DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

PAY AND ENTITLEMENTS

1. Objective. As prescribed in AFI 38-201, Air Force Manpower Determinent (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume within the Pay and Entitlements work center.

2. Authority. The AFI 65-series, formerly designated as 170, 171, 172, 173, 175, 177, and 300-series of Air Force (AF) and Air National Guard (ANG) directives contain command policy and procedural guidance for the Pay and Entitlements work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5, 16 May 88.

3. Applicability:

a. This standard applies to all ANG flying units authorized a Pay and Entitlements work center, FAC 150012, except as noted below:

(1) Otis ANGB MA
(2) Selfridge ANGB MI
(3) Buckley ANGB CO
(4) ANG Combat Readiness Training Centers:
(a) Alpena MI
(b) Gulfport MS
(c) Savannah GA
(d) Volk Field WI

b. This standard applies to peacetime operations only.

4. Standard Data:

a. Classification. Type II.
b. Approval Date. 8 Sep 93
c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Standard Man-hour Equations:
(1) Military Pay: $Y_1 = 74.34 + .06909X_1 + .1083X_2$
(2) Civilian Pay: $Y_2 = 16.09 + .4965X$
e. Workload Factors:
(1) Titles:
(a) Military Pay:
1. X_1 = A JUMPS-RF Transaction Processed.
2. X_2 = Total Military Population Serviced.
(b) Civilian Pay: X = A Civilian Pay Account Maintained.
(2) Definitions:
(a) Military Pay:
1. X_1 = The average monthly number of JUMPS-RF transactions processed by the military pay function.
2. X_2 = The average monthly number of EUMD positions authorized, to include supported tenant and geographically separated units (GSUs).
(b) Civilian Pay: X = The average monthly number of Civilian Pay Accounts maintained by the Civilian Pay section.
(3) Source:
(a) Military Pay:
1. X_1 = Comptroller Workload Report, RCS: ANG-ACC(Q) 8201, maintained by ANGRC/FM.
2. X_2 = EUMD (34 command file Part B) maintained by ANGRC/XPMR.
(b) Civilian Pay: X = Comptroller Workload Report, RCS: ANG-ACC(Q) 8201, maintained by ANGRC/FM.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 378.35 through 1063.44. This is an aggregation of Military Pay man-hours (Y_1) and Civilian Pay man-hours (Y_2). Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended. Military Pay and Civilian Pay manpower requirements are combined to make efficient use of functional manpower.

Supersedes ANGMS 150012 dated 15 Jan 86
No. of Printed Pages: 17
OPR: ANGRC/XPME (Maj Castleberry
Approved by: Maj Gen Killey
Edited by: NGB-ADG (Ms. N. Salch)
Distribution: F, X

b. Calculate the correct value for each WLF identified in paragraph 4e above. Substitute these values for the appropriate value of X in the man-hour equations (Y_1 and Y_2) identified in paragraph 4d. Add the results of the two equations to determine the total required man-hours.

c. Divide the total required man-hours by the appropriate civilian Man-hour Availability Factor (MAF) to determine the total manpower requirements.

d. Refer to the Standard Manpower Table, AF Form 1113, for skill and grade distribution. Find the column in which the total number of authorizations fall, then read up and across to determine total manpower by AFSC.

6. Statement of Conditions. The normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no other standard of living constraints that impact the daily operation of this work center.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

SUMMARY OF CHANGES. This ANGMS is a total revision of the 15 Jan 86 standard. It contains the latest update of the policy, practices, and procedures of the Pay and Entitlements work center.

WORK CENTER DESCRIPTION

Pay and Entitlements

DIRECT:

1. ACCOUNTING AND FINANCE OPERATION:

1.1. PROVIDES INFORMATION SERVICE. Provides information required by base level management, major command, other military agency, or civilian source.

1.1.1. PROVIDES INFORMATION REQUESTED BY LEGITIMATE SOURCE:

1.1.1.1. PROVIDES INFORMATION REQUESTED BY BASE LEVEL MANAGEMENT.

1.1.1.2. PROVIDES INFORMATION REQUESTED BY MAJOR COMMAND.

1.1.1.3. PROVIDES INFORMATION REQUESTED BY OTHER MILITARY AGENCY.

1.1.1.4. PROVIDES INFORMATION REQUESTED BY AUTHORIZED CIVILIAN AGENCY.

1.1.2. PROVIDES TECHNICAL BRIEFING AND ASSISTANCE. Provides technical briefing and assistance concerning the Pay function.

1.1.2.1. BRIEFS AND ASSISTS THE COMPTROLLER.

1.1.2.2. BRIEFS AND ASSISTS SUPPORTED UNIT.

1.1.2.3. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.

1.1.2.4. BRIEFS INDIVIDUAL.

1.1.2.5. BRIEFS INSPECTION TEAM, INCLUDING BASE AGENCY.

1.1.3. RESPONDS TO REQUEST REGARDING LEGAL ACTION.

1.1.4. RESOLVES DIRECT DEPOSIT PROBLEM WITH FINANCIAL ORGANIZATION.

1.2. CONDUCTS INSPECTION PROGRAM:

1.2.1. ESTABLISHES PAY RECORD ACCESSIBILITY LOG.

1.2.2. CONDUCTS PAY RECORD ACCESSIBILITY (PRA) AUDIT. Performs PRA Audit in accordance with prescribed regulatory time schedule.

1.3. ADMINISTERS FORMAL AGREEMENT:

1.3.1. COORDINATES INTER-SERVICE AGREEMENT.

1.3.2. COORDINATES HOST TENANT SUPPORT AGREEMENT WITH PAY IMPACT.

1.4. MAINTAINS MILITARY SERVICE CREDIT DEPOSIT VERIFICATION (CATCH 62):

1.4.1. INTERVIEWS EMPLOYEE TO DETERMINE IF PROGRAM IS APPLICABLE.

1.4.2. ASSISTS EMPLOYEE IN COMPLETING FORM AND ATTACHING SUBSTANTIATING DOCUMENT.

1.4.3. DETERMINES MILITARY EARNINGS DURING APPLICABLE MILITARY SERVICE.

1.4.4. FORWARDS DOCUMENTATION TO SUPPORT PERSONNEL MANAGEMENT OFFICE FOR VERIFICATION.

1.5. PROCESSES PACKAGE FOR DECEASED MILITARY MEMBER OR CIVILIAN EMPLOYEE.

1.6. PROCESSES LINE OF DUTY DETERMINATION PAYMENT PACKAGE.

1.7. REVIEWS COMPTROLLER GENERAL DECISION FOR LOCAL IMPACT.

1.8. PREPARES REPORT/INQUIRY:

1.8.1. PROVIDES WORKDAY INFORMATION TO THE AIR NATIONAL GUARD READINESS CENTER (ANGRC).

1.8.2. MANAGES AND PREPARES EXECUTIVE REPORT.

1.8.3. PREPARES PAY WORKLOAD REPORT.

1.8.4. PREPARES STATE REQUIRED REPORT.

1.8.5. RESPONDS TO INSPECTOR GENERAL INVESTIGATION.

1.8.6. RESPONDS TO STATE INQUIRY.

1.8.7. RESPONDS TO ANGRC INQUIRY.

1.8.8. RESPONDS TO CONGRESSIONAL INQUIRY.

1.9. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

2. MILITARY PAY:

2.1. PROVIDES CUSTOMER SERVICE TO MEMBER. Responds to written, telephonic, or in person request for information.

2.1.1. ASSISTS MEMBER IN PREPARATION OF FORM. Assists member in preparation of required documentation/form.

2.1.1.1. ASSISTS MEMBER IN PREPARATION OF SF 1199A, DIRECT DEPOSIT SIGN-UP FORM.

2.1.1.2. ASSISTS MEMBER IN PREPARATION OF AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ).

2.1.1.3. ASSISTS MEMBER IN PREPARATION OF AF FORM 1745, ADDRESS CHANGE FORM.

2.1.1.4. ASSISTS MEMBER IN PREPARATION OF AF FORM 458, STATEMENT OF ACTIVE DUTY.

2.1.1.5. ASSISTS MEMBER IN PREPARATION OF TD FORM W-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE.

2.1.1.6. ASSISTS MEMBER IN PREPARATION OF DD FORM 1561, STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE.

2.1.1.7. ASSISTS MEMBER IN PREPARATION OF DD FORM 2558, AUTHORIZATION TO START, STOP, OR CHANGE ALLOTMENT FOR ACTIVE DUTY OR RETIRED PERSONNEL.

2.1.1.8. ASSISTS MEMBER IN PREPARATION OF DD FORM 137, APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS.

2.1.1.9. ASSISTS MEMBER IN PREPARATION OF AF FORM 462, DAILY SUMMARY OF CASH RECEIPTS.

2.1.1.10. ASSISTS MEMBER IN PREPARATION OF STATE SPONSORED LIFE INSURANCE FORM.

2.1.1.11. ASSISTS MEMBER IN PREPARATION OF AF FORM 1969, OFFICERS UNIFORM ALLOWANCE CERTIFICATION.

2.1.1.12. ASSISTS MEMBER IN PREPARATION OF STATE/LOCAL TAX FORM.

2.1.1.13. ASSISTS MEMBER IN PREPARATION OF AF FORM 987, RECERTIFICATION STATEMENT.

2.1.1.14. ASSISTS MEMBER IN PREPARATION OF AF FORM 988, LEAVE REQUEST/AUTHORIZATION

2.1.2. RESOLVES PAY INQUIRY FROM MEMBER CONCERNING LEAVE AND EARNING STATEMENT.

2.1.3. ASSISTS MEMBER IN REQUESTING REMISSION/WAIVER OF INDEBTEDNESS.

2.1.4. PROVIDES PROJECTED PAY DATE INFORMATION TO MEMBERS BASED UPON INPUT DATE.

2.1.5. ASSISTS MEMBER IN PROVIDING PROPER DOCUMENTATION AND INFORMATION REGARDING LINE OF DUTY DETERMINATION.

2.1.6. PROVIDES INFORMATION TO MEMBER CONCERNING PAY ENTITLEMENT:

2.1.6.1. PROVIDES INFORMATION FOR ANNUAL FIELD TRAINING.

2.1.6.2. PROVIDES INFORMATION FOR TEMPORARY DUTY (TDY) LESS THAN 30 DAYS.

2.1.6.3. PROVIDES INFORMATION FOR TDY MORE THAN 30 DAYS.

2.1.6.4. PROVIDES INFORMATION FOR PERMANENT CHANGE OF STATION TOUR.

2.1.6.5. PROVIDES INFORMATION FOR INITIAL ACTIVE DUTY TRAINING TOUR (BASIC MILITARY TRAINING & TECHNICAL TRAINING).

2.1.7. PROVIDES SEMIANNUAL MOCK MOBILIZATION PAY INFORMATION.

2.2. DETERMINES ENTITLEMENT:

2.2.1. DETERMINES ACTIVE DUTY ENTITLEMENT:

2.2.1.1. DETERMINES BASIC ALLOWANCE FOR QUARTERS (BAQ).

2.2.1.2. DETERMINES BASIC ALLOWANCE FOR SUBSISTENCE.

2.2.1.3. DETERMINES FAMILY SEPARATION ALLOWANCE.

2.2.1.4. DETERMINES AVIATION CAREER INCENTIVE PAY.

2.2.1.5. DETERMINES HAZARDOUS DUTY INCENTIVE PAY.

2.2.1.6. DETERMINES FOREIGN DUTY PAY.

2.2.1.7. DETERMINES HOSTILE FIRE PAY.

2.2.1.8. DETERMINES VARIABLE HOUSING ALLOWANCE (VHA) AND VHA OFFSET.

2.2.1.9. DETERMINES COST OF LIVING ALLOWANCE.

2.2.1.10. DETERMINES OFFICER UNIFORM ALLOWANCE.

2.2.1.11. DETERMINES OVERSEAS STATION ALLOWANCE.

2.2.1.12. DETERMINES MDVO SPECIAL PAY.

2.2.1.13. DETERMINES LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

2.2.2. DETERMINES INACTIVE DUTY ENTITLEMENT:

2.2.2.1. DETERMINES AVIATION CAREER INCENTIVE PAY.

2.2.2.2. DETERMINES HAZARDOUS DUTY INCENTIVE PAY.

2.3. PROCESSES INPUT TRANSACTION:

2.3.1. PROCESSES JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) ACTIVE GUARD RESERVE (AGR) TRANSACTION (EXCLUDING LEAVE):

2.3.1.1. RECEIVES SOURCE DOCUMENT. Receives source document from outside source (initial order, promotion, tour extension, etc.) or assists member in preparing source document (tax withholding, BAQ/VHA entitlement, direct deposit/allotments, etc.).

2.3.1.2. PROCESSES SOURCE DOCUMENT. Reviews document for accuracy and completion error. Returns incomplete document for correction. Prepares a document transmittal (AF Form 1373) and forwards to host AFO, for document input by the host Accounting and Finance Office (AFO). Determines the JUMPS data element code to translate the source document into machine language, for documents input at Air National Guard (ANG) base.

2.3.1.2.1. REVIEWS BASIC ALLOWANCE FOR QUARTERS.

2.3.1.2.2. REVIEWS BASIC ALLOWANCE FOR SUBSISTENCE.

2.3.1.2.3. REVIEWS FAMILY SEPARATION ALLOWANCE.

2.3.1.2.4. REVIEWS AVIATION CAREER INCENTIVE PAY.

2.3.1.2.5. REVIEWS HAZARDOUS DUTY INCENTIVE PAY.

2.3.1.2.6. REVIEWS FOREIGN DUTY PAY.

2.3.1.2.7. REVIEWS HOSTILE FIRE PAY.

2.3.1.2.8. REVIEWS VARIABLE HOUSING ALLOWANCE/VHA OFFSET.

2.3.1.2.9. REVIEWS OFFICER UNIFORM ALLOWANCE.

2.3.1.2.10. REVIEWS PROFICIENCY PAY.

2.3.1.2.11. REVIEWS LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

2.3.1.3. EVALUATES RESULT:

2.3.1.3.1. REVIEWS DAILY REGISTER OF TRANSACTION.

2.3.1.3.2. REVIEWS MICROFICHE PRODUCTS FROM DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS).

2.3.1.3.3. RESUBMITS REJECT.

2.3.1.4. PREPARES SUBMISSION LISTING.

2.3.1.5. COMPLETES AF FORM 1444, SUBMISSION LISTING COVER LETTER.

2.3.2. PROCESSES JUMPS-RESERVE FORCE (JUMPS-RF) TRADITIONAL GUARDSMEN TRANSACTION (EXCLUDING LEAVE):

2.3.2.1. RECEIVES SOURCE DOCUMENT. Receives source document from outside source or assists member in preparing source document.

2.3.2.1.1. REVIEWS BASIC ALLOWANCE FOR QUARTERS.

2.3.2.1.2. REVIEWS FAMILY SEPARATION ALLOWANCE.

2.3.2.1.3. REVIEWS AVIATION CAREER INCENTIVE PAY.

2.3.2.1.4. REVIEWS HAZARDOUS DUTY INCENTIVE PAY.

2.3.2.1.5. REVIEWS FOREIGN DUTY PAY.

2.3.2.1.6. REVIEWS HOSTILE FIRE PAY.

2.3.2.1.7. REVIEWS VARIABLE HOUSING ALLOWANCE/VHA OFFSET.

2.3.2.1.8. REVIEWS OFFICER UNIFORM ALLOWANCE.

2.3.2.1.9. REVIEWS MDVO SPECIAL PAY.

2.3.2.1.10. REVIEWS LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

2.3.2.2. PROCESSES SOURCE DOCUMENT. Reviews document for accuracy and completion error. Returns incomplete document for correction. Determines transaction to be input based upon entitlement determination process.

2.3.2.3. EVALUATES RESULT. Reviews product provided by DFAS to include, but not limited to, SEADOG reject listing, daily microfiche, coded update microfiche, and monthly history microfiche. Takes corrective action as needed to correct and resubmit transaction or return source document to Office of Primary Responsibility (OPR) to be corrected.

2.3.2.3.1. REVIEWS SEADOG AND MICROFICHE PRODUCT.

2.3.2.3.2. RESUBMITS REJECT.

2.3.2.4. PROCESSES PAYROLL:

2.3.2.4.1. STARTS PAYROLL USING COMPUTER SYSTEM.

2.3.2.4.2. REVIEWS PAYROLL PRODUCT LISTING.

2.3.2.4.3. DOWNLOADS PAYROLL FROM MAINFRAME TO PERSONAL COMPUTER.

2.3.2.4.4. PREPARES AF FORM 1444.

2.4. PROVIDES MILITARY LEAVE SERVICE:

2.4.1. DETERMINES AGR JUMPS LEAVE AUTHORIZATION:

2.4.1.1. MAINTAINS LEAVE AUTHORIZATION BLOCK OF NUMBERS.

2.4.1.2. ISSUES LEAVE NUMBER FOR USE ON AF FORM 988.

2.4.1.3. REVIEWS DAILY REGISTER OF TRANSACTION. Reviews daily register of transaction to ensure all leave is charged properly.

2.4.1.4. ESTABLISHES SUSPENSE FILE FOR AF FORM 988, PART III.

2.4.1.5. TRANSMITS CORRECTED OR CANCELLED AF FORM 988, PART III, TO HOST AFO FOR FURTHER INPUT.

2.4.2. DETERMINES JUMPS-RF LEAVE PROCEDURE:

2.4.2.1. MAINTAINS JUMPS-RF CONTROL LOG.

2.4.2.2. ISSUES LEAVE NUMBER FOR USE ON AF FORM 988.

2.4.2.3. POSTS AF FORM 988, PART I, TO AF FORM 1934, LEAVE RECORD - AIR RESERVE FORCES.

2.4.2.4. ESTABLISHES SUSPENSE FILE FOR AF FORM 988, PART III.

2.4.2.5. POSTS AF FORM 988, PART III, FOR CORRECTION OR CANCELLATION TO AF FORM 1934.

2.4.2.6. COMPUTES LEAVE BALANCE TO INCLUDE TRAVEL GENERATED LEAVE CHARGE.

2.4.2.6. COMPUTES LEAVE BALANCE TO INCLUDE TRAVEL GENERATED LEAVE CHARGE.

2.4.2.7. INPUTS TRANSACTION TO PAY LEAVE BALANCE, IF APPLICABLE.

2.5. MAINTAINS ACCOUNTS RECEIVABLE PROGRAM:

2.5.1. DETERMINES OVERPAYMENT OF PAY/ALLOWANCE AND EXCESS LEAVE:

2.5.1.1. NOTIFIES MEMBER OF INDEBTEDNESS.

2.5.1.2. COUNSELS MEMBER ON OPTIONS.

2.5.1.3. INPUTS DEBT TRANSACTION TO MEMBER MASTER MILITARY PAY ACCOUNT (MMPA).

2.5.2. CONDUCTS ADVANCE/PARTIAL PAY REPORTING:

2.5.2.1. AUTHORIZES AND COORDINATES PAYMENT WITH DISBURSING STATION.

2.5.2.2. INPUTS DEBT TRANSACTION TO MEMBER MMPA.

2.5.2.3. MAINTAINS DEBT CONTROL LOG.

2.5.3. PROCESSES GARNISHMENT OF PAY AND ALLOWANCE. Forwards all request for garnishment to DFAS-DE.

2.5.4. PROCESSES OTHER MONETARY DEBT:

2.5.4.1. PROCESSES DD FORM 139, PAY ADJUSTMENT AUTHORIZATION.

2.5.4.2. PROCESSES BONUS TERMINATION.

2.5.4.3. PROCESSES GOVERNMENT PROPERTY LOST OR DAMAGED REPORT OF SURVEY.

2.5.4.4. PROCESSES ARTICLE 15, NONJUDICIAL PUNISHMENT.

2.6. PERFORMS OTHER DUTY:

2.6.1. INITIATES NONAUTOMATED TRANSACTION:

2.6.1.1. PROCESSES BAQ DIFFERENCE RATE.

2.6.1.2. PROCESSES AGR OFFICER EXTENSION.

2.6.1.3. RESEARCHES AND PROCESSES FORCE GAIN.

2.6.1.4. RESEARCHES AND PROCESSES CORRECTION (DATE OF GAIN).

2.6.1.5. RESEARCHES AND PROCESSES PAY DATE CHANGE.

2.6.2. MAINTAINS PAYROLL FILE FOR AUDIT PURPOSE.

2.6.3. PROCESSES BULK MAIL PAYROLL:

2.6.3.1. DETERMINES REQUIREMENT FOR BULK MAIL PAYROLL.

2.6.3.2. COORDINATES ESTABLISHMENT OF THE PAYING AGENT.

2.6.3.3. DETERMINES THE PROPER CODED RUN DATE AT DFAS.

2.7. COORDINATES WITH OTHER ON-BASE AGENCY:

2.7.1. REQUESTS DESIRE PRODUCT FROM PERSONNEL SYSTEM MANAGEMENT (PSM).

2.7.2. ESTABLISHES BONUS CONTROL RECORD WITH BASE CAREER ADVISOR.

2.7.3. COORDINATES CORRECTION TO REJECTED BONUS TRANSACTION WITH BASE CAREER ADVISER.

2.7.4. COORDINATES WITH DATA AUTOMATION (CUSTOMER SUPPORT) TO ENSURE ALL MILITARY RECORDS ARE IN PLACE.

2.7.5. COORDINATES WITH DATA PROCESSING TO RECEIVE REQUIRED PRODUCT.

2.7.6. PROVIDES BASE WORKDAY DATA TO WORKDAY CONTROL OFFICER.

2.7.7. PROVIDES PAY INFORMATION TO SUPPORTED UNIT.

2.7.8. PROCESSES RECEIPT OF CURRENT FLIGHT RECORD INFORMATION.

2.7.9. PRODUCES AND PROCESSES APPROPRIATE ACTION FOR PAYROLL PRODUCT:

2.7.9.1. PROCESSES UNIT TRAINING ASSEMBLY (UTA) ATTENDANCE ROSTER. Prepares and distributes UTA roster.

2.7.9.2. RESOLVES ACTIVE DUTY CONFLICT. Resolves data in conflict with existing information in the payroll computer system.

2.7.9.3. RESOLVES INACTIVE DUTY CONFLICT.

2.7.9.4. RESOLVES UTA CONFLICT.

2.7.9.5. PROVIDES COMMANDERS NOTIFICATION REPORT.

2.7.9.6. RESOLVES ACTIVE DUTY TOUR EDIT GOOD/BAD LISTING.

2.7.9.7. MONITORS AND RESOLVES LATE ACTIVE DUTY CERTIFICATION LISTING.

2.7.9.8. MONITORS LATE INACTIVE DUTY LISTING.

2.7.9.9. SCHEDULES PERIODIC PAY RECORD REVIEW.

3. CIVILIAN PAY OPERATION:

3.1. BRIEFS EMPLOYEE UPON RETURN RECEIPT OF CATCH 62 PACKAGE.

3.2. MAINTAINS ACCOUNT.

4. CIVILIAN PAY:

4.1. PROVIDES CUSTOMER SERVICE TO EMPLOYEE. Responds to written, telephonic, or in person request for information.

4.1.1. ASSISTS EMPLOYEE IN PREPARATION OF FORM. Assists employee in preparation of required documentation/form.

4.1.1.1. ASSISTS EMPLOYEE IN PREPARATION OF SF 1199A.

4.1.1.2. ASSISTS EMPLOYEE IN PREPARATION OF AF FORM 1745, ADDRESS CHANGE FORM.

4.1.1.3. ASSISTS EMPLOYEE IN PREPARATION OF TD FORM W-4.

4.1.1.4. ASSISTS EMPLOYEE IN PREPARATION OF DD FORM 2559, SAVINGS BOND AUTHORIZATION.

4.1.1.5. ASSISTS EMPLOYEE IN PREPARATION OF VOLUNTARY CHILD SUPPORT ALLOTMENT.

4.1.1.6. ASSISTS EMPLOYEE IN PREPARATION OF UNION DUES.

4.1.1.7. ASSISTS EMPLOYEE IN PREPARATION OF STATE/LOCAL TAX FORM.

4.1.1.8. ASSISTS EMPLOYEE IN PREPARATION OF SF 71, LEAVE REQUEST.

4.1.2. RESOLVES PAY INQUIRY FROM EMPLOYEE CONCERNING LEAVE AND EARNING STATEMENT.

4.1.3. ASSISTS EMPLOYEE IN REQUESTING REMISSION/WAIVER OF INDEBTEDNESS.

4.1.4. PROVIDES PROJECTED PAY DATE INFORMATION BASED UPON HIRE DATE.

4.1.5. ASSISTS EMPLOYEE IN PROVIDING PROPER DOCUMENTATION AND INFORMATION REGARDING CONTINUATION OF PAY.

4.1.6. PROVIDES INFORMATION TO EMPLOYEE CONCERNING AFFECT OF PAY CHANGE ON NET PAY DUE TO EMPLOYEE:

4.1.6.1. DETERMINES NIGHT DIFFERENTIAL AFFECT.

4.1.6.2. DETERMINES SUNDAY/HOLIDAY PREMIUM AFFECT.

4.1.6.3. DETERMINES PILOT SPECIAL PAY AFFECT.

4.1.6.4. DETERMINES SUSTAINED SUPERIOR PERFORMANCE AFFECT.

4.1.6.5. DETERMINES QUALITY STEP INCREASE/STEP INCREASE AFFECT.

4.1.6.6. DETERMINES EMPLOYEE PAY RAISE AFFECT.

4.1.6.7. DETERMINES EMPLOYEE TAX WITHHOLDING CHANGE AFFECT.

4.2. MAINTAINS CIVILIAN PAY/LEAVE ACCOUNT:

4.2.1. ESTABLISHES CIVILIAN PAY/LEAVE ACCOUNT. Receives, prepares, and audits data to establish civilian pay and leave account; and where applicable, ensures Civilian Personnel Office (CPO) interface processed.

4.2.1.1. RECEIVES DATA:

4.2.1.1.1. RECEIVES AND AUDITS SF 50, NOTIFICATION OF PERSONNEL ACTION, FROM SUPPORT PERSONNEL MANAGEMENT OFFICE.

4.2.1.1.2. RECEIVES AND AUDITS SF 2806, INDIVIDUAL RETIREMENT RECORD, FROM OFFICE OF PERSONNEL MANAGEMENT.

4.2.1.1.3. RECEIVES AND AUDITS CIVILIAN PAY INFORMATION FROM ANGRC.

4.2.1.1.4. RECEIVES SF 1150, RECORD OF LEAVE DATA, FROM PREVIOUS EMPLOYING AGENCY FOR TRANSFERRING EMPLOYEE.

4.2.1.2. PREPARES NEW EMPLOYEE CIVILIAN PAY DATA INPUT. Reviews data from Support Personnel Management Office (SPMO) CPO and ensures proper accounting information is recorded.

4.2.1.3. PREPARES SOURCE DOCUMENT AND INPUTS DATA. Prepares input sheet for data entry into computer system.

4.2.1.4. REVIEWS NEW HIRE OUTPUT. Verifies daily printout and identifies error.

4.2.1.5. RESUBMITS REJECT.

4.2.2. MAINTAINS CIVILIAN PAY/LEAVE ACCOUNT:

4.2.2.1. RECEIVES SOURCE DOCUMENT FROM EMPLOYEE.

4.2.2.2. PROCESSES SOURCE DOCUMENT:

4.2.2.2.1. PROCESSES DIRECT DEPOSIT/ALLOTMENT.

4.2.2.2.2. PROCESSES ADDRESS CHANGE.

4.2.2.2.3. PROCESSES FEDERAL TAX WITHHOLDING CHANGE.

4.2.2.2.4. PROCESSES BOND AUTHORIZATION CHANGE.

4.2.2.2.5. PROCESSES VOLUNTARY CHILD SUPPORT ALLOTMENT.

4.2.2.2.6. PROCESSES UNION DUES WITHHOLDING CHANGE.

4.2.2.2.7. PROCESSES STATE/LOCAL TAX FORM.

4.2.2.3. REVIEWS SUMMARY OF TRANSACTION OUTPUT.

4.2.2.4. RESUBMITS SUMMARY OF TRANSACTION REJECT.

4.2.3. PERFORMS BIWEEKLY PAYROLL PROCESSING:

4.2.3.1. PROCESSES TIME AND ATTENDANCE (T&A) SHEET:

4.2.3.1.1. RUNS PREFLIGHT PROGRAM.

4.2.3.1.2. RECEIVES T&A SHEET FROM TIMEKEEPER.

4.2.3.1.3. TRANSFERS T&A FILE TO HOST AFO.

4.2.3.2. PROCESSES TEMPORARY PAY CHANGE:

4.2.3.2.1. RECEIVES SOURCE DOCUMENT.

4.2.3.2.2. VERIFIES AND COMPLETES ENTITLEMENT DUE TO EMPLOYEE.

4.2.3.2.3. DETERMINES TRANSACTION NECESSARY TO PAY ENTITLEMENT.

4.2.3.2.4. INPUTS TRANSACTION.

4.2.3.3. PROCESSES TEMPORARY LEAVE CHANGE:

4.2.3.3.1. RECEIVES SOURCE DOCUMENT.

4.2.3.3.2. VERIFIES LEAVE CORRECTION.

4.2.3.3.3. DETERMINES TRANSACTION NECESSARY TO CORRECT LEAVE RECORD.

4.2.3.3.4. INPUTS TRANSACTION.

4.2.3.4. UPDATES CONTROL PARAMETER SCREEN. Updates biweekly control parameter screen using computer system.

4.2.3.4.1. UPDATES TIME AND ATTENDANCE PRODUCTION.

4.2.3.4.2. UPDATES REPORT SELECTION.

4.2.3.4.3. UPDATES LEAVE COST PROCESSING.

4.2.3.4.4. UPDATES BIWEEKLY THRIFT REPORT.

4.2.3.4.5. UPDATES LEAVE AND EARNING STATEMENT (LES).

4.2.3.4.6. UPDATES BOND PRINT.

4.2.3.4.7. UPDATES MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SELECTION.

4.2.3.4.8. UPDATES MAFR PRINT.

4.2.3.4.9. UPDATES INDIVIDUAL PAY RECORD HISTORY.

4.2.3.4.10. UPDATES INDIVIDUAL LEAVE RECORD HISTORY.

4.2.3.4.11. UPDATES HEALTH BENEFIT DETAIL LISTING.

4.2.3.4.12. UPDATES BIWEEKLY MANPOWER AND FUNDING REPORT.

4.2.3.4.13. UPDATES VARIABLE BALANCE LIST.

4.2.3.5. PROCESSES, REVIEWS, AND CORRECTS INITIAL T&A TURNAROUND.

4.2.3.6. REVIEWS PRELIMINARY GROSS TO NET.

4.2.3.7. INPUTS CORRECTION.

4.2.3.8. PROCESSES, REVIEWS, AND CORRECTS RECYCLE.

4.2.3.9. REQUESTS REPORT PROCESSING.

4.2.3.10. REVIEWS BIWEEKLY PAYROLL LISTING. Reviews biweekly payroll listing and distributes as required.

4.2.3.10.1. REVIEWS BIWEEKLY PERSONNEL COST REPORT.

4.2.3.10.2. REVIEWS CHARITY DEDUCTION LISTING.

4.2.3.10.3. REVIEWS CHECK TO FINANCIAL ORGANIZATION.

4.2.3.10.4. REVIEWS, RECONCILES, AND DISTRIBUTES CIVILIAN PAY MAFR AND EXPENSE LISTING.

4.2.3.10.5. REVIEWS CIVILIAN PAY INFORMATION LISTING.

4.2.3.10.6. REVIEWS DETAILED OTHER DEDUCTION.

4.2.3.10.7. REVIEWS DISTRIBUTION OF GROSS DISBURSEMENT.

4.2.3.10.8. REVIEWS FEDERAL EMPLOYEE GROUP LIFE INSURANCE (FEGLI) INFORMATION LISTING.

4.2.3.10.9. REVIEWS FEDERAL LABOR STANDARDS ACT (FLSA) WORK SHEET.

4.2.3.10.10. REVIEWS AND RECONCILES HEALTH BENEFIT SUMMARY.

4.2.3.10.11. REVIEWS LEAVE LISTING.

4.2.3.10.12. REVIEWS AND DISTRIBUTES LES.

4.2.3.10.13. REVIEWS LES INFORMATION LISTING.

4.2.3.10.14. REVIEWS AND PROCESSES CORRECTED MANAGEMENT NOTICE LISTING.

4.2.3.10.15. REVIEWS PAY COMPUTATION INFORMATION LISTING.

4.2.3.10.16. REVIEWS PAYROLL GROSS TO NET REGISTER.

4.2.3.10.17. REVIEWS UNION DUES DEDUCTION LISTING.

4.2.3.10.18. REVIEWS YEAR-TO-DATE LISTING.

4.2.3.10.19. REVIEWS CHECK DISTRIBUTION REPORT.

4.2.3.10.20. REVIEWS CIVIL SERVICE RETIREMENT/FEDERAL EMPLOYEES RETIREMENT SYSTEM (CSR/FERS) INFORMATION LISTING.

4.2.3.10.21. REVIEWS BANK TRANSMITTAL LISTING.

4.2.3.10.22. REVIEWS TRANSMITTAL REGISTER.

4.2.3.10.23. REVIEWS HEALTH BENEFIT DETAIL LISTING.

4.2.3.10.24. REVIEWS INDIVIDUAL LEAVE LISTING.

4.2.3.10.25. REVIEWS INDIVIDUAL PAY RECORD.

4.2.3.10.26. REVIEWS LEAVE COST REPORT.

4.2.3.10.27. REVIEWS AND DISTRIBUTES SUPERVISOR LEAVE INFORMATION LISTING.

4.2.3.10.28. REVIEWS THRIFT SAVINGS PLAN (TSP) ERROR LISTING (INITIAL).

4.2.3.10.29. REVIEWS TSP ACTIVE LISTING (FINAL).

4.2.3.10.30. REVIEWS TSP VOUCHER SUMMARY (INITIAL-RECYCLE-FINAL).

4.2.3.10.31. REVIEWS EMPLOYEE DIRECTORY.

4.2.3.10.32. REVIEWS PAY OFFICE ALERT LISTING.

4.2.3.10.33. REVIEWS AND DISTRIBUTES T&A FORM DISTRIBUTION LISTING.

4.2.3.10.34. REVIEWS VARIABLE BALANCE LISTING.

4.2.3.11. PREPARES PAYROLL VOUCHER:

4.2.3.11.1. PREPARES DD FORM 592, PAYROLL COVER SHEET.

4.2.3.11.2. PREPARES ALLOTMENT TO FINANCIAL ORGANIZATION.

4.2.3.11.3. PREPARES FEDERAL TAX AND WITHHOLDING VOUCHER.

4.2.3.11.4. PREPARES NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) VOUCHER.

4.2.3.11.5. PREPARES CHARITY VOUCHER.

4.2.3.11.6. PREPARES UNION DUES VOUCHER.

4.2.3.11.7. PREPARES GARNISHMENT VOUCHER.

4.2.3.11.8. PREPARES VOLUNTARY CHILD SUPPORT ALLOTMENT VOUCHER.

4.2.3.11.9. PREPARES STATE AND LOCAL TAX PAYMENT VOUCHER, IF APPLICABLE.

4.2.3.11.10. PREPARES OTHER PAYMENT VOUCHER.

4.2.3.12. PREPARES SF 2811, HEALTH BENEFIT TRANSMITTAL.

4.2.3.13. PREPARES AND FORWARDS RETIREMENT AND SEPARATION PACKAGE.

4.3. MAINTAINS RETIREMENT ACCOUNT:

4.3.1. ESTABLISHES RETIREMENT RECORD FOR NEW EMPLOYEE.

4.3.2. RECEIVES RETIREMENT RECORD FOR TRANSFERRING EMPLOYEE.

4.3.3. POSTS RETIREMENT RECORD WITH PAY HISTORY DATA.

4.3.4. POSTS RETIREMENT RECORD WITH SERVICE HISTORY DATA.

4.3.5. REVIEWS MICROFILM RECORD ANNUALLY AND SUBMITS TO DFAS.

4.3.6. RECONCILES RETIREMENT DEDUCTION.

4.3.7. CLOSES ACCOUNT.

4.4. PROCESSES OFF-LINE PAYMENT:

4.4.1. AUTHORIZES AND COORDINATES OFF-LINE PAYMENT WITH HOST AFO.

4.4.2. PREPARES DD FORM 592, PAYROLL FOR PERSONAL SERVICE.

4.4.3. FORWARDS COPY OF DD FORM 592 TO LOCAL ACCOUNTING OFFICE FOR POSTING.

4.4.4. PROCESSES TEMPORARY DEDUCTION TRANSACTION.

4.4.5. PROCESSES TEMPORARY ENTITLEMENT TRANSACTION.

4.5. PROCESSES CANCELLATION OF RETURNED EMPLOYEE CHECK:

4.5.1. PREPARES DD FORM 1131, CASH COLLECTION VOUCHER.

4.5.2. PREPARES SF 1081, VOUCHER AND SCHEDULE OF WITHDRAWAL.

4.5.3. CREDITS THE APPROPRIATION FROM WHICH PAYMENT IS MADE.

4.5.4. ENSURES SF 1081 HAS BEEN PROCESSED INTO MAFR.

4.6. MONITORS SALARY OVERPAYMENT AND MISCELLANEOUS DEBT:

4.6.1. ESTABLISHES DEBT AMOUNT.

4.6.2. ESTABLISHES REPAYMENT SCHEDULE.

4.6.3. PROCESSES TEMPORARY TRANSACTION.

4.6.4. PREPARES DD FORM 1131 FOR CASH COLLECTION NOT DEDUCTED THROUGH PAYROLL PROCESSING.

4.6.5. CORRECTS EMPLOYEE YEAR-TO-DATE TOTAL.

4.6.6. ADJUSTS MANPOWER AND FUNDING TOTAL.

4.7. CONDUCTS TIMEKEEPER TRAINING:

4.7.1. CONDUCTS INITIAL TIMEKEEPER TRAINING.

4.7.2. CONDUCTS RECURRING TIMEKEEPER TRAINING.

4.7.3. CONDUCTS TIMEKEEPER INSPECTION/AUDIT.

4.7.4. CONDUCTS TIMEKEEPER FOLLOW-UP VISIT, AS NECESSARY.

4.8. PROCESSES MASS CHANGES:

4.8.1. PROCESSES GENERAL SCHEDULE PAY RAISE.

4.8.2. PROCESSES WAGE GRADE PAY RAISE.

4.8.3. PROCESSES HEALTH BENEFIT RATE TABLE CHANGE.

4.8.4. PROCESSES CHARITY ALLOTMENT CHANGE.

4.8.5. PROCESSES W-2, WAGE AND TAX STATEMENT, PROGRAM.

4.8.6. UPDATES ON-LINE MASTER CONSTANT DATA.

4.8.7. PROCESSES TSP OPEN SEASON ELECTION FORM.

4.9. MAINTAINS QUALITY CONTROL PROGRAM:

4.9.1. REVIEWS CERTIFYING OFFICIAL AND TIMEKEEPER LIST.

4.9.2. COMPARES T&A SHEET TO TRAVEL VOUCHER.

4.9.3. PERFORMS CIVILIAN TO MILITARY EDIT.

4.9.4. REVIEWS YEAR TO DATE FIGURE TO ANTICIPATE REPORTING ERROR:

4.9.4.1. MAINTAINS RUNNING TOTAL ON CSR/FERS DEDUCTION FOR BALANCING RETIREMENT RECORD.

4.9.4.2. MAINTAINS RUNNING TOTAL ON TSP DEDUCTION TO PREVENT TSP OUT OF BALANCE CONDITION.

4.9.4.3. MAINTAINS RUNNING TOTAL FOR FEDERAL, STATE, AND LOCAL TAX REPORT.

4.9.4.4. MAINTAINS RUNNING TOTAL FOR BALANCING MANPOWER AND FUNDING REPORT.

4.9.5. RECONCILES THRIFT SAVINGS PLAN.

4.9.6. RECONCILES MAFR.

4.9.7. RECONCILES FEDERAL AND STATE TAX.

4.9.8. PERFORMS ANNUAL NATIONAL GUARD INSURANCE RECONCILATION.

4.9.9. ADJUSTS AND PROCESSES CONTINUATION SHEET.

4.10. PREPARES REPORT:

4.10.1. PREPARES BIWEEKLY REPORT:

4.10.1.1. PREPARES SF 2812.

4.10.1.2. PREPARES PAYROLL CERTIFICATION REPORT.

4.10.1.3. PREPARES NGAUS PREMIUM REPORT.

4.10.1.4. COLLATES AND DISTRIBUTES ENVIRONMENTAL IMPACT STATEMENT.

4.10.2. PREPARES MONTHLY REPORT:

4.10.2.1. PREPARES ICRN 1032-OPM-MO, REPORT OF FEDERAL CIVILIAN EMPLOYMENT.

4.10.2.2. PREPARES DD COMP (AR) 1092, CIVILIAN MANPOWER AND FUNDING REPORT.

4.10.3. PREPARES QUARTERLY REPORT:

4.10.3.1. PREPARES HAF-ACF(Q)7170(DT), EMPLOYERS QUARTERLY FEDERAL TAX RETURN.

4.10.3.2. PREPARES RETIREMENT RECAPITULATION REPORT.

4.10.3.3. PREPARES IRCN:0063-DOL-QU, CONTINUATION OF PAY REPORT.

4.10.3.4. PREPARES ACF-AFQ(Q)7906, CIVILIAN DIRECT DEPOSIT PARTICIPATION.

4.10.3.5. PROCESSES FERS COST REPORT RETRIEVAL.

4.10.4. PREPARES SEMIANNUAL REPORT:

4.10.4.1. PREPARES IRCN 0215-TD-SA-T, US SAVINGS BOND REPORT.

4.10.4.2. PREPARES 1064-OPM-AR, SEMIANNUAL HEAD COUNT REPORT.

4.10.4.3. PREPARES FERS GOVERNMENT COST REPORT.

4.10.5. PREPARES END OF FISCAL YEAR REPORT:

4.10.5.1. PREPARES RCS-DDCOMP(A)1600, REPORT BY GEOGRAPHICAL LOCATION.

4.10.5.2. PREPARES FINAL CIVILIAN MANPOWER AND FUNDING REPORT.

4.10.6. PREPARES END OF CALENDAR YEAR REPORT:

4.10.6.1. PREPARES W-3, RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES, FOR TAX TRANSMITTAL:

4.10.6.1.1. PREPARES FEDERAL TAX TRANSMITTAL.

4.10.6.1.2. PREPARES STATE TAX TRANSMITTAL.

4.10.6.1.3. PREPARES APPLICABLE LOCAL TAX TRANSMITTAL.

4.10.6.2. PREPARES MAGNETIC MEDIA SUMMARY REPORT.

4.10.6.3. PREPARES IRCN 0197-OPM-AN, WORK YEAR AND PERSONNEL COST REPORT.

4.10.6.4. PREPARES OPM FORM 1564, ANNUAL SUMMARY RETIREMENT FUND TRANSACTION.

4.10.6.5. PREPARES MAN-HOUR AVAILABILITY FACTOR TAPE.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect Work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Pay/Entitlements FAC 150012			APPLICABILITY MAN-HOUR RANGE 378.35 - 1063.44								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Financial Mgt	672XX	CIV	3	4	5	6	7				
TOTAL			3	4	5	6	7				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.