

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.0	Customer Service						
1.1	Prepares Request for Individual Personnel (RIP)						
1.1.1	Receives request	5	Daily				
1.1.2	Enters information into personnel system	30	Daily				
1.1.3	Distributes RIP	5	Daily				
1.2	Creates ID Card (member/dependent/retiree)						
1.2.1	Receives request	5	Daily				
1.2.2	Verifies information	15	Daily				
1.2.3	Inputs/validates information in Defense Eligibility Enrollment Reporting System (DEERS)	20	Daily				
1.2.4	Produces card	5	Daily				
1.3	Performs a Records Review						
1.3.1	Notifies member of records review	5	Daily				
1.3.2	Customer service rep (CSR) pulls record	5	Daily				
1.3.3	Conducts review	15	Daily				
1.3.3.1	Purges outdated material	5	Daily				
1.3.3.2	Documents revisions	5	Daily				
1.3.4	Updates system	15	Daily				
1.3.5	Returns records to file	5	Daily				
1.4	Prepares DD Form 214, NGB Form, AF Form 2096, DD Form 93, Serviceman Group Life Insurance (SGLI)						
1.4.1	CSR pulls record	5	Daily				
1.4.2	Verifies service data	10	Daily				
1.4.3	Generates form	30	Daily				
1.4.4	Distributes form	5	Daily				
1.5	Prepares or Processes Misc Forms						
1.5.1	CSR pulls record, if required	5	Daily				
1.5.2	Verifies personnel data	10	Daily				
1.5.3	Generates form	20	Daily				
1.5.4	Distributes form	5	Daily				
1.6	Retiree Assistance						
1.6.1	Researches information	30	Daily				
1.6.2	Provides information as requested/required	10	Daily				
1.6.3	Fields questions/clarification/follow-up	10	Daily				
1.6.4	Prepares ID Card	NA	Daily				
1.6.5	Prepares Misc Forms	NA	Daily				
1.7	Processes Awards & Decs						
1.7.1	Receives Request for Award RIP (DÉCOR 6)	5	Daily				
1.7.2	Generates DÉCOR 6	10	Daily				
1.7.3	Distributes DÉCOR 6	5	Daily				
1.7.4	Follow-up with requester	5	Daily				
1.7.5	Receives award nomination	5	Daily				
1.7.6	Performs quality control of award nomination	10	Daily				
1.7.7	Submits to appropriate authority for approval	5	Daily				
1.7.8	Receives approved award	5	Daily				
1.7.9	Generate awards order and print certificate	15	Daily				
1.7.10	Inputs awards into personnel system	15	Daily				
1.7.11	Notifies units	5	Daily				
1.7.12	Conducts statistical analysis of awards	120	Monthly				
1.7.13	Maintains stock, distributes ribbons to unit	30	Monthly				
1.8	Records Management						
1.8.1	Builds initial records	60	Daily				
1.8.2	Obtains transfer records from different sources	60	Daily				
1.8.3	Files and maintains current documentation of records	20	Daily				
1.8.4	Purges out-dated information from records	10	Daily				
1.8.5	Forwards retired records to state level for disposition	15	Weekly				
1.8.6	Prepares officer records for Reserve Officer Promotion Management Act (ROPMA) boards	60	Bi-An.				
1.8.7	Prepares records for retirees	30	Weekly				
1.9	Processes Promotion						
1.9.1	Prepares, validates and distributes promotion eligibility roster (PER) to units	60	Monthly				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.9.2	Receives PER back from units	5	Monthly				
1.9.3	Validates PER entries	30	Monthly				
1.9.4	Generates promotion orders as appropriate	10	Monthly				
1.9.5	Prepares promotion package for submission to board	30	Monthly				
1.9.6	Coordinates board membership	120	Monthly				
1.9.7	Appoints board members, cut orders	20	Monthly				
1.9.8	Prepares supporting paperwork for boards	30	Monthly				
1.9.9	Prepares board room with appropriate copies and records	15	Monthly				
1.9.10	Obtains paperwork with appropriate signatures	5	Monthly				
1.9.11	Validates board proceedings	20	Monthly				
1.9.12	Prepares promotion orders	10	Monthly				
1.9.13	Forwards officer packages as appropriate	10	Monthly				
1.9.14	Notifies unit of promotions	5	Monthly				
1.10	Support to Casualty Affairs						
1.10.1	Retrieves information from records for casualty assistance officer	30	AR				
1.11	Mobility Processing						
1.11.1	Conducts deployment briefings as assigned	60	AR				
1.11.2	Reviews emergency data card	5	AR				
1.11.3	Reviews SGLI	5	AR				
1.11.4	Reviews ID currency, issue if necessary	10	AR				
1.11.5	Reviews dog tags, issue if necessary	10	AR				
1.11.6	Conducts in-process upon return	25	AR				
1.12	Processes Waivers						
1.12.1	Receives request from unit	5	Weekly				
1.12.2	Reviews for accuracy and completeness	15	Weekly				
1.12.3	Submits waiver with recommendation to approval authority	5	Weekly				
1.12.4	Makes recommendation to TAG as appropriate	5	Weekly				
1.12.5	Notifies unit of decision	5	Weekly				
1.12.6	Follow-up with NGB if necessary	45	AR				
1.13	Program Management						
1.13.1	Weight Management						
1.13.1.1	Enters into personnel system	15	Monthly				
1.13.1.2	Consultation with unit weight control monitors	10	Monthly				
1.13.1.3	Updates personnel system as necessary	15	Monthly				
1.13.2	Fitness Management/Reporting						
1.13.2.1	Gathers information from units	180	Annually				
1.13.2.2	Compiles report and forward to NGB	120	Annually				
1.13.3	Drug Testing						
1.13.3.1	Consultation as necessary	30	AR				
1.13.4	Manages Unit Manning Document (UMD)						
1.13.4.1	Management of grade of allocations	120	QTR.				
1.13.4.2	Generates and submits report to NGB	60	QTR.				
1.13.4.3	Reviews over-grade and excess status	300	QTR.				
1.13.4.4	Reviews UMD for T-Float opportunities	30	Annual				
1.13.4.5	Identifies members eligible for T-Float	10	QTR.				
1.13.4.6	Executes and monitors T-Float	10	AR				
1.13.4.7	Prepares paperwork to promote eligible personnel	60	AR				
1.13.5	Dependent Care						
1.13.5.1	Generates required letters	20	Annual				
1.13.5.2	Distributes to units	5	Annual				
1.13.5.3	Validates and ensure compliance	10	Annual				
1.13.6	Annual compilation of orders						
1.13.6.1	HQ notifies units to provide copies of prior FY orders	10	Annual				
1.13.6.2	HQ receives and archives appropriately	240	Annual				
1.13.7	Responds to BCMR requests						
1.13.7.1	Researches and provides required data	20	AR				
1.13.8	Enlisted Promotion Program (EPP)						
1.13.8.1	Command Chief Master Sergeant (CCM) receives authorizations from NGB	5	Annual				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
1.13.8.2	CCM notifies of EPP opportunities and requirements	15	Monthly				
1.13.8.3	CCM receives nomination packages	5	Annual				
1.13.8.4	CCM completes board and selection process	120	Annual				
1.14	Process Adverse Personnel Actions						
1.14.1	Consultation	30	AR				
1.14.2	Prepares required paperwork	30	AR				
1.15	Reenlistment / Extensions/Appointments						
1.15.1	Prepares paperwork for commanders	30	Weekly				
1.15.2	Issues new ID cards	NA	Weekly				
1.15.3	Administers oath of office	5	Weekly				
1.15.4	Enters data into personnel system	20	Weekly				
2.0	Accessions						
2.1	Recruiting						
2.1.1	Conducts Marketing						
2.1.1.1	Attends Job Fairs	480	Monthly				
2.1.1.2	Visits Schools	180	Daily				
2.1.1.3	Contacts Media	60	AR				
2.1.1.4	Participates in community relations	120	Weekly				
2.1.1.5	Provides recognition	30	AR				
2.1.2	Program Management						
2.1.2.1	Manage recruiting budget	60	Weekly				
2.1.2.2	Manages recruiting and retention staff	120	Daily				
2.1.2.3	Prepares management reports	60	Monthly				
2.1.2.4	Conducts briefings	30	Monthly				
2.1.2.5	Manages incentives	60	AR				
2.1.2.6	Develops policies and guidance	60	AR				
2.1.2.7	Coordinates force management plan	60	AR				
2.1.3	Coordinates with Military Personnel Flight (MPF)						
2.1.3.1	Coordinates with units on vacancies	10	Daily				
2.1.3.2	Advertises officer vacancies	30	Monthly				
2.1.3.3	Coordinates with base education and training manager	15	Daily				
2.1.4	Transfers						
2.1.4.1	Coordinates interstate transfers	60	AR				
2.1.4.2	Coordinates intrastate transfers	30	AR				
2.1.4.3	Processes PALACE CHASE	60	AR				
2.1.4.4	Coordinates transfers from other components	60	AR				
2.1.5	Coordinates with Military Entry Processing Station (MEPS)	120	AR				
2.1.6	Pre-Enlistment screening						
2.1.6.1	Conducts initial interview with recruit	20	Daily				
2.1.6.2	Schedules testing	10	Daily				
2.1.6.3	Schedules pre-screen with clinic	10	Daily				
2.1.6.4	Schedules physical	10	Daily				
2.1.6.5	Conducts post MEPS interview	15	Daily				
2.1.6.6	Introduces to unit for orientation	30	Daily				
2.2	Professional Recruiting						
2.2.1	Conducts direct contact interviews	120	AR				
2.2.2	Administers Sign Up Bonuses	60	AR				
2.3	Officer Accessions						
2.3.1	Coordinates with MPMO	60	Monthly				
2.3.2	Coordinates school date	30	Monthly				
2.3.3	Administers oath of office	10	Monthly				
2.3.4	Conducts follow-up	10	AR				
2.4	Enlisted Accessions						
2.4.1	Coordinates with enlistment clerk	30	Daily				
2.4.2	Coordinates school date	30	Daily				
2.4.3	Administers oath of office	30	Daily				
2.4.4	Coordinates gain to Student Flight	10	Daily				
2.4.5	Conducts follow-up with recruit	15	AR				
3.0	Training						
3.1	Manages PME (ANGM 36-2301)						
3.1.1	Manages the Airman Leadership School Program	As Req	As Req				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.1.2	Create an annual ALS plan for each fiscal year submitted to ANG/DPTEE and TEC/CNN	Ann	Ann				
3.1.3	Ensure requests for TLNs and funding is submitted to ANG/DPTEE	Q	Q				
3.1.4	Conducts the out-processing briefings	As Req	As Req				
3.1.5	Manages the Satellite Noncommissioned Officer Academy	As Req	As Req				
3.1.6	Submits the annual Satellite NCOA Program plan	Ann	Ann				
3.1.7	Submits applications for SNCOA and Officer PME						
3.2	Manages the Distance Learning Program						
3.2.1	Ensure individual is assigned as the BETO or BDLPM	As Req	As Req				
3.2.2	Establish a team from other base agencies to maintain the DLP	As Req	As Req				
3.2.3	Hold quarterly meetings	Q	Q				
3.2.4	Distribute meeting minutes to the State Headquarters and Wing Commanders	Q	Q				
3.2.5	DL team conducts a survey of all distance learning resources on base and in surrounding community	Ann	Ann				
3.2.6	Identify deficiencies	As Req	As Req				
3.2.7	Maintain Continuity Folder	As Req	As Req				
3.2.8	Establish procedures to prioritize DL requests	As Req	As Req				
3.2.9	Establish procedures for coordinating and reserving facilities	As Req	As Req				
3.3	Manages Educational Services (AFI 36-2306, AFI 36-2304, DODD 1322.6, DODI 1322.17, DODI 1322.25)						
3.3.1	Manages the Tuition Assistance Program	As Req	As Req				
3.3.2	Inform students concerning the availability of Federal AGR and traditional guardsmen state TA	As Req	As Req				
3.3.3	Establish procedures to validate TA assistance and criteria	As Req	As Req				
3.3.4	Establish procedures to recoup funds	As Req	As Req				
3.3.5	Provides counseling services	As Req	As Req				
3.3.6	Ensure personnel are aware of Chapter 1606 MGIB and Active Duty GI Bill Program, DANTEs, CCAAAF, VEAP, PME, ECI and commissioning programs	As Req	As Req				
3.3.7	Ensure students are counseled on loan repayment, forbearances, deferments, and payment and default prevention schedules	As Req	As Req				
3.3.8	Manages the Defense Activity for Non-Traditional Education Support Training Operations (DANTEs DEPH, Vols I & II	As Req	As Req				
3.3.9	Test Control Officer and the Alternate Test Control Officer establishes standard procedures outlining and specifying operational details of stocking or non-stocking DANTEs testing center	As Req	As Req				
3.3.10	Prepare quarterly and annual inspections and file with DANTEs and ANGRC	Q	Q				
3.3.11	Perform inventory on DANTEs tests	As Req	As Req				
3.3.12	Brief personnel on consequences and follow up procedures required in the event of a DANTEs test loss or compromise	As Req	As Req				
3.3.13	Community College of the Air Force	As Req	As Req				
3.3.14	Submit AF Form 968 with each transcript request	As Req	As Req				
3.3.15	Ensure personnel are briefed on the CCAF requirements	As Req	As Req				
3.3.16	Manages the Educational Software and Resources Programs, i.e. Military Experience and Training Evaluation Consultant (METEC) User Manual, Computer Assisted Guidance Information System (CAGIS) Users Manual, The College Blue Book, etc	As Req	As Req				
3.4	Conducts UETM Staff Assistance Visits						

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.4.1	Ensures the UETM implements, clarifies, and manages the On-the-Job Training (OJT) policies and procedures	As Req	As Req				
3.4.2	Ensures the UETM identifies training resources and they coordinate training for supported work centers	As Req	As Req				
3.4.3	Ensures the UETM procures training references, publications, materials, job site training courses, software, skill and knowledge assessment tools	As Req	As Req				
3.4.4	Ensures the UETM develops materials to support the OJT program	As Req	As Req				
3.4.5	Ensures the UETM develops Master Task Listings, Task Breakdowns, lessons plans, surveys, questionnaires, checklists, etc when needed	As Req	As Req				
3.4.6	Ensure the UETM develops effective unit training programs	As Req	As Req				
3.5	Extension Course Institute Program (AFI 36-2201, AFCSM 36-699, Vol IIIII, & ECI Catalog)						
3.5.1	Orders Career Development Courses, course examinations, process course extensions and process change of address for incoming personnel	As Req	As Req				
3.5.2	Manages Test Control Program	As Req	As Req				
3.5.3	Administers the course examinations	As Req	As Req				
3.5.4	Conducts a quarterly inventory or when a change to the TCO or alternate TCO	Q	Q				
3.5.5	Determines enrollment eligibility and student classification	As Req	As Req				
3.5.6	Counsel students on required progress, completion schedules, exam requests, penalties, enrollment extensions	As Req	As Req				
3.5.7	Approves and transmits requests on enrollments, cancellations, course extensions, course exams, etc	As Req	As Req				
3.6	Manages Formal Schools (AFCAT 36-2223,AFI-36-2108)						
3.6.1	Requests Schools allocations	As Req	As Req				
3.6.2	Verify member eligibility	As Req	As Req				
3.6.3	Develop formal school suspense system	As Req	As Req				
3.6.4	Requests AFIT and civilian school seats (DD Form 1556)	As Req	As Req				
3.6.5	Confirm training attendance	As Req	As Req				
3.6.6	Track outstanding transaction registers	As Req	As Req				
3.6.7	Arrange substitutions	As Req	As Req				
3.6.8	Manage suspense systems for TDY schools	As Req	As Req				
3.6.9	Monitor school day usage	As Req	As Req				
3.6.10	Generate school day usage reports	M	M				
3.6.11	Coordinate with financial working groups	W	W				
3.6.12	Maintain relocation project files	As Req	As Req				
3.6.13	Conduct in/out-processing	As Req	As Req				
3.6.14	Coordinate schools orders	As Req	As Req				
3.6.15	Conduct post-education interviews	As Req	As Req				
3.6.16	Execute a recall	As Req	As Req				
3.7	Manage Classification Policy and Actions (AFI-36-2101)						
3.7.1	Monitor classification actions	As Req	As Req				
3.7.2	Verify compliance with officer AFSC requirements	As Req	As Req				
3.7.3	Verify compliance with enlisted AFSC requirements	As Req	As Req				
3.7.4	Process waivers	As Req	As Req				
3.8	Manage Base Education and Training						
3.8.1	Implement and manage OJT policies and procedures	As Req	As Req				
3.8.2	Advise Cdrs, units, and training activities on OJT productivity and compliance procedures	As Req	As Req				
3.8.3	Coordinate Train the Trainer program initiatives	As Req	As Req				
3.8.4	Review relevant training pubs and develop recommendations	As Req	As Req				
3.8.5	Identify training resources	As Req	As Req				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
3.8.6	Coordinate wartime task training	As Req	As Req				
3.8.7	Develop OJT support materials	As Req	As Req				
3.8.8	Coordinate job site training and material acquisition	As Req	As Req				
3.8.9	Collate training feedback and evaluations	As Req	As Req				
3.8.10	Coordiante Occupational Survey Program	Ann	Ann				
3.8.11	Conduct quarterly base training manager meetings	Q	Q				
3.8.12	Track and update OJT training codes	Q	Q				
3.8.13	Analyze training data trends	Q	Q				
3.8.14	Prepare/brief training data	Q	Q				
4.0	Retention						
4.1	Manages Enlisted Incentives Program						
4.1.1	Determines eligibility	AsReq	AsReq				
4.1.2	Certifies Funds	AsReq	AsReq				
4.1.3	Authorizes Payments	AsReq	AsReq				
4.1.4	Counsels Members	AsReq	AsReq				
4.1.5	Processes forms	AsReq	AsReq				
4.2	Manages Officer Incentives (ANGI 36-2607)	AsReq	AsReq				
4.2.1	Determines eligibility	AsReq	AsReq				
4.2.2	Certifies Funds	AsReq	AsReq				
4.2.3	Authorizes Payments	AsReq	AsReq				
4.2.4	Counsels Members	AsReq	AsReq				
4.2.5	Processes forms	AsReq	AsReq				
4.3	Manages Unit Career Advisory Program/ and Career Motivation Program (ANGI 36-2607)						
4.3.1	Monitor appointment of newly assigned career advisors	As Req	As Req				
4.3.2	Ensures initial training of new advisors within 3 months	As Req	Q				
4.3.3	Provides annual refresher and quarterly meeting training	As Req	A/Q				
4.3.4	Conducts staff assistance visit (SAV) training for units	As Req	Bi-An				
4.3.5	Provides reports of SAVs w/in 30 days	As Req	Bi-An				
4.3.6	Provides SAVs to State Recruiting Superintendent	As Req	Bi-An				
4.3.7	Maintains retention interview suspense system	As Req	As Req				
4.3.8	Initiates NGB Form 0173	As Req	As Req				
4.3.9	Coordinates Rosters of members with ETS w/ln 12 mo	As Req	As Req				
4.3.10	Interviews members declining reenlistment	As Req	As Req				
4.3.11	Interviews members requesting separation prior to ETS	As Req	As Req				
4.3.12	Manages UCA recognition program	Q	Q				
4.3.13	Forwards UCA Recognition recommendations	A	A				
4.3.14	Provides retention briefings & reports	Q	Q				
4.3.15	Analyze trends & develop recommendations for negative trends	Q	Q				
4.3.16	Track and record losses and reelistment rates	M	M				
4.3.17	Provides report & related retention metrics to ANG/DPFR	As Req	As Req				
4.3.18	Promotes ANG retention (Publicity and Marketing effort)	As Req	As Req				
4.3.19	Provides ANG Benefits & Entitlements Information to Members	As Req	As Req				
4.3.20	Develops Career Motivation components of briefings	As Req	As Req				
4.3.21	Provides Educational Benefits information	As Req	As Req				
4.3.22	Monitors vacancies based on projected separations	M	M				
4.3.23	Conducts exit surveys	As Req	As Req				
4.3.24	Prepares quarterly exit reports	Q	Q				
4.3.25	Prepares & publishes annual retention plans	A	A				
4.3.26	Submits budget retention funds requests	A	A				
4.3.27	Provides Newcomer Orientation info to new servicemembers and their families	As Req	As Req				
4.4	Montgomery GI Bill (ANGI 36-2607)	AsReq	AsReq				
4.4.1	Determine entitlements	AsReq	AsReq				
4.4.2	Conducts campaigns	AsReq	AsReq				
4.4.3	Counsel members	AsReq	AsReq				
4.4.4	Processes forms	AsReq	AsReq				
4.4.5	Prepares monthly reports	AsReq	AsReq				
4.4.6	Serves as liaison to Regional Veterans Administration	AsReq	AsReq				

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5.0	Separation / Discharges						
5.1	Receive, Manage, Maintain and Process Personnel Records of individuals Identified for Separation/Discharge						
5.1.1	Receive and Review Request for Separation/Discharge	10	AR				
5.1.2	Pull UPRG and place in suspense	5	AR				
5.1.3	Identify type of Separation/Discharge and copy/forward required information/Documents	10	AR				
5.1.4	Forward Request to HQ For Action	5	AR				
5.1.5	HQ Record Placed in Suspense file	5	AR				
5.1.6	Order for approved requests prepared and distributed.	20	AR				
5.1.6.1	Member notified of Action	5	AR				
5.1.6.2	Ensure member out processed IAW prescribed directives with required offices prior to Separation/Discharge	30	AR				
5.1.6.3	MILPDS Updated	15	AR				
5.1.6.4	After Separation /discharge date, UPRG distributed to required agency, HQ Personnel Record sent to archives	30	AR				
5.1.7	Disapproved requests submitted back to unit.	5	AR				
5.1.7.1	HQ Personnel Record placed back in File	5	AR				
5.1.7.2	UPRG Record placed back in Master Personnel File	5	AR				
5.2	Coordinate and Track Conditional Releases between Agencies						
5.2.1	Receive Request for Conditional Release from Member	3	AR				
5.2.2	Perform Quality Check to ensure form is completed correctly	7	AR				
5.2.3	Pull UPRG and place in suspense	5	AR				
5.2.4	Copy requested documents from UPRG and forward to requesting agency	20	AR				
5.2.5	After member accessed by gaining agency Forward Request to HQ for Approval	5	AR				
5.2.6	Approved Requests:		AR				
5.2.6.1	Order for approved requests prepared and distributed.	20	AR				
5.2.6.2	Member notified of Action	5	AR				
5.2.6.3	Ensure member out processed IAW prescribed directives with required offices prior to Separation/Discharge	30	AR				
5.2.6.4	MILPDS Updated	15	AR				
5.2.6.5	After Separation /discharge date, UPRG distributed to required agency, HQ Personnel Record sent to archives	30	AR				
5.2.7	Disapproved requests submitted back to unit.	5	AR				
5.2.7.1	HQ Personnel Record placed back in File	5	AR				
5.2.7.2	UPRG Record placed back in Master Personnel File	5	AR				
5.3	Admin Discharge Bds.						
5.3.1	Received and Review Request for Administrative Discharge Board	60	AR				
5.3.2	Package forwarded to JAG for legal review	5	AR				
5.3.3	JAG Coordinated with Senior Leadership for consideration		AR				
5.3.4	Board members identified and orders issued for board action	60	AR				
5.3.4.1	After the rights of members are identified and situation/Case determined, determination made		AR				
5.3.5	Member notified of determination	45	AR				
5.3.6	If separation/discharge determined:		AR				
5.3.6.1	Order for approved requests prepared and distributed.	20	AR				
5.3.6.2	Member notified of Action	5	AR				
5.3.6.3	Ensure member out processed IAW prescribed directives with required offices prior to Separation/Discharge	30	AR				
5.3.6.4	MILPDS Updated	15	AR				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
5.3.6.5	After Separation /discharge date, UPRG distributed to required agency, HQ Personnel Record sent to archives	30	AR				
5.3.7	Disapproved requests submitted back to unit.	5	AR				
5.3.7.1	HQ Personnel Record placed back in File	5	AR				
5.3.7.2	UPRG Record placed back in Master Personnel File	5	AR				
5.4	Involuntary Separations (Medical, Unsat, Drug, Weight, Moral, Standards, etc..)						
5.4.1	Receive and Review Request for Separation	10	AR				
5.4.2	Validate reason for request identified and coordinate processing IAW prescribed directives	15	AR				
5.4.3	Forward package to JAG for legal review	5	AR				
5.4.4	Board members identified and orders issued for board action, if required	60	AR				
5.4.4.1	After the rights of members are identified and situation/Case determined, determination made		AR				
5.4.5	Member notified of determination	45	AR				
5.4.6	If separation/discharge determined:		AR				
5.4.6.1	Order for approved requests prepared and distributed.	20	AR				
5.4.6.2	Member notified of Action	5	AR				
5.4.6.3	Ensure member out processed IAW prescribed directives with required offices prior to Separation/Discharge	30	AR				
5.4.6.4	MILPDS Updated	15	AR				
5.4.6.5	After Separation /discharge date, UPRG distributed to required agency, HQ Personnel Record sent to archives	30	AR				
5.4.7	Disapproved requests submitted back to unit.	5	AR				
5.4.7.1	HQ Personnel Record placed back in File	5	AR				
5.4.7.2	UPRG Record placed back in Master Personnel File	5	AR				
5.5	Retirements						
5.5.1	Receive and review Members request for Retirement	5	AR				
5.5.2	UPRG pulled and placed in suspense	5	AR				
5.5.3	Request for 131, 1160 form completed and forwarded to ARPC for processing	60	AR				
5.5.4	Upon receipt of 131 or 1160 from ARPC, members date of retirement eligibility recorded and request forwarded to HQ.	10	AR				
5.5.5	HQ Record Placed in Suspense file	5	AR				
5.5.6	Order for approved requests prepared and distributed.	20	AR				
5.5.7	Coordinate with GOMO on General Officer Retirements	120	AR				
5.5.8	Retirement elements (Certificate, Flag,etc..) prepared as required. (Awards, Spouse Certificate, Retirement Certificate, State Awards, etc...)	960	AR				
5.5.9	Ensure member out processed IAW prescribed directives with required offices prior to Separation/Discharge	30	AR				
5.5.10	MILPDS Updated	15	AR				
5.5.11	After Separation /discharge date, UPRG distributed to required agency, HQ Personnel Record sent to archives	30	AR				
5.6	Resignations / Voluntary Separations						
5.6.1	Request for Separation/Discharge given to member	5	AR				
5.6.2	Approved request members UPRG placed in suspense	5	AR				
5.6.3	Request reviewed to ensure special action is not required.	10	AR				
5.6.3.1	If special action is required:		AR				
5.6.3.2	Notify Commander on special requirements for separation. i.e. Stop Loss	10	AR				
5.6.4	Review and forward Request for Separation/Discharge and waiver (if required) to HQ for processing.	15	AR				
5.6.5	HQ Record Placed in Suspense file	5	AR				
5.6.6	Request for approval reviewed to ensure compliance with prescribed directives	10	AR				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
5.6.7	Forward and track Special action waivers to appropriate authority for processing	20	AR				
5.6.8	Upon receipt of waiver approval and/or TAG approval, publish and distribute the Separation/Discharge Order	30	AR				
5.6.8.1	Ensure member out processed IAW prescribed directives with required offices prior to Separation/Discharge	30	AR				
5.6.8.2	MILPDS Updated	15	AR				
5.6.8.3	After Separation /discharge date, UPRG distributed to required agency, HQ Personnel Record sent to archives	30	AR				
5.6.9	Disapproved requests submitted back to unit.	5	AR				
5.6.9.1	HQ Personnel Record placed back in File	5	AR				
5.6.9.2	UPRG Record placed back in Master Personnel File	5	AR				
6.0	Utilization / Readiness						
6.1	Force Management						
6.1.1	Assist commanders in managing their manning documents to meet prescribed directives to have SORTS requirements met and critical needs of the unit addressed						
6.1.1.1	Create a template for each desired action to assist commanders in Force Management Functions. (Write a Query for Discover)	60	1 per template				
6.1.2	Develop, Produce and Distribute products/tools and lists to assist commanders/supervisors.						
6.1.2.1	Prepare Unit Manning Documents for Commanders as required	120	monthly				
6.1.2.2	Maintain Unit Vacancy Listings to reflect current vacancies and projected vacancies	120	weekly				
6.1.2.3	Provide Commanders list of Excess and Overgrade individuals as required	120	monthly				
6.1.2.4	Provide Commander with lists of individuals with retirement eligibility (over 20 years Sat. Svc.)	120	Quarterly				
6.1.2.5	Provide Commanders a list of individuals whose ETS is within 3 to 12 months	120	monthly				
6.1.2.6	Provide Commanders a list of individuals whose Federal Service is over 30 years and age is over 50.	120	Quarterly				
6.1.2.7	Provide Commanders a list of Officer Mandatory Separation Dates	120	Quarterly				
6.1.2.8	Provide Commanders a list of Promotion Eligible Individuals as requested	120	monthly				
6.1.2.9	Provide Commanders with a list of individuals who require PME or are excess in training	120	monthly				
6.1.2.10	Provide Commander with periodic loss analysis	1440	Quarterly				
6.2	Deployments / Mobilization						
6.2.1	Assist Commanders with meeting the requirements for upcoming deployments/activations, PSRC's and Taskings.						
6.2.2	Upon notification of action:						
6.2.2.1	Provide commander a list of requirements based on the tasking order	120					
6.2.2.2	Assist the commander in filling UTC requirements and ensure data is entered in manper-b	25	per person (AR)				
6.2.2.3	Publish and Coordinate deployment orders on tasked members	30	per person (AR)				
6.2.2.4	Establish and set-up the mobility processing line with required stations to meet the needs of the organization	180	Each Deployment				
6.2.2.5	Process members through the mobility Processing Line	15	per person (AR)				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
6.2.2.6	Track and update duty status, location, and other pertinent data as required	10	per person (AR)				
6.2.3	Upon receipt of demobilization order;						
6.2.3.1	Establish and set-up the mobility in-processing line with required stations to meet the needs of the organization.	180	Each Deployment				
6.2.3.2	Process members through the mobility In-processing line	30	per person (AR)				
6.2.3.3	Prepare DD Form 214 or required separation document's	90	per person (AR)				
6.2.4	Upon receipt of voluntary demobilization request						
6.2.4.1	Review and Forward to TAG for concurrence	15	per person (AR)				
6.2.4.2	Forward to CAT for approval	15	per person (AR)				
6.2.4.3	Once approved, in-process member back into the unit IAW prescribed directives.	30	per person (AR)				
6.2.4.4	Prepare DD from 214 or other separation documents as required	90	per person (AR)				
6.2.4.5	Post the separation document and distribute as required.	15	per person (AR)				
6.3	Promotions						
6.3.1	Enlisted (Unit Vacancy)						
6.3.1.1	Receive the appropriate form required requesting the promotion by the Commander	5	per person (AR)				
6.3.1.2	Review the TIG, TIS (SAT. SVC.), PME, SPMD and UMD and other requirements for promotion	30	per person (AR)				
6.3.1.3	If member is in retraining status, ensure meets all other requirements for promotion.	5	per person (AR)				
6.3.1.4	Prepare, submit and track promotion package to HRO and HQ for processing IAW prescribed directives	20	per person (AR)				
6.3.1.5	HQ Review promotion package to ensure compliance	30	per person (AR)				
6.3.1.6	Coordinate, Notify members, publish orders and Hold promotion Board as required	90	per person (AR)				
6.3.1.7	Submit and track promotion through TAG as required	20	per person (AR)				
6.3.1.8	Once approved, Publish and distribute the promotion order	20	per person (AR)				
6.3.1.9	Update MILMOD for promotion	15	per person (AR)				
6.3.1.10	Post Promotion Order in UPRG	5	per person (AR)				
6.3.2	Enlisted (Special Program)						

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
6.3.2.1	Receive the appropriate form required requesting the promotion by the Commander	5	per person (AR)				
6.3.2.2	Review the TIG, TIS (SAT. SVC.), PME, SPMD and UMD and other requirements for promotion	30	per person (AR)				
6.3.2.3	If member is in retraining status, ensure meets all other requirements for promotion.	5	per person (AR)				
6.3.2.4	Review and ensure criteria for promotion under T-Float, EPP, Deserving Airman, or any other special programs are met.	30	per person (AR)				
6.3.2.5	Prepare, submit and track promotion package to HRO and HQ for processing IAW prescribed directives	30	per person (AR)				
6.3.2.6	HQ Review promotion package to ensure compliance	30	per person (AR)				
6.3.2.7	Coordinate, Notify members, publish orders and Hold promotion Board as required	90	per person (AR)				
6.3.2.8	Submit and track promotion through TAG as required	20	per person (AR)				
6.3.2.9	Once approved, Publish and track special promotion requirements as defined in prescribed directives. i.e. EPP, T-Float, etc.. Notification/Approval through ANGRC	45	per person (AR)				
6.3.2.10	Publish and distribute the promotion order	20	per person (AR)				
6.3.2.11	Update MILMOD for promotion	15	per person (AR)				
6.3.2.12	Post Promotion Order in UPRG	5	per person (AR)				
6.3.3	Officer (Unit Vacancy)						
6.3.3.1	Receive the appropriate form required requesting the promotion by the Commander	5	per person (AR)				
6.3.3.2	Review the TIG, TIS (SAT. SVC.), PME, SPMD, OPR and other requirements for promotion	45	per person (AR)				
6.3.3.3	Prepare, submit and track promotion package to HRO and HQ for processing IAW prescribed directives	60	per person (AR)				
6.3.3.4	HQ Review promotion package to ensure compliance	45	per person (AR)				
6.3.3.5	Publish promotion orders and convene the promotion Board as required	60	per person (AR)				
6.3.3.6	Submit and track promotion through TAG	20	per person (AR)				
6.3.3.7	Publish and distribute State promotion Orders	20	per person (AR)				
6.3.3.8	Post Promotion Order in UPRG	5	per person (AR)				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
6.3.3.9	Submit and Track Request for Federal Recognition	45	per person (AR)				
6.3.3.10	Federal Recognition Received , Distributed and posted as appropriate	15	per person (AR)				
6.3.4	Officer (Special Programs)						
6.3.4.1	Receive the eligibility list for mandatory promotions	5	per person (AR)				
6.3.4.2	MPF, Wing/CC and ESSO review and certify the list.	20	per person (AR)				
6.3.4.3	Member notified of Promotion Board	30	per person (AR)				
6.3.4.4	Review Commanders submission of AF Form 709 for promotion, as required	15	per person (AR)				
6.3.4.5	Submit list to NGB and AF Form 709 to ARPC	20	per person (AR)				
6.3.4.6	Log into PRISM and produce select/non-select list from ARPC	20	per person (AR)				
6.3.4.7	Notify the Commander on selectees to be promoted to ensure request for nomination is submitted prior to effective date and brief commander on provisions of accelerated promotion, LCAP and Delayed/Deferred promotions.	30	per person (AR)				
6.3.4.8	Receive the appropriate form required requesting the promotion by the Commander	5	per person (AR)				
6.3.4.9	Review and ensure criteria for promotion under ROPMA, LCAP or any other special programs are met.	30	per person (AR)				
6.3.4.10	Prepare, submit and track promotion package to HRO and HQ for processing IAW prescribed directives	60	per person (AR)				
6.3.4.11	HQ Review promotion package to ensure compliance	45	per person (AR)				
6.3.4.12	Submit and track promotion through TAG	60	per person (AR)				
6.3.4.13	Publish and distribute State promotion Orders	20	per person (AR)				
6.3.4.14	Post Promotion Order in UPRG	5	per person (AR)				
6.3.4.15	Once approved, Publish and track special promotion requirements as defined in prescribed directives. i.e. ROPMA, LCAP, etc.. Notification/Approval through ANGRC.	45	per person (AR)				
6.3.4.16	Submit and Track Request for Federal Recognition	45	per person (AR)				
6.3.4.17	Federal Recognition Received , Distributed and posted as appropriate	15	per person (AR)				
6.3.5	Officer (O-6 and above)						

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
6.3.5.1	Upon receipt of Notification of Semi-Annual promotion Boards nominations for promotion must be submitted by the appropriate date.	20	Semi Annually				
6.3.5.2	Prepare promotion package	180	per person (AR)				
6.3.5.3	HQ Review promotion package to ensure compliance	60	per person (AR)				
6.3.5.4	Publish orders directing State promotion board and convene the Board as required	60	per person (AR)				
6.3.5.5	Forward and track the promotion package to the appropriate agency	45	per person (AR)				
6.3.5.6	Federal Recognition Received and order distributed and posted	15	per person (AR)				
6.4	Assignments						
6.4.1	Receive 2096 from commander for assignment action	5	per person (AR)				
6.4.2	Route 2096 through all aspects of the Personnel and Finance for required actions to ensure assignment desired meets assignment requirements.	120	per person (AR)				
6.4.3	Update information in MILMOD reflecting desired assignment/reassignment	15	per person (AR)				
6.4.4	File 2096 in UPRG	5	per person (AR)				
6.5	Integrated Planning Process						
6.5.1	Semiannually, prepare and distribute the strategic plan for future forecasting the needs of the State.	?	Semi-Annually				
7.0	Full Time Manning						
8.0	Program Management						
8.1	Special Programs						
8.1.1	Organizes and Supports Youth Camp	AR	AR				
8.1.1.2	Leads Youth Camp	AR	AR				
8.1.2	Organizes and Supports Star Base	AR	AR				
8.1.2	Organizes Youth Challenge	AR	AR				
8.2	Protocol						
8.2.1	Provides Protocol Guidance	1hr	1/wk				
8.3	Provides Special Events and Ceremonies Oversight						
8.3.1	Coordinates with Public Affairs office	1hr	1/wk				
8.4	Tuition Assistance and Scholarships						
8.4.1	Provide program oversight	1hr	1/mo				
8.4.2	Assists in legislative actions						
8.4.3	Process and verify TA and Scholarship eligibility	2 hr	1/day				
8.5	Manages/maintains State record (filing)	3 hr	1/day				
8.6	Archives State Record/ Order						
8.6.1	Prepares record for archive	8 hr	1/mo				
8.6.2	Transfers record to archive	8 hr	1/mo				
8.7	Legislative Liaison						
8.7.1	Develops statutory change	16 hr	1/mo				
8.7.2	Coordinates with legislative staff / sub-committee	3 hr	1/wk				
8.7.3	Coordinates activities and information	1hr	1/wk				
8.7.4	Responds to Congressional inquiry	6 hr	1/mo				
8.8	Liaison with National Agencies & MAJCOMS						
8.8.1	Identifies action officer/POC	1hr	1/wk				
8.8.2	Provides requested information	1hr	1/wk				
8.8.3	Requests information/ guidance	1hr	1/wk				

Number	Item	Per Accomplish Time	Frequency	Time Per Year	Workload Driver	Driver Number	Total Per Task
8.8.4	Represents State ANG on national level (I.e. committees and working groups)	16 hr	1/wk				
8.8.5	Plans & Coordinates visit to National Agencies	4 hr	1/mo				
8.9	Military Support for Civil Authority (MSCA)						
8.9.1	Plans MSCA operation	2 hr	AR				
8.9.2	Trains staff members	8 hr	1/qtr				
8.9.3	Coordinates resources	1 hr	1/mo				
8.9.4	Provides manpower support	1 hr	1/mo				
8.9.5	Supports Homeland Defense	4 hr	1/wk				
8.10	Civil Support Team [capture in customers support]						
8.10.1	Provides personnel/ administrative support	1 hr	1/mo				
8.11	Counter Drug [capture in customers support]						
8.11.1	Oversees Program	2 hr	1/yr				
8.11.2	Reviews & Endorses yearly Budget	8 hr	1/yr				
8.12	Employer Support of Guard/ Reserve (ESGR)						
8.12.1	Coordinates ESGR activities	2 hr	1/mo				
8.12.2	Plans "Boss Lift" program	3 hr	1/mo				
8.12.3	Approves VIP flights	1 hr	1/mo				
8.12.4	Performs Ombudsman duties	2 hr	1/mo				
8.13	GOVERNOR CALL-UP (STATE ACTIVE DUTY)						
8.13.1	Coordinates with State Emergency Operations Center	AR	AR				
8.13.1.1	Provides resources and personnel	AR	AR				
8.13.2	Prepares orders and payroll	AR	AR				
8.14	Manages Statutory Tours						
8.14.1	Maintains state affiliation (records)	4 hr	1/yr				
8.14.2	Prepares promotion orders	4 hr	1/yr				
8.15	Mission Pioneering	2 hr	1/wk				
8.15.1	Researches new mission						
8.15.2	Coordinates with proper authority (HQs, etc)						
8.16	Investigations and Complaints						
8.16.1	Coordinate with units on IG investigations and complaints	8 hr	1/mo				
8.16.2	Compile and report responses to complaints	8 hr	1/mo				
8.17	ANG Asstant Program						
8.17.1	Determines "days and dollars"	1 hr	1/wk				
8.17.2	Prepares and coordinates TDY Order	2 hr	1/wk				
8.18	Community Events and Programs						
8.18.1	Respond to community requests for involvement	2/hr	AR				
8.18.2	Coordinates "Fly-bys"	1/hr	AR				
8.19	Aircrew Incentive Pgm						
8.19.1	Maintained by MPF	1/hr	AR				
8.20	Diversity [RETENTION?]						
8.20.1	Develop diversity initiative	3 hr	1/mo				
8.20.2	Monitor state-wide diversity training	1 hr	1/mo				
8.20.3	Plans and coordinates special events	4 hr	1/mo				
8.21	Mentoring [RETENTION?]						
8.21.1	Develop mentoring initiatives	1 hr	1/mo				
8.21.2	Monitor state-wide mentoring training	1 hr	1/mo				