



Command Policy

**COMPLIANCE AND STANDARDIZATION REQUIREMENTS LIST
(C&SRL)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Maxwell AFB Electronic Publications web page at: <http://www.maxwell.af.mil/msd/pubs/index.htm>. If you lack access, contact the Publications Management Office.

OPR: AFIT/IG
(CAPT K.L. Ginader)

Certified by: AFIT/IG
(CAPT K.L. Ginader)
Pages: 24
Distribution: F

This C&SRL implements AFPD 90-2, *The Inspection System*, and supports guidance in AETC Sup 1 to AFI 90-201. It applies to items critical to accomplishing the Air Force Institute of Technology (AFIT) mission. This C&SRL is designed to assist in preparation for the Command ORI or assessment and is not intended as the sole source of inspection material, but should be used in conjunction with the applicable governing directives. This C&SRL supports guidance in the following: DoD 4500.54-G, AFCAT 36-2223, AFITI 36-101, AFITI 36-105, AFIT/CI OI 36-1, 36-3, 36-4, 36-5, 37-4, AFI 33-117, AFI 21-116, TO SERIES 31-10, AETCI 26-2208, AETCI 36-2209, AFITI 36-119, AFITI 61-101, AFIT/EN OI 36-105, 36-109, 36-114, 36-117, 36-120, 36-126, 36-134, 36-136, 50-1, 50-2, 53-20, AFIT/EN Faculty Constitution, AFITR 53-27, AFIT/LA OI 53-1, 53-5, 53-7, 53-8, 53-14, and 80-1, AFMAN 10-206, AFI 65-601 Vols 1 & 2, DoD 7000.14-R, DFAS-DE 7040.1-M, DCSP-UM-04, AFI 65-104, USAF Internal Procedures for Using IMPAC, AFMAN 36-2234, AFH 36-235 Vol. 10, AUI 36-2312, MAFB 10-104 & AFIT SUP 1, AUI 36-105/AFIT SUP 1, AUI 36-2303/AFIT SUP 1, AFIT/RR OI 36-104, AFROTCI 36-2019, AFITI 36-106, AFI 36-2608, AFI 36-2013, AFIT/RROI 37-101, AFIT/RROI 36-103, AFIT/RROI 36-109, and MAJCOM supplements (see core paragraphs for specific references), AFI 36-401, AUI 36-2302 & AFIT SUP 1, Wright-Patterson AFB Installation Training Guide, AFIT/LS OI 53-2, 50-8, 50-12, AFIT/CE OIs 33-102, 33-105, 33-106, 33-107, 33-108, 33-110, 33-111, 33-112, and 33-113.

SECTION A: CIVILIAN INSTITUTION PROGRAMS	2
SECTION B: GRADUATE SCHOOL OF ENGINEERING AND MANAGEMENT.....	3
SECTION C: PUBLIC AFFAIRS.....	6

SECTION D: RESOURCES AND PLANS DIRECTORATE	7
SECTION E: ADMISSIONS AND REGISTRAR.....	13
SECTION F: CIVIL ENGINEER AND SERVICES SCHOOL	15
SECTION G: SCHOOL OF SYSTEMS AND LOGISTICS	18
SECTION H: COMMUNICATIONS AND INFORMATION DIRECTORATE.....	19
ATTACHMENT 1 – GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS.....	23

SECTION A: CIVILIAN INSTITUTION PROGRAMS

NO.	ITEM	REFERENCE
A1.	Student Administration and Operations	
A1.1	Is there a logically organized file on each current student?	CI OI 36-4
A1.2	Are annual audits conducted of student records?	CI OI 36-4
A1.3	Are AFIT IMT 9s, Initial or Change to Reporting Instruction , prepared in a timely fashion to allow the release of assignment information?	CI OI 36-4.
A1.4	Is a current education plan (or a written reminder) on file for each student who has been in the program longer than a month?	AFITI 36-105
A1.5	Do the education plans show that the students are pursuing the degrees they have been assigned to get? Degree titles may vary for the same ASC depending on the situation.	CI OI 36-4.
A1.6	Do the student folders show grades from the start of the program through any term which ended more than 60 days ago (or is there a written reminder in the files?)	AFITI 36-105
A1.7	Are students who are not academically proficient placed on academic probation?	AFITI 36-105 CI OI 36-5.
A1.8	Are the students on academic probation notified in writing when they are removed from probation once they are again proficient?	AFITI 36-105 CI OI 36-5.
A1.9	Are TDY and reimbursement requests reviewed and processed by the Program Manager to maximize savings?	CI OI 37-4
A1.10	Is AFPC approval obtained for program extensions?	AFITI 36-105
A1.11	Are Training Reports completed within 120 days following closeout?	AFITI 36-105 8.4. CI OI 36-1
A1.12	Is the DoD Foreign Clearance Guide complied with when overseas TDY orders are issued?	DoD 4500.54-G AFITI 36-105 7.5.7

NO.	ITEM	REFERENCE
A1.13	Are students assigned only to schools with current educational service agreements or no-cost institutions?	CI OI 36-3
A1.14	Upon program completion, when all documentation, including TR, official transcripts, certificate, etc are received, are files purged and support documentation forwarded to AFIT/SCIB (AFIT Coding)?	CI OI 36-4 .
A2.	AFIT/CIME Only	
A2.1	Does the course listed on AF IMT 1983, AFIT SPONSORED MEDICAL SERVICE CONTINUING EDUCATION APPLICATION , meet the requirements listed in the Education and Training Course Announcements?	Education and Training Course Announcements (ETCA), http://hq2af.keesler.af.mil/etca.htm
A2.2	Has AF IMT 1983 been reviewed and approved by the appropriate authorities?	ETCA
A2.3	Are orders published and forwarded to the individual's unit at least 5 days prior to course start date?	ETCA
A2.4	Are requests for course changes processed and are the documents on file?	
A2.5	Are estimates of per diem, travel, and actual registration fees posted in the database?	ETCA
A2.6	Is there a system of tracking quotas utilized and approximate monies obligated?	ETCA
A2.7	Are approvals for special authorizations supported by documentation and on file?	ETCA
A2.8	Are follow-up actions taken to receive TDY orders, travel vouchers, and travel cost on individuals?	ETCA
A3.	AFIT/CIMJ Only	AFITI 36-101
A3.1	Do students complete and return the AFHPS/FAP Annual Certification sheet (AFITI 36-101) A. Are fitness checks submitted annually? B. Are health status questions answered annually? C. Are addresses verified annually?	AFITI 36-101
A3.2	Are students informed of current issues through the web site, informal mail-outs, or electronic equivalents?	AFITI 36-101
A3.3	Are completion certificates solicited on all graduating medical students in the spring of their final year?	AFITI 36-101

SECTION B: GRADUATE SCHOOL OF ENGINEERING AND MANAGEMENT

NO.	ITEM	REFERENCE
B1.	Graduate Curricula	

NO.	ITEM	REFERENCE
B1.1.	Do all PhD student academic programs include at least 48 quarter hrs of course work beyond the MS degree in an approved program designed to make the student expert in the chosen area of research?	ENOI 36-114
B1.2.	Are all PhD students admitted to candidacy by the Dean, Graduate School of Engineering and Management at least one year before the degree is awarded?	ENOI 36-114
B1.3.	Do all PhD students complete a dissertation, approved by a research committee?	ENOI 36-114
B1.4.	Has the Dean reviewed and endorsed curricula established by the graduate degree faculty?	ENOI 36-134
B1.5.	Has the Faculty Council established an Academic Standards Committee (ASC)?	Faculty Council Constitution, para 5.b.2
B1.6.	Has the Faculty Council established a Curriculum and Degree Requirements Committee (CDRC)?	Faculty Council Constitution, para 5.b.3
B1.7.	Has the CDRC, acting for the faculty, approved all continuing master's program curricula?	ENOI 36-134
B1.8.	Does the CDRC conduct a review of each existing master's program curricula every year?	ENOI 36-134
B1.9.	Has the faculty approved all masters' programs	ENOI 36-134
B2.	Graduate Courses	
B2.1.	Does the department head assign a faculty advisor to each student enrolled in a department program to assist in planning and monitoring the student's graduate program?	ENOI 36-105, ENOI 36-120, ENOI 36-134
B2.2.	Have the course instructors developed a course syllabus for each course and provided it to the students enrolled in the course?	ENOI 36-117, ENOI 36-126
B2.3.	Do the instructors develop, administer, and analyze student performance measurement instruments?	ENOI 36-126, Atch 1
B2.4.	Does each department maintain a course notebook for each course containing approved AFIT IMT 51, Course Description Summary , course description summary, a current syllabus, and examples of student handouts, homework material, and exams?	ENOI 36-117
B2.5.	Do the department heads summarize end-of-course critiques for inclusion in course notebooks?	ENOI-117
B3.	Degree Program Management and Evaluation	ENOI 36-120

NO.	ITEM	REFERENCE
B3.1.	Do students, after consultation with their advisor, enter their education plan through the AFIT portal for approval by the advisor?	ENOI 36-120
B3.2.	Has the Dean established overall direction for the evaluation of degree programs?	ENOI 36-134
B3.3.	Does the Assistant Dean for Academic Affairs provide results of the annual survey of selected graduates and supervisors to the department heads?	ENOI 36-117
B3.4.	Does the Assistant Dean for Academic Affairs maintain a central file of the results of end-of-program evaluations and the surveys of graduates and their supervisors?	ENOI 36-117
B4.	Thesis Research	ENOI 36-139
B4.1.	Does the Associate Dean for Research (ENR) solicit and advertise potential thesis research topics among potential sponsors, consumers of research results, and recipients of EN graduates?	ENOI 36-139
B4.2.	Do departments provide opportunities for students to become aware of potential thesis advisors and their research streams?	ENOI 36-139
B4.3.	Do departments provide published guidance to students and committee members to ensure timely submission of completed theses, conformance with format requirements, and appropriate distribution?	ENOI 36-127
B5.	Research and Consulting	AFITI 61-101
B5.1.	Does ENR publicize faculty and student research results and capabilities to potential consumers?	AFITI 61-101
B5.2.	Does ENR assist faculty in the solicitation of research topics and sponsorship?	AFITI 61-101
B5.3.	Does ENR refer consulting opportunities to appropriate faculty and department heads?	AFITI 61-101
B5.4.	Does ENR maintain databases to support queries concerning research accomplished within the school?	AFITI 61-101, para 6.3., 6.14.5.
B5.5.	Do departments heads strive to ensure all faculty members are given the opportunity for an annual research quarter as time permits?	ENOI 36-125
B5.6.	Are faculty members encouraged to pursue one or more research streams of clear value to national defense, especially the Air Force?	ENOI 36-109
B5.7.	Does ENR consolidate and track information related to faculty and student publications?	AFITI 61-101, para 6.3., 6.14.5.

SECTION C: PUBLIC AFFAIRS

NO.	ITEM	REFERENCE
C1	Management Responsibilities	
C1.1	Does the PAO ensure appropriate standard public affairs reference materials and record files, including 971s, are maintained?	AFI 35-101, para 3.4.3, 3.4.4, and 3.4.5
C1.2	Does the PAO report to the senior commander or vice commander of the organization?	AFI 35-101, para 2.17
C1.3	Does the PAO maintain appropriate instructions of office duties?	AFI 35-101, para 3.5.1
C1.4	Does the PAO prepare a comprehensive budget that analyzes, projects, and justifies funding requirements?	AFI 35-101, para 3.2
C2	Community Relations	
C2.1	Does the PA Office have a community relations program that: -- increases public awareness and understanding of the armed forces and the mission, policies, and programs of the Air Force; -- inspires patriotism and encourages young men and women to serve in the military; -- maintains a reputation as a good neighbor, as well as a respected professional organization charged with part of the responsibility for national security; -- supports Air Force recruiting?	AFI 35-101, para 8.2
C2.2	Does the PA Office maintain an organizational reference file on local community organizations?	AFI 35-101, para 8.49.2.1
C2.3	Is the commander or designated representative an ex-officio member of key civic organizations such as the Chamber of Commerce?	AFI 35-101, para 8.49.2.2
C2.4	Does the PA Office have a speakers' bureau program with appropriate records on potential active military and civilian employee speakers, potential civilian audiences, and speech material files; and does the PA Office ensure speakers have speeches reviewed for security and policy issues at the appropriate level?	AFI 35-101, para 8.29 and 8.31
C2.5	Does the PA Office have written procedures on how to handle tour requests, including those from foreign nationals?	AFI 35-101, para 8.41.3 and 8.41.4
C2.6	Does the PA Office follow procedures on how to respond to routine and non-routine requests for information, including those from foreign nationals?	AFI 35-101, para 8.47
C2.7	Does the PA Office maintain written procedures on how to market the organization at trade shows and exhibitions?	Continuity Book, tab 11
C2.8	Does the PA Office maintain records of significant community relations programs and activities?	AFI 35-101, para 8.56
	Media Relations	
C2.9	Does the media relations program reach target audiences with AF messages, release time-sensitive information, and convey AF core competencies to a broad cross-section of the civilian audience?	AFI 35-101, para 6.2
C2.10	Does the PAO have specific procedures established to get timely, accurate information to news media?	AFI 35-101, para 6.3.1
C2.11	Are responses to media queries coordinated with the appropriate wing agencies according to office coordinating procedures?	AFI 35-101, para 6.39.4 and 6.41
C2.12	Does the PAO ensure higher headquarters is consulted if a query involves sensitive information or comes from national-level news media?	AFI 35-101, para 6.41 and 6.39.4

NO.	ITEM	REFERENCE
C2.13	Is the PA Office familiar with specific procedures to determine what information is releasable when dealing with: deaths, discharges, military personnel records, alert status, unit activations, inactivations, movements or phasedowns, accidents and serious incidents, accident investigation and safety boards, chemical or biological material incidents and nuclear accidents and incidents?	AFI 35-101, para 6.7, 6-22 through 6-31
C2.14	Does the PA Office provide a news release to the media within one hour after notification of a major accident or incident?	AFI 35-101, para 7.12
C2.15	Does the PA Office have a written crisis communication plan that details how to respond to an accident/incident?	AFI 35-101, para 7.2.1
C2.16	Does the PA Office have a media center operations plan?	AFI 35-101, para 7.4.1
C2.17	Does the PA Office have procedures in place on how to set up a news conference, and are media deadlines considered for determining conference times and dates? Are media deadlines on file?	AFI 35-101, para 6.47
C2.18	Does the PAO ensure procedures are in place which allow the command post to notify the PA office of known or suspected incidents or events?	AFI 35-101, para 7.4.9
C3	Internal Information	
C3.1	Does the PA Office have written procedures on how to maintain an internal publication	AFI 35-101, para 5.8.5
C3.2	Does the PA Office have written procedures on how to distribute internal information?	AFI 35-101, para 5.1 and 5.5
C3.3	Does the PA Office provide photography support when necessary?	AFI 35-101, para 17.1 and 17.3
C3.4	Are appropriate local fact sheets and biographies updated regularly and always available?	AFI 35-101, para 5.34 and 5.38
C3.5	Does the PAO help the commander develop effective programs and topics of general interest to unit people for the Commander's Call Program?	AFI 35-101, para 5.30.1
C4	Security and Policy Review	
C4.1	Does the PAO have written procedures in place which outline public affairs responsibilities in the Security and Policy Review process?	AFI 35-101, para 15.9
C4.2	Is the wing Internet site registered with AF Link?	AFI 35-101, para 18.4.6.1
C4.3	Does the PA staff review the contents of unit World Wide Web home pages prior to their being made available to the public and ensure they comply with governing instructions?	AFI 35-101, para 18.4.6.4 and 18.6.1
C4.4	Does the PA office have a Hometown News Release program?	AFI-35-101, para 14.12

SECTION D: RESOURCES AND PLANS DIRECTORATE

NO.	ITEM	REFERENCE
D1.	EMERGENCY OPERATIONS	AFITI 10-201
D1.1	Are the duty and non-duty hour contacts appointed in writing to AFMC/CP?	Par 1.2.2
D1.2	Have the names of a primary and alternate plans representative been designated in writing to 88 ABW/XP by appointment letter?	Par 2.3
D1.3	Do AFIT schools and staff agencies provide updated recall rosters quarterly?	Par 1.2.1.1
D1.4	Are AFIT/RP representatives included on the appointment letter?	Par 2.1

NO.	ITEM	REFERENCE
D1.5	Has AFIT designated personnel to perform contingency / exercise duties as required?	Par 1.2.1.2.1
D1.6	Are personnel designated as Trusted Agent, Contingency / Exercise Team Chief and Alternate, Disaster Preparedness Officer, administrative assistants, and messengers cleared for access to at least SECRET information?	Par 1.2.1.2.1
D1.7	Has a 24-hour-per-day, 7-day-per-week point-of-contact (POC) been established in AFIT/RP for the purpose of contingency / exercise control and communications?	Par 1.2.1.2
D1.8	Does AFIT/RP contact each department IAW the AFIT pyramid recall plan?	Par 2.1
D1.9	Do the departments notify AFIT/RP once everyone in the department has been notified?	Par 3.2.1.2
D1.10	In the event AFIT personnel are required to go to a shelter, does AFIT/RP relay the all-clear message through the Disaster Preparedness Representative?	Par 2.4
D1.11	Is the notification of the release of personnel due to hazardous weather or emergency conditions disseminated using the AFIT pyramid notification system?	Par 3.2.1.2
D2	MANAGEMENT CONTROL PROGRAM (MCP)	AFI 65-201
D2.1	Has the unit developed a MCP plan and does the MCP POC maintain adequate documentation to support MCP review?	AFI 65-201
D3	SUPPORT AGREEMENTS	AFIT 25-201 AFIT Sup 1
D3.1	Does the Support Agreements Manager maintain a copy of all active support agreements?	AFIT Sup 1, para 1.1
D3.2	Does the Resource Directorate (AFIT/RP) review and coordinate on all support agreements generated by other organizations?	AFIT Sup 1, para 1.1
D4	AUDIT PROGRAM	AFI 65-403
D4.1	Has a POC been appointed for audit activities?	AFI 65-403
D4.2	Is the follow up status being reported as required by MAJCOM?	AFI 65-403
D4.3	Are in briefs or out briefs held with appropriate CC's and FM?	AFI 65-403
D4.4	Is FM briefed on audit status?	AFI 65-403

NO.	ITEM	REFERENCE
D5	FUNDING PROVIDED BY NON-AFIT ACTIVITIES	AFI 65-601
D5.1	Is sponsor's funding document on file in provider-organization and AFIT/RPB (AF IMT 185, Project Order , AF IMT 616, Fund Cite Authorization (FCA) , DD Form 448, Military Interdepartmental Purchase Request , DD Form 1131, Cash Collection Voucher , or letter)?	AFI 65-601
D5.2	Do funding documents clearly state the service to be rendered, including dates of performance of service?	AFI 65-601
D5.3	Are adequate controls in place to ensure reimbursements earned are being tracked properly?	AFI 65-601
D5.4	Are these reimbursements properly coded and reflected in the accounting (BQ) system?	AFI 65-601
D5.5	Is MIPR designated as either direct-cite or reimbursable?	AFI 65-601
D5.6	Are expenditures tracked against the sponsor's funding document?	AFI 65-601
D5.7	Are procedures in place to ensure funding limitations are not exceeded?	AFI 65-601
D5.8	Are invoices certified in a timely manner and sent to DFAS for immediate payment?	AFI 65-601
D5.9	Are excess funds identified and returned to funding agency?	AFI 65-601
D6	CASH COLLECTION/STORAGE PROCEDURES	AFITI 65-101
D6.1	Is approval to store cash obtained in writing from 88 ABW/FM?	AFITI 65-101
D6.2	Is storage container approved by 88 ABW/SP?	AFITI 65-101
D6.3	Are funds stored separately from classified documents?	AFITI 65-101
D6.4	Are appropriate storage/handling procedures followed?	AFITI 65-101
D6.5	Have AFIT instructions been published regarding receipt of checks to include the information included on the checks?	AFITI 65-101
D6.6	Are cash collection vouchers, DD Form 1131, appropriately utilized and filled out?	AFITI 65-101
D6.7	Are frequent deposits made versus stockpiling checks?	AFITI 65-101
D6.8	Are copies of the DD Form 1131 kept on file?	AFITI 65-101
D6.9	Has the 88 ABW/FM been notified in writing AFIT/RPB's check storage container?	AFITI 65-101
D7	ARMED FORCES HEALTH PROFESSIONALS SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAM -- Civilian Institution Tuition Payment	AFITI 36-101 & DoDFMR Vol 4 Ch 9
D7.1	Are invoices for tuition forwarded to DFAS-DY/FP immediately upon receipt? Are invoices paid within 30 days of receipt?	AFITI 36-101 & DoDFMR Vol 4 Ch 9
D7.2	Are all invoices/reimbursements validated to ensure only allowable expenses are paid?	AFITI 36-101 & AFITI 36-105 & DoDFMR Vol 4 Ch 9

NO.	ITEM	REFERENCE
D7.3	Are student requests for reimbursement processed within 14 days? (Processed and transmitted to Denver)	AFITI 36-101 & DoDFMR Vol 4 Ch 9
D7.4	Are student files reviewed, corrected, and financial liabilities satisfied before retiring record?	AFITI 36-101 & DoDFMR Vol 4 Chap 9
D8.	CIVILIAN INSTITUTION EDUCATIONAL PROGRAMS FINANCIAL ASSISTANCE – Debt Recoupment	AFITI 36-101
D8.1	When requested by a discharge authority, does AFIT provide an expense report as required?	AFITI 36-101
NO	ITEM	REFERENCE
D9	Budgetary Operation	AFI 65-601
D9.1	Financial Analysis	AFI 65-601
D9.1.1	Are management controls instituted as necessary at the beginning of the fiscal year to prevent waste of resources (i.e., civilian personnel costs, TDY travel, etc.)?	AFI 65-201 & AFI 65-601, VOL II, Chap. 2
D9.1.2	Does AFIT/RPB provide all AFIT Commanders, Dean, Department heads, and Resource Advisors (RAs) guidance on AETC financial policies? Is the guidance documented, i.e. periodic policy briefings, staff meetings, or financial committee meetings?	AFI 65-601, VOL II, Chap 1 and 2
D9.1.3	Does AFIT/RPB assist RAs in estimating financial requirements, evaluating actual program accomplishments compared to the planned use of Operating Budget Allotment (OBA)?	AFI 65-601, VOL II, Chap 1, 2 and 3
D9.1.4	Does AFIT/RPB ensure accounting reports reflect accurate and current financial data?	AFI 65-601, VOL II, Chap 2
D9.1.5	Are upward obligation adjustments and contract changes charged to the correct appropriation?	AFI 65-601, VOL I, Chap 6
D9.1.6	Are upward obligation adjustments being tracked through OARS?	MAJCOM Directed PL 84-798
D9.1.7	Are management controls being utilized with OARS through the separation of duties for all approving officials?	AFI-65-201 and/or AFD-65-2
D9.1.8	Does AFIT/RPB work with Resource Advisors (RA's) to reconcile and validate the Open Document Listing obligation balances against supporting documents and ensure each obligation meets valid criteria?	DFAS-DE 7220.4-G & DFAS-DE 7010.1R chap. 19 para 19-5
D9.1.9	When NULO/UMDs are received from DFAS, through FMFL, does FMA work in conjunction with the funds holder to resolve NULO/UMD?	DFAS-DE NULO/UMD Guide
D9.2	Budget Execution	AFI 65-601

NO.	ITEM	REFERENCE
D9.2.1	Do the direct obligation authority amounts authorized on funding documents agree with the obligation authority loaded in the accounting system?	AFI 65-601V-2, Chap 5
D9.2	Do targets track to the legal and administrative limitations shown on the funding documents?	AFI 65-601, V-2 Chap 3
D9.3	Is quarterly phasing accurate and in balance with the BQ system?	AFI 65-601, V-2
D9.4	Is the Corporate AFIT Resource Allocation structure, the Group, Board and Panel made up of the appropriate players?	AFI 65-601
D9.5	Does the Corporate structure have a systematic review of programs, cost factors, estimates, actual, etc?	AFI 65-601
D9.6	Are the AFIT Panel, Board and Group memberships formally established in writing?	AFI 65-601, VOL II, Chap. 10/ AETCI 16-501
D9.7	Does the AFIT Group develop, review and recommend to the AFIT Board/Panel all appropriated fund operating budgets and financial plans?	AFI 65-601, VOL II, Chap. 10/ AETCI 16-501
D9.8	Annually, does AFIT/RPB (in coordination with Resource Advisors (RAs)) view requirements in existing contracts to develop a comprehensive financial plan?	AFI 65-601 Vol II Para 2.10 and 2.15.3
D9.9	Does AFIT/RPB (in coordination with RAs) review program plans and other programming documents for impact on unit financial resources?	(AFI 65-601 Vol. II Para 2.15
D9.10	Does FMA (in coordination with RAs) review financial and execution plans to ensure consistency with unit funding priorities and goals?	AFI 65-601, Vol. II, Para 2.10 and 2.15
D9.11	Do the members at each level review and recommend for approval the distribution of funds?	AFI 65-601
D9.12	Does the AFIT Board review recommendations made by the AFIT Group and recommend actions to the Panel?	AFI 65-601, VOL II, Chap 10
D9.13	Does the AFIT Corporate Structure review status of funds for O&M, reimbursements, 3080 to ensure programs are adequate and valid?	AFI 65-601, VOL II, Chap 10
D9.14	Does the AFIT Corporate Structure at each level identify, provide justification for unfunded requirements, and establish recommended priorities for funding and subsequent execution.	AFI 65-601, VOL II, Chap. 10/ AETC I 16-501
D9.15	Are minutes/memorandums for the record prepared for each meeting?	AFI 65-601, VOL II, Chap. 10/ AETC I 16-501
D10	Closeout Procedures	AFI 65-601

NO.	ITEM	REFERENCE
D10.1	Does AFIT/RPB keep the commander and staff advised of the status of funds and requirements on a regular basis during September?	AFI 65-601, VOL II, Chap 2 and 10
D10.2	Does AFIT/RPB submit a priority list of unfunded requirements for Corporate approval for year end spending?	AFI 65-601, VOL II, Chap 10
D10.3	Does AFIT/RPB review reimbursement programs and the timeliness and accuracy of the estimates? Are problems in recording estimates and collecting actual reimbursements elevated to the appropriate authority for follow-up or resolution?	AFI 65-601, Vol 1, Chap 5
D10.4	Does AFIT/RPB maintain a summary of actions required and taken during closeout to develop cross feed for subsequent closeout meetings to avoid repeating previous mistakes?	AFI 65-601, VOL II Chap 2
D11	RESOURCE MANAGEMENT SYSTEM (RMS) TRAINING	AFI 65-601
D11.1	Is initial training provided to new RAs no later than 90 days after assignment? Is the training documented?	AFI 65-601, VOL II, Chap 11
D11.2	Are procedures for RA Training implemented according to SAF/CV memo dated 23 Mar 2000?	SAF/FM, Memo 20 Feb 2000
D11.3	Is continuation/update RMS training provided annually to RAs after the completion of the initial training?	AFI 65-601, VOL II, Chap 11
D11.4	Does AFIT/RPB ensure all training under the Resource Management System is properly documented for complete coverage of personnel and necessary training?	AFI 65-601 Vol. II par 11.4
D12	GOVERNMENT PURCHASE CARD (GPC) PROGRAM	AFI 64-117
D12.1	Has the cardholder limited purchases to transactions under his/her single purchase limit?	USAF Internal Procedures for Using IMPAC & AFI-64-117, Para 5.3.5.2
D12.2	Is a purchase log maintained?	Para 5.3.5.3.1
D12.3	Are monthly reconciliations made?	Para 5.3.5.5
D12.4	Is this program implemented according to USAF procedures for the GPC Card?	Para. 3.1
D13	GOVERNMENT PURCHASE CARD (GPC) CHECK	AFI 64-117
D13.1	Is the checking account maintained under a separate "Cardless" Account?	USAF Internal procedures for Using IMPAC & AFI- 64-117, Para 3.6.
D13.2	Have any checks been issued for more than \$2,500?	Para 3.6.1.7.
D13.3	Are internal controls established to avoid duplicate payments for any checks mailed?	Para 3.6.1.10.
D13.4	Are checks stored in locked containers when not in use?	Para 3.6.1.13.

SECTION E: ADMISSIONS & REGISTRAR

NO.	ITEM	REFERENCE
E1.	Registrar Division - Registration and Scheduling	AFIT I 36-151
E1.1	Does RRD serve as the focal point for providing student registration services?	AFIT I 36-151, para 1.2.
E1.2	Does RRD develop and maintain an academic suspense calendar to control information transfer?	AFIT I 36-151, para. 2.2
E1.3	Are courses offered only if an approved course description is on file in RRD?	AFIT I 36-151, para. 4.1.
E1.4	Does RRD produce a course schedule for each term scheduling course locations and times?	AFIT I 36-151, para 3.1
E1.5	When scheduling classes, are the hours from 1100 - 1300 each Thursday routinely reserved for institute meetings, commander's calls, and administrative and departmental functions?	AFIT I 36-151, para. 3.1.1.
E1.6	Does RRD make the schedule on the web after final validation?	AFIT I 36-151, para. 3.1.3.
E1.7	Are students allowed to register for courses after the schedule is posted to the web?	AFIT I 36-151, para. 3.2.
E1.8	Does RRD produce a final exam schedule based upon each course's requirement, and any special request?	AFIT I 36-151, para. 3.3.
E1.9	Are AFIT IMT 112's, Drop/Add Special Study Request signed by the student, instructor, department head, or other authorized staff member?	AFIT I 36-151, para. 5.2.
E1.10	After week one, are student initiated changes to their schedules accomplished using the AFIT IMT 112, Drop/Add Special Study Request, and is this IMT signed by the student's instructor and department head?	AFIT I 36-151, para. 6.2.
E1.11	Are AFIT IMT 112, Drop/Add Special Study Request, for courses dropped during the first two weeks assigned a "W" grade?	AFIT I 36-151, para. 9.2.
E1.12	Are drop actions for courses initiated after the fifth week but NLT than COB Friday of the 8th week assigned the grade of "WP or WF"?	AFIT I 36-151, para. 9.2.
E1.13	Are DAGSI AFIT IMTs 112, Drop/Add Special Study Request, approved by the student's home school advisor, home school registrar, and partner school registrar (if required) completed for course registration?	AFIT I 36-151, para. 8.1.1.
	Grading Policy and Graduation Requirements	AFIT I 36-149
E1.14	Does RRD produce transcripts for students completing their programs?	AFIT I 36-149, 6.1.1.

NO.	ITEM	REFERENCE
E1.1 5	Does RRD maintain a file to monitor temporary grades?	AFIT I 36-149, 6.1.4.
E1.1 6	Does RRD process grade changes upon receipt of AFIT IMT 40, Authorization for Grade/Credit Hour Change ?	AFIT I 36-149, 6.1.5.
E2.	Admission Division - Counseling and Evaluation	
E2.1	Do counselors provide an initial response to requests for evaluation or admission (as appropriate) from HQ AFPC, Nurse Corp/BSC/MSC, SAAS, Non-Quota, and Enlisted-To-AFIT applicants within 30 days from receipt of application? An initial response is considered an email or telephone acknowledgement, request for additional information/documents, letter of eligibility/admission, or guidance letter, which ever occurs first.	AFIT RROI 36-104 AFIT RROI 36-110 AFIT RROI 36-113
E2.2	Are responses to request for Memorandums of Academic Eligibility (MOAE) for the Airman Education Commissioning Program (AECM) accomplished by the suspense established in coordination with HQ ROTC/RRU?	AFI 36-2013,2.4; AECM Newsletter
E2.3	Is AECM data gathered, organized, analyzed, and published accurately each year?	AECM Newsletter
E2.4	Are potential applicants advised of Air Force sponsored programs?	AECM Education Newsletter, AFIT WEB Site: Base Education Conference briefings, AFPC Web site, Virtual Education Office Medical Corp "Call for Candidates" announcement; counselor responses to individual calls, e-mails, visits
E2.5	If applicable, do agency requestors or applicants receive reasons for academic ineligibility and corrective actions if known by counselors or provided by evaluating faculty.	AFI 36-2013 AFIT RROI 36-104, para 3.3.
E2.6	Is student eligibility determined IAW applicable and current AFIT admission requirements for resident programs, IAW the AECM Newsletter for AECM applicants, and IAW the Call for Candidates for Nurse Corp/BSC/MSC?	AFIT Graduate Catalog AFIT School of Engineering and Management faculty, AFIT RROI 36-104, Counselors Handbook & Continuity Notebook, AECM Newsletter, Nurse Corp, BSC, MSC Call for Candidates
E2.7	Is a customer service tool in place to gauge counselor communication with customers ?	Counselor Continuity Book
E2.8	Are all evaluation and admission requirements for non-DoD sponsored full or part-time enrollment followed? Are all applications of accepted students completed and admissions status letters issued; and are both filed in applicant's folder?	AFIT Graduate Catalog, AFIT RROI 36-113
E3.	Admission Division - Enrollment Management	AFIT/RROI 36-109
E3.1	If academic program is taught in residence is the officer placed in residence? (some "best interest of the AF" exceptions are permitted)	AFIT/RROI 36-109

NO.	ITEM	REFERENCE
E3.2	Are quotas versus fills questions/concerns from HQ AFPC researched and answered promptly to ensure timely consideration for all potential students.	AFIT/RROI 36-109
E3.3	Are procedures in place to procure required academic credentials prior to student being placed in school?	AFIT/RROI 36-109
E3.4	Are missing documents monitored through established suspense system to ensure receipt in a timely manner?	AFIT/RROI 36-109
E3.5	Are AFPC selection e-mails reviewed for accuracy before the officer's record is submitted into an academic program?	AFIT/RROI 36-109
E3.6	Is personnel data entered into Student Information System database after the student has been selected and is the data reviewed for accuracy?	AFIT QUEST Database Manual
E3.7	Are discrepancies (during the selection process for the officer) reported to HQ AFPC's assignment team for corrective actions?	AFIT/RROI 36-109
E3.8	Is there a system of quality control to ensure the accuracy of all records and assignments?	AFIT/RROI 36-109

SECTION F: CIVIL ENGINEER AND SERVICES SCHOOL

NO.	ITEM	REFERENCE
F1.0	Faculty Preparation Quota Policy (OPR: CE. OCR: Department Head, Faculty Recruitment Committee)	
F1.1	Are faculty preparation quota needs identified and provided to AFIT, XP in response to the annual call letter?	CEOI 36-102, Para 1
F1.2	Is faculty preparation candidate recruitment accomplished by appropriate advertising?	CEOI 36-102, Para 2
F1.3	Does the Faculty Recruitment Committee evaluate candidate applications and provide recommendations to the Dean (and appropriate Department Head)?	CEOI 36-102, Para 3
F1.4	Are candidates notified as to the outcome of the selection process IAW referenced instructions?	CEOI 36-102, Para 4.2.2 and 4.2.3
F1.5	Does the Department Head prepare Air Force Officer Requisition packages in accordance with referenced instructions?	CEOI 36-102, Para 4.3.1 through 4.3.2.4
F1.6	Does the AFIT Commandant recommend approval of candidate selections?	CEOI 36-102, Para 4.4
F2.0	Academic Support Administration (OPR: CEA)	
F2.1	Are appropriate classroom scheduling procedures established and implemented?	CEOI 36-111, Para 2.5.1 and CEOI 36-112, Para 2.6.1
F2.2	Are precourse letters sent at the appropriate time?	CEOI 36-111, Para 2.5.2 and CEOI 36-112, Para 2.6.2

NO.	ITEM	REFERENCE
F2.3	Are course diplomas appropriately processed?	CEOI 36-111, Para 2.5.8 and CEOI 36-112, Para 2.6.2
F3.0	Copyright Processing Procedures (OPR: CED. OCR: Department Heads, Course Directors)	
F3.1	Does classroom material contain required copyright acknowledgements?	CEOI 36-114, Para 2.5
F3.2	If needed, are copyright requests submitted IAW the instructions provided in the referenced instructions?	CEOI 36-114, Para 2.2
F3.3	If needed, are copies of copyright requests filed in the course book?	CEOI 36-114, Para 2.4
F4.0	Audiovisual Equipment Control Procedures (OPR: CE. OCR: Course Directors, Department Support Team, Equipment Custodian, Computer Support Technician)	
F4.1	Does Department Support Team ensure that procedures are followed in accordance with OI guidance?	CEOI 33-108, Para 2.2-2.4
F4.2	Do the Equipment Custodian and the Computer Support Technician conduct inventories IAW referenced instructions?	CEOI 33-108, Para 2.5
F5.0	Faculty Selection, Development and Assessment (OPR: CE. OCR: Faculty Recruitment Committee, Department Heads, Faculty Council)	
F5.1	Are procedures established and implemented to obtain faculty positions and recruit potential faculty members?	CEOI 36-104 (Civilian) and CEOI 36-102 (Military)
F5.2	Have new faculty members attended Academic Instructor School within the required timeframe?	CEOI 36-110, Para 3.1
F5.3	Are new faculty members oriented through the Commandant's Newcomer Meeting within established timeframes?	CEOI 36-110, Para 3.1
F5.4	Are professional development goals established, formulated and communicated?	CEOI 36-110, Para 3.2
F5.5	Are student critiques considered by faculty members to improve classroom performance?	CEOI 36-110, Para 3.2.1.3, CEOI 36-111, Para 2.2.16, and CEOI 36-112, Para 2.2.18.
F5.6	Are faculty evaluations conducted and feedback provided?	CEOI 36-110, Para 4.
F6.0	Academic Deficiency and Disenrollment (OPR: CE. OCR: Department Heads. Course Directors)	

NO.	ITEM	REFERENCE
F6.1	Are appropriate procedures in place to deal with academic deficiency, disenrollment and documentation?	CEOI 36-107, Para 2 and 3
F7.0	Administering Resident and DL Courses (OPR: CED. OCR: Dept Heads, Course Directors, Department Support Teams, CEL, CEA)	
F7.1	Do Department Heads perform their responsibilities IAW referenced instructions?	CEOI 36-111, Para 2.1 and CEOI 36-112, Para 2.1.
F7.2	Do Course Directors perform their responsibilities IAW referenced instructions?	CEOI 36-111, Para 2.2 and CEOI 36-112, Para 2.2.
F7.3	Do Department Support Teams perform their responsibilities IAW referenced instructions?	CEOI 36-111, Para 2.4 and CEOI 36-112, Para 2.4.
F7.4	Does CEA perform its responsibilities IAW referenced instructions?	CEOI 36-111, Para 2.5 and CEOI 36-112, Para 2.6.
F7.5	Does CEL perform its responsibilities IAW referenced instructions?	CEOI 36-112, Para 2.5.
F8.0	Standards of Conduct and Academic Integrity (OPR: CE. OCR: Department Heads, Course Directors)	
F8.1	Are students briefed on and provided a written statement regarding the standards of conduct and academic integrity policies in accordance with referenced instructions?	CEOI 36-105, Para 3
F8.2	Are tests and similar materials prepared, protected and disposed of according to referenced instructions?	CEOI 36-105, Para 2
F9.0	Student Accountability Policies and Leave Procedures (OPR: CED. OCR: Course Directors, CEA)	
F9.1	Are student accountability policies and leave procedures enforced IAW the referenced instructions?	CEOI 36-106, Para 1 and 2
F10.0	Education Evaluation and Review (OPR: CED. OCR: Department Heads, Course Directors,)	
F10.1	Are EWGs (CE courses) convened and conducted for each course according to processes described in the CESS EWG handbook?	CEOI 36-108, Para 1.1.1 through 1.1.3
F10.2	Are Working Groups (Services courses) convened and conducted for each course according to referenced guidance?	CEOI 36-108, Para 2.2. through 2.2.4.
F10.3	Are end-of-class reports accomplished, circulated, reviewed and filed IAW referenced instructions?	CEOI 36-108, Para 1.3

NO.	ITEM	REFERENCE
F10.4	Are post-course surveys accomplished IAW referenced instructions?	CEOI 36-108, Para 1.4
F10.5	Do course books contain the end-of-class reports for the last three course offerings?	CEOI-36-111, Atch 1, and CEOI 36-112, Atch 5.

SECTION G: SCHOOL OF SYSTEMS AND LOGISTICS

NO.	ITEM	REFERENCE
G1.	Do curriculum reviews include course sponsors, and representatives from organizations that constitute major customers of the course?	LS OI 36-2, paragraph 4.1
G1.2	Are curriculum review minutes coordinated and distributed to attendees?	LS OI 36-2, paragraph 4.7
G1.3	Are significant changes to course content submitted to the Curriculum Review Committee for Academic credit review?	LS OI 36-1, paragraph 4.2
G1.4	Is evidence of academic quality for each course available for review by the AU Board of Visitors and the Accreditation Committee of the North Central Association of Colleges and Schools?	AFIT OI 36-119 AUI 36-2312
G1.5	Does the AF & APDP course documentation consist of a syllabus, plan of instruction, AF IMT 19, Request to Establish a New Professional Continuing Education Course ?	LS OI 36-3, paragraph 3.1
G1.7	Are course evaluation instruments controlled and properly stored and destroyed?	LS OI 36-11, paragraph 4.1
G1.8	Are course curriculum reviews being conducted at least once every three years?	LS OI 36-2, paragraph 3.3
G1.9	Are instructors evaluated at least once each year?	LS OI 36-9, paragraph 4.4

SECTION H: COMMUNICATIONS AND INFORMATION DIRECTORATE

NO.	ITEM	REFERENCE
H1.	General	
H1.1	Has a Computer Systems Officer and single staff element for overall management of communications and information systems been appointed?	AFI 33-101
H1.2	Has a Computer Systems Security Officer been appointed?	AFI 33-101
H1.3	Has a primary/alternate Designated Approval Authority (DAA) been appointed?	AFI 33-101
H2.	Information Management	
H2.1	Are Information Management personnel (3A0XX) managed in an efficient and effective manner?	AFMAN 37-104
H2.2	Have plans, policies, procedures, and programs been developed to employ appropriate IM principles and policies to ensure the right information is available to support AFIT mission requirements?	AFMAN 37-104
H2.3	Are IM personnel being trained on the basic tenets of information resources management?	AFMAN 37-104
H2.4	Are IM personnel being properly trained, equipped, and utilized in the organization?	AFMAN 37-104
H2.5	Is the AFIT FOIA program being managed in an effective manner?	DoD 5400.7-R/AFI Sup
H2.6	Is the Privacy Act program being managed in an effective manner?	Title 5 USC, DoDD 5400.11, AFI 33-332
H2.7	Is the AFIT Records Management function being managed in an effective manner?	AFI 33-332, AFMAN 37-123, AFI 33-119
H2.8	Is the AFIT Publications Management function being administered in an effective manner?	AFI 33-360, Vol 1 and AETC Sup
H2.9	Is the AFIT Mail Room managed in an effective manner?	AFITI 33-302
H3.	Plans and Implementation	
H3.1	Has AFIT established a forum(s) to keep senior management abreast of IT issues; develop local IT policies; and develop, consolidate, and prioritize IT requirements?	AFI 33-104, AFITI 33-103
H3.2	Does the Plans Chief ensure periodic meetings with AFIT customers to learn their missions, mission shortfalls, provide one-on-one customer education, etc.?	AFI 33-104, AFITI 33-103
H3.3	Does the Plans function provide oversight of AFIT's IT requirements process, to include establishing a system for managing IT requirements and timely development of technical solutions for those requirements?	AFI 33-104, AFITI 33-103
H3.4	Does the Plans function provide for effective integration of IT requirements into the Institute's IT infrastructure?	AFI 33-104, AFITI 33-103
H3.5	Does the Plans Chief ensure continuity in project implementation by, at a minimum, establishing standard project folders/files that are accurate, consistent, and up-to-date?	AFI 33-104, AFITI 33-103
H3.6	Does the Plans function act as the directorate focal point for all plans/agreements matters involving communication and information support?	AFI 33-104
H3.7	Do the Plans resource management personnel ensure timely development of financial plans, spend plans, and financial documents?	AFI 33-104
H3.8	Do the Plans resource management personnel monitor supply-side expenditures, AF IMT 9s, Request For Purchase , TDY orders, etc. and General Finance and Accounting Reconciliation System reports for unit expenditures and status of funds?	AFI 65-601, AFI 33-104
H3.9	Do the Plans resource management personnel provide timely and effective financial guidance on matters such as unfunded IT requirements submissions and advocacy, reimbursable costs, funding strategy, etc.?	AFI 65-601, AFI 33-104

NO.	ITEM	REFERENCE
H3.10	Do the Plans resource management personnel ensure the unit is postured for timely and accurate inputs to various budget calls, year-end close outs, and unfunded requirement submissions?	AFI 65-601, AFI 33-104
H3.11	Does the project manager for the Institute IT support contract monitor expenditures, ensure quality services are provided in accordance with the statement of work?	
H4.	Software License Management	
H4.1	Have a primary and alternate software license manager been appointed to manage the AFIT software license management program?	AFI 33-114/AETC Sup
H4.2	Have the primary/alternate software license managers been trained on the basics of software licenses and the US Copyright Act?	AFI 33-114/AETC Sup
H4.4	Does the software license manager maintain accurate records of all installed software, and are these records stored in a secure location?	AFI 33-114/AETC Sup
H4.5	Are all software purchases in the Institute coordinated with the software license manager?	AFI 33-114/AETC Sup
H4.6	Has the software license manager conducted an annual inventory of all software, licenses, and corresponding documentation of AFIT software?	AFI 33-114/AETC Sup
H5.	Software Management	
H5.1	Has all developed software requiring over 1040 man-hours to develop, or more than 700 lines of code to develop, been registered in the DIST or current AF/DoD AIS inventory databases?	AFI 33-101
H5.2	Are systems planned, acquired, operated, and maintained consistent with the TAFIM, JTA, Air Force TRCs, AF and MAJCOM plans, architectures, and communications and information systems blueprints?	AFI 33-101
H5.3	Is research accomplished prior to acquiring a new system to possibly reuse, or adapt for use, existing AF/DoD software when economically possible?	AFI 33-101
H5.4	Is configuration management performed to ensure the integrity of a software baseline is maintained (software requirements specifications, design documents, test plans, test descriptions, source code, version description documents, software users manuals, etc.)? Is the CM process documented?	AFI 33-114, Mil Std 973
H5.5	Is compliance with CM procedures tracked and measured?	AFI 33-114
H5.6	Have actions been taken to ensure the organization develops a disaster/emergency plan?	AFI 33-114
H5.7	Have backups been made of all mission critical software and data?	AFI 33-114
H5.8	Are backup copies of mission critical software/data properly stored?	AFI 33-114
H5.9	For AIS systems that process sensitive information such as Privacy Act (PA), has coordination with the AFIT PA monitor been accomplished?	AFI 33-332/AETC Sup
H5.10	Has each AIS system processing PA been published in the Federal Register IAW AFI 33-332? Is there a Federal Records notice with appropriate tables/rules for management of the records?	AFI 33-202
H5.11	Has the AFIT Information Protection office coordinated on the requirements documents, and are the required safeguards/requirements included in the design of the AIS system?	AFI 33-202
H5.12	Has a CSO and single staff element for overall management of communications and information systems been appointed?	AFI 33-101
H5.13	Have AIS systems been documented according to the ISO/IEEE standards?	AFI 33-101
H5.14	Has the process or methodology used to develop/maintain software within the Institute been documented? Is compliance tracked, and has adherence to the process been determined?	AFI 33-114
H5.15	Do both developing and using organizations participate in fully integrated system testing?	AFI 33-114
H5.16	Is all documentation (operator, user, maintenance, programmer, training, specifications, etc.) updated to reflect software changes?	AFI 33-114

NO.	ITEM	REFERENCE
H6.	Network Operations Support Center (NOSC)	
H6.1	Has a Help Desk (HD) function been established as the single POC for customer support issues?	AFI 33-115
H6.2	Does the NOSC develop and maintain network configuration maps and/or developed data base that documents the network infrastructure to include number of servers and terminals supported?	AFI 33-115
H6.3	Does the Network Manager (NM) implement, operate, and maintain appropriate security measures?	AFI 33-115
H6.4	Do the NM and NOSC personnel use Air Force 33-series publications and applicable DoD, DISA, and USAF publications to govern and guide network operations?	AFI 33-115
H6.5	Does the NOSC provide all identified mission essential core network services to AFIT customers?	AFI 33-115
H6.6	Does the HD provide software assistance for these core services?	AFI 33-115
H6.7	Does the NM maintain, manage, control and distribute the IP address space allocated to AFIT?	AFI 33-115
H6.8	Does the NM manage routing protocols and AFIT-wide domain naming services?	AFI 33-115
H6.9	Does the NOSC distribute and install network software releases and updates, and assist customers with software installation/customization?	AFI 33-115
H6.10	Does the NM review site license agreements and remove software from systems when no longer required or authorized?	AFI 33-115
H6.11	Does the NM use performance tools to ensure optimal network operation, monitor system logs, analyze bandwidth utilization, and set global parameters to prevent adverse affects to the overall network?	AFI 33-115
H6.12	Does the HD process and document customer trouble calls, monitor trouble ticket status, maintain trouble ticket database, and create trouble ticket status reports?	AFI 33-115
H6.13	Do NOSC/HD personnel receive general and technical training on information protection and information assurance?	AFI 33-115
H6.14	Has the Communications Systems Officer (CSO) appointed an Equipment Control Officer (ECO) of the proper rank/grade and ensured training is accomplished?	AFI 33-112
H6.15	Does the CSO complete annual inventory certification by 30 Sep for all AFIT ADPE equipment?	AFI 33-112
H6.16	Are all accountable computer systems resources, reported to the ECO, accounted for in IPMS?	AFI 33-112
H6.17	Are annual physical inventories directed by the ECO and accomplished by all ECs?	AFI 33-112
H7.	ACADEMIC TECHNOLOGY DIVISION (ATD)	
H7.1	Does facility have a current Defense Visual Information Activity Number?	AFI 33-117, 2.4.1.3
H7.2	Are AF IMT 833's, Multimedia Work Order , used to document customer duplication requests?	AFI 33-117, 2.5
H7.3	Does the broadcast center obtain copyright clearance in writing for all copyrighted materials used?	AFI 33-117, 4.9
H7.4	Are broadcasts free of actual or implied discriminatory messages, comply with Air Force standards of dress, appearance and conduct, free of commercial product or non-government activity endorsement, comply with Air Force policy and safety practices, and convey an image of professionalism?	AFI 33-117, 4.3.1
H7.5	Does the work center supervisor enforce safety practices, and does he/she ensure the work center safety program is in compliance with current directives?	AFI 21-116, Para 6.4.1
H7.6	Are all inspections/service requirements identified on the master PMI schedule?	AFI 21-116, Para 6.7.2.4

NO.	ITEM	REFERENCE
H7.7	Are the work center's Equipment Inventory Listing and Master Equipment ID Listing accurate and up to date?	AFI 21-116, Para 6.7.2.3
H7.8	Is TMDE being managed to ensure all work center responsibilities are accomplished and required items are available/serviceable?	AFI 21-116, Para 6.11 and Atch 5

DAVID W. EIDSAUNE
Brigadier General, USAF
Commandant, Air Force Institute of Technology

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

<i>Abbreviation Or Acronym</i>	<i>Definition</i>
ACES	Automated Civilian Education System
AFHPS/FAP	Air Force Health Profession Scholarship/Financial Aid Program
AFI	Air Force Instruction
AFIT	Air Force Institute of Technology
AFITI	Air Force Institute of Technology Instruction
AFMAN	Air Force Manual
AFPC	Air Force Personnel Center
AFSC	Air Force Specialty Code
ASC	Academic Specialty Code
ASC	Academic Standards Committee
AU	Air University
AV	Audio Visual
CEA	Academic Support Division (AFIT/CEA)
CEOI	Civil Engineer Operating Instruction
CESS	Civil Engineer and Services School
CRC	Curriculum Review Committee
CI	Civilian Institution
CI OI	Civilian Institution Operating Instruction
CDRC	Curriculum and Degree Requirements Committee
DOD	Department of Defense
EN	Graduate School of Engineering and Management

ENA	Office of Operational Support
ENR	Office of the Associate Dean for Research
ETRC	Education and Training Review Committee
EWG	Education Working Group
IAW	In accordance with
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentee
OPR	Officer Performance Report
PRC	Program Review Committee
PRF	Promotion Recommendation Form
STARS	Student Tracking and Registration System