

<b>DIRECTORATE OF HUMAN RESOURCES</b>		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
<b>1.</b>	<b>Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Educational Awareness.</b>					
1.1.	Performs sexual harassment prevention training session (to include travel time).	X	X			
1.1.1.	Ensures policy statement is current.	X	X			
1.1.2.	Identifies target audience.	X	X			
1.1.3.	Prepares lesson plan.	X	X			
1.1.4.	Identifies date, location, and training resources/equipment.	X	X			
1.1.5.	Publicizes scheduled training.	X	X			
1.1.6.	Verifies attendees.	X	X			
1.1.7.	Conducts training session.	X	X			
1.1.8.	Evaluates critique.	X	X			
1.1.9.	Prepares/issues certificate.	X	X			
1.1.10.	Prepares/presents after action report.	X	X			
1.1.11.	Prepares annual training report.	X	X			
1.2.	Conducts state equal employment manager (SEEM) portion of new employee orientation briefing.	X	X			
1.2.1.	Ensures all policy statements (e.g., sexual harassment, EEO/EO, violence in workplace) are current.	X	X			
1.2.2.	Prepares/updates briefing material.	X	X			
1.2.3.	Tracks attendees.	X	X			

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1.2.4.	Conducts briefing.	X	X			
1.3.	Performs consideration of others training session (Army only).	X				
1.3.1.	Ensures policy statement is current.	X				
1.3.2.	Identifies target audience.	X				
1.3.3.	Reviews lesson plan.	X				
1.3.4.	Identifies date, location, and training resources/equipment.	X				
1.3.5.	Publicizes scheduled training.	X				
1.3.6.	Verifies attendees.	X				
1.3.7.	Conducts training session.	X				
1.3.8.	Evaluates critique.	X				
1.3.9.	Prepares/presents after action report.	X				
1.4.	Performs EO Education and training	X	X			wording change
1.4.1.	Ensures policy statement is current.		X			
1.4.2.	Identifies target audience.		X			
1.4.3.	Reviews lesson plan		X			
1.4.4.	Identifies date, location, and training resources/equipment.		X			
1.4.5.	Publicizes scheduled training.		X			
1.4.6.	Verifies attendees.		X			
1.4.7.	Conducts training session.		X			
1.4.8.	Evaluates critique.		X			

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1.4.9.	Forwards list of attendees for input to pc III.		X			
1.4.10.	Prepares annual training report.		X			
1.5.	Performs diversity training session (Air National Guard only).	X	X			
1.5.1.	Ensures policy statement is current.	X	X			
1.5.2.	Identifies target audience.	X	X			
1.5.3.	Reviews lesson plan.	X	X			
1.5.4.	Identifies date, location, and training resources/equipment.	X	X			
1.5.5.	Publicizes scheduled training.	X	X			
1.5.6.	Verifies attendees.	X	X			
1.5.7.	Conducts training session.	X	X			
1.5.8.	Evaluates critique.	X	X			
1.5.9.	Prepares/presents after action report.	X	X			
1.5.10.	Prepares annual training report.	X	X			
<b>2.</b>	<b>Complaints Processing.</b>	X	X			
2.1.	Processes informal EEO complaint.	X	X			
2.1.1.	Receives alleged discrimination.	X	X			
2.1.2.	Refers complainant to an EEO counselor (by choice or assignment).	X	X			
2.1.3.	Consults with EEO counselor (includes extension of counseling or	X	X			
2.1.4.	Alternate dispute resolution or settlement agreement).	X	X			

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2.1.5.	Receives notification of counselor's final interview (via telephone, fax, or e-mail).	X	X			
2.1.6.	Receives/reviews EEO counselor's report.	X	X			
2.1.7.	Suspenses counselor's report not to exceed 15 days from final interview.	X	X			
2.2.	Closes informal complaint (if formal complaint is not filed).	X	X			
2.3.	Processes formal EEO complaint.	X	X			
2.3.1.	Receives formal complaint (NGB form 713-5).	X	X			
2.3.2.	Contacts NGB for case number.	X	X			
2.3.3.	Acknowledges receipt of formal complaint.	X	X			
2.3.4.	Initiates case file.	X	X			
2.3.5.	Reviews and clarifies allegation.	X	X			
2.3.5.1.	Ensures issues are addressed in counselor's report.	X	X			
2.3.5.2.	Reviews case file with JAG.	X	X			
2.3.6.	Accepts or dismisses complaint.	X	X			
2.4.	Accepts formal EEO complaint.	X	X			
2.4.1.	Prepares acceptance letter for TAG signature.	X	X			
2.4.2.	Forwards acceptance letter to complainant.	X	X			
2.4.3.	Prepares case file for NGB (original and four copies).	X	X			
2.4.4.	Prepares request to NGB for review and investigation and forwards with case file.	X	X			

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2.4.5.	Prepares for on-site investigation (compiling information requested by the investigator).		X			
2.4.6.	Attends fact-finding hearing.	X	X			
2.4.7.	Verifies transcript was completed, mailed, and received by the investigator.	X	X			
2.4.8.	Receives report of investigation (ROI) from NGB.	X	X			
2.4.9.	Forwards ROI to JAG for review.	X	X			
2.4.10.	Suspenses ROI for complainant's decision.	X	X			
2.5.	Prepares for on-site equal employment opportunity commission (EEOC) administrative judge (AJ) hearing (compiling information requested by the AJ).	X	X			
2.6.	Pursues attempt to resolve complaint.	X	X			
2.7.	Prepares and submits annual federal EEO statistical report of discrimination complaints to NGB.	X	X			
2.8.	Processes dismissed formal EEO complaints.	X	X			
2.8.1.	Prepares dismissal letter for TAG signature.	X	X			
2.8.2.	Forwards dismissal letter to complainant.	X	X			
2.8.3.	Prepares case file for NGB (original and four copies).	X	X			
2.8.4.	Prepares request to NGB for review and dismissal and forwards with case file.	X	X			
2.9	Processes EO complaint.	X	X			
2.9.1.	Receives notification of complaint.	X	X			
2.9.2.	Reviews allegation; and discusses/advises next course of action.	X	X			

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2.9.3.	Advises and/or recommends resolution of issue or gives regulatory	X	X			
2.9.4	Guidance.	X	X			
2.9.5.	Receives EO complaint.	X	X			
2.9.6.	Contacts NGB for case number.	X	X			
2.9.7.	Assembles case file for review by JAG (follow-up actions if necessary).	X	X			
2.9.8.	Reviews case file with TAG and presents recommendations.	X	X			
2.9.8.1.	Coordinates resolution attempt.	X	X			
2.9.8.2.	Completes NGB form 333-1.	X	X			
2.9.8.3.	Prepares memorandum for TSG signature for dismissal or forwards case file to NGB.	X	X			
2.9.	Prepares memorandum for TAG signature (appointing an investigator).	X	X			
2.9.1.	Assists investigator (to include guidance and information) on Formal EO complaint.	X	X			
2.9.2.	Receives and reviews ROI with JAG (for administrative and legal sufficiency).	X	X			
2.9.3.	Reviews case file with TAG and presents recommendations.	X	X			
2.9.3.1.	Coordinates resolution attempt.	X	X			
2.9.3.2.	Prepares memorandum for TAG signature and forwards either resolution or request for final decision to NGB.	X	X			
<b>3.</b>	<b>Management Planning/Advice.</b>	X	X			

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3.1.	Participates in meetings/briefings to advise status of EEO/EO programs.	X	X			
3.1.1.	Consults with management regarding internal and external EEO/EO issues (i.e., extremist groups, sexual harassment, women in the military, alternate dispute resolution (ADR), etc.).	X	X			
3.1.2.	Prepares slides and other presentation material.	X	X			
3.2.	Develops/prepares/presents EEO/EO information or talking paper.	X	X			
3.3.	Develops/prepares/presents EEO/EO special report.	X	X			
3.4.	Develops/prepares EEO/EO policy letter.	X	X			
<b>4.</b>	<b>Manages Special Emphasis Programs (SEP) (To Include Black Employment, Hispanic Employment, Asian/Pacific Islands Employment, American Indian Employment, Federal Women's, And Handicap Programs).</b>	X	X			
4.1.	Selects and appoints SEP manager.	X	X			
4.1.1.	Prepares and coordinates for signature addendums to position description.	X	X			
4.1.2.	Provides guidance and oversight of SEP manager (to include awareness of HRO functions, i.e., classification and staffing, recruiting, EEO complaint processing, employee development, etc.).	X	X			
4.1.3.	Evaluates sep manager performance.	X	X			
4.2.	Ensures formal training session for sep manager relating to specific program.	X	X			
4.3.	Prepares and disseminates letters/fliers/pamphlets on ethnic observance program.	X	X			
4.4.	Attends and coordinates ethnic observance event (to include procure funds, identify guest speakers, select location, etc.).	X	X			

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4.5.	Prepares/reviews/briefs after action report.	X	X			
4.6.	Conducts, participates, and/or advises the sep committee meeting (in support of the affirmative employment plan (AEP)).	X	X			
<b>5.</b>	<b>Workforce Analysis.</b>	X	X			
5.1.	Requests/analyzes/reviews civilian labor force, technician, and military statistical data report.	X	X			
5.1.1.	Uses source files (to include SIDPERS database; HAF database; and DCPDSC) to obtain data.	X	X			
5.1.2.	Reports requested will include alpha roster listings; grade groupings; strength reports; manning documents; professional, administrative, technical, clerical, other and blue collar (PATCOB); census report; demographic listing; occupational breakdown; personnel qualification report (PQR); unit demographic breakdown) which will identify barriers, trends, and progress to make recommendations.	X	X			
5.2.	Produces required workforce analysis reports (AEP report; AEP update and accomplishment report; AAP report; AAP narrative and statistical report; and special reports as requested).	X	X			
5.3.	Prepares/conducts workforce analysis briefing to TAG, commanders, and managers.	X	X			
<b>6.</b>	<b>Community Relations.</b>					
6.1.	Conducts/participates in meetings with community-based organization and/or activity (to include sexual harassment; improve minority/women representation; community task force; historically black colleges, etc.).	X	X			
6.2.	Contacts and visits with community-based organization/activity.	X	X			
6.3.	Prepares community relations after action report.	X	X			



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<b>7.</b>	<b>Affirmative Action Plan (AAP).</b>					<b>review this again</b>
7.1.	Provides data to HR/EO officer for the development of the AAP report (Army National Guard only).	X				
7.2.	Conducts developmental AAP meetings/briefings with HR/EO officer to track and monitor realistic goals (Army National Guard only).	X				
7.3.	Receives and reviews AAP report for accuracy, compliance, etc. (Army National Guard only).	X				
7.4.	Participates in staff briefing AAP to TAG, chief of staff, etc. (Army National Guard only).	X				
7.5.	Provides data to military EO Staff Officer for the development of the AAP report (Air National Guard only).		WING			changed wording
7.6.	Conducts developmental AAP meetings/briefings with SI officer to track and monitor realistic goals (Air National Guard only.)		WING			
7.7.	Receives and reviews AAP report for accuracy, compliance, etc. (Air National Guard only).		WING			
7.8.	Participates in staff briefing AAP to TAG, chief of staff, etc. (Air National Guard only)		WING			
<b>8.</b>	<b>Affirmative Employment Program (AEP).</b>					
8.1.	Develops a multi-year AEP plan (using data reports delineated in 5.2.).	X	X			
8.2.	Conducts periodic review of AEP plan.	X	X			
8.3.	Prepares an annual AEP update and accomplishment report.	X	X			
8.4.	Prepares/conducts AEP brief to TAG, chief of staff, senior leadership, etc.	X	X			
<b>9.</b>	<b>Manages Equal Employment Opportunity Counselors.</b>					

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9.1.	Selects and appoints EEO counselor.	X	X			
9.1.1.	Prepares and coordinates for signature addendums to position description.	X	X			
9.1.2.	Provides guidance to and oversight of EEO counselor (to include awareness of HRO functions, i.e., classification and staffing, recruiting, EEO complaint processing, employee development, etc.).	X	X			
9.1.3.	Evaluates EEO counselor performance.	X	X			
9.1.4.	Requests/receives EEO counselor activity report.	X	X			
9.2.	Conducts formal training and refresher training session for EEO counselor.	X	X			
9.2.1.	Selects date, location, and training resources/equipment.	X	X			
9.2.2.	Verifies attendees list.	X	X			
9.2.3.	Conduct training session.	X	X			
9.2.4.	Evaluates critique.	X	X			
9.2.5.	Prepares and issues certificate.	X	X			
<b>10.</b>	<b>Manages Alternate Dispute Resolution (ADR) Program</b>					
10.1.	Prepares/distributes ADR information packet.	X	X			
10.2.	Receives ADR agreement from complainant.	X	X			
10.3.	Meets and consults with management for concurrence or non-concurrence of ADR session.	X	X			
10.4.	Arranges and participates in ADR session with complainant and management.	X	X			

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10.5.	Completes the ADR process by preparing a settlement agreement or returning to the complaint process.	X	X			
<b>11.</b>	<b>Army AGR Program Management.</b>					
11.1.	Processes manpower staffing requirements.	X	X			
11.1.1.	Receives and reviews NGB FTM/staffing document (SPMD, blue book, etc.)	X	X			
11.1.2.	Verifies requirement.	X	X			
11.1.3	Input requirements into DCPDS.	X	X			
11.1.4.	Coordinates DCPDS requirements with NGB and state.	X	X			
11.2.	Processes NGB annual and mid year authorization vouchers .	X	X			
11.2.1.	Receives and reviews.	X	X			
11.2.2.	Performs analysis.	X	X			
11.2.3.	Provides recommendations to senior staff.	X	X			
11.2.4.	Distributes AGR resource (authorizations/control grades).	X	X			
11.3.	Processes position request.	X	X			
11.3.1.	Processes request and fills position.	X	X			
11.3.2.	Certifies position vacancy.	X	X			
11.3.3.	Returns invalid request.	X	X			
11.3.4.	Reviews PPP and fill JAW with NGR 600-5.	X	X			
11.3.5.	Processes command directed fill.	X	X			
11.3.6.	Processes lateral transfer.	X	X			

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11.3.7.	Processes STPA fill JAW NGR 600-200, Chp 11.	X	X			
11.3.8.	Processes vacancy fill JAW NGR 600-5.	X	X			
11.3.8.1.	On board reassignment.	X	X			
11.3.8.2.	New hire.	X	X			
11.4.	Establish/maintain/monitor priority placement list JAW NGR 600-5.	X	X			
11.5.	Establishes and conducts special tour continuation board JAW NGR 600-5.	X	X			
11.6.	Provides advice and assistance to customers.	X	X			
11.7.	Provides input to newsletter/bulletin to inform AGR soldiers .	X	X			
11.8.	Processes state AGR travel/PCS budget.	X	X			
11.8.1.	Formulates state AGR travel/PCS budget	X	X			
11.8.2.	Maintains state AGR travel/PCS budget.	X	X			
11.8.2.1.	Requests, receives and distributes funds.	X	X			
11.8.2.2.	Monitors usage.	X	X			
11.8.2.3.	Provides input to PBAC process.	X	X			THEY DO THIS?
11.9.	Processes inspector general/congressional inquiry.	X	X			
11.10.	Develop and distribute policy regarding personnel management and personnel actions.	X	X			
<b>12.</b>	<b>Army Personnel Actions.</b>					
12.1.	In processes new AGR soldiers.	X	X			

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12.1.1.	Coordinates request and publish orders (to include PCS if applicable).	X	X			
12.1.2.	Prepares finance, administrative, and personnel records.	X	X			
12.1.3.	Conducts orientation briefing.	X	X			
12.1.4.	Enters new hire data in DCPDS.	X	X			
12.2.	Processes reassignment of AGR soldiers (including interstate transfers (JST) title 10/32 exchange program).	X	X			
12.2.1.	Coordinates request and publish orders	X	X			
12.2.2.	Enter change in DCPDS.	X	X			
12.3.	Conducts initial tour continuation board IAW NGR 600-5.	X	X			
12.4.	Processes tour extension.	X	X			
12.5	Processes waivers.	X	X			
12.6.	Processes separation.	X	X			
12.7.	Notifies, documents, and counsels soldier of retirement eligibility.	X	X			
12.8.	Processes retirement.	X	X			
12.9.	Processes request for AGR travel.	X	X			
12.10.	Maintains AGR personnel file.	X	X			
12.11.	Verifies AGR soldier is in a valid SPMD/UMR position for promotion.	X	X			
12.12.	Determines availability of controlled grade for promotion.	X	X			
<b>13.</b>	<b>Army Health Services.</b>	X	X			
13.1.	Processes fit for duty/MEB/PEB.	X	X			

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13.1.1.	Identifies personnel.	X	X			
13.1.2.	Reviews request.	X	X			
13.1.3.	Coordinates appointment.	X	X			
13.1.4.	Forwards to MTF.	X	X			
13.1.5.	Processes result.	X	X			
13.1.6.	Processes appeal.	X	X			
13.2.	Processes waiver.	X	X			
13.2.1.	Reviews waiver request.	X	X			
13.2.2.	Coordinates waiver request.	X	X			
13.2.3.	Processes waiver request to NGB.	X	X			
13.2.4.	Distributes result.	X	X			
13.3.	Processes medical/dental claim request for payment.	X	X			
13.3.1.	Verifies funds available.	X	X			
13.3.2.	Reserves funds.	X	X			
13.3.3.	Processes waiver request to NGB.	X	X			
13.3.4.	Processes claim for payment.	X	X			
13.4.	Processes inquiry.	X	X			
13.5.	Processes medical treatment.	X	X			
13.5.1.	Coordinates patient admission to medical treatment facilities.	X	X			
13.5.2.	Coordinates patient follow-up medical care.	X	X			

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13.5.3.	Arranges patient transportation.	X	X			
13.6.	Processes fitness for duty review/MMRB.	X	X			
13.6.1.	Reviews packet.	X	X			
13.6.2.	Requests additional documentation as needed.	X	X			
13.6.3.	Schedules FDRB.	X	X			
13.6.4.	Processes FDRB result.	X	X			
13.7.	Processes profile action.	X	X			
13.7.1.	Reviews request.	X	X			
13.7.2.	Coordinates with medical facility for determination of status.	X	X			
13.7.3.	Initiates follow-up action.	X	X			
13.7.4.	Processes request for temporary/permanent profile.	X	X			
13.8.	Monitors civilian hospitalization of AGR soldiers.	X	X			
13.8.1.	Notifies appropriate agencies of civilian hospitalization.	X	X			
13.8.2.	Coordinates and monitors transfer.	X	X			
13.9.	Request approval from NGB to pay medical/dental bills in excess of state authority.	X	X			
13.9.1.	Requests NGB approve non-emergency civilian medical/dental care.	X	X			
13.9.2.	Processes voucher packet to NGB.	X	X			
13.9.3.	Processes appeal.	X	X			
13.10.	Provides funds management of AGR medical accounts.	X	X			

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13.10.1.	Forecasts annual budget.	X	X			
13.10.2.	Reviews/analyses funded account.	X	X			
13.10.3.	Requests additional funding.	X	X			
13.10.4.	Attends budget meeting.	X	X			
13.11.	Provides Tricare briefings.	X	X			
<b>14.</b>	<b>Army AGR Pay &amp; Allowances.</b>					
14.1.	Receives, reviews, suspenses, and forwards military pay documents to USPFO.	X	X			
14.2.	Receives, reviews, and distributes les, NPA and w-2s to soldier.	X	X			
14.3.	Receives, reviews, and certifies unit commanders finance report. (UCFR).	X	X			
14.4.	Answers pay inquiries.	X	X			
14.5.	Maintains recertification of BAH entitlement.	X	X			
14.6.	Processes lump sum leave payment request.	X	X			
14.7.	Provides liaison between AGR soldier and defense finance and accounting service (DFAS), F&AO, and USPFO.	X	X			
14.8.	Processes leave requests.	X	X			
<b>15.</b>	<b>DCPDS/SIDPERS Data Analysis.</b>					
15.1.	Monitors utilization of AGR soldiers JAW NGR 600-5, and AR 135-18.	X	X			
15.2.	Monitors AGR evaluations.	X	X			
15.3.	Monitors AGR APFT report.	X	X			



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15.4.	Monitors ADSW report.	X	X			
15.5.	Monitors MOS/AOC qualification report for AGR soldiers.	X	X			
15.6.	Monitors AGR physicals and over 40 screening report.	X	X			
15.7.	Monitors medical profiles reports.	X	X			
15.8.	Monitors AGR height/weight report.	X	X			
15.9.	Monitors suspension of favorable personnel actions report on AGR soldiers.	X	X			
<b>16.</b>	<b>HRO Staffing Policy And Plan Development. (Merit Promotion (Bargaining And Non-Bargaining), Highest Previous Rate, RIF, Upward Mobility, Preplacement And Physical, Outplacement Assistance, Recruitment/Relocation/Retention, PCA, Career Transition Assistance. Repromotion Priority. Etc.)</b>					
16.1.	Develops local plan, policy and procedure to ensure regulatory/statutory compliance.	X	X			
16.2.	Revises/updates local plan, policy and procedure.	X	X			
<b>17.</b>	<b>Processes Internal/External Recruitment Action.</b>					
17.1.	Prepares/distributes vacancy announcement.	X	X			
17.1.1.	Researches merit placement plan and labor contract.	X	X			
17.1.2.	Determines area of consideration and opening and closing date.	X	X			
17.1.3.	Documents compatibility, pay ranges, duties and responsibilities.	X	X			
17.1.4.	Reviews/modifies existing qualification criteria, knowledge skills and ability (KSA) s and specialized experience requirement on local position for all grade levels advertised.	X	X			

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17.1.5.	Determines appointment factors	X	X			
17.1.6.	Completes, publishes, and distributes vacancy announcement.	X	X			
17.2.	Prepares vacancy file folder.	X	X			
17.3.	Processes application.	X	X			
17.4.	Analyzes application.	X	X			
17.5.	Prepares/distributes merit placement certificate and performs follow-up.	X	X			
<b>18.</b>	<b>Placement.</b>					
18.1.	Processes selection certificate.	X	X			
18.2.	Verifies preemployment requirements are met.	X	X			
18.3.	Records employee data for internal/external placement on SF 52.	X	X			
18.4.	Establishes effective date of placement.	X	X			
18.5.	Notifies employee development specialist (EDS) of hiring employee into developmental position.	X	X			
<b>19.</b>	<b>Processes All Personnel And Staffing Actions To Include Non-Competitive.</b>					
19.1.	Determines nature of action.	X	X			
19.2.	Completes coding and input of required action on DCPDS.	X	X			
19.3.	Verifies the accuracy of the SF 50 and data flow.	X	X			
19.4.	Distributes and files the SF 50.	X	X			
19.5.	Processes pre-termination physical.	X	X			

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<b>20.</b>	<b>Pay Administration.</b>					
20.1.	Applies the federal employees pay and comparability act.	X	X			
20.2.	Researches request for applicability to the law. (number of written requests)	X	X			
20.3.	Reviews package for compliance with law and local plan and make initial determination.	X	X			
20.4.	Reassesses the need for continuing current approved pay.	X	X			
20.5.	Prepares and submits report. (FEPCA)	X	X			
20.6.	Researches and computes pay adjustment (i.e. WIGI, annual pay adjustments, etc.)	X	X			
<b>21.</b>	<b>Technician Compatibility.</b>					
21.1.	Verifies technician compatibility of military personnel action.	X	X			
21.2.	Processes request for waivers, changes, and corrections to the compatibility criteria.	X	X			
21.3.	Updates DCPDS for military assignment for compatibility.	X	X			
21.4.	Verifies status of waiver suspense.	X	X			
21.5.	Distributes/updates compatibility table to supported organization.	X	X			
21.6.	Identifies grade inversion situation.	X	X			
21.7.	Notifies management of the grade inversion situation.	X	X			
21.8.	Initiates personnel action to alleviate grade inversion situation.	X	X			
21.9.	Issues notice of termination for incompatibility.	X	X			
<b>22.</b>	<b>Work Force Restructuring.</b>					

		ARNG	ANG	PAT	Freq.	Reference
22.1.	Reviews workforce structure document to identify potential reduction/transfer of function.	X	X			
22.2.	Conducts meeting to determine/implement course of action.	X	X			
22.3.	Prepares retention register by competitive level.	X	X			
22.4.	Notifies workforce of management options, potential restructuring/reductions and conditions of VERA/VSIP authority.	X	X			
22.5.	Requests approval to use voluntary early retirement authority (VERA).	X	X			
22.6.	Makes specific offer of VERA/VSIP to targeted individual.	X	X			
22.7.	Makes specific offer to targeted individual of a transfer of function.	X	X			
22.8.	Conducts mock reduction in force (RIF).	X	X			
22.8.1.	Determines the competitive area.	X	X			
22.8.2.	Updates retention register for function affected.	X	X			
22.8.3.	Screens the personnel/performance folder to validate information on the retention register.	X	X			
22.8.4.	Determines personnel action for individual potentially impacted.					
22.9.	Issues specific RIF notice to affected individual.					
22.10.	Provides outplacement assistance to individual impacted by work force restructuring. (i.e. PPP, etc.)					
<b>23.</b>	<b>Reporting Requirements.</b>					
23.1.	Collects and compiles information for report.					
23.2.	Prepares report.					

		ARNG	ANG	PAT	Freq.	Reference
23.3.	Submits report.					
<b>24.</b>	<b>Advisory Services.</b>					
24.1.	Conducts employee counseling session.					
24.2.	Conducts on-site visit.					
24.3.	Publishes article for newsletter/information letter.					
24.4.	Provides input on complaint and grievance.					
24.5.	Reviews labor relation partnership agreements/ contracts for areas affected by staffing.					
24.6.	Provides technical advice.					
<b>25.</b>	<b>PCS administration.</b>					
25.1.	Determines eligibility of individual for PCS entitlement.					
25.2.	Determines entitlements the individual should receive and funding estimate.					
25.3.	Prepares and issues transportation agreement.					
25.4.	Prepares and issues travel order.					
25.5.	Reconciles PCS account quarterly					
<b>26.</b>	<b>Performs Employee Development (ED) Planning.</b>					
26.1.	Develops state National Guard technician personnel training policy.					
26.2.	Prepares and forwards ED needs assessment survey.					
26.3.	Receives (from agencies), reviews, validates, prioritizes ED needs assessment and forwards to NGB.					

		ARNG	ANG	PAT	Freq.	Reference
26.4.	Develops ED annual training budget plan.					
26.5.	Establishes and coordinates a management development program.					
26.5.1.	Receives (from NGB), reviews, and distributes management Development course survey.					
26.5.2.	Receives (from agencies), reviews, consolidates, and submits management development course survey.					
26.6.	Develops ED draft annual training plan.					
<b>27.</b>	<b>Performs ED Programming.</b>	X	X			
27.1.	Receives ED Army budget annual funding program (AFP) document.					
27.2.	Modifies and finalizes ED Army annual training budget plan.					
27.3.	Finalizes ED Army annual training plan.					
27.4.	Prepares ED Army monthly funds obligation plan.					
<b>28.</b>	<b>Performs ED Execution.</b>	X	X			
28.1.	Receives and evaluates ED training request (i.e., DD form 1556 or appropriate documentation) in accordance with training priorities and AFP. (evaluates for approval/disapproval or deferment based upon training priority and/or availability of funds.)					
28.2.	Processes ED training requests.					
28.2.1.	Approves ED training request, determines training source and resourcing if required.					
28.2.2.	Prepares travel order for army ED training.					
28.2.3.	Receives Army ED training evaluation.					

		ARNG	ANG	PAT	Freq.	Reference
28.2.4.	Signs and forwards DD form 1556/appropriate documentation to the USPFO/commercial accounts for army ED training.					
28.2.5.	Disapproves ED training request and returns to originator.					
28.2.6.	Defers and files ED training request.					
28.3.	Inputs ED education and training transactions and maintains the ED training database (part of DCPDS).					
28.4.	Publicizes/prepares ED training announcements (e.g., letters, pamphlets, fliers, etc.).					
28.5.	Administers HRO training courses (e.g., supervisor's development, new employee orientation, National Guard internal review). (includes tracking attendees, procures materials, identifies time, date, and location, etc.)					
28.6.	Reviews and revises the army annual ED training budget plan. (e.g., unliquidated obligations, change of priorities, and mid-year review, etc.)					
28.7.	Performs career counseling.					
28.7.1.	Assists in the development of the individual development plan (JDP). (provides ED training, evaluates progress, and certifies plan completion)					
28.7.2.	Assists in the development of the performance improvement plan (PIP). (evaluates previous training received, provides ED training, and certifies training completion).					
28.7.3.	Develops career transition plan for employees affected by RIF/downsizing.					
28.8.	Obtains acquisition/contracting certification.					
28.8.1.	Receives and reviews training completion documentation.					

		ARNG	ANG	PAT	Freq.	Reference
28.8.2.	Researches DCPDS tables, codes data input worksheets, and inputs codes into DCPDS.					
28.8.3.	Retrieves report of individual person (RIP) products.					
28.8.4.	Prepares acquisition/contracting certification package and forwards to NGB-AG.					
28.8.5.	Receives level 1 or 2 certification from NGB-AG.					
28.8.6.	Documents the acquisition/contracting certification into DCPDS.					
28.8.7.	Forwards acquisition/contracting certification to USPFO.					
<b>29.</b>	<b>Performs ED Evaluation.</b>	X	X			
29.1.	Collects and reviews ED course evaluation for return on investment (ROI).					
29.2.	Reviews and validates ED training budget plan. Includes reconciling unliquidated obligations and ensures full budget execution.					
29.3.	Prepares an after action review (AAR) report of ED annual training program.					
<b>30.</b>	<b>Labor Relations Management.</b>	X	X			
30.1.	Processes elections.					
30.1.1.	Analyzes union petition for election.					
30.1.2.	Responds to petition.					
30.1.3.	Makes contact with unions or federal labor relations (FLRA) personnel.					
30.1.4.	Provides information to FLRA.					
30.2.	Prepares for election.					



		ARNG	ANG	PAT	Freq.	Reference
30.2.1.	Compiles input.					
30.2.2.	Provides a response.					
30.2.3.	Prepares voter eligibility list.					
30.2.4.	Participates in pre-election conferences.					
30.2.5.	Coordinates polling venues.					
30.2.6.	Monitors election poll.					
30.2.7.	Responds to election challenge.					
30.2.8.	Participates in vote count.					
30.2.9.	Files brief.					
30.2.10.	Implements election result.					
30.3.	Responds to/initiates representation petition.					
30.3.1.	Conducts research.					
30.3.2.	Prepares management position/petition.					
30.3.3.	Advises/updates principles concerning a position/petition.					
30.3.4.	Provides response to FLRA and union.					
30.4.	Processes a grievance.					
30.4.1.	Receives and analyzes grievance.					
30.4.2.	Provides technical advice.					
30.4.3.	Participates in agency initiated grievance.					
30.4.3.1.	Receives and analyzes initiation action.					

		ARNG	ANG	PAT	Freq.	Reference
30.4.3.2.	Analyzes and recommends initiation action.					
30.4.3.3.	Prepares grievance position and submit.					
30.5.	Processes unfair labor practices (ULP).					
30.5.1.	Initiates management ULP.					
30.5.1.1.	Investigates facts and circumstances.					
30.5.1.2.	Prepares management position statement.					
30.5.1.3.	Files ULP charge.					
30.5.2.	Processes union initiated ULP.					
30.5.2.1.	Investigates and analyzes charge.					
30.5.2.2.	Recommends course of action.					
30.5.2.3.	Prepares management position statement.					
30.5.3.	Participates in settlement discussion.					
30.5.4.	Prepares management's case.					
30.5.5.	Coordinates/participates in FLRA investigation.					
30.5.6.	Presents written argument in response to issuance of complaint.					
30.5.7.	Requests consideration for judicial review.					
30.6.	Conducts collective bargaining.					
30.6.1.	Performs contract review.					
30.6.2.	Prepares management's proposal/interest.					

		ARNG	ANG	PAT	Freq.	Reference
30.6.3.	Prepares management's position to union proposal.					
30.6.4.	Conducts negotiation.					
30.6.5.	Processes negotiation agreement.					
30.6.6.	Processes allegations of non-negotiability (AON).					
30.6.6.1.	Coordinates management's position with NGB.					
30.6.6.2.	Supports NGB in AON proceeding.					
30.6.7.	Processes mediation action.					
30.6.8.	Processes impasse action.					
30.6.8.1.	Requests federal services impasses panel.					
30.6.8.2.	Complies with directives of FSIP.					
30.7.	Administers contract.					
30.7.1.	Applies contract to specific situation.					
30.7.2.	Interprets contract.					
30.8.	Participates in cooperative labor management effort.					
30.8.1.	Coordinates discussions of mutual interest.					
30.8.2.	Documents results of partnership contact.					
30.9.	Provides labor management advisory service.					
30.9.1.	Conducts management orientation.					
30.9.2.	Performs staff assistance contact.					
30.9.3.	Conducts supervisory training JAW title 5, chapter 410.					

		ARNG	ANG	PAT	Freq.	Reference
30.9.4.	Researches IMR actions.					
<b>31.</b>	<b>Planning And Policy.</b>	X	X			
31.1.	Develops and implements IMR specific plans, policy and guidance.					
31.1.1.	Conducts research.					
31.1.2.	Reviews existing plan, policy or guidance.					
31.1.3.	Constructs new plan, policy and guidance.					
31.1.4.	Provides technical advice.					
31.1.5.	Implements new or existing policy.					
31.1.5.1.	Coordinates policy action.					
31.1.5.2.	Coordinates distribution of policy action.					
31.2.	Evaluates external (non-IMR) policy.					
31.2.1.	Conducts research.					
31.2.2.	Reviews proposed plan, policy or guidance.					
31.2.3.	Provides technical advice.					
<b>32.</b>	<b>Hearings (Presentation Of Management's Case, Written Or Oral).</b>	X	X			
32.1.	Responds to hearing.					
32.1.1.	Prepares management's case theory.					
32.1.1.1.	Coordinates issues with management.					
32.1.1.2.	Conducts research.					

		ARNG	ANG	PAT	Freq.	Reference
32.1.1.3.	Constructs case theory.					
32.1.2.	Prepares the case.					
32.1.2.1.	Organizes and develops case material.					
32.1.2.2.	Performs witness preparation.					
32.1.2.2.1.	Prepares for interview.					
32.1.2.2.2.	Interviews witness.					
32.1.2.3.	Prepares hearing book.					
32.1.3.	Attends election challenge hearing.					
32.1.4.	Participates in hearing.					
32.1.5.	Prepares post-hearing brief.					
32.1.6.	Reviews FLRA decision.					
32.1.7.	Prepares application or opposition to application for FLRA review.					
32.1.8.	Prepares input for exception to arbitrator's decision.					
32.1.9.	Implements third party decision.					
<b>33.</b>	<b>Travel.</b>	X	X			
33.1.	Conducts travel.					
<b>34.</b>	<b>Personnel Actions Processing. Processes Name Change, Within Grade Increase (WGIS), Pay Adjustment, Accession, Etc.).</b>	X	X			
34.1.	Receives and logs request for personnel action.					
34.2.	Reviews and codes personnel action.					

		ARNG	ANG	PAT	Freq.	Reference
34.3.	Inputs personnel action into defense civilian personnel data system (DCPDS).					
34.4.	Reviews, signs, and distributes standard form 50.					
<b>35.</b>	<b>Retirement Counseling/Processing (Optional, Discontinued Service, And Disability Retirement).</b>	X	X			
35.1.	Provides retirement counseling for perspective retiree.					
35.2.	Prepares annuity estimate for perspective retiree.					
35.3.	Prepares retirement packet.					
35.4.	Provides retirement counseling for retiree and spouse.					
35.5.	Completes and forwards retirement packet.					
<b>36.</b>	<b>Disciplinary And Adverse Actions.</b>	X	X			
36.1.	Conducts supervisor counseling on problem employee.					
36.2.	Provides technical assistance in preparation of letter of reprimand or proposed adverse action letter.					
36.3.	Provides technical counseling session for employee and/or representative.					
36.4.	Prepares/reviews original decision letter for adverse action.					
36.5.	Processes employee appeal.					
36.5.1.	Processes appellate review.					
36.5.2.	Processes administrative hearing.					
36.6.	Prepares final decision letter for TAG signature.					

		ARNG	ANG	PAT	Freq.	Reference
<b>37.</b>	<b>Office Of Worker Compensation Programs (OWCP) (On-The-Job Injury/Illness/Disease).</b>	X	X			
37.1.	Processes/monitors OWCP claim.					
37.1.1.	Receives, reviews, and processes report of traumatic injury (CA-1).					
37.1.2.	Receives, reviews, and processes claim of occupational illness or disease (CA-2).					
37.1.3.	Administers continuation of pay (COP) of injured employee.					
37.1.4.	Administers light duty program/pipeline funding program.					
37.1.5.	Processes compensation claim.					
37.1.6.	Administers long-term compensation roll.					
37.1.7.	Reviews and processes medical bill.					
37.2.	Prepares OSHA-200 report.					
<b>38.</b>	<b>Performance Management System.</b>	X	X			
38.1.	Provides technical assistance to supervisor on performance management system.					
38.2.	Researches and compiles trend data on performance management system.					
38.3.	Receives/reviews performance appraisal for regulatory compliance and inputs into DCPDS.					
38.4.	Receives/reviews performance standard for regulatory compliance.					
38.5.	Approves/disapproves request for extension of performance appraisal period.					
38.6.	Prepares and monitors list of delinquent performance appraisal.					

		ARNG	ANG	PAT	Freq.	Reference
38.7.	Assists supervisor in preparation of performance improvement plan (PIP) for substandard performance.					
38.8.	Processes performance appraisal appeal.					
38.9.	Prepares performance certificate for performance above fully acceptable.					
<b>39.</b>	<b>Insurance Programs.</b>	X	X			
39.1.	Administers federal employees group life insurance (FEGLI).					
39.1.1.	Receives and processes request for FEGLI change, SF 2817.					
39.1.2.	Receives and processes request for additional FEGLI coverage, SF 2822.					
39.1.3.	Receives and processes request for designation of beneficiary, SF 2823.					
39.2.	Administers state insurance program, i.e., National Guard association of the United States insurance trust (NGAUSIT), Vulcan insurance, and state association insurance plan.					
39.2.1.	Processes insurance enrollment application.					
39.2.2.	Processes insurance claim form.					
39.2.3.	Processes insurance change.					
39.3.	Federal employee health benefits program (FEHBP).					
39.3.1.	Receives, reviews, and processes health benefits registration form, SF 2809.					
39.3.2.	Initiates and processes SF 2810 (transfer in, name change, termination, and reinstatement).					



		ARNG	ANG	PAT	Freq.	Reference
39.3.3.	Conducts annual open season (includes notification, distributing open season brochure, and coordinating health fair).					
39.3.4.	Processes temporary continuation coverage (TCC).					
39.3.5.	Processes enrollment for former spouse covered under the spouse equity act.					
<b>40.</b>	<b>Thrift Savings Plan (TSP) Management.</b>	X	X			
40.1.	Provides technical guidance on TSP enrollment, loan, interfund transfer, termination of enrollment, and designation of beneficiary.					
40.2.	Receives, reviews, and processes TSP election form (TSP 1).					
40.3.	Conducts semi-annual open season (includes notification and distributing open season brochure).					
40.4.	Receives, reviews, and processes retroactive contribution authorized for entitlement when separated or in a non-pay status while on military active duty.					
<b>41.</b>	<b>Creditable Civilian/Military Service Determination.</b>	X	X			
41.1.	Determines creditable civilian service.					
41.1.1.	Receives, reviews, and validates prior civilian service.					
41.1.2.	Computes estimate for deposit/redeposit service.					
41.1.3.	Initiates application for deposit/redeposit service.					
41.2.	Determines creditable military service.					
41.2.1.	Receives, reviews, and validates prior military service.					
41.2.2.	Initiates request for military earnings.					
41.2.3.	Computes estimate for military service deposit.					

		ARNG	ANG	PAT	Freq.	Reference
41.2.4.	Initiates and processes application for military service deposit.					
41.3.	Computes service computation date (SCD).					
<b>42.</b>	<b>Separation Processing.</b>	X	X			
42.1.	Processes voluntary separations.					
42.1.1.	Receives, reviews, and processes request for separation.					
42.1.2.	Prepares and distributes separation packet.					
42.2.	Processes involuntary separations.					
42.2.1.	Initiates 30-day termination notice.					
42.2.2.	Processes involuntary separation/termination action.					
42.2.3.	Prepares and distributes separation/termination packet.					
<b>43.</b>	<b>Leave Management Program (Administers Annual, Sick, Military, Administrative, Law Enforcement, Leave Without Pay, Etc.).</b>	X	X			
43.1.	Provides technical guidance to customer (telephonic, written, and walk-in).					
43.2.	Processes leave request.					
43.2.1.	Receives and recommends/approves or disapproves and distributes advance sick or annual leave request.					
43.2.2.	Receives, processes, and recommends/approves or disapproves and distributes leave sharing request.					
43.2.3.	Processes request for leave under the family medical leave act.					
43.3.	Reviews and analyzes leave use and provides feedback.					

		ARNG	ANG	PAT	Freq.	Reference
<b>44.</b>	<b>Incentive Awards Program.</b>	X	X			
44.1.	Processes nominations for incentive awards. (to include incentive awards committee meetings, as appropriate, by state.)					
44.1.1.	Processes sustained superior performance (SSP) award.					
44.1.2.	Processes quality salary increase (GSI) award.					
44.1.3.	Processes special act or service award.					
44.1.4.	Processes time off award.					
44.1.5.	Processes on-the-spot cash award.					
44.1.6.	Processes civilian service award.					
44.2.	Processes suggestion awards program.					
44.3.	Processes technician length of service award.					
44.4.	Provides technical guidance on award to manager, supervisor, or employee.					
<b>45.</b>	<b>Processes Death In Service Benefit. (Receives Notification Of Death; Counsels With Family, Computes Benefits; And Completes/Forwards Benefit Packet.)</b>	X	X			
<b>46.</b>	<b>Employee Management Relations.</b>	X	X			
46.1.	Conducts employee relations site/staff assistance visit, i.e., mobilization, TSP, OWCP, leave, reduction in force briefings.					
46.2.	Conducts pre-retirement seminar. To include: identifies/notifies attendee; sets up training site; prepares material; coordinates guest speakers; and conducts training, as appropriate.					

		ARNG	ANG	PAT	Freq.	Reference
46.3.	Conducts mid-career seminar. To include: identifies/notifies attendee; sets up training site; prepares material; coordinates guest speakers; and conducts training, as appropriate.					
46.4.	Conducts new employee orientation seminar. To include: identifies/notifies attendee; sets up training site; prepares material; coordinates guest speakers; and conducts training, as appropriate.					
46.5.	Conducts supervisor training session. (to include: prepares material and conducts training, as appropriate.)					
46.6.	Prepares employee relations information/articles for newsletter.					
<b>47.</b>	<b>Inprocesses New Employees.</b>	X	X			
47.1.	Receives notification of new employee and prepares in processing packet.					
47.2.	Conducts in processing, i.e., provides benefits information, completes required documentation, etc.					
<b>48.</b>	<b>Official Personnel Files Management, I.E., Official Personnel Folder (OPF), Employee Performance File (EPF), And Employee Medical File (EMF).</b>	X	X			
48.1.	Establishes OPF, EPF, and EMF for new employees.					
48.2.	Requests OPF from previous agency/national records center (NRC), as appropriate.					
48.3.	Prepares official personnel file for disposition upon employee's separation and forwards to appropriate agency/NRC.					
<b>49.</b>	<b>Responds To Inquiry.</b>	X	X			
49.1.	Processes verification of employment.					
49.2.	Responds and processes unemployment claim.					

		ARNG	ANG	PAT	Freq.	Reference
49.3.	Researches and resolves employee pay discrepancy.					
<b>50.</b>	<b>Position Management/Classification Guidance.</b>	X	X			
50.1.	Participates in reorganization and other manpower study.					
50.2.	Provides position management/classification advise.					
50.3.	Analyze/maintain manpower requirement.					
<b>51.</b>	<b>Classification Of Position.</b>	X	X			
51.1.	Logs and reviews request for position classification action.					
51.2.	Develops and classifies position description (pd) for army and air technicians. Change to delete classification duty. Can develop exception PDs.					
51.2.1.	Determines accuracy of position description.					
51.2.2.	Performs research.					
51.2.3.	Conducts audit of position.					
51.2.4.	Analyze draft job description.					
51.2.5.	Performs position evaluation.					
51.2.6.	Provides advice and guidance on OPM/DOD regulation.					
51.2.7.	Coordinates implementation of exception pd.					
51.2.8.	Prepares classification review report.					
51.3.	Processes miscellaneous action resulting from position change.					
51.4.	Provides policy and guidance to supervisor/activity to advise in pd writing.					
51.5.	Applies new pd releases from NGB.					

		ARNG	ANG	PAT	Freq.	Reference
51.6.	Performs management advisory service.					
<b>52.</b>	<b>Conducts Training.</b>	X	X			
<b>53.</b>	<b>Review, Update, And Develop Plans And Policy.</b>	X	X			
<b>54.</b>	<b>Defense Civilian Personnel Data System (DCPDS).</b>	X	X			
54.1.	Update/maintain local organizational document.					
54.2.	Coordinate and update NGB requirement document.					
54.3.	Create, and update coding worksheet.					
54.4.	Performs quality assurance on DCPDS product.					
54.5.	Updates/maintains DCPDS report.					
<b>55.</b>	<b>Performs Wage Survey.</b>	X	X			
<b>56.</b>	<b>Classification Appeal Process.</b>	X	X			
56.1.	Responds to employee on informal inquiry.					
56.2.	Provides procedural assistance and processes formal appeal.					
56.3.	Provides position management/classification data in response to DOD/OPM inquiry.					
56.4.	Review and implement appellate decision.					
<b>57.</b>	<b>Environmental Differential Pay/Hazardous Duty Pay Administration.</b>	X	X			
57.1.	Provides assistance/guidance to manager and supervisor regarding environmental differential pay (EDP) and hazardous duty pay (HDP) procedure.					

		ARNG	ANG	PAT	Freq.	Reference
57.2.	Processes request for EDP/HDP through appropriate recommending/approving authority.					
57.2.1.	Arranges for and participates in EDP/HDP committee meeting.					
57.2.2.	Processes final approval/disapproval and prepares correspondence to notify requesting activity and payroll office.					
<b>58.</b>	<b>Participates In Reduction In Force (RIF) Process.</b>	X	X			
58.1.	Establishes/reviews competitive level and updates DCPDS.					
58.2.	Assists in the identification of positions for placement action.					
<b>59.</b>	<b>DCPDS Systems Operation.</b>	X	X			
59.1.	Schedules system activity.					
59.2.	Maintains schedule of recurring data retrievals.					
59.3.	Manages data retrieval library.					
59.4.	Monitors daily transactions register/report individual person (rip).					
59.5.	Processes mass pay adjustment.					
59.5.1.	Processes general schedule pay adjustment.					
59.5.2.	Processes special rate pay adjustment.					
59.5.3.	Processes federal wage system (FWS) pay adjustment.					
59.6.	Processes data reentry transactions.					
59.7.	Produces system product.					
59.8.	Distributes system product.					
<b>60.</b>	<b>Systems Maintenance.</b>	X	X			

		ARNG	ANG	PAT	Freq.	Reference
60.1.	Opens primary and alternate system and verifies opening message.					
60.2.	Monitors end-of-day processing.					
60.2.1.	Verifies end-of-day processing is completed successfully.					
60.2.2.	Verifies all products are received.					
60.3.	Manages retention of electronic file.					
60.4.	Troubleshoots system problem.					
60.4.1.	Identifies system problem.					
60.4.2.	Documents unreported problems on AF form 1945 and submits to NGB with supporting documentation.					
60.4.3.	Develops a proposed "get around" procedure to ensure that required personnel actions are processed.					
60.4.4.	Implements approved "get around" procedure.					
60.4.5.	Briefs staff about problem impacting the operation.					
60.4.6.	Verifies reported problem is fixed.					
60.4.7.	Verifies master record is correct.					
60.5.	Recovers missing or corrupted file.					
<b>61.</b>	<b>Systems Management.</b>	X	X			
61.1.	Provides system research and development in support of customers.					
61.1.1.	Researches policy/program to determine efficient automation support and impact on operations.					
61.1.1.1.	Researches personnel policy and program.					



		ARNG	ANG	PAT	Freq.	Reference
61.1.1.2.	Researches payroll policy and program.					
61.1.1.3.	Researches manpower policy and program.					
61.1.1.4.	Researches local policy and program.					
61.1.1.5.	Researches other policy and program.					
61.1.2.	Develops proposal to use automation capabilities.					
61.1.3.	Develops data manipulation program for input.					
61.1.4.	Develops data manipulation program for output.					
61.2.	Provides system analysis/evaluation.					
61.2.1.	Analyzes/evaluates customer recommendation for systems change.					
61.2.2.	Analyzes/evaluates system operations by reviewing system management products.					
61.3.	Provides system planning/organization.					
61.3.1.	Develops/updates plan.					
61.3.1.1.	Develops/updates DCPDS publicity plan.					
61.3.1.2.	Develops/updates disaster recovery and contingency plan.					
61.3.2.	Prioritizes work based on customer's needs, system requirements, and data processing center's requirements.					
<b>62.</b>	<b>Personnel Systems Modification.</b>	X	X			
62.1.	Loads systems release/patch.					
62.1.1.	Reviews system release/patch documentation.					

		ARNG	ANG	PAT	Freq.	Reference
62.1.2.	Coordinates processing schedule for release/patch.					
62.1.3.	Prepares documentation for HRO staff.					
62.1.4.	Briefs HRO staff.					
62.1.5.	Performs system release/patch procedure.					
62.1.6.	Verifies load of release/patch by reviewing output products.					
62.1.7.	Verifies all follow-on system release/patch requirements are completed.					
62.2.	Maintains local table.					
62.2.1.	Identifies/researches requirement for new table or change.					
62.2.2.	Builds or changes table.					
62.2.3.	Schedules load and syntax of table.					
62.2.4.	Maintains disk file of local tables.					
62.2.5.	Schedules local table for print.					
<b>63.</b>	<b>Data Quality.</b>	X	X			
63.1.	Administers a data quality program.					
63.1.1.	Reviews local data files to identify possible errors.					
63.1.1.1.	Initiates data retrieval program.					
63.1.1.2.	Analyzes output product to identify discrepancy.					
63.1.1.3.	Verifies discrepancy is corrected.					
63.1.2.	Reconciles data to ensure agreement between base level personnel system (BLPS) file and other related files.					

		ARNG	ANG	PAT	Freq.	Reference
63.1.2.1.	Schedules/coordinates related file availability.					
63.1.2.2.	Initiates data retrieval program.					
63.1.2.3.	Analyzes output product to identify discrepancy.					
63.1.2.4.	Verifies discrepancy is corrected.					
63.2.	Corrects system reject.					
63.2.1.	Analyzes output product to identify discrepancy.					
63.2.2.	Informs appropriate work center of discrepancy and needed action.					
63.2.3.	Verifies correction of system reject.					
63.3.	Initiates trend analysis.					
63.3.1.	Determines cause of discrepancy.					
63.3.2.	Advises staff of trend and cause.					
63.3.3.	Recommends action to preclude recurrence.					
<b>64.</b>	<b>Defense Data Network (DDN) Monitoring.</b>	X	X			
64.1.	Establishes/changes DDN sequence control.					
64.2.	Monitors incoming/interface package.					
64.2.1.	Reviews auto din action list (g0p).					
64.2.2.	Requests retransmission of missing/bad package.					
64.2.3.	Verifies pseudo processing is complete.					
64.3.	Monitors outgoing package.					

		ARNG	ANG	PAT	Freq.	Reference
<b>65.</b>	<b>Personnel Systems Hardware/Software And Data Communications.</b>	X	X			
65.1.	Determines need for equipment/software.					
65.2.	Maintains equipment.					
65.2.1.	Performs operator maintenance on system equipment.					
65.2.2.	Identifies and reports equipment malfunction.					
65.3.	Coordinates relocation and installation of equipment.					
65.4.	Manages network within HRO.					
65.4.1.	Coordinates communication connectivity.					
65.4.2.	Manages system file maintenance.					
65.4.3.	Conducts user training.					
<b>66.</b>	<b>System Security.</b>	X	X			
66.1.	Obtains user identification/password.					
66.2.	Resets user identification/password.					
66.3.	Terminates user identification/password.					
66.4.	Obtains terminal identification.					
66.5.	Maintains user access list.					
66.6.	Maintains internet protocol (IP) address list.					
66.7.	Conducts security training.					
<b>67.</b>	<b>System Training.</b>	X	X			

		<b>ARNG</b>	<b>ANG</b>	<b>PAT</b>	<b>Freq.</b>	<b>Reference</b>
67.1.	Develops/updates plan for DCPDS and DCPS training.					
67.1.1.	Develops training material.					
67.1.2.	Prepares for training.					
67.2.	Instructs personnel.					