

1 DECEMBER 2006

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This policy directive implements AFD 90-2, Inspector General -- The Inspection System, and is applicable to all Air National Guard (ANG) units. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this policy directive in conjunction with the annual unit self-assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. This policy directive may be used in whole or in part by Higher Headquarters/Inspector General (HHQ/IG) during evaluations and exercises.

SUMMARY OF CHANGES

This document has been revised to update the contents of ANGPD 90-253, based on feedback from ANG Reserve Center (ANGRC) Office of Primary Responsibilities (OPR) and ANG Military Personnel Flights (ANG/MPF) input from Unit Compliance Inspections (UCI) experience.

1. Critical Compliance Objectives (CCO).	2
2. Core Compliance Items (CCI).	2
3. General Compliance Items (GCI).	2

1. Critical Compliance Objectives (CCO). Items defined 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, or litigation. CCOs are noted as bold text in all caps.

2. Core Compliance Items (CCI). Areas that require special vigilance, important to the overall performance of the unit, and essential to operations (these items will be sampled); but these areas are not deemed "Critical." Non-compliance would result in some negative impact on mission performance or could result in injury, unnecessary cost, or possible litigation. CCIs are noted as text in all caps.

3. General Compliance Items (GCI). Areas deemed fundamental to successful overall performance of the unit (these items may be certified by the commander and will be sampled); but non-compliance would result in minimal impact on mission accomplishment or would be unlikely to result in injury, increased cost, or possible litigation. General Compliance Items are noted regular text (No bold, no all caps).

Item No.	Items	References
	<i>RETENTION (OPR: National Guard Bureau/Recruiting and Retention Division (NGB/AIR))</i>	
1.	DOES THE RETENTION OFFICE MANAGER (ROM) RECEIVE AN INCENTIVE PROGRAM ELIGIBILITY VERIFICATION WORKSHEET FORM ON EACH POTENTIALLY ELIGIBLE MEMBER FROM THE RECRUITING OFFICE?	DODI 1205.21 ANGI 36-2607
1.1.	DOES THE ROM VERIFY ELIGIBILITY, AND IF ELIGIBLE, PREPARE THE APPROPRIATE INCENTIVE WRITTEN AGREEMENT UPON APPOINTMENT OR ENLISTMENT?	DODI 1205.21; ANGI 36-2607
1.2.	DOES THE ROM REVIEW THE FOLLOWING WITH ALL MEMBERS ENROLLED IN THE ANG INCENTIVE PROGRAM: WRITTEN AGREEMENT, MEMBER'S OBLIGATION, CAUSES FOR TERMINATION, PROCEDURES FOR RECOUPMENT OF PAYMENTS, PAYMENT DATES AND AMOUNTS? DOES THE ROM ENSURE THAT MEMBERS UNDERSTAND, INITIAL AND SIGN AGREEMENT AS REQUIRED?	DODI 1205.21; ANGI 36-2607
1.3	ARE INCENTIVE CASE FILES CONSTRUCTED FOR EACH MEMBER ENTERING ANY OF THE ANG INCENTIVE PROGRAMS?	DODI 1205.20; ANGI 36-2607
1.4.	DOES THE INCENTIVE CASE FILE CONTAIN (AS A MINIMUM): NGB FORM 38-5, INCENTIVE CASE FILE COVER SHEET; NGB FORM 38-4, INCENTIVE PAYMENT AUTHORIZATION; AND ORIGINAL SIGNED AND DATED WRITTEN AGREEMENT? IS A COPY OF THE APPLICABLE INCENTIVE AFSC LIST AND ANNUAL ALL STATES LOG LETTER/ANG OPERATIONAL GUIDANCE LETTER IN THE CASE FILE, OR A MEMORANDUM DESIGNATING WHERE THE AFSC LIST AND ANNUAL LOG LETTER/ANG OPERATIONAL GUIDANCE LETTER HAS BEEN FILED?	DODI 1205.21; ANGI 36-2607
1.5.	IS ALL STATES LOG LETTERS/ANG OPERATIONAL GUIDANCE LETTERS AND AFSC LISTINGS KEPT ON FILE FOR A MINIMUM OF SEVEN YEARS?	DODI 1205.21; ANGI 36-2607

Item No.	Items	References
1.6.	FOR ALL HEALTH PROFESSION INCENTIVES, DOES THE ROM FORWARD THE FOLLOWING DOCUMENTS TO ANG/DPR FOR REVIEW (APPROVAL/ DISAPPROVAL): ORIGINAL WRITTEN AGREEMENT; COPY OF THE ELIGIBILITY VERIFICATION WORKSHEET; COPY OF THE APPOINTMENT ORDER OR DD FORM 2096; COPY OF THE MEDICAL LICENSE AND APPLICABLE CERTIFICATIONS; PROOF OF REAPPOINTMENT IN THE MEDICAL CORPS (IF APPLICABLE); COPY OF THE MEMBER'S POINT CREDIT SUMMARY (PRIOR SERVICE OFFICERS ONLY); ORIGINAL STIPEND APPLICATION (STIPEND PARTICIPANTS ONLY); AND ORIGINAL CERTIFICATE OF ENROLLMENT (AF FORM 3046) (STIPEND PARTICIPANTS ONLY).	DODI 1205.21 ANGI 36-2607
2.	DOES DIRECTOR OF PERSONNEL (NGB/A1) REVIEW INCENTIVE CASE FILES SUBMITTED FROM ROM WHEN MEMBER IS DUE PAYMENT TO ENSURE THAT SUPPORTING DOCUMENTS ARE INCLUDED?	DODI 1205.21; ANGI 36-2607
3.	HAS ROM ESTABLISHED A SUSPENSE FILE FOR INCENTIVE CASE FILES APPROVED AND RETURNED BY THE DP, PENDING PAYMENT FROM FINANCE? DOES ROM PERIODICALLY REVIEW SUSPENSE FILES TO ENSURE THAT INCENTIVE PAYMENT HAS BEEN PROCESSED AND THE NGB FORM 38-4 HAS BEEN RETURNED FROM MILITARY PAY IN A TIMELY MANNER?	DODI 1205.21; ANGI 36-2607
4.	DOES ROM USE THE RETENTION OFFICE MANAGER PRODUCTIVITY SYSTEM (ROMPS) MANDATED BY ANG/DPR, FOR ASSISTANCE IN MANAGING THE ANG INCENTIVE PROGRAM, TO INCLUDE TRACKING OF FUNDS, COMPLETION OF FORMS, AND PRODUCING MONTHLY INCENTIVE STATUS REPORT?	DODI 1205.21; ANGI 36-2607
5.	DOES ROM MAINTAIN STATUS OF STUDENT LOAN REPAYMENT PROGRAM (SLRP) FUNDS RECEIVED AND UTILIZED?	DODI 1205.21; ANGI 36-2607
5.1.	DOES ROM FORWARD ANNUAL SLRP FUNDING REQUEST TO ANG/DPR THROUGH THE RECRUITING AND RETENTION SUPERINTENDENT (RRS) FOR FUNDING AUTHORITY?	DODI 1205.21; ANGI 36-2607

Item No.	Items	References
5.2.	DOES ROM FORWARD INCENTIVE PROGRAM CUMULATIVE STATUS REPORT TO RRS AND NGB/A1R MONTHLY FOR REVIEW?	DODI 1205.21; ANGI 36-2607
6.	DOES ROM RECONCILE SLRP FUNDS OBLIGATED AS REPORTED BY BASE FINANCIAL MANAGEMENT (FM), WITH SLRP FUNDS REQUIREMENTS QUARTERLY TO ENSURE THAT TIMELY CORRECTIVE ACTION IS TAKEN? (FOR END-OF-YEAR CLOSEOUTS, RECONCILE LAST QUARTER REQUIREMENTS NLT 1 AUGUST)	DODI 1205.21; ANGI 36-2607
7.	DOES ROM RECONCILE AMOUNT OF STUDENT LOAN PAYMENT AND LENDING INSTITUTION BETWEEN THE PAYMENT AUTHORIZATION LETTER AND ACTUAL PAYMENT DOCUMENT RECEIVED FROM MILITARY PAY?	DODI 1205.21; ANGI 36-2607
7.1.	DOES ROM CONDUCT EXIT INTERVIEWS WITH MEMBERS WHO HAVE DECIDED TO SEPARATE OR ARE UNDECIDED ABOUT REENLISTMENT? ARE REASONS DOCUMENTED?	DODI 1205.21; ANGI 36-2607
7.2.	DOES ROM HAVE AN ACTIVE CAREER MOTIVATION PROGRAM (CMP) ESTABLISHED AND HAVE UNIT CAREER ADVISORS (UCA) BEEN APPOINTED AND TRAINED?	DODI 1205.21; ANGI 36-2607
7.3.	DOES THE ROM ENSURE THAT NEWCOMERS' ORIENTATION SPONSORSHIP PROGRAM IS CONDUCTED AT THE UNIT FOR NEWLY ASSIGNED MEMBERS AND THEIR FAMILIES?	DODI 1342.23; ANGI 36-2607
7.4.	DOES ROM BRIEF MEMBERS ON THE MONTGOMERY GI BILL – SELECTED RESERVE (MGIB-SR) & MONTGOMERY GI BILL – ACTIVE DUTY (MGIB-AD) ENTITLEMENTS UPON THEIR ENLISTMENT, APPOINTMENT OR START OF AN ACTIVE GUARD/ RESERVE (AGR) TOUR?	DODI 1322.17; ANGI 36-2607
7.5.	DOES THE ROM ISSUE TO THOSE MEMBERS ELIGIBLE FOR MGIB-SR & MGIB-AD BENEFITS THE PROPER FORMS (DD FORM 2384-1, NOTICE OF BASIC ELIGIBILITY (NOBE); DD FORM 2366, MONTGOMERY GI BILL ACT OF 1984 (MGIB); AND/OR DD FORM 2366-1, MONTGOMERY GI BILL ACT OF 1984 (MGIB) INCREASED BENEFIT CONTRIBUTION PROGRAM)?	DODI 1322.17; ANGI 36-2607

Item No.	Items	References
8.	IS ORIGINAL OF FORMS (DD 2384-1 & DD 2366) FILED AS A PERMANENT PART OF THE MEMBERS UNIT PERSONNEL RECORD GROUP (UPRG)?	DODI 1322.17; ANGI 36-2607
8.1.	DOES THE ROM UPDATE THE MEMBER'S RECORD IN MILPDS TO SHOW CURRENT MGIB ENTITLEMENT DATA (MGIB-SR AND MGIB-AD)	DODI 1322.17; ANGI 36-2607
8.2.	HAS ROM ATTENDED THE FIRST AVAILABLE BASIC RETENTION OFFICE MANAGER COURSE AFTER SELECTION AS ROM?	ANGI 36-2607
8.3.	DOES ROM HAVE A PRIVATE AREA AVAILABLE FOR COUNSELING AIRMEN?	ANGI 36-2607
8.4.	IS THE ROM ABLE TO FOCUS ON RETENTION WITHOUT ANY ADDITIONAL DUTIES?	ANGI 36-2602, ANGI 36-101
8.5.	IF ASSIGNED AS ROM FOR OVER THREE YEARS, HAS ROM ATTENDED RETENTION REFRESHER COURSE?	ANGI 36-2607
8.6.	HAS ROM COMPLETED PROFESSIONAL SELLING SKILLS APPLICATIONS TRAINING?	ANGI 36-2607
8.7.	DOES ROM HAVE AN OFFICE FILE PLAN?	AFMAN 37-123; AFI 37-138
<i>RECRUITING (OPR: NGB/AIR)</i>		
9.	IS THE AIR NATIONAL GUARD UNIT/WING LOCATION EASILY IDENTIFIED THROUGHOUT THE COMMUNITY? ARE THERE SIGNS DIRECTING VISITORS TO THE RECRUITING OFFICE FROM THE MAIN GATE?	ANGI 36-2602
9.1.	DOES THE UNIT HAVE THE APPROPRIATE RECRUITER POSITIONS VALIDATED IAW RECRUITER MANPOWER GUIDE?	ANGI 36-2602
9.2.	DOES THE RECRUITING OFFICE MEET FACILITY REQUIREMENTS?	ANGI 36-2602
9.3.	DO ALL ASSIGNED RECRUITERS PRESENT A PROFESSIONAL IMAGE AND IN COMPLIANCE WITH ANG FITNESS STANDARDS? ARE THEY BEING MONITORED?	ANGI 36-2602; ANGI 10-248
9.4.	DOES THE RECRUITING OFFICE SUPERVISOR (ROS) REPORT TO THE DIRECTOR OF PERSONNEL (NGB/A1), OR OTHER OFFICER AS APPOINTED BY STATE HEADQUARTERS ON ALL MATTERS PERTAINING TO UNIT RECRUITING?	ANGI 36-2602

Item No.	Items	References
9.5.	IS THE ROS COMPLYING WITH THEIR POSITION DESCRIPTION?	ROS PD
9.6.	Does the ROS exercise supervision over all assigned unit Production Recruiters (PR)?	ANGI 36-2602
9.7.	DOES THE ROS EVALUATE PR PERFORMANCE AND COUNSEL THEM ON ALL PROBLEMS AREAS?	NGR (AF) 50-7; ANGI 36-2602
9.8.	DOES THE ROS CONDUCT UPGRADE TRAINING FOR NEWLY ASSIGNED RECRUITERS? ARE RECRUITERS CERTIFIED WITHIN ONE YEAR? IS TRAINING DOCUMENTED ON AF FORM 623?	ANGI 50-7; DODI 1205.21
9.9.	IS THE INDIVIDUAL TRAINING RECORD FOLDER, AF FORM 623 PROPERLY DOCUMENTED TO REFLECT THE PR TRAINING?	NGR (AF) 50-7; ANGI 36-2602
9.10.	HAS THE ROS ATTENDED OR IS HE/SHE SCHEDULED TO ATTEND THE ROS COURSE?	DODI 1205.21; ANGI 36-2602; ROS PD
9.11.	HAVE PRODUCTION RECRUITERS ATTENDED OR ARE THEY SCHEDULED TO ATTEND THE ADVANCED RECRUITING COURSE?	DODI 1205.21; ANGI 36-2602; PR PD
9.12.	HAS THE ROS COMPLETED THE APPLICABLE SALES TRAINING PROGRAMS? OR IS HE/SHE SCHEDULED TO ATTEND?	ANGI 36-2602, ANGI 50-7; ROS PD
9.13.	HAS THE PR COMPLETED THE APPLICABLE SALES TRAINING PROGRAMS? OR ARE THEY SCHEDULED TO ATTEND?	ANGI 36-2602; PR PD
9.14.	HAS THE ROS ESTABLISHED RECRUITING GOALS? ARE ALL ASSIGNED RECRUITERS AWARE OF THEIR RECRUITING GOAL? ARE GOALS FORWARDED TO THE RECRUITING AND RETENTION SUPERINTENDENT (RRS)?	ANGI 36-2602
9.15.	ARE ALL ASSIGNED RECRUITERS TO INCLUDE ROS AWARE OF UNIT STRENGTH REQUIREMENTS?	ANGI 36-2602
9.16.	DO ALL ASSIGNED RECRUITERS KNOW HOW MANY LOSSES THEY MUST REPLACE MONTHLY/YEARLY?	ANGI 36-2602
9.17.	ARE ALL ASSIGNED RECRUITERS TO INCLUDE ROS AWARE OF AFSC EXCESSES THROUGHOUT THE UNIT/WING?	ANGI 36-2602
9.18.	ARE ALL PRs FAMILIAR WITH THEIR POSITION DESCRIPTION?	PR PD

Item No.	Items	References
9.19.	ARE ALL ASSIGNED RECRUITERS TO INCLUDE ROS AWARE OF CRITICAL AIR FORCE SPECIALTY CODES (AFSC) WITHIN THE UNIT/WING?	ANGI 36-2602
9.20.	ARE ALL ASSIGNED RECRUITERS TO INCLUDE ROS AWARE OF THE AIR NATIONAL GUARD RECRUITING DIRECTIVES?	ANG National Strategic Plan
9.21.	DOES THE ROS PREPARE A GAIN AND LOSS REPORT PERTAINING TO RECRUITING ON A MONTHLY/ QUARTERLY BASIS?	ANGI 36-2602
9.22.	DOES THE RECRUITING OFFICE HAVE AN ESTABLISHED AND EFFECTIVE UNIT RECRUITING AND RETENTION ADVERTISING PLAN? DO THE ROS, ROM AND PR PARTICIPATE IN DEVELOPMENT OF THE PLAN?	ANGI 36-2602; DODI 1205.21
9.23.	DOES THE RECRUITING AND RETENTION ADVERTISING PLAN COMPLIMENT THE ANNUAL NATIONAL ADVERTISING STRATEGIC PLAN? IS THE PLAN FORWARDED TO THE RRS, NGB/A1 OR HQ DESIGNATED OFFICER?	ANGI 36-2602
9.24.	DOES THE UNIT/WING HAVE A DIVERSITY RECRUITING PLAN?	ANGI 36-2602
9.25.	ARE THE RECRUITING AND RETENTION ACTIVITIES EXECUTED AS DEFINED BY THE PLAN?	ANGI 36-2602
9.26.	ARE THE ASSIGNED RECRUITERS TO INCLUDE THE ROS ABLE TO FOCUS ON RECRUITING WITHOUT ANY ADDITIONAL DUTIES?	ANGI 36-2602, ANGI 36-101
9.28.	ARE GOVERNMENT SERVICES ADMINISTRATION (GSA) VEHICLES BEING USED IAW ANG/A4RDV GUIDANCE? ARE THERE ADEQUATE BASE VEHICLES APPROPRIATE FOR RECRUITING DUTY? DO THE VEHICLES PRESENT A PROFESSIONAL AND POSITIVE IMAGE OF THE ANG?	AFM 37-310; ANGI 36-2602
9.29.	DO RECRUITERS COMPLETE INCENTIVE BONUS ELIGIBILITY VERIFICATION WORKSHEET ON POTENTIALLY ELIGIBLE MEMBERS AND FORWARD TO THE ROM?	DODD 1205.20; DODI 1205.21; ANGI 36-2607
9.30.	ARE THE ROS AND PR FULLY UTILIZING THE AIR FORCE (ANG) RECRUITING INFORMATION SUPPORT SYSTEM (AFRISS) IN ACCORDANCE WITH NGB DIRECTIVES?	ANGI 36-2602; ANG/DPR - MEMO 23 SEP 03

Item No.	Items	References
9.31.	ARE RECRUITERS FORWARDING APPLICANTS TO THE ROS THROUGH AFRISS, TO APPROVE SUSPENSIONS, CLOSURES, AND CONFIRM ENLISTMENTS?	ANGI 36-2602; ANG/DPR - MEMO 25 MAY 01
9.32.	HAS THE DIRECTOR OF PERSONNEL DIRECTED THE MPF CLERK TO UTILIZE AFRISS FOR ACCESSIONS IN ACCORDANCE WITH NGB DIRECTIVES?	ANGI 36-2602; ANG/DPR – MEMO 7 MAY 04
9.33.	DOES THE ROS/RECRUITER OFFER INITIAL TRAINING FOR MPF CLERKS ON MANAGING THE AFRISS MPF BUCKET TO INCLUDE PRINTING ACCESSION FORMS AND ENTERING ENLISTMENT DATES INTO AFRISS?	ANGI 36-2602; ANG/DPR – MEMO 23 SEP 03
9.34.	DOES THE ROS CONFIRM THE ENLISTMENT IN AFRISS TO END THE ACCESSIONS PROCESS ONCE THE MPF RETURNS THE APPLICANT’S RECORD?	ANGI 36-2602; ANG/DPR - MEMO 23 SEP 03
9.35.	ARE THE ASSIGNED RECRUITERS TO INCLUDE ROS AWARE OF THE PALACE CHASE PROGRAMS? DOES THE RECRUITING OFFICE HAVE A SCHEDULES TIME AND DATE TO PERFORM THE BRIEFINGS AT THE ACTIVE DUTY MPF?	AFI 36-3205; ANGI 36-2602; ISR Guide
9.36.	ARE IN-SERVICE RECRUITER (ISR) LEADS RECEIVED IN AFRISS? IS THE ROS FORWARDING LEADS TO PR? DOES THE PR KNOW WHO AND WHERE THE ANG ISRS ARE LOCATED?	AFI 36-3205; ANGI 36-2602; ISR Guide
9.37.	DOES THE RECRUITING OFFICE HAVE AN ESTABLISHED UNIT/WING REFERRAL PROGRAM?	ANGI 36-2602
9.38.	DO RECRUITERS KNOW OF AND USE THE NATIONAL REFERRAL PROGRAM?	ANGI 36-2602
9.39.	ARE THE RECRUITERS AWARE OF AND UTILIZE THE NATIONAL ENLISTMENT TOOL FOR ENLISTMENTS?	ANGI 36-2602
9.40.	DO RECRUITERS UNDERSTAND WHO CAN OBLIGATE GOVERNMENT FUNDS; WHO CAN PURCHASE ADVERTISING PROMOTIONAL ITEMS; AND THE USE OF IMPAC CARD?	DODD 5010.38; ANGI 36-2602
9.41.	ARE CENTER OF INFLUENCE VISITS CONDUCTED? DOES THE ROS MAINTAIN RECORDS IDENTIFYING ATTENDEES, EXPENDITURE RECORDS, AND AFTER ACTION REPORTS? IS THE REPORT FORWARDED TO THE RRS?	TITLE 37 U.S.C. 428; ANGI 36-2602, PARA 1.9

Item No.	Items	References
9.42.	IS THE ROS APPOINTED AS RESOURCE ADVISOR (RA) OR COSTCENTER MANAGER (CCM) FOR RECRUITING FUNDS? IS THERE AN APPOINTMENT LETTER ON FILE? ARE RECRUITING FUNDS BEING USED IAW PRESCRIBED INSTRUCTIONS/GUIDELINES? DOES THE ROS USE THE AUTOMATED BUSINESS SERVICES SYSTEM (ABSS) TO PREPARE AF FORM 9?	DODI 7000.10; DODD 5010.10; ANGI 36-2602, PARA 1.3.4.
9.43.	DOES THE ROS ATTEND THE FINANCIAL WORKING GROUP MEETING? IS THE ROS AWARE OF UNIT PROCESS TO REQUEST OPERATION & MAINTENANCE, ADVERTISING FUNDS, AND UNFUNDED REQUESTS?	ANGI 36-2602
9.44.	DOES THE ROS EXECUTE THE BUDGET ACCORDING TO ANG MILESTONES OF 25%, 60%, AND 80% WITHIN THE CURRENT FISCAL YEAR?	ANG Financial Guidance; ANGI 36-2602
9.45.	DO RECRUITERS UTILIZE OUT-OF-POCKET EXPENSES? ARE CLAIMS FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS, SF 1164 VALIDATED WITH RECEIPTS AND ON FILE FOR THREE YEARS?	DODI 5154.29; DODD 5010.38; ANGI 36-2602, PARA 1.6
<i>RECRUITING/RETENTION NCO (OPR: NGB/AIR)</i>		
9.46.	IS THE AIR NATIONAL GUARD GEOGRAPHICALLY SEPARATED UNIT (GSU) EASILY IDENTIFIED THROUGHOUT THE COMMUNITY? ARE THERE SIGNS DIRECTING VISITORS TO THE RECRUITING OFFICE FROM THE MAIN GATE?	ANGI 36-2602
9.47.	DOES THE UNIT HAVE THE APPROPRIATE RECRUITING AND RETENTION NON-COMMISSIONED OFFICER (RRNCO) POSITIONS VALIDATED IAW RECRUITER MANPOWER GUIDANCE?	ANGI 36-2602
9.48.	DOES THE RECRUITING AND RETENTION OFFICE MEET FACILITY REQUIREMENTS?	ANGI 36-2602
9.49.	DO ALL ASSIGNED RRNCO(S) RECRUITERS PRESENT A PROFESSIONAL IMAGE AND IN COMPLIANCE WITH ANG FITNESS STANDARDS? ARE THEY BEING MONITORED?	ANGI 36-2602; ANGI 10-248
9.50.	DOES THE RRNCO REPORT TO THE UNIT COMMANDER AND RRS ON ALL MATTERS PERTAINING TO RECRUITING AND RETENTION?	ANGI 36-2602
9.51.	IS THE RRNCO FAMILIAR WITH THEIR POSITION DESCRIPTION?	RRNCO PD

Item No.	Items	References
9.52.	DOES THE RECRUITING AND RETENTION SUPERINTENDENT (RRS) CONDUCT UPGRADE TRAINING FOR NEWLY ASSIGNED RRNCO? IS THE RRNCO CERTIFIED WITHIN ONE YEAR? IS TRAINING DOCUMENTED ON AF FORM 623 (IF APPLICABLE)?	ANGI 50-7; DODI 1205.21
9.53.	ARE THE AF FORM 623s PROPERLY DOCUMENTED TO REFLECT THE RRNCO TRAINING?	NGR (AF) 50-7; ANGI 36-2602
9.54.	HAS THE RRNCO ATTENDED RETENTION REFRESHER COURSE OR ARE THEY SCHEDULED TO ATTEND?	DODI 1205.21; ANGI 36-2602; RRNCO PD
9.55.	HAS THE RRNCO COMPLETED THE APPLICABLE SALES TRAINING PROGRAMS? OR ARE THEY SCHEDULED TO ATTEND?	ANGI 36-2602; ANGI 50-7; RRNCO PD
9.56.	HAS THE RRS ESTABLISHED RECRUITING GOALS FOR THE RRNCO? IS THE RRNCO AWARE OF THEIR RECRUITING GOAL? ARE GOALS FORWARDED TO THE UNIT COMMANDER?	ANGI 36-2602
9.57.	IS THE PRNCO AWARE OF UNIT STRENGTH REQUIREMENTS?	ANGI 36-2602
9.58.	IS THE RRNCO AWARE OF CRITICAL AIR FORCE SPECIALTY CODES (AFSC) WITHIN THE UNIT?	ANGI 36-2602
9.59.	IS THE RRNCO AWARE OF THE AIR NATIONAL GUARD RECRUITING DIRECTIVES?	ANG National Strategic Plan
9.60.	DOES THE GSU HAVE A DIVERSITY RECRUITING PLAN?	ANGI 36-2602
9.61.	IS THE RRNCO AWARE OF AFSC EXCESSES THROUGHOUT THE UNIT?	ANGI 36-2602
9.62.	DOES THE RRNCO KNOW HOW MANY LOSSES THEY MUST REPLACE MONTHLY/YEARLY?	ANGI 36-2602
9.63.	DOES THE RRNCO PREPARE A GAIN AND LOSS REPORT ON A MONTHLY/QUARTERLY BASIS PERTAINING TO RECRUITING AND RETENTION? ARE PROJECTED LOSSES INDICATED ON NGB FORM 36-11?	ANGI 36-2602
9.64.	DOES THE RRNCO HAVE AN ESTABLISHED AND EFFECTIVE UNIT RECRUITING AND RETENTION ADVERTISING PLAN THAT INCLUDES HIGH SCHOOL VISITS, CONTACTS WITH RADIO/TV STATIONS, LITERATURE PLACEMENT, NEWS RELEASES, AND COMMUNITY CONTACTS? DOES THE RRS PARTICIPATE IN DEVELOPMENT OF THE ANNUAL PLAN?	ANGI 36-2602; DODI 1205.21

Item No.	Items	References
9.65.	IS THE RRNCO ANNUAL RECRUITING AND RETENTION ADVERTISING PLAN IN COMPLIANCE WITH THE ANNUAL NATIONAL ADVERTISING STRATEGIC PLAN? IS THE PLAN FORWARDED TO THE UNIT COMMANDER AND RRS?	ANGI 36-2602
9.66.	ARE THE RRNCO(s) INCLUDED IN THE COMMANDERS MEETINGS?	ANGI 36-2602
9.67.	ARE THE RRNCO(s) ABLE TO FOCUS ON RECRUITING AND RETENTION WITHOUT ANY ADDITIONAL DUTIES?	ANGI 36-2602; ANGI 36-101
9.68.	DOES THE RECRUITING OFFICE HAVE AN OFFICE FILES PLAN?	ANGI 36-2602; AFMAN 37-93, AFI 37-138
9.69.	ARE GOVERNMENT SERVICES ADMINISTRATION (GSA) VEHICLES BEING USED IAW ANG/A4RDV GUIDANCE? ARE GSA VEHICLES AVAILABLE? ARE THERE ADEQUATE UNIT VEHICLES APPROPRIATE FOR RECRUITING DUTY? DO THE VEHICLES PRESENT A PROFESSIONAL AND POSITIVE IMAGE OF THE ANG?	AFM 37-310; ANGI 36-2602
9.70.	DOES THE RRNCO COMPLETE INCENTIVE BONUS ELIGIBILITY VERIFICATION WORKSHEETS ON ALL POTENTIALLY ELIGIBLE MEMBERS AND FORWARD TO THE HOST BASE RETENTION OFFICE MANAGER (ROM)?	DODD 1205.20; DODI 1205.21; ANGI 36-2607
9.71.	IS THE RRNCO FULLY UTILIZING AFRISS IN ACCORDANCE WITH NGB DIRECTIVES?	ANGI 36-2602; ANG/DPR - MEMO 23 SEP 03
9.72.	IS THE RRNCO AWARE OF THE PALACE FRONT AND PALACE CHASE PROGRAMS? ARE OUT-PROCESSING BRIEFINGS BEING PERFORMED ON A REGULAR BASIS?	AFI 36-3205; ANGI 36-2602
9.73.	ARE IN-SERVICE RECRUITER (ISR) LEADS RECEIVED IN AFRISS? ARE THEY BEING WORKED? DOES THE RRNCO KNOW WHO AND WHERE THE ANG ISRs ARE LOCATED?	AFI 36-3205; ANGI 36-2602; ISR Guide
9.74.	DOES THE RRNCO RECRUITING OFFICE HAVE AN ESTABLISHED UNIT REFERRAL PROGRAM?	ANGI 36-2602
9.75.	IS THE RRNCO AWARE OF AND UTILIZING THE ANG NATIONAL REFERRAL PROGRAM?	ANGI 36-2602
9.76.	IS THE RRNCO AWARE OF AND UTILIZING THE ANG NATIONAL ENLISTMENT TOOL FOR ACCESSIONS?	ANGI 36-2602

Item No.	Items	References
9.77.	DOES THE RRNCO CONDUCT EXIT INTERVIEWS WITH MEMBERS WHO ARE CONTEMPLATING SEPARATING OR REENLISTING?	ANGI 36-2607
9.78.	DOES THE RRNCO OR ROM ACCOMPLISH A DD FORM 2394-1 NOTICE OF BASIC ELIGIBILITY (NOBE) ON ALL MEMBERS ELIGIBLE FOR THE MGIB-SR AND FORWARD THE ORIGINAL TO THE HOST BASE ROM TO BE FILED AND CODED IN MILPDS?	DODI 1322.17; ANGI 36-2607
9.79.	DOES THE RRNCO OR ROM VERIFY THAT NEWLY ASSIGNED AGR MEMBERS ARE BRIEFED ON CHAPTER 30 MGIB ENTITLEMENTS AND BENEFITS? IS DD FORM 2366 COMPLETED AND FORWARDED TO THE HOST BASE ROM FOR FILE AND CODING IN MILPDS FOR THOSE ENROLLED OR DECLINED?	DODD 1322.16; ANGI 36-2607
9.80.	DOES THE RRNCO ENSURE THAT A NEWCOMER'S ORIENTATION SPONSORSHIP PROGRAM IS CONDUCTED AT THE UNIT FOR ALL NEW MEMBERS AND THEIR FAMILIES?	DODI 1342.23; ANGI 36-2607
9.81.	DOES THE RRNCO OR ROM HAVE AN ACTIVE CAREER MOTIVATION PROGRAM (CMP)? HAVE UNIT CAREER ADVISORS (UCAs) BEEN APPOINTED AND TRAINED?	ANGI 36-2607
9.82.	DOES THE RRNCO UNDERSTAND WHO CAN OBLIGATE GOVERNMENT FUNDS; WHO CAN PURCHASE ADVERTISING PROMOTIONAL ITEMS; THE PROPER USE OF IMPAC CARD?	DODD 5010.38; ANGI 36-2602
9.83.	IS THE RRNCO APPOINTED AS RESOURCE ADVISOR (RA) OR COST CENTER MANAGER (CCM) FOR RECRUITING/ RETENTION FUNDS? IS AN APPOINTMENT LETTER ON FILE? ARE FUNDS BEING USED IAW PRESCRIBED INSTRUCTIONS/GUIDELINES? DOES THE RRNCO USE THE AUTOMATED BUSINESS SERVICES SYSTEM (ABSS)?	DODI 7000.14; DODD 5010.38; ANGI 36-2602
9.84.	ARE CENTER OF INFLUENCE VISITS CONDUCTED? DOES THE RRNCO MAINTAIN RECORDS IDENTIFYING ATTENDEES, EXPENDITURE RECORDS, AND AFTER ACTION REPORTS? IS THE REPORT FORWARDED TO THE RRS?	TITLE 37 U.S.C. 428; ANGI 36-2602, PARA 1.9
9.85.	DOES THE RRNCO ATTEND FINANCIAL WORKING GROUP MEETINGS? IS THE RRNCO AWARE OF THE UNIT FINANCIAL MANAGEMENT PROCESS TO REQUEST OPERATIONAL & MAINTENANCE, ADVERTISING FUNDS, AND UNFUNDED REQUESTS?	ANGI 36-2602

Item No.	Items	References
9.86.	DOES THE RRNCO EXECUTE BUDGET ACCORDING TO ANG QUARTERLY MILESTONES OF 25%, 60%, AND 80% WITHIN THE CURRENT FISCAL YEAR?	ANG Financial Guidance; ANGI 36-2602
9.87.	DOES THE RRNCO UTILIZE OUT OF POCKET EXPENSES? ARE SF 1164S VALIDATED WITH RECEIPTS AND ON FILE FOR THREE YEARS?	DODI 5010.38; ANGI 36-2602
	<i>PERSONNEL SYSTEMS MANAGER (OPR: SYSTEMS AND ANALYSIS DIVISION (NGB/AIS))</i>	
10.	ARE PERSONNEL SYSTEM MANAGEMENT PROCEDURES IN PLACE AND BEING UTILIZED?	AFCSM 36-699
10.1.	DOES THE PSM OFFICE ACCOMPLISH A TR ANALYSIS AFTER EACH END OF WEEK (EOW) SUSPENSE AND ADVISE THE MPF COMMANDER/SECTION CHIEFS ON REPEAT CONDITIONS AND TRENDS?	AFCSM 36-699 VOL 6, TABLE 24.1 ITEM 29
10.2.	ARE FILE MONITOR TRS AND REJECTS ANALYZED TO DETERMINE CAUSE AND MONITORED BY PSM TO ENSURE THAT THE APPROPRIATE WORK CENTER TAKES CORRECTIVE ACTION?	AFCSM 36-699 VOL 6, TABLE 24.1, ITEM 17
10.3.	ARE REJECTS AND PURGES ANALYZED TO DETERMINE CAUSE AND MONITORED BY PSM TO ENSURE THAT THE APPROPRIATE WORK CENTERS TAKES CORRECTIVE ACTION?	AFCSM 36-699, VOL 6, TABLE 24.1, ITEM 20
10.4.	ARE PROCEDURES IN PLACE TO CHECK SYSTEM DATA INTEGRITY BY PERIODICALLY RUNNING AUDIT DISCOVERER QUERIES THAT IDENTIFY POSSIBLE OVERDUE ACTIONS WITHIN MILPDS?	AFCSM 36-699, VOL 6, PARA 24.3.6, TABLE 24.1 AND VOL 1, TABLE 1.3, ITEM 9
10.5.	ARE PROCEDURES IN PLACE TO CHECK SYSTEM DATA INTEGRITY BY PERIODICALLY RUNNING AUDIT DISCOVERER QUERIES THAT IDENTIFY POSSIBLE ERRONEOUS PERSONNEL DATA?	AFCSM 36-699, VOL 1, TABLE 1.3, ITEM 9 AND AFCSM 36-699, VOL 6, PARA 24.2.5.
10.6.	ARE PROCEDURES IN PLACE TO CHECK SYSTEM DATA INTEGRITY BY PERIODICALLY RUNNING AUDIT DISCOVERER QUERIES THAT IDENTIFY POSSIBLE ERRONEOUS PERSONNEL DATA FOR THE DATA ITEMS THAT REQUIRE 100% ACCURACY? (SSAN, ANG-TECH-ID, ANG-ACDU-STATUS, ANG-ACDU-TOUR-START-DATE, ANG-ACDU-TOUR-STOP-DATE, SVC-COMP)	DODI 7730.54, PARA 5.6.1.

Item No.	Items	References
10.7.	ARE PROCEDURES IN PLACE TO CHECK SYSTEM DATA INTEGRITY BY PERIODICALLY RUNNING AUDIT DISCOVERER QUERIES THAT IDENTIFY POSSIBLE ERRONEOUS PERSONNEL DATA FOR THE DATA ITEMS THAT REQUIRE 98% ACCURACY? (NAME-PERS, DOB, SEX-SVC-MBR, MARITAL-STATUS, ACAD-VOC-EDUC-LEVEL-HIGH, GR-CURR-DOR, GR-CURR, PAY-DATE, TFCSD, ETS, AFQT-PTCL, PAS, ANG-STATE-CODE, NGIB-ELIG-START-DT, RESC-NGIB-ELIG-STAT)	DODI 7730.54, PARA 5.6.2.
10.8.	ARE DAILY PC-III STATUS REPORTS REVIEWED TO ENSURE REFRESH STATUS AND TO EVALUATE DATA FLOW AND DAILY SYSTEM STATUS?	AFCSM 36-699, VOL 6, TABLE 1-1, ITEM 2
10.9.	DOES THE PSM MAINTAIN A FILE OF AUTHORIZED SYSTEM USERS?	AFCSM 36-699, VOL 6, TABLE 1.2, ITEM 16 AND PARA 25.4.1.4.
10.10.	ARE THE SYSTEMS OF RECORDS, AND PERSONNEL LISTINGS CONTAINING DATA COVERED BY THE PRIVACY ACT, ADEQUATELY SAFEGUARDED AND MARKED?	AFI 33-132; AFI 33-219
<i>READINESS MANAGEMENT (OPR: FORCE MANAGEMENT POLICY DIVISION (NGB/A1P))</i>		
11.	ARE EFFECTIVE PROCEDURES ESTABLISHED TO ENSURE PROCESSING FOR BOTH INCOMING AND CREATING OF OUT-GOING DATA PATTERN TRAFFIC (DPT) (TICS 40E, 252, 870, ETC.)? ARE MINI-RECORDS BEING SENT WITHIN ESTABLISHED GUIDELINES?	AFI 10-215, PARA 4.3.3.2.3; AFMAN 171-626
11.1.	ARE MEMBERS TO BE MOBILIZED SCREENED FOR ELIGIBILITY FOR THE MOBILIZATION/DEPLOYMENT REQUIREMENT?	DODD 1200.7
11.2.	DOES THE MPF UPDATE APPROPRIATE MOBILIZATION PERSONNEL TRANSACTIONS IN MILPDS WHEN MEMBERS ARE MOBILIZED (VOLUNTARY OR INVOLUNTARY)?	DODD 1235.10, AFCSM 36-699, VOL I, PARA 7.23.
11.3.	DOES THE MPF UPDATE APPROPRIATE MOBILIZATION TRANSACTIONS IN MILPDS WHEN MEMBERS ARE DE-MOBILIZED?	DODD 1235.10; AFCSM 36-699, VOL I, PARA 7.23.
11.4.	HAS A SORTS MONITOR BEEN APPOINTED TO PERFORM THE MONTHLY PERSCO SORTS REPORT?	AFI 10-201, PARA 1.17.1.3

Item No.	Items	References
11.5.	DOES THE MPF SORTS MONITOR PERFORM SORTS REPORTING FOR PERSCO AT LEAST EVERY 30 DAYS, OR WHEN A CHANGE OCCURS (WHICHEVER IS SOONER)?	AFI 10-201, PARA 1.3. AND PARA 1.17.2.3.
11.6.	HAS A PROGRAM BEEN ESTABLISHED TO ENSURE TRAINING OF PERSCO TEAM MEMBERS, PERSONNEL READINESS CENTER AUGMENTEES, AND PERSONNEL DEPLOYMENT FUNCTIONS?	AFI 10-215, 4.3.1.3.3 and 5.9.1.3. thru 5.9.1.3.3
11.7.	IS THE PRF SERVING AS THE BASE OPR FOR PERSONNEL MATTERS DURING CONTINGENCY WARTIME EXERCISE AND EMERGENCY OPERATIONS?	AFI 10-215, 4.3.1.1.6
11.8.	IS THE MPF MONITORING THE DUTY STATUS PROGRAM? IS THE MPF PROVIDING TRAINING TO THE UNITS AND CONDUCTING QUALITY REVIEWS?	AFI 36-2134
11.9.	ARE PROCESSES IN EFFECT TO ENSURE THAT UNIT COMMANDERS ARE QUICKLY NOTIFIED OF DEPLOYMENT TASKINGS? IS COMPLIANCE WITH THE TDY REPORTING INSTRUCTIONS AND PROCEDURES ENFORCED?	AFI 10-215 4.3.4.1.2
11.10.	ARE PROCEDURES ESTABLISHED TO MAINTAIN STRENGTH ACCOUNTABILITY FOR BOTH DEPLOYED TDY AND TDY AUGMENTATION FORCES USING THE MANPER-B SYSTEM?	AFI 10-215, PARA 4.3.3.2
11.11.	ARE PROCEDURES ESTABLISHED FOR THE PROMPT MOBILIZATION OF MEMBERS AS DIRECTED BY MAJCOMS DURING A RESPONSE TO A CRISIS ACTION OR CONTINGENCY OPERATION?	AFH 10-416
11.12.	ARE DELAYS AND EXEMPTIONS PROCESSED IN ACCORDANCE WITH AIR FORCE HANDBOOK 10-416?	AFH 10-416
11.13.	ARE MEMBERS TO BE MOBILIZED (VOLUNTARY OR INVOLUNTARY) SCREENED TO ENSURE THAT THEY WILL NOT ENTER ACTIVE DUTY SANCTUARY?	10 U.S.C. 12646 OR 12686
11.14.	ARE PERSONNEL READINESS FUNCTIONS (PRF) MEMBERS TRAINED ON CONNECTING TO RED MINI VIA DIAL-UP MODEM OR SIPERNET; AND DO THEY POSSESS LOGIN AND PASSWORDS?	AFI 10-215, PARA 2.17 AND RED MINI USER'S GUIDE

Item No.	Items	References
	PERSONNEL PROGRAMS (OPR: FORCE SUSTAINMENT SECTION (NGB/AIPOF))	
12.	ARE THE ALL-PREVIOUS MILITARY SERVICE RECORDS ON PRIOR SERVICE MEMBERS BEING CLOSELY EXAMINED TO DETERMINE ENLISTMENT ELIGIBILITY?	ANGI 36-2002, CHAP 1, PARAGRAPHS 1.1.1, 1.16. AND TABLE 1.9.
12.1.	ARE CITIZENSHIP REQUIREMENTS MET FOR ENLISTMENT? ARE ALL DOCUMENTS REVIEWED WITH THE ORIGINAL COPIES?	ANGI 36-2002, CHAP 1, PARAGRAPH 1.4.
12.2.	ARE ALL PACKAGES SUBMITTED FOR ENLISTMENTS QUALITY CHECKED TO ENSURE THAT ENLISTMENT CRITERIA IS MET?	ANGI 36-2002, CHAP 1
12.3.	ARE APPLICANTS PROPERLY BRIEFED CONCERNING MILITARY SERVICE OBLIGATIONS, TRAINING COMMITMENTS, AND ENLISTMENT/APPOINTMENT AGREEMENTS? ARE THESE DOCUMENTED USING THE ANG SERVICE COMMITMENT STATEMENT OF UNDERSTANDING?	ANGI 36-2002, CHAP 1, PARA 1.9, 2.2.
12.4.	ARE NON-PRIOR SERVICE MEMBERS ENLISTING IN THE ANG COMMENCING INITIAL ACTIVE DUTY TRAINING (IADT) WITHIN 270 DAYS OF ENLISTMENT? HAVE THEY EXCEEDED 365 DAYS?	ANGI 36-2002, CHAP 1, PARA 1.9.
12.5.	ARE ALL PRIOR SERVICE DOCUMENTS CHECKED TO DETERMINE ELIGIBILITY FOR ENLISTMENT AND CREDITABLE SERVICE FOR RETIREMENT?	ANGI 36-2002, TABLE 1.10
12.6.	ARE PRIOR SERVICE APPLICANTS WHO DO NOT MEET THE CREDITABLE PRIOR SERVICE FOR RETIREMENT BEING ENLISTED TO INCLUDE AGE REQUIREMENTS FOR ENLISTMENT?	ANGI 36-2002, CHAP 1, PARA 1.6.2.
12.7.	IS A PROCESS IN PLACE TO ENSURE THAT PERSONNEL SECURITY INVESTIGATIONS ARE BEING SUBMITTED ON TIME?	ANGI 36-2002, CHAP 1, PARA 1.11.
12.8.	ARE TERMS OF ENLISTMENT, GRADE DETERMINATIONS, DATE OF RANK ADJUSTMENTS BEING MADE PROPERLY?	ANGI 36-2002; TABLES 1.5. THRU 1.8.
12.9.	ARE APPLICANTS ENLISTED UNDER STRIPES-FOR-SKILLS MEETING EACH OF THE AFSC REQUIREMENTS LISTED IN AFI 10-201, <i>STATUS OF RESOURCES AND TRAINING SYSTEM</i> , TABLE 3.1.	ANGI 36-2002, CHAP 1, TABLE 1.6.

Item No.	Items	References
12.10.	IS THERE A PROCESS IN PLACE TO ENSURE INDIVIDUALS WHO ENLIST IN THEIR SENIOR YEAR OF HIGH SCHOOL UNDER STRIPES-FOR-SKILLS ARE PROMOTED TO THE PROPER GRADE AFTER GRADUATION FROM HIGH SCHOOL?	ANGI 36-2002, CHAP 1, TABLE 1.6, NOTE 2.
12.11.	ARE ALL REQUIRED QUESTIONNAIRES AND STATEMENTS ACCOMPLISHED?	ANGI 36-2002, CHAP 1, FIGURES 1.1. THRU 1.4.
12.12.	IS PARENTAL CONSENT BEING RECEIVED AND DOCUMENTED ON ALL APPLICANTS WHO HAVE NOT REACHED THEIR 18 TH BIRTHDAY?	ANGI 36-2002, CHAP 2, PARA 2.1.4.
12.13.	VACANCY. ARE APPLICANTS ENLISTED ONLY TO FILL VALID UNIT MANNING DOCUMENT GUARD (UMDG) POSITION VACANCIES OR AGAINST A PROJECTED VACANCY?	ANGI 36-2002, CHAP 2, PARA 2.1.6
12.14.	IS THE BASE EDUCATION AND TRAINING MANAGERS ENSURING APPLICANTS ARE QUALIFIED FOR ENTRY INTO CAREER FIELD OF ENLISTMENT IN ACCORDANCE WITH AFMAN 36-2108.	ANGI 36-2002, CHAP 2, PARA 2.1.6
12.15.	ARE REQUIRED REMARKS ENTERED ON THE DD FORM 4 WHEN APPLICANTS ENLIST UNDER A CONDITIONAL ENLISTMENT?	ANGI 36-2002, CHAP 2, PARA 2.1.7.1.
12.16.	UPON ENLISTMENT OF AN APPLICANT UNDER A CONDITIONAL RELEASE, IS A COPY OF THE DD FORM 4 FORWARDED TO THE LOSING UNIT WITHIN 5 WORKDAYS?	ANGI 36-2002, CHAP 2, PARA 2.1.9.1.
12.17.	ARE ALL ENLISTMENT DOCUMENTS COMPLETED PRIOR TO ENLISTMENT?	ANGI 36-2002, CHAP 2, PARA 2.7.
12.18.	DOES A FEDERALLY RECOGNIZED OFFICER OF THE NATIONAL GUARD OF THE STATE, ADMINISTER THE OATH OF ENLISTMENT ON THE DD FORM 4 IN A DIGNIFIED MANNER AND APPROPRIATE ENVIRONMENT?	ANGI 36-2002, CHAP 2, PARA 2.8.
12.19.	ARE NON-PRIOR SERVICE "PAY DATES" PROPERLY ESTABLISHED?	ANGI 36-2002, CHAP 2.9.
12.20.	ARE ENLISTMENT WAIVERS SUBMITTED IN THE PRESCRIBED FORMAT WITH REQUIRED ATTACHMENTS?	ANGI 36-2002, CHAP 2, PARA 2.6, AND CHAP 5
12.20.1.	Are all enlistment procedures for palace chase enlistments adhered to?	ANGI 36-2002, CHAP 2, PARA 2.1.9.1.

Item No.	Items	References
12.20.2.	Are special category enlistments processed IAW governing directives?	ANGI 36-2002, CHAP 2, PARA 2.4. AND CHAP 3.
12.20.3.	Are DD forms 1966 completed?	ANGI 36-2002, ATCH 4
12.20.4.	Are state-to-state transfers being processed properly?	ANGI 36-2002, CAP 4, PARA 4.2.
PERSONNEL PROGRAMS (OPR: NGB/AIPOF)		
13.	IS A PROCESS ESTABLISHED TO ENSURE ONLY THOSE ANG MEMBERS ELIGIBLE FOR SEPARATION ARE DISCHARGED?	AFCSM 36-699, VOL 1, CHAP 7
13.1.	UPON NOTIFICATION, IS THE PROJECTED SEPARATION DATE INPUT NLT 15 DAYS PRIOR TO THE EFFECTIVE DATE OF DISCHARGE?	AFCSM 36-699, VOL 1, CHAP 7
13.2.	ARE ALL AIRMEN AND OFFICER SEPARATIONS PROJECTED IN MILPDS UPON OFFICIAL DOCUMENTATION OF SEPARATION?	AFCSM 36-699, VOL 1, CHAP 7
13.3.	ARE APPROPRIATE TRANSACTIONS IN MILPDS USED TO SEPARATE INDIVIDUALS AFTER THE EFFECTIVE DATE?	AFCSM 36-699, VOL 1, CHAP 7
13.4.	ARE CANCELLATIONS OF PROJECTED SEPARATION TRANSACTIONS USED APPROPRIATELY IN MILPDS?	AFCSM 36-699, VOL 1, CHAP 7
13.5.	ARE SEPARATIONS DOCUMENTS, INCLUDING DISCHARGE ORDERS, ACCOMPLISHED IAW GOVERNING DIRECTIVES?	AFI 36-3209; AFI 33-328
13.6.	ARE RECORDS AND DISCHARGE DOCUMENTS DISTRIBUTED IAW APPLICABLE DIRECTIVES?	AFI 36-3209
13.7.	ARE PROCEDURES ESTABLISHED WHEN OUT-PROCESSING PERSONNEL?	AFI 36-2102
13.8.	IS A PROJECTED SEPARATION TRANSACTION INPUT INTO MILPDS ON RECEIPT OF AF FORM 131 (AT LEAST 60 BUT NOT MORE THAN 90 DAYS) AND FOR AF FORM 1160 (AT LEAST 60 DAYS BUT NOT MORE THAN 120 DAYS) PRIOR TO THE RETIREMENT EFFECTIVE DATE?	AFCSM 36-699, VOL 1, CHAP 7; ANGI 36-3209, CHAP 5
13.9.	ARE INDIVIDUALS SEPARATED FROM THE ANG AND TRANSFERRED TO ARPC AT LEAST TWO DAYS PRIOR TO THE RETIREMENT EFFECTIVE DATE?	AFCSM 36-699, VOL 1, CHAP 7
13.10.	DOES THE MPF MAINTAIN A LIST OF ENLISTED MEMBERS THAT HAVE BEEN APPROVED FOR RETENTION TO VERIFY AUTHORIZATION TO REENLIST OR EXTEND?	ANGI 36-2606, CHAP 3

Item No.	Items	References
13.11.	DOES THE MPF UPDATE MILPDS TO PROJECT THE LOSS OF ALL MEMBERS NON-RETAINED?	ANGI 36-2606, CHAP 3 AND AFCSM 36-699, CHAP 7
	PERSONNEL PROGRAMS (OPR: FORCE MANAGEMENT POLICY DIVISION (NGB/A1PO))	
14.	ARE PROCEDURES ESTABLISHED TO ADVISE MILITARY MEMBERS OF THEIR RESPONSIBILITY TO ENSURE THAT ALL ELIGIBLE FAMILY MEMBERS ARE ENROLLED IN THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEMS (DEERS) THROUGH RAPIDS?	DODI 1000.13, AFI 36-3026, PARA 3.1.
14.1.	IS THE CROSS-SERVICING AGREEMENT BEING MET BY VERIFYING ELIGIBILITY, ENROLLING INDIVIDUALS IN DEERS, AND ISSUING ID CARDS UPON PRESENTATION OF PROPER DOCUMENTATION NO MATTER WHAT BRANCH OF THE UNIFORMED SERVICES?	DODI 100.13, AFI 36-3026, PARA 1.2.
14.2.	ARE RAPIDS LOGIN ID/PASSWORDS ISSUED FOR EACH SYSTEM USER IAW GUIDELINES OUTLINED IN DOCUMENTATION ISSUED BY THE DEERS/RAPIDS PROGRAM OFFICE?	AFI 36-3026, PARA 5.3.
14.3.	ARE ID CARD AUDIT TRAIL REPORTS BEING PRODUCED ONCE A MONTH AT SERVER AND REMOTE SITES?	AFI 36-3026, PARA 5.4.1.1; 5.4.2.
14.4.	ARE DD FORMS 1172 THAT ISSUE PERMANENT CARDS TO FAMILY MEMBERS BEING BATCH PROCESSED WEEKLY TO THE DMDC SUPPORT OFFICE FOR OPTICAL SCANNING, THEREFORE ELIMINATING FILING AT EACH ISSUING ACTIVITY?	AFI 36-3026, PARA 2.3.6.
14.5	Is RAPIDS training being conducted for newly assigned users, as well as closing the office for at least two hours when field service representatives visit to conduct RAPIDS training?	AFI 36-3026, PARA 5.4.
14.6.	DOES THE INSTALLATION PERSONNEL CONSULTANT FUNCTION AS A CONSULTANT TO UNIT COMMANDERS ON PERSONNEL ACTIONS?	ANGI 10-248, PARA 2.16.1.1,
15.	ARE LOCAL PROCEDURES ESTABLISHED TO ENSURE PROMPT CASUALTY REPORTING, HUMANE NOTIFICATION, AND COMPASSIONATE ASSISTANCE IS PROVIDED TO NEXT-OF-KIN WHEN A CASUALTY OCCURS?	DODI 1300.18, DODI 1300.9, AFI 36-3002, CHAP 6

Item No.	Items	References
15.1.	ARE INITIAL CASUALTY MESSAGES TRANSMITTED TO THE AIR FORCE CASUALTY CENTER (ARPC/DPWC AND NGB/A1POF) IN A TIMELY MANNER (WITHIN 4 HOURS OF NOTIFICATION)?	AFI 36-3002, CHAP 6
15.2.	HAS THE MPF COMMANDER APPOINTED AND TRAINED A CASUALTY AUGMENTATION SUPPORT TEAM (CAST) TO ASSIST THE CASUALTY ASSISTANCE REPRESENTATIVE (CAR) FOR SITUATIONS INVOLVING MULTIPLE CASUALTIES? HAS THE MPF COMMANDER APPOINTED AND TRAINED CASUALTY NOTIFICATION OFFICERS TO PERFORM CASUALTY NOTIFICATION DUTIES?	AFI 36-3002, CHAP 1, PARA 1.3.5.L AND 1.3.6.
16.	IS THE AWARDS AND DECORATIONS PROGRAM EFFECTIVELY ADMINISTERED?	AFI 36-2803 AFI 36-2805 ANGI 36-2802
16.1	IS THE OPR PROGRAM EFFECTIVELY ADMINISTERED?	AFI 36-2406
16.2.	DOES DPMPE ADMINISTER THE PERFORMANCE REPORT PROGRAM FOR ALL UNITS SERVICED?	AFI 36-2406, CHAP 3
16.3.	HAS THE MPF COMMANDER ESTABLISHED SUSPENSE CONTROLS TO ENSURE PROMPT SUBMISSION OF OPRS?	AFI 36-2406, CHAP 3
16.4.	DO APPOINTMENT PACKAGES CONTAIN DOCUMENTS REQUIRED AND IS A CHECKLIST USED TO ENSURE THIS? IS AFI 36-2005 CHECKED FOR REQUIREMENTS AND ELIGIBILITY?	ANGI 36-2005
16.5.	ARE FEDERAL RECOGNITION BOARDS ESTABLISHED AS REQUIRED?	ANGI 36-2005
16.6.	ARE PROFESSIONAL APPOINTMENT PACKAGES CONSTRUCTED IAW APPLICABLE CHAPTERS?	ANGI 36-2005
16.7.	DOES DPMPE REVIEW CORRESPONDENCE ON RESERVE OFFICER PERSONNEL MANAGEMENT ACT (ROPMA) AND OTHER COMPUTER PRODUCTS TO DETERMINE OFFICER ELIGIBILITY?	NGR (AF) 36-4
16.8.	ARE PROMOTION REQUESTS PROCESSED IAW NGR (AF) 36-4?	NGR (AF) 36-4, CHAPS 2 AND 3
16.9	Does DPFE verify the accuracy of senior rater IDs (SRID) and personnel accounting symbol (PAS) codes?	AFI 36-2406, CHAP 8
16.10	Does DPFE review performance recommendation form (PRF) to ensure administrative accuracy?	AFI 36-2406, CHAP 8
17.	IS THE NGB FORM 26, ANG ACTIVE DUTY PERFORMANCE RATING, COMPLETED AND PREPARED IAW ANGR 39-62?	ANGR 39-62

Item No.	Items	References
18.	ARE PROMOTION ELIGIBILITY LISTINGS DISTRIBUTED TO UNIT COMMANDERS?	ANGI 36-2502
18.1.	DOES DPMPE ENSURE THAT GRADE CEILINGS ARE NOT EXCEEDED?	ANGI 36-2502 AND 36-2101
18.2.	ARE MEMBERS ON THEIR IADT TOUR PROMOTED WHEN ELIGIBLE?	ANGI 36-2502
18.3.	ARE ALL PROMOTIONS (E-2 TO E-9) UPDATED IN MILPDS IN A TIMELY MANNER?	AFCSM 36-699, VOL 1, CHAP 7
18.4	Does DPFE complete and distribute promotion orders?	ANGI 36-2502
19.	DOES DPMPE ENSURE THAT DEMOTIONS ARE PROCESSED AND IN ACCORDANCE WITH GOVERNING DIRECTIVES?	ANGI 36-2503
19.1.	IS THE LETTER OF INVOLUNTARY/VOLUNTARY DEMOTION NOTIFICATION BEING ACCOMPLISHED AND DOES IT INCLUDE SPECIFIC REASON FOR THE PREPARED ACTION AND A SUMMARY OF SUPPORTING FACTS?	ANGI 36-2503
19.2.	ARE DEMOTION REQUESTS REVIEWED BY THE LEGAL OFFICE TO ENSURE LEGAL SUFFICIENCY?	ANGI 36-2503
19.3.	DOES DPFE PUBLISH DEMOTION ORDERS AND NOTIFY THE MEMBER BY ENDORSEMENT THROUGH MEMBER'S COMMANDER?	ANGI 36-2503
TESTING (OPR: NGB/AIP)		
20.	IS THE TESTING PROGRAM OPERATED IAW THE PROVISIONS OF AFI 36-2605?	AFI 36-2605, DODI 7280.3, DODD 1322.8 AND 1322.25, DEPH
20.1.	ARE CONTROLS ESTABLISHED TO PROPERLY SAFEGUARD TEST MATERIALS?	AFI 36-2605, PARA 1.13.
20.2.	ARE AF FORMS 310 OR TEST MATERIAL INVENTORY (TMI) CERTIFICATE OF DESTRUCTION SIGNED BY THE DESTROYING AND WITNESSING OFFICIALS AND DOES THE WITNESSING OFFICIAL MEET THE PROPER GRADE REQUIREMENT? (EXCEPTION: A WITNESSING OFFICIAL IS NOT REQUIRED IF THE MATERIAL IS CONTROLLED.)	AFI 36-2605, PARA 4.3; DODI 7280.3
20.3.	DOES THE TEST CONTROL OFFICER (TCO) CONDUCT A JUNE TEST MATERIALS INVENTORY (TMI) WITH AN IMPARTIAL INDIVIDUAL?	AFR 36-2605, CH 4, PARA 4.2.2; DODI 7280.3

Item No.	Items	References
20.4.	IS THE EDUCATION TESTING PROGRAM OPERATED IAW THE PROVISIONS OF DODD 1322.8 AND DODI 1322.25, THE CURRENT DANTE'S EXAMINATION PROGRAM HANDBOOK (DEPH) AND AFI 36-2306?	DEPH, AFI 36-2306, DODD 1322.8 AND 1322.25
	<i>FORCE DEVELOPMENT (OPR: FORCE DEVELOPMENT BRANCH (NGB/A1FD))</i>	
21.	IS THE TRAINING PROGRAM BEING FOLLOWED BY THE BASE EDUCATION AND TRAINING MANAGER (BETM) IAW AFI 36-2201?	AFI 36-2201, DODD 1322.18; DODI 1322.20
21.1.	DOES THE BETM CONDUCT STAFF ASSISTANCE VISITS EVERY 18 MONTHS ON THE UETMS OR ADDITIONAL DUTY TRAINING MANAGER'S RESPONSIBILITIES AND SUBMITS A WRITTEN REPORT TO THE UNIT COMMANDER WITH AN INFORMATION COPY TO THE COMMAND TRAINING MANAGER?	AFI 36-2201, PARA 4.8.4.2.
21.2.	DOES THE BETM ADMINISTER THE "AIR FORCE TRAINING COURSE" PROGRAM, TRAINING PERSONNEL TO TEACH THIS COURSE, AND INSTRUCTING THE COURSE AS REQUIRED?	AFI 36-2201, PARA 4.8.4.3.
21.3.	DOES THE TRAINING MANAGER ASSIGN AND COORDINATE TRAINING STATUS CODES (TSC) TO IDENTIFY CHANGE AND MANAGE AIRMEN QUALIFICATION AND SKILL LEVEL UPGRADE ACTIONS?	AFI 36-2201, PARA 4.8.11 AND 4.8.11.1.
	<i>UNIT PROGRAMS (OPR: NGB/A1P). IF COMPLYING WITH COMMENT OR NOT COMPLYING, PLEASE SPECIFY UNIT</i>	
22.	ARE COMMANDER SUPPORT STAFF PERSONNEL MANAGING UNIT PROGRAMS EFFECTIVELY?	AFCSM 36-699, TABLE 1.10.
22.1.	DOES THE UNIT ORDERLY ROOM UPDATE, MAINTAIN AND CORRECT DUTY STATUS (OTHER THAN CONTINGENCIES IN THE PERSONNEL DATA SYSTEM) WHEN AN INDIVIDUAL IS, OR WILL BE, PROJECTED TO BE IN A DUTY STATUS OTHER THAN PRESENT FOR DUTY (PDF) AND SUBSEQUENT RETURN TO DUTY?	AFCSM 36-699, VOL 1, PARA 5.65.2.
22.2.	DOES THE UNIT USE TDY ORDERS TO PROJECT, CONFIRM, DELETE AND CORRECT TDY DATA AT THE EARLIEST POSSIBLE DATE?	AFCSM 36-699, COL 1, PARA 5.65.2.1.7.

Item No.	Items	References
22.3.	DOES THE COMMANDER ENSURE THAT ALL SINGLE PARENTS, MILITARY COUPLES WITH FAMILY MEMBERS, AND MEMBERS WITH CIVILIAN SPOUSES WHO HAVE UNIQUE SITUATIONS ARE COUNSELED ON FAMILY CARE RESPONSIBILITIES AND HAVE A WORKABLE PLAN (AF FORM 357) ON FILE?	AFI 36-2908, PARA 1.2.
22.4.	Are CSS personnel reviewing daily/weekly transaction registers (TR) from PC-III, or for non-PC-III units, are they receiving manual TRs from the MPF? Are CSS personnel initiating system updates in a timely manner? Is aggressive follow-up action being appropriately taken to clear rejects and repeat items?	AFCSM 36-699, PARA 2.34. AND 7.2.2.4.1.
22.5.	Has the commander established an effective suspense system for ensuring unit OPRs/EPRs are tracked and submitted to the MPF in a timely manner?	AFI 36-2406, PARA 3.8.5.9. AND TABLE 3.6, NOTE 1; AND ANGR 39-62
	<i>UNIT TRAINING PROGRAM (OPR: NGB/AIP). IF COMPLYING WITH COMMENT OR NOT COMPLYING, PLEASE SPECIFY UNIT</i>	
23.	DOES THE UNIT COMMANDER EMPHASIZE TO ALL LEVELS OF SUPERVISION THE IMPORTANCE OF TRAINING?	AFI 36-2201, PARA 4.9.1.
23.1.	HAS THE COMMANDER APPOINTED A UETM TO AUTHORIZED 3S2X1 POSITIONS? -- IF NO 3S2X1 ASSIGNED, THEN APPOINT AN ADDITIONAL DUTY TRAINING MANAGER IN WRITING AND FORWARD A COPY OF THE APPOINTMENT LETTER TO THE BETM?	AFI 36-2201, PARA 4.9.1.2.
23.2.	DOES THE UETM COORDINATE POLICY AND PROGRAM CHANGES AND UNIT TRAINING PUBLICATIONS, SUPPLEMENTS, AND OPERATING INSTRUCTIONS WITH WORK CENTERS, UNIT COMMANDER, AND BETM (OR MAINTENANCE TRAINING, AS APPROPRIATE)?	AFI 36-2201, PARA 4.10.3.
23.3.	DOES THE UETM SERVE AS THE UNIT TRAINING ADVISOR BY IMPLEMENTING, CLARIFYING, COORDINATING, AND MANAGING OJT POLICIES AND PROCEDURES?	AFI 36-2201, PARA 4.10.1.
23.4.	DOES THE UETM ENSURE THAT TOOLS ARE AVAILABLE TO ACCOMPLISH OJT AND THAT TRAINING IS PROPERLY DOCUMENTED FOR UNIT PERSONNEL?	AFI 36-2201, PARA 4.9.2., 4.9.2.1, 4.9.2.2. AND 4.9.2.3.

Item No.	Items	References
23.5.	DOES THE UETM ENSURE THAT SUPERVISORS CONDUCT AND DOCUMENT INITIAL EVALUATIONS WITHIN THE FIRST 90 DAYS OF ASSIGNMENT TO DETERMINE AND BRIEF TRAINEES ON, QUALIFICATIONS, OJT RESPONSIBILITIES, FORMAL TRAINING AND CDC REQUIREMENTS?	AFI 36-2201, PARA 4.9.5.
23.6.	DOES THE UETM TRAIN UNIT PERSONNEL OR COORDINATE TRAINING WITH THE BETM TO ENSURE THAT PERSONNEL CAN PERFORM THEIR OJT RESPONSIBILITIES?	AFI 36-2201, PARA 4.10.6.
23.7	DOES THE UETM INSTRUCT AND ADMINISTER THE AIR FORCE TRAINING COURSE FOR THE UNIT? IF THE UETM IS NOT A 3S2X1 OR QUALIFIED INSTRUCTOR, THEY CONTACT THE BASE TRAINING OFFICE FOR ASSISTANCE.	AFI 36-2201, PARA 4.10.6.1.
23.8.	DOES THE UETM CONDUCT UNIT TRAINING MEETINGS AT LEAST QUARTERLY?	AFI 36-2201, PARA 4.10.10.
23.9.	DOES THE UETM MANAGE THE CAREER DEVELOPMENT COURSE (CDC) PROGRAM FOR THE UNIT IAW ATTACHMENT 3	AFI 36-2201, PARA 4.10.12.
23.10.	DOES THE UETM FORMALLY ASSESS UNIT TRAINING PROGRAMS EVERY 18 MONTHS AND SUBMIT A WRITTEN REPORT TO THE BETM WITHIN 30 DAYS OF COMPLETION?	AFI 36-2201, PARA 4.10.17.
<i>UNIT CAREER ADVISOR (OPR: NGB/AIR)</i>		
24.	HAS THE UNIT COMMANDER ESTABLISHED AN EFFECTIVE CAREER MOTIVATION PROGRAM?	ANGI 36-2607, PARA 1.2.4.1.
24.1.	Has the unit commander appointed a mid-career or career NCO (SSgt – MSgt) as their unit career advisor (UCA) and ensured that no other additional duties have been assigned?	ANGI 36-2607, PARA 2.7.1. AND PARA 2.7.1.3.
24.2.	Does the unit commander conduct the initial interview of all newly assigned members and reenlistment interviews at least 6 months prior to ETS? Are the interviews documented using NGB form 173-1?	ANGI 36-2607, PARA 2.1.1.1, PARA 2.1.1.3, AND TABLE 2.1.
24.3.	Has the UCA received retention training from the retention office manager (ROM)? Does the UCA attend the ROM's quarterly retention/training meetings?	ANGI 36-2607, PARA 2.7.1.3, AND PARA 2.7.2.
24.4.	Does the UCA maintain the NGB form 173, record of retention interviews , for all assigned members with less than 20 years total military service?	ANGI 36-2607, PARA 1.2.4.2.6.

Item No.	Items	References
24.5.	Does the UCA ensure that supervisors receive the ngb forms 173 and 173-1 in sufficient time for them to conduct their annual career interviews? Does the UCA maintain a suspense control for tracking interview actions?	ANGI 36-2607, PARA 2.1.1.1.1. AND PARA 2.1.2.2.
24.6.	Does the UCA keep the unit commander informed on all aspects of the career motivation program (CMP)? Does the UCA keep assigned members and supervisors informed of ANG career opportunities and benefits?	ANGI 36-2607, PARA 1.2.4.2. AND PARA 1.2.4.2.3.
PROFESSIONAL MILITARY EDUCATION PROGRAM (OPR: AIRMAN DEVELOPMENT DIVISION (NGB/A1F))		
25.	DOES THE COMMANDER HAVE A SELECTION PROCESS FOR MEMBERS TO PARTICIPATE IN RESIDENT PROFESSIONAL MILITARY EDUCATION (PME) PROGRAMS?	ANGM 36-2301
25.1.	DOES COMMANDER ENSURE THAT ALL SELECTED MEMBERS MEET ELIGIBILITY CRITERIA?	ANGM 36-2301 PARA 2.3.
25.2.	IS A LETTER OF APPOINTMENT FOR PROGRAM/ COURSE MANAGERS AND INSTRUCTORS/ ADMINISTRATORS SIGNED BY THE COMMAND MAINTAINED?	ANGM 36-2301 PARA 2.3.
25.3.	DOES THE BASE TRAINING OFFICE PROVIDE MEMBERS: A COPY OF ANNOUNCEMENT MESSAGES? ARE MEMBERS INFORMED WHEN APPLICATIONS ARE BEING ACCEPTED FOR ALL AREAS OF PME? ARE APPLICATION PACKAGES REVIEWED FOR ACCURACY AND COMPLETENESS?	ANGM 36-2301 PARA 2.3.
25.4.	1.4.1. HAS THE AIRMAN LEADERSHIP SCHOOL (ALS) PROGRAM MANAGER: PROVIDED AN ANNUAL ALS PLAN (TO INCLUDE INSTRUCTOR FUNDING) FOR NEXT FISCAL YEAR SUBMITTED TO NGB/A1FP AND TEC/CNN NO LATER THAN 31 MAR, AND MAINTAINED? IS REQUEST FOR TLN'S AND FUNDING SUBMITTED TO NGB/A1FP NLT 60 DAYS PRIOR TO CLASS START DATE? IS A LIST OF GRADUATING STUDENTS SENT TO ANG/DPDE AND TEC/CNN IMMEDIATELY UPON COURSE COMPLETION?	ANGM 36-2301 PARA 2.3, 2.4.1.

Item No.	Items	References
25.5.	1.5.1. SATELLITE NONCOMMISSIONED OFFICER ACADEMY NCOA SITE ADMINISTRATOR IS THE ANNUAL SATELLITE NCOA PROGRAM PLAN FOR THE FISCAL YEAR SUBMITTED TO ANG/DPDE AND TEC/CNN NO LATER THAN 31 MAR OF EACH YEAR, AND MAINTAINED? ARE REQUEST FOR TLN'S AND FUNDING SUBMITTED TO ANG/DPDE NLT 45 DAYS PRIOR TO CLASS START DATES? IS A LIST OF GRADUATING STUDENTS SENT TO ANG/DPDE AND TEC/CNN IMMEDIATELY UPON COURSE COMPLETION? ARE WORKDAY REQUESTS FOR INSTRUCTORS SUBMITTED TO ANG/DPDE NLT 45 DAYS PRIOR TO CLASS START DATE?	ANGM 36-2301 PARA 2.4.1, 2.6.
25.6.	REMOVALS: IS NGB/A1FP NOTIFIED 60 DAYS PRIOR TO CLASS START DATE FOR ALS AND NCOA AND SNCOA? ARE PROPER PROCEDURES FOLLOWED TO WITHDRAW A MEMBER FROM THE SNCOA?	ANGM 36-2301 PARA 4.6.
<i>EDUCATION SERVICES PROGRAM (OPR: NGB/A1F)</i>		
26.	DOES THE BASE EDUCATION AND TRAINING OFFICE (BETO) SERVE AS THE BASE LEVEL POC FOR THE PME PROGRAM?	ANGMAN 36-2301, PARA 2.3.
26.1.	PROGRAM ADMINISTRATION:	
26.2.	HAS AN EDUCATION NEEDS ASSESSMENT BEEN ACCOMPLISHED?	AFI 36-2306
26.3.	ARE CURRENT STUDENT RECORDS, AF FORM 186, INDIVIDUAL RECORD, DETAILING STUDENT PROGRESS AND SUPPORTING TRANSCRIPT DOCUMENTATION KEPT ON FILE USING ESTABLISHED RECORD KEEPING PROCEDURES?	AFI 36-2306; DODI 1322.25
26.4.	TUITION ASSISTANCE (TA) PROGRAMS:	
26.5.	ARE STUDENTS INFORMED CONCERNING THE AVAILABILITY OF AIR FORCE (AGR), ANG AND STATE TA PROGRAMS?	AFI 36-2306
26.6.	ARE PROCEDURES IN PLACE TO VALIDATE TA ASSISTANCE?	AFI 36-2306
26.7.	COUNSELING SERVICES:	
26.8.	ARE ALL PERSONNEL NOT HAVING AN ASSOCIATE OR BACCALAUREATE DEGREE IDENTIFIED?	AFI 36-2306
26.9.	ARE PERSONNEL MADE AWARE OF DANTES, CCAF, PME, ECI, AND COMMISSIONING PROGRAMS?	DODI 1322.8, 4.4,5.2.

Item No.	Items	References
26.10.	DO EDUCATION OFFICERS RECEIVE ADEQUATE TRAINING, E.G, DANTES, TCO, CCAF WORKSHOPS?	DODI 1322.17.
26.11.	ARE STUDENTS MADE AWARE OF THE REGULATORY GUIDANCE, DOD DIRECTIVES, AND PUBLIC LAWS GOVERNING EDUCATION FINANCIAL ASSISTANCE?	DODI 1322.25
27.	DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT TESTING OPERATIONS (DANTES DEPH, VOLS I & II) DANTES TEST SITES ONLY	DODI 1322.25, ENCLOSURE 7
27.1.	HAVE THE PRIMARY TEST CONTROL OFFICER (TCO) AND ALTERNATE TEST CONTROL OFFICER (ATCO) ESTABLISHED A STANDARD PROCEDURE OUTLINING AND SPECIFYING THE OPERATIONAL DETAILS OF A STOCKING OR NON-STOCKING DANTES TESTING CENTER?	DODI 1322.25 ENCLOSURE 7
27.2.	ARE QUARTERLY AND ANNUAL INSPECTIONS (31 DEC) HELD AND ARE REPORTS FILED WITH DANTES AND ANG IN A TIMELY MANNER?	DODI 1322.25, ENCLOSURE 7
27.3.	IS THERE A DEDICATED SAFE FOR DANTES TEST MATERIAL ON THE IMMEDIATE PREMISES AND ARE THE APPROPRIATE FORMS USED TO RECORD ACCESS TO THE CONTENTS OF THIS SAFE?	DODI 1322.25, ENCLOSURE 7
27.4.	ARE PERSONNEL BEING TESTED, MONITORED, AND SUPERVISED IN THE MANNER PRESCRIBED BY DANTES GUIDANCE?	DODI 1322.25, ENCLOSURE 7
	COMMUNITY COLLEGE OF THE AIR FORCE (OPR: NGB/AIF)	
28.1.	ARE EDUCATION OFFICE PERSONNEL FAMILIAR WITH THE PROCEDURES REQUIRED TO HAVE THE SERVICE MEMBER'S TRANSCRIPT EVALUATED?	AFI 36-2304
28.2.	IS THE AF FORM 968 USED TO ACCOMPANY THE REQUEST FOR TRANSCRIPT EVALUATION?	AFI 2304
28.3.	COMPUTER SUPPORT:	AFI 36-2304
28.4.	DOES THE EDUCATION OFFICE HAVE ADEQUATE COMPUTER EQUIPMENT AND HARDWARE SUPPORT?	AFI 36-2304
28.5	QUALITY ASSURANCE PROCEDURES:	
28.6.	ARE EDUCATION PROGRAMS PROMOTED, ADVERTISED AND VALUED IN LIGHT OF THEIR IMPORTANCE TO MISSION READINESS?	AFI 36-2304

Item No.	Items	References
	<i>DISTRIBUTED/DISTANCE LEARNING (OPR: NGBG/AIF)</i>	
29.	AS THE BASE OPR FOR THE DISTRIBUTED/DISTANCE (DL) LEARNING PROGRAM, IS THERE AN INDIVIDUAL ASSIGNED AS THE BASE DL PROGRAM MANAGER (BDLPM) OR ASSIGNED THE ADDITIONAL DUTIES OF BDLPM IN THE BASE OJT OFFICE?	AFI 36-2201, 12 APRIL 00
	<i>PROMOTION OF AIRMEN (OPR: NGB/AIP)</i>	
30.	IF THE AUTHORITY TO PROMOTE TO AMN THROUGH TSGT HAS BEEN DELEGATED TO SUBORDINATE UNIT COMMANDERS, IS IT IN WRITING?	ANGI 36-2502, PARA 1.1.1.
30.1.	ARE THE ALLOWABLE PERCENTAGES FOR PROMOTION TO TSGT THROUGH CMSGT BEING MAINTAINED?	ANGI 36-2502, ATTACH 1
30.2.	DOES THE IMMEDIATE COMMANDER UNDERSTAND THE CONDITIONS, WHICH MAKE AIRMEN INELIGIBLE FOR PROMOTION?	ANGI 36-2502, PARA 1.3.
30.3.	ARE UNIT COMMANDERS FORWARDING THEIR RECOMMENDATIONS TO THE MPF IN A TIMELY MANNER TO ALLOW SUFFICIENT TIME FOR ADMINISTRATIVE PROCESSING?	ANGI 36-2502, PARA 1.4.1.
30.4.	IS THE DOR OF AIRMEN PREVIOUSLY DEMOTED AS A RESULT OF A VOLUNTARY CHANGE OF ASSIGNMENT BEING ADJUSTED UPON PROMOTION TO GIVE CREDIT FOR PREVIOUS TIME SATISFACTORILY SERVED IN THAT GRADE? IS THERE A CHECK AND BALANCES IN PLACE WITHIN THE MPF?	ANGI 36-2502, PARA 1.4.5.
30.5.	FOR THOSE PROMOTED UNDER THE DESERVING AIRMAN PROMOTION PROGRAM (DAPP), ARE YOU INSURING THEY ARE QUALIFIED IN THEIR DAFSC?	ANGI 36-2502, PARA 2.2.2.
30.6.	AGR DAPP. ARE YOU ENSURING AGRS PROMOTED TO TSGT MEET THE 12 YEARS OF TAFMS REQUIREMENT? MSGT PROMOTIONS – 18 TAFMS? PARA 2.3.	ANGI 36-2502, PARA 2.3.
30.7.	ARE PROMOTION ELIGIBILITY LISTINGS DISTRIBUTED TO UNIT COMMANDERS?	ANGI 36-2502
30.8.	ARE AIRMEN ACCEPTED UNDER AN OFFICER TRAINING PROGRAM BEING PROMOTED 15 DAYS BEFORE CLASS START DATE?	ANGI 36-2502, PARA 2.4.1.

Item No.	Items	References
30.9.	ARE AIRMEN PROMOTED UNDER THE RETRAINING PROGRAM SIGNING THE STATEMENT OF UNDERSTANDING? IS A COPY FILED IN THE UPRG? IS THE STATEMENT BEING SUSPENDED BY THE MPF BASED ON THE DATE ENTERED BY THE COMMANDER? ARE THEY BEING DEMOTED IF THEY FAIL TO COMPLETE THE RETRAINING REQUIREMENT?	ANGI 36-2502, PARA 2.5.
30.10.	ARE ANG MEMBERS ON THEIR IADT TOUR PROMOTED WHEN ELIGIBLE?	ANGI 36-2502, TABLE 2.1, NOTE 4
30.11.	ARE ALL PROMOTIONS (E-2 TO E-9) UPDATED IN MILPDS IN A TIMELY MANNER?	ANGI 36-2502, AFCSM 36-699, VOL. 1, CHAPTER 7.
PERSONNEL PROGRAMS (OPR: NGB/AIPO)		
31.1.	IS THE MPF PROPERLY CODING ALL EXCESS AND OVERGRADE REQUESTS IN MILPDS AND PROVIDING A QUARTERLY REPORT TO COMMANDERS?	ANGI 36-2101, PARA 2.20.4
31.2.	IS THE MPF MONITORING ASSIGNMENTS TO ALLEVIATE EXCESS/OVERGRADE CONDITIONS WHEN POSITIONS BECOME VACANT AND REASSIGNING EXCESS PERSONNEL TO VACANT POSITIONS EVEN THOUGH IT MAY CREATE AN OVERGRADE CONDITION?	ANGI 36-2101, 2.2.2.1, 4.1
31.3.	ARE PROJECTED KNOWN LOSSES (PKL) BEING PROPERLY IDENTIFIED AND EXCESSED IF NECESSARY?	ANGI 36-2101, PARA 2.2.2.2
31.4.	ARE AGRS/MILITARY TECHNICIANS ALWAYS ASSIGNED TO THE INCUMBENT POSITION?	ANGI 36-2101, PARA 2.3
31.5.	IS THE MPF UPDATING DEPLOYMENT STATUS PHYS CODES AND MONITORING AF 422'S.	ANGI 36-2101, PARA 2.5.1
31.6.	UPON ASSIGNMENT TO EXCESS/OVERGRADE STATUS, IS THE MEMBER BEING PROPERLY COUNSELED, SIGNING A NGB 36-11, AND IS THE NGB 36-11 BEING RETAINED IN THE UPRG UNTIL THE ASSIGNMENT CONDITION IS ALLEVIATED?	ANGI 36-2101, PARA 2.20
31.7.	IS THE MPF ENSURING THAT NO MEMBER IS REASSIGNED AS AN EXCESS OR OVERGRADE TO ACCOMMODATE PROMOTION OF ANOTHER MEMBER?	ANGI 36-2101, PARA 3.1.1.1, 3.1.2.1

Item No.	Items	References
31.8.	IS THE MPF MONITORING REASSIGNMENTS TO ENSURE THEY ARE WITHIN THE LIMITS OF ANGI 36-2101?	ANGI 36-2101, PARA 3.1.3
31.9.	IS THE MPF ENSURING THAT EXCESS/OVERGRADE ASSIGNMENTS DO NOT EXCEED MSO, ETS, OR 24 MONTHS; WHICHEVER IS LESS.	ANGI 36-2101, PARA 4.1.3.1, 4.2.8.1, 4.2.11
31.10.	ARE SPECIFIC CODES AND EXPIRATION RULES BEING APPLIED AS DIRECTED IN TABLES 4.1 AND 4.2?	ANGI 36-2101, PARA 4.1.4, 4.2.13, TABLE 4.1, 4.2
31.11.	IS THE MPF ENSURING THAT MEMBERS ARE NEVER PLACED IN DUAL STATUS?	ANGI 36-2101, TABLE 4.1, 4.2 NOTE 2
31.12.	Are personnel as outlined in ANGI 36-2101, being assigned to the Student Flight on the UMD as required?	ANGI 36-2101, PARA 2.18.1.2.
CLASSIFICATION ACTIONS NOTE: REFERENCES PERTAIN TO AFI 36-2101 UNLESS OTHERWISE SPECIFIED. (OPR: NGB/AIPOF)		
32.	HOW ARE CAFSCS DETERMINED?	AFI 36-2101 PARAGRAPH 2.6. AND TABLES 3.9. AND 3.10.
32.1.	WHAT TABLES ARE USED TO DETERMINE INITIAL CLASSIFICATION, THE CAFSC FOR AIRMEN IN TRAINING STATUS, AND TO DETERMINE THE CAFSC AS A RESULT OF ASSIGNING OR WITHDRAWING AWARDED AFSCS?	AFI 36-2101 PARAGRAPH 2.6.
32.2.	HOW ARE PAFSCS DESIGNATED?	AFI 36-2101 PARAGRAPH 3.1.
32.3.	HOW ARE PREFIXES AND SUFFIXES DETERMINED?	AFI 36-2101 PARAGRAPH 3.10. AND 3.11.
32.4.	WHO UPDATES OR REQUESTS AIRMAN SEI ACTIONS?	AFI 36-2101 PARAGRAPH 3.13.3.1.1.
32.5.	HOW ARE DAFSCS AUTHORIZED?	AFI 36-2101 PARAGRAPH 3.3.
32.6.	HOW ARE CLASSIFICATION INTERVIEWS OR AUDITS ACCOMPLISHED DURING IN-PROCESSING?	AFI 36-2101 PARAGRAPH 3.31.
32.7.	WHAT ARE THE MPF'S PROCEDURES FOR ALLOWING AN INDIVIDUAL TO BE USED OUTSIDE OF THEIR CAFSC?	AFI 36-2101 PARAGRAPH 3.34.

Item No.	Items	References
32.8.	WHAT ARE THE PROCEDURES FOR AWARDING A SDI OR RI?	AFI 36-2101 PARAGRAPH 3.4. AND 3.5)
32.9.	DOES PERSONNEL EMPLOYMENT WITH IN MPF MANAGE THE BASE CLASSIFICATION PROGRAM; DESIGNATE A PAFSC, REVIEW, PROCESS, APPROVE, AND DISAPPROVE AFSC CLASSIFICATION ACTIONS; MAINTAIN, MONITOR, AND CORRECT DATA ITEMS FOR WHICH IT IS THE OPR; AND ENSURE APPLICABLE SOURCE DOCUMENTS ARE FILED IN UPRGS?	(AFCSM 36-699, VOL 1 CHAP 5, PARA 5.49.) (AFI 36-2101, CHAP 3, PARA 3.1
	<i>DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY NOTE: ALL REFERENCES PERTAIN TO AFI 36-3202, UNLESS OTHERWISE SPECIFIED. (NGB OPR: A1POF)</i>	
33.	HOW IS THE DD FORM 214 PREPARED AND ARE SOURCE DOCUMENTS/MILPDS UTILIZED TO VERIFY DATA?	AFI 36 3202 PARAGRAPH 5. AND TABLE 4.
33.1.	HOW IS THE DOCUMENT DISTRIBUTED UPON AN INDIVIDUAL'S SEPARATION DATE?	AFI 36 3202 PARAGRAPH 10. AND TABLE 5.
33.2.	HAS THE DD FORM 214 BEEN SIGNED BY THE AUTHORIZING OFFICIAL?	AFI 36 3202 TABLE 4, ITEM 54.
33.3.	IS ONE DD FORM 214 BEING PREPARED FOR SPLIT TRAINING OPTION MEMBERS?	ANGI 36-2002, PARAGRAPH 2.5.19.
33.4.	IS DD FORM 214WS/DD FORM 214 PROPERLY PREPARED FOR COMPLETION OF INITIAL ACTIVE DUTY TOUR?	ANGI 36-2002CHAPTER 4
33.5.	IS DD FORM 214WS/DD FORM 214 PROPERLY PREPARED FOR PRIOR SERVICE MEMBERS COMPLETING 90 OR MORE CONSECUTIVE DAYS OF ACTIVE DUTY OF ACTIVE DUTY FOR TRAINING?	ANGI 36-2002CHAPTER 4
33.6.	IS DD FORM 214WS/DD FORM 214 PROPERLY PREPARED FOR COMPLETION OF ACTIVE GUARD RESERVE TOURS?	ANGI 36-2002CHAPTER 4
33.6.1	Are all forms (DD form 214 and DD form 214ws) secured after duty hours?	AFI 36-3202, SEC C, PARA 8.
	<i>SDAP FOR CCM AND FIRST SERGEANTS NOTE: ALL REFERENCES PERTAIN TO ANG MESSAGE 02-041, DATED 26 FEB 2002. (OPR: NGB/A1POF)</i>	
34.	WHO ENSURES ALL FIRST SERGEANTS COMPLETE USAF FIRST SERGEANT ACADEMY?	

Item No.	Items	References
34.1.	WHO IS RESPONSIBLE FOR ENSURING THE MEMBER IS IN AN AUTHORIZED BILLET?	
34.2.	WHO MAKES THE SDAP CERTIFICATION FOR QUALIFICATION AND ELIGIBILITY?	
	<i>SPECIAL DUTY ASSIGNMENT PAY PROGRAM NOTE: ALL REFERENCES PERTAIN TO AFI 36-3017, ANG MESSAGE 03-009 AND 03-015. (NGB OPR: AIPOF)</i>	
35.	IS THE MPF MAINTAINING A DATABASE IDENTIFYING ELIGIBLE ANG MEMBERS WHO ARE RECEIVING SDAP?	
35.1.	IS THE MONTHLY SDAP ROSTER BEING PRODUCED AND FORWARDED TO EACH UNIT COMMANDER FOR MONTHLY CERTIFICATION? ARE YOU MONITORING THE RETURN OF THE ROSTERS?	
35.2.	WHAT ACTIONS ARE TAKEN ON THE MONTHLY SDAP ROSTER?	
35.3.	IS A COPY OF THE AF FORM 2096 OR SPECIAL ORDER MAINTAINED IN THE AF FORM 10, SECTION 3 AND FORWARDED TO FINANCE?	
	<i>PERSONNEL PROGRAMS AFI 36-3209. (ANG OPR: AIPOF)</i>	
36.	DELIVERY OF THE LETTER OF NOTIFICATION (LON). WHEN FEASIBLE THE LON SHOULD BE PERSONALLY DELIVERED TO THE MEMBER?	PARAGRAPH 4.5.1.
36.1.	WHEN PERSONAL DELIVERY IS NOT FEASIBLE, IS THE LON IS SENT TO THE MEMBER BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED, TO THE MEMBER'S LAST KNOWN ADDRESS?	PARAGRAPH 4.5.2.
36.2.	PROCESSING TIME GOALS. ARE OFFICER CASES NOT PRESENTED TO AN ADMINISTRATIVE DISCHARGE BOARD WITHIN 60 DAYS OF RECEIPT OF THE CONVENING ORDERS REPORTED TO NGB/A1, TO INCLUDE INFORMATION EXPLAINING THE REASON (S) FOR THE DELAY.	PARAGRAPH 4.7.

Item No.	Items	References
36.3.	LON FOR ENLISTED PERSONNEL - BOARD ELIGIBLE. IS AN ADMINISTRATIVE DISCHARGE BOARD BEING OFFERED TO THE RESPONDENT IF THE RECOMMENDED CHARACTERIZATION OF SERVICE IN THE LETTER OF NOTIFICATION IS UOTHC? IS A RESPONDENT WHO HAS 6 OR MORE YEARS OF SATISFACTORY SERVICE FOR RETIREMENT OFFERED AN ADMINISTRATIVE DISCHARGE BOARD?	PARAGRAPH 4.10.
	<i>SERVICE DATES AND DATES OF RANK NOTE: REFERENCES PERTAIN TO AFI 36-2604 UNLESS OTHERWISE SPECIFIED. (OPR: NGB/A1POF)</i>	
37.	HOW ARE SERVICE DATES COMPUTED?	PARAGRAPHS 4 THRU 4.12 AND TABLE 1.
37.1.	WHEN DETERMINING DATES OF RANK OF PROMOTED AIRMEN, DOES THE MPF GUIDELINES IN ANGI 36-2502?	PARAGRAPH 1.4.
37.2.	WHEN DETERMINING DOR OF DEMOTED AIRMEN, DOES THE MPF FOLLOW GUIDELINES IN ANGI 36-2503, TABLE 1	TABLE 1
	<i>REENLISTMENTS/EXTENSIONS? NOTE: ALL REFERENCES PERTAIN TO ANGI 36-2002, CHAPTER 4. (OPR: NGB/A1POF)</i>	
38.	ARE EXTENSIONS FOR A MINIMUM PERIOD OF 6 MONTHS AND A MAXIMUM PERIOD OF 4 YEARS PER EXTENSION?	PARAGRAPH 4.1.1.
38.1.	ARE THE TERMS OF REENLISTMENT FOR PERIODS OF 3, 4, 5, OR 6 YEARS?	PARAGRAPH 4.1.2.
38.2.	IS A REQUEST FOR RETENTION BEYOND AGE 60 FOR A MEMBER THAT IS RETIREMENT ELIGIBLE, FOR THE PURPOSE OF QUALIFYING FOR A TECHNICIAN RETIREMENT FORWARDED TO NGB/A1POM?	PARAGRAPH 4.1.5.
38.3.	IS THE MPF INVOLUNTARILY RETAINING A MEMBER BEYOND ETS FOR THE PROCESSING OF AN ADMINISTRATIVE DISCHARGE ACTION AS OUTLINED IN AFI 36-3209.	PARAGRAPH 4.4.2.
38.4.	WHAT DOCUMENTS ARE BEING COMPLETED FOR AN EXTENSION/REENLISTMENT?	PARAGRAPH 4.5. THRU 4.11.
38.5.	HOW ARE WAIVERS FOR REENLISTMENT/EXTENSION BEING PROCESSED?	CHAPTER 5

Item No.	Items	References
38.6.	HOW ARE WAIVERS FOR REENLISTMENT/EXTENSION BEING PROCESSED?	CHAPTER 5
	<i>AIR NATIONAL GUARD SEPARATION DOCUMENTS. ANGI 36-3201. (OPR: NGB/AIPOF)</i>	
39.	IS THE MPF PREPARING THE NGB FORM 22 FOR ALL SEPARATIONS/DISCHARGES? WHO DO YOU NOT PREPARE A FORM ON?	PARAGRAPH 1.1.
39.1.	HOW IS DISTRIBUTION OF THE NGB FORM 22 MADE?	PARAGRAPH 1.2.
39.2.	IS THE RECOMMENDATION FOR REENLISTMENT ELIGIBILITY BEING OBTAINED IN WRITING FROM THE COMMANDER?	PARAGRAPH 1.3.2.15.
39.3.	WHAT DISCHARGE CERTIFICATES ARE BEING PREPARED?	CHAPTER 2
	<i>POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS). (OPR: NGB/AIPOF)</i>	
40.	WHAT ACTION DOES THE SECTION TAKE ON PCARS REJECTS?	AFCSM 36-699, VOL 1, CHAP 10
40.1.	ARE NON-PAY AND NON-ECI CORRESPONDENCE COURSE POINTS INPUT?	AFCSM 36-699, VOL 1, CHAP 10
40.2.	ARE AF FORMS 526 DISTRIBUTED TO THE MEMBERS?	AFCSM 36-699, VOL 1, CHAP 10
40.3.	Have assigned PCARS clerks attended the ARPC PCARS training class?	
	<i>SELECTIVE RETENTION OF ANG OFFICER AND ENLISTED PERSONNEL. ANGI 36-2606. (OPR: NGB/AIPOF)</i>	
41.	DOES THE MPF MAINTAIN A LIST OF ENLISTED MEMBERS THAT HAVE BEEN APPROVED FOR RETENTION TO VERIFY AUTHORIZATION TO REENLIST OR EXTEND?	PARAGRAPH 3.1.3.
41.1.	DOES THE MPF UPDATE MILPDS TO PROJECT THE LOSS OF ALL MEMBERS NON-RETAINED?	PARAGRAPH 3.1.3.

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