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Command Policy

**LOGISTICS QUALITY ASSESSMENT/WAR
RESERVE MATERIEL AT COLLOCATED
OPERATING BASES (COB)**

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This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklists implements AFPD 90-2, Inspector General-The Inspection System. It applies to 607 MMS AND 607 ASUS operations. This directory supports guidance in referenced AF Policy Directives, AF Manuals, AF Instructions, AF Regulations, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) and the US Air Force Reserve units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual Unit Self Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

The attached Mission Performance Checklists represent key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing level Logistics Plans operations. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#). The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

SUMMARY OF REVISIONS

This directive decentralizes the Logistics Quality Assessment/War Reserve Materiel at Colocated Operating Bases mission performance checklists previously found in PACAF DIR 90-509. Major changes include complete revisions to the War Reserve Materiel Management checklist items to coincide with current information in the AF and PACAF Instructions. Checklist items for WRM aircraft fuel tanks have been completely revised and separated from the Racks Adapters, and Pylons which have their own section. The transportation checklist items were removed and moved to PACAF DIR 90-223. The munitions checklist items were also removed and moved to PACAF DIR 90-224. Other changes include updated references. Changes are identified with a vertical bar (|).

- 1. Authorized release of Word (doc.) files can only be acquired by contacting the appropriate OPR directly. 2

Attachment 1—WAR RESERVE MATERIEL AT COLLOCATED OPERATING BASES (COB) 3

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JOHN L. VAALER, Colonel, USAF
 Assistant Director of Logistics

Attachment 1**WAR RESERVE MATERIEL AT COLLOCATED OPERATING BASES (COB)****A1.1. WRM PROGRAM MANAGEMENT – COB**

A1.1.1. Has the Commander, Logistics Group (WRMPM), or equivalent, designated in writing, a plans officer and a NCO in the Logistics Plans office to perform duties as the base WRMO and WRMNCO? Has a copy of the appointment letter been forwarded to HQ PACAF/LGX? (PACAFI 25-101, para 1.40.7.)

A1.1.2. Has the WRMO/WRMNCO developed a local program to track serviceability of assets? (PACAFI 25-101, para 1.41.1.)

A1.1.3. (#) Does the WRMO/WRMNCO participate in the budgeting and funding process and attend Financial Working Group (FWG) meetings? (PACAFI 25-101, paras 1.41.6. and 10.10.3)

A1.1.4. Have the Program Element Managers appointed primary and alternate WRM monitors for their organization and has a copy of the appointment letter been forwarded to the WRMO? (PACAFI 25-101, para 1.52.2.)

A1.1.5. Has the WRM Review Board met semiannually, as a minimum? Have minutes been published? Has a copy of the minutes been forwarded to the NAF/LGX and HQ PACAF/LGXW? (PACAFI 25-101, paras 2.23.4. and 2.23.5.)

A1.1.6. Have newly-assigned WRM Review Board members and WRM program element managers been given WRM orientation within 30 days of assignment of their duties? (PACAFI 25-101, para 2.24.2.1.)

A1.1.7. Have WRM monitors received formal training within 30 days after appointment and annually thereafter? (PACAFI 25-101, para 2.24.2.2.)

A1.1.8. Have records of training been kept by the WRMO? (PACAFI 25-101, para 2.24.3.)

A1.1.9. (#) During unit inspections, was the WRMO/WRMNCO assisted by quality assurance/control personnel or by other selected personnel in functional areas in which the inspectors did not possess the skills necessary to perform a thorough inspection? (PACAFI 25-101, para 2.25.2.)

A1.1.10. (#) Have all units been inspected at least semiannually? (PACAFI 25-101, para 2.25.3.)

A1.1.11. Has the WRMO published a unit inspection schedule to the commander of the unit to be inspected? (PACAFI 25-101, para 2.25.5.)

A1.1.12. Has a unit inspection report been written to include discrepancies and corrective action taken or required? Was the report signed by the WRMPM and forwarded to the applicable PEM within 10 duty days? (PACAFI 25-101, para 2.25.9.1.)

A1.1.13. For units not assigned to the Logistics Group, has the WRMO forwarded an info copy of the report to the applicable group commander? (PACAFI 25-101, para 2.25.9.2.)

A1.1.14. (#) Have the PEMs forwarded a written inspection report reply within 10 duty days to the WRMPM? Did the report reply include item number, brief description of discrepancy, description of corrective and preventative action taken, OPEN or CLOSED, ECD if open, and OPR? (PACAFI 25-101, para 2.25.10.)

A1.1.15. Has the WRMO established and maintained a log, status chart, or file to track peacetime use of WRM? Do peacetime use requests included all the information required? (PACAFI 25-101, para 2.26.11.1. and para 2.26.6)

A1.1.16. Has the WRMO established procedures for notification that WRM has been returned to storage in serviceable condition? (PACAFI 25-101, para 2.26.11.2.)

A1.1.17. (#) When a base receives a WRM authorization document for a wartime location, does the WRMO ensure a current WAA and TPFDL is available for that location? (PACAFI 25-101, para 2.27.3.)

A1.1.18. Are the following WRM files/references available and current? (PACAFI 25-101, para 2.28.2.)

A1.1.18.1. (#) Review Board minutes (last four)

A1.1.18.2. Monitor Appointment Letters

A1.1.18.3. Training Records

A1.1.18.4. Orientation Briefing

A1.1.18.5. Training Materials (briefing script, visual aids, copy of handouts, etc)

A1.1.18.6. (#) Unit Inspection (Include inspection schedules, inspection reports, and inspection replies for last four inspections)

A1.1.18.7. Waivers to PACAFI 25-101 (if applicable)

A1.1.18.8. (#) PACAF WRM Storage Plan (PWSP)

A1.1.18.9. Inventory Management Plan (IMP)

A1.1.18.10. (#) War Plans Additive Requirements Report (WPARR) annual validation meeting minutes

A1.1.18.11. Composition Code Listing

A1.1.18.12. Classified Base Code Listing

A1.1.18.13. Monthly Maintenance Plan (current month only)

A1.1.18.14. Peacetime Use of WRM (Correspondence will be maintained for one year after use is terminated)

A1.1.18.15. (#) Staff Assistance Visit Reports (Include last two reports)

A1.1.18.16. Continuity Folder

A1.1.18.17. Inventory Schedule

A1.1.19. (#) Has the MMF (supply section), in coordination with the WRMO, held a meeting with the applicable users to review and validate the WPARR within 20 duty days of receipt to determine JU candidates, identify excesses, and identify shortages? (PACAFI 25-101, paras 4.11.1. and 4.11.1.1.)

A1.1.20. (#) Has the MMF identified changes required to the WPARR and has the information been documented in the minutes of the meeting? Has the meeting minutes been published within 10 work-days and copies sent to all in attendance? Have they coordinated the changes with PACAF/LGS? Have the changes been made in the supply system? (PACAFI 25-101, para 4.11.1.4.)

A1.1.21. (#) Has a list of excesses and shortages resulting from the new WPARR been provided to the applicable NAF/LGS/LGX? (PACAFI 25-101, para 4.11.2.1.)

A1.1.22. Has the WRMO ensured applicable units established WRM/JU equipment status charts? (PACAFI 25-101, paras 4.20., 4.21., 4.37., and 4.38.)

A1.1.23. Does the MMF/LGSME provide the WRMO a consolidated CA/CRL for all use code C and D equipment in organizational code sequence at least quarterly? (PACAFI 25-101, para 4.28.1)

A1.1.24. (#) Has supply in coordination with the WRMO, identified excesses, shortages, and unserviceable assets of WRM consumables (PWSP) and reported them to their respective NAF/LGS/LGX? (PACAFI 25-101, para 5.11.)

A1.1.25. (#) Has supply in coordination with the WRMO, processed the PWSP within the time frame established by the letter of transmittal? (PACAFI 25-101, para 5.16.2.)

A1.1.26. (#) Have WRM monitors submitted budget inputs to the WRMO in a timely manner? Is the proposed budget presented to the WRM Review Board prior to the base budget call? (PACAFI 25-101, para 10.10.1.)

A1.1.27. (#) Once the WRM Review Board has approved the WRM budget, has the WRMO submitted the WRM budget to the base budget office? Has the WRMO sent a copy of the WRM budget to HQ PACAF/LGX, CWRMO? (PACAFI 25-101, para 10.10.2.)

A1.1.28. (#) Does the WRMO check the expenditure of funds through weekly/monthly PFMR manager inquiries, cost center reports, etc? Does the WRMO brief the status of the WRM budget program at the WRM Review Board and submit a copy to HQ PACAF/LGX, CWRMO, at least semiannually? (PACAFI 25-101, para 10.12.)

A1.1.29. (#) Does the WRMO present unfunded requirements to the WRM Review Board for approval prior to submission to the base budget office? Once approved, does the WRMO assist the base budget office in identifying the need for additional funding to HQ PACAF/LGX, CWRMO, and HQ PACAF/FMAO? (PACAFI 25-101, paras 10.15.3. and 10.15.5.)

A1.1.30. (#) Does the WRMO ensure WRM outload planning is accomplished for malpositioned WRM? (AFI 25-101, para 2.6)

A1.2. CONTRACTING ACTIVITIES - COB

A1.2.1. (#) Are QAEs for each COB appointed to the Base Maintenance Contract, WRM Asset Contract, and the WRM Vehicle Maintenance Contract?

A1.2.2. (#) Are the most qualified individuals nominated and appointed to perform QAE duties?

A1.2.3. (#) Do additional duties interfere with QAEs performance of contract surveillance?

A1.2.4. (#) Are a sufficient number of qualified QAEs appointed to monitor contractor performance during all days and hours of contract operation?

A1.2.5. (#) Is QAE training implemented to provide surveillance personnel with the knowledge necessary to ensure contracts provide the Air Force with the services contracted for?

A1.2.6. (#) Is refresher training being conducted annually?

A1.2.7. (#) Was the QAE provided a copy of the contract, modifications, and other documents?

A1.2.8. (#) Are the QAE surveillance schedules being reviewed by the FAC/DET commander and initialed?

A1.2.9. (#) Are the QAE surveillance schedules forwarded to the COR by the last day of the preceding month?

A1.2.10. (#) Is the schedule marked "FOR OFFICIAL USE ONLY?"

A1.2.11. (#) Are meeting minutes or trip reports recorded and placed in file?

A1.2.12. (#) Does the COR and/or QAEPC visit the work site as often as necessary to make sure surveillance is being done according to the surveillance plan?

A1.2.13. (#) Did government personnel determine the appropriate action when the contractor's work was unacceptable?

A1.2.14. A When a specific service becomes unsatisfactory during a surveillance period, was the inspection documentation supporting the CDR forwarded through the COR to the contracting officer not later than five days after the end of the previous performance period?

A1.2.15. (#) When the CDR was issued, did the contracting officer reduce that month's payment by an amount up to the percentage indicated in the PRS exhibit, if applicable?

A1.2.16. (#) Were requested changes that required modifications processed in a timely manner by the contracting office?

A1.2.17. (#) Are QAE surveillance procedures and documentation reviewed at least quarterly by the QAEPC or contract administrator?

A1.2.18. (#) Are meetings held with the COR, FAC/DET commander as often as necessary to discuss contractor performance and other items of mutual interest?

A1.2.19. (#) Were required changes brought to the attention of the COR so a modification to the contract could be processed if necessary?

A1.3. COB - WRM HARVEST EAGLE/HOUSEKEEPING SETS/KITCHEN SETS MANAGEMENT

A1.3.1. (#) Has a WRM Monitor been appointed in writing? (PACAFI 25-101, para 1.53.1)

A1.3.2. (#) Has the WRM Monitor received WRM Orientation training within 30 days of arrival? (PACAFI 25-101, para 2.24.21)

A1.3.3. (#) Is the WRM Monitor aware of his/her responsibilities? (PACAFI 25-101, para 1.53)

A1.3.4. (#) Has a WRM Monitor continuity folder been established to include the following minimum information? (PACAFI 25-101, para 2.28)

A1.3.4.1. A copy of unit WRM appointment letter. (PACAFI 25-101, para 2.28.2.2)

A1.3.4.2. AFI 25-101, PACAFI 25-101, and Wing Supplements. (PACAFI 25-101, para 2.28, attachment 2)

A1.3.4.3. Training Documentation. WRM training guide and documentation of WRM monitor training. (PACAFI 25-101, para 2.28.2.3 and 2.28.2.4)

- A1.3.4.4. Surveillance Inspection Checklist. Applicable area functional inspection checklist. (PACAFI 25-101, para 2.28.2.7)
- A1.3.4.5. Correspondence. Policy letters, messages, etc. (PACAFI 25-101, para 2.28.2.15 and 28.5)
- A1.3.4.6. Budget. WRM budget related documents.
- A1.3.4.7. Computer Listings. R-14 (CA/CRL), R-34 (Special Spares Listing), Maintenance Inspection Schedule, etc. These products can be in separate binders.
- A1.3.4.8. WRM Review Board Minutes. (PACAFI 25-101, para 2.28.2.1)
- A1.3.4.9. Staff Assistance Visit Reports and Replies. (PACAFI 25-101, para 2.38)
- A1.3.5. (#) Are assets being stored IAW PACAFI 25-101? (PACAFI 25-101, Chpt 9)
 - A1.3.5.1. (#) Are assets marked IAW PACAFI 25-101? (PACAFI 25-101, Chpt 9)
 - A1.3.5.2. (#) Are assets tagged IAW PACAFI 25-101? (PACAFI 25-101, Chpt 9)
- A1.3.6. (#) Have assets been inspected by SV/CE IAW specified applicable T.O.s, T.M.s, AFIs, or contract provisions? (PACAFI 25-101, para 3.3.11.2)
 - A1.3.6.1. Is the contractor aware of the required periodic inspection, maintenance action, or functional check as identified by applicable T.O., T.M., AFI, or previously identified serviceability discrepancies? (PACAFI 25-101, para 3.35)
 - A1.3.6.2. Have the result of the required inspection, maintenance, or functional check been documented by CE and forwarded to SV? (PACAFI 25-101, para 3.10)
 - A1.3.6.3. Has the contractor/CE provided the QAE monitor/SV with the maintenance schedules?
- A1.3.7. (#) Are all current T.O.s, T.M.s TCTOs, or other maintenance directives on file? (PACAFI 25-101, para 3.13)
- A1.3.8. (#) Are custodians following required inventory schedules? (PACAFI 25-101, para 4.35)
- A1.3.9. (#) Is the Contractor/Transportation performing all storage, packaging, and warehousing functions of the Bare Base assets? (PACAFI 25-101, para 4.47)
- A1.3.10. (#) Are USAF personnel designating which items are to be removed from their normal storage locations for functional checks, deployments, emergencies or contingencies, and for day to day inspections/maintenance? (PACAFI 25-101, para 13.3.3)
- A1.3.11. (#) Does the contractor upon completion of an inspection, functional check, and/or repair, perform the loading and movement of the asset from the on-base maintenance facility or receiving point to the storage facility?
- A1.3.12. (#) Are SV and CE accomplishing serviceability inspections, to include, but not limited to:
 - A1.3.12.1. Checking assets for mildew, dry rot, insects, etc?
 - A1.3.12.2. Sample testing cots for strength?

A1.4. WRM AEROSPACE GROUND EQUIPMENT (AGE) - COB

- A1.4.1. (#) Is a primary and alternate AGE WRM monitor appointed by letter to the WRMO? (PACAFI 25-101, para 1.53.1)
- A1.4.2. (#) Do WRM monitors have at least one year (six months for Korean bases) retainability when appointed? (PACAFI 25-101, para 1.53.1.1)
- A1.4.3. (#) Are replacement WRM monitors appointed at least 30 days prior to the DEROS of the incumbent monitor? (PACAFI 25-101, para 1.53.1.1)
- A1.4.4. (#) Do WRM monitors receive training within 30 days after appointment and annually thereafter? (PACAFI 25-101, para 2.24.2.2)
- A1.4.5. (#) Do AGE WRM monitors have at least a SECRET security clearance? (PACAFI 25-101, para 1.53.1.2)
- A1.4.6. (#) Are adequate storage facilities designated for WRM AGE? (All WRM AGE should be stored indoors) (PACAFI 25-101, para 9.6.2)
- A1.4.7. (#) Is WRM AGE stored in safe, secure areas to reduce or prevent inadvertent or unauthorized use and enhance serviceability? (PACAFI 25-101, para 9.7 and 9.13)
- A1.4.8. (#) If WRM AGE is stored in the same area as peacetime assets, is it segregated and marked appropriately? (PACAFI 25-101, para 9.13.1)
- A1.4.9. (#) If feasible, are WRM LOX, LIN, and deicing equipment integrated with peacetime stocks to ensure serviceability? (This equipment must be marked as WRM) (PACAFI 25-101, para 9.13.1 and 9.13.4)
- A1.4.10. (#) Is WRM AGE toned down and marked with an easily identifiable black triangle? (PACAFI 25-101, para 9.16 and 9.18)
- A1.4.11. (#) Does the WRM AGE monitor ensure and track AGE serial numbers and/or local field numbers? (PACAFI 25-101, para 9.20)
- A1.4.12. (#) Is a viable corrosion control program established and applied for WRM AGE? (PACAFI 25-101, para 3.7)
- A1.4.13. (#) Are all required T.O.s, TMs, TCTOs, and other maintenance directives for peacetime inspection and maintenance of WRM on file? (PACAFI 25-101, para 3.9.1)
- A1.4.14. (#) Are WRM AE maintenance, operational, and historical records properly maintained? (PACAFI 25-101, para 3.10)
- A1.4.15. (#) Is WRM AGE out-of-commission or expected to be out-of-commission for more than 10 days reported to the WRMO? (PACAFI 25-101, para 3.17)
- A1.4.16. (#) Is cannibalization from any piece of WRM AGE accomplished without prior approval from WRMPM (PACAFI 25-101, para 3.19)
- A1.4.17. (#) Are service inspections, operational checks, and applicable load checks (flight line generator sets) accomplished on all WRM powered AGE every 30 days? (PACAFI 25-101, para 3.20)
- A1.4.18. (#) Are scheduled periodic inspections on WRM powered and non-powered AGE accomplished and documented IAW applicable USAF inspection workcards? (PACAFI 25-101, para 3.20 and 3.21.1)

- A1.4.19. (#) Are functional checks and minor corrosion control treatment applied to WRM non-powered AGE every 90 days? (PACAFI 25-101, para 3.21.1)
- A1.4.20. (#) Have procedures been established to schedule all WRM AGE for inspections on a recurring basis? (PACAFI 25-101, para 3.4)
- A1.4.21. (#) Are TCTOs which apply to WRM AGE received and accomplished in a timely manner? (PACAFI 25-101, para 3.9 and 3.13)
- A1.4.22. (#) Does the AGE flight chief and AGE WRM monitor ensure mobility equipment is not joint-used against WRM requirements? Do they ensure WRM AGE is not used to fill mobility requirements? (PACAFI 25-101, para 4.15.1)
- A1.4.23. (#) When the repair of AGE passes its original ETIC, does the WRM AGE monitor ensure an update is submitted to the WRMO? (PACAFI 25-101, para 3.17)
- A1.4.24. (#) Are required repair parts requisitioned at the highest UJC available to permit timely repair of WRM repair of WRM AGE? (PACAFI 25-101, para 3.12)
- A1.4.25. (#) Are 100 percent physical inventories of WRM AGE accomplished upon transfer of accountability (appointment of new custodian), upon receipt of new authorization document, or upon return from deployments, exercises, and/or disaster relief support? (PACAFI 25-101, para 4.35)
- A1.4.26. (#) At minimum, are 100 percent physical inventories of WRM AGE accomplished quarterly? (AFI 21-101, para 16.2.17)
- A1.4.27. (#) Is vehicle operator maintenance being performed on WRM deicer trucks by qualified (Vehicle Maintenance) personnel? (PACAFI 25-101, para 7.15)
- A1.4.28. (#) Is the peacetime use of WRM AGE granted only when in accordance with PACAFI 25-101, para 3.26?

A1.5. WRM TANKS - COB

- A1.5.1. (#) Is a copy of AFI 25-101 and PACAFI 25-101, War Reserve Material (WRM) Program Guidance and Procedures, available at the section for review and guidance?
- A1.5.2. (#) Has the Numbered Air Force (NAF) or the unit supplemented the basic instruction for specific operations/guidance? (PACAFI 25-101, para 1.41.3.)
- A1.5.3. (#) Are waivers on file current? (PACAFI 25-101, para 2.12.1.)
- A1.5.4. (#) Are WRM limiting factors reported to HQ PACAF? (PACAFI 25-101, para 1.41.23.)
- A1.5.5. (#) Does the WRM Program Element Manager comply with the responsibilities outlined in PACAFI 25-101, para 1.52?
- A1.5.6. (#) Does the WRM Monitor perform the responsibilities IAW PACAFI 25-101, para 1.53.?
- A1.5.7. (#) Is a primary and alternate monitor for WRM tanks appointed in writing to the WRMO? Does the letter include the name, rank, office symbol, security clearance and DEROS? (PACAFI 25-101, para 1.52.2.)
- A1.5.8. (#) Do the WRM Monitors have at least one year (six months for Korean bases) retainability when appointed? (PACAFI 25-101, para 1.53.1.1.)

- A1.5.9. (#) Do WRM Monitors have at least a SECRET security clearance? (PACAFI 25-101, para 1.53.1.2.)
- A1.5.10. (#) Are monitors trained IAW PACAFI 25-101, para 2.24, section D?
- A1.5.11. (#) Do WRM Monitors receive training within 30 days after appointment and annually thereafter? How is the training tracked? (PACAFI 25-101, para 2.24.2.2.)
- A1.5.12. (#) Are units inspected at least semiannually? (PACAFI 25-101, para 2.25.3)
- A1.5.13. (#) Is a locally checklist developed for WRM inspections? (PACAFI 25-101, para 2.25.8)
- A1.5.14. (#) Does the unit have approval of peacetime use of tanks on file? (PACAFI 25-101, para 2.26.6)
- A1.5.15. (#) Are tanks stored in safe, secured areas to reduce or prevent inadvertent or unauthorized use and to enhance serviceability? (PACAFI 25-101, para 9.13)
- A1.5.16. (#) If WRM tanks are stored in the same area as peacetime assets, is it segregated and marked appropriately? (PACAFI 25-101, para 9.16.)
- A1.5.17. (#) Are aircraft external fuel tanks packed in a metal or fiberglass canisters (depot packed) or in slotted angle (Dexion) or fiberglass (bi-pac) crates? (PACAFI 25-101, para 9.14.8)
- A1.5.18. Regardless of storage mode, are tanks stored no more than three high? (PACAFI 25-101, para 9.14.8.1)
- A1.5.19. (#) Are built-up tanks stored in a ready-to-hang configuration? (PACAFI 25-101, para 9.14.8.2.1.)
- A1.5.20. (#) Is storage of aircraft fuel tanks in aircraft shelters approved by the WRM Review Board and coordinated with Weapons Safety Office? (PACAFI 25-101, para 9.14.8.2.1.)
- A1.5.21. (#) If Dexion crates are stored four high, is the stack safely secured? (PACAFI 25-101, para 9.14.8.2.1.)
- A1.5.22. (#) Are fiberglass bi-pacs stored no more than two high unless authorization by AFMC? (PACAFI 25-101, para 9.14.8.2.2.)
- A1.5.23. (#) Are WRM tanks properly marked or tagged IAW PACAFI 25-101, para 4.20. and para 3.8.?
- A1.5.24. (#) Is a manufacturer's serial number or locally assigned serial number used (duplicate numbers should not be used) for the purpose of maintenance documentation? (PACAFI 25-101, para 3.4.5).
- A1.5.25. (#) Is a monthly walk-through inspection being performed by the storing organization and the WRM monitor to identify discrepancies that require correction? (PACAFI 25-101, para 3.3.5.)
- A1.5.26. (#) Are sufficient WRM maintenance manpower slots assigned? If not, has the unit identified any shortfalls or realignments to their wing manpower office? (PACAFI 25-101, para 3.5.)
- A1.5.27. (#) Is Quality Assurance involved with the WRM quality control function? (PACAFI 25-101, para 3.6.)
- A1.5.28. (#) Is a viable corrosion control program established and applied for assigned tanks? (PACAFI 25-101, para 3.7.)

A1.5.29. (#) Are required technical orders for operating, inspecting, overhauling and parts breakdown on file and current? (PACAFI 25-101, para 3.9.1. and 3.9.2.)

A1.5.30. (#) Are maintenance activities, using the PWSP, ensuring T.O.'s required for inspection and maintenance of new items are ordered so they arrive on or before the start of the fiscal year the new items will be required? (PACAFI 25-101, para 3.9.4.)

A1.5.31. (#) Are maintenance activities on distribution for the tank end-item TCTO series? (PACAFI 25-101, para 3.13.4.5.)

A1.5.32. (#) Has the unit taken action to request assistance from HQ PACAF when a maintenance shortfall cannot be resolved at base-level? (PACAFI 25-101. para 3.11.)

A1.5.33. (#) Are TCTO kits being ordered IAW PACAFI 25-101, para 3.13.2.?

A1.5.34. (#) Are rescinded TCTO established and maintained on file? (PACAFI 25-101, para 3.13.4.5.)

A1.5.35. (#) Has the base developed procedures to insure maintenance requirements are identified, scheduled, and accomplished for WRM tanks? Does the publication include the requirements listed in PACAFI 25-101, para 5.31.1. and para 3.2.?

A1.5.36. Are DD Forms 1574 secured to the asset and another completed form affixed to the outside of the container? Is the current TCTO status reflected in the remarks block of the DD Form 1574? (para 3.32.1.7.)

A1.5.37. (#) Does the P-39 (or similar) report reflect the (adjusted) inspection cycle for assigned WRM tanks? (PACAFI 25-101, para 3.32.1.1.3.)

A1.5.38. (#) Are TCTO Kit procedures followed as per PACAFI 25-101, para 3.32.1.7.?

A1.5.39. (#) Has maintenance taken action to extend TCTO rescission dates, as required? (PACAFI 25-101, para 3.32.1.7.5.)

A1.5.40. (#) If WRM tanks are transferred, are applicable TCTO kits transferred with the assets? (PACAFI 25-101, para 3.32.1.7.6.)

A1.6. RACKS, ADAPTERS AND PYLONS (RAP) – COB

A1.6.1. Is a copy of AFI 25-101 and PACAFI 25-101, War Reserve Material (WRM) Program Guidance and Procedures and all other pertinent publications readily available in the section for review? (PACAFI 25-101, para 2.28 and attachment 2)

A1.6.2. Are adequate files established and maintained to include a continuity folder? (PACAFI 25-101, para 2.28.2)

A1.6.3. Are waivers on file current? (PACAFI 25-101, para 2.28.3)

A1.6.4. Does the Number Air Force (NAF) or the unit supplement to PACAFI 25-101 include, as minimum, items outlined in PACAFI 25-101? (PACAFI 25-101, para 3.2.1 through 3.2.14)

A1.6.5. Does the RAP WRM program element manager give WRM management sufficient attention and priority to maintain WRM assets at the highest level of readiness? (PACAFI 25-101, para 1.52)

- A1.6.6. Does the WRM program element manager/QAE ensure sufficient support equipment, testers, and tools are procured and properly maintained according with PACAF 21-101? (PACAFI 25-101, para 1.52.5.2)
- A1.6.7. Does the WRM program element manager/QAE budget and fund for WRM acquisition and support as outlined in Chapter 10, PACAFI 25-101 and coordinate with the WRMO on PEC 28031 funds? (PACAFI 25-101, para 1.52.58)
- A1.6.8. Has the WRM program element monitor received WRM orientation by the WRMO within 30 days of assignment? Is it documented? (PACAFI 25-101, para 2.242.1)
- A1.6.9. Has the WRM monitor received training within 30 days of appointment? Is it documented? (PACAFI 25-101, para 2.24.2.2 and 2.24.3)
- A1.6.10. Does the RAP WRM Program Element Monitor perform responsibilities outlined in PACAFI 25-101? (PACAFI 25-101, para 1.52.1 through 1.52.19)
- A1.6.11. Is the RAP WRM monitor and alternate appointed by letter at least six months prior to their DEROS? (PACAFI 25-101, para 1.53.1)
- A1.6.12. Does the WRM RAP monitor appointment letter include name, rank, office symbol, phone number, security clearance, DEROS? (PACAFI 25-101, para 1.52.2)
- A1.6.13. Does the WRM monitor have at least a secret security clearance? (PACAFI 25-101, para 1.53.1.2)
- A1.6.14. Do WRM monitors/QAE perform additional duties that detract from accomplishing their WRM duties? (PACAFI 25-101, para 1.53.1.3 and 1.53.2)
- A1.6.15. Does the WRM monitor/QAE perform duties IAW PACAFI 25-101? (PACAFI 25-101, para 1.53.2 through 1.53.11)
- A1.6.16. Are units inspected at least semi-annually? (PACAFI 25-101, para 2.25.3)
- A1.6.17. Does wing quality assurance weapons inspectors assist the WRMO and WRMNCO during RAP WRM inspections? (PACAFI 25-101, para 2.25.2)
- A1.6.18. Does the inspections include compliance with PACAFI 25-101, other WRM-related instructions and technical orders? (PACAFI 25-101, para 2.25.4)
- A1.6.19. Does the WRMO provide an inspection schedule to the commander or supervisor of the unit being inspected? (PACAFI 25-101, para 2.25.5)
- A1.6.20. Is a written inspection report made available to appropriate personnel? (PACAFI 25-101, para 2.25.9.1)
- A1.6.21. Does the unit have approval of peacetime use of RAP assets on file? (PACAFI 25-101, para 2.26.3.3 and 2.26.4.8 through 2.26.4.11)
- A1.6.22. Are initial acceptance inspections conducted within 60 calendar days of unit receiving asset and documented on the appropriate forms? (PACAFI 25-101, para 3.3.1)
- A1.6.23. Is a monthly walk through inspection conducted by the storing organization and the applicable maintenance shop personnel or QAE for COBs? (PACAFI 25-101, para 3.3.5)

- A1.6.24. Does the monthly walk through inspections include items contained in PACAFI 25-101? (PACAFI 25-101, para 3.3.5.1 through 3.3.5.9)
- A1.6.25. Does maintenance activities schedule WRM assets in the same manner as peacetime assets? (PACAFI 25-101, para 3.4)
- A1.6.26. Does quality assurance personnel include WRM assets in their program according to PACAFI 25-101? (PACAFI 25-101, para 3.6)
- A1.6.27. Is a viable corrosion control program established? (PACAFI 25-101, para 3.7)
- A1.6.28. Are WRM assets properly marked or tagged? (PACAFI 25-101, para 3.8, 9.16 and 9.19)
- A1.6.29. Are maintenance and operational records maintained according to AFI 21-101? (PACAFI 25-101, para 3.10)
- A1.6.30. Is the highest UJC available being used to order parts required for repairing a WRM asset? (PACAFI 25-101, para 3.12)
- A1.6.31. Is a viable T.O./TCTO program established according to AFI 21-101 and PACAFI 25-101? (PACAFI 25-101, para 3.13)
- A1.6.32. Is an inactive file of all completed/rescinded TCTOs kept by the respective unit agency or QAE? (PACAFI 25-101, para 3.9.1)
- A1.6.33. Is RAP stored in safe, secured areas to reduce or prevent inadvertent or unauthorized use and to enhance serviceability? (PACAFI 25-101, para 9.14)
- A1.6.34. If WRM is stored in the same area as peacetime assets, is it segregated and marked appropriately? (PACAFI 25-101, para 9.8.1)
- A1.6.35. Are RAP/Guns/Gun components afforded covered, four sided storage and guns and gun components in secure storage area according to AFI 31-209, DOD 4145.19-R-1 and AFMAN 23-110? (PACAFI 25-101, para 9.14.6)
- A1.6.36. Are RAP assets properly sealed and packed? (PACAFI 25-101, para 3.33.8)
- A1.6.37. Is a manufacturer's serial number or locally assigned serial number used (duplicate number should not be used) for the purpose of maintenance documentation? (PACAFI 25-101, para 9.20)
- A1.6.38. Are sufficient WRM maintenance manpower slots assigned? If not, has the unit identified any shortfalls or realignments to their wing manpower office? (PACAFI 25-101, para 3.5)
- A1.6.39. Are required technical orders for operating, inspecting, or overhauling and parts breakdown on file and current? (PACAFI 25-101, para 3.9)
- A1.6.40. Are maintenance activities using the PWSP, ensuring T.O.'s required for inspection and maintenance of new items are ordered so they arrive on or before the start of the fiscal year the new items will be required? (PACAFI 25-101, para 3.9.4)
- A1.6.41. Has the unit taken action to request assistance from HQ PACAF when a maintenance shortfall cannot be resolved at base level? (PACAFI 25-101, para 3.11)
- A1.6.42. Are TCTO kits being ordered according with PACAFI 25-101? (PACAFI 25-101, para 3.32)

A1.6.43. Are guns and RAP removed and inspected at least once every 10 years using a cycle of 10 percent per year? (PACAFI 25-101, para 3.33)

A1.6.44. Are AFTO Forms 95 established, maintained and TCTO's documented for all assigned RAP? (PACAFI 25-101, para 3.33.8.3 and 3.33.7)

A1.6.45. Is special emphasis placed on serviceability of assets, compliance with TCTOs, proper configuration, and are required accessories installed? (PACAFI 25-101, para 3.33.3 through 3.33.6)

A1.6.46. Is the annotated AFTO Form 95 in a sealed waterproof package and stored in the same container, but in the outside of the barrier paper? (PACAFI 25-101, para 3.33.7)

A1.6.47. Is a humidity indicator properly secured with tape and a desiccant placed with each asset? (PACAFI 25-101, para 3.33.8.1)

A1.6.48. Is a properly documented DD Form 1574 secured to the asset, and a duplicate attached to the outside of the container? Is the current TCTO status reflected in the remarks block of the DD Form 1574? (PACAFI 25-101, para 3.33.8.3)

A1.6.49. If WRM RAP or guns assets transferred, are applicable TCTO kits transferred with the assets? (PACAFI 25-101, para 3.32.1.7.6)

A1.7. WRM SUPPLY - COB

A1.7.1. (#) Is the Chief of Supply or his/her delegate a member of the base WRM Review Board? (PACAFI 25-101, para 1.42.1)

A1.7.2. (#) Are WRM commodities afforded the same quality of storage as peacetime assets? (PACAFI 25-101, para 9.5.1) Stored as specified in Table 9.2

A1.7.3. (#) Are shelf life items managed properly? (AFMAN 23-110, Vol. II, Part Two, Chap 14, para 34)

A1.7.4. (#) Are WRM commodities being rotated with peacetime operating stocks to prevent waste and assure WRM serviceability? (PACAFI 25-101, para 1.42.6)

A1.7.5. Are WRM expendables, as a minimum, inventoried once every two years or within 10 working days upon return from deployment? (PACAFI 25-101, para 4.35)

A1.7.6. Are WRM assets rotated with similar peacetime assets? (PACAFI 25-101, para 4.39 and 4.42 for exceptions)

A1.7.7. Is a copy of request of waiver on file for WRM assets not feasible for rotation? (PACAFI 25-101, para 4.39 and 4.42 for exceptions)

A1.7.8. (#) Is advice code 2G loaded on all WRM shelf-life issue requests? The code will flag the requisition to receive property with most current manufacture date from depot/DLA stocks. (AFMAN 23-110, Vol. II, Part Two, Chap 14, para 14.33.6.2)

A1.7.9. (#) For WRM commodities stored by supply, are they periodically inspected to ensure serviceability? Are those commodities on maintenance/inspection schedule with applicable maintenance unit? (PACAFI 25-101, Chap 9)

A1.7.10. (#) Is management for each type of WRM equipment functionally segregated? (PACAFI 25-101, para 4.4 and Table 4.1)

A1.7.10.1. Is a organizational element designated to perform equipment custodian duties? (PACAFI 25-101, para 4.4.2.2)

A1.7.10.2. Are separate CA/CRL (R14) maintained on using organization shop code of "WR" and use code "D"? (PACAFI 25-101, para 4.4.2.2)

A1.7.10.3. For Housekeeping and Kitchen Sets, are shop codes other than "WR" used depending on the number of sets authorized? (PACAFI 25-101, para 4.4.2.2.)

A1.7.11. (#) For the War Plans Additive Requirements Report (WPARR):

A1.7.11.1. Are all WRM equipment authorizations carried on EAID (CA/CRL) records applicable to each functional user? (PACAFI 25-101, para 4.10.1.3 and Table 4.1)

A1.7.11.2. Does each functional user (equipment custodian) perform duties specified in AFMAN 23-110, Vol. II, Part Two, Chap 22 to ensure all authorizations are accounted for and in serviceable condition?

A1.7.11.3. Is the responsible functional element ensuring that no WPARR assets are turned in, transferred, requisitioned, or deleted without the prior coordination/approval from MMF, WRMO, NAF, and HQ PACAF/LGSW? (PACAFI 25-101, para 4.28.2)

A1.7.11.4. Was every effort expended to ensure the WPARR authorization cannot be satisfied through joint use (JU) application? (PACAFI 25-101, para 4.14)

A1.7.11.5. Are WPARR excesses identified with and list provided to applicable NAF to attempt redistribution within the AOR? Must await disposition instruction from HQ PACAF/LGSW for remaining excess. (PACAFI 25-101, para 4.11.1.2, 4.31, and 1.42.11)

A1.7.11.6. Are lists of WPARR shortages identified to applicable NAF? Must await authority to requisition from HQ PACAF/LGSW for the shortages. (PACAFI 25-101, para 4.11.1.3 and 4.32)

A1.7.11.7. Upon receipt of authority to requisition, are the following actions completed?

A1.7.11.7.1. Equipment shortages Identified? (PACAFI 25-101, para 4.32.1):

A1.7.11.7.1.1. UJC/BT used for equipment shortages?

A1.7.11.7.1.2. Is it on memo or firm due out?

A1.7.11.7.1.3. Is appropriate project code utilized?

A1.7.11.7.1.4. Is budget code 9 equipment reported to base stock fund manager?

A1.7.11.7.2. For expendable shortages (PACAFI 25-101, para 4.32.2):

A1.7.11.7.2.1. Are shortages reported to the base stock fund manager?

A1.7.11.7.2.2. Are shortages included in the stock fund operating program (GSOP)?

A1.7.11.7.2.3. Are all budget code 9 expendables reported to the base stock fund manager?

A1.7.11.7.3. Is WRM funding requested for budget code 9 shortages? (AFMAN 23-110, Vol 2, Part 10, Chap 1.62, and AFMAN 23-110, Vol 2, Part 2, Chap 26.6.5.2)

A1.7.11.7.3.1. Are unsupportable requirements validated?

A1.7.11.7.3.2. Is the Q07 RSP Requirements Report used/reviewed?

- A1.7.11.7.3.3. Are validated requirements submitted to MAJCOM?
- A1.7.11.8. Are AF Form 601, automated AFEMS request, AF Form 1032, message, or letter being used to request changes to the WPARR authorizations? (PACAFI 25-101, para 4.12)
- A1.7.11.9. Are WRM monitors familiar with the applicable codes used to identify WPARR authorizations? (PACAFI 25-101, para 4.23)
- A1.7.11.9.1. Use codes.
 - A1.7.11.9.2. Using/storing command.
 - A1.7.11.9.3. Composition code.
 - A1.7.11.9.4. WRM base code.
 - A1.7.11.9.5. Budget code.
 - A1.7.11.9.6. Allowance source code.
- A1.7.11.10. Are lost, damaged, destroyed, condemned (beyond economical repair) or used during exercise/disaster relief replaced and requisitioned when details are cleared (i.e. MSI, report of survey, inventory adjustment, etc.)? (PACAFI 25-101, para 4.34)
- A1.7.11.11. Are budget code 9 WRM items used during JCS directed exercise requisitioned using the exercise fund cite? (PACAFI 25-101, para 10.8)
- A1.7.11.12. If budget code 9 equipment items were lost or destroyed, is the owning account providing the funds to replace the item? (AFMAN 23-110, Part Two, Vol. II, Chap 20, para 20.25.1)
- A1.7.11.13. Are budget code 9 WRM items projected for condemnation (i.e. shelf life item such as oil) reported as an unfunded requirement? (PACAFI 25-101, para 4.34)
- A1.7.11.14. Is physical inventory of WRM equipment accomplished upon transfer of accountability (new custodian), upon receipt of new authorization document, or upon return from deployments (exercises/disaster relief)? (PACAFI 25-101, para 4.35)
- A1.7.11.15. Is the transportation squadron the responsible agency for packing and crating requirements of WRM assets (WRM composition code H226)? Are assets rotated to avoid deterioration? (PACAFI 25-101, para 4.47)
- A1.7.11.16. Are WRM rapid runway repair (RRR) sets managed and maintained by the base civil engineer and placed on separate CA/CRL? (PACAFI 25-101, para 4.53.1)
- A1.7.11.17. For deployment of WRM in-use equipment and WRM spares: (AFMAN 25-110, Vol. II, Part Two, Chap 22.66 and Chap 26.67)
- A1.7.11.17.1. Does the host Chief of Supply retain property accountability for short-term deployment?
 - A1.7.11.17.2. Is approval obtained for peacetime use? (i.e. WRMPM, HQ PACAF/LG, or HQ USAF.
 - A1.7.11.17.3. Are what (“shopping list”) to be deployed determined?
 - A1.7.11.17.4. Is a deployed routing identifier assigned. Are MILSTIP routing identifier assigned so that MAJCOMs and Air Staff can have the total asset visibility in AFEMS?

A1.7.11.17.5. Are normal EAID/MRSP transfer procedures applied and deployment indicator of "D" assigned?

A1.7.11.17.6. Are all deployed assets returned in full and in serviceable condition?

A1.7.11.17.7. Is a Report of Survey (DD Form 200) prepared for EMC 3 and alpha budget code shortages? Is a copy of Report of Survey forwarded to Inventory Section as an auditable document to be filed with the M10?

A1.7.11.17.8. Are funds loaded citing the exercise or deployment?

A1.7.12. (#) For WRM Consumable Management (PACAF WRM Storage Plan - PWSP):

A1.7.12.1. Is excess exception code (EEC) 3 assigned/loaded to the item record of each NSN authorized on PWSP? Is the EEC 3 removed once the asset is determined to be excess in PACAF? (PACAFI 25-101, para 5.9)

A1.7.12.2. Are all excess WRM consumable reported to HQ PACAF LGS/LGX for disposition instructions? (PACAFI 25-101, para 5.11)

A1.7.12.3. Are the excess quantities transferred to separate details with "X000" loaded in the pseudo base code and alternate storage location fields? (PACAFI 25-101, para 5.11)

A1.7.12.4. Are the excess consumable stored, maintained, controlled, and reported as WRM until disposition instructions are provided by HQ PACAF LGS/LGX? (PACAFI 25-101, para 5.11)

A1.7.12.5. Are WRM monitors ensuring rotation of aircraft and engine oils with peacetime stock when feasible? Is request submitted for disposition at least 12 months before the products expiration date for those WRM commodities having difficulty rotating with peacetime stocks? Is advice code 2G used when submitting MILSTRIP requisitions? (AFMAN 23-110, Vol. II, Part Two, Chap 14, para 14.33.6.2)

A1.7.12.6. Are "W" details only established for authorized items? "W" details are not required for Fuels/subsistence items. (PACAFI 25-101, para 5.17.1 and 2)

A1.7.12.7. Are PWSP monitors identified/appointed by the Chief of Supply? (PACAFI 25-101, para 5.16.2)

A1.7.12.8. Has the capability been developed to ensure WRM Consumable can be delivered on-base to their point of intended use during wartime? Is the capability reflected in Chap 21 of the BSP? (PACAFI 25-101, para 5.21.4)

A1.7.13. (#) Is R18/LOGFAC Interface Report processed monthly, NLT 25th of each month. Do the WRMO/NCO, LGS, and WRM monitors ensure all WRM reports (R07, R14, R34, etc) reflect current authorizations and on hand balances prior to release of the R18? (PACAFI 25-101, para 11.14)

A1.7.14. (#) Are bare base units reporting SORTS data against the mission stated in their Designed Operational Capability (DOC) statement? Does each unit determine and report their status on the basis of critical asset data? (AFI 25-101, para 2.7.1)

A1.8. FUELS FLIGHT - COB

A1.8.1. (#) FUELS MANAGEMENT.

A1.8.1.1. What procedures are used to manage the fuels supply account?

- A1.8.1.2. Is Fuels Management reviewing all vehicle and facility discrepancies at least monthly and are appropriate actions taken to correct discrepancies? (AFI 23-201, para 1.9)
- A1.8.1.3. Are untrained or uncertified personnel utilized without supervision in fuels and cryogenics handling tasks? (AFI 23-201, para 1.11)
- A1.8.1.4. Does the Quality Control and Inspection Element supervisor manage the danger tag program? (AFI 23-201, para 8.2)
- A1.8.1.5. Is each element inspected semiannually (not to exceed 180 days)? (AFI 23-201, para 8.7.1)
- A1.8.1.6. Is Fuels Mobility Support Equipment (FMSE) properly stored, maintained, inspected, and deployed? (AFI 23-201, para 9.3)
- A1.8.1.7. Is there an adequate number of qualified personnel dedicated in support of DOC statement tasking? (AFI 23-201, para 9.7)
- A1.8.1.8. Has a training program, to include lesson plans, been developed for all assigned equipment and systems? (AFI 23-201, para 5.2)
- A1.8.1.9. Are training records reviewed at least semiannually? (AFI 23-201, para 10.2.1)
- A1.8.1.10. Has the Fuels management team adhered to all environmental guidelines? (AFI 23-201, atch A10)
- A1.8.1.11. Have primary and alternate tank custodians been trained? (AFI 23-204, chap 8 para 13)
- A1.8.1.12. Has the Fuels Management Flight provided training to detailed personnel serving as petroleum transport vehicle escorts? (AFI 23-204, para 13.3)
- A1.8.1.13. Are all active bulk fuel storage tanks inventoried daily as of 2400 hours? (AFMAN 23-110, Vol 1, Part 3, para 1.94.1)
- A1.8.1.14. Do the P-21 and P-39 document numbers processed through DFAMS match the 1RP and 1SP document numbers processed in the SBSS? (AFMAN 23-110, Vol 1, Part 3, para 1.102.6)
- A1.8.1.15. Are inventory levels monitored closely? (DoD 4140.25M, Vol II, Chap 11, para G)
- A1.8.1.15.1. Are maximum and minimum storage levels listed in the Inventory Management Plan (IMP) violated by the Fuels Management Flight?
 - A1.8.1.15.2. Were levels promptly restored and actions taken to prevent recurrence?
 - A1.8.1.15.3. Are appropriate agencies notified of penetrations to inviolate levels exceeding 72 hours?
- A1.8.1.16. Has Fuels Management designated mandatory use checklists? (AFI 23-203, para 1.21)
- A1.8.1.16.1. Are approved local checklists written bilingual, if necessary? 196 PACAFDIR 90-509 1 December 1997
- A1.8.1.17. Are Limiting Factors (LIMFACs) or shortfalls to the Base Support Plan (BSP) properly identified and validated? (AFI 10-404 and PACAFI 10-404, para 3.9 and 3.9.8)

A1.8.1.17.1. Have workaround procedures been established?

A1.8.1.18. Are the data bases for FAMS-A and FAMS-B reconciled? (AFMAN 67-413, para 23.4.i)

A1.8.1.19. Are emergency generators available to support emergency power requirements identified in the base supplement to AFI 23-201 and the base support plan? (AFI 23-201, para 5.9)

A1.8.1.20. Are proper procedures followed for Bulk Petroleum Contingency Reporting (REPOL)? (AFI 23-201, para 5.2)

A1.8.1.21. Has adequate resource protection been provided for fuel servicing equipment and facilities to prevent contamination, pilferage, sabotage, and accidental damage? (AFI 23-201, para 4.2)

A1.8.1.22. Has the Fuels Management team established an effective product rotation program? (DoD 4140.25-M, Vol II, Chap 7, para F.1)

A1.8.2. (#) FUELS OPERATIONS

A1.8.2.1. Does the Fuels Management Flight ensure effective and efficient fuels operations?

A1.8.2.2. Is the current vehicle and equipment status being maintained? (AFI 23-201, para 6.2.5)

A1.8.2.3. Are organizational tanks authorized fuel delivery service? (AFI 23-204, para 8.2 chap 8, 13 & attach 2)

A1.8.2.3.1. Is a current copy of the authorization letter on file on the Fuels Control Center?

A1.8.2.4. Is a physical inventory of all property under the missile fuels management category conducted on the first day of each month at 0800 hours? (AFMAN 23-110, Vol 1, Part 3, Chap 4, para 75)

A1.8.2.4.1. Is an inspection conducted of all active inventory under the missile fuels management category daily, Monday through Friday, to ensure all tanks and property in storage are secure and safe? (AFM 67-1, vol 1, p3, chap 4, para 75)

A1.8.2.5. Is all underground piping in the system hydrostatic tested at five-year intervals in addition to the annual pressure test or all petroleum-carrying pipelines? (AFM 85-16, para 8-11c and d)

A1.8.2.5.1. Are the test dates annotated and monitored?

A1.8.2.6. Have 2FOX1 personnel who perform extraordinary fuel servicing procedures, such as hot refuel/defuel, ICTs, etc., received required qualification training? (T.O. 00-25-172, PACAF Sup 1)

A1.8.2.7. Are deficiencies or malfunctions which are beyond the capability of operator's maintenance recorded on AFTO Forms 39 and referred to base Civil Engineers for corrective actions? (T.O. 37-1-1, para 4-3)

A1.8.2.8. Are dry break couplers installed on outlet hoses? Are they checked for positive locking? (T.O. 37A-1-101, para 4-3)

A1.8.2.9. Is aviation fuel in the base fuels pipeline between bulk storage and operating tanks or fillstand tanks displaced at least once every 30 days? (T.O. 42B-1-1, para 3-14)

A1.8.2.10. Whenever filter elements are changed on refueling equipment, are samples for fiber analysis taken at normal flow rates into quart bottles using bypass on the in-sampler? (T.O. 42B-1-1, para 5-13)

A1.8.2.11. Are newly installed servicing hoses sampled at the nozzles and lab analyzed (color and particle assessment) prior to use? (T.O. 42B-1-1, para 5-19)

A1.8.2.11.1. Are correct procedures for fuel soaking of new hoses followed?

A1.8.2.12. Does the liquid oxygen meet procurement/use limits? (T.O. 42B6-1-1, Table 3-1)

A1.8.2.13. Are all cryogenic sampling procedures adhered to? (T.O. 42B6-1-1, Section V)

A1.8.2.14. Are tanks tested once every 90 days or whenever contamination is suspected, and the sample submitted to the area laboratory? (T.O. 42B6-1-1, para 3-21b(2))

A1.8.2.15. When products fail use limits, are the contents of the tank drained and the tank purged? (T.O. 42B6-1-1, para 3-21c)

A1.8.2.16. Is each servicing cart or trailer odor tested after the first filling of each day? (T.O. 42B6-1-1, para 3-26)

A1.8.2.17. Are positive controls in effect to ensure samples are taken and analyzed for sediment and water prior to placing back in service any equipment/facility that has undergone maintenance or modification to the pumping system or when fuel lines/tanks have been opened, after product change, or after a cleaning operation has been completed? (T.O. 42B-1-1, Table 5-1)

A1.8.2.18. Are all samples (to include cryogenics) recorded in an automated sample tracking program? (T.O. 42B-1-1)

A1.8.2.19. Do operators annotate differential pressure on the AFTO Form 422 during the first servicing of the day? (T.O. 37A-1-101 and T.O. 37-1-1)

A1.8.2.20. Do QC&I personnel record the adjusted DP reading in conjunction with scheduled filter separator sample? (T.O. 42B-1-1, para 3-23)

A1.8.2.21. Are all equipment/facilities inspected prior to use or every 14 days? (AFI 23-201, para 6.13.1)

A1.8.2.22. Are system schematics posted in areas and are they current? (AFI 23-201, para 2.6)

A1.8.2.23. Are fuels operators utilizing checklists? (AFI 23-201, para 1.21)

A1.8.2.24. Are flight line fuel servicing operations conducted safely and efficiently? (T.O. 00-25-172)

A1.8.2.25. Is the Precision Measurement Equipment Laboratory (PMEL) calibration program efficiently managed? (T.O. 33K-1-100)

A1.8.2.26. Has an aircraft crash sample kit been established? (AFI 23-201, para 8.5)

A1.8.3. (#) FUELS SAFETY

A1.8.3.1. How is the fuels flight involved in the overall implementation of an effective safety program?

A1.8.3.2. Are fuels related mishaps reported properly? (AFI 23-201, para 1.8)

A1.8.3.3. Are USAF Hazard Reports (AF Form 457) readily available with instructions prominently displayed throughout the flight? (AFI 23-201, para 3.4)

A1.8.3.4. Is adequate personal protective equipment available, serviceable, and in use when handling hazardous material? (AFI 23-201, para 3.1)

A1.8.3.5. Have personnel authorized to clear "RED X" conditions been designated by management? (AFI 23-201, para 6.22.1.5)

A1.8.3.6. Is the Resource Control Center notifying appropriate individuals of severe weather warnings? (AFI 23-201, para 6.5)

A1.8.3.6.1. If automatic weather warning equipment is not available, has the RCC coordinated with the weather warning notification?

A1.8.3.7. Does liquid fuels maintenance personnel notify the Fuels Management Flight, through the RCC, before removal of any system component or when the system is opened in a manner that would permit a fuel spill? (AFM 85-16, para 10-2a)

A1.8.3.8. Are the refueling units positioned properly in the parking area? (T.O. 00-25-172, Table 4-2)

A1.8.3.9. Are the refueling units properly marked? (T.O. 36-1-3, para 3-48)

A1.8.3.10. Are danger signs used appropriately? (AFOSH STD 91-38, para 3.2.5)

A1.8.3.11. Are emergency switches properly identified, and are they tested monthly while the system is in operation? (T.O. 37-1-1, para 4-13b)

A1.8.3.12. Are all laboratory components used to analyze fuel samples grounded/bonded? (AFOSH STD 91-38, para 5.3.3.1)

A1.8.3.13. Are permanently fixed cryogenic production plants and LOX storage tanks grounded? (AFI 23-201, atch 6)

A1.8.3.14. Are emergency showers and eyewash units available in all fuels handling areas and are they inspected? (AFOSH STD 127-32, Chap 4)

A1.8.3.15. Is an effective confined spaces program in use? (AFOSH STD 91-25)

A1.8.3.16. Is the two-person policy in effect when required? (AFI 23-201, para 3.3)

A1.8.3.17. Do personnel adhere to the Fuels Management Team policy on the wear of jewelry during fuels operations? (AFOSH STD 91-38, para 2.9)

A1.8.3.18. Are vent/pressure fans turned on before entering enclosed pump rooms and pits? (AFM 85-198 PACAFDIR 90-509 1 December 1997)

A1.9. MEDICAL WRM - COB

A1.9.1. (#) Storage

A1.9.1.1. Are WRM levels screened against the applicable Allowance Standards (AS) and Air Force Medical Logistics Office (AFMLO) WRM validations to ensure they are accurate? (AFMAN 23-110, Vol V, Chap 15, Para 15.5.7)

- A1.9.1.2. Is the WRM accurately accounted for in the Medical Logistics (MEDLOG) computer system, to include overall stock status and individual quality assurance records? (AFSCM 41-230, Section 15)
- A1.9.1.3. Are all prime-substitute relationships identified and properly loaded into MEDLOG? (AFMAN 23-110, Vol V, Chap 15, Atch 1, Items 20 and 21)
- A1.9.1.4. Are requisitions to fill shortages processed within 5 days after receipt of funds and aggressively followed up? (AFSCM 41-230, Section 8)
- A1.9.1.5. When requisitions are received by the host account, are they placed in the proper storage location within 30 days? (AFSCM 41-230, Section 9)
- A1.9.1.6. Are overages expeditiously resolved? (AFMAN 23-110, Vol V, Chap 15, Atch 1, Item 7)
- A1.9.1.7. Are quality assurance actions such as recalls and suspensions processed immediately upon receipt? (AFMAN 23-110, Vol V, Chap 15, Atch 1, Item 18)
- A1.9.1.8. Is WRM eligible for the FDA Extension Program identified and follow up documented? (AFMAN 23-110, Vol V, Chap 15, Para. 15.16)
- A1.9.1.9. Is an annual WRM inventory conducted and thoroughly documented? (AFMAN 23-110, Vol V, Chap 12, Para 12.3)
- A1.9.1.10. Does the MTF Commander of the host account review the overall stock status of the WRM annually in August? (AFMAN 23-110, Vol V, Chap 15, Para 15.3.3.3)
- A1.9.1.11. Have required manpower additives been identified and funded to maintain the WRM? (AFMS 5530, Atch 4, Appendix A)
- A1.9.1.12. Is sufficient storage space available and properly used? (AFMAN 23-110, Vol V, Chap 15, Atch 1, Item 26)
- A1.9.1.13. Is the storage space secure and are the applicable annual security evaluations conducted? (AFMAN 23-110, Vol V, Chap 23, Para 23.3.2.1 and 23.4)
- A1.9.1.14. Is the storage space protected against extreme temperatures, light, moisture, and vermin? (AFMAN 23-110, Vol V, Chap 23, Para 23.3.2.1)
- A1.9.1.15. If outside storage is necessary, is the WRM satisfactorily protected against the weather? (AFMAN 23-110, Vol V, Chap 23, Para 23.3.2.1)
- A1.9.1.16. Is WRM, which requires special storage such as acids, controlled items, flammables, gases, refrigerated items, and freezer items, properly stored? (AFMAN 23-110, Vol V, Chap 23, Para 23.3.2.2)
- A1.9.1.17. Does the storage space have satisfactory fire prevention and safety precautions? (AFMAN 23-110, Vol V, Chap 23, Para 23.3.2.6)
- A1.9.1.18. Is the storage space neat and orderly? (AFMAN 23-110, Vol V, Chap 23, Para 23.1.3)
- A1.9.1.19. Is equipment inspected by biomedical equipment maintenance personnel and are the results entered into the MEDLOG computer system? (AFI 41-201, Para 2.9)

A1.9.1.20. Is equipment that requires inspection and maintenance by non-medical organizations, e.g., environmental control units, generators, heaters, ISO shelters, power distribution panels, radios, TEMPER tents, and vehicles, expeditiously and thoroughly accomplished? Are Memorandums of Agreement established and available for review? (AFMAN 23-110, Vol V, Chap 15, Para 15.16 and AFI 41-201 2.9.4)

A1.9.1.21. Are there operating instructions addressing the issue and distribution of WRM during wartime? (AFMAN 23-110, Vol V, Chap 15, Atch 1, Item 4)

A1.9.1.22. Is WRM that will be deployed to another location properly packed for rapid deployment? (AFMAN 23-110, Vol V, Chap 15, Atch 1, Item 15)

A1.9.1.23. Is WRM coded for deferred procurement appropriate and thoroughly documented? (AFMAN 23-110, Vol V, Chap 15, Para 15.7.5)

A1.9.2. (#) Facilities

A1.9.2.1. Are routine repair and maintenance problems reported within three days and is corrective action prompt and thorough? Are work orders (AF Form 332) available and follow-up? (AFI 41-201, para 4.1.2.3)

A1.9.2.2. Are major facility projects such as addition/alteration or renovation documented and followed up for prioritization and programming? Are work orders (AF Form 332) available? (AFI 41-202, para 4.1.2.)