BY ORDER OF THE COMMANDER

21ST SPACE WING INSPECTION
CHECKLIST 10-12

1 AUGUST 2000

Operations

CREW FORCE MANAGEMENT (WING/GROUP/UNIT)

NOTICE: This publication is available digitally on the AFDPO WWW site at http://afpubs.hq.af.mil/.

This checklist reflects 21st Space Wing requirements for Crew Force Management Programs for AFSPC Space Operations at wing, group and unit levels to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

None. This checklist is a 1st edition new publication.

1. References have been provided for each inspection item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, mission accomplishment, and/or HHQ requirements. Asterisked critical items (if present) are those items that if not accomplished in support of primary mission could result in an overall Wing/Group/Unit assessment rating of less than satisfactory.

2. This publication establishes a baseline checklist. The checklist will also be used by the Wing/Group Operations Standardization Teams (OST) during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of a unit's Crew Force Management Programs.

THOMAS D. SHEARER, Colonel, USAF
Chief of Operations

Attachment 1

CREW FORCE MANAGEMENT PROGRAMS (WING/GROUP/UNIT)

Table A1.1. Checklist.

SECTION 1: WING/GROUP			
MISSION STATEMENT: Establish policy, basic requirements and provide guidance for unit crew force management programs.			
NOTE: All references are from AFSPCI36-120102S21SW, unless otherwise noted.			
1.1. GENERAL (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.1.1. Do Group Commanders review requests for waivers to AFSPCI36-120102S21SW and forward recommendations to 21 SW/DO? (para 7.4.5.3.)			
1.1.2. Does the Wing Commander review unit requests for waivers to HHQ instructions and forward recommendations to 14 AF and AFSPC/DOT? (para 7.3.7.7.)			
1.1.3. Does OGV supervise the scheduling, conduct and analysis of the OST, including participation in SAVs and IOAs? (para 7.4.6.6.)			
1.1.4. Does OGV coordinate operational and policy issues for units and recommend necessary action by the Wing/Group Commander? (para 7.4.6.7.)			
1.1.5. Does OSS coordinate on and research operations procedures and changes for procedural and technical accuracy. (para 7.4.8.2.)			
1.1.6. Does OSS coordinate and approve system maintenance/down time scheduling for all units? (para 7.4.8.4.)			
1.1.7. Does OSS coordinate and approve operational system/software testing for all units? (para 7.4.8.5.)			
1.1.8. Does OSS coordinate configuration control activities, to include trial period entry and operational acceptance, for all new systems/system upgrades and recommend approval/disapproval to the Group Commander? (para 7.4.8.6.)			
1.1.9. Does OSS conduct in-depth analysis and follow-up of unscheduled unit outages and mission success rates to enhance mission effectiveness? (para 7.4.8.7.)			
1.1.10. Does OSS coordinate operational and policy issues for units and recommend necessary action by the Wing/Group Commander? (para 7.4.8.8.)			

1.1.10. Do all group operations staff functions maintain program management/continuity files/binders to ensure long term standardization and program effectiveness? (para 10.11)			
1.2. NEW/UPGRADED SYSTEMS (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.2.1. Approximately 120 days prior to IOC, does OSS coordinate with the unit and applicable wing agencies to determine the projected IOC date and notify the Group Commander of this date? (para 6.1.1.)			
1.2.2. Approximately 30 days prior to IOC, does OGV conduct an IOA and report results to the Group Commander? (para 6.1.4.)			
1.2.3. Approximately 15-20 days prior to IOC, does the Group Commander provide the unit with a formal inspection report and forward it to 21 SW/CC and 14 AF/DO? (para 6.1.5.)			
1.2.4. For units who do not successfully meet IOC requirements, does the Group Commander direct a follow-up IOA once all discrepancies have been corrected? (para 6.1.5.)			
1.3. OPERATIONS REVIEW BOARD (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.3.1. Do Group Commanders approve group ORB findings, corrective actions and final report? (para 7.4.5.8.)			
1.3.2. Does OGV administer the group ORB process? (para 7.4.6.3.)			
1.4. OPERATIONS REVIEW PANEL (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.4.1. Do Group Commanders chair the group Operations Review Panel (ORP)? (para 7.4.5.9.)			
1.4.2. Does OSS administer the group ORP process? (para 7.4.8.3.)			
1.4.3. Does group ORP membership include (as a minimum), Group Commander/Deputy Commander, OGV and OSS Commander? (para 12.1.2.1.1.)			
1.4.4. Do groups convene an ORP at least quarterly? (para 12.2.1.)			
1.4.5. At a minimum, do group ORPs include reviews of training and evaluation trends, waiver requests and ORP minutes from member units? (para 12.2.2.1.)			
1.4.6. Are group ORP minutes formatted IAW Attachment 6. (para 12.3.1.4.)			
1.4.7. Does OSS distribute the group ORP minutes within 10 calendar days of the group ORP? (para 12.3.2.1.)			

1.4.8. Does OSS provide group responses to unit ORP minutes within 20 calendar days of receipt of unit's ORP minutes and forward all minutes, responses, and attachments to 533 TRS/DO, within 10 calendar days of the group ORP, receipt of unit's ORP minutes, and/or issuance of group responses? (para 12.3.2.1.)			
1.5. TECH DATA & PROCEDURES (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.5.1. Does OGV administer the TO development and implementation program and ensure standardization of format and content for all TOs? (para 7.4.6.5.)			
1.5.2. Does OGV coordinate with AFSPC/DOTT to determine when funding has been approved for a system to acquire a TO? (para 11.1.1.1.)			
1.5.3. Does OGV participate in the initial guidance conference and coordinate unit participation with the Technical Order Management Agency (TOMA)? (para 11.1.1.2.)			
1.5.4. Does OGV publish a TO implementation plan for the affected unit(s) following the Val/Ver session? (para 11.1.2.2.)			

1.5.5. Does the TO implementation plan address the following tasks? (para 11.1.2.2.)
  - Projected implementation date.
  - TO account verification/update to ensure affected units are on requirement for TO distribution.
  - Program development requirements.
  - 533 TRS coordination/orientation requirements/assessment.
  - Training/evaluation administration requirements.
  - Official TO publication requirements.			

1.5.6. Does OGV issue unit approval for on-position use of the TO and supporting procedures and does the Group Commander notify AFSPC/DOTT when all implementation actions are complete for each TO? (para 11.1.2.3.)			
1.5.7. Does OGV coordinate the AFTO 22 change requests with AFSPC/DOTT? (para 11.1.4.3.)			
1.5.8. Does OGV send a copy of the unit's final checklist version to 533 TRS (if they provide IQT support for the unit)? (paras 11.3.2.6.3.1., 11.3.2.6.3.2.)			

SECTION 2: UNIT			
MISSION STATEMENT: Implement MAJCOM, NAF and Wing crew force management program.			
NOTE: All references are from AFSPCI36-120102S21SW, unless otherwise noted.			
2.1. GENERAL (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.1.1. Do Operations Officers implement local operating instructions to supplement HHQ requirements, as necessary? (para 7.5.12.3.)			
2.1.2. Do squadron/detachment commanders ensure the unit Crisis Response Element (CRE) is prepared to support all HHQ exercises and real world requirements? (para 7.5.11.5.)			
2.2. GENERAL (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.2.1. Does Chief, Standardization/Evaluation functionally report to the Operations Officer? (para 7.5.13.1.)			
2.2.2. Do Operations Flight Commander(s) functionally report to the Operations Officer? (para 7.5.14.1.)			
2.2.3. Does Operations Support Flight Commander functionally report to the Operations Officer? (para 7.5.15.1.)			
2.2.4. Does DOU supervise the operations training function? (para 7.5.15.8.)			
2.2.5. Does Chief, Operations Training functionally report to DOU? (para 7.5.16.1.)			
2.2.6. Do all group and unit operations staff functions maintain program management/continuity files/binders to ensure long term standardization and program effectiveness? (para 10.11.)			
2.3. CMR/BMR CERTIFICATION (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.3.1. Does Chief, Standardization/Evaluation attain and maintain CMR status in the most senior CMR crew position commensurate with his/her rank. Do operations personnel (i.e., 13SXX & 1C6XX) assigned to the DOV staff also meet this requirement? (para 7.5.13.2.)			
2.3.2. Does Operations Support Flight Commander attain and maintain CMR status in the most senior CMR crew position commensurate with his/her rank. Do operations personnel (i.e., 13SXX & 1C6XX) assigned to the DOU staff will also meet this requirement? (para 7.5.15.2.)			
2.3.3. Does Chief, Operations Training attain and maintain CMR status in the most senior CMR crew position commensurate with his/her rank. Do operations personnel (i.e., 13SXX & 1C6XX) assigned to the DOUT staff will also meet this requirement? (para 7.5.16.2.)			

2.4. CMR/BMR CERTIFICATION (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.4.1. Does DOU develop and maintain the crew member certification program? (para 7.5.15.3.)			
2.4.2. Does the certifying official complete the AFSPC Form 97, Operations Mission Ready Certificate, for newly certified crew members? (para 9.3.4.)			
2.5. OPERATIONS SCHEDULING (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.5.1. Does DOU coordinate unit operations related system maintenance/down time scheduling? (para 7.5.15.5.)			
2.5.2. Does DOU coordinate unit operational system/software testing activities? (para 7.5.15.6.)			
2.6. OPERATIONS SCHEDULING (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.6.1. Does DOU maintain an archive of crew schedules for the previous 12 months? (para 7.5.15.4.)			
2.6.2. Does DOU manage all operations crew scheduling activities, to include Duty Not Involving Flying (DNIF) or Special Operations requirements? (para 7.5.15.4.)			
2.7. OPERATIONS REVIEW BOARD (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.7.1. Does DOV administer the unit ORB process? (para 7.5.13.6.)			
2.7.2. Does Unit Commander endorse or sign the final ORB minutes and forward them to OGV ASAP but NLT 15 calendar days from the ORB event? (para 4.1.)			
2.8. OPERATIONS REVIEW BOARD (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.8.1. Do Operations Officers chair the unit ORP? (para 7.5.12.2.)			
2.8.2. Does unit convene an ORP at least quarterly? (para 12.2.1.)			
2.8.3. Does ORP address all unresolved items from previous monthly ORPs (Old Business)? (para 12.2.2.1.)			
2.8.4. Are all open items carried forward to subsequent ORPs until they are closed? (para 12.2.2.1.)			
2.8.5. Does ORP address all newly opened items (New Business) listed in Attachment 5? (para 12.2.2.1.)			
2.8.6. Does unit identify each ORP item with a standardized tracking number, based on the following scheme: Year, month, unique number? (para 12.3.1.3.)			
2.8.7. For each ORP item, does unit provide a clear, concise summary of the current status? (para 12.3.1.3.)			

2.8.8. Do ORP minutes follow the format provided in Attachment 6? (para 12.3.1.4.)			
2.8.9. Are all asterisked items identified in Attachment 5 included as attachments to ORP minutes, only if they were not previously submitted? (para 12.3.1.4.2.)			
2.8.10. If an item was previously submitted, does unit identify the date of submission and which agency received it in the ORP minutes? (para 12.3.1.4.2.)			
2.8.11. Does unit provide one copy of the minutes to OSS, including applicable attachments, by the fifth day of the month following the ORP meeting (e.g., Apr 98 minutes are due by 5 May 98)? (para 12.3.1.4.3.)			
2.8.12. Does unit also send one copy of ORP minutes, without attachments, to all like systems (i.e., ground based, space based, passive, command and control)? (para 12.3.1.4.3.)			
2.8.13. Does unit ORP membership include (as a minimum): Operations Officer (panel president), DOV, DOU and DOUT? (para 12.1.2.1.2.)			
2.8.14. Does DOU administer the unit ORP process? (para 7.5.15.7.)			
2.9. TECH DATA & PROCEDURES (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.9.1. Do units administer all required training and evaluation sessions prior to the TO implementation date? (para 11.1.2.2.5.)			
2.9.2. Does unit ensure training and evaluation requirements resulting from LPS, TOPS and/or official changes are fulfilled before using the TO on-position? (para 11.1.4.7.)			
2.10. TECH DATA & PROCEDURES (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
2.10.1. Does DOV develop local guidelines regarding the development, validation, publication and implementation of permanent operational procedures contained in positional checklists, job aids, operating instructions and/or technical orders, as necessary? (para 7.5.13.3.)			
2.10.2. Does DOV ensure operational procedures comply with procedural and instructional guidance regarding format and content? (para 7.5.13.4.)			
2.10.3. Does DOV ensure all operational procedures and changes are properly coordinated and validated prior to implementation? (para 7.5.13.5.)			
2.10.4. Does DOV ensure all non-site specific procedural changes are submitted to OGV for approval on an as-required basis? (para 7.5.13.5.)			
2.10.5. (TO Units) Does DOV ensure all unit copies are properly numbered, distributed and maintained? (para 11.1.3.1.)			

2.10.6. (TO Units) Do all copies of the TO remain fully intact? (para 11.1.3.2.)			
2.10.7. (TO Units) Do units conduct and document TO page checks at least annually, and immediately after posting any changes? (para 11.1.3.2.)			
2.10.8. (TO Units) Does unit conduct on-site coordination/validation of TO changes to ensure technical and procedural accuracy? (para 11.1.4.1.)			
2.10.9. (TO Units) If unit develops a Temporary Procedure (TP) for changed procedures, does unit ensure TP is not posted until the AFTO Form 22 is approved by OGV? (para 11.1.4.2.)			
2.10.10. (TO Units) Upon receipt of the TOPS package, does unit verify all TOPS pages against the LEP on the TOPS title page? (para 11.1.4.5.1.2.)			
2.10.11. (Non-TO Units) For positional checklist changes, does unit conduct on-site coordination, to include technical experts (e.g., site analyst, contractor maintenance, etc), and validation to ensure technical and procedural accuracy? (para 11.3.2.6.3.1. & 11.3.2.6.3.2.)			
2.10.12. (Non-TO Units) Does unit obtain 533 TRS comments (if they provide IQT support for the unit)? (para 11.3.2.6.3.1. & 11.3.2.6.3.2.)			
2.10.13. (Non-TO Units) Does unit document the coordination chain and validation date for all checklist changes? (para 11.3.2.6.3.1. & 11.3.2.6.3.2.)			
2.10.14. (Non-TO Units) In addition to posting TPs in the TP (or combined TP/CIF) binder, if units post TPs to positional checklist sets to ease crew member reference, are TP pages(s) clearly identifiable (e.g., copy the TP on colored paper and post it over the affected checklist page(s), type "TP" in bold, capital letters next to the checklist number, etc)? (para 11.3.3.2.1.2.)			
2.10.15. (Non-TO Units) Does unit coordinate and validate all TPs prior to final implementation? (para 11.3.3.2.2.)			
2.10.16. (Non-TO Units) For sites using the same operational system (i.e., PAVE PAWS), does the initiating unit obtain sister site comment prior to TP implementation? (para 11.3.3.2.2.)			
2.10.17. (Non-TO Units) Does unit document the coordination chain and validation date for all TPs? (para 11.3.3.2.2.)			