

<b>DIRECTORATE OF PROPERTY AND FISCAL OPERATIONS</b>						
		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
<b>1.</b>	<b>Administers Personnel.</b>	<b>X</b>	<b>X</b>			
1.1.	Indoctrinates personnel.	X	X			
1.2.	Rates performance.	X	X			
1.3.	Endorses evaluation (senior rater).	X	X			
1.4.	Nominates personnel for award.	X	X			
1.5.	Monitors management improvement program.	X	X			
1.5.1.	Assists subordinate.	X	X			
1.5.2.	Processes suggestion.	X	X			
1.2.	Supervises personnel.	X	X			
1.2.1.	Schedules personnel.	X	X			
1.2.2.	Develops directive.	X	X			
1.2.3.	Directs work center activity.	X	X			
1.2.4.	Counsels personnel.	X	X			
1.3.	Reviews incoming distribution.	X	X			
1.4.	Reviews outgoing distribution.	X	X			
1.5.	Reviews report and statistical data.	X	X			
1.6.	Inspects facility.	X	X			
1.7.	Receives and assists visiting official.	X	X			
1.8.	Attends conference.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
1.9.	Travel.	X	X			
<b>2.</b>	<b>Budget.</b>	X	X			
2.1.	Reviews budget estimate.	X	X			
2.2.	Monitors budget execution.	X	X			
2.3	Manages the annual budget and amendments	X	X			
<b>3.</b>	<b>Purchasing</b>	X	X			
3.1.	Order processing.	X	X			
3.1.1.	Processes purchase (PR) request.	X	X			
3.1.2.	Processes purchase order (PO) for supplies and equipment. (For PO over \$100,000, additional work/documentation will be involved).	X	X			
3.1.3.	Processes construction purchase order for less than \$100,000.	X	X			
3.1.4.	Process service purchase order.	X	X			
3.1.5.	Processes delivery order.	X	X			
3.1.6.	Establish a blanket purchase Agreement.	X	X			
3.1.7.	Processes a blanket purchase Agreement (BPA) call record.	X	X			
3.1.8.	Processes standard form 44.	X	X			
3.2.	Unauthorized procurement action processing.	X	X			
3.2.1.	Conducts pre-decision phase activities.	X	X			
3.2.2.	Conducts decision phase activities.	X	X			
3.2.3.	Conducts post-decision phase activities.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
3.3.	Post-award actions.	X	X			
3.3.1.	Prepares modifications (SF 30).	X	X			
3.3.2.	Prepares show cause.	X	X			
3.3.3.	Prepares cure notice.	X	X			
3.3.4.	Obtains legal review.	X	X			
3.3.5.	Processes termination.	X	X			
3.4.	Protest to procurement action per FAR part 33.1.	X	X			
3.4.1.	Responds to protest.	X	X			
3.4.2.	Obtains legal review.	X	X			
3.5.	Freedom of Information Act (FOIA) request processing.	X	X			
3.5.1.	Processes request for release of information.	X	X			
3.5.2.	Processes denial to release information.	X	X			
3.6.	Ordering officer appointment.	X	X			
3.6.1.	Receives/reviews appointment request.	X	X			
3.6.2.	Appoints/terminates ordering officer.	X	X			
3.6.3.	Trains ordering officer.	X	X			
3.6.4.	Conducts annual surveillance.	X	X			
3.7.	International merchant purchase authority card (IMPAC) program.	X	X			
3.7.1.	Establish/maintains standard operating procedures.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
3.7.2.	Prepares/conducts training.	X	X			
3.7.3.	Establishes IMPAC account.	X	X			
3.7.4.	Maintains IMPAC account.	X	X			
3.7.5.	Reviews monthly bank statement. (conducts monthly review of transaction reports supplied by bank; ie. Receives, reviews, and files report and identifies problems).	X	X			
3.7.6.	Conducts surveillance of accounts.	X	X			
<b>4.</b>	<b>Contracting.</b>	X	X			
4.1.	Architectural & engineering (A&E) contract procedure.	X	X			
4.1.1.	Prepares solicitation package.	X	X			
4.1.2.	Negotiates A&E contract.	X	X			
4.1.3.	Awards contract.	X	X			
4.1.4.	Coordinates, reviews, and approves submittal. (includes A&E delivery order (DO)).	X	X			
4.1.5.	Administers A&E contract.	X	X			
4.2.	Architectural & engineering (A&E) delivery order (DO) procedure.	X	X			
4.2.1.	Prepares solicitation package.	X	X			
4.2.2.	Solicits pricing proposal.	X	X			
4.2.3.	Awards delivery order.	X	X			
4.3.	Construction contract procedure.	X	X			
4.3.1.	Prepares solicitation package.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
4.3.2.	Awards contract.	X	X			
4.3.3.	Performs post award contract action.	X	X			
4.3.4.	Negotiates 8(a) contract.	X	X			
4.4.	Job order contract (JOC) procedure. ****note: during the measurement phase for category four, you can only receive credit for one of the proposal/bid processes per base, since you are only authorized one JOC per year. This means that you can count your time in either task 4.2, 4.4/4.5/4.6, or 4.7.****	X	X			
4.4.1.	Prepares solicitation package.	X	X			
4.4.2.	Prepares competitive proposal.	X	X			
4.4.3.	Receives technical proposal.	X	X			
4.4.4.	Solicits sealed bid.	X	X			
4.4.5.	Conducts step one of two-step sealed bid procedure.	X	X			
4.4.6.	Conducts step two of two-step sealed bid procedure.	X	X			
4.4.7.	Negotiates 8(a) job order contract.	X	X			
4.4.8.	Awards job order contract.	X	X			
4.4.9.	Performs post-award contract action.	X	X			
4.4.10.	Issues JOC task order.	X	X			
4.5.	Best value construction task order contract (TOC) procedure.	X	X			
4.5.1.	Prepares solicitation package.	X	X			
4.5.2.	Solicits competitive proposal.	X	X			
4.5.3.	Negotiates 8(a) best value construction task order contract.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
4.5.4.	Awards best value construction task order contract.	X	X			
4.5.5.	Performs post-award contract action.	X	X			
4.5.6.	Issues task order.	X	X			
4.6.	Grants and cooperative Agreements.	X	X			
4.6.1.	Prepares master cooperative Agreement (MCA).	X	X			
4.6.2.	Prepares and administers appendix.	X	X			
4.6.3.	Prepares military construction cooperative Agreement.	X	X			
4.6.4.	Prepares inter service support Agreement.	X	X			
4.6.5.	Prepares memorandum of understanding/memorandum of Agreement (MOU/MOA).	X	X			
4.6.6.	Prepares special project Agreement.	X	X			
4.6.7.	Prepares modification for Agreements.	X	X			
4.6.8.	Compiles quarterly reconciliation report.	X	X			
4.6.9.	Reviews cost allocation plan.	X	X			
4.6.10.	Prepares defense assistance awards action data system (DAAADS) report. (ISSA report (as required)).	X	X			
4.7.	Contracts administration. (to include A&E, A&E DO, construction, JOC and TOC).	X	X			
4.7.1.	Processes claim & appeal action.	X	X			
4.7.2.	Adjudicates delinquent performance.	X	X			
4.7.3.	Prepares and issues modification. (non-dispute, and non-termination).	X	X			

		ARNG	ANG	PAT	Freq.	Reference
4.7.4.	Prepares and issues termination.	X	X			
4.7.5.	Performs contract close-out.	X	X			
4.8.	Service or supply invitation for bids (IFB) / request for proposal (RFP).	X	X			
4.8.1.	Prepares solicitation package.	X	X			
4.8.2.	Issues solicitation.	X	X			
4.8.3.	Awards supply or service contract.	X	X			
4.8.4.	Performs post award action. (monitors performance / deliver, tracks late / incomplete delivery, tracks, corrects late, unsatisfactory services).	X	X			
<b>5.</b>	<b>System Administration. (See Section 24)</b>	X				
5.1.	Operating System Administration.	X				
5.1.1.	Perform system integrity checks.	X				
5.1.2.	Set/revise securities and file permissions.	X				
5.2.	Process acquisition regulation updates.	X				
5.2.1.	Maintain SAACONS utilities.	X				
5.3.	Report generation.	X				
5.3.1.	Generate federal procurement data system report.	X				
5.3.2.	Create/generate ADHOC reports.	X				
5.3.3.	Generate SAACONS management reports.	X				
5.3.5.	Interface processes.	X				

		ARNG	ANG	PAT	Freq.	Reference
5.3.5.1.	Perform commercial accounts processing system dump.	X				
5.3.5.2.	Perform commercial accounts processing system load.	X				
5.3.5.2.1.	Data Calls Required from NGB.					
5.3.5.2.2.	Training - To train all new users about PD2.					
5.3.5.3.	Setup/maintain electronic data interchange process.	X				
5.4.	Grants and agreements.					
<b>6.</b>	<b>Transportation.</b>					
6.1.	Supervises the operation of commercial transportation and provides technical oversight to units in the development of commercial transportation plans.	X	X			
6.1.1.	Provides commercial transportation guidance and support to individual, unit, organization and activity.	X	X			
6.1.2.	Manages and provides oversight to transportation program including budget preparation, long-range plans and forecasts.	X	X			
6.1.3.	Provides technical guidance in development and publication of guidance, procedures and regulations.	X	X			
6.1.4.	Provides oversight for transportation of hazardous materiel and hazardous waste within state.	X	X			
6.1.5.	Provides training and instruction to unit movement personnel.	X	X			
6.1.6.	Provides oversight for DA approved travel agent for official travel to ensure contract compliance.	X	X			
6.1.7.	Manages and supervises the GSA vehicle lease program.		X			
<b>7.</b>	<b>Commercial Transportation.</b>	ARNG	ANG	PAT	Freq.	Reference



		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
7.1.	Supervise commercial transportation support to DoD, individual, unit, activity in state and functions as transportation agent for the USPFO.	X	X			
7.1.1.	Manages and coordinates commercial transportation program.	X	X			
7.1.1.1.	Air mobility command (AMC).	X	X			
7.1.1.2.	Military Traffic Management Command (MTMC).	X	X			
7.1.1.3.	Commercial carrier, federal, state, and local authority.	X	X			
7.1.2.	Plan, prepare and forecast commercial transportation requirement.	X	X			
7.1.3.	Prepares commercial transportation estimate on unit equipment list (UEL).	X	X			
7.1.4.	Prepares manage and evaluate budget preparation, long-range plan and forecast.	X	X			
7.1.5.	Prioritizes commercial transportation requirement.	X	X			
7.1.6.	Obligates government funds reconcile and verify commercial travel and transportation account prior to payment.	X	X			
7.1.7.	Monitors the DA approved travel agent for official travel for quality assurance as a contract officer representative (COR).	X				
7.1.8.	Provides necessary services incident to receipt, dispatch and processing of commodity and passenger traffic.	X	X			
7.1.9.	Analyzes availability of transportation mode.	X	X			
7.1.10.	Manages a stray freight program.	X	X			
7.1.11.	Manages carrier performance program	X	X			
7.2.	Provides technical expertise.	X	X			
7.2.1.	Manage and inspect container.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
7.2.2.	Coordinates special shipping requirement (i.e. hazardous materials, explosives, over-dimensional shipments) and verify safety inspection certificates of commercial carrier equipment prior to use.	X	X			
7.2.3.	Monitors and reviews individual, group, or unit travel order for compliance with applicable regulation.	X	X			
7.2.4.	Certifies hazardous, sensitive, or classified cargo.	X	X			
7.2.5.	Provides technical supervision of GSA lease program.		X			
7.3.	Originates document.	X	X			
7.3.1.	Government bill of lading (GBL).	X	X			
7.3.2.	Government transportation request (GTR).	X	X			
7.3.3.	Transportation control movement document (TCMD).	X	X			
7.3.4.	Other related transportation documents (by type).	X	X			
7.4.	Coordinates with military traffic branch.	X	X			
7.5.	Processes commercial airline ticket for passenger travel.	X	X			
7.6.	Provides system administration for automated system.	N/A	N/A			
<b>8.</b>	<b>Comptroller - Technician Pay.</b>					
8.1.	Technician payroll change document.	X	X			
8.1.1.	Processes personnel documentation.	X	X			
8.1.2.	Processes law enforcement and jury duty leave collection actions. (calculates and notifies defense finance accounting services (DFAS) of collection necessary such as law enforcement leave (LEL) and jury duty.)	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
8.2.	Time & attendance (T&A) action.	<b>X</b>	<b>X</b>			
8.2.1.	Distributes T&A card. Requests and distributes T&A card and leave availability report.	<b>X</b>	<b>X</b>			
8.2.2.	Requests, reviews, and analyzes all payroll output reports. (missing T&A report, invalid transaction report, control of hours report, and conversion of hours report). Reviews payroll output report, makes corrections on DCPS, and files.	<b>X</b>	<b>X</b>			
8.2.3.	Processes time & attendance (T&A) card. Ensures bi-weekly receipt of time & attendance card for each technician.	<b>X</b>	<b>X</b>			
8.3.	Customer services. Serves as liaison for defense finance accounting services (DFAS), human resource office (HRO), and technicians.	<b>X</b>	<b>X</b>			
8.3.1.	Researches and resolves pay/personnel inquiries involving DFAS and HRO.	<b>X</b>	<b>X</b>			
8.3.2.	Researches and resolves employee pay inquiries. (assists employee in resolution of pay issue.)	<b>X</b>	<b>X</b>			
8.3.3.	Processes 931 unemployment form.	<b>N/A</b>	<b>N/A</b>			
8.3.4.	Processes financial institutions' form for verification of employment.	<b>N/A</b>	<b>N/A</b>			
8.3.5.	Provides technical guidance and/or assistance session/meeting for timekeepers and certifying officials on T&A administrative procedures. Assesses the timekeeper's or certifying official's need for guidance and/or assistance; coordinates schedule; provides assistance; and evaluates performance of timekeeper and certifying official.	<b>X</b>	<b>X</b>			
8.4.	Leave validation.	<b>X</b>	<b>X</b>			
8.4.1.	Requests, receives, and analyzes tech manday report.	<b>X</b>	<b>X</b>			
8.4.2.	Receives amended T&A's and/or memorandum document, performs corrective action, and files.	<b>X</b>	<b>X</b>			

		ARNG	ANG	PAT	Freq.	Reference
8.5.	Processes National Guard Association of the United States Insurance Trust (NGAUSIT) quarterly report.	?	?			
8.5.1.	Receives report.	?	?			
8.5.2.	Researches employee background information.	?	?			
8.5.3.	Forwards changes to RELIASTAR and updates master employee record (MER) file.	?	?			
8.5.4.	Files report.	?	?			
<b>9.</b>	<b>Supply And Services.</b>					
9.1.	Management, supervision, & coordination.	X	X			
9.1.1.	Plans, organizes, and directs the supply and service support within the state, to include supply and storage management, property management, material management, and stock control function.	X	X			
9.1.2.	Assists units, organizations and activities of the state in support level supply and service matters.	X	X			
9.1.3.	Monitors warehouse operations, material management, stock control, transportation, automated property <b>accountability</b> systems to ensure property book accuracy through required reconciliation.	X	X			
9.1.4.	Performs staff management activities to include programming, development of budget estimates and budget review and monitors account utilization.	X	X			
9.1.5.	Supervises and coordinates supply support.	X	X			
9.1.6.	Prepares, reviews, and verifies logistic reports.	X	X			
9.1.7.	Controls and administers stock fund logistic accounts.	X	X			
9.1.8.	Reviews inter-service support Agreement (ISSA).	X	X			

		ARNG	ANG	PAT	Freq.	Reference
9.1.9.	Reviews <b>intra-service</b> support Agreement (ISSA).	X	X			
9.2.	Data.	X	X			
9.2.1.	Maintains required files and logistical data.	X	X			
<b>10.</b>	<b>Storage And Distribution.</b>					
10.1.	Operates one or multiple warehouse operations in support of installation supply support for the state utilizing automated system.	X	X			
10.1.1.	Maintains and manages a stock record account system of record.	X	X			
10.1.1.1.	Processes request for supported unit and special customer.	X	X			
10.1.1.2.	Performs customer reconciliation.	X	X			
10.1.1.3.	Initiates JAR, ROD, DISREP, etc. As required.	X	X			
10.1.1.4.	Initiates and manages maintenance work request for reparable through maintenance depot.	X	X			
10.1.2.	Processes receipt and turn-in through SARSS-1.	X	X			
10.1.2.1.	Examines item and documentation to insure correct NSN, nomenclature, quantity, unit of issue, classification, condition, and inventories by component.	X	X			
10.1.2.2.	Places item in proper location with consideration to security, hazardous materiel content, weather, dun age, identification, accountability, weight restriction, air circulation and preservation of condition.	X	X			
10.1.3.	Conducts inventory.	X	X			
10.1.3.1.	Conducts special inventory.	X	X			
10.1.3.2.	Conducts sensitive inventory.	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
10.1.3.3.	Conducts cyclic inventory.	X	X			
10.1.3.4.	Conducts annual inventory.	X	X			
10.1.3.5.	Conducts location surveys.	X	X			
10.1.4.	Process directed disposition-utilizing SARSS-1.	X	X			
10.1.5.	Performs catalog build process.	X	X			
10.1.6.	Conducts required research. Researches document history (JAR).	X	X			
10.1.7.	Performs close-out/back-up process.	X	X			
10.1.8.	Assign/performs stock picking.	X	X			
10.1.9.	Maintains suspense file.	X	X			
10.1.10.	Process software upgrades.	X	X			
10.1.11.	Performs trans-in and trans-out process.	X	X			
10.1.12.	Performs password maintenance.	X	X			
10.1.13.	Maintains stock record files.	X	X			
10.1.14.	Performs customer service.	X	X			
10.1.15.	Maintains manual job order.	N/A	N/A			
10.2.	Process shipment.	X	X			
10.2.1.	Processes incoming and outgoing property as a central receiving point.	X	X			
10.2.2.	Receives shipment. Includes hazardous materiel, recyclables e.g. paper, cardboard, metal, and tires from depots, other states, units within the state, and other agencies or persons, via various modes, i.e., commercial/military truck, rail and air.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
10.2.3.	Operates various types and sizes of MHE/tools and equipment.	X	X			
10.2.4.	Examines materiel for possible special handling requirement. Examines HAZMAT/radioactive, etc. For condition, serviceability, identification, and quantity.	X	X			
10.2.5.	Determines proper routing of receipt. Determines classification, storage location, if applicable, and annotates documentation.	X	X			
10.2.6.	Reorganizes area or location. Reorganizes due to size, quantity, relationship, non-standardization, deterioration or other reason.	X	X			
10.2.7.	Assists in determining new packaging, labeling, location or movement required and accomplishes determined requirement.	X	X			
10.2.8.	Processes outgoing supply. Packages items for shipment to include recyclables and identifies all associated documentation and selects appropriate packaging method to include DRMO coordination and shipment.	X	X			
10.3.	Participates in small arms serialization program and radioactive serialization (RATTS).	X	X			
10.4.	Exercises operational control over all vehicles assigned.	X	X			
10.4.1.	Utilizing vehicles assigned performs scheduled and unscheduled delivery of various supply type items to include movement of vehicles.	X	X			
10.4.2.	Transports HAZMAT and/or hazardous waste/special handling items.	X	X			
10.5.	Performs demilitarization function as required. (DoD 4160.21-m-1).	X	X			
10.6.	Ammunition supply point.	X	X			
10.6.1.	Receives, stores, inspects, ships and issues ammunition.	X	X			
10.7.	Operates a large site generator storage facility.	?	?			

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10.7.1.	Responsible for proper receipt, storage and shipment of all items IAW dot, HAZMAT, environmental, and radioactive regulatory guidance.	X	X			
10.7.2.	Operate the OCIE Central Issue Facility	X				
<b>11.</b>	<b>Stock Control.</b>					
11.1.	Stock control.	X	X			
11.1.1.	Receives, counts, inspects, classifies, stores, re-warehouses, safeguards, preserves, and issues expendable and nonexpendable material.	X	X			
11.2.	Surveys.	X	X			
11.2.1.	Assigns stockade location, conducts location surveys and location deletions.	X	X			
11.3.	Preparation for shipment.	X	X			
11.3.1.	Selects and prepares material for transfer to other USPFO issue facilities or shipment by parcel post, organic vehicle, or common carrier to units, depots, or other activities.	X	X			
11.3.2.	Remarks and repacks material based on national stock number of unit of issue changes.	X	X			
11.4.	Ammunition.	X	X			
11.4.1.	Assists in cyclic and special inventories. Receives, stores, safeguards, and issues ammunition, explosives, and other munitions and conducts cyclic and other inventories to obtain an accurate determination of condition and quantity of stocks on hand.	X	X			
11.4.2.	Conducts inspections of ammunition and storage areas and assures compliance with safety regulations and technical directives.	X	X			
11.4.3.	Receives, stores, and ships expended ammunition components and containers.	X	X			



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11.4.4.	Obtains disposition instructions for unserviceable ammunition and explosives.	X	X			
11.4.5.	Participates in small arms serialization programs. Performs actions required by the army maintenance management system (TAMMS).	X	X			
11.5.	Vehicle control.	X	X			
11.5.1.	Exercises operational control over all vehicles assigned to the USPFO.	X	X			
<b>12.</b>	<b>Property Management.</b>	X	X			
12.1.	Management.	X	X			
12.1.1.	Manages accountable equipment assets.	X	X			
12.1.2.	Maintains an accurate reporting system for non-expendable property in the state.	X	X			
12.1.3.	Maintains TOE, TDA and CTA authorization files for units within state. Receives authorization documents, including changes.	X	X			
12.1.4.	Reviews and approves request for issue or turn-in of non-expendable property, to include adjustment documents.	X	X			
12.1.5.	Processes transaction to ADP for update of ESR (equipment status report), PAMIS (property accountability management information system), and CBSx (continuing balance system - expended).	X	X			
12.2.	Asset redistribution.	X	X			
12.2.1.	Redistributes assets and examines authorization quantities, on hand quantities and due-in quantities, by unit, in order to determine excesses and shortages in units or imbalances percentage wise between units.	X	X			

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12.2.2.	Prepares lateral transfers for property moves, including turn-in of items, which are excess to the needs of the state.	X	X			
12.2.3.	Monitors incoming shipments from other states (REDFRAM).	X	X			
12.3.	Property book.	X	X			
12.3.1	Performs property book reconciliation's.	X	X			
12.4.	S & S programs	X	X			
12.4.1	Maintains SASP (small arms serialization program).	X	X			
12.5.	Reports.	X	X			
12.6.	Report updates to the national level on ESR, PALIS, CBS and SASP.	X	X			
<b>13.</b>	<b>Property Management.</b>	X	X			
13.1.	Manages accountable equipment asset within the respective state.	X	X			
13.1.1.	Performs analysis of equipment requirement and available asset for redistribution to higher priority units to attain maximum overall readiness within units based on their force structure alignment.	X	X			
13.1.2.	Utilizes REQVAL/DES system to perform ongoing analysis of both current and future authorization change to effect readiness redistribution.	X	X			
13.1.3.	Maintains SPBS-R tower for the state and coordinate transmission of CBS-x transactions from subordinate SPBS-r system for subsequent transmission to LOGSA.	X	X			
13.1.4.	Maintains distribution equipment system (DES) 1 as a system of record for overall management of equipment within the state in conjunction with SPBS-r tower system.	X	X			
13.1.5.	Manages redistribution of equipment by directing transfer and turn-in of major end items within the state.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
13.1.6.	Prepares equipment report and equipment analysis.	X	X			
13.1.7.	Reviews unit readiness report. Reviews EOH data for validity and redistribution analysis.	X	X			
13.1.8.	Maintains MTOE, TDA and CTA authorization document and coordinate implementation.	X	X			
13.1.9.	Reviews MTOE, TDA and CTA request for equipment authorization change, authenticity and authorization/ justification.	X	X			
13.1.10.	Inspects proper authorization for non-expendable property at unit level.	X	X			
13.1.11.	Performs as serialization officer for state and controls on-hand of unique item tracking (UIT).	X	X			
13.1.12.	Manages CBS-x, SASP, CCIP, and RATTs reporting to LOGSA and NGB.	X	X			
13.1.13.	Manages the wipe test reporting of radioactive chemical detector and chemical agent monitor.	X	X			
13.1.14.	Reviews and approves unit requisition and turn-in of property book items for determination for redistribution intra-state or excess to higher.	X	X			
13.1.15.	Coordinates with AMC/DLA/NGB program manager to effect receipt of required equipment to maximize readiness of unit.	X	X			
13.1.16.	Provides technical guidance and instruction to units involving SPBS-R procedures and functions.	X	X			
13.1.17.	Monitors visibility of incoming equipment from out of state (REDFRAM) for analysis of need.	X	X			
13.1.18.	Coordinates assignment of inbound equipment with materiel section for assignment to designated units.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
13.1.19.	Manage and direct equipment loan from unit assets to intra-state NG unit, other DoD entities, federal agencies, boy scouts, non-profit and civilian organizations.	X	X			
13.1.20.	Prepares loan/lease Agreements for coordinated loan.	X	X			
13.1.21.	Coordinates bond/insurance requirement IAW regulatory guidance.	X	X			
13.1.22.	Manages assignment of state assigned line item number (SLIN).	X	X			
13.1.23.	Manages and maintains the state SPBS-R catalog data file.	X	X			
13.1.24.	Conducts property book validation annually and upon change of accountable officer, IAW regulatory guidance.	X	X			
13.1.25.	Inspects and reviews all non-expendable unit transactions for proper documentation and accurate posting during property book validation.	X	X			
13.1.26.	Performs an analysis overview of validation and transaction review.	X	X			
<b>14.</b>	<b>Supply Accountability, Assistance, And Instruction (Team).</b>	X	X			
14.1.	Provides expert supply technical advice to unit and activity concerning supply procedure, doctrine, technique, and method.	X	X			
14.1.1.	Provides supply assistance to state unit via in response to unit request or direction by higher authority.	X	X			
14.1.2.	Provides verification of inventory accuracy of property to the DOL/USPFO using selective statistical samplings of inventories of end items, sets, kits, and outfits (SKO) components.	X	X			
14.1.3.	Conducts formal and informal supply management training to DOL entities and units (within all log STAMIS').	X	X			
14.1.4.	Conducts random statistical sample of clothing record, food service record, OCIE record, CSDP and supply management control program, and overall unit/activity supply management to analyze unit supply management review/report.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
<b>15.</b>	<b>Materiel Management.</b>	X	X			
15.1.	Supervises materiel management branch of the supply and services division and admin section.	X	X			
15.1.1.	Maintains and manages the standard army retail supply system (SARSS) master control system (SMCS) to include startup and shutdown.	X	X			
15.1.2.	Assigns RIC/SOS/MATCAT to specific materiel managers for commodity management.	?	?			
15.1.3.	Ensures/maintains all parameter SARSS operational procedures IAW appropriate regulations.	X	X			
15.1.4.	Functions as a sub program manager to allocate and oversee expenditure of funds.	X	X			
15.1.5.	Achieve velocity management goals within funding constraints.	X	X			
15.1.6.	Management control number register (MCN).	?	?			
15.1.7.	Establishes and maintains materiel manager file/record update authority (password).	X	X			
15.1.8.	Monitor prior year fund expenditures.	X	X			
<b>16.</b>	<b>Administration, Materiel Management.</b>	X	X			
16.1.	Performs word processing.	X	X			
16.2.	Processes mail and distribution.	X	X			
16.3.	Maintains form stockade, files, charts and operating supplies.	X	X			
16.4.	Operates copy machine, telecommunications, computer, and Micrographics equipment.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
16.5.	Provides secretarial support and receives visitors.	X	X			
16.6.	Maintains publication files, coordinates requirement, order, and distribution.	X	X			
16.7.	Maintains required authorization to receipt for supplies file.	X	X			
<b>17.</b>	<b>Materiel Management.</b>	X	X			
17.1.	Manages materiel management programs using the current logistics systems.	X	X			
17.1.1.	Manages and maintains the (SARSS 2AC) catalog.	X	X			
17.1.2.	Manages stockade levels reorder points (ROP), requisitioning objective and retention levels (RO), and retention levels for all SARSS-1 activities.	X	X			
17.1.3.	Manages current excess programs.	X	X			
17.1.4.	Participates in authorized stockade level (ASL) review board.	X	X			
17.1.5.	Manages supply support activity reparable program.	X	X			
17.1.6.	Performs recoverable overage issue and turn-in reconciliation.	X	X			
17.2.	Creates and maintains customized file(s).	X	X			
17.3.	Recommends parameter changes. (number of parameters changes made)	X	X			
17.4.	Maintains DODAAF.	X	X			
17.5.	Performs manager review file (MRF) actions.	?	?			
17.6.	Manages allotted funds for re-supply and processing of requests.	X	X			
17.7.	Processes off-line requests.	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
17.8.	Utilizes structured query language (SQL) to perform management functions.	<b>X</b>	<b>X</b>			
17.9.	Obtains/develops management/information data and reports utilizing structured query language (SQL) and standardized reports.	<b>X</b>	<b>X</b>			
17.10.	Assign and maintain control degree (issue authority) and control echelon.	<b>?</b>	<b>?</b>			
17.11.	Issues I.M.P.A.C. procurement authority.	<b>X</b>	<b>X</b>			
17.12.	Performs and coordinates all local purchase processes.	<b>X</b>	<b>X</b>			
17.13.	Manages state subsistence accounts by monitoring each dining facility.	<b>X</b>	<b>X</b>			
17.14.	Receive, process, and manage ration requests IAW AFFS/AR 30-21, AR 30-1, and applicable state regulations.	<b>X</b>	<b>X</b>			
17.15.	Manage state petroleum account, to include compiling and submission of reports.	<b>X</b>	<b>X</b>			
17.16.	Collects data and submits state energy report.	<b>X</b>	<b>X</b>			
17.17.	Processes FSC 6505 medical requests IAW approved formularies.	<b>X</b>	<b>X</b>			
17.18.	Manages and coordinates receiving and disposal of property from and to the defense reutilization marketing office (DRMO).	<b>X</b>	<b>X</b>			
17.19.	Participates in state menu board process.	<b>X</b>	<b>N/A</b>			
17.20.	Manages standard army ammunition systems (SAAS).	<b>X</b>	<b>X</b>			
17.21.	Maintains ammunition (Class V) suspension/ restriction file. (number of ammo suspension/restrictions processed)	<b>X</b>	<b>X</b>			
17.22.	Maintains medical (Class VIII) materiel quality control file (MMQC).	<b>X</b>	<b>X</b>			
17.23.	Participates in required inventories.	<b>X</b>	<b>X</b>			

		ARNG	ANG	PAT	Freq.	Reference
17.24.	Participates in forecasting for special mission requirements.	X	X			
17.25.	Conducts regulatory policy research.	X	X			
17.26.	Monitors credible returns procedures to ensure credits are received.	X	X			
17.27.	Initiate custodial available balance file (ABF) clean up and upload.	X	N/A			
17.28.	Initiate and process quarterly stratification report (QSR).	X	N/A			
17.29.	Manages report of discrepancy (ROD) process.	X	X			
17.30.	Manages and coordinates quality deficiency report (QDR) process.	X	X			
<b>18.</b>	<b>Military Pay.</b>	X	X			
18.1.	Processes all transmittal letters (TL) (to include local and AGR TL's).	X	X			
18.2.	Army National Guard - reserve component (ARNG-RC) payment process. Automated IDT payment process: military pay personnel do not have a function in the submission of automated IDT payments until it's time to clear the TL. At that time, the state has the option to print the TL and transactions and review it or clear the TL and allow it to process into transactions. If a state chooses to print the TL the following process should take place: produces automated IDT TL report; reviews and corrects errors; and clears the TL.	X	X			
18.2.1.	Processes DA 1379 inactive duty for training (IDT) payment.	X	X			
18.2.2.	Processes non-DA 1379 IDT payments split unit training assembly (SUTA), equivalent training (ET), additional flight training period (AFTP), readiness management assembly (RMA), additional training assembly (ATA), and other manual payments.	X	X			
18.2.3.	Processes active duty transaction for input (base pay, basic allowance for housing type II, basic allowance for subsistence).	X	X			



		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
18.2.4.	Processes unique entitlement (non automated special and incentive pay and allowances based upon tour requirements, e.g., family separation allowance, variable housing allowance, etc.).	X	X			
18.2.5.	Processes all leave documents at end of long tour of active duty. Pays accrued leave (DD 214, DA 481, and automated 481).	X	X			
18.3.	Annual training.	X	X			
18.3.1.	Prepares 45-DAy preliminary unit payroll listing (PUPL) for unit.	X				
18.3.2.	Prepares 10-DAy active duty master list (ADML) for annual training period.	X				
18.3.3.	Receives and enters appropriate changes.	X	X			
18.3.4.	Verifies final change upon start of AT period; enters officer meal collection and basic allowance for quarters (BAQ) adjustment for single soldier and pay mileage.	X	X			
18.3.5.	Receives annual training DA 1379 and verifies against master list.	X	X			
18.4.	Pay adjustments.	X	X			
18.4.1.	Processes miscellaneous pay unique item.	X	X			
18.5.	Student loan repayment	X	X			
18.5.1.	Inputs data for payment into STANFINS redesign subsystem 1 (SRD-1); certifies voucher awaiting payment; and files documentation.	X	X			
18.6.	Entitlement for incapacitation payment.	X	X			
18.6.1.	Manually compute wage and entitlement; enters into JUSTIS; verifies entry; and forwards for release for payment.	X	X			
18.7.	Severance pay processes.	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
18.7.1.	Processes disability severance pay packet. Verifies and computes entitlement; verifies supporting documentation; enters data into JUSTIS, and verifies payment.	X	X			
18.7.2.	Processes non-disability severance pay packet. Verifies and computes entitlement; verifies supporting documentation; enters data into JUSTIS; and verifies payment.	X	X			
18.8.	Processes bonus payment.	X	X			
18.8.1.	Reviews supporting document, enters data (manually and automated) into JUSTIS (to include establishments, terminations, suspensions, and manual payments, and all bonus transaction identification numbers B03 and D02).	X	X			
18.8.2.	Requests MILPAY bonus control number override and requests MILPAY bonus control number override when bonus is within 40 Days of payment.	X	X			
18.9.	Mobilization and demobilization processes (to include AGR).	X	X			
18.9.1.	Processes service member mobilized, whether unit or individual.	X	X			
18.9.2.	Processes demobilized service member whether unit or individual and analyzes each individual record to ensure proper entitlements paid and adjustments have been accomplished i.e., accrued leave.	X	X			
18.10.	Reports.	X	X			
18.10.1	Reviews and analyzes report on daily, weekly and monthly basis and makes correction via data input into JUSTIS.	X	X			
18.10.2.	Reviews and processes SIDPERS 0440 report. (SIDPERS update listing).	X	X			
18.10.3.	Analyzes and processes 164 report. (transaction that rejects and recycles from DJMS)	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
18.10.4.	Analyzes and processes pay/personnel mismatch report. (mismatch report between DJMS and SIDPERS)	X	X			
18.10.5.	Reviews and processes held pay report. Suspended payments for invalid financial institutions or addresses.	X	X			
18.10.6.	Reviews and processes expired duty report. (orders pending action more than 19 days after end of the tour)	X	X			
18.10.7.	Reviews and processes noncertification of duty performed report. (paid entitlements that have not been certified)	X	X			
18.10.8.	Reviews and processes other required reports. (such as 370P, FELS, 116, 160, 162, 166, 2022, student loan, AT, army status, command pay management report, monthly status report, uncleared TL report, and incapacitation report)	X	X			
18.11.	Customer service (to include AGR).	X	X			
18.11.1.	Processes all pay inquiries recorded on a pay inquiry form DA51 or locally produced form to include walk-in and electronic inquiry.	X	X			
18.11.2.	Processes request for duplicate documentation (W2's, less, c.).	X	X			
18.11.3.	Provides scheduled training session on pay procedures to full-time and service support personnel.	X	X			
18.12.	Deceased accounts (to include AGR).	X	X			
18.12.1.	Notifies DFAS-IN.	X	X			
18.12.2.	Processes deceased separation transaction.	X	X			
18.12.3.	Forwards appropriate documentation to DFAS-IN.	X	X			
18.13.	Validation table.	X	X			
18.13.1.	Updates validation table (table 39) based on permanent order, memorandum, or DFAS-IN change request.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
18.14.	Debt/credit action.	X	X			
18.14.1.	Processes individual unique debt/credit action.	X	X			
18.14.2.	Analyzes validity of debt.	X	X			
18.14.3.	Ascertains appropriate action.	X	X			
18.14.4.	Establishes adjustment, cancels and/or processes refund.	X	X			
18.15.	Unique active guard reserve (AGR).	X	X			
18.15.1.	Processes AGR transaction.	X	X			
18.15.2.	Reviews document with information in DJMS-AC.	X	X			
18.15.3.	Enters data through appropriate screen (BAQ, VHA, etc.)	X	X			
18.15.4.	Enters data for new accession, separations, debt management, and other transactions JDC III.	X	X			
18.15.5.	Processes DA 31's (leave data).	X	X			
18.15.6.	Enters leave data for AGR personnel into DJMS-AC.	X	X			
18.15.7.	Uploads AGR pay data (cycles) to DFAS. (electronically transmits to DFAS.)	X	X			
18.15.8.	Process all AGR update report. (document transmittal list; jumps leave trans input; processed jumps update trans; daily register of rejects; recycled jumps update trans management notices; and one-time pay authorization)	X	X			
18.15.9.	Processes AGR payments for casual pay, advance pay and separation pay.	X	X			
<b>19.</b>	<b>Internal Review.</b>	<b>X</b>	<b>X</b>			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
19.1.	Manages the internal review program.	X	X			
19.1.1.	Conducts macro risk assessment (management input, auditable entity, lead sheets, long range plan, audit trends, external audit plans, etc.).	X	X			
19.1.2.	Develops the annual audit schedule (prioritize, coordinate, brief, publish/distribute, etc.).	X	X			
19.1.3.	Updates annual audit schedule.	X	X			
19.1.4.	Prepares semiannual report.	X	X			
19.1.5.	Performs quality assurance.	X	X			
19.1.6.	Develops and maintains time tracking system (individual auditor and supervisor).	X	X			
19.2.	Performs audit service.	X	X			
19.2.1.	Plans audit service.	X	X			
19.2.1.11.	Proposes alternative audit/project approaches.	X	X			
19.2.2.	Gathers Data and documentation.	X	X			
19.2.3.	Analyzes Data.	X	X			
19.2.3.1.	Determines the type and amount of analysis necessary to develop findings or resolve an issue, including (1) testing data to verify that it is current, accurate and reliable; (2) identifying weaknesses or irregularities in the data or analysis; (3) interpreting data to identify patterns, trends, and irregularities; (4) determining whether evidence is sufficient to meet objectives of the assignment plan; and (5) combining the results of the data analysis to draw conclusions and recommendations.	X	X			
19.2.4.	Prepares written communication.	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
19.2.5.	Conducts briefing, conference, or interview.	<b>X</b>	<b>X</b>			
19.2.5.1.	Communicates upward and downward with department staffs to (1) gain approval of work objectives and methods and to report on progress and results; (2) assist in assignment design to refine objectives, scope, and methodology; (3) provide direction to subordinates in the conduct of work; (4) obtain approval and clearance of work objectives; (5) train and orient new staff members; and (6) chair or participate in department meetings.	<b>X</b>	<b>X</b>			
19.2.5.2.	Communicates with agency personnel to (1) schedule on-site visits and to interview knowledgeable personnel to obtain facts, opinions, and leads related to the assignment; (2) respond to questions raised by the customers about the assignments; (3) conduct entrance and exit conferences; and (4) brief department personnel on the results of the assignment.	<b>X</b>	<b>X</b>			
19.2.5.3.	Meets with management and their staffs to (1) promote mutual understanding of internal review's work; (2) brief them on the status of work; and (3) participate in presenting testimony.	<b>X</b>	<b>X</b>			
19.3.	Performs audit compliance service.	<b>X</b>	<b>X</b>			
19.3.1.	Conducts follow-up audit.	<b>X</b>	<b>X</b>			
19.3.2.	Maintains follow-up tracking system.	<b>X</b>	<b>X</b>			
19.4.	Provides audit liaison service.	<b>X</b>	<b>X</b>			
19.4.1.	Assists external audit activity.	<b>X</b>	<b>X</b>			
19.5.	Validates annual assurance statement.	<b>X</b>	<b>X</b>			
19.5.1.	Receives and reviews proposed annual assurance assessment.	<b>X</b>	<b>X</b>			
19.5.2.	Provides input to annual assurance statement.	<b>X</b>	<b>X</b>			
19.5.3.	Provides training on MCP.	<b>X</b>	<b>X</b>			

		ARNG	ANG	PAT	Freq.	Reference
19.6.	Conducts and maintains staff review of ANG Assistant USPFO for the USPFO.	X	X			
19.6.1.	Performs staff review of the assistant USPFO (fiscal) function.	X	X			
19.6.2.	Performs staff review of the assistant USPFO (real property) function.	X	X			
19.6.3.	Performs staff review of the assistant USPFO (property) function (surveillance reports, reports of survey).	X	X			
19.6.4.	Performs staff review of transportation agent function.	X	X			
19.6.5.	Performs staff review of munitions accountability systems officer function.	X	X			
19.6.6.	Performs staff review of information management agent (ADPE) function.	X	X			
19.6.7.	Reviews ANG policy & regulation changes and coordinates implementation.	X	X			
19.7.	Performs continuing professional education requirement (title by regulation).	X	X			
19.7.1.	Develops and updates individual development plan (annual).	X	X			
19.7.2.	Prepares and maintains training schedule (annual).	X	X			
19.7.3.	Prepares training budget.	X	X			
19.7.4.	Attends continuing professional education training (80 hrs per two year - only GS 343 & 511).	X	X			
19.7.5.	Maintains training history profile record.	X	X			
<b>20.</b>	<b>Fiscal Accounting.</b>	X	X			
20.1.	Obligation.	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
20.1.1.	Processes AFCOS interface transaction.	X	X			
20.1.2.	Processes DCPS transaction.	X	X			
20.1.3.	Processes DCPS MOD transaction.	X	X			
20.1.4.	Processes SARSS-O interface transaction.	X	X			
20.1.5.	Processes SAACONS interface transaction.	X	X			
20.1.6.	Processes annual training interface transaction.	X	X			
20.1.7.	Processes inactive duty training interface transaction.	X	X			
20.1.8.	Processes non-automated obligation document transaction.	X	X			
20.2.	Disbursement.	X	X			
20.2.1.	Processes DJMS-RC interface transaction.	X	X			
20.2.2.	Processes DCPS transaction.	X	X			
20.2.3.	Processes inactive duty training transaction.	X	X			
20.2.4.	Processes inter-fund transaction.	X	X			
20.2.5.	Processes non-automated TBO disbursement transaction.	X	X			
20.2.6.	Processes automated TBO disbursement transaction.	X	X			
20.2.7.	Processes automated TBS disbursement transaction.	X	X			
20.3.	Reimbursement.	X	X			
20.3.1.	Records/adjusts order transaction.	X	X			
20.3.2.	Records earning transaction.	X	X			
20.3.3.	Processes customer information transaction.	X	X			



		ARNG	ANG	PAT	Freq.	Reference
20.3.4.	Processes SF 1080 billing transaction.	X	X			
20.4.	Monthly report submission.	X	X			
20.4.1.	Submits CSCFA-218 (status of approved resources) report.	X	X			
20.4.2.	Submits CSCFA-112 (status of reimbursements) report.	X	X			
20.4.3.	Submits CSCFA-304 (expenditures) report.	X	X			
20.4.4.	Submits NULO report.	X	X			
20.4.5.	Submits flash obligation report.	X	X			
20.5.	Reconciliation.	X	X			
20.5.1.	Conducts joint unliquidated review.	X	X			
20.5.2.	Conducts joint review of travel advance.	X	X			
20.5.3.	Reconciles monthly edit accepted report.	X	X			
20.5.4.	Processes DFAS uncleared report.	X	X			
20.6.	Funding.	X	X			
20.6.1.	Processes automated funding authorization transaction.	X	X			
20.6.2.	Processes manual funding authorization transaction.	X	X			
20.7.	Adjustment.	X	X			
20.7.1.	Processes annual training adjustment transaction.	X	X			
20.7.2.	Processes AFCOS revocation transaction.	X	X			
20.7.3.	Processes MILSTRIP adjustment transaction.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
20.7.4.	Processes NON-MILSTRIP adjustment transaction.	X	X			
20.7.5.	Processes credit DCPS mod transaction.	X	X			
20.7.6.	Processes CAPS/IATS adjustment transaction.	X	X			
20.7.7.	Processes MILSTRIP cancellation transaction.	X	X			
20.7.8.	Processes MILSTRIP transfer transaction.	X	X			
20.7.9.	Processes MILSTRIP receipt transaction.	X	X			
20.7.10.	Processes manual adjustment transaction.	X	X			
20.7.11.	Processes SF 1081.	X	X			
20.8.	Accounting Operational Control.	X	X			
20.8.1.	Receives accounting document.	X	X			
20.8.2.	Prepares and schedules Data update.	X	X			
20.8.3.	Creates accounting edit table.	X	X			
20.8.4.	Analyzes internal control procedure checklist.	X	X			
20.8.5.	Provides monthly customer report.	X	X			
20.8.6.	Retains monthly substantiating documentation.	X	X			
20.9.	Cash Collection.	X	X			
20.9.1.	Processes DD 1131 cash collection voucher.	X	X			
20.9.2.	Processes SF 215 deposit ticket.	X	X			
<b>21.</b>	<b>Voucher Exam.</b>	X	X			
21.1.	Travel pay.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
21.1.1.	Processes travel advance voucher.	X	X			
21.1.2.	Processes travel settlement.	X	X			
21.1.3.	Processes IATS disbursement file.	X	X			
21.1.4.	Processes collection.	X	X			
21.1.5.	Reconciles outstanding accounts.	X	X			
21.2.	Vendor pay.	X	X			
21.2.1.	Receives vendor pay document	X	X			
21.2.2.	Inputs procurement contract/modification to CAPS.	X	X			
21.2.3.	Processes CAPS invoice.	X	X			
21.2.4.	Processes CAPS receiving report.	X	X			
21.2.5.	Prepares voucher for payment.	X	X			
21.2.6.	Edits record for government travel services (GTS).	X	X			
21.2.7.	Processes CAPS disbursement file.	X	X			
21.3.	Reports.	X	X			
21.3.1.	Prepares CAPS Daily report.	X	X			
21.3.2.	Prepares CAPS weekly report.	X	X			
21.3.3.	Prepares CAPS monthly report.	X	X			
21.3.4.	Prepares CAPS special report.	X	X			
21.3.5.	Prepares CAPS annual tax report.	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
21.3.6.	Prepares IATS tax report.	X				
21.3.7.	Prepares random audit sample spreadsheet.	X	X			
21.4.	CAPS/IATS system administration.	X	X			
21.4.1.	Conducts daily backup.	X	X			
21.4.2.	Updates program software in accordance with DoD directive.	X	X			
21.4.3.	Updates data table.	X	X			
21.4.4.	Provides system security for CAPS/IATS.	X	X			
21.4.5.	Maintains integrity of CAPS database.	X	X			
21.5.	Customer support.	X	X			
21.5.1.	Responds to pay inquiry.	X	X			
21.5.2.	Provides technical assistance.	X	X			
21.5.3.	Processes returned check/rejected EFT.	X	X			
21.5.4.	Processes returned advice of pay.	X	X			
21.6.	Quality assurance.					
21.7.	Budget operations.					
<b>22.</b>	<b>IPB Operations.</b>					
<b>23</b>	<b>USPFO Roles and Responsibilities</b>	X	X			
23.1	Appoints Assistant USPFO's	X	X			
23.1.1.	Provides statutory, regulatory and technical oversight	X	X			
23.1.2.	Obtain reports and data in functional areas	X	X			

		ARNG	ANG	PAT	Freq.	Reference
23.2.	Principal advisor to the TAG, Commanders and Staff	X	X			
23.3.	Coordinate NGB actions	X	X			
23.4.	Principal advisor to the PBAC and FMB	X	X			
23.5.	Appoint Program and Account Managers	X	X			
23.6.	Perform functions of Grants Officer	X	X			
<b>24</b>	<b>Comptroller</b>	<b>X</b>	<b>X</b>			
24.1.	Provide fiscal and resource management training	X	X			
<b>25</b>	<b>Data Processing Installation (See Section 5 and compare)</b>					
	<b>Insert Data sent by COL Kinghorn</b>					