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

ANGMS 1500OT

18 March 1994

FINANCIAL MANAGER
(Otis ANGB)

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (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.

2. **Authority.** The AFI 65-series, formerly designated as 170, 171, 172, 173, 175 and 300 series of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the financial management work center. This ANGMS was developed in accordance with procedures outlined for development of single point location standards contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

3. **Applicability.** This standard applies to the Otis Air National Guard Base, Financial Manager work center, FAC 1500. This standard applies to peacetime operations only.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 19 Nov 93.
   c. Manpower Data Source. Staffing Pattern.
   d. Standard Manpower Equation. Y = 1 (Constant Manpower).
   e. Workload Factor. N/A.

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

6. **Statement of Conditions.** The normal hours of operation for this work center are eight hour days, five days a week. There are no other standard of living constraints which affect the daily operation of this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

DONALD W. SHEPPARD
Major General, USAF
Director, Air National Guard

OFFICIAL

C. DAVID MISKELL
Acting Chief
Administrative Services

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

No. of Printed Pages: 5
OPR: ANGRC/XPME (Maj Castleberry)
Approved by: Maj Gen Sheppard
Edited by: NGB-ADG (Ms. N. Salch)
Distribution: F, X

WORK CENTER DESCRIPTION

FINANCIAL MANAGER
(Otis ANGB)

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 Financial Manager of the Air Force/National Guard Bureau (NGB) is required by statute to provide.

1.3. ADVISES RESPONSIBILITY CENTER MANAGER (RCM). Advises RCM on fund status, regulation governing fund, and assures financial objective is set.

1.4. ADVISES ATTACHED/TENANT UNIT. Provides support to attached/tenant unit regarding financial matter.

1.5. ADVISES BANK/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 FINANCIAL MANAGEMENT FUNCTION. Establishes policy, directs and controls Financial Management function, and performs self-assessment of the Financial Management activity.

2.2. DEVELOPS DIRECTIVE. Develops policy, procedure, plan, operating instruction, or checklist. Proofreads typed copy and signs completed directive.

2.3. PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER. Assists subordinate work center supervisor to ensure mission accomplishment.

2.3.1. PROVIDES GUIDANCE TO BUDGET OR ACCOUNTING WORK CENTER.

2.3.2. PROVIDES GUIDANCE TO MILITARY PAY OR CIVILIAN PAY WORK CENTER.

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

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

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

2.6. MAINTAINS APPROPRIATIONS PROGRAM. Briefs personnel charged with appropriation responsibility IAW AFR 177-16, Administrative Control of Appropriations.

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

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

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

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

2.11. RATES PERFORMANCE:

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

2.11.1.1. PREPARES ACTIVE GUARD RESERVE (AGR) EVALUATION.

2.11.1.2. PREPARES TECHNICIAN PERFORMANCE STANDARD.

2.11.1.3. PREPARES TECHNICIAN PERFORMANCE APPRAISAL.

2.11.1.4. PREPARES CIVILIAN PERFORMANCE STANDARD.

2.11.1.5. PREPARES CIVILIAN PERFORMANCE APPRAISAL.

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

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

2.12. SUPERVISES PERSONNEL:

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

2.12.2. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggests area for improvement. Counsels and assists individual with morale, welfare, and disciplinary problem. Takes necessary corrective action required to maintain discipline.

3. REPORT OF AUDIT:

3.1. DETERMINES ACTION. Reviews report and determines required action and work center to accomplish report.

3.2. PREPARES CORRESPONDENCE. Drafts correspondence with instructions to work center for preparation of reply.

3.3. ESTABLISHES SUSPENSE DATE. Establishes suspense date for initial reply and progress report.

3.4. REVIEWS REPLY. Reviews reply for proper format, continuity, and adequacy.

3.5. MONITORS PROGRESS. Monitors progress of report, to include forwarding follow-up notification when corrective action required.

3.6. ESTABLISHES FILE. Establishes and maintains current file of report of audit.

4. MEETING:

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

4.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting, briefing, or conference.

5. REPORT OF SURVEY:

5.1. 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.

5.2. BRIEFS AND ASSISTS SURVEYING OFFICER IN INVESTIGATION.

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

5.4. 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 1500OT			APPLICABILITY MAN-HOUR RANGE Y = 1 (CONSTANT MANPOWER)									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
FINANCIAL MGMT	67XX	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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