BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 1512KF
24 FEBRUARY 1995

PAY AND ENTITLEMENTS
(Kingsley Field)

---

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume.

2. Authority. The AFI 65-series, formerly designated as 170-, 171-, 172-, 173-, 175-, 177-, and 300-series of AF and ANG directives contain command policy and procedural guidance for the Pay and Entitlements work center. This ANGMS was developed using the functional review process under procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to the 114FS/FM, Kingsley Field, Klamath Falls, OR, and applies only to peacetime operations.

4. Standard Data:

a. Classification. Type III.

b. Approval Date. 25 May 1994.

c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).

d. Standard Man-hour Equation: $Y = 70.97 + 0.1542X_1 + 0.04291X_2 + 0.2221X_3$.

e. Workload Factor:

(1) Titles:

(a) X_1 = Total Military Population Serviced.

(b) X_2 = A JUMPS-RF Transaction Processed.

(c) X_3 = A Civilian Pay Account Maintained.

(2) Definitions:

(a) X_1 = The average monthly number of Extended Unit Manpower Document (EUMD) positions authorized, to include supported tenant and geographically separated units.

(b) X_2 = The average monthly number of Joint Uniform Military Pay System-Reserve Force transactions processed by the Military Pay function.

(c) X_3 = The average monthly number of Civilian Pay Accounts maintained by the Civilian Pay section.

(3) Source:

(a) X_1 = EUMD (34 command file Part B) maintained by ANGRC/XPMR.

(b) X_2 = Comptroller Workload Report, RCS: ANG-ACC(Q) 8201, maintained by ANGRC/FM.

(c) X_3 = Comptroller Workload Report, RCS: ANG-ACC(Q) 8201, maintained by ANGRC/FM.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 141.98 through 236.64. The extrapolation limits represent the lower and upper man-hour values that the equation can be extended.

b. Calculate the correct value for each workload factor identified in paragraph 4e above. Substitute these values for the appropriate values of X in the man-hour equation identified in paragraph 4d.

c. Divide the total required man-hours by the appropriate civilian Man-hour Availability Factor to determine the total manpower requirements.

d. Refer to the Standard Manpower Table, AF Form 1113, for Air Force Specialty Code distribution. Find the column in which the total number of authorizations fall, then read up and across to determine total manpower.

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.

OPR: ANGRC/XPME (Ms. D. Reamy)

Certified by: NGB/CF (Col P. S. Kimmel)
Pages: 21/Distribution: F, X

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

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

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

WORK CENTER DESCRIPTION

Pay and Entitlements
(Kingsley Field)

DIRECT:

1. PAY AND ENTITLEMENTS OPERATION:

1.1. PROVIDES INFORMATION. Provides information required by base level management, major command, other military agency, or civilian source.

1.1.1. PROVIDES INFORMATION TO REQUESTING AGENCY:

1.1.1.1. PROVIDES INFORMATION REQUESTED BY BASE LEVEL MANAGEMENT.

1.1.1.2. PROVIDES INFORMATION REQUESTED BY MAJOR COMMAND.

1.1.1.3. PROVIDES INFORMATION REQUESTED BY OTHER MILITARY AGENCY.

1.1.1.4. PROVIDES INFORMATION REQUESTED BY AUTHORIZED CIVILIAN AGENCY.

1.1.2. PROVIDES TECHNICAL BRIEFING AND ASSISTANCE. Provides technical briefing and assistance concerning the Pay function.

1.1.2.1. BRIEFS AND ASSISTS THE COMPTROLLER.

1.1.2.2. BRIEFS AND ASSISTS SUPPORTED UNIT.

1.1.2.3. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.

1.1.2.4. BRIEFS INDIVIDUAL.

1.1.2.5. BRIEFS INSPECTION TEAM, INCLUDING BASE AGENCY.

1.1.3. RESPONDS TO REQUEST REGARDING LEGAL ACTION.

1.1.4. RESOLVES DIRECT DEPOSIT PROBLEM WITH FINANCIAL ORGANIZATION.

1.2. CONDUCTS INSPECTION PROGRAM:

1.2.1. ESTABLISHES PAY RECORD ACCESSIBILITY LOG.

1.2.2. CONDUCTS PAY RECORD ACCESSIBILITY (PRA) AUDIT. Performs PRA audit in accordance with prescribed regulatory time schedule.

1.3. ADMINISTERS FORMAL AGREEMENT:

1.3.1. COORDINATES INTER-SERVICE AGREEMENT.

1.3.2. COORDINATES HOST TENANT SUPPORT AGREEMENT WITH PAY IMPACT.

1.4. MAINTAINS MILITARY SERVICE CREDIT DEPOSIT VERIFICATION (CATCH 62):

1.4.1. INTERVIEWS EMPLOYEE TO DETERMINE IF PROGRAM IS APPLICABLE.

1.4.2. ASSISTS EMPLOYEE IN COMPLETING FORM AND ATTACHING SUBSTANTIATING DOCUMENT.

1.4.3. DETERMINES MILITARY EARNINGS DURING APPLICABLE MILITARY SERVICE.

1.4.4. FORWARDS DOCUMENTATION TO SUPPORT PERSONNEL MANAGEMENT OFFICE FOR VERIFICATION.

1.5. PROCESSES PACKAGE FOR DECEASED MILITARY MEMBER OR CIVILIAN EMPLOYEE.

1.6. PROCESSES LINE OF DUTY (LOD) DETERMINATION PAYMENT PACKAGE.

1.7. REVIEWS COMPTROLLER GENERAL DECISION FOR LOCAL IMPACT.

1.8. PREPARES REPORT/INQUIRY:

1.8.1. PREPARES PAY WORKLOAD REPORT.

1.8.2. PREPARES STATE REQUIRED REPORT.

1.8.3. RESPONDS TO INSPECTOR GENERAL INVESTIGATION.

1.8.4. RESPONDS TO STATE INQUIRY.

1.8.5. RESPONDS TO ANGRC INQUIRY.

1.8.6. RESPONDS TO CONGRESSIONAL INQUIRY.

1.9. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

2. MILITARY PAY:

2.1. PROVIDES CUSTOMER SERVICE TO MEMBER. Responds to written, telephonic, or in person request for information.

2.1.1. ASSISTS MEMBER IN PREPARATION OF FORM. Assists member in preparation of required documentation/form.

2.1.1.1. ASSISTS MEMBER IN PREPARATION OF SF 1199A, DIRECT DEPOSIT SIGN-UP FORM.

2.1.1.2. ASSISTS MEMBER IN PREPARATION OF AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ).

2.1.1.3. ASSISTS MEMBER IN PREPARATION OF AF FORM 1745, ADDRESS CHANGE FORM.

2.1.1.4. ASSISTS MEMBER IN CERTIFICATION OF ACTIVE DUTY.

2.1.1.5. ASSISTS MEMBER IN PREPARATION OF TD FORM W-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE.

2.1.1.6. ASSISTS MEMBER IN PREPARATION OF DD FORM 1561, STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE.

2.1.1.7. ASSISTS MEMBER IN PREPARATION OF DD FORM 2558, AUTHORIZATION TO START, STOP, OR CHANGE ALLOTMENT FOR ACTIVE DUTY OR RETIRED PERSONNEL.

2.1.1.8. ASSISTS MEMBER IN PREPARATION OF AF FORM 462, DAILY SUMMARY OF CASH RECEIPTS.

2.1.1.9. ASSISTS MEMBER IN PREPARATION OF STATE SPONSORED LIFE INSURANCE FORM.

2.1.1.10. ASSISTS MEMBER IN PREPARATION OF AF FORM 1969, OFFICER UNIFORM ALLOWANCE CERTIFICATION.

2.1.1.11. ASSISTS MEMBER IN PREPARATION OF AF FORM 987, RECERTIFICATION STATEMENT.

2.1.1.12. ASSISTS MEMBER IN PREPARATION OF AF FORM 988, LEAVE REQUEST/AUTHORIZATION.

2.1.2. RESOLVES PAY INQUIRY FROM MEMBER CONCERNING LEAVE AND EARNING STATEMENT.

2.1.3. ASSISTS MEMBER IN REQUESTING REMISSION/WAIVER OF INDEBTEDNESS.

2.1.4. PROVIDES PROJECTED PAY DATE INFORMATION TO MEMBER BASED UPON INPUT DATE.

2.1.5. ASSISTS MEMBER IN PROVIDING PROPER DOCUMENTATION AND INFORMATION REGARDING LOD DETERMINATION.

2.1.6. PROVIDES INFORMATION TO MEMBER CONCERNING PAY ENTITLEMENT:

2.1.6.1. PROVIDES INFORMATION FOR ANNUAL FIELD TRAINING.

2.1.6.2. PROVIDES INFORMATION FOR TEMPORARY DUTY LESS THAN 30 DAYS.

2.1.6.3. PROVIDES INFORMATION FOR TDY MORE THAN 30 DAYS.

2.1.6.4. PROVIDES INFORMATION FOR PERMANENT CHANGE OF STATION TOUR.

2.1.6.5. PROVIDES INFORMATION FOR INITIAL ACTIVE DUTY TRAINING TOUR (BASIC MILITARY TRAINING AND TECHNICAL TRAINING).

2.1.7. PROVIDES SEMIANNUAL MOCK MOBILIZATION PAY INFORMATION.

2.2. DETERMINES ENTITLEMENT:

2.2.1. DETERMINES ACTIVE DUTY ENTITLEMENT:

2.2.1.1. DETERMINES BAQ.

2.2.1.2. DETERMINES BASIC ALLOWANCE FOR SUBSISTENCE.

2.2.1.3. DETERMINES FAMILY SEPARATION ALLOWANCE (FSA).

2.2.1.4. DETERMINES AVIATION CAREER INCENTIVE PAY.

2.2.1.5. DETERMINES HAZARDOUS DUTY INCENTIVE PAY.

2.2.1.6. DETERMINES FOREIGN DUTY PAY.

2.2.1.7. DETERMINES HOSTILE FIRE PAY.

2.2.1.8. DETERMINES VARIABLE HOUSING ALLOWANCE (VHA) AND VHA OFFSET.

2.2.1.9. DETERMINES COST OF LIVING ALLOWANCE.

2.2.1.10. DETERMINES OFFICER UNIFORM ALLOWANCE.

2.2.1.11. DETERMINES OVERSEAS STATION ALLOWANCE.

2.2.1.12. DETERMINES MEDICAL DOCTOR/VETERINARIAN OFFICER (MDVO) SPECIAL PAY.

2.2.1.13. DETERMINES LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

2.2.2. DETERMINES INACTIVE DUTY ENTITLEMENT:

2.2.2.1. DETERMINES AVIATION CAREER INCENTIVE PAY.

2.2.2.2. DETERMINES HAZARDOUS DUTY INCENTIVE PAY.

2.3. PROCESSES INPUT TRANSACTION:

2.3.1. PROCESSES JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) ACTIVE GUARD RESERVE (AGR) TRANSACTION (EXCLUDING LEAVE):

2.3.1.1. RECEIVES SOURCE DOCUMENT. Receives source document from outside source (initial order, promotion, tour extension, etc.) and/or assists member in preparing source document (tax withholding, BAQ/VHA entitlement, direct deposit/allotment, etc.).

2.3.1.2. PROCESSES SOURCE DOCUMENT. Reviews document for accuracy. Returns incomplete document for correction. Prepares a document transmittal and forwards to host Accounting and Finance Office (AFO) for document input by the host AFO. Determines the JUMPS data element code to translate the source document into machine language for document input at ANG base.

2.3.1.2.1. PROCESSES BAQ.

2.3.1.2.2. PROCESSES BAS.

2.3.1.2.3. PROCESSES FSA.

2.3.1.2.4. PROCESSES AVIATION CAREER INCENTIVE PAY.

2.3.1.2.5. PROCESSES HAZARDOUS DUTY INCENTIVE PAY.

2.3.1.2.6. PROCESSES FOREIGN DUTY PAY.

2.3.1.2.7. PROCESSES HOSTILE FIRE PAY.

2.3.1.2.8. PROCESSES VHA/VHA OFFSET.

2.3.1.2.9. PROCESSES OFFICER UNIFORM ALLOWANCE.

2.3.1.2.10. PROCESSES PROFICIENCY PAY.

2.3.1.2.11. PROCESSES LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

2.3.1.3. EVALUATES RESULT:

2.3.1.3.1. REVIEWS DAILY REGISTER OF TRANSACTION.

2.3.1.3.2. REVIEWS MICROFICHE PRODUCTS FROM DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS).

2.3.1.3.3. RESUBMITS REJECT.

2.3.1.4. PREPARES SUBMISSION LISTING.

2.3.1.5. COMPLETES AF FORM 1444, CERTIFICATION OF THE AIR RESERVE PAY AND ALLOTMENT SYSTEM INPUT TRANSACTION.

2.3.2. PROCESSES JUMPS-RESERVE FORCE TRADITIONAL GUARDSMEN TRANSACTION (EXCLUDING LEAVE):

2.3.2.1. RECEIVES SOURCE DOCUMENT. Receives source document from outside source and/or assists member in preparing source document.

2.3.2.2. PROCESSES SOURCE DOCUMENT. Reviews document for accuracy and completion error. Returns incomplete document for correction. Determines transaction to be inputted based upon entitlement determination process.

2.3.2.2.1. PROCESSES BAQ.

2.3.2.2.2. PROCESSES FSA.

2.3.2.2.3. PROCESSES AVIATION CAREER INCENTIVE PAY.

2.3.2.2.4. PROCESSES HAZARDOUS DUTY INCENTIVE PAY.

2.3.2.2.5. PROCESSES FOREIGN DUTY PAY.

2.3.2.2.6. PROCESSES HOSTILE FIRE PAY.

2.3.2.2.7. PROCESSES VHA/VHA OFFSET.

2.3.2.2.8. PROCESSES OFFICER UNIFORM ALLOWANCE.

2.3.2.2.9. PROCESSES MDVO SPECIAL PAY.

2.3.2.2.10. PROCESSES LEAVE ACCRUAL AND PAYMENT ENTITLEMENT.

2.4. PROVIDES MILITARY LEAVE SERVICE:

2.4.1. DETERMINES AGR JUMPS LEAVE AUTHORIZATION:

2.4.1.1. MAINTAINS LEAVE AUTHORIZATION BLOCK OF NUMBERS.

2.4.1.2. ISSUES LEAVE NUMBER FOR USE ON AF FORM 988.

2.4.1.3. REVIEWS DAILY REGISTER OF TRANSACTION. Reviews daily register of transaction to ensure all leave is charged properly.

2.4.1.4. ESTABLISHES SUSPENSE FILE FOR AF FORM 988, PART III.

2.4.1.5. TRANSMITS CORRECTED OR CANCELLED AF FORM 988, PART III, TO HOST AFO FOR FURTHER INPUT.

2.4.2. DETERMINES JUMPS-RF LEAVE PROCEDURE:

2.4.2.1. MAINTAINS JUMPS-RF CONTROL LOG.

2.4.2.2. ISSUES LEAVE NUMBER FOR USE ON AF FORM 988.

2.5. MAINTAINS ACCOUNTS RECEIVABLE PROGRAM:

2.5.1. DETERMINES OVERPAYMENT OF PAY/ALLOWANCE AND EXCESS LEAVE:

2.5.1.1. NOTIFIES MEMBER OF INDEBTEDNESS.

2.5.1.2. COUNSELS MEMBER ON OPTION.

2.5.2. CONDUCTS ADVANCE/PARTIAL PAY REPORTING:

2.5.2.1. AUTHORIZES AND COORDINATES PAYMENT WITH DISBURSING STATION.

2.5.2.2. INPUTS DEBT TRANSACTION TO MEMBER MASTER MILITARY PAY ACCOUNT.

2.5.2.3. MAINTAINS DEBT CONTROL LOG.

2.6. PERFORMS OTHER MILITARY PAY RELATED DUTY:

2.6.1. INITIATES NONAUTOMATED TRANSACTION:

2.6.1.1. PROCESSES BAQ DIFFERENCE RATE.

2.6.1.2. PROCESSES AGR OFFICER EXTENSION.

2.6.1.3. RESEARCHES AND PROCESSES FORCE GAIN.

2.6.1.4. RESEARCHES AND PROCESSES CORRECTION (DATE OF GAIN).

2.6.1.5. RESEARCHES AND PROCESSES PAY DATE CHANGE.

2.6.2. MAINTAINS PAYROLL FILE FOR AUDIT PURPOSE.

2.6.3. PROCESSES BULK MAIL PAYROLL:

2.6.3.1. DETERMINES REQUIREMENT FOR BULK MAIL PAYROLL.

2.6.3.2. COORDINATES ESTABLISHMENT OF THE PAYING AGENT.

2.7. COORDINATES WITH OTHER ON-BASE AGENCY:

2.7.1. REQUESTS PRODUCT FROM PERSONNEL SYSTEM MANAGEMENT.

2.7.2. COORDINATES WITH DATA PROCESSING TO RECEIVE REQUIRED PRODUCT.

2.7.3. PROVIDES BASE WORKDAY DATA TO WORKDAY CONTROL OFFICER.

2.7.4. PROVIDES PAY INFORMATION TO SUPPORTED UNIT.

2.7.5. PROCESSES RECEIPT OF CURRENT FLIGHT RECORD INFORMATION.

2.7.6. PRODUCES AND PROCESSES APPROPRIATE ACTION FOR PAYROLL PRODUCT:

2.7.6.1. PROCESSES UTA ATTENDANCE ROSTER. Prepares and distributes UTA roster.

2.7.6.2. MONITORS AND RESOLVES LATE ACTIVE DUTY CERTIFICATION LISTING.

2.7.6.3. MONITORS LATE INACTIVE DUTY LISTING.

2.7.6.4. SCHEDULES PERIODIC PAY RECORD REVIEW.

3. CIVILIAN PAY:

3.1. PROVIDES CUSTOMER SERVICE TO EMPLOYEE. Responds to written, telephonic, or in-person request for information. Briefs employee upon return receipt of CATCH 62 Package.

3.1.1. ASSISTS EMPLOYEE IN PREPARATION OF FORM. Assists employee in preparation of required documentation/form.

3.1.1.1. ASSISTS EMPLOYEE IN PREPARATION OF SF 1199A.

3.1.1.2. ASSISTS EMPLOYEE IN PREPARATION OF AF FORM 1745, ADDRESS CHANGE FORM.

3.1.1.3. ASSISTS EMPLOYEE IN PREPARATION OF TD FORM W-4.

3.1.1.4. ASSISTS EMPLOYEE IN PREPARATION OF DD FORM 2559, SAVINGS BOND ALLOTMENT AUTHORIZATION/ACTIVE DUTY OR RETIRED PAY.

3.1.1.5. ASSISTS EMPLOYEE IN PREPARATION OF VOLUNTARY CHILD SUPPORT ALLOTMENT.

3.1.1.6. ASSISTS EMPLOYEE IN PREPARATION OF UNION DUES.

3.1.1.7. ASSISTS EMPLOYEE IN PREPARATION OF SF 71, APPLICATION FOR LEAVE.

3.1.2. RESOLVES PAY INQUIRY FROM EMPLOYEE CONCERNING LEAVE AND EARNING STATEMENT.

3.1.3. ASSISTS EMPLOYEE IN REQUESTING REMISSION/WAIVER OF INDEBTEDNESS.

3.1.4. PROVIDES PROJECTED PAY DATE INFORMATION BASED UPON HIRE DATE.

3.1.5. ASSISTS EMPLOYEE IN PROVIDING PROPER DOCUMENTATION AND INFORMATION REGARDING CONTINUATION OF PAY.

3.1.6. PROVIDES INFORMATION TO EMPLOYEE CONCERNING AFFECT OF PAY CHANGE ON NET PAY DUE TO EMPLOYEE:

3.1.6.1. DETERMINES NIGHT DIFFERENTIAL AFFECT.

3.1.6.2. DETERMINES SUNDAY/HOLIDAY PREMIUM AFFECT.

3.1.6.3. DETERMINES SUSTAINED SUPERIOR PERFORMANCE AFFECT.

3.1.6.4. DETERMINES QUALITY STEP INCREASE/STEP INCREASE AFFECT.

3.1.6.5. DETERMINES EMPLOYEE PAY RAISE AFFECT.

3.1.6.6. DETERMINES EMPLOYEE TAX WITHHOLDING CHANGE AFFECT.

3.2. MAINTAINS CIVILIAN PAY/LEAVE ACCOUNT:

3.2.1. ESTABLISHES CIVILIAN PAY/LEAVE ACCOUNT. Receives, prepares, and audits data to establish civilian pay and leave account; and where applicable, ensures Civilian Personnel Office (CPO) interface.

3.2.1.1. RECEIVES DATA:

3.2.1.1.1. RECEIVES AND AUDITS SF 50, NOTIFICATION OF PERSONNEL ACTION, FROM SUPPORT PERSONNEL MANAGEMENT OFFICE (SPMO).

3.2.1.1.2. RECEIVES AND AUDITS SF 2806, INDIVIDUAL RETIREMENT RECORD, FROM OFFICE OF PERSONNEL MANAGEMENT.

3.2.1.1.3. RECEIVES AND AUDITS CIVILIAN PAY INFORMATION FROM ANGRC.

3.2.1.1.4. RECEIVES SF 1150, RECORD OF LEAVE DATA, FROM PREVIOUS EMPLOYING AGENCY FOR TRANSFERRING EMPLOYEE.

3.2.1.2. PREPARES NEW EMPLOYEE CIVILIAN PAY DATA INPUT. Reviews data from SPMO/CPO and ensures proper accounting information is recorded.

3.2.1.3. PREPARES SOURCE DOCUMENT AND INPUTS DATA. Prepares input sheet for data entry into computer system.

3.2.1.4. REVIEWS NEW HIRE OUTPUT. Verifies daily printout and identifies error.

3.2.1.5. RESUBMITS REJECT.

3.2.2. PROCESSES CIVILIAN PAY/LEAVE ACCOUNT ACTION:

3.2.2.1. RECEIVES SOURCE DOCUMENT FROM EMPLOYEE AND REVIEWS FOR CORRECTNESS.

3.2.2.2. PROCESSES SOURCE DOCUMENT:

3.2.2.2.1. PROCESSES DIRECT DEPOSIT/ALLOTMENT.

3.2.2.2.2. PROCESSES ADDRESS CHANGE.

3.2.2.2.3. PROCESSES FEDERAL TAX WITHHOLDING CHANGE.

3.2.2.2.4. PROCESSES BOND AUTHORIZATION CHANGE.

3.2.2.2.5. PROCESSES VOLUNTARY CHILD SUPPORT ALLOTMENT.

3.2.2.2.6. PROCESSES UNION DUES WITHHOLDING CHANGE.

3.2.2.3. REVIEWS SUMMARY OF TRANSACTION OUTPUT.

3.2.2.4. RESUBMITS SUMMARY OF TRANSACTION REJECT.

3.2.3. PERFORMS BIWEEKLY PAYROLL PROCESSING:

3.2.3.1. PROCESSES TIME AND ATTENDANCE (T&A) SHEET:

3.2.3.1.1. RUNS PREFLIGHT PROGRAM.

3.2.3.1.2. RECEIVES T&A SHEET FROM TIMEKEEPER.

3.2.3.1.3. TRANSFERS T&A FILE TO HOST AFO.

3.2.3.2. PROCESSES TEMPORARY PAY CHANGE:

3.2.3.2.1. RECEIVES SOURCE DOCUMENT.

3.2.3.2.2. VERIFIES AND COMPLETES ENTITLEMENT DUE TO EMPLOYEE.

3.2.3.2.3. DETERMINES TRANSACTION NECESSARY TO PAY ENTITLEMENT.

3.2.3.2.4. INPUTS TRANSACTION.

3.2.3.3. PROCESSES TEMPORARY LEAVE CHANGE:

3.2.3.3.1. RECEIVES SOURCE DOCUMENT.

3.2.3.3.2. VERIFIES LEAVE CORRECTION.

3.2.3.3.3. DETERMINES TRANSACTION NECESSARY TO CORRECT LEAVE RECORD.

3.2.3.3.4. INPUTS TRANSACTION.

3.2.3.4. UPDATES CONTROL PARAMETER SCREEN. Updates biweekly control parameter screen using computer system.

3.2.3.4.1. UPDATES T&A PRODUCTION.

3.2.3.4.2. UPDATES REPORT SELECTION.

3.2.3.4.3. UPDATES LEAVE COST PROCESSING.

3.2.3.4.4. UPDATES BIWEEKLY THRIFT REPORT.

3.2.3.4.5. UPDATES LEAVE AND EARNING STATEMENT (LES).

3.2.3.4.6. UPDATES BOND PRINT.

3.2.3.4.7. UPDATES MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SELECTION.

3.2.3.4.8. UPDATES MAFR PRINT.

3.2.3.4.9. UPDATES INDIVIDUAL PAY RECORD HISTORY.

3.2.3.4.10. UPDATES INDIVIDUAL LEAVE RECORD HISTORY.

3.2.3.4.11. UPDATES HEALTH BENEFIT DETAIL LISTING.

3.2.3.4.12. UPDATES BIWEEKLY MANPOWER AND FUNDING REPORT.

3.2.3.4.13. UPDATES VARIABLE BALANCE LIST.

3.2.3.5. PROCESSES, REVIEWS, AND CORRECTS INITIAL T&A TURNAROUND.

3.2.3.6. REVIEWS PRELIMINARY GROSS TO NET.

3.2.3.7. INPUTS CORRECTION.

3.2.3.8. PROCESSES, REVIEWS, AND CORRECTS RECYCLE.

3.2.3.9. REQUESTS REPORT PROCESSING.

3.2.3.10. REVIEWS/DISTRIBUTES BIWEEKLY PAYROLL LISTING. Reviews biweekly payroll listing and distributes as required.

3.2.3.10.1. REVIEWS BIWEEKLY PERSONNEL COST REPORT.

3.2.3.10.2. REVIEWS CHARITY DEDUCTION LISTING.

3.2.3.10.3. REVIEWS CHECK TO FINANCIAL ORGANIZATION.

3.2.3.10.4. REVIEWS, RECONCILES, AND DISTRIBUTES CIVILIAN PAY MAFR AND EXPENSE LISTING.

3.2.3.10.5. REVIEWS CIVILIAN PAY INFORMATION LISTING.

3.2.3.10.6. REVIEWS DETAILED OTHER DEDUCTION.

3.2.3.10.7. REVIEWS DISTRIBUTION OF GROSS DISBURSEMENT.

3.2.3.10.8. REVIEWS FEDERAL EMPLOYEE LIFE INSURANCE INFORMATION LISTING.

3.2.3.10.9. REVIEWS FEDERAL LABOR STANDARDS ACT WORK SHEET.

3.2.3.10.10. REVIEWS AND RECONCILES HEALTH BENEFIT SUMMARY.

3.2.3.10.11. REVIEWS LEAVE LISTING.

3.2.3.10.12. REVIEWS AND DISTRIBUTES LES.

3.2.3.10.13. REVIEWS LES INFORMATION LISTING.

3.2.3.10.14. REVIEWS AND PROCESSES CORRECTED MANAGEMENT NOTICE LISTING.

3.2.3.10.15. REVIEWS PAY COMPUTATION INFORMATION LISTING.

3.2.3.10.16. REVIEWS PAYROLL GROSS TO NET REGISTER.

3.2.3.10.17. REVIEWS UNION DUES DEDUCTION LISTING.

3.2.3.10.18. REVIEWS YEAR-TO-DATE LISTING.

3.2.3.10.19. REVIEWS CHECK DISTRIBUTION REPORT.

3.2.3.10.20. REVIEWS CIVIL SERVICE RETIREMENT/FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) INFORMATION LISTING.

3.2.3.10.21. REVIEWS BANK TRANSMITTAL LISTING.

3.2.3.10.22. REVIEWS TRANSMITTAL REGISTER.

3.2.3.10.23. REVIEWS HEALTH BENEFIT DETAIL LISTING.

3.2.3.10.24. REVIEWS INDIVIDUAL LEAVE LISTING.

3.2.3.10.25. REVIEWS INDIVIDUAL PAY RECORD.

3.2.3.10.26. REVIEWS LEAVE COST REPORT.

3.2.3.10.27. REVIEWS AND DISTRIBUTES SUPERVISOR LEAVE INFORMATION LISTING.

3.2.3.10.28. REVIEWS INITIAL THRIFT SAVINGS PLAN (TSP) ERROR LISTING.

3.2.3.10.29. REVIEWS FINAL TSP ACTIVE LISTING.

3.2.3.10.30. REVIEWS TSP VOUCHER SUMMARY.

3.2.3.10.31. REVIEWS EMPLOYEE DIRECTORY.

3.2.3.10.32. REVIEWS PAY OFFICE ALERT LISTING.

3.2.3.10.33. REVIEWS AND DISTRIBUTES T&A FORM DISTRIBUTION LISTING.

3.2.3.10.34. REVIEWS VARIABLE BALANCE LISTING.

3.2.3.11. PREPARES PAYROLL VOUCHER:

3.2.3.11.1. PREPARES DD FORM 592, PAYROLL FOR PERSONAL SERVICES.

3.2.3.11.2. PREPARES ALLOTMENT TO FINANCIAL ORGANIZATION.

3.2.3.11.3. PREPARES FEDERAL TAX AND WITHHOLDING VOUCHER.

3.2.3.11.4. PREPARES NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (NGAUS) VOUCHER.

3.2.3.11.5. PREPARES CHARITY VOUCHER.

3.2.3.11.6. PREPARES UNION DUES VOUCHER.

3.2.3.11.7. PREPARES GARNISHMENT VOUCHER.

3.2.3.11.8. PREPARES VOLUNTARY CHILD SUPPORT ALLOTMENT VOUCHER.

3.2.3.12. PREPARES SF 2811, TRANSMITTAL AND SUMMARY REPORT TO CARRIER.

3.2.3.13. PREPARES AND FORWARDS RETIREMENT AND SEPARATION PACKAGE.

3.3. MAINTAINS RETIREMENT ACCOUNT:

3.3.1. ESTABLISHES RETIREMENT RECORD FOR NEW EMPLOYEE.

3.3.2. RECEIVES RETIREMENT RECORD FOR TRANSFERRING EMPLOYEE.

3.3.3. POSTS RETIREMENT RECORD WITH PAY HISTORY DATA.

3.3.4. POSTS RETIREMENT RECORD WITH SERVICE HISTORY DATA.

3.3.5. REVIEWS MICROFILM RECORD ANNUALLY AND SUBMITS TO DFAS.

3.3.6. RECONCILES RETIREMENT DEDUCTION.

3.3.7. CLOSES ACCOUNT.

3.4. PROCESSES OFF-LINE PAYMENT:

3.4.1. AUTHORIZES AND COORDINATES OFF-LINE PAYMENT WITH HOST AFO.

3.4.2. PREPARES DD FORM 592.

3.4.3. FORWARDS COPY OF DD FORM 592 TO LOCAL ACCOUNTING OFFICE.

3.4.4. PROCESSES TEMPORARY DEDUCTION TRANSACTION.

3.4.5. PROCESSES TEMPORARY ENTITLEMENT TRANSACTION.

3.5. MONITORS SALARY OVERPAYMENT AND MISCELLANEOUS DEBT:

3.5.1. ESTABLISHES DEBT AMOUNT.

3.5.2. ESTABLISHES REPAYMENT SCHEDULE.

3.5.3. PROCESSES TEMPORARY TRANSACTION.

3.5.4. CORRECTS EMPLOYEE YEAR-TO-DATE TOTAL.

3.6. CONDUCTS TIMEKEEPER TRAINING:

3.6.1. CONDUCTS INITIAL TIMEKEEPER TRAINING.

3.6.2. CONDUCTS RECURRING TIMEKEEPER TRAINING.

3.6.3. CONDUCTS TIMEKEEPER INSPECTION/AUDIT.

3.6.4. CONDUCTS TIMEKEEPER FOLLOW-UP VISIT, AS NECESSARY.

3.7. PROCESSES MASS CHANGE:

3.7.1. PROCESSES GENERAL SCHEDULE PAY RAISE.

3.7.2. PROCESSES WAGE GRADE PAY RAISE.

3.7.3. PROCESSES HEALTH BENEFIT RATE TABLE CHANGE.

3.7.4. PROCESSES CHARITY ALLOTMENT CHANGE.

3.7.5. PROCESSES TD FORM W-2, WAGE AND TAX STATEMENT, PROGRAM.

3.7.6. UPDATES ON-LINE MASTER CONSTANT DATA.

3.7.7. PROCESSES TSP OPEN SEASON ELECTION FORM.

3.8. MAINTAINS QUALITY CONTROL PROGRAM:

3.8.1. REVIEWS CERTIFYING OFFICIAL AND TIMEKEEPER LIST.

3.8.2. COMPARES T&A SHEET TO TRAVEL VOUCHER.

3.8.3. PERFORMS CIVILIAN TO MILITARY EDIT.

3.8.4. REVIEWS YEAR-TO-DATE FIGURE TO ANTICIPATE REPORTING ERROR:

3.8.4.1. MAINTAINS RUNNING TOTAL ON CSR/FERS DEDUCTION FOR BALANCING RETIREMENT RECORD.

3.8.4.2. MAINTAINS RUNNING TOTAL ON TSP DEDUCTION TO PREVENT TSP OUT OF BALANCE CONDITION.

3.8.4.3. MAINTAINS RUNNING TOTAL FOR FEDERAL, STATE, AND LOCAL TAX REPORT.

3.8.4.4. MAINTAINS RUNNING TOTAL FOR BALANCING MANPOWER AND FUNDING REPORT.

3.9. PREPARES REPORT:

3.9.1. PREPARES BIWEEKLY REPORT:

3.9.1.1. PREPARES SF 2812, REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS BY ENROLLMENT CODE.

3.9.1.2. PREPARES PAYROLL CERTIFICATION REPORT.

3.9.1.3. PREPARES NGAUS PREMIUM REPORT.

3.9.2. PREPARES MONTHLY REPORT:

3.9.2.1. PREPARES ICRN 1032-OPM-MO, REPORT OF FEDERAL CIVILIAN EMPLOYMENT.

3.9.2.2. PREPARES DD COMP (AR) 1092, CIVILIAN MANPOWER AND FUNDING REPORT.

3.9.3. PREPARES QUARTERLY REPORT:

3.9.3.1. PREPARES HAF-ACF(Q)7170(DT), EMPLOYERS QUARTERLY FEDERAL TAX RETURN.

3.9.3.2. PREPARES RETIREMENT RECAPITULATION REPORT.

3.9.3.3. PREPARES IRCN:0063-DOL-QU, CONTINUATION OF PAY REPORT.

3.9.3.4. PREPARES ACF-AFQ(Q)7906, CIVILIAN DIRECT DEPOSIT PARTICIPATION.

3.9.3.5. PROCESSES FERS COST REPORT RETRIEVAL.

3.9.4. PREPARES SEMIANNUAL REPORT:

3.9.4.1. PREPARES IRCN 0215-TD-SA-T, US SAVINGS BOND REPORT.

3.9.4.2. PREPARES 1064-OPM-AR, SEMIANNUAL HEAD COUNT REPORT.

3.9.4.3. PREPARES FERS GOVERNMENT COST REPORT.

3.9.5. PREPARES END OF FISCAL YEAR REPORT:

3.9.5.1. PREPARES RCS-DDCOMP(A)1600, REPORT BY GEOGRAPHICAL LOCATION.

3.9.5.2. PREPARES FINAL CIVILIAN MANPOWER AND FUNDING REPORT.

3.9.6. PREPARES END OF CALENDAR YEAR REPORT:

3.9.6.1. PREPARES TD FORM W-3, RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES, FOR TAX TRANSMITTAL.

3.9.6.2. PREPARES MAGNETIC MEDIA SUMMARY REPORT.

3.9.6.3. PREPARES IRCN 0197-OPM-AN, WORK YEAR AND PERSONNEL COST REPORT.

3.9.6.4. PREPARES OPM FORM 1564, ANNUAL SUMMARY RETIREMENT FUND TRANSACTION.

3.9.6.5. PREPARES MAN-HOUR AVAILABILITY FACTOR TAPE.

INDIRECT:

I1. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:

I1.1.2. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

I1.1.2.2. INDOCTRINATES ENLISTED MEMBER.

I1.1.3. RATES PERFORMANCE:

I1.1.3.1. PREPARES MILITARY EVALUATION. Reviews enlisted performance report, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

I1.1.3.1.1. PREPARES ENLISTED EVALUATION.

I1.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

I1.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

I1.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.1.4. PREPARES SELECTIVE RETENTION PROGRAM CONSIDERATION. Reviews notification letter, researches data, drafts comments, finalizes, and coordinates package.

I1.1.5. NOMINATES PERSONNEL FOR AWARD:

I1.1.5.1. PREPARES MILITARY AWARD OR DECORATION NOMINATION. Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

I1.1.5.1.3. PREPARES ENLISTED AWARD NOMINATION.

I1.1.5.1.4. PREPARES ENLISTED DECORATION NOMINATION.

I1.2. SUPERVISES PERSONNEL:

I1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

I1.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

I1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

I1.2.4. COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

I1.2.4.2. COUNSELS ENLISTED MEMBER.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

I2. ADMINISTRATION:

I2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

I2.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

I2.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptable, and delivers to pickup point.

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

I2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

I2.3.4. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

I2.5. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.8. MAINTAINS UNCLASSIFIED PUBLICATION FILE. Determines requirement for publication, orders administrative publication, maintains index, and maintains publication.

I2.10. MAINTAINS STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment; dusts equipment; changes ribbon, belt, or tape; and makes minor adjustment.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated files, and backs-up file.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.4. PREPARES FOR DIRECTORATE/DIVISION/BRANCH MEETING.

I3.1.5. PREPARES FOR WORK CENTER MEETING.

I3.2. CONDUCTS OR ATTENDS MEETING.

I3.2.4. CONDUCTS OR ATTENDS DIRECTORATE/DIVISION/BRANCH MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.1. ADMINISTERS TRAINING:

I4.1.1. DEVELOPS TRAINING PLAN. Determines training requirement, develops training chart or equivalent, develops job qualification standard continuation sheet, and develops or revises training schedule.

I4.1.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT. Prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), compares member's qualification with work center duty requirement, and designates trainer.

I4.1.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE. Controls CDC material, prepares and submits TQR, reviews volume review exercise results with trainee, and reviews CDC material with trainee.

I4.1.4. COUNSELS TRAINEE. Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.

I4.2. DEVELOPS TRAINING MATERIAL. Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

I4.3. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I5. SUPPLY:

I5.4. OBTAINS EXPENDABLE SUPPLY ITEM. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

17.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

I7.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitoral tasks.

I7.3.1. CLEANS OFFICE AREA.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC Pay and Entitlements FAC 1512KF			APPLICABILITY MAN-HOUR RANGE 141.98 - 236.64									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Financial Mgt	672XX	CIV	1	2								
TOTAL			1	2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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