relay the information to the PACAF AMOCC if unable to enter the information or require assistance? (PACAFI 10-207, para 10.2.1.3. and PACAFI 10-2101, para 2.2.1.1. and 2.11.1.6.)

A10.1.8.5. (Does not apply to the ANG) Has the CP Chief ensured PRIME KNIGHT procedures are established to be certain transient crews receive the best possible service consistent with current manning and operations? (PACAFI 10-207, para 10.3. and PACAFI 10-2101, para 2.14.)

A10.1.8.6. (#) Has a detailed QRC/procedure been developed to establish and control a Conference HOTEL when required? (PACAFI 10-2101, para 2.13.2.)

**Attachment 11****FILE MANAGEMENT MISSION PERFORMANCE CHECKLIST****A11.1. FILE MANAGEMENT (OPR: PACAF/DOTT)****A11.1.1. RIMS Files Procedures (AFMAN 37-123, Para 2.2.)**

A11.1.1.1. Does the "Location" field in the RIMS file plan show where documents are filed, when documents are maintained away from filing cabinet?

A11.1.1.2. Did the chief of the office of record (COR) sign the RIMS file plan?

**A11.1.2. Review (AFMAN 37-123, Para 2.2.1.2.)**

A11.1.2.1. Is the file plan redone as needed, but not simply because a records technician or chief of the office of records changes?

A11.1.2.2. When write-in changes are made to the file plan, is the FARM provided an updated file copy with changes?

**A11.1.3. Folder Labels (AFMAN 37-123, Para 2.2.4.)**

A11.1.3.1. Do the folders containing classified records have the folder labels manually marked with the highest classification of the contents?

A11.1.3.2. Are folders used for each record series listed on the file plan that are maintained in file cabinets?

**A11.1.4. Guide Cards, Folders, Labels. (AFMAN 37-123, Para 5.2.1.)**

A11.1.4.1. Are suggested standard filing supplies used IAW table 5.1, AFMAN 37-123? (Non-standard supplies may be used when a strong justification warrants its use)

**A11.1.5. Electronic and Other Non-Paper Records (AFMAN 37-123, Para 2.4.)**

A11.1.5.1. When electronic and other non-paper records are used, does the file plan indicate the kind of non-paper medium (e.g., microfilm, optical disk, diskette)?

A11.1.5.2. Are disposition control labels placed on guide cards, or on containers for floppy disks, diskettes, cassettes, tapes, or other physical media?

**A11.1.6. Office Arrangement (AFMAN 37-123, Para 3.1.)**

A11.1.6.1. Are the file cabinets placed in a location that provides safe and easy access for workers and protection of sensitive, classified information, and Privacy Act material?

**A11.1.7. Basic Filing Arrangement (AFMAN 37-123, Para 3.2.)**

A11.1.7.1. When possible, are separate records series used for ease of filing and retrieving without separate indexing systems?

A11.1.7.2. If warranted by the volume of records, are series subdivided for ease of filing?

A11.1.7.3. Are the setting up of subdivisions avoided when a folder contains only a few records?

A11.1.7.4. Are one of the following filing arrangements used in files (Unless directives specify filing procedures)?

A11.1.7.4.1. Numerical. Use this arrangement to identify or refer to files by number.

A11.1.7.4.2. Chronological. Use this arrangement when files are in date sequence or when the date is the primary means of reference. Place record with the latest date on top.

A11.1.7.4.3. Geographical. Use this arrangement to file records -- state, country, or city, for example -- when the geographical arrangement is the primary means of reference.

A11.1.7.4.4. Organizational. Use this arrangement when the name of the organization or level of command is the primary means of reference.

A11.1.7.4.5. Alphabetical. Use this arrangement when filing by name of persons, companies, or agencies in an alphabetical sequence. Disregard articles, conjunctions, and prepositions when filing alphabetically.

A11.1.7.4.6. Subjective. Use this arrangement when the subject is the primary means of reference. If a records series uses a subjective arrangement and has subdivisions, the overall arrangement is subjective, even if you file the subdivision in chronological order.

**A11.1.8. General Correspondence File.** (AFMAN 37-123, Para 3.3.)

A11.1.8.1. Is the General Correspondence file kept to a minimum? (AFMAN 37-139 is very detailed; most files fall under one of the tables and rules for disposition purposes.)

**A11.1.9. File Drawer** (AFMAN 37-123, Para 3.5.)

A11.1.9.1. After preparing the file plan, the files disposition control, and folder labels, is the file drawer arranged in the sequence shown on the file plan?

**A11.1.10. Charge-Out Records** (AFMAN 37-123, Para 3.6.)

A11.1.10.1. Are AF Form 614 or 614a, Charge Out Record, prepared and placed in place of a record or folder removed from the files?

**A11.1.11. Disposition Guide Cards** (AFMAN 37-123, Para 3.7.1.)

A11.1.11.1. Are guide cards used with the disposition control label affixed to control each records series listed on the file plan?

A11.1.11.2. Is the disposition guide card placed in front of each series and in the same sequence shown on the file plan?

A11.1.11.3. Are the disposition control labels placed consistently throughout the file?

A11.1.11.4. Are disposition guide cards kept with the active and inactive files as long as kept in the current files area?

A11.1.11.5. Are disposition guide cards being retired or discarded when records are retired or destroyed (reuse them if they are still in serviceable condition.)?

A11.1.11.6. When a disposition guide card cannot be placed in front of a records series, or when kept away from the file drawer, are disposition control labels placed on the container, or on a card or sheet of paper in the container or binder, where they are obvious?

**A11.1.12. Folders** (AFMAN 37-123, Para 3.7.3.)

A11.1.12.1. Are folders used to group related paper records together?

A11.1.12.2. Are folders used for each record series or subdivision listed on the file plan when filed in a drawer?

A11.1.12.3. Is transitory material filed in one folder or in four as shown in figure 3-1, AFMAN 37-123?

**A11.1.13. Folder Labels.** (AFMAN 37-123, Para 3.7.4.)

A11.1.13.1. Are labels positioned to suit the needs of the office and the positions consistent throughout the file?

A11.1.13.2. Are folder labels placed on Kraft file folder in hanging files, not on the hanging file?

A11.1.13.3. Is the year included (calendar or fiscal) on the folder labels for records with a retention period of 1 year or longer?

A11.1.13.4. Are transitory records cut off monthly? (Do not put the year on the folder labels.)

A11.1.13.5. Do perpetual-type records that are cut off and disposed of after an event occurs, or when superseded, or no longer needed, have the year on the label? (These records DO NOT require the year on the label)

A11.1.13.6. When the contents of the folders become too bulky for easy use, are additional folders (a second, third, or as many folders as necessary) used.

A11.1.13.7. If additional folders for bulky records are used, does the label show inclusive dates in each folder?

**A11.1.14. Drawer Label** (AFMAN 37-123, Para 3.7.6.)

A11.1.14.1. Is enough information included on the drawer label to identify the records kept in the drawer? (The words "ACTIVE" and "INACTIVE" may suffice for small files.)

A11.1.14.2. When the files expand to more than one drawer, are the inclusive series numbers added from the file plan on drawer labels? (Figure 3-1, AFMAN 37-123)

**A11.1.15. Mark Records for Filing** (AFMAN 37-123, Para 4.1.1.)

A11.1.15.1. Are records marked for file by using the word "file" and the proper official's initials?

A11.1.15.2. Are records file coded in the upper right hand corner of the record? (Figure 4-1, AFMAN 37-123)

**A11.1.16. Assemble Documents for Filing** (AFMAN 37-123, Para 4.1.2.)

A11.1.16.1. Are documents assembled for filing in the same manner as required for their creation, dispatch, and use with the latest action on top?

A11.1.16.2. Are documents mis-filed?

**A11.1.17. Cross-References** (AFMAN 37-123, Para 4.2.)

A11.1.17.1. When a record is filed that involves more than one record series, is the document cross referenced by either using the Optional Form (OF) 21, Cross Reference; or copies used instead of the OF 21.

A11.1.17.2. Are the copies marked by circling the appropriate file code in the upper-right hand corner to show where the duplicate copies are filed?

**A11.1.18. Filing Classified Records** (AFMAN 37-123, Para 4.3.)

A11.1.18.1. Are classified material filed separately, unless it is necessary to maintain continuity of a particular transaction or event, or the volume of unclassified material is too small to justify establishing separate files?

A11.1.18.2. Does the folder tab (or on the folder label, if there is enough space) show the highest classification of the records in the file? (AFMAN 37-123, Para 3.7.3, AFI 31-401, Chap 4, DoD 5200.1-R, Chap 5, AFD 31-4)

A11.1.18.3. When a folder contains classified records, is the outside front and back of the file folder stamped with the highest classification of the records filed in the folder?

A11.1.18.4. Is the classified records or other classified material filed in equipment authorized for each classification or in a secure area or vault (DoD 5200.1-R/AFD 31-4)?

**A11.1.19. File Cutoff Procedures** (AFMAN 37-123, Para 4.4.)

A11.1.19.1. Is the chief of the office making sure record technicians review the files at least annually, cut off the files, and separate active from inactive records?

A11.1.19.2. Is the chief of the office making sure record technicians destroy, transfer, or retire eligible records according to instructions on the file disposition control label and AFMAN 37-139 (formerly AFR 4-20, volume 2), with the cutoff date determined by the table and rule, or by AFI 37-138, chart 3-1 (formerly AFR 12-50, volume I)?

A11.1.19.3. Is the chief of the office making sure record technicians cut off records at a specific time after an event or completed action, and dispose of them according to AFMAN 37-139, table and rule?

**(EXCEPTION:** There are many records series for which a cutoff date is not proper, such as material eligible for immediate destruction when superseded, obsolete, no longer needed, or similar circumstances. Also, there are perpetual files that continue as active until the specified disposition occurs. Review these files at least annually to determine status.)

A11.1.19.4. Has Standard Form 135, Records Transmittal and Receipt, been properly prepared for records retired to staging areas/record centers?

**A11.1.20. Maintaining and Preserving Electronic Records** (AFMAN 37-123, Para 7.12.)

A11.1.20.1. Is the OPR identifying series of electronic records on the file plan?

A11.1.20.2. Does the OPR maintain accurate and complete external and internal labeling that is essential to ensure personnel can identify the contents of individual disks, diskettes, and tapes; retrieve information stored on them; and preserve the electronic records from unintentional or illegal destruction? (Identification could include the name of the organizational unit, the table and rules from AFMAN 37-139, a descriptive title of the contents, the dates of creation, and identification of hardware and software used.)

A11.1.20.3. If the medium contains classified information, is a label placed on the diskette to identify the highest classification of the contents as follows: SF Forms 706, Top Secret ADP Media Classification Label; 707, Secret ADP Media Classification Label; and 708, Confidential ADP Media Classification Label?

A11.1.20.4. Is Privacy Act material on electronic media protected to avoid inadvertent unauthorized access?

**A11.1.21. Security of Electronic Records** (AFMAN 37-123, Para 7.17.)

A11.1.21.1. Is magnetic media degaussed when the media is used to store classified records, before reusing them for records at a lower classification level? (Follow instructions in AFI 33-202 to degauss magnetic media.)

A11.1.21.2. Is the OPR ensuring the electronic record is secured if the media previously contained classified records?

**A11.1.22. Destroying Electronic Records** (AFMAN 37-123, Para 7.27.)

A11.1.22.1. Is the OPR destroying electronic records only according to authorized dispositions and ensuring that the records are disposed of in a manner that protects any sensitive, proprietary, or national security information?

**Attachment 12****PLANS AND OPERATIONS MISSION PERFORMANCE CHECKLIST****A12.1. OPERATIONS PLANS (OPR: PACAF/DOX)**

A12.1.1. Does the unit plans OPR have access (username and password) to MAJCOM and component supporting plans electronically from the WEB? (Standard Operating Procedure)

A12.1.2. Does the unit maintain copies of all plans for which it is tasked to support?

A12.1.3. Has the unit reviewed higher headquarters planning documents and identified unit tasking requirements? (AFMAN 10-401v1, para 2.4.5)

A12.1.4. Does the plans officer advise the Wing Commander and Operations Group Commander on tasking levied from higher headquarters OPLANS? Are OG/CC inputs or responses to taskings documented?

A12.1.5. Does the plans officer maintain a current status of unit plans and coordinate review of the planning documents with appropriate staff agencies and consolidate change requests? (Standard Operating Procedure)

A12.1.6. If required, have Wing OPLANs been developed? (AFPD 10-4, para 2)

A12.1.7. Do Wing OPLANs task Wing directorates to maintain accurate list numbers of personnel deploying to (and from) the base (include unit type code (UTC) and required delivery date (RDD), from the OPLAN's time phased force deployment data (TPFDD)? (AFMAN 10-404, multiple references)

A12.1.8. Does the unit comply with AFI 10-403 guidance for deployment planning to effectively and efficiently deploy forces in support of OPLANs? (AFI 10-403, para 2.1.1)

A12.1.9. Have Air Force Component Commands (AFCC) identified theater pre-positioned War Reserve Material to supporting MAJCOMs to allow them to prepare specialized deployment packages? (AFI 10-403, para 1.3.1)

A12.1.10. Have AFCCs identified operational meal requirements to HQ AFSVA/SVO annually in accordance with WMP-1, Annex E and Annex G? (AFI 10-403, para 1.3.1)

A12.1.11. Have AFCCs Distributed the command's most current all-forces OPLAN/ CONPLAN Time-Phased Force Deployment Data (TPFDDs) and AEF taskings and related Deployment Requirement Manning Document to MAJCOMs and employment locations? (AFI 10-403, para 1.3.1)

A12.1.12. Have Wing Plans or Operations Plans officers reviewed all deployment-related documents (for example, OPLAN/CONPLAN TPFDDs, AEF steady-state TPFDD taskings, AEF TPFDD libraries, the all-forces TPFDD for equipment and related DRMD taskings, GCCS News Groups) to identify the installation's total deployment and reception requirements? (AFI 10-403, para 1.5.3)

A12.1.13. Based on the TPFDD analysis, does the Wing plans officer brief Wing/CC, key staff, tenant/CCs, and the personnel key to managing installation deployments at least annually on unit taskings, base through-put (units, passengers, cargo, and timing), and an assessment of overall unit supportability? (AFI 10-403, para 1.5.3)

A12.1.14. Have units electronically transferred tailored (non-standard) UTCs, LOGPLAN/DISOE files to the MAJCOM for review and for processing into JOPES through COMPES/DCAPES? (AFI 10-403, para 2.5.3)

A12.1.15. If required, does the plans officer assist the installation Base Support Planning OPR to develop and manage the BSP program? (AFI 10-404, para 2.8/2.9)

A12.1.16. Does the plans officer after comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the BSPC? (AFI 10-404 Attachments)

A12.1.17. Does the Air Force Component Command provide planning information to subordinate units (i.e., all forces time-phased force deployment data (TPFDD), war consumables distribution objective (WCDO), war plans additive requirements report (WPARR), vehicle authorization list (VAL), War and Mobilization Plan (WMP), etc.) and identify baseline planning data for BSP/ESP development? (AFI 10-404, para 2.3.5)

A12.1.18. Does the plans officer participate as a member of the site survey team in assessing the workability of the Base Support Plan?

A12.1.19. Does the plans officer provide assistance to/participate in the Wing Battle Staff/Crisis Support Staff?

A12.1.20. Does the plans officer review exercise directives?

A12.1.21. Has the wing appointed an officer to act as the focal point for the wing tactical deception (TD) program? This officer does not have to be assigned to wing plans, but should coordinate TD activities with the plans officer. Is ongoing TD awareness training conducted?

A12.1.22. Is the plans officer involved in the theater indoctrination training program or participate in the mission certification program?

## **A12.2. PLANS AND OPERATIONS (OPR: PACAF/DOX) (AFMAN 10-401v2 F.4 Plans Operations Checklist)**

A12.2.1. Although the commander is responsible for plan execution, the planner must ensure all functional areas are properly integrated and sufficient detail is provided for successful execution.

A12.2.2. The planner must be able to answer these questions:

A12.2.2.1. Before the basic plan and annexes were prepared, were the items of critical information defined? Was a statement of classification guidance prepared which identified the key items of information to be classified and the level of classification (TS, S, C, U)?

A12.2.2.2. Was the classification guidance issued to all agencies?

A12.2.2.3. Are the missions, tasks, objectives, and concept of operations clearly and appropriately stated?

A12.2.2.4. Has the plan been developed to support a higher-level command plan? If so, is the supported plan clearly identified?

A12.2.2.5. Is the plan, including its annexes, distributed (down, up, and laterally) to the listed friendly forces, supporting forces, task organizations, and individual units that are required to prepare supporting plans or have a need for the information? (AFMAN 10-401v2, para, F.2.2.9)

A12.2.2.6. Are all task organizations aware of their responsibilities, including the preparation of supporting plans and annexes? (AFMAN 10-401v2, para, F.3.3)

A12.2.2.7. Is a schedule for reviewing and updating the plan and annexes established? (AFMAN 10-401v2, para, F.3.11)

A12.2.2.8. Are necessary changes to the plan published and disseminated promptly? (AFMAN 10-401v2, para, F.3.12)

A12.2.2.9. Are plans marked, safeguarded, and controlled according to security directives? (AFMAN 10-401v2, para, F.3.13)

A12.2.2.10. Are friendly forces listed, including units from supporting commands? Is the plan coordinated with commands tasked as friendly forces?

A12.2.2.11. Have friendly forces concurred that tasking for use of forces or facilities is within their capabilities? For example, are mass launch or recovery capabilities considered?

A12.2.2.12. Are all forces needed to execute the plan, including supporting forces such as weather, rescue, intelligence, information systems, security, and aerial port regions or districts clearly identified?

A12.2.2.13. Are command and control relationships clearly defined? Are personnel aware of these relationships?

A12.2.2.14. Are the indicators of critical information identified and are measures developed to deny them from the adversaries?

A12.2.2.15. Is deployment data prepared, including flight composition, schedules, alert conditions, flight profiles, routes, timing, refueling procedures, aircraft loading, rescue, weather, and flight safety?

A12.2.2.16. Are there adequate control arrangements throughout the deployment phase?

A12.2.2.17. Do airfields have runway, taxiway, or ramp restrictions preventing maximum gross weight operations?

A12.2.2.18. Have approach data been checked to ensure adequate NAVAIDs are available at the airfields for safe operation of aircraft?

A12.2.2.19. Is access to runways and parking areas adequate, considering the level of station activity?

A12.2.2.20. Is approach, runway, and taxiway lighting operational and adequate?

A12.2.2.21. Are appropriate command and control systems and support information systems identified? Have restoration actions and workarounds been considered in case of their loss?

A12.2.2.22. Are joint operational agreements negotiated where combined services are involved?

A12.2.2.23. Can onload and offload bases accommodate the aircraft performing the missions?

A12.2.2.24. Are force closure times established including closure priorities for each element of the force?

A12.2.2.25. Are aircraft configurations identified (such as, armament loads, external fuel tanks, etc.)?

- A12.2.2.26. Are target folders current and crews familiar with mission requirements? Do means exist to make fast, high-quality copies of target materials?
- A12.2.2.27. Are all control frequencies, communications procedures, code words, and identification procedures established?
- A12.2.2.28. Does the plan identify the specific times or situations requiring augmentation by forces from other commands?
- A12.2.2.29. Are provisions made for obtaining overflight rights from the countries concerned?
- A12.2.2.30. Are en route servicing facilities for aircraft deployments identified?
- A12.2.2.31. Are appropriate country clearances obtained for deploying units and support personnel?
- A12.2.2.32. Have emergency airfields and routes been established for deployment and employment phases?
- A12.2.2.33. Are current operational training policies adequate to ensure mission accomplishment?
- A12.2.2.34. Are aircrews properly briefed, trained, and equipped?
- A12.2.2.35. Are search and rescue operations provided in sufficient quantity, detail, and depth?
- A12.2.2.36. Are life support and survival equipment requirements met? Is life support and survival training up to date?
- A12.2.2.37. Are rules of engagement clearly delineated?
- A12.2.2.38. Does the plan include current escape and evasion information? Are safe areas designated? Are appropriate frequencies and codes established for communicating with downed aircrews and SAR forces? Are they trained in their use?
- A12.2.2.39. Are requirements for psychological operations and unconventional warfare considered?
- A12.2.2.40. Does the plan provide for recovering captured US personnel?
- A12.2.2.41. Are operational reporting requirements identified and procedures established to collect and transmit required data?
- A12.2.2.42. Are reporting requirements of this plan consistent with established JCS, US Air Force, unified, and allied command reporting procedures?
- A12.2.2.43. Are quantitative and qualitative deficiencies identified? Are steps being taken to address deficiencies? Is the commander regularly updated on progress?
- A12.2.2.44. Can existing facilities support plan execution?
- A12.2.2.45. If new facilities are required before the plan is executed, has a target date for completion been established?
- A12.2.2.46. Are bases and facilities of other commands tasked beyond present capabilities? If yes, what action is taken to meet requirements of the plan?

A12.2.2.47. Is a military construction project (MCP) or other specially funded construction required? If yes, is proper support given to the host command so approval and funding can be obtained for the project?

A12.2.2.48. Are all limiting factors identified? Are corrective actions being taken? Is the commander regularly updated on progress?

A12.2.2.49. What are the facility limitations on mass launch and recovery?

A12.2.2.50. If required, has a proper C3 protection analysis been performed? Are necessary corrective actions being taken?

A12.2.2.51. Do ABO procedures provide passive defense and recovery capabilities before, during, and after a contingency?

A12.2.2.52. Have essential contractor-provided supplies and services as defined in DoDI 3020.37 been identified?

A12.2.2.53. Where contractors perform essential services (see DoDI 3020.37 and Chapter 17, paragraph 17.3.), have actions been taken to:

A12.2.2.53.1. Assess on an annual basis the impact of unanticipated or premature loss of contractor support to mobilizing and deployed forces and address this assessment in relevant OPLANs?

A12.2.2.53.2. Include provisions in OPLANs or other contingency plans to assume or supplement contractor supplied essential services during crisis situations with military, DoD civilian, and/or host nation resources?

A12.2.2.53.3. Include provisions for evacuation of contractor dependents in non-combatant evacuation plans?

**Attachment 13****PARARESCUE TEAM MISSION PERFORMANCE CHECKLIST****A13.1. PARARESCUE TEAMS (OPR: PACAF/DOTV)****A13.1.1. Management**

A13.1.1.1. Does the NCOIC coordinate with the commander to ensure effective utilization of Pararescue forces and resources?

A13.1.1.2. (#) Does the NCOIC provide proper operating guidance to the Pararescue team? (AF and PACAF 16- Series Publications [NGB coordinated 16- Series Publications for ANG])

A13.1.1.3. Does the NCOIC ensure that realistic mission-oriented training is scheduled and accomplished?

A13.1.1.4. Do the NCOIC, the commander, and director of operations have an effective working relationship?

A13.1.1.5. (#) Is the NCOIC complying with the intent of Pararescue requirements outlined in Joint Pub's 3-50.2, 3-50.21, AF Doctrine Document 2-1.6, AF Policy Directive 16-12, AFMAN 36-2108, and AFI 16-1202?

A13.1.1.6. Does the NCOIC insure that section operating instructions and appointment letters are current and a copy sent to the MAJCOM as appropriate?

A13.1.1.7. (#) Has the NCOIC provided the Commander and Director of Operations with a qualification summary (e.g. letter of certification) and is it current? (AFI 16-1203, para 2.3.3.)

**A13.1.2. Training**

A13.1.2.1. Is the training section setting-up realistic mission scenarios to maintain appropriate proficiency levels?

A13.1.2.2. (#) Is the training section managing the Enlisted Specialty Training (EST) program within existing guidelines? (AFI 16-1203, AFI 36-2201, and AFMAN 36-2247)

A13.1.2.3. (#) Are MAJCOM and unit unique mission requirements identified, trained to, and certified in the OJT records? (MAJCOM JQS's, MAJCOM and unit METL's/TCS's)

A13.1.2.4. Does the training section track the teams' proficiency levels and keep the team NCOIC informed as to the status of the team?

A13.1.2.5. Does the training section provide inputs to the scheduling section identifying Pararescue requirements for inclusion in the unit's operating schedule?

**A13.1.3. Medical Training (PACAFI 16-1205)**

A13.1.3.1. Does the medical training NCO, in conjunction with Pararescue training section, provide realistic mission medical training?

A13.1.3.2. (#) Does the medical training NCO track the team's Emergency Medical Technician (EMT) certification expiration dates and insure appropriate training and certifications levels are being maintained?

A13.1.3.3. Does the medical training NCO, in conjunction with the unit training section, insure ongoing Continuation Medical Education (CME) training for the team is being accomplished?

A13.1.3.4. Does the medical NCO have a Memorandum of Understanding (MOU) with the local hospital to provide actual patient contact and training to maintain PJ EMT certification?

**A13.1.4. Medical Section** (AMCR/AFSOCR 167-1 [AFI 16-1204 when published] and AFMAN 23-110, Vol.5)

A13.1.4.1. (#) Are administration of Pararescue Medical Material Activities being complied with?

A13.1.4.2. Is medical material NCOIC identified by the commander, in writing, as the Squadron Property Custodian of Medical Supplies and Equipment?

A13.1.4.3. (#) Has a medical supply and equipment account been established and is it being maintained?

A13.1.4.4. Has the commander appointed a controlled substance inventory officer (CSIO), a controlled substance destruction officer (CSDO), in writing?

A13.1.4.5. (#) Are controlled substances being stored properly?

**A13.1.5. Supply Section**

A13.1.5.1. Are appropriate items identified on the CA/CRL?

A13.1.5.2. Are individual supply folders being maintained on each individual PJ?

A13.1.5.3. (#) Is supply being maintained IAW appropriate supply instructions? (AFMAN 23-110, Vol. 2, Part 13)

**A13.1.6. Parachute Section**

A13.1.6.1. (#) Are the parachutes being maintained in a climatically controlled environment IAW appropriate instructions? (T.O./Service Manual for parachute's in use)

A13.1.6.2. (#) Are related parachute equipment items being maintained appropriately? (T.O./Service Manual for equipment in use)

**A13.1.7. Scuba Section**

A13.1.7.1. (#) Are scuba tanks being hydrostatic tested and visually inspected? (US Navy Dive Manual, Vol. I, Chap. 5, para 2.1.2.1.)

A13.1.7.2. (#) Are scuba regulators being inspected annually? (AFI 16-1202)

A13.1.7.3. (#) Are buoyancy compensators being maintained IAW appropriate instructions? (AFI 16-1202)

**A13.1.8. Watercraft Section**

A13.1.8.1. (#) Are boatmasters properly trained and certified? (IT2X1 CFETP)

A13.1.8.2. Is maintenance performed on the watercraft and trailers being done by properly certified personnel?

A13.1.8.3. Are personnel towing the watercraft properly trained and certified?

**A13.1.9. Alert Equipment**

A13.1.9.1. Is the alert equipment identified and appropriately marked?

A13.1.9.2. Is the alert equipment inspected daily or prior to each alert period?

**A13.1.10. Chief Stan/Eval Pararescueman**

A13.1.10.1. (#) Is the Chief Stan/Eval Pararescueman complying with all the requirements of his position as Chief Stan/Eval Pararescueman? (AFI 16-1203, para 6.2.9. and AFI 16-1202)

A13.1.10.2. (#) Has the Chief Stan/Eval Pararescueman been appointed by letter and is a copy kept in his OJT record (Tab 7)? (AFI 16-1203, para 6.2.9.)?

A13.1.10.3. Does the Chief Stan/Eval Pararescueman maintain a hard copy library of publications required by AFI 16-1202 and are changes to these publications being maintained?

A13.1.10.4. Is the Chief Stan/Eval Pararescueman managing an effective evaluation program in conjunction with unit task Certifiers and the NCOIC?

**Attachment 14****TERMINAL ATTACK CONTROLLER MISSION PERFORMANCE CHECKLIST****A14.1. TERMINAL ATTACK CONTROLLER (TAC) TRAINING (AFI 13-112V1) (OPR: DOYF)****A14.1.1. Policy**

A14.1.1.1. (#) Did unit design a TAC training program? (para 1.2.1.)

A14.1.1.2. (#) Did unit design TAC training missions to achieve combat capability in mission tasks, comply with safety standards, and enhance mission accomplishment? (para 1.2.2.)

A14.1.1.3. (#) Do TACs use applicable tactics, techniques and procedures in combat scenarios during training? (Para 1.2.2.1.)

A14.1.1.4. (#) Do TACs use inert or live ordnance, artillery and mortar fire support, threat simulators, countermeasures and target marking techniques to the maximum extent possible during training? (para 1.2.2.2.)

A14.1.1.5. (#) Are only TAC-qualified personnel providing terminal attack control academic training? (para 1.2.3.)

A14.1.1.6. (#) Is a TAC-instructor (TAC-I) physically located with a TAC trainee and capable of assuming direct control of the aircraft when trainee is controlling aircraft? (para 1.2.3.)

A14.1.1.7. (#) Are only authorized personnel performing TAC duties at the unit? (paras 1.2.5. and 1.2.7.)

A14.1.1.8. (#) Does unit maintain individual TAC training records in accordance with AFI 36-2201, Volume 3, and any applicable MAJCOM directives? (para 1.7.)

A14.1.1.8.1. Is all TAC training documentation maintained in the individual TAC's AF Form 623 or training folder? (para 1.7.)

A14.1.1.8.2. Does each TAC-I coordinate inputs to individual TAC training record with supervisors and unit training manager? (para 1.7.)

**A14.1.2. Major Command (MAJCOM)**

A14.1.2.1. Did MAJCOM forward any supplement to AFI 13-112, Volume 1, to HQ USAF/XOOY? (para 1.3.2.2.)

A14.1.2.2. Did MAJCOM assist subordinate units in obtaining formal school quotas and training resources in support of tac training? (para 1.3.2.3.)

A14.1.2.3. Did MAJCOM receive type 5 information from unit for individuals attending the terminal attack controller course no earlier than 60 days and no later than 45 days prior to class start date? (para 1.3.2.4.)

A14.1.2.4. Did MAJCOM execute group-level responsibilities over squadrons that lack group oversight or assign group-level responsibility directly to the squadron? (para 1.3.2.5.)

A14.1.2.5. Did MAJCOM approve all automated training tracking products? (para 1.3.2.6.)

**A14.1.3. Group Commander** (Squadron Commander in ANG)

A14.1.3.1. (#) Did commander provide staff support and assist units in implementing and managing their training program to meet their designed operational capability (DOC) requirements? (para 1.3.3.1.)

A14.1.3.2. Did commander forward any recommended supplements to AFI 13-112, Volume 1, to the MAJCOM for review? Did commander review any approved supplements annually? (para 1.3.3.2.)

A14.1.3.3. (#) Did commander identify training shortfalls that adversely impact combat capability through appropriate channels using the USAF status of resources and training system (SORTS)? (para 1.3.3.3.)

A14.1.3.4. Did commander certify and designate, in writing, a group-level chief, TAC-I? Was certification documented in individual's training record? (para 1.3.3.4.)

A14.1.3.5. Did commander award TAC special experience identifier (SEI) 914 to group-level personnel upon completion of TAC mission qualification training (MQT) and initial TAC combat mission ready (CMR) certification? (para 1.3.3.5.)

A14.1.3.6. Does group provide assistance to respective ANG unit (when requested by the national guard bureau)? (para 1.3.3.6.)

**A14.1.4. Group Chief, TAC-I**

A14.1.4.1. (#) Does Chief, TAC-I schedule and conduct assistance visits to subordinate and/or Air National Guard units once a year or upon request? (para 1.3.4.1.)

A14.1.4.2. (#) Does Chief, TAC-I maintain and utilize core TAC lesson plans, and develop additional lesson plans to support unique group and squadron training requirements? (para 1.3.4.2.)

A14.1.4.3. (#) Is all TAC training listed in table 2.1 and table 2.2, and any unit-MQT or MAJCOM required training for group level TACs properly documented on AF Form 797, or approved automated product? (para 1.3.4.3.)

A14.1.4.4. Is the AF Form 797 placed in the individual's AF Form 623, on the job record, or kept in the individual's training folder? (para 1.3.4.3.)

A14.1.4.5. (#) Does Chief, TAC-I maintain a copy of all TAC training records for six months on all group-level tacs who PCS, separate or retire? (para 1.3.4.4.)

A14.1.4.6. (#) Does Chief, TAC-I maintain TAC qualification and continuation training requirements for the tasks they instruct? (para 1.3.4.5.)

A14.1.4.7. (#) Are current terminal attack controller letters of qualifications maintained for group-level TACs? (para 1.3.4.6.)

A14.1.4.7.1. Are letters of qualifications formatted using AF Form 3130 according to attachment 2 in AFI 13-112, Volume 1, or an approved automated product? (para 1.3.4.6.)

A14.1.4.8. (#) Did chief, TAC-I review all training records of newly assigned TAC personnel? (para 1.3.4.7.)

A14.1.4.9. (#) Did Chief, TAC-I consolidate and forward written requests for TAC course quotas to parent MAJCOM? (para 1.3.4.9.)

A14.1.4.10. Did Chief, TAC-I coordinate with group training manager and ensure that provisions for selecting, training, and evaluating the TAC-I's instructional techniques are incorporated into the group's overall training program operating instruction? (para 1.3.4.10.)

A14.1.4.11. (#) Did Chief, TAC-I evaluate all unit Chief, TAC-Is on instructional technique annually? (para 1.3.4.11.)

A14.1.4.11.1. Is the unit Chief, TAC-I evaluation and certification documented on AF Form 803, report of task evaluation? (para 1.3.4.11.)

A14.1.4.12. (#) Was review conducted at the end of each month to identify group-level TACs who have not controlled a terminal attack control mission within last 90 days or identify individuals whose 90 days will expire in upcoming month? (para 1.3.4.12.)

A14.1.4.13. (#) Was a review conducted, NLT 1 December, to ensure all group-level TACs have satisfactorily completed 12 missions? (para 1.3.4.13.)

#### A14.1.5. **Unit Commander** (Flight commander in ANG)

A14.1.5.1. (#) Does commander allocate CAS missions to ensure battalion-level TACs and TAC-Is maintain experience, proficiency and CMR status? (para 1.2.4.)

A14.1.5.2. (#) Does commander prioritize CAS training missions based on unit's DOC statement and unit type code taskings? (para 1.2.4.)

A14.1.5.3. (#) Did commander establish and maintain unit's TAC training program IAW AFI 36-2201 to ensure unit is capable of meeting its DOC statement? (para 1.3.5.1.)

A14.1.5.4. (#) Did commander review the automated data products and operational reports that assess unit and individual TAC training status? (para 1.3.5.2.)

A14.1.5.5. (#) Did commander identify TAC training deficiencies to the group, and implement corrective actions? (para 1.3.5.4.)

A14.1.5.6. Did commander award TAC SEI 914 to personnel upon completion of TAC MQT and initial TAC CMR certification? (para 1.3.5.6.)

A14.1.5.7. Does commander certify and designate a squadron-level Chief, TAC-I in writing? Is certification documented in individual's training record? (para 1.3.5.7.)

A14.1.5.8. (#) Did commander approve unit operating instruction on TAC training program? (Para 1.3.5.8.)

#### A14.1.6. **Squadron Chief TAC-I**

A14.1.6.1. (#) Does Chief, TAC-I maintain and utilize TAC lesson plans, and develop additional lesson plans as needed? (para 1.3.6.2.)

A14.1.6.2. (#) Does Chief, TAC-I maintain a copy of all TAC training records for six months on all TACs who PCS, separate, or retire? (para 1.3.6.3.)

A14.1.6.3. (#) Is all TAC training listed in table 2.1 and table 2.2, and any unit MQT or MAJCOM required training for unit level TACs properly documented on AF Form 797, or approved automated product? (para 1.3.6.4.)

A14.1.6.3.1. Is the AF Form 797 placed in the individual's AF Form 623, on the job record, or kept in the individual's training folder? (para 1.3.6.4.)

A14.1.6.4. (#) Does Chief, TAC-I maintain TAC qualification and continuation training requirements for the tasks they instruct? (para 1.3.6.5.)

A14.1.6.5. (#) Are current terminal attack controller letters of qualifications maintained for unit TACs? (para 1.3.6.6.)

A14.1.6.5.1. Are letters of qualifications formatted using AF Form 3130 according to attachment 2 in AFI 13-112, Volume 1, or an approved automated product? (para 1.3.6.6.)

A14.1.6.6. (#) Did Chief TAC-I review all training records of newly assigned TAC personnel? (para 1.3.6.7.)

A14.1.6.7. (#) Did Chief TAC-I evaluate all unit TAC-Is on instructional techniques annually? (para 1.3.6.8.)

A14.1.6.7.1. Did Chief TAC-I use AF Form 803 or approved automated product for unit TAC-I evaluations and certifications? (para 1.3.6.8.)

A14.1.6.8. (#) Does Chief TAC-I conduct monthly review to identify TACs who have not controlled a mission in last 90 days or whose 90 days will expire next month? (para 1.3.6.9.)

A14.1.6.9. Does Chief TAC-I develop an operational risk measurement standard for terminal controls using AFPAM 90-902? (para 1.3.6.10.)

#### A14.1.7. **Individual TAC**

A14.1.7.1. (#) Does individual TAC hand-carry their TAC training records (or copy) to gaining unit when tasked to perform controller duties at temporary duty location for more than 30 days? (para 1.3.7.2.)

A14.1.7.2. (#) Does individual TAC maintain CMR status in accordance with AFI 13-112, Volume 1, and participate only in those activities which they are qualified? (para 1.3.7.3.)

#### A14.1.8. **TAC Training Operating Instruction (OI)**

A14.1.8.1. (#) Does unit TAC training OI contain all minimum required information? (para 2.1.)

A14.1.8.1.1. Does TAC training OI identify unit training manager's, supervisor's, chief, TAC-I's, and TAC-I's duties and responsibilities? (para 2.1.1.)

A14.1.8.1.2. Does TAC training OI list TAC-I selection criteria?(para 2.1.2.)

A14.1.8.1.3. Does TAC training OI identify individual TAC's training responsibilities? (para 2.1.3.)

A14.1.8.1.4. Does TAC training OI identify training documentation and evaluation responsibilities and procedures? (para 2.1.4.)

A14.1.8.1.5. Does TAC training OI identify additional TAC MQT requirements unique to unit? (para 2.1.5.)

A14.1.8.1.6. Does TAC training OI identify CT task requirements and frequency, and local and/or mission specific training? (paras 2.1.6. and 2.7.5.)

A14.1.8.1.7. Does TAC training OI have the work center/duty position master task listings applicable to TAC operations? (para 2.1.7.)

A14.1.8.1.8. Does TAC training OI specify terminal attack control mission log management? (para 2.1.8.)

A14.1.8.1.9. Did unit develop blocks of instruction covering areas pertinent to the unit mission, and included in TAC training OI? (para 2.5.4.)

#### A14.1.9. TAC Training Process and Program

A14.1.9.1. (#) Is individual TAC fully qualified on all tasks listed in table 2.1 in AFI 13-112, Volume 1, completed all MQT requirements, passed a formal TAC evaluation (outlined in AFI 13-112, Volume 2), and has unit commander's certification to be a CMR TAC? (paras 2.2.3. and 2.5.9.2.)

A14.1.9.2. (#) Do TACs that regress to Non-CMR (N-CMR) status accomplish a unit commander approved, tailored training program to regain CMR status? (para 2.2.4.)

A14.1.9.3. (#) Do terminal attack control missions include a tactical mission scenario IAW the aircrew and terminal attack controller coordination guide in attachment 8 of AFI 11-214? (paras 2.2.7. and 2.6.2.)

A14.1.9.4. (#) Are tactical mission scenarios based on the terminal attack control standards specified in tables 2.1 and 2.2 in AFI 13-112, Volume 1? (para 2.2.7.3.)

A14.1.9.5. (#) Are any adjustments to an individual training program or schedule approved by the unit commander and documented in the individual training record? (para 2.3.1.)

A14.1.9.6. (#) When aircraft are delivering live ordnance for IQT/MQT, did TAC-I conduct a thorough risk assessment, in writing, using af pamphlet 90-902? (paras 2.4.4. and 2.5.9.1.)

#### A14.1.10. Initial Qualification Training (IQT)

A14.1.10.1. (#) Is phase I - terminal attack control familiarization training completed within 180 days? 1 year for ang? (para 2.4.1.)

A14.1.10.2. (#) Do individuals meet the minimum requirements for entry into phase I? (para 2.4.1.)

A14.1.10.3. Does TAC candidate have 12 months operational experience in their duty AFSC? (para 2.4.1.1.)

A14.1.10.4. Is training documented on AF Form 797 (or approved automated product) and maintained in individual's AF Form 623 or training folder? (para 2.4.1.2.)

A14.1.10.5. (#) Has TAC candidate controlled a minimum of four graded terminal attack controls (fighter/attack aircraft) under the supervision of a TAC-I during phase I training? (para 2.4.1.3.)

A14.1.10.6. Are phase I terminal attack control missions recorded on a terminal attack control mission grade sheet, AF Form 4144? (para 2.4.1.4.)

A14.1.10.7. (#) Has every TAC attended the ACC terminal attack controller course? (para 2.4.2.)

A14.1.10.8. (#) Do individuals meet the minimum requirements for entry into phase II? (para 2.4.2.)

A14.1.10.8.1. For enlisted personnel, does the TAC candidate possess a 5-level rating in AFSC 1C2X1 or 1C4X1, and have a minimum rank of senior airman? (para 2.4.2.1.)

A14.1.10.8.2. Has TAC candidate satisfactorily completed all phase I training prior to entry into phase II? (para 2.4.2.2.)

#### A14.1.11. **Mission Qualification Training (MQT)**

A14.1.11.1. (#) Do newly assigned TAC qualified personnel complete unit MQT within 90 days? (para 2.5.2.1.)

A14.1.11.2. (#) Do individuals who finished phase II IQT complete MQT within 180 days? 1 year for ANG? (para 2.5.2.2.)

A14.1.11.3. (#) Do individuals failing to satisfactorily complete MQT in the allotted time must have group commander approval to continue in training? (para 2.5.2.3.)

A14.1.11.4. Is MQT documented on AF Form 797 (or approved automated product) and maintained in individual's AF Form 623 or training folder? (para 2.5.3.)

A14.1.11.5. (#) Do TAC training tasks identified with a subject knowledge level code have a written test developed for that training task? (para 2.5.5.)

A14.1.11.6. (#) Do TAC training tasks identified with a task performance level code have a task evaluation with a "go or no-go" standard developed for that training task? (para 2.5.6.)

A14.1.11.7. (#) Do newly assigned TAC-qualified personnel, still current from previous assignment, complete at least one graded mission with a TAC-I before the individual can control aircraft unsupervised at the new unit? (para 2.5.7.)

A14.1.11.8. (#) If more than 30-calendar days lapse between terminal attack controls during MQT, does the TAC complete a practical exercise (PE) before continuing in the program? (para 2.5.8.)

A14.1.11.9. (#) Is CAS PE conducted prior to controlling missions that individual TAC is not qualified for?(para 2.5.8.2.1.)

A14.1.11.10. (#) Is CAS PE used to familiarize individual TACs with local ranges, aligned operation plans, and other training areas as designated by the chief, TAC-I and unit commander? (para 2.5.8.2.2.)

A14.1.11.11. (#) Does the CAS PE training consist of mission planning, coordination, execution, briefing, controlling, and debriefing using a unit commander approved scenario? (para 2.5.8.2.3.)

#### A14.1.12. **TAC Qualification**

A14.1.12.1. (#) Do experienced CMR TACs control a minimum of three terminal attack controls every 90 days? and twelve per calendar year? (paras 1.2.4.2. and 2.6.1.)

A14.1.12.2. (#) Do inexperienced CMR TACs control a minimum of three terminal attack controls every 90 days? And a minimum of twelve per calendar year (based on MAJCOM requirements)? (paras 1.2.4.4. and 2.6.1.)

A14.1.12.3. (#) Do CMR TACS control at least one laser terminal attack control mission per calendar year? And one live and one night terminal attack control mission every six months? (para 2.6.1.1. and table 2.2.)

A14.1.12.4. (#) Does no more than one terminal attack control mission per individual scenario count for a TAC training requirement? (para 2.6.3.)

A14.1.12.5. (#) If additional controls are used to qualify a TAC on the same mission, are the controls to different targets, and have different threats and learning objectives? (para 2.6.3.)

#### A14.1.13. **Continuation Training (CT)**

A14.1.13.1. (#) Do CMR TACs complete the training items in table 2.2 in AFI 13-112, Volume 1, for continuation training (CT)? (para 2.7.)

A14.1.13.2. Is CT documented on AF Form 1098 or an approved automated product? (para 2.7.1.)

A14.1.13.3. (#) Is TAC placed in N-CMR status if they fail to meet CT requirements listed in table 2.2 and have not controlled three missions with 90 days? (para 2.7.)

A14.1.13.4. (#) Do academic training tasks have a written test for that task? (para 2.7.2.)

A14.1.13.5. (#) Do performance training tasks have a task evaluation with a "go or no-go" standard for that task?(para 2.7.3.)

A14.1.13.6. (#) Is TAC decertified in a specific task if they did not complete recurring training or did not attain the minimum task measurement standard? (para 2.7.4.)

A14.1.13.6.1. Did commander make an entry in individual's training record stating the reason for the decertification? (para 2.7.4.)

#### A14.1.14. **Night Terminal Attack Control**

A14.1.14.1. (#) Do TACs control one night terminal attack control mission every six months? (para 2.8.3.)

A14.1.14.2. (#) Are TACS qualified in night terminal attack controls before they perform unsupervised night CAS? (para 2.8.4.)

A14.1.14.3. (#) For a TAC's first night terminal attack control mission or requalification, is a night qualified TAC-I a safety observer, and physically located with the trainee? (para 2.8.5.)

#### A14.1.15. **Laser Terminal Attack Control**

A14.1.15.1. (#) Do TACs control one laser terminal attack control mission every twelve months? (para 2.9.3.)

A14.1.15.2. (#) Are TACS qualified in laser terminal attack controls before they perform unsupervised controls using laser target designating and marking devices? (para 2.9.4.)

A14.1.15.3. (#) For a TAC's first laser terminal attack control mission or requalification, is a laser qualified TAC-I a safety observer, and physically located with the trainee? (para 2.9.5.)

A14.1.15.4. (#) Do all personnel wear approved laser-safe goggles with conducting laser operations? (para 2.9.6.)

#### A14.1.16. **Live Terminal Attack Control**

A14.1.16.1. (#) Do TACs control one terminal attack control mission where munitions are released from an aircraft every six months? (para 2.10.3.)

A14.1.16.2. (#) Are TACs qualified in live terminal attack controls before they perform unsupervised controls where munitions are released from an aircraft? (para 2.10.4.)

A14.1.16.3. (#) For a TACs first terminal attack control involving actual munitions release from an aircraft or requalification, is a live-qualified TAC-I a safety observer, and physically located with the trainee? (para 2.10.5.)

A14.1.16.4. (#) Do all personnel wear flak jacket or body armor and kevlar helmet when conducting live operations? (para 2.10.6.)

#### A14.1.17. **Terminal Attack Control Mission Logs**

A14.1.17.1. Are all terminal attack control missions controlled by a TAC documented on AF Form 3132 or approved automated product? (para 2.11.)

A14.1.17.2. Are terminal attack control logs placed in individual's AF Form 623 training record or folder? (para 2.11.1.)

#### A14.1.18. **Non-Combat Mission Ready (N-Cmr) Status**

A14.1.18.1. (#) Is a TAC-I present when N-CMR TACs or other non-TAC personnel are performing terminal controls of aircraft? (para 2.12.)

A14.1.18.2. Does commander make an entry in individual's AF Form 623 training record when N-CMR TAC regains currency? (para 2.12.1.)

A14.1.18.3. (#) Do TACs in N-CMR status for more than 180 days reaccomplish MQT? (para 2.12.1.)

A14.1.18.4. Does commander remove, in writing, disqualified TAC individuals? (para 2.12.2.)

A14.1.18.5. (#) Are disqualified TAC individuals immediately removed from the terminal attack control program? (para 2.12.2.1.)

A14.1.18.6. Does commander approve, in writing, a disqualified TAC for re-entry into TAC program? (para 2.12.2.2.)

A14.1.18.7. Are TAC removal/approval letters in individual's training record? (para 2.12.2.2.)

#### A14.1.19. **Chief, TAC-I Requirements**

A14.1.19.1. (#) Does the Chief, TAC-I meet the minimum criteria for selection? (para 3.1.)

A14.1.19.1.1. Is Chief, TAC-I a 7-level with two years experience as TAC-I? (para 3.1.1.1.)

A14.1.19.1.2. Does Chief, TAC-I meet trainer and certifier status IAW AFI 36-2201, Volume 3? (para 3.1.1.2.)

A14.1.19.1.3. Is Chief, TAC-I certified CMR and appointed in writing by the unit commander? (para 3.1.1.3.)

A14.1.19.1.4. Has Chief, TAC-I completed formal instructor training course? (para 3.1.1.4.)

A14.1.19.2. (#) Does the Chief, TAC-I pass an annual instructor evaluation? (para 3.1.1.5.)

A14.1.19.3. Is the Chief, TAC-I certification documented in the individual's training record? (para 3.1.2.)

**A14.1.20. TAC-I Requirements**

A14.1.20.1. (#) Does the TAC-I meet the minimum criteria for selection? (para 3.2.)

A14.1.20.1.1. Is TAC-I a 5-level with three years experience as TAC? (para 3.2.1.1.)

A14.1.20.1.2. Does TAC-I meet trainer and certifier status IAW AFI 36-2201, Volume 3? (para 3.2.1.2.)

A14.1.20.1.3. Is TAC-I certified CMR and appointed in writing by the unit commander? (para 3.2.1.3.)

A14.1.20.2. (#) Does each TAC-I pass an annual instructor evaluation? Based on criteria in table 3.1, AFI 13-112, Volume 1? (para 3.2.1.5.)

A14.1.20.3. (#) Do TAC-Is only instruct on those tasks that they are currently certified on? (para 3.2.2.)

**A14.2. TERMINAL ATTACK CONTROLLER (TAC) LIVE FIRE TRAINING****A14.2.1. Joint Live Fire Training (AFI 11-214)**

A14.2.1.1. (#) When conducting simulated attacks against off-range or manned targets with expendable ordnance on the aircraft, Does the TAC confirm arming switches are in the OFF, SAFE, SIM or equivalent positions? (para 6.1.1.3.)

A14.2.1.2. (#) Does the TAC confirm the minimum ceiling for air-to-surface training is at least 500 feet above the highest portion of the bombing pattern? (para 6.3.1.2.)

A14.2.1.3. (#) Does the TAC confirm the minimum visibility for air-to-surface training is at least 3 nm? (para 6.3.1.3.)

A14.2.1.4. (#) Does the TAC ensure aircraft perform a dry-clearing pass before weapons delivery on Class B/C ranges? (para 6.3.2.1.)

A14.2.1.5. (#) Does the TAC ensure the maximum number of attacking aircraft for range pattern operations is four? (para 6.3.3.)

A14.2.1.6. (#) Does the TAC use the standard radio calls for a Class A range? (para 6.4.3.)

A14.2.1.7. (#) During night surface attacks, does the TAC have an illumination device to mark his position as friendly? (para 6.5.1.2.)

A14.2.1.8. (#) Does the TAC confirm the minimum visibility for visual night attacks is at least 5 nm? (para 6.5.1.3.)

A14.2.1.9. (#) Does the TAC illuminate the target area on night attacks, if required? (para 6.5.1.4.)

A14.2.1.10. (#) Does the TAC ensure aircraft perform night dry-clearing pass procedures on Class B/C ranges? (Para 6.5.1.5.)

A14.2.1.11. (#) Does the TAC ensure that no more than three aircraft (four with FLIR/NVG equipment) are in the same racetrack for night surface attacks? (para 6.5.1.6.)

A14.2.1.12. (#) Does the TAC confirm the minimum altitude for night surface attacks with aircraft is 1000 feet AGL or the minimum safe altitude, whichever is higher? (para 6.5.1.7.)

- A14.2.1.13. (#) When conducting night/limited visibility controls, does the TAC confirm positive communications with the aircraft? (para 6.5.1.11.)
- A14.2.1.14. (#) When conducting night/limited visibility controls using laser target designators or infrared pointers, does the TAC use the required calls? (paras 6.5.1.11. and 6.8.2.7.3.)
- A14.2.1.15. (#) For night illumination flare procedures, does the TAC use the standard class a range radio calls? (para 6.5.4.)
- A14.2.1.16. (#) Does the TAC cease all range operations if a dud flare is suspected until the flare is no longer a hazard? (para 6.5.4.4.)
- A14.2.1.17. (#) Is the detailed planning for joint live fire exercises accomplished by, or under the supervision of the TAC experienced in joint live fire exercises? (para 6.8.1.1.1.)
- A14.2.1.18. (#) For joint live fire exercises, are all TACs fully briefed on those areas in paragraph 6.8.1.1.2 in AFI 11-214? (para 6.8.1.1.2.)
- A14.2.1.19. (#) Do only CMR TACs participate in joint live fire training? Is this confirmed with aircrew? (paras 6.8.1.2. and 6.8.1.2.1.)
- A14.2.1.20. (#) When conducting joint live fire controls, does the TAC confirm positive communications with the all parties?(para 6.8.1.3.)
- A14.2.1.21. (#) For joint live fire exercises, does the TAC coordinate all fires with the appropriate maneuver and fire support units prior to air strikes? (para 6.8.1.4.)
- A14.2.1.22. (#) Is an independent safety observer used for peacetime live fire training? (para 6.8.1.5.)
- A14.2.1.23. (#) For joint live fires, does the TAC use the appropriate munitions safety fans based on type of munitions, release parameters, terrain and aircraft? (para 6.8.1.6.)
- A14.2.1.24. (#) Do minimum safe distances for ordnance impact comply with AFI 13-212, Volumes 1 and 3? (para 6.8.1.6.1.)
- A14.2.1.25. (#) Does TAC ensure that high explosive ordnance is not employed closer than 2000 meters from ground troops, and not closer than 500 meters when strafing or using inert ordnance? (para 6.8.1.6.2.)
- A14.2.1.26. (#) Do TACs wear protective helmets and vests when conducting live fire training with aircraft? (para 6.8.1.7.)
- A14.2.1.27. (#) Do TACs use Attachment 8 when planning for joint live fire training? (para 6.8.1.8.)
- A14.2.1.28. (#) Does the TAC use procedures in Joint Publication 3.09.3 when controlling aircraft during CAS/JAAT operations? (para 6.8.2.1.)
- A14.2.1.29. (#) Are targets marked during peacetime operations? (para 6.8.2.2.)
- A14.2.1.30. (#) Does the TAC confirm aircrew has performed an initial dry pass to identify target area and friendly locations prior to weapons release? (para 6.8.2.3.)
- A14.2.1.31. (#) Does TAC confirm check-in information from aircrew listed in paragraph 6.8.2.4 in AFI 11-214? (para 6.8.2.4.)

- A14.2.1.32. (#) Does TAC provide attack aircraft with the 9-line or theater specific CAS briefing? and acknowledge read-back from aircrew? (para 6.8.2.5.)
- A14.2.1.33. (#) Does the TAC provide vertical or lateral separation, when required for aircraft deconfliction? (para 6.8.2.5.1.)
- A14.2.1.34. (#) Does the TAC use a minimum of 1000 feet vertical separation between altitude blocks for aircraft at or above 5000 ft AGL? (para 6.8.2.5.1.1.)
- A14.2.1.35. (#) Does the TAC use a minimum of 500 feet vertical separation between altitude blocks for aircraft below 5000 ft AGL? (para 6.8.2.5.1.2.)
- A14.2.1.36. (#) Does the TAC get verbal confirmation from the aircrew on all altitude restrictions? (para 6.8.2.5.1.3.)
- A14.2.1.37. (#) Does the TAC ensure aircraft do not transit or exit altitudes/altitude blocks without their clearance? (para 6.8.2.5.2.)
- A14.2.1.38. (#) During joint live fire, Does the TAC locate and identify the target? (paras 6.8.2.5.5. and 6.8.3.2.1.)
- A14.2.1.39. (#) Does the TAC ensure the target is marked when personnel/maneuver forces are within 7.5 km of the target? (para 6.8.2.6.)
- A14.2.1.40. (#) Does the TAC mark the target 30 to 45 seconds prior to ordnance impact for infrared pointers and indirect fires? (para 6.8.2.6.1.)
- A14.2.1.41. (#) Does the TAC mark the target IAW paragraph 6.8.2.6.2, AFI 11-214? (para 6.8.2.6.2.)
- A14.2.1.42. (#) If the TAC relinquishes the final release authority, do they ensure that a clear, concise and positive handoff occurs with a current and qualified controller? (para 6.8.2.7.1.)
- A14.2.1.43. (#) Do TACs verify that aircraft have positive identification of TACP/other manned positions before initiating target talk-on or attack? (para 6.8.2.7.2.)
- A14.2.1.44. (#) Whenever possible, do TACs provide CAS aircrews with range photos/diagrams for mission planning and execution? (para 6.8.2.7.4.)
- A14.2.1.45. (#) During execution of a joint live fire mission, if the TAC loses situational awareness, do they reset the aircraft back to the IP? (para 6.8.2.7.5.)
- A14.2.1.46. (#) Does the TAC comply with established safety standards during joint live fire exercises? (para 6.8.2.8.)
- A14.2.1.47. (#) Do TACs use the CAS operation procedures for stand-off/GPS-guided/ coordinate-dependent weapons from AFI 11-214? (para 6.8.3.1.)
- A14.2.1.48. (#) Do TACs ensure they do not override peacetime restrictions? (para 6.8.3.1.1.)
- A14.2.1.49. (#) Does the TAC confirm that the aircrew transmits the target coordinates and elevation accepted by the weapon? (para 6.8.3.1.2.)
- A14.2.1.50. (#) Does the TAC ensure that stand-off/GPS-guided/coordinate-dependent weapons are not used during a ground maneuver exercise? (para 6.8.3.1.3.)

A14.2.1.51. (#) For stand-off/GPS-guided/ coordinate-dependent weapons, Does the TAC transmit the most accurate coordinates and elevation? (para 6.8.3.2.1.1.)

A14.2.1.52. (#) For stand-off/GPS-guided/ coordinate-dependent weapons, Does the TAC do the proper map study/plot combined with the use of laser range finders and associated GPS equipment to derive the most accurate coordinates? (para 6.8.3.2.1.2.)

A14.2.1.53. (#) Do TACs transmit a complete 9-line CAS briefing on all initial attacks for each flight? (para 6.8.3.2.2.)

A14.2.1.54. (#) Do TACs ensure they do not transmit friendly location coordinates to the attack aircraft? (para 6.8.3.2.2.1.)

A14.2.1.55. (#) Did the TAC confirm with the aircrew what coordinate reference system and format is required (e.g. "WGS-84; latitude/longitude; in degrees, minutes, and decimal minutes")? (para 6.8.3.2.3.1.)

A14.2.1.56. (#) Does the TAC determine if the attacking aircraft will use the target coordinates and elevation passed in the CAS briefing or use an aircraft sensor to positively identify and target the weapon? (para 6.8.3.2.4.)

A14.2.1.57. (#) If possible, does the TAC conduct a talk-on using visual cues that can be translated by the aircrew using an aircraft sensor to identify the target? (para 6.8.3.2.4.1.)

A14.2.1.58. Do TACs request the weapon's time-of-flight for integration and deconfliction? (para 6.8.3.2.5.)

A14.2.1.59. (#) Does the TAC respond with the appropriate calls after the aircraft transmits the "IN" or "DEPARTING IP" call? (para 6.8.3.2.6.)

A14.2.1.60. (#) Does the TAC transmit the "CLEARED HOT" call no later than 60 seconds to release? (para 6.8.3.2.7.)

A14.2.1.61. (#) After weapons release, does the TAC verify "OFF HOT" or "OFF DRY" from the attacking aircraft? (para 6.8.3.2.8.)

**Attachment 15****TERMINAL ATTACK CONTROLLER (TAC) STANDARDIZATION  
AND EVALUATION MISSION PERFORMANCE CHECKLIST****A15.1. Stan/Eval Operating Instruction (OI) ( AFI 13-112V2)**

A15.1.1. (#) Are individual TAC evaluations based upon theater-specific operation plans and operation orders identified in the unit's designed operational capability (DOC) tasking? (para 1.1.2.)

A15.1.2. (#) Does group/unit have TAC stan/eval OI? (para 1.2.1.)

A15.1.2.1. Does TAC stan/eval OI define stan/eval organization, individual duties, and program responsibilities? (para 1.2.1.1.)

A15.1.2.2. Does TAC stan/eval OI establish procedures for completion and routing for AF Form 3827 and AF Form 942 (para 1.2.1.2.)

A15.1.2.3. Does TAC stan/eval OI define examination process, and management procedures for maintaining and administering closed-book examinations? (para 1.2.1.3.)

A15.1.2.4. Does TAC stan/eval OI identify unique TAC evaluation requirements, supporting scenarios, and criteria based upon unit's DOC taskings? (para 1.2.1.4.)

A15.1.2.5. Does TAC stan/eval OI specify the no-notice evaluation process, and conduct trend analysis program to include the management of special interest items? (para 1.2.1.5.)

A15.1.2.6. Does TAC stan/eval OI define the stan/eval board (SEB) process, and unit-specific responsibilities and procedures? (para 1.2.1.6.)

A15.1.2.7. Does TAC stan/eval OI define and publish a positive control (GO/NO-GO) system? (para 6.7.2.)

A15.1.2.8. Does TAC stan/eval OI designate the individual(s) that can verify GO/NO-GO status? (para 6.7.4.)

A15.1.2.9. Does TAC stan/eval OI specify unit stan/eval examiner (SEE) requirements? (para 7.4.)

**A15.1.3. Major Command (MAJCOM)**

A15.1.3.1. Did the MAJCOM develop, coordinate, and distribute a master question file (MQF) to all subordinate units? (para 1.3.2.5.)

A15.1.3.2. Did the MAJCOM establish special interest items, if required, and are they reviewed annually? (para 1.3.2.8.)

**A15.1.4. Numbered Air Forces (NAF)**

A15.1.4.1. (#) Did the NAF implement, direct and manage a TAC stan/eval program? (para 1.3.3.1.)

A15.1.4.2. (#) Did the NAF oversee subordinate TAC stan/eval programs and conduct formal stan/eval visits every 3 years? (para 1.3.3.3.)

A15.1.4.3. Did the NAF provide staff assistance visits (SAV)? (para 1.3.3.4.)

A15.1.4.3.1. Did the NAF coordinate squadron-level visit requests with the group? (para 1.3.3.4.1.)

A15.1.4.3.2. Did the NAF deconflict the stan/eval visit for future exercise taskings and higher headquarters inspections, as appropriate, with the MAJCOM? (para 1.3.3.4.2.)

A15.1.4.4. When requested and available, did the NAF provide a chief of stan/eval or SEE to augment the parent MAJCOM, other MAJCOMS and NAFS? (para 1.3.3.5.)

A15.1.4.5. Did the NAF review subordinate unit SEB minutes? (para 1.3.3.6.)

A15.1.4.6. (#) Did the NAF conduct TAC evaluations on all subordinate group chief of stan/eval personnel? (para 1.3.3.7.)

A15.1.4.7. Did the NAF review group SEB minutes and provide cross-tell to other NAFS? (para 5.1.3.)

A15.1.4.8. (#) Did the NAF-level SEEs that maintain combat mission ready status perform an objectivity evaluation on group-level chief of stan/eval? (para 7.5.2.)

#### A15.1.5. **Group Commander** (Squadron Commander In ANG)

A15.1.5.1. (#) Did the commander certify individual TAC qualifications on AF Form 3827 for those TACs assigned to the group? (para 1.3.4.2.)

A15.1.5.2. Did the commander designate, in writing, a group-level chief of stan/eval? (para 1.3.4.3.)

A15.1.5.3. Did the commander direct and control the unit SEB and trend analysis program? (para 1.3.4.4.)

A15.1.5.4. (#) Did the commander approve the group's stan/eval OI? (para 1.3.4.6.)

#### A15.1.6. **Group-Level Chief Of Stan/Eval**

A15.1.6.1. Did the Chief of Stan/Eval schedule and conduct a TAC stan/eval visit to subordinate units once a year? ANG units upon request? (para 1.3.5.1.)

A15.1.6.2. (#) Did the Chief of Stan/Eval establish and maintain individual stan/eval folders on all group-level TACs and review the folders annually? (para 1.3.5.2.)

A15.1.6.3. Did the Chief of Stan/Eval review group and unit TAC training lesson plans? (para 1.3.5.3.)

A15.1.6.4. Did the Chief of Stan/Eval maintain a copy of all TAC evaluations for six months on all group-level TACs who PCS, separate, or retire? (paras 1.3.5.4. and 1.8.)

A15.1.6.5. (#) Did the Chief of Stan/Eval review all evaluation records for newly assigned group TAC personnel? (para 1.3.5.6.)

A15.1.6.6. Did the Chief of Stan/Eval construct closed book examinations? (para 1.3.5.9.)

A15.1.6.7. (#) Did the Chief of Stan/Eval conduct one formal SEE objectivity evaluation and one no-notice SEE evaluation on a randomly selected SEE, annually, from each subordinate squadron? (para 1.3.5.11.)

A15.1.6.8. Did the Chief of Stan/Eval develop a checklist for stan/eval examiners? (para 1.3.5.12.)

A15.1.6.9. Did the Chief of Stan/Eval establish and maintain a trend analysis program? (para 1.3.5.13.)

A15.1.6.10. Did the Chief of Stan/Eval establish and maintain a unit inspector general (IG) cross-tell information system? (para 1.3.5.14.)

A15.1.6.11. (#) Did the Chief of Stan/Eval manage and ensure compliance with the controller read file (CRF) program? (para 1.3.5.15.)

A15.1.6.12. Did the Chief of Stan/Eval establish the time limits to complete the documentation on all TAC evaluations? (para 1.3.5.16.)

A15.1.6.13. (#) Did the Chief of Stan/Eval review documentation on all TAC and SEE evaluations for accuracy? (para 1.3.5.17.)

A15.1.6.14. (#) Does the Chief of Stan/Eval maintain a file copy of approved waivers? (para 1.7.4.)

A15.1.6.15. (#) Did the Chief of Stan/Eval review all subordinate unit evaluation profiles and scenarios? (para 2.4.5.)

A15.1.6.16. Is unit's local procedures master question file (LPMQF) reviewed semiannually? (para 3.2.1.)

#### A15.1.7. **Squadron Commander** (Flight Commander in ANG)

A15.1.7.1. Did the commander designate, in writing, a Chief of Stan/Eval? (para 1.3.6.6.)

A15.1.7.2. (#) Did the commander establish and maintain unit's TAC stan/eval program? (para 1.3.6.1.)

A15.1.7.3. (#) Did the commander certify individual TAC qualifications on AF Form 3827? (para 1.3.6.2.)

A15.1.7.4. (#) Did the commander direct and control the unit SEB and trend analysis program? (para 1.3.6.3.)

A15.1.7.5. (#) Did the commander use the SEB review process to identify positive trends, deficiencies and implement corrective actions? (para 1.3.6.4.)

A15.1.7.6. (#) Did the commander submit recommended improvements in tactics, techniques, and procedures (TTP) to the OG Chief of Stan/Eval? (para 1.3.6.5.)

A15.1.7.7. (#) Did the commander approve stan/eval program OI? (para 1.3.6.7.)

A15.1.7.8. (#) Does the commander validate existing TAC evaluation for new personnel prior to individual performing TAC duties, and documented on new AF Form 3827? (para 1.7.1.)

#### A15.1.8. **Unit Chief, TAC Stan/Eval**

A15.1.8.1. (#) Does the Chief of Stan/Eval ensure the TAC stan/eval program requirements are implemented? (para 1.3.7.1.)

A15.1.8.2. (#) Does the Chief of Stan/Eval establish and maintain individual stan/eval folders on all unit TACs? (para 1.3.7.2.)

A15.1.8.3. Did the Chief of Stan/Eval maintain a copy of all TAC evaluations for six months on all unit TACs who PCS, separate or retire? (para 1.3.7.4.)

A15.1.8.4. (#) Did the Chief of Stan/Eval review all evaluation records for newly assigned group TAC personnel? (para 1.3.7.6.)

A15.1.8.5. Did the Chief of Stan/Eval develop an applicable LPMQF database? (paras 1.3.7.8. and 3.2.)

A15.1.8.6. Did the Chief of Stan/Eval use both the MQF and LPMQF databases to construct the closed book examinations? (para 1.3.7.9.)

A15.1.8.7. (#) Did the Chief of Stan/Eval conduct TAC evaluations on all units SEEs? (para 1.3.7.10.)

A15.1.8.8. (#) Did the Chief of Stan/Eval conduct a minimum of one No-Notice SEE evaluation on a randomly selected SEE, annually? (para 1.3.7.11.)

A15.1.8.9. (#) Did the Chief of Stan/Eval develop unit checklist for stan/eval examiners? (para 1.3.7.12.)

A15.1.8.10. (#) Did the Chief of Stan/Eval establish and maintain a trend analysis program? (para 1.3.7.13.)

A15.1.8.11. Did the Chief of Stan/Eval establish and maintain a unit IG cross-tell information system? (para 1.3.7.14.)

A15.1.8.12. (#) Did the Chief of Stan/Eval review Documentation on all TAC and SEE evaluations for accuracy? (para 1.3.7.16.)

A15.1.8.13. (#) Did the Chief of Stan/Eval develop TAC field employment evaluation scenarios? (para 1.3.7.19.)

A15.1.8.14. (#) Did the Chief of Stan/Eval nominate individuals for appointment to SEE? (para 1.3.7.20.)

A15.1.8.14.1. Did the Chief of Stan/Eval place the SEE appointment memorandum in the individual's stan/eval folder? (para 1.3.7.20.)

A15.1.8.15. (#) Did the Chief of Stan/Eval train SEEs on examiner responsibilities and TAC qualification procedures? (para 1.3.7.21.)

A15.1.8.16. (#) Did the Chief of Stan/Eval conduct TAC evaluations only in those areas qualified and current? (para 1.3.7.22.)

A15.1.8.17. Did the Chief of Stan/Eval coordinate the schedule, agenda and attendees for the SEB, and send the SEB minutes to NAF and MAJCOM within 30 days? (para 5.1.1.)

A15.1.8.18. (#) Does the Chief of Stan/Eval meet the minimum criteria for selection in paragraph 7.1, AFI 13-112, Volume 2? (para 7.1.)

A15.1.8.19. (#) Does the Chief of Stan/Eval conduct recurring objectivity evaluations on assigned SEEs? (para 7.5.3.)

**A15.1.9. Stan/Eval Examiner (SEE)**

A15.1.9.1. (#) Do SEEs conduct TAC evaluations only in the areas they are qualified (e.g. Night or laser controls)? (para 1.3.8.2.)

A15.1.9.2. Did commanders appoint, in writing, unit SEEs? (para 7.2.)

A15.1.9.3. (#) Do unit SEEs meet minimum criteria for selection in paragraph 7.2, AFI 13-112, Volume 2? (para 7.2.)

A15.1.9.4. (#) Do unit commanders designate additional duty SEEs, when required? (para 7.3.2.1.)

A15.1.9.5. (#) Does a TAC-Instructor (TAC-I) who is also designated as a SEE not evaluate the individual TAC they instructed? (para 7.3.2.2.)

**A15.1.10. TAC evaluation procedures**

A15.1.10.1. (#) For initial TAC evaluations, is the TAC evaluation completed within three months of the individual completing mission qualification training (MQT)? (para 2.2.1.)

A15.1.10.2. (#) For recurring TAC evaluations, does the Chief of Stan/Eval schedule the evaluation during the individual's eligibility period? (para 2.2.2.)

A15.1.10.3. (#) Does the Chief of Stan/Eval document all actions in an individual's stan/eval folder who fails to complete a TAC evaluation within the required time? (para 2.2.3.)

A15.1.10.4. (#) Are no-notice TAC evaluations conducted on at least ten percent of a unit's TAC-qualified personnel? (para 2.2.4.)

A15.1.10.4.1. Are all no-notice TAC evaluations properly documented on AF Form 3827? (para 2.2.4.1.)

A15.1.10.5. (#) Are spot evaluations used to correct identified discrepancies or check a TAC's proficiency? (para 2.2.5.)

A15.1.10.5.1. Does commander approve all spot evaluations used to update a recurring TAC qualification? (para 2.2.5.1.)

A15.1.10.5.2. Are all spot TAC evaluations properly documented on AF Form 3827? (para 2.2.5.2.)

**A15.1.11. Ground-phase evaluation**

A15.1.11.1. (#) Do individual's who fail a closed-book examination complete a re-examination within 30 calendar days (2 UTAs for ANG) or prior to the evaluation expiration date? (para 2.3.1.)

A15.1.11.1.1. Is the commander notified in writing or electronically when an individual fails a written examination? (para 2.3.1.1.)

A15.1.11.1.2. Is a different examination used for TAC re-examination? (para 2.3.1.2.)

A15.1.11.2. (#) Are TACs who fail a TAC re-examination decertified by the unit commander and entered into MQT? (para 2.3.1.3.)

A15.1.11.3. Are all TAC examinations properly recorded on individual's AF Form 3827? (para 2.3.2.)

**A15.1.12. Control-Phase Evaluation**

- A15.1.12.1. (#) Is the control phase focused on the unit's mission DOC taskings? (para 2.4.1.)
- A15.1.12.2. (#) Do evaluators brief examinees prior to a TAC control-phase evaluation? (para 2.4.2.)
- A15.1.12.2.1. Does evaluator brief discuss evaluation objectives, areas to be evaluated, grading criteria, safety and emergency procedures/SEE takeover? (para 2.4.2.1.)
- A15.1.12.2.2. Does evaluator brief discuss role players and any assistants participating in the mission scenario, and what their capabilities and limitations will be? (para 2.4.2.2.)
- A15.1.12.2.3. Does evaluator brief discuss the mission scenario, any preliminary planning information, and any timelines or directions applicable to local range operations? (para 2.4.2.3.)
- A15.1.12.3. (#) Does TAC evaluator note any breaks in the evaluation on the AF Form 3827? (para 2.4.3.)
- A15.1.12.4. (#) Do evaluators give a grade of "U" in any area that assistance prevented mission failure? (para 2.4.4.)
- A15.1.12.5. (#) For a TAC that fails the control-phase, do they complete the re-evaluation before the end of the second month (third UTA for ANG) after the date of the failure? (para 2.4.6.)
- A15.1.12.5.1. Is the commander notified in writing or electronically when a TAC receives an overall "Q-3" on an evaluation? (para 2.4.6.1.)
- A15.1.12.5.2. For a TAC that fails the control-phase, do they complete retraining within 30 days from the date of the failure? (paras 2.4.6.1.1. and 2.4.7.2.)
- A15.1.12.5.3. For a TAC that fails the control-phase, are they on supervised status until successfully re-evaluated? (para 2.4.6.1.2.)
- A15.1.12.5.4. Are TAC-Is who receive an unsatisfactory grade removed from instructor duties until successfully re-evaluated? (para 2.4.6.1.3.)
- A15.1.12.5.5. Are SEEs who receive an unsatisfactory grade removed from examiner duties until successfully re-evaluated? (para 2.4.6.1.4.)
- A15.1.12.6. (#) Does the Chief of Stan/Eval determine whether "Q" and/or "Q-" graded areas need to be re-evaluated? (para 2.4.6.2.)
- A15.1.12.7. (#) Are certified TACs who receive a "Q-3" evaluation decertified and entered into MQT by the unit commander? (para 2.4.6.3.)
- A15.1.12.8. (#) Does the unit commander remove TAC-Is that fail a re-evaluation from TAC-I status, in writing? (para 2.4.6.3.1.)
- A15.1.12.9. (#) Does the unit commander remove SEEs that fail a re-evaluation from SEE status, in writing? (para 2.4.6.3.2.)
- A15.1.12.10. Is a separate AF Form 3827 completed for each TAC evaluation? (para 2.4.6.4.)
- A15.1.12.11. (#) Do evaluators thoroughly debrief the examinee and coordinate with the Chief TAC-I, TAC-I, supervisor and unit training manager? (para 2.4.7.)

A15.1.12.12. (#) Is a memorandum for record (MFR) placed in an individual TAC stan/eval folder whenever extenuating circumstances delay completion of additional training and/or evaluation? (para 2.4.7.3.)

A15.1.12.13. (#) Are SEEs evaluated using Table 2.1, Area 25, in AFI 13-112, Volume 2? (para 2.6.)

#### A15.1.13. Master Question Files (MQF)

A15.1.13.1. Is the LPMQF reviewed semiannually? (para 3.2.1.)

A15.1.13.1.1. Does the LPMQF review focus on correcting erroneous question, deleting outdated questions and adding new questions to the database? (para 3.2.1.1.)

A15.1.13.1.2. Is the updated LPMQF available within 30 days of the completion of the review process? (para 3.2.1.2.)

A15.1.13.2. Are there two (2) 50-question closed book examinations using the MQF and LPMQF databases? (For units that do not randomly generate computer examinations) (para 3.3.)

A15.1.13.3. Are examinations and answer keys secured in a locked container or password protected computer program? (para 3.3.1.)

A15.1.13.4. Are examination questions constructed IAW paragraph 3.3.2 in AFI 13-112, Volume 2? (para 3.3.2.)

A15.1.13.4.1. Does each question in the MQF and LPMQF include the correct answer, reference document, paragraph and page number? (para 3.3.2.1.)

A15.1.13.4.2. Are the questions multiple-choice with only one correct answer? (para 3.3.2.2.)

A15.1.13.4.3. Do questions with numerical answers have the numbers arranged in numerical order (or vice versa)? (para 3.3.2.3.)

A15.1.13.4.4. If the word "NOT" appears in the question, is it underlined or in all capital letters? (para 3.3.2.4.)

#### A15.1.14. TAC Stan/Eval Folders

A15.1.14.1. (#) Does each TAC who holds SEI 914 have a hard copy TAC stan/eval folder? (para 4.2.)

A15.1.14.2. Are stan/eval folders constructed IAW AFI 13-112, Volume 2? (para 4.2.1.)

A15.1.14.2.1. Does Section I (left side) of the stan/eval folder hold the AF Form 942 with the most current on top? (para 4.2.1.1.)

A15.1.14.2.2. Does Section II (inside right side) of the stan/eval folder hold the AF Form 3827 with the most current on top? (para 4.2.1.2.)

A15.1.14.2.3. Does Section II (inside right side) of the stan/eval folder hold any MFR that pertains to a particular AF Form 3827 placed directly on top of that AF Form 3827? (para 4.2.1.2.)

A15.1.14.2.4. Does Section III (inside left side) of the stan/eval folder hold any MFRs that are not related to an AF Form 3827, with the most current on top? (para 4.2.1.3.)

A15.1.14.2.5. Does Section IV (right side) of the stan/eval folder hold the individual's graduation certificates, stan/eval appointment memorandums and AF Form 2096? (para 4.2.1.4.)

**A15.1.15. Stan/Eval board (SEB)**

A15.1.15.1. Do unit commanders chair an SEB semi-annually? (para 5.1.)

A15.1.15.1.1. When applicable, does the group consolidate unit SEB minutes to identify any group-wide trends? (Para 5.1.2.)

A15.1.15.2. (#) Did unit commanders establish a trends analysis program? (para 5.2.)

A15.1.15.2.1. Does the trend analysis program include those areas identified in paragraph 5.2.1 in AFI 13-112, Volume 2? (para 5.2.1.)

A15.1.15.2.2. Does unit emphasize increased training on an identified trend for at least two consecutive quarters? (para 5.2.2.)

A15.1.15.2.3. Is trend analysis data maintained for at least on year? (para 5.2.3.)

A15.1.15.2.4. Was a percentage of Q, Q-, and U grades calculated against the total number of evaluations given in a sub-area for control-phase trends? (para 5.2.3.2.)

**A15.1.16. Controller Read File (CRF)**

A15.1.16.1. (#) Does unit maintain a CRF publications library consisting of five volumes? (para 6.1.)

A15.1.16.1.1. Are all publications current and complete? (para 6.1.1.)

A15.1.16.1.2. Is there a table of contents for the CRF functional publication library listing basic publication's number and short title? (para 6.1.2.)

A15.1.16.1.3. Are the spines of the CRF binders labeled with volume number and title as outlined in table 6.1? (para 6.1.2.)

A15.1.16.2. Does Volume I contain an index and controller read file? (para 6.2.)

A15.1.16.2.1. Does Part A (Index) contain and properly file all items listed in paragraph 6.2.1 in AFI 13-112, Volume 2? (para 6.2.1.)

A15.1.16.2.2. Does Part B (Controller Read File) contain and properly file all items listed in paragraph 6.2.2 in AFI 13-112, Volume 2? (para 6.2.2.)

A15.1.16.2.3. Are rescinded items maintained IAW AFMAN 37-139 and paragraph 6.2.3 in AFI 13-112, Volume 2? (para 6.2.3.)

A15.1.16.3. Does Volume II contain the minimum publications listed in paragraph 6.3 in AFI 13-112, Volume 2? (para 6.3.)

A15.1.16.4. Does Volume III contain the minimum documents listed in paragraph 6.4 in AFI 13-112, Volume 2? (para 6.4.)

A15.1.16.5. Does Vvolume IV contain the minimum manuals listed in paragraph 6.5 in AFI 13-112, Volume 2? (para 6.5.)

A15.1.16.6. Does Volume V contain the appropriate flight safety information? (para 6.6.)

**A15.1.17. Go/No-Go system**

A15.1.17.1. (#) Did unit establish a positive control system to ensure TACs have completed all training and required stan/eval checks before terminal control of aircraft? (para 6.7.)

A15.1.17.1.1. Does Go/No-Go system monitor the training items from AFI 13-112, Volume 1, duty not involving controls and currency on all CRF items? (para 6.7.1.)

A15.1.17.1.2. Is Go/No-Go system used to document annual review of CRF? (para 6.7.3.)

**A15.1.18. SEE Objectivity Evaluation**

A15.1.18.1. Are recurring SEE objectivity evaluations accomplished every two years? (para 7.5.)

A15.1.18.2. If a parent HQ Chief of Stan/Eval or SEE is unable to visit or does not maintain required qualification, is the objectivity evaluation given by a lateral-level SEE? (para 7.5.4.)

**A15.1.19. Formal TAC Stan/Eval Visits**

A15.1.19.1. Do stan/eval personnel review the previous visit report prior to inspection team arrival? (para 8.2.1.)

A15.1.19.2. Do units receive a notification memorandum from higher headquarters not later than 60 days (2 UTAs for the ANG) before the formal stan/eval visit? (para 8.3.1.)

A15.1.19.2.1. Did the notification memorandum include the minimum information contained in paragraph 8.3.2, AFI 13-112, Volume 2? (para 8.3.2.)

**Attachment 16****TACTICAL AIR CONTROL PARTY (TACP) AND AIR SUPPORT OPERATIONS CENTER (ASOC) TRAINING MISSION PERFORMANCE CHECKLIST****A16.1. POLICY**

A16.1.1. Did unit define a training program in a unit operating instruction (OI) tailored to meet its designed operational capability (DOC) taskings? (para 1.2.1.)

A16.1.2. Did unit train only those applicable individuals? (paras 1.2.2 and 1.2.3.)

A16.1.3. (#) Did unit follow proper security clearance procedures in accordance with (IAW) AFI 31-401 for those individuals entering mission qualification training (MQT)? (para 1.2.4.)

**A16.2. MAJOR COMMAND (MAJCOM)**

A16.2.1. Did MAJCOM assist subordinate units in obtaining formal school quotas and training resources in support of TACP and ASOC training? (para 1.3.2.3.)

A16.2.2. Did MAJCOM execute group-level responsibilities over squadrons that lack group oversight or assign group-level responsibility directly to the squadron? (para 1.3.2.4.)

**A16.3. GROUP COMMANDER (SQUADRON COMMANDER IN ANG)**

A16.3.1. Did commander provide staff support and assist units in implementing and managing their training program to meet their DOC requirements? (para 1.3.3.1.)

A16.3.2. Did commander forward any recommended supplements to AFI 13-113, Volume 1, to the MAJCOM for review? Did commander review any approved supplements annually? (para 1.3.3.2.)

A16.3.3. (#) Did commander identify training shortfalls that adversely impact combat capability through appropriate channels using the USAF status of resources and training system (SORTS)? (para 1.3.3.3.)

A16.3.4. Did commander designate, in writing, a group-level training manager (TM)? (para 1.3.3.4.)

A16.3.5. Does group provide assistance to ANG unit (when requested and funded by the National Guard Bureau (NGB))? (para 1.3.3.5.)

A16.3.6. (#) Did group commander certify squadron commanders combat mission ready (CMR) upon completion of training? (para 2.6.2.)

**A16.4. GROUP TRAINING MANAGER (TM)**

A16.4.1. Did group TM schedule and conduct visits to subordinate units once a year or upon request? (para 1.3.4.1.)

A16.4.2. Did group TM ensure standardization of subject knowledge and task performance measurement devices for training tasks outlined in AFI 13-113, Volume 1? (para 1.3.4.3.)

A16.4.3. (#) Did group TM develop and maintain duty position evaluation requirements for all assigned positions within the group and subordinate units? (para 1.3.4.4.)

A16.4.4. Did group TM develop group-level, individual training folders for all utc deployable personnel within the group who do not have an AF Form 623? (para 1.3.4.5.)

A16.4.5. Did group TM validate all formal course requirements and requests from subordinate units, and forward to proper agencies? (para 1.3.4.6.)

#### **A16.5. UNIT COMMANDER (FLIGHT COMMANDER IN ANG)**

A16.5.1. (#) Did unit commander establish and maintain the unit's training program IAW AFI 36-2201? (para 1.3.5.1.)

A16.5.2. (#) Did unit commander identify unit's training deficiencies to the group and implement corrective actions, as required? (para 1.3.5.2.)

A16.5.3. Did unit commander designate a unit TM in writing? (para 1.3.5.3.)

A16.5.4. (#) Did unit commander certify individual's CMR status on AF Form 1098 (or approved automated product)? Is it filed in individual's training folder? (para 2.6.)

A16.5.5. Did unit commander initiate process for special duty assignment pay 5 (SDAP-5) for qualified 1C471 battalion air liaison officer (BALO) personnel? (para 4.3.)

A16.5.6. Did unit commander initiate process to withdraw SDAP-5 when individual is no longer qualified? (para 4.4.)

#### **A16.6. UNIT TRAINING MANAGER (TM)**

A16.6.1. (#) Did unit TM develop the unit training operating instruction? (para 1.3.6.1.)

A16.6.2. (#) Did unit TM maintain subject knowledge and task performance measurement devices for all required training tasks? (para 1.3.6.4.)

A16.6.3. Did unit TM submit an individual's AF Form 1098 to unit commander IAW AFI 13-113, Volume 1? (para 1.3.6.5.)

A16.6.4. Did unit TM develop training folders to document training for all UTC-tasked personnel who do not have an AF Form 623? (para 1.3.6.6.)

A16.6.5. Did unit TM coordinate, validate and forward formal course requirements to group TM? (para 1.3.6.7.)

A16.6.6. Did unit TM coordinate individual TDY and leave schedules so as to not impact the unit's overall training program and/or individual's training progress? (para 1.3.6.8.)

#### **A16.7. UNIT SUPERVISOR**

A16.7.1. (#) Did supervisor ensure comprehensive duty position task evaluations are accomplished for subordinates that completed MQT before recommending CMR certification/decertification? (para 1.3.7.2.)

A16.7.2. (#) Did supervisor ensure subordinates maintain proficiency levels on all tasks in unit's master task listings (MTL)? (para 1.3.7.3.)

A16.7.3. (#) Did supervisor ensure decertified subordinates receive remedial training or are removed from CMR status? (para 1.3.7.4.)

A16.7.4. Are training records reviewed quarterly on all assigned personnel? (para 1.3.7.5.)

A16.7.5. Are training and evaluation records maintained IAW AFI 36-2201 and ACC directives? (para 1.7.)

#### **A16.8. OPERATING INSTRUCTION (OI)**

A16.8.1. (#) Does unit OI contain all the required information? (para 2.1.)

A16.8.1.1. Does OI incorporate IQT training plans applicable to each work center or duty position, and based on the unit's MTLs, and IAW AFI 36-2201? (para 1.3.6.3.)

A16.8.1.2. Does OI incorporate MQT training plans applicable to each work center or duty position, and based on the MTLs and IAW AFI 36-2201? (para 1.3.6.3.)

A16.8.1.3. Does OI incorporate continuation training (CT) training plans applicable to each work center or duty position, and based on the MTLs and IAW AFI 36-2201? (para 1.3.6.3.)

A16.8.1.4. Does OI identify purpose, applicability, organization, and manning based upon the unit's DOC statement? (para 2.1.1.)

A16.8.1.5. Does OI identify unit training manager's responsibilities? (para 2.1.2.)

A16.8.1.6. Does OI describe training documentation procedures? (para 2.1.3.)

A16.8.1.7. Does OI list additional MQT requirements unique to unit? (para 2.1.4.)

A16.8.1.8. Does OI list CT task requirements and frequency? (para 2.1.5. and para 2.7.1.)

A16.8.1.9. Does OI identify work center/duty position MTLs? (para 2.1.6.)

A16.8.1.10. Is OI forwarded to group TM for review? (para 2.1.7.)

#### **A16.9. INITIAL QUALIFICATION TRAINING(IQT)**

A16.9.1. (#) Do personnel complete IQT within 180 days of arrival to new duty station or to new duty position? Within 12 Unit Training Assemblies (UTAs) for ANG? (para 2.4.)

#### **A16.10. FORMAL TRAINING**

A16.10.1. Has every air liaison officer (ALO) assigned as an ASOC director or fighter duty officer attended ACC Air Operations Center (AOC) flight training unit (FTU) offensive operator course? (para 2.4.1.1.)

A16.10.2. Has every tactical air command and control specialist (TACCS) (MSgt – CMSgt) assigned as a fighter duty technician attended ACC AOC FTU offensive operator course? (para 2.4.1.2.)

A16.10.3. Has every TACCS (SrA to TSgt) assigned to an ASOC attended the ACC AOC FTU technician training course? (para 2.4.3.)

A16.10.4. Has every communication and information officer assigned to a corps TACP or ASOC attended the ACC Joint Aerospace System Administrator Course (JASAC)? (para 2.4.6.1.)

A16.10.5. Has every communications-computer systems specialist assigned to an ASOC attended ACC BALO? (para 2.4.6.2.)

A16.10.6. Has every ALO assigned to a corps through brigade TACP attended the ALO qualification course (ALQOC)? (para 2.4.7.)

A16.10.7. Has every ALO assigned to an ANG unit attended the ACC joint firepower course (JFC)? (para 2.4.8.1.)

A16.10.8. Has every BALO assigned to a battalion TACP attended the ACC JFC? (para 2.4.8.2.)

A16.10.9. Has every TACCS (1C451 and 1C471) assigned to a brigade through battalion TACP attended the ACC terminal attack controller course? (para 2.4.10.)

A16.10.10. (#) Has every TACCS (1C471) assigned to a BALO position attended the 7-level Craftsman Course (E3ACPI1C471-001)? (para 2.4.12.)

A16.10.11. Has every air mobility liaison officer (AMLO) attended the Airlift Load Planner's Course? (para 2.4.13.1.)

A16.10.12. Has every AMLO attended the theater airlift liaison officer (TALO) contingency training course? (para 2.4.13.2.)

A16.10.13. Has every AMLO attended the Air Mobility Operations course? (para 2.4.13.3.)

A16.10.14. Has every AMLO attended the Global Mobility Task Force Basic II course? (para 2.4.13.4.)

A16.10.15. Has the senior corps ALO attended the Air University Joint Doctrine Air Campaign Course? (para 2.4.15.)

#### **A16.11. MISSION QUALIFICATION TRAINING (MQT)**

A16.11.1. (#) Do personnel complete MQT within 180 days after formal training and IQT are complete? Within 12 UTAs for ANG? (para 2.5.)

A16.11.2. Do all personnel assigned to a TACP or ASOC, regardless of rank or AFSC, comply with training requirements in table 2.1. in AFI 13-113, Volume 1? (para 2.5.1.)

A16.11.3. Has every ALO, Intelligence Officer/NCO, AMLO, and officer BALO assigned to a TACP complied with the training requirements in Table 2.2. in AFI 13-113, Volume 1? (para 2.5.2.1.)

A16.11.4. Has every ALO, Intelligence Officer/NCO assigned to an ASOC complied with the training requirements in table 2.2. in AFI 13-113, Volume 1? (para 2.5.2.2.)

A16.11.5. Has every 1C4X1 assigned to an ASOC complied with the training requirements in item 8, Table 2.2. in AFI 13-113, Volume 1? (para 2.5.2.3.)

A16.11.5.1. Does every 1C4X1 not assigned to an ASOC use the career field education and training plan, specialty training standard, and unit MTL for MQT requirements? (para 2.5.2.3.1.)

A16.11.5.2. Are all core tasks and items identified in the MTL task evaluated annually IAW the unit OI and AFI 36-2201? (para 2.5.2.3.2.)

A16.11.6. Have all support personnel assigned to a TACP or ASOC complied with the training requirements in Table 2.3. in AFI 13-113, Volume 1? (para 2.5.3.)

A16.11.7. Did group approve unit MQT program? (para 2.5.4.)

A16.11.8. Are completed training tasks documented on AF Form 1098 (or approved automated product) for CT, and AF Form 797 (or approved automated product) for items not listed in the individual career field education and training plan? (para 2.5.5.)

#### **A16.12. CONTINUATION TRAINING (CT)**

A16.12.1. Are CT requirements conducted on annual basis from 1 January to 31 December? (para 2.7.2.)

A16.12.2. Is the previous CT cycle documentation maintained until current training cycle items are completed and documented? (para 2.7.2.)

#### **A16.13. DECERTIFICATION/RECERTIFICATION**

A16.13.1. Are task decertifications annotated on AF Form 1098 (or approved automated product), and placed in the individual's training folder? (para 2.8.1.1.)

A16.13.2. Was commander notified by supervisor and unit TM of an individual's task decertification for consideration of revocation of CMR status? (para 2.8.1.2.)

A16.13.3. Are individuals in Non-CMR (N-CMR) status documented on AF Form 1098 (or approved automated product)? (para 2.8.1.3.)

A16.13.4. Did supervisor recommend, through unit TM, recertification of individual on the training task? (para 2.8.2.)

A16.13.5. Was a comprehensive duty position task evaluation accomplished when an individual is re-entered into MQT? (para 2.8.2.)

#### **A16.14. SPECIAL OPERATIONS FORCES (SOF) AND RANGER TACP SELECTION**

A16.14.1. Are 1C4X1 personnel selected for SOF or Ranger TACP assignment physically and mentally capable of performing the duties? (para 3.1.)

A16.14.1.1. Do candidates complete a 12-mile road march IAW paragraph 3.1.1 in AFI 13-113, Volume 1? (para 3.1.1.)

A16.14.1.2. Do candidates complete an army physical fitness test IAW paragraph 3.1.2 in AFI 13-113, Volume 1? (para 3.1.2.)

A16.14.2. Do 1C4X1 personnel nominated for SOF or Ranger duty meet the minimum criteria for selection in paragraph 3.2 in AFI 13-113, Volume 1? (para 3.2.)

A16.14.3. Do SOF/Ranger TACP nomination packages sent to ACC/DOYC contain all the required documents? (para 3.3.)

A16.14.3.1. Does the nomination package contain a letter of recommendation from the individual's commander? (para 3.3.1.)

A16.14.3.2. Does the nomination package contain a volunteer letter for airborne school, and SOF or Ranger duty? (para 3.3.2.)

A16.14.3.3. Does the nomination package contain a current Class III flight physical? (para 3.3.3.)

A16.14.3.4. Does the nomination package contain a military resume IAW AFH 33-337? (para 3.3.4.)

A16.14.3.5. Does the nomination package contain the individual's six-part RIP? (para 3.3.5.)

A16.14.3.6. Does the nomination package contain copies of individual's last five EPRS? (para 3.3.6.)

A16.14.3.7. Does the nomination package contain copies of individual's last three AF Form 3827s? (para 3.3.7.)

A16.14.3.8. Does the nomination package contain a copy of the individual's current CAS control log? (para 3.3.8.)

A16.14.3.9. Does the nomination package contain a memorandum from unit superintendent stating individual met ruckmarch and pull-up requirements? (para 3.3.9.)

A16.14.3.10. Does the nomination package contain a copy of DA Form 705? (para 3.3.10.)

A16.14.3.11. Does the nomination package contain a copy of current AF Form 522, or Army equivalent on both M16/M4 and M9? (para 3.3.11.)

A16.14.4. (#) Do personnel selected for SOF or Ranger TACP assignment complete qualification training within six months after reporting to unit? (para 3.4.)

#### **A16.15. 1C471 BATTALION AIR LIAISON OFFICER(BALO)**

A16.15.1. (#) Do 1C471 personnel selected for BALO duties meet the minimum criteria? (para 4.2.)

A16.15.1.1. Are personnel selected for BALO an E-6 or E-7? (para 4.2.1.)

A16.15.1.2. Have individuals selected for BALO completed 7-Level course (E3ACP1C471-001)? (para 4.2.2.)

A16.15.1.3. Have individuals selected for BALO completed a formal course IAW paragraph 4.2.3 in AFI 13-113, Volume 1, and have an SEI 914? (para 4.2.3.)

A16.15.1.4. Do individuals selected for BALO have a minimum of three years operational experience as a battalion TAC? (para 4.2.4.)

A16.15.1.5. Are personnel selected for BALO a current and qualified TAC? (para 4.2.5.)