Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.0	**Communications Maintenance**						
1.1	Manages Wing Telecommunications Systems						
1.1.1	Coordinates with external offices	0.50	Weekly				
1.1.2	Identifies shortfalls	0.75	Daily				
1.1.3	Oversees procurement of telecommunications systems	5.00	Monthly				
1.1.4	Installs and maintains telecommunications systems	3.00	Daily				
1.2	Manages Wing Frequency Authorization						
1.2.1	Prepares requests for identified requirements	1.50	Weekly				
1.2.2	Coordinates with external offices	2.50	Daily				
1.2.3	Disseminate policy and monitors frequency usage	3.00	Daily				
1.3	Ensures Readiness of Communications Maintenance Personnel						
1.3.1	Monitors wartime, peacetime and other known requirements	10.00	Weekly				
1.3.2	Compares requirements to authorized and available personnel	5.00	Weekly				
1.3.3	Coordinates known shortfalls with external offices	4.00	Weekly				
1.3.4	Briefs Senior Staff on readiness and other personnel issues	2.50	Weekly				
1.4	Ensures Readiness of Communications Equipment						
1.4.1	Monitors wartime, peacetime and other known requirements	10.00	Weekly				
1.4.2	Compares requirements to authorized and available equipment	5.00	Weekly				
1.4.3	Coordinates known shortfalls with external offices	4.00	Monthly				
1.4.4	Briefs Senior Staff on readiness and other equipment issues	2.50	Weekly				
1.5	Installs, Maintains and Repairs Fixed Base Communications Systems	160.00	Weekly				
1.6	Administers Maintenance Section						
1.6.1	Updates and Manages Technical Publications	10.00	Monthly				
1.6.2	Maintains CAMS Database	15.00	Weekly				
1.6.3	Maintains Engineering Drawings and Infrastructure Records	25.00	Monthly				
1.6.4	Verifies and Maintains Cable Plant Records	15.00	Monthly				
1.6.5	Coordinates with External Agencies	10.00	Weekly				
2.0	**Information Operations**						
2.1	Information Management						
2.1.1	Performs Postal duties	6	Daily				
2.1.2	Provides Information Resource Manager Training	2	Monthly				
2.1.3	Administers Copier management program	1	Weekly				
2.1.4	Provides Help desk functions	8	Daily				
2.1.5	Performs Publications management	1	Daily				
2.1.6	Performs Information Resource Management	1	Daily				
2.1.7	Performs Records management	1	Daily				
2.1.8	Serves as MAPPER systems coordinator	2	Weekly				
2.1.9	Serves as IAOS systems coordinator	2	Daily				
2.1.10	Maintains Base Information Transfer System	1	Daily				
2.1.11	Serves as Base Web Master	2	Weekly				
2.1.12	Serves as Privacy Act and Freedom Of Information Act manager	0.5	Monthly				
2.1.13	Maintains Intelligent messaging e-mail systems	1	Daily				
2.1.14	Maintains DMS mail systems management	1	Daily				
2.2	Information Assurance						
2.2.1	Serves as COMSEC manager	3	Daily				
2.2.2	Serves as EMSEC manager	2	Monthly				
2.2.3	Provides Information warfare and all telecommunications and computer systems security	2.5	Daily				
2.2.4	Serves as Base information protection manager	3	Daily				
2.2.5	Serves as AFEKMS systems manager	2.5	Montly				
2.3	Network Operations						
2.3.1	Provides System Administration	120	Weekly				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
2.3.2	Performs as Technical Controller	6	Monthly				
2.3.3	Provides technical solution for automation requirements (for all systems)	3	Monthly				
2.3.4	Develops local operating procedures	1	Monthly				
2.3.5	Develops plans and tests Emergency communications	0.5	Monthly				
2.3.6	Provides Network security	6	Daily				
2.3.7	Performs system design or redesign	8	Monthly				
2.3.8	Performs beta system test	2	Monthly				
2.3.9	Performs compliance test	3	Weekly				
2.3.10	Performs system documentation	6	Weekly				
2.3.11	Performs systems fielding	4	Monthly				
3.0	**Audio Visual Information**						
3.1	Multimedia						
3.1.1	Processes Visual Information work orders	0.10	Daily				
3.1.2	Coordinates with customer to establish priorities and timelines for completion	0.25	Daily				
3.1.3	Researches materials for customer request	3.50	Weekly				
3.1.4	Directs and produces video based products to meet the customers needs	16.00	Weekly				
3.2	CCTV Support & Electronic Conferencing						
3.2.1	Schedules Warrior Network broadcast	1.00	Weekly				
3.2.2	Provides reproduction and taping of Warrior Network broadcasts	4.00	Weekly				
3.2.3	Maintenance and operates Warrior Network equipment and systems	6.00	Monthly				
3.2.4	Serves as the CCTV technical expert for future project planning	3.00	Monthly				
3.2.5	Provides distance learning support to the customer	3.00	Weekly				
3.3	Photographic Support						
3.3.1	Processes photographic work orders	0.10	Daily				
3.3.2	Coordinates with customer to establish priorities and timelines for completion	0.25	Daily				
3.3.3	Produces photo reproductions	2.50	Daily				
3.3.4	Aircraft inspection photo documentation	1.50	Weekly				
3.3.5	Unit historical documentation	36.00	Monthly				
3.3.6	Department of the Army (DA) photo support	1.50	Weekly				
3.4	Graphic Support						
3.4.1	Processes graphic work orders	0.10	Daily				
3.4.2	Coordinates with customer to establish priorities and timelines for completion	0.25	Daily				
3.4.3	Creates layouts for newsletters, pamphlets, and various organizations	12.00	Weekly				
3.4.4	Designs graphic materials for use in briefings, and general presentations	2.50	Daily				
3.4.5	Designs and produces recruiting materials, i.e. T-shirts, mouse pads, promotional items	2.50	Daily				
4.0	**Communications Planning & Implementation**						
4.1	Develops short/long-range plans for base IT architecture						
4.1.1	Coordinates plans annexes	5 days	annually				
4.1.2	Advises on implementation of future IT	4 days	semi-annually				
4.1.3	Monitors/manages UTCs	3 days	monthly				
4.1.4	Coordinates STEM (Systems Telecommunication Engineering Manager) actions	2 hrs	monthly				
4.2	Enforces ANG and local IT architecture						
4.2.1	Provides IT strategic plan, blueprint, CSIRs	20 days	annually				
4.2.2	Advises on military construction projects	2 days	annually				
4.2.3	Facilitates IT working groups to assure software/hardware integration	5 days	annually				
4.3	Develops and implements local IT policy and customer guidance	15 days	annually				
4.4	Manages IT requirements						

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
4.4.1	Provides technical solutions	3 hrs	daily				
4.4.2	Acquires required equipment/services	2 hrs	daily				
4.5	Manages central IT and communications resource management program						
4.5.1	Forecasts future requirements	5 days	semi-annually				
4.5.2	Maintains ADPE accountability	4 hrs	daily				
4.5.3	Forecasts, develops, executes annual budget	.5 hrs	daily				
4.6	Manages IT projects						
4.6.1	Defines and acquires resources	1 hr	weekly				
4.7	Commercial telecommunications requirements						
4.7.1	Ensures certification of billing	4 days	monthly				
4.7.2	Prepares commercial communications actions	.5 hr	weekly				
4.8	Develops deployment plans						
4.8.1	SORTS	2 hrs	monthly				
4.8.2	UDM	1 hr	monthly				
5.0	**State Headquarters**						
5.1	State HQ Support Tasking						
5.1.1	Administers Client/Hardware Replacement Program						
5.1.1.1	Coordinates non-program purchases and submits unfunded purchase requests	2.00-3.00	year				
5.1.1.2	Evaluates needs and submits annual funding request	2.00-3.00	year				
5.1.1.3	Maintains hardware and software replacement per required schedule	3.00-5.00	year				
5.1.2	CC Initiatives						
5.1.2.1	Establishes Benchmarking program	3.00	monthly				
5.1.3	Programming/Software development						
5.1.3.1	Administers Client Database programming (ACCESS)	10.00	monthly				
5.1.3.2	Develops Website applications	10.00-15.00	monthly				
5.1.4	Network support issues						
5.1.4.1	Administers and maintains Network connections	2.50	monthly				
5.1.4.2	Coordinates connectivity for new clients	1.50	monthly				
5.1.5	Audio Support Tasking						
5.1.5.1	Purchases required equipment	8.00	year				
5.1.5.2	Provides general support	2.00-3.00	monthly				
5.1.6	Desktop Administration and support						
5.1.6.1	Administers and maintains user passwords	0.50	monthly				
5.1.7	Training						
5.1.7.1	Provides career field support to Unit Training Manager	1.00-2.00	year				
5.1.7.2	Conducts computer training as required	5.00-10.00	year				
5.1.8	Research and development						
5.1.8.1	Researches new technologies for applicability to HQ/unit missions	2.00-5.00	year				
5.1.8.2	Advises Commander	3.00	monthly				
5.1.9	COMSEC/INFOSEC						
5.1.9.1	Monitors and implements current policy	3.00-4.00	year				
5.1.10	Hardware and software support						
5.1.10.1	Troubleshoots hardware/software malfunctions	5.00-10.00	monthly				
5.1.10.2	Performs configuration management	3.00-5.00	monthly				
5.2	Wing/Unit Liaison Responsibilites						
5.2.1	NGB policies (MAJCOM/DOD)						
5.2.1.1	Evaluates and disseminates IT Related policies and instructions (CTO, etc.)	3.00-5.00	year				
5.2.1.2	Ensures compliance and audits subordinate units	1.00-3.00	year				
5.2.3	State policies						
5.2.3.1	Develops IT related state policies as required (Blackberry, Cell phone, PDA)	3.00-5.00	year				
5.2.3.2	Ensures compliance and audits subordinate units	1.00-3.00	year				
5.2.4	Network Support issues						

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
5.2.4.1	Conducts architecture oversight	2.00-3.00	year				
5.2.4.2	Evaluates and ensures best practices	3.00-5.00	year				
5.2.5	Training/ STAN EVAL						
5.2.6	Performs emerging technology training	2.00-3.00	year				
5.2.6.1	Evaluates and ensures best practices	3.00-5.00	year				
5.2.7	Hardware and software replacement maintenance	3.00-5.00	year				
5.2.8	Enterprise Initiatives						
5.2.8.1	Collaborates and coordinates with subordinate units	10.00-20.00	monthly				
5.2.8.2	Evaluates and ensures best practices	3.00-5.00	year				
5.3	Joint ARNG/ANG Taskings						
5.3.1	Liaison and IT related issues						
5.3.1.1	Serves as ANG representative	2.00-3.00	year				
5.3.2	Joint HQ and Infrastructure						
5.3.2.1	Evaluates and promotes funding issues	3.00-5.00	year				
5.3.2.2	Evaluates and promotes architecture issues	3.00-5.00	year				
5.3.3	Joint Mission Planning						
5.3.3.1	Conducts Strategic Planning	5:00-10:00	year				
5.3.3.2	Conducts Tactical Planning	5:00-10:00	year				
5.3.3.3	Programs resources	3.00-5.00	year				
5.3.4	Joint Organizational Structure Planning						
5.3.4.1	Exercises Command & Control	3.00-5.00	year				
5.3.4.2	Performs Information operations	10:00-20:00	year				
5.3.4.3	Addresses HQ ANG vs. HQ ARNG issues	3.00-5.00	year				