*BY ORDER OF THE CHIEF,*
*NATIONAL GUARD BUREAU*

*ANGMS 150011*
*24 August 1995*

*ADDITIVE FOR BQ HOST*
*ACCOUNTING/TRAVEL*

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**1. Objective.** In accordance with AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Additive quantifies the full-time man-hours that must be added to this work center when the tasks in Appendix A are accomplished.

**2. Authority.** AFP 170- and AFM 171-series, AFI-65 series, AFPD-65 series, DFAS-DE, and 300-series of Air Force and/or Air National Guard directives contain command policy and procedural guidance for the Accounting/Travel work center. This additive has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

**3. Applicability.** This standard applies to the following locations:
a. 113FW/FM, Andrews AFB, MD.
b. 149FG/FM, Kelly AFB, TX.
c. 179AG/FM, Mansfield, OH.

**4. Additive Data:**
a. Classification. N/A.
b. Approval Date. 29 August 1994.
c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Additive Man-Hour Equation: $Y = 12.50 + 15.08X$.
e. Workload Factor (WLF):
1. Title. A Unit Supported.
2. Definition. A unit which receives BQ Host support.
3. Source. Comptroller Workload Report, RCS: ANG-ACC(Q)8201. Maintained by ANGRC/FM.

**5. Application Instructions:**
a. Calculate the correct value for the WLF identified in paragraph 4e above. Substitute this value for the value of X in the man-hour equation identified in paragraph 4d.
b. The resultant man-hours should be added to the total man-hours derived from application/reapplication of ANGMS 150011.

**6. Statement of Conditions.** The conditions listed below had no affect on the development of this additive, nor will they affect future applications. Analysis of these levels of service indicate no manpower impact:
a. Minimum response rates.
b. Minimum manpower levels.
c. Standardized crew compliments.
d. Safety considerations.
e. Aircraft turn-around time.
f. Length of waiting periods.
g. Levels of backlog.
h. Hours of operation.

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1 Attachment
Appendix A - Additive Work Center Description

WORK CENTER DESCRIPTION

BQ HOST

ACCOUNTING/TRAVEL

DIRECT:

6. BQ HOST SUPPORT:

6.1. MANAGES SUPPLY FUNCTION. Sorts Expense/Obligation and Reconciliation (E&R) Cards:

6.1.1. VIEWS E&R MASTER FILE. Ensures active duty host has loaded supply transaction into master file.

6.1.2. TRANSFERS E&R DATA. Extracts E&R data from active duty files to ANG files.

6.1.3. PURGES FILE. Ensures that files reflect only ANG data and changes Stock Record Account Number (SRAN) from active duty host to each supported guard unit's SRAN, as required.

6.1.4. RUNS INTERFACE:

6.1.4.1. LOADS CONTROL CARD. Ensures data and julian date are correct.

6.1.4.2. ADVISES ACTIVE DUTY HOST TO RUN INTERFACE.

6.1.4.3. REVIEWS LISTING AND CORRECTS ERROR, AS NEEDED.

6.2. MANAGES ACCOUNTS CONTROL FUNCTION:

6.2.1. OBTAINS END-OF-MONTH (EOM) REPORT.

6.2.2. DISTRIBUTES EOM REPORT. Makes copy and distributes pertinent data to satellite unit.

6.3. MANAGES DATA FUNCTION:

6.3.1. SCHEDULES PRODUCT TO BE PROCESSED BY ACTIVE DUTY HOST. Schedules product to be run via Computer Time Share, Base Level Integrated Support System, or telephonically with active duty host.

6.3.1.1. SCHEDULES DAILY RUN.

6.3.1.2. SCHEDULES WEEKLY RUN.

6.3.1.3. SCHEDULES MONTHLY RUN.

6.3.2. CREATES CONTROL CARDS FOR UNSCHEDULED BQ PROGRAM.

6.3.3. PROVIDES SCHEDULE FOR CIVILIAN PAY INTERFACE RUN.

6.3.4. COORDINATES EOM:

6.3.4.1. ENSURES SATELLITE UNIT IS PREPARED TO RUN EOM.

**6.3.4.2. VERIFIES ACCURACY OF EOM REPORT PRIOR TO RELEASE TO OFFICE OF PRIMARY RESPONSIBILITY.**

**6.3.5. COORDINATES END-OF-YEAR CONVERSION.**

**6.4. FUNCTIONS AS LIAISON BETWEEN SATELLITE AND HOST SYSTEM MONITOR.**

**6.5. REVIEWS STANDARD SYSTEM CENTER RELEASE TO BE IMPLEMENTED AND COORDINATES WITH SATELLITE BASE.** Coordinates with Field Assistance Branch and Standard System Center.

**6.6. MAINTAINS MASTER APPROPRIATION REFERENCE TABLE FOR UNIT AND SATELLITE.**

**6.7. CREATES, REVIEWS, AND UPDATES VALIDATION FOR USER IDENTIFICATION AND ACCOUNTING AND FINANCE OFFICE WITH NBQZ00 PROGRAM.**

**6.8. MONITORS AND PROVIDES INFORMATION TO BUILD ROUTING INDICATOR FILE FOR HOST AND SATELLITE UNIT.**

**6.9. RESOLVES BQ COMPUTER PROBLEM.** Resolves any problem incurred with report transmission or with interface file which passes through address system with host base address monitor, satellite, and major command.

**6.10. REVIEWS CONTROL SUMMARY RECORD, FUNDS SUMMARY RECORD, PROGRAM SUMMARY RECORD, AND DOCUMENT SUMMARY RECORD ERROR EDIT LISTS FOR SATELLITE UNIT.** Works closely with satellite to resolve error problem ensuring a much smoother conversion procedure.

**6.11. COORDINATES BQ HOST SYSTEMS WITH ASSOCIATED SYSTEM/SUBSYSTEM:**

**6.11.1. COORDINATES/RUNS MICRO-BASED BUDGET AUTOMATED SYSTEMS/AUTOMATED RESOURCE MANAGEMENT SYSTEM.**

**6.11.2. COORDINATES/RUNS INTEGRATED ACCOUNTING TRAVEL SYSTEM.**

**6.11.3. COORDINATES/RUNS INTEGRATED ACCOUNTS PAYABLE SYSTEM.**

**6.11.4. COORDINATES AV FUEL/HAZARDOUS WASTE INTERFUND FILE TRANSMISSION.**

**6.11.5. COORDINATES/RUNS INTERFACE WITH PAPERVIEW SYSTEM, A SUBSYSTEM LOADED IN MAPPER (MAINTAINING, PREPARING, PRINTING EXECUTIVE REPORTS).**

**7. RE-HOME DATA BASE/ASSESSION OF NEW SATELLITE:**

**7.1. RUNS NORMAL END-OF-DAY.**

**7.2. RUNS NBQ050 OPTION 2, ZERO BALANCE DISK CHECK.**

**7.3. RUNS NBQJ00 OPTION 2, MID-MONTH MERGE ACCOUNTABILITY FOR REPORTING (MAFR) RUN TOTAL.**

**7.4. REVIEWS BASE VARIABLE FILE.** Creates 61A, B, C, D, and E.

**7.5. RUNS NBQ610.** Loads base variable file.

**7.6. RUNS NBQ730.** Creates open document listing.

**7.7. RUNS NBQ170.** Creates OBL/AL listing.

**7.8. REVIEWS ABQBOLUNPL 10 LISTING.** Determines sizing requirement of existing database.

**7.9. RUNS NYS050.** Reviews size parameters.

**7.10. RUNS NSY070 AND NSY720.** Increases file limits.

**7.11. RUNS NSY050.** Provides a new file status listing.

**7.12. PROCESSES ABQBOA.** Processes pseudo tape from losing base.

**7.13. FORWARDS LISTING TO RE-HOMING UNIT FOR VALIDATION.**

**7.14. RUNS BQ EOD.**

**7.15. RUNS NBQ050.** Validates internal records.

**7.16. CREATES CONTROL CARD FOR RE-HOMING UNIT.**

**7.17. RUNS NBQ730, NBQ170, AND NBQ650.**

**7.18. RUNS NBQJ00, OPTION 2, MID-MONTH MAFR.** Sends to re-homing unit to ensure totals have not changed.

**INDIRECT.** Not applicable.