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

BUDGET

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 Budget function.

2. Authority. The AFI 37-series, formerly designated as 170, 171, 172, 173, 175, 177, and 300-series of Air Force and Air National Guard (ANG) directives contain command policy and procedural guidance for the Budget 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 with full-time authorizations in the Budget work center except as noted below:

(1) Otis ANGB MA
(2) Selfridge ANGB MI
(3) Buckley ANGB CO
(4) 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:
(1) Budget: $Y_1 = 1$ (Constant Manpower).
(2) Depot Level Repairable: $Y_2 = 1$ (Constant Manpower).
e. Workload Factors. N/A.

5. Application Instructions. This work center requires constant manpower of two. 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

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 Budget work center.

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WORK CENTER DESCRIPTION

Budget

DIRECT:

1. BUDGET MANAGEMENT:

1.1. DEVELOPS AND PREPARES ANNUAL OPERATING BUDGET AND/OR FINANCIAL PLAN (FIN-PLAN):

1.1.1. DEVELOPS BUDGET AND/OR FIN-PLAN ESTIMATE:

1.1.1.1. RECEIVES CALL. Receives and reviews instruction for preparation of Operating Budget and/or FIN-PLAN.

1.1.1.2. PREPARES INSTRUCTION. Prepares instruction for accumulation of financial data by the Resource Advisor (RA) and/or Responsibility Center Manager (RCM).

1.1.1.3. ASSISTS RA/RCM. Assists RA/RCM in developing budget or FIN-PLAN estimate and narrative justification.

1.1.1.4. PERFORMS ANALYSIS. Receives, analyzes, and consolidates estimated requirement for budget and/or FIN-PLAN.

1.1.1.5. INCORPORATES CHANGE. Incorporates decision of Financial Management Board (FMB) into final budget and/or FIN-PLAN submission.

1.1.2. REVIEWS ANNUAL AND QUARTERLY BUDGET AUTHORITY (ABA) AND/OR ALLOTMENT DOCUMENT:

1.1.2.1. EVALUATES ANNUAL BUDGET AND/OR ALLOTMENT. Reviews and evaluates annual budget and/or allotment, advises commander and staff of approved authority and its affect on the mission.

1.1.2.2. REVIEWS QUARTERLY BUDGET AND/OR ALLOTMENT. Reviews and evaluates quarterly budget and/or allotment, advises commander and staff of approved authority and its effect on the mission.

1.1.2.3. COORDINATES WITH RA.

1.1.2.4. PREPARES ANNUAL INPUT. Prepares Transmittal Register Transcript (TRT) for proper recording and inputs annual ABA and/or allotment equal to approved financing.

1.1.2.5. PREPARES QUARTERLY INPUT. Prepares TRT for proper recording and inputs quarterly allotment equal to approved funding.

1.1.2.6. PREPARES ANNUAL SUPPLY & EQUIPMENT WORKSHEET.

1.1.3. PREPARES UNFUNDED REQUIREMENT:

1.1.3.1. PREPARES INSTRUCTION. Prepares instruction for accumulation of financial data to justify action concerning budget and/or allotment.

1.1.3.2. ASSISTS RA/RCM. Assists RA/RCM in preparation of narrative justification to support unfunded request.

1.1.3.3. REVIEWS UNFUNDED JUSTIFICATION FROM RA.

1.1.3.4. COMPILES RA REQUEST AND SUBMITS TO FINANCIAL WORKING GROUP (FWG).

1.1.3.5. SUBMITS FWG RECOMMENDATION TO FMB. Submits listing of unfunded requirements to FMB for approval and forwards to National Guard Bureau (NGB).

1.2. REVISES OPERATING BUDGET AND/OR FIN-PLAN:

1.2.1. PREPARES INSTRUCTION.

1.2.2. ASSISTS RA.

1.2.3. EVALUATES REVISION. Analyzes and summarizes revision to ensure portrayal of a realistic and balanced program when compared to the budget and/or allotment and current financial status of installation.

1.2.4. INCORPORATES CHANGE. Incorporates decision of FMB into final revised budget and/or FIN-PLAN.

1.3. EXECUTES APPROVED BUDGET/ALLOTMENT:

1.3.1. MAINTAINS LIAISON. Maintains continuous liaison with operating organization to be familiar with their accomplishment and/or problem and renders advice as to proper application of budget and/or allotment authority.

1.3.2. PERFORMS ANALYSIS. Analyzes actual accomplishment compared to planned utilization of ABA and/or allotment, evaluates fund availability to achieve balance of approved objective, and determines area where reprogramming action may be necessary.

1.3.3. ADVISES RA/RCM. Advises RA/RCM of result of analysis and makes recommendation.

1.3.4. EXAMINES PROGRAMMING AND/OR REPROGRAMMING ACTION. Examines proposed installation mission programming and/or reprogramming action to determine budget and/or allotment authority is sufficient and will not cause installation to exceed budget and/or allotment authority or limitation within the authority.

1.3.5. REVIEWS REIMBURSEMENT. Reviews and analyzes anticipated reimbursement, estimates anticipated reimbursement, reviews collection action on reimbursement, requests adjustment to budget and/or allotment authority based on increase or decrease in estimated reimbursement to be earned, and ensures adjustment is made between reimbursable program and direct program.

1.3.6. REPROGRAMS ABA AND ALLOTMENT. Adjusts, with approval of the FWG and/or FMB, distribution of ABA shortage by accounting activity or special request for funding by operating organization.

1.3.7. ANALYZES PROGRAM CHANGE. Analyzes and determines how a change, addition, or revision to Air National Guard (ANG) program affects requirement, and advises RA/RCM of result of analysis.

1.3.8. PERFORMS SPECIAL STUDY. Performs special study pertaining to forecast projection and estimate of requirement, or cost projection having current or future budgetary implication as directed by NGB or determined necessary at base level.

1.3.9. REQUESTS SPECIAL FUNDING:

1.3.9.1. REQUESTS FUNDS FOR BUREAU DIRECTED TRAVEL (BDT).

1.3.9.2. REQUESTS FUNDS FOR EXERCISE.

1.3.9.3. REQUESTS FUNDS FOR DEPLOYMENT.

1.3.9.4. REQUESTS FUNDS FOR DRUG INTERDICTION PROGRAM.

1.3.10. MONITORS CONSTRUCTION FUNDING. Monitors major construction/Real Property Management (RPM) funding to ensure target is not exceeded, excess funds are turned in, and funds are used only for specified project.

1.3.11. CONDUCTS QUALITY ASSURANCE REVIEW:

1.3.11.1. REVIEWS OPERATING BUDGET LEDGER (OBL) AND ALLOTMENT LEDGER. Conducts review of expense and/or obligation to ensure compliance with NGB, Responsibility Center/Cost Center (RC/CC), standard expense application criteria by Element of Expense Investment Code (EEIC), and initiates corrective action.

1.3.11.2. REVIEWS LEDGER. Reviews operating budget and/or allotment ledger periodically to detect erroneous data element, advises Accounting of error detected, and ensures that the only program element and functional category used in the accounting system is the code authorized by issuing budget authority.

1.3.12. MONITORS RC/CC STRUCTURE. Monitors, with accounting activity and other staff and operating organizations, RC/CC structure in order to recommend to NGB change necessary to effectively administer the ABA and/or allotment, and institutes change directed by NGB.

1.3.13. PREPARES ADVANCE STATUS REPORT (ASR).

1.4. PREPARES FOR AND ATTENDS FINANCIAL MEETING:

1.4.1. NOTIFIES RA/RCM.

1.4.2. PREPARES FOR MEETING.

1.4.3. CONDUCTS MEETING:

1.4.3.1. CONDUCTS FWG MEETING.

1.4.3.2. CONDUCTS FMB MEETING AT DIRECTION OF FINANCIAL MANAGER.

1.4.4. PREPARES MINUTES:

1.4.4.1. PREPARES MINUTES OF FWG.

1.4.4.2. PREPARES MINUTES OF FMB.

2. RESOURCE MANAGEMENT SYSTEM (RMS) TRAINING PROGRAM:

2.1. DEVELOPS TRAINING MATERIAL. Researches, drafts, reviews, and updates training outline or lesson plan, and develops chart, mock-up, or other training aid. Identifies RA/RC requiring training.

2.2. PREPARES FOR TRAINING.

2.3. CONDUCTS TRAINING:

2.3.1. CONDUCTS INITIAL TRAINING.

2.3.2. CONDUCTS RECURRING TRAINING.

2.4. MAINTAINS TRAINING RECORD.

2.5. CONDUCTS STAFF ASSISTANCE VISIT:

2.5.1. SCHEDULES VISIT.

2.5.2. CONDUCTS VISIT.

2.5.3. DOCUMENTS VISIT.

2.5.4. PERFORMS FOLLOW-UP.

3. HOST/TENANT SUPPORT AGREEMENT:

3.1. REVIEWS INITIAL AGREEMENT. Reviews host/tenant support agreement in accordance with AFI 25-201, Host-Tenant Support Responsibilities of US Air Force Organizations, formerly designated as AFR 11-4, for financial impact.

3.2. REVIEWS UPDATE.

4. FISCAL YEAR CLOSEOUT:

4.1. NOTIFIES COMMITTEE MEMBER.

4.2. PREPARES FOR MEETING.

4.3. CONDUCTS MEETING.

4.4. DOCUMENTS MEETING.

4.5. REVIEWS NGB FINANCIAL GUIDANCE. Reviews NGB financial guidance, establishes chart of accounts, and distributes to Financial Manager and RAs.

4.6. DOCUMENTS PROCEDURE.

5. TENANT SUPPORT. Provides budgetary advice and assistance to tenant unit as required.

6. INTERNAL CONTROL REVIEW (ICR). Conducts ICR as directed by NGB and prepares report.

7. ECONOMIC ANALYSIS PROGRAM:

7.1. PERFORMS ECONOMIC ANALYSIS:

7.1.1. DETERMINES INFORMATION DESIRED FROM REQUESTOR.

7.1.2. OBTAINS DATA.

7.1.3. IDENTIFIES FEASIBLE PROGRAM ALTERNATIVE.

7.1.4. QUANTIFIES EACH ALTERNATIVE.

7.1.5. ANALYZES QUANTIFIABLE AND NON-QUANTIFIABLE BENEFIT OF EACH ALTERNATIVE.

7.2. PERFORMS ECONOMIC ANALYSIS CERTIFICATION.

7.3. ASSISTS OPR. Assists functional OPR in performing economic analysis.

8. DEPOT LEVEL REPAIRABLE (DLR) OPERATIONS AND MAINTENANCE (O&M) BUDGET:

8.1. REVIEWS AND PREPARES ANNUAL DLR O&M BUDGET.

8.2. REVIEWS TRENDS AND PERFORMS COST ANALYSIS BY ELEMENT OF EXPENSE CODE.

8.3. PROJECTS COST FOR DLR PROGRAM AND FUTURISTIC REQUIREMENT.

8.4. PROVIDES TIME-SENSITIVE ADJUSTMENT TO DLR BUDGET:

8.4.1. INFORMS SENIOR BUDGET ANALYST.

8.4.2. INFORMS FINANCIAL MANAGER.

8.5. REVIEWS HISTORICAL DATA:

8.5.1. REVIEWS MAINTENANCE BUDGET.

8.5.2. REVIEWS DEPOT COST.

8.5.3. REVIEWS IN-SHOP REPAIR COST.

8.5.4. REVIEWS EQUIPMENT MAINTENANCE COST.

8.6. VALIDATES AND REFINES INPUT.

8.7. MONITORS DAILY EXPENDITURE RATE. Reviews rate associated with base DLR requirement and reviews monthly listing to determine if update is correct, requires further examination, or payment.

8.8. RESOLVES PROBLEM CONCERNING IMPLEMENTATION AND OPERATION OF THE DLR PROGRAM:

8.8.1. RESOLVES HOST BASE PROBLEM.

8.8.2. RESOLVES STANDARD BASE SUPPLY SYSTEM (SBSS) PROBLEM.

8.8.3. RESOLVES DATA PROCESSING PROBLEM.

8.8.4. RESOLVES ACCOUNTING PROBLEM.

8.9. MONITORS QUALITY ASSURANCE PROGRAM.

8.10. REVIEWS AND INSURES PREPARATION OF INTER-FUND BILL.

8.11. REVIEWS AND PROCESSES INFORMATION TO DETERMINE FUND AVAILABILITY:

8.11.1. REVIEWS AND PROCESSES LOCAL PURCHASE REQUISITION.

8.11.2. REVIEWS AND PROCESSES RECEIPT AND PAYMENT.

8.11.3. REVIEWS AND PROCESSES DEPOT REQUISITION.

8.11.4. REVIEWS AND PROCESSES SHIPPING DOCUMENT.

8.12. RECONCILES PROCEDURE WHERE DLR COST IS AFFECTED:

8.12.1. RECONCILES GENERAL ACCOUNTING SYSTEM FOR OPERATION.

8.12.2. RECONCILES SBSS SYSTEM.

8.13. CONFIRMS RECEIPT OF PRODUCT.

8.14. SCHEDULES COMPUTER RUN.

8.15. ANALYZES TRIAL BALANCE.

8.16. RESPONDS TO INQUIRY.

8.17. ENSURES TIMELY AND ACCURATE PREPARATION OF DLR O&M BUDGET REPORT:

8.17.1. MONITORS RECURRING BUDGET REPORT.

8.17.2. MONITORS NONRECURRING BUDGET REPORT.

8.18. ENSURES AND VERIFIES DLR OBLIGATION AND EXPENDITURE.

8.19. ENSURES PROPOSED ACTION WILL NOT EXCEED FINANCIAL PLAN OR OBLIGATION OF EXPENSE TARGET.

9. DLR ANNUAL BUDGET:

9.1. COORDINATES WITH SENIOR BUDGET ANALYST.

9.2. PREPARES GUIDELINE AND INSTRUCTION FOR THE YEARLY CALL:

9.2.1. DEVELOPS THE BUDGET.

9.2.2. DEVELOPS MIDYEAR REVIEW.

9.2.3. DEVELOPS FISCAL YEAR BUDGET CLOSEOUT.

9.3. COORDINATES WITH PROGRAM DIRECTOR/RESOURCE MANAGER IN FORMULATION OF QUARTERLY AND ANNUAL BUDGET ESTIMATE.

9.4. REVIEWS, EDITS, AND CONSOLIDATES ANNUAL AND QUARTERLY BUDGET ESTIMATE FOR SUPPORTED UNIT.

9.5. WRITES OR EDITS JUSTIFICATION FOR PROJECTED FUNDING NEED.

10. DLR BUDGET ANALYSIS:

10.1. PERFORMS IN-DEPTH ANALYSIS OF BUDGET REQUEST.

10.2. SUGGESTS ALTERNATIVE FUNDING APPROACH.

10.3. PERFORMS COST ANALYSIS OF HOME STATION VERSUS DEPOT LEVEL REPAIR. Reviews for budget planning to determine whether the Annual Budget Authority will be sufficient.

10.3.1. REVIEWS ORGANIZATION COST CENTER RECORD (OCCR).

10.3.2. REVIEWS ELEMENT OF EXPENSE-INVESTMENT CODE (EE-IC).

10.4. SUBMITS RECOMMENDATION TO HIGHER HEADQUARTERS.

11. DLR TRAINING. Conducts initial and recurring training of Resource Manager and Resource Advisor on DLR procedure, to include procedure for monitoring the O&M budget and cash flow, concept of operation, DLR Stock Fund inclusion, and exclusion with the Resource Management Training Program.

11.1. CONDUCTS INITIAL TRAINING.

11.2. CONDUCTS RECURRING TRAINING.

11.3. DOCUMENTS TRAINING RESULT.

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 Budget/FAC 150030			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Financial Analysis	674XX	CIV	2*									
*One position is a new requirement to support DLR workload.												
TOTAL			2									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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