**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.

**2. Authority.** The 33-series of Air Force and Air National Guard directives contain policy and procedural guidance for the Plans & Programs work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208VI, *Air Force Management Engineering Program (MEP) Processes,* and is the result of a functional review.

**3. Applicability:**

a. This standard applies to all ANG flying units authorized a Plans & Programs work center, FAC 38C110, except as noted below:

(1) 102 FW, Otis ANGB MA
(2) 127 FW, Selfridge ANGB MI
(3) 140 FW, Buckley ANGB CO
(4) 184 FG, Wichita KS

b. This standard applies to peacetime operations only.

**4. Standard Data:**

a. Classification. Type II.
b. Approval Date. 1 June 1995.
c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Standard Man-hour Equation. $Y = 127.8 + 0.06833X$
e. Workload Factors:

(1) For all units excluding the 114 FS, 134 ARG, 162 FG, and 189 AG:

(a) Title. A Traditional Guardsman Authorized.

(b) Definition. The total number of military authorizations supported. Use most recent 12 months average.

(c) Source. Total Authorizations by CBPO (34 Command File Part B) obtained from ANGRC/XPMD. From the line "Location Total For," obtain the count from the "Totals" column. From this count subtract the student flight ("STU FT") population.

(2) For the 114 FS, 134 ARG, 162 FG, and 189 AG:

(a) Title. A Traditional Guardsman Authorized Plus An Average Student Man-Year Supported.

(b) Definition. The total number of military authorizations supported plus the average student man-years supported. Use most recent 12 months average.

(c) Sources:

1. A Traditional Guardsman Authorized. Total Authorizations by CBPO (34 Command File Part B) obtained from ANG/MPMD. From the line "Location Total For," obtain the count from the "Totals" column. From this count subtract the student flight ("STU FT") population. For the 134 ARG only, add to this figure the number of staff members (Title 10s) supported. This count may be obtained from the Unit Extended Manpower Document, Command 2I, File Part A, maintained by ANG/SM.

2. An Average Student Man-Year Supported:

a. 134 ARG. From ANG/TE, obtain the number of classes programmed for a year. (Count only classes more than 30 calendar days in duration.) Multiply each class by the programmed class size. This

figure should then be multiplied by the class duration. The preceding should be accomplished for each programmed class. Add the products for all classes and divide the results by 250.92 (average man-days per year). The resultant figure represents the average student man-years.

b. 114 FS, 162 FG, and 189 AG. From the Programmed Flying Training (PFT), maintained by NGB/XOO, obtain the number of classes programmed for a year. (Count only classes more than 30 calendar days in duration.) Multiply each class by the programmed class size. This figure should then be multiplied by the class duration. The preceding should be accomplished for each programmed class. Add the products for all classes and divide the results by 250.92 (average man-days per year). The resultant figure represents the average student man-years.

**5. Application Instructions:**

a. The valid man-hour range for this ANGMS is 144.45 through 287.39.

b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.

c. Determine the whole manpower requirements for this work center and refer to the appropriate column in the standard manpower table at attachment 2 to determine the required specialties.

**6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

a. Minimum response rates.
b. Minimum manpower levels.
c. Standardized crew complements.
d. Safety considerations.
e. Aircraft turn-around time.
f. Length of waiting periods.
g. Levels of backlog.
h. Hours of operation.

**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**
**Plans & Programs**

**DIRECT:**

**1. BASE SUPPORT:**

**1.1. ASSISTS IN COMMUNICATIONS-COMPUTER SYSTEM (C-CS) PLANNING.** Assists end user in defining objective/requirement.

**1.1.1. PARTICIPATES IN PLANNING FOR ALLIED SUPPORT CONSTRUCTION PROJECT.** Assesses impact of objective/requirement or capability. Coordinates with base agency to determine impact of C-CS objective/requirement identified by customer, Air National Guard (ANG) C-CS plan, or other planning document.

**1.1.1.1. PARTICIPATES IN FACILITY DESIGN MILITARY CONSTRUCTION PROGRAM (MCP) PLANNING:**

**1.1.1.1.1. PREPARES SIX-PART MCP PROJECT FOLDER REQUIRED BY REGULATION.**

**1.1.1.1.2. COORDINATES ON MCP PROJECT BOOKLET AND CONSTRUCTION DESIGN DRAWING.**

**1.1.1.1.3. PREPARES ENGINEERING TECHNICAL ASSISTANCE REQUEST AS REQUIRED.**

**1.1.1.1.4. PROCESSES ENGINEERING INPUT.** Obtains engineering input and forwards to Base Civil Engineer (BCE).

**1.1.1.1.5. PARTICIPATES IN DESIGN REVIEW:**

**1.1.1.1.5.1. ANALYZES DESIGN REVIEW NOTICE.**

**1.1.1.1.5.2. ANNOUNCES/CONDUCTS PRE-MEETING TO COORDINATE COMMUNICATIONS REQUIREMENT.**

**1.1.1.1.5.3. REQUESTS C-CS ENGINEERING REPRESENTATION.**

**1.1.1.1.5.4. ENSURES NEW BUILDING OR MAJOR RENOVATION IS PREVIEWED.**

**1.1.1.1.5.5. FORWARDS CONSTRUCTION/DESIGN TO DIVISION ELECTRONICS INSTALLATION SQUADRON.** Coordinates with ANGRC/SC.

**1.1.1.1.5.6. TRACKS STATUS OF DESIGN REVIEW.**

**1.1.1.1.5.7. ATTENDS FACILITIES UTILIZATION BOARD IN THE CAPACITY OF AN ADVISOR.**

**1.1.1.2. COORDINATES NON-MCP BCE WORK REQUEST.** Ensures all aspects of communications area are considered.

**1.1.1.2.1. PROVIDES ASSISTANCE AND GUIDANCE:**

**1.1.1.2.1.1. RESPONDS TO CUSTOMER INQUIRY.** Reviews inquiry and researches, compiles, drafts, coordinates, finalizes, and forwards reply.

**1.1.1.2.1.2. PUBLISHES CUSTOMER GUIDANCE.** Researches, develops, prepares, coordinates, finalizes, and publishes written procedure or directive on BCE work request. Notes cable placement on blueprint as needed.

**1.1.1.2.2. PROCESSES WORK ORDER.** Reviews and coordinates work order, obtains signature, and forwards work order to BCE.

**1.1.1.2.3. TRACKS STATUS.** Monitors status of work request as work is being completed and advises BCE of any change required.

**1.1.2. PARTICIPATES IN SPECIAL STUDY OR PERIODIC OUTSIDE TECHNICAL ASSESSMENT:**

**1.1.2.1. ARRANGES SUPPORT FOR SPECIAL STUDY OR TECHNICAL ASSESSMENT ENGINEERING TEAM:**

**1.1.2.1.1. ARRANGES BASE SUPPORT.** Reviews arrival notice and arranges base support for special study or periodic technical assessment engineering team.

**1.1.2.1.2. ARRANGES ADMINISTRATIVE SUPPORT.** Arranges administrative support for special study or periodic technical assessment engineering team.

**1.1.2.2. TASKS OFFICE OF PRIMARY RESPONSIBILITY (OPR)/OFFICE OF COLLATERAL RESPONSIBILITY (OCR) FOR REQUIREMENT INPUT:**

**1.1.2.2.1. ANNOUNCES SPECIAL STUDY OR TECHNICAL ASSESSMENT.** Announces special study or technical engineering assessment and tasks OPR/OCR for requirement input.

**1.1.2.2.2. PREPARES INITIAL INPUT.** Researches, prepares, coordinates, and finalizes input relative to information requested by special study or technical assessment engineering team.

**1.1.2.2.3. REVIEWS AND CONSOLIDATES TEAM INPUT.** Reviews, interprets, and consolidates input data by special study or technical assessment engineering team.

**1.1.2.3. FORWARDS REQUESTED INFORMATION.** Reviews, consolidates, and forwards information requested by special study or technical assessment engineering team.

**1.1.2.4. ASSISTS SPECIAL STUDY OR TECHNICAL ASSESSMENT ENGINEERING TEAM.** Assists and accompanies special study or technical assessment engineering team in resolving problem during survey.

**1.2. DEVELOPS AND MAINTAINS BASE COMMUNICATIONS ASSESSMENT (BCA) FOR C-CS:**

**1.2.1. PERFORMS ANNUAL REVIEW:**

**1.2.1.1. REVIEWS PRESENT AND PROJECTED MISSION, PLANNED REORGANIZATION, AND EXISTING C-CS FACILITY, EQUIPMENT SERVICE, AND CIRCUIT.**

**1.2.1.2. REQUESTS BASE-LEVEL AND GEOGRAPHICALLY SEPARATED UNIT (GSU) INPUT TO IDENTIFY/CHANGE C-CS SUPPORT REQUIREMENT.**

**1.2.1.3. RUNS INFORMATION PROCESSING MANAGEMENT SYSTEM (IPMS) INVENTORY TO PROVIDE CURRENT C-CS EQUIPMENT.**

**1.2.1.4. PROCESSES BCA INPUT FROM WING/GROUP, UNIT, OR MAJOR COMMAND (MAJCOM).** Reviews BCA input and assesses impact on existing C-CS capability. Develops, prepares, publishes, and distributes BCA. Files record copy.

**1.2.2. REVIEWS AND UPDATES BCA ON AN AS NEEDED BASIS.** Updates upon significant change in system or architecture.

**1.3. SERVES AS BASE C-CS ARCHITECTURE CUSTODIAN:**

**1.3.1. MAINTAINS BASE C-CS REFERENCE LIBRARY.** Obtains and maintains applicable architecture and integration checklist.

**1.3.2. PROVIDES BASE C-CS CONSULTANT SERVICE.** Provides C-CS assistance and guidance and refers end-user to the Air National Guard C-CS architecture when applicable.

**1.3.3. PROVIDES INTEGRATION ASSESSMENT.** Provides integration assessment of proposed technical solution to Base C-CS Requirement Board (CSRB).

**1.3.4. RESPONDS TO INQUIRY.** Reviews, researches, drafts, coordinates, finalizes, and forwards response to an inquiry relative to planning/architecture/integration management.

**1.3.5. ENSURES COMPLIANCE WITH MAJCOM DIRECTED SYSTEM.**

**1.4. SERVES AS OPR/OCR FOR PROGRAM ACTION DIRECTIVE (PAD) OR PLAN:**

**1.4.1. REVIEWS PAD OR PLAN:**

**1.4.1.1. DETERMINES TASKING.** Reviews PAD or plan to determine tasking, impact, and OCR; ensures integration/supportability issue is addressed for war scenario or deployment and briefs command and unit staff.

**1.4.1.2. PREPARES PLAN BRIEF, IMPLEMENTATION INSTRUCTION, OR ANNEX.** Originates Operations Plan (OPLAN), PAD, or Plan. Researches and obtains information, drafts, coordinates, and finalizes.

**1.4.1.3. COMPLIES WITH REPORTING PROCEDURE.** Obtains input and drafts, coordinates, reports, and maintains status of implementation action.

**1.4.2. MAINTAINS OPLAN, PAD, OR PLAN CHANGE AND/OR ANNEX:**

**1.4.2.1. REVIEWS CHANGE/ANNEX.** Determines impact.

**1.4.2.2. UPDATES PLAN BRIEF AND/OR IMPLEMENTING INSTRUCTION.** Researches, drafts, updates/revises, coordinates, finalizes, and distributes plan brief and/or implementation instruction.

**1.5. MANAGES COMMUNICATION-COMPUTER SYSTEMS REQUIREMENT DOCUMENT (CSRD) DEVELOPMENT/TECHNICAL SOLUTION:**

**1.5.1. ASSISTS REQUESTER.** Assists requester in preparing AF Form 3215, Communications-Computer Systems Requirement Document.

**1.5.2. ASSIGNS CSRD NUMBER AND ANNOTATES LOG.** Reviews for accuracy.

**1.5.3. PERFORMS REVIEW OF PROPOSED SOLUTION/ALTERNATIVE:**

**1.5.3.1. PERFORMS TECHNICAL REVIEW.** Ensures technical solution for the requirement complies with applicable ANG C-CS standard/guideline and BCA.

**1.5.3.2. REVIEWS AND RESEARCHES NEW REQUIREMENT.** Ensures sufficient detail to enable implementation/engineering activity to develop technical solution. Determines whether can meet requirement within existing resources.

**1.5.3.3. COORDINATES MAINTENANCE C-CS TECHNICAL REVIEW.**

**1.5.4. PROCESSES CSRD.** Researches, drafts, coordinates, and finalizes CSRD.

**1.5.4.1. OBTAINS COST/MANPOWER DATA.**

**1.5.4.2. PROCESSES CSRD THROUGH COMMUNICATION-COMPUTER SYSTEMS WORKING GROUP.** The group screens requirements and develops recommendations for presentation to the CSRB.

**1.5.4.3. PROCESSES CSRD TO CSRB FOR ACTION WITHIN CSRB AUTHORITY.**

**1.5.4.4. FORWARDS VALIDATED CSRD TO APPROPRIATE BASE AGENCY OR MAJCOM FOR TECHNICAL SOLUTION, FUNDING, AND APPROVAL.** Completes CSRD and notifies requester of approval/disapproval.

**1.5.5. PROVIDES CUSTOMER STATUS OF OPEN CSRD.** Maintains status of CSRD until program/project approval and provides status to customer upon request.

**1.5.6. PREPARES C-CS SUPPLEMENT TO DIRECTIVE.** Prepares, coordinates, finalizes, publishes, and distributes C-CS supplement.

**1.5.7. REVIEWS COMPLETED CSRD.** Ensures CSRD meets inspection criteria. Annotates log and files.

**1.6. MANAGES CSRB.** Meets minimum meeting requirement per directive.

**1.6.1. PREPARES AGENDA.** Prepares meeting room with required equipment. Notifies attendees.

**1.6.2. PREPARES FOR AND ATTENDS CSRB.** Acts as technical advisor/coordinator to board.

**1.6.3. TRAINS CSRB MEMBER AND ANY WORKING GROUP.** Develops training material and trains member.

**1.6.4. PREPARES AND DISTRIBUTES CSRB MINUTES.** Obtains signature.

**1.7. ACTS AS FOCAL POINT FOR CATASTROPHIC CUT/DAMAGED CABLE/FIBER RESTORATION:**

**1.7.1. NOTIFIES AFFECTED AGENCY.** Notifies agency affected by cut/damaged cable/fiber and advises of restoration.

**1.7.2. BRIEFS COMMANDER.** Briefs commander and unit staff on cut/damaged cable/fiber and advises of restoration.

**1.7.3. DETERMINES LIABILITY/CAUSE.** Participates with BCE in determining liability and cause of cut/damaged cable.

**1.7.4. PROCESSES CLAIM DOCUMENT.** Prepares and coordinates claim document to recover funds expended to repair cut/damaged cable.

**1.7.5. TRACKS STATUS.** Monitors status of cut/damaged cable until situation is resolved.

**1.7.6. FORWARDS STATUS REPORT.** Drafts, coordinates, finalizes, and forwards status report to higher headquarters for cut/damaged command and control cable.

**2. PROGRAM IMPLEMENTATION:**

**2.1. COORDINATES WITH SUPPORTING FUNCTION, HIGHER HEADQUARTERS, AND/OR PROGRAM MANAGER (PM).** Maintains liaison on information systems program implementation to ensure timely completion of support requirement for project.

**2.2. VERIFIES RECEIPT/CONDITION OF PROJECT MATERIAL:**

**2.2.1. PERFORMS BOX COUNT.** Accomplishes box count of received project material with project monitor, inspects condition of each project box, and ensures project storage site is consistent with current directives.

**2.2.2. REPORTS STATUS TO PM.** Submits status report to PM on receipt and condition of project material box.

**2.2.3. PERFORMS RECONCILIATION.** Performs quarterly reconciliation of base supply project warehouse record for project material.

**2.3. ASSISTS C-CS INSTALLATION TEAM OR CONTRACTOR:**

**2.3.1. ASSISTS IN RESOLVING SUPPORT PROBLEM.** Assists installation team or contractor with resolving support problem.

**2.3.2. ASSISTS IN PREPARATION AND SUBMISSION OF AF FORM 1146, ENGINEERING CHANGE REQUEST/AUTHORIZATION.** Assists installation team or contractor with preparation, coordination, and submission of AF Form 1146.

**2.3.3. ASSISTS IN PREPARATION OF LETTER OF AGREEMENT (LOA).** Assists in preparation and coordination of LOA to provide custodial responsibilities when installation team or contractor departs prior to project completion.

**2.4. MONITORS COMPLETION ACTION:**

**2.4.1. SERVES AS FOCAL POINT FOR SUPERVISORY OR QUALITY ASSURANCE TEAM VISIT.**

**2.4.2. ARRANGES FACILITY ACCEPTANCE INSPECTION.** Arranges facility acceptance inspection with base agency and installation team or contractor.

**2.4.3. DOCUMENTS FACILITY ACCEPTANCE.** Prepares, processes, and obtains signature on AF Form 1261, Communications/Computer Systems Acceptance Commissioning and Removal Certificate.

**2.4.4. PROCESSES AS-BUILT DRAWING:**

**2.4.4.1. ENSURES AS-BUILT DRAWING IS PREPARED, REVIEWED, AND FORWARDED TO HIGHER HEADQUARTERS AFTER FACILITY ACCEPTANCE INSPECTION.**

**2.4.4.2. MAINTAINS MASTER DRAWING INDEX WITH ENGINEERING INSTALLATION DIVISION.**

**2.4.4.3. REVIEWS MASTER DRAWING INDEX ON AN ANNUAL BASIS.** Corrects as required.

**2.4.5. DETERMINES OPR FOR CORRECTIVE ACTION.** Determines OPR for corrective action identified during facility acceptance inspection and establishes suspense date for completion.

**2.5. MONITORS EXCEPTION:**

**2.5.1. REPORTS CHANGE.** Monitors status of identified exception and performs follow-up to ensure change in status is reported to PM.

**2.5.2. NOTIFIES ACTIVITY OF CLEARANCE EXCEPTION.**

**2.5.3. FORWARDS AF FORM 1261.** Finalizes, obtains signature, and forwards AF Form 1261 certifying facility acceptance/commission.

**3. FINANCIAL MANAGEMENT:**

**3.1. PREPARES AND PROVIDES FINANCIAL GUIDANCE.**

**3.2. DEVELOPS AND MAINTAINS FINANCIAL MANAGEMENT CONTINUITY FOLDER.** Researches, interprets, coordinates, drafts, revises, finalizes, and updates continuity folder to support unit financial management.

**3.3. PREPARES FINANCIAL PLAN FOR COMMUNICATIONS DIVISION.**

**3.4. PREPARES OPERATING BUDGET:**

**3.4.1. PREPARES BUDGET AND SUBMITS BUDGET TARGET TO COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTER SYSTEMS (C4) MANAGER AND FINANCIAL MANAGEMENT (FM).**

**3.4.2. PREPARES SPECIAL BUDGET.**

**3.4.3. PREPARES SPECIAL FINANCIAL PLAN.**

**3.4.4. PREPARES BUDGET UPDATE.**

**3.5. MANAGES BUDGET EXECUTION AND EXECUTES FINANCIAL PLAN AS APPROVED BY FINANCIAL MANAGEMENT BOARD:**

**3.5.1. REVIEWS INITIAL FUNDING AUTHORIZATION.**

**3.5.2. RECOMMENDS DISTRIBUTION OF ANNUAL/QUARTERLY FUNDS AUTHORITY.** Prepares funds distribution form.

**3.5.3. OBTAINS FUNDS DISTRIBUTION APPROVAL.**

**3.5.4. PROCESSES/VALIDATES UNFUNDED REQUIREMENT.** Supports unfunded requirement with pertinent documentation.

**3.5.5. BALANCES FUNDS FOR YEAR-END CLOSE-OUT.** Verifies and balances unit expenditure at end of fiscal year. Accomplishes year-end close-out procedure with Budget Office.

**3.5.6. REVIEWS FUNDING EXECUTION AND LEVEL, RECOMMENDING ADJUSTMENT AS NECESSARY.**

**3.5.7. TRANSFERS FUNDS (WITHIN AUTHORITY) IN DIVISION TO MEET SHORTFALL.**

**3.6. CONDUCTS MID-YEAR REVIEW OF PLAN AND SUBMITS ADDITIONAL FUNDING REQUEST TO FM.**

**4. AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) MANAGEMENT:**

**4.1. PROCESSES ADPE REQUIREMENT:**

**4.1.1. ASSISTS REQUESTER IN DEFINING REQUIREMENT.** Performs user survey, determines ADPE, site preparation, and security requirement.

**4.1.2. MANAGES THE BASE IPMS:**

**4.1.2.1. DEVELOPS PLAN FOR HOST/GSU/TENANT UNIT TO ENSURE ADPE ASSET IS ACCOUNTED FOR AND INVENTORIED ANNUALLY.**

**4.1.2.2. ENSURES THE DATABASE ON ADPE IS UPDATED IN A TIMELY MANNER TO MEET CONGRESSIONAL REPORTING REQUIREMENT.**

**4.1.2.3. PERFORMS AUTOMATED DATA PROCESSING EQUIPMENT CONTROL OFFICER AND CONTRACT MANAGEMENT DUTY.**

**4.1.2.4. PROVIDES ADPE CUSTODIAN TRAINING AND GUIDANCE.**

**4.1.2.5. COORDINATES OFF-LOADING AND STORAGE OF INCOMING EQUIPMENT AND PROVIDES PERSONNEL TO RECEIVE ORDER.**

**4.1.2.6. VERIFIES RECEIPT OF EQUIPMENT AGAINST DELIVERY ORDER, INSPECTS FOR DAMAGE, AND ACKNOWLEDGES RECEIPT.**

**4.1.2.7. RESOLVES DISCREPANCY AND ARRANGES FOR PICKUP AND DELIVERY.**

**4.1.2.8. ENSURES IPMS EQUIPMENT CUSTODIAN (EC) IS APPOINTED FOR EACH ACCOUNT.**

**4.1.2.9. PERFORMS PHYSICAL INVENTORY OF EACH ADPE ASSET AND UPDATES THE INVENTORY TO REFLECT ANY CHANGE.**

**4.1.2.10. ENSURES ACCOUNT TRANSFER IS ACCOMPLISHED AND UPDATES EC LISTING.** Ensures ADPE custodian transfers account to new custodian prior to departure.

**4.1.2.11. INITIATES ACTION FOR REPORT OF SURVEY AND PERFORMS UPWARD REPORTING.** Ensures report of survey is accomplished for missing or damaged ADPE identified during periodic inspection or by equipment custodian.

**4.1.2.12. DEVELOPS POLICY ON HARDWARE AND SOFTWARE REUTILIZATION.** Provides instruction and prepares report of excess equipment.

**4.1.2.13. PREPARES/UPDATES UNIT AND GSU SOFTWARE INVENTORY.**

**4.1.2.14. PERFORMS AUDIT AND INTERNAL CONTROL REVIEW:**

**4.1.2.14.1. ESTABLISHES INTERNAL AUDIT CASE FILE.** Reviews notice of audit, advises higher headquarters of audit, schedules and attends in/out briefing, disseminates guidance received, assists auditor, researches documentation, and establishes audit case file.

**4.1.2.14.2. MAINTAINS AND CLOSES OUT AUDIT CASE FILE.** Obtains audit report, suspenses and follows up on open item, monitors corrective action, closes out discrepancy, maintains audit case file, and closes out audit case file.

**4.1.2.14.3. RESPONDS TO INQUIRY.** Reviews, researches, drafts, coordinates, finalizes, and forwards response to higher headquarters for each inquiry related to an audit.

**4.1.2.14.4. MANAGES INTERNAL CONTROL REVIEW TASKING.** Reviews and interprets tasking; requests input and provides guidance to unit staff agency; reviews, coordinates, and complies input; finalizes and forwards to higher headquarters; and follows up on each deficiency.

**4.1.3. TRANSFERS CUSTODIAL FILE.** Closes file on installed and accepted installation of ADPE and transfers to appropriate agency.

**4.2. DISPOSES OF EXCESS EQUIPMENT:**

**4.2.1. PROVIDES INSTRUCTION.** Tasks user to identify ADPE to be turned in and instructs user to prepare documentation for CSRB.

**4.2.2. PROCESSES STANDARD FORM 120, REPORT OF EXCESS PERSONAL PROPERTY.**

**4.2.3. MANAGES ADPE DISPOSITION:**

**4.2.3.1. PROVIDES PACKAGING INSTRUCTION.** Reviews instruction for disposition of ADPE and provides packaging instruction to shipper.

**4.2.3.2. INSPECTS EQUIPMENT PACKAGING.** Ensures ADPE is packed and crated in accordance with vendor's specification.

**4.2.3.3. COORDINATES MOVE.** Obtains notification of scheduled time for removal and ensures ADPE is moved without being damaged.

**4.2.3.4. PREPARES DISPOSITION DOCUMENTATION.** Prepares, coordinates, and forwards ADPE disposition documentation.

**4.2.3.5. DELIVERS PRODUCT TO DISPOSITION SITE.**

**4.2.3.6. ADJUSTS ADPE INVENTORY.**

**4.3. TRAVELS TO GSU FOR ADPE INVENTORY.**

**4.4. PERFORMS EQUIPMENT ACCOUNTABILITY INSPECTION ON COMPUTER HARDWARE/SOFTWARE.**

**5. AGREEMENT MANAGEMENT.** Manages Host Tenant Support Agreement, Memorandum of Understanding, and/or Letter of Agreement.

**5.1. PROCESSES REQUEST FOR SUPPORT:**

**5.1.1. IDENTIFIES AGREEMENT NEED.** Makes initial contact and negotiates with all parties. Drafts agreement.

**5.1.2. REVIEWS NEW, REVISED, OR EXISTING AGREEMENT.** Reviews existing agreement for accuracy, applicability, and duplication of requested support.

**5.1.3. TRACKS STATUS.** Maintains status of request for support until approval or disapproval.

**5.1.4. PREPARES RESPONSE.** Drafts, coordinates, finalizes, and forwards response to requester.

**5.2. MAINTAINS AGREEMENT FILE AND PERFORMS ANNUAL REVIEW.**

**6. UNIT/BASE LEVEL CONTRACT (AF FORM 9, REQUEST FOR PURCHASE) SUBMISSION, VERIFICATION, AND COMPLETION MANAGEMENT.** Provides unit level assistance.

**6.1. RESPONDS TO INQUIRY.** Reviews, interprets, researches, complies, drafts, coordinates, finalizes, and forwards reply to inquiry related to contract management.

**6.2. ASSISTS IN PREPARATION OF STATEMENT OF WORK (SOW).** Assists user in preparing SOW to meet C-CS need.

**6.3. FORWARDS CONTRACT REQUIREMENT DOCUMENTATION.** Reviews C-CS contract requirement documentation for completeness and forwards to Base Contracting Office.

**6.4. PROCESSES DD FORM 250, MATERIAL INSPECTION AND RECEIVING REPORT, FOR CONTRACT COMMUNICATIONS EQUIPMENT PURCHASE.**

**6.5. VALIDATES SOW COMPLIANCE.**

**6.6. MAINTAINS SOW RECORD.**

**6.7. MAINTAINS STANDARD CONTRACT FILE.**

**6.8. REVIEWS SOW PRIOR TO SUBMISSION FOR C-CS STANDARDS COMPLIANCE.**

**7. GSU AND TENANT UNIT ARCHITECTURE.** Supports GSU and tenant units with C4 architecture.

**8. DEPLOYMENT CONTROL (CONTINGENCY/MOBILITY PROGRAM MANAGEMENT):**

**8.1. MANAGES PERSONNEL:**

**8.1.1. REVIEWS ELIGIBILITY ROSTER (READY AND AUGMENTEE) OR REQUEST.** Analyzes data, determines eligibility, and selects personnel.

**8.1.2. COORDINATES SELECTION WITH MEMBER AND UNIT.**

**8.1.3. PREPARES AND MAINTAINS PERSONNEL READINESS FOLDER.** Ensures mobility training is completed.

**8.1.4. MAINTAINS MOBILITY REQUIREMENTS/RESOURCES ROSTER.** Coordinates change with base Personnel Utilization Chief.

**8.1.5. PREPARES INPUT/COORDINATES MOBILITY PERSONNEL PROCESSING.**

**8.2. MANAGES EQUIPMENT:**

**8.2.1. MAINTAINS MOBILITY EQUIPMENT ROSTER.**

**8.2.2. IDENTIFIES EQUIPMENT SHORTFALL.** Ensures C4 manager is aware of shortfall that affects mission status.

**8.2.3. TRACKS STATUS OF MOBILITY EQUIPMENT ON BACKORDER.**

**8.2.4. MAINTAINS LOGISTICS DETAIL FOR UNIT MOBILITY EQUIPMENT.**

**8.2.5. PREPARES INPUT/COORDINATES CARGO LOAD PROCESSING.**

**8.3. MANAGES UNIT DEPLOYMENT:**

**8.3.1. DEVELOPS AND IMPLEMENTS UNIT MOBILITY/DEPLOYMENT PLAN.**

**8.3.2. ATTENDS MOBILITY CONCEPT BRIEFING.** Briefs commander and unit.

**8.4. COORDINATES UNIT TRAINING DEPLOYMENT:**

**8.4.1. PREPARES AIRLIFT REQUEST.**

**8.4.2. IDENTIFIES SITE REQUIREMENT FOR PERSONNEL BEDDOWN.**

**8.4.3. COORDINATES SITE REQUIREMENT FOR PERSONNEL TRAINING.**

**8.4.4. IDENTIFIES SITE REQUIREMENT FOR EQUIPMENT.**

**8.4.5. ARRANGES FOR SITE SURVEY.** Requests site survey for scheduled deployment; reviews arrival notification; arranges security access, billeting/transportation, and storage of special equipment; and replies to arrival notification.

**8.4.6. ASSISTS IN PERFORMING C-CS DEPLOYMENT SITE SURVEY.**

**8.4.7. COORDINATES DEPLOYMENT SUPPORT WITH CUSTOMER, PROCESSES REQUEST FOR SUPPORT AS REQUIRED, AND MAINTAINS STATUS.**

**8.4.8. PROCESSES DEPLOYMENT PACKAGE:**

**8.4.8.1. CONSOLIDATES CHANGE INPUT FROM OPR.**

**8.4.8.2. TRACKS STATUS OF PROJECT DEPLOYMENT PACKAGE.**

**8.5. FUNCTIONS AS UNIT STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) MANAGER:**

**8.5.1. REPORTS STATUS.**

**8.5.2. UPDATES SORTS RECORD.**

**9. COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORD (CSIR).** Ensures CSIR is completed and updated per applicable regulation.

**9.1. PREPARES AND SUBMITS CHANGE TO BCE.**

**9.2. PREPARES AND SUBMITS CHANGE TO SUPPORT BASE.**

**10. TELEPHONE CONTROL OFFICER.** Monitors local, long distance, and miscellaneous billing which is not a result of a maintenance action.

**10.1. VERIFIES SERVICE AND EQUIPMENT NOTED ON BILL.** Date stamps bill.

**10.2. PREPARES SF 1034, PAYMENT VOUCHER.** Obtains signature.

**10.3. LOGS BILL ONTO APPROPRIATE FORM.**

**10.4. SUBMITS BILL TO FM FOR PAYMENT.**

**10.5. CONTACTS TELEPHONE COMPANY REGARDING BILLING DISCREPANCY.** Prepares necessary documentation/correspondence.

**10.6. VERIFIES LONG DISTANCE CALL IS MADE IN THE BEST INTEREST OF THE GOVERNMENT:**

**10.6.1. PROCESSES CALL RECORD UTILIZING DATABASE PROGRAM.**

**10.6.2. SENDS RECORD TO UNIT FOR VERIFICATION.**

**10.6.3. PROCESSES RETURNED RECORD AND TAKES NECESSARY ACTION.**

**11. ANNUAL UPDATE OF COMMUNICATIONS SERVICE AGREEMENT.** Ensures Communications Service Agreement form is reviewed and updated on an annual basis. Submits to ANG/SC and commercial communications.

**12. LOCAL COMMUNICATIONS CIRCUIT:**

**12.1. PROCESSES DD FORM 1367, COMMERCIAL COMMUNICATIONS WORK ORDER.** Prepares and coordinates work order.

**12.2. COORDINATES WITH CONTRACTOR/BASE.** Answers inquiry and schedules.

**12.3. PERFORMS FINAL INSPECTION UPON COMPLETION OF WORK.**

**12.4. APPROVES PAYMENT.** Compares billing statement to request and authorizes payment. Completes DD Form 1367.

**13. LONG HAUL COMMUNICATIONS CIRCUIT:**

**13.1. INITIATES FEEDER REQUEST FOR SERVICE PER APPLICABLE DIRECTIVE.** Submits to ANGRC OPR or servicing agency.

**13.2. REVIEWS TELECOMMUNICATIONS SERVICE ORDER, TELECOMMUNICATIONS SERVICE REQUEST, AND STATUS OF ACQUISITION MESSAGE FOR ACCURACY.** Submits necessary input as required.

**13.3. VERIFIES CIRCUIT COMPLETION/INSTALLATION.**

**13.4. SUBMITS IN-EFFECT REPORT.**

**13.5. SUBMITS DELAYED SERVICE REPORT IF REQUIRED.**

**14. UNIT WORKDAY PROGRAM MANAGEMENT:**

**14.1. TRACKS WORKDAY UTILIZATION AND ALLOCATION OF RESOURCE.** Ensures equitable allocation of resource to ensure member unit receives allocated workday.

**14.2. UPDATES DATABASE TO IDENTIFY ALLOCATED WORKDAY BY TYPE AND INDIVIDUAL.** Prepares report for commander.

**14.3. ALLOCATES SPECIAL TRAINING AND PROFICIENCY TRAINING RESOURCE.** Updates database.

**14.4. DOCUMENTS REQUEST FOR ORDER AND PUBLISHED ORDER BY ORDER TYPE.**

**14.5. SUBMITS INFORMATION TO BASE WORKDAY CONTROL OFFICER FOR PURPOSE OF AUDIT.**

**14.6. BUDGETS FOR ADDITIONAL AND YEARLY WORKDAY WITH THE BASE WORKDAY CONTROL OFFICER.**

**14.7. TRANSFERS WORKDAY TO BASE WORKDAY CONTROL OFFICER.**

**14.8. COORDINATES WITH BRANCH MANAGER FOR WORKDAY NEED.**

**14.9. COORDINATES/ALLOCATES MILITARY PERSONNEL AUTHORIZATIONS DAY.**

**15. TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:**

**15.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES AND SCHEDULES TRAINING REQUIREMENT.**

**15.2. ANNOTATES AF FORM 623, TRAINING RECORD.**

**15.3. DEVELOPS/REVIEWS TRAINING PLAN.**

**16. DEFENSE METROPOLITAN AREA TELEPHONE SYSTEM (DMATS) MANAGEMENT:**

**16.1. MANAGES DMATS MAINTENANCE.** Identifies user/repair problem; contacts DMATS and user to ensure action completed and customer satisfied.

**16.2. MANAGES TELEPHONE CHANGE, INSTALLATION, DISCONNECT, MOVE, AND MISCELLANEOUS ACTION.** Advises requester, prepares DMATS Form 100, DMATS - STL Telephone Service Order/Request. Approves or refers to CSRB for action. Ensures action is completed.

**INDIRECT:**

**I1. SUPERVISION:**

**I1.2. SUPERVISES PERSONNEL:**

**I1.2.3. DIRECTS WORK CENTER ACTIVITY:**

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

**I1.3. REVIEWS INCOMING DISTRIBUTION.** Reviews incoming correspondence for information and necessary action, and marks for routing.

**I1.4. REVIEWS OUTGOING DISTRIBUTION.** Reviews outgoing correspondence for completeness and accuracy, and signs.

**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.

**I1.9. REVIEWS REPORT AND STATISTICAL DATA.** Reviews information contained in report and statistical data for impact on work center status, and to identify possible trends that require management attention.

**I2. ADMINISTRATION:**

**I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:**

**I2.3.1. ESTABLISHES NEW FILE.** Researches regulation, amends file plan, prepares file control label, and prepares new file folder.

**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.

**I3. MEETING:**

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

**I3.1.5. PREPARES FOR WORK CENTER MEETING.**

**I3.2. CONDUCTS OR ATTENDS MEETING.**

**I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.**

**I4. TRAINING:**

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

**I5. SUPPLY:**

**I5.4. OBTAINS EXPENDABLE SUPPLIES.** 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.

**17.3. CLEANS WORK AREA.** Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

**17.3.1. CLEANS OFFICE AREA.**

| STANDARD MANPOWER TABLE | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| WORK CENTER/FAC<br><br>Plans and Programs/38C110 | | | APPLICABILITY MAN-HOUR RANGE<br><br>144.45 - 287.39 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Comm-Comp Sys Planning & Implementation | 3C3XX | CIV | 1 | 1 | | | | | | | |
| Comm-Comp Sys Planning & Implementation | 3C3X1 | CIV | | 1 | | | | | | | |
| *These positions may be filled with a 3C0XX, Comm-Computer Sys or a 3C0X1, Comm-Comp Sys Ops. | | | | | | | | | | | |
| TOTAL | | | 1 | 2 | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

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