

DIRECTORATE OF INSTALLATIONS MANAGEMENT The following bullets/tasks applicable to 06 DIM Purple position <u>only</u>						
		ARNG	ANG	PAT	Freq.	Reference
1.	Administrative Support. DIM Provides Oversight	X	X			
1.1.	Processes travel request. Coordinates all travel for CFMO personnel. Completes/reviews all support documents. (Army Only)					
1.1.1.	Receives travel request. Reviews for completeness. Validates funding.					
1.1.2.	Processes travel order. Inputs request for orders. Makes distribution and maintains travel file.					
1.1.3.	Makes travel arrangement. Coordinates for airline, hotel, rental car, government vehicle, reservation and ticket.					
1.1.4.	Processes travel reimbursement requests. Reviews for completeness. Submits for payment.					
1.2.	Prepares correspondence. Obtains and assembles typing material, inserts paper in word processor/typewriter, types, separates copy, collates, fastens, proofreads, releases to originator, and puts material away.					
1.3.	Writes correspondence. Gathers background information, composes correspondence in accordance with applicable regulations.					
1.4.	Prepares special report. Prepares ADO-HOC reports such as briefing packets, web page design and maintenance, and internal controls/audit reports.					
1.5.	Processes reproduction request. Receive and process reproduction services (both internal and external) to include bulk copies and architectural/engineering (A&E) contract documents.					
1.6.	Makes distribution.					
1.6.1.	Picks up/delivers incoming material. Picks up incoming material (to include facsimiles) and delivers within the office.					

		ARNG	ANG	PAT	Freq.	Reference
1.6.2.	Picks up/delivers outgoing material. Picks up outgoing material (to include facsimiles) and delivers to the mailroom.					
1.7.	Manages motor vehicle fleet. Manages the dispatch of GSA and state motor vehicles assigned/utilized by CFMO. Coordinates required maintenance. Completes administrative reports.					
1.8.	Administers credit card transaction. Reviews requests for purchase, and identifies funding source. Processes purchase. Reviews monthly bill(s) for accountability of local purchases.					
1.9.	Receives/directs incoming call.					
1.10.	Receives/directs incoming visitor.					
1.11.	Coordinates administrative support request. Reviews incoming administrative support requests and assigns support as required.					
1.12.	Maintains central file system. Prepares file outline, folder, guide, and label. Receives material, marks, sorts, posts change, insert in file, removes for reference, and re-files. Removes record from file and disposes of it in accordance with applicable state/federal regulations.					
1.13.	Maintains suspense file system. Determines need for suspense, assigns suspense, forwards to appropriate action office, posts file, reviews file for compliance, reminds action office of suspense, annotates file at completion of action.					
1.14.	Processes request for order. Receives and reviews request. Prepares order request for office personnel, obtains approval signature, and forwards for budget fund certification and order authentication. Inputs transaction to AFCOS. Transmits hard copy.					

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1.15.	Receives and processes request for board action. Receives request for board actions. Processes request to determine necessary requirements as to time, date, personnel and place. Prepares necessary documents and equipment. Notifies personnel of board action and purpose. Provides board action documentation as necessary. Participates on boards as required.					
1.16.	Processes special project request. Receive requests for assistance, determine requirements needed, resource the requirement, and obtain assistance if required. Monitor the project to completion. (e.g. Congressional/legislative inquiries/displays, dedication ceremonies, etc.)					
1.17.	Receives and processes request for meeting coordination. Receives request for meeting coordination. Processes request to determine necessary requirements as to time, date, personnel and place. Prepares necessary documents and equipment. Notifies personnel of meeting and purpose. Provides meeting documentation as necessary.					
2.	Provides Personnel Support.					
	DIM Provides Oversight	X	X			
2.1.	Prepares personnel action request. Receives requirement to complete personnel action request, verifies accuracy of information by checking Army Management System Code (AMSCO), Table of Distribution and Allowances (TDA), previously completed personnel action request, employee information (as needed). Prepares Request for Personnel Action (e.g. SF 52), obtains appropriate signature, forwards to appropriate personnel office.					
2.2.	Maintains time and attendance.					
2.2.1.	Prepares/processes payroll document. Prepares and submits appropriate document for payroll of permanent and temporary personnel. Performs payroll certification. Researches, makes inquiry and resolves pay problem. Retains and files all payroll transmittal documents for future reference. Maintains daily attendance log.					

		ARNG	ANG	PAT	Freq.	Reference
2.2.2.	Logs in pending leave form. Records pending leave by entering information in leave control log and maintains suspense and file appropriately.					
2.2.3.	Processes overtime/comptime request. Prepares overtime/comptime request by completing form with employee name, social security number, projected hours, rate of pay, total cost, and reason for overtime/comptime. Forwards to program/approving official.					
2.3.	Receives/reviews/monitors employee appraisal. Maintains office rating scheme and suspense file. Receives and reviews notification for rating or appraisal from appropriate personnel office. Assigns suspense, posts file, tracks suspense. Receives and reviews rating/appraisal for compliance with applicable regulations and forwards to appropriate personnel office.					
2.4.	Processes award request. Receives nomination requests. Researches nominee record for previous awards, length of service, promotion and other factors impacting on eligibility. Verifies accuracy of award recommendation, prepares directors signature block and forwards for signature. Forwards to appropriate office. Monitors status of award until action is complete.					
2.5.	Receive and process request for professional development training. Receives professional development request (e.g., AutoCAD, asbestos certification). Contact recommended training source, and register if needed. Complete necessary documentation (to include funding source) and forward to appropriate approving authority. (Army Only)					
3.	Systems Administration. CFMO Local Area Network (LAN)/Wide Area Network (Wan) System Administration. (Army Only).					
	DIM Provides Oversight	X	X			
3.1.	Receives/processes network user request. Receives the request for network administrative support, determines user requirements, provides technical support to include installation of software/hardware and development and maintenance of software applications/databases. (Army Only)					

		ARNG	ANG	PAT	Freq.	Reference
3.2.	Receives/processes desktop support request. Receives the request for software/hardware application needs. Recommends procurement, provides technical support to include installation of software/hardware, coordinates license requirements, maintains software/hardware library. (Army Only)					
3.3.	Analyzes network/desktop system and makes improvement recommendation. Monitors and maintains existing systems, recommends changes to improve their efficiency. (Army Only)					
4.	Office Property Management.					
	DIM Provides Oversight	X	X			
4.1.	Receives/reviews property accountability/security document. Receives equipment from variety of sources. Files receiving document in proper file. Maintains accountability of equipment by executing sub-hand receipts, maintaining a sign-in/out log for sensitive items, maintaining key control logs in accordance with applicable regulations and policies. Conduct annual inventory to verify accuracy of all documents.					
4.2.	Processes property procurement/maintenance request. Receive requests for property and determine method of procurement (local purchase, purchase request, etc.) Arrange for maintenance of office equipment using either existing maintenance agreements, local purchase, or purchase request. Dispose of equipment as required.					
4.3.	Processes office supply request. Manage office supply system and procure by appropriate means (Self Service Supply Center (SSSC), contract, local purchase, etc.).					
	PLANNING AND PROGRAMMING					
	DIM Provides Oversight	X	X			
5.	Planning.					
5.1.	Develops/maintains and updates real property master plan (RPMP) (vision 2000). (air similar: ACES)					
5.1.1.	Gathers and analyzes information (building plans, etc.).					

		ARNG	ANG	PAT	Freq.	Reference
5.1.2.	Inputs data and changes.					
5.1.3.	Creates drawings and other graphics (digitized A/E drawings, graphs etc.).					
5.1.4.	Inputs graphics (includes scanning and clean up, creates manipulatable files).					
5.1.5.	Updates drawings and graphics.					
5.1.6.	Manages and analyzes linked digitized files (systems administration of multi-software programs).					
5.1.7.	Prepares and integrates site development plans.					
5.1.8.	Coordinates with staff and other agencies.					
5.1.9.	Conducts planning board meetings.					
5.1.10.	Briefs the adjutant general, publishes and executes TAG's annual RPMP decision.					
5.2.	Develops, maintains and updates capital plans.					
5.2.1.	Updates long-range construction plan (IRCP).					
5.2.2.	Develops, maintains and updates state capital plan (SCP).					
5.3.	Develops, maintains and updates facility life-cycle plan (FLCP).					
5.3.1.	Gathers facility specific information (warranties, type of construction, roofs, sidings, HVAC, etc).					
5.3.2.	Reviews and analyzes RPMP, IRCP, SCP, real property inventory, inspections, and other plans.					
5.3.3.	Updates facility life-cycle plan (FLCP).					
5.3.4.	Incorporates FLCP into other plans (SCP, IRCP, pier, etc.).					

		ARNG	ANG	PAT	Freq.	Reference
5.4.	Develops real property master plan (RPMP) (vision 2000).					
5.4.1.	Gathers and analyzes information (building plans, etc.).					
5.4.2.	Inputs data and changes.					
5.4.3.	Creates drawings and other graphics (digitized A/E drawings, graphs etc.).					
5.4.4.	Inputs graphics (includes scanning and clean up, creates manipulatable files).					
5.4.5.	Updates drawings and graphics.					
5.4.6.	Manages and analyzes linked digitized files (systems administration of multi-software programs).					
5.4.7.	Prepares and integrates site development plans.					
5.4.8.	Coordinates with staff and other agencies.					
5.4.9.	Conducts planning board meetings.					
5.4.10.	Briefs the adjutant general, publishes and executes TAG's annual RPMP decision.					
5.5.	Maintains and updates real property master plan (RPMP) (vision 2000).					
5.5.1.	Gathers and analyzes information (building plans, etc.).					
5.5.2.	Inputs data and changes.					
5.5.3.	Creates drawings and other graphics (digitized A/E drawings, graphs etc.).					
5.5.4.	Inputs graphics (includes scanning and clean up, creates manipulatable files).					

		ARNG	ANG	PAT	Freq.	Reference
5.5.5.	Updates drawings and graphics.					
5.5.6.	Manages and analyzes linked digitized files (systems administration of multi-software programs).					
5.5.7.	Prepares and integrates site development plans.					
5.5.8.	Coordinates with staff and other agencies.					
5.5.9.	Conducts planning board meetings.					
5.5.10.	Briefs the adjutant general, publishes and executes TAG's annual RPMP decision.					
6.	Programming.					
	DIM Provides Oversight	X	X			
6.1.	Develops TAG's federal capital program (add-ons).	X	X			
6.1.1.	Converts IRCP into draft program (scope, cost, and priority).	X	X			
6.1.2.	Identifies fund sources (federal, state, and add-ons).	X	X			
6.1.3.	Coordinates with staff and other agencies.	X	X			
6.1.4.	Conducts planning board meetings.	X	X			
6.1.5.	Briefs the adjutant general, prepares and forwards TAG's program (congressional briefing packet).	X	X			
6.1.6.	Completes project questionnaire and submits abbreviated DD form 1390/1391 to NGB.	X	X			
6.2.	Develops, updates and submits state capital program (SCPR).	X	X			
6.2.1.	Converts IRCP, SCP, facility life-cycle plan and other plans into draft program (scope, cost, and priority).	X	X			
6.2.2.	Identifies fund sources (federal, state and add-ons).	X	X			

		ARNG	ANG	PAT	Freq.	Reference
6.2.3.	Coordinates with staff and other agencies.	X	X			
6.2.4.	Conducts planning board meetings.	X	X			
6.2.5.	Briefs the adjutant general, prepares and forwards TAG's SCPR.	X	X			
6.2.6.	Conducts follow-up actions (inquiries, testimony, etc.).	X	X			
6.3.	Develops, revises, and submits project-programming documentation (DD form 1390/1391, NGB form 420R, state documents).	X	X			
6.3.1.	Prepares economic analysis.	X	X			
6.3.2.	Develops, revises, and submits DD form 1390/1391.	X	X			
6.3.3.	Develops, revises, and submits NGB form 420R.	X	X			
6.3.4.	Develops, revises, and submits state forms.	X	X			
6.4.	Develops, maintains and updates maintenance/repair program.	X	X			
6.4.1.	Develops, maintains and updates TAG's M/R program.	X	X			
6.4.2.	Updates and forwards PIER to NGB.	X	X			
6.4.3.	Responds to NGB and state inquiries.	X	X			
6.5.	Prepares annual installation status report (ISR).	X	X			
6.5.1.	Prepares/distributes and receives forms.	X	X			
6.5.2.	Organizes and validates data.	X	X			
6.5.3.	Inputs data.	X	X			
6.5.4.	Prepares reports.	X	X			
6.5.5.	Obtains signature and forwards to NGB.	X	X			

		ARNG	ANG	PAT	Freq.	Reference
6.6.	Develops, maintains and updates the energy program.	X	X			
6.6.1.	Conducts energy audits.	X	X			
6.6.2.	Researches and analyzes new systems and technology.	X	X			
6.6.3.	Prepares and submits programming documents (to include grants and rebates).	X	X			
6.7.	Programs new systems and technologies (fire alarms, DTT, RCAS, GIS, physical security, etc.).	X	X			
6.7.1.	Researches and analyzes new systems and technologies.	X	X			
6.7.2.	Prepares programming documents.	X	X			
7.	Real Property.					
	DIM Provides Oversight	X	X			
7.1.	Acquires legal interest in real property (title, lease, license, etc).					
7.2.	Terminates legal interest in real property (title, lease, license, etc.).					
7.3.	Manages out grants program (lease, licenses, use permits, etc.).					
7.3.1.	Prepares legal instrument.					
7.3.2.	Conducts inspections.					
7.4.	Maintains real property accountability.					
7.4.1.	Conducts real property audits (includes document audit and site audit).					
7.4.2.	Records real property transactions.					
7.4.3.	Prepares and submits real property mandated reports.					
7.4.4.	Reacts/responds to real property inquiries.					

		ARNG	ANG	PAT	Freq.	Reference
7.5.	Validates (ISR) real property quantities.					
	DESIGN & PROJECT MANAGEMENT					
8.	Project Documentation Validation. DIM Provides Oversight	X	X			
8.1.	Validates tenant.					
8.2.	Verifies scope of project.					
8.3.	Verifies project cost.					
8.4.	Coordinates with environmental work center.					
8.4.1.	Coordinates federal compliance.					
8.4.2.	Coordinates state compliance.					
9.	Architect/Engineering Firm (A/E) Selection Process. DIM Provides Oversight	X	X			
9.1.	Writes A/E scope of work.					
9.2.	Provides input for advertisement.					
9.3.	Reviews A/E initial packet.					
9.4.	Participates in pre-selection process.					
9.5.	Participates in interview process.					
9.6.	A/E firm for contract.					
10.	A/E Contract Negotiation. DIM Provides Oversight	X	X			
10.1.	Develops detailed cost estimate.					
10.2.	Participates in contract negotiation.					

		ARNG	ANG	PAT	Freq.	Reference
11.	A/E Contract Modification.					
	DIM Provides Oversight	X	X			
11.1.	Writes A/E scope of work change.					
11.2.	Develops detailed cost estimate.					
11.3.	Reviews A/E cost proposal.					
11.4.	Participates in contract modification negotiation.					
12.	Supervision Of A/E Contract Service.					
	DIM Provides Oversight	X	X			
12.1.	Coordinates issuance of notice to proceed (all phases).					
12.2.	Conducts initial design conference.					
12.3.	Identifies user group.					
12.4.	Coordinates with each user group.					
12.5.	Reviews and refines data from each user group with A/E.					
12.6.	Coordinates/develops site survey report.					
12.7.	Coordinates/develops soil bearing report.					
13.	Design Development (Projects With Consultants).					
	DIM Provides Oversight	X	X			
13.1.	Monitors A/E conceptual design efforts (10%).					
13.2.	Reviews preliminary layout drawing.					
13.2.1.	Conducts user group review.					
13.2.2.	Conducts compliance review (health, safety, codes).					
13.2.3.	Briefs command group.					
13.2.4.	Receives, reviews, and analyzes NGB 10% comments.					

		ARNG	ANG	PAT	Freq.	Reference
13.2.5.	Prepares and returns correspondence.					
13.3.	Coordinates consultant work while preparing preliminary plan, specification, and cost estimate (35%).					
13.4.	Reviews A/E preliminary A/E 35% submission.					
13.4.1.	Reviews preliminary plan, specification, and cost estimate (35%).					
13.4.2.	Conducts user group review.					
13.4.3.	Conducts compliance reviews (health, safety, etc.).					
13.4.4.	Receives, reviews, and analyzes NGB 35% comments.					
13.4.5.	Prepares return correspondence.					
13.4.6.	Briefs command group.					
13.5.	Coordinates consultant work while preparing construction document.					
13.6.	Reviews A/E 65% interim design.					
13.6.1.	Reviews interim design (65%).					
13.6.2.	Conduct user group reviews.					
13.6.3.	Briefs command group.					
13.7.	Pre-final 95% A/E submittal.					
13.7.1.	Reviews pre-final design (95%).					
13.7.2.	Conducts user group review.					
13.7.3.	Conducts compliance reviews (health, safety, etc.)R					
13.7.4.	Receives, reviews, and analyzes NGB 95% comments.					

		ARNG	ANG	PAT	Freq.	Reference
13.7.5.	Prepares return correspondence.					
13.7.6.	Briefs command group.					
13.8.	Final design 100%.					
13.8.1.	Reviews final design (100%).					
13.8.2.	Receives, reviews, and analyzes NGB 100% comments.					
13.8.3.	Prepares return correspondence.					
13.9.	Obtains federal and/or state approval at each design stage.					
13.10.	Meets with A/E to review submission and incorporates comments at each design stage.					
13.11.	Verifies and submits A/E pay request (all phases).					
14.	Design Development (In-House).					
	DIM Provides Oversight	X	X			
14.1.	Develops conceptual design (10%).					
14.2.	Develops preliminary layout drawing.					
14.3.	Conducts user group review.					
14.4.	Briefs command group.					
14.5.	Preliminary design (35%).					
14.5.1.	Develops preliminary design.					
14.5.2.	Develops preliminary cost estimate.					
14.5.3.	Conducts user group review.					
14.5.4.	Conducts compliance reviews (health, safety, etc.).					

		ARNG	ANG	PAT	Freq.	Reference
14.5.5.	Receives, reviews, and analyzes NGB 35% comments.					
14.5.6.	Prepares return correspondence.					
14.5.7.	Briefs command group.					
14.6.	Construction documents.					
14.6.1.	Develops construction documents.					
14.6.2.	Conducts in process review (65%).					
14.6.3.	Reviews/coordinates other disciplines construction documents (structural, mechanical, electrical, etc.).					
14.6.4.	Conduct user group reviews.					
14.6.5.	Conducts pre-final design review (95%).					
14.6.6.	Receives, reviews, analyzes NGB 95% comments.					
14.6.7.	Prepares return correspondence.					
14.6.8.	Prepares final cost estimate.					
14.7.	Bid documents.					
14.7.1.	Develops bid documents.					
14.7.2.	Coordinates code reviews and approval of building officials.					
14.7.3.	Coordinates compliance reviews.					
14.7.4.	Conducts user group review.					
14.8.	Obtains federal and/or state approval at each design Stage.					
15.	Requests Construction Funding.					

		ARNG	ANG	PAT	Freq.	Reference
	DIM Provides Oversight	X	X			
16.	Bidding Process.					
	DIM Provides Oversight	X	X			
16.1.	Participates in legal review.					
16.2.	Requests bid solicitation.					
16.3.	Participates in pre-bid conference.					
16.4.	Coordinates interpretation of plan/specification.					
16.5.	Coordinates approval/ disapproval of substitution.					
16.6.	Prepares bid addendum.					
16.7.	Participates in bid opening.					
16.8.	Evaluates bid results.					
16.9.	Recommends items for contract award.					
16.10.	Participates in pre-award qualification of low bidder.					
17.	Supervision Of Construction Project.					
	DIM Provides Oversight	X	X			
17.1.	Participates in pre-construction conference.	X	X			
17.2.	Reviews project schedule and submittal.					
17.3.	Conducts labor standards interview.					
17.4.	Conducts weekly in-progress review (IPR).					
17.5.	Verifies and submits contractor pay request.					
17.6.	Field inspection.					
17.6.1.	Conducts field inspection.					

		ARNG	ANG	PAT	Freq.	Reference
17.6.2.	Prepares report.					
17.7.	Coordinates construction change directive.					
17.8.	Construction contract modification (change order).					
17.8.1.	Prepares/reviews scope of work.					
17.8.2.	Develops detailed cost estimate.					
17.8.3.	Reviews contracts cost proposal.					
17.8.4.	Participates in contract modification negotiation.					
18.	Substantial Completion.					
	DIM Provides Oversight	X	X			
18.1.	Conducts substantial completion inspection.					
18.2.	Issues deficiencies correction list.					
18.3.	Issues letter of acceptance to user.					
18.4.	Verifies deficiencies are corrected.					
18.5.	Reviews closeout documents and warranty.					
18.6.	Coordinates user equipment training.					
19.	Final Inspection.					
	DIM Provides Oversight	X	X			
19.1.	Conducts final inspection.					
19.2.	Prepares final project inspection report.					
20.	Maintains Record Set.					
	DIM Provides Oversight	X	X			
120.1.	Reviews record set.					
20.2.	Posts change.					

		ARNG	ANG	PAT	Freq.	Reference
21.	Warranty Period.					
	DIM Provides Oversight	X	X			
21.1.	Manages warranty.					
21.2.	Conducts end of warranty inspection.					
22.	Provides Project Promotional Document.					
	DIM Provides Oversight	X	X			
23.	Travel.					
	DIM Provides Oversight	X	X			
23.1.	Travels in support of construction process.	X	X			
23.2.	Travels in support of design process.	X	X			
24.	Participates In Legal Actions.					
	DIM Provides Oversight	X	X			
25.	Facilities Management.					
	DIM Provides Oversight	X	X			
25.1.	Identifies requirement.					
25.1.1.	Prepares work order.					
25.1.2.	Prepares cost estimate.					
25.1.3.	Identifies funding source.					
25.1.4.	Identifies required material.					
25.1.5.	Identifies labor required.					
25.2.	Acquires material.					
25.3.	Plans/schedules work.					
25.4.	Directs work.					
25.5.	Performs quality assurance inspections.					

		ARNG	ANG	PAT	Freq.	Reference
25.6.	Performs cost accounting.					
25.7.	Documents performance for historical records.					
26.	Organizes, Implements, And Review Maintenance And Repair Effort.					
	DIM Provides Oversight	X	X			
26.1.	Develops/maintains a work order system responsive to customer, facility, and FMO needs.					
26.1.1.	Identifies requirement.					
26.1.2.	Prepares work order.					
26.1.3.	Prepares cost estimate.					
26.1.4.	Identifies funding source.					
26.1.5.	Coordinates 420S preparation if required.					
26.1.6.	Coordinates design/statement of work (SOW) requirements (if required).					
26.1.7.	Identifies required material.					
26.1.8.	Identifies labor required.					
26.1.9.	Acquires materials and maintenance supplies.					
26.1.10.	Plans/schedules work.					
26.1.11.	Informs requestor of work order status.					
26.1.12.	Directs work.					
26.1.13.	Performs quality assurance inspection.					
26.1.14.	Performs cost accounting/billing.					

		ARNG	ANG	PAT	Freq.	Reference
26.1.15.	Documents performance for historical records.					
26.2.	Develops/maintains deferred maintenance records.					
26.3.	Performs warehouse function.					
26.3.1.	Receives repair, maintenance, and consumable inventories material.					
26.3.2.	Stores repair, maintenance and consumable inventories material.					
26.3.3.	Issues project materials.					
26.3.4.	Performs inventory management.					
27.	Maintains And Repairs Vehicles, Tools, And Equipment.					
	DIM Provides Oversight	X	X			
27.1.	Performs scheduled maintenance.					
27.2.	Performs unscheduled repairs.					
27.3.	Develops/maintains accountability.					
27.4.	Develops/maintains maintenance records.					
27.5.	Provides cost accounting of petroleum oil lubricants (POL).					
27.6.	Evaluates/replaces vehicles, tools, and equipment.					
28.	Manages Funds Allocated To Support The Maintenance And Repair Program.					
	DIM Provides Oversight	X	X			
28.1.	Identifies program requirements.					
28.1.1.	Develops operating budget.					
28.1.2.	Performs expenditure tracking/cost accounting.					
28.2.	Approves acquisitions for fixed assets and consumable inventory.					

		ARNG	ANG	PAT	Freq.	Reference
28.3.	Prepares/presents budget request.					
29.	Ensures Energy Savings Policies Are Implemented.					
	DIM Provides Oversight	X	X			
29.1.	Monitors/adjusts energy management program.					
29.2.	Develops/implements energy savings project.					
29.3.	Performs building energy audits.					
29.4.	Develops energy savings performance program.					
29.5.	Develops/monitors energy rebate program.					
29.6.	Develops facility energy target.					
29.7.	Tracks/monitors energy cost and consumption.					
30.	Manages Utility Conservation Program (Water, Sewer, Garbage).					
	DIM Provides Oversight	X	X			
31.	Manages Fire Prevention Program.					
	DIM Provides Oversight	X	X			
31.1.	Conducts fire prevention inspection.					
31.2.	Inspects/tests fire protection systems.					
31.2.1.	Inspects/tests sprinkler system.					
31.2.2.	Inspects/tests alarm system.					
31.2.3.	Inspects/tests range hood suppression system.					
31.2.4.	Inspects fire extinguisher.					
31.3.	Certifies fire extinguisher recharge.					
31.4.	Conducts fire investigation.					

		ARNG	ANG	PAT	Freq.	Reference
31.5.	Develops/submits required report.					
32.	Ensures Performance Of Facility Environmental Requirement.					
	DIM Provides Oversight	X	X			
	Note: in some states the Environmental function is a separate directorate or works for other directorates to include aviation, LOG, Chief of Staff, or ATAG.					
32.1.	Monitors/disposes of real property operations and maintenance (RPOM) hazardous material/waste.					
32.2.	Provides pest control.					
32.3.	Coordinates with state environmental office.					
33.	Maintains Physical Security Real Property.					
	DIM Provides Oversight	X	X			
33.1.	Monitors intrusion detection systems (IDS) /joint services interior intrusion detection system (JSIIDS).					
33.2.	Performs annual vault certification (DD form 350).					
33.3.	Provides security inspection documentation.					
33.4.	Monitors security system.					
34.	Maintains Safety Program.					
	DIM should provides Oversight over ground safety but currently resides in aviation.	X	X			
34.1.	Establishes and maintains safety committee.					
34.2.	Monitors safety program compliance.					
34.3.	Prepares employee safety program.					
34.4.	Identifies lead abatement project.					
34.5.	Identifies asbestos abatement project.					
34.6.	Maintains material safety data sheets (MSDS) program.					

		ARNG	ANG	PAT	Freq.	Reference
35.	Manages Custodial Service.					
	DIM Provides Oversight	X	X			
36.	Manages Self-Help Program.					
	DIM Provides Oversight	X	X			
37.	Performs Monthly/Annual Inspection.					
	DIM Provides Oversight	X	X			
37.1.	Conducts facility inspection.					
37.2.	Performs safety inspection.					
37.3.	Prepares installation status report (ISR) (engineering portion of part III).					
38.	Performs Coordination With Public And Private Agencies.					
	DIM Provides Oversight	X	X			
38.1.	Manages the terms of leased facility.					
38.2.	Manages armory rental program.					
38.3.	Manages shared facility program.					
38.4.	Manages the terms of the intra-/inter-service support agreement execution.					
39.	Provides Troop Project Coordination.					
	DIM Provides Oversight	X	X			
40.	Monitors/Operates Information Tracking System.					
	DIM Provides Oversight	X	X			
41.	Travels In Support Of Facilities Management Process.	X	X			
	RESOURCE MANAGEMENT					
42.	Master Cooperative Agreement. This Includes The Administrative Processes Of Master Cooperative Agreement As Opposed To Their Financial Management.					
	DIM Provides Oversight over applicable appendices	X	X			
42.1.	Initiates appendices to the master cooperative agreement.					
42.1.1.	Reviews and amends text.					

		ARNG	ANG	PAT	Freq.	Reference
42.1.2.	Establishes funding.					
42.1.3.	Obtains signature/approval.					
42.2.	Projects cash flow. Projection of cash flow establishes amount of advance payment received by the state.					
42.2.1.	Develops initial cash flow projection.					
42.2.2.	Requests advance payment.					
42.2.3.	Submits modified cash flow projection.					
42.2.4.	Requests change to advance payment.					
42.3.	Prepares and requests modifications to the appendices of the master cooperative agreement.					
42.3.1.	Reviews financial change document.					
42.3.2.	Establishes funding.					
42.3.3.	Obtains signature/approval.					
42.4.	Processes reimbursement voucher.					
42.4.1.	Verifies charges on state reimbursement request. This includes determining the validity of charges as authorized and in compliance with regulations and policies.					
42.4.2.	Submits corrections and amendments to the state reimbursement request.					
42.4.3.	Verifies available balance of allotment with USP&FO.					
42.4.4.	Submits verified & approved request for reimbursement to USP&FO.					

		ARNG	ANG	PAT	Freq.	Reference
42.5.	Completes reporting requirements required by NGR 5-1, paragraph 12-6, regarding closeouts.					
42.5.1.	Submits an accounting of funding and disbursements as of the close of the fiscal year.					
42.5.2.	Resubmits for previously unidentified unliquidated obligation.					
42.5.3.	Requests additional extensions as needed.					
42.6.	Participates in audits (state, USP&FO and other federal).					
42.6.1.	Gathers detailed data for auditors as requested.					
42.6.2.	Briefs, educates, and supports auditors.					
42.6.3.	Reviews and comments on draft report.					
42.6.4.	Writes reclama. Writes response to audit findings and recommendations.					
42.7.	Provides professional guidance/written reports.					
43.	Budget Management. This Includes Both State And Federal Budget Activities And Multi-Level Coordination With, But Not Limited To, State, USP&FO, NGB, Federal, Local, And Private Officials.					
	DIM Provides Oversight	X	X			
43.1.	Prepares budget submissions.					
43.1.1.	Determines and justifies budget requirements.					
43.1.2.	Negotiates cost allocation plan and other cost sharing plan. Examples include shared facilities (e.g., armed forces reserve centers), shared maintenance employees, challenge program and other tenants.					

		ARNG	ANG	PAT	Freq.	Reference
43.1.3.	Estimates reimbursable and other income. Examples include BOQ income, reimbursements from federal activities (MIPRS), and income from state, local government, and funds from out grants, and private entities.					
43.1.4.	Formulates construction and facilities management office (CFMO) master management budget.					
43.1.5.	Develops and submits impact statements/briefing materials for all budget activities.					
43.2.	Execution.					
43.2.1.	Reviews approved budgets and develop internal budget target for distribution to activity managers.					
43.2.2.	Reviews funding allocation targets/funding authorization documents (FATS/FADS).					
43.2.3.	Submits revised obligation plan.					
43.2.4.	Reserves annual funding program (AFP) and obligates allotment and distributes allotment target to activity manager.					
43.2.5.	Validates, processes, and posts purchase request to ledgers using acceptable accounting procedures.					
43.2.6.	Validates, processes, and posts invoice to ledger.					
43.2.7.	Verifies and posts military construction financial documents (e.g., NGB Form 86-R & 87-R, NGB Form 593) to ledgers using acceptable accounting procedures.					
43.2.8.	Reconciles state requests for reimbursement and post to the ledger.					
43.2.9.	Supports program budget activity committee (PBAC)/state budget meetings.					

		ARNG	ANG	PAT	Freq.	Reference
43.2.10.	Performs required reconciliation to include state, USP&FO, and NGB. This includes obligation registers, garrison accounts, blanket purchase agreements, and the IMPAC card statement.					
43.2.11.	Develops budget status reports.					
43.2.12.	Prepares request for additional state match and spending authority.					
43.2.13.	Manages accounts receivable to include armory rentals, out grants, federal reimbursements (NGR 5-1, Para 7-1A(2) and Para 7-3), and program income (NGR 5-1, Para 7-4).					
43.2.14.	Develops, maintains, and updates historical records and files.					
43.2.15.	Participates in audit (state, USP&FO and other federal).					
43.3.	Closeout.					
43.3.1.	Identifies and researches all outstanding encumbrances.					
43.3.2.	Completes reporting requirements for budget and project closeouts to include detailed listing and timetable for clearing outstanding obligations.					
43.4.	Provides professional guidance/written reports.					
44.	Financial Management Of Negotiated Agreements. This Includes Memorandum Of Understanding (MOU), Memorandum Of Agreement (Moa), Inter-Service Support Agreement (ISSA), Military Interdepartmental Purchase Requests (MIPRS), Federal/State/Local/Private Purchase Order, Outgrants, Armory Rentals. And Reimbursable Service Agreements. DIM Provides Oversight					
		X	X			
44.1.	Develops identifiable incremental cost, overhead cost (IIC/OC), and other cost-factors.					
44.2.	Provides IIC/OC and other cost-factors to those who negotiate agreements.					

		ARNG	ANG	PAT	Freq.	Reference
44.3.	Requests reimbursement based on negotiated agreements.					
44.4.	Provides professional guidance/written reports.					
45.	Service Based Costing.					
	DIM Provides Oversight	X	X			
45.1.	Completes facilities engineering service based costing requirement.					
45.1.1.	Researches databases, other electronic files, and paper files.					
45.1.2.	Assigns costs to services by cost element type.					
45.1.3.	Enters administrative/facilities inventory data.					
45.1.4.	Enters and reconciles financial data.					
	CONTRACT MANAGEMENT					
46.	Professional Services Contract.					
	DIM Provides Oversight	X	X			
46.1.	Identifies need for professional services.					
46.2.	Obtains scope of work.					
46.3.	Verifies availability of funds.					
46.4.	Verifies project approval.					
46.5.	Solicits for services.					
46.5.1.	Prepares solicitation.					
46.5.2.	Issues solicitation/requests for proposal.					
46.6.	Coordinates selection process.					
46.6.1.	Reviews/screens responses from interested parties.					
46.6.2.	Coordinates pre-selection process.					

		ARNG	ANG	PAT	Freq.	Reference
46.6.3.	Initiates and monitors interview process.					
46.6.4.	Validates/secures approval of selection.					
46.6.5.	Issues formal notification of result.					
46.7.	Negotiates contract.					
46.8.	Submits funding requests.					
46.9.	Awards contract.					
46.9.1.	Prepares contract document.					
46.9.2.	Coordinates contract execution.					
46.9.3.	Directs obligation of funds.					
46.10.	Issues notice to proceed (all phases).					
46.11.	Conducts pre-design conference.					
46.12.	Receives/verifies payment request.					
46.12.1.	Identifies funding source.					
46.12.2.	Requests reimbursement/payment.					
46.13.	Negotiates modifications to contract.					
46.14.	Submits funding requests for modification.					
46.15.	Issues modification to contract.					
46.15.1.	Prepares modification document.					
46.15.2.	Coordinates modification execution.					

		ARNG	ANG	PAT	Freq.	Reference
46.15.3.	Directs obligation of funds for modification.					
46.16.	Processes contract closure.					
47.	Construction Contracts.					
	DIM Provides Oversight	X	X			
47.1.	Verifies requirement for construction contract.					
47.2.	Obtains scope of work.					
47.3.	Verifies availability of funds.					
47.4.	Verifies project approval.					
47.5.	Prepares bid package.					
47.6.	Obtains legal review.					
47.7.	Solicits bid.					
47.7.1.	Prepares and publishes advertisement.					
47.7.2.	Issues bid documents.					
47.7.3.	Coordinates and issues addendum.					
47.7.4.	Coordinates pre-bid conference.					
47.7.5.	Prepares and publishes plan holders list.					
47.8.	Conducts bid opening.					
47.9.	Coordinates evaluation of bid result.					
47.10.	Publishes bid result.					
47.11.	Conducts pre-award qualification of low bidder.					
47.12.	Submits funding request.					

		ARNG	ANG	PAT	Freq.	Reference
47.13.	Awards contract.					
47.13.1.	Prepares contract document.					
47.13.2.	Coordinates contract execution.					
47.13.3.	Directs obligation of funds.					
47.14.	Issues notice to proceed.					
47.15.	Conducts pre-construction conference.					
47.16.	Receives/logs all contract submittals.					
47.17.	Receives/verifies payment request.					
47.17.1.	Identifies funding source.					
47.17.2.	Requests reimbursement/payment.					
47.18.	Negotiates modifications to contract.					
47.19.	Submits funding requests for modification.					
47.20.	Issues modification to contract.					
47.20.1.	Prepares modification document.					
47.20.2.	Coordinates modification execution.					
47.20.3.	Directs obligation of funds for modification.					
47.21.	Coordinates substantial completion.					
47.22.	Coordinates final completion.					
47.23.	Processes contract closure.					

		ARNG	ANG	PAT	Freq.	Reference
48.	Service Contracts.					
	DIM Provides Oversight	X	X			
48.1.	Verifies requirement for service contract.					
48.2.	Obtains scope of work.					
48.3.	Verifies availability of funds.					
48.4.	Prepares bid package.					
48.5.	Obtains legal review.					
48.6.	Solicits bid.					
48.6.1.	Prepares and publishes advertisement.					
48.6.2.	Issues bid document.					
48.6.3.	Coordinates and issues addendum.					
48.6.4.	Coordinates pre-bid conference.					
48.7.	Conducts bid opening.					
48.8.	Coordinates evaluation of bid result.					
48.9.	Submits funding requests.					
48.10.	Awards contract.					
48.10.1.	Prepares contract document.					
48.10.2.	Coordinates contract execution.					
48.10.3.	Directs obligation of funds.					
48.11.	Issues notice to proceed.					
48.12.	Receives/verifies payment request.					

		ARNG	ANG	PAT	Freq.	Reference
48.12.1.	Identifies funding source.					
48.12.2.	Requests reimbursement/payment.					
48.13.	Negotiates modifications to contract.					
48.14.	Submits funding requests for modification.					
48.15.	Issues modification to contract.					
48.15.1.	Prepares modification document.					
48.15.2.	Coordinates modification execution.					
48.15.3.	Directs obligation of funds for modification.					
48.16.	Coordinates periodic/final inspection.					
48.17.	Processes contract closure.					
49.	Purchasing.					
	DIM Provides Oversight	X	X			
49.1.	Verifies requirement for purchase.					
49.2.	Obtains description of purchase request.					
49.3.	Verifies availability of funds.					
49.4.	Issues solicitation.					
49.5.	Receives/reviews solicitation response.					
49.6.	Submits funding request.					
49.7.	Issues purchase order.					
49.8.	Receives/verifies invoice.					

		ARNG	ANG	PAT	Freq.	Reference
49.8.1.	Verifies receipt of services/material.					
49.8.2.	Identifies funding source.					
49.8.3.	Requests reimbursement.					
49.9.	Modifies purchase order.					
49.10.	Verifies final payment.					
50.	Military Construction Cooperative Agreement (MCCA).					
	DIM Provides Oversight	X	X			
50.1.	Conducts background research for preparation.					
50.2.	Obtains scope of work.					
50.3.	Prepares/submits form.					
50.4.	Prepares/submits modification.					
50.5.	Obtains NGB approval.					
51.	Certificates Of Title.					
	DIM Provides Oversight	X	X			
51.1.	Performs title search.					
51.2.	Prepares certificate of title document.					
51.3.	Obtains legal review/approval.					
51.4.	Submits certificate of title to NGB.					
51.5.	Obtains NGB approval.					
52.	Special Agreements/Contracts.					
	DIM Provides Oversight	X	X			
52.1.	Interagency/intergovernmental/joint powers agreement.					
52.1.1.	Initiates agreement.					

		ARNG	ANG	PAT	Freq.	Reference
52.1.2.	Maintains and administers agreement.					
52.2.	Interservice support agreement.					
52.2.1.	Initiates agreement.					
52.2.2.	Maintains and administers agreement.					
52.3.	Memorandum of agreements					
52.3.1.	Initiates memorandum of agreement.					
52.3.2.	Maintains and administers MOA.					
52.4.	Energy performance based/service contract.					
52.4.1.	Initiates energy performance based/service contract.					
52.4.2.	Maintains and administers energy performance based/service contract.					
52.5.	Initiates indefinite delivery indefinite quantity (IDIQ).					
52.6.	Initiates delivery order for job order contract (JOC).					
52.7.	Lease agreement.					
52.7.1.	Initiates lease agreement.					
52.7.2.	Maintains and administers lease agreement.					
53.	Coordinates Warranty Enforcement. DIM Provides Oversight	X	X			
53.1.	Initiates contract warranty inspection.					
53.2.	Coordinates manufacture's warranty claim.					
54.	Ensures Labor Standards Compliance.					

		ARNG	ANG	PAT	Freq.	Reference
	DIM Provides Oversight	X	X			
55.	Furnishes Data For Capitalization Record.					
	DIM Provides Oversight	X	X			
56.	Maintains State Contracting Document.					
	DIM Provides Oversight	X	X			
56.1.	Updates state contracting policy and procedure.					
56.2.	Researches and updates contract document format.					
56.3.	Obtains legal review for sufficiency.					
57.	Maintains Permanent Project Record File.					
	DIM Provides Oversight	X	X			
58.	Attends Design/Construction In-Progress Review.					
	DIM Provides Oversight	X	X			
59.	Prepares/Submits Special Reports.					
	DIM Provides Oversight	X	X			
60.	Maintains Contract Tracking System.					
	DIM Provides Oversight	X	X			
61.	Responds To Contract Inquiry.					
	DIM Provides Oversight	X	X			
62.	Performs Travel.	X	X			