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

ANGMS 150001

5 November 1993

## ADMINISTRATION

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 Administration function.

2. **Authority.** The AFI 37- series, formerly designated as the 0, 4, 10, and 12-series of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Administration function. This ANGMS 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 with full-time authorizations in the Administration work center 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.

**PUBLISHED UNDER THE AUTHORITY OF THE SECRETARY OF THE AIR FORCE**

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Major General, USAF
Director, Air National Guard

**OFFICIAL**

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

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Edited by: NGB-ADP (Ms. N. Salch)
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## WORK CENTER DESCRIPTION

### Administration

**DIRECT:**

**1. ADMINISTRATIVE SERVICE:**

**1.1. TYPES CORRESPONDENCE.** Prepares correspondence in draft/final format, proofreads, and returns to originator.

**1.1.1. TYPES LETTER.**

**1.1.2. TYPES MESSAGE.**

**1.1.3. TYPES REPORT.**

**1.1.4. TYPES PLAN, SCHEDULE, OR ROSTER.**

**1.1.5. TYPES OFFICER EVALUATION.**

**1.1.6. TYPES ACTIVE GUARD RESERVE (AGR) EVALUATION.**

**1.1.7. TYPES TECHNICIAN PERFORMANCE STANDARD.**

**1.1.8. TYPES TECHNICIAN PERFORMANCE APPRAISAL.**

**1.1.9. TYPES CIVILIAN PERFORMANCE STANDARD.**

**1.1.10. TYPES CIVILIAN PERFORMANCE APPRAISAL.**

**1.1.11. TYPES ENDORSEMENT TO EVALUATION.**

**1.1.12. TYPES STATISTICAL DATA.**

**1.1.13. TYPES AWARD/DECORATION.**

**1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:**

**1.2.1. PROCESSES INCOMING DISTRIBUTION.**

**1.2.2. PROCESSES OUTGOING DISTRIBUTION.**

**1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:**

**1.3.1. ESTABLISHES FILE.** Prepares file plan, folder, guide, and label in accordance with (IAW) AFI 37-133V1, formerly designated as AFR 12-50V1, Disposition of Air Force Records Documentation-Policies, Procedures, and Responsibilities.

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

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

**1.3.4. DISPOSES OF RECORD.** Disposes of record IAW AFI 37-133VI, formerly designated as AFR 12-50V1.

**1.3.5. MAINTAINS LOG OR REGISTER.**

**1.3.6. INSPECTS CORRESPONDENCE FILE.** Inspects correspondence file IAW AFI 37-122, formerly AFR 12-1, Air Force Records Management Program.

**1.3.7. UPDATES AND MAINTAINS PERSONNEL LOCATOR FILE.**

**1.4. MAINTAINS PUBLICATION FILE:**

**1.4.1. REVIEWS BULLETIN.** Reviews Publishing Bulletin, ensures required item released for distribution has been received, and notifies base Publication Distribution Office (PDO) of non-receipt.

**1.4.2. ORDERS ADMINISTRATIVE PUBLICATION.** Reviews and verifies request for publication; prepares AF Form 764a, Requisition and Requirement Request, or AF Form 124, Publications/Forms Requisition; obtains signature, processes, and files form.

**1.4.3. REQUESTS FOLLOW-UP/TRACER ACTION.** Completes AF Form 764a requesting follow-up/tracer action on backorder item and forwards to PDO.

**1.4.4. FILES NEW, UPDATED, OR RECURRING PUBLICATION.**

**1.4.5. POSTS AND FILES SUPPLEMENT OR CHANGE.**

**1.4.6. CONDUCTS ANNUAL INVENTORY.**

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

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

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

**1.6. OPERATES COPY MACHINE.**

**1.7. OPERATES DATA FAX MACHINE.**

**1.8. OPERATES ELECTRONIC MAIL SYSTEM.**

**2. TRAVEL ORDER:**

**2.1. PREPARES REQUEST FOR TRAVEL ORDER.**

**2.2. ARRANGES TRAVEL/BILLETING.**

**2.3. PICKS-UP TRAVEL ORDER AND REQUIRED TICKET.**

**3. INTER-OFFICE COMMUNICATION:**

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

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

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

**4. PERSONNEL TIME AND ATTENDANCE FORM:**

**4.1. PROCESSES LEAVE FORM.**

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

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

| STANDARD MANPOWER TABLE | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WORK CENTER/FAC<br>Administration/FAC 150001 | | | APPLICABILITY MAN-HOUR RANGE<br>Constant Manpower | | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | | |
| Administration Spec | 702XO | CIV | 1 | | | | | | | | | |
| TOTAL | | | 1 | | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | | |
| | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

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