MATERIEL
(Selfridge 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 requirements to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** The AFI series, formerly designated as 170, 171, 172, 173, 175, 177, and 300-series of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Materiel work center. This ANGMS was developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5, for development of single point location standards.

3. **Applicability.** This ANGMS applies to the Selfridge Air National Guard Base, Materiel work center, FAC 1516. This standard applies to peacetime operations only.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 19 Nov 93.
   c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
   d. Standard Man-Hour Equation. $Y = 5.965 + .03565X_1 + .5734X_2 + .05523X_3$
   e. Workload Factors (WLFs):
      (1) Title:
         (a) X_1: An Interfund Transaction Processed.
         (b) X_2: A Local Procurement Transaction Processed.
         (c) X_3: A Disbursement and Collection Transaction Processed.
      (2) Definition:
         (a) X_1: The monthly average interfund transactions processed by the Materiel section.
         (b) X_2: The monthly average local procurement transactions processed by the Materiel section.
         (c) X_3: The monthly average disbursement and collection transactions processed by the Materiel section.
      (3) Source of Count:
         (a) X_1: Local Purchase/Military Standard Requisitioning and Issue Procedure (MILSTRIP) Payment and Summary List, D29. Interfund Transaction totals are found on the last page of the listing.
         (b) X_2: Selective Transaction History, PCN: SH069-931. Use the total transactions coded SMA "Z" on the last page of the history.
         (c) X_3: Locally Maintained Disbursement and Collection Log.

5. **Application Instructions:**
   a. The valid man-hour range of 666.27-1110.45 will not be exceeded.
   b. Calculate the correct value for each WLF identified in paragraph 4e above using most current 12 month data. Substitute these values for the appropriate value of "X" in the manpower equation in paragraph 4d above.
   c. Divide total man-hours (Y) by the current Civilian Man-hour Availability Factor, then refer to the current Fractional Manpower Table to determine the number of required authorizations.
   d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, find the column that identifies the number of total manpower requirements, then read up and across the column to determine total manpower by Air Force Specialty Code (AFSC).
   e. The AF Form 1113 identifies the aggregate of allowed manpower specialty title and AFSC.
   f. Extrapolation limits for a single location standard are based on +/-25 percent of the calculated man-hours IAW AFPAM 38-208, formerly AFR 25-5, Paragraph 12-23(c).

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.

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

WORK CENTER DESCRIPTION

MATERIEL
(Selfridge ANGB)

DIRECT:

1. MATERIEL ACCOUNTING:

1.1. PERFORMS GENERAL/SYSTEM SUPPORT ACCOUNTING:

1.1.1. PROCESSES INTERFUND BILLING TRANSACTION:

1.1.1.1. REVIEWS SUMMARY BILLING TRANSACTION (SBT) AND DETAIL BILLING TRANSACTION (DBT). Reviews SBT and DBT and processes Zero Balance List (ZBL).

1.1.1.2. VERIFIES TRANSACTION. Verifies transaction against ZBL.

1.1.1.3. LOGS BILL IN CONTROL LOG. Logs bill in control log to ensure reject is cleared and bill is paid.

1.1.1.4. VERIFIES INTERFUND TRANSACTION. Verifies appropriation and fund validity, verifies DBT sum to SBT total, and records difference to suspense. Researches and corrects discrepancy.

1.1.1.4.1. VERIFIES D29 LISTING TO ZBL.

1.1.1.4.2. RESEARCHES DISCREPANCY.

1.1.1.4.3. CORRECTS DISCREPANCY.

1.1.1.5. PROCESSES BILL FOR PAYMENT. Reviews bill and deletes matching detail (card (FA1) (FA2)), processes DBT disk through computer, balances payment data to End-of-Day (EOD), Inventory Management Record (IMR), and General Ledger Accounts (GLA) Listings, reconciles Military Standard Requisitioning, and Issue Procedures (MILSTRIP) Payment List Report. Clears reject or prepares entry to put reject in suspense account.

1.1.1.6. ACCOUNTS FOR PAYMENT. Prepares Transmittal Register Transcript (TRT) or directly inputs entry into general accounting system via remote terminal to record transaction to disbursement account or suspense account. Updates control log and verifies total dollar value processed agrees with ZBL total.

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

1.1.1.8. PERFORMS TRANSACTION FOLLOW-UP. Follows-up or deletes outstanding detail in suspense account as required and reports monthly status of uncleared suspense item to accounts control. Follows-up on aged item (RNB, CR, CP) with supply source for billing or adjustment. Requests assistance from the Defense Finance and Accounting Service (DFAS) for chronic follow-up problem.

1.2. PROCESSES LOCAL TRANSACTION:

1.2.1. REVIEWS, DATE-STAMPS, LOGS, AND DISTRIBUTES TRANSACTION:

1.2.1.1. REVIEWS AND DATE-STAMPS TRANSACTION. Reviews transaction from base procurement or buying office and stamps with date received.

1.2.1.2. LOGS DOCUMENT. Logs document in contract and purchase order log.

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

1.2.2. ESTABLISHES CONTRACT CASE FILE. Establishes contract case file for one-time local purchases and ongoing Blanket Purchase Agreements contract.

1.2.2.1. ESTABLISHES ONE-TIME CONTRACT CASE FILE.

1.2.2.2. ESTABLISHES BLANKET PURCHASE AGREEMENT CONTRACT CASE FILE.

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

1.2.4. 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.

1.2.5. PULLS AND MATCHES LOCAL PROCUREMENT DOCUMENT. Pulls and matches the following documents when all are on-hand and complete: purchase document, receiving document, and vendor invoice.

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

1.2.7. RESPONDS TO INQUIRY. Performs research and responds to vendor, Inspector General (IG), DFAS, congressional inquiry, or local inquiry.

1.2.8. PREPARES AND PROCESSES VOUCHER FOR PAYMENT. Validates, prepares voucher for payment (to include late payment charge), and suspenses voucher. Ensures compliance with Prompt Payment Act. Prepares TRT, annotates document with proper address, and processes entry into general accounting system via remote terminal.

1.2.9. LOGS AND FILES PAYMENT. Logs payment in appropriate log and files document.

1.2.10. PROCESSES BY-OTHERS TRANSACTION. Processes, researches, and posts By-Others transaction and prepares TRT or annotates address on posting copy. Processes entry into general accounting system via remote terminal.

1.3. PERFORMS GENERAL ACCOUNTING PROCEDURE:

1.3.1. PROCESSES COMPUTER OUTPUT PRODUCT. Verifies, reconciles, maintains, and files computer output product and corrects computer reject or error item.

1.3.2. PREPARES GENERAL LEDGER UPDATE. Verifies, reconciles, prepares, and processes General Ledger (GL) update to trial balance.

1.3.3. PREPARES TRIAL BALANCE. Reconciles, maintains, and processes trial balance.

1.3.4. SUBMITS FINANCIAL REPORT.

1.3.5. PROCESSES CUSTOMER BILLING OR COLLECTION DOCUMENT.

1.4. PROCESSES EXCESS STOCK FUND MATERIEL TRANSPORTATION CHARGE:

1.4.1. RECORDS GOVERNMENT BILL OF LADING (GBL).

1.4.2. MATCHES DA FORM 14-94, DAILY REGISTER OF MEAL TICKET AND TRANSPORTATION TRANSACTIONS, TO EXCESS DETAIL.

1.4.3. PREPARES AND PROCESSES UPDATE CARD.

1.4.4. IDENTIFIES AND FOLLOWS-UP ON BILLING FOR DETAIL OVER 120 DAYS OLD.

1.4.5. DELETES DETAIL WHEN REQUIRED.

1.5. PROCESSES ACCOUNTING AND FINANCE MONETARY LOAD, CHANGE, DELETE, OR ADJUSTMENT:

1.5.1. MAINTAINS CONTROL LOG.

1.5.2. PREPARES CARD, OR INPUTS VIA CATHODE-RAY TUBE (CRT) TO UPDATE ACCOUNTING RECORD.

1.5.3. MONITORS ADJUSTMENT UPDATE.

1.5.4. MAINTAINS DOCUMENT FILE TO SUPPORT INPUT TRANSACTION.

1.5.5. PERFORMS OPEN DOCUMENT LISTING (ODL) RECONCILIATION. Performs ODL reconciliation of supporting documentation and open active file.

1.5.5.1. PERFORMS ODL AUDIT. Performs ODL audit, ensures obligations are valid, researches, and corrects discrepancy.

1.5.5.2. PERFORMS FOLLOW-UP.

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 MATERIEL/FAC 1516SE			APPLICABILITY MAN-HOUR RANGE 666.27 - 1110.45								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
FINANCIAL MGMT	672X1	CIV	5	6	7	8					
TOTAL			5	6	7	8					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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