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Supersedes PACAFDIR 90-203, 23 August 2002

Pages: 101  
Distribution: F

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This directory implements AFD 90-2, *Inspector General - The Inspection System*. The personnel checklists support guidance in a wide variety of Air Force publications identified throughout the checklists. This directory does not apply to Air National Guard (ANG) and US Air Force Reserve units and members. Items marked as “(IMA)” may apply to both active duty and Individual Mobilization Augmentee (IMA) reservists. IMAs are serviced by HQ ARPC, however, active duty MPFs provide information and assistance to IMA reservists.

The items in the checklists do not constitute the order nor limit the scope of an inspection/assessment. As a minimum, units should use these checklists in conjunction with their unit self-assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication and add internal compliance issues. Higher Headquarters may use this directory in whole or in part during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, require(s) examination.

### **SUMMARY OF REVISIONS**

Updates to Air Force programs and changes to references are identified by an ( | ). Items preceded by a pound sign (#) have been determined to fall under the minimum inspection criteria. If a major item number is marked, the markings pertain to all subordinate items. The major changes have been the addition of inspection item areas for Quality Assurance Personnel (**A1.1.11.**), Special Duty Assignment Pay (SDAP) (Military Personnel Flight (MPF) area) (**A1.9.**), Command Responsibility Pay (**A1.10.**), Survivor Benefit Plan (**A1.17.15.**), Installation Voting Assistance Program (**A1.17.16.**) and SDAP (Commander’s Support Staff area) (**A6.2.**). Also, due to an A-76 study, the previous inspection item areas of Base Training Program Management, Personnel Systems Management, Military Awards and Decorations (MPF area only), Officer and NCO Selection Folders, and Educational Services have been deleted.

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**Attachment 1****MILITARY PERSONNEL FLIGHT (MPF) CHECKLIST****A1.1. MPF COMMANDER AND SUPERINTENDENT****A1.1.1. MPF MANAGEMENT (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.1.1.1. Has the MPF commander established a mission ready, customer-oriented working atmosphere and attitude within the MPF? (**IMA**)

A1.1.1.2. Has the MPF commander established procedures to deal with dissatisfied customers? (para 1.18.1.2.)

A1.1.1.3. Are the MPF and commander support staff personnel recognized for their contributions and accomplishments?

A1.1.1.4. (#) Is the MPF commander ensuring coordination among all sections and work centers in the MPF and resolving any differences? (para 1.18.1.2.)

A1.1.1.5. Are unit commanders, first sergeants, and commander support staff personnel informed of the proper utilization of the Military Personnel Data System (MilPDS) and Personnel Concept-III

(PC-III) automated products and the services the MPF provides? (para 1.18.1.9.)

A1.1.1.6. (#) Has the MPF commander designated a private area for SBP Counseling? (AFI 36-3006, para 33.)

A1.1.1.7. Is the MPF commander ensuring that equal service is given to each host and tenant organization supported by the MPF? (para 1.18.1.3.)

**A1.1.2. (#) SELF-ASSESSMENT PROGRAM**

A1.1.2.1. Is a vigorous self-assessment program established and maintained that includes quality data analysis and control reviews designed to eliminate the causes for data inaccuracy? (Recommend a "Tiger Team" (MPF personnel not assigned to the element/section being assessed) to verify results of individual element/section assessments, section assessments completed at least quarterly, and MPF-wide assessments completed at least semi-annually) (para 1.18.1.8.)

A1.1.2.2. Is an analysis of personnel data errors or reject conditions noted on the reject and file monitor Transaction Register (TR) to determine trends and causes of these TR remarks? (para 1.18.1.8.1.)

A1.1.2.3. Is a sampling of information contained in the MilPDS records verified against source documents? (para 1.18.1.8.9.)

A1.1.2.4. Is the MPF commander or superintendent reviewing frequent (e.g. weekly) samplings of source documents against the MilPDS information? (para 1.18.1.8.8.)

A1.1.2.5. Does the MPF commander ensure all the MPF workcenters comply with established procedures in the guiding AFIs (manuals) or other sources? (para 1.18.1.8.11.) (**IMA**)

**A1.1.3. (#) DATA ACCURACY**

A1.1.3.1. Have procedures been established to monitor overall accuracy of all MilPDS data? (para 1.18.1.5.)

A1.1.3.2. Have procedures been established for the Personnel Systems Manager (PSM) to analyze and report directly to the MPF commander on TR, data error trends, reject or purge error trends? (para 1.18.1.8.1.)

#### A1.1.4. **IN-HOUSE TRAINING**

A1.1.4.1. (#) Does the MPF commander or superintendent serve as the focal point for MPF and CSS in-house training? (para 1.3.3.)

A1.1.4.2. (#) Does the MPF conduct at least annual Staff Assistance Visits (SAV) to evaluate status of training and compliance with personnel programs in CSSs and assist unit commanders in taking corrective action? (para 1.3.3.)

A1.1.4.3. Has the MPF received approval from the installation commander to close during normal duty hours in support of in-house training programs? (para 1.4.)

A1.1.4.3.1. Has the closure been advertised to the serviced population, to include retirees? (para 1.4.)

A1.1.4.4. (#) Has the MPF commander established a training program for all MPF and CSS personnel to ensure their currency in the procedures for operation of MilPDS, PC-III, and the interrelationship between each personnel program and the system and how they affect the MPF versus the CSS? (para 1.22.1.)

A1.1.4.5. (#) Is training accomplished at least quarterly or more often if the need arises? (para 1.22.1.)

#### A1.1.5. (#) **SATELLITE PERSONNEL ACTIVITY (SPA)**

A1.1.5.1. Does the OIC or NCOIC of the SPA work directly for the host MPF commander? (para 1.20.2.)

A1.1.5.2. Has the host MPF commander determined which military personnel responsibilities will be performed by the SPA? (para 1.20.3.)

A1.1.5.3. Has the host MPF commander submitted a letter identifying MPF/SPA responsibilities and forwarded it through the parent MAJCOM to HQ AFPC/DPSF for approval? (para 1.20.3.)

#### A1.1.6. (#) **SECURITY/PROTECTION OF PRIVACY INFORMATION**

A1.1.6.1. Does the MPF commander ensure that all personnel using remote devices are aware of their responsibility in regard to computer terminal access and release of data from the system? (para 2.3.)

A1.1.6.2. Are system passwords properly protected against compromise?

#### A1.1.7. **MPF FACILITIES**

A1.1.7.1. Are facilities well maintained?

A1.1.7.2. Have positive steps been taken to correct problems?

A1.1.7.3. Is the location of the MPF shown on base maps?

A1.1.7.4. Is the furniture in good repair?

A1.1.7.5. Is there a long-term plan to procure new computer equipment?

**A1.1.8. (#) PERSONNEL CONCEPT-III (PC-III)**

A1.1.8.1. Has the MPF commander established a PC-III training team, which consists of personnel from the MPF and CSS'? (para 1.22.2.)

A1.1.8.1.1. Have procedures been established to identify units requiring training? (para 1.22.2.)

A1.1.8.1.2. Does the training team conduct visits to units requiring training? (para 1.22.2.)

**A1.1.9. MOBILITY, CONTINGENCY, AND EXERCISE (AFI 10-215, unless otherwise specified)**

A1.1.9.1. Does the MPF commander provide responses to requests from deployed commanders and deployed PTs within 2 duty days of receipt? (paras 1.8.3. & 1.10.1.)

A1.1.9.2. As base functional manager for all AFSC 3S0X1 and 36PX contingency taskings and other matters, does the MPF commander: (para 1.10.4.)

A1.1.9.2.1. Ensure all personnel AFSC taskings are equitably distributed throughout the base?

A1.1.9.2.2. Solicit commander support staff personnel to support PERSCO functions?

A1.1.9.3. (#) Does the MPF commander ensure personnel assigned to the PRF: (para 1.10.6.)

A1.1.9.3.1. (#) Complete the USAF MANPER-B Operations Course (applies to 3S0X1 personnel).

A1.1.9.3.2. (#) Are certified at the "task performance" level on all mandatory tasks in the MANPER-B Air Force Job Qualification standard (AFJQS)?

A1.1.9.3.2.1. (#) And ensures this training is documented (in OJT record for TSgt and below; PERSCO training folder for MSgt and above)?

A1.1.9.3.3. (#) Complete MANPER-B training within 12 months of assignment to the function?

A1.1.9.4. (#) Does the MPF commander ensure PRF personnel are not assigned additional duties that would conflict with duties during contingencies or exercises? (para 1.10.7.)

A1.1.9.5. (#) Has the MPF commander established accountability procedures for employed personnel until a PERSCO team (PT) is established? (para 1.10.8.)

A1.1.9.6. Does the MPF commander help in-garrison commanders establish procedures for when they deploy to account for deployed personnel when a PT will not be immediately available at the employment location? (para 1.10.9.)

A1.1.9.7. (#) Is MANPER-B equipment assigned to the PRF and PT on an ADPE account with the communications unit? (para 1.10.13.)

A1.1.9.8. (#) Is AT&T 1910 SDD equipment PT placed on a CA/CRL with the supply squadron? (para 1.10.14.)

A1.1.9.9. Does the PRF have current certification and accreditation for locations where MANPER-B systems are operational? (para 1.10.17.) NOTE: Refer to Air Force Security System Instruction (AFSSI) 5018, Risk Analysis

A1.1.9.10. Is an inventory of MANPER-B systems conducted: (para 1.10.18.)

A1.1.9.10.1. (#) Annually?

A1.1.9.10.2. Upon appointment of a new equipment custodian?

A1.1.9.10.3. (#) Before and after deployment of a system (including local exercises)?

A1.1.9.10.4. As directed by higher headquarters?

A1.1.9.11. (#) Are PTs staffed according to the PERSCO UTC MISCAP statement and Manpower Force (MANFOR) packaging detail as outlined in AFI 10-215, Attachment 8? (para 1.10.22.)

A1.1.9.11.1. (#) Do team members meet the same standards as personnel selected for a PCS according to AFI 36-2110? (para 1.10.22.2.)

A1.1.9.11.2. (#) Have the names/grades of personnel initially assigned as primary/alternate PERSCO members been reported to parent MAJCOM PRF within 5 workdays of assignment? (para 1.10.22.3.)

A1.1.9.11.3. (#) Are PERSCO composition changes, additions, or deletions reported?

A1.1.9.12. (#) Did PERSCO team members complete all AFJQS training within 12 months of assignment to a team? NOTE: Attendance at USAF MANPER-B Operations Course is mandatory for primary MANPER-B operators. For SORTS reporting, MANPER-B operators are fully trained if they have completed all AFJQS task certification training, but have not yet attended the MANPER-B course.

A1.1.9.12.1. (#) Is all PERSCO and MANPER-B training documented on the appropriate AFJQS?

A1.1.9.12.2. (#) Is the JQS (which is Part II of the Career Field Education & Training Plan [CFETP] 3S0X1) maintained in the OJT record for TSgts and below and PERSCO training folder for MSgts and above?

A1.1.9.12.3. (#) Are other initial and recurring training (i.e. small arms and CBWDT) documented according to AFI 10-403 and AFI 36-2201?

A1.1.9.13. Does the MPF commander recommend to the MSS commander personnel who meet the prerequisites in AFMAN 36-2105 and AFMAN 36-2108 to receive the PERSCO and MANPER-B SEIs? (para 1.1.24.)

A1.1.9.14. Has the MPF commander assigned, equipped, and trained personnel to operate the Personnel Deployment Function (PDF) according to AFI 10-403 and AFI 10-215? (para 1.10.25.)

A1.1.9.15. (#) Has the MPF commander assigned, equipped, and trained personnel to operate a Personnel Readiness Center (PRC) to support continuous operations for an indefinite period? (para 1.10.26.)

A1.1.9.15.1. (#) Is one fully qualified MANPER-B operator on each shift?

A1.1.9.15.2. (#) Does the PRC have access to an approved computer for operating MANPER-B software connected to a Secure Data Device (SDD), a Secure Telephone Unit (STU-III), and datafax machine (classified and unclassified)?

A1.1.9.16. Does the MPF commander ensure each deployed PT chief and NCOIC supporting contingency forces submits an After Action Report (AAR) according to AFI 10-215 and command guidelines? (para 1.10.27.)

A1.1.9.17. (#) Has the MPF commander established and provided manning for the personnel aspects of the Personnel Deployment Function (PDF)? (AFI 10-403, para 1.5.11.5.)

A1.1.9.18. Are personnel from other base functions ready to support the PDF when activated by the Installation Deployment Officer (IDO)? (AFI 10-403, para 1.5.11.6.)

#### A1.1.10. **PERSCO (AFI 10-215, unless otherwise specified)**

##### A1.1.10.1. **PERSCO TEAM (PT)—Before Deployment**

A1.1.10.1.1. (#) Is training for team members coordinated according to guidelines in: (para 1.16.1.)

A1.1.10.1.1.1. AFI 10-215?

A1.1.10.1.1.2. PERSCO and MANPER-B AFJQSs?

A1.1.10.1.1.3. UTC MISCAP statement?

A1.1.10.1.2. (#) Is an equipment custodian appointed for each team who would deploy to a different duty location? (para 1.16.2.)

A1.1.10.1.3. (#) Has the custodian received training in: (para 1.16.2.1.)

A1.1.10.1.3.1. MANPER-B equipment management and reporting procedures (Attach 3)?

A1.1.10.1.3.2. Cargo preparation?

A1.1.10.1.3.3. Check-in procedures according to AFI 10-403 and the base deployment plan?

A1.1.10.1.4. (#) Are supply kits and deployable MANPER-B system in a “mission-ready” status? (para 1.16.3.)

A1.1.10.1.5. Does the equipment custodian: (para 1.16.4.)

A1.1.10.1.5.1. Inventory the PERSCO supply kit and MANPER-B system?

A1.1.10.1.5.2. Ensure the MANPER-B system is marked and labeled correctly for shipment, according to attach 16, when the PT is deploying

A1.1.10.1.5.3. Immediately report broken components to the FAC?

A1.1.10.1.6. Does the PT reproduce copies of current MPFMs on file and take them to the deployment location? (para 1.16.5.)

A1.1.10.1.7. Are all in-garrison commanders briefed annually of PERSCO responsibilities? (para 1.16.6.) NOTE: *Atch 17 contains a sample brief.*

##### A1.1.10.2. (#) **PERSCO TEAM (PT)—Upon Execution**

A1.1.10.2.1. Does the PT get from the PRF: (para 1.17.1.)

A1.1.10.2.1.1. A list of base personnel planning to deploy to the PT's location?

A1.1.10.2.1.2. A copy of PALACE Blitz messages affecting their employment duty location?

A1.1.10.2.2. Does PT review the OPLAN, Operations Order (OPORD), and reporting instructions? (para 1.17.2.)

A1.1.10.2.3. Is a tentative shift schedule developed and specific duties assigned to each team member? (para 1.17.3.)

A1.1.10.2.4. Are work schedules, duties, and initial arrival actions discussed with the team? (para 1.17.4.)

### A1.1.10.3. **PERSCO TEAM (PT)—Initial Arrival Actions**

A1.1.10.3.1. (#) Has team set up an operations center? (para 1.18.1.)

A1.1.10.3.2. (#) Does team set up personnel in/out processing procedures with units and other support agencies (billeting office, finance, etc)? (para 1.18.1.)

A1.1.10.3.3. (#) Does PT account for ALL personnel (active, Guard, Reserve, and civilians) TDY to their location no matter what operation they are supporting? (para 1.18.1.)

A1.1.10.3.4. (#) Is a PT representative designated to meet each aircraft and conduct personnel processing in the APT whenever possible? (para 1.18.2.1.)

A1.1.10.3.5. (#) Does PT establish arrangements with units and other support agencies (i.e., billeting office) to account for personnel arriving by commercial aircraft? (para 1.18.2.2.)

A1.1.10.3.6. (#) Does PT collect an AF Form 245 and at least one TDY order with SSN for every person (military and civilian) reporting to their location? (para 1.18.3.)

A1.1.10.3.6.1. (#) Does PT provide one copy of the AF Form 245 to the deployed unit?

A1.1.10.3.7. (#) Does PT coordinate with communication center to: (para 1.18.4.)

A1.1.10.3.7.1. Set-up requirements for SIPRNET access?

A1.1.10.3.7.2. Identify telephones?

A1.1.10.3.7.3. Retrieve message address element and narrative route for PT?

A1.1.10.3.8. (#) Is HQ AFPC/DPWRC notified immediately if unable to send and receive DPT? (para 1.18.4.)

A1.1.10.3.9. Does PT always follow criteria for password establishment as outlined in para 1.17.5.1. and 1.18.5.1.?

A1.1.10.3.10. (#) Is a PT status report submitted according to chapter 3 and atch 7? (para 1.18.6.)

A1.1.10.3.11. (#) Has PT established points of contact with the MTF/mortuary affairs community? (para 1.18.7.)

A1.1.10.3.11.1. Are reporting procedures for casualties (seriously ill, very seriously ill, killed in action, air evacuation) established?

A1.1.10.3.12. (#) Does the PT equipment custodian inventory each MANPER-B system, sets up, and tests system components? (para 1.18.8.)

A1.1.10.3.13. (#) Is all incoming DPT processed and all personnel arrival information updated? (para 1.18.9.)

A1.1.10.3.14. (#) If DPT capability is not available, does PT submit duty status change reports according to atch 7 or as required by supported component command reporting guidance? (para 1.18.9.1.)

A1.1.10.3.15. Is a copy of DPT logs (incoming and outgoing) retained for a minimum of 30 days? (para 1.18.9.2.)

A1.1.10.3.16. Has PT obtained a copy of the entire OPLAN or Annex E? (para 1.18.10.)

A1.1.10.3.17. Has a filing system for CED orders, AF Form 245, and 31-day suspense system been set up? (para 1.18.11.)

A1.1.10.3.17.1. Are CED orders filed by ULN and POSN?

A1.1.10.3.17.2. Are AF Forms 245 filed by alphabetical order?

A1.1.10.3.17.3. Are manual files established for transient personnel?

A1.1.10.3.18. Are daily events log used to keep team members updated and help prepare PERSCO AARs? (para 1.18.11.1.)

A1.1.10.3.19. (#) Is a point of contact book maintained that contains: (para 1.18.12.)

A1.1.10.3.19.1. Grade?

A1.1.10.3.19.2. Name?

A1.1.10.3.19.3. Phone numbers?

A1.1.10.3.19.4. Fax numbers?

A1.1.10.3.19.5. E-mail addresses?

A1.1.10.3.19.6. Locations of key personnel at the employed site and higher headquarters?  
*NOTE: Key personnel should include all commanders, first sergeants, billeting, mortuary affairs, medical staff, and others deemed appropriate*

A1.1.10.3.20. Does PT have an installation map (or draws one) and plots unit locations? (para 1.18.13.)

A1.1.10.3.21. Have support requirements, such as computer products, been determined from commanders? (para 1.18.14.)

A1.1.10.3.22. Have commanders been informed of PT responsibilities and capabilities? (para 1.18.15.)

A1.1.10.3.23. (#) Has a casualty reporting program been set up according to AFI 36-3002, *Casualty Services*? (para 1.1.81.6.)

#### A1.1.10.4. **PERSCO TEAM (Sustainment Activity)**

A1.1.10.4.1. (#) Does PT maintain personnel accountability by tracking and timely updating of personnel duty status changes? (para 1.19.1.)

- A1.1.10.4.1.1. Are transactions updated in MANPER-B?
- A1.1.10.4.2. (#) Does PT continue to process incoming and outgoing DPT in a timely manner? (para 1.19.2.)
- A1.1.10.4.3. Does MANPER-B equipment custodian follow MANPER-B outage and virus reporting requirements in atch 3? (para 1.19.3.)
- A1.1.10.4.4. Are broken components returned to the contractor within 72 hours after receipt of replacement components? (para 1.19.3.2.)
- A1.1.10.4.5. Does PT track filler and replacement requests, other personnel action requests (i.e., emergency leave) and casualty reports? (para 1.19.4.)
- A1.1.10.4.6. (#) Are MAJCOMs and MPFs notified by immediate message of unfilled requirements? (para 1.19.4.1.)
- A1.1.10.4.7. (#) If deployed members are extended at deployment site, does PT notify (by message): (para 1.19.4.2.)
  - A1.1.10.4.7.1. Member's home MPF PRF?
  - A1.1.10.4.7.2. Home unit/CC?
  - A1.1.10.4.7.3. MAJCOM Personnel Readiness Staff?
  - A1.1.10.4.7.4. Supported Component Command Personnel Readiness Staff?
  - A1.1.10.4.7.5. Central site, if applicable?
- A1.1.10.4.8. Does PT run and review the Requirements Mismatch roster on a daily basis? (para 1.19.5.)
  - A1.1.10.4.8.1. Is the roster used to identify: (para 1.19.5.)
    - A1.1.10.4.8.1.1. Personnel records containing plan data not matching the plan's database?
    - A1.1.10.4.8.1.2. Vacant plan positions for which there are no matching personnel records?
    - A1.1.10.4.8.1.3. Possible shortfalls and erroneous data in the personnel database?
- A1.1.10.4.9. (#) Does PT prepare filler and replacement requests according to AFI 10-215? (para 1.19.7.)
- A1.1.10.4.10. Are requests validated with the unit commander before submitting them to the supported command?
- A1.1.10.4.11. Does PT report discrepancies such as: (para 1.19.8.)
  - A1.1.10.4.11.1. Incomplete CED orders (i.e., missing ULN or reporting instructions, etc)?
  - A1.1.10.4.11.2. Personnel arriving on orders other than CED?
  - A1.1.10.4.11.3. Missing and incomplete PAKs?
  - A1.1.10.4.11.4. Failures to submit required reports directed by higher headquarters and this instruction?

A1.1.10.4.12. (#) Are voluntary requests to extend tours processed? *NOTE: See atch 6 for PALACE requirements.* (para 1.19.9.)

A1.1.10.4.13. Does the PT set up a MANPER-B ADPE account with the appropriate communications unit for rotational deployments? (para 1.19.10.)

A1.1.10.4.13.1. Is the supported command contacted for assistance if the communications unit does not have an ADPE account?

A1.1.10.4.14. Does the PT ensure the AT&T 1910 SDD is placed on the CA/CRL account with the supporting Supply squadron? (para 1.19.11.)

#### A1.1.10.5. **PERSCO TEAM—Redeployment (Return to Home Station) Actions**

A1.1.10.5.1. Does PT complete updates on individuals redeploying to home station within 24 hours of their departure? (para 1.20.1.)

A1.1.10.5.2. (#) Are mini-records projected for personnel forward-deploying to other locations in the AOR supported by a different PT or MPF? (para 1.20.2.)

A1.1.10.5.3. Does the equipment custodian conduct an inventory of all MANPER-B systems prior to shipping? (para 1.20.3.)

A1.1.10.5.3.1. (#) Does equipment custodian submit a MANPER-B hardware relocation report according to atch 3 when shipping the system?

A1.1.10.5.4. Do incoming and outgoing custodians conduct a complete inventory of permanent systems? (para 1.20.4.)

A1.1.10.5.5. Does incoming custodian sign inventory sheet (if all items have been accounted for) and send a message to HQ AFPC/DPWRC with the name of the new custodian and inventory results? (para 1.20.4.1.)

A1.1.10.5.6. Does the PT chief place the outgoing custodian on admin hold until a report of survey is initiated, if accountable equipment is missing? (para 1.20.4.2.)

A1.1.10.5.7. (#) Does PT provide one fully qualified MANPER-B operator for each shift? (para 1.20.4.3.)

#### **A1.1.11. QUALITY ASSURANCE PROGRAM (AFI 63-124, unless otherwise specified)**

A1.1.11.1. Have Primary and Alternate Quality Assurance Personnel (QAP) been assigned and appointed in writing by the Contracting Officer at Hickam AFB prior to assuming responsibility? (para 1.2.7.3. and Quality Assurance Surveillance Plan (QASP), para 2.5.)

A1.1.11.2. Have QAPs received both Phase 1 and Phase 2 training prior to assuming responsibilities? (para 4.2.2.)

A1.1.11.3. Have QAPs evaluated and documented contractor's performance in accordance with the QASP? (para 1.2.8.1.)

A1.1.11.3.1. Have the following surveillance actions been taken: (QASP, para 3.)

A1.1.11.3.1.1. QASP completed monthly and validation of performance sent to Chief QAP (PACAF/DPFMQA) the 3<sup>rd</sup> (HST) of each month? (HQ PACAF/DPFMQA 30 Aug 02 e-mail message)

A1.1.11.3.1.2. Copies of the quality inspection results sent to the Chief QAP not later than 30 days after each quarter?

A1.1.11.3.1.3. Are monitoring activities documented using the Contract Monitoring and Surveillance Report, AF Form 372?

A1.1.11.3.1.4. Has an annual Contract Performance Report been accomplished and has it been sent to the Chief QAP?

A1.1.11.3.2. Do QAPs notify the Contracting Officer (thru the PACAF/DPFMQA) of any significant performance deficiencies and are the following actions taken: (para 1.2.8.2. and QASP, para 3.4.)

A1.1.11.3.2.1. Are all attempts made to resolve discrepancies locally?

A1.1.11.3.2.2. If the discrepancy is a repetition, or has not been resolved in 7 days, has it been documented by a contract Performance Evaluation Report, AF Form 370?

A1.1.11.3.2.3. Has the provider initialed the AF Form 370 whether they agree with the discrepancy or not?

A1.1.11.3.2.4. Has a copy of the AF Form 370 been sent to the Chief QAP (HQ PACAF/DPFMQA)?

A1.1.11.3.2.5. Has the Chief QAP been notified by e-mail message of any discrepancy immediately?

A1.1.11.3.2.6. Has the Chief QAP been notified by e-mail when the discrepancy has been resolved or monthly until it is resolved?

A1.1.11.4. Do QAPs maintain current surveillance documentation to include (+ required), but not limited to: (1.2.8.3 and QASP para 3.)

A1.1.11.4.1. Letters of Nomination/Appointment/Relief from Duty? +

A1.1.11.4.2. Training record materials and Guidance? +

A1.1.11.4.3. QASP and Providers Quality Control Plan? +

A1.1.11.4.4. Contract and Modifications? +

A1.1.11.4.5. Providers Training Plan? +

A1.1.11.4.6. Quality Assurance Log? +

A1.1.11.4.7. AF Form 372? +

A1.1.11.4.8. AF Form 370 (if applicable)? +

A1.1.11.4.9. Annual Contract Performance Report? +

A1.1.11.4.10. Customer Complaint Record (if applicable)?

A1.1.11.5. Have QAPs maintained a Quality Assurance Log and does it include: (QASP, para 3.2.)

A1.1.11.5.1. Ongoing record of inspection results?

A1.1.11.5.2. Requests to the provider for correction and results of attempts to correct discrepancies?

A1.1.11.5.3. Other contract-related actions between the provider and QAP?

## **A1.2. PERSONNEL RELOCATION ELEMENT (DPMAR)**

### **A1.2.1. (#) ASSIGNMENTS (AFI 36-2102, unless otherwise specified)**

A1.2.1.1. Are relocation folders prepared for each member selected for reassignment? (para 1.3.1.)

A1.2.1.1.1. Are TDY relocation folders prepared for each member selected for TDY to formal, flying, missile, or special training courses? (para 4.3.1.)

A1.2.1.2. Are policies/procedures established to comply with the Privacy Act of 1974 (AFMAN 37-123)?

A1.2.1.3. Do the relocations folders contain all applicable records/documents such as: (para 1.3.1.)

A1.2.1.3.1. Assignment selection letter, message or RIP?

A1.2.1.3.2. AF Form 907 (Relocation Preparation Checklist)?

A1.2.1.3.3. Reassignment orders and all amendments?

A1.2.1.3.4. Relocation processing memorandum?

A1.2.1.3.5. DD Form 93 (Record of Emergency Data)?

A1.2.1.3.6. SGLV 8286 (Serviceman's Group Life Insurance Election and Certificate)?

A1.2.1.3.7. PCS departure certification statement (endorsed copy of PCS orders)?

A1.2.1.3.8. All other documents pertaining to the member's relocation?

A1.2.1.4. Does the Personnel Relocation Element (PRE) review the PCS notification RIP within 7 calendar days of receipt, confirms member's eligibility, and forwards the PCS notification RIP either electronically or via distribution to the members unit? (AFI 36-2110, para 2.32.5.)

A1.2.1.4.1. If the RNLTD is less than 90 days, has the MPF and unit notification periods been reduced to 3 calendar days each? (AFI 36-2110, para 2.32.)

A1.2.1.4.2. If the PRE identifies a PCS ineligibility condition and there is no indication a waiver or exception has been granted, has the PRE reclama the selection and not forwarded the assignment RIP to the unit? (AFI 36-2110, para 2.32.5.)

A1.2.1.4.3. If a member is absent from station (TDY, leave, etc.) when assignment notification must be completed, are procedures followed IAW para 2.32.9.? (AFI 36-2110, para 2.32.)

A1.2.1.5. Are procedures established to cancel a PCS assignment, if the PRE believes a member's assignment should be canceled or if the member does not meet the assignment quality control standards (AFI 36-2110, para 2.40.5.1.)

A1.2.1.6. Are procedures established to help commanders determine the member's suitability for the assignment? (AFI 36-2110, para 2.40.5.2.)

A1.2.1.7. If there is a disagreement as to eligibility of the member for reassignment between the losing and gaining commanders, is the case elevated to the gaining MAJCOM, with information to the losing MAJCOM? (AFI 36-2110, para 2.40.7.3.)

A1.2.1.8. Are initial interviews conducted as soon as possible, but not later than 15 calendar days after the members are officially notified of reassignment? (para 1.3.2.)

A1.2.1.9. Is the PRE inputting assignment acknowledgement into MilPDS immediately upon the notification of the assignment being acknowledged by the member selected for reassignment? (AFSCM 36-699, Vol 1, para 13.107.3.)

A1.2.1.10. Are individuals who require Assignment Availability Codes (AACs) properly identified and reported? (AFI 36-2110, para 2.15.)

A1.2.1.11. Are Sensitive Compartmented Information (SCI) nomination documents submitted to Security Police or clearance initiator within 30 calendar days of receipt of assignment notification? (para 1.3.2.4.)

A1.2.1.12. Has the counselor provided the member with an Immunization Memorandum? (para 1.3.2.1.)

A1.2.1.13. When an individual is selected for an overseas assignment, has the PRE provided the Medical & Dental Clearance Memorandums for them to initiate clearance actions? (para 1.3.2.2.)

A1.2.1.14. If the Assignment Notification RIP contains PCS Processing Codes (PPCs) or special requirements, is it noted on the AF Form 907 (Relocation Preparation Checklist)? (para 1.3.2.5.)

A1.2.1.15. Are procedures established to suspense and track those eligible to apply for the Home-basing/Follow-on Assignment Program to submit their application within 15 days of the initial PCS relocation briefing? (AFI 36-2110, para A5.2.6.)

A1.2.1.16. Are procedures established to suspense and track those personnel who require additional PCS retainability NLT 30 days from notification? (AFI 36-2110, para 2.29.6.4.3. thru 2.29.6.4.6.) [Note: Special attention should be given if a member's RNLTD is changed, by verifying a members service retainability ensuring the required retainability is obtained prior to departure.]

A1.2.1.17. Does the PRE ensure that officers and retirement eligible airmen (who were selected for PCS and/or TDY to formal, flying, missile, or special training courses) are counseled for each active duty service commitment-incurring event and that appropriate forms are completed? (AFI 36-2107, paras 1.3.2. and 1.4.)

A1.2.1.17.1. Are the completed AF Form 63 (original and copies) distributed to the appropriate agencies or individuals? (AFI 36-2107, para 2.10.2.)

A1.2.1.18. Are suspense procedures in effect to ensure that reassignment selectees, who are eligible for retirement, elect their option within seven calendar days after official notification of end assignment? (AFI 36-2110, para 2.37.2. and para 2.37.3.)

A1.2.1.19. Is reclama action taken only after member declares 7-day option on assignment RIP and completes AF Form 1160, Retirement Application? (AFI 36-2110, paras 2.37.2.4. and 2.37.3.5.)

A1.2.1.20. Is Assignment Availability Code (AAC 09) updated on members who elect retirement in lieu of PCS and their applications are processed “out of system”? (AFI 36-2110, para 2.37.3.5.)

A1.2.1.21. Is an out of system reclama submitted by message to the appropriate assignment authority for cancellation of assignments if the RNLTD is less than 120 days or for unit/base activation, deactivation, weapons system changes, or contingency assignments? (AFI 36-2110, para 2.47.2.)

A1.2.1.21.1. Is an info copy of the message sent to the gaining unit, MPF and MAJCOM (to include losing MAJCOM)? (AFI 36-2110, para 2.47.)

A1.2.1.22. Are PCS Declination Statements (AF Form 964) updated in MilPDS and filed in the Unit Personnel Records Group (UPRG) for career airmen who have declined to extend or reenlist to obtain the necessary retainability for PCS and are the required AAC 09 or 08 updated in MilPDS? (AFI 36-2110, para 2.29.6.3.1.)

A1.2.1.22.1. Is Assignment Limitation Code (ALC) “L” or “8” being updated on first term airmen who decline required retainability? (AFI 36-2110, para 2.29.6.3.2.)

A1.2.1.22.2. Are personnel briefed on the ramification of not obtaining required PCS retainability by no later than 30 days after receiving their DEROS option RIP? (involuntary DEROS extension/PCS declination via AF Form 964)? (AFI 36-2110, paras 3.8.4., 3.8.4.1., and 3.8.6.8.2.)

A1.2.1.23. Are requests for command sponsorship processed and submitted as outlined in AFI 36-2110, para 3.6.2.?

A1.2.1.24. Does PRE advise members at the initial relocation interview if they have family members not enrolled in DEERS (children (step or adopted) or dependent parents) that they will be required to obtain a dependency determination for travel from the local AFO? (para 1.3.2.6.)

A1.2.1.25. Is a new AF Form 965 (Overseas Tour Election Statement) completed on personnel who are entering an IPCOT if they were unaccompanied and want to elect the accompanied tour? (AFI 36-2110, Table 3.8.and para A20.2.1.1.)

A1.2.1.26. Are requests for concurrent travel submitted when concurrent travel is not automatic? (AFCSM 36-699, Vol, para 13.118.)

A1.2.1.27. Are procedures in effect to ensure members complete the AF Form 965 (Tour Election Statement) after reply is received for concurrent travel? (AFI 36-2110, para 3.6.2.)

A1.2.1.28. Are procedures established to ensure members who are denied dependent travel are counseled on provisions of AFI 36-2110, para A7.8.2.6. thru A7.8.2.9.

A1.2.1.29. Is the AF Form 1466, Dependent’s Medical Clearance, being accomplished for members who request command sponsorship or have COT assignments when travel/entitlements are involved? (AFI 36-2110, para A20.2.1.3.)

A1.2.1.30. Does the AF Form 899 reflect both the correct total number of months the member will serve as an extended long tour volunteer, and the fact that the member was selected as an extended tour volunteer? (AFI 36-2110, para 3.2.13.1.)

A1.2.1.31. Are commanders notified within 2 workdays when a cancellation of assignment occurs, and is a statement of acknowledgement maintained in the assignment relocation folder? (AFI 36-2110, para 2.36. and AFI 36-2102, para 1.3.1.8.)

A1.2.1.32. Are members notified by the most expeditious means (preferably in writing) of any assignment diversion? (AFI 36-2110, para 2.35.)

A1.2.1.33. Concerning PCS departure notification, does the PRE take the following actions: (paras 1.4.3. and 1.4.4.)

A1.2.1.33.1. Advise all interested agencies of impending relocation not later than 30 calendar days before the scheduled departure date or as soon as known for short notice assignments, by using a computer generated listing of departures? (Examples of agencies: Hospital, Office of Special Investigation, Financial Services Office, Army Air Force Exchange System (AAFES), and Commissary)

A1.2.1.33.2. Do listings contain departing member's SSAN?

A1.2.1.33.3. Do listings include specific instructions for routing of Field Record Group (FRG) components?

A1.2.1.33.4. In addition to basic information on the departure listing, such as name, grade, SSAN, etc., is such information also listed such as the new base of assignment, reporting month, projected departure date and also include the names of members relocated on the short notice, even if already departed?

A1.2.1.33.5. Identify, in the notification, those personnel being relocated to a short tour area?

A1.2.1.33.6. Instruct agencies to send records to the MPF not later than 7 calendar days prior to the projected departure date?

A1.2.1.34. Are departing members required to clear unnecessarily through activities to which they are not obligated? (para 1.3.2.9.)

A1.2.1.35. Is the AF Form 330, Records Transmittal, used when accomplishing the inventory of the FRG and documents prior to the member's final out-processing? (paras 1.4.4. and 1.5.2.)

A1.2.1.36. Are interviews conducted with departing members and AF Form 907 reviewed to determine whether all required out-processing actions have been accomplished? (para 1.5.1.)

A1.2.1.37. Are all requests for change to Projected Departure Date (PDD) that are greater than 5 days, endorsed and approved by the member's unit commander and filed in the relocation folder? (AFSCM 36-699, Vol 1, para 5.55.1.7.)

A1.2.1.38. Is MilPDS updated immediately upon determination of a change to the Projected Departure Date (PDD) and is the PDD within the member's DEROS month? (AFSCM 36-699, Vol 1, para 5.55.1.7. and AFI 36-2110, paras 2.26.3 and 2.26.4.)

A1.2.1.39. Have procedures been established to ensure that port call confirmation is updated in the MilPDS? (AFSCM 36-699, Vol 1, para 13.182.)

A1.2.1.40. Is each member required to certify on 2 copies of the AF Form 899, the time and date of anticipated PCS departure? (para 1.5.5.)

A1.2.1.41. Have procedures been established to ensure that member's actual departure is updated NLT one duty day after departure? (AFSCM 36-699 Vol 1, para 13.119.)

A1.2.1.42. Have procedures been established to ensure that member's departure month is the same as their DEROS month? (AFI 36-2110, Table 2.4.)

A1.2.1.43. Does PRE prepare AF Form 330 when it is necessary to send records or documents after initial record shipment and member has already departed/PCS? (AFI 36-2608, para 2.15.)

A1.2.1.44. Has a suspense procedure been established to ensure that missing components and documents, which are forwarded subsequent to a member's departure, are sent by the established date? (para 1.4.4.)

A1.2.1.45. Does PRE provide DPMPE a copy of AF Form 330 when OPR or EPR is due, but not forwarded with FRG? (para 1.4.4.)

A1.2.1.46. Are procedures established to respond to no-show reports generated by the gaining MPF? (AFSCM 36-699, Vol 1, para 13.177.)

A1.2.1.47. Are procedures in effect to adjust DEROS on members involuntarily retained in the overseas area for quality control reasons? (AFI 36-2110, para 3.10.)

A1.2.1.48. Are procedures in effect to account for all DEROS RIPs produced/requested and verified that all RIPs are returned from member and/or commander? (AFSCM 36-699, Vol 1, para 5.56.2. and AFI 36-2110, para 3.8.3.3.1.)

A1.2.1.48.1. Is a DEROS extension request submitted later than 30 days from the date the DEROS Election Option RIP was produced, submitted and considered as an exception to policy and does the group commander or equivalent recommend approval prior to being forwarded to HQ PACAF/DPAA for consideration? (AFI 36-2110, para 3.8.6.6. and HQ PACAF/DPA 132329Z Oct 98 message)

A1.2.1.48.2. Does a curtailment request for a reason other than those listed in Table 3.11, considered an exception and processed in accordance with para 1.5. with full justification and (if applicable) is the exception curtailment requests for more than 60 days originated from a general officer or equivalent? (AFI 36-2110, para 3.8.9.2.)

A1.2.1.49. Is PRE suspending for completion, retainability requirements that must occur within 30 calendar days after a DEROS extension is approved? (AFI 36-2110, para 2.29.6.4.6.)

A1.2.1.50. Are personnel who request to cancel a voluntary extension briefed that the requested DEROS cannot place them into an already allocated OS assignment cycle? (AFI 36-2110, para 3.8.6.8.1.)

**A1.2.1.51. DEPENDENTS TRAVEL TO A DESIGNATED PLACE**

A1.2.1.52. Are accompanied members who receive a Consecutive Overseas Tour (COT) and expect to be unaccompanied by their dependents at the new assignments, counseled on the option of Dependent Travel to a Designated Place outside of the CONUS? (AFI 36-3020, para 8.)

A1.2.1.52.1. Are designated place requests forwarded to the appropriate oversea MAJCOM? (AFI 36-3020, para 8.2. and Table 4, Rule 2.)

A1.2.1.52.2. Does the member's letter contain their dependent's names, overseas travel destination (city, state, etc.), and reasons for request?

A1.2.1.52.3. Does the request contain the following documents:

- A1.2.1.52.3.1. Benefits and entitlements fact sheet?
- A1.2.1.52.3.2. Member's completed tour election statement?
- A1.2.1.52.3.3. AF Form 1466, Dependent's Medical and Education Clearance?
- A1.2.1.52.3.4. Member's assignment notification RIP?
- A1.2.1.52.3.5. Their commander's recommendation endorsement?
- A1.2.1.52.3.6. The MPF commander's recommendation endorsement?

**A1.2.1.53. DEPENDENTS REMAINING IN THE OVERSEAS (DRO) AREA**

A1.2.1.53.1. Are members whose dependent's departure is delayed 60 days advised that they may request a continuation of station allowances? (AFI 36-3020, para 3. and 8.4.)

A1.2.1.53.2. Are "Dependents Remaining in the Overseas Area" requests forwarded to HQ AFPC, with an info copy to the MAJCOM? (AFI 36-3020, Table 3, line 2)

A1.2.1.53.3. Does member's letter contain dependent's names, date dependents accompanied member to current duty station (if dependents were acquired overseas, include date of marriage and date command sponsorship was approved) (if dependents were individually sponsored, give date command sponsorship was approved), reasons for delayed departure of dependents (if for completion of schooling, provide statement as to the earliest date dependents can depart and still receive credit), requested duration of stay and termination date, status of dependents' passports and visas?

A1.2.1.53.4. Does the request contain the following documents:

- A1.2.1.53.4.1. Benefits and entitlements fact sheet?
- A1.2.1.53.4.2. The commander's endorsement with rationale for approval?
- A1.2.1.53.4.3. The MPF commander's endorsement with information regarding the impact on support facilities?

**A1.2.1.54. DESIGNATED LOCATION MOVE (DLM)**

A1.2.1.54.1. Are the Designated Location Move requests forwarded to HQ AFPC contain required documentations listed in AFI 36-3020, Table 3?

A1.2.1.54.2. Does the member's letter contain dependent's names, overseas travel destination (city, country), date spouse entered country, spouse's ability to drive, spouse's employment history, spouse's English language ability, and member's statement that they will not receive short tour credit if travel of dependents is approved to the same country as the dependent-restricted tour, but must serve a 24-month tour? (AFI 36-3020, Table 3)

**A1.2.1.55. CONSECUTIVE OVERSEA TOUR (COT) LEAVE TRAVEL**

A1.2.1.55.1. Is deferred COT leave travel approved by the losing commander for personnel who are traversing the CONUS en route to the next overseas duty location? (HQ USAF 141305Z Jul 99 message)

A1.2.1.55.2. If member is authorized by the losing commander to defer their COT leave travel and orders are published, do the orders include the following statement: "Member and/or dependents are authorized to defer their COT leave travel entitlement for a period not to exceed one year after arrival at the new PDS."? (HQ USAF 141305Z Jul 99 message)

A1.2.1.55.3. If leave is granted in conjunction with COT deferment, does the orders reflect the following statement: "Member is authorized to take not more than 10 days leave en route in conjunction with COT deferment."? (HQ USAF 141305Z Jul 99 message)

#### **A1.2.1.56. EARLY RETURN OF DEPENDENTS (ERD)**

A1.2.1.56.1. Is the ERD request forwarded to the authorized approval authority IAW AFI 36-3020, Table 1)?

A1.2.1.56.2. Does the member's request contain the dependent's names, travel destination, justification for request, command sponsorship approval, counseling of shipment of household goods, and privately owned vehicle shipment? (AFI 36-3020, Table 1)

A1.2.1.56.3. Does the request contain the following documents (applicable to the request) from the:

A1.2.1.56.3.1. Surgeon General's Office?

A1.2.1.56.3.2. Judge Advocate's Office?

A1.2.1.56.3.3. MSS commander?

A1.2.1.56.3.4. Civilian Personnel Office?

A1.2.1.56.3.5. Housing Office?

A1.2.1.56.3.6. Chaplain's Office?

A1.2.1.56.4. Is the ERD request endorsed by the member's unit commander, coordinated thru the MPF, and approved or disapproved by the installation commander or support group commander (if delegated)? (AFI 36-3020, Table 1)

#### **A1.2.2. SEPARATION/RETIREMENT (GENERAL) (AFI 36-2102, unless otherwise indicated)**

A1.2.2.1. Are relocation folders prepared on each separatee/retiree? (para 2.2.1.)

A1.2.2.1.1. Is a completed AF Form 907 in each relocation folder? (para 2.2.2.)

A1.2.2.2. Is the File Monitor TR reviewed to ensure correct action is being taken on an individual? (AFCSM 36-699, Figure 3.3.)

A1.2.2.3. (#) Is Projected Departure Date updated for each separating and retiring member? (AFCSM 36-699, Vol 1, para 5.62.3.2.)

A1.2.2.4. (#) Are enlisted voluntary separation applications submitted using AF Form 31? (AFI 36-3208, para 3.1. & Figure 3.1.)

A1.2.2.5. Do Separations personnel notify HQ AFPC when members are within 60 days of their projected departure date and haven't received retirement orders? (AFI 36-3203, para 2.5.5.)

A1.2.2.6. Do Separations personnel notify the Financial Services Office (FSO) within 1 workday after initiating involuntary, short notice separations or retirements? (AFI 36-2102, para 2.17. and AFI 36-3208, para 6.9.11.)

A1.2.2.7. Is the DD Form 214WS used to prepare data for entry on the DD Form 214 to ensure accuracy? (AFI 36-3202, para 2.3.)

A1.2.2.8. Has the MPF commander appointed, in writing, an officer/NCO/Civilian (E-5 or GS-5 and above) to safeguard blank discharge certificates, DD Forms 214 and 215 on file? (AFI 36-3202, para 8.3.)

A1.2.2.9. (#) Has the appointed person secured all blank separation documents after duty hours and destroyed obsolete forms? (AFI 36-3202, para 8.3.1.)

A1.2.2.10. (#) Has the MPF commander designated, in writing, individuals who need access to the PC-III "DD Form 214 Processing" application? (AFCSM 36-699, Vol 1, para 5.62.3.7.)

A1.2.2.11. (#) Are DD Forms 214 being prepared IAW AFI 36-3202, Table 4?

A1.2.2.12. (#) Are PCS w/o PCA orders produced, but not authenticated, for departees to the CONUS for separation/retirement processing? (para 2.2.7.)

A1.2.2.13. Is an information and instruction memorandum furnished to separating members during the initial preparation interview? (para 2.3. & atch 12)

A1.2.2.14. Are AF Forms 2587, Security Termination Statements, completed for all personnel separating or retiring and one copy filed in the UPRG and the relocation folder? (para 2.4.2.)

A1.2.2.15. If a member requests terminal leave in conjunction with retirement/separation, is the Financial Services Office notified of the member's departure date? (para 2.2.8.2.)

A1.2.2.16. Are members who request terminal leave required to provide a copy of the AF Form 988 (Leave Authorization) to FSO within ten workdays prior to departure? (para 2.2.8.2.)

A1.2.2.17. Do Separations personnel notify the medical facility when a member elects a retirement physical? (AFI 36-3203, para 5.4.1.)

A1.2.2.18. (#) Do Separations personnel submit the initial report transaction for a final separation or retirement (E53) to DFAS not earlier than 120 days and not later than 10 days prior to the approved date of separation? (AFCSM 36-699, Vol 1, para 5.65.4.2.)

A1.2.2.19. (#) Are individuals who are separated for reasons of hardship or dependency required to sign a statement of understanding regarding reenlistment prerequisites as stated in AFI 36-2002? (AFI 36-3208, para 3.23.9.)

A1.2.2.20. Do Separations personnel require members to sign a statement of understanding that they normally will not return to duty when terminal leave begins? (AFI 36-3003, para 6.7.7.1.)

A1.2.2.21. Has a staff officer been designated, in writing, to finalize voluntary separation actions outlined in AFI 36-3208, table 1.2, lines 3-12, 17-19, 21-22? (AFI 36-3208, note 1, Table 3.1)

A1.2.2.22. Is a current record review listing (within 30 days of individual's departure date) included in the FRGp for personnel returned to the CONUS for separation/retirement processing? (para 2.20.1.)

A1.2.2.23. Does the Separations Unit reflect short notice separations on the departure notification listing even if the next listing is published after the actual departure date? (para 2.17.)

A1.2.2.24. (#) Have discharge certificates been authenticated by MPF commander (or not designated below Chief, MPF Relocations)? (AFI 36-3202, Table 3, line 3)

A1.2.2.25. Is a copy of Atch 5, AFI 36-3202, Discharge Review Fact Sheet (and forms SF 180, DD Form 149, DD Form 293), provided to airmen separating under circumstances (except retirement) that make them ineligible for reenlistment and to officers discharged involuntarily? (AFI 36-3202, paras 21.1. and 21.2.)

A1.2.2.26. (#) Do Separations personnel notify the SPBC MPF by message at least 5 workdays before member's departure providing arrival date, retirement effective date, PTDY, terminal leave, and any other pertinent data? (AFI 36-3203, para 2.5.3.2.)

A1.2.2.27. Is a completed copy of the relocation processing memorandum filed in the relocation folder? (para 2.4.)

A1.2.2.28. (#) When a member is unable to separate as scheduled, is the projection placed in a hold status? (AFCSM 36-699, Vol 1, para 5.59.3.5.8.)

A1.2.2.29. Does Separations work with Accounting and Finance and review the MMPA (or request a T93 printout from FSO) to determine the cause and necessary corrective action upon receipt of an XK04 management notice? (AFCSM 36-699, Vol 1, para 5.65.4.7.)

A1.2.2.30. Are DD Forms 214 being properly distributed to the: (AFI 36-3202, Table 5)

A1.2.2.30.1. Member (copies 1 & 4)?

A1.2.2.30.2. Master Personnel Record with the FRG?

A1.2.2.30.3. Veterans' Administration?

A1.2.2.30.4. Department of Labor?

A1.2.2.30.5. State Director of Veterans' Affairs?

A1.2.2.30.6. Field Record Group?

#### A1.2.3. **RETIREMENTS (AFI 36-3203, unless otherwise indicated)**

A1.2.3.1. Are retirement applications submitted under Table 2.2, Rules 11 - 19, forwarded through the MAJCOM? (Table 3.2, Rule 3)

A1.2.3.2. (#) Do Separations Unit personnel prepare the AF Form 1160 (Military Retirement Action), including any requests for waiver, if required? (Table 3.2, Rules 1, 2 and 3)

A1.2.3.2.1. (#) Is Application for Voluntary Retirement, being input within one duty day after AF Form 1160 is returned from the unit? (Table 3.2, rules 1 and 2)

A1.2.3.2.2. (#) When a waiver is required, is a copy of the AF Form 1160, with documentation, forwarded to HQ AFPC/DPMARR2? (Table 3.2, Rule 3)

A1.2.3.2.3. Are suspenses established for approval/disapproval responses from AFPC? (Table 3.2, Rules 1, 2, & 3)

A1.2.3.2.4. (#) Is the original copy of the AF Form 1160 filed in the individual's UPRG? (Table 3.2, Rules 1, 2, and 3)

A1.2.3.3. (#) Do AF Forms 1160 requiring waivers include a recommendation from the Unit Commander and routed through the MAJCOM (DP)? (Table 3.2, rule 3)

A1.2.3.4. (#) Does the MPF give applicants a copy of the pre-application checklist (attachment 7) before accepting the 1160, have the member sign the checklist and file a signed copy in Sect III of the UPRG? (para 3.2.3.)

A1.2.3.5. Are PCS without PCA orders provided that tell members when to report to SPBC (but no earlier than 3 workdays) before retirement or the date leave is to start? (para 2.5.3.3.)

A1.2.3.6. Has the MPF notified the Colonel's Group (AFD-POB) immediately by message, with the MAJCOM (DP) as an information addressee, when any colonel or colonel selectee applies for retirement? (para 3.2.3.1.)

A1.2.3.6.1. Does the message contain the following:

A1.2.3.6.2. Date of the application

A1.2.3.6.3. Requested Date of retirement

A1.2.3.6.4. Member's duty AFSC

A1.2.3.6.5. Date that Terminal Leave or PTDY (or both) will begin?

#### A1.2.4. **INVOLUNTARY DISCHARGES (AFI 36-3208, unless otherwise specified)**

A1.2.4.1. (#) Has the Special Court Martial (SPCM) authority set local processing time standards for each agency involved to ensure all actions are completed with the Air Force goals established by Table 6.4? (para 6.7.1.)

A1.2.4.2. (#) Do Separations personnel ensure personnel are found qualified for world wide duty before executing separation? (para 6.11.)

A1.2.4.3. Are "HAF directed" EPRs rendered for cases involving parenthood (para 5.9.), conditions that interfere with military service (para 5.11.), or unsatisfactory performance (paras 5.25. and 5.26.), exceeding body fat standards (para 5.65.), or is the absence explained in the commander's recommendation letter? (para 6.4.)

A1.2.4.4. Is the member, or unit proxy, provided a copy of Atch 15 on all short notice separations? (AFI 36-2102, para 2.17.)

A1.2.4.5. (#) Is the AF Form 907 and relocation folder reviewed to confirm all required actions are complete? (para 2.19.1. & 2.19.2.)

A1.2.4.6. (#) Are involuntary discharge recommendation/notification/acknowledgment letters properly formatted? (See Figures 6.1 thru 6.11)

A1.2.4.7. Do Separations personnel coordinate with affected workcenters to ensure such actions as early SRP consideration, update of RBA code, promotion withhold/removal action and resolution of temporary PRP decertification are effected prior to discharge? (AFI 36-2606, AFI 36-2104, para A3.3., AFI 36-2502, Table 1.1, Rule 14.)

A1.2.4.8. (#) Do the Separations personnel notify the CONUS separation, by message, at least 5 days prior to departure providing name, SSAN, grade, character of discharge, authority for discharge and flight info on involuntary discharges? (AFI 36-2102, para 2.18.)

A1.2.4.9. If an enlisted member agrees to conditions of probation and rehabilitation, is a complete copy of the AFI 36-3208 case file sent to the Records Unit for filing in the UPRG IAW AFI 36-2608, table A2.1., items 194 and 195?

A1.2.4.10. Are personnel separated under other than honorable conditions being reported to the Immigration and Naturalization Service, by letter, with member's full name, date/place of separation, future address, certificate of naturalization number, naturalized name, separation name (if different), DOB, POB, date/place naturalized, and service characterization? (AFI 36-3202, para 22.2.)

A1.2.4.11. Are temporary ID cards issued to members pending involuntary discharge IAW AFI 36-3026, para 4.2.?

A1.2.4.12. Are procedures regarding unrecovered cards followed? (AFI 36-3026, para 4.1.)

#### A1.2.5. OFFICER SEPARATIONS (AFI 36-3207 unless otherwise specified)

A1.2.5.1. Does the MPF complete actions required by para 1.4?

A1.2.5.1.1. (#) Is the Air Force Form 780 (Officer Separation Actions) completed per Atch 6? (para 2.3.1.)

A1.2.5.2. Are applications for resignations, applications for discharge, and requests for release from active duty processed within time limits (application must be processed as expeditiously as possible at each echelon of command and forwarded normally within five workdays)? (para 2.7.2.)

A1.2.5.3. (#) Does the Separations Unit ensure the appropriate commander's endorsement is included on all applications? (para 2.6.)

#### A1.2.6. LENGTHY SERVICE DISCHARGE PROGRAM (AFI 36-3208, unless otherwise specified)

A1.2.6.1. (#) Did the correct discharge authority approve the case? (para 1.1.2.)

A1.2.6.2. Is the discharge authority stating the specific Paragraph/Sub-paragraph in the approval letter? (para 6.19.)

A1.2.6.3. (#) Does the letter approving discharge include a recommendation for lengthy service probation? (para 6.36.)

A1.2.6.4. If AFI 36-3208 has recently changed, was the case processed under the paragraph for which it was originally served? (para 1.29.)

A1.2.6.5. Is the specific paragraph/sub-paragraph cited as the basis for discharge the same on the recommendation for discharge letter, notification letter, airman's acknowledgment letter, and conditional/unconditional waiver letters? (para 6.19.)

A1.2.6.6. (#) Does the notification letter contain a statement advising the member that he/she may request lengthy service consideration? (Figure 6.6, Note 4; Figure 6.10.)

A1.2.6.7. In cases involving joint processing (if the separation authority directs discharge for more than one reason), did the discharge authority specify the primary reason for discharge? (para 6.46.)

A1.2.6.8. (#) Is the legal review included in the case file? (para 6.11.)

A1.2.6.9. Is there a copy of the medical examination in the case file and original in the UPRG, Sect IV? (AFI 36-2102, para 2.2.5.)

A1.2.6.9.1. Is the medical examination valid? (para 6.3.)

A1.2.6.9.2. Is the SF 88 signed by the Senior Profile Officer or Director of Base Medical Services (DBMS)? (para 6.3.)

A1.2.6.10. (#) Are all source documents listed in the Memorandum Recommendation for Discharge (Figure 6.5.) contained in the case file?

A1.2.6.10.1. Supporting documents--for the reason for discharge ? (para 6.9.4.)

A1.2.6.10.2. Documents containing derogatory information--which are not listed in the notification letter? (Figure 6.1 and 6.2)

A1.2.6.10.3. Airman's acknowledgment? (Figure 6.7.)

A1.2.6.11. Is the original and one copy of the case file forwarded to the parent MAJCOM (DP) if referral is required? (para 6.36.)

#### **A1.2.7. PORT SEPARATION (AFI 36-2102, unless otherwise specified)**

A1.2.7.1. Are reserve officers who are being released from active duty returned to port early enough to allow for authorized travel time? (JFTR, Para U5160)

A1.2.7.2. Are individuals retiring at the port scheduled to return to the CONUS no earlier than three duty days prior to their retirement date or terminal leave start date? (AFI 36-3203, para 2.5.3.3.)

A1.2.7.3. (#) Are the following documents being included in the FPRG when the Separatee is being returned to the port: (para 2.20.1.)

A1.2.7.3.1. DD Form 214, Copy 2 (unauthenticated) (para 2.2.9.1.)?

A1.2.7.3.2. VA Form 21-526e? (If applicable)

A1.2.7.3.3. DD Form 803? (If applicable)

A1.2.7.3.4. Two copies of PCS without PCA orders and original AF Forms 100 (unauthenticated)(and amendments if applicable)?

A1.2.7.3.5. Letter, Health Care Election for Separation (with attachment, if appropriate)?

A1.2.7.3.6. AF Form 988, Leave Request/Authorization? (If applicable)

A1.2.7.3.7. Medical Records or certificate in lieu of? [NOTE: Dental records are mailed Separately to HQ ARPC (for voluntary Separatees) or HQ AFPC (for involuntary Separatees)]

A1.2.7.3.8. Case file documenting approval for airman separating Prior to Expiration of Term of Service (PETS)?

A1.2.7.3.9. Copy of letter directing placement on appellate review leave for member being returned to base nearest his/her home? (if applicable)

A1.2.7.3.10. Copy of courts-martial orders for member being returned to base nearest his/her home? (if applicable)

A1.2.7.4. Are separating or retiring members provided Atch 11 and returned during final outprocessing with Customer Service endorsement? (para 2.2.12.)

A1.2.7.5. (#) Is the port separation facility notified at least 5 days prior to departure for all separees and retirees returning to the CONUS for separation processing? (para 2.18.)

A1.2.7.6. (#) Is the DD Form 214WS compatible with the data in the UPRG and RRL RIP (i.e., DD Form 214WS reflects a reenlistment code of 4I but RRL RIP shows a reenlistment code of 4J)? [If data on the RRL RIP changes but there's not enough time to receive another RRL RIP before the member's departure, annotate the corrections on the RIP accordingly.] (AFI 36-3202, para 5.2.)

A1.2.7.7. Is the DD form 214 completed in final form with the exception of authentication? (AFI 36-3202, para 15.2.1.1.)

A1.2.7.8. Are all formal training courses listed on the DD Form 214 worksheet reviewed and verified prior to entry on the DD Form 214? (AFI 36-3202, para 5.3.)

A1.2.7.9. Is the overseas ribbon for the current overseas tour listed on the 214WS? [NOTE: Recommend DPMARS review the worksheet with the separating member and have him or her initial and date the back of the form indicating his or her agreement/acknowledgment.] (AFI 36-3202, table 4, rule 23)

A1.2.7.10. Does the separation authority's approval letter cite the primary paragraph or subparagraph for involuntary discharges under AFI 36-3208? (AFI 36-3208, para 6.19.)

**A1.2.8. Oracle Training Applications (OTA) (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.2.8.1. Has the unit verified whether the member has fulfilled all course prerequisites and meets all quality standards? (para 13.354.1.1.)

A1.2.8.1.1. Are those prerequisites and special requirements provided on the Training Allocation RIP?

A1.2.8.2. Is the Training Allocation RIP forwarded to the unit with a reasonable suspense date for the unit to return it completed? (para 13.381.1.)

A1.2.8.3. Do clerks ensure the member completes the Training Allocation RIP, and the commander or a designated representative has approved the attendance, and the member has met all prerequisites and commitments before a quota is confirmed? (para 13.354.)

A1.2.8.4. After Quota Confirmation is processed on an individual and it becomes necessary to substitute another individual for that quota, is Substitution or Reclama Request updated? (para 13.354.6.1.)

A1.2.8.5. Does the MPF ensure that all quotas received are used or are "returned" to the TRQI that sub-allocated them?

A1.2.8.6. When the unit commander certifies that a quota is needed, but the selected or nominated individual does not meet the course prerequisites, does the MPF ensure the commander's request for a waiver is fully justified before processing the Request for Waiver? (para 13.354.1.4.)

A1.2.8.6.1. Is a Request for Waiver approval obtained before the student out-processes?

A1.2.8.7. Are requests for cancellations dated, signed, and justified by the commander or a designated representative? (para 13.354.1.2.)

A1.2.8.8. Does the clerk ensure changes in course-ID, class-ID, class start or graduation are included in the TDY/PCS orders?

A1.2.8.9. Are change RIPs being forwarded to the using unit within three workdays of receipt?

A1.2.8.10. Is the unit suspended for acknowledgment of the change RIP? (para 13.381.1.)

A1.2.8.11. In order to minimize personal hardship and to insure that all TDY processing ceases, are cancellation notices handled immediately?

A1.2.8.12. Is the individual and unit notified of the cancellation within 3 workdays of receipt of cancellation RIP?

A1.2.8.13. (#) Are personnel counseled concerning Active Duty Service Commitment Dates (ADSCs) incurred resulting from education or training? (AFI 36-2102, para 4.3.4.)

A1.2.8.14. Are copies of the training completion certificates (AF Forms 1256 or 475) forwarded to the servicing MAJCOM Formal Training Section or HQ AFPC/DPPAT for update if the OTA course completion or elimination did not consummate? (para 13.368.)

### **A1.3. (#) OFFICER CLASSIFICATION**

A1.3.1. Are AFSCs updated only after verification that an officer meets AFSC award criteria IAW 36-2101? (AFI 36-2101, para 3.1.)

A1.3.2. Is the classification upgrade suspense date used to suspense officers for award of intermediate or fully qualified level AFSCs and prefixes? (AFCSM 36-699, Vol 1, para 5.49.4.7.12.)

A1.3.3. Are officer AFSCs properly awarded? (AFI 36-2101, para 3.15., Table 3.4 and 3.5)

A1.3.4. Are AFSCs awarded after the commander or supervisor evaluates an officer's qualification for award of the intermediate or fully qualified AFSC and the annotated RIP, or AF Form 2096 is returned? (AFCSM 36-699, Vol 1, para 5.49.4.8.)

A1.3.5. Have the mandatory requirements in AFMAN 36-2105 for award of the prefix been verified and the prefix properly awarded? (AFMAN 36-2105, atch 3.)

A1.3.6. Are reporting identifiers awarded as Primary and Duty or awarded as just Duty AFSC as appropriate? (AFMAN 36-2105, atch 4.)

A1.3.7. Are SDIs awarded to officers who serve in the SDI and meet the mandatory AFMAN 36-2105 qualifications? (AFMAN 36-2105, Atch 5 and AFI 36-2101, Table 3.5.)

A1.3.8. Are rated or aircrew AFSCs withdrawn when the officer is removed from aviation service for other than physical reasons by aeronautical orders? (AFI 36-2101, para 4.1.11.)

A1.3.9. Are members of the Medical Service Corps (MSC) awarded only MSC AFSCs (4XXX)? If a medical officer possesses AFSCs in other than the 4XXX series, does HQ AFPC/DPAMF approve it? (AFI 36-2101, para 3.19.)

A1.3.10. Do officers possessing a current aeronautical rating have the AFSC denoting the best aircrew qualifications as either primary, secondary or tertiary? (AFI 36-2101, para 3.2.3.)

#### **A1.4. AIRMAN CLASSIFICATION**

A1.4.1. Do all awarded five, seven and nine level AFSCs or CEM code in which two or more AFSCs merge, reflect the appropriate feeder AFSC as an awarded AFSC? (AFI 36-2101, para 3.32.)

A1.4.2. Are CMSgts and CMSgt selectees awarded appropriate Chief Enlisted Manager (CEM) codes? (AFI 36-2101, Table 3.7.)

A1.4.3. Is the pre-conversion MilPDS Discoverer Management Product run not later than 45 days prior to the conversion date. (1 May and 1 Nov)? (AFCSM 36-699, Vol 1, para 5.48.3.1.)?

#### **A1.5. (#) AFSC WITHDRAWAL ACTIONS**

A1.5.1. Are procedures established to insure that copies of all AFSC withdrawal case files for sub-standard performance are forwarded to MAJCOM for review within 30 days? (AFI 36-2101, paras 4.1.4. and 4.1.4.3.4.2.)

A1.5.2. Are all findings and recommendations sufficiently detailed to allow proper review and decision by approving authority? (AFI 36-2101, para 4.1.4.3.4.1.)

A1.5.3. Does the MSS commander appoint an evaluation officer (EO)? (AFI 36-2101, para 4.1.4.3.)

A1.5.4. Is a written evaluation provided by a technical advisor? (AFI 36-2101, para 4.1.4.3.3.)

#### **A1.6. SPECIAL EXPERIENCE IDENTIFIERS (SEIs)**

A1.6.1. Are appropriate SEIs awarded to personnel who require them and meet the minimum requirements for award of the SEI? (AFI 36-2101, para 3.13.4.)

A1.6.2. Are requests for withdrawal of airmen SEIs processed IAW AFI 36-2101, paras 3.13.5.3. and 3.13.5.4.?

A1.6.3. Are procedures established to monitor the SEI program to include RIP SEI-CER and the assignment/award of SEIs to CAFSC-SEI positions in concert with the Employment element? (AFCSM 36-699, Vol 1, paras 5.49.4.7.4. and 5.49.4.7.5.)

#### **A1.7. AIRMEN RETRAINING (AFI 36-2626, unless otherwise specified)**

A1.7.1. Are MPFs assisting airmen in determining their eligibility for and in applying for retraining to include initial quality review and evaluation of the member's UPRG? (paras 2.2.7.1., 3.3.1. and Table 3.1.)

A1.7.2. Are medical standards and/or physical profiles determined before the applicant attempts to finalize the application? (para 3.3.1.5.1. and AFMAN 36-2108)

A1.7.3. Is USAF On-Line Retraining Advisory (USAFRA) produced (not printed) weekly (highly recommended)?

A1.7.4. Does the initial retraining counseling session determine retraining eligibility via review of the USAFRA and AFI 36-2626, Chapters 3 and 4, specifically para 4.1.1.3. (first-term) and para 4.2.2. (second-term and beyond)?

A1.7.5. When airmen have been determined to be disqualified in their current AFSC, are retraining applications expedited?

A1.7.6. Are airmen disqualified for reasons beyond their control (not for cause), with no other awarded specialty, advised to apply for a minimum of three (3) AFSCs displaying a USAFRA shortage for which qualified? (para 4.3.2.3.2.)

A1.7.7. Are personnel who are disqualified for reasons beyond control (not for cause), signing a statement of understanding regarding HQ AFPC selective retraining prerogative and is the statement attached to the retraining RIP? (Atch 7, para A7.5.2.)

A1.7.8. Is the MPF ensuring retainability requirements are met within 10 calendar days from receipt of approved retraining applications for careers retrainees? (para 3.5.1.3. and Table 3.3.)

A1.7.9. Are requests for withdrawal/release from approved retraining being processed IAW Table 3.4.?

A1.7.10. Is the MPF selecting AFSCs for airmen who are disqualified for cause who possess no other awarded AFSC? (para 4.3.2.4.1.)

A1.7.11. Does the MPF notify airmen of retraining approval within three workdays? (para 3.5.1.1.)

#### **A1.8. (#) EMPLOYMENT ELEMENT (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.8.1. Are work center personnel complying with the policies/procedures established in USAF directives, which support the Privacy Act of 1974? (AFI 37-104)

A1.8.2. Does the Employment element support the Individualized Newcomer Treatment and Orientation (INTRO) program manager? (AFI 36-2103, Table 1)

A1.8.3. Are incoming clearance record files established and maintained until the arrival of incoming members? (AFI 36-2102, para 3.2.)

A1.8.4. Upon receipt of the FRG, do Employment personnel inventory the applicable components against the AF Form 330? (AFI 36-2102, para 3.2.3.)

A1.8.5. Have in-processing procedures been established to ensure that IDA worksheets are coordinated by appropriate work units having an interest or responsibility for in-processing? (para 5.40.4.1.)

A1.8.6. Is all required information, that normally changes on a member when completing a PCS move, included on the IDA worksheet? (para 5.40.4.1)

A1.8.7. Is the number of days TDY en route being entered on the IDA worksheet and updated in MilPDS for members who were TDY en route on PCS reassignment? (para 5.40.4.2.)

A1.8.8. Are Employment personnel certifying PCS arrival by noting the date and time arrived station on the AF Form 899 (endorsed travel order)? (AFI 36-2102, para 3.2.2.)

A1.8.9. Are initial DEROS updates accomplished within 30 days from date arrived station? (para 5.41.1.)

A1.8.10. Are Employment personnel monitoring all duty information updated and, when initiated by units, coordinate on officer duty changes? (para 5.42.1.)

A1.8.11. Are procedures established to ensure all accessions are updated and monitored to include the creation of pay records, which will establish the Master Military Pay Account? (para 5.36.2.)

A1.8.12. Are Employment personnel monitoring and updating all accession transactions, to include the creation of pay records, which establish the Master Military Pay Account (MMPA)?

A1.8.13. Do Employment personnel coordinate with the local Financial Service Offices (FSO) when the MMPA cannot be established IAW AFM 177-373, Vol 1, Defense Joint Military Pay System - Active Component (DJMS-AC)?

A1.8.13.1. Do Employment personnel contact the appropriate accession OPR when MilPDS record is not reflected on file?

A1.8.13.2. Do Employment personnel prepare and distribute AF Form 1299, Officer's Certificate of Statement of Service, DD Form 220, Active Duty Report, and DD Form 1351, Travel Voucher to AFPC/DPPAOR for members ordered to Extended Active Duty (EAD)? (para 5.36.2.)

A1.8.14. Are Employment personnel updating initial DEROS updates within 30 days from Date Arrived Station (DAS) and are the proper DEROS reason codes being used? (para 5.41.)

A1.8.15. Are MilPDS duty titles descriptive of the actual functions being performed? (para 5.42.3.3.6.) [NOTE: Not necessarily the AFSC description contained in AFI 35-2105 or AFI 36-2108]

A1.8.16. Are the proper command levels used for all duty titles? (para 5.42.3.3.6.)

A1.8.17. Are abbreviations used only to compress the functional descriptor into 31 characters and are they clear and understandable? (para 5.42.3.3.6.)

A1.8.18. Are officer duty histories being updated for those officers who have arrived PCS and had TDY en route? (para 5.42.3.3.7.)

A1.8.19. Is the Chief/NCOIC of the Employment element coordinating and reviewing all changes to officer's duty history? (para 5.42.3.3.8.2.)

A1.8.20. Are pseudo position numbers being used to report officer assignment data such as the Rated Position Identifier (RPI), Program Element Code (PEC), Functional Account Code (FAC), and so forth, when there is no valid manpower authorization in the unit, to which assigned, for the officer's DAFSC only under the conditions authorized? (AFI 36-2110, para 2.46.)

A1.8.21. Do Employment personnel assist units and commanders in determining that members are, in fact, no-shows? (para 5.39.) [PRU should also be notified]

A1.8.22. When the member's Date Arrived Station (DAS) in MilPDS does not match the date in the DFAS file (MMPA), do Employment personnel validate the accuracy of the data, check other related data items on the IDA, coordinate with appropriate work centers and servicing AFO, and take appropriate action as required? (para 5.40.4.6.)

A1.8.23. Are processing discrepancies by message reported from the MPF or GSU directly to the losing MPF with an information copy to the parent MAJCOM of losing MPF? (AFI 36-2102, para 3.2.4.)

A1.8.24. Are names, SSANs, grades, order numbers, and dates of discrepancies occurred on Processing Discrepancy messages? (AFI 36-2102, para 3.2.4.)

A1.8.25. Does the gaining MPF suspense the initial reported discrepancy for receipt of missing documents based on a reasonable mail time from requested agency? (AFI 36-2102, para 3.2.4.)

A1.8.26. Are components/documents of the UPRG/FRG forwarded to the appropriate action agencies? (AFI 36-2608, Attachment 2)

A1.8.27. Are procedures and suspenses established to ensure airmen are not used outside their CAFSC if they have an assignment limitation code "O," received an enlistment bonus, a selective reenlistment bonus, or who have broken service, without first requesting a waiver from HQ AFPC/DPAAS? (AFI 36-2101, para 3.34.3).

A1.8.28. Are requests to place primary/optional enlisted crew members on flying status reviewed to ensure members are assigned to authorized prefix "X" Unit Manning Document (UMD) positions? (AFMAN 36-2108, Attachment 2)

A1.8.29. Does the CAFSC match the DAFSC except for those personnel being monitored for temporary duty out of CAFSC? (AFI 36-2101, para 3.3.)

A1.8.30. Is the CAFSC of airmen who possess no other AFSC being designated as Reporting Identifier (RI) 9A000 and 9A100? (AFI 36-2101, para 4.4.5.)

A1.8.31. Does the Employment element perform duties as the OPR for DAFSC/CAFSC conversion actions? (para 5.48.3.)

A1.8.32. Is the CAFSC suffix for three-level airmen changed to match the suffix in which the individual will be utilized?

**A1.9. (#) SPECIAL DUTY ASSIGNMENT PAY (SDAP) (AFI 36-3017, unless otherwise specified)**

A1.9.1. Does the employment element update all SDAP program actions in MilPDS using source documents (AF Forms 2096 or P-Series Orders) from the units? (para 2.2.1. and HQ USAF message 091556Z Aug 01 and additional instructions for processing from HQ AFPC/DPSFM)

A1.9.2. Does the employment element produce the monthly SDAP roster, send it to the unit commanders for certification, and make any changes they require? (para 2.2.2.).

**A1.10. (#) COMMAND RESPONSIBILITY PAY (CRP) (MPFM 02-43)**

A1.10.1. Does the MPF commander validate and certify the Commander's CRP eligibility report (generated through MilPDS) no later than the 20<sup>th</sup> of each month using G-Series orders, promotion lists, and Unit Personnel Management Document (UPMR) as source documents? (attachment 1)

A1.10.2. Does the employment element update MilPDS with the member's authorized CPR, using the roster verified by the MPF commander, no later than the 23<sup>rd</sup> of each month? (attachment 1)

**A1.11. (#) PERSONNEL RELIABILITY PROGRAM (PRP) (AFI 36-2104, unless otherwise specified)**

A1.11.1. Has the MSS commander appointed individuals, preferably in the grade of E-5 or higher, to act on their behalf as the base PRP monitor and to administer the day-to-day functions of the PRP? (para 2.3.1.1)

A1.11.2. Does the MPF PRP monitor inform units or commanders and their supporting staff agencies on policy or procedural changes? (para 2.3.2)

A1.11.3. Does the MPF PRP Monitor forward the administrative certification RIP or AF Form 286 to the losing commander for processing of the administrative certification, except for those individuals who are already formally certified? (para A2.1.2.)

A1.11.4. Has the MPF PRP Monitor established procedures to ensure administrative certification is completed within 30 days of receipt of assignment by the member? (paras 2.3.9. and A2.1.3.2.)

A1.11.4.1. If administrative certification is *not* completed within 30 days of receipt of assignment by the member, is a statement of delay of certification on the reverse of the AF Form 286 or PRP-administrative certification RIP and signed by the certifying official? (para A2.1.3.2.)

A1.11.4.2. Has the MPF CC ensured the wing CC notified the gaining wing CC by message of those individuals who are not certified within 60 days of departure, including reasons for delay and expected certification date? (para A2.5.2.)

A1.11.4.3. Is the PRP candidate permanently decertified if the gaining commander determines administrative certification is *not* appropriate because of the PDI forwarded by the losing commander? (para A2.1.3.4.)

A1.11.4.3.1. Does the PRP monitor notify the MTF to remove the AF Form 745 from the health records and annotate the decertification action on the SF 600 for individuals that are permanently decertified? (para A2.5.3)

A1.11.5. Ensures filing of all original RIP PRPCER or AF Forms 286 and AF Form 286A, in Section III of the UPRG for military (only HQ AFPC/DPSFC3 is authorized form removal) and copy provided to MPF Personnel Relocations Office? (paras 2.3.7. and A2.5.3.)

A1.11.6. Is the PRP database error free and unit PRP-status updates (at PC-III bases) and/or unit requests for status updates (at non PC-III bases) are updated in a timely and accurate manner in MilPDS? (para 2.3.6. and AFCSM 36-699, Vol 1, para 13.181.)

A1.11.7. Does non-PRP bases ensure PRP database contains no active PRP codes other than for administrative certification, with particular attention to code J currency? (para 2.3.6. and AFCSM 36-699, Vol 1, para 13.181.)

A1.11.8. Ensure missing AF Form 286/286A from UPRG for military are reaccomplished via MilPDS or health records with MPF CC signature? (para 2.3.7.1. and AFCSM 36-699, Vol 1, para 13.181.)

A1.11.9. Have losing unit commander and MSS/CC responded to discrepancy messages within 5 duty days of receipt of the message, and included what measures taken to preclude reoccurrence. (para A2.7.3.)

#### **A1.12. (#) AWOL/DESERTION - AF FORM 2098 (AFI 36-2911, unless otherwise specified)**

A1.12.1. If a member is found to be Absent Without Authority, does the MPF ensure the AF 2098 is processed to change the duty status code within 24 hours of initial determination? (Table 1.1, Step 2)

A1.12.2. Is the commander's inquiry and status report attached to the HQ AFPC copy of the DD Form 533? (Table 1, Step 5)

A1.12.3. Does the MPF notify the unit of assignment when PCS, TDY and Reserve members ordered to active duty fail to report at the times their orders specify? [Exception: Reserve members ordered to active duty for training for their annual training.] (para 2.4.1.)

A1.12.4. When a commander administratively classifies a member as a deserter, does the MPF send DD Form 553 and a deserter message? (para 1.5.1. & Table 1, Step 5)

A1.12.5. Does the MPF verify the individual's continued absence and distribute status reports to HQ AFPC/DPPRS and MAJCOM? (Table 1, Step 6)

A1.12.6. Assist commanders in processing the DD Form 553 for a member administratively classified as a deserter? (para 2.4.6.)

A1.12.7. If a member is returned to the Military at Other than the Unit of Assignment, does the MPF for the detaining unit ask for disposition instructions by message? (para 4.6.1.)

A1.12.8. If a commander finds an erroneous report of unauthorized absence, does the MPF destroy all records pertaining to it? (para 4.8.)

### **A1.13. OFFICER PROFESSIONAL MILITARY EDUCATION (PME)**

A1.13.1. Does Personnel Relocations use effective procedures to identify sufficient primaries and alternates to ensure all Squadron Officer School (SOS) quotas are filled? (AFI 36-2301, para. 2.8.5.)

A1.13.2. Does Personnel Relocations use effective procedures to ensure officer's Total Active Federal Commissioned Service Dates (TAFCS D) are between four to seven years for SOS in-residence? If not, are waivers of one year approved by the wing commander and more than one year forwarded to MAJCOM/DP for approval? (AFI 36-2301, para. 3.3.2. and 3.3.3. and table 1)

### **A1.14. ENLISTED PROFESSIONAL MILITARY EDUCATION (PME) (AFI 36-2301, PACAF Sup 1, dtd 16 Feb 96, unless otherwise specified)**

A1.14.1. Has Formal Training established local procedures for selection and release from selection for Non Commissioned Officer Academy (NCOA) attendance? (para 2.8.8.1)

A1.14.2. Has Formal Training produced computer listings identifying primary and alternate selectees to fill allocated NCOA quotas? (para 2.8.8.2.)

A1.14.3. Does Formal Training ensure that NCOA selectees are notified at least two weeks prior to class start date? (para 2.8.8.3.)

A1.14.3.1. Are NCOAs notified of flight information, if required by the academy? (para 2.8.8.3.)  
[NOTE: Travel arrangements will be made to comply with reporting requirements established by each school]

A1.14.4. Is Formal Training ensuring units conduct weight checks, body fat measurements, and height checks on individuals selected for PME attendance IAW AFI 40-502 (The Weight Management Program), (para 2.9.1.1.)

A1.14.5. Is Formal Training confirming quotas after the Training Quota Allocation Notice (TNGALC) RIP has been completed by the member, the commander (or designated representative) approving attendance, and upon verification that the member has met all prerequisites and commitments? (AFCSM 36-699, Vol 1, para 5.74.2.5.)

**A1.15. PERSONNEL READINESS SECTION (DPMX)****A1.15.1. PERSONNEL DEPLOYMENT FUNCTION (PDF) (AFI 10-215, unless otherwise specified)**

**NOTE:** PDF TEAM CHIEF IS RESPONSIBLE FOR THIS PORTION.

A1.15.1.1. (#) Have mobility processing procedures been established consistent with the Installation Deployment Plan (Procedure 9) and AFI 10-215?

A1.15.1.2. (#) Are station checklists available reflecting specific duties and responsibilities? (Deployment Procedure 9, Installation Deployment Plan)

A1.15.1.3. Does the OIC/NCOIC of the PDF attend the mobility concept briefing and obtain the necessary information to process personnel? (Installation Deployment Plan)

A1.15.1.4. (#) Are commanders advised when personnel are ineligible for deployment according to the deployment availability codes in MilPDS, AFI 10-201, AFI 10-403, and AFI 36-2110? (para 1.11.1)

**NOTE:** Ultimate responsibility for deployment eligibility rests with the unit commander.

A1.15.1.4.1. Do you ensure personnel with waivable nonavailability codes have the waiver documented correctly?

A1.15.1.5. (#) Do you maintain accountability of deploying personnel from the time they arrive at the PDF until they leave home station? (para 1.11.2.)

A1.15.1.6. (#) Does the PDF prepare a new record of emergency data card, identification card, Geneva Convention Card and identification tags on request from deploying personnel or as required? (para 1.11.3.)

A1.15.1.7. (#) Do you brief members on the Foreign Clearance Guide, DoD Travel Security Advisory and the area of deployment, force protection training requirements, and any other training requirements identified in the reporting instructions? (para 1.11.4.)

A1.15.1.8. Do you coordinate filler and shortfall actions for unit personnel shortages with the personnel representative on the Deployment Control Center (DCC) staff? (para 1.11.5.)

A1.15.1.8.1. Is a personnel shortfall message submitted, as shown in AFI 10-215, Attachment 9, when positions cannot be filled from base resources? (para 1.11.5.1.)

A1.15.1.9. (#) Do you instruct all personnel to report to the PERSCO team or MPF at their employment location for inprocessing? (para 1.11.9.)

A1.15.1.10. Does the PDF provide data to the: (para 1.11.7.)

A1.15.1.10.1. Installation Deployment Officer (IDO) for Logistics Module (LOGMOD-B)?

A1.15.1.10.2. Transportation Management Officer (TMO) for the cargo movement operation system (CMOS)?

A1.15.1.10.3. Civilian Personnel Flight (CPF) for civilian requirement sourcing?

A1.15.1.11. (#) Is a Personnel Accountability Kit (PAK) prepared and given to: (para 1.11.8.)

A1.15.1.11.1. The troop commander if the entire group is traveling to the same duty location in the Area of Responsibility (AOR)?

A1.15.1.11.2. The senior member of each group with a common destination (exp: port of embarkation)?

*NOTE: Members of the group may ultimately end up in different duty locations in the AOR; this rule would apply until members reach their final duty location.*

A1.15.1.12. (#) Do you brief the troop commander or designated member to handcarry the PAK to the PERSCO team (PT) or MPF at employment duty location? (para 1.11.8.3.)

#### **A1.15.2. SORTS (AFI 10-201, unless otherwise specified)**

A1.15.2.1. (#) Have DPMX personnel been properly trained to perform SORTS reporting within 60 days after appointment? [NOTE: The Wing Command Post is responsible for establishing and conducting the required training.] (PACAF Sup 1, para 1.12.2.)

A1.15.2.2. Does DPMX provide Personnel Readiness SORTS POC letter to all reporting units, the Manpower Office, and the Subordinate Reporting Organizations (SBRPT) [NOTE: PACAF Wing Command Posts are designated as a SBRPT.] (PACAF Sup 1, para 1.12.4.)

A1.15.2.3. (#) Does DPMX produce and distribute automated products that show authorized and assigned strengths and the most recent duty status for each member of a SORTS reporting unit? [NOTE: Flying and aircraft maintenance squadron listings will be provided every two weeks and support squadron listings will be provided each month.] (PACAF Sup 1, para 1.12.4.)

A1.15.2.4. Does DPMX maintain a current copy of all appointed SORTS monitors? (PACAF Sup 1, para 1.13.2.)

A1.15.2.5. Does DPMX ensure that correct data was used to compute the unit's assigned personnel figures for each AFSC and skill level for non PC-III system units? (PACAF Sup 1, para 1.12.4.)

A1.15.2.6. For PC-III units, does DPMX validate personnel authorizations and requirements when there is no Manpower function on a base? (PACAF Sup 1, para 1.12.4.)

A1.15.2.7. For PC-III units, does DPMX analyze the total and critical personnel calculations only on units reporting less than P-1 in the personnel sub-area to determine if personnel actions can be directed to alleviate the shortage(s)? [If appropriate, corrective action (PCA, realignment, etc.) will be initiated to alleviate shortages.] (PACAF Sup 1, para 1.12.4.)

A1.15.2.8. Based on the data compiled, does the DPMX office have the proper classification markings? [NOTE: Confidential for one unit and Secret for multiple units.] (para 1.4.2.)

#### **A1.15.3. PERSONNEL READINESS FUNCTION (PRF) (AFI 10-215, unless otherwise specified)**

A1.15.3.1. (#) Does the PRF use AF Form 3847 to document in-processing actions on individuals deploying who are not part of a unit move? (para 1.13.1.)

A1.15.3.1.1. Does the PRF fill out the form as shown in attachment 11?

A1.15.3.2. (#) Do you prepare AF Forms 245 for all deployments? (para 1.13.3.)

A1.15.3.3. (#) Is personnel strength accountability for deployed personnel maintained using the MANPER-B system? (para 1.13.4.)

A1.15.3.3.1. Are ULNs filled by name from MANPER-B no later than 60 days prior to DRI (if tasking is received 60+ days prior to DRI)? *NOTE: This applies to all contingency taskings regardless of how tasking is received.*

A1.15.3.3.2. Are ULNs filled by name MANPER-B no later than 7 days after receipt of taskings when received within 60 days prior to DRI? *NOTE: This applies to all contingency taskings regardless of how tasking is received.*

A1.15.3.4. (#) Are procedures established to ensure MilPDS updates from MANPER-B are loaded and updated correctly and in a timely manner? (para 1.13.5.)

A1.15.3.4.1. Does PRF verify all updates were accomplished in PC-III and MilPDS?

A1.15.3.4.2. Does PRF ensure all rejects are corrected and re-inputted in PC-III and MilPDS?

A1.15.3.5. Does PRF process requests for SAF 179-day TDY waivers as required by AFI 36-2110? (para 1.13.6.)

A1.15.3.6. Is a MANPER-B login request sheet submitted to gain access to the Red-Mini system? (para 1.13.9.)

A1.15.3.7. Does PRF follow criteria in AFI 10-215, para 1.13.10. for password establishment?

A1.15.3.8. (#) Is all database information deleted from the following files:

A1.15.3.8.1. Personnel?

A1.15.3.8.2. Plans?

A1.15.3.8.3. MANFOR (both title and detail)?

A1.15.3.8.4. PERSCO?

A1.15.3.8.5. Incoming and Outgoing Holdover?

A1.15.3.9. (#) Has the PRF trained the following personnel to operate MANPER-B, according to the MANPER-B AFJQS: (para 1.13.14.)

A1.15.3.9.1. PERSCO teams?

A1.15.3.9.2. Personnel Readiness Center?

A1.15.3.9.3. Personnel Deployment Function?

A1.15.3.10. (#) Is MANPER-B task certification training documented on the AFJQS? (para 1.13.15.)

A1.15.3.11. (#) Does the PRF prepare and forward an identification and itinerary message on individuals selected for deployment? (para 1.13.16.)

A1.15.3.12. Are departure reports for deployments (i.e., unit moves) sent as required by para 3.2.2.? (para 1.13.16.)

A1.15.3.13. Are processes, procedures, and policies regarding deploying civilian and on-base contractor personnel reviewed with the civilian personnel flight? (para 1.13.17.)

A1.15.3.14. Does the PRF follow guidance in attachment 5 on the utilization and accountability of IMAs? (para 1.13.18.)

A1.15.3.15. (#) Regarding extension requests on members in the AOR: (para 1.13.19.)

A1.15.3.15.1. Does the PRF obtain the unit commander's approval/disapproval and notify PERSCO?

A1.15.3.15.2. Are member's CED orders amended (if approved)?

A1.15.3.15.3. Do you mail or fax copies of amended CED and active duty orders (for reservists) to PERSCO and the member?

A1.15.3.16. Are discrepancy reports submitted by MPFs or PTs followed up on within 72 hours? (para 1.13.20.)

A1.15.3.17. (#) Is the MANPER-B system or HQ AFPC/DPWRC approved system used to produce contingency, exercise, deployment (CED) orders? (para 1.11.6.)

A1.15.3.18. (#) Does the PAK contain: (para 1.11.8.5.)

A1.15.3.18.1. One CED order for each person with a complete social security number (SSN)?  
*NOTE: If classified, include only the unclassified extract of the CED order in the PAK.*

A1.15.3.18.2. Two copies of AF Form 245 (Employment Locator Card) for each person?  
*NOTE: Do not prepare the AF Form 245 for local exercises; however, exhibit the capability to produce it for inspections.*

A1.15.3.19. Are departure reports processed within 2 hours of aircraft departure? (para 1.11.10.)

A1.15.3.20. (#) Does the PRF NCOIC maintain continuity folders, training packages and checklists pertinent to OPLANs, EXPLANs and local plans? (Addendum to Annex J, USAF EAB, para 1d)

A1.15.3.21. Has the MPF commander designated, in writing, composition of two (or more) teams for the Contingency/Emergency PRF? *NOTE: Team members should not be dual tasked with other contingency duties* (Addendum to Annex J, USAF EAB, para 3.)

A1.15.3.22. Does the Base Support Plan indicate requirements for reception processing? (AFI 10-403, para 6.2.)

**A1.15.4. BASE LEVEL MANPOWER AND PERSONNEL (MANPER-B) MODULE (AFCSM 10-626, unless otherwise specified)**

A1.15.4.1. Do all MANPER-B operators have at least a SECRET security clearance and will have a "need to know"? (para 1.5.)

A1.15.4.2. Does the PRF use AF Form 1945, Personnel System Exception Report, to report software malfunctions? (para 2.6.2.)

A1.15.4.3. After the PRF sends out a Hardware Outage Report, does the PRF:

A1.15.4.3.1. Return the defective component to the FAC as directed? (para 2.6.3.1.5.1.)

A1.15.4.3.2. After the new component is received, does the equipment custodian submit a Hardware Outage Follow-Up report, Figure 2.3? (para 2.6.3.1.5.2.)

**A1.16. CAREER ENHANCEMENT ELEMENT (DPMPE)****A1.16.1. PERFORMANCE REPORTS (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.16.1.1. Are personnel action changes (either verbal or by worksheet) checked against DPMPE management rosters to ensure that effective date of supervision for rater changes are not before the close-out date of a report on file? (para 5.2.4.4.1.) **(IMA)**

A1.16.1.2. (#) Does DPMPE screen raters who are departing PCS or separating, against MilPDS Discoverer Product, EPR rosters, or a similar product, and then project the required reports to produce EPR notices? (para 5.2.4.4.1.2. and 5.3.4.3.1.1.)

A1.16.1.3. (#) Is the FMTR utilized to identify and control personnel due reports as a result of rater leaving PCS or separating? (para 5.2.4.4.1.2. and 5.3.4.3.1.1.)

A1.16.1.4. Is the reason for and the projected date of a report being reviewed upon cancellation of assignment, separation, or retirement? (para 5.2.4.4.1.2. and 5.3.4.3.1.1.)

A1.16.1.5. (#) For EPRs, is a suspense established earlier than 45 days, but NET 30 days after closeout in order to perform a quality review, update the MilPDS, and file the EPR in the UPRG and NSR NLT 60 days after closeout? (AFI 36-2406, Table 3.9, Note 5a and 5b) **(IMA)**

A1.16.1.5.1. For OPRs, is a suspense established NET 5 days and NLT 30 days after closeout of OPRs? (AFI 36-2406, para 3.8.5.2. and 3.8.5.3.) **(IMA)**

A1.16.1.6. Does DPMPE provide performance report statistics data when required? (Table 1.8, Line 8)

A1.16.1.7. Are officers who are separating projected for an OPR IAW AFI 36-2406, Table 3.3, Rule 2, Note 8?

A1.16.1.8. Is the closeout date of the report that personnel prepare when placing/removing members on control roster one day before placement/removal on/from control roster? (AFI 36-2406, Table 3.1, Line 6, Note 5c(3) and Table 3.2. Line 9, Note 5c3))

A1.16.1.9. Is AFI 36-2406, Table 3.7, reviewed to ensure that EPRs are submitted as required, i.e., ratee is placed in Reporting Identifier 9A000 or 9A100, ratee departs TDY for formal training or TDY (other than for school) for a period of 120 calendar days or more, etc.?

A1.16.1.10. When possible, are all required reports on file in the UPRG prior to PCS departure? (AFI 36-2406, Table 3.9, Note 3)

A1.16.1.11. (#) Are CRO OPRs/EPRs, as a result of PCS action, being closed out 30 days prior to the departure date, or the date the individual will have 120 days supervision prior to departure? (AFI 36-2406, Table 3.1, Rule 6, Note 5b and Table 3.2, Rule 9, Note 5b)

A1.16.1.12. (#) Are LOEs submitted when required? (AFI 36-2406, para 4.7.2.1.)

A1.16.1.12.1. Is the beginning from dates of CRO LOEs the same as the effective date of supervision? AFI 36-2406, Table 4.1, Note 2)

A1.16.1.12.2. (#) Do LOEs contain all pertinent information in the proper format? (AFI 36-2406, Table 4.1)

A1.16.1.12.3. Is the statement "Prior Service Enlistee -not rated for the above period" entered on the AF Form 77 for prior service enlistees? (AFI 36-2406, para 3.8.12.2.1.)

A1.16.1.12.4. Are LOEs updated in PC-III or MilPDS? (para 5.2.4.4.3.2. and AFI 36-2406, para 3.8.12.2.2.)

A1.16.1.13. For Colonel (O6) and Colonel (O6) select OPRs, are the originals being forwarded to HQ PACAF/DPO who will in turn forward to AFSLMO? (AFI 36-2406, Table 3.6., rules 1 and 2)

A1.16.1.14. For judge advocate officers (AFSC 51JX) OPRs, is an additional copy being forwarded to HQ USAF/JAX? (AFI 36-2406, Table 3.6., note 7.)

**A1.16.2. (#) REFERRAL REPORTS (AFI 36-2406)**

A1.16.2.1. Are referral EPRs monitored to ensure they are filed in the UPRG not later than 70 calendar days after close-out? (Table 3.9, Note 4)

A1.16.2.2. Are ratees provided assistance in preparing replies to referral reports? (para 3.9.6.2.1.) **(IMA)**

A1.16.2.3. (#) Are EPRs referred when a rating is marked in the far left block in Section III of AF Form 910/911 or Rating of "1" in Section IV? (para 3.9.1.)

**A1.16.3. (#) OPR/EPR APPEALS (AFI 36-2401, unless otherwise specified)**

A1.16.3.1. Do DPMPE personnel process and provide technical assistance on requests for reviewing and appeal of EPRs/OPRs? (para 2.1.) **(IMA)**

A1.16.3.2. Are appeal cases properly processed and submitted to the appropriate agency? (para 2.1.4.)

A1.16.3.3. Are waivers of the three-year time limit requested and justified? (para 3.3.1.)

A1.16.3.4. Do evaluators sign or date a report on or after the date it was signed by previous evaluator? (AFI 36-2406, Table 3.1, Line 23)

A1.16.3.5. Is performance feedback documented in Section V (910/911) or VI (707a/707b) on the OPR/EPR when required? (AFI 36-2406, Table 3.1, Line 17 and Table 3.2, Line 18) **(IMA)**

**A1.16.4. (#) EPR QUALITY REVIEW RESPONSIBILITIES (AFI 36-2406)**

A1.16.4.1. Are EPRs reviewed to ensure there are no spelling or punctuation errors, and the report has not been signed prior to the close-out date? (para 3.2.7.2.)

A1.16.4.2. Do EPRs accepted for file have the appropriate grade requirement for the final endorsement? (para 5.4.)

A1.16.4.3. Are comments required by AFI 36-2406, para 3.6. included on EPRs as applicable?

A1.16.4.4. Are original EPRs on MSgts, MSgt selectees, and SMSgts forwarded to HQ AFPC/DPPBR3, and are CMSgt or CMSgt selectee reports forwarded to AFPC/DPAC, and are the duplicates filed in the UPRG? (Table 3.9)

**A1.16.5. PROMOTION (OFFICER) (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.16.5.1. Have procedures been established to follow the processing instructions for the applicable promotion cycle announced by HQ AFPC? (Table 5.15) **(IMA)**

A1.16.5.2. Based on the criteria announced by AFPC/DPPPEB, does DPMPE input a PRISM inquiry to identify all assigned officers eligible for promotion who may require a directed-by-HAF OPR? (Table 5.15, Step 2) **(IMA)**

A1.16.5.3. After matching the Officer Preselection Brief (OPB) against the PRISM listing of eligibles, is appropriate action taken to obtain any missing OPBs? (para 5.5.4.2.1.6., Table 5.15, Step 4)

A1.16.5.4. Are eligible officers provided with their OPB and advised that all MilPDS corrections/updates must be completed NLT 14 days before the board convening date? (para 5.5.4.2.1.6., Table 5.15., Step 6)

A1.16.5.5. Have procedures been established to manage the officer promotion process? (para 5.5.1.)

A1.16.5.6. (#) Are appropriate actions being taken to verify accuracy of senior rater IDs and the management level notified of any changes? (AFI 36-2406, para 8.1.4.2.1.)

A1.16.5.7. (#) Are the Master Eligibility Lists (MEL), Promotion Recommendation Forms (PRFs) notices, and DQHB SURFs provided to senior raters for each promotion cycle? (AFI 36-2406, para 8.1.4.2.2.)

A1.16.5.8. (#) Have procedures been established to coordinate with DPMPS to ensure records of performance are made available to senior raters? (AFI 36-2406, para 8.1.4.2.4.) **(IMA)**

A1.16.5.9. Are senior raters notified of officers that become eligible or ineligible for promotion after the PRF allocation date? (AFI 36-2406, para 8.1.4.2.7.)

A1.16.5.10. (#) Is an Officer Promotion Roster which identifies projected officer promotions to Major, Lt Colonel, and Colonel, (at least three months in advance), specifically identifying promotion selection for which the monthly increments are announced, provided to all unit commanders each month? (para 5.5.4.3.)

A1.16.5.11. If the listing returned by the commander indicates an officer is not recommended for promotion, does DPMPE notify the MPF commander and establish a manual suspense for receipt of the appropriate delay, removal or not qualified recommendation? (para 5.5.4.3.1.)

**A1.16.6. (#) PROMOTIONS, GENERAL ACTIONS (ENLISTED) (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.16.6.1. Are MilPDS Discoverer Management Products obtained on a continuing basis to monitor promotion eligibility status codes other than "X"? (paras 5.4.5.4.1.8.13.4. and 13.56.)

A1.16.6.1.1. Is the PES code expiration date being effectively used to monitor PES codes A, F, G, H, K, N, and W? (para 5.4.5.4.18.13.2.)

A1.16.6.2. Is PES code "A" used to identify ONLY those members who received a SUSPENDED REDUCTION by Article 15 action? (para 5.4.5.2.1.1.)

A1.16.6.3. Is PES code "J" used to identify only those members who have not been selected for reenlistment? (para 5.4.5.2.1.1.)

A1.16.6.4. Are proper procedures in effect for removing erroneous PES codes C, F, G, H, J, K, L, M, N, T, U, V, and W? (para 5.4.5.4.1.8.13.4.)

A1.16.6.5. Are PES codes that are automatically converted by AFPC during file build (codes M, N, or P to X) reviewed to determine whether code X is the appropriate code? (para 5.4.5.4.1.8.13.3.)

A1.16.6.6. Are the PES codes effective dates for codes M, N, and P after the PECD? (para 5.4.5.4.1.8.13.)

A1.16.6.7. Are promotions withheld only for reasons listed in AFI 36-2502, Table 1.2, and is member advised of withholding action? (AFI 36-2502, para 3.2.6.) **(IMA)**

A1.16.6.8. Does commander's letter of promotion non-recommendation, withhold or deferral, contain the duration of the action, the specific reasons for the action, and the member's receipt of acknowledgment? (AFI 36-2502, para 3.2.) **(IMA)**

A1.16.6.9. Are selectees in the Alcohol Rehabilitation program or Weight Management Program or Civil/ Courts-martial charges being withheld or removed from the selection/monthly increment lists PRIOR to the promotion effective date? (AFI 36-2502, Table 1.2.)

A1.16.6.10. Are promotion orders prepared no more than 35 calendar days before the promotion effective date? (AFI 36-2502, para 3.4.)

A1.16.6.11. Have procedures been established to ensure that the eligibility/testing status of newly assigned personnel are checked (upon in-processing) and the appropriate action taken, when applicable (i.e., notifying unit commanders of newly arriving personnel who are due promotion during that month and obtaining the commander's written recommendation/non-recommendation or notifying unit commanders/unit WAPS monitors of newly assigned personnel who require WAPS testing)? AFPAM 36-2620, para 4.1. and AFCSM 36-699, Vol 1, Table 1.8.)

**A1.16.7. (#) PROMOTIONS TO E-2 THRU E-4 (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.16.7.1. Is a MilPDS Discoverer Management Product for the SrA Below-the-Zone Promotion Program input within the first ten days of the month prior to the processing month? (paras 5.4.5.4.1.6.2.1. and 13.31.)

A1.16.7.2. Have procedures been established to ensure that the unit selectee list and the unit non-selectee list are forwarded to units in sufficient time to allow commanders to: (Figure 5.3, 5.4)

A1.16.7.2.1. Determine promotion suitability and/or the appropriateness of promotion non-selection?

A1.16.7.2.2. Prepare and process letters of non-recommendation or withhold, when applicable?

A1.16.7.2.3. Certify and return these listings to DPMPEP for preparing requests for promotion orders and accomplish any required systems update prior to the effective date of promotion(s)?

A1.16.7.3. If an individual on the unit selectee list is to be non-recommended or withheld from promotion, does the commander line the member from the list and notify the airman in writing IAW AFI 36-2502, para 3.2.?

A1.16.7.4. After receipt of the certified copy of the unit Select list, are promotions to E2, E3, and E4 monitored to ensure that any member previously approved for promotion and who is subse-

quently rendered ineligible for promotion is removed from the select list, deleted from promotion orders, and properly updated in MilPDS to reflect the applicable PES code and promotion cancellation? (paras 13.50. and 13.57. and AFI 36-2502, Table 1.1.)

A1.16.7.5. Does the commander return the original unit select and non-select/withhold lists attaching letters of recommendation, non-recommendation, or withhold, if applicable, to DPMPEP for further action? (para 5.4.5.4.1.6.1.3.)

A1.16.7.6. If an individual in a withhold status is approved for promotion, does the commander notify the member in writing and does DPMPEP prepare promotion orders which reflect the promotion effective date as the date of the commander's letter recommending promotion? (para 5.4.5.4.1.8.14.3.)

**A1.16.8. (#) PROMOTIONS TO E-5 THRU E-9 (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.16.8.1. Is the MPF Eligible/Ineligible for Promotion List and the MPF Senior NCO Eligible/Ineligible for Promotion List manually posted throughout a cycle to provide a single reference in determining a member's eligibility status/test requirements? (para 5.4.5.4.1.7.1.)

A1.16.8.2. Are all discrepancies listed on the MPF Senior NCO and WAPS Nonweighable list resolved as expeditiously as possible? (para 5.4.5.4.1.7.3.)

A1.16.8.3. Are individuals who are eligible for PAFSC waivers identified on the unit Ineligible for Promotion List before listings are forwarded? (para 5.4.5.4.1.8.1.1.)

A1.16.8.4. Is data verified against source documents in the AF Form 10 as correct on Promotion Selectee Data Verification Lists not later than seven workdays after release of unit select/nonselect list to unit commanders? (para 5.4.5.4.1.7.7.)

A1.16.8.4.1. Is the listing certified by both the individual verifying the data and the NCOIC, DPMPEP or other official as delegated by the MPF commander? (para 5.4.5.4.1.7.7.)

A1.16.8.5. Have procedures been established to ensure that the Airman Promotion Selection-Monthly Increment List is produced and forwarded to commanders in sufficient time to allow unit commanders to make the appropriate recommendation/non-recommendation and return the original copy certified by the commander to DPMPEP prior to the 25th of the month? (para 5.4.5.4.1.7.12.)

A1.16.8.6. Are selectees to E-7, E-8, and E-9 eligible for voluntary retirement or will be eligible within two years of promotion effective date, being required to: (AFI 36-2502, para 1.9.)

A1.16.8.6.1. Execute a statement of promotion acceptance/declination within 10 days after selection confirmation?

A1.16.8.6.2. Extend their enlistment or reenlistment (if applicable), PRIOR to the effective date of promotion?

**A1.16.9. (#) BELOW-THE-ZONE (BTZ) PROMOTIONS TO E-4**

A1.16.9.1. If an individual nominated for BTZ promotion has an established UIF, does the unit commander coordinate the nomination with the convening authority before submitting the nomination to the BTZ selection board? (MPFM: 01-07, dtd 2 Mar 01).

A1.16.9.2. Is the board report, signed by the board president, submitted to the convening authority for approval of the board proceedings? (MPFM 01-07, dtd 2 Mar 01)

**A1.16.10. (#) BASE TEST CONTROL OFFICER (AFI 36-2605, unless otherwise specified)**

A1.16.10.1. Does the test facility meet the requirements of para 2.3.?

A1.16.10.2. Has the TCO appointment been approved by letter by competent authority for each TCO? (para 2.5.1.)

A1.16.10.3. Does the test examiner meet the qualifications of para 2.6. and appointed or relieved by letter?

A1.16.10.4. Do all safes and or/security containers/filing cabinets used to store CONTROLLED ITEMS (test material) contain an AFTO Form 36 (Maintenance Record for Security Type Equipment)? (TO 00-20F-2, para 5a)

A1.16.10.5. Has security container been in use more than one year and? (paras 5.5.4. & 5.5.5.)

A1.16.10.5.1. Is the security container's combination and BAT passwords changed at least every 12 months?

A1.16.10.5.2. Was the security container's combination changed upon transfer of TCO/TEST Examiner?

A1.16.10.5.3. Is SF Form 700, Persons Responsible for Safe maintained?

A1.16.10.6. Are SF Form 702, Security Container Check Sheet, and SF Form 701, Activity Security Checklist, being properly used? (para 5.6.)

A1.16.10.7. Are new and revised AFPTs requisitioned immediately upon announcement, if required, by the TCO or TE? (para 4.1.)

A1.16.10.8. If any test materials are loaned to another Test Control Officer, has authority been obtained from HQ PACAF and are copies of AF Form 310 forwarded to HQ PACAF/DPFMP? (para 4.4.3.)

A1.16.10.9. Are all AFPTs designated as Controlled Items (Test Material) properly stored and accounted for? (para 5.3.)

A1.16.10.10. Are obsolete editions of Controlled Items (Test Material) being destroyed upon receipt of revised AFPT editions or destruction instructions? (paras 4.2.5. and 4.3.)

A1.16.10.11. Does the TCO or TE accomplish the destruction of all test material and AF Form 310, Receipt and Certification of Destruction of Material, addressed to AFPDC? (para 4.3.4.)

A1.16.10.12. Is the TCO or TE completing the AF Form 310 or another approved form or list after destruction? (para 4.3.4.)

A1.16.10.12.1. Are witnessing officials signing the AF Form 310 in the proper grade required for the material being destroyed? (paras 4.3.3. and 4.3.4.)

A1.16.10.13. Is the AF Form 310 filed in the office of the TCO for disposition as prescribed in AFMAN 37-139? (para 4.3.4.)

A1.16.10.13.1. Has a copy of the completed destruction certificate been forwarded to Air Force Distribution Center and the MAJCOM TCO? (para 4.3.4.)

**A1.16.11. WAPS TEST SCHEDULING (AFCSM 36-699, Vol 1, unless otherwise specified)**

A1.16.11.1. Are test eligibles notified of testing dates? (para 5.4.5.4.1.7.2.)

A1.16.11.2. Are specific procedures in effect to ensure personnel who are selected for PCS or TDY (extending beyond the normal test cycle) are tested before departure if they are present at the losing installation for any portion of the testing period for their grade?

A1.16.11.3. Are unit commanders notified in writing within 24 hours of personnel who fail to show for scheduled testing? (Table 5-8, Step 4)

A1.16.11.4. Are first time no-shows who are approved for rescheduled testing administered the applicable WAPS test(s) within 10 workdays? (para 5.4.5.4.1.8.13.5.)

A1.16.11.4.1. When an individual is a first-time no-show, is the AF Form 1566 annotated with "NO SHOW?" (Table 5.8, Step 4)

A1.16.11.4.2. If the commander does not approve rescheduling for first-time no-shows, is MilPDS updated? (Table 5.8, Step 4)

A1.16.11.5. Is MPF commander approval obtained for rescheduled testing beyond 10 workdays? (para 5.4.5.4.1.8.13.5.)

A1.16.11.6. For a second-time no-show, is the AF Form 1566 annotated with "SECOND TIME NO-SHOW?" (Table 5.8, Step 4)

A1.16.11.6.1. Is the PES code for second time no-shows immediately updated to "P" and is the commander notified of this automatic ineligibility condition? (para 5.4.5.4.1.8.13.5.)

A1.16.11.6.2. Is MilPDS updated and are all RIPs and AF Forms 1566 forwarded to Customer Service for filing on all second-time no-shows? (Table 5.8, Step 4)

**A1.16.12. WAPS TESTING (AFI 36-2605, unless otherwise specified)**

A1.16.12.1. Are test answer sheets packaged and shipped as specified in Table 4.1 and para 4.5.?

A1.16.12.2. Are test answer sheets forwarded by certified mail to HQ AFPC within six calendar days after completion of testing? (Atch 9, para A9.16.2.)

A1.16.12.3. Have any problems with the Promotion & Testing unit been identified by HQ AFPC or MAJCOM for failure to comply with the procedures outlined in Chapter 4, such as:

A1.16.12.3.1. Forwarding USAFSE material under WAPS TCO control number?

A1.16.12.3.2. Return address element indicates one TCO number yet test roster indicates the other TCO number?

A1.16.12.3.3. The E-8/9 test answer sheets are marked with WAPS TCO number?

A1.16.12.3.4. Test rosters include both type test answer sheets and therefore forwarded under same TCO number?

A1.16.12.3.5. Answer sheets forwarded under correct TCO number, but assigned package sequence number from the other TCO log?

A1.16.12.3.6. Erroneous answer sheet count?

**A1.16.13. (#) TEST EXAMINERS (AFI 36-2605, unless otherwise specified)**

A1.16.13.1. Are procedures established to insure Military Test Examiners are: (para 2.6.3.)

A1.16.13.1.1. CMSgt selectee or higher for access to the USAFSE?

A1.16.13.1.2. MSgt selectee or higher for access to the SKT and PFE?

A1.16.13.1.3. SSgt selectee or higher for access to all other military personnel tests described in this instruction?

**A1.16.14. (#) GSU TESTING (AFI 36-2605, unless otherwise specified)**

A1.16.14.1. When the test examiner travels to a GSU to give tests, do they use a locked briefcase or similar container to protect tests while in travel? (para 3.9.1.)

A1.16.14.2. When a GSU needs a Special TCO (STCO), has this appointment been approved by the TCO's installation commander or MSS commander? (para 3.9.3.)

A1.16.14.2.1. Has a copy of this appointment letter been sent to the MAJCOM TCO? (para 3.9.3.1.)

A1.16.14.3. Has a statement from the GSU commander describing the storage and testing facilities been received? (para 3.9.3.3.)

A1.16.14.4. Does the servicing TCO provide the STCO all instructions and information required to properly handle and administer the tests? (para 3.9.3.3.)

A1.16.14.5. Does the STCO acknowledge receipt of the test material by signing the AF Form 310 and immediately return a copy to the TCO? (para 3.9.3.6.)

**A1.16.15. (#) SEMI-ANNUAL TEST INVENTORY (AFI 36-2605, unless otherwise specified)**

A1.16.15.1. Are semi-annual inventories conducted and completed by the 30th of June and December? (para 4.2.1.)

A1.16.15.2. Is an impartial official (Officer, CMSgt, CMSgt Selectee or a civilian (GS-7 or higher)), selected by the TCO to physically inventory and audit the TCO account each May TMI or when directed by the MAJCOM? (paras 4.2.2. & 4.2.3.)

A1.16.15.3. Does the TCO insure that the impartial official conducts only front cover reviews to verify AFPT and copy numbers and does not review test materials? (para 4.2.3.)

A1.16.15.4. Do inventories reflect disposition (present, destroyed, or transferred) of all AFPTs? (para 4.2.6.)

A1.16.15.4.1. Do the inventorying officials verify destruction or transfer of test materials and annotate the TMI to reflect discrepancies and status of efforts to resolve them?. [NOTE: AFPAM 36-2620 contains guidance for conducting TMIs ] (para 4.2.6.)

A1.16.15.5. Is AFPAM 36-2620 used to conduct an inventory? (para 4.2.6.)

A1.16.15.6. If officials discover or suspect any discrepancies during a TMI, does the TCO or TE advise the MAJCOM TCO? (para 4.2.8.)

A1.16.15.7. Are both copies of the inventory signed by the TCO and impartial official and authenticated by the MPF commander for May TMI? (para 4.2.7.)

A1.16.15.8. Does the TCO (MPF) keep one copy of the completed TMI and send the other copy to the MAJCOM TCO? (para 4.2.7.)

A1.16.15.9. Is the current and immediately previous inventory maintained by the TCO? (para 4.2.7.)

**A1.16.16. SELECTIVE REENLISTMENT PROGRAM (AFI 36-2606 and AFCSM 36-699, Vol 1, para 13.64.)**

A1.16.16.1. Does the CSS return Selective Reenlistment Program (SRP) consideration rosters to the MPF within the SRP consideration month? (paras 1.7. & 1.12.)

A1.16.16.1.1. Does the MPF update reenlistment eligibility code "2X" upon receipt of the SRP rosters and AF Form 418 from the CSS for those individuals not recommended for selective reenlistment? (para 1.12.2. and Table 3.2)

A1.16.16.1.2. Does the MPF send unit commanders a monthly list of first-term, second-term, and career airmen ineligible for reenlistment? (para 3.14.)

A1.16.16.2. Is the MPF identifying airmen who are due SRP consideration or reconsideration, SRP quality monitoring, counseling, and reenlistment ineligibility counseling within the consideration month? (paras 1.5., 1.7., and 3.14.)

A1.16.16.3. SRP Appeal Process (AFI 36-2606)

A1.16.16.3.1. Are appeals pertaining to SRP denial being processed by the MPF? (para 1.13.)

A1.16.16.3.2. Are appeals being forwarded to the appropriate appeal authority for action within 10 calendar days after receipt by the appropriate work center? (para 1.13.2.)

A1.16.16.4. Does the MPF verify reenlistment eligibility and initiate AF Form 545 on all first-term airmen who are selected for reenlistment and want to reenlist? (para 1.14. and Figure 1.1)

A1.16.16.5. (#) Does the MPF request for CJR in MilPDS and place all copies of the AF Form 545 in a suspense file pending receipt of CJR response from AFPC? (Figure 1.1 and AFCSM 36-699, Vol 1, para 5.7.3.2.1.)

A1.16.16.6. (#) Does the MPF request an SRB in MilPDS on airmen in SRB skills that extend for 36 to 48 months? (Figure 1.1 and AFCSM 36-699, Vol 1, para 5.10.5.2.)

A1.16.16.7. Does the MPF provide counseling on reenlistment benefits and advise the member to initiate reenlistment processing? (para 1.16.2.)

A1.16.16.8. Does the MPF maintains original AF Form 545 until member reenlists, extends or separates and provides the first copy to member? (Table 3.9, Rule 6)

A1.16.16.9. Does the MPF cancel CJR for those who elect not to reenlist? (para 1.19.1.)

A1.16.16.10. When an airman becomes ineligible for reenlistment or applies for voluntary separation, does the MPF update MilPDS to remove the member from the CJR waiting list? (para 1.19.1. and AFCSM 36-699, Vol 1, para 5.7.3.2.1.2.)

**A1.16.17. SELECTIVE REENLISTMENT BONUS (AFI 36-2606, unless otherwise specified)**

A1.16.17.1. (#) Does the MPF notify and counsel all airmen affected by SRB terminations, reductions, additions or increases? (para 2.16. and Figure 2.1 and AFCSM 36-699, Vol 1, para 13.59.)

A1.16.17.1.1. Are counseling statements signed by the member and retained in the member's UPRG until the member reenlists or separates? (para 2.16.4. & AFI 36-2608, Table A2.1, Rule 243)

A1.16.17.1.2. Is the member notified even when TDY? (para 2.16.5.)

A1.16.17.2. Are accelerated SRB payment requests routed through proper channels from airman to commander to MPF commander who advises HQ AFPC/ DPPAER? (para 2.15.3.)

**A1.16.18. REENLISTMENT PROCESSING (AFI 36-2606, unless otherwise specified)**

A1.16.18.1. Is initial input of JUMPS transactions (E63) submitted to MMPA no earlier than 120 days and not later than 10 days prior to the effective date? (AFCSM 36-699, Vol 1, para 5.9.4.2.)

A1.16.18.2. (#) Are DD Forms 4, Enlistment/Reenlistment documents and other reenlistment forms (i.e., AF Form 901, etc.) prepared correctly? (Figures 3.1 and 3.2)

A1.16.18.3. Does the MPF commander, or designated representative (no less than grade E-6, GS-6 and assigned to MPF or GSU Personnel Function) or commanders, deputies, and vice commanders at base level or higher, authenticate Section V of the AF Form 901? (para 3.8.2. and Figure 3.2)

A1.16.18.4. Are airmen who are scheduled to reenlist within seven calendar days of DOS required to complete 7-day retention statement? (Table 3.7, Step 5)

A1.16.18.5. Does the MPF, before reenlistment, check MilPDS to ensure there is an approved CJR on file? (Table 3.7, Step 2)

A1.16.18.5.1. Is the unit commander completing Section IV of the AF Form 901 no earlier than 10 workdays before, but not later than the date of discharge? (Table 3.7, Step 8)

A1.16.18.6. Is a member's reenlistment eligibility status verified to ensure member is eligible for extension of enlistment or reenlistment? (Table 3.7 and Step 1)

A1.16.18.7. Are sole surviving sons and daughters briefed that by reenlisting they waive any right to claim discharge or assignment limitations (AFI 36-2110) as a sole surviving son or daughter? (para 3.13.)

A1.16.18.8. Are sole surviving sons and daughters scheduled for reenlistment advised they can reapply for sole surviving status any time and if approved, but not be a basis for discharge or release from active duty? (para 3.13.)

A1.16.18.9. Does MPF update Reenlistment Eligibility codes (RE codes) accurately? (para 3.18.)

A1.16.18.9.1. Are they updated according to the priority sequence when an airman is subject to two or more RE codes? (para 3.18.)

A1.16.18.9.2. Do MPFs receive AF Form 108 documenting the commander's desire to Remove/Retain reenlistment eligibility codes from MilPDS? (para 3.16.)

A1.16.18.9.3. When more than one RE code applies to a member and the highest priority one is no longer valid, does MPF update the next highest code? (para 3.18.)

A1.16.18.10. Does MPF process waivers of reenlistment ineligibility and associated appeal actions? (paras 3.19.1, 2, 3)

**A1.16.19. EXTENSION OF ENLISTMENT (AFI 36-2606)**

A1.16.19.1. (#) Are AF Forms 1411 properly prepared to comply with the requirements of Figure 4.1, Table 3.9, before distribution?

A1.16.19.1.1. Are individuals being briefed on their extension options and responsibilities? (para 4.13. and Figure 4.1. Item 4.)

A1.16.19.1.2. Are erroneous extensions being identified and properly reported to HQ AFPC/DPPAER? (para 4.10.)

A1.16.19.1.3. (#) Are individuals who are authorized to approve or disapprove requests in the "MPF Action" block, AF Form 1411, serving in the required pay grade and duty position? (para 4.1.1.)

A1.16.19.2. (#) Do MPF personnel who interview airmen initiating extensions of enlistment meet the established grade requirements? (para 4.13.)

A1.16.19.3. Are original copies of completed AF Forms 1411 sent to HQ AFPC/DPSRI? (Table 3.9, Item 8)

**A1.16.20. WEIGHT AND BODY FAT MANAGEMENT PROGRAM (AFI 40-502, unless otherwise specified)**

A1.16.20.1. Has the MPF commander appointed an installation WBFMP manager from the MPF who is not in the WBFMP? (para 2.2.1.)

A1.16.20.2. Does the installation WBFMP manager:

A1.16.20.2.1. Provide procedural guidance on the WBFMP to all supported units? (para 2.3.1.)

A1.16.20.2.2. (#) Update MilPDS for units without PC III capability? (para 2.3.2. and AFCSM 36-699, Vol 1, para 13.71.)

A1.16.20.2.3. Conduct SAVs for each base squadron at least once a year to ensure compliance and standardization? (paras 2.3.3. and 2.2.2.)

A1.16.20.2.3.1. Ensure units record annual height/weight checks? (paras 3. and 2.1.3.)

A1.16.20.2.3.2. Ensure all body fat measurements, when directed, are conducted within the HAWC under observation/supervision of the appropriate medical staff? (para 2.1.4.)

A1.16.20.2.4. Publicize requirements via base bulletins, newspapers, commander's call etc., on a recurring basis? (para 2.3.5.)

A1.16.20.2.5. Ensure installation commander serves as final authority for body fat standard adjustments and retention, discharge, or separation actions on members with their fourth and subsequent failures in the WBFMP? (para 2.1.5.)

A1.16.20.2.6. Ensure installation commander serves as final authority for temporary medical deferrals exceeding one year? (para 2.1.6.)

**A1.17. CUSTOMER SERVICE ELEMENT****A1.17.1. (#) EMERGENCY DATA (DD FORM 93) (AFI 36-3002, unless otherwise specified)**

A1.17.1.1. Does the MPF ensure that one copy of the DD Form 93, Record of Emergency Data, with an original signature, is always on file in the UPRG? (para 7.4.2.2.)

A1.17.1.2. Does the MPF ensure that the following items of data are accurately reflected/accomplished on the DD Form 93: (Attachment 39)

A1.17.1.2.1. Ensure items 1 and 2a on DD Form 93 do not have any corrections made to them?

A1.17.1.2.2. If the member is a single parent and the child or children reside in the same household as the member, is it stated that the child or children reside with the member and is the full address provided?

A1.17.1.2.3. Zip codes are used in every address on the DD Form 93?

A1.17.1.2.4. When addressees are stated UNKNOWN by the member, has the statement "MEMBER UNABLE TO PROVIDE ADDRESS AT THIS TIME" been included only after all avenues of obtaining an address or supplemental information have been exhausted?

A1.17.1.2.5. Has the member verified all entries and signed, first name, middle name, last name, and grade, on all copies in blue or black ink?

A1.17.1.2.6. Has a disinterested witness signed, first name, middle name, last name, and grade, on all copies in blue or black ink?

A1.17.1.2.7. Has member dated all copies on the DD Form 93 in blue or black ink using the correct date format: YYMMDD for example 930125?

A1.17.1.2.8. If the spouse is in the military, has the military grade, branch of service, and base of assignment been included on the DD Form 93?

A1.17.1.3. Does the MPF file the original and copies in the UPRG within 1 workday after completing or receiving the new form? (para 7.4.2.1.)

A1.17.1.4. Does the MPF mail original DD Form 93 card to HQ AFPC/DPWCS within 5 work-days? (para 7.4.2.3.)

**A1.17.2. DRESS AND PERSONAL APPEARANCE**

A1.17.2.1. Does the MPF Customer Support Section function as OPR for AFI 36-2903, Dress and Personal Appearance of Air Force Personnel? (AFI 36-2903)

A1.17.2.2. Is the base supplement to AFI 36-2903 current and has MAJCOM approval been obtained? (AFI 36-2903, para 7.2.2.)

**A1.17.3. PUBLICITY OF PERSONNEL PROGRAMS** (The following is a recommended guide to the frequency of publicity of personnel programs)

A1.17.3.1. Advertise Monthly:

A1.17.3.1.1. Dress and Personal Appearance

A1.17.3.1.2. DD Form 93

## A1.17.3.2. Advertise Quarterly:

A1.17.3.2.1. Savings Bond Program

A1.17.3.2.2. Air Force Voting Program

A1.17.3.2.3. Survivor Benefit Plan

**A1.17.4. (#) CASUALTY SERVICES PROGRAMS (AFI 36-3002, unless otherwise specified)**

A1.17.4.1. Does the Chief, Customer Support Element ensure that the CAR acts in accordance with AFI 36-2622, Base Level Military Personnel System? (para 1.3.6.1.)

A1.17.4.2. Has the Chief, Customer Support Element prepared written instructions to supplement AFI 36-3002 (without duplication) outlining each base agency's responsibilities and has the supplement been approved by HQ PACAF/DPFMA and HQ AFPC/DPWCS? (paras 1.3.6.2. and 1.3.6.4.)

A1.17.4.3. Does the Chief, Customer Support Element send AF Form 1075, listing the MPF personnel responsible for casualty reporting, notification, and assistance and casualty standby duties to HQ AFPC/DPWCS (original and three copies), HQ DFAS-DE/FJSCA (one copy), and HQ PACAF/DPFMA (one copy), immediately upon a change? (para 1.3.6.5.)

A1.17.4.4. Does the Chief, MPF Customer Support Element send AF FORM 1075 to HQ AFPC/DPWCS (original and one copy) listing all officers (captain and above) assigned casualty service duties at serviced GSUs outside a 50-mile radius immediately upon a change? (para 1.3.6.6.)

A1.17.4.5. Does the Chief, Customer Support Element train, with the help from the CAR, all casualty services personnel at serviced GSUs, Personnel Support for Contingency Operations (PERSCO) personnel, and CAST personnel, using AFI 36-3002, the base instructions, and sample messages and letters for reporting casualties and notifying the Next Of Kin (NOK)? (para 1.3.6.7.)

A1.17.4.6. Does the Chief, Customer Support Element give mortuary personnel casualty information, i.e., date and place of birth, home of record, race and religion, Total Active Federal Military Service Date (TAFMSD), awards, decoration, and badges? (para 1.3.6.8.)

A1.17.4.7. When a member's dependent dies, does the Chief, Customer Support Element advise the member of the opportunity to apply for humanitarian reassignment (para 1.3.6.9.) and discuss such reassignments with the member discreetly and at an appropriate time and place? (para 1.3.6.10.)

A1.17.4.8. When an incident involves multiple casualties does the Chief, Customer Support Element: (para 1.3.6.11.)

A1.17.4.8.1. Recall the CAST on orders from the MPF commander to establish immediate telephone contact with HQ AFPC/DPWCS if possible?

A1.17.4.8.2. Coordinate with military and civilian organizations, including hospitals, to expedite the flow of information for casualty reporting?

A1.17.4.8.3. Advise the on-scene commander on conclusive evidence of death, if recovery and positive identification of remains are delayed or impossible?

**A1.17.5. (#) CASUALTY ASSISTANCE REPRESENTATIVE (CAR) (AFI 36-3002, unless otherwise specified)**

A1.17.5.1. Does the CAR report the status of all casualties to HQ AFPC/DPWCS and other agencies concerned (such as Air Force Mortuary, Armed Forces Institute of Pathology, DFAS-DE, and so forth)? (para 1.4.1.1.)

A1.17.5.2. Does the Car help the NOK or other eligible beneficiaries of a deceased member to claim all government benefits to which they are entitled? (para 1.4.1.2.)

A1.17.5.3. Does the CAR provide for the welfare of the NOK of a Declared Duty Status - Whereabouts Unknown (DUSTWUN) or missing member? (para 1.4.1.3.)

A1.17.5.4. Does the CAR help the NOK of a Serious Illness or Injury (SI), Very Serious Illness or Injury (VSI), or Incapacitating Illness or Injury (III) member? (para 1.4.1.4.)

A1.17.5.5. Does the CAR refer all requests for information on any wartime casualty (including those from friendly fire) to the installation Public Affairs Office? (para 1.5.4.3.)

**A1.17.6. (#) MAINTENANCE OF CASUALTY FILES (AFI 36-3002, unless otherwise specified)**

A1.17.6.1. Does the CAR establish a case file for each assigned casualty and file them alphabetically? Are they maintained and disposed of in accordance with AFI 37-138, Records Disposition-Responsibilities and Procedures and AFMAN 37-139, Records Disposition-Standards? (para 1.6.2.1.)

A1.17.6.2. Do casualty case files contain: (para 1.6.2.2.)

A1.17.6.2.1. A chronological record of contacts with the NOK, other government and civilian agencies, and the CAR's action on behalf of the NOK?

A1.17.6.2.2. Copies of all memorandum and forms sent to agencies and the NOK?

A1.17.6.2.3. Any other relevant documents?

**A1.17.7. (#) DISPOSITION OF CASUALTY FORMS (AFI 36-3002, unless otherwise specified)**

A1.17.7.1. Upon receipt of DD Form 1300, Report of Casualty, does the CAR send copy to the Primary Next of Kin (PNOK) and Summary Court Officer? (para 1.7.2.)

A1.17.7.2. Upon receipt of DD Form 1613, Statement of Service, does the CAR: (para 1.8.4.)

A1.17.7.2.1. Send one copy to the Department of Veterans Affairs (VA)?

A1.17.7.2.2. Send one copy to the Social Security Administration (SSA)?

A1.17.7.2.3. Send two copies to the PNOK?

A1.17.7.2.4. Put one copy in the case file?

**A1.17.8. (#) CASUALTY REPORTS (AFI 36-3002, unless otherwise specified)**

A1.17.8.1. Does the CAR immediately telephone HQ AFPC/DPWCS upon learning of a casualty, without waiting for confirmation of the report? (para 2.1.2.1.)

A1.17.8.2. Does the CAR prepare casualty reports and send them at once to HQ AFPC/DPWCS by the most expeditious means (pouch, courier, or first class mail) when telephone or electronic communication is not possible due to combat, natural disaster, and so on)? (para 2.1.2.2.)

A1.17.8.3. Does the CAR transmit the appropriate casualty message, as determined by HQ AFPC/DPWCS, via DMS within 4 hours of learning of a casualty? (para 2.1.2.3.)

A1.17.8.3.1. Is the casualty message prepared in an easily readable tabular form, with each item lettered and beginning on a new line? (para 2.1.3.)

A1.17.8.4. Does the reporting unit label unknown or unconfirmed items: "To Be Supplemented" or "Unconfirmed" respectively and report or confirm the information as soon as possible in a supplemental report? (para 2.1.4.4.)

A1.17.8.5. When an initial casualty report contains incorrect information, does the reporting unit submit a supplemental report and label the items "Corrected"? (para 2.1.4.7.)

A1.17.8.6. Does the reporting unit prepare initial casualty reports on deceased and missing DAF or DOD civilian employees overseas in order to facilitate transportation of NOK and household goods back to CONUS? (para 2.1.4.8.)

A1.17.8.7. Does the reporting unit confirm delivery of all: (para 2.2.)

A1.17.8.7.1. Initial casualty reports?

A1.17.8.7.2. Search progress reports?

A1.17.8.7.3. Medical progress reports?

A1.17.8.8. Does the reporting unit notify HQ AFPC/DPWCS by telephone of the report's transmission (para 2.2.3.)

A1.17.8.8.1. Does the reporting unit continue checking with the telecommunications center every 2 hours until it receives confirmation of delivery? (para 2.2.2.)

**A1.17.9. (#) SERIOUS ILLNESS OR INJURY (SI); VERY SERIOUS ILLNESS OR INJURY (VSI); INCAPACITATING ILLNESS OR INJURY (III) (AFI 36-3002, unless otherwise specified)**

A1.17.9.1. When a doctor hospitalizes an overseas member determined to be VSI or SI or to have III, does the CAR submit the appropriate VSI, SI or III casualty report? (para 2.18.1.1.)

A1.17.9.2. Does the CAR submit VSI, SI or III casualty reports on dependents and civilians only when requesting HQ AFPC/DPWCS to notify the NOK? (para 2.18.1.2.)

A1.17.9.3. Does the reporting unit use Item M on the VSI or SI casualty report to request invitational travel authorization for overseas travel for the NOK of VSI or SI members? (para 2.18.1.3.)

A1.17.9.4. Does the reporting unit submit a Medical Progress Report within 24 hours of the initial (VSI, SI or III) casualty report and every 4 days thereafter? (para 2.20.1.)

A1.17.9.5. Does the reporting unit submit a Medical Progress Report immediately when: (para 2.20.3.)

A1.17.9.5.1. There is a change in diagnosis, prognosis, or status?

A1.17.9.5.2. Surgery is scheduled and immediately after surgery?

A1.17.9.5.3. The Air Force evacuates the patient (BROKE/MOVED)?

A1.17.9.5.4. The Air Force moves a patient (MOVED) from one overseas MTF to another MTF reporting the complete itinerary including the flight mission number and the name of the destination MPF? (para 2.20.3.4.)

A1.17.9.6. Does the CAR understand and brief the NOK on the details of the Invitational Travel Order (ITO) program? (para 2.22.2.)

A1.17.9.7. Does the CAR: (para 2.22.3.4.)

A1.17.9.7.1. Ensure that appropriate base offices and personnel (medical personnel, commanders, command post personnel, and so on) receive information about the ITO program through such media as base instructions and commander's orientations?

A1.17.9.7.2. Ensures that base agencies and individuals notify the CAR on all VSI and SI cases at base hospital and at local civilian hospitals?

A1.17.9.7.3. Contact HQ AFPC/DPWCS immediately by telephone when the MTF commander approves an ITO request?

A1.17.9.7.4. Confirms Invitational Travel Orders (ITOs) with HQ AFPC/DPWCS

A1.17.9.7.5. Gives the personal escort the NOK's itinerary received from HQ AFPC/DPWCS?

A1.17.9.7.6. For members in hospitals away from the base, arranges for someone to receive the NOK and arranges for their quarters and meals?

A1.17.9.7.7. Finds out when the NOK wants to go home and tells HQ AFPC/DPWCS by telephone or message?

**A1.17.10. (#) REPORTING RETIREE DEATHS (AFI 36-3002, unless otherwise specified)**

A1.17.10.1. Does the CAR investigate the possible death of a retiree when notified? (para 2.27.1.)

A1.17.10.2. During the investigation of the possible death does the CAR send a status report every 3 weeks, by message, to HQ AFPC/DPWCS and DFAS-CL/ROB? (para 2.27.4.)

A1.17.10.3. When the CAR learns of a retiree's death, has the CAR immediately informed the FSO of the retiree's name and SSAN and the date of death? (para 2.28.1.)

A1.17.10.4. Does the CAR type the initial/final AF Form 1312 (2.28.4.2.) within 1 duty day of notification of the death? In addition, it must contain as much information as possible on: (para 2.28.4.1.)

A1.17.10.4.1. The NOK?

A1.17.10.4.2. The deceased?

A1.17.10.4.3. The date, place and cause of the death?

A1.17.10.5. Does the CAR keep a copy of the AF Form 1312 in the case file and submit the original AF Form 1312 to HQ AFPC/MSIMDL within one day after notification of the retiree death? (paras 2.28.4.3. and 2.28.4.4. and AFPC 18 Jan 00 message)

A1.17.10.6. When an Air Force retiree dies within 120 days after retiring, does the CAR notify HQ AFPC/DPWCS by ROUTINE precedence message the next duty day after they learn of the death? (para 2.30.1.)

A1.17.10.7. When an Air Force member dies within 120 days of retiring, does the CAR immediately telefax (665-2348) and later mail these documents if available to HQ AFPC/DPWCS? (para 2.30.2.)

A1.17.10.7.1. DD Form 93, Record of Emergency Data (signed original signature copy only)?

A1.17.10.7.2. VA Form SGL V8286, Servicemen's Group Life Insurance Election & Certificate (original only)?

A1.17.10.7.3. Any other VA Forms relate to SGLI found in UPRG (signed original and a photo copy)?

A1.17.10.7.4. One copy of DD Form 214, Certificate of Release or Discharge from Active Duty?

A1.17.10.7.5. One copy of retirement orders?

A1.17.10.8. Does the CAR report the death of a retired general officer by telephone to HQ AFPC/DPWCS immediately upon notification? (para 2.31.)

**A1.17.11. (#) NOTIFICATION OF NOK (AFI 36-3002, unless otherwise specified)**

A1.17.11.1. Does the CAR provide instructions to the notification officer? (para 3.2.5.1.)

A1.17.11.2. Does the CAR give the notification officer a copy of the Casualty Notification Officer Checklist (AFI 36-3002, Attachment 16)? (para 3.2.5.2.)

A1.17.11.3. Does the CAR prepare the appropriate notification letter for the notification officer? (para 3.4.3.)

A1.17.11.4. Does the CAR, with help from the transportation officer, provide a sedan or station wagon for the notification officer? (paras 3.5.1. and 3.5.3.)

A1.17.11.5. After notification, did the notification officer inform NOK who are eligible for casualty assistance that a CAR will contact them within 24 hours to arrange for a casualty assistance visit at their convenience? (para 3.10.15.5.)

A1.17.11.6. After the notification is complete, has the notification officer telephoned HQ AFPC/DPWCS as soon as possible from the NOK's area with: (para 3.11.1.)

A1.17.11.6.1. The time of notification?

A1.17.11.6.2. The NOK's telephone number, if available?

A1.17.11.6.3. The NOK's complete address?

A1.17.11.6.4. Any unusual events or NOK comments?

A1.17.11.7. After the notification is complete, has the reporting and assistance base(s) been notified by \*HQ AFPC/DPWCS that the notification is complete? (para 3.11.2.)

**A1.17.12. (#) NOK ASSISTANCE ACTIVE DUTY (AFI 36-3002, unless otherwise specified)**

A1.17.12.1. Does the assisting CAR notify the primary CAR of the dates the Secondary Next Of Kin (SNOK) or other beneficiaries applied for and received benefits? (para 4.2.5.)

A1.17.12.2. Does the CAR contact, either by telephone or in person, the PNOK within 24 hours of learning of an active duty casualty (para 4.3.) inquiring if there are any immediate problems,

confirm addresses, and offer to arrange a casualty assistance visit for the individual's most convenient date and location? (para 4.3.4.)

A1.17.12.3. Does the CAR offer a casualty assistance visit to the PNOK of retirees who die more than 120 days after retiring or assist them by mail and telephone if they agree? (para 4.3.6.)

A1.17.12.4. Does the CAR offer casualty assistance visits to any beneficiary besides the PNOK or assists them by mail and telephone if the individual agree? (para 4.3.7.)

A1.17.12.5. Does the CAR, after receiving relevant new information from any NOK of an active duty member: (para 4.4.)

A1.17.12.5.1. Immediately notify HQ AFPC/DPWCS by telephone?

A1.17.12.5.2. Confirm the information with a supplement message to HQ AFPC/DPWCS by the next duty day?

A1.17.12.6. Does the CAR visit the PNOK of an active duty member at least once (para 4.5.1.) and make additional visits and telephone calls as required? (paras 4.5.2. and 4.5.1.)

A1.17.12.7. Does the CAR give the PNOK of an active duty member a copy of attachment 21, AFI 36-3002, and complete and explain the necessary claim forms for applicable benefits? (para 4.5.3.1.)

A1.17.12.8. Does the CAR submit the PNOK's applications and supporting documentation to the appropriate agencies as soon as possible? (para 4.5.3.2.)

A1.17.12.9. When the Veterans Services Officer is not available, does the CAR counsel the PNOK and file the appropriate application for Dependency and Indemnity Compensation (DIC)? (para 4.5.3.4.)

A1.17.12.10. For missing members, does the CAR:

A1.17.12.10.1. Inform HQ AFPC/DPWCS whether the PNOK has a valid power of attorney and if so, of its type and expiration date? (para 4.5.4.1.)

A1.17.12.10.2. If the PNOK has or anticipates any legal problems (para 4.5.4.1.)

A1.17.12.10.3. Help the PNOK arrange for increased or special allotments through DFAS-CE? (para 4.5.4.1.)

A1.17.12.10.4. Advise dependents of missing members that they may occupy excess government family housing at any installation? (para 4.5.4.2.)

A1.17.12.11. Does the CAR inform the NOK of their right under Public Law 102-484, section 1072, National Defense Authorization Act, to request a copy of the casualty case file and documentation obtained relating to the casualty, and provide it when requested? (para 4.6.1.)

A1.17.12.12. Does the CAR help the NOK obtain any protected documents they may have a right to see under the Freedom of Information Act (FOIA)? (para 4.6.2.)

A1.17.12.13. Does the CAR inform the PNOK of deceased or missing members involved in military aircraft accidents or suspected friendly fire incidents that they may obtain a copy of the releasable investigation report by writing to the staff judge advocate of the MAJCOM conducting the investigation? (para 4.6.3.)

A1.17.12.14. If an AFOSI investigation is in progress on an active duty death (for example, suicides, homicides, suspicious deaths where cause or manner of death is unknown or the Air Force suspects foul play) or on a missing member, and the NOK wants to see the closed report, does the CAR advise them that they may request the information under the FOIA? (para 4.6.4.)

A1.17.12.15. Does the CAR discuss with the NOK of an active duty member all benefits listed on AF Form 58, Casualty Assistance Summary Transmittal? (para 4.7.1.1.)

A1.17.12.16. Does the CAR complete AF Form 58 for active duty deaths using the instructions in AFI 36-3002, attachment 23 and briefly summarize any problems in the remarks section? (para 4.7.1.2.)

A1.17.12.17. Does the CAR address or discuss with the NOK of an active duty member:

A1.17.12.17.1. Financial assistance? (para 4.7.2.)

A1.17.12.17.2. Housing assistance? (para 4.7.3.)

A1.17.12.17.3. Fraudulent claims? (para 4.8.1.)

A1.17.12.17.4. Identification card? (para 4.8.2.)

A1.17.12.17.5. Harassment or threats? (para 4.8.3.)

A1.17.12.17.6. Special surveillance? (para 4.8.4.)

A1.17.12.17.7. Mortuary matters? (para 4.8.5.)

A1.17.12.17.8. Awards and decorations? (para 4.8.6.)

A1.17.12.17.9. Federal Income Tax refunds and credits? (para 4.8.8.)

A1.17.12.17.10. Lapel buttons? (para 4.8.9.)

A1.17.12.17.11. Civilian death certificates? (para 4.8.7.)

A1.17.12.18. If the NOK intends on remaining in the overseas area, has the CAR advised the NOK in writing of the military privileges that may or may not be available due to local Status of Forces Agreement? (para 4.7.3.4.)

A1.17.12.19. If the parents of a deceased member are not the primary next of kin, does the CAR advise them by letter within 15 days, of their possible entitlement to VA and Social Security benefits and how to apply? (paras 4.9.1. and 4.9.2.)

A1.17.12.20. Does the CAR contact the PNOK of deceased active duty members at least once every 30 days the first 4 months after the member's death and at least once every 60 days thereafter until the case is closed? (para 4.10.1.)

A1.17.12.21. Does the CAR contact the PNOK of missing active duty members at least once every 30 days for the first year and at least once every 3 months thereafter for as long as the member remains in a missing status? (para 4.10.2.)

A1.17.12.22. Does the CAR annotate all contacts with the NOK of an active duty member on the AF Form 58? (para 4.10.4.)

A1.17.12.23. Does the CAR provide the NOK of an active duty member a copy of attachment 21, AFI 36-3002? (para 4.10.5.)

A1.17.12.24. Does the CAR give the NOK of an active duty member additional advice regarding benefit claims and offer to help expedite settlement and inquire about the status of benefit claims or applications they've already filed? (paras 4.10.6. and 4.10.7.)

A1.17.12.25. Does the CAR return one-of-a-kind documents or items with sentimental value to the NOK of an active duty member in person, if possible, or by certified mail, return receipt requested? (para 4.10.8.)

A1.17.12.26. Does the CAR transfer the case only when the PNOK of an active duty member leaves the area permanently and provides a firm address or location? (para 4.11.2.)

A1.17.12.27. When transferring a casualty assistance case file does the CAR:

A1.17.12.27.1. Immediately notify HQ AFPC/DPWCS and the gaining CAR? (para 4.11.5.1.)

A1.17.12.27.2. Review the AF Form 58 and verify and update all entries except addresses? (para 4.11.5.2.)

A1.17.12.27.3. Ensure the case file includes a typed original and one legible copy of the partially completed AF Form 58 (para 4.11.5.3.)

A1.17.12.27.4. Use the "1st IND to" and "From" on the AF Form 58? (para 4.11.5.4.)

A1.17.12.28. Does the CAR send HQ AFPC/DPWCS and DFAS-DE/FJPC a copy of the AF Form 58 for an active duty member and keep a copy for 6 months? (para 4.11.5.5.)

A1.17.12.29. Does the CAR send the active duty casualty case file by certified mail, return receipt requested (para 4.11.5.6.) and send a message to the gaining CAR when they mail the active duty casualty case file and ask the gaining CAR to contact them if the case file does not arrive? (para 4.11.5.7.)

A1.17.12.30. Does the CAR close the casualty assistance case file on deceased active duty members within 6 months from the date of death? (para 4.12.2.)

A1.17.12.30.1. Or request an extension from HQ AFPC/DPWCS in a memo or message if benefits are not settled by the 5th month after the date of death of an AD member? (para 4.12.4.)

A1.17.12.31. Does the CAR submit the original AF Form 58 to HQ AFPC/DPWCS to administratively close an active duty casualty assistance case? (para 4.12.6.)

A1.17.12.32. Does the CAR type AF Form 58, properly complete all items, accurately record dates, and sign the form for an active duty casualty case? (para 4.12.7.)

A1.17.12.33. If more than one installation has provided casualty assistance, has the CAR complied with para 4.2.4. before submitting AF Form 58? (para 4.12.8.)

A1.17.12.34. Is the disposition of casualty assistance case files done IAW AFI 37-138? (para 4.13.)

A1.17.12.35. Does the CAR establish initial contact for casualty assistance with the NOK of a retiree by telephone or in person? (para 4.14.1.)

**A1.17.13. (#) NOK ASSISTANCE RETIRED MEMBERS (AFI 36-3002, unless otherwise specified)**

A1.17.13.1. Does the CAR give or send the PNOK of a retiree the following: (para 4.14.3.)

A1.17.13.1.1. A copy of attachment 22, AFI 36-3002?

A1.17.13.1.2. An error-free cover letter tailored to the NOK's needs?

A1.17.13.2. Does the CAR mail all applications for arrears of pay with supporting documentation to DFAS-CL/Code FRCAE, PO Box 99191, Cleveland, OH 44199-1126? (para 4.14.5.)

A1.17.13.3. Does the CAR send a copy of the civilian death certificate, as soon as received, to: SAFAL/AOEP, 2510 Kennedy Drive Ste 3, Brooks AFB TX 78235-5199? (para 4.14.6.)

A1.17.13.4. Does the CAR discuss with the NOK of a retiree all benefits listed on AF Form 58? (para 4.14.7.)

A1.17.13.5. Does the CAR contact the PNOK and:

A1.17.13.5.1. Assist with any claims processing problems? (para 4.14.9.)

A1.17.13.5.2. Help the PNOK apply for monthly Social Security and VA benefits? (para 4.14.12.)

A1.17.13.5.3. Contact the PNOK applying for extensive or long-term benefits: (para 4.14.10.)

A1.17.13.5.3.1. At least once every 30 days for the first 2 months after the retiree's death?

A1.17.13.5.3.2. At least once every 60 days thereafter until the NOK receive all benefits?

A1.17.13.5.4. Monitor retiree cases for receipt of arrears of pay (AOP), Survivor Benefit Plan (SBP), or Retired Servicemen's Family Protection Plan (RSFPP)? (para 4.14.11.)

A1.17.13.6. Does the CAR provide casualty assistance to the NOK of retirees who die within 120 days of retiring the same as they would to the NOK of active Air Force casualties? (para 4.14.13.)

A1.17.13.7. Does the CAR contact the PNOK of retirees who die within 120 days of retirement at least once every 30 days for the first 4 months after the member's death and at least once every 60 days thereafter until they have received all benefits, including monthly Social Security and VA benefits? (para 4.14.13.1.)

A1.17.13.8. Does the CAR contact the SNOK and estate executors of a retiree according to their needs, as determined during the CAR's initial contact with the PNOK and as recorded in item 11 on AF Form 58? (para 4.14.14.)

A1.17.13.9. Does the CAR inform the local FSO of a confirmed retiree death, including the retiree's name, SSAN, date of retirement, grade, and the date of death? (para 4.15.2.2.)

A1.17.13.10. Does the CAR obtain the required annuity documentation from the beneficiary within 10 workdays and gives it to the FSO for processing? (para 4.15.4.)

A1.17.13.11. Does the CAR complete AF Form 1312 for all retiree deaths? (para 4.18.2.3.)

A1.17.13.12. Does the CAR submit the final AF Form 1312 in original to HQ AFPC/DPWCS within 5 work days after learning the NOK has received both AOP and SBP/RSFPP, as appropriate, (para 4.18.2.4.) and keep a copy of the AF Form 1312 in the retiree's casualty case file? (para 4.18.2.5.)

A1.17.13.13. Does the CAR close all retiree case files within 6 months after learning of the death or notify HQ AFPC/DPWCS by telephone if this is not possible? (para 4.18.3.1.)

A1.17.13.14. Does the CAR maintain an AF Form 58 for each retiree case file, noting: (para 4.18.3.2.)

A1.17.13.14.1. All contacts with the NOK?

A1.17.13.14.2. Benefits that the NOK has applied for and/or received?

**A1.17.14. (#) CIRCUMSTANCES AND CONDOLENCE LETTERS (AFI 36-3002, unless otherwise specified)**

A1.17.14.1. Does the CAR review all circumstances and condolence letters to ensure that: (para 5.1.4.8.)

A1.17.14.1.1. The letters comply with AFI 36-3002?

A1.17.14.1.2. The letters do not conflict with information already sent to HQ AFPC/DPWCS?

A1.17.14.2. Does the CAR send a copy of circumstance and condolence letters to HQ AFPC/DPWCS on the same day the commander mails the original to the NOK? (para 5.1.5.3.)

**A1.17.15. SURVIVOR BENEFIT PLAN (AFI 36-3006, unless otherwise specified)**

A1.17.15.1. Is the SBP counselor, within the MPF, acting as the base-level office of primary responsibility for the SBP? (para 33.)

A1.17.15.2. (#) Does the MPF Commander provide the SBP counselor a private counseling area? (para 33.)

A1.17.15.3. (#) Does the MPF Commander ensure new counselors receive funding to attend an SBP workshop not later than 180 days after assuming SBP counselor responsibilities? (para 33.)

A1.17.15.4. Does the SBP Counselor submit short SBP articles to base paper at least quarterly? (para 34.2.)

A1.17.15.5. Does the SBP Counselor brief each retiring member and spouse, including unmarried members and/or without eligible dependents, of the options and effects of the SBP as it applies to each person's circumstances NLT 120 days prior to the member's approved retirement date? (paras 34.1. and 3.3. and Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.6. Does the SBP counselor and all retiring members, including short-notice disability retirees, sign/date the last page of the SBP RIP, or annotate if the member refuses or is unable? (Checklist for Pre-Retirement SBP Processing at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.7. Does the SBP Counselor ensure the original signed SBP RIP, and a copy of the DD Form 2656 are filed in the permanent section of the UPRG prior to forwarding to HQ AFPC for permanent storage, and a copy in the SBP case file? (para 34.4. and Checklist for Pre-Retirement SBP Processing at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.8. (#) Are all pre-retirement processing (SBP one-on-one briefing, completion of the DD Form 2656, and spouse concurrence) finalized before the member departs the overseas unit

and NLT 60 days before the effective date of retirement? (paras 3.8. and 36. and Checklist for Pre-Retirement SBP Processing at <http://www.afpc.randolph.af.mil/SBP/Counselor>))

A1.17.15.9. Do TDRL members receive pre-retirement SBP briefing and opportunity to make an SBP election? (para 3.10.)

A1.17.15.10. Is the SBP file annotated with all failed appointments by the member, and the SBP counselor follows-up until member makes the election? (Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.11. Is the spouse notification letter and SBP fact sheet sent to the spouse prior to the one-on-one pre-retirement SBP briefing, and date mailed (or given) annotated on the last page of the SBP RIP? (para 3.2. and Checklist for Pre-Retirement SBP Processing at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.12. (#) Is the spouse written concurrence obtained after the election, but prior to retirement, for all married members electing less than full coverage or child only coverage? (para 3.4.) [NOTE: Does not apply if member elects former spouse coverage.]

A1.17.15.13. If spouse cannot visit the MPF, is Letter To Obtain Concurrence and original DD Form 2656 sent via first class mail with pre-addressed envelope, and never allow member to hand-carry the letter or the DD Form 2656 to the spouse? (Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.13.1. Is the return envelope with postmark date kept in the SBP file? (Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.14. Are the former spouse and current spouse (if applicable) notified of the former spouse election? (para 3.4.2.)

A1.17.15.15. If spouse concurrence is not received by the 60<sup>th</sup> day prior to the member's approved retirement date, does the SBP Counselor:

A1.17.15.15.1. Annotate Item 29 of the DD Form 2656?

A1.17.15.15.2. Send the retired pay package to DFAS (do not delay transmittal to wait for spouse's signature)?

A1.17.15.15.3. Advise the member of requirement to mail by deadline and that his/her retired pay may be delayed, incorrect, or established with automatic full SBP coverage?

(Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.16. (#) Is the Waiver of Spouse Concurrence obtained and Item 30a of the DD Form 2656 annotated if the spouse concurrence cannot be obtained? (para 3.5.)

A1.17.15.17. Is top/bottom of the DD Form 2656 marked "CORRECTED SBP ELECTION", member initials/dates the change, and spouse concurrence obtained if member changes election prior to date of retirement? (Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.18. Is top/bottom of the DD Form 2656 marked "CORRECTED CONCURRENCE" and the spouse initials/dates the change on the form? (Pre-Retirement SBP Processing Instructions at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

A1.17.15.19. (#) Is the SBP case file (including a copy of DD Form 2656, DD Form 2656-1 (if applicable), SBP RIP, cost/annuity estimate, letters to spouse/former spouse, contact with member, attempts to re-schedule missed appointments, ...) maintained for 3 years from date of member's retirement? (para 34.3. and Checklist for Pre-Retirement SBP Processing at <http://www.afpc.randolph.af.mil/SBP/Counselor>)

**A1.17.16. INSTALLATION VOTING ASSISTANCE PROGRAM (AFI 36-3107, unless otherwise specified)**

A1.17.16.1. Has the installation commander appointed in writing the Installation Voting Officer (IVO) in the grade of GS-12 or higher or 04 or higher? (AF Voting Plan, para g.1.)

A1.17.16.2. Are unit voting assistance officers appointed at the 02/E7 levels or above within each unit of 25 or more permanently assigned members? (DODD 1000.4, para 5.2.1.4.2.)

A1.17.16.3. Has unit Voting Counselors (UVC) been appointed in the ratio of 1 per every 20 unit members? (para 4.3.1.)

A1.17.16.4. Has the IVO/UVC received training to assist military and civilian personnel and their family members? (para 4.4.2.)

A1.17.16.5. Is this training documented? (AF Voting Plan, para i.5.)

A1.17.16.6. Has an installation voting committee been established? (AF Voting Plan Annex A, para e.2.)

A1.17.16.7. Has a voting action line been established with 24-hour coverage or answering machine capabilities? (AF Voting Plan, para i.3.)

A1.17.16.8. Has the name and numbers been given to base operators? (DODD 1000.4, para 5.2.1.13.)

A1.17.16.9. Has a copy of the installation plan for Armed Forces Voters Week been provided to MAJCOM and HQ AFPC/DPSFM NLT 1 August? (AF Voting Plan, para i.7.)

A1.17.16.10. Are goals tracked on a monthly basis with one report being sent to HQ AFPC/DPSFM at the end of year voting season? (AF Voting Plan, para i.6.)

A1.17.16.11. Are new incoming personnel being briefed at base or unit in-processing, base newcomers orientation, commander's call, or similar occasions? (AF Voting Plan, para f.3.)

**Attachment 2****CIVILIAN PERSONNEL FLIGHT (CPF) CHECKLIST****A2.1. QUALITY ASSESSMENT (AFPD 36-1; 5 USC 1104 (b))**

A2.1.1. (#) Has the Civilian Personnel Flight conducted an annual internal self-assessment?

A2.1.1.1. (#) Does the assessment consist of a review of the following civilian personnel key processes: 1) Filling jobs; 2) Managing Civilian Resources; 3) Managing Performance; 4) Promoting Work Force Relations 5) Customer service?

A2.1.1.2. (#) Does the assessment include an analysis of performance trends which focuses on performance and improvement of key processes--product and service quality, effectiveness, and comparisons of performance levels/trends?

A2.1.1.3. (#) Where the assessment found weaknesses, have improvement plans been developed?

A2.1.1.4. Where the assessment found strengths with potential application Air Force wide, were the results forwarded HQ PACAF/DPFC?

A2.1.2. Has the CPF developed and administered a customer satisfaction survey instrument?

A2.1.2.1. Was it coordinated with any recognized unions prior to any distribution?

**A2.2. UTILIZATION/EMPLOYMENT PLANS (AFPD 36-5, AFPD 36-2, AFI 36-502)**

A2.2.1. (#) Has the CPF developed a civilian employment plan (CEP)? (AFI 36-502, para 2.4., and 3.)

A2.2.1.1. Is the plan flexible and responsive to changing needs?

A2.2.1.2. Does the plan integrate with the overall management planning process of the base, i.e. responsive to mission & budget?

A2.2.2. (#) Does the CPF plan, program and monitor allocated workyears (WY)? (AFI 36-502, para 3.)

A2.2.2.1. (#) Are workyears generally executed to WY plans? Is there a tracking system that measures WY execution to WY plan?

A2.2.3. Is there evidence that manpower, budget and the CPF worked closely with management officials to minimize the impact of work force reductions?

A2.2.3.1. (#) Has the commander established a Corporate Board to make sure that civilian resources are used most efficiently and effectively? (AFI 36-502, para 2.2.)

A2.2.3.2. Does the Corporate Board include functional managers and representatives from the civilian personnel, financial management, and manpower communities? (AFI 36-502, para 2.2.)

A2.2.4. Are all Support Agreements current? (AFPD 25-2, Atch 1)

**A2.3. MOBILIZATION (AFPD 36-5; AFI 36-507)**

A2.3.1. (#) Has the CPF set up civilian personnel support procedures to use during evacuations caused by military operations or natural disasters? (AFI 36-507, para 1.5.4.)

A2.3.2. (#) Does the installation have a mobilization plan that: 1) Identifies civilian employees needed to meet US and overseas mission requirements; 2) Identifies Key and Emergency-Essential (E-E) employees; 3) Identifies the military obligation of civilian employees; 4) Documents removal of Key and E-E from military mobilization obligation; 5) Identifies skill shortages and shortfall resolutions? (AFPD 36-5, A1.1)

A2.3.3. (#) Does the CPF have a process to ensure accuracy of the mobilization data in modern DCPDS? (AFI 36-507, para 1.5.1.)

A2.3.4. (#) For positions designated as key or EE, does the CPF notify candidates of any applicable conditions, and document key E-E requirements on position description? (AFI 36-507, Atch A 4.2.2)

A2.3.5. (#) Does the CPF request removing known key and E-E employees from their military mobilization obligation? (AFI 36-507, Atch A 4.3)

A2.3.6. Has the CPF identified in base support plans how personnel support will be provided to employees and supervisors during contingencies? (AFI 36-507, para 1.5.7.)

A2.3.7. (#) Does the CPF assist the Military Personnel Flight, Personnel Systems and Readiness Section (PSRS) or equivalent and deployment processing officer with developing and implementing civilian personnel deployment processing and strength accountability procedures during contingencies, wartime, exercise, and emergency operations? (AFI 36-507, para 1.5.8.)

#### **A2.4. DATA SYSTEMS (5 CFR 293.107; AFM 36-1102)**

A2.4.1. (#) Does the System Administrator advise the Civilian Personnel Officer of the status of DCPDS servers (Unix and NT), AFPC system availability, and communications problems?

A2.4.2. (#) Does the System Administrator maintain an open communication link with the HQ PACAF DCPDS system manager?

A2.4.3. (#) Has the System Administrator applied the appropriate security patches to the NT server and ensured LMSI has applied security patches to the Unix server as required?

A2.4.4. (#) Does the System Administrator complete client loads and patches in coordination with server loads and patches applied to the servers?

A2.4.5. (#) Has the System Administrator advised managers on proper use of DCPDS and trained users in DCPDS usage?

A2.4.6. (#) Has the System Administrator completed weekly backups of the CSU server as directed by the DCPDS Program Manager?

A2.4.7. (#) Is the System Administrator maintaining a 180-day backup of the Unix server security Audit Files as directed by the AFPC DCPDS Program Manager?

A2.4.8. (#) Does the System Administrator interact with users ensuring user interaction and data updates are consummating in DCPDS and ensuring DCPDS is properly updating their CSU database?

A2.4.9. (#) Does the System Administrator or Training specialist train users in use of DCPDS, personal computer operation, system and pc security, and BO?

A2.4.10. (#) Does the System Administrator provide outside users client loads, patches, report tools and samples (Access Database reports)?

A2.4.11. (#) Does the System Administrator assist in organizational evaluations of personnel management by recommending products that will provide meaningful information?

## **A2.5. CLASSIFICATION (5 USC, Chapter 51, AFPD 36-5, AFPD 36-14, and AFI 36-1401)**

### **(++) Applies to CPFs with Classification authority**

A2.5.1. (#) (++) Does the classification accuracy rate meet the Air Force standard of 95% accuracy level for all positions? (AFPD 36-5, Atch 1; AFI 36-1401, para 3.6.)

A2.5.2. (#) (++) Are the pay plans, series, titles and grades assigned by the CPF at a 90% level of accuracy rate for all positions - consistent with OPM, DoD and USAF classification guidance? (5USC 5104, 5106; AFPC 36-5, Atch 1; AFI 36-1401, para 3.8.1.)

A2.5.2.1. (#) (++) Has the CPF conducted organization or occupational studies and reviews as requested by management or to maintain position classification accuracy? (AFI 36-1401, para 3.8.6.)

A2.5.2.2. Are corrective actions taken, when necessary?

A2.5.3. (#) Is the timeliness of classification actions monitored to prevent unreasonable delays in customer notification and administrative processing?

A2.5.4. (#) Are Standardized Core Personnel Documents (SCPDs) being implemented to all applicable positions? (AFI 36-1401, para 3.7.)

A2.5.4.1. Does the CPF assist managers and supervisors with application of SCPDs? (AFI 36-1401, para 3.8.7.)

A2.5.5. (#) Is there a process for ensuring required statements for special retirements, key positions, etc., are included on position descriptions? (5 CFR 831.905; HQ USAF/DPC ltr, 1 Nov 89 - Subj: Special Coverage of Law Enforcement Officer and Firefighter Positions)

A2.5.6. (#) Has the CPF applied/coordinated with AFPC where applicable, new standards and guides within 6 months of receipt, unless otherwise specified? (5 USC 5107, AFI 36-1401, para 3.8.2.)

A2.5.7. (#) Has the Civilian Personnel Flight reviewed competitive levels, especially prior to initiating a Reduction-in-Force? (5 CFR 351.403)

## **A2.6. AFFIRMATIVE EMPLOYMENT PROGRAM (AFMAN 36-203)**

A2.6.1. (#) Has the CPF developed a base-level Affirmative Employment Plan involving functional managers, position classifiers, EEO and staffing specialists, Special Emphasis Program Managers and other appropriate individuals? (AFMAN 36-203, para 1.15.)

A2.6.1.1. (#) Does the plan contain a general assessment of projected vacant positions, affirmative action and FEORP goals for the next year (applicable to Eielson, Elmendorf and Hickam), recruitment sources, and a plan for the prevention of sexual harassment in the workplace? (AFMAN 36-203, para 1.15.6.)

A2.6.2. (#) Has the CPF conducted a review of the timeliness of staffing vacancies? Are vacancies being filled in a timely manner? Does the CPF periodically conduct reviews of the timeliness of staffing vacancies and has the CPF taken proactive actions to help to resolve problems that are identified?

A2.6.3. (#) Has the CPF reminded employees, through published articles, of the principles and procedures outlined in the Air Force Merit Promotion Program, and of OPM and Air Force directives that deal with the subject of promotion? (AFMAN 36-203, para 2.26.)

**A2.7. LABOR RELATIONS (5 USC, Chapter 71, Executive Order 12871, AFI 36-70) (Not applicable to foreign area bases)**

A2.7.1. (#) Has the installation CPF informed the work force of their Weingarten rights on an annual basis? (5 USC 7114(a)(3))

A2.7.2. (#) Does the LRO advise management on their labor-management relations' responsibilities and encourage labor-management partnership? (5 USC Chapter 71, Executive Order 12871)

A2.7.3. (#) Does the CPF promptly notify the Customer Service Representative to terminate the dues allotments for those who are no longer eligible? (5 USC 7115(b))

**A2.8. EMPLOYEE RELATIONS (5 USC 2302(c); 5 USC Chapter 75; 5 CFR 315.803, Parts 430, 451, 531 Subparts D and E, AFD 36-7, AFI 36-704; 5 CFR 630.305-309; AFR 40-630, para 2-10b; 20 CFR 10.102; 5 USC 8506; AFD 36-8)**

A2.8.1. (#) Has the CPF provided sound advice to management on disciplinary and adverse actions as evidenced by actions being sustained by an arbitrator, the grievance system, the Merit Systems Protection Board, the Equal Employment Opportunity Commission, and the courts? (5 USC 2302(c); 5 USC Chapter 75, AFD 36-7; AFI 36-704)

A2.8.2. (#) Are proper procedures followed for disciplinary and adverse actions? (5 CFR 752.203 and 752.404)

A2.8.3. (#) Are there negotiated and administrative grievance procedures in place? (5 USC 7121 and 5 CFR, Part 771)

A2.8.4. Does the CPF advise managers and supervisors on their responsibilities as they relate to employee performance and recognition? (5 CFR 315.803, Parts 430, 451, 531 Subparts D and E; AFI 36-1001)

A2.8.5. (#) Does the CPF ensure that in leave restoration cases that an employee's leave must have been requested, approved, and scheduled in writing before the start of the third biweekly pay period before the end of the leave year? (5 CFR 630.305 - 309; AFR 40-630, para 2-10b)

A2.8.6. (#) Are claims for work-related injuries or occupational illness properly processed to include the submission of the Superior's Report to the Dept of Labor, Office of Workers' Compensation not later than 14 calendar days after receipt of written notice of injury from the employee? (20 CFR 10.102)

A2.8.7. Does the CPF furnish separating employees with information on unemployment compensation for UCFE? (5 USC 8506; AFD 36-8)

A2.8.7.1. (#) Are claims controverted as appropriate? (5 USC 8506(b); AFD 36-8)

**A2.9. TRAINING (5 USC Chap 41; 5 CFR 410; Executive Order 11348; DoD Dir 1430.4; AFD 36-4; AFI36-401)**

A2.9.1. Has the Civilian Personnel Officer designated an Employee Development Manager (EDM)?

A2.9.2. (#) Did the CPF conduct an annual training needs survey? (5 CFR 410.203(a))

A2.9.2.1. (#) Does the financial plan reflect priority training needs? (5 CFR 410.201(c) and 410.304)

A2.9.3. (#) Has the commander approved the annual installation training plan (AITP) and budget through the Corporate Board (formerly CECMC) or a Management Training Committee (MTC)? (5 CFR 410.304 and AFI 36-401, para 1.6.)

A2.9.4. (#) Does the EDM have a system for allocating funds and tracking expenditures to assure adherence to the installation's training budget? (5 CFR 410.406)

A2.9.5. (#) Does the EDM review and approve or disapprove all requests for training according to statutory, legal, and administrative requirements, regardless of funding source? (5 CFR 410; AFI 36-401, para 1.6.1.2.)

## **A2.10. TRAVEL AND ALLOWANCES**

A2.10.1. (#) Are the authorizations of transportation agreements, dependent travel, shipment of household goods and personally owned vehicles, and Temporary Quarters Subsistence Expense (TQSE) being administered IAW the JTR, Vol 1?

A2.10.2. For foreign area bases, are internal audits in place to review the accuracy of Living Quarters Allowances, Separate Maintenance Allowances and Temporary Quarters Subsistence Allowances IAW the Department of State Standardized Regulations (DSSR), DoD 1400.25-M, Subchapter 1250?

A2.10.3. For foreign area bases, are Operating Instructions (OIs) in place for the allowances and differentials program? Are they utilized in order to maintain consistency in procedures and determinations IAW the DSSR and DoD 1400.25-M, Subchapter 1250?

A2.10.4. Is training provided based on the outcome of internal program reviews?

A2.10.5. Are PACAF B&E Letters maintained in an orderly manner for easy reference?

**Attachment 3****FAMILY SUPPORT CENTER (FSC) CHECKLIST  
(AFI 36-3009, unless otherwise specified)**

- A3.1.** Does the FSC Director manage and lead FSC programs and consult with the installation commander on family issues? (para 2.7.)
- A3.2.** Does the FSC Director develop and oversee the execution of the FSC Budget? (para 2.7.1.)
- A3.3.** Does the FSC Director ensure all core activities and core programs are available to all eligible personnel, including those at geographically separated units, and are coordinated with other Federal, state, and civilian agencies? (para 2.7.5.)
- A3.4.** Does the FSC Director ensure all FSC staff attend appropriate training within one year of assignment to the position and appropriate staff development on a recurring basis as required? (para 2.7.6.)
- A3.5.** Does the Superintendent assist the FSC Director in the overall management of the FSC? (para 2.8.)
- A3.6.** Does the Superintendent manage resources and Information Management Systems? (para 2.8.1.)
- A3.7.** Does the Superintendent assist the FSC Director in planning and coordinating family policy and programs? (para 2.8.2.)
- A3.8. (#)** Does the Superintendent manage and execute the FSC budget, including the procurement of contracted services? Transition and Relocation budgets will be managed IAW the appropriate AFIs. (para 2.8.3.)
- A3.9. (#)** Does the Superintendent promote FSC programs/services at Chief's and First Sergeant's groups and other applicable forums, and serves as the military advisor to the FSC Chief and staff? (para 2.8.4.)
- A3.10. (#)** Does the Family Readiness program provide preparation information and on going education and assistance to individuals, families and leadership to include Hearts Apart? (para 3.1.)
- A3.11. (#)** Is assistance and support provided to individuals, families, and leadership during mobilization and deployments, evacuations, local/national emergencies and disaster response? (para 3.1.1.)
- A3.12. (#)** Has a written readiness response plan been implemented and incorporated into installation operations planning? (para 3.1.1.)
- A3.12.1. (#)** Is this plan exercised?
- A3.13.** Does I&R assist DoD personnel and their families identify and clarify needs and then provide linkage to the appropriate resources? (para 3.2.)
- A3.13.1.** Does I&R follow-up to ensure that assistance was appropriate?

**A3.14.** Is information and assistance provided to the installation commander and unit leadership to address individual and family concerns? (para 3.4.)

**A3.15.** (#) Is the FSC Director meeting with new commanders and first sergeants within 60 days of their arrival? (para 3.4.)

**A3.16.** Is immediate, short-term support provided to help individuals and families with challenging life situations? (para 3.6.)

**A3.17.** Does PFMP offer information, education and personal financial counseling to help individuals and families maintain financial stability and reach their financial goals? (para 4.1.)

**A3.18.** (#) Does PFMP provide education to all personnel upon arrival at their first duty station, to include, at a minimum, facts about PFMP, checkbook maintenance, budgeting, credit buying, state or county liability laws and local fraudulent business practice? (para 4.1.1.)

**A3.19.** (#) Is refresher education provided to all E4s and below upon arrival at new installation? (para 4.1.1.)

**A3.20.** (#) Does CFP, in conjunction with TAP, provide employment skills training and prepare customers for local and long distance job search? (para 4.3.)

**A3.21.** Does the CFP, in conjunction with TAP, include local labor market information, skills and interests identification, skills development workshops, job banks or job referrals, and networks for support and marketing? (para 4.3.)

**A3.22.** Does the VRP coordinate installation volunteer recruitment, training and recognition in conjunction with other base agencies? (para 4.4.)

**A3.23.** Does the VRP administer the Air Force Excellence Award as specified in attachment 5? (para 4.4.1.)

**A3.24.** Does the FLEP enhance the individual's knowledge, skills, and abilities to anticipate and meet challenges throughout the various stages of the family life cycle (para 4.7.)

**A3.25.** (#) Does AFAS maintain 24-hour response capability? (AFI 36-3109, para 6.1.3. and AFASOG, para C(I)a)

**A3.26.** (#) Has the Staff Advisor appointed an Air Force Aid Society Officer (AFASO) and enough AFASOs to ensure AFAS coverage? (AFI 36-3109, para 6.3.2. and AFASOG, para C(I)b)

**A3.27.** (#) Does the AFASO publicize the AFAS so the majority of the base population is aware of its programs using base information and news media (daily bulletin, base newspaper etc.)? (AFI 36-3109, para 6.4.4.1. and AFASOG, para C(2)a)

**A3.28.** (#) Has the AFASO assigned specific duties in writing to assigned personnel for safeguarding checks, accounting for forms and keeping records as required by AFI 36-3109 and AFAS's Operations Guide? (AFI 36-3109, para 6.4.5. and AFASOG, para C(2)a)

**A3.29.** Does the AFASO coordinate with the PFMP Manager when financial counseling is required? (AFI 36-3109, para 6.4.10.)

**A3.30.** (#) Does the AFASO use AFAS Form 26A, Signature Card, to provide signatures of those personnel authorized to sign checks (AFASO, assistant AFASO, staff advisor)? (AFI 36-3109, para 8.2.2.4. and AFASOG, para C(2)b)

**A3.31.** Is the section account transferred to a new AFASO or to the staff advisor when the AFASO is or will be absent for more than 60 days? (AFI 36-3109, para 8.4.1. and AFASOG, para D(3))

**A3.32.** Are AFAS Forms 26 and 26A completed whenever a name on these forms must be changed and distributed to applicable agencies? (AFI 36-3109, para 8.4.2. and AFASOG, para D(2))

**A3.33.** (#) Are services and programs based on needs validated by an assessment process? (para 5.3.1.)

**A3.34.** Do programs and services focus on prevention and individual and family development to enhance the well being of individuals and families to strengthen their adaptation to military life? (para 5.3.5.)

**A3.35.** Are facility furnishings durable, comfortable, attractive and consistent with a warm, inviting environment? (para 6.1.1.)

**A3.36.** Is FSC funding provided through normal Air Force Budget/Manpower cycle? Are NAF funds only used for Family Services Program? (para 6.2.)

**A3.37.** Does the FSC maintain records/forms for the purpose of identification and demographic needs validation, and documentation of service? (para 6.3.)

**A3.38.** Is the FSC Statistical Summary Report spreadsheet forwarded electronically to MAJCOM by 15 January, 15 April, 15 July, and 15 October? (para 6.4.)

**A3.39.** (#) Does the CAIB identify gaps in services, raise issues impacting DoD individuals and families and provide solutions to resolve the identified issues and concerns? (para 7.2.)

**A3.40.** (#) Does the CAIB membership include as a minimum, commander; Support Group, FSC Director; Chief, Public Affairs; Staff Judge Advocate; Director, Medical Services; Family Advocacy Officer; commander or Director of Services Squadron; Family Member Support Flight Chief; Installation Staff Chaplain; Chief, Security Police; Base Civil Engineer; Chief, Social Actions; Senior Enlisted Advisor; commander, Mission Support Squadron; Education Services Officer; Senior Reserve Member, and President, First Sergeant's Group? (para 7.3. and Atch 3, para A3.1.)

**A3.41.** Does the CAIB complete a formal needs assessment not less than every three years and develop/implement the installation level Air Force Community Action Plan? (para 7.4.)

**A3.42.** Are the Relocation Assistance Coordinating Committee (RACC) and Transition Assistance Coordinating Committee (TACC) and the Integrated Delivery System Subcommittee (IDSS) subcommittees of the CAIB? (AFI 36-3009, paras 7.5. and 7.5.1.)

**A3.43.** Does the IDSS coordinate and collaborate on all preventive, educational programs aimed at individual/family well being and readiness? (para 7.5.1.1.)

**A3.44.** Has the CAIB developed a comprehensive, coordinated plan for outreach and the marketing and presenting of all individual/family prevention programs? (para 7.5.1.2.)

**A3.45.** Are metrics used to measure both process and outcome? (para 7.5.1.1.)

**A3.46.** Does the IDSS membership consist of the following agencies: Chapel, Family Advocacy, Family Support, Mental Health, Health and Wellness, and Family Member Support Flight? (para 7.5.1.3.)

**A3.47.** Does the Relocation Assistance Program (RAP) support mission readiness by providing to DoD personnel and families the relocation information, education and skills development to manage and adapt to the mobile military life? (PL 101-189, DODI 1342.17, DODI 1338-19, AFI 36-3011)

**A3.48.** Does the Relocation Assistance Program Manager (RAM) collaborate and coordinate with on and off base service providers to form partnerships to ensure relocation services are delivered and needs met? (DODI 1338.19, para C.6. AFI 36-3011, para 2.6.3.)

**A3.49.** (#) Are self-help customer resources established, coordinated and maintained? (DODI 1338.19 para D.3.b., AFI 36-3011, para 2.6.3.1.)

**A3.50.** (#) Are first term members targeted for relocation assistance and the effectiveness of services closely monitored? (DODI 1338.19, para D.3.d., AFI 36-3011, para 2.6.3.3.)

**A3.51.** Are services provided to prepare DoD personnel and families for overseas moves and to facilitate cultural adaptation? (DODI 1338.19, para E.6.a., AFI 36-3011, para 2.6.3.4.)

**A3.52.** At the losing base, does the RAM ensure easy access to specific and current information on CONUS/OCONUS destinations to include automated relocation resources? (DODI 1338.19, para E.6.a., AFI 36-3011, para 2.6.3.4.1.)

**A3.53.** (#) At the gaining base, does the RAM provide community orientations and cultural readjustment workshops, one-on-one counseling, and an effective outreach/awareness program to assist in adjustment to the area? (DODI 1338.19, para E.6.a., AFI 36-3011, para 2.6.3.4.2.)

**A3.54.** Are pre-departure and newcomer issues addressed through workshops/programs covering: Financial management/preparation for moves; cultural adaptation; community awareness; overseas moves; unique issues for single members, children, spouses, and civilians; housing? (DODI 1338.19, para E.6.a., b., & c., AFI 36-3011, para 2.6.3.5.)

**A3.55.** (#) Does the Relocation Assistance Coordinating Committee (RACC) convene at least quarterly? (DODI 1338.19, para E.5.b., AFI 36-3011, para 3.1.)

A3.55.1. Does the RAM serve as coordinator?

A3.55.2. Are RACC members appointed in writing by the chair and in positions to make decisions for their functional areas?

**A3.56.** (#) Is current relocation information available through an Automated Information Service (AIS) and the system interactive with other DoD RAPS? (DODI 1339.19, para E.4., AF1 36-3011, para 2.6.3.1.)

**A3.57.** (#) Is sponsor training provided in collaboration with the Military Personnel Flight (MPF) for all first-time sponsors and those who have not served as sponsors during the past year? (AFI 36-3011, para 2.6.3.2.)

**A3.58.** Does the Transition Assistance Program prepare separating and retiring military and civilian persons and their families with skills and knowledge for re-entry into the private sector? (Public Laws 101-510, 102-190, 102-484, 103-335; DODIs 1332.35, 1332.36, 1332.37 and 1340.19; and AFIs 36-3009, 36-3011, and 36-3022)

**A3.59.** Does the Support Group commander establish, appoint, schedule, and chair the Transition Assistance Coordinating Committee? (DODI 1332.35 and AFI 36-3022, para. 2.4.5.)

**A3.60.** (#) Does the TAP Manager ensure delivery and documentation of pre-separation counseling using DD Form 2648, Pre-separation Counseling Checklist? (DODI 1332.36, para. F2, AFI 36-3022, para 7.1.3.)

**A3.61.** (#) Is pre-separation counseling accomplished no later than 90 days prior to separation and are short notice separations accomplished as soon as possible? (DODI 1332.36, para F2 and AFI 36-3022, para 7.1.4.1.)

**A3.62.** Are DD Forms 2648 completed during one-on-one interviews, unless the member cannot be physically present? Is a waiver on hand if interviews are conducted in small groups of 10 or less? (DODI 1332.36, para F3 and AFI 36-3022, para 7.1.5.1.)

**A3.63.** If member is unavailable, is an alternative method for completing the DD Form 2648 outlined? (DODI 1332.36, para F3, AFI 36-3022, para 7.1.6.)

**A3.64.** Is transition assistance counseling offered to civilians affected by restructuring and reductions? (DODI 1332.37 para A and AFI 36-3022, para. 7.2.)

**A3.65.** (#) Does the TAP Manager ensure delivery of the completed DD Form 2648 to the Military Personnel Flight? (DODI 1332.36, para F2 and AFI 36-3022, para 2.7.2.5.)

**A3.66.** Are all Temporary Early Retirement Authority (TERA) applicants registered for Public and Community Service (PACS)? (DODI 1332.37 and AFI 36-3022, para 10.1.)

**A3.67.** (#) Does the TAP Staff work jointly with the CFP Manager to plan and conduct job fairs? (DODI 1332.36, para F4 and AFI 36-3022, para 2.7.2.15.)

**A3.68.** Does the TAP staff and CFP Manager jointly provide a resource center for job search and transition issues with up to date resources? (AFI 36-3022, para 15.1.)

**Attachment 4****MILITARY EQUAL OPPORTUNITY (MEO) CHECKLIST****(AFI 36-2706, unless otherwise specified)****A4.1. GENERAL INFORMATION**

A4.1.1. (#) Does the MEO staff ensure Installation and Air Force EOT policy along with the location and telephone number of the MEO office are posted in heavily trafficked areas. The areas should include, but not limited to, the Military Personnel Flight (MPF), Base Exchange, commissary, unit orderly rooms, and MWR facilities? (para 2.3.)

A4.1.2. Does MEO establishes unit continuity file for each unit that has more than 50 military personnel? (para 2.7.1.)

A4.1.3. Does MEO maintains unit continuity files that contain reports from the last two UCA visits, documented KPBs, data on EOT trends, AF Form 3969, commander's unit Climate Assessment Critique? (para 2.7.1.)

**A4.2. INSTALLATION MILITARY EQUAL OPPORTUNITY PROGRAM****A4.2.1. INSTALLATION COMMANDER**

A4.2.1.1. (#) Does the Installation commander develops policies to prevent unlawful discrimination and sexual harassment, and ensure those policies are prominently posted in locations and areas frequented by the base population? (para 4.1.2.)

A4.2.1.2. Does the Installation commander reviews all closed EOT cases on a monthly basis? (para 4.1.4.)

A4.2.1.3. Does the Installation commander directs the assessment of the base (wing) human relations climate? (para 4.1.6.)

A4.2.1.4. Does the Installation commander decides first level of appeals of formal complaints of unlawful discrimination (to include sexual harassment)? (para 4.1.9.)

**A4.2.2. CHIEF, MILITARY EQUAL OPPORTUNITY**

A4.2.2.1. Does the Chief, MEO reviews and serves as the "disclosure authority," for all MEO records, which are determined to be responsive to a specific Privacy Act and FOIA requests? (para 2.11.)

A4.2.2.2. (#) Does the Chief, MEO establishes and distributes an on-call roster of MEO personnel who are available outside normal duty hours to respond in an emergency to the command post, security police, emergency room, and Geographically Separated unit (GSU) commanders? (para 2.18.)

A4.2.2.3. Does the Chief, MEO screens all potential volunteers to ensure they have not committed substantiated acts of unlawful discrimination and that their integrity, motives, and maturity, are appropriate for such duties? (para 2.19.)

A4.2.2.4. Does the Chief, MEO recruits, interviews, documents observation period consisting of a minimum of 20 days of part-time duty in MEO office, and makes written recommendation concerning retraining applicants? (para 2.20.1/2/3/4.)

A4.2.2.5. (#) Does the Chief, MEO evaluates (in writing) an entire education class of each instructor and keeps the evaluation on file? (para 2.21.4.)

A4.2.2.6. (#) Does the Chief, MEO approves all lesson plans before implementing them. (para 2.21.3.)

A4.2.2.7. (#) Does the Chief, MEO evaluates MEO office at least twice a year using the compliance measure (this checklist) provided by the MAJCOM Assistant for MEO? (para 4.2.7.)

A4.2.2.8. Does the Chief, MEO ensures only DEOMI-qualified graduates conduct base-level EOT/HRE instruction programs? (para 4.2.4.)

A4.2.2.9. Does the Chief, MEO promotes EOT to senior leadership on the installation and to the base population? (para 4.2.2.)

A4.2.2.10. Does the Chief, MEO manages budget, manpower, and resource issues for MEO? (para 4.2.3.)

A4.2.2.11. Does the Chief, MEO responds to and clarifies incidents? With the concurrence of the IC, does the Chief, MEO classified incidents according to AFI 36-2706, para 4.7.1?

#### **A4.2.3. MILITARY EQUAL OPPORTUNITY SPECIALIST**

A4.2.3.1. Do MEO technicians develop and maintain personalized lesson plans that are tailored to Air Force and the installation's EOT objectives? (para 2.21.3.)

A4.2.3.2. (#) Do MEO technicians get written approval for all lesson plans from the Chief, MEO before implementing them? (para 2.21.3.)

A4.2.3.3. Do MEO technicians conduct and process complaint and incident clarifications? (para 4.4.1.)

A4.2.3.4. Do MEO technicians maintain close liaison with on-and off-base agencies, establishments, advisory councils, and special emphasis groups (serves as advisors fro special observances)? (para 4.4.2.)

A4.2.3.5. Do MEO technicians conduct HRE, including Key Personnel Briefings? (para 4.4.3.)

A4.2.3.6. Do MEO technicians gather and evaluate EOT-related data from SF, IG, HC, MPF, and other agencies for trend analysis, including security police blotters, incident reports, and MWR logs? (para 4.4.4.)

A4.2.3.7. Do MEO technicians serve as Subject Matter Experts to IG inquiry officers? (para 4.4.5.)

A4.2.3.8. Do MEO technicians prepare 7204 Reports (AF Form 3018) and other higher headquarters report? (para 4.4.6.)

A4.2.3.9. (#) Do MEO technicians conduct MEO unit and wing climate assessment visits? (para 4.4.7.)

A4.2.3.10. Do MEO technicians assist the IC in developing EOT (including sexual harassment) policy statements for their base? (para 4.4.8.)

A4.2.3.11. Do MEO technicians refer complaints against senior officials directly to the IG? (para 4.4.12.)

A4.2.3.12. Do MEO technicians apprise unit commanders of observed discriminatory circumstances when no complaint has been submitted? (para 4.4.11.)

A4.2.3.13. (#) Do MEO technicians apprise unit commanders of formal complaints lodged against members of their units? (para 4.4.12.)

A4.2.3.14. Do MEO technicians provide counseling, information, referral, and other assistance to members who have experienced unlawful discrimination or sexual harassment? (para 4.4.13.)

#### A4.2.4. UNIT COMMANDERS

A4.2.4.1. (#) Do unit commanders inform members through briefings and EOT policy memorandum that unlawful discrimination and sexual harassment will not be tolerated and that appropriate disciplinary and corrective action will be taken if unlawful discrimination or reprisal is substantiated? (para 4.5.1.)

A4.2.4.2. As a minimum, do unit commanders provide MEO the demographics of participants and action taken on all EOT allegations handled within the unit? (para 4.5.3.)

A4.2.4.3. Do unit commanders conduct periodic climate assessments? (para 4.5.8.)

#### A4.2.5. EDUCATION

A4.2.5.1. (#) Do MEO technicians provide the CPF and MPF with class dates, times, location, and number of available HRE slots? (para 2.21.7.)

A4.2.5.2. At the conclusion of each class, do MEO technicians forward the civilian attendance roster to the CPF with the names of civilian attendees for the purpose of updating civilian personnel training records? (para 2.21.7.)

A4.2.5.3. (#) Do Chief, MEO and MEO technicians provide the wing commander, group commander, squadron commander, section commander, senior enlisted advisor, and first sergeants key personnel briefing within 30 duty days of or appointment to position? (Table 2.2. Rule 9)

A4.2.5.4. Do MEO technicians provide a military member or DoD civilian employee on his or her first permanent duty assignment their First Duty Station Orientation Course within 30 duty days of arrival? (Table 2.2. Rule 6)

A4.2.5.5. Do MEO technicians provide a military member or civilian employee upon a second or subsequent permanent change of station Newcomers Orientation Briefing within 30 duty days of arrival? (Table 2.2. Rule 7)

#### A4.2.6. REPORTING REQUIREMENTS

A4.2.6.1. (#) Does the Chief, MEO ensures the submission of an AF Form 3018, Equal Opportunity/Human Relations Education Summary to the MAJCOM Military Equal Opportunity Assistant within 10 calendar days of the close-out date, at the end of each quarterly reporting period (1 October to 31 December, 1 January to 31 March, 1 April to 30 June, and 1 July to 30 September)? (para 2.23.1. and HQ AFPC EONet Forum).

A4.2.6.2. Does the MEO staff report all incidents via official message and within the appropriate notification timeline? (para 4.8.1., 4.8.2., 4.8.3., and PACAF ltr 98-15)

A4.2.6.3. Does the MEO staff send HQ USAF/DPDPH, HQ AFPC/DPSFS and the MAJCOM staff follow-up messages every 30 days until final action is taken on incidents? (para 4.8.4. and PACAF ltr 98-15)

A4.2.6.4. Does the Chief, MEO ensures that all MEO incidents categorized as major incidents are reported to higher headquarters through the Event and Incident reports (OPREP 3), RCS: HAF-XOO (AR) 7118? (para 4.6.6.)

A4.2.6.5. Do MEO technicians coordinate with the MAJCOM staff for MEO when responding to Congressional and Other Higher-Level Inquiries that relate to MEO issues? (para 2.6.)

A4.2.7. Do MEO technicians ensure compliance to special processing procedures for MEO complaints involving senior officials, colonels, and colonel selects? (paras 4.12., 4.12.1., 4.12.1.3., 4.12.2., 4.12.3, and 4.1.23.3.1)

### **A4.3. COMPLAINT PROCESSING**

#### **A4.3.1. INFORMAL COMPLAINTS**

A4.3.1.1. When appropriate, do MEO technicians encourage complainants to resolve complaints informally within supervisory and chain of command before filing formal complaint? (para 4.9.1.)

A4.3.1.2. Do MEO technicians refer noncompliance of AF equal opportunity standards involving DoD contractor personnel to the appropriate agency for resolution? (para 4.10.1.)

A4.3.1.3. Do MEO technicians coordinate with the Staff Judge Advocate on all complaints involving allegations of suspected criminal activity such as assault, sexual assault, rape, child abuse/molestation, or incest and refer such complaints, as appropriate, to the Air Force Office of Special Investigations or the Security Police? (para 4.11.1.)

A4.3.1.4. Do MEO technicians immediately refer all complaints involving allegations of homosexual conduct to the subject's military commander for appropriate action? (para 4.11.2.)

A4.3.1.5. Do MEO technicians immediately refer all complaints of unlawful discrimination that are not within the authority of the EOT complaint process to the appropriate agency authorized to resolve such complaints, e.g., Army and Air Force Exchange Services, Non-appropriated Fund, or Housing Referral Office? (para 4.11.3.)

A4.3.1.6. Do MEO technicians refer all EOT complaint involving senior officials to SAF/IGS? (para 4.12.2.)

A4.3.1.7. (#) Does the MEO office publishes and publicizes Air Force and local procedures for filing informal and formal complaints of unlawful discrimination and sexual harassment? (para 4.14.1)

A4.3.1.8. Do MEO technicians use AF Form 1587-1, EOT Informal Complaint Summary, to document informal complaints? (para 4.14.2.)

A4.3.1.9. Do MEO technicians conduct follow-up on informal complaints within 5 duty days? (para 4.14.4.)

A4.3.1.10. (#) If the complainant does not allege unlawful discrimination, do MEO technicians document the visit and time spent on assisting the individual on AF Form 1271? Do MEO technicians follow-up with the individual within 5 duty days? (para 4.15.)

#### A4.3.2. FORMAL COMPLAINTS

A4.3.2.1. Do MEO technicians document unlawful discrimination and sexual harassment complaint on AF Form 1587? (para 4.16.)

A4.3.2.2. Do MEO technicians ensure allegations are detailed, citing the people involved, describing the alleged discriminatory behaviors, including the date and time, and location of alleged discriminatory behaviors? (para 4.16.)

A4.3.2.3. (#) When an allegation of unlawful discrimination or sexual harassment comes from anonymous source, do MEO technicians document the complaint on AF Form 1587 and apprise the appropriate commander or agency? (para 4.16.)

A4.3.2.4. (#) If an allegation of unlawful discrimination or sexual harassment is submitted to the EOT office more than 60 days after the alleged offense, do MEO technicians ensure the complainant provide sufficient justification or extenuating circumstances to the MEO staff for review and subsequent approval by the IC? (para 4.17.1.)

A4.3.2.5. Does the Chief, MEO approves requests for withdrawing formal complaints? (para 4.17.2.)

A4.3.2.6. (#) Do MEO technicians complete complaint clarifications for all "E" unlawful discrimination and/or sexual harassment complaints? (para 4.18.1.)

A4.3.2.7. Do MEO technicians process all complaint clarifications within 20 duty days (9 duty days for MEO clarification, 6 duty days for legal review, and 5 duty days for unit commander)? (para 4.19/4.19.1.)

A4.3.2.8. If MEO, SJA, and/or commander cannot meet the allotted timelines outlined above, does the Chief MEO verbally grant separate extensions of no more than 5 days each for the complaint clarification, legal review, or command action (total extensions may not exceed 15 duty days)? (para 4.20.)

A4.3.2.9. Do MEO technicians document all reasons for the extension and brief the complainant. Is this memorandum made part of the case file? (para 4.20.)

A4.3.2.10. Following the initial extensions, does the Chief, MEO apprise the IC every 14 duty-days of the status of the case and of all additional and subsequent requests for extensions? (para 4.20)

A4.3.2.11. (#) Do MEO technicians advise military members reasonably suspected of committing an offense under the Uniformed Code of Military Justice of their rights against self-incrimination under Article 31 before being interviewed? (para 4.28.1.)

A4.3.2.12. Do MEO technicians ensure unit commander brief the alleged offenders on the nature and details of any complaints against him or her? (para 4.22.)

A4.3.2.13. Do MEO technicians ensure the unit commander debrief the alleged offender on the outcome of the complaint and advise the alleged offender of his or her right to appeal the findings of a formal complaint of unlawful discrimination or sexual harassment? (para 4.22.)

A4.3.2.14. Do MEO technicians forward the case to the Installation commander when there is a significant disagreement regarding the violation of EOT policy? (para 2.24.)

A4.3.2.15. Do MEO technicians contact the complainant within 30 calendar days after the complainant signed AF Form 1587 to determine if unlawful discrimination has ceased and if the complainant has experienced reprisal or negative repercussions as a result of the complaint? (para 4.26.)

A4.3.2.16. Do MEO technicians refer military members to the IG when they claim they were subjected to reprisal as a result of filing a complaint? (para 4.27.)

A4.3.2.17. Do MEO technicians provide the complainant with information about both the current status, and if completed, closure of the complaint? (para 4.29.)

A4.3.2.18. Do MEO technicians ensure the complainant is informed of his or her right to appeal the findings of a formal complaint of investigation? (para 4.29.)

A4.3.2.19. Do base-level MEO office accepts formal complaints of unlawful discrimination or sexual harassment from military family members (if not related to DoD civilian employment) and are they advised that if not satisfied with the resolution or disposition of the complaint, the complainant must be advised no formal Air Force appeal channels are available? (para 4.31.1.)

A4.3.2.20. Do MEO technicians refer family members filing formal complaints based on employment or personnel actions by another agency (CPF, MWR, NAF, HRO, AAFES, etc.) will be referred to the appropriate agency for resolution? (para 4.31.2.)

A4.3.2.21. Do MEO technicians ensure the appeal process is applicable only to formal complaints of unlawful discrimination or sexual harassment filed by military members? (para 4.25.11.)

#### **A4.3.3. EQUAL OPPORTUNITY (EO) INQUIRY OR INVESTIGATION ASSISTANCE.**

A4.3.3.1. Does the Chief, MEO provides the inquiry or investigating officer (IO) with information on the MEO's role in assisting IOs to conduct inquiries or investigations into allegations of unlawful discrimination or sexual harassment? (para 4.23.1.)

A4.3.3.2. Do MEO technicians provide subject matter expertise (SME), advice and assistance to the IO during all phases of the inquiry process? (para 4.23.2.)

A4.3.3.3. Do MEO technicians provide ensure compliance with the appropriate DoD directives, Air Force policy directives, instructions, and manuals governing the equal opportunity program? (para 4.23.3.)

A4.3.3.4. Do MEO technicians determine whether the allegations are under the EOT purview; i.e., race, color, religion, national origin, or sex. Further, specify whether the allegations involve unlawful personal or institutional discrimination? (para 4.23.4.)

A4.3.3.5. Do MEO technicians review the Report of Inquiry (ROI) to ensure key facts and supporting documentation submitted by the complainants, alleged offenders, witnesses, and statements and official documents are included as part of the official Air Force record? (para 4.23.5.)

A4.3.3.6. Do the MEO technicians ensure the IO addresses all allegations involving unlawful discrimination (racism, sexism, etc) sexual harassment, prejudice, subtle discriminatory behavior, preferential treatment, trends, and reprisal in the ROI? (para 4.23.6.)

A4.3.3.7. Do MEO technicians ensure all relevant exhibits and documents are reviewed and included in the ROI? (para 4.23.7.)

A4.3.3.8. Do MEO technicians ensure any previous attempts to resolve the allegations and incidents of unlawful discrimination are included in the ROI (i.e., chain of command, mediation, etc.)? (para 4.23.8.)

A4.3.3.9. Do MEO technicians, document, when appropriate, equal opportunity involvement on AF Form 1587. If no AF Form 1587 exists, establish a memo for record to document the assistance, outcome of the case, and actual time spent providing assistance? (para 4.23.10.)

A4.3.3.10. Do MEO technicians ensure the IC appointment letter include a MEO point of contact to assist the IO during the inquiry and investigation? (para 4.23.12.)

#### **A4.3.4. UNIT CLIMATE ASSESSMENTS**

A4.3.4.1. (#) Does MEO conduct UCAs on a regularly scheduled basis (at least every 2 years and upon a commander's request) for each unit with 50 or more military personnel assigned? (para 3.1.2.)

A4.3.4.2. Does MEO apprise commanders of the various instruments (AF approved UCA survey, AF Organizational Climate Survey, and DoD MEOCs) and methods to assess their unit's human relations climate during Key Personnel Briefing?

A4.3.4.3. Does MEO furnish the UCA report to the commander? (para 3.1.6.)

A4.3.4.4. Does MEO ensure commanders complete AF Form 3963, commander's unit Climate Assessment Critique, and return it to the MEO staff. Is the form included in the unit continuity file? (para 3.17.1.)

A4.3.4.5. (#) Does MEO ensure commander provide a written request when commander wants to survey or interview civilian employees as a part of the UCA? Is the written request maintained in the unit continuity folder? (para 3.2.1.)

A4.3.4.6. (#) Does MEO coordinate in advance all requests to conduct surveys or interviews of civilian employees with the CPF? (para 3.2.2.)

A4.3.4.7. (#) Does MEO mark UCA reports and trend data "For Official Use Only"? (para 2.7.2.)

#### **A4.3.5. WING CLIMATE ASSESSMENT**

A4.3.5.1. (#) Does MEO hold a Wing Climate Assessment at least twice a year covering the periods of October to March and April to September? (para 3.5.1.)

A4.3.5.2. Does the Wing Climate Assessment agenda include reviewing semi-annual statistics and trends and developing counter measures to neutralize any identified threat to good human relations? (para 3.5.2.)

A4.3.5.3. Does the MEO maintain the minutes of the Wing Climate Assessment? (para 3.5.2.)

A4.3.5.4. As a minimum, does the Wing Climate Assessment include an analysis of the UCAs conducted within the report period, number of unlawful discrimination complaints and EOT incidents, information that may impact the EOT climate such as equity in promotions, involuntary separations, unfavorable information file, discipline, and awards and decorations? (para 3.5.3.)

**Attachment 5****(#) CIVILIAN EQUAL EMPLOYMENT DISCRIMINATION COMPLAINTS CHECKLIST  
(EEO Management Directive 110, 29 CFR 1614, and AFI 36-1201)**

**A5.1.** Has the Commander provided adequate resources to its equal employment program to ensure sufficient and successful program? (29 CFR 1614.102(a)(1))

**A5.2.** Have all EEO Counselors received a minimum of 32 hours of EEO Counselor training prior to assuming counseling duties? Has each EEO Counselor thereafter received at least 8 hours of continuing Counselor training each year? (EEO Management Directive 110, Chapter 2, paras IIA and IIC)

**A5.3.** Are the names and duty telephone numbers of the EEO Counselors, notice of time limits and need to contact a counselor before filing a complaint; and the telephone numbers and addresses of the AF EEO Director and EEO Officer publicized and posted at all times? (29 CFR 1614.102(b)(7))

**A5.4.** At the initial interviews, have the EEO counselors clearly defined the issues and bases of the potential complaints? (EEO MD-110, Chapter 2, paras V-A2 and B)

**A5.5.** Do the counselors conduct the final interviews (to include the right to file a formal complaint and its requirements) with complainants within 30 days of initial contact, unless there is a written agreement for an extension up to 60 days or if mediation is requested? (EEO MD-110, Chapter 2, para VI-C2)

**A5.6.** Do the counselors submit their reports of inquiry to the EEO Manager (Chief EEO Counselor) within 5 days after notification that formal EEO complaints were filed? (AFI 36-1201, Section A, para 1.)

**A5.7.** Does the EEO Manager provide a copy of the counselor's report to the complainant within 15 days of the date the complainant files the formal complaint? (AFI 36-1201, para 2.1.)

**A5.8.** Does the EEO Manager provide copies of the counselor's report to the civilian personnel office and the staff judge advocate for review? (AFI 36-1201, para 2.1.)

**A5.9.** Does the EEO Manager request an investigator from the Office of Complaints Investigations (OCI) no later than 30 days after the date the complaint is filed and mail a copy of the complaint to that office? (AFI 36-1201, para 2.1. and para 2.3.)

**A5.10.** Do Commanders or their designees properly dismiss an individual complaint or part of a complaint under the provisions of 29 CFR 1614.107 and EEO MD-110? (AFI 36-1201, para 2.2.)

**A5.11.** Does the EEO Manager work with the SJA and complainants to make reasonable efforts to voluntarily settle complaints as early as possible at any stage? (29 CFR 1614.603 and AFI 36-1201, para 3.)

**Attachment 6****COMMANDER'S SUPPORT STAFF (CSS) CHECKLIST****(AFSCM 36-699, Vol 1, unless otherwise specified)****A6.1. GENERAL MANAGEMENT AND ANALYSIS RESPONSIBILITIES**

A6.1.1. (#) Do CSS personnel monitor overall accuracy and reliability of all data entered and maintained within PC-III? (Table 1.10., Rule 15) **(IMA)**

A6.1.2. Do CSS personnel review file monitor and reject Transaction Registers (TR) and make appropriate corrections? (para 2.34.)

A6.1.3. Are positive controls exercised over personnel having access to PC-III remote terminals? (para 2.23.)

A6.1.4. Is proper physical security provided to remote terminal areas? (AFM 171-110, Vol VII, para 4.4.)

A6.1.5. Are delegations of authority letters on file from the unit commander delegating their access to PC-III for other personnel? (para 2.23.)

A6.1.6. Do CSS personnel ensure members who are directed to attend an education or formal training course, whether via PCS, TDY, or PCA, process through the MPF for Active Duty Service Commitment (ADSC) counseling and completion of the AF Form 63 or other required ADSC acknowledgment before entering an ADSC-incurring event? (AFI 36-2107, para 2.8.)

**A6.2. (#) SPECIAL DUTY ASSIGNMENT PAY (SDAP) (AFI 36-3017, unless otherwise specified)**

A6.2.1. Do unit commanders: (para 2.1.)

A6.2.1.1. Identify members who are qualified and eligible for SDAP, and start the pay? [Note: Unit commanders may not delegate this authority.] (para 2.1.1.)

A6.2.1.2. Certify eligibility for members on the monthly SDAP roster and return the roster to the servicing MPF noting additions, deletions, or errors? (para 2.1.2.)

A6.2.1.3. Counsel unit members on changes in SDAP ratings and initiate and certify these changes? (para 2.1.3.)

A6.2.1.4. Submit AF Form 2096, Classification/On-the-Job Training Action, or special orders for actions affecting an airman's SDAP? (para 2.1.5.)

**A6.3. (#) WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) (AFMAN 36-2605, unless otherwise specified)**

A6.3.1. Does the CSS manage WAPS material and testing? (AFSCM 36-699, Vol 1, Table 1.10)

A6.3.2. Has the CSS WAPS Monitor been appointed in writing? (para 1.12.1., AFPAM 36-2620, para 4.10.1.)

A6.3.3. Is the CSS WAPS Monitor trained to perform required duties?

A6.3.4. Does the unit WAPS Monitor ensure the unit mailing address is correctly reflected in MilPDS under Update Local Tables option "MPF\_PAS\_ADMIN" (contact Personnel Systems Manager to confirm address)? (WAPS Catalog, page 7)

A6.3.5. Does the WAPS Monitor publicize receipt of the WAPS Catalog? (WAPS Catalog, page 7, para 1.13.1.)

A6.3.6. Has a reference library been established for WAPS study reference materials (excluding Career Development Courses (CDCs)) and are they publicized? (para 1.13.2.)

A6.3.7. Does the WAPS Monitor conduct an inventory of the WAPS library study materials prior to ordering replacement materials? (AFPAM 36-2620, para 4.10.)

A6.3.8. Are WAPS study reference materials available on a 1:5 ratio to support non-CDC study reference (para 1.13.4.)

A6.3.9. Does the WAPS Monitor assist unit personnel in obtaining the needed study references, including non-CDC references, such as Air Force Instructions (AFIs) or Technical Orders (TOs)? (WAPS Catalog, page 7)

A6.3.10. Does the WAPS Monitor check current inventories and submit new requirements to appropriate agencies? (AFPAM 36-2620, para 4.10.2.)

A6.3.11. Does the WAPS Monitor ensure members sign the WAPS Career Development Course (CDC) Receipt Report on Individual Person (RIP) and initial the summary list when they receive their CDCs? (WAPS Catalog, page 7)

A6.3.12. Does the WAPS Monitor retain the listing in unit files for verification of receipt? (WAPS Catalog, page 24)

A6.3.13. Does the WAPS Monitor clear rejected transactions associated with the ordering of CDCs and/or contact the base WAPS Monitor for assistance in correcting the reject? (WAPS Catalog, pages 6 and 7)

A6.3.14. When WAPS CDCs are not received, does the WAPS Monitor query PC-III using the "WAPS CDC Inquiry" to obtain status on a CDC order? (WAPS Catalog, page 10)

A6.3.15. To request replacement of CDC material, does the WAPS Monitor send an official memorandum signed by the unit commander to AFIADL? (WAPS Catalog, page 11)

A6.3.16. If WAPS material arrives at the losing unit and the member has already departed PCS, does the WAPS Monitor forward the material and associated status and receipt RIPs to the member's gaining unit? (WAPS Catalog, page 14)

A6.3.17. Does the WAPS Monitor order WAPS material on A1Cs who are subsequently promoted to SrA Below The Zone (BTZ) after the automatic WAPS CDC distribution process? (WAPS Catalog, pages 14 and 15)

A6.3.18. Does the unit commander request replacement material from ECI for members if they lose or destroy their CDCs due to reasons beyond their control? (WAPS Catalog, page 26)

A6.3.19. Are AF Forms 614 (Charge out Records) maintained for issuance of non-CDC study reference material?

A6.3.20. Have time limits for return of study reference materials been established?

- A6.3.21. Have procedures been established to ensure non-CDC study reference materials have been returned before an individual departs PCS/PCA?
- A6.3.22. Are sufficient copies of AFPAM 36-2241, Vol 1 and 2 available for distribution.
- A6.3.23. Is a copy of the ECI WAPS Study Reference Index available? (para A9.7.)
- A6.3.24. Are unit Eligible for Promotion Testing Rosters and Ineligible for Promotion Lists received from the MPF in ample time to notify members of their testing date or ineligible status? (NOTE: This is normally 30 days in advance of the testing date) (AFCSM 36-699, Vol 1, para 5.4.5.4.1.7.2.)
- A6.3.25. Do the Airman Promotion Briefs accompany these rosters and does the WAPS Monitor ensure each eligible member receives his/her brief? (AFCSM 36-699, Vol 1, para 5.4.5.4.1.7.4.)
- A6.3.26. Does the WAPS Monitor coordinate and monitor test-scheduling changes with the MPF? (para A9.10.3.4.)
- A6.3.27. Does the WAPS Monitor provide letters of notification of promotion testing to the members? (AFCSM 36-699, Vol 1, para 5.4.5.4.1.7.2.)
- A6.3.27.1. Does the WAPS Monitor have the member acknowledge receipt of the notification letter?
  - A6.3.27.2. Does the WAPS Monitor forward the originals to the MPF Career Enhancement Element?
- A6.3.28. Does the unit commander, through the WAPS Monitor, notify and direct airmen to report for testing as scheduled? (para A9.13.)
- A6.3.29. Does the unit commander, through the WAPS Monitor, advise members that failure to show or late arrival may render them ineligible for promotion for that cycle? (para A9.13.)
- A6.3.30. Does the commander only approve new test dates if members have a valid reason for failing to report as scheduled? (AFPAM 36-2620, para 4.4.3.)
- A6.3.31. Does the commander only approve PAFSC skill level waivers for reasons outlined in AFI 36-2502, Table 2.3 and in accordance with AFCSM 36-699, Vol 1, para 5.4.5.4.1.8.1.?
- A6.3.32. Does the WAPS Monitor annotate the test roster to show time, date, and place tests are to be administered? (NOTE: Depending on local requirements, the scheduling of retesting may be done by either the MPF or the CSS) (AFCSM 36-699, Vol 1, para 5.4.5.4.1.7.2.)
- A6.3.33. Does the CSS annotate the original of the roster to reflect those individuals who will not be available for testing during the entire cycle (including reason for non-availability and projected availability date)? (AFCSM 36-699, Vol 1, para 5.4.5.4.1.7.2.)
- A6.3.34. Have all personnel scheduled to depart PCS or TDY during the testing cycle been scheduled to test before departure? (para A9.10.)
- A6.3.35. Does the CSS help schedule and reschedule promotion-eligible personnel? (AFCSM 36-699, Vol 1, para 5.4.3.)
- A6.3.36. Does the CSS advise deploying members to take their study references with them whenever possible? (para A9.10.3.3.)

A6.3.37. Has a suspense system been established to ensure each individual acknowledges receipt of the established promotion testing appointment before the testing cycle begins?

A6.3.38. Does the unit WAPS Monitor furnish each individual eligible for promotion testing with the Letter of Notification for testing?

A6.3.39. If the commander recommends everyone in Part I and Part II of the “unit Eligible for Promotion Testing Roster”, does he/she sign and date each part of the roster and return the original to the MPF Career Enhancement Element? (AFPAM 36-2620, para 4.1.4.)

A6.3.40. If the commander does not recommend a member for promotion, does he/she line through the member’s name, initial, and prepare a Memorandum of Non-Recommendation for Promotion in accordance with AFI 36-2502, Airman Promotion Program, and AFCSM 36-699? (AFPAM 36-2620, para 4.1.4.)

A6.3.41. If the commander non-recommends any member of the organization, is the member provided a written statement advising him/her of the decision? (AFPAM 36-2620, Figure 4.6.)

A6.3.42. Are the original copies of the AF Forms 1566 signed and witnessed for all members who have declined to test? (para A9.13.2.)

A6.3.43. Are the signed originals of the testing roster and ineligible lists, together with the original copies of the AF Forms 1566, returned to the MPF not later than five workdays before the first day of the testing cycle?

A6.3.44. After notification by the MPF of no-shows for testing, does the unit commander contact each no-show to find out why they failed to keep the scheduled testing date? (para A9.14.)

A6.3.45. When an E-4 through E-6 does not have a valid reason for missing the scheduled testing date, does the unit commander prepare a written notice advising the individual of ineligibility for promotion? (AFPAM 36-2620, para 4.4.3.)

A6.3.46. Upon receipt of the “Second Time No-Show” memorandum, does the commander return the memorandum within 5 workdays to the MPF Career Enhancement Element? (AFPAM 36-2620, para 4.5.5.)

A6.3.47. Does the commander review the “unit selectee” and “unit nonselectee/withhold” lists to fully evaluate each airman’s promotion status and to approve, disapprove, or withhold the promotion? (AFCSM 36-699, Vol 1, para 5.4.5.4.1.6.1.3.)

A6.3.48. Does the commander review and certify the “Unit Nonselective/Withhold List” monthly?

#### **A6.4. (#) PROMOTION/NON-PROMOTION ACTIONS (AFIs 36-2502, unless otherwise specified)**

A6.4.1. Does the commander receive the “Airman Promotion Selection-Monthly Increment List” in sufficient time to allow for the appropriate recommendation/non-recommendation and return the original copy certified by the commander to DPMPEP prior to the 25th of the month? (AFCSM 36-699, Vol 1, para 5.4.5.4.1.7.12.)

A6.4.2. Does the commander initiate non-recommendation and removal action when necessary? (para 3.2.) (IMA)

A6.4.3. Does the commander advise selectees the promotions are *tentative* pending verification by the MPF? (para 2.3.3.2.)

A6.4.4. Does the commander advise airmen not to assume the grade when data verification discovers missing or erroneous data? (para 2.3.3.3.)

#### **A6.5. UNFAVORABLE INFORMATION FILES (UIFs) (AFI 36-2907, unless otherwise specified)**

A6.5.1. (#) Are UIF folders properly identified with "For Official Use Only" on the front and back of the folder and do all UIFs contain the original copy of the AF Form 1137, UIF Summary? (para 1.4.2.2.)

A6.5.2. Are UIFs properly labeled (NAME and SSAN)? (para 1.4.2.1.)

A6.5.3. (#) When a new UIF file is established, or when new documents are placed in the file, are CSS personnel entering the proper UIF/Control Roster code and expiration date into PC-III? (para 1.4.2. and Tables 2.1. and 2.2.) (IMA)

A6.5.4. (#) Are CSS personnel limiting access to UIFs only to personnel listed in para 1.6.?

A6.5.5. (#) When PC-III Transaction Register remarks are received indicating a UIF is expiring, do CSS personnel verify the date is accurate and no other information is contained in the UIF, which would extend the UIF retention period? (Table 2.3, Rules 6 & 7)

A6.5.6. Do CSS personnel forward a copy of the AF Form 1137 to the officer's MAJCOM (SOA)/DPP activity when an officer UIF is established and every time an entry is made on the AF Form 1137? (Table 2.3., Rules 1 & 2) [Recommend using the AF Form 1137 to record transmittal to MAJCOM]

A6.5.7. (#) Do CSS personnel forward a copy of the AF Form 1137 to the individual's unit commander each time a UIF entry is made? (Table 2.3., Rule 1) (IMA)

A6.5.8. (#) Are UIFs for members performing PRP duties properly coordinated with the unit PRP Monitor? (Table 2.3., Rule 1)

A6.5.9. (#) Does the unit commander review UIFs within 90 days of assumption of command? (para 1.7.1.1.) (Recommend using the 1137 to document all reviews)

A6.5.10. (#) Do CSS personnel update the correct disposition effective date for documents placed in the UIF? (Tables 2.1. and 2.2.)

A6.5.11. (#) Are proper documents being filed in the UIF? (para 1.4.5. & Tables 2.1 and 2.2.)

A6.5.12. Do CSS personnel process unfavorable information received on TDY personnel IAW paras 1.10.2.1. and 1,10.2.2.?

A6.5.13. (#) Are commanders reviewing UIFs when personnel are considered for the actions specified in para 1.7.1.2.? (IMA)

A6.5.14. Are letters of reprimand/admonition formatted properly? (para 3.5.)

A6.5.15. If the MPF review indicates further administrative or punitive action is appropriate, is a recommendation made to the unit commander by completing an AF Form 1058 (UIF Action) or a letter signed by the DPMP, DPM, or MSS/CC, as appropriate; and is a copy of the AF Form 1058 filed in member's UIF? (para 1.8.)

A6.5.16. (#) When a member is pending PCS reassignment, are the CSS personnel completing the computer RIP and sending two copies of it along with two copies of the AF Form 1137 to the gaining MPF/DPMPE? (Table 2.3. Rule 3)

A6.5.17. Is a copy of the transmittal RIP retained in the UIF folder until the actual UIF is mailed on confirmation of PCS departure? (Table 2.2, Rule 3, Note 3)

A6.5.18. Is a copy of the transmittal RIP that confirmed the member's PCS departure kept in the general correspondence file? (Table 2.2, Rule 5, Note 5)

A6.5.19. Are copies of AF Form 1137, received prior to a member's arrival, being forwarded to the gaining unit commander? (Table 2.3, Rule 3, Column C)

A6.5.20. Are procedures in effect to ensure that CSS personnel are receiving advance copies of UIFs within 120 days of RNTLD on incoming personnel identified by incoming TR notices? (Table 2.3, Rule 11; Table 2.3., Rules 2 and 11)

#### **A6.6. WEIGHT AND BODY FAT MANAGEMENT PROGRAM (AFI 40-502, unless otherwise specified)**

A6.6.1. (#) Does the installation commander serve as the final authority for body fat standard adjustments and retention, discharge, or separation actions on members with their fourth and subsequent failures in the WBFMP? (para 2.1.5.)

A6.6.2. (#) Does the installation commander serve as the final authority for temporary medical deferrals exceeding 1 year? (para 2.1.6.)

A6.6.3. Does the unit commander:

A6.6.3.1. (#) Grant individual exemptions from the WBFMP due to medical reasons only? (para 2.7.2.)

A6.6.3.2. (#) Take administrative actions against members not making proper progress in the program? (para 18.)

A6.6.4. Have procedures been established to send members to the HAWC to have their body fat measurements taken and annotated on the AF Form 108? (para 2.7.3.)

A6.6.4.1. Have procedures been established to enroll members over their body fat and monitor them in the 3-month Exercise and Dietary period and refer members to the HAWC for exercise and dietary education? (para 2.7.4.)

A6.6.5. Are body fat measurements taken within two duty days from the date notified of the requirement? (para 2.7.3.1.)

A6.6.6. Does the WBFMP manager update the appropriate Weight Status Code reflected on the AF Form 108 for PC-III units and forward a copy of the AF Form 108 to the MPF for non-PC-III units? (paras 2.7.6. and 2.7.7. and AFCSM 36-699, Vol 1, para 13.71.)

A6.6.7. Is the WBFMP case file mailed to the gaining commander within 5 duty days after the member departs PCS or PCA? (para 2.7.8.)

A6.6.8. Is the weight and body fat measurement rescheduled for females based on their menstrual cycles for 3 calendar days before the cycle or the next duty day after the end of the cycle? (para 2.7.9.)

A6.6.9. Is the Unit WBFMP Manager in the WBFMP? (para 2.8.)

A6.6.10. Does the unit WBFMP manager:

A6.6.10.1. Ensure all weight measurements are taken on a calibrated scale and height measurements are taken using the back-to-surface method using a device with a true 90-degree angle, and both taken on a non-carpet surface or plexiglass? (para 2.8.2. & table 1)

A6.6.10.2. (#) Schedule members exceeding their weight requirements with an appointment for a body fat measurement at the HAWC within two duty days from the date they are identified as exceeding the weight requirements? (para 2.8.3.)

A6.6.10.3. (#) Schedule an appointment for members identified as over body fat by the unit commander with MTF for the medical evaluation and the HAWC for exercise and dietary education no more than 15 duty days from the date a member is identified as over body fat? (para 2.8.4.)

A6.6.10.4. (#) Schedule a monthly appointment at the HAWC for members in Phase I and II to have their body fat measurements taken? (paras 2.8.5., 14.3.2.2. and 14.4.2.2.)

A6.6.10.5. Notify the HAWC at least two weeks in advance of any upcoming mass or annual unit weigh-ins? (para 2.8.6.)

A6.6.10.6. (#) Update the appropriate WSC reflected on the AF Form 108 into the MilPDS or PC-III? (para 2.8.8. and AFCSM 36-699, Vol 1, para 13.71.)

A6.6.10.7. Conduct weight and height measurements at least once annually and upon PCS, TDY, reenlistment, promotion and BOTS? (para 3. and table 1)

A6.6.10.8. Take weight and height measurements on all WBFMP participants upon initial entry and on a monthly basis to determine their progress? (paras 14.3.2.1. and 14.4.2.1.)

A6.6.10.9. Use the AF Form 393 to record medical clearances, exercise and dietary education sessions, weight and body fat measurements, and administrative actions? (para 14.3.2.3.)

A6.6.10.10. (#) Update appropriate WSCs and use AF Form 108 to update the WSC each time a change in status occurs which requires update of a different WSC? (paras 12., 14.3.2.4., and 14.3.2.5. and AFCSM 36-699, Vol 1, para 13.71.)

A6.6.10.11. (#) Remove members from the WBFMP after successfully completing Phase II? (para 14.4.2.3.)

A6.6.10.12. (#) Ensure the unit commander documents their decision to remove or continue reenlistment ineligibility for those individuals who successfully complete Phase I on the AF Form 108? (para 6.2.)

A6.6.11. (#) If the unit commander decides to remove the reenlistment ineligibility conditions for members entering Phase II, is a copy of the AF Form 108 forwarded to the MPF Special Actions unit for update? (para 6.2.)

A6.6.12. Does the unit commander receive MTF recommendation and installation commander approval before body fat standards are adjusted, codes updated, and do not exceed a 12-month period? (para 13.)

A6.6.13. Are individuals medically cleared and do they receive initial exercise and diet education prior to entry into the three-month exercise and dietary period? (para 14.2.4.)

A6.6.14. Does the HAWC accomplish the body fat measurements and annotate them on the AF Form 108, upon request of the unit commander or representative, after completion of the 3-Month Exercise and Dietary Period? (para 14.2.6.)

A6.6.15. (#) Does the unit commander place members who have not met the Air Force body fat standards in WSC 6, Initial Entry, (Phase 1), after members complete their 3-month exercise and dietary period, or WSC 3, Observation Period), for those members who have met the Air Force body fat standard? (paras 14.3.1.1. and 14.4.1.)

A6.6.16. Are medical deferrals properly processed? (para 17.)

A6.6.17. Are AF Forms 393 and 108 prepared for each member and filed in the WBFMP case file? (paras 20.1., 21.1., and 22.1.)

A6.6.18. Does the unit commander provide a copy of the "Weight Management Program Overview" upon enrollment in the 3-month exercise and dietary period? (Attachment 2)

#### **A6.7. (#) ENLISTED PERFORMANCE REPORTS (AFI 36-2406, unless otherwise specified)**

A6.7.1. Are reporting official changes being identified? (AFCSM 36-699, Vol 1, para 5.2.4.4.1.) **(IMA)**

A6.7.2. Are personnel action changes (either verbal or written) checked against management rosters to ensure that effective date of supervision for rater changes are not before the closeout date of a report on file? (AFCSM 36-699, Vol 1, para 5.2.4.4.1.)

A6.7.3. Are controls in effect to ensure unit commanders review EPRs before they are sent to the MPF? (para 3.2.5.8.)

A6.7.4. Is Table 3.7. reviewed to ensure that EPRs are submitted as required (ratee departs TDY for formal training or TDY for period of 120 calendar days or more, rater placed in RI 9A100 or 9A100, etc.)?

A6.7.5. Does the CSS distribute Performance Feedback Worksheet (PFW) notices to ratees and raters? (para 2.2.5.1.)

A6.7.6. Does the CSS file signed PFW notices in the ratee's PIF? (para 2.2.5.2.)

A6.7.7. Are Letters Of Evaluation (LOE) submitted when required? (para 4.7.2.1.)

A6.7.8. Does the CSS update Letters Of Evaluation (LOE) and place them in a suspense file? (para 4.7.4.2.2.)

A6.7.9. Does the CSS maintain LOEs and forward them to the next rater with the EPR notice for use in preparing the EPR? (para 4.7.4.2.3 .and AFCSM 36-699, Vol 1, para 5.2.4.4.3.1.)

A6.7.10. Does the commander ensure that the first sergeant (or designated SNCO) conduct a quality force review on all EPRs before conducting the commander's review? (para 3.2.5.7.)

A6.7.11. Does the CSS review completed EPRs for accuracy and send them to the MPF for update and file? (para 3.2.4.3.)

A6.7.12. Is the "Reason" and "Projected Date of Report" being reviewed upon cancellation of assignment, separation, or retirement? (AFCSM 36-699, Vol 1, paras 5.2.4.4.1.2. and 5.3.4.3.1.1.)

A6.7.13. Are required reports sent to the MPF for placement in the UPRG prior to PCS departure? (Table 3.9, Note 3)

**A6.8. (#) REFERRAL REPORTS (AFI 36-2406, unless otherwise specified)**

A6.8.1. Are referral report procedures closely monitored and are personnel provided assistance in preparing replies to referral reports? (para 3.2.4.3.5.) (IMA)

A6.8.2. Are EPRs referred when a rating in far left block in Section III of AF Form 910/ 911 or a rating of "1" in Section IV is given? (para 3.9.1.1.)

A6.8.3. Are OPRs referred when any performance factor in Section V of AF Form 707A/B is marked "Does not meet standards" or any comments refer to behavior incompatible with the minimum standards? (paras 3.9.1.1. and 3.9.1.2.)

A6.8.4. Is a copy of the referral letter forwarded to ratee with a copy of the report? (para 3.9.5.1.)

A6.8.5. Are statements required by next evaluator, after the referring official, included on the report? (para 3.9.7.)

**A6.9. (#) OFFICER PERFORMANCE REPORT (OPR)/ENLISTED PERFORMANCE REPORT (EPR) QUALITY REVIEW (AFI 36-2406, unless otherwise specified)**

A6.9.1. Is complete quality review of each OPR performed? (para 3.2.4.3.)

A6.9.2. Is the OPR checked for common errors, such as: (Table 3.1.)

A6.9.2.1. Incorrect SSAN?

A6.9.2.2. Misspelled names?

A6.9.2.3. Incorrect Duty AFSC?

A6.9.2.4. Inappropriate comments?

A6.9.2.5. Incorrect reason for report?

A6.9.2.6. Erasures in Section V?

A6.9.2.7. Incorrect open and close dates?

A6.9.2.8. Missing required comments?

A6.9.2.9. Duty title incompatible with Duty AFSC?

A6.9.2.10. Mission description different than approved mission description?

A6.9.2.11. Spelling or punctuation errors?

A6.9.2.12. Report signed prior to close-out date?

A6.9.3. Are corrections or erasures that change sentence meaning initiated by rater?

A6.9.4. Do evaluators sign or date report on or after date signed by previous evaluator?

A6.9.5. Are all ratings in Section V on the OPR substantiated by comments?

A6.9.6. Is the OPR suspense established NET 5 duty days and NLT 30 days after close-out? (Table 3.6., Note 1b and Table 3.9., Note 5b)

A6.9.7. Are EPRs reviewed to ensure there are not spelling or punctuation errors, and the report has not been signed prior to the close-out? (para 3.2.4.3. and Table 3.2, Line 19)

A6.9.8. Do EPRs have the appropriate grade requirement for final endorsement? (para 5.4.)

A6.9.9. Are comments required by para 3.6. included on EPRs as applicable?

**A6.10. (#) PERSONNEL RELIABILITY PROGRAM (AFI 36-2104 unless otherwise specified)**

A6.10.1. Does the commander ensure suspense procedures are in-place to comply with administrative certification within 30 days of PRP assignment acknowledgment? (paras 2.3.9. and A2.2.1.)

A6.10.2. Is verification of the currency of the security investigation and the need for a new Personnel Security Investigation (PSI) based on the category of certification (controlled/critical) required by the PCS processing code? (atch 4 and para A2.2.2.)

A6.10.2.1. If PSI is required, have the local security police accepted the PSI paperwork and forwarded to DIS before the RIP PRPCER (or AF Form 286) been processed/signed? (para A2.4.1.)

A6.10.3. Are all available sources (Unit Personnel Records Group (UPRG), Unfavorable Information File (UIF), Control Roster, Personnel Information File (PIF), and PSI request forms and health records) reviewed to report all potentially disqualifying information? (atch 8 and para A2.2.3.)

A6.10.4. Are all mandatory selection requirements being met for administrative certification? (atch 5 and paras A2.2.4. and A2.4.2.)

A6.10.5. Is the MilPDS updated with the proper PRP Status Code by the MPF, and the unit ensures the member notified in writing (AF Form 286A), if permanently decertified? (para A2.4.8. and atchs 3 and 11)

A6.10.6. If potentially disqualifying information (PDI) was found and the gaining certifying official determines administrative certification is appropriate, does the unit commander conduct a face-to-face personal interview to include a spirit-and-intent briefing (atch 7). [NOTE: This interview cannot be delegated] (para A2.4.3.)

A6.10.7. Are unit commanders aware of all possible PDI to be considered for reliability of individual for PRP duties as outlined in the PRP Questionnaire found in attachment 6 and para A2.6? (para A2.2.3.)

A6.10.8. Has the unit commander signed the RIP PRPCER in Sect I (or AF Form 286) and immediately forwarded it to the MPF? (para A2.2.5.)

A6.10.9. Has the RIP PRPCER, Sect III (or AF Form 286) been signed by the unit commander and the member, acknowledging receipt of the interview and certification? (NOTE: Squadron section commanders below MAJCOM are not permitted to verify.) (para A2.4.4.)

A6.10.10. Has the unit commander, in conjunction with the MPF, responded to processing discrepancies reported by the gaining unit/MPF within 5 duty days, by message, including measures taken to preclude reoccurrences? (para A2.4.9.)

A6.10.11. Has the unit commander, in conjunction with the MPF, responded to query messages reported by the gaining unit/MPF within 5 duty days, by message, and every 5 duty days thereafter, of certification status if the individual is not certified? (para A2.4.9.)

**A6.11. REENLISTMENTS (AFI 36-2606, unless otherwise specified)**

A6.11.1. Does the CSS return Selective Reenlistment Program (SRP) consideration rosters, with any possible AF Forms 418, to the MPF and control suspenses, send RIPs to immediate supervisors, or tell them to initiate AF Forms 418, all within the SRP consideration month? (para 1.7.)

A6.11.1.1. Has the unit commander initialed and dated each page of the SRP roster, and signed/dated the last page, as well as lined through names of non-selects? (para 1.9.)

A6.11.1.2. Has the unit commander retained the supervisors' recommendation RIPs with the unit copy of the SRP roster? (para 1.9.3.)

A6.11.2. (#) Is Section IV of the AF Form 901 (Reenlistment Guarantee Agreement) being completed by the Unit Commander not earlier than 10 workdays before but not later than the date of discharge? (Table 3.7, step 8)

A6.11.3. (#) Is member's reenlistment eligibility status verified to ensure member is eligible for extension of enlistment or reenlistment? (Table 3.7. step 1)

**A6.12. SEPARATIONS (AFI 36-3208, unless otherwise specified)**

A6.12.1. When an airman applies for separation, does the unit commander provide rationale on cases where disapproval is recommended? (para 3.3.)

A6.12.2. (#) Does the initial letter from the commander to the member, informing the member of the administrative or judicial separation action taken, also include:

A6.12.2.1. An appointment for the physical examination?

A6.12.2.2. Military legal counsel for the airman?

A6.12.2.3. Advise ineligible to reenlist?

A6.12.2.4. Advise where to get AFI 36-3208?

A6.12.2.5. Member's receipt for the notification letter? (Figure 6.3.)

(para 6.9. and Figure 6.2.)

A6.12.3. Has the unit commander obtained the member's statement within three duty days? (para 6.9.8. and Figure 6.4.)

A6.12.4. (#) When administrative separation is appropriate, does the commander consult with the Legal Office and the MPF about how the case should be handled? (para 5.3.4.)

A6.12.5. (#) Does the commander retrieve the member's DD Form 2AF (Active), Armed Forces Identification Card, and the member's dependent's DD Form 1173, Uniformed Services Identification and Privilege Card, when initiating the administrative or judicial discharge action? (AFI 36-3026, para 4.2.)

A6.12.6. Does the unit commander initiating the administrative or judicial discharge notify the MPF if an EPR is required? (paras 6.4. and 6.9.)

A6.12.7. Does the case file the unit commander forwards to the MPF contain:

A6.12.7.1. Commander recommendation with attachments (listed below)?

A6.12.7.2. Copy of notification letter with attachments? (Figure 6.1. or 6.2.)

A6.12.7.3. Addendum to the notification letter?

A6.12.7.4. Airman receipt of notification letter?

A6.12.7.5. Airman statement with or without attachments (Figure 6.4.)

A6.12.7.6. Medical examination (if available)?

A6.12.7.7. Other documentation, if applicable? (paras 6.4. and 6.9.)

A6.12.8. Does the unit commander notify the FSO in writing, as soon as the involuntary discharge is initiated and re-notify if discharge is disapproved? (para 6.9.11.)

**A6.13. AIR FORCE GOOD CONDUCT MEDAL (AFGCM) (AFI 36-2803, unless otherwise specified)**

A6.13.1. Is the unit commander receiving and reviewing the monthly AFGCM Selection Listing from PC-III and determining which individuals, if any, are not qualified to receive the award? (para 5.2.5.)

A6.13.2. Does the unit commander notify the MPF and the member of circumstances under which award of the AFGCM is being denied/adjusted and the new start date? (para 5.2.8.3.)

A6.13.3. When an individual has received an Article 15, a referral performance report, or is placed on the Control Roster; is denial or adjustment of the AFGCM for that period strongly considered? (para 5.2.8.1.)

A6.13.4. Is all the information available which reflects the quality of service of the individual concerned being considered before approving the award?

A6.13.5. Is the commander avoiding awarding the AFGCM solely on the basis of minimally acceptable performance or merely staying out of trouble?

A6.13.6. Does the commander consider the immediate supervisor's recommendation in exercising their prerogative to deny the award? (para 5.2.8.2.)

A6.13.7. Is a letter forwarded to the MPF for updating of MilPDS and filing in the individual's UPRG? (para 5.2.8.4.)

**A6.14. CONTROL ROSTER ACTIONS (AFI 36-2907, unless otherwise specified)**

A6.14.1. Is placement on the Control Roster accomplished by the commander? (para 2.3.)

A6.14.2. (#) Is the initial Control Roster effective date, the date the decision authority signs Section V of AF Form 1058 (UIF Action)? (Table 2.1, Rule 4)

A6.14.3. Does the commander use the Control Roster as a substitute for more appropriate administrative, judicial, or non-judicial actions? (para 2.2.3.)

A6.14.4. Is an AF Form 1058 (UIF Action) being used to place or remove a member on the Control Roster? (para 2.4.1.)

A6.14.5. (#) Is the Control Roster cleared at 2400 hours of the last day of the observation period or on the date a member separates, retires, or dies? (para 2.2.4.1.)

A6.14.6. Does the commander cancel all formal training for members during the period they are on the Control Roster? (para 2.2.6.)

A6.14.7. (#) Does the commander consider a Control Roster observation period for members who demonstrate substandard duty performance or fail to maintain Air Force standards? (para 2.1.)

A6.14.8. Does the commander consider directing an OPR or EPR before entering and removing a member from the Control Roster? (para 2.2.1.)

A6.14.9. Is the commander aware that once the Control Roster expires the individual will not be placed back on the Control Roster, unless a separate incident occurs? (para 2.2.4.2.)

### **A6.15. (#) UNIT TRAINING (AFI 36-2201, Vol 3)**

A6.15.1. General Scope. Does the Unit Training Manager (UTM) serve as the commander's key staff member responsible for overall management of the training program. This person serves as a training consultant to all unit members and determines if quality-training programs are in effect within all sections.

A6.15.2. Evaluating Education and Training. Does the UTM implement and manage training programs, policies, and procedures, as directed by higher headquarters, commanders and Base Training by: (para 5.2.)

A6.15.2.1. Learning the mission of the unit and how each work center contributes to mission accomplishment? (para 5.2.1.)

A6.15.2.2. Developing, managing and conducting training in support of mission requirements? (para 5.2.1.1.)

A6.15.2.3. Advising and assisting commanders and unit personnel in executing their training responsibilities? (para 5.2.1.2.)

A6.15.2.4. Preparing a budget to support training requirements and submit to unit commander for approval? (para 5.2.1.3.)

A6.15.2.5. Interviewing newly assigned personnel within 30 days (60 days for ARC) to determine training status and CDC progression? (para 5.2.1.4.)

A6.15.2.6. Initiating an AF Form 623, On-the-Job Training Record, (or approved electronic equivalent) for all trainees entering UGT for the first time and provide to the supervisor? (para 5.2.1.5.)

A6.15.2.7. Conducting a comprehensive trainee orientation (IAW Attachment 5) for trainees initially entering UGT within 60 days of assignment (90 days for ARC) and document completion on AF Form 623a, OJT Record Continuation Sheet, or approved automated system? (para 5.2.1.6.)

A6.15.2.8. Ensuring IMAs hand-carry training records to unit of assignment? (para 5.2.1.7.)

A6.15.2.9. Developing and coordinating training policy and program changes (including publications, supplements, and operating instructions) with work centers, unit commander, and other training managers, as appropriate? (para 5.2.1.8.)

A6.15.2.10. Ensuring all work centers have a MTP IAW Chapter 7. Assist work centers in developing a MTP to plan, manage, and execute training activities? (para 5.2.1.9.)

A6.15.3. Does the UTM conduct an assessment of unit training programs NLT 180 days after the Base SAV, not to exceed 24 months between unit SAVs? Include deficient areas addressed in the Base SAV report to ensure corrective actions have been implemented. Submit a written report within 30 days of completion to the unit commander and the Base Training Office, IAW Attachment 5. Ensure task evaluations are conducted on a minimum of 10 percent of upgrade trainees for those AFSCs not under a QA concept (using AF Form 803, Report of Task Evaluation on electronic equipment) when conducting unit SAVs. (para 5.2.2.)

A6.15.4. Does the UTM identify training resources and coordinate training for supported work centers with other units, and training providers? (para 5.2.3.)

A6.15.5. Does the UTM screen annual and out-of-cycle training requests (both formal and distributed learning) and prioritize requirements and process formal training allocations?

(para 5.2.4.)

A6.15.6. As appropriate, does the UTM coordinate requests for formal training with:

(para 5.2.5.)

A6.15.6.1. The unit commander? (para 5.2.5.1.)

A6.15.6.2. The MPF Employment section? (para 5.2.5.2.)

A6.15.6.3. The Base Training Office? (para 5.2.5.3.)

A6.15.6.4. The MAJCOM FM? (para 5.2.5.4.)

A6.15.6.5. The MAJCOM Training Manager? (para 5.2.5.5.)

A6.15.6.6. Training agencies? (para 5.3.5.6.)

A6.15.7. Does the UTM provide current CFETPs, STSs, and Air Force Job Qualification Standard (AFJQS) for assigned AFSCs, as required? (para 5.2.6.)

A6.15.8. Does the UTM instruct and administer the AFTC? (The Base Training Office will support units without assigned AFSC 3S2X1 or civilian equivalent personnel) (para 5.2.7.)

A6.15.9. Does the UTM assist the Unit Deployment Manager (as required) with scheduling contingency training to meet mission accomplishment? (para 5.2.8.)

A6.15.10. Does the UTM coordinate field evaluation surveys of formal training course and occupational measurement surveys by: (para 5.2.9.)

A6.15.10.1. Developing a method to track evaluations/surveys? (para 5.2.9.1.)

A6.15.10.2. Explaining the purpose and importance of surveys to unit personnel? (para 5.2.9.2.)

A6.15.11. Does the UTM conduct unit training meetings at least quarterly by: (para 5.2.10.)

A6.15.11.1. Preparing and distributing an agenda? (para 5.2.10.1.)

A6.15.11.2. Writing and distributing meeting minutes within 14 days after holding the meeting (within 60 days for ARC)? (para 5.2.10.2.)

A6.15.11.3. Including in the minutes personnel attended, absent, and an in-depth description of items discussed to include any items requiring further action? (para 5.2.10.3.)

A6.15.11.4. Forwarding a copy of meeting minutes to all supported work centers, the unit commander, and Base Training? [NOTE: Each work center must be represented at the unit-training meeting.] (para 5.2.10.4.)

A6.15.12. Does the UTM (All 3S2X1) and additional duty managers attend base training meetings? (para 5.2.11.)

A6.15.13. Does the UTM use TSCs to identify and manage airman qualification and skill level UGT, and coordinate changes and/or AF Form 2096 classification actions with supervisors, the unit commander, and Base Training Office? (Review the training record to ensure all requirements are met prior to submitting an upgrade action) (para 5.2.12.)

A6.15.14. Does the UTM use the OJT roster to manage the OJT program by: (para 5.2.13.)

A6.15.14.1. Generating a PC-III roster by the 5th of each month? (para 5.2.13.1.)

A6.15.14.2. Annotating status of each trainee to include task and CDC completion? (para 5.2.13.2.)

A6.15.14.3. Briefing the commander on the status of each trainee? (para 5.2.13.3.)

A6.15.14.4. Ensuring the unit commander signs the OJT roster? (para 5.2.13.4.)

A6.15.14.5. Forwarding a copy to the Base Training Office (quarterly, by the 10th of Jan, Apr, Jul, and Oct)? (para 5.2.13.5.)

A6.15.15. Does the UTM maintain copies of the OJT roster for three previous months? (para 5.2.14.)

A6.15.16. Does the UTM manage the unit CDC program IAW Chapter 9 of AFI 36-2201, Vol 3 by: (para 5.2.15.)

A6.15.16.1. Establishing a Career Development/Student Assistance/Registrar (CDSAR) account through AFIADL? (para 5.2.15.1.)

A6.15.16.2. Scheduling course exam testing upon supervisor's request and verification of review training? (para 5.2.15.2.)

A6.15.17. Does the UTM review the AF publication website at least monthly and inform supervisors of CFETP, Specialty Training Standard (STS), and AFJQS changes? (para 5.2.16.)

A6.15.18. Does the UTM conduct informal work center visits and maintain memos for record until the unit SAV is completed? (para 5.2.17.)

A6.15.19. Does the UTM conduct unit in- and out-processing of Temporary Duty (TDY) and PCS and/or Permanent Change of Assignment (PCA) personnel? (Does the UTM ensure personnel hand-carry their training records when going TDY IAW applicable deployment reporting instructions.) (para 5.2.18.)

A6.15.20. Does the UTM manage applicable training systems, and ensure information is accurate? (para 5.2.19.)

A6.15.21. Does the UTM consolidate and forward to Base Training unit statistical data by the 10th duty day of the month for input into status of training briefings and as a minimum, brief the unit commander monthly on the following: (para 5.2.20.)

A6.15.21.1. Number of personnel in UGT by skill level? (para 5.2.20.1.)

- A6.15.21.2. Number of personnel in QT as needed? (para 5.2.20.2.)
- A6.15.21.3. CDC Pass Rates (including one-/two-time failures)? (para 5.2.20.3.)
- A6.15.21.4. CDC reactivations and re-enrollments? (para 5.2.20.4.)
- A6.15.21.5. 7-Level School cancellations, reschedules and no-shows? (para 5.2.20.5.)
- A6.15.21.6. Personnel withdrawn from training (TSC P and T)? (para 5.2.20.6.)
- A6.15.21.7. Training Progress Review (24 months)? (para 5.2.20.7.)
- A6.15.21.8. Trainees in excessive training beyond 30 months (36 months for ARC)? (para 5.2.20.8.)
- A6.15.21.9. Informal work center visit results? (para 5.2.20.9.)
- A6.15.21.10. Ensure unit training manager is on the unit in/out-processing checklist? (para 5.2.20.10.)
- A6.15.21.11. Survey return rates as required? (para 5.2.20.11.)
- A6.15.22. Does the UTM conduct a training progress review at the 24th month of UGT? (para 5.2.21.)
  - A6.15.22.1. Does the UTM ensure the progress review consist of a one-on-one interview with the supervisor and trainee to evaluate the status of UGT for the trainee? (para 5.2.21.1.)
  - A6.15.22.2. Does the UTM record and file the progress review until the member is upgraded? (para 5.2.21.2.)

#### **A6.16. MILITARY AWARDS AND DECORATIONS (AFI 36-2803, unless otherwise specified)**

- A6.16.1. Does recommending official arrange presentation ceremonies? (para 1.7.3.)
- A6.16.2. Are procedures in place to ensure members are not being awarded extended service awards, Bronze Star and below, for service less than 3 years? (para 2.3.3.)
- A6.16.3. Does the CSS ensure that the AFAM is not awarded for retirement, aerial achievement, or anyone above the grade of lieutenant colonel? (Table 2.1, Notes 20 and 21)
- A6.16.4. Is the recommending official informed that actions of disapproval/downgrade of decorations does not preclude their right to resubmit for reconsideration? (para 3.3.8.)

#### **A6.17. (#) FAMILY CARE PLAN (AFI 36-2908, unless otherwise specified)**

- A6.17.1. Has the commander established procedures to identify single parents, dual military couples with family members, and members with civilian spouses who have unique family situations and require these members to complete an AF Form 357 (Family Care Certification)? (para 1.2.) **(IMA)**
- A6.17.2. Does the commander or first sergeant:
  - A6.17.2.1. Counsel all members with family members on family care responsibilities during in-processing and on an annual basis? (para 2.2.1.) **(IMA)**
  - A6.17.2.2. Ensure those who need family care certification receive and complete an AF Form 357 and return it within 60 days of arrival (90 days for non-active duty)? (para 2.2.2.) **(IMA)**

A6.17.2.3. Review and certify the workability of the member's family care arrangement? (para 2.2.3.)

A6.17.3. Is the completed AF Form 357 and Power of Attorneys filed in the commander support staff's, the first sergeant's or commander's offices? (para 2.2.6.)

A6.17.4. Is the approval of the commander or first sergeant obtained when information on the completed an AF Form 357 must be used or released? (para 2.2.6.)

A6.17.5. Has the commander or first sergeant established procedures to coordinate with other units (for those military couples not co-assigned to the same unit) on the Family Care Program and to share AF Form 357 information? (para 2.2.3.)

A6.17.6. Has the commander or first sergeant only delegated the authority to counsel members and certify AF Forms 357 to detachment and operating location chiefs geographically separated from the parent unit's location and is this delegation in writing? (para 2.2.5.)

A6.17.7. Does the commander or first sergeant complete a quarterly review of all AF Forms 357 on file using the listing produced from PC-III (or the MPF for non-PC-III users)? (para 2.2.8.)

A6.17.8. If an AF Form 357 is not on file, but a member's name appears on the listing, are members instructed to complete the form within the required time frame? (para 2.2.8.)

A6.17.9. Does the commander take prompt disciplinary (or other) action with members who fail to make and maintain family care arrangements? (para 2.2.12.)

#### **A6.18. (#) INTRO PROGRAM (AFI 36-2103, unless otherwise specified)**

A6.18.1. Has a positive and effective unit sponsorship program been established? (Table 1, Line 15)

A6.18.2. Has the unit commander established primary and alternate unit INTRO program monitors to ensure that all aspects of the unit's program are carried out? (Table 1, Line 15)

A6.18.3. Is a sponsor for a projected arrival appointed? **(IMA)**

A6.18.4. Does the unit commander motivate sponsors, interview and instruct them, and ensure that they are sensitive to the problems of new members?

A6.18.5. Does the sponsor accomplish all actions on the RIP and the checklist in AFI 36-2103, to include a personal welcome letter to the new member?

A6.18.6. Does the letter include, as a minimum, the information contained in AFI 36-2103?

A6.18.7. Does the unit commander forward an official personal welcome letter to the new member?

A6.18.8. Are sponsor kits forwarded to newcomers within seven days?

A6.18.9. Is every effort made by the sponsor to meet the new member upon his/her arrival?

A6.18.10. Does the commander ensure that another unit representative is available in the event the sponsor is unable to meet the newcomer?

#### **A6.19. (#) LEAVE PROGRAM (AFI 36-3003, unless otherwise specified)**

A6.19.1. Does the commander ensure members schedule and take deferred Consecutive Overseas Tour (COT) and In Place Consecutive Overseas Tour (IPCOT) Leaves within one year of the day they arrive at their station or the effective date of IPCOT? (paras 14.1. and 14.2.)

A6.19.2. Upon notification of an emergency situation by a service member:

A6.19.3. Did the Leave Clerk initiate ARC verification (if the commander asked for the verification)? (para 6.5.5.2.)

A6.19.3.1. If the emergency involved someone who stood in-loco-parentis status, did the member complete the required in-loco-parentis statement? (Table 5, Rule 1)

A6.19.4. Documentation of Emergency Leave Request:

A6.19.4.1. Have all memos for record and/or ARC paraphrases been placed with the file copy of the emergency leave order?

A6.19.5. Did the commander:

A6.19.5.1. Approve or disapprove initial periods of emergency leave for no more than 30 days and/or extensions for no more than 30 days? (para 6.5.5.3.)

A6.19.5.2. Advise the member to apply for humanitarian reassignment or separation for hardship reasons if the leave period is more than 60 days? (para 6.5.5.4.)

A6.19.5.3. Give the member opportunity to apply for ordinary, reassignment, or separation for hardship reasons if they don't qualify for emergency leave? (para 6.5.5.6.)

A6.19.5.4. Advise the member, in writing, of their decision to approve or deny the request? (para 6.5.8.2.1.)

A6.19.5.5. Send only those requests for leave of more than 60 days, which include advance excess days to HQ AFPC/DPSFC, with full justification? (para 6.5.5.5.)

**A6.20. (#) PERSONAL FINANCIAL RESPONSIBILITY (AFI 36-2906, unless otherwise specified)**

A6.20.1. Does the commander, in all cases, upon receipt of a financial responsibility complaint:

A6.20.1.1. Advise members and complainant of Air Force policy, including the fact that the AF has no authority to arbitrate disputed cases of non-support of personal indebtedness?

A6.20.1.2. Monitor complaint until resolved?

A6.20.1.3. Attempt to respond to the complainant within 15 days, if possible?

A6.20.1.4. Not provide information to the complainant regarding administrative or disciplinary action contemplated or taken against the member?

A6.20.2. Are members who demonstrate financial irresponsibility referred to the local Personal Financial Management Program (PFMP) manager for financial management education and information?

A6.20.3. Does the commander consider, and if appropriate, initiate administrative or disciplinary action against members who continue to demonstrate financial irresponsibility?

A6.20.4. Does the commander obtain the advice and coordination of the SJA, the MPF/CC, the AFO and the IG on high-level, executive, and congressional inquiries?

A6.20.5. For inquiries requiring response to HQ AFPC Congressional Inquiries Section (CIS), 550 C Street West, Suite 32, Randolph AFB TX 78150-4734, does the reply contain the following:

A6.20.5.1. Current Air Force policy on member's financial obligations?

A6.20.5.2. Member's military status and position?

A6.20.5.3. Whether the member agrees to release of information protected by Privacy Act of 1974?

A6.20.5.4. Name of commander, address, and telephone number?

A6.20.6. In cases alleging non-support of family members, does the commander advise the member of Air Force policy that members are expected to provide adequate financial support to family members and the procedures which the family member may implement to obtain involuntary collection of support through garnishment of statutory allotments?

A6.20.7. Does the commander require proof of financial support from the member upon receipt of a complaint of non-support by a family member?

A6.20.8. Does the commander assess BAQ entitlements and inform members that they cannot receive BAQ at the with-dependent rate if they do not provide financial support to their spouse or children?

A6.20.9. When responding to a HQ AFPC/DPMASC request for information concerning a non-support case, does the commander include a copy of the reply sent to the complainant and the following information:

A6.20.9.1. If applicable, a copy of the court order?

A6.20.9.2. Evaluation of the degree of compliance by the member?

A6.20.9.3. Date, amount, and method of support payments?

A6.20.9.4. Proposed date, amount, and method of payment for future support payments (if paying by allotment, include the effective date of the first payroll deduction)?

A6.20.9.5. BAQ amounts received by the member and the basis of receipt (i.e., spouse, child, child in custody of former spouse)?

A6.20.9.6. If applicable, action anticipated or taken in accordance with Air Force policy?

A6.20.10. In cases alleging paternity, does the commander:

A6.20.10.1. Counsel the member concerning the allegations?

A6.20.10.2. If the member denies paternity, inform the claimant accordingly and advise that the Air Force does not have the authority to adjudicate paternity claims?

A6.20.10.3. If the member acknowledges paternity, advise the member of his financial support obligations?

A6.20.10.4. Refer the member to the MPF for guidance on with-dependent rate financial support and dependent benefits for the child and to the legal office for advice on the member's legal rights and obligations to the child?

A6.20.10.5. If the case involves a member released from active duty who remains in the Air Force Reserve, forward the information to HQ ARPC/DPAS and advise the claimant of the referral?

A6.20.10.6. If the case involves a member released from active duty who retains no military affiliation, return the case to the claimant advising them of that fact?

A6.20.11. In cases alleging personal financial indebtedness of a civil nature, does the commander:

A6.20.11.1. Advise members of AF policy, including the fact that AF members are expected to pay their just financial obligations in a proper and timely manner; further advise the member that the failure to pay just debts may result in the creditor obtaining a court judgment, which could result in an involuntary allotment from the member's military pay?

A6.20.11.2. Advise the claimant that the Air Force has no authority to resolve disputed claims or to require members to pay a private debt without a civil judgment?

A6.20.11.3. If the complaint is supported by a court judgment or if the claimant is attempting to serve legal documents upon the Air Force, refer the claimant to the appropriate Defense Accounting and Finance Service Center or DOD agency?

#### **A6.21. (#) INDEBTEDNESS (AFI 36-2906, unless otherwise specified)**

A6.21.1. Does the commander refer members who demonstrate financial irresponsibility to the local personal Financial Management Program (PFMP) manager for financial management education and information? (para 3.1.6.)

A6.21.2. Does the commander counsel the debtor and determine the reason for failure of the individual to comply with Air Force policy? (para 3.4.1.)

A6.21.3. Does the commander advise members of the Air Force policy that members are expected to provide adequate financial support to family member and the possibility of involuntary collection of support through garnishment or statutory allotments if these responsibilities are not met? (para 3.2.1.)

A6.21.4. Does the commander advise members of Air Force policy, including the fact that Air Force members are expected to pay their just financial obligations in a proper and timely manner? (para 3.4.1.)

#### **A6.22. DUTY STATUS REPORTING (AFCSM 36-699, Vol 1, para 5.67.2., unless otherwise specified)**

A6.22.1. Unit responsibilities - Does the CSS:

A6.22.1.1. (#) Update, maintain, and correct duty status conditions?

A6.22.1.2. Prepare AF Form 2098, Duty Status Change, and update lost time?

A6.22.1.3. Prepare and distribute DD Form 616, Report of Return of Absentee, and DD Form 553, Deserter/Absentee Wanted by the Armed Forces?

A6.22.1.4. Request available reports to help monitor this program?

A6.22.2. (#) Does the CSS use available PC-III Applications to manage the duty status program effectively, such as:

A6.22.2.1. TDY reporting?

A6.22.2.1.1. Does the CSS use this application to project, confirm, delete, and correct TDY data at the earliest possible date?

A6.22.2.2. Cancel projected TDY/Hospitalization/NPFD Other.

A6.22.2.2.1. Does the CSS use this application to cancel/delete previously reported duty status conditions that are still projections and update when projected actions are canceled prior to an individual's departure?

A6.22.2.3. Confinement/AWOL/Deserter Reporting

A6.22.2.3.1. Upon verification of confinement (military and civilian), AWOL, or deserter status, does the CSS use this application to report the appropriate duty status conditions?

A6.22.2.3.2. Prior to update, does the CSS ensure AF Form 2098, Duty Status Change, DD Form 553, Deserter/Absentee Wanted by the Armed Forces (LRA) (Approved for EF) or DD Form 616, Report of Return of Absentee (LRA) (Approved for EF) is completed, when applicable? (These actions are pay affecting and must be updated correctly with special care/verification. Do not return a person PFD for the sole purpose of changing from one duty status to another; for example, AWOL to confinement, AWOL to deserter, and so forth. Never return an individual PFD for the sole purpose of reenlistment or extension or to enter a previously executed extension of enlistment.)

A6.22.2.4. Correct Current Duty Status

A6.22.2.4.1. Does the CSS use this application to correct duty status dates, such as an extension to the expiration date of a previously reported hospitalization? (NOTE: It cannot be used to correct the effective dates of AWOL, deserter, or confinement.)

A6.22.2.5. Hospitalization/Sick in Quarters

A6.22.2.5.1. Does the CSS use this application to update the duty status of an individual upon admission to the hospital or placement in quarters? (If the expiration date is unknown, use the best estimate based on facts available. When future hospitalization/quarters information is known, project this duty status by using a future date.)

A6.22.2.6. Not PFD Other/Jury Duty

A6.22.2.6.1. Does the CSS use this application to update the duty status of individuals whose duty status does not fall into another duty status condition?

A6.22.2.7. Present for Duty (PFD)

A6.22.2.7.1. Does the CSS use this application to return an individual PFD from another duty status?

A6.22.2.8. Whereabouts Unknown

A6.22.2.8.1. Does the CSS use this application to update an individual's duty status when absent from duty, but circumstances involving the absence appear to be involuntary and uncontrollable? Conditions are explained in AFI 36-3002, *Casualty Services*.)

A6.22.2.8.2. Since this is a casualty status, does the CSS make immediate notification to the Military Personnel Flight's Customer Service Section?

A6.22.2.8.3. Since this duty status condition is limited to a period of 10 days, if an individual remains absent longer than that does the CSS comply with guidance in AFI 36-2911, *Desertion and Unauthorized Absence*?

A6.22.2.9. Lost Time (Bad Time) (ref 10 USC 972, DODPM)

A6.22.2.9.1. Does the CSS use this application to update the number of days lost time on an individual as determined by the unit commander?

A6.22.2.9.2. Does the CSS report lost time only after completion of an AF Form 2098, Duty Status Change with required signatures?

A6.22.2.9.3. Does the CSS compute the number of days lost time from the “from/thru” dates reflected on the AF Form 2098, Duty Status Change?