Function: _____

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.0	**Evaluate operational readiness of units and personnel**						
1.1	Flying						
1.1.1	Maintain assigned level of aircraft currency						
1.1.1.1	Accomplish required flight training events	4.00	4Q	16.00			
1.1.1.2	Accomplish required ground training events	4.00	4Q	16.00			
1.1.2	Fly as scheduled with assigned flying organization	4.00	3M	36.00			
1.1.3	Perform annual flight health assessment	8.00	1Y	8.00			
1.2	SORTS (readiness reporting : C-rating)						
1.2.1	Review unit-level readiness reports	1.00	1M	12.00			
1.2.2	Address readiness deficiencies						
1.2.3	Summarize/present readiness status to TAG	1.00	1M	12.00			
1.3	Personnel evaluation/selection						
1.3.1	Conduct/participate in Flight Evaluation Boards	4.00	A/R	A/R			
1.3.2	Conduct/participate in Aeronautical review board	1.50	A/R	A/R			
1.3.3	Aircrew candidate selection	4.00	1Q	4.00			
1.3.4	Non-rated operations personnel selection	4.00	1Q	4.00			
1.4	Review HHQ evaluation results						
1.4.1	Complete Staff Assistance Visits	16.00	A/R	A/R			
1.4.2	Recommend/implement corrective actions	4.00	A/R	A/R			
2.0	**Provide disaster preparedness guidance**						
2.1	Monitor plans/programs						
2.1.1	Periodic review of plans + applicable guidance	4.00	1Y	4.00			
2.1.2	Develop plan implementation through POMSO office	4.00	1Y	4.00			
2.1.3	Coordinate resource requirements with State emergency offices	4.00	A/R	A/R			
2.2	Develop/monitor State emergency plans						
2.2.1	Reconcile/Coordinate ANG and State disaster prep plans						
2.2.1.1	Maintain unit capability assessments	4.00	1Y	4.00			
2.2.1.2	Maintain unit POC list	2.00	1Q	8.00			
2.2.2	Exercise plans	8.00	1Y	8.00			
2.2.3	Assess plan effectiveness after implementation	8.00	A/R	A/R			
2.2.3.1	Modify plan after assessment	4.00	A/R	A/R			
2.3	Execute emergency operations plan	A/R	A/R	A/R			
2.3.1	Schedule/assign staff support to Emergency Operation Center	A/R	A/R	A/R			
3.0	**Review operational directives**						
3.1	Establish operational policy						
3.1.1	Review/coordinate Airspace Management	16.00	2Y	32.00			
3.1.1.1	Coordinate airspace issues with State/Fed users	16.00	2Y	32.00			
3.1.1.2	Mediate airspace problems with Federal aviation authorities	4.00	1Y	4.00			
3.1.1.3	Review unit airspace management/scheduling practices	A/R	A/R	A/R			
3.1.2	Aerial Support Scheduling						
3.1.2.1	Receive/review aircraft support requests	0.50	52Y	26.00			
3.1.2.2	Validate requests through POMSO/appropriate channels	0.50	52Y	26.00			
3.1.2.3	Coordinate request with flying Wings	0.50	52Y	26.00			
3.1.2.4	Notify requestor of request approval/disapproval	0.10	52Y	5.20			
3.1.2.5	Coordinate State Partnership aviation schedules	10.00	4Y	40.00			
3.2	Establish training guidance						
3.2.1	Perform periodic review of applicable MDS/MAJCOM training regulations	8.00	1Y	8.00			
3.2.2	Validate unit training plans	8.00	1Y	8.00			
3.3	Review/assess/brief intelligence reports	4.00	12Y	48.00			
4.0	**Develop/monitor/implement State long range plans**						
4.1	Review/recommend future missions						
4.1.1	Coordinate future mission initiatives with State/Fed agencies	A/R	A/R	A/R			
4.1.2	Assess integration of new missions into State LRP	8.00	1Y	8.00			
4.1.3	Integrate Wing LRP's into State LRP	8.00	1Y	8.00			
4.1.4	Perform periodic review and update of LRP	8.00	1Y	8.00			
4.1.5	Monitor transition of new programs	A/R	A/R	A/R			

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
4.2	Plan/coordinate/exercise State Partnership activities						
4.2.1	Support ANG inputs to State Partnership For Peace Program	40.00	3Y	120.00			
4.2.1.1	Exercise SPP plan	40.00	1Y	40.00			
5.0	**Information Management**						
5.1	Prepare/present informational briefings to HQ staff	A/R	A/R	A/R			
5.2	Maintain/secure sensitive information	A/R	A/R	A/R			
5.3	Provide computer support	A/R	A/R	A/R			
5.4	Maintain plans/programs files	A/R	A/R	A/R			