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

ANGMS 4201-OT

26 February 1993

TRANSPORTATION UNIT ADMINISTRATION

(OTIS ANGB)

1. **Objective.** As prescribed in AFR 8-10, this ANGMS quantifies the manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume.

2. **Authority.** The 0, 4, 10, and 12 series of Air Force and/or Air National Guard (ANG) directives contain policy and procedural guidance for the Transportation Unit Administration work center. This ANGMS has been developed in accordance with procedures outlined for development of Single Location Manpower Standards contained in AFR 25-5, 16 May 88.

3. **Applicability.** This standard applies to Otis Air National Guard Base MA, Base Operating Support (BOS) Activity.

4. **Standard Data:**
   a. **Classification.** Type III.
   b. **Approval Date.** 9 Jul 92.
   c. **Manpower Data Source.** Staffing Pattern.
   d. **Standard Manpower Equation.** Y = 1 (Constant Manpower).
   e. **Workload Factor:** N/A.

5. **Statement of Conditions.** The normal hours of operation for this work center 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.

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OFFICIAL

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

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WORK CENTER DESCRIPTION

Transportation Unit Administration

(OTIS ANGB)

DIRECT:

1. WORD PROCESSING/TYPING:

1.1. DRAFTS CORRESPONDENCE. Prepares correspondence in draft form, determines proper format, and proofreads typed product.

1.2. TYPES CORRESPONDENCE OR FORM:

1.2.1. TYPES LETTER.

1.2.2. TYPES MESSAGE.

1.2.3. TYPES REPORT.

1.2.4. TYPES PLAN, SCHEDULE, OR ROSTER.

1.2.5. TYPES AIRMAN/OFFICER/CIVILIAN PERFORMANCE REPORT.

1.2.6. TYPES ENDORSEMENT TO REPORT OR LETTER.

1.2.7. TYPES STATISTICAL DATA.

1.2.8. TYPES AWARD OR DECORATION.

2. DISTRIBUTION PROCESSING:

2.1. PROCESSES INCOMING DISTRIBUTION. Receives and opens envelope, reviews for action required, marks, and routes distribution.

2.2. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, and packages distribution. Takes distribution to delivery point.

3. UNCLASSIFIED FILE MAINTENANCE:

3.1. ESTABLISHES FILE. Prepares file plan, folder, guide, and label in accordance with (IAW) AFR 4-34, Management of Records.

3.2. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes correspondence for reference, researches, and refiles correspondence.

3.3. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

3.4. DISPOSES OF RECORD. Disposes of record IAW AFR 12-50, Volume II, Disposition of Air Force Documentation.

3.5. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and returns book or form.

3.6. INSPECTS UNCLASSIFIED CORRESPONDENCE FILE. Inspects unclassified correspondence file of transportation functional activity IAW AFR 12-1, Air Force Records Management Program.

3.7. FILES PUBLICATION:

3.7.1. REVIEWS BULLETIN. Reviews Publishing Bulletin, ensures required item released for distribution has been received, and notifies base Publication Distribution Office (PDO) of non-receipt when necessary.

3.7.2. ORDERS ADMINISTRATIVE PUBLICATION. Reviews and verifies request for publication; prepares AF Form 764a, Requisition and Requirement Request and AF Form 124, Publications/Forms Requisition; obtains signature, processes, and files form.

3.7.3. REQUESTS FOLLOW-UP/TRACER ACTION. Completes AF Form 764a requesting follow-up/tracer action on backordered item when required. Forwards to base PDO for appropriate action.

3.7.4. FILES NEW, UPDATED, OR RECURRING PUBLICATION. Receives, reviews, posts index, and files publication.

3.7.5. POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.

3.7.6. CONDUCTS ANNUAL INVENTORY. Conducts annual inventory of publication library.

3.7.7. INSPECTS SUB-ACCOUNT PUBLICATIONS LIBRARY. Inspects publication set maintained by transportation sub-account, verifies requirement, and ensures proper posting and filing.

3.7.8. MAINTAINS BLANK FORMS STOCK. Determines requirement, prepares requisition form, receives form, distributes form, files form, and maintains accountable form. Disposes of obsolete form and removes and deletes unneeded requisition form.

4. CLASSIFIED MATERIAL MANAGEMENT:

4.1. RECEIPTS FOR AND CONTROLS MATERIAL. Signs for and receives item; opens item, determines routing, and safeguards item until delivery is affected. Completes AF Form 310, Document Receipt and Destruction Certificate for return to originator.

4.2. INVENTORIES CLASSIFIED MATERIAL. Screens file, reviews retention criteria, and removes obsolete or unnecessary material.

4.3. SAFEGUARDS CLASSIFIED MATERIAL. Performs safe check and security check. Changes safe combination, as required.

4.4. DESTROYS CLASSIFIED MATERIAL. Prepares form, destroys material, and annotates record.

5. OFFICE SUPPLIES AND EQUIPMENT. Determines need for and prepares AF Form 9, Request for Purchase; orders, picks-up, and distributes office supplies.

6. COPYING MACHINE OPERATION. Travels to copying machine, makes copy, collates copy, and returns to work area.

7. OFFICE COMMUNICATION:

7.1. POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, and removes existing data; posts new data to wall chart or bulletin board.

7.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, researches requested information, and provides response.

7.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives inspector, official visitor, or customer. Answers inquiry and directs visitor to appropriate person or location.

8. ORDERS PREPARATION:

8.1. PROCESSES REQUEST FOR ORDERS. Receives and reviews request for orders. Prepares and processes orders.

8.2. ARRANGES TRAVEL AND/OR BILLETING.

8.3. PICKS-UP TRAVEL ORDERS AND REQUIRED TICKET.

9. PERSONNEL TIME AND ATTENDANCE FORM:

9.1. PROCESSES LEAVE FORM. Receives and files civilian or military leave form.

9.2. MAINTAINS TIME AND ATTENDANCE FORM. Records information on form, obtains initial and authorized signature, and forwards to appropriate agency.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with 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 Transportation Unit Administration/ FAC 4201OT			APPLICABILITY MAN-HOUR RANGE Y = 1 (Constant Manpower)									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Information Management	702X0	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												