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

ANGMS 1501OT

8 April 1994

ADMINISTRATION
(Otis ANGB)

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (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.

2. **Authority.** The AFI 37-series, formerly designated as 0, 4, 10 and 12 series of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Administration function. This ANGMS was developed in accordance with procedures outlined for development of single point location standards contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

3. **Applicability.** This standard applies to the Otis Air National Guard Base, Comptroller Administration work center, FAC 1501. This standard only applies to peacetime operations.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 19 Nov 93.
   c. Manpower Data Source. Staffing Pattern.
   d. Standard Manpower Equation. Y = 1 (Constant Manpower).
   e. Workload Factor. N/A.

5. **Application Instructions.** This work center requires a constant manpower authorization of one. No other application instructions apply.

6. **Statement of Conditions.** The normal hours of operation for this work center are eight hour days, five days a week. There are no other standard of living constraints which affect the daily operation of this work center.

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OFFICIAL

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

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WORK CENTER DESCRIPTION

ADMINISTRATION
(Otis ANGB)

DIRECT:

1. ADMINISTRATIVE SERVICE:

1.1. TYPES CORRESPONDENCE AND FORM. Types correspondence and form from draft through finished copy, obtains material, assembles, separates copy, fastens, proofreads, releases to originator, and puts away material.

1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.2.1. PROCESSES INCOMING DISTRIBUTION.

1.2.2. PROCESSES OUTGOING DISTRIBUTION.

1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.3.1. ESTABLISHES FILE. Prepares file plan, folder, guide, and label in accordance with (IAW) AFI 37-133, Volume 2, formerly AFR 4-20, Vol 2, Disposition of Air Force Records-Records Disposition Schedule.

1.3.2. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes correspondence for reference, researches, and re-files correspondence.

1.3.3. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

1.3.4. DISPOSES OF RECORD. Disposes of record IAW AFI 37-133, Volume 2.

1.3.5. MAINTAINS LOG/REGISTER.

1.3.6. INSPECTS CORRESPONDENCE FILE. Inspects correspondence file IAW AFI 37-122, formerly AFR 4-74, Air Force Records Management Program.

1.3.7. UPDATES AND MAINTAINS PERSONNEL LOCATOR FILE.

1.4. MAINTAINS PUBLICATION FILE:

1.4.1. DETERMINES REQUIREMENT FOR AND ORDERS ADMINISTRATIVE PUBLICATION. Reviews request for publication; prepares AF Form 764a, Requisition and Requirement Request and AF Form 124, Publications/ Forms Requisition, obtains signature, processes, and files form.

1.4.2. POSTS AND FILES PUBLICATION. Posts and files new publication and change.

1.4.3. CONDUCTS ANNUAL INVENTORY. Conducts annual inventory of publication library.

1.4.4. INSPECTS SUB-ACCOUNT PUBLICATION LIBRARY. Inspects publication set maintained by Comptroller sub-account, verifies requirement, and ensures proper posting and filing.

1.4.5. MAINTAINS BLANK FORMS STOCK. Determines requirement, prepares requisition form, receives/reviews/files form, disposes of obsolete form, and removes/deletes unneeded form.

1.5. MAINTAINS OFFICE SUPPLIES AND EQUIPMENT. Determines requirement, prepares requisition form, orders, picks up, and distributes supplies for office.

1.6. OPERATES COPY MACHINE. Makes copy, collates as required, and returns to work area.

1.7. OPERATES DATA FAX MACHINE.

1.8. OPERATES ELECTRONIC MAIL SYSTEM.

2. TRAVEL ORDER:

2.1. PREPARES REQUEST FOR TRAVEL ORDER.

2.2. ARRANGES TRAVEL/BILLETING.

2.3. PICKS UP TRAVEL ORDER AND REQUIRED TICKET.

3. INTER-OFFICE COMMUNICATION:

3.1. POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, and removes existing data, and posts new data.

3.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message or researches information, and provides response.

3.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives inspector, official visitor, or customer. Answers inquiry and directs visitor to appropriate person or location.

4. PERSONNEL TIME AND ATTENDANCE FORM:

4.1. PROCESSES LEAVE FORM. Files civilian and military leave form.

4.2. MAINTAINS TIME AND ATTENDANCE FORM. Records information on form, obtains initial and authorized signature, and forwards to appropriate agency.

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 ADMINISTRATION/FAC1501OT			APPLICABILITY MAN-HOUR RANGE Y = 1 (CONSTANT MANPOWER)									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
FINANCIAL SVCS	672X2	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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