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

**AIR FORCE SPACE COMMAND  
SELF-INSPECTION CHECKLIST 23-4**



**1 AUGUST 2008**

***Materiel Management***

**VEHICLE MANAGEMENT (WING)**

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This checklist reflects command Vehicle Management requirements to prepare for and conduct unit self-inspections. It complements AFI 23-302\_AFSPCSUP, ***Vehicle Management***, and implements the guidance found in AFI90-201, ***Inspector General Activities***, and the AFSPC supplement to it. Effective unit self-inspections serve as the foundation for commanders to ensure compliance with governing directives. This checklist reflects command requirements for the unit-level Logistics Readiness Squadrons to prepare for and conduct internal reviews. It applies to Air National Guard (ANG) units and members when published in the ANG Master Catalog located at <https://airguard.ang.af.mil/angpubs2/ppg>. **NOTE:** Contracted vehicle maintenance operations: Compliance with the contract Performance Requirement Document (PRD) takes precedence over this publication. However, corrections and modifications to the PRD should be made at the earliest opportunity or during contract renewals. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF IMT 847, ***Recommendation for Change of Publication***: route AF IMT 847s from the fields through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN33-363, ***Management of Records***, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

### ***SUMMARY OF CHANGES***

This checklist has been revised to update 23-series realignment under materiel management, references, office titles and duty positions. Checklist requirements were added that cover new requirements for alternative fueled vehicles (AFV), Low Speed Vehicles (LSV), Other Government Motor Vehicle Conveyances (OGMVC), Non-REMS reportable LSVs, On-Line Vehicle Interactive Management System (OLVIMS) and Resource Conservation Recovery Act (RCRA) reporting requirements, Fleet Management and REMS reporting procedures and should be reviewed in its entirety.

1. References have been provided for each item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment.
2. This publication establishes a baseline guide to be used by units during their self-inspection process. The Command IG will use this checklist during applicable assessments. Items designated as Critical

require direct IG evaluation per AFI90-201. Non-critical items will be evaluated as time permits. Non-compliance with an item designated as Critical does not necessarily equate to a critical deficiency during an IG inspection. Attention to non-critical items helps gauge the effectiveness and efficiency of the unit. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists, as needed, to ensure an effective and thorough review of the unit program. **See Attachment 1.**

3. Adopted Forms: AF Form 55, *Employee Safety and Health Record*, AF Form 4355, *Vehicle Incoming Inspection*, AF Form 20, *Repair Cost and Repairable Value Statement*, AF Form 1098, *Special Task Certification and Recurring Training*, AF Form 623A, *Individual Training Record Folder*, AF Form 1800, *Operator's Inspection Guide and Trouble Report*, AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing)*.

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