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**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 24-5**

3 SEPTEMBER 2001

Transportation

VEHICLE OPERATIONS (WING)

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This checklist reflects Command requirements for the unit-level Transportation function to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been completely revised to add critical inspection items and should be completely reviewed.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at Attachment 1 as a guide only. AFSPC Checklists **will not** be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

KAI LEE NORWOOD, Col, USAF
Director of Logistics

Attachment 1

VEHICLE OPERATIONS (WING)

Table A1.1. Checklist.

SECTION 1: VEHICLE OPERATIONS FLIGHT			
MISSION STATEMENT: Checklist used to inspect the cost effective, responsive transportation support and management of assigned vehicles for the base and support units. Economical and efficient use of the Air Force vehicle fleet is the ultimate goal for all echelons of the organization.			
CRITICAL ITEMS: HAS FLIGHT SUPERVISION ESTABLISHED PROCEDURES FOR TRAINING VEHICLE OPERATORS?	YES	NO	N/A
1.1. Has the vehicle operations officer/superintendent established a safety program? (AFI91-202, para 8.1.2)			
1.2. Are applicable Air Force Manpower Standards (AFMS) available to ensure all supervisory personnel are familiar with content and methodology used to earn vehicle operations manpower? (AFI24-301, para 1.2.13.1.1)			
1.3. Has the vehicle operations officer/superintendent established a flight training program through a combination of formal technical training, On-the-Job Training (OJT) and Career Development Courses (CDCs)? (AFI24-301, para 1.2.14)			
1.4. Has the vehicle operations officer/superintendent established procedures to train vehicle operators on wartime skills (including augmentees)? (AFI24-301, paras 1.2.15 and 4.5.8)			
SECTION 2: VEHICLE DISPATCH			
CRITICAL ITEMS: ARE EFFICIENT AND ECONOMICAL TRANSPORTATION SERVICES PROVIDED TO INCLUDE READINESS SUPPORT?	YES	NO	N/A
2.1. Have all base support and operational plans requiring vehicle support been reviewed with LGTR? (AFI24-301, para 1.2.8.2.7)			
2.2. Have recall and redistribution procedures been developed by vehicle operations to support these plans? (AFI24-301, para 1.2.8.2.7)			
2.3. Are current vehicle and personnel alert or standby rosters maintained in vehicle dispatch? (AFI24-301, para 1.2.10.11)			
2.4. Does dispatch support ensure vehicle operators inspect, clean and service U-Drive-It (UDI) vehicles and properly perform operator maintenance on assigned vehicles? (AFI24-301, paras 1.2.11.2 and 1.2.11.3)			
2.5. Does dispatch support maintain jacks, spare tires, emergency supplies, tie-down equipment and supplies for maintaining the vehicle operations fleet? (AFI24-301, para 1.2.11.4)			
2.6. Has the vehicle operations officer/superintendent developed procedures to capture workload data associated with manpower variances? (AFI24-301, para 1.2.8.2.10.1)			