

**OPERATIONS SUPPORT
Air Mobility Command**

1. **Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 for the Operations Support function.
2. **Authority.** AFI 10-series and 21-series (formerly 55- and 60-series) of Air Force and Air National Guard directives contain command policy and procedural guidance for the Operations Support work center. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
3. **Applicability.** This ANGMS applies to Air Mobility Command (AMC) and Air Force Special Operations Command (AFSOC) gained ANG Flying units operating an Operations Support function, as part of FAC 3100-DM. This ANGMS does not apply to the 189 AG, Little Rock AFB, AR, Readiness Training Unit (RTU); the 176 CG Anchorage AK; or the 210 RQG, Anchorage AK.
4. **Standard Data:**
 - a. Classification. Type II.
 - b. Approval Date. 24 June 1994.
 - c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
 - d. Standard Man-Hour Equation. $Y = 804.2 + 3.671X$.
 - e. Workload Factor:
 - (1) Title. A Unit Aircrew Member Authorized.
 - (2) Definition. The total number of aircrew members and supervisory staff on flying status with Flying Position Identifiers of 1, 2, 5, and 6; officer AFSC prefix of G; and enlisted AFSC prefixes of A, K, M, and P authorized in the flying squadron and wing/group.
 - (3) Source. Using the Command Manpower Data System (CMDS), retrieve the most current listing from the Unit Manpower Document for Command 34, File Part B (Military), for Flying Personnel Authorizations by FPI Codes and Flying Personnel Authorizations by Prefix. Do not include State Headquarters or the RTU.
5. **Application Instructions:**
 - a. This standard has two additives: one for Command and Control and one for Aeromedical Evacuation Operations Support. The standard applicability man-hour range for this ANGMS is 850.964 to 1748.648.
 - b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC.
 - (1) Obtain the most current workload factor value as instructed in paragraph 4e.
 - (2) Substitute this value into the man-hour equation for (X).
 - (3) Add the result of 5b(2) plus 5 (current manning for 24 hours per day, 7 days per week, 3 shifts operation) to get total requirements for Command and Control.
 - (4) If the additive at attachment 4 applies, add the results of 5b(3) plus the manpower from the additive for Aeromedical Evacuation Operations Support. Follow the specific application instructions for additive.
 - (5) Solve the standard man-hour equation for total man-hours (Y).
 - (6) Divide the total man-hours (Y) by the current civilian man-hour availability factor to determine requirements.
 - (7) Find the column in which the number of required authorizations falls; read up and across the column to determine the total manpower by AFSC.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- 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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4 Attachments
1. Work Center Description
2. Standard Manpower Table
3. Additive for Command and Control
4. Additive for Aeromedical Evacuation Operations Support

WORK CENTER DESCRIPTION
Operations Support

DIRECT:**1. PERSONNEL AND ADMINISTRATIVE SUPPORT:****1.1. PERFORMS PERSONNEL SUPPORT:**

1.1.1. PROCESSES DUTY STATUS CHANGE. Ensures accuracy of duty status of assigned personnel and makes change as necessary; types form and forwards to Consolidated Base Personnel Office (CBPO); maintains suspense, posts change when returned from CBPO, and updates status board or local strength document; and distributes copies to appropriate personnel.

1.1.2. MONITORS UNIT MANPOWER/PERSONNEL UTILIZATION. Reviews unit manpower document for currency and accuracy and takes corrective action as required. Reviews unit personnel utilization, recommends assignment/reassignment action when necessary, and prepares appropriate documentation.

1.1.3. MONITORS PERSONNEL PERFORMANCE RATING. Receives listing and screens for rating due date, establishes and maintains suspense, forwards required form to rater for preparation and ensures rating is forwarded to additional rater and endorser, provides guidance to rater and performs quality review of draft rating, and prepares and forwards completed rating to the CBPO.

1.1.4. MONITORS WEIGHT/FITNESS PROGRAM. Conducts weigh-in, schedules weight evaluation, prepares documentation and monitors individual on the weight management program, documents the fitness testing result and updates the personnel data, and processes annual physical fitness questionnaire.

1.1.5. PROCESSES REENLISTMENT AND EXTENSION OF ENLISTMENT. Receives listing and screens for eligibility, forwards listing to the member's immediate supervisor for recommendation, forwards recommendation to the commander for concurrence and signature, and prepares and forwards required documentation and completed eligibility roster to the CBPO.

1.1.6. PROCESSES VOLUNTARY SEPARATION. Assists member with application, screens personnel record for eligibility, and requests discharge order from the CBPO; forwards application requiring higher authority approval through appropriate channel.

1.1.7. PROCESSES INVOLUNTARY SEPARATION. Prepares required documentation and forwards to the CBPO, monitors status of package, requests discharge order, and prepares required documentation.

1.1.8. PROCESSES APPLICATION FOR CONDITIONAL RELEASE. Prepares conditional release application and forwards to the CBPO.

1.1.9. PROCESSES APPLICATION FOR MILITARY ENLISTED AND TECHNICIAN PROMOTION. Receives recommendation for promotion and verifies member's qualification, prepares necessary documentation, forwards through appropriate channel and approval authority, and submits completed promotion package to the CBPO.

1.1.10. PROCESSES DEMOTION ACTION. Notifies member of pending demotion and compiles unfavorable correspondence, requests demotion action through CBPO, maintains suspense file pending approval, and publishes demotion when approved.

1.1.11. PROCESSES SERVICE AWARD. Screens award presentation listing, notifies unit commander of award recipient, forwards approval roster to CBPO, and receives and prepares award for presentation to member.

1.1.12. COORDINATES MEDICAL, DENTAL, AND IMMUNIZATION SCHEDULE. Monitors medical, dental, and immunization examination due-date, coordinates appointment schedule, follows-up on missed appointment, reschedules as necessary, and notifies command of overdue physicals.

1.1.13. PREPARES FOR UNIT COMMANDER'S CALL/DIRECTOR OF OPERATIONS (DO) STAND-UP BRIEFING. Coordinates activity, assembles material, and schedules and prepares facility.

1.1.14. ATTENDS UNIT COMMANDER'S/DO STAND-UP BRIEFING.

1.1.15. SCHEDULES MEMBER FOR OFFICIAL PHOTOGRAPH. Receives notification of official photograph requirement, coordinates appointment, and forwards completed photograph to CBPO.

1.1.16. MAINTAINS MILITARY AND AIR TECHNICIAN MOBILITY ALERT ROSTER. Prepares alert roster and updates as required.

1.1.17. MONITORS UNSATISFACTORY PARTICIPATION. Prepares unsatisfactory participation letter, forwards to member and monitors receipts of the certified letter, initiates request for separation and administration board/hearing, as necessary, and prepares required documentation.

1.1.18. PREPARES READINESS ACCOUNTABILITY:

1.1.18.1. PREPARES REQUEST FOR IDENTIFICATION TAG. Prepares request for identification tag and forwards to CBPO.

1.1.18.2. GATHERS DATA FOR INFORMATION PACKAGE.

1.1.18.3. PREPARES PERSONNEL DEPLOYMENT INFORMATION PACKAGE. Prepares information package for deploying member and forwards to member.

1.1.18.4. MAINTAINS PERSONNEL READINESS FOLDER (PRF). Prepares required documentation and PRF, reviews semiannually to ensure currency, and updates item as necessary.

1.1.19. ARRANGES TEMPORARY DUTY (TDY). Coordinates with the host base Transportation Management Office (TMO) to arrange air transportation for member, forwards TDY order to TMO, briefs member on TDY requirement, and issues TDY package.

1.1.20. PROCESSES MEAL AUTHORIZATION CERTIFICATE. Prepares request for meals and forwards to Services.

1.1.21. PROCESSES CONTRACT HOUSING. Prepares request for contract housing and forwards to Services.

1.1.22. PROCESSES TRAVEL VOUCHER:

1.1.22.1. PROCESSES DD FORM 1351, TRAVEL VOUCHER. Performs quality control of travel voucher.

1.1.22.2. DELIVERS TO ACCOUNTING AND FINANCE OFFICE (AFO). Travels to and from AFO.

1.1.23. PROCESSES ACTIVE GUARD/RESERVE (AGR) LEAVE REQUEST. Processes AF Form 988, Leave Request Authorization, and forwards to the appropriate agency.

1.1.24. PREPARES AND PROCESSES APPLICATION FOR FORMAL TRAINING. Receives request, verifies eligibility, counsels applicant on special requirement, receives approval or disapproval, notifies individual, and requests order.

1.1.25. MANAGES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS):

1.1.25.1. REVIEWS POLICY AND PROCEDURE. Reviews report format, checklist, worksheet procedures, and updates as required to maintain currency and accuracy of reporting.

1.1.25.2. VERIFIES SORTS REPORT. Verifies SORTS report format against data required by the Designed Operational Capability (DOC) Statement.

1.1.25.3. ACCOMPLISHES SORTS REPORT, (RCS: HAF-XOO(AR)7112(DO)):

1.1.25.3.1. PREPARES FLYING SQUADRON REPORT. Completes worksheet as required, inputs changes to unit data base, prints copy of data for review and files, and prepares report for transmission.

1.1.25.3.2. PROCESSES BASE SORTS REPORT. Reviews, edits, and corrects base SORTS Report. Transmits report to Air National Guard Readiness Center (ANGRC).

1.1.25.3.3. REVIEWS REPORT. Reviews SORTS report received from ANGRC and compares with file copy to determine required changes.

1.1.25.3.4. BRIEFS ON REPORTING UNIT. Briefs Air Commander and Staff on unit SORTS Report.

1.1.25.4. PREPARES FOR AND PROVIDES SORTS TRAINING. Prepares for and provides SORTS Data Handler Training and completes minutes.

1.1.26. PREPARES AND PROCESSES STATE HEADQUARTER'S REPORT. Gathers information, compiles, and formats report. Briefs Adjutant General and forwards to State Headquarters.

1.1.27. PERFORMS DUTIES OF OPERATIONS SECURITY MANAGER:

1.1.27.1. INITIATES PERSONNEL SECURITY CLEARANCE. Initiates request for investigation and security clearance, and requests tracer action on past due request.

1.1.27.2. MAINTAINS AUTOMATED SECURITY CLEARANCE APPROVAL SYSTEM (ASCAS). Maintains ASCAS and unit security roster.

1.1.27.3. PREPARES REQUEST FOR LINE BADGE. Prepares and submits request for line badge.

1.1.27.4. PREPARES AND MAINTAINS WRKS ANALYSIS. Changes password, logs registered equipment, and maintains master disks.

1.1.28. MONITORS WORKDAY CONTROL:

1.1.28.1. DETERMINES QUARTERLY WORKDAY REQUIREMENT. Determines quarterly workday requirement and submits to Base Workday Control Officer (BWCO).

1.1.28.2. RECEIVES QUARTERLY WORKDAY ALLOTMENT. Reviews allocation of quarterly workday allotment.

1.1.28.3. MONITORS AND CONTROLS ALLOCATED WORKDAYS. Maintains control of allocated workdays, performs quarterly reconciliation, monitors usage, and coordinates with BWCO.

1.1.29. MONITORS AND CONTROLS MILITARY PAY DOCUMENT:

1.1.29.1. PREPARES ADMINISTRATIVE ORDER. Reviews request, prepares order, and distributes military/civilian order.

1.1.29.2. PROCESSES ACTIVE DUTY PAY. Processes statement of tour of duty, verifies order, and forwards to AFO.

1.1.29.3. PROCESSES UNIT TRAINING ASSEMBLY (UTA) ATTENDANCE ROSTER:

1.1.29.3.1. ANNOTATES ROSTER. Annotates roster prior to UTA, reviews for accuracy and completeness, and prepares National Guard Bureau (NGB) Form 633 for members omitted on original.

1.1.29.3.2. COMPLETES ROSTER. Totals attendance roster after UTA, verifies data, prepares AF Form 40, Authorization for Inactive Duty Training, obtains unit commander's signature, and forwards to the AFO.

1.1.29.4. PROCESSES NGB FORM 105S, AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING. Reviews request for Rescheduled Unit Training Assembly (RUTA), Separate Unit Training Assembly (SUTA), Equivalent Training (EQT) and Proficiency Training (PT), verifies accuracy of data, forwards to unit commander and appropriate work center, maintains suspense copy, completes NGB Form 105S, Authorization for Individual Inactive Duty Training, and forwards to the AFO.

1.1.30. PERFORMS SPECIAL PROJECT. Performs special project such as hosting conference, workshop, airshow, community or civil event, unit directed project etc.

1.2. PERFORMS ADMINISTRATIVE SUPPORT:

1.2.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, receives material for final type, types final, and releases to originator.

1.2.1.1. TYPES ENLISTED EVALUATION.

1.2.1.2. TYPES OFFICER EVALUATION.

1.2.1.3. TYPES CIVILIAN APPRAISAL.

1.2.1.4. TYPES ENDORSEMENT TO MILITARY OR CIVILIAN EVALUATION.

1.2.1.5. TYPES AWARD OR DECORATION.

1.2.1.6. TYPES CORRESPONDENCE. Types correspondence associated with work center other than the administrative and personnel section.

1.2.1.7. TYPES JOB STANDARD. Prepares NGB Form 430, Performance Standard and Critical Element Form, reviews for accuracy, and files in appropriate area.

1.2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.2.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

1.2.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

1.2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.2.3.1. ESTABLISHES NEW FILE. Researches regulation, amends file plan, prepares file control label, and prepares new file folder.

1.2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

1.2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

1.2.3.4. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal. Creates new file plan and label.

1.2.3.5. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and outside the work area. Shreds privacy act material.

1.2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

1.2.5. MAINTAINS TELEPHONE LOG. Obtains entries made monthly, types log for submission, and upon receipt of final monthly bill reviews log and verifies calls.

1.2.6. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

1.2.7. MAINTAINS CLASSIFIED MATERIAL:

1.2.7.1. CONTROLS MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

1.2.7.2. INVENTORIES MATERIAL. Verifies accountability of Top Secret material and prepares inventory report.

1.2.7.3. SAFEGUARDS MATERIAL. Checks safe, annotates form, and checks room or area.

1.2.7.4. CHANGES SAFE COMBINATION. Disassembles combination, changes to accommodate new combination, and reassembles combination.

1.2.7.5. DESTROYS MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

1.2.8. MAINTAINS UNCLASSIFIED PUBLICATION FILE:

1.2.8.1. MAINTAINS PUBLICATION. Establishes requirement, prepares requisition form, obtains authorizing signature, forwards form, and files form.

1.2.8.2. MAINTAINS AND RECONCILES PUBLICATION FILE. Posts new index, posts new publication or publication change to index, and returns index to library. Reviews each regulation against current index to ensure current regulation is being maintained. Reviews APMP to verify current information is reflected. Annotates index to take necessary action to order current regulation or change.

1.2.8.3. UPDATES PUBLICATION. Removes binder from library, posts change, and returns binder to library.

1.2.9. OPERATES COPYING MACHINE:

1.2.9.1. OPERATES COPYING MACHINE. Makes copy, annotates log, and collates copy.

1.2.9.2. PREPARES REPAIR REQUEST.

1.2.10. MAINTAINS STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form. Picks up forms from distribution point and returns to work center.

1.2.11. MAINTAINS BULLETIN BOARD. Posts new information and removes obsolete information.

1.2.12. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

1.2.13. ACKNOWLEDGES GUEST:

1.2.13.1. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

1.2.13.2. ACKNOWLEDGES VIP. Accompanies and assists VIPs upon arrival to Operations.

1.2.13.3. ACKNOWLEDGES STATE HEADQUARTERS AND LOCAL AREA VISITOR.

1.2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, changes ribbon, belt, or tape, and makes minor adjustment.

1.2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

1.2.16. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews for accuracy, obtains required signature, and forwards form to Civilian Pay.

1.3. PROVIDES FINANCIAL MANAGEMENT:

1.3.1. MAINTAINS OPERATIONS COST ESTIMATE. Serves as focal point for Operations cost estimates.

1.3.2. RECEIVES AND COORDINATES FINANCIAL REQUIREMENT. Receives budgetary input from other work centers, completes and prepares report, and coordinates financial requirement with cost center.

1.3.3. CONSOLIDATES FINANCIAL REQUIREMENT. Consolidates work center requirement into financial plan, and forwards package for inclusion in wing/group budget.

1.3.4. MONITORS FUND EXPENDITURE. Allocates fund to activity and monitors expenditure.

1.3.5. ADVISES DEPUTY COMMANDER FOR OPERATIONS (DCO) ON FINANCIAL ACTIVITY.

1.4. MANAGES OPERATIONS SUPPLY PROGRAM:

1.4.1. MANAGES SUPPLY DOCUMENT. Manages supply computer printout by receiving, reviewing, coordinating, processing, and distributing to appropriate work center.

1.4.2. PREPARES CORRESPONDENCE TO BASE SUPPLY:

1.4.2.1. PREPARES SUPPLY DIFFICULTY LETTER. Prepares, submits for approval through DCO, and forwards supply difficulty letter to Base Supply. Conducts follow-up action.

1.4.2.2. PREPARES MISSION IMPACT LETTER. Prepares, submits for approval through the DCO, and forwards impact letter to Base Supply. Conducts follow-up action.

1.4.2.3. PREPARES CANCELLATION LETTER. Prepares and submits letter of cancellation on supply and equipment item requested under Unit Justification Code (UJC).

1.4.2.4. PREPARES UPGRADE OR DOWNGRADE LETTER. Prepares and submits Upgrade or Downgrade Letter for UJC request.

1.4.2.5. PREPARES LETTER FOR INITIAL ISSUE. Prepares letter and forwards through the DCO for initial issue request.

1.4.2.6. PREPARES SUPPLY ASSISTANCE LETTER. Prepares Supply Assistance Letter when bad status is received on UJC request.

1.4.3. MANAGES PROGRAM REQUIREMENT:

1.4.3.1. REQUISITIONS ITEM. Requisitions supplies or equipment, assists with preparation of requisition document, and forwards to Base Supply. Performs follow-up on supply requisition to verify status from depot.

1.4.3.2. PREPARES AND PROCESSES AF FORM 9, LOCAL PURCHASE REQUEST.

1.5. MANAGES OPERATIONS MOBILITY SUPPORT PACKAGE:

1.5.1. SERVES AS OPERATIONS MOBILITY OFFICER. Acts for the unit commander in the supervision and control of deployments from the unit.

1.5.2. MAINTAINS BASE MOBILITY PLAN AND ANNEXES. Receives and posts changes, reviews mobility plan, updates Operations Mobility Plan, coordinates input with DCO, and provides Unit Mobility Officer with input.

1.5.3. MANAGES OPERATIONS MOBILITY PROGRAM. Develops internal procedure for each Operations activity affected, briefs affected section on its requirement as prescribed under mobility plan, monitors response time, and ensures requirement has been satisfied.

1.5.4. INFORMS OPERATIONS COMMANDER AND STAFF. Informs DCO and staff on mobility status of personnel and materiel during FRAG Breaking.

1.5.5. OVERSEES OPERATIONS MOBILITY EQUIPMENT PREPARATION. Directs, supervises, and coordinates Operations equipment preparation. Monitors procurement, storage, inspection, and inventory of prepositioned equipment. Monitors Custodian Authorization/Custody Receipt List (CA/CRL), table of allowance (TA), and organizational record load of equipment for Operations complex.

1.5.6. INSPECTS OPERATIONS MOBILITY RESOURCES. Inspects yearly to ensure current resources can support the mobility mission.

1.5.7. MAINTAINS MOBILITY FOLDER.

1.5.8. PROVIDES MOBILITY PERSONNEL/RESOURCE ROSTER (MPRR) UPDATE.

1.5.9. PROVIDES DEPLOYMENT MANNING DOCUMENT (DMD) UPDATE.

1.5.10. PREPARES AND DOCUMENTS MOBILITY TRAINING.

1.6. MANAGES COMMUNICATIONS SECURITY (COMSEC):

1.6.1. PERFORMS INITIAL TRAINING. Conducts individual training as part of inprocessing.

1.6.2. PREPARES FOR MONTHLY TRAINING. Prepares for monthly COMSEC training and ensures all necessary material is obtained prior to UTA.

1.6.3. CONDUCTS EMERGENCY PROCEDURE TRAINING. Conducts emergency procedure training with COMSEC alternates.

1.6.3.1. PREPARES TRAINING PROCEDURE.

1.6.3.2. CONDUCTS OR ATTENDS TRAINING.

1.6.4. ATTENDS ANNUAL COMSEC TRAINING. Attends annual COMSEC Custodial training.

1.6.5. MAINTAINS TRAINING RECORD:

1.6.5.1. MAINTAINS INITIAL TRAINING RECORD. Prepares initial training folder for each newly assigned personnel and maintains in COMSEC file.

1.6.5.2. MAINTAINS TRAINING ROSTER. Maintains yearly training roster to verify accomplishment of required training.

1.6.6. PERFORMS COMSEC OPERATIONS:

1.6.6.1. OBTAINS COMSEC MATERIAL:

1.6.6.1.1. OBTAINS MONTHLY COMSEC MATERIAL:

1.6.6.1.1.1. PERFORMS TRAVEL. Performs travel to/from Communication Center to pickup COMSEC material and signs in and out of facility.

1.6.6.1.1.2. PERFORMS INVENTORY. Performs inventory of COMSEC material by verifying serial numbers of each book against hand receipt, performs page check of each book, and places material in secure container for transit.

1.6.6.1.1.3. SECURES MATERIAL. Opens safe, annotates AF Form 16, COMSEC Inventory Sheet, with new COMSEC material, closes safe, and annotates Security Container Check Sheet, Standard Form (SF) 702.

1.6.6.2. OBTAINS EMERGENCY DISTRIBUTION:

1.6.6.2.1. PERFORMS TRAVEL. Performs travel to form Communication Center to pickup COMSEC material and signs in and out of facility.

1.6.6.2.2. PERFORMS INVENTORY. Performs inventory of COMSEC material by verifying serial number of each book against hand receipt, performs page of each book, and places material in secure container for transit.

1.6.6.2.3. SECURES MATERIAL. Opens safe; annotates AF Form 16, COMSEC Inventory Sheet, with new COMSEC material; closes safe; and annotates Security container Check Sheet, SF 702.

1.6.7. DESTROYS COMSEC MATERIAL:

1.6.7.1. PERFORMS MONTHLY DESTRUCTION. Opens and closes safe and completes SF Form 702. Prepares SF 153, COMSEC Destruction, listing all items to be destroyed. Obtains the items for destruction. Performs destruction of COMSEC material by approved method. Completes SF 153 by signing as certifying and witnessing official.

1.6.7.2. PERFORMS DAILY DESTRUCTION. Opens and closes safe and completes SF 702. Prepares SF 153 by listing all items to be destroyed. Obtains the items listed for destruction on SF 153 from the safe. Prepares items for destruction as required by directive. Performs destruction of COMSEC by approved method. Completes SF 153 by signing as certifying and witnessing official.

1.6.7.3. PREPARES EMERGENCY DESTRUCTION. Opens and closes safe and completes SF 702. Prepares SF 153 by listing all items to be destroyed. Obtains the items listed for destruction on SF 153 from the safe. Prepares items for destruction as required by directive. Performs destruction of COMSEC material by approved method. Signs as certifying and witnessing official. Delivers SF 153 to Communications Center after each emergency destruction action is completed.

1.6.8. ACCOMPLISHES DAILY COMSEC MATERIAL INVENTORY. Opens and closes safe and completes SF 702. Performs daily inventory at beginning and end-of-day shift.

1.6.9. ACCOMPLISHES INSPECTION:

1.6.9.1. ACCOMPLISHES SELF-INSPECTION. Opens and closes safe and completes SF 702. Performs self-inspection using checklist provided by Communications Center. Documents the results of the self-inspection and forwards to DCO for endorsement.

1.6.9.2. ACCOMPLISHES SEMIANNUAL INSPECTION. Opens and closes safe and completes SF 702. Accompanies the Communications Center inspection team in performing the semiannual inspection. Reviews the inspection report provided by the Communications Center, responds to corrective action, and forwards to DCO for signature.

1.6.10. ACCOMPLISHES COMMAND ANNUAL INSPECTION. Opens and closes safe and completes SF 702. Accompanies the Air Force inspection team in performing the annual inspection. Attends the command inspection debrief to the DCO Officer. Reviews the inspection report provided by the Communications Center, responds to corrective action, and forwards to DCO Officer for signature.

1.6.11. RESPONDS TO NEWSLETTER. Responds to Communications Center Newsletter item certifying action items have been accomplished.

1.6.12. MAINTAINS ACCESS ROSTER. Maintains roster in current status, maintains safe access roster, maintains document pickup access roster, maintains destruction certification roster, maintains COMSEC Access Roster, and maintains COMSEC page check authorization roster.

1.6.13. MAINTAINS COMSEC FOLDER. Maintains COMSEC folder to ensure it contains current copies of

all access rosters, official receipts for items in safe, newsletter, document requirement letters, and monthly and daily destruction certificates.

1.6.14. ISSUES AND RETRIEVES COMSEC MATERIAL FOR AIRCREW.

1.7. MANAGES FLIGHT PLANNING PUBLICATION:

1.7.1. OBTAINS PUBLICATION. Obtains flight planning publication from Supply.

1.7.2. INVENTORIES SHIPMENT. Inventories shipment of publications.

1.8. MANAGES CHEMICAL WARFARE (CW)/DISASTER PREPAREDNESS (DP):

1.8.1. PROVIDES CW/DP. Coordinates Disaster Preparedness Program for all assigned personnel, advises unit DP Officer/NCO of Training requirement, schedules initial and refresher training, submits AF Form 2426 to DP Office, certifies TQT Training, and disseminates DP/CW information to all assigned personnel.

1.8.2. ENSURES CWD MOBILITY (C BAG) EQUIPMENT ON-HAND. Ensures CWD equipment in "C" Mobility Bags are on hand, inspected, and available for mobilization (ground crew only).

1.8.3. ISSUES SPECIAL EQUIPMENT. Issues special/chemical equipment to nonaircrew personnel.

1.9. MONITORS OPERATIONS SAFETY PROGRAM. Manages Operations Safety Program, maintains Safety publication/regulation, briefs assigned personnel, conducts quarterly safety inspections of buildings/facilities, processes hazardous condition report, processes accident report, investigates accident report, maintains safety bulletin board, maintains safety notebook, and receives ALSAFECOM message.

1.10. MANAGES OPERATIONS IMPREST FUND. Maintains unit imprest fund, performs daily audit of funds available and receipts, distributes funds as authorized by prepared voucher, documents disbursement, ensures vouchers and orders are in order, replenishes fund monthly, and ensures storage container is secured/locked at all times.

1.11. MONITORS OPERATIONS VEHICLE CONTROL. Briefs flight safety trains on special use vehicle, trains on special use vehicle, attends vehicle utilization board meeting, performs assigned vehicle daily inspection, documents discrepancy, schedules maintenance with motor pool, and issues certificates of competency.

2. OPERATIONS RESOURCE MANAGEMENT:

2.1. MAINTAINS AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEM (AFORMS):

2.1.1. UPDATES SIGNATURE ELEMENT. Enters new signature block in AFORMS upon change of authenticating official for Aeronautical Orders (AO), Military Pay Order (MPO), or Aircrew Incentive Pay (ACIP) Termination Notification Letter.

2.1.2. UPDATES AEROSPACE VEHICLE IDENTIFIER. Enters authorized aircraft and AFORMS aircraft code or crew position into AFORMS.

2.1.3. UPDATES COLLOCATED CBPO IDENTIFIER. Enters identifier of CBPO that uses the same computer as AFORMS to interface data with the Base Level Personnel System (BLPS).

2.1.4. MAINTAINS CONTINUITY FOLDER. Reviews AFORMS and operations documentation, files report, message, policy letter, inspection guide, or checklist to update continuity folder.

2.1.5. COMPILES WITH SPECIAL ADVISORY NOTICE (SAN). Reviews SAN and complies with required AFORMS action.

2.1.6. ANALYZES AFORMS CONTROL FILE REPORT. Analyzes AFORMS control file report space availability, requests deletion of obsolete file, or takes other action as required.

2.1.7. REQUESTS SYSTEM ADJUSTMENT:

2.1.7.1. CONTACTS DATA PROCESSING CENTER (DPC). Contacts DPC or host unit, explains problem, and requests assistance.

2.1.7.2. CONTACTS HIGHER HEADQUARTERS. Contacts higher headquarters representative, explains problem, and requests assistance if problem cannot be resolved at base level.

2.1.7.3. PREPARES DIFFICULTY REPORT (DIREP). Researches and documents problem, prepares report, and forwards to appropriate agency.

2.1.8. PREPARES AFORMS SYSTEM:

2.1.8.1. LOGS ON AFORMS SYSTEM. Ensures system date will accept data.

2.1.8.2. LOGS OFF AFORMS SYSTEM. Closes terminal.

2.1.9. DESIGNS AIR FORCE ON LINE DATA SYSTEM (AFOLDS) RETRIEVAL. Receives request, designs retrieval, coordinates with DPC uploading retrieval, enters data into AFOLDS, reviews for accuracy, corrects error, obtains retrieval product, and forwards to requesting office.

2.1.10. MANAGES AFORMS PERSONAL COMPUTER (PC):

2.1.10.1. MANAGES AND DEVELOPS LOCAL AFORMS PC SUPPORT PROGRAM. Maintains local programs and manages distribution of products to users.

2.1.10.2. RESOLVES PC PROBLEM.

2.1.11. UPLOADS AND DOWNLOADS PSEUDO OR DATA BASE FILE. Schedules data processing with data Automation and retrieves audit and error listing. Corrects and updates error record. Executes program against file, prints out data, transfers data to floppy disk, and executes file cleanup.

2.1.12. IMPLEMENTS HIGHER HEADQUARTERS APPROVED CHANGE AFFECTING AFORMS.

2.2. MAINTAINS AIRCREW FLIGHT RECORD:

2.2.1. INPROCESSES NEW UNIT PERSONNEL FLIGHT RECORD FOLDER (FRF):

2.2.1.1. RECEIVES FRF. Receives FRF from incoming member, interviews member, completes inprocessing checklist, and replaces file folder as required.

2.2.1.2. PREPARES AO. Prepares, authenticates, and distributes AOs.

2.2.1.3. UPDATES MEMBER'S DATA. Updates member's data in AFORMS with appropriate User Defined Frame (UDF) to complete initial Aviation Service or Parachute Duty.

2.2.1.4. UPDATES FRF. Annotates AO action on AF Form 142, Aviation Service Audit Worksheet, obtains current record product, collates, reviews, and files FRF.

2.2.1.5. SCHEDULES RECORDS REVIEW AND CONDUCTS NEW MEMBER'S RECORDS REVIEW. Determines need for records review and notifies individual of scheduled appointment. Conducts new member's records review and obtains member's signature.

2.2.1.6. REVIEWS AND UPDATES TRAINING AUDIT AND QUALIFICATION. Retrieves and reviews list for training status and plan accuracy. Receives training document and aircrew upgrade and enters into AFORMS.

2.2.2. MAINTAINS ASSIGNED AIRCREW RECORDS:

2.2.2.1. AUTHENTICATES AND DISTRIBUTES AO. Prints AO, revises for accuracy, and signs or obtains appropriate signature. Reproduces AO, distributes copy to appropriate office, and files one copy in FRF.

2.2.2.2. MAINTAINS AO FILE. Prepares TAC Form 36, AO log, annotates log and files original AO in folder.

2.2.2.3. AUTHENTICATES AO. Prints AO, revises for accuracy, and signs or obtains appropriate signature.

2.2.3. MAINTAINS AO BACKGROUND MATERIAL FOLDER. Receives background document, annotates AO number on document, and files in folder.

2.2.4. PREPARES DISPOSITION OF AO FILE. Prepares Standard Form 135, Records Transmittal and Receipt, prepares package, and forwards to appropriate office for retirement to archives.

2.2.5. PROCESSES AF FORM 1042, MEDICAL RECOMMENDATIONS FOR ANNUAL FLYING SPECIAL OPERATIONAL DUTY. Receives AF Form 1042 from flight surgeon's office, reviews form, determines necessary action, updates data into AFORMS, and checks for accuracy.

2.2.6. SCHEDULES FLIGHT PHYSICAL. Retrieves physical due date, notifies individual, schedules physical with appropriate office.

2.2.7. MONITORS DUTY NOT INVOLVING FLYING (DNIF) STATUS:

2.2.7.1. PROCESSES AF FORM 1042 FOR DUTY NOT INVOLVING FLYING (DNIF) STATUS. Receives AF Form 1042, reviews for suspense date, enters DNIF date and appropriate code into AFORMS, files copy in suspense file, notifies the appropriate office.

2.2.7.2. RECERTIFIES MEMBER STATUS. Ensures new AF Form 1042 is obtained on suspense date, enters new data into AFORMS, destroys both the AF Form 1042 placing a member on DNIF and the one removing DNIF status when the member is medically recertified for flying duty, notifies the appropriate office, and publishes AO removing member from DNIF, when applicable.

2.2.8. PROCESSES AF FORM 702, INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD:

2.2.8.1. PREPARES NOTIFICATION LETTER. Retrieves due date of eligible member, prepares notification letter, and forwards to individual.

2.2.8.2. SCHEDULES INDIVIDUAL PHYSIOLOGICAL TRAINING. Notifies training office of required training or appointment, checks available school days, schedules member for training, notifies member, and requests order.

2.2.8.3. ASSEMBLES DOCUMENTATION. Compiles original AF Form 702 and copy of current AF Form 1042, publishes order for member, and logs out FRF.

2.2.8.4. UPDATES INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD. Receives AF Form 702 from member, enters data into AFORMS, and files original in FRF.

2.2.9. CONDUCTS ANNUAL FLIGHT RECORD REVIEW. Receives computer generated flight record review package and cross-references with FRF, corrects discrepancy if necessary, receives corrected product, collates data, files computer generated products Individual Flight Record (IFR), Flying History Report, and Individual Data Summary (IDS) in FRF. Prepares notification letter and forwards to member. Conducts review, corrects discrepancy as required, and obtains member's signature on appropriate documentation. Enters current review date and corrects discrepancy into AFORMS.

2.2.10. CORRECTS INDIVIDUAL FLIGHT RECORD. Corrects IFR.

2.2.11. PROCESSES INTER/INTRA HOST OPERATIONS SYSTEM MANAGEMENT (HOSM) TRANSFER. Enters required data to transfer an individual from one unit, command, or remote job entry terminal (RJET) site to another supported by HOSM.

2.2.12. OUTPROCESSES AIRCREW AND FRF. Receives computer generated flight record review package, cross-references with FRF, and enters appropriate information into AFORMS; compiles flight record documentation, assembles package, contacts member, arranges pick-up, and logs removal of FRF from work center.

2.2.13. ENSURES AUTODIN TRANSFER. Calls DPC and ensures transfer process has been accomplished.

2.2.14. PROVIDES CUSTOMER SERVICE. Receives and researches request, provides information to customer, collects or coordinates information requirement with external activity, and corrects record discrepancy.

2.3. PROCESSES AFORMS INFORMATION:

2.3.1. UPDATES AVIATION SERVICE PERIOD SUSPENSE LIST. Receives and reviews list for information needed to administer the Aviation Career Incentive Act (ACIA). Enters required information into AFORMS to correct or update ACIA.

2.3.2. UPDATES AERONAUTICAL RATING UPGRADE LIST. Receives and reviews list to monitor the award of advanced aeronautical rating and updates into AFORMS.

2.3.3. REVIEWS AIRCREW ROSTER. Retrieves and reviews roster for applicable data and forwards to appropriate office.

2.3.4. REVIEWS AFORMS MASTER RECORD LIST. Retrieves and reviews list for applicable data and forwards to appropriate office.

2.3.5. REVIEWS OPERATIONS SYSTEM MANAGEMENT SUSPENSE LIST. Receives and reviews list and files until superseded.

2.3.6 UPDATES OPERATIONS SYSTEM MANAGEMENT SUSPENSE LIST PART. Receives part and reviews error, performs required action, and files in background material folder.

2.3.7. INITIATES INTERFACE TO BLPS. Enters AFORMS transaction, initiates interface, and updates required information.

2.3.8. PROCESSES HEADQUARTERS OPERATIONS RESOURCE INFORMATION SYSTEM (HORIS) INTERFACE. Reviews HORIS RCS: HAF XOO (M&AR) 7103 report audit list, corrects if necessary, enters correct information into AFORMS, verifies HORIS report, and obtains date time group (DTG) from DPC.

2.3.9. PROCESSES FLIGHT RECORDS DATA SYSTEM (FRDS) INTERFACE. Reviews master update reconciliation error list from FRDS, researches error, reconciles difference between data systems, and annotates list with corrective action taken.

2.3.10. PICKS-UP COMPUTER GENERATED PRODUCT. Travels to DPC, obtains product, returns to work center, and separates product.

2.4. MAINTAINS AIRCREW CONTINUATION AND ADDITIONAL TRAINING PLAN:

2.4.1. PREPARES AIRCREW TRAINING PLAN:

2.4.1.1. DEVELOPS TRAINING REQUIREMENT FOR AFORMS ENTRY. Coordinates training requirements, drafts training requirement outline, enters training table header, and enters training table.

2.4.1.2. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Retrieves and reviews Master Training Table Assignment List and files.

2.4.1.3. ASSIGNS TRAINING TABLE. Enters appropriate data into AFORMS to assign training table to individual.

2.4.1.4. PROCESSES AFORMS PERSONNEL TRAINING FORM OR MISSION ACCOMPLISHMENT FORM:

2.4.1.4.1. CREATES ON-LINE OR OPTICAL MARK READER (OMR) FORM. Enters data into AFORMS and creates on-line or OMR form.

2.4.1.4.2. REQUESTS DPC GENERATED PREPRINTED TRAINING FORM.

2.4.1.4.3. PROCESSES TRAINING OR MISSION ACCOMPLISHMENT FORM. Receives Training Form, reviews for accuracy, cross-references with appropriate documentation (computer generated flight authorization or local flight clearance or Flight Authorization), edits form if necessary, and processes Training Form through the OMR.

2.4.1.4.4. REVIEWS TRAINING UPDATE AUDIT REPORT. Retrieves and reviews audit list for accuracy.

2.4.2. MONITORS CONTINUATION AND ADDITIONAL TRAINING:

2.4.2.1. VERIFIES AFORMS TRAINING DATA. Reviews training product, corrects discrepancy, and verifies source document against system list.

2.4.2.2. REVIEWS INDIVIDUAL TRAINING PERIOD ACTIVITY SUMMARY. Retrieves and reviews the individual training period activity summary.

2.4.2.3. PREPARES 60-DAY NOTIFICATION. Prepares written or computer generated product of individual training status and distributes to the individual.

2.4.2.4. UPDATES AIRCREW STATUS CHANGE. Retrieves and reviews AFORMS product, coordinates with training office, corrects discrepancy, if necessary, and retrieves and verifies audit list.

2.4.3 UPDATES PROFESSIONAL QUALIFICATION INDEX (PQI).**2.4.4. UPDATES AIRCREW TRAINING TABLE.****2.4.5. REPORTS STATUS OF TRAINING:**

2.4.5.1. PROCESSES SELECTIVE TRAINING REPORT. Develops, receives, and reviews request; formats and enters data into AFORMS; and retrieves, reviews, and distributes training report to appropriate office.

2.4.5.2. CREATES ON-LINE RETRIEVAL. Retrieves and reviews report, and distributes to appropriate office or individual.

2.4.5.3. RETRIEVES TRAINING DATA. Reviews and receives report and distributes to appropriate office.

2.4.5.4. PREPARES STATUS OF TRAINING REPORT. Prepares written report on individual not meeting flying training requirement and forwards report to training office.

2.5. MAINTAINS CAREER FLYING HOURS:

2.5.1. UPDATES INDIVIDUAL CAREER RECORD. Updates individual career record, flying hours, sorties flown, and experience date. Creates or modifies record for inactive aircraft time.

2.5.2. RETRIEVES FLYING HOURS REPORT. Retrieves Individual Flying Hours Report displaying aircrew flying hours accomplishment.

2.5.3. UPDATES AFORMS RECONCILIATION LIST. Receives listing and corrects record in error using appropriate UDF.

2.5.4. PROCESSES AFTO FORM 781, AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT. Receives AFTO Form 781 from Maintenance, verifies against appropriate documentation, corrects if necessary, enters data into AFORMS, initials, and files.

2.5.5. AUDITS FLYING TIME UPDATE SUMMARY. Retrieves summary, audits for accuracy, and reenters correct data when necessary.

2.5.6. VALIDATES UNIT AIRCRAFT FLYING TIME. Reconciles unit aircraft flying time with appropriate reports generated by Maintenance.

2.5.7. UPDATES NORTON RECONCILIATION LIST. Reviews list, researches error and reconciles, and annotates list with corrective action taken.

2.6. MAINTAINS AIRCREW FLIGHT PAY:

2.6.1. VALIDATES AND PREPARES FLYING PAY CONTROL DOCUMENT, PCN SA002-F04. Reviews document and validates member's entitlement to incentive pay. Documents flight pay requirement for member receiving conditional Aviation Career Incentive Pay (ACIP) or HDIP, certifies document, and forwards to MPO.

2.6.2. PROCESSES ACIP ENTITLEMENT STATUS NOTIFICATION LETTER. Reviews ACIP entitlement status notification letter terminating rated member's ACIP entitlement with three months, certifies notification letter, files original in FRF, and forwards copy to member.

2.7. PROCESSES SCHEDULING ACTIVITY:

2.7.1. PROCESSES INDIVIDUAL/MISSION/MULTICREW MEMBER SCHEDULED ACTIVITY AND FLIGHT AUTHORIZATION. Enters data into AFORMS, updates individual/mission/multicrew member scheduled activity, reviews schedule, and forwards copy to appropriate office.

2.7.2. PROCESSES INDIVIDUAL SCHEDULE/QUALIFICATION ACTIVITY MASTER LIST. Retrieves list, reviews for accuracy, and forwards a copy to the programming office.

2.7.3. PROCESSES WEEKLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

2.7.4. PROCESSES MONTHLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

2.7.5. PROCESSES QUARTERLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

2.7.6. PROCESSES YEARLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

3. UNIT TRAINING ASSEMBLY (UTA) AND DEPLOYMENT/EXERCISE:

3.1. PREPARES FOR UTA. Prepares training schedule and forwards to appropriate office. Prepares training material and sets up classroom. Coordinates and schedules guest trainer for training session.

3.2. PREPARES FOR COMMANDER'S CALL.

3.3. PERFORMS POST UTA PROCESSING.

3.4. PARTICIPATES IN DEPLOYMENT/EXERCISE:

3.4.1. PREPARES FOR DEPLOYMENT/EXERCISE.

3.4.2. PACKS AND SHIPS MATERIAL. Packs and ships material in accordance with (IAW) the Mobility Equipment Listing.

3.4.3. UNPACKS MATERIAL. Unpacks, inventories, and returns to storage.

3.4.4. COMPILES DEPLOYMENT/EXERCISE AFTER ACTION REPORT.

4. OPERATIONS COUNTER/BASE OPERATIONS:

4.1. PERFORMS QUICK REACTION PROCEDURE:

4.1.1. RECEIVES NOTIFICATION. Receives notification of event or incident by telephone, radio, or message.

4.1.2. TAKES ACTION. Takes action in response to an event or incident IAW appropriate quick reaction checklist or operating instruction (OI).

4.2. POSTS STATUS OF ASSIGNED FORCE. Posts status of assigned force on paper display as changes in status occur. Posts key personnel, aircraft, and aircrew status.

4.3. POSTS UNIT FLYING OPERATIONS STATUS:

- 4.3.1. POSTS FACTORS AFFECTING FLYING.** Posts data on factors which affect unit flying operation on proper display as changes occur. Posts airfield and navigational aid (NAVAID) status. Monitors base, alternate weather, and, if applicable, SEA State. Posts Emergency airfield data.
- 4.3.2. CHECKS COMMUNICATION EQUIPMENT.** Checks radio, crash network, teletype, telephone, and computer for proper operation.
- 4.3.3. CALIBRATES CLOCK.** Checks clock daily for accuracy and resets clock to correct time when amount of error exceeds the maximum allowable limit.
- 4.3.4. MONITORS DAILY FLYING OPERATION:**
- 4.3.4.1. MAINTAINS DUTY DESK CHECKLIST.** Maintains checklist for daily operation of duty desk.
- 4.3.4.2. POSTS DAILY FLYING SCHEDULE.** Coordinates daily flying schedule with required agencies and posts board.
- 4.3.5. ACCOMPLISHES DAILY FLYING REPORT:**
- 4.3.5.1. REVIEWS NOTICE TO AIRMEN (NOTAM).** Reviews, posts, and transmits NOTAM as required.
- 4.3.5.2. PERFORMS POST LANDING NOTIFICATION.** Telephones landing time, chock time, maintenance status, or deviation to Supervisor of Flying (SOF), Maintenance, and runway supervisor.
- 4.3.5.3. MAINTAINS DAILY FLYING LOG.**
- 4.3.5.4. COORDINATES TRAINING ROUTE.** Coordinates Military Training Route (MTR), IFR Military Training Route (IR), VFR Military (VR), Slow Speed Low Altitude Training Route (SR), and Refueling Track (AR) schedule with appropriate agency for change.
- 4.3.5.5. REVIEWS AND FILES FLIGHT PLAN.** Reviews flight plans; disseminates; takes action, as required; and transmits air route from Air Route Traffic Control Center (ARTCC).
- 4.3.5.6. UPDATES FLIGHT FOLLOWING DISPLAY.** Receives and posts data to flight following display and disseminates data to required agency.
- 4.3.5.7. CLEANS FLIGHT FOLLOWING DISPLAY.** Cleans flight following display at the completion of the daily schedule.
- 4.3.5.8. PROCESSES FLIGHT INFORMATION PUBLICATION (FLIP).** Inventories and distributes FLIP material and chart data.
- 4.3.5.9. MAINTAINS CLASSIFIED AND UNCLASSIFIED FOREIGN CLEARANCE GUIDE.**
- 4.3.5.10. PREPARES AF FORM 96, PASSENGER MANIFEST FORM.** Receives Passenger information and prepares AF Form 96 as required.
- 4.3.5.11. PROCESSES AND TRANSPORTS PASSENGER FROM OPERATIONS TO AIRCRAFT LOADING AREA.**
- 4.3.5.12. ISSUES PRIOR PERMISSION REQUIRED (PPR).** Receives and coordinates request with appropriate agency and issues as necessary.

- 4.3.5.13. **ASSISTS TRANSIENT CREW.** Provides transportation and/or billeting information.
- 4.3.5.14. **ANSWERS SPACE AVAILABLE INQUIRY.**
- 4.3.6. **MAINTAINS FLIGHT CREW INFORMATION FILE (FCIF).**
- 4.3.7. **MAINTAINS MISSION KIT.**
- 4.3.8. **UPDATES AIR INTEGRATION REPORTING SYSTEM (AIRS).** Prepares and transmits intent to operate message. Publishes itinerary, processes after action report to higher headquarters, and processes diplomat clearances.
- 4.3.9. **MAINTAINS PASSPORT.**
- 4.4. **SUPPORTS CRISIS ACTION TEAM (CAT).** Updates telephone and radio list and CAT checklist.
- 4.5. **ASSISTS CAT.** Initiates recall of CAT, as required, and briefs on the operational situation.
- 4.6. **MAINTAINS OPERATIONS CENTER SECURITY:**
 - 4.6.1. **POSTS ENTRY AUTHORITY LIST.** Posts changes to the Entry Authority List.
 - 4.6.2. **VERIFIES ENTRY.** Verifies personnel identification against entry authorization list prior to entry into Operations Center.
- 4.7. **ISSUES AND RECEIPTS FOR CLASSIFIED/COMSEC MATERIAL.** Withdraws material from safe, adjusts inventory, prepares receipt for issuance, inventories package with aircrew, briefs aircrew, and signs documentation.
- 4.8. **MAINTAINS CHECKLIST:**
 - 4.8.1. **MAINTAINS QUICK REACTION CHECKLIST.**
 - 4.8.2. **MAINTAINS OPERATING INSTRUCTION (OI).**
- 4.9. **MAINTAINS AF FORM 1924, EVENTS LOG.** Makes entry, reviews, and files for future reference.
- 4.10. **MAINTAINS MISCELLANEOUS COMMUNICATION LOG.** Receives, logs, and disseminates data on noise complaints, threatening calls, and miscellaneous calls.
- 4.11. **OBTAINS COORDINATION:**
 - 4.11.1. **COORDINATES WITH CUSTOMS AND U.S. DEPARTMENT OF AGRICULTURE (USDA).** Coordinates with U.S. Customs Office and USDA for aircraft returning to home station from outside the continental United States.
 - 4.11.2. **COORDINATES WITH SECURITY POLICE.** Coordinates with Security Police to allow access to flight line area.
- 4.12. **PERFORMS ADDITIONAL OPERATION CENTER TASKING:**
 - 4.12.1. **DISSEMINATES WEATHER WARNING.**

4.12.2. PROCESSES RUNWAY CONDITION REPORT (RCR) AND DATA. Fills out RCR Log, posts result, and informs aircrew, unit, visiting unit, civilian pilot, and foreign aircraft.

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 Standard Indirect Description.

ADDITIVE FOR COMMAND AND CONTROL

1. **Objective.** This additive quantifies the manpower that must be added to this work center when the tasks described in the appendix are accomplished.
2. **Authority.** AFI 10-series (formerly 55-series) of Air Force and Air National Guard directives contain command policy and procedural guidance for the Command and Control work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5, and is the result of a functional review.
3. **Applicability.** Applies to all Air Mobility Command (AMC) and Air Force Special Operations Command (AFSOC) gained Air National Guard (ANG) airlift wings/groups operating a 24 hours per day, 7 days per week, 3 shifts per day Command and Control Center.
4. **Standard Data:**
 - a. Classification. Additive.
 - b. Approval Date. 24 June 1994.
 - c. Man-Hour Data Source. Minimum Manpower Requirement.
 - d. Manpower Equation. $Y = \frac{(24)(7)(4.348)}{\text{Civilian MAF}} (1)$
 - e. Workload Factor. Not Applicable.
5. **Application Instructions:**
 - a. Obtain the current value for the Civilian Man-Hour Availability Factor (MAF) and substitute it for the denominator in the man-hour equation in paragraph 4d.
 - b. Add the whole manpower requirement from this additive to the whole manpower requirement(s) derived through the application of ANGMS 3100-DM standard man-hour equation to obtain the total manpower requirement for Functional Account Code 3100-DM. Refer to AF Form 1113, Standard Manpower Table, attachment 2, for the total required manpower by AFSC.
6. **Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

Appendix
Additive Work Center Description

ADDITIVE WORK CENTER DESCRIPTION
Command and Control

DIRECT:

5. COMMAND AND CONTROL:

5.1. PERFORMS QUICK REACTION PROCEDURE:

5.1.1. RECEIVES NOTIFICATION OF EVENT OR INCIDENT. Receives notification of event or incident by telephone, radio, or message.

5.1.2. TAKES ACTION. Takes action in response to an event or incident IAW appropriate quick reaction checklist or operating instruction (OI).

5.2. POSTS STATUS OF ASSIGNED FORCE. Posts status of assigned force on proper display as change in status occurs.

5.2.1. MONITORS KEY PERSONNEL AND AIRCRAFT STATUS.

5.2.2. MONITORS AIRCREW STATUS.

5.3. POSTS UNIT FLYING OPERATION STATUS:

5.3.1. POSTS FACTORS AFFECTING UNIT FLYING OPERATION. Posts data of assigned force on proper display as change in status occurs.

5.3.1.1. CHECKS COMMUNICATION EQUIPMENT. Maintains radio, teletype, telephone, and computer for proper operation.

5.3.1.2. CALIBRATES CLOCK. Checks clock for accuracy and resets clock to correct time when amount of error exceeds the maximum allowable limit.

5.3.2. MONITORS DAILY FLYING OPERATION:

5.3.2.1. MAINTAINS DUTY DESK CHECKLIST. Maintains checklist for daily operation of duty desk.

5.3.2.2. POSTS DAILY FLYING SCHEDULE. Coordinates daily flying schedule with required agencies.

5.3.3. ACCOMPLISHES DAILY FLYING REPORT:

5.3.3.1. REVIEWS NOTICE TO AIRMEN (NOTAM). Reviews, posts, updates, and transmits NOTAM as required.

5.3.3.2. PERFORMS POST LANDING NOTIFICATION. Telephones landing time, chock time, maintenance status, or deviations to appropriate agency.

5.3.3.3. MAINTAINS DAILY FLYING LOG.

5.3.3.4. COORDINATES TRAINING ROUTE. Coordinates Military Training Route (MTR), IFR Military Training Route (IR), VFR Military (VR), Slow Speed Low Altitude Training Route (SR), and Refueling Track (AR) schedule with appropriate agency for change.

5.3.3.5. REVIEWS FLIGHT PLAN. Reviews flight plan; disseminates; takes action, as required; and transmits air route from air route traffic control center (ARTCC).

5.3.3.6. UPDATES FLIGHT FOLLOWING DISPLAY. Receives, posts, and disseminates data to the flight following display and required agency.

5.3.3.7. CLEANS FLIGHT FOLLOWING DISPLAY. Cleans flight following display at the completion of the daily flying schedule.

5.3.3.8. PROCESSES FLIGHT INFORMATION PUBLICATION (FLIP). Orders, inventories, and distributes FLIP material, product, and chart data.

5.3.3.9. PREPARES AF FORM 96, PASSENGER MANIFEST FORM. Receives information and prepares AF Form 96 as required.

5.3.3.10. ISSUES PRIOR PERMISSION RECEIVED (PPR). Receives and coordinates request with appropriate agency and issues as necessary.

5.3.3.11. ASSISTS TRANSIENT CREW. Provides transportation, billeting information, and filing of flight plans.

5.4. SUPPORTS CRISIS ACTION TEAM (CAT):

5.4.1. UPDATES TELEPHONE NUMBER LIST.

5.4.2. MAINTAINS CAT CHECKLIST.

5.5. ASSISTS CAT:

5.5.1. RECALLS STAFF. Initiates recall of CAT as required.

5.5.2. BRIEFS STAFF. Briefs CAT on the operational situation.

5.6. ACCOMPLISHES OPERATION REPORT.

5.7. MAINTAINS OPERATIONS CENTER SECURITY:

5.7.1. MAINTAINS ENTRY AUTHORITY LIST. Receives and posts changes to the Entry Authority List.

5.7.2. VERIFIES ENTRY. Verifies identification against Entry Authorization List.

5.8. ISSUES AND RECEIPTS CLASSIFIED AND COMSEC MATERIALS.

5.9. MAINTAINS OPERATING INSTRUCTION:

5.9.1. MAINTAINS QUICK REACTION CHECKLIST.

5.9.2. MAINTAINS OPERATING INSTRUCTION (OI).

5.10. MAINTAINS AF FORM 1924, EVENTS LOG. Makes entry, reviews, and files for future reference.

5.11. MAINTAINS MISCELLANEOUS COMMUNICATION LOG:

5.11.1. LOGS NOISE COMPLAINT. Receives, logs, and disseminates Noise Complaint data to appropriate agency.

5.11.2. LOGS OTHER CALL. Receives, logs, and disseminates information on nuisance and UFO calls.

5.11.3. LOGS THREATENING CALL. Receives, logs, and disseminates information.

5.12. OBTAINS COORDINATION:

5.12.1. COORDINATES WITH U.S. CUSTOMS. Coordinates with U.S. Customs Office for aircraft returning to home station from continental United States.

5.12.2. COORDINATES WITH SECURITY POLICE.

5.13. PERFORMS ADDITIONAL COMMAND POST TASKING:

5.13.1. DISSEMINATES WEATHER WARNING.

5.13.2. PROCESSES RUNWAY CONDITION REPORT (RCR).

5.13.3. RECORDS RCR DATA. Fills out RCR Log; posts result; and informs aircrew, unit, visiting unit, civilian pilot, and foreign aircraft.

5.13.4. UPDATES CAT:

5.13.4.1. MAINTAINS BASE GRID MAP.

5.13.4.2. MAINTAINS CAT CHECKLIST.

5.13.4.3. RECALLS STAFF.

5.13.4.4. BRIEFS STAFF.

5.13.5. MAINTAINS REPORTS MESSAGE BOOK.

5.13.6. MAINTAINS EMERGENCY ACTION CHECKLIST.

5.13.7. MAINTAINS CONTROLLER INFORMATION FILE.

5.13.8. MAINTAINS CERTIFICATION. Prepares for monthly controller meeting, assigns material to be covered, prepares monthly certification test, and documents certification test. Posts test results to training record and submits information to AFORMS.

ADDITIVE FOR AEROMEDICAL EVACUATION OPERATIONS SUPPORT

- 1. Objective.** This additive quantifies the manpower that must be added to this work center when the tasks described in the appendix are accomplished.
- 2. Authority.** AFI 10-series and 11-series (formerly 55- and 60-series) of Air Force and Air National Guard (ANG) directives contain command policy and procedural guidance for the Operations Support work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5, and is the result of a functional review.
- 3. Applicability.** Applies to all Air Mobility Command (AMC) Airlift units with an Aeromedical Evacuation Squadron.
- 4. Standard Data:**
 - a. Classification. Additive.
 - b. Approval Date. 24 June 1994.
 - c. Man-Hour Data Source. Operational Audit.
 - d. Additive Manpower Equation. $Y = 1.205X$.
 - e. Workload Factor.
 - (1) Title. The Number of Authorized Aeromedical Evacuation Personnel on Flying Status.
 - (2) Definition. The total number of Officer AFSC Prefix of G and Enlisted AFSC prefixes of A, K, M, and P authorized in the Aeromedical Evacuation Squadron.
 - (3) Source. Using the Command Manpower Data System (CMDS), retrieve the most current listing from the Unit Manpower Document for Command 34, File Part B.
- 5. Application Instructions.** Add the additive man-hours shown in paragraph 4d to the man-hours derived through application of the ANGMS 3100-DM basic standard man-hour equation before rounding to whole manpower requirements. Refer to the AF Form 1113, Standard Manpower Table, attachment 2, for the total required manpower by grade and skill.
- 6. Statement of Conditions.** The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

Appendix
Additive Work Center Description

**ADDITIVE WORK CENTER DESCRIPTION
Aeromedical Evacuation Operations Support**

DIRECT:

6. OPERATIONS RESOURCE MANAGEMENT:

6.1. MANAGES AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEM (AFORMS):

6.1.1. UPDATES SIGNATURE ELEMENT. Enters new signature block in AFORMS upon change of authenticating official for Aeronautical Orders (AO), Military Pay Order (MPO), and Aircrew Incentive Pay (ACIP) Termination Notification Letter.

6.1.2. UPDATES AEROSPACE VEHICLE IDENTIFIER. Enters authorized aircraft and AFORMS aircraft code or crew position into AFORMS.

6.1.3. UPDATES COLLOCATED CBPO IDENTIFIER. Enters identifier of CBPO that uses the same computer as AFORMS to interface data with the Base Level Personnel System (BLPS).

6.1.4. MAINTAINS CONTINUITY FOLDER. Reviews AFORMS and operations documentation, files report, message, policy letter, inspection guide, and checklist to update continuity folder.

6.1.5. COMPLIES WITH SPECIAL ADVISORY NOTICE (SAN). Reviews SAN and complies with required AFORMS action.

6.1.6. ANALYZES AFORMS CONTROL FILE REPORT. Analyzes AFORMS control file report space availability, requests deletion of obsolete file, or takes other action as required.

6.1.7. REQUESTS SYSTEM ADJUSTMENT:

6.1.7.1. CONTACTS DATA PROCESSING CENTER (DPC). Contacts DPC or host unit, explains problem, and requests assistance.

6.1.7.2. CONTACTS HIGHER HEADQUARTERS. Contacts higher headquarters representative, explains problem, and requests assistance if problem cannot be resolved at base level.

6.1.7.3. PREPARES DIFFICULTY REPORT (DIREP). Researches and documents problem, prepares report, and forwards to appropriate agency.

6.1.8. PREPARES AFORMS SYSTEM:

6.1.8.1. LOGS ON AFORMS SYSTEM. Ensures system date will accept data.

6.1.8.2. LOGS OFF AFORMS SYSTEM. Closes terminal.

6.1.9. DESIGNS AND PREPARES AIR FORCE ON LINE DATA SYSTEM (AFOLDS) RETRIEVAL. Receives request, designs retrieval, coordinates with DPC uploading retrieval, enters data into AFOLDS, reviews for accuracy, corrects error, obtains retrieval product, and forwards to requesting office.

6.1.10. MANAGES AFORMS PERSONAL COMPUTER (PC):

6.1.10.1. MANAGES AND DEVELOPS LOCAL AFORMS PC SUPPORT PROGRAMS. Maintains local programs and manages distribution of products to users.

6.1.10.2. RESOLVES PC PROBLEM.

6.1.11. UPLOADS AND DOWNLOADS PSEUDO OR DATA BASE FILE. Schedules data processing with Data Automation and retrieves audit and error listing. Corrects and updates error record. Executes program against file, prints out data, transfers data to floppy disk, and executes file cleanup.

6.1.12. IMPLEMENTS HIGHER HEADQUARTERS APPROVED CHANGE AFFECTING AFORMS.

6.2. MAINTAINS AIRCREW FLIGHT RECORD:

6.2.1. INPROCESSES NEW UNIT PERSONNEL FLIGHT RECORD FOLDER (FRF):

6.2.1.1. RECEIVES FRF. Receives FRF from incoming member, interviews member, completes inprocessing checklist, and replaces file folder as required.

6.2.1.2. PREPARES AO. Prepares, authenticates, and distributes AOs.

6.2.1.3. UPDATES MEMBER'S DATA. Updates member's data in AFORMS with appropriate User Defined Frame (UDF) to complete initial Aviation Service or Parachute Duty.

6.2.1.4. UPDATES FRF. Annotates AO action on AF Form 142, Aviation Service Audit Worksheet, obtains current record product, collates, reviews, and files in FRF.

6.2.1.5. SCHEDULES RECORD REVIEW AND CONDUCTS NEW MEMBER RECORD REVIEW. Determines need for records review and notifies individual of scheduled appointment. Conducts new member record review and obtains member's signature.

6.2.1.6. REVIEWS AND UPDATES TRAINING AUDIT AND QUALIFICATION. Retrieves and reviews list for training status and plan accuracy. Receives training document and aircrew upgrade and enters into AFORMS.

6.2.2. MAINTAINS ASSIGNED AIRCREW RECORD:

6.2.2.1. AUTHENTICATES AND DISTRIBUTES AO. Prints AO, revises for accuracy, and signs or obtains appropriate signature. Reproduces AO, distributes copy to appropriate office, and files one copy in FRF.

6.2.2.2. MAINTAINS AO FILE. Prepares TAC Form 36, AO log; annotates log; and files original AO in folder.

6.2.3. MAINTAINS AO BACKGROUND MATERIAL FOLDER. Receives background document, annotates AO number on document, and files in folder.

6.2.4. PREPARES DISPOSITION OF AO FILE. Prepares Standard Form 135, Records Transmittal and Receipt; prepares package; and forwards to appropriate office for retirement to archives.

6.2.5. PROCESSES AF FORM 1042, MEDICAL RECOMMENDATIONS FOR ANNUAL FLYING SPECIAL OPERATIONAL DUTY. Receives AF Form 1042 from flight surgeon's office, reviews form, determines necessary action, updates data into AFORMS, and checks for accuracy.

6.2.6. SCHEDULES FLIGHT PHYSICAL. Retrieves physical due dates, notifies individual, and schedules physical with appropriate office.

6.2.7. MONITORS DUTY NOT INVOLVING FLYING (DNIF) STATUS:

6.2.7.1. PROCESSES AF FORM 1042 FOR DNIF STATUS. Receives AF Form 1042, reviews for suspense date, enters DNIF date and appropriate code into AFORMS, files copy in suspense file, notifies the appropriate office.

6.2.7.2. RECERTIFIES MEMBER STATUS. Ensures new AF Form 1042 is obtained on suspense date, enters new data into AFORMS, destroys both the AF Form 1042 placing a member on DNIF and the one removing DNIF status when the member is medically recertified for flying duty, notifies the appropriate office, and publishes AO removing member from DNIF, when applicable.

6.2.8. PROCESSES AF FORM 702, INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD:

6.2.8.1. PREPARES NOTIFICATION LETTER. Retrieves due date of eligible member, prepares notification letter, and forwards to individual.

6.2.8.2. SCHEDULES INDIVIDUAL PHYSIOLOGICAL TRAINING. Notifies training office of required training or appointments, checks available school days, schedules member for training, notifies member, and requests order.

6.2.8.3. ASSEMBLES DOCUMENTATION. Compiles original AF Form 702, copy of current AF Form 1042, and logs out FRF.

6.2.8.4. UPDATES INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD. Receives AF Form 702 from member, enters data into AFORMS, and files original in FRF.

6.2.9. CONDUCTS ANNUAL FLIGHT RECORD REVIEW. Receives computer generated flight record review package and cross-references with FRF, corrects discrepancy if necessary, receives corrected product, collates data, files computer generated products (Individual Flight Record (IFR), Flying History Report, and Individual Data Summary (IDS)) in FRF. Prepares notification letter and forwards to member. Conducts review, corrects discrepancy as required, and obtains member's signature on appropriate documentation. Enters current review date and corrects discrepancy into AFORMS.

6.2.10. CORRECTS INDIVIDUAL FLIGHT RECORD. Corrects IFR.

6.2.11. PROCESSES INTER/INTRA HOST OPERATIONS SYSTEM MANAGEMENT (HOSM) TRANSFER. Enters required data to transfer an individual from one unit, command, or remote job entry terminal (RJET) site to another supported by HOSM.

6.2.12. OUTPROCESSES AIRCREW AND FRF. Receives computer generated flight record review package, cross-references with FRF, and enters appropriate information into AFORMS, compiles flight record documentation and assembles package, contacts member, arranges pick-up, and logs removal of FRF from work center.

6.2.13. ENSURES AUTODIN TRANSFER. Calls DPC and ensures transfer process has been accomplished.

6.2.14. PROVIDES CUSTOMER SERVICE. Receives and researches request, provides information to customer, collects or coordinates information requirement with external activity, and corrects record discrepancy.

6.3. PROCESSES AFORMS INFORMATION:

6.3.1. UPDATES AVIATION SERVICE SUSPENSE LIST. Receives and reviews list for information needed to administer the Aviation Career Incentive Act (ACIA). Enters required information into AFORMS to correct or

update ACIA.

6.3.2. UPDATES AERONAUTICAL RATING UPGRADE LIST. Receives and reviews list to monitor the award of advanced aeronautical rating and updates into AFORMS.

6.3.3. REVIEWS AIRCREW ROSTER. Retrieves and reviews roster for applicable data and forwards to appropriate office.

6.3.4. REVIEWS AFORMS MASTER RECORD LIST. Retrieves and reviews list for applicable data and forwards to appropriate office.

6.3.5. REVIEWS OPERATIONS SYSTEM MANAGEMENT SUSPENSE LIST. Receives and reviews list and files until superseded.

6.3.6 UPDATES OPERATIONS SYSTEM MANAGEMENT SUSPENSE LIST PART. Receives part and reviews error, performs required action, and files in background material folder.

6.3.7. INITIATES INTERFACE TO BASE LEVEL PERSONNEL SYSTEM (BLPS). Enters AFORMS transaction, initiates interface, and updates required information.

6.3.8. PROCESSES HEADQUARTERS OPERATIONS RESOURCE INFORMATION SYSTEM (HORIS) INTERFACE. Reviews HORIS RCS: HAF XOO (M&AR) 7103 report audit list, corrects if necessary, enters correct information into AFORMS, verifies HORIS report, and obtains date time group (DTG) from DPC.

6.3.9. PROCESSES FLIGHT RECORDS DATA SYSTEM (FRDS) INTERFACE. Reviews master update reconciliation error list from FRDS, researches error, reconciles difference between data systems, and annotates list with corrective action taken.

6.3.10. PICKS-UP COMPUTER GENERATED PRODUCT. Travels to DPC, obtains product, returns to work center, and separates product.

6.4. MAINTAINS AIRCREW CONTINUATION AND ADDITIONAL TRAINING PLAN:

6.4.1. PREPARES AIRCREW TRAINING PLAN:

6.4.1.1. DEVELOPS TRAINING REQUIREMENT FOR AFORMS ENTRY. Coordinates training requirements, drafts training requirement outline, enters training table header, and enters training table.

6.4.1.2. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Retrieves and reviews Master Training Table Assignment List and files.

6.4.1.3. ASSIGNS TRAINING TABLE. Enters appropriate data into AFORMS to assign training table to individual.

6.4.2. PROCESSES AFORMS PERSONNEL TRAINING FORM OR MISSION ACCOMPLISHMENT FORM:

6.4.2.1. CREATES ON-LINE OR OPTICAL MARK READER (OMR) FORM. Enters data into AFORMS and creates on-line or OMR form.

6.4.2.2. REQUESTS DPC GENERATED PREPRINTED TRAINING FORM.

6.4.2.3. PROCESSES TRAINING OR MISSION ACCOMPLISHMENT FORM. Receives Training Form, reviews for accuracy, cross-references with appropriate documentation (computer generated flight authorization, or local flight clearance or Flight Authorization), edits form if necessary, and processes Training Form through the OMR.

6.4.2.4. REVIEWS TRAINING UPDATE AUDIT REPORT. Retrieves and reviews audit list for accuracy.

6.5. MAINTAINS CAREER FLYING HOURS:

6.5.1. UPDATES INDIVIDUAL CAREER RECORD. Updates individual career record, flying hours, sorties flown, and experience date. Creates or modifies record for inactive aircraft time.

6.5.2. RETRIEVES FLYING HOURS REPORT. Retrieves Individual Flying Hours Report displaying aircrew flying hour accomplishment.

6.5.3. UPDATES AFORMS RECONCILIATION LIST. Receives listing and corrects record in error using appropriate UDF.

6.5.4. PROCESSES AFTO FORM 781, AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT. Receives AFTO Form 781 from Maintenance, verifies against appropriate documentation, corrects if necessary, enters data into AFORMS, initials, and files.

6.5.5. AUDITS FLYING TIME UPDATE SUMMARY. Retrieves summary, audits for accuracy, and reenters correct data when necessary.

6.5.6. VALIDATES UNIT AIRCRAFT FLYING TIME. Reconciles unit aircraft flying time with appropriate reports generated by Maintenance.

6.5.7. UPDATES NORTON RECONCILIATION LIST. Reviews list, researches error and reconciles, and annotates list with corrective action taken.

6.6. MAINTAINS AIRCREW FLIGHT PAY:

6.6.1. VALIDATES AND PREPARES FLYING PAY CONTROL DOCUMENT, PCN SA002-F04. Reviews document and validates member's entitlement to incentive pay. Documents flight pay requirement for member receiving conditional ACIP or HDIP, certifies document, and forwards to MPO.

6.6.2. PROCESSES AVIATION CAREER INCENTIVE PAY (ACIP) ENTITLEMENT STATUS NOTIFICATION LETTER. Reviews ACIP entitlement status notification letter terminating rated member's ACIP entitlement within three months, certifies notification letter, files original in FRF, and forwards copy to member.

6.7. PROCESSES SCHEDULING ACTIVITY:

6.7.1. PROCESSES INDIVIDUAL/MISSION/MULTICREW MEMBER SCHEDULED ACTIVITY AND FLIGHT AUTHORIZATION. Enters data into AFORMS, updates individual/mission/multicrew member scheduled activity, reviews schedule, and forwards copy to appropriate office.

6.7.2. PROCESSES INDIVIDUAL SCHEDULE/QUALIFICATION ACTIVITY MASTER LIST. Retrieves list, reviews for accuracy, and forwards a copy to the programming office.

6.7.3. PROCESSES WEEKLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

6.7.4. PROCESSES MONTHLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

6.7.5. PROCESSES QUARTERLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.

6.7.6. PROCESSES YEARLY FLYING SCHEDULE. Retrieves, reviews for accuracy, and forwards a copy to the appropriate office.