

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**

**PACAF DIRECTORY 90-226**

**16 SEPTEMBER 2002**



**Command Policy**

**LOGISTICS QUALITY ASSESSMENT/  
LOGISTICS PLANS MISSION PERFORMANCE**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ PACAF/LGX  
(CMSgt Davis D. DuFour)  
Supersedes PACAFDIR 90-226, 1 June 2001

Certified by: HQ PACAF/LGX  
(Col Russell R. Grunch)

Pages: 11  
Distribution: F

---

This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklists implements AFD 90-2, Inspector General-The Inspection System. It applies to wing level Logistics Plans 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 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**

War Reserve Materiel Management, Section A1.1 was completely rewritten to reflect information contained in PACAFI 25-101 dated 18 January 2002. A bar ( | ) indicates revision from the previous edition.

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

PETER M. O'NEILL, Colonel, USAF  
Assistant Director of Logistics

**Attachment 1****LOGISTICS PLANS MISSION PERFORMANCE CHECKLISTS****A1.1. WAR RESERVE MATERIEL (WRM) PROGRAM**

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 1.40.5.)

A1.1.2. (#) Does the WRMO/WRMNCO participate in the budgeting and funding process and attend Financial Working Group (FWG) meetings? (PACAFI 25-101, para 1.41.6.)

A1.1.3. 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.)

A1.1.4. 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 (if applicable) and HQ PACAF/LGX? (PACAFI 25-101, paras 2.24.4. and 2.24.5.)

A1.1.5. 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 2.25.2.1.)

A1.1.6. Have WRM monitors received formal training within 30 days after appointment and annually thereafter? (PACAFI 25-101, para 2.25.2.2.)

A1.1.7. (#) 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 2.26.2.)

A1.1.8. (#) Have all units been inspected at least semiannually? (PACAFI 25-101, para 2.26.3.)

A1.1.9. Has the WRMO published a unit inspection schedule to the commander of the unit to be inspected? (PACAFI 25-101, para 2.26.5.)

A1.1.10. 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 2.26.9.1.)

A1.1.11. 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 2.26.9.2.)

A1.1.12. (#) Have the PEMs forwarded a written inspection report reply within 15 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 2.26.10.)

A1.1.13. Has the WRMO established and maintained a log, status chart, or file to track peacetime use of WRM? (PACAFI 25-101, para 6.21.1.)

A1.1.14. Has the WRMO established procedures for notification that WRM has been returned to storage in serviceable condition? (PACAFI 25-101, para 6.21.2.)

A1.1.15. (#) 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.)

A1.1.16. Are the following WRM files/references available and current? (PACAFI 25-101, para 2.28.1.)

A1.1.16.1. (#) Review Board minutes (last four)

A1.1.16.2. Monitor Appointment Letters

A1.1.16.3. Training Records

A1.1.16.4. Orientation Briefing

A1.1.16.5. Training Materials (briefing script, visual aids, copy of handouts, etc)

A1.1.16.6. (#) Unit Inspection (Include inspection schedules, inspection reports, and inspection replies for last four inspections)

A1.1.16.7. Waivers to PACAFI 25-101 (if applicable)

A1.1.16.8. (#) PACAF WRM Storage Plan (PWSP)

A1.1.16.9. Inventory Management Plan (IMP)

A1.1.16.10. (#) War Plans Additive Requirements Report (WPARR) and annual validation meeting minutes

A1.1.16.11. Composition Code Listing

A1.1.16.12. Classified Base Code Listing

A1.1.16.13. Peacetime Use of WRM (Correspondence will be maintained for one year after use is terminated)

A1.1.16.14. (#) Staff Assistance Visit Reports (Include last two reports)

A1.1.16.15. Continuity Folder

A1.1.17. (#) Has the Materiel Management Flight (supply section), in coordination with the WRMO, held a meeting with the applicable users to review and validate the WPARR Part 2 within 30 duty days of receipt to determine JU candidates, identify excesses, and identify shortages? (PACAFI 25-101, paras 10.13.1 and 10.13.3.)

A1.1.18. (#) Has the Materiel Management Flight (supply section) identified changes required to the WPARR and documented in the minutes of the meeting? Has the meeting minutes been published within 14 calendar days and copies sent to all in attendance? (PACAFI 25-101, para 10.13.3.)

A1.1.19. (#) Has a list of excesses and shortages resulting from the new WPARR been provided to the applicable NAF/LGS/LGX? (PACAFI 25-101, para 10.35.)

A1.1.20. Has the WRMO ensured applicable units established WRM/JU equipment status charts? (PACAFI 25-101, paras 10.42)

A1.1.21. 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 10.32.1)

A1.1.22. (#) 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 8.15.)

A1.1.23. (#) Has supply in coordination with the WRMO, processed the PWSP within the time frame established by the letter of transmittal? (PACAFI 25-101, para 8.17.1.)

A1.1.24. (#) Have WRM monitors submit budget inputs to the WRMO? Is the proposed budget presented to the WRM Review Board prior to the base budget call? (PACAFI 25-101, para 7.10.1.1.)

A1.1.25. (#) 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 7.10.1.3.)

A1.1.26. (#) 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? (PACAFI 25-101, para 7.12.1.)

A1.1.27. (#) Does the WRMO submit the status of the WRM budget to HQ PACAF/LGX, CWRMO at least quarterly? (PACAFI 25-101, para 7.12.1.)

A1.1.28. (#) 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 7.15.1.4 and 7.15.1.6.)

A1.1.29. (#) Does the WRMO ensure WRM outload planning is accomplished for malpositioned WRM? (PACAFI 25-101, para 2.27.9)

A1.1.30. (#) Does the WRMO consolidate WRM Pallet and Net requirements and submit them to HQ PACAF/LGXW NLT 30 September of each year. (PACAFI 25-101. para 10.54.4.1.)

A1.1.31. Have the following WRM financial reports been prepared and submitted to HQ PACAF/LGXW?:

A1.1.31.1. The Quarterly Operations and Maintenance Spending/Execution Status Report. This report is required NLT the 15<sup>th</sup> of October, January, April and July as specified in Chapter 7. (PACAFI 25-101, para 12.7.6)

A1.1.31.2. The Monthly Unfunded Update Report. IAW PACAFI Chapter 7, Tab 3. (PACAFI 25-101, para 12.7.7).

A1.1.31.3. The Bi-Annual Budget Execution Report. This twice a year report is due to HQ PACAF/LGX by 1 Feb and 15 July each year. (PACAFI 25-101, para 12.7.8.)

A1.1.32. Has the WRMO submitted the Annual WRM Storage and Maintenance Facilities Requirements Report? The annual report is provided to HQ PACAF/LGX and CEX/CEP NLT 15 November each year and is designed to capture WRM facilities requirements. (PACAFI 12.7.9.)

A1.1.33. Has the WRMO submitted the Monthly Peacetime Use/Reconstitution Data Report? This report is due monthly to HQ PACAF/LGX NLT the first "TUESDAY" of each month. It is designed to capture peacetime use/reconstitution usage trends and cost data. (PACAFI 25-101, para 12.7.1.)

A1.1.34. Does the WRMO prepare and submit the Quarterly WRM Readiness Report? This classified report is due quarterly to HQ PACAF/LGX and designed to provide PACAF with an overall assessment of a base/wing's WRM program. Reporting will take place quarterly on the 15th of October, January, April and July. (PACAFI 25-101, para 12.7.2 and 12.7.5.2.)

## **A1.2. SUPPORT AGREEMENTS PROGRAM (AFI 25-201/PACAFSUP 1)**

A1.2.1. Does the support agreements manager (SAM) manage the base support agreements program to include the identification, negotiation, review, conclusion, and termination of support agreements IAW AFI 25-201? (AFI 25-201, para 2.2)

A1.2.1.1. (#) Has an individual been named as the Support Agreement Manager (SAM) by letter to HQ PACAF/LGXP and any activity actually or potentially involved in support agreements with his/her activity? (AFI 25-201, PACAF Sup 1, para 2.2.10)

A1.2.1.2. Is the Support Agreement Manager (SAM) established as the OPR for agreement matters? (AFI 25-201, para 2.2.1)

A1.2.1.3. (#) Is a continuity folder maintained and kept current? (AFI 25-201, PACAF Sup, para 2.2.3)

A1.2.1.4. (#) Does the SAM maintain a repository of all support agreements involving obligation of wing resources either as supplier or receiver? (AFI 25-201, PACAF Sup 1, para 2.2.2)

A1.2.1.5. Is the SAM aware of applicable command-to-command umbrella agreements that may impact their support agreements? If so, are they referenced in purpose statements of applicable installation level support agreements? (AFI 25-201, PACAF Sup 1, para 1.2.2.2)

A1.2.1.6. Has contact with functional area agreement coordinators (FAAC) been established? (AFI 25-201, PACAF Sup 1, para 2.2.9)

A1.2.1.7. (#) Is a current Functional Area Agreements Coordinator (FAAC) POC list maintained? (AFI 25-201 PARA 2.2.1; PACAF Sup 1, para 2.2.3.2)

A1.2.1.8. (#) Is the SAM conducting Functional Area Agreement Coordinator (FAAC) training at least once a year? (AFI 25-201, PACAF Sup 1, para 2.2.4)

A1.2.1.9. (#) Is the SAM receiving annual budget review notification in writing from Financial Analysis? (AFI 25-201, PACAF Sup 1, para 2.6.2.1)

A1.2.1.10. Is a revised funding annex, signed by both supplier and receiver FMs, distributed to applicable supplier and receiver organizations when changes to estimated reimbursements are anticipated? Is it also attached to the agreement? (AFI 25-201, para 5.4.1)

A1.2.1.11. (#) Is the SAM maintaining a folder for each agreement that contains the original signed agreement, negotiation history, and all required documentation? (AFI 25-201, PACAF Sup 1, para 2.2.5)

A1.2.1.12. (#) Is the status of all agreements tracked? (AFI 25-201, PACAF Sup, para 2.2.6)

A1.2.1.13. Are DD form 1155 and attachments completed in accordance with applicable regulatory guidance? (AFI 25-201, Atch 2)

A1.2.1.14. (#) Is the SAM ensuring administrative actions such as reviews, revisions, re-accomplishments, terminations, and distribution is accomplished accurately and by the suspense date established? (AFI 25-201, PACAF Sup 1, para 2.2.8 )

A1.2.1.15. (#) Have agreements (whether new or reviewed) been coordinated with appropriate FAACs before final consummation and has the coordination been documented properly? (AFI 25-201, PACAF Sup 1, paras 2.2.6, 5.2.1 and 5.4.2)

A1.2.1.16. (#) Has the SAM established procedures to prevent unnecessary delays in negotiating, revising, and reviewing support agreements? (AFI 25-201, para 2.2.1)

A1.2.1.17. Are disagreements or impasses elevated in accordance with MAJCOM guidance? (AFI 25-201, PACAF Sup 1, para 5.5.2)

A1.2.1.18. (#) Have persons with proper authority signed agreements? (AFI 25-201, PACAF Sup 1 para 5.3.2)

A1.2.1.19. (#) Is the SAM's immediate Commander reviewing and approving a quarterly Support Agreement Analysis Program (SAAP) Report? (AFI 25-201, PACAF Sup 1, para 2.2.7)

A1.2.1.20. Has appropriate distribution of agreements been made? (AFI 25-201, Atch 3, para A3.2; PACAF Sup 1, para A2.1.d.4)

A1.2.1.21. (#) Is the agreement reviewed in its entirety at least on a triennial basis? (AFI 25-201, PACAF Sup 1, para 5.4.2)

A1.2.1.22. Does SAM know the appropriate use of Memorandums of Understanding? (AFI 25-201, PACAF Sup 1, paras 1.2.1.1. & 1.2.3.1)

A1.2.1.23. Is the interim MOA used for less than 6 months? (AFI 25-201, PACAF Sup 1, para 1.2.1.2)

#### A1.2.2. International Agreements Program (AFI 51-701, PACAF Sup 1)

A1.2.2.1. (#) Was authority to negotiate and conclude MOUI (international agreement) properly obtained? (AFI 51-701, para 1.1; PACAF Sup 1, para 1.1.1.1)

A1.2.2.2. (#) Have persons with proper authority signed MOUIs? (AFI 51-701, PACAF Sup 1, para 1.1.1.1)

A1.2.2.3. Have MOUIs been coordinated with SAMs early in the development process? (AFI 51-701, PACAF Sup 1, paras 2.2.1)

A1.2.2.4. (#) Have MOUIs been properly coordinated with appropriate functional managers at all levels? (AFI 51-701, PACAF Sup 1, para 2.1.1)

A1.2.2.5. Do MOUIs contain all necessary elements? (AFI 51-701, PACAF Sup 1, para 2.2.2)

A1.2.2.6. (#) Are legal memoranda obtained for MOUIs? (AFI 51-701, para 2.2 and PACAF Sup 1, para 2.3.1)

A1.2.2.7. (#) Are fiscal memoranda obtained for MOUIs? (AFI 51-701, para 2.3 and PACAF Sup 1, para 2.3.2)

A1.2.2.8. (#) Are official copies of MOUIs transmitted to addressees identified in attachment 3 of AFI 51-701 within the required time and IAW instructions? (AFI51-701, para 7 and PACAF Sup 1, para 2.2.4)

A1.2.2.9. (#) Are MOUIs reviewed every three years from the signature date? (AFI 51-701, PACAF Sup 1, para 2.2.3)

A1.2.2.10. Are individual six-part folders maintained for each MOUI? (AFI 51-701, PACAF Sup 1, para 8.1)

### **A1.3. BASE SUPPORT PLANNING (PACAFI 10-404)**

A1.3.1. Does the Chief of Logistics Plans, or equivalent, charged with performing and writing Base Support Plans (BSP), complete planning actions to include developing a BSP Parts 1 and 2, identify and manage limiting factors, and keep the wing informed of their reception/beddown requirements? (para 3.5)

A1.3.2. (#) Does the unit have a BSP Part One which outlines base capabilities? (para 5.1)

A1.3.3. (#) Does the unit have a BSP Part Two incorporating current OPlan, TPFDD, and other planning documents? (para 5.1)

A1.3.4. (#) Does the unit schedule BSP Part Two site surveys/planning conferences as required and invite representatives from major deploying units to assist in development and subsequent refinements? (para 3.5.6)

A1.3.5. (#) Do BSP Limiting Factors (LIMFAC) identify those constraints having a critical negative effect on a base's warfighting capability? (para 3.8)

A1.3.6. (#) Does each LIMFAC include the date submitted, base OPR (organization, name, and phone number), summary of problem, unit actions taken to resolve, and ECD? (para 3.8.6)

A1.3.7. (#) Are BSP LIMFAC reports submitted to HQ PACAF no later than the 90 days after the Time Phased Force Deployment Data (TPFDD) is released, or, by the date requested by HQ PACAF? (para 3.8.6)

A1.3.8. (#) Has the unit developed a BSP briefing and has the wing commander and BSPPC been briefed on a semiannual basis? (para 6.1)

A1.3.8.1. Does the BSP briefing contain as a minimum all the required information according to paragraph 6.4.? (para 6.4)

A1.3.9. (#) Does unit maintain a continuity book? (para 3.5.5)

A1.3.9.1. Does the continuity book include the following as a minimum:

A1.3.9.1.1. BSP functional OPRs (project officers in each major base staff agency, organization, and associate units with a war support function)? (para 3.5.5.1)

A1.3.9.1.2. (#) Copies of minutes of the last four Base Support Planning Committee (BSPPC) meetings and any applicable working group meetings (or reference to location if minutes are classified)? (para 3.5.5.2)

A1.3.9.1.3. Copy of AFI 10-404 and PACAFI 10-404, or reference to its location? (para 3.5.5.3)

A1.3.9.1.4. Copy of the BSP or reference to its location? (para 3.5.5.4)

A1.3.9.1.5. Reference to location of planning documents (e.g., TPFDD, WAA, etc)? (para 3.5.5.5)

A1.3.9.1.6. (#) Copies of inspection reports on hand until BSP findings or recommendations are closed (applicable UCI/CERI/ERRI findings, SAV reports, self-inspection findings, etc)? (para 3.5.5.6)

A1.3.9.1.7. Miscellaneous (issues, lessons learned, message traffic, training slides, handbooks, and any comments which would add to the understanding of the base support planning process)? (para 3.5.5.7)

A1.3.9.2. Are all Functional Area OPRs aware of their responsibility to maintain a BSP Chapter continuity book to ensure succeeding personnel are aware of how the chapter was developed and maintained? (para 3.6)

A1.3.10. Does the Base Support Planning Committee (BSPC): (para 3.7)

A1.3.10.1. (#) Review other base-level plans that describe contingency or wartime requirements for possible inclusion into the BSP and to de-conflict the need for competing resources (e.g., deployments)? (para 3.7.1)

A1.3.10.2. (#) Review wartime and contingency requirements and identify all aircraft, personnel (to include noncombatant evacuees and all services), and equipment competing for base resources? (para 3.7.1)

A1.3.10.3. (#) Review augmentation requirements and forward requests to the READY review board? (para 3.7.2)

A1.3.10.4. (#) Review and prioritize LIMFACs which affect force deployment, reception, employment, and overall mission accomplishment? (para 3.7.3)

A1.3.10.5. (#) Meet, as a minimum, on a semiannual basis? (para 3.7)

A1.3.11. Are all commanders and functional area experts, regardless of command, fulfilling their responsibility for development, management, and review of their portions of the BSPs? (para 3.6)

A1.3.12. (#) Does Wing Logistics Plans function publish BSPC minutes and ensure copies are provided to all base agencies, attendees, NAF, and higher headquarters (HQ PACAF/ LGXX)? (para 3.7)

A1.3.13. (#) Has the wing conducted local reception and beddown exercises at least semiannually to ensure that each host unit with beddown responsibilities is exercised at least once a year? (para 3.9)

A1.3.13.1. Are the exercise evaluation results included in the BSPC minutes? (para 3.9)

A1.3.14. Is the BSP Part II reviewed and updated, if necessary, within 90 days of TPFDD release or whenever major changes occur to supported OPlans or unit's ability to support forces? (para 4.1.2)

A1.3.15. (#) Is the BSP Part I reviewed annually and updated, if necessary? (para 4.1)

#### **A1.4. INSTALLATION DEPLOYMENT PROGRAM (AFI 10-403)**

A1.4.1. How does the installation deployment officer manage the installation deployment program to include developing an installation deployment plan, managing the LOGMOD database, providing required training, coordinating an exercise schedule, and monitoring base tasked unit type codes?

A1.4.2. (#) Has the Installation Deployment Officer (IDO) identified units scheduled to deploy from the installation, including host, tenant, and geographically separated units (GSU)? (AFI 10-403, para 2.1.2)

A1.4.3. (#) Does the IDO brief the wing commander, senior staff, and unit commanders semiannually on deployment process to include a review of taskings? (PACAF Sup 1, para 2.4.1)

A1.4.4. (#) Does the unit have an Installation Deployment Plan (IDP)? (PACAF Sup 1, para 2.3.1)

A1.4.4.1. Has the IDO defined a deployment organizational structure to include establishing a Deployment Control Center, Cargo Deployment Function, and Deployment Processing Unit? (AFI 10-403, para 2.2)

A1.4.4.2. Is the IDP published in the proper format? (PACAF Sup 1, para 2.3.1)

A1.4.5. (#) Does the installation conduct exercises at least semiannually so that each tasked UTC is exercised at least once a year? (PACAF Sup 1, para 2.3.3)

A1.4.6. Does the wing logistics plans function or equivalent send a copy of the Exercise Evaluation Report to NAF/LGX and HQ PACAF/LGX? (PACAF Sup 1, para 2.3.3.1)

A1.4.7. (#) Does the IDO ensure that IDS is used to support the deployment process? (AFI 10-403, para 2.6.1)

A1.4.7.1. Does the IDO require all units to use and maintain LOGMOD UDM module for assigning personnel to positions and preparing cargo? (AFI 10-403, para 2.6.2)

A1.4.7.2. (#) Does the IDO use LOGMOD to ensure planning for all standard UTCs processing and deploying from the installation?(AFI 10-403, para 2.6.3.1)

A1.4.7.2.1. Does the IDO ensure a Deployment Data File in LOGMOD/LOGPLAN and MANPER-B contains all the UTCs designated by the installation OPlans and MAJCOM tasking documents? (AFI 10-403, para 2.6.3.1.1.)

A1.4.7.2.2. (#) Does the IDO ensure UTCs tailored in LOGPLAN do not exceed the total gross weight of the standard UTC unless the total weight in LOGPLAN exceeds the standard due to the weight incidental for the movement of weapons, ammunition, bulk shipped mobility bags, required expendables, and on-hand quantities of Alternate Mission Equipment (AME)? (AFI 10-403, para 2.6.3.)

A1.4.7.2.3. (#) Does the IDO ensure automated load planning data is loaded for each UTC? (AFI 10-403, para 2.6.3.1)

A1.4.8. (#) Does the IDO assist the host Supply to determine the installations weapons, ammunition, and mobility bag requirements based on the most stringent deployment scenarios? (AFI 10-403, para 2.1.3)

A1.4.9. (#) Do UTC pilot units submit reports to HQ PACAF/LGXX annually in February (and August if significant changes have occurred)? (PACAF Sup 1, para 2.6.3.1.3)

A1.4.10. Have augmentation requirements for the deployment workcenters been identified under the intent of a Resource Augmentation Duty (READY) Board? (AFI 10-403, para 2.2.4)

A1.4.11. (#) Does the IDO serve as the focal point for identifying and distributing taskings and information at execution? (AFI 10-403 para 3.1.1)

A1.4.11.1. Does the IDO establish lines of communication between higher headquarters and the DCC, and between DCC and tasked units? (AFI 10-403, para 3.1.2.)

A1.4.11.2. Does the IDO use all available automated systems to identify additional deployment data at execution? (AFI 10-403, para 3.1.3.)

A1.4.12. (#) Does the IDO prioritize and monitor the outflow of cargo? (AFI 10-403, para 3.2)

A1.4.12.1. (#) Does the IDO prioritize the movement of cargo in COMPES (minimum LOG-PLAN) to meet the required delivery date specified by the supported commander? (AFI 10-403, para 3.2.1)

A1.4.12.2. Does the IDO use DSOE for scheduling and monitoring of deployment activities? (AFI 10-403, para 3.2.2)

### **A1.5. OFFICE MANAGEMENT**

A1.5.1. (#) Does each supervisor maintain and keep up-to-date training records for each enlisted member below the rank of master sergeant? (AFI 36-2201, para 4.11.9.1)

A1.5.1.1. Does the supervisor document training according to the instructions in the 2G0X1 CFETP? (AFI 36-2201, para 4.11.9.3)

A1.5.1.2. Does the supervisor conduct training using the CFETP? (AFI 36-2201, para 4.11.1.1)

A1.5.1.3. Does the supervisor enter eligible personnel into the required qualification and skill-level UGT? (AFI 36-2201, para 4.11.1.4)

A1.5.1.4. Does the supervisor enter trainees into 7-skill level UGT on the first day of the promotion cycle? (AFI 36-2201, para 4.11.2.4)

A1.5.1.5. Does the supervisor conduct and document initial evaluations of knowledge and skills within 90 days of newly assigned personnel? (AFI 36-2201, para 4.11.3)

A1.5.1.6. Does the supervisor use AF Form 797 to identify local requirements not in Air Force training standards? (AFI 36-2201, para 4.11.6.2)

A1.5.2. Is a comprehensive file plan available and current?

A1.5.3. Is an appropriate suspense management program established and being used to ensure tasks are completed on time?

A1.5.4. Do the personnel have easy access to the required publications and forms necessary to accomplish their tasks?

A1.5.5. Are personnel being properly recognized for their accomplishments through the Logistics Professional Awards Program? (AFI 36-2818/PACAF1, para 9.1)