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

ACCOUNTING/TRAVEL

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 Accounting/Travel function.

2. Authority. The AFI 65-series, formerly designated as 170, 171, 172, 173, 175, 177, and 300-series of Air Force (AF) and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Accounting/Travel 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 an Accounting/Travel work center, FAC 150011, 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 II.
b. Approval Date. 8 Sep 93.
c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Standard Man-hour Equations:

(1) Accounting: $Y_1 = 148.3 + .02921X_1 + .05721X_2$
(2) Travel: $Y_2 = -13.89 + .2590X_1 + .07251X_2$

e. Workload Factors:

(1) Titles:
(a) Accounting:
1. X_1 = A Transaction Processed.
2. X_2 = Total Population Serviced.
(b) Travel:
1. X_1 = A Travel Voucher Processed.
2. X_2 = Total Population Serviced.

(2) Definitions:
(a) Accounting:
1. X_1 = The average monthly number of transactions processed by the accounting function.
2. X2 = The average monthly number of EUMD positions authorized plus the average monthly number of Title 5 positions authorized, to include supported tenants and geographically separated units (GSUs).
(b) Travel:
1. X_1 = The average monthly number of travel vouchers processed by the travel section.
2. X_2 = The average monthly number of EUMD positions authorized plus the average monthly number of Title 5 positions authorized, to include supported tenants and geographically separated units (GSUs).

(3) Source:
(a) Accounting:
1. X_1 = Comptroller Workload Report, RCS: ANG-ACC(Q) 8201, maintained by ANGRC/FM.
2. X_2 = EUMD (34 Command File Part B) and Title 5 EUMD (34 Command File Part A) maintained by ANGRC/XPMR.
(b) Travel:
1. X_1 = Comptroller Workload Report, RCS: ANG-ACC(Q) 8201, maintained by ANGRC/FM.
2. X_2 = EUMD (34 Command File Part B) and Title 5 EUMD (34 Command File Part A) maintained by ANGRC/XPMR.

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No. of Printed Pages: 12
OPR: ANGRC/XPME (Maj Castleberry)
Approved by: Maj Gen Killey
Edited by: NGB-ADP (Ms. N. Salch)
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5. Application Instructions:

a. The valid man-hour range for this ANGMS is 294.22 through 818.84. This is an aggregate of the Accounting man-hours (Y_1) and Travel 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. Accounting and Travel requirements are combined to make efficient use of functional manpower.

b. Calculate the correct value for each WLF identified in paragraph 4e above. 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 the Standard Manpower Table, AF Form 1113, for skill and grade distribution. Find the column in which the total number of authorizations fall, then read up and across to determine total manpower by AFSC.

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

SUMMARY OF CHANGES. This ANGMS is a total revision of the 15 Jun 87 standard. It contains the latest update of the policy, practices, and procedures of the Accounting/Travel work center.

WORK CENTER DESCRIPTION

Accounting/Travel

DIRECT:

1. ACCOUNTING AND FINANCE OPERATION:

1.1. MANAGES ACCOUNTING AND FINANCE OPERATION. Manages disbursement and collection of appropriation, fund, and financial resource which is the responsibility of the Air National Guard (ANG), includes accounting and reporting.

1.1.1. PROVIDES TECHNICAL GUIDANCE AND ADVICE CONCERNING ACCOUNTING ACTIVITY:

1.1.1.1. ADVISES COMMANDER.

1.1.1.2. ADVISES COMPTROLLER.

1.1.1.3. ADVISES BUDGET OFFICER.

1.1.1.4. ADVISES GEOGRAPHICALLY SEPARATED UNIT (GSU) OR ON-BASE UNIT.

1.1.2. CONDUCTS SPECIAL PROJECT REQUESTED BY THE FINANCIAL MANAGER OR AIR COMMANDER.

1.1.3. DETERMINES PROPRIETY OF COMMITMENT, OBLIGATION, AND DISBURSEMENT.

1.1.4. MONITORS AND COORDINATES WITH BASE CAREER ADVISOR ON OUTSTANDING AND OBLIGATED STUDENT LOAN.

1.1.5. EVALUATES AND MONITORS OBLIGATION. Provides continuous management report on unliquidated commitment and obligation. Ensures over obligation does not occur. Conducts daily opening and closing inquiry to ascertain current fund status.

1.1.5.1. PROVIDES CONTINUOUS MANAGEMENT REPORT.

1.1.5.2. CONDUCTS DAILY OPENING AND CLOSING INQUIRY.

1.2. MAINTAINS GENERAL LEDGER FOR OPERATION AND MAINTENANCE (O&M), MILITARY PERSONNEL, AND OTHER APPROPRIATION:

1.2.1. GATHERS NECESSARY INFORMATION FROM HOST, OTHER ON-BASE AGENCY, AND FROM END-OF-QUARTER OPERATING BUDGET AND ALLOTMENT LEDGER.

1.2.2. ENSURES GENERAL LEDGER ACCOUNT ACCURATELY SUMMARIZES SUBSIDIARY ACCOUNT. Audits for accuracy by analyzing check and balance built into system.

1.2.3. MAKES ADJUSTMENT TO THE CORRECT ACCOUNT.

1.2.4. PREPARES ALL SUPPORTING JOURNAL VOUCHER (JV).

1.2.5. MAKES POST CLOSING ENTRY AFTER SUBMISSION OF END-OF-YEAR REPORT.

1.3. ADMINISTERS FORMAL AGREEMENT. Reviews, administers, and coordinates on formal agreement having an accounting impact.

1.3.1. COORDINATES INTER-SERVICE AGREEMENT.

1.3.2. COORDINATES HOST-TENANT SUPPORT AGREEMENT.

1.3.3. COORDINATES AND MAINTAINS SECURITY AND O&M AGREEMENT:

1.3.3.1. COORDINATES AND MAINTAINS AGREEMENT FOR FEDERAL PAY - STATE REIMBURSED.

1.3.3.2. COORDINATES AND MAINTAINS AGREEMENT FOR STATE PAY - FEDERAL REIMBURSED.

1.4. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

2. ACCOUNTS CONTROL:

2.1. CREATES AND MAINTAINS ACCOUNTING RECORD. Logs, creates, and validates coding of address. Maintains Base Variable File. Processes accounting record addition/deletion.

2.1.1. LOGS CODING OF ADDRESS.

2.1.2. CREATES CODING OF ADDRESS.

2.1.3. VALIDATES CODING OF ADDRESS.

2.1.4. MAINTAINS BASE VARIABLE FILE.

2.1.5. PROCESSES ACCOUNTING RECORD.

2.2. POSTS ENTRY. Manually and mechanically posts cycle to interfund register and by-others control ledger.

2.2.1. POSTS INTERFUND REGISTER.

2.2.2. POSTS BY-OTHERS CONTROL LEDGER.

2.3. PERFORMS FUND CONTROL:

2.3.1. RECORDS FUND AUTHORITY, POSTS AND RECONCILES BUDGET TARGET TO SOURCE DOCUMENT.

2.3.2. MAINTAINS FUNDING DOCUMENT.

2.3.3. DETERMINES FUND AVAILABILITY AND MONITORS LEGAL LIMITATION.

2.3.4. LOGS AND AUTHORIZES USE OF OVERRIDE CODE.

2.3.5. LOGS AND AUTHORIZES USE OF UNIT'S FUND CITE.

2.4. VERIFIES ACCOUNTING TRANSACTION:

2.4.1. REVIEWS, VERIFIES, AND DISTRIBUTES BY-OTHERS REGISTER:

2.4.1.1. REVIEWS BY-OTHERS REGISTER.

2.4.1.2. VERIFIES BY-OTHERS REGISTER.

2.4.1.3. DISTRIBUTES BY-OTHERS REGISTER.

2.4.2. REVIEWS, VERIFIES, AND DISTRIBUTES INTERFUND BILLING:

2.4.2.1. REVIEWS INTERFUND BILLING.

2.4.2.2. VERIFIES INTERFUND BILLING.

2.4.2.3. DISTRIBUTES INTERFUND BILLING.

2.4.3. AUDITS DAILY APPROPRIATION SUMMARY LEDGER.

2.4.4. REVIEWS, VERIFIES, AND CORRECTS MATERIAL AND CIVILIAN PAY INTERFACE PRODUCT:

2.4.4.1. REVIEWS MATERIAL INTERFACE PRODUCT.

2.4.4.2. REVIEWS CIVILIAN PAY INTERFACE PRODUCT.

2.4.4.3. VERIFIES MATERIAL INTERFACE PRODUCT.

2.4.4.4. VERIFIES CIVILIAN PAY INTERFACE PRODUCT.

2.4.4.5. CORRECTS MATERIAL INTERFACE PRODUCT.

2.4.4.6. CORRECTS CIVILIAN PAY INTERFACE PRODUCT.

2.4.5. PREPARES JV.

2.4.6. BALANCES RCS-ACF(M)-7113, MERGE ACCOUNTABILITY FUND REPORT (MAFR).

2.5. PERFORMS ANNUAL CONVERSION AND CLOSEOUT. Schedules conversion action, validates prior year cost center record, validates new fiscal year skeleton record, monitors completion of closeout transaction processing, prepares final report certification letter, audits conversion action, and reconciles conversion product.

2.5.1. SCHEDULES CONVERSION ACTION.

2.5.2. VALIDATES PRIOR YEAR COST CENTER RECORD.

2.5.3. VALIDATES NEW FISCAL YEAR SKELETON RECORD.

2.5.4. MONITORS COMPLETION OF CLOSEOUT TRANSACTION PROCESSING.

2.5.5. PREPARES FINAL REPORT CERTIFICATION LETTER.

2.5.6. AUDITS CONVERSION ACTION.

2.5.7. RECONCILES CONVERSION PRODUCT.

2.6. PERFORMS SYSTEMS CONTROL:

2.6.1. SCHEDULES PRODUCT. Schedules product according to master schedule, schedules change, and coordinates schedule with product user.

2.6.1.1. SCHEDULES ACCORDING TO MASTER SCHEDULE.

2.6.1.2. SCHEDULES CHANGE.

2.6.1.3. COORDINATES SCHEDULE.

2.6.2. PREPARES REQUEST FOR PRODUCT. Prepares control card.

2.6.3. RECEIVES PRODUCT. Annotates product on input/output register or log, delivers input to Information System (IS) or Communication Center, and picks up output.

2.6.4. DISTRIBUTES PRODUCT. Identifies and determines product user, separates and distributes product, and files copy of product.

2.6.4.1. IDENTIFIES/SEPARATES/DISTRIBUTES PRODUCT.

2.6.4.2. FILES PRODUCT.

2.6.5. DEVELOPS OR MODIFIES INFORMATION RETRIEVAL. Determines necessity of product, writes retrieval, inputs and runs retrieval, and conducts training on use of retrieval.

2.6.5.1. DETERMINES NECESSITY OF PRODUCT.

2.6.5.2. LOADS/MODIFIES RETRIEVAL.

2.6.5.3. RUNS RETRIEVAL/MICROBAS.

2.6.5.4. CONDUCTS TRAINING.

2.6.6. CORRECTS RETRIEVAL PRODUCT. Corrects retrieval product and re-inputs request.

2.7. PERFORMS FINANCIAL REPORTING:

2.7.1. PREPARES REPORT:

2.7.1.1. PREPARES RCS-ACF(Q)-7105, TRIAL BALANCE REPORT. Prepares proof of account, footnotes, and audits prepared trial balance.

2.7.1.1.1. PREPARES PROOF OF ACCOUNT.

2.7.1.1.2. FOOTNOTES AND AUDITS REPORT.

2.7.1.2. PREPARES RCS-ACF(W)-7112, BY-OTHERS ACCEPTANCE REPORT. Audits and corrects by-others report, reviews and corrects by-others edit and transmittal listing, sorts and distributes voucher, reviews by-others adjustment document, reviews by-others reject document, prepares by-others reject documentation, prepares by-others acceptance card.

2.7.1.2.1. AUDITS AND CORRECTS.

2.7.1.2.2. PREPARES REJECT DOCUMENTATION.

2.7.1.2.3. PREPARES ACCEPTANCE CARD.

2.7.1.3. PREPARES MAFR.

2.7.1.4. PREPARES RCS-ACF(M)-1445, FLASH REPORT OF OBLIGATION STATUS.

2.7.1.5. PREPARES RCS-ACF(Q)-1619, PROMPT PAYMENT ACT REPORT.

2.7.1.6. PREPARES RCS-ACF(Q)-8108, ACCOUNTS RECEIVABLE REPORT.

2.7.1.7. PREPARES RCS-ACF(M)-7801, DATA BASE TRANSFER REPORT.

2.7.1.8. PREPARES IRCN 1032, MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT.

2.7.1.9. PREPARES OTHER LOCAL REPORT.

2.7.2. PERFORMS PRE AND POST AUDIT, CHECKLIST, OR REPORT.

3. COMMERCIAL SERVICES:

3.1. PROCESSES COMMITMENT DOCUMENT. Reviews AF Form 9, Request for Purchase, and DD Form 448, Military Interdepartmental Purchase Request (MIPR), and inputs into computer. Determines fund availability, certifies commitment document, reviews, and verifies accuracy of data and validity of request.

3.1.1. REVIEWS AND INPUTS DOCUMENT.

3.1.2. DETERMINES FUND AVAILABILITY.

3.1.3. CERTIFIES COMMITMENT.

3.1.4. REVIEWS AND VERIFIES DATA.

3.2. MAINTAINS COMPUTER LISTING. Reviews, audits, balances, corrects error, and files computer listing. Verifies previous day's posting to Daily Audit Listing.

3.2.1. REVIEWS LISTING.

3.2.2. AUDITS LISTING.

3.2.3. BALANCES LISTING.

3.2.4. CORRECTS AND FILES LISTING.

3.2.5. VERIFIES PREVIOUS DAY'S LISTING.

3.3. MAINTAINS AF FORM 616, FUND CITE AUTHORIZATION. Monitors balance, issues, posts, and reconciles AF Form 616.

3.3.1. ISSUES AF FORM 616.

3.3.2. POSTS AF FORM 616.

3.3.3. RECONCILES AF FORM 616.

3.4. PREPARES AF FORM 406, MISCELLANEOUS OBLIGATION REIMBURSABLE DOCUMENT (MORD). Reviews estimate from organization for recording estimate or actual obligation. Establishes, issues, and posts miscellaneous document.

3.4.1. REVIEWS ESTIMATE.

3.4.2. ESTABLISHES DOCUMENT.

3.4.3. POSTS DOCUMENT.

3.5. PROCESSES COMMERCIAL SERVICES TRANSACTION:

3.5.1. REVIEWS, DATE STAMPS, LOGS, DISTRIBUTES, AND POSTS COMMERCIAL SERVICES TRANSACTION:

3.5.1.1. REVIEWS AND DATE STAMPS DOCUMENT. Reviews document from Base Contracting or buying office and stamps with date received.

3.5.1.2. LOGS IN DOCUMENT. Logs document in contract and purchase order log.

3.5.1.3. DISTRIBUTES DOCUMENT. Distributes document to accounting technician for action.

3.5.1.4. ADJUSTS ACCOUNTING RECORD. Posts computer adjustment to the next stage of accountability.

3.5.2. ESTABLISHES DOCUMENT FILE:

3.5.2.1. REVIEWS, DATE STAMPS, AND FILES RECEIVING DOCUMENT. Reviews, date stamps receiving document, and files in respective file. Determines if matching invoice is in contract folder.

3.5.2.1.1. REVIEWS AND DATE STAMPS DOCUMENT.

3.5.2.1.2. FILES DOCUMENT.

3.5.2.2. REVIEWS, DATE STAMPS, AND FILES VENDOR INVOICE. Reviews, date stamps, and files vendor invoice in case file. Determines if matching receiving document is in contract folder.

3.5.2.2.1. REVIEWS AND DATE STAMPS INVOICE.

3.5.2.2.2. FILES INVOICE.

3.5.2.3. PULLS AND MATCHES COMMERCIAL SERVICES DOCUMENTATION. Pulls and matches document when on-hand and complete.

3.5.2.3.1. PULLS AND MATCHES PURCHASE DOCUMENT.

3.5.2.3.2. PULLS AND MATCHES RECEIVING DOCUMENT.

3.5.2.3.3. PULLS AND MATCHES VENDOR INVOICE.

3.5.2.4. PERFORMS INCOMPLETE DOCUMENTATION FOLLOW-UP. Performs follow-up with appropriate agency or vendor when documentation is incomplete.

3.5.2.5. RESPONDS TO INQUIRY. Performs research in response to inquiry.

3.5.2.5.1. RESPONDS TO BASE AGENCY.

3.5.2.5.2. RESPONDS TO VENDOR.

3.5.2.5.3. RESPONDS TO INSPECTOR GENERAL/AUDITOR.

3.5.2.5.4. RESPONDS TO DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS).

3.5.2.6. PREPARES AND PROCESSES VOUCHER FOR PAYMENT. Validates and prepares voucher for payment to include computing cost effective discount and interest penalty, applying freight charge, variable price reduction and late payment, and suspensing voucher for payment. Ensures compliance with Prompt Payment Act. Prepares transmittal register transcript (TRT) or annotates document with proper address and processes entry into General Accounting and Finance System (GAFS) via remote terminal.

3.5.2.6.1. VALIDATES AND PREPARES VOUCHER.

3.5.2.6.2. ENSURES COMPLIANCE WITH PROMPT PAYMENT ACT.

3.5.2.6.3. PREPARES TRT OR ANNOTATES DOCUMENT.

3.5.2.7. REVIEWS AND CERTIFIES PAYMENT VOUCHER.

3.5.2.8. LOGS AND FILES PAYMENT. Logs payment in transmittal or appropriate log and files document.

3.5.2.9. PROCESSES DISBURSEMENT TRANSACTION. Processes, researches, posts transaction, prepares TRT, or annotates address on posting copy. Processes entry into GAFS via remote terminal.

3.5.2.9.1. PULLS AND VERIFIES SOURCE DOCUMENT.

3.5.2.9.2. POSTS AND INPUTS TRANSACTION.

3.6. RECONCILES OPEN DOCUMENT LISTING (ODL). Reconciles ODL with supporting documentation.

3.7. PREPARES BILLING FOR REIMBURSEMENT:

3.7.1. REVIEWS BILLING. Reviews Host-Tenant Support Agreement (HTSA) and billing document received from host organization and assigns control number.

3.7.2. PREPARES DOCUMENTATION. Prepares SF Form 1080, Voucher for Transfers Between Appropriation and/or Funds for Government Agencies, and AF Form 819, Invoice or Claim for Non-Government Agency.

3.7.2.1. PREPARES SF FORM 1080.

3.7.2.2. PREPARES AF FORM 819.

3.7.3. DISTRIBUTES BILLING.

3.8. MAINTAINS REIMBURSEMENT/REFUND ACCOUNTING:

3.8.1. PREPARES MORD. Creates document address. Reviews and records estimate and actual obligation from using organization.

3.8.1.1. CREATES DOCUMENT ADDRESS.

3.8.1.2. REVIEWS AND RECORDS ESTIMATE.

3.8.1.3. REVIEWS AND RECORDS ACTUAL OBLIGATION.

3.8.2. INPUTS DATA INTO COMPUTER.

3.8.3. SUSPENSES UNPAID BILL.

3.8.4. PERFORMS FOLLOW-UP. Reviews delinquent account and forwards late notice.

3.8.5. FORWARDS UNCOLLECTABLE ACCOUNT TO DFAS.

3.8.6. COLLECTS PAYMENT. Logs in check, prepares DD Form 1131, Cash Collection Voucher, and forwards to host Accounting and Finance Office (AFO).

3.8.6.1. LOGS IN CHECK.

3.8.6.2. PREPARES DD FORM 1131.

3.8.6.3. FORWARDS TO HOST AFO.

3.8.7. PREPARES TRT AND POSTS TO GAFS.

3.9. REIMBURSES HOST FOR VEHICLE INFORMATION MANAGEMENT SYSTEM (VIMS) AND PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) SERVICES:

3.9.1. REIMBURSES HOST FOR VIMS.

3.9.2. REIMBURSES HOST FOR PMEL.

4. MATERIEL ACCOUNTING:

4.1. PERFORMS GENERAL/SYSTEM SUPPORT ACCOUNTING:

4.1.1. PROCESSES INTERFUND BILLING TRANSACTION. Prepares TRT and posts to GAFS.

4.1.2. FILES TRANSACTION. Files transaction in interfund billing paid file.

4.2. PROCESSES BY-OTHERS TRANSACTION. Processes, researches, and posts by-others transaction and prepares TRT or annotates address on posting copy. Processes entry into GAFS via remote terminal.

4.2.1. PROCESSES TRANSACTION.

4.2.2. RESEARCHES INFORMATION.

4.2.3. POSTS TRANSACTION.

4.2.4. PREPARES TRT OR ANNOTATES ADDRESS.

4.3. PROCESSES ACCOUNTING AND FINANCE MONETARY LOAD/CHANGE/ DELETE/ADJUSTMENT:

4.3.1. MAINTAINS AF FORM 1269, REQUEST FOR LOAD/CHANGE IN FUND TARGET.

4.3.2. PREPARES INPUT TO UPDATE ACCOUNTING/SUPPLY RECORD.

4.3.3. MONITORS ADJUSTMENT UPDATE.

4.4. RECONCILES ODL. Reconciles ODL with supporting document and opens active file.

4.5. PERFORMS PERIODIC RECONCILIATION BETWEEN STANDARD BASE SUPPLY SYSTEM (SBSS) AND GAFS.

4.6. RECONCILES SUPPLY INVESTMENT LISTING TO GAFS.

4.7. PREPARES TRT AND POSTS SF 1080, VOUCHER FOR TRANSFER BETWEEN APPROPRIATIONS AND/OR FUNDS:

4.7.1. PREPARES SUPPLY PAYMENT.

4.7.2. PREPARES MEDICAL/DENTAL PAYMENT.

4.7.3. PREPARES OTHER OFF-LINE PAYMENT.

4.8. PROCESSES TRANSACTION FOR AVIATION FUEL:

4.8.1. PROCESSES 1FN, AVFUELS NON-AF REFUELING, FOR FUEL RECEIVED AT OTHER LOCATION.

4.8.2. PROCESSES AF FORM 315, UNITED STATES AIR FORCE AVFUELS INVOICE, FOR FUEL RECEIVED AT CIVILIAN AIRPORT.

5. TRAVEL PAY AND ACCOUNTING:

5.1. PROCESSES AUTOMATED TRAVEL ORDER:

5.1.1. PREVIEWS ORDER. Previews, prints, and estimates cost of travel order.

5.1.2. DETERMINES FUND AVAILABILITY.

5.1.3. CERTIFIES FUND CITE.

5.2. PROCESSES TRAVEL VOUCHER:

5.2.1. PROCESSES ADVANCE TRAVEL VOUCHER. Determines per diem and entitlement. Computes advance travel pay and forwards to host AFO.

5.2.1.1. COMPUTES/DETERMINES PER DIEM AND ENTITLEMENT.

5.2.1.2. PREPARES ADVANCE TRAVEL PAY.

5.2.1.3. LOGS IN AND FORWARDS TO HOST AFO.

5.2.2. REVIEWS TRAVEL VOUCHER FOR ADMINISTRATIVE ACCURACY. Reviews Temporary Duty (TDY) and Permanent Change of Station (PCS) travel voucher for accrued and completed travel for civilian or military employee, ensures travel advance is declared, all documentation is attached, and voucher is signed.

5.2.3. COMPUTES TRAVEL VOUCHER. Computes cost comparison, determines entitlement due, and enters amount payable for per diem, lodging, mileage or transportation allowance and reimbursable expense. Reviews voucher to determine appropriate leave charge and forwards AF Form 985, Report of Travel Time/Leave (JUMPS), to Military Pay, if applicable.

5.2.3.1. COMPUTES ENTITLEMENT.

5.2.3.2. DETERMINES MILITARY LEAVE CHARGEABLE.

5.2.3.3. FORWARDS COPY OF TRAVEL VOUCHER TO MILITARY/CIVILIAN PAY, AS REQUIRED.

5.2.3.4. PREPARES TD FORM W-2, WAGE AND TAX STATEMENT, AND SF 1096, SCHEDULE OF VOUCHER DEDUCTION, FOR CIVILIAN PCS AND MILITARY DO-IT-YOURSELF (DITY) MOVE, AS REQUIRED.

5.2.4. LOGS AND FILES VOUCHER. Logs voucher in transmittal or appropriate log and files voucher. Submits voucher to host for payment.

5.2.4.1. LOGS IN VOUCHER AND FORWARDS TO HOST AFO.

5.2.4.2. FILES VOUCHER.

5.2.5. PROCESSES DOUBTFUL CLAIM. Reviews and prepares documentation on doubtful travel claim and submits to supporting AFO/DFAS for determination.

5.2.5.1. REVIEWS AND PREPARES DOCUMENTATION.

5.2.5.2. SUBMITS TO SUPPORTING AFO/DFAS FOR DETERMINATION.

5.2.6. PROCESSES COLLECTION OF AMOUNT DUE. Notifies traveler of amount due, prepares cash collection voucher or pay adjustment authorization, maintains suspense file, and forwards computed travel voucher to host AFO for processing.

5.2.6.1. NOTIFIES TRAVELER.

5.2.6.2. PREPARES COLLECTION VOUCHER.

5.2.6.3. MAINTAINS SUSPENSE FILE.

5.2.6.4. FORWARDS TO HOST AFO.

5.2.6.5. PREPARES DD FORM 139, PAY ADJUSTMENT AUTHORIZATION.

5.2.7. FOLLOWS-UP ON OUTSTANDING ACCOUNT. Performs follow-up on advance payment and outstanding travel account to ensure prompt settlement.

5.3. PERFORMS TRAVEL ACCOUNTING:

5.3.1. RECONCILES ODL. Reconciles ODL with supporting document and open active file.

5.3.2. PREPARES AND POSTS TRAVEL TRANSACTIONS THROUGH ALL STAGES OF ACCOUNTING.

5.3.3. PROCESSES BY-OTHERS CYCLE. Processes, researches, and posts by-others transaction and prepares TRT or annotates address on posting copy. Processes entry into GAFS.

5.3.3.1. PROCESSES TRANSACTION.

5.3.3.2. RESEARCHES INFORMATION.

5.3.4. PROCESSES SCHEDULED AIRLINE TRAFFIC OFFICE (SATO) BILLING:

5.3.4.1. REVIEWS VOUCHER. Reviews SF Form 1113, Public Voucher for Transportation charges from Commercial Travel and/or Traffic Management Office (TMO).

5.3.4.2. PREPARES VOUCHER FOR PAYMENT.

5.3.5. RESPONDS TO CUSTOMER INQUIRY:

5.3.5.1. RESPONDS TO TELEPHONE INQUIRY.

5.3.5.2. RESPONDS TO IN PERSON INQUIRY.

5.3.6. MONITORS DINERS CLUB CARD PROGRAM.

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.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Accounting/Travel FAC 150011			APPLICABILITY MAN-HOUR RANGE 294.22 - 818.84								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Financial Mgt	672XX	CIV	2	3	4	5	6				
TOTAL			2	3	4	5	6				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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