

**COMMANDER NAVY INSTALLATIONS COMMAND (CNIC)
MANAGEMENT and ASSISTANCE TEAM (N9G)**



**Local
Internal Control Questionnaire (ICQ)
FY17**

NAVY FLYING CLUB

**5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6520**

REVISED OCTOBER 2016

REVIEW COVER SHEET

HOST COMMAND: _____

DATES OF REVIEW: _____

REVIEW CONDUCTED BY: _____

Business Office POC

Name _____

Email: _____

Phone: _____

Region Internal Review Officer

Name _____

Email: _____

Phone: _____

Briefly describe the NFC at this activity's:

Programs:

Events:

Services Offered (include those provided by contract and/or concessionaire):

ADMINISTRATION			
1.	<p>Has the installation CO appointed the required advisors in writing (Maintenance, Safety, and Operations)?</p> <p>Reference: BUPERSINST 1710.22, para 202b.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>When was the last command inspection conducted on the flying club by the command appointed advisors and command evaluation, internal review, or IG?</p> <p>Reference: BUPERSINST 1710.22, para 202 and 203</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Does the inspection team use the NFC Program checklist and cite references for discrepancies noted?</p> <p>Reference: BUPERSINST 1710.22, para 203</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4.	<p>Has the club manager established Constitution, Bylaws, and Standard Operating Procedures?</p> <p>Reference: - BUPERSINST 1710.22, para 105</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

ADMINISTRATION			
5.	<p>Has the manager been hired as a NAF employee?</p> <p>Reference: BUPERSINST 1710.22, para 206</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Are adequate hangar space and related facilities provided by the installation?</p> <p>Reference: BUPERSINST 1710.22, para 105b and 202</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.	<p>Does each flight instructor have a current properly executed contract on file?</p> <p>Reference: - BUPERSINST 1710.22 (para 208)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
8.	<p>Is the BOD properly organized and discharging its duties properly?</p> <p>Reference: BUPERSINST 1710.22, para 205</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
9.	<p>Has the club manager designated a chief flight instructor in writing?</p> <p>Reference: - BUPERSINST 1710.22, para 207</p>	<p>YES <input type="checkbox"/></p> <p>NR</p>	<p>NO <input type="checkbox"/></p> <p>N/A</p>

ADMINISTRATION			
	Comments:	<input type="checkbox"/>	<input type="checkbox"/>
10.	<p>Is flying club membership restricted to eligible patrons?</p> <p>Reference: BUPERSINST 1710.22 (para 209d)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
11.	<p>Is a membership/training folder on file for each club member?</p> <p>Reference: - BUPERSINST 1710.22, para 214</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
12.	<p>Does each individual membership/training folder contain the following information?</p> <p>a. Approved membership application. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: - BUPERSINST 1710.22, para 214</p> <p>b. Knowledge examinations. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: - BUPERSINST 1710.22, para 214</p> <p>c. Check-out records. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

ADMINISTRATION			
	<p>Reference: - BUPERSINST 1710.22, para 214</p> <p>d. Annual standardization check ride records. YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: - BUPERSINST 1710.22, para 214)</p> <p>Comments:</p>		
13.	<p>Are Pilot Information Cards (PIC) available for flight clearance authority use? If PIC cards are not used, is pilot information available via computer access?</p> <p>Reference: BUPERSINST 1710.22, para 215</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
Notes:			

FINANCIAL			
1.	<p>If the club manager does not have access to SAP at the club, are SAP financial statements provided at least monthly?</p> <p>Reference: CNICINST 7000.3</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Are bank statements reconciled monthly?</p> <p>By whom? _____</p> <p>Reference: CNICINST 7000.3 para 506f.</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Are cash receipts accurately documented and safeguarded?</p> <p>Reference: CNICINST 7000.3, para 506(e)(3)(d)</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4.	<p>Are investments of club assets made per instruction?</p> <p>Reference: CNICINST 7000.3, para 210(a)(1) and 403(a)(2)</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

FINANCIAL			
5.	<p>Does the club's management of assets, payment of liabilities and billing and collection of income substantially conform to instruction (i.e. Generally Accepted Accounting Practices (GAAP))?</p> <p>Reference: DoDI 7000.14R, Volume 13, Chapter 1, para 0103, para 010301 BUPERSINST 1710.22, chapter 7 Local Club constitution, bylaws and regulations</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Do accounts, records and procedures support an internal control system?</p> <p>a. Are bank deposits made daily or as required? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>b. Who makes the deposits? _____</p> <p>c. Are check deposits verified? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>d. Who checks to make sure that deposits are actually made: _____</p> <p>e. Is there a safe? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>f. Who has the combination? _____</p> <p>g. Is there a working cash drawer? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>h. Who has access to it? _____</p> <p>i. Is there a petty cash fund? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>j. If yes, does the petty cash custodian have a designation letter on file? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: DoDI 7000.14R, Volume 5, Chapter 3, para 0303 CNICINST 7000.3, para 302(a)(10)</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

FINANCIAL			
	<u>Comments:</u>		
Notes:			

EXPENSES/INCOME/FEES			
1.	<p>Is the flying club manager a paid NAF employee?</p> <p>Reference: BUPERSINST 1710.22, para 206</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Is the manager's personnel file maintained by the military MWR organization?</p> <p>Reference: BUPERSINST 1710.22, para 702</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Are there other employees working in the flying club?</p> <p>How many? _____</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4.	<p>PAYROLL:</p> <p>Who pays payroll? _____</p> <p>Are the withholding taxes and Federal Insurance Contributions Act (FICA) paid monthly? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Is unpaid payroll as of 30 September recorded as a liability? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: CNICINST 1710.3, para 237</p> <p><u>Comments:</u></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

EXPENSES/INCOME/FEES			
5.	<p>Volunteer Service Agreements.</p> <p>a. Does the club utilize (non-flying club members) as Volunteers to help club functions? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>b. If so, have they signed Volunteer agreements? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: CNICINST 1710.3, para 118a.(3) CNICINST 5300.2, para 204d.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Are contractor 1099 Forms filed?</p> <p>Reference: CNICINST 5300.2,para 301j.(1)(b)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.	<p>Are NFC expenditures approved by the CO, MWR Director?</p> <p>Reference: BUPERSINST 1710.22, para 704</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

EXPENSES/INCOME/FEES			
8.	<p>Agreements:</p> <p>a. Where applicable, do storage and tie-down agreements exist? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>b. Are charges per the agreements? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>c. Are privately owned aircraft excluded from such agreements? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
9.	<p>Maintenance:</p> <p>a. Have major overhauls and routine maintenance been deferred due to insufficient funds? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>b. Does the club provide/budget for these expenses? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: BUPERSINST 1710.22</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
10.	<p>a. Insurance: Are all club aircraft assets properly insured? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>Are any changes in insurance requirements promptly reported to CNIC Millington? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>Reference: BUPERSINST 1710.22, para 801</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

EXPENSES/INCOME/FEES			
	Comments:		
11.	<p>Does the rate structure cover all club expenses including insurance, depreciation, and reserves for overhaul</p> <p>Reference: BUPERSINST 1710.22, para 704)c)(15)</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
Notes:			

AIRCRAFT/EQUIPMENT/SUPPLIES			
1.	<p>Where new aircraft acquired properly?</p> <p>Reference: BUPERSINST 1710.22, para 301</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Does the club have more aircraft than its level of membership can support?</p> <p>Suggested membership-to-aircraft ratio is 20:1. Are there approximately 20 members per aircraft?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Suggested hours per-month-per-aircraft is 30 hours. Does the club fly about 30 hours per-month-per-aircraft?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: BUPERSINST 1710.22, para 302</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Can aircraft be operated within existing club maintenance resources?</p> <p>Reference: BUPERSINST 1710.22, para 302</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4.	<p>Aircraft Parts</p> <p>a. Are any aircraft and engine replacement parts obtained through the Navy supply system?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

AIRCRAFT/EQUIPMENT/SUPPLIES			
	<p>b. Are they resold or passed to privately-owned or leased aircraft? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>c. Is the cost of parts obtained through the Navy supply system fully reimbursed by the flying club YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Reference: BUPERSINST 1710.22, para 305</p> <p>Comments:</p>		
5.	<p>Are fuels and chemicals made available under current Navy Supply System directives?</p> <p>Reference: BUPERSINST 1710.22, para 306</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Is aviation fuel purchased under the Navy Supply System resold to individuals for use in privately-owned aircraft?</p> <p>Reference: BUPERSINST 1710.22, para 306</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.	<p>Is the cost of aviation fuel procured from the Navy Supply System fully reimbursed by the flying club?</p> <p>Reference: BUPERSINST 1710.22, para 306</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

AIRCRAFT/EQUIPMENT/SUPPLIES			
	<u>Comments:</u>		
8.	Are inventories of club property taken? Reference: BUPERSINST 1710.22, para 307 Comments:	YES <input type="checkbox"/> NR <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
9.	Do all club aircraft have current FAA registration? Reference: BUPERSINST 1710.22, para 308 Comments:	YES <input type="checkbox"/> NR <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
Notes:			

OPERATION/TRAINING/STANDARDIZATION			
1.	<p>Is the established local flying area within 100 nautical miles?</p> <p>Reference: BUPERSINST 1710.22, para 401</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Is the local flying area clearly displayed in the club facility?</p> <p>Reference: BUPERSINST 1710.22, para 401</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Is a system in effect which ensures that all pilots read and initial the Pilot Information File (PIF) before flying as pilot-in-command?</p> <p>Reference: BUPERSINST 1710.22, para 403</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4.	<p>Are all flight clearance authorities designated in writing by the administering activity CO?</p> <p>Reference: BUPERSINST 1710.22, para 401d.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

OPERATION/TRAINING/STANDARDIZATION			
5.	<p>Does the club allow members to perform aerobatic maneuvers other than those required by Federal Aviation Administration (FAA) rating/certificate requirements?</p> <p>Reference: BUPERSINST 1710.22, para 404l.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Are solo student pilots permitted to perform touch-and-go landings?</p> <p>Reference: BUPERSINST 1710.22, para 405d.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
7.	<p>With the exception of "pre-approved" familiarization flights, is there any evidence of flying club aircraft being used for commercial purposes?</p> <p>Reference: BUPERSINST 1710.22, para 404i.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
8.	<p>Are all cross-country flights (outside the local flying area) formally requested by the pilot-in-command and formally approved by a flying club flight clearance authority?</p> <p>Reference: BUPERSINST 1710.22, para 418</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

OPERATION/TRAINING/STANDARDIZATION			
9.	<p>If aircraft are operated over water or unique terrain, are life preservers and survival equipment commensurate with the operation available.</p> <p>Reference: BUPERSINST 1710.22, para 410</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
10.	<p>Are up-to-date checklists for performing preflight inspections available for all models of aircraft being flown?</p> <p>Reference: BUPERSINST 1710.22, para 409 and 410</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
11.	<p>Does the club have a flight scheduled system?</p> <p>Reference: BUPERSINST 1710.22, para 412</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
12.	<p>Does the standardization board meet at least quarterly?</p> <p>Reference: BUPERSINST 1710.22, para 414b.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

OPERATION/TRAINING/STANDARDIZATION			
13.	<p>Is a standardization evaluation flight check given to each flying club member in each specific make and model aircraft before initial flight as pilot-in-command?</p> <p>Reference: BUPERSINST 1710.22, para 415</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
14.	<p>Are the written examination portions (or answer sheets) of all standardization flights included in the member's training folder?</p> <p>Reference: BUPERSINST 1710.22, para 214 and 416</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>Notes:</p>			

SAFETY			
1.	<p>Is the flying club safety officer a certified private pilot or higher with 200 or more flying hours?</p> <p>Reference: BUPERSINST 1710.22, para 502</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
2.	<p>Are safety meetings conducted at least every 2 months?</p> <p>Reference: BUPERSINST 1710.22, para 502b.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
3.	<p>Are mishap reports and safety related materials available to the flying club?</p> <p>Reference: BUPERSINST 1710.22, para 504d.</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
4.	<p>Is attendance at club safety meetings mandatory?</p> <p>Reference: BUPERSINST 1710.22, para 505</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

SAFETY			
5.	<p>Is the command aviation safety officer familiar with flying club accident and incident reporting procedures and are their services readily available to the club?</p> <p>Reference: BUPERSINST 1710.22, para 504</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
6.	<p>Does the flying club safety officer have a pre-mishap plan?</p> <p>Reference: BUPERSINST 1710.22, para 502h</p> <p>Comments:</p>	<p>YES <input type="checkbox"/></p> <p>NR <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>Notes:</p>			

ADDITIONAL REQUIREMENTS

COMPLETE THE FOLLOWING ICQs, as applicable

<input type="checkbox"/> <i>HUMAN RESOURCES ICQ*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<input type="checkbox"/> <i>FINANCE ICQ</i>			
<i>Cash and Cash Handling</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Sales</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Account Receivable</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Accounts Payable*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Inventories and Fixed Assets</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<input type="checkbox"/> <i>PROCUREMENT ICQ</i>			
<i>Purchasing</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>NAF Purchase Card*</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>
<i>Receiving</i>	<input type="checkbox"/>	<input type="checkbox"/> <i>N/A</i>	<input type="checkbox"/> <i>NR</i>

NOTES:

****Records may be kept at by Regional Business Office***