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

ANGMS 150000

5 November 1993

FINANCIAL MANAGER

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

2. Authority. The AFI 65-series, formerly designated as 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 Financial Manager work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5, 16 May 88.

3. Applicability:

a. This standard applies to all ANG flying units authorized a Financial Manager work center, FAC 150000, except as noted below:

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

b. This standard applies to peacetime operations only.

4. Standard Data:

a. Classification. Type III.
b. Approval Date. 8 Sep 93.
c. Manpower Data Source. N/A.
d. Standard Manpower Equation. Y = 1 (Constant Manpower).
e. Workload Factors. N/A.

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

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

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

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WORK CENTER DESCRIPTION

Financial Manager

DIRECT:

1. FINANCIAL ADVISOR:

1.1. ANALYZES DATA. Compiles and analyzes data from reports and statistics for financial management.

1.2. ADVISES COMMANDER. Advises commander in all areas of financial concern and assists commander in performing those functions which the Comptroller of the Air Force/National Guard Bureau (NGB) is required by statute to provide.

1.3. ADVISES RESPONSIBILITY CENTER MANAGER. Advises responsibility center manager on fund status, regulation governing fund, and assures financial objective is set.

1.4. ADVISES ATTACHED/TENANT UNIT.

1.5. ADVISES BANK AND CREDIT UNION. Provides liaison function between the base,commercial financial institution and credit union.

1.6. ADVISES AUDIT AGENCY. Provides liaison function or acts as focal point.

2. MANAGEMENT:

2.1. DIRECTS COMPTROLLER FUNCTION. Establishes policy, directs and controls Comptroller function, and performs self-assessment of comptroller activity.

2.2. DEVELOPS DIRECTIVE. Develops policy, procedure, plan, operating instruction, and checklist by researching, drafting, proofreading typed copy, and signing completed directive.

2.3. PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER. Assists subordinate work center supervisor to ensure mission accomplishment and provides advice on administrative and technical matters.

2.3.1. PROVIDES GUIDANCE TO BUDGET/ACCOUNTING.

2.3.2. PROVIDES GUIDANCE TO MILITARY PAY, CIVILIAN PAY, OR TRAVEL.

2.4. ENSURES COMPLIANCE WITH INTERNAL CONTROL REVIEW (ICR).

2.5. REVIEWS REPORT OR STATISTICAL DATA. Reviews information contained in report, edit listing, or statistical data for impact on work center status and to identify possible trend which requires management action.

2.6. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives visitor, inspector, or other official; assists visitor to accomplish purpose of visit; and escorts visitor in restricted and/or controlled area.

2.7. MAINTAINS APPROPRIATIONS PROGRAM. Briefs personnel charged with appropriation responsibility in accordance with AFR 177-16, Administrative Control of Appropriations.

2.8. REVIEWS REPORT. Reviews, edits, and revises year-end or other report as required by Air Force/Air National Guard (ANG) directive.

2.9. CERTIFIES YEAR-END REPORT. Certifies year-end report of appropriated fund and working capital fund.

2.10. CONDUCTS PERSONNEL RECORD ACCESSIBILITY (PRA) AUDIT. Conducts semiannual PRA audit to ensure fiscal responsibility.

2.11. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and familiarizes newly assigned personnel with the work center.

2.12. RATES PERFORMANCE:

2.12.1. PREPARES EVALUATION. Completes evaluation by researching, evaluating, drafting, proofreading typed copy, and signing completed report.

2.12.1.1. APPROVES ACTIVE GUARD RESERVE (AGR) EVALUATION.

2.12.1.2. PREPARES TECHNICIAN EVALUATION.

2.12.1.3. APPROVES TECHNICIAN PERFORMANCE STANDARD.

2.12.1.4. APPROVES TECHNICIAN PERFORMANCE APPRAISAL.

2.12.1.5. APPROVES CIVILIAN PERFORMANCE STANDARD.

2.12.1.6. APPROVES CIVILIAN PERFORMANCE APPRAISAL.

2.12.2. ENDORSES EVALUATION. Completes endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.

2.12.3. NOMINATES PERSONNEL FOR AWARD. Prepares recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed recommendation.

2.13. SUPERVISES PERSONNEL:

2.13.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, determines duty assignment, and prepares personnel schedule.

2.13.2. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggests area for improvement. Takes necessary corrective action required to maintain discipline.

3. MEETING:

3.1. PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference.

3.2. CONDUCTS OR ATTENDS MEETING:

3.2.1. ATTENDS FINANCIAL WORKING GROUP (FWG) MEETING.

3.2.2. CONDUCTS FINANCIAL MANAGEMENT BOARD (FMB) MEETING.

3.2.3. CONDUCTS CIVILIAN COST MANAGEMENT COMMITTEE MEETING.

3.2.4. ATTENDS COMMANDER'S STAFF MEETING.

4. REPORT OF SURVEY:

4.1. PROCESSES AND REVIEWS REPORT OF SURVEY FOR AIR FORCE PROPERTY. Reviews and records Report of Survey for Air Force Property in Report of Survey Register.

4.2. BRIEFS AND ASSISTS SURVEYING OFFICER IN INVESTIGATION.

4.3. APPROVES OR MAKES RECOMMENDATION. Approves surveying officer's recommendation or makes own recommendation and forwards to appropriate authority.

4.4. RESPONDS TO INQUIRY AND INITIATES FOLLOW-UP ACTION.

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 Financial Manager/FAC 150000			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Comptroller	00056	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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