INFORMATION MANAGEMENT OFFICER'S SELF-EVALUATION CHECKLIST

IM's Name	Unit Location (Host squadron and university)	Detachment

KEY

1 Below Standards
2 Meets Standards, but needs improvement
3 Meets Standards
4 Exceeds Standards

Forms					1	2	3	4
Form 1 (completed correctly, etc.)	1	2	3	4				
Form 6 (proper distribution, etc.)	1	2	3	4				
Forms supply	1	2	3	4				
Locally produced forms meet requirements	1	2	3	4				
Filing System					1	2	3	4
Files and maintenance plan	1	2	3	4				
Files comply with plan	1	2	3	4				
Materials in file are current	1	2	3	4				
Correspondence					1	2	3	4
Prepared IAW AAASMAN-1	1	2	3	4				
Suspense compliance	1	2	3	4				
Professional appearance	1	2	3	4				
Mail Routing					1	2	3	4
Correspondence log	1	2	3	4				
Routing system	1	2	3	4				
Unit read file	1	2	3	4				
General					1	2	3	4
AASMAN-1 current	1	2	3	4				
Internal suspense system	1	2	3	4				
Squadron By-Laws/Constitution	1	2	3	4				
Squadron History	1	2	3	4				

IM's Comments and roundtable discussion notes

Printed name of squadron commander	Signature	Date