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

ANGMS 1530OT

29 April 1994

BUDGET
(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 36 and 65-series, formerly the 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 Budget 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, 16 May 1988.

3. **Applicability.** This standard only applies to the Otis Air National Guard Base, MA, Budget work center, FAC 1530. This standard only applies to peacetime operations.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 19 Nov 93.
   c. Manpower Data Source. Staffing Pattern.
   d. Standard Manpower Equation. Y = 2 (Constant Manpower).
   e. Workload Factor. N/A

5. **Application Instructions.** This work center requires two constant manpower authorizations. No other application instructions apply.

6. **Statement of Conditions.** This work center is represented by a combination of Title 5 and Title 32 authorizations. The normal hours of operation are eight hours a day, 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

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OFFICIAL

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

No. of Printed Pages: 5
OPR: ANGRC/XPME (Maj Castleberry)
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Distribution: F, X

WORK CENTER DESCRIPTION

BUDGET
(Otis ANGB)

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

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

1.1.2.3. COORDINATES WITH RA ANNUALLY. Coordinates with RA on annual distribution of fund.

1.1.2.4. COORDINATES WITH RA QUARTERLY. Coordinates with RA on quarterly distribution of fund.

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

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

1.1.2.7. PERFORMS ANALYSIS. Analyzes actual accomplishment compared to planned utilization of ABA and/or allotment, evaluates fund availability to achieve balance of approved objectives, and determines area where reprogramming action may be necessary. Advises RA/RCM of result.

1.1.2.8. PREPARES ANNUAL SUPPLY/EQUIPMENT WORKSHEET. Prepares supply/equipment worksheet and inputs approved amount.

1.1.2.9. PREPARES QUARTERLY SUPPLY/EQUIPMENT WORKSHEET. Prepares supply/equipment worksheet and inputs approved amount into supply computer.

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

1.1.3.4. SUBMITS FWG RECOMMENDATION TO FMB. Submits listing of unfunded requirement to FMB for approval and forwards to Air National Guard Readiness Center (ANGRC).

1.2. EXECUTES APPROVED BUDGET/ALLOTMENT:

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

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

1.2.3. 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.

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

1.2.5. 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.

1.2.6. 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 ANGRC, or determined necessary at base level.

1.2.7. REQUESTS SPECIAL FUNDING:

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

1.2.7.2. REQUESTS FUNDS FOR EXERCISE.

1.2.7.3. REQUESTS FUNDS FOR DEPLOYMENT.

1.2.7.4. REQUESTS FUNDS FOR DRUG INTERDICTION PROGRAM.

1.2.8. MONITORS CONSTRUCTION FUNDING. Monitors major construction/RPM funding to ensure target is not exceeded, excess funds are turned in, and funds are used only for specific project.

1.2.9. CONDUCTS QUALITY ASSURANCE REVIEW:

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

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

1.2.10. PREPARES ADVANCE STATUS REPORT (ASR). Prepares ASR for submission to ANGRC.

1.3. PREPARES FOR AND ATTENDS FINANCIAL MEETING:

1.3.1. NOTIFIES RA/RCM. Prepares agenda and notifies member of date, time, and place of meeting.

1.3.2. PREPARES FOR MEETING. Gathers information, organizes material, and prepares briefing chart or slide.

1.3.3. CONDUCTS MEETING:

1.3.3.1. CONDUCTS FINANCIAL WORKING GROUP MEETING.

1.3.3.2. CONDUCTS FINANCIAL MANAGEMENT BOARD MEETING.

1.3.4. **PREPARES MINUTES.** Prepares and distributes minutes of meeting.

1.3.4.1. **PREPARES MINUTES OF FWG.**

1.3.4.2. **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. Develops chart, mock-up, or other training aid. Identifies RA/RCM requiring training.

2.2. **PREPARES FOR TRAINING.** Obtains material and prepares classroom and equipment.

2.3. **CONDUCTS TRAINING.** Conducts group/one-on-one training session.

2.3.1. **CONDUCTS INITIAL TRAINING.**

2.3.2. **CONDUCTS RECURRING TRAINING.**

2.4. **MAINTAINS TRAINING RECORD.** Establishes and posts RMS training record.

2.5. **CONDUCTS STAFF ASSISTANCE VISIT:**

2.5.1. **SCHEDULES VISIT.**

2.5.2. **CONDUCTS VISIT.**

2.5.3. **DOCUMENTS VISIT.** Prepares and distributes recommendation/ finding report. Posts visit to RMS record.

2.5.4. **PERFORMS FOLLOW-UP.**

3. **HOST TENANT SUPPORT AGREEMENT:**

3.1. **REVIEWS INITIAL AGREEMENT.** Reviews host-tenant support agreement IAW AFI 25-201, Support Agreements Requirements, formerly AFR 11-4, Host-Tenant Support Responsibilities of U.S. Air Force Organizations, for financial impact.

3.2. **REVIEWS UPDATE.** Reviews update of host-tenant support agreement.

4. **FISCAL YEAR CLOSEOUT:**

4.1. **NOTIFIES COMMITTEE MEMBER.** Notifies fiscal year closeout committee members of date and time of meeting.

4.2. **PREPARES FOR MEETING.** Gathers information, organizes material, and establishes target closeout date.

4.3. **CONDUCTS MEETING.** Presents target closeout date and establishes closeout procedure.

4.4. **DOCUMENTS MEETING.** Types, distributes, and files minutes from meeting.

4.5. **REVIEWS ANGRC FINANCIAL GUIDANCE.** Reviews ANGRC financial guidance, establishes chart of accounts, and distributes to Financial Manager and RA.

4.6. **DOCUMENTS PROCEDURE.** Documents lessons learned from closeout for next closeout.

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

6. **INTERNAL CONTROL REVIEW (ICR).** Conducts ICR as directed by ANGRC, and prepares report.

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 1530OT			APPLICABILITY MAN-HOUR RANGE Y = 2 (CONSTANT MANPOWER)									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
FINANCIAL MGMT OFFICER	67XX	CIV	2									
TOTAL			2									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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