# ENTITLEMENTS
## (Buckley ANGB)

**1. Objective.** This Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the Work Center Description (WCD) for varying levels of workload volume.

**2. Authority.** The AFI 36 and 65-series, formerly the 170, 171, 172, 173, 175, 177, and 300-series of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Entitlements work center. 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, 16 May 1988.

**3. Applicability.** This standard applies to the Buckley Air National Guard Base, Entitlements work center, FAC 1512. This standard applies to peacetime operations only.

**4. Standard Data:**

a. Classification. Type III.
b. Approval Date. 19 Nov 93.
c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Standard Man-Hour Equations:
(1) Military Pay: $Y_1 = 22.20 + .1676X_1 + .06084X_2$
(2) Civilian Pay: $Y_2 = 12.42 + .7883X$
e. Workload Factors:
(1) Title:
(a) Military Pay: $X_1$: The total military personnel serviced for pay/leave.
(b) Military Pay: $X_2$: The number of JUMPS/JUMPS-RF transactions processed.
(c) Civilian Pay: X: The average number of civilian pay accounts maintained.
(2) Definition:
(a) Military Pay: $X_1$: The monthly average number of military personnel authorized for collocated and geographically separated units (GSUs) serviced by the Military Pay section.
(b) Military Pay: $X_2$: The monthly average number of JUMPS/JUMPS-RF transactions processed.
(c) Civilian Pay: X: The monthly average number of civilian pay accounts maintained by the Civilian Pay section.
(3) Source of Count:
(a) Military Pay: $X_1$: A Comptroller Workload Report, RCS: ANG-ACX(Q) 8201. Total Military Population Authorized is the first entry in Section I.A.(3).
(b) Military Pay: $X_2$: A Comptroller Workload Report, RCS: ANG-ACX(Q) 8201. JUMPS-RF Transactions are found at E. in Section I. JUMPS transactions are found at F. in Section I.
(c) Civilian Pay: X: A Comptroller Workload Report, RCS: ANG-ACX(Q) 8201. Civilian Pay Accounts maintained are found at B. in Section I.

**5. Application Instructions:**

a. The valid man-hour range for this ANGMS is 717.35 through 1,195.58. 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.
b. Calculate the correct value for each WLF identified in paragraph 4e above using most current 12-month data. 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 attachments 2 and 3, AF Forms 1113, Standard Manpower Table. Find the column that identifies the number of total manpower requirements, then read up and across the column to determine total manpower by AFSCs.
e. The AF Form 1113 identifies the aggregate of allowed manpower specialty title and AFSC. The Military Pay and Civilian Pay Branches have been combined to allow more efficient use of the total number of manpower authorizations earned by the standard.

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f. Extrapolation limits for a single location standard are based on +/- 25 percent of the calculated man-hours IAW AFPAM 38-208, formerly AFR 25-5, Paragraph 12-23(c).

**6. Statement of Conditions.** This work center is represented by a combination of Title 5 and Title 32 authorizations. The normal hours of operation are ten hour days, four days a week. There are no other standard of living constraints which affect the daily operation of this work center.

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**3 Attachments**
**1. Work Center Description**
**2. Standard Manpower Table (Military Pay)**
**3. Standard Manpower Table (Civilian Pay)**

## WORK CENTER DESCRIPTION

## ENTITLEMENTS
## (Buckley ANGB)

**DIRECT:**

**1. MILITARY PAY:**

**1.1. PROVIDES MILITARY PAY/LEAVE SERVICE:**

**1.1.1. REVIEWS AND CONTROLS SOURCE DOCUMENT.** Reviews source document for completeness and administrative error, acknowledges receipt to input source as applicable, sorts according to action required, distributes to processing activity, and maintains suspense file.

**1.1.2. REVIEWS TRANSACTION LISTING.** Reviews listing to include basic allowance for quarters (BAQ) reject listing and marital status listing, determines action required, establishes processing date, records control data in pre-established control log, and sorts for distribution to appropriate processing activity.

**1.1.3. PREPARES CORRESPONDENCE, MESSAGE, FORM, AND REPORT.** Prepares and types correspondence, message, form, and report in support of Joint Uniform Military Pay System (JUMPS) and Joint Uniform Military Pay System-Reserve Force (JUMPS-RF).

**1.1.4. PREPARES DOCUMENTATION FOR STAGING AREA.** Prepares documentation for staging area in accordance with (IAW) AFI 37-133, Vol 2, formerly AFR 4-20, Vol 2, Disposition of Air Force Records-Records Distribution Schedule.

**1.1.5. PROVIDES CUSTOMER SERVICE.** Assists member in preparation of required documentation/form.

**1.1.5.1. ASSISTS MEMBER WITH PROCESSING OF PARTIAL PAYMENT.**

**1.1.5.2. ASSISTS MEMBER WITH ALLOTMENT AND ADDRESS CHANGE.**

**1.1.5.3. ASSISTS MEMBER WITH RECERTIFICATION OF BIENNIAL BAQ FOR JUMPS.**

**1.1.5.4. ASSISTS MEMBER WITH RECERTIFICATION OF BIENNIAL BAQ FOR JUMPS-RF.**

**1.1.5.5. ASSISTS JUMPS MEMBER WITH CERTIFICATION OF ANNUAL VARIABLE HOUSING ALLOWANCE (VHA).**

**1.1.5.6. ASSISTS MEMBER IN CHANGES TO BANK PAYMENT ELECTION.**

**1.1.5.7. RESEARCHES INFORMATION FOR LEAVE AND EARNING STATEMENT/FEDERAL TAX RETURN (LES/W2) ACTION.**

**1.1.5.8. PROVIDES RESPONSE TO PAY AND LEAVE INQUIRY.**

**1.1.5.9. ASSISTS MEMBER REQUESTING REMISSION/WAIVER OF INDEBTEDNESS.**

**1.1.5.10. PROVIDES ASSISTANCE IN PREPARING DEPENDENCY DETERMINATION.**

**1.1.5.11. PROCESSES EMPLOYMENT/MORTGAGE VERIFICATION.**

**1.1.5.12. PROVIDES ASSISTANCE TO RETIRED MEMBER.** Provides assistance with forms to retired member to include address changes and deposit change. Forwards to Accounting and Finance Office (AFO).

**1.1.5.13. PROVIDES OUT-PROCESSING BRIEFING.** Provides out-processing briefing to Basic Military Training (BMT) students, personnel performing extended temporary duty (TDY), and personnel permanently departing the area.

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

**1.1.5.14.1. ESTABLISHES ACCOUNT.** Conducts interview/counseling and advises customer on proper procedures in completing worksheet. Reviews worksheet and verifies promotion and pay record data.

**1.1.5.14.2. REVIEWS/PROCESSES WORKSHEET WITH SUPPORT PERSONNEL MANAGEMENT OFFICE/CIVILIAN PERSONNEL OFFICE (SPMO/CPO) VERIFICATION.** Reviews returned worksheet and computes estimated base pay, validates entry, and forwards to Defense Finance and Accounting Service (DFAS) for verification.

**1.1.6. PREPARES PERSONAL FINANCIAL RECORD (PFR).** Prepares PFR for incoming member and member transferring from JUMPS-RF to JUMPS.

**1.1.7. PREPARES AND TRANSMITS INPUT DOCUMENT.** Prepares and transmits local document to include change of address and organizational change to update service file.

**1.1.8. PROCESSES CLAIM, REMISSION, AND WAIVER.** Provides counseling and technical data to member and commander on required documentation necessary for submission to DFAS. Processes application when all documentation has been completed.

**1.1.9. VERIFIES ENTITLEMENT UNDER JUMPS AND JUMPS-RF.** Reviews and cross-references source document to verify BAQ entitlement.

**1.1.9.1. VERIFIES ENTITLEMENT UNDER JUMPS-RF.**

**1.1.9.2. VERIFIES ENTITLEMENT UNDER JUMPS.**

**1.1.10. PREPARES PRE-CERTIFIED DEPLOYMENT PAYROLL.** Prepares pre-certified payroll and cover sheet for pre-certified deployment money list, to include supplemental payroll for member not included on pre-certified deployment money list.

**1.1.11. PREPARES COLLECTION, PAYMENT, AND SUPPRESSION DATA.** Determines if member has been overpaid. Prepares collection data for indebtedness reflected in centralized Master Military Pay Account (MMPA), prepares collection data for PFR on indebtedness not yet reflected in MMPA, and prepares pay suppression data to update base level payroll file and subsequent MMPA update. Prepares miscellaneous voucher for collection and local payment to member.

**1.1.12. DETERMINES PAY DATE.** Reviews master training schedule and coordinates with unit commander. Submits pay date announcement to be published in official bulletin.

**1.1.13. MAINTAINS JUMPS/JUMPS-RF LEAVE CONTROL LOG.**

**1.2. PROCESSES JUMPS TRANSACTION:**

**1.2.1. REVIEWS SOURCE DOCUMENT.** Reviews source document for accuracy, accepts for processing, or returns to originator for correction.

**1.2.2. CODES JUMPS TRANSACTION INPUT.** Determines JUMPS data element, codes source document data, records on JUMPS input transaction, and inputs into computer terminal. Reviews JUMPS daily transaction register (DTR) listing to correct reject transaction, reports rejected document to computer, and transmits daily to DFAS.

**1.3. PROCESSES JUMPS-RF TRANSACTION:**

**1.3.1. REVIEWS SOURCE DOCUMENT.** Reviews source document for accuracy, accepts for processing, or returns to originator for correction.

**1.3.2. CODES JUMPS-RF TRANSACTION INPUT.** Determines JUMPS-RF data element, codes source document data, and inputs into computer terminal.

**1.4. PERFORMS QUALITY CONTROL (QC) OF JUMPS/JUMPS-RF TRANSACTION:**

**1.4.1. REVIEWS JUMPS/JUMPS-RF INPUT TRANSACTION.** Reviews JUMPS/JUMPS-RF transaction against substantiating document to ensure completeness and accuracy.

**1.4.2. DETERMINES CORRECTIVE ACTION.** Makes correction and resubmits to DFAS.

**1.5. PROCESSES AUTOMATED MILITARY PAY REPORT:**

**1.5.1. DISTRIBUTES UNIT TRAINING ASSEMBLY (UTA) ATTENDANCE ROSTER (WDA 010).**

**1.5.2. PROCESSES UTA PAYROLL.** Processes NGB Form 633, Attendance Roster, to include input to computer and transaction verification, and forwards to DFAS.

**1.5.3. PROCESSES INACTIVE DUTY PERFORMANCE ROSTER.** Processes NGB Form 105R, Inactive Duty Performance Roster.

**1.5.4. PREPARES ACTIVE DUTY TOUR EDIT LISTING (WDA 090).**

**1.5.5. PREPARES TIME AND ATTENDANCE MILITARY PAY AUDIT REPORT.**

**1.5.6. PREPARES MONTHLY ENVIRONMENTAL DIFFERENTIAL PAY REPORT.**

**1.6. CONDUCTS INTERNAL CONTROL REVIEW (ICR).** Conducts ICR as directed by Air National Guard Readiness Center (ANGRC) and prepares report.

**2. CIVILIAN PAY:**

**2.1. MAINTAINS CIVILIAN PAY ACCOUNT:**

**2.1.1. ESTABLISHES ACCOUNT.** Receives, prepares, and audits data to establish civilian pay and leave account; and ensures Civilian Personnel Office (CPO) interface is processed.

**2.1.1.1. PREPARES DATA INPUT.** Reviews data from SPMO/CPO and ensures proper accounting classification is annotated.

**2.1.1.2. INPUTS DATA.** Prepares creation sheet and inputs data into computer.

**2.1.1.3. REVIEWS OUTPUT DATA.** Verifies printout and identifies correction to master pay and leave record.

**2.1.2. MAINTAINS ACCOUNT:**

**2.1.2.1. PROCESSES PAY AUTHORIZATION DOCUMENT.** Reviews and inputs change request to computer which may result in either an individual or mass change. Manually computes entitlement and deduction.

**2.1.2.2. REVIEWS CORRECTED PAY DATA.** Reviews and verifies listing and other computer output associated with pay change to ensure accuracy.

**2.1.2.3. PREPARES AF FORM 1278 FORM FOR DISTRIBUTION.**

**2.1.2.4. PROCESSES AF FORM 1278.** Processes completed AF Form 1278 through the Optical Mark Reader (OMR), resolves discrepancy, and uploads to host AFO.

**2.1.2.5. DISTRIBUTES LEAVE AND EARNING STATEMENT (LES).** Collates and distributes LES and Supervisors Leave Record to timekeeper.

**2.1.2.6. FORWARDS RECORD TO STAGING AREA.** Forwards record to staging area IAW AFI 37-133, Vol 2, formerly AFR 4-20, Vol 2.

**2.1.3. CLOSES ACCOUNT.** Reviews, prepares, and audits data used to close civilian pay and leave account as a result of separation, transfer, death, or retirement.

**2.2. MAINTAINS CIVILIAN RETIREMENT ACCOUNT:**

**2.2.1. ESTABLISHES AND MAINTAINS ACCOUNT.** Prepares, reviews, and audits data used to establish account. Manually enters pay change to state and federal retirement fund. Posts deduction total to individual retirement record.

**2.2.2. MICROFICHES RETIREMENT RECORD.** Annually microfiches retirement record and forwards to DFAS.

**2.3. REVIEWS AND DISTRIBUTES COMPUTER PRODUCT:**

**2.3.1. COORDINATES WITH INFORMATION SYSTEM.** Schedules computer run, traces and locates product not received, and identifies status of new program.

**2.3.2. DISTRIBUTES COMPUTER PRODUCT.** Reviews and distributes computer product.

**2.4. PERFORMS PAYROLL ACCOUNTING PROCEDURE:**

**2.4.1. RECONCILES PAYROLL DATA.** Audits and reconciles data input against payroll and related report and makes correction.

**2.4.2. PREPARES PAYROLL DATA.** Prepares DD Form 592, Payroll for Personal Services (Certification and Summary), for voucher.

**2.4.3. FORWARDS ACCOUNTING DOCUMENT.** Forwards casual payment, uniform maintenance allowance, DD Form 592, SF Form 1081, Voucher and Schedule of Withdrawals and Credits, and DD Form 1131, Cash Collection Voucher, documentation to Accounting.

**2.4.4. REVIEWS TRAVEL ORDER.** Reviews travel order to ensure leave is posted to member's pay record.

**2.4.5. MAINTAINS GROSS TO NET LISTING.** Reviews, ensures accuracy, makes correction, and files.

**2.5. PROCESSES CLAIM:**

**2.5.1. VERIFIES CLAIM.** Verifies claim from other agency is valid and supporting documentation complete.

**2.5.2. RESOLVES CLAIM.** Researches and computes amount due for claim to be settled locally.

**2.5.3. PROCESSES CLAIM AND REQUEST FOR WAIVER.** Researches and forwards claim and request for waiver to SPMO/CPO for DFAS determination. Takes action when claim or waiver is determined.

**2.5.4. COLLECTS INDEBTEDNESS.** Collects money due the United States from employee and determines adjustment to pay, leave, and retirement account.

**2.5.5. PROCESSES HEALTH BENEFIT ELECTION.** Processes health benefit election statements and prepares/forwards transmittal to insurance company.

**2.6. PREPARES VOUCHER.** Prepares and verifies SF Form 1049, Public Voucher for Refunds, for remittance of authorized deduction and allotment to agency or financial institution for collection, reimbursement, transfer of fund, and adjustment to appropriation.

**2.7. PROVIDES CUSTOMER SERVICE:**

**2.7.1. RESPONDS TO INQUIRY.** Responds to inquiry from employee's supervisor, SPMO/CPO, Department of Labor, and other agency regarding civilian pay and leave matters such as; mortgage or employment verification, and provides technical assistance and guidance.

**2.7.1.1. RESPONDS TO INQUIRY FROM OTHER AGENCY.**

**2.7.1.2. RESPONDS TO MORTGAGE OR EMPLOYMENT INQUIRY.**

**2.7.1.3. RESPONDS TO PAY OR LEAVE INQUIRY.**

**2.7.2. PROVIDES ASSISTANCE TO MEMBER:**

**2.7.2.1. ASSISTS MEMBER IN CHANGES TO ALLOTMENT OR ADDRESS.**

**2.7.2.2. ASSISTS MEMBER IN CHANGES TO BANK PAYMENT ELECTION.**

**2.7.2.3. RESEARCHES INFORMATION FOR LES/W-2 ACTION.**

**2.7.2.4. PROVIDES RESPONSE TO PAY OR LEAVE INQUIRY.**

**2.8. PREPARES CIVILIAN PAY REPORT.** Prepares and submits report as required.

**2.8.1. PREPARES QUARTERLY RCS:0063(Q) REPORT, CONTINUATION OF PAY (COP).**

**2.8.2. PREPARES QUARTERLY RCS:AFC-AJ(Q) 7906 REPORT, DIRECT DEPOSIT.**

**2.8.3. PREPARES ANNUAL IRCN: 0197-OPM-AN, REPORT OF LEAVE EARNED AND USED.**

**2.8.4. PREPARES IRCN 205, SEMIANNUAL BOND REPORT.**

**2.8.5. PREPARES QUARTERLY IRCN 1061 REPORT, CIVILIAN SERVICE RETIREMENT AND RECAPITULATION.**

**2.8.6. PREPARES 1092 REPORT, CIVILIAN MANPOWER AND FUNDING.**

**2.8.7. PREPARES SEMIANNUAL ADDENDUM 1092 REPORT, FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) RETRIEVAL.**

**2.8.8. PREPARES NHKQ 10 1600 REPORT, ANNUAL GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLL.**

**2.8.9. PREPARES SF FORM 1150, REPORT OF LEAVE DATA.**

**2.8.10. PREPARES SF FORM 2807, REGISTER OF SEPARATIONS AND TRANSFERS.**

**2.8.11. PREPARES SF FORM 2812, REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE.**

**2.8.12. PREPARES SF FORM 3103, FERS REGISTRATION OF SEPARATIONS AND TRANSFERS.**

**2.8.13. PREPARES TREASURY FORM 941, EMPLOYER'S QUARTERLY FEDERAL TAX RETURN.**

**2.8.14. PREPARES LG FORM 4197, REPORT OF NATIONAL GUARD ASSOCIATION OF U.S..**

**2.8.15. PREPARES ANNUAL AUDIT OF NAGUS MEMBERSHIP.**

**2.8.16. PREPARES ANNUAL FEDERAL TAX RETURN REPORT (W-2).**

**2.8.17. PREPARES QUARTERLY YEAR-END STATE TAX SUMMARY REPORT.**

**2.8.18. PREPARES CITY TAX MONTHLY/QUARTERLY REPORT.**

**2.8.19. PREPARES FAIR LABOR STANDARD ACT (FLSA) WORKSHEET.**

**2.8.20. PREPARES THRIFT SAVINGS PLAN (TSP) CERTIFICATION OF TRANSFER OF FUND AND JOURNAL VOUCHER AND FORWARDS TO DFAS AND NATIONAL FINANCE CENTER.**

**2.8.21. PREPARES ANNUAL STATEMENT OF RETIREMENT DEDUCTIONS FOR STATE EMPLOYEES AND FORWARDS TO MEMBER.**

**2.8.22. PREPARES ANNUAL STATE PENSION CONTRIBUTION STATEMENT FOR STATE EMPLOYEES AND FORWARDS TO INTERNAL REVENUE SERVICE.**

**2.9. MAINTAINS MILITARY SERVICE CREDIT DEPOSIT ACCOUNT:**

**2.9.1. ESTABLISHES ACCOUNT.** Conducts interview/counseling, advises customer on proper procedure in completing worksheet, reviews worksheet, and verifies promotion and pay record data.

**2.9.2. RECEIVES WORKSHEET WITH SPMO/CPO VERIFICATION.** Reviews returned worksheet and computes estimated base pay, validates entries, and forwards to DFAS for verification.

**2.9.3. RECEIVES WORKSHEET WITH DFAS VERIFICATION.** Receives worksheet from DFAS, contacts employee for desired option, completes action for that option, and files.

**2.9.4. MAINTAINS ACCOUNT.** Posts employee deposit to account. Computes interest annually on unpaid balance.

**2.10. CONDUCTS TIMEKEEPER STAFF ASSISTANCE VISIT.** Conducts timekeeper inspection, audit, training, and follow-up.

**2.10.1. CONDUCTS INITIAL TIMEKEEPER TRAINING.**

**2.10.2. CONDUCTS RECURRING TIMEKEEPER TRAINING.**

**2.10.3. CONDUCTS TIMEKEEPER INSPECTION.**

**2.10.4. CONDUCTS TIMEKEEPER AUDIT.**

**2.10.5. PERFORMS TIMEKEEPER FOLLOW-UP VISIT.**

**2.11. CONDUCTS ICR.** Conducts ICR as directed by ANGRC and prepares report.

**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<br>ENTITLEMENTS (Military Pay)/FAC 1512BU | | | APPLICABILITY MAN-HOUR RANGE<br>385.82 - 643.03 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| FINANCIAL SVCS SPECIALIST | 672X2 | CIV | 3 | 4 | 5 | | | | | | |
| TOTAL | | | 3 | 4 | 5 | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

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| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| WORK CENTER/FAC<br>ENTITLEMENTS (Civilian Pay)/FAC 1512BU | | | APPLICABILITY MAN-HOUR RANGE<br>331.53 - 552.55 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| FINANCIAL SVCS SPECIALIST | 672X2 | CIV | 3 | 4 | | | | | | | |
| TOTAL | | | 3 | 4 | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

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