



Maintenance

**FUNCTIONAL INSPECTION GUIDE -
MUNITIONS FLIGHT**

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This publication implements AFD 21-2, *Nonnuclear and Nuclear Munitions*. This Inspection Checklist is developed to support AFI 90-201, and AFI 90-201 USAFE Supplement 1, Inspector General Activities, inspection programs. This checklist identifies compliance items that support guidance in the following: law, executive order, higher headquarters publications (DoD, JCS, FAA, AFI, AFMAN, AFTO, etc.) and United States Air Forces in Europe (USAFE) publications. It applies to all United States Air Forces in Europe (USAFE) Logistics units and members as indicated in paragraph 2. This checklist supports guidance in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, as well as the associated USAFE supplement, AFI 91-202_USAFESUP1, *The U.S. Air Force Mishap Prevention Program*, AFI 91-301_USAFESUP1, *Air Force Occupational and Environmental, Safety, Fire Protection, and Health (AFOSH) Program*, AFOSH Stds 161-21, *Hazard Communication*, AFI 91-501, *Air Force Consolidated Occupational Safety Standard*, AFMANs 23-110, *USAF Supply Manual*, AFMAN 91-201, *Explosive Safety Standards* and TO 00-20-1, *Aerospace Equipment Maintenance, Inspection, Documentation, Policies and Procedures*. This checklist applies to active duty USAFE units, it does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Units can supplement this publication to add internal compliance items. This checklist is for inspection use only. Send comments and suggested improvements to this publication on AF Form 847, Recommendations for Change of Publication, to USAFE Directorate of Logistics, HQ USAFE/A4, Unit 3050 Box 60, APO AE 09094. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

1.	General.	2
2.	Applicability.	2
Table 1.	Munitions Flight	3

1. General. The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use USAFE inspection guides in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this guide in whole or in part during visits or exercises.

1.1. Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI). Items identified by functional managers to prioritize command requirements and to allow the Inspector General (HQ USAFE/IG) inspectors to assess criticality of deficiencies.

1.1.1. CCGI. Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. Law, Executive Order, DoD, directive, safety or Air Force and USAFE strategic plans, may mandate these requirements. CCGIs are referred to as significant guide items requiring direct IG evaluation. Identify CCGIs by using uppercase, and bold letters.

1.1.2. CGI. CGI are areas that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Identify CGIs by using standard sentence case.

2. Applicability. All items on this inspection guide are assigned an applicability code designating to which type of unit the item applies. Applicability code 3 designates the following main operating bases: A - Aviano, B - Incirlik, C - Lakenheath, and D - Spangdahlem. Applicability Code 6 designates the following MUNSHubs: A - Camp Darby (To include Moron), B - Ramstein, and C - Welford. Applicability code 7 designates the following ABS/ABG: A - Keflavik and B - Lajes.

Table 1. Munitions Flight

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
1.	MUNITIONS FLIGHT				
1.1.	Has the Flight Chief appointed the Senior Munitions Inspector and qualified munitions inspectors in writing? After appointment, has the Munitions Flight Chief ensured Special Experience Identifier (SEI) 836 has been awarded to all qualified munitions inspectors?	2.9.1.4.		3 6 7	
1.2.	HAS A COMPREHENSIVE COMBAT MUNITIONS PLAN (CMP) BEEN DEVELOPED TO SUPPORT ALL OPLAN AND CONPLAN TASKINGS? HAS AN ANNUAL REVIEW IAW AFI 10-404, BASE SUPPORT AND EXPEDITIONARY SITE PLANNING BEEN ACCOMPLISHED?	2.9.1.9		3 6 7A	
1.3.	Has the Flight ensured the capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all munitions on the unit committed munitions list (UCML) or equivalent?	2.9.1.10.		3A, C, D	
1.4.	Does the Munitions Flight ensure the capability exists to receive, store, inspect, assemble, test, repair, troubleshoot, and deliver all support munitions tasked for beddown forces at main operating bases?	2.9.1.11.	2.9.1.11.	3 7A	
1.5	DOES THE MUNITIONS FLIGHT HAVE THE CAPABILITY TO RECEIVE, INSPECT, MAINTAIN, AND STORE INTERMODAL (ISO/MILVAN) CONTAINERS?	2.9.1.13.	2.9.1.13.	3 6	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
1.6.	HAS THE FLIGHT VALIDATED FLIGHT EQUIPMENT AND AUTHORIZATIONS AGAINST APPROPRIATE ALLOWANCE STANDARDS?	2.9.1.17		3 6 7	
1.7.	Has the Munitions Flight established a cannibalization program for conventional munitions items and MMHE?	2.9.1.21.		3 6 7	
1.8.	Has the Flight Chief ensured all munitions support equipment is registered IAW T.O. 35-1-30, <i>US Air Force Serial Number Registration System for Selected Support Equipment</i> , and updated in CAMS/G081?	2.9.1.24.	2.9.1.24.	3 6 7A	
1.9.	Has the Flight Chief approved local courtesy storage agreement requests for the use of munitions facilities by other organizations?	2.9.1.27.		3 6 7	
1.10.	Have accurate and timely RCS: HAF-ILM (Q)-9901, Munitions Capability Reports been submitted to MAJCOM IAW Chapter 10?	2.9.1.28. 10.1.8.		3 6 7	
1.11.	Has a munitions movement control program been published?	Atch 9 2.9.1.31.		3 6 7	
1.12.	Has training documentation been standardized throughout the flight to ease with the transfer of personnel to other shops?	2.9.2.2.		3 6 7	
1.13.	Has the Munitions Training Element developed a Combat Munitions Training Program (CMTP) to establish familiarization on munitions requirements for all contingencies (in place or deployed) and OPLAN taskings? Hubs will focus this training towards their CADS ops.?	2.9.2.3.	5.3.5.1.	3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
1.14.	ARE T.O. FILES CURRENT AND MAINTAINED IAW T.O. 00-5-1, AF TECHNICAL ORDER SYSTEM ?	2.9.3.2.1.		3 6 7	
1.15.	Has the Munitions Flight Chief signed the supervisory signature block of the AFTO 22, Technical Manual TM Change Recommendations and Reply , Technical Order improvement reports on munitions and munitions handling equipment technical orders and PQDRs?	2.9.3.2.2.2.		3 6 7	
1.16.	Has the Munitions Flight Chief signed the supervisory signature block of the AFTO 22 Technical Order improvement reports on munitions and munitions handling equipment technical orders and PQDRs?	2.9.3.2.2.2.		3 6 7	
1.17.	Do Munitions Flight personnel adhere to safety guidelines and procedures to include applicable OSHA and explosives safety standards?	2.9.3.4.		3 6 7	
1.18.	Have emergency action procedures to cover, as a minimum, severe weather conditions, explosive incidents and accidents, increased security conditions, and contingency support been published?	2.9.3.4.2.	2.9.3.4.2.	3 6 7	
1.19.	Have all shops established a Hazardous Communication program and maintain AF Form 55, Employee Safety and Health Record , IAW AFI 91-301, <i>AF Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program?</i>	2.9.3.4.3.		3 6 7	
1.20.	Are applicable explosives site plans and maps maintained in the flight? Are these reviewed annually to ensure any changes are reflected in the documentation during the annual explosive safety inspection of the MSA?	2.9.3.4.6.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
1.21.	Has an operating instruction for management of Special Packaging Instruction (SPI) containers and packing material, empty reusable containers and munitions residue inspection, certification and final disposition been developed?	2.9.3.5.		3 6 7	
1.22.	HAS THE FLIGHT ESTABLISHED AND MAINTAINED A HAZARDOUS WASTE PROGRAM (FOR OTHER THAN MUNITIONS)?	2.9.3.7.		3 6 7	
1.23.	HAVE WRITTEN ENTRY CONTROL PROCEDURES FOR THE MSA BEEN DEVELOPED IAW AFI 31-101, <i>THE AIR FORCE INSTALLATION SECURITY PROGRAM (FOUO)</i>, AND DOD 5100.76-M, <i>PHYSICAL SECURITY REVIEW BOARD</i>? DO THESE PROCEDURES CONTAIN PERFORMANCE OF ALL ENTRY CONTROL PROCEDURES, INSPECTIONS, INCREASED FORCE PROTECTION CONDITIONS (FPCON) DUTIES, RANDOM ANTITERRORISM MEASURES AND RANDOM VEHICLE AND PERSONNEL SEARCHES DURING MSA ENTRY AND EXIT ESTABLISHED BY THE WING RESOURCE PROTECTION COUNCIL AND THE SERVICING SECURITY FORCES ORGANIZATION?	2.9.3.8. & 2.9.3.8.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
1.24.	HAS THE MUNITIONS FLIGHT COMMANDER/CHIEF BEEN APPOINTED BY THE INSTALLATION COMMANDER OR THEIR DESIGNEE TO MANAGE AND CONTROL THE KEY, LOCK, AND CYLINDER PROGRAM IN THE MUNITIONS FLIGHT?	2.9.3.9.		3 6 7	
1.25.	Has a standardized munitions storage location system been developed that utilizes a standardized munitions storage location system IAW T.O. 11A-1-61-4, <i>Storage and Outloading Instructions Conventional Ammunition</i> for all bulk stored (custody or stock) and base stock munitions?	2.9.3.11.		3 6 7	
1.26.	Does the Munitions Flight Commander/Chief chair the weekly scheduling meeting, approve and sign the munitions maintenance schedules?	2.9.3.13.		3 6 7A	
1.27.	Does the flight have an AMMO Flight Recognition Program?	2.9.3.21.		3 6 7	
1.28.	Is there a minimum of two personnel accomplishing explosive operations, unless exception approved by Flight Chief?	2.9.3.22.		3 6 7	
2.	SUPERINTENDENTS/ELEMENT CHIEFS				
2.1.	Has the System Superintendent established a program for control of assigned land mobile radios (LMR)?	2.9.1.18.		3 6 7	
2.2.	Does the Superintendent ensure scheduled and unscheduled maintenance actions are identified and completed?	2.11.2.		3 6 7	
2.3.	Does the Superintendent ensure effective training programs are instituted?	2.11.5.		3 6 7	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
2.4.	Is the squadron security program within the flight enforced?	2.11.7.		3 6 7	
2.5.	Are good housekeeping practices, safety, security and environmental control standards maintained?	2.11.8. 2.12.11.		3 6 7	
2.6.	Are procedures followed to identify, record and clear repeat and can not duplicate (CND) discrepancies?	2.11.11.		3 6 7A	
2.7.	Are records maintained for inspection, lubrication, and maintenance of industrial equipment?	2.11.12.		3 6 7	
2.8.	Are tools and equipment scheduled for calibration IAW AFCSM 21-566, and 00-20 Series technical orders?	2.11.13.		3 6 7	
2.9.	ARE DELAYED MAINTENANCE AND AGGRESSIVE FOLLOW-UP OF BACK ORDERED PARTS ACCOMPLISHED IN A TIMELY MANNER (AWP PROGRAM)?	2.11.15.		3 6 7	
2.10.	Is the use of prescribed technical data and locally developed checklists enforced?	2.12.3.		3 6 7	
2.11.	Are production and equipment performance evaluated to identify deficient areas and corrective actions initiated?	2.12.6.		3 6 7	
2.12.	Are personnel attending required training and are training requirements being tracked? Is training documentation accurate and IAW flight guidance?	2.12.8.		3 6 7	
2.13.	Are QA and other inspection reports reviewed and evaluated? Are corrective actions taken when required?	2.12.9.		3 6 7	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
2.14.	Are the quality of maintenance and qualifications of personnel evaluated through observation and inspection of maintenance actions?	2.12.10.		3 6 7	
2.15.	Has a workcenter safety program designed specifically for mishap prevention and the identification of hazard abatement been established?	2.12.12.		3 6 7	
2.16.	Are occupational safety, fire prevention, occupational/environmental health requirements and respirator training (initial and recurring) monitored and tracked to ensure they are accomplished for assigned personnel, if required for the duty position?	2.12.13.		3 6 7	
2.17.	Are new, revised, or changed publications reviewed and briefed to personnel on any significant changes? Are new or changed publications reviewed to determine if they affect qualifications of personnel or established procedures?	2.12.15.		3 6 7	
2.18.	Are current publications available to meet workcenters needs?	2.12.16.		3 6 7	
2.19.	Is supply discipline enforced?	2.12.20.		3 6 7	
2.20.	Are adequate Consolidated Tool Kits (CTK) and special tools available, properly utilized, and controlled IAW AFI 21-101, <i>Aerospace Equipment Maintenance Management</i> ?	2.12.20.3. 2.12.23.		3 6 7	
2.21.	Are AFTO Form 95s, Significant Historical Data , maintained, according to T.O. 00-20-1?	2.12.25.	2.12.25.	3 6 7	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
2.22.	Is Munitions Control advised of fire symbol, hazard marker, Risk Category, or classified munitions changes that affect munitions storage and maintenance facilities?	2.12.29.		3 6 7	
2.23.	Are PQDRs accomplished IAW T.O. 00-35D-54, <i>USAF Material Deficiency Reporting and Investigating System</i> ?	2.12.30.		3 6 7	
2.24.	Does each workcenter owning slings, hooks, and other munitions lifting devices inspect them IAW AFOSH Std 91-46, <i>Materials Handling and Support Equipment</i> and AFOSH Std 91-501, <i>Air Force Consolidated Occupational Safety Standard</i> ?	2.12.34.	2.12.34.	3 6 7	
2.25.	Does the Element Supervisor attend the weekly scheduling meetings?	2.12.35.		3 6 7	
2.26.	Are all assigned personnel trained on all CAS applications required to perform workcenter duties?	2.12.36.		3 6 7	
3.	PRECISION GUIDED MUNITIONS (PGM) MAINTENANCE ELEMENT				
3.1.	ARE ASSIGNED MISSILES, OTHER PGM, ASSOCIATED COMPONENTS, TRAINING ITEMS, SUPPORT EQUIPMENT AND CONTAINERS PROPERLY INSPECTED AND MAINTAINED IAW ITEM TECH DATA?	3.1.		3 6 7A	
3.2.	Are load training PGMs maintained and inspected at required intervals?	3.1.1.		3 7A	
3.3.	Is a schedule of test due dates for Federal Stock Class (FSC) 1325 computer control groups and Guided Bomb Unit (GBU)-15/ Air-Ground-Munition (AGM)-130 components maintained?	3.1.3.	3.1.3.	3 6A, B	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
3.4.	Have TMRS monitors been identified and loaded in TMRS?	3.1.6.		3 6 7A	
3.5.	DOES THE TMRS DATABASE CONTAIN ALL MISSILES AND UNASSEMBLED MISSILE COMPONENTS IAW T.O. 21M-1-101, RELIABILITY ASSET MONITORING SYSTEM?	3.1.6.1.		3 6 7A	
3.6.	Are CAS quantities and condition codes compared with TMRS records semiannually to ensure the accuracy of accountable and maintenance records and is review documented?	3.1.6.2.	3.1.6.2.	3 6 7A	
3.7.	Has TMRS been updated with flight hours, at least weekly on all assigned missiles and reported IAW T.O. 21M-1-101?	3.1.6.3.		3 6 7A	
3.8.	Are personnel properly using Red symbol procedures according to T.O. 00-20-1? Does the unit have a Special Certification Roster (SCR) and do only qualified personnel clear Red symbols?	T.O. 00-20-1		3 6 7A	
3.9.	Unless otherwise directed by the item T.O., do items in humidity controlled containers opened for inspection, maintenance, or inventory have an initial SMI performed within 72 hours after closing before restarting normal SMI interval?	T.O. 11A-1-10, para 3.9a		3 6 7A	
3.10.	Is the Database Backup that is created when the Full RAM Status Update Files are produced maintained on file for 180 days according to the Air Force Records Disposition Schedule, Table 21-22, Rule 32.00?	T.O. 21M-1-101, para 20d.		3 6 7A	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
4.	HANDLING/LINE DELIVERY ELEMENT				
4.1.	Is accurate munitions delivery information reported to Munitions Control on a timely basis?	3.2.		3 6 7	
4.2.	Are munitions holding areas being properly managed?	3.2.1.		3 7A	
4.3.	DOES THE HANDLING/LINE DELIVERY ELEMENT ASSIST WITH THE MUNITIONS RECONCILIATION OF AFI 36-2217, <i>MUNITIONS REQUIREMENTS FOR AIRCREW TRAINING</i>, TO INCLUDE CAPTIVE AIR TRAINING MISSILES/ DUMMY AIR TRAINING MISSILES (CATM/DATM), COOLANT TANKS AND DOCUMENTING OF PGM FLIGHT HOURS?	3.2.2.		3 7A	
4.4.	Are procedures available (i.e., explosive routes, runway crossing, FOD/ECP checkpoints, etc.) for delivery of munitions from the MSA to the flightline (Including deployment and forward operating location bases, if tasked by unit plans?)	3.2.3.		3 6B 7A	
4.5.	IS MUNITIONS CONTROL NOTIFIED OF FLIGHTLINE DELIVERIES/ RETURNS AND FIRE/ HAZARD SYMBOL CHANGES AS REQUIRED?	3.2.4.		3 6B 7A	
4.6.	IS MUNITIONS CONTROL NOTIFIED OF TRAILER LOCATION CHANGES IN RESPECT TO HANDLING/LINE DELIVERY OPERATIONS?	3.2.5.		3 6B 7A	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
4.7.	If a requirement exists for operationally configured munitions not covered in T.O. 11-1-38, are local procedures coordinated through Safety, Quality Assurance (QA), and approved by the Logistics Group Commander or equivalent with an information copy of all locally developed procedures sent to the MAJCOM munitions staff?	T.O. 11-1-38, page xvi		3 7A	
4.8.	If working copies of T.O. 11-1-38 are used, do copies include as a minimum the following: Title, A-Page, Safety section, Support Equipment section, Subsection Title (to include WARNINGS, CAUTIONS, and NOTES), and all applicable tie-down procedures for those munitions to be transported?	T.O. 11-1-38, page xvii		3 6B 7A	
4.9.	Is the following completed prior to starting any trailer loading/unloading operation? - Position, chock, and set the brake on the trailer - Gather all required equipment - Visually inspect equipment for serviceability and Foreign Objects (FO) - Configure trailer for load	T.O. 11-1-38, para 1-5.7.		3 6B 7A	
4.10.	Do drivers check load security immediately after encountering the following: sudden stop, sharp turn, uneven surface, etc.?	T.O. 11-1-38, para 1-5.10.		3 6B 7A	
4.11.	Prior to towing, do drivers ensure all forward firing munitions face the rear of the trailer when loaded, unless otherwise noted?	T.O. 11-1-38, para 1-5.11.		3 6B 7A	
4.12.	Do drivers ensure when tandem towing trailers, trailers with greatest Gross Vehicle Weight (GVW) are connected to tow vehicle?	T.O. 11-1-38, para 2-4.1.		3 6B 7A	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
5.	MUNITIONS SUPPORT EQUIPMENT MAINTENANCE (MSEM) ELEMENT				
5.1.	IS ASSIGNED MMHE PROPERLY INSPECTED, MAINTAINED AND SERVICED IAW TECHNICAL DATA?	3.3.	3.3.	3 6B 7A	
5.2.	Does the MSEM facility meet the following requirements: provided with heat, plumbing, interior electrical, compressed air distribution system, steam cleaning facilities, and adequate lighting? This also includes a mechanical ventilation system, wash rack, tool room, paint booth and office space as prescribed for Aerospace Ground Equipment Section in Air Force Handbook (AFH) 32-1084, <i>Facility Requirements</i> ?	3.3.		3 6B 7A	
5.3.	IS REQUIRED MMHE REGISTERED AND UPDATED IN CAMS WITH INFORMATION RELATED TO QUANTITIES ASSIGNED AND CONFIGURATION CHANGES SUCH AS TCTO COMPLETION?	3.3.2.		3 6B 7A	
5.4.	Are repairable parts properly cleaned, tagged, packaged and processed?	3.3.3.		3 6B 7A	
5.5.	Are modification proposals on MMHE submitted IAW DoD 5000.2-R <i>Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs</i> ?	3.3.4.		3 6B 7A	
5.6.	Are status changes on MMHE reported to Munitions Control?	3.3.5.		3 6B 7A	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
5.7.	Are equipment records documented IAW T.O. 00-20-1?	3.3.6.		3 6B 7A	
5.8.	If tasked, is the chassis portion of the ammunition loading assembly (ALA), ammunition loading system (ALS), linkless ammunition loading system (LALS) or universal ammunition loading system (UALS) properly maintained?	3.3.7.		3 7A	
5.9.	Are maintenance requirements beyond the capability of the unit scheduled with the appropriate repair function (i.e., hydraulic system repair, sheet metal repair, etc.)?	3.3.8.		3 6 7A	
5.10.	Is MAJCOM notified prior to turning in munitions trailers?	3.3.9.		3 6B 7A	
5.11.	ARE TIRE CAGES USED AND HAS A TRAINING PLAN BEEN DEVELOPED FOR UNITS MAINTAINING SPLIT OR TWO-PIECE RIMS?	7.5.14.		3 6B 7A	
6.	CONVENTIONAL MUNITIONS MAINTENANCE ELEMENT				
6.1.	Are munitions maintenance, testing, repair and assembly performed IAW applicable technical directives?	3.4.		3 6 7	
6.2.	Does the Flight Chief ensure munitions account custodians who are also munitions inspectors do not perform returned munitions inspections on their custody account munitions?	3.4.1.		3 6 7	
6.3.	Do maintenance inspectors send documents showing changes to munitions serviceability to inspection and munitions operations as applicable?	3.4.1.1.		3 6 7	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
6.4.	DO ASSIGNED INSPECTORS PROPERLY TAG AND PACK MUNITIONS?	3.4.3.		3 6 7	
6.5.	IS MUNITIONS RESIDUE FROM FLIGHTLINE AND DEMILITARIZATION OPERATIONS PROCESSED/ CERTIFIED FOR TURN-IN ACCORDING TO T.O. 11A-1-60, INSPECTION OF REUSABLE MUNITIONS CONTAINERS AND SCRAP MATERIAL GENERATED FROM ITEMS EXPOSED TO OR CONTAINING EXPLOSIVES?	3.4.4.		3 6 7	
6.6.	ARE EMPTY CONTAINERS FOR TURN-IN TO DEFENSE REUTILIZATION MANAGEMENT OFFICE (DRMO) CERTIFIED AS RESIDUE FREE AND PROPERLY CONFIGURED IAW T.O. 11A-1-60?	3.4.5.		3 6 7	
6.7.	ARE EMPTY CONTAINERS CLEARLY MARKED, SEALED AND SEGREGATED FROM OTHER CONTAINERS?	3.4.5.1.		3 6 7	
6.8.	Are 20mm ALS/LALS/UALS marked with type, lot number, quantity, and date loaded?	3.4.6.		3 7A	
7.	MUNITIONS STORAGE ELEMENT				
7.1.	Do all items removed from storage have proper authorization and documentation?	4.1.2.		3 6 7	
7.2.	Has a master storage plan been developed and is it being maintained?	4.1.3.		3 6 7	
7.3.	IS MUNITIONS CONTROL NOTIFIED OF CHANGES IN FIRE SYMBOLS OR HAZARD MARKERS AS REQUIRED?	4.1.5.		3 6 7	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
7.4.	Are munitions stored according to the flight's storage location system, AFMAN 91-201, AFI 31-101, DoDd 5100.76-M, T.O. 11A-1-61-4 and specific item technical orders? Are deviations from the storage location system authorized only with MAJCOM approval?	4.1.6.		3 6 7	
7.5.	Is every effort made to store all munitions indoors?	4.1.7.		3 6 7	
7.6.	Is priority also given for existing indoor storage to high value assets and items requiring the most protection from the weather?	4.1.7.3.		3 6 7	
7.7.	Are requests to store munitions outdoors submitted to the MAJCOM for consideration?	4.1.8.	4.1.8.	3 6 7	
7.8.	Are containers placed in storage clean, dry and properly marked?	4.1.9.		3 6 7	
7.9.	Does dunnage for inside/outside storage provide a minimum clearance of 2, 4 or 6 inches from the floor or ground?	4.1.9.1.		3 6 7	
7.10.	Is sufficient space for handling, inventory and inspection of munitions provided?	4.1.9.2.		3 6 7	
7.11.	Are ventilators checked IAW AFMAN 91-201 to ensure proper functioning and closed when blowing snow or humid air would increase condensation?	4.1.9.3.		3 6 7	
7.12.	Is only one "LITE Box" stored for each lot and condition code, unless custody accounts need more than one LITE Box for mobility purposes? Is the LITE Box located on the top and front of the stack?	4.1.9.4.		3 6 7	
7.13.	ARE STRUCTURES IN GOOD CONDITION AND SUITABLE FOR THE STORAGE OF EXPLOSIVES IAW AFMAN 91-201?	4.1.10.		3 6 7	

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		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
7.14.	Are explosive limits posted in each magazine and igloo?	4.1.10.		3 6 7	
7.15.	Are fusible links unpainted, serviceable, properly installed, and rated for 155 to 165 degrees Fahrenheit (71.1 degrees Celsius) as per AFMAN 91-201?	4.1.10.2.		3 6 7A	
7.16.	IS THERE A MINIMUM OF 24 INCHES OF EARTH COVERING ON IGLOOS?	AFMAN 91-201, 2.27.5; AFI 21-201, 4.1.10.3.		3 6 7A	
7.17.	IS TESTING AND INSPECTION OF LIGHTNING PROTECTION SYSTEMS (LPS) PERFORMED ACCORDING TO AFI 32-1065, GROUNDING SYSTEMS?	4.1.10.4.		3 6 7	
7.18.	Are interiors of storage structures clean and free of prohibited articles and material? Are locations containing explosives also clean and free of articles such as powered life trucks, dunnage, empty boxes, excess packing material, oils, and other flammable materials?	4.1.10.5.		3 6 7	
7.19.	Are all custody account, courtesy stored, and unserviceable/restricted/suspended munitions segregated from each other and base stock munitions with more than normal lot-to-lot separation using either stanchions, rope, placards, tags, etc.?	4.1.11.		3 6 7	
7.20.	Do all boxes containing courtesy stored munitions on custody accounts have the custody account number marked on each loose box and all palletized loads?	4.1.11.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
7.21.	Is each AF Form 4147, Munitions Movement Control Worksheet , assigned a control number consisting of the Julian date and sequence number (i.e. 7135-001 and 7135-002)?	4.1.13.2.		3 6 7	
7.22.	Are all applicable blocks on the AF Form 4147 completed and legible as required?	4.1.13.2.2. & 4.1.13.2.3.		3 6 7	
7.23.	Are all AF Form 4147s turned into storage dispatch (or equivalent) before the end of the duty day? If the task is not complete, is the form and/or workorder reissued?	4.1.13.2.4.		3 6 7	
7.24.	DO CAS UNITS UPDATE MUNITIONS LOCATIONS IN THE CAS SYSTEM THE SAME DAY THE MOVEMENT WAS COMPLETED USING AF FORM 4147, OR IF THE CAS SYSTEM WAS NOT OPERATIONAL, ARE UPDATES ACCOMPLISHED AS SOON AS POSSIBLE?	4.1.13.2.6. & 4.1.13.2.6.1		3 6 7	
7.25.	Does Munitions Storage verify the accuracy of at least 20 percent of the recorded movements against a CAS transaction history and physically verify 10 percent of the moves for accuracy and completion at least weekly?	4.1.13.2.8.		3 6 7	
7.26.	Are movement control forms (AF Form 4147) filed and maintained until the next 100 percent inventory is completed, or semiannually when on a perpetual inventory cycle according to the Air Force Records Disposition Schedule, Table 23-17, Rule 3.00?	4.1.13.2.9.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
7.27.	Is the CAS structure/warehouse asset listing used during same structure rewarehousing which becomes the accountable movement record and is maintained as the accountable movement record until the next 100 percent inventory is completed, or semi-annually when on a perpetual inventory cycle according to the Air Force Records Disposition Schedule, Table 21-22, Rule 11.00?	4.1.13.3.1.		3 6 7	
8.	MUNITIONS INSPECTION ELEMENT				
8.1.	HAS THE SENIOR MUNITIONS INSPECTOR ESTABLISHED A COMPREHENSIVE TRAINING AND CERTIFICATION PROGRAM THAT IS COMPLETED BY ALL INSPECTORS REGARDLESS OF FUNCTIONAL AREA?	4.2.1.1.		3 6 7	
8.2.	Are local procedures established for currently qualified inspectors to include recent changes in munitions inspection operations, CAS programs, lot history updates, AFTO 102, <i>Munitions Inspection Document</i> , procedures, general inspection procedures and condition code tags?	4.2.1.1.1.		3 6 7	
8.3.	Is the validation of initial inspector qualifications performed through an over the shoulder evaluation accomplished by the senior inspector before appointment as a certified munitions inspector?	4.2.1.1.2.		3 6 7	
8.4.	IS ANNUAL RECERTIFICATION OF ALL ASSIGNED CERTIFIED INSPECTORS ACCOMPLISHED?	4.2.1.1.3.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
8.5.	IS THE ACCURACY OF CAS GENERATED PRODUCTS REVIEWED TO ENSURE THE PROPER SCHEDULING AND MANAGEMENT OF ALL INSPECTIONS, SHELF/SERVICE LIFE AND RESTRICTIONS FOR BASE AND CUSTODY MUNITIONS PERFORMED TO PREVENT OVERDUE INSPECTIONS?	4.2.1.2.		3 6 7	
8.6.	IS THE MASO AND MUNITIONS CONTROL NOTIFIED IMMEDIATELY UPON RECEIPT OF T.O. 11A-1-1, CONVENTIONAL AMMUNITION RESTRICTED OR SUSPENDED ACTIONS AFFECTING MUNITIONS SERVICEABILITY?	4.2.3.		3 6 7	
8.7.	ARE SHELF/SERVICE LIFE DATES MONITORED BY REVIEWING CAS DOCUMENTS AND ARE CHANGES/UPDATES COORDINATED WITH THE MASO?	4.2.4.	4.2.4.	3 6 7	
8.8.	Are appropriate condition codes determined and assigned to all munitions assets as directed by applicable technical orders?	4.2.5.		3 6 7	
8.9.	Do personnel initiate, maintain and process applicable inspection documents and historical records?	4.2.6.		3 6 7	
8.10.	Are assets properly tagged, marked and packed? Are applicable DD Form 1500 series serviceability tags affixed to assets in other than condition code "A"? Are all loose boxes or palletized loads issued to a custody account clearly stenciled with the applicable custody account number?	4.2.7. 7.5.3.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
8.11.	Does the inspector verify accuracy of inspection documentation and sign inspection form(s)?	4.2.8.		3 6 7	
8.12.	ARE EMPTY CONTAINERS FOR TURN-IN TO DRMO CERTIFIED AS RESIDUE FREE AND PROPERLY CONFIGURED IAW T.O. 11A-1-60? ARE THESE CONTAINERS CLEARLY MARKED, SEALED, AND SEGREGATED FROM OTHER CONTAINERS?	4.2.9.		3 6 7	
8.13.	Does a competent authority, as defined in T.O. 11A-1-10 or AFI 21-201, direct munitions Special Inspections?	4.2.11.		3 6 7	
8.14.	Is a Storage Monitoring Inspection (SMI) program established and maintained?	4.2.12.		3 6 7	
8.15.	Are receiving inspections performed within 30 days of receipt?	4.2.13.		3 6 7	
8.16.	Do items failing Storage Monitoring Inspection have either an AFTO Form 350, Repairable Item Processing Tag , or the appropriate DD Form 1500-series tag attached?	7.5.2.2.		3 6 7	
8.17.	Is one serviceability tag attached to each crate, box, metal container, or banded pallet, each loose item or each item on an unbanded pallet? For items that are block stacked (i.e., 20MM ammunition, MJU-7 flares), and normal lot-to-lot segregation maintained, only one tag is required per stack.	7.5.3.1.	7.5.3.1.	3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
8.18.	When CC/P has been assigned, is a DD Form 1577, Unserviceable(Condemned) Tag - Materiel , or DD Form 1577-1, Unserviceable (Condemned) Label - Materiel , attached and any preprinted “H” and “Condemned” crossed out and a “P” and “Reclamation” designation substituted?	26.4.3.1. 26.4.3.2.		3 6 7	
8.19.	When completing demilitarization/disposal certificates, if residual saleable materiel remains, does the demilitarization official certify, “DEMILITARIZATION HAS BEEN ACCOMPLISHED. THERE IS RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO SCRAP”? Is the national stock number circled and the word SCRAP entered? Are scrap materiel and the appropriate documents returned to DRMO for processing?	26.9.4.1.		3 6 7	
8.20.	When completing demilitarization/disposal certificates, if demilitarization results in complete destruction of the items, does the disposal official certify, “DISPOSAL HAS BEEN ACCOMPLISHED. THERE IS NO RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO WASTE”?	26.9.4.2.		3 6 7	
8.21.	Unless otherwise directed by the item T.O., do items in humidity controlled containers opened for inspection, maintenance, or inventory have an initial SMI performed within 72 hours after closing before restarting normal SMI interval?	T.O. 11A-1-10, para 3.9a		3 6 7	
9.	MUNITIONS ACCOUNTABILITY/ MASO				

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.1.	DOES THE MASO ESTABLISH MUNITIONS ACCOUNTABILITY CUSTOMER PROCEDURES?	2.7.3.3.		3 6 7	
9.2.	Has the MASO developed a training program to cover all aspects of the operation, i.e., custody accounts, CAS, and Global Transportation Network (GTN) usage?	2.10.5.1.		3 6 7	
9.3.	Does the MASO review all phases of the FV account operations at least semiannually?	2.10.6.	2.10.6	3 6 7	
9.4.	Does the MASO provide the Organization or Unit commander a briefing on custody account responsibility not later than 30 days after submission of the AF Form 68, Munitions Authorization Record ?	2.10.7.		3 6 7	
9.5.	Does the MASO develop and publish a wing/base supplement to aid commanders, custodians and munitions users in munitions accountability procedures?	2.10.8.		3 6 7	
9.6.	Does the MASO provide and document detailed training to primary and alternate custodians within 30 days of appointment, on their responsibilities and on proper custody account management necessary for timely, effective, and efficient account administration?	2.10.10.		3 6 7	
9.7.	DOES THE MASO NOTIFY CUSTOMERS FIRST VERBALLY, AND FOLLOW-UP IN WRITING (WITH A LETTER TO APPLICABLE COMMANDER) WITHIN 24 HOURS OF SUSPENDED OR RESTRICTED AMMUNITION?	2.10.13. 4.3.8.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.8.	DOES THE MASO ENSURE NO ONE EXPENDS WRM MUNITIONS IN PEACETIME WITHOUT APPROVAL IAW CHAPTER 33 OF AFI 21-201?	2.10.19.		3 6 7	
9.9.	Does the MASO conduct a monthly review of the appropriate base supply records to ensure DoD stocklisted non-nuclear munitions, missiles, and related explosive/inert components that should be managed by the MASO (see AFI 21-201, para 12.5.2.1.) are not on Base Supply records? Does the MASO document this review and identify MASO-managed munitions items loaded on base supply records and corrective actions required to remove them?	2.10.21. 4.3.26.		3 6 7	
9.10.	Does the MASO appoint TCTO monitors to ensure MASO managed munitions components for TCTO kits are requisitioned and follow-ups are performed until received?	2.10.22.		3 6 7	
9.11.	Does the MASO manage approved allocations ensuring all allocated/ authorized munitions are on-hand or due-in and provides each munitions user with written notification of their approved allocation and subsequent allocations?	4.3.4.		3 6 7	
9.12.	Does Munitions Accountability assist the Munitions Inspection Element in developing a master inspection schedule and in monitoring shelf and service life to ensure disposition actions (24 months in advance) are initiated for items that cannot be used prior to expiration of the service/shelf life?	4.3.7.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.13.	Has a customer guide been developed and published to provide using agencies with procedures for obtaining munitions support?	4.3.14.		3 6 7	
9.14.	Does Munitions Accountability reconcile the ADR file against the Air-to-Surface Munitions Directorate web site and CAS records (or AFTO Form 15, Air Munitions Serviceability and Location Record , file where applicable) monthly to ensure ADR documentation accurately reflects CAS information (i.e., ADR number, NSN, Quantity, Lot number, etc.)? Are the results of the reconciliation documented and is the MASO briefed on the findings and corrective actions?	4.3.15.		3 6 7	
9.15.	Does Munitions Accountability provide a listing of all munitions types stored and maintained to the EOD unit providing support annually and updated as changes occur?	4.3.21.		3 6 7	
9.16.	Does Munitions Accountability ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure? Are difficulties in getting munitions shipments out reported to the Munitions Flight Chief for resolution?	4.3.23.		3 6 7	
9.17.	Does Munitions Accountability ensure WR-ALC managed guidance systems for AIM-7 and AIM-9 missiles have unserviceable shipment Transportation Control Number (TCN) and quantity of failed items in the "Comments" field for requisitions made through CAS?	4.3.24.		3 6A, B 7A	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.18.	DOES THE APPROPRIATE LEVEL OF AUTHORITY APPOINT A QUALIFIED INDIVIDUAL MASO?	12.2.1. & AFI 23-111 Atch 1	12.2.1.	3 6 7	
9.19.	Does the incoming MASO review the account using MAJCOM provided checklists and previous audit and inspection reports? Is this review accomplished, documented, and results briefed to the appointing official no later than 45 days after assumption of account?	12.2.4.	12.2.4.	3 6 7	
9.20.	Does the MASO ensure ammunition and explosive items are not released to agencies or individuals outside the Air Force without proper consent?	12.6.1.		3 6 7	
9.21.	Does the MASO review annual munitions forecasts for accuracy and completeness, and provide them to the MAJCOM munitions staffs by 1 December?	13.2.4.		3 6 7	
9.22.	Does the MASO validate proper host/user command code relationships in CAS immediately after initial fiscal year unit allocations are loaded and again in the month of February?	14.1.2.1.		3 6 7	
9.23.	Does the MASO approve/disapprove customer requests for excess non-expendable assets left on custody accounts? Is a copy of the approved requests kept in the custody account jacket file or electronically filed with the custody account's records?	14.1.5.1.	14.1.5.1.	3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.24.	Has the MASO published an operating instruction defining document flow? To include: - Roles and responsibilities for processing documents within each element - Routing sequence of specific documents - Maximum processing time at each element - Delinquent document review procedures (recommended forum for review is weekly scheduling meeting)	16.1.4.		3 6 7	
9.25.	Has the MASO designated by letter, personnel authorized access to the document control files and records?	16.1.5.	16.1.5.	3 6 7	
9.26.	Is the AME02A reviewed and annotated at least weekly with the current status and location of delinquent documents? Is at least one current MASO reviewed report maintained?	16.3.2.		3 6 7	
9.27.	Has the MASO designated in writing munitions accountability personnel authorized to perform final quality control of accountable documents?	16.5.1.	16.5.1.	3 6 7	
9.28.	Do designated personnel perform final quality control checks on accountable documents using Table 16.1?	16.5.2.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.29.	As a minimum, does the MASO maintain the following correspondence/letters? - AF Form 68 Munitions Authorization Record with original signatures - MASO appointment package (Certificate of Transfer, approved waivers, and documented account review) - Personnel authorized to dispose of munitions (normally EOD personnel) - Personnel authorized to demilitarize munitions (normally 2W0 personnel) - Personnel authorized to receipt for munitions and explosive items, including classified items, which are being released to the transportation movement officer for shipment - Munitions Inspector appointment letters - Personnel authorized to receipt for munitions at the Thermal Treatment Unit (TTU)	16.6.5.	16.6.5.	3 6 7	
9.30.	Does the MASO approve RVPs before they are processed in CAS?	16.7.1.		3 6 7	
9.31.	Are RVP documents and the erroneous source documents cross-referenced by annotating affected document numbers and CAS transaction numbers on both documents?	16.7.2.		3 6 7	
9.32.	Does Munitions Accountability distribute copies of AF Form 68s to Munitions Inspection, Storage, account custodian, document control, and custody account monitor?	17.3.1.		3 6 7	
9.33.	Are AF Form 68s reaccomplished annually or when the primary custodian or commander change?	17.3.2.	17.3.2.	3 6 7	
9.34.	Has the MASO developed locally written post-post procedures?	18.2.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.35.	Has a local operating instruction containing the following minimum inventory procedures been published? - Roles and responsibilities - Inventory methods - Inventory team composition - Reconciliation and recount procedures	21.2.1.	21.2.1.3.	3 6 7	
9.36.	Are inventories conducted and reconciled within 30 days of inventory start date?	21.2.4.		3 6 7	
9.37.	ARE SEMIANNUAL INVENTORIES COMPLETED AS “CLOSED”, “WALL-TO-WALL”, DURING THE MONTHS OF MARCH AND SEPTEMBER UNLESS WAIVED BY THE MAJCOM?	21.3.1.	21.3.1.	3 6 7	
9.38.	ARE ALL OUTSTANDING AWM/ AWP WORKORDERS AND ADRS RECONCILED DURING SEMIANNUAL INVENTORIES?	21.3.1. 21.3.2.	21.3.1.	3 6 7	
9.39.	DOES THE MASO CONDUCT MONTHLY STOCK RECORD ACCOUNT INVENTORIES?	21.3.3.	21.3.3.	3 6 7	
9.40.	ARE RESULTS OF THE STOCK RECORD ACCOUNT INVENTORIES, THE FINDINGS AND CORRECTIVE ACTIONS, DOCUMENTED BY THE MASO AND BRIEFED TO THE MUNITIONS FLIGHT ELEMENTS CHIEFS AND COMMANDER?	21.3.9.	21.3.9.	3 6 7	
9.41.	Does the MASO or designated representative visit, inventory, and inspect each custody account annually and are results documented and briefed to the custodian and respective commander?	21.4.1. & 21.4.1.1.	21.4.1.	3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.42.	Are munitions custody account custodians completing a physical inventory of all munitions issued to their custody account once every 3 months?	21.4.2.		3 6 7	
9.43.	ARE ADJUSTMENTS APPROVED AND CERTIFIED BY THE APPROPRIATE LEVEL OF AUTHORITY?	21.6.10.1. & 21.6.10.2.	21.6.10.1.	3 6 7	
9.44.	Does the MASO and munitions account custodian keep the following in their jacket files (at a minimum)? - The AF Form 68 - Approved allocation document, including any AF Form 1996s, Adjusted Stock Level - Current forecast - Expenditure log - Latest reconciled Quarterly Custodian Inventory - Latest reconciled MASO Custody Inventory - Documented training/briefings - Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory. NOTE: This only applies to the custodian's jacket file.	22.3.1.	22.3.1.	3 6 7	
9.45.	Does Munitions Accountability use CAS DIFM listing (AM535A) to monitor DIFM assets to ensure they are returned within 15 days?	23.2.1.2.		3 6 7	
9.46.	Does the MASO review all FOB transactions to determine the need for a special inventory before processing the document? Does each turn-in document carry the following statement: "I have determined upon review of the transaction, that a special inventory (is)(is not) required."	25.6.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
9.47.	Does the MASO initiate follow-up action and perform monthly follow-up for all ADRs not returned by the PM with disposition instructions within 60 days?	26.2.4.3.1.		3 6 7	
9.48.	Have local procedures been developed with transportation to cover inbound and outbound shipments (as applicable) to include weekly reconciliation procedures?	27.2.4.		3 6 7	
9.49.	ARE ERRC XB3 AND XF3 EMPTY MUNITIONS CONTAINERS, WITH BUDGET CODE OF H MANAGED ON FV ACCOUNTABLE RECORDS?	29.1.1.		3 6 7	
9.50.	Are enough empty containers on hand to break down all built-up complete rounds?	29.1.6.2.		3 6 7	
9.51.	Does the MASO submit quarterly, consolidated, CAD/PAD requisitions through CAS?	31.2.1.1.		3A, C, D 6C	
10.	MUNITIONS CONTROL ELEMENT				
10.1.	Does control have two dedicated munitions Land Mobile Radio (LMR) Nets, one for production and one for materiel?	5.1.2.5.		3 6 7	
10.2.	DOES CONTROL HAVE SECURE VOICE COMMUNICATION CAPABILITIES, SECURE TELEPHONE UNIT-III (STU-III) AND SECURE INTERNET PROTOCOL NETWORK (SIPRNET) WITHIN THE MUNITIONS FLIGHT?	5.1.2.6. 5.1.2.6.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
10.3.	Does control have dedicated telephone lines to: - Security Forces Central Security Control, law enforcement and the MSA entry control point? - Explosive Ordinance Disposal (EOD), if assigned? - Base Fire Department? - Command Post? - Munitions Flight office, when required by location? - Command Operations Center? - Maintenance Operations Center (MOC)? - All munitions workcenters?	5.1.2.7.		3 6 7	
10.4.	Does control maintain the following utilizing visual aids (i.e., notebooks, boards, computers, etc.)? - Workorder status for all munitions/maintenance operations to include: Location of operation, crew size, description of operation, and start/stop time - TCTO status to include: TCTO number, number of kits ordered (quantities, document number and date), number of kits received (quantity and date), number completed, number not completed, rescission date, and lot/serial number - Current copy of the master identification (ID) listing	5.1.3.1. through 5.1.3.3.		3 6 7	
10.5.	Does control maintain map(s) showing the entire munitions storage area(s), primary and alternate explosives routes, evacuation route(s), and sited explosives locations outside the MSA (e.g., aircraft parking locations, hot cargo pads, railheads, munitions holding areas, etc.)?	5.1.4.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
10.6.	Does control maintain records and documentation on the following: - Inspections and ohms testing results of lightning protection, static ground systems and static grounded worktables? (<i>NOTE</i> : Testing and visual inspection will be performed at intervals according to DoD 6055.9-STD, DoD <i>Ammunition and Explosive Safety Standards</i> , AFMAN 91-201, and AFI 32-1065)? - Notify wing weapons safety when deficiencies or discrepancies exist involving lightning protection or static ground systems for risk assessment code application? - Last six inspection cycles must be maintained IAW with DoD 6055.9-STD? - Work requests that adversely affect the function of a facility, to include subject, work order number and date submitted?	5.1.5.		3 6 7	
10.7.	DOES CONTROL DEVELOP, MAINTAIN AND USE EMERGENCY ACTION CHECK-SHEETS SUCH AS WAR/CONTINGENCY PLAN EXECUTION NOTIFICATION, CRASH, FIRE, SEVERE WEATHER AND EXPLOSIVE MISHAPS? HAVE ALL CHECKSHEETS INVOLVING EXPLOSIVE OPERATIONS BEEN COORDINATED THROUGH WING SAFETY AND QUALITY ASSURANCE?	5.1.6.	5.1.6.	3 6 7	
10.8.	Does control maintain all applicable war and contingency plan annexes/appendixes on file?	5.1.7.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
10.9.	Does control utilize MC2K to maintain status of the following activities? - Listing of individuals authorized access to keys - MICAP reportable equipment status - Munitions trailer status - Vehicle status - Facility status - Assembled, ready munitions or missiles including training munitions. Include sortie surge and AFI 36-2217 munitions - Personnel status - Aircraft or munitions generation status - Notification of Security Forces and Fire Dept - Missile and guided munitions, built-up (ready) and captive - Munitions test equipment status (in/out)	5.1.8.		3 6 7	
10.10.	Does control manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs? Are these programs reviewed weekly during the scheduling meeting?	5.1.10.		3 6 7	
10.11.	Does control conduct the weekly munitions scheduling meeting? As a minimum are the following areas discussed and included in the schedule? - AWM/AWP status. Is every effort made to add AWM work to the schedule during the meeting? - TCTO status - Proposed work schedules - Realistic start times for work on the day it is scheduled - Inputs from the monthly and quarterly schedule - Vehicle/Equipment status, to include mobility - Aircraft flying schedule requirements - Personnel status - T.O. changes - Munitions monthly, quarterly and semiannual inventories - Mobility equipment inspections - Hazardous waste disposal equipment inspections and maintenance - Status of actions taken for approved ADRs	5.1.12.1. through 5.1.12.12.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
10.12.	Does control inform Security Forces of changes in magazine contents affecting classification or Risk Category and document the notification?	5.1.13.1.		3 6 7	
10.13.	DOES CONTROL INFORM THE FIRE DEPARTMENT OF ANY HC/D 1.1 EXPLOSIVE MOVEMENTS OUTSIDE THE MSA OR OF CHANGES IN MAGAZINE CONTENTS AFFECTING FIRE SYMBOLS OR HAZARD SYMBOLS AND DOCUMENT THE NOTIFICATION?	5.1.13.2.		3 6 7	
10.14.	Does control monitor the status of all assembled munitions and missiles to include service life expiration of components?	5.1.16.		3 6 7	
10.15.	Does control attend daily or weekly maintenance operations scheduling meetings to update munitions support requirements?	5.1.18.	5.1.18.1.	3 6 7	
10.16.	ARE KEYS AND LOCKS TO ASSIGNED MUNITIONS FACILITIES CONTROLLED AND PROPERLY MANAGED USING WRITTEN LOCAL PROCEDURES?	5.1.19.		3 6 7	
10.17.	ARE KEYS FOR STRUCTURES CONTAINING CLASSIFIED MUNITIONS PROTECTED AS CLASSIFIED MATERIAL WITH A CLASSIFICATION AT LEAST EQUAL TO THE ITEMS BEING PROTECTED?	5.1.19.2.2.9		3 6 7	
10.18.	Has the Munitions Flight Chief designated personnel authorized to issue/receive keys in writing?	5.1.19.2.3.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
10.19.	Are Primary, Spare and Control key sets inventoried by serial number at the end of each shift if issued and weekly if not issued?	5.1.19.2.5.		3 6 7	
10.20.	Are high security locks securing classified munitions rotated or replaced at least annually? Is this action documented on the AF Form 2427, Lock and Key Control Register?	5.1.19.2.9.3		3 6 7	
10.21.	Does control audit locks, cylinders, and keys semi-annually IAW DoDD 5100.76-M?	5.1.19.2.9.4	5.1.19.2.9.4.1.	3 6 7	
11.	COMBAT PLANS/ MOBILITY/ TRAINING STANDARDIZATION ELEMENT				
11.1.	Does Combat Plans develop/maintain CMPs in support of all tasked OPLANs/ CONPLANs/DOC statements?	5.3.1.1.		3 6 7A	
11.2.	HAVE EQUIPMENT AND PERSONNEL REQUIREMENTS BEEN IDENTIFIED TO MEET ALL DEPLOYMENTS?	5.3.1.4.		3 6 7A	
11.3.	Does Combat Plans maintain and account for all personnel mobility folders?	5.3.1.6.		3 6 7A	
11.4.	Is mobility/deployment equipment properly marked, packaged and inspected at the required intervals?	5.3.1.8.		3 6	
11.5.	Does Combat Plans provide weekly status to the Munitions Flight Chief at the weekly scheduling meeting, highlighting any potential/actual limiting factors and recommended corrective actions?	5.3.1.9.		3 6	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
11.6.	Has the Munitions Flight Chief approved all formal lesson plans for academic classroom instruction after coordination with Wing safety (overall safety content) and Quality Assurance (technical accuracy)?	5.3.3.		3 6	
12.	GENERAL TRAINING INFORMATION				
12.1.	Is training of equipment tools not covered in CFETP documented on AF Form 797, JQS Qualification Standard Continuation/ Command JQS?	7.5.1.2.		3 6 7	
12.2.	Does the supervisor conduct an initial evaluation for all personnel within 60 days of assignment?	AFI 36-2201V3, para 6.1.11.		3 6 7	
12.3.	Do supervisors document training progression on the AF Form 623a, On-The-Job Training Record - Continuation Sheet , to include: - CDC and task progression - Task decertification/recertification - Training strengths/weaknesses/attitude and corrective action implemented - Supervisor and trainee signature and date on all entries	AFI 36-2201V3, para 6.1.10.		3 6 7	
12.4.	Does the supervisor document on AF Form 623a all interruptions to training affecting a trainee's progress (e.g., leave, hospitalization, TDYs, etc.)?	AFI 36-2201V3, para 6.1.13.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
12.5.	Does the AF Form 623, Individual Training Record , contain the following documents, in addition to any locally determined requirements: - CFETP - AFJQS - AF Form 797, Job Qualification Standard Continuation / Command JQS - AF Form 623a - CDC enrollment card, answer score sheets and scorecards (if enrolled in CDCs) - AETC Form 156, Student Training Report , (maintain until completion of 5-skill level UGT)	AFI 36-2201V3, para 8.2.		3 6 7	
13.	ALL ELEMENTS GENERAL CTK				
13.1.	Is new LMME submitted and reviewed by MAJCOM and Weapons Safety Staffs prior to use?	7.1.2.	7.1.2.	3 6 7	
13.2.	Is approval documentation, maintenance and inspection requirements, and drawings/specification maintained for the life of the LMME?	7.1.2.2.		3 6 7	
13.3.	Does LMME such as Y-stands, bomb dummy units (BDU) modules, missile racks, etc., used to support or transport munitions items have an AFTO Form 244, Industrial/Support Equipment Record , or automated form attached and are visual inspections performed at least annually?	7.1.3.		3 6 7	
13.4.	Has each dispatchable CTK been assigned a location, with inlays or a silhouette (i.e., for items secured to toolbox lids and doors)?	AFI 21-101, para 13.3.4.6.		3 6 7	
13.5.	Are CTKs, tools, and equipment stored in a designated location for positive control and ease of inventory?	AFI 21-101, USAFE Sup, para 13.2.1.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
13.6.	Has the organization published local procedures governing methods of tool control and CTK program management?	AFI 21-101, para 13.3.1.		3 6 7	
13.7.	Has the Flight Chief/Section Chief approved the contents by signing CTK Master Inventory Listing (MIL) or Memo for Record?	AFI 21-101, para 13.3.3.		3 6 7	
13.8.	Does the CTK custodian have a master MIL file for each tool kit or series of identical kits?	AFI 21-101, para 13.3.4.2.		3 6 7	
13.9.	Does a copy of the MIL and USAFE Form 140, Composite Tool Kit (CTK) and Control Log , remain with each tool kit at all times for inventory purposes?	AFI 21-101, USAFE Sup, para 13.3.3.		3 6 7	
13.10.	Have all changes been annotated in ink on the MIL with the CTK custodian's initials and date?	AFI 21-101, USAFE Sup para 13.3.3.		3 6 7	
13.11.	Are CTK contents arranged for ease of inventory and standardized to the maximum extent possible within functional elements of a squadron with similar missions, for example, aircraft flights/sections and CASTs?	AFI 21-101, para 13.3.4.5.		3 6 7	
13.12.	Are expendable hand tools such as blades apexes, files, and file cleaners placed on bench stock, and if so, are strict accountability and control procedures established?	AFI 21-101, para 13.3.4.10.		3 6 7	
13.13.	Are pocket clips removed from tools when possible (flashlights, continuity testers, small screwdrivers, etc.) prior to placement in tool kits to reduce potential FOD hazards?	AFI 21-101, para 13.3.4.12.		3 6 7	
13.14.	Have chits or dog tags been secured to tools and equipment in a reasonable manner to reduce potential FOD hazards?	AFI 21-101, para 13.3.4.3.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
13.15.	Are consumables placed in CTKs identified on the MIL?	AFI 21-101, para 13.3.4.7.		3 6 7	
13.16.	Do all flashlights, lanterns, portable lighting devices and light sources conform to the requirements of Article 513 of National Fire Protection Association (National Electric Code), T.O. 1-1-3, and AFMAN 91-201? NOTE: Aircraft and equipment technical orders may dictate additional restrictions.	AFI 21-101, para 13.3.4.14.		3 6 7	
13.17.	Are tool kits and equipment accounted for at the beginning/end of every shift and documented on the USAFE Form 140 (or automated product)?	AFI 21-101, USAFE Sup, para 13.5.2.		3 6 7	
13.18.	Do the CTK custodians ensure items are not passed from one person to another without flowing back through the tool room, unless the action is governed by locally developed procedures?	AFI 21-101, USAFE Sup, para 13.5.2.1.		3 6 7	
13.19.	Are all CTKs inspected/inventoried semiannually?	AFI 21-101, USAFE Sup, para 13.5.2.2.		3 6 7	
13.20.	Are inventories conducted on all CTKs when the primary CTK custodian changes?	AFI 21-101, USAFE Sup, para 13.5.2.2.		3 6 7	
13.21.	Are CTK inventories properly documented and does the Flight Commander/Chief sign a letter indicating date accomplished and discrepancies noted?	AFI 21-101, USAFE Sup, para 13.5.2.2.		3 6 7	
13.22.	Are all tools and equipment marked and tracked in Tool Accountability System (TAS)?	AFI 21-101, para 13.4.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
13.23.	Are grease guns etched with the military specification (MIL SPEC) of the type of grease used in the gun on the barrel or handle?	AFI 21-101, para 13.4.2.		3 6 7	
13.24.	Are special tools or test equipment issued individually from a CTK marked with a CTK position designator to identify tool ownership and aid in CTK inventories?	AFI 21-101, USAFE Sup, para 13.4.6.		3 6 7	
13.25.	Is an automated tool control system, chit system, AF Form 1297, Temporary Issue Receipt , or the USAFE Form 140 effectively utilized to ensure accountability and control of CTKs/tools?	AFI 21-101, para 13.5.1.2.		3 6 7	
13.26.	When used, does the custodian ensure the person annotating the "out" block of the USAFE Form 140 is not the same person annotating the "in" block?	AFI 21-101, USAFE Sup, para 13.5.1.3.		3 6 7	
13.27.	Is a USAFE Form 145, Lost Tool/Object Report initiated for each lost tool or object unless the item is found within 1 hour?	AFI 21-101, USAFE Sup, para 13.5.1.4.		3 6 7	
13.28.	Are all missing or damaged tools and equipment documented on USAFE Form 146, Missing/Removed Tool Log , (or automated product) and is the form maintained in the respective folder of each CTK?	AFI 21-101, USAFE Sup, para 13.5.1.5.		3 6 7	
13.29.	Does the CTK custodian retain the USAFE Form 145 for no less than 1 year or until the tool is found?	AFI 21-101, USAFE Sup, para 13.8.1.11.		3 6 7	
13.30.	Does the CTK custodian inventory replacement tool stocks quarterly?	AFI 21-101, USAFE Sup, para 13.9.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
13.31.	Are replacement tools marked with the new CTK number prior to issue?	AFI 21-101, para 20.11.1.		3 6 7	
13.32.	Are previously issued tools, being used as replacement tools, completely de-etched of prior CTK assigned markings?	AFI 21-101, USAFE Sup, para 13.9.1.		3 6 7	
13.33.	Has the organization established issue and receipt procedures to ensure positive control and accountability for shop rags?	AFI 21-101, USAFE Sup, para 13.10.		3 6 7	
13.34.	Are requirements for locally manufactured tools and equipment reviewed biennially for applicability and current configuration? NOTE: This procedure does not apply to local manufacture, modification or design of tools authorized in specific technical data.	AFI 21-101, USAFE Sup, para 13.6.		3 6 7	
14.	ALL ELEMENTS GENERAL SAFETY				
14.1.	Are required fire extinguisher inspections performed and documented per AFOSH Std 91-501, <i>Air Force Consolidated Occupational Safety Standard</i> ?	6.2.4.7.		3 6 7	
14.2.	ARE T.O.S AND PERTINENT PUBLICATIONS USED DURING ALL EXPLOSIVES OPERATIONS?	2.9.3.2.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
14.3.	ARE CREW BRIEFINGS GIVEN BEFORE THE START OF ANY MUNITIONS OPERATION AND INCLUDE THE FOLLOWING AS A MINIMUM? - OUTLINE OF THE OPERATION - SAFETY (HAZARDS/ TECHNICAL REQUIREMENTS OF MUNITIONS INVOLVED) - EMERGENCY PROCEDURES (EACH TEAM MEMBER'S ROLE AND WHOM TO NOTIFY AND HOW ALL PERSONNEL WILL BE ACCOUNTED FOR) - PERSONNEL LIMITS	2.9.3.6.		3 6 7	
14.4.	Do lifting devices used to lift munitions items and PGMs have documentation of an initial or last proof load test date that includes the weight tested, date performed, and person that performed the test? <i>NOTE:</i> This may be provided and completed by the manufacturer. This documentation will accompany the lifting device throughout its life cycle. Any lifting device received without this documentation will have a proof test accomplished and documented IAW AFOSH Std 91-46.	2.12.34.1.		3 6 7	
14.5.	If using electric/pneumatic/hydraulic-powered tools such as saws, nail guns, banding equipment, etc., are written instructions developed and published to include proper use, maintenance, and safety if the manufacturer's instructions or owner's manual or technical order are not available?	7.5.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
14.6.	Is a copy of all applicable Material Safety Data Sheets (MSDS) for all hazardous consumables maintained and located to ensure personnel using the material have access to them?	7.5.12.		3 6 7	
14.7.	Are audible manually operated evacuation alarms (e.g., bell, triangle, siren, air horn) available at each explosive operating facility?	AFMAN 91-201, para 2.20.		3 6 7	
14.8.	Are flammables stored at least 50 feet from locations containing explosives?	AFMAN 91-201, 2.21.6.4.		3 6 7	
14.9.	Do protective helmets have the manufacturer's name, ANSI Z89.1, and the class (Type I, Type II, G, E, or C) identified inside the shell?	AFOSH Std 91-501, para 14.5.3.1.		3 6 7	
14.10.	Do supervisors ensure that emergency showers and eyewashes are provided, inspected, tested, and maintained according to AFOSH Std 91-501 and has the necessity for the unit been evaluated and documented?	AFOSH Std 91-501, para 19.3.		3 6 7	
14.11.	Is the fluid level of self-contained units checked monthly and changed as required by the manufacturer? Are tags or labels attached to the unit or adjacent to it reflecting the fluid change schedule?	AFOSH Std 91-501, para 19.10.3.		3 6 7	
15.	ALL ELEMENTS GENERAL BENCH STOCK / SHOP STOCK / OPERATING STOCK				
15.1.	Has the bench stock monitor attended Block IIA training?	AFMAN 23-110, V2, P2, Chapter 2, para 2.58.2.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
15.2.	Does bench stock excess material not exceed 200% of the authorized quantity?	AFMAN 23-110, V2, P2, Chapter 25. para 25.16.2.2.		3 6 7	
15.3.	Are bins containing 50 percent or less of the authorized quantity marked to facilitate monthly inventories?	AFMAN 23-110, V2, P2, para 25.16.3.		3 6 7	
15.4.	Do non-deteriorating items have a white bin label?	AFMAN 23-110, V2, P2, para 25.10.2.		3 6 7	
15.5.	Do shelf life monitored items have a bin with colored label?	AFMAN 23-110, V2, P2, para 25.10.3.		3 6 7	
15.6.	Are benchstock, shop stock, and operating stock located in close proximity but not commingled?	AFI 21-101, para 8.6.1. thru 8.6.3.		3 6 7	
15.7.	Does shop stock exceed 90-days usage, or the unit of issue or unit pack?	AFI 21-101, para 8.6.2.		3 6 7	
15.8.	Is "Shop Stock" clearly identified and labeled with noun, NSN or P/N, unit of issue and shelf life if applicable?	AFI 21-101, para 8.6.2.		3 6 7	
15.9.	Is operating stock monitored to ensure it does not become excessive or outdated?	AFI 21-101, para 8.6.3.		3 6 7	
15.10.	Is "Operating Stock" clearly identified and labeled with noun, NSN, P/N unit of issue, and shelf life if applicable?	AFI 21-101, para 8.6.3.		3 6 7	
16.	GENERAL ELEMENT PROCEDURES				
16.1.	Are respirators being worn, inspected and stored as required in AFOSH Std 48-137, <i>Respiratory Protection Program</i> ?	7.5.6.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
16.2.	Have oily rags and other waste been stored in proper containers and emptied daily per AFOSH Std 91-66, <i>General Industrial Operations</i> ?	7.5.7.		3 6 7	
16.3.	Have shelf life items (lubricants, paint, rubber material, etc.) been maintained as per T.O. 00-20K-1, <i>Inspection and Control of USAF Shelf-Life Equipment</i> ?	7.5.10.; AFMAN 23-110, Vol 2, Pt 2, Chpt 14		3 6 7	
16.4.	Has the Commander appointed a capable primary and alternate property custodian?	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.1.7.		3 6 7	
16.5.	Has the Commander ensured primary and alternate property custodians received training?	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.1.9.		3 6 7	
16.6.	Did the property custodian perform inventories at least annually in a "floor to book style?"	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.2.2.		3 6 7	
16.7.	Did the property custodian ensure all items are on-hand and serviceable?	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.2.2.		3 6 7	
16.8.	Were requests submitted to the EMS or input into AFEMS recorded on AF Form 126, Custodian Request Log ?	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.2.4.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
16.9.	Were excess authorizations or in-use assets reported at once to the EME/ Regionalized EME?	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.2.8.		3 6 7	
16.10.	Did the property custodian inform base repair activity of items that need inspection, repair, calibration or adjustment?	AFMAN 23-110, Vol 2, Pt 13, Chpt 8 para 8.5.2.23.		3 6 7	
16.11.	Did unit leadership ensure a property custodian was designated to ensure accountability of government property under their control?	AFI 23-111, para 6.		3 6 7	
16.12.	Did designated property custodian properly document and itemize physical inventories at required intervals?	AFI 23-111, para 6.2.		3 6 7	
16.13.	Did designated property custodian maintain a copy of each document or computer record that confirms acquisition or movement of property?	AFI 23-111, para 6.2.		3 6 7	
16.14.	Did unit leadership appoint a primary and alternate TMDE coordinator?	T.O. 00-20-14, para 3.6a(1)		3 6 7	
16.15.	Did TMDE coordinators attend required training?	T.O. 00-20-14, para 3.6a.		3 6 7	
16.16.	Does TMDE coordinator maintain a file that includes all required documents?	T.O. 00-20-14, para 3.6a.		3 6 7	
16.17.	Does TMDE coordinator maintain a current owning workcenter (OWC) Master ID Listing?	T.O. 00-20-14, para 3.6a(2)		3 6 7	
16.18.	Does TMDE coordinator maintain a current OWC equipment schedule?	T.O. 00-20-14, para 3.6a(3)		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
16.19.	Do Commanders and supervisors ensure all TMDE requiring calibration is not used unless calibrated and TMDE is removed from service when calibration due date has expired?	T.O. 00-20-14, para 3.6e		3 6 7	
16.20.	Do supervisors ensure notes contained in SPECIAL block of calibration labels are read and understood?	T.O. 00-20-14, para 3.6i		3 6 7	
16.21.	Does TMDE User/Owners ensure technical data is available for each item of TMDE? Does technical data accompany TMDE whenever it is deployed?	T.O. 00-20-14, para 3.6k		3 6 7	
16.22.	Do TMDE User/Owners ensure authorizing signature is placed on AFTO Form 99, Limited/Special TMDE Certification , or initials on AFTO Form 398, Limited TMDE Certification , for TMDE that has received limited or special calibration?	T.O. 00-20-14, para 3.6m		3 6 7	
16.23.	Does TMDE User/Owner perform all periodic maintenance or inspections as directed by maintenance T.O.s?	T.O. 00-20-14, para 3.6aa		3 6 7	
16.24.	Does each piece of TMDE, which requires a scheduled inspection, have a properly documented AFTO Form 244, Industrial/ Support Equipment Record , readily available for the user and maintenance personnel?	T.O. 00-20-1, para 7.1.		3 6 7	
16.25.	Does each piece of machine tool and industrial plant equipment, which requires a scheduled inspection, have a properly documented AFTO Form 244, Industrial/ Support Equipment Record , readily available for the user and maintenance personnel?	T.O. 00-20-1, para 7.1.		3 6 7	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
16.26.	Does each piece of powered and non-powered aerospace ground equipment (AGE), which requires a scheduled inspection, have a properly documented AFTO Form 244, readily available for the user and maintenance personnel?	T.O. 00-20-1, para 7.1.		3 6 7	
16.27.	Does the AFTO Form 244, Part III, indicate applicable equipment inspections are accomplished on time and properly documented?	T.O. 00-20-1, para 7.3. & 7.9.		3 6 7	
16.28.	Does the AFTO Form 244, Part V, accurately reflect the current status of the equipment?	T.O. 00-20-1, para 7.3. & 7.9.		3 6 7	
16.29.	Is the correct torque wrench used to avoid a working range lower than 20 percent of capacity?	T.O. 32B14-3-1-101, para 7-3 Note		3 6 7	
16.30.	Is the torque wrench cycled through the breakaway torque prior to use as prescribed in the manufacturer's brochure or at least six times if manufacturer's brochure is not available?	T.O. 32B14-3-1-101, para 7-3 Note		3 6 7	
16.31.	Is torque wrench set to the lowest torque value when stored or removed from service?	T.O. 32B14-3-1-101, para 7-4 Caution		3 6 7	
17.	AF OWNED INTERMODAL (ISO, MILVAN, ETC) CONTAINERS				
17.1.	Has MAJCOM approval been granted before a container is used for anything other than its intended purpose?	7.4.1.	7.4.1.	3 6	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
17.2.	Are ISO containers maintained in serviceable condition for munitions redistribution or storage at all times? Is the Convention for Safe Containers (CSC) certification on all Air Force owned containers current?	7.4.2.		3 6	
17.3.	Are ISO containers used to store equipment or materials (e.g.: liquids, acids, batteries, etc.) that would render them non-certifiable under the CSC?	7.4.2.1.		3 6	
17.4.	Do ISO containers have holes in any part of the container? Is blocking and bracing installed in a manner that prevents the need to insert nails or screws into the floor or walls of containers?	7.4.2.2.		3 6	
17.5.	Are ISO containers placed on four-inch dunnage when stored, to prevent rust and water damage?	7.4.3.		3 6	
17.6.	When stacked, are a minimum of two locking pins inserted in the counter-checked position on opposing corners?	7.4.3.	7.4.3.	3 6	
17.7.	Are ISO containers stacked to conform to Conventional Forces Europe (CFE) Treaty inspection requirements?		7.4.3.1. (Added)	3 6	
17.8.	Do containers that pass Convention for Safe Containers (CSC) certification, have a DD Form 2282, Reinspection Decal Convention for Safe Container applied to them?		7.4.4.	3 6	

Item Number	Item	Reference		Applicability Code	Yes/No
		AFI 21-201 (unless otherwise noted)	USAFE Supplement 1 21-201		
17.9.	Are ISO inspections documented using DA Form 2404, Equipment Inspection and Maintenance Worksheet with the original document shipped along with the container? After ISO containers are shipped, are copies of DA Form 2404s maintained and filed by the unit for 1 year according to the Air Force Records Disposition Schedule, Table 21-06, Rule 14.00?	7.4.4.1.	7.4.4.1.	3 6	
17.10.	Are AF-owned containers accounted for in CAS, using NSN 8140-01-296-7241, appropriate condition code, and individual serial numbers?	7.4.6.	7.4.6.	3 6	
17.11.	Are ISO containers only placed in Condition codes A, B, E, F, G, H, or J?	7.4.7.		3 6	
17.12.	Are unserviceable repairable ISO containers assigned AWM/AWP work orders, parts ordered as necessary, and action taken to return them to serviceable condition?	7.4.7.2.		3 6	
17.13.	Are prior-to-use inspections on ISOs performed before loading munitions for shipment? Does the inspection consist of a visual interior and exterior examination for obvious defects? Is the inspection documented by signing the DD Form 1348-1, DoD Single Line Item Requisition System Document , "Inspected By and Date" block?	7.4.8.2. 7.4.8.3.		3 6	
17.14.	Are shipping documents attached to the inside of a door on each ISO container selected for shipment?	7.4.8.4.	7.4.8.4.	3 6	

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