COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction checklist implements AFPD 90-2, *Inspector General--The Inspection System*; AFI 90-201, *Inspector General Activities*. This instruction checklist will be used to evaluate unit compliance with public law, executive orders, higher headquarters, Air Force, and United States Signals Intelligence Directives (USSID). This instruction checklist applies to all active, Air National Guard, and AF Reserve intelligence units that perform specialized intelligence functions. Send comments and suggested improvements to this instruction checklist on AF Form 847, Recommendation for Change of Publication, through channels, to AF ISR Agency/A3O, 102 Hall Blvd Ste 232, San Antonio TX 78243. Maintain records created as a result of prescribed processes IAW AFMAN 33-363, Management of Records, and dispose of them IAW the AF Records Disposition Schedule (RDS) at **https://AFRIMS.amc.af.mil**. Contact supporting records managers as required.

1. General. C&SRLs are the primary lists used during the HQ AF ISR Agency/IG UCI. However, items listed on this C&SRL do not limit the scope of the inspection. The objective of C&SRLs is to identify deficiencies that preclude attainment of required capabilities.

1.1. **Critical Compliance Objectives (CCO).** Items defined by the HQ staff as key result areas for a successful mission accomplishment including, but not limited to, items where non-compliance could result in serious injury, loss of life, excessive cost, or litigation. CCOs are shown in **BOLD AND ALL CAPS FORMAT.**

1.2. **Core Compliance Items (CCI).** Areas that require special vigilance and are important to the overall performance of the unit, but are not deemed "Critical." Non-compliance would result in some negative impact on mission performance or could result in injury, unnecessary cost, or possible litigations. CCIs are shown in ALL CAPS FORMAT.

1.3. **General Compliance Items (GCI).** Areas deemed fundamental to successful overall performance of the unit, but non-compliance would result in minimal impact on mission accomplishment or would be unlikely to result in injury, increased cost, or possible litigation. GCIs are shown in sentence case format.

Table 1. Mission Planning

ITEM NO.	ITEM	REFERENCES
	Track Planning, Scheduling, and Tasking Procedures	
CCO-1	**ARE MISSIONS PLANNED FOR JCS-APPROVED SCHEDULES AND TRACKS? (AS DESCRIBED IN THE JCS "BOOK PROCESS")**	**USSID SE3000, ANNEX D, PARA. 1.2**
1.1	DO AIRBORNE/DSCP UNIT REPRESENTATIVES ASSIST AIRCRAFT OPERATING UNITS IN DEVELOPING PROPOSED MONTHLY FLYING SCHEDULES?	USSID SE3000, ANNEX D & E, PARA. 3.1
1.2	DO AIRBORNE/DSCP UNITS RECOMMEND MODIFICATIONS TO TRACKS AS REQUIRED?	USSID SE3000, Annex D & E, para 3.3
1.3	DO AIRBORNE/DSCP UNITS NOTIFY NSA/CSS WHEN DELAYED, CANCELLED, OR ABORTED MISSIONS ARE RESCHEDULED?	USSID SE3000, Annex D & E, para 3.4
1.4	ARE THERE GUIDELINES TO ASSIST THE AMS/GMS IN DETERMINING MISSION READINESS AND WHETHER OR NOT TO REQUEST A MISSION DELAY/CANCELLATION?	USSID SE3000, Annex D & E, para 3.5
CCO-2	**ARE COMINT MATERIALS PROCESSED AND STORED ONLY IN A SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)?**	**USSID SP0003, ANNEX A, PARA. 1.1**
2.1	ARE EMERGENCY DESTRUCTION PROCEDURES AND MATERIALS AVAILABLE FOR EACH MISSION?	USSID SP0003, ANNEX A, PARA. 6.3
2.2	ARE ALL MATERIALS INVENTORIED PRIOR TO BEING PLACED ON BOARD AN AIRBORNE SIGINT PLATFORM?	USSID SP0003, ANNEX A, PARA. 6.4
CCO-3	**DO TASKING MANAGEMENT PROCEDURES ENSURE THE MISSION IS PROPERLY PLANNED AND EXECUTED?**	**USSID DA3110 PARA 3.9**
3.1	**DO UNIT MISSION MANAGEMENT REPRESENTATIVES PERFORM ONGOING REVIEW OF TASKING AND SUBMIT UPDATES AS APPROPRIATE?**	USSID DA3110, para. 5.5.c
3.2	DOES MISSION MANAGEMENT REVIEW INTERCEPT TASKING DATABASE (ITDB) UPDATES TO ENSURE THAT STATION TASKING RECORDS ARE IDENTICAL TO THE DATA BASE AND/OR IDENTIFY NEW TASKING TO A STATION?	USSID DA3110, Annex B, para. 1.1

ITEM NO.	ITEM	REFERENCES
3.3	DOES THE UNIT REMAIN RESPONSIVE TO ALL SIGINT DIRECTED, SUPPLEMENTAL, OR ADVISORY TASKING ITDB CONMSGS FOR WHICH THEY ARE AN ACTION ADDRESSEE?	USSID DA3110, Annex E, Appendix 1, para. 3.3.a

Table 2. Mission Execution

ITEM NO.	ITEM	REFERENCES
	Collection and Dissemination Procedures	
CCO-4	**ARE SIGINT OPERATIONS CONDUCTED IN ACCORDANCE WITH THE CONSTITUTION, FEDERAL LAW, EXECUTIVE ORDERS, AND DOD AND NSA REGULATIONS?**	**USSID SP0001, PARA. 8.5**
4.1	DO MISSION SUPERVISORS ENSURE COLLECTION IS ACCOMPLISHED IN PRIORITY ORDER ACCORDING TO THE INTERCEPT TASKING DATABASE (ITDB) AND/OR COLLECTION REQUIREMENTS NOTES (CRNS)?	USSID DA3110, PARA. 5.4
4.2	IS THERE A PROCESS TO DETERMINE WHETHER COLLECTION RESOURCES (POSITIONS AND OPERATORS) ARE SUFFICIENTLY LEVIED AGAINST TASKING ASSIGNED?	USSID DA3110, para. 5.8.
4.3	DOES THE AMS/GMS, IN COORDINATION WITH THE ELECTRONIC WARFARE OFFICER (EWO)/PILOT, EXERCISE ORBIT- LOITER AUTHORITY, BASED ON THE VOLUME OF TARGET ACTIVITY AND KEEPING WITHIN THE OPERATIONAL CAPABILITY OF THE AIRCRAFT AND MISSION TASKING?	USSID SE3000, ANNEX D & E, PARA. 3.5
4.4	WAS THE ENTIRE CREW AWARE OF ANY SPECIAL RISKS FOR POSSIBLE VARIANCES OF USSID 18/9 ASSOCIATED WITH THE MISSION?	USSID SP0018 and SP0009; USSID DA3201, ANNEX A, PARA 1.5
4.4.1	DO CREWMEMBERS ADHERE TO INTELLIGENCE OVERSIGHT PROCEDURES?	USSID SP0018, PARA. 3.1.
4.4.2	IF ENCOUNTERED, ARE DISTRESS SIGNALS INTENTIONALLY COLLECTED, PROCESSED, RETAINED, AND DISSEMINATED?	USSID SP0018, para. 4.8
CCO-5	**ARE ALL TECHNICAL/PRODUCT REPORTING PROCEDURES IAW ESTABLISHED DISSEMINATION DIRECTIVES?**	**USSID CR1400; USSID CR1501; USSID CR1651; USSID CR1252; USSID CR1500 PARAS 2.1-2.7**
5.1	DO MISSION CREWS USE PROPER REPORTING VEHICLES TO SUPPORT STATED REQUIREMENTS?	USSID CR1500 PARAS. 2.1-2.7

ITEM NO.	ITEM	REFERENCES
5.1.1	IF USED, ARE KLIEGLIGHTS AND TACREPS REPORTS USED TO TIP OFF ACTIVITIES OF CONCERN TO OTHER REPORTING AND USER UNITS?	USSID CR1500, para. 3.1
5.1.1.1	DO FOLLOW-UPS PROVIDE AMPLIFYING DETAILS CONCERNING THE ACTIVITY BEING REPORTED?	USSID CR1500, para. 3.3
5.1.1.2	IF ACTIVITY REQUIRES THAT A SIGINT SERIALIZED REPORT OR FOLLOW-UP BE ISSUED, DOES THE CREW INDICATE THEIR REPORTING INTENTIONS IN A COMMENT?	USSID CR1500, para. 3.5
5.1.2	IF A SIGINT SERIALIZED PRODUCT IS ISSUED, DOES IT CONTAIN ALL REQUIRED INFORMATION?	USSID CR1400, para. 2.2
5.1.2.1	ARE ELECTRICAL REPORTS ISSUED IN THE PROPER FORMAT?	USSID CR1400, Section 9
5.1.2.2	IF REQUIRED, ARE FOLLOW-UP REPORTS ISSUED IAW ESTABLISHED REQUIREMENTS?	USSID SE3000 section 15; Specific Area SIGINT Reporters' Instruction USSID
CCO-6	**ARE ALL CRITIC REPORTING PROCEDURES IAW ESTABLISHED DISSEMINATION DIRECTIVES?**	**USSID CR1501, ANNEXES K & L, SECTION 2**
6.1	ARE OPERATORS FAMILIAR WITH GENERAL GUIDELINES ON EVENTS THAT REQUIRE CRITIC REPORTING?	USSID CR1501, SECTION 4, PARA. 4.1
6.2	ARE CRITICS SENT AT THE HIGHEST PRECEDENCE BY THE MOST RAPID MEANS AVAILABLE?	USSID CR1501, SECTION 1, PARA. 1.1
6.3	IF A CRITIC IS ISSUED, ARE ALL ADDITIONAL REPORTS (TECH DATA, FOLLOW-UPS, ETC...) IN THE SERIES ISSUED IAW ESTABLISHED PROCEDURES?	USSID CR1501, section 4, para. 4.2
CCO-7	**ARE ALL PROCEDURES FOR REPORTING OF SIGINT THREAT WARNING (STW) INFORMATION IAW ESTABLISHED DIRECTIVES?**	**USSID CR1251 SECTION 3, PARA. 3.1-3.10**
7.1	DO TASKED STW UNITS ISSUE NICKELBACK ADVISORIES IMMEDIATELY UPON RECOGNITION, USING THE QUICKEST MEANS AVAILABLE AND IAW PROCEDURES ESTABLISHED BY COMBATANT COMMANDERS?	USSID CR1251, PARA. 3.1
7.1.1	ARE INTERNAL STW SUPPORT PROCEDURES IAW ESTABLISHED DIRECTIVES?	USSID CR1251, para. 3.5

ITEM NO.	ITEM	REFERENCES
7.1.2	ARE AIR-TO-AIR AND AIR-TO-SHIP STW SUPPORT PROCEDURES IAW ESTABLISHED DIRECTIVES?	USSID CR1251, para. 3.4
7.1.2.1	DO AIRBORNE UNITS WITH STW CAPABILITY ACT AS TASKED UNIT FOR AIRBORNE AND MARITIME PLATFORMS OPERATING IN THE SAME AREA?	USSID CR1251, para. 3.1.a
7.1.2.2	DO AIRBORNE UNITS PROVIDE EXTERNAL SUPPORT TO AIRBORNE AND MARITIME PLATFORMS OPERATING IN ADJACENT STW SUPPORT AREAS WHEN INTERCEPT IS READILY AVAILABLE?	USSID CR1251, para. 3.1.b
7.1.2.3	DO AIRBORNE UNITS REISSUE AIR-TO-AIR ADVISORIES AT ONE-MINUTE INTERVALS?	USSID CR1251, Annex A, Appendix 1, para. 2.2
7.1.2.4	DO DSCP UNITS COORDINATE WITH THE TASKED GROUND-BASED STW UNIT TO PROVIDE EXTERNAL SUPPORT TO PLATFORMS OPERATING IN ADJACENT STW SUPPORT AREAS?	USSID CR1251, para. 3.1.c
7.1.2.5	DO SENSOR PACER-EQUIPPED UNITS ADHERE TO PROCEDURES AND EQUIPMENT REQUIREMENTS AS OUTLINED IN APPLICABLE GUIDANCE?	USSID CR1251 para 3.2.a.2; AFISRAH 14-101
7.1.3	IF UNIT IS NOT SENSOR PACER-EQUIPPED, ARE NICKELBACK ADVISORIES ISSUED AND ACKNOWLEDGED USING TRIBUTARY RADIO NETS?	USSID CR1251, para. 3.2.a.3
7.1.4	DOES THE SIGINT UNIT INCORPORATE COMMUNICATIONS SECURITY (COMSEC) PROCEDURES IAW ESTABLISHED DIRECTIVES?	USSID 1251, para. 3.6
7.1.5	WERE TIMES AND OTHER PERTINENT DETAILS LOGGED FOR POST-MISSION QC?	AFISRAI 14-104, para. 5.5.2.2
CCO-8	**ARE ALL PROCEDURES FOR REPORTING THREAT WARNING INFORMATION IAW ESTABLISHED DIRECTIVES?**	**USSID CR1252**
8.1	ARE OPERATORS FAMILIAR WITH THE CRITERION THAT REQUIRES THE GENERATION OF A THREAT-WARNING TIPPER?	USSID CR1252, Para. 4.1.
8.2	WERE THREAT WARNING TIPPERS FORMATTED WITH ALL NECESSARY INFORMATION?	USSID CR1252, PARA. 7.1
8.3	IF THREAT-WARNING MESSAGE WAS ISSUED, DID UNIT ALSO DISSEMINATE THE THREAT DATA UTILIZING ESTABLISHED REPORTING VEHICLES?	USSID CR1252, para. 7.3

ITEM NO.	ITEM	REFERENCES
CCO-9	**ARE THERE ESTABLISHED PROCEDURES TO SUPPORT SEARCH AND RECOVERY (SAR), COMBAT SEARCH AND RESCUE (CSAR), AND PERSONNEL RECOVERY (PR) OPERATIONS?**	**USSID CR1521, SECTION 3; CJCSI 3270.01**
9.1	ARE LOCAL PROCEDURES DEVELOPED IN CONCERT WITH CURRENT SPECIAL INSTRUCTIONS (SPINS)?	USSID CR1521 SECTIONS 4 & 5
9.2	DOES THE AMS/GMS DIRECT CREW ACTIONS TO AUGMENT SAR, CSAR, AND PR EFFORTS?	USSID CR1521, para. 4.4
9.3	DOES THE AMS/GMS PRIORITIZE CREW ACTIONS DURING THE SAR, CSAR, AND PR INCIDENTS?	USSID CR1251, para. 4.4
9.4	IS ADEQUATE EMPHASIS PLACED ON DIRECTION FINDING (DF) DURING SAR, CSAR, AND PR EFFORTS?	USSID CR1251, paras. 2.1, 4.4
CCO-10	**DOES THE MISSION CREW COMPLY WITH CYPTOLOGIC SECURITY PROCEDURES AS THEY RELATE TO COMINT RESTRICTIONS FOR AIRBORNE SIGINT PLATFORMS?**	**USSID SP0003, SECTION 6, PARAS. 6.1-6.8**
10.1	ARE EMERGENCY DESTRUCTION PROCEDURES ADEQUATE TO ENSURE EFFORTS WILL RENDER THE CLASSIFIED MATERIAL AND SYSTEMS UNUSABLE BY ANY UNAUTHORIZED RECIPIENTS?	USSID SP0003, PARA. 6.3

Table 3. Mission Recovery

ITEM NO.	ITEM	REFERENCES
Post-mission Processing and Reporting Procedures		
CCO-11	**HAS THE UNIT DEVELOPED PROCEDURES TO SUPPORT POST-MISSION PROCESSING OPERATIONS IAW ESTABLISHED DIRECTIVES?**	**USSID DA3201 ANNEX C, SECTION 6; UNIT USSID SECTION 4, PARA. 4.2**
11.1	ARE TRANSCRIPTION PROCEDURES IAW ESTABLISHED DIRECTIVES?	USSID DA3201, ANNEX C, SECTION 6, PARAS. 6.1-6.15
11.2	ARE CLASSIFICATION, HANDLING, AND FORWARDING OF PROCESSED DATA IAW ESTABLISHED DIRECTIVES?	USSID DA3201, SECTION 7, PARAS. 7.1-7.2; UNIT STATION USSID PARAS. 4.3-4.5
CCO-12	**HAS THE UNIT DEVELOPED PROCEDURES TO SUPPORT POST-MISSION REPORTING OPERATIONS IAW ESTABLISHED DIRECTIVES?**	**UNIT STATION USSID SECTION 4, PARA. 4.3**
12.1.1	IF A SIGINT SERIALIZED PRODUCT IS ISSUED, DOES IT CONTAIN ALL REQUIRED INFORMATION?	USSID CR1400, para. 2.2
12.1.1.1	ARE ELECTRICAL REPORTS ISSUED IN THE PROPER FORMAT?	USSID CR1400, section 9
12.1.1.2	IF REQUIRED, ARE FOLLOW-UP REPORTS ISSUED IAW ESTABLISHED REQUIREMENTS?	USSID CR1400, para. 1.3; Specific Area SIGINT Reporters' Instruction USSID
12.1.2	DO AIRBORNE UNITS PROVIDE A RECORD OF MISSION EVENTS BY ISSUING A PRELIMINARY MISSION SUMMARY (PREMS) FOR EACH MISSION, AS OUTLINED IN USSID 214, AND IN ACCORDANCE WITH THEIR UNIT USSID?	USSID SE3000, Annex D, para. 3.7; USSID DA3605; Unit Station USSID Appendix 2, Section 5
12.1.3	DO DSCP UNITS PROVIDE A RECORD OF MISSION EVENTS BY ISSUING A PREMS FOR EACH MISSION, AS OUTLINED IN USSID 214, AND IN ACCORDANCE WITH THEIR UNIT USSID?	USSID SE3000 Annex E, para. 3.7; USSID DA3605; Station USSID, Appendix 2, Section 5

Table 4. Program Oversight

ITEM NO.	ITEM	REFERENCES
Wing/Group/Unit Functions and Responsibilities		
CCO-13	**IS THE WING/GROUP/UNIT ENSURING SCE ACTIVITIES ARE EXECUTED IN COMPLIANCE WITH APPLICABLE INSTRUCTIONS, STATUTES, AND DIRECTIVES?**	**AFISRAI 10-102, paraS. 3.4 AND 3.5.1**
13.1	HAS THE WING/GROUP/UNIT PUBLISHED INSTRUCTIONS TO SUPPLEMENT SCO/HHQ POLICY GOVERNING SUPPORT, MANAGEMENT, AND MISSION EXECUTION?	AFISRAI 10-102, paraS. 3.4.1, 3.5.2, AND 3.6.1.1
13.1.1	HAS SUPPLEMENTAL GUIDANCE BEEN COORDINATED AS REQUIRED WITHIN 30 DAYS OF PUBLICATION?	AFISRAI 10-102, paras. 3.4.1, 3.5.2, and 3.6.1.1
13.2	ARE ANNUAL SELF-ASSESSMENTS PERFORMED USING LOCALLY CREATED SELF-INSPECTION CHECKLISTS BASED ON CURRENT CRYPTOLOGIC POLICY AND GUIDANCE?	AFISRAI 10-102, PARAS. 3.4.5, 3.5.6, AND 3.6.1.5
13.2.1	DO GROUPS MONITOR UNIT PROGRAMS AND PROVIDE FEEDBACK AND TREND ANALYSIS?	AFISRAI 10-102, PARA. 3.5.7
13.3	ARE STAFF ASSISTANCE VISITS REQUESTED AND CONDUCTED AS APPROPRIATE?	AFISRAI 10-102, PARAS 3.4.6, 3.5.4, 3.5.6, AND 3.6.1.5
13.4	ARE OPERATIONAL ISSUES, TASKINGS, AND REQUIREMENTS COORDINATED/ELEVATED/RESOLVED WITH APPROPRIATE HHQ ON A RECURRENT BASIS?	AFISRAI 10-102, PARA. 3.4.4, 3.5.5, AND 3.6.1.4
CCO-14	**IS THERE A PROGRAM IN PLACE FOR TRAINING AND CERTIFICATION OF PERSONNEL CONDUCTING CRYPTOLOGIC OPERATIONS IAW APPLICABLE GUIDANCE?**	AFISRAI 10-102, PARA. 3.4.3, 3.4.3.1, AND 3.5.3
14.1	ARE CRYPTOLOGIC TRAINING PROGRAM SHORTFALLS THAT AFFECT COMBAT CAPABILITY IDENTIFIED AND REPORTED APPROPRIATELY?	AFISRAI 10-102, PARA. 3.4.3 AND 3.5.3.
14.1.1	ARE INDIVIDUAL CRYPTOLOGIC TRAINING AND CERTIFICATION FOLDERS AT THE UNIT MAINTAINED AND REVIEWED ANNUALLY?	AFISRAI 10-102, para. 3.6.1.3

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 90-2, *Inspector General--The Inspection System*

AFI 90-201, *Inspector General Activities*

AFISRAI 10-102, *Cryptologic Operations*

AFISRAI 14-104, *Signals Intelligence Analysis and Reporting Program Management*

CJCSI 3270.01, *Personnel Recovery Within the Department of Defense*

USSID SP0001, *SIGINT Operating Policy*

USSID SP0003, *Cryptologic Security Procedures*

USSID SP0018, *Legal Compliance and Minimization Procedures*

USSID CR1251, *Signals Intelligence (SIGINT) Threat Warning to Support Reconnaissance Operations*

USSID CR1252, *Reporting of Threat Warning Information*

USSID CR1400, *SIGINT Reporting*

USSID CR1500, *Time Sensitive SIGINT Reporting*

USSID CR1501, *Handling of Critical Information (CRITIC)*

USSID CR1521, *Reporting of Distress Signals*

USSID CR1651, *SIGINT Support to Broadcast Reporting*

USSID SE3000, *SIGINT Tasking for the Air Force Intelligence Command*

USSID DA3110, *Collection Management Procedures*

USSID DA3201, *COMINT Collection Instructions*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIND—Air Force Index

AFJI—Air Force Joint Instruction

AMS—Airborne Mission Supervisor

ANG—Air National Guard

C&SRL—Compliance and Standardization Requirements List

CCI—Core Compliance Item

CCO—Critical Compliance Objective

CLA—Cryptologic Language Analyst

CRN—Collection Requirement Notes

CSAR—Combat Search and Rescue

DSCP—Downlink SIGINT Collection Platform

EWO—Electronic Warfare Officer

GCI—General Compliance Items

GMS—Ground Mission Supervisor

HQ—Headquarters

HHQ—Higher Headquarters

ITDB—Intercept Tasking Data Base

JCS—Joint Chiefs of Staff

NSA/CSS—National Security Agency/Central Security Service

OI—Operating Instruction

PR—Personnel Recovery

RDS—Records Disposition Schedule

SAR—Search and Recovery

SCIF—Sensitive Compartmented Information Facility

SME—Subject Matter Expert

STW—SIGINT Threat Warning

UCI—Unit Compliance Inspection

USSID—United States Signals Intelligence Directive