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

2. Authority. AFMAN 23-110, *USAF Supply Manual*, (formerly the 67-series of Air Force (AF) and Air National Guard (ANG) directives) contains command policy and procedural guidance for the Management and Systems work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to all ANG flying units operating a Standard Base Supply System (SBSS). This standard applies to peacetime operations only.

4. Standard Data:

a. Classification. Type II.
b. Approval Date. 10 May 1994.
c. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).
d. Standard Man-hour Equation. $Y = 687.4 + 0.009087X$.
e. Workload Factor (WLF):
(1) Title. A Transaction.
(2) Definition. The average monthly number of total transactions processed by SBSS. Use the most recent 12 months data.
(3) Source. The Base Supply Management Report (M-32), Part 2, Index Page Title "Transaction Summary," applicable page, under "Type Transaction" column, Total Trans (This SD) count total for all accounts.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 687.42 through 1367.70.
b. This ANGMS is appropriate for use with all civilian man-hour availability factors in peacetime.
c. Determine the whole manpower requirements for this work center by substituting the appropriate workload value in paragraph 4e for the X value in the man-hour equation in paragraph 4d. Divide the resultant number by the current civilian man-hour availability factor which will produce fractional manpower requirements. Use the fractional manpower table provided by ANGRC/XPME to determine requirements.
d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force 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.

SUMMARY OF CHANGES. This ANGMS is a total revision of the 15 Jan 89 standard. It contains the latest policies, practices, and procedures of the Management and Systems work center.

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
Management and Systems

DIRECT:

1. PROCEDURES, ANALYSIS, AND FUNDS:

1.1. MANAGES SUPPLY AND EQUIPMENT BUDGET AND STOCK FUND OPERATING PROGRAM:

1.1.1. MANAGES WEAPONS SYSTEM STOCK FUND PROGRAM:

1.1.1.1. DEVELOPS OR UPDATES STOCK FUND.

1.1.1.2. MONITORS PROGRAM.

1.1.1.3. MONITORS FREE ISSUE AND CREDIT CODE "Y" TURN-IN.

1.1.1.4. MONITORS NONREIMBURSABLE ISSUE. Monitors the impact of program generated nonreimbursable issues on the Stock Fund Operating Program.

1.1.2. REVIEWS AND ANALYZES BASE OPERATIONS AND MAINTENANCE EXECUTION.

1.1.3. PROVIDES ASSISTANCE TO USING AGENCY.

1.1.4. PREPARES END OF FY 7402 REPORT. Prepares the end of fiscal year ANG Supply Requirements and Resources (7402) Budget Report.

1.1.5. PREPARES THE 7402 BUDGET REPORT.

1.1.6. MONITORS FUNDS PROVIDED FOR THE PURCHASE OF 3080 INVESTMENT EQUIPMENT.

1.1.7. ASSISTS ACCOUNTING AND FINANCE PERSONNEL IN CLEARING REJECT/MANAGEMENT NOTICE.

1.2. ESTABLISHES ORGANIZATION OR SHOP CODE. Receives, coordinates, and processes request to add, change, or delete organization/shop code.

1.3. REVIEWS AUDIT, STAFF ASSISTANCE, AND INSPECTION REPORT. Reviews report, directs the preparation of appropriate replies, and suspenses and monitors follow-up correspondence.

1.4. CONDUCTS SUPPLY SURVEILLANCE:

1.4.1. RESEARCHES AND DEVELOPS OR UPDATES CHECKLIST.

1.4.2. CONDUCTS SURVEILLANCE VISIT.

1.4.3. PREPARES REPORT.

1.4.4. CONDUCTS FOLLOW-UP VISIT.

1.4.5. MONITORS REPLY TO DISCREPANCY.

1.5. PERFORMS TREND ANALYSIS:

1.5.1. PERFORMS ROUTINE TREND ANALYSIS:

1.5.1.1. COLLECTS AND REVIEWS SUPPLY MANAGEMENT REPORT. Reviews daily, weekly, monthly, quarterly, semiannually, annually, as-required, and local listing.

1.5.1.2. PLOTS DATA.

1.5.1.3. ANALYZES DATA.

1.5.1.4. BRIEFS AND DOCUMENTS RESULT.

1.5.2. PERFORMS AS-REQUIRED PROBLEM ANALYSIS:

1.5.2.1. RECEIVES AND REVIEWS REQUEST.

1.5.2.2. COLLECTS DATA.

1.5.2.3. PLOTS DATA.

1.5.2.4. ANALYZES DATA.

1.5.2.5. RECOMMENDS CORRECTIVE ACTION.

1.5.2.6. PERFORMS FOLLOWS-UP ON CORRECTIVE ACTION.

1.6. PROVIDES TECHNICAL ADVICE AND GUIDANCE FOR THE SUPPLY ACTIVITY:

1.6.1. MONITORS BASE SUPPLY SPECIAL INTEREST ITEM.

1.6.2. RESOLVES SPECIAL OR TECHNICAL SUPPLY PROBLEM. Coordinates and resolves problems not satisfactorily resolved by the Chief of Supply, operating activities, units, or customer liaison.

1.6.3. REVIEWS, RECOMMENDS, AND DEVELOPS SUPPLY SYSTEM IMPROVEMENT.

1.6.4. INTERPRETS PROCEDURAL CHANGE:

1.6.4.1. REVIEWS AFMAN 23-110V6, *EXCESS AND SURPLUS PERSONAL PROPERTY*, AND/OR AFM 67-1V2PT13, STANDARD BASE SUPPLY CUSTOMERS PROCEDURES MISCELLANEOUS MATERIEL MANAGEMENT PROCEDURES. Analyzes and assesses impact on Supply operation and customers and takes appropriate action.

1.6.4.2. WRITES SUPPLEMENT TO AFMAN 23-110V6 AND/OR AFM 67-1V2PT13.

1.6.5. MONITORS WAR READINESS PROGRAM:

1.6.5.1. MONITORS THE SUPPLY WAR CONSUMABLE DISTRIBUTION OBJECTIVE (WCDO) PROGRAM. Receives WCDO, analyzes war consumable items, coordinates with appropriate branch, and briefs Management and Systems officer.

1.6.5.2. MONITORS WAR RESERVE MATERIEL (WRM) PROGRAM:

1.6.5.2.1. RECEIVES WRM/WAR READINESS SPARES KIT (RSK) AUTHORIZATION. Receives WRM/RSK authorization, analyzes items, coordinates with appropriate branch, and briefs WRM board.

1.6.5.2.2. ATTENDS WRM MEETING. Prepares for and attends WRM meeting.

1.6.5.3. MONITORS WEAPONS SYSTEM MANAGEMENT INFORMATION SYSTEM PROGRAM. Receives and reviews report, determines reporting accuracy, and provides input to Status of Resource and Training System (SORTS) monitor.

1.6.5.4. PREPARES SORTS REPORT:

1.6.5.4.1. REVIEWS DESIGNED OPERATIONAL CAPABILITY STATEMENT.

1.6.5.4.2. PREPARES PERSONNEL PORTION OF REPORT.

1.6.5.4.3. PREPARES EQUIPMENT PORTION OF REPORT.

1.6.5.4.4. FORWARDS REPORT TO HIGHER HEADQUARTERS.

1.6.6. MONITORS FORCE ACTIVITY DESIGNATOR. Reviews program document, initiates appropriate change, and notifies affected organization.

1.6.7. DEVELOPS OR REVIEWS PLAN:

1.6.7.1. DEVELOPS THE SUPPLY ANNEX TO THE BASE PLAN OR WAR PLAN.

1.6.7.2. DEVELOPS AND/OR REVIEWS THE SUPPLY PORTION OF THE HOST TENANT OR INTERSERVICE SUPPORT AGREEMENT.

1.7. COORDINATES SUPPLY DEPOT LEVEL REPAIRABLES (DLR) PROGRAM WITH BASE DLR PROGRAM. Monitors program, reviews impact, loads money and targets, and training.

1.8. REVIEWS EXCEPTION CODE AND/OR PHASE RECORD (R03).

1.9. RESOLVES INTERNAL, SATELLITE, AND INTERFACE PROBLEM.

1.10. MONITORS INCOMING REPORT OF DISCREPANCY PROGRAM. Receives incoming shipment discrepancy report from activity. Maintains copy of report. Ensures responsible activity takes corrective action.

1.11. MANAGES REJECT PROGRAM. Conducts periodical review of program effectiveness.

2. CUSTOMER SERVICE AND TRAINING:

2.1. MANAGES IN-HOUSE TRAINING:

2.1.1. CONDUCTS TRAINING VISIT:

2.1.1.1. REVIEWS OJT RECORD. Reviews OJT record to ensure proper maintenance and evaluates training program.

2.1.1.2. PREPARES REPORT. Identifies discrepancy, recommends corrective action, and prepares report.

2.1.1.3. CONDUCTS FOLLOW-UP. Ensures corrective action is taken.

2.1.2. SCHEDULES FORMAL SUPPLY TRAINING:

2.1.2.1. PROJECTS REQUIREMENT. Obtains individual branch requirement, consolidates into one report, and forwards to Base Formal Training or appropriate agency.

2.1.2.2. RECEIVES CLASS SCHEDULE. Receives and reviews class schedule and coordinates with supervisor and appropriate agency.

2.1.2.3. PROCESSES APPLICATION. Screens applicant for eligibility and forwards selected application to the base training manager or appropriate agency.

2.1.3. CONDUCTS IN-HOUSE TRAINING CLASS:

2.1.3.1. MANAGES COMPUTER BASED TRAINING MATERIEL.

2.1.3.2. DEVELOPS OR UPDATES LESSON PLAN AND TRAINING AID.

2.1.3.3. SCHEDULES CLASS.

2.1.3.4. CONDUCTS CLASS.

2.1.3.5. DOCUMENTS TRAINING.

2.1.4. RESPONDS TO TRAINING DEFICIENCY.

2.2. MANAGES CUSTOMER TRAINING PROGRAM:

2.2.1. CONDUCTS CUSTOMER TRAINING CLASS:

2.2.1.1. MANAGES COMPUTER BASED TRAINING MATERIEL.

2.2.1.2. DEVELOPS OR UPDATES LESSON PLAN AND TRAINING AID.

2.2.1.3. SCHEDULES CLASS.

2.2.1.4. CONDUCTS CLASS.

2.2.1.5. DOCUMENTS TRAINING.

2.2.2. INFORMS CUSTOMER OF CHANGE TO SUPPLY DIRECTIVE.

2.2.3. RESPONDS TO TRAINING DEFICIENCY.

2.2.4. PREPARES AF FORM 2096 TO UPGRADE PERSONNEL.

2.3. PROVIDES CUSTOMER LIAISON:

2.3.1. RESPONDS TO COMPLAINT OR INQUIRY. Receives and documents complaint or inquiry. Performs investigation, coordinates with appropriate branch, notifies customer of action taken, and follows up on corrective action taken.

2.3.2. CONDUCTS CUSTOMER ASSISTANCE VISIT. Conducts initial and follow-up visit.

2.3.3. CONDUCTS CUSTOMER ORIENTATION. Arranges for and conducts orientation visit for organizations other than supply for new individuals.

2.3.4. PERFORMS ANALYSIS. Performs analysis of complaint, identifies trend, and forwards to Chief of Supply.

2.4. MANAGES ZERO OVERPRICE PROGRAM:

2.4.1. RECEIVES SUSPECTED PRICE VARIANCE. Receives variance and performs research.

2.4.2. ESTABLISHES FILE. Establishes folder and file.

2.4.3. PREPARES DOCUMENTATION.

2.4.4. PREPARES FOLLOW-UP DOCUMENTATION:

2.4.4.1. RECEIVES PRICE CHALLENGE CORRESPONDENCE. Notifies customer of action and takes corrective action or initiates correspondence for reverse post action.

2.4.4.2. MONITORS PRICE DISCREPANCY. Monitors price discrepancies through local purchase items with Base Contracting Office.

3. INVENTORY:

3.1. MAINTAINS MASTER INVENTORY SCHEDULE. Prepares, coordinates, and forwards master inventory schedule to Computer Support Base (CSB) and Supply branches.

3.2. CONDUCTS MUNITIONS INVENTORY:

3.2.1. CONDUCTS SERVICEABLE MUNITIONS INVENTORY:

3.2.1.1. CONDUCTS WAREHOUSE INVENTORY:

3.2.1.1.1. PREPARES FOR INVENTORY. Coordinates with munitions custodian. Receives and reviews inventory card count listing.

3.2.1.1.2. INVENTORIES PROPERTY. Travels to location, counts property, annotates card count inventory, and returns.

3.2.1.1.3. INPUTS DATA INTO TERMINAL.

3.2.1.2. CONDUCTS SUPPLY POINT INVENTORY:

3.2.1.2.1. PREPARES FOR INVENTORY. Coordinates with supply point custodian. Receives and reviews supply point listing.

3.2.1.2.2. INVENTORIES PROPERTY. Travels to location, counts property, annotates supply point listing, and returns.

3.2.1.2.3. INPUTS DATA INTO TERMINAL.

3.2.1.2.4. OBTAINS AUTHENTICATION.

3.2.2. CONDUCTS UNSERVICEABLE MUNITIONS INVENTORY:

3.2.2.1. PREPARES FOR INVENTORY. Coordinates with supply point custodian. Receives, reviews, and annotates due-in-from-maintenance (DIFM) listing.

3.2.2.2. INVENTORIES PROPERTY. Travels to warehouse, counts property, annotates DIFM listing and returns.

3.2.2.3. INPUTS DATA INTO TERMINAL.

3.2.2.4. OBTAINS AUTHENTICATION.

3.3. CONDUCTS COMPLETE AND/OR SAMPLE INVENTORY (TO INCLUDE CLASSIFIED, COMSEC, AND SENSITIVE ITEM):

3.3.1. PREPARES FOR INVENTORY. Notifies warehouse and sections. Marks area scheduled for inventory. Prepares and submits parameter documentation for affected area. Receives and reviews listing. Picks up LOGMARS hand held terminal, and travels to and from location.

3.3.2. INVENTORIES PROPERTY. Reads label using HHT and manually counts property.

3.3.3. PREPARES RECAP SHEET. Prepares inventory recap sheet and adjusts inventory account.

3.3.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data on reject. Clears reject and/or initiates reverse post action.

3.3.5. PROCESSES INVENTORY REVERSAL. Requests inventory reversal, coordinates with affected area, and reschedules.

3.4. CONDUCTS SELECTED INVESTMENT ITEM INVENTORY:

3.4.1. PERFORMS CRITICAL ITEM INVENTORY. Receives depot selected critical item inventory notice, freezes item record, travels to location, counts Air Force Materiel Command (AFMC) selected critical items, and returns.

3.4.2. INPUTS DATA INTO TERMINAL. Inputs quantity and inventory data into terminal.

3.5. CONDUCTS DIFM ASSET INVENTORY. Receives DIFM asset inventory, counts DIFM items, verifies against listing, and obtains signature of shop supervisor.

3.6. CONDUCTS WEAPONS INVENTORY:

3.6.1. PREPARES FOR INVENTORY. Prepares AF Form 2011, Base Supply Special Automated Data Processing Management (ADPM) Work Request, and requests report. Receives and reviews listing. Inputs weapon control data into terminal and receives serial number weapon control listing.

3.6.2. INVENTORIES PROPERTY. Travels to storage location, counts property, annotates quantity, and returns.

3.6.3. PREPARES REQUIRED DOCUMENTATION AND OBTAINS SIGNATURE.

3.7. CONDUCTS WRSK/MSK INVENTORY:

3.7.1. PREPARES FOR INVENTORY. Notifies RSK/MSK personnel to conduct preinventory action and prepares parameter documentation. Receives and reviews listing.

3.7.2. INVENTORIES PROPERTY. Travels to location, counts property, annotates quantity, and returns.

3.7.3. INPUTS DATA INTO TERMINAL.

3.7.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data and reject. Clears reject and/or initiates reverse post action.

3.8. CONDUCTS SPECIAL INVENTORY:

3.8.1. PREPARES FOR INVENTORY. Prepares special inventory input to freeze item record. Obtains bin location on Stock Number Directory.

3.8.2. INVENTORIES PROPERTY. Travels to location, counts property, and returns.

3.8.3. CONDUCTS PHYSICAL SEARCH. Conducts search and/or contacts shop to determine if item has been received or is out of stock.

3.8.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data and reject. Clears reject and/or initiates reverse post action.

3.9. CONDUCTS SUPPLY POINT INVENTORY:

3.9.1. PREPARES FOR INVENTORY. Notifies warehouse and affected sections and prepares parameter documentation. Receives and reviews listing.

3.9.2. INVENTORIES PROPERTY. Travels to location, counts property, and returns.

3.9.3. INPUTS INVENTORY COUNT INTO TERMINAL.

3.9.4. RESEARCHES TRANSACTION HISTORY. Researches and documents line item data on reject. Clears reject and/or initiates reverse post action.

3.9.5. PREPARES RECAP SHEET. Prepares inventory recap sheet and adjusts inventory count.

3.10. CONDUCTS INVENTORY ADJUSTMENT ANALYSIS. Receives monthly inventory document (MIO). Conducts, in conjunction with the Analysis section, a monthly analysis of inventory adjustment. Obtains signature and distributes listing. Prepares inventory adjust letter.

3.11. CONDUCTS DATE OF LAST INVENTORY:

3.11.1. PREPARES FOR INVENTORY.

3.11.2. INVENTORIES PROPERTY. Travels to location, counts property, and returns.

3.11.3. RESEARCHES INDICATOR PROBLEM AREA.

3.11.4. INPUTS ADJUSTED DATA INTO TERMINAL.

3.11.5. MAINTAINS MONTHLY INVENTORY TREND DATA.

3.12. REVIEWS REJECT LISTING:

3.12.1. REVIEWS LISTING. Reviews daily reject listing for discrepancy.

3.12.2. TAKES CORRECTIVE ACTION. Annotates reject listing indicating corrective action taken or prepares reject clear data.

3.13. REVIEWS DELINQUENT DOCUMENT LISTING (DDL):

3.13.1. REVIEWS LISTING. Reviews DDL for discrepancy.

3.13.2. TAKES CORRECTIVE ACTION. Annotates DDL indicating corrective action taken.

4. DOCUMENT CONTROL:

4.1. PROCESSES SOURCE DOCUMENT:

4.1.1. RECEIVES AND REVIEWS SOURCE DOCUMENT. Arranges in sequence and edits for proper authentication and inspector's verification. Verifies that each document control file has a corresponding source document, and suspenses unmatched document.

4.1.2. RESEARCHES DOCUMENT ERROR. Reviews daily transaction register (DO6) and coordinates problem with appropriate supervisor.

4.1.3. INITIATES REVERSE POST ACTION. Prepares documentation for nonmatched document, inputs into terminal, obtains output, and matches output against document control file.

4.1.3.1. RESEARCHES REVERSE POST REQUEST.

4.1.3.2. CONDUCTS FOLLOW-ON TRANSACTION.

4.2. MAINTAINS DDL:

4.2.1. PREPARES DOCUMENT LISTING. Prepares, reviews, and annotates daily DDL.

4.2.2. OBTAINS SOURCE DOCUMENT. Manually reconstructs source document, matches against document control file, certifies file, and obtains appropriate signature.

4.2.3. PREPARES SOURCE DOCUMENT. Verifies accuracy and completeness and files report.

4.3. MAINTAINS ACCOUNTABLE DOCUMENT:

4.3.1. PROCESSES "F" OR "D" CODE DOCUMENT. Verifies "F" and "D" coded document with document control card listing. Separates, stamps, and files "F" coded source document, or destroys "D" coded document.

4.3.2. FILES ACCOUNTABLE REPORT. Verifies accuracy and completeness and files report.

4.3.3. FILES CUSTOMER AUTHORIZATION LIST. Updates, distributes, and files customer authorization list.

4.4. MAINTAINS SHIPMENT SUSPENSE FILE:

4.4.1. PROCESSES SHIPMENT SUSPENSE NOTICE. Receives completed suspense action from Traffic Management Office (TMO) and inputs data into terminal.

4.4.2. MONITORS DELINQUENT SHIPMENT LISTING. Compares listing against suspense document and forwards to TMO.

4.5. PROCESSES TRANSPORTATION TRACER (TAR) LIST:

4.5.1. SCREENS TAR LIST. Compares TAR listing against receipt source document file, annotates listing, and forwards to Stock Control.

4.5.2. PROCESSES TRACER RECONCILIATION LIST. Compares against source document, annotates receipt on listing, and distributes.

4.6. PROCESSES LOCAL PURCHASE FOLLOW-UP LISTING. Compares listing against received source document, annotates receipt on listing, and distributes.

4.7. MAINTAINS WEAPON CONTROL FILE:

4.7.1. UPDATES WEAPON CONTROL FILE. Receives weapon control report listing and corresponding transaction data, verifies document for accuracy, and inputs weapon serial number into weapon control file and weapon control report.

4.7.2. PROOFREADS WEAPON CONTROL REPORT AND BASE WEAPON CONTROL CARD (IWC) DATA.

4.7.3. PREPARES DATA FOR TRANSMISSION:

4.7.3.1. SEQUENCES DOCUMENT. Sequences document by document number and assembles and inputs weapon control report data.

4.7.3.2. PREPARES DATA MESSAGE. Prepares and forwards data message and batched data.

4.7.4. MONITORS REPORT. Receives and reviews AFMC monthly transaction register for stock number/account number, and files or destroys.

4.7.5. MONITORS WEAPONS ACCOUNT:

4.7.5.1. RECEIVES TRANSFER/ISSUE NOTICE. Receives weapons account notice and compares transfer against issue inventory.

4.7.5.2. MAINTAINS ACTIVE WEAPON FILE. Removes and files deleted active weapon documentation.

4.7.5.3. PROCESSES ACTIVE FILE. Removes active document and prepares for transmission to CSB.

4.7.6. MONITORS WEAPON INVENTORY LISTING (R46):

4.7.6.1. RECEIVES LISTING. Receives listing, researches error, and files returned duplicate active weapon file.

4.7.6.2. CREATES NEW DOCUMENT TO CORRECT ERROR.

4.7.6.3. RECONCILES ERROR. Coordinates with host base to reconcile error.

4.7.7. PERFORMS WEAPON RECONCILIATION:

4.7.7.1. RECEIVES LISTING. Receives reconciliation listing with weapon control report data, matches against active weapon control file, and counts small arms reject/recon card delinquent source record (DSR) document.

4.7.7.2. PREPARES AND FORWARDS WEAPON FILE FOR TRANSMISSION TO ITEM MANAGER (IM).

4.7.7.3. RECONCILES DISCREPANCY. Receives weapon discrepancy listing, compares against weapon control file, and transmits corrected data.

4.7.7.4. PREPARES WEAPON FILE. Prepares weapon file and forwards to CSB.

4.7.8. VERIFIES WEAPON INVENTORY:

4.7.8.1. RECEIVES INVENTORY. Receives certified physical inventory, verifies signature, and files.

4.7.8.2. PREPARES AND FORWARDS WEAPON FILE FOR TRANSMISSION TO CSB.

4.7.9. MAINTAINS AUTHORIZATION FILE. Receives, validates, and files authorization letter.

4.8. MAINTAINS COMMUNICATIONS SECURITY (COMSEC) CONTROL FILE:

4.8.1. MAINTAINS COMSEC CONTROL CARD. Updates and files COMSEC active and history data.

4.8.2. PROCESSES COMSEC VALIDATION LISTING. Reviews for completeness, corrects discrepancy, and processes reconciliation.

4.8.3. PROCESSES PERIODIC SERIAL NUMBER INVENTORY.

4.9. REVIEWS REJECT LISTING:

4.9.1. REVIEWS LISTING. Reviews daily reject listing for discrepancy.

4.9.2. TAKES CORRECTIVE ACTION. Annotates reject listing indicating corrective action taken or prepares reject clear data.

4.10. MAINTAINS IMAGE SYSTEM FILES. Inputs, stores, and performs periodical backup of files.

5. COMPUTER OPERATIONS:

5.1. MANAGES COMPUTER SYSTEM:

5.1.1. PROVIDES TECHNICAL ADVICE. Advises management and users concerning problems and utilization of supply computer systems.

5.1.2. SCHEDULES SUPPLY TERMINAL OPERATION. Coordinates initialization and establishes and coordinates schedule for supply terminal operation.

5.1.3. MONITORS DISCREPANCY REPORT (DIREP):

5.1.3.1. PROCESSES DIREP. Receives and reviews DIREP, researches for validity, submits DIREP, and performs follow-up.

5.1.3.2. MAINTAINS WORLDWIDE AND LOCAL DIREP. Analyzes list and coordinates with affected branch.

5.1.3.3. DEVELOPS WORK-AROUND PROCEDURE.

5.1.4. RESOLVES HARDWARE OR COMMUNICATION PROBLEM. Coordinates with appropriate agency to resolve problem.

5.1.5. MANAGES TERMINAL SECURITY:

5.1.5.1. PREPARES OR UPDATES ACCESS REPORT. Prepares or updates and submits access report.

5.1.5.2. MONITORS BASE SUPPLY SURVEILLANCE REPORT. Reviews report to ensure unauthorized entries are not made. If problems are identified, researches and documents listing, and obtains proper signature.

5.1.6. BRIEFS ADVANCED NOTICE OF SOFTWARE RELEASE. Reviews listing and briefs on new software release.

5.1.7. MONITORS PREVENTIVE MAINTENANCE. Ensures proper maintenance is performed on all equipment assigned to Supply.

5.1.8. TRAINS PERSONNEL ON PREVENTIVE MAINTENANCE. Trains supply personnel on operational maintenance.

5.1.9. TRAINS PERSONNEL ON SUPPLY COMPUTER SYSTEM.

5.2. MANAGES REPORT GENERATION:

5.2.1. COORDINATES REPORT REQUIREMENT FORECAST. Receives, reviews, and distributes report to branches. Verifies and forwards to CSB.

5.2.2. GENERATES LOCAL REPORT:

5.2.2.1. RECEIVES AUTOMATED DATA PROCESSING EQUIPMENT (ADPE) WORK REQUEST. Receives and evaluates work request.

5.2.2.2. DESIGNS MANAGEMENT PRODUCT. Designs management product using Query Language Processor or Supply Utility Report Generator. Designs internal management product.

5.2.2.3. FORWARDS TO CSB. Forwards ADPE work request to CSB if product cannot be designed locally.

5.2.2.4. TESTS PROGRAM. Tests program, modifies as required, and processes.

5.2.3. PERFORMS FOLLOW-UP. Performs follow-up on report not received from CSB.

5.3. MANAGES POST-POST PROCEDURES:

5.3.1. REPORTS DOWNTIME. Documents and reports estimated downtime and associated problem.

5.3.2. CONDUCTS BRIEFING. Briefs branches on which phase to operate.

5.3.3. CONDUCTS MEETING. Conducts meeting with post team.

5.3.4. MONITORS SEQUENCING OF POST-POST TRANSACTION.

5.3.5. MONITORS PROCESSING OF POST-POST RECOVERY.

5.3.6. PERFORMS POST-POST ANALYSIS. Annotates problems that occur during post-post and analyzes to arrive at recommended solutions. Drafts analysis letter and forwards to appropriate activities.

5.3.7. BRIEFS PROBLEM. Briefs Management and Systems officer on events and problems and recommends solution.

5.4. OPERATES COMPUTER EQUIPMENT:

5.4.1. INPUTS DATA. Inputs data into terminal through source/creation document.

5.4.2. PERFORMS QUALITY ASSURANCE. Performs quality assurance of input and output documents.

5.4.3. SORTS DOCUMENT. Sorts and distributes remote output product.

5.4.4. MANAGES LOGMARS EQUIPMENT:

5.4.4.1. PROGRAMS HHT. Uploads and clears HHT and issues to user.

5.4.4.2. DOWNLOADS HHT. Receives HHT from user, downloads memory data, keys in appropriate program/instructions, and processes required program.

5.4.4.3. RECHARGES BATTERY. Recharges battery of HHT.

5.4.4.4. PROVIDES HHT TRAINING. Trains personnel in operation of the HHT.

5.4.4.5. ANALYZES AND RESOLVES LOGMARS PROBLEM.

5.4.4.6. PRINTS BIN LABEL.

5.4.5. OPERATES/MAINTAINS COMBAT SUPPLY SYSTEM (CSS):

5.4.5.1. PREPARES FOR DEPLOYMENT. Palatizes and depalatizes equipment.

5.4.5.2. TESTS EQUIPMENT. Tests equipment to ensure operational readiness.

5.4.5.3. LOADS NEW SOFTWARE.

5.4.5.4. ANALYZES AND RESOLVES PROBLEM.

5.4.5.5. TRAINS NEW PERSONNEL.

5.4.5.6. PREPARES CSS FOR DEPLOYMENT. Uploads RSK data base, breaks down, and packs CSS. Prepares for shipment.

5.4.5.7. RECEIVES DEPLOYED CSS. Unpacks and downloads CSS. Prepares CSS tape for upload and processes required documentation.

5.4.6. DESIGNS INTERNAL MANAGEMENT PRODUCT (RUNSTREAM).

5.5. PROCESSES COMPUTER OUTPUT PRODUCT:

5.5.1. PICKS UP COMPUTER PRODUCT. Picks up computer output product from CSB/data delivery point and reviews for completion.

5.5.2. SORTS PRODUCT. Reviews for completeness, separates, and distributes computer product to appropriate supply and customer location.

5.5.3. COORDINATES LISTING REQUIREMENT. Receives and reviews Print File Control Master List, and coordinates number of copies with Supply branch, CSB, or on-base data service.

5.5.4. DECOLLATES COMPUTER PRODUCT.

5.6. MAINTAINS LOCAL AREA NETWORK (LAN) FOR SUPPLY:

5.6.1. RECEIVES LAN PROBLEM REQUEST.

5.6.2. RESEARCHES LAN PROBLEM.

5.6.3. RESOLVES LAN PROBLEM.

5.7. PERFORMS NYTELINE MONITOR DUTY.

5.8. OPERATES SUPPLY MICRO-COMPUTER SUPPORT UNIT. Maintains master library of micro-computer programs and operates support unit.

6. UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Performs planning and scheduling task associated with preparation for UTA.

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.

I1. SUPERVISION. All standard indirect tasks apply except I1.2.2.1., I1.2.3.4., I1.7.1., and I1.8.

I2. ADMINISTRATION. All standard indirect tasks apply except I2.1., I2.2., I2.4., I2.5., I2.6., I2.7., I2.12., I2.14., and I2.15.

I3. MEETING. All standard indirect tasks apply except I3.1.1., I3.1.2., I3.1.3., I3.1.4., I3.2.1., I3.2.2., I3.2.3., and I3.2.4.

I4. TRAINING. All standard indirect tasks apply except I4.1.1.

I5. SUPPLY. All standard indirect tasks apply.

I6. EQUIPMENT MAINTENANCE. All standard indirect tasks apply except I6.1.1.2., I6.1.2.2., I6.1.3., and I6.2.2.

I7. CLEANUP. All standard indirect tasks apply except I7.3.2.

STANDARD MANPOWER TABLE

WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Management & Systems/413000			687.42 - 1367.70								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supply Officer	64XX	CIV	1	1	1	1	1				
Inventory Mgt	645XX	CIV	3	4	5	6	7				
Supply Systems Analysis	645X2	CIV	1	1	1	1	1				
TOTAL			5	6	7	8	9				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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