

DIRECTORATE OF INFORMATION SYSTEMS FOR COMMAND, CONTROL, COMMUNICATIONS AND COMPUTERS						
		ARNG	ANG	PAT	Freq.	Reference
1.	Budget Management.					
1.1.	Receives and reviews annual funding program (AFP).	X	X	8 HRS	6 MON	
1.2.	Prepares trend analysis.	X	X	2 HRS	3 MON	
1.3.	Prepares management report.	X	X	1 HR	3 MON	
1.4.	Provides program manager (PM) funding status.	X	X	2 HRS	1 MON	
1.5.	Conducts internal program budget advisory committee (PBAC).	X	X	4 HRS	2 WKS	
1.5.1.	Reviews unfinanced requirements (UFR) list and prepares report.	X	X	2 HRS	3 MON	
1.5.2.	Prepares agenda (gathers information i.e., trend analysis/management report/UFR report).	X	X	10 MIN	3 MON	
1.5.3.	Prioritizes requirements.	X	X	1 HR	3 MON	
1.5.4.	Prepares recommend course of action (COA).	X	X	1 HR	3 MON	
1.6.	Updates UFR list.	X	X	10 MIN	6 MON	
1.7.	Adjusts/submits obligation plan.	X	X	2 HRS	1 MON	
1.8.	Prepares authorization document.	X	X	1 HR	1 MON	
1.8.1.	Prepares delegation of authority signature card.	X	X	10 MIN	12 MON	
1.8.2.	Prepares memorandum of authorization.	X	X	10 MIN	12 MON	
1.9.	Prepares obligation document and validates for fiscal law (DA form 3953).	X	X	10 MIN	1 WK	
1.9.1.	Prepares military interdepartmental purchase request (MIPR) (DD form 448).	X	X	3 HRS	6 MON	

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1.9.2.	Prepares interservice support agreement (ISSA) (DD form 144).	X	X	1 HR	12 MON	
1.9.3.	Prepares miscellaneous obligation document (mod) (DD form 2406). Do not include CSA or impact card.	X	X	30 MIN	6 MON	
1.9.4.	Prepares request for purchase (DA form 3953).	X	X	2 HRS	1 WK	
1.9.5.	Prepares public voucher (SF 1034).	X	X	1 HR	2 WH	
1.9.6.	Prepares blanket purchase agreement (BPA).	X	N/A	5 HR	6 MON	
1.9.7.	Reviews & submits sow, letters of justification & requirements analysis (for fiscal law).	X	X	4 HRS	4 MON	
1.10.	Creates reservation.	X	X	10 MIN	1 WK	
1.10.1.	Inputs transaction to automated finance code system (AFCOS).	X	X	10 MIN	1 WK	
1.10.2.	Transmits hard copy.	X	X	10 MIN	1 WK	
1.11.	Tracks transaction.	X	X	10 MIN	1 WK	
1.12.	Reviews obligated/purchased document.	X	X	10 MIN	1 WK	
1.13.	Coordinates disbursement document.	X	X	10 MIN	1 WK	
1.13.1.	Monitors for delivery.	X	X	10 MIN	1 WK	
1.13.2.	Processes receiving report.	X	X	10 MIN	1 WK	
1.13.3.	Validates/invalidates billing (do not include CSA).	X	X	10 MIN	1 WK	
1.13.4.	Submits receiving report/bill for payment.	X	X	10 MIN	1 WK	
1.14.	Reconciles unliquidated master listing/transaction register.	X	X	2 HRS	1 MON	
1.15.	Participates in quarterly joint review.	X	X	2 HRS	3 MON	

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1.16.	Executes accounting adjustment (obligate/deobligate).	X	X	2 HRS	1 MON	
1.17.	Prepares & coordinates funds transfer.	X	X	10 MIN	1 WK	
1.18.	Prepares & coordinates reimbursement.	X	X	10 MIN	1 WK	
1.19.	Prepares for mid-year PBAC.	X	X	4 HRS	6 MON	
1.19.1.	Prepares trend analysis.	X	X	1 HR	1 MON	
1.19.2.	Prepares management report.	X	X	1 HR	1 MON	
1.19.3.	Reviews/updates UFR.	X	X	1 HR	3 MON	
1.19.4.	Distributes management report and updated UFR.	X	X	1 HR	6 MON	
1.19.5.	Conducts internal PBAC.	X	X	2 HRS	1 MON	
1.20.	Prepares NGB mid-year shortfalls report.	X	X	3 HRS	6 MON	
1.20.1.	Submits NGB mid-year requirement.	X	X	3 HRS	6 MON	
1.21.	Prepares for end-year PBAC.	X	X	2 HRS	12 MON	
1.21.1.	Prepares trend analysis.	X	X	1 HR	12 MON	
1.21.2.	Prepares management report.	X	X	1 HR	12 MON	
1.21.3.	Reviews/updates UFR.	X	X	1 HR	12 MON	
1.21.4.	Distributes management report and updated UFR.	X	X	1 HR	12 MON	
1.21.5.	Conducts internal PBAC.	X	X	1 HR	12 MON	
1.22.	Performs year-end closeout.	X	X	2 HRS	12 MON	
1.22.1.	Prepares obligation document.	X	X	1 HRS	12 MON	
1.22.2.	Performs joint review.	X	X	1 HRS	12 MON	

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1.22.3.	Provides input to TAG annual report.	X	X	1 HRS	12 MON	
1.23.	Posts transaction to informal commitment register.	X	X	10 MIN	1 MON	
1.23.1.	Provides status.	X	X	10 MIN	1 MON	
2.	Prior Year Account Management.					
2.1.	Tracks transaction.	X	X	1 HR	1 MON	
2.2.	Reviews obligated document.	X	X	30 MIN	1 WK	
2.3.	Coordinates disbursement document.	X	X	1 HR	1 WK	
2.3.1.	Monitors for delivery.	X	X	1 HR	1 WK	
2.3.2.	Processes receiving report.	X	X	1 HR	1 WK	
2.3.3.	Invalidates/validates billing.	X	X	1 HR	1 WK	
2.3.4.	Submits receiving report/bill for payment.	X	X	1 HR	1 WK	
2.4.	Reconciles unliquidated master listing/transaction register.	X	X	2 HR	1 MON	
2.5.	Prepares account adjustment request.	X	X	1 HR	1 MON	
2.6.	Posts transaction to informal commitment register.	X	X	1 HR	1 MON	
2.6.1.	Provides status.	X	X	1 HR	1 MON	
3.	Annual Budget Projection.					
3.1.	Submits budget requirement.	X	X	16 HRS	12 MON	
3.1.1.	Coordinates with accounts manager.	X	X	2 HRS	12 MON	
3.1.2.	Performs trend analysis.	X	X	1 HR	12 MON	

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3.1.3.	Performs budget projection.	X	X	1 HR	12 MON	
3.1.4.	Reviews and updates UFR list.	X	X	1 HR	12 MON	
3.1.5.	Prepares projected obligation plan.	X	X	1 HR	12 MON	
3.2.	Initiates contract renewal.	X	X	1 HR	12 MON	
3.3.	Conducts annual funding guidance planning meeting.	X	X	2 HR	12 MON	
4.	Manages Cooperative Service Appendix.					
4.1.	Coordinates with state program manager.	X	N/A	2 HR	12 MON	
4.2.	Reviews/updates appendix.	X	N/A	1 HR	12 MON	
4.3.	Provides documentation to grants officer.	X	N/A	1 HR	12 MON	
4.4.	Coordinates with NGB program manager.	X	N/A	1 HR	6 MON	
4.5.	Receives & reviews authorization document.	X	N/A	1 HR	12 MON	
4.6.	Allocates fund for CSA appendix.	X	N/A	30 MIN	12 MON	
4.6.1.	Prepares and obligates mod.	X	N/A	30 MON	12 MON	
4.7.	Reconciles account activity.	X	N/A	2 HR	3 MON	
4.8.	Renews cooperative service agreement.	X	N/A	1 HR	12 MON	
4.9.	Prepares year-end CSA/close-out.	X	N/A	30 MIN	12 MON	
5.	Manages Directorate Impact Card Program.					
5.1.	Creates obligation document.	X	X	2 HR	1 WK	
5.1.1.	Reserves funds in AFCOS.	X	X	1 HR	1 WK	
5.2.	Processes request.	X	X	1 HR	1 DAY	

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5.2.1.	Creates file.	X	X	10 MIN	1 DAY	
5.2.2.	Coordinates with property book officer (PBO) for document number.	X	X	10 MIN	1 DAY	
5.3.	Executes purchase.	X	X	10 MIN	1 DAY	
5.4.	Updates file.	X	X	10 MIN	1 DAY	
5.5.	Receives purchase.	X	X	10 MIN	1 DAY	
5.6.	Coordinates property account with PBO. (For property accountability).	X	X	30 MIN	1 WK	
5.7.	Coordinates with customer for delivery.	X	X	10 MIN	1 DAY	
5.8.	Updates impact card register.	X	X	1 HR	1 WK	
5.9.	Receives & reviews statement.	X	X	1 HR	1 MON	
5.9.1.	Reconciles account. (Assemble documentation)	X	X	2 HR	1 MON	
5.9.2.	Documents dispute.	X	X	1 HR	1 MON	
5.9.3.	Resolves dispute.	X	X	1 HR	1 MON	
5.9.4.	Annotates fund citation.	X	X	10 MIN	1 MON	
5.9.5.	Obtains signature.	X	X	10 MIN	1 MON	
6.	Help Desk.					
6.1.	Receives request (written, walk-in, telephonic).	X				
6.2.	Analyzes work order.	X				
6.3.	Provides solution.	X				
6.3.1.	Provides solution to customer.	X				

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6.3.2.	Closes out work order.	X				
6.3.3.	Updates database.	X				
6.4.	Processes work order (automation, visual information, telecommunication, etc.)	X				
6.4.1.	Forwards work order.	X				
6.4.2.	Receives returned completed work order.	X				
6.4.3.	Closes out work order.	X				
6.4.4.	Updates database.	X				
7.	Resource Center.					
7.1.	Manages reference material.	X				
7.1.1.	Conducts inventory.	X				
7.1.2.	Determines serviceability. (Software/hardware, equipment, paper references)	X				
7.1.3.	Orders reference material.	X				
7.1.4.	Develops catalogue and forwards.	X				
7.1.5.	Disposes of obsolete material.	X				
7.2.	Manages loaner equipment, material, self-service work center/station.	X				
7.2.1.	Issues equipment and material (includes preparation).	X				
7.2.2.	Receives returned equipment.	X				
7.2.3.	Maintains hand receipt.	X				
7.2.4.	Conducts PMCS.	X				

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7.2.5.	Schedules equipment.	X				
7.2.6.	Maintains/stocks expendable supply item.	X				
7.3.	Updates intranet web page.	X				
7.3.1.	Receives and reviews document.	X				
7.3.2.	Organizes document.	X				
7.3.4.	Receives approval.	X				
7.3.5.	Performs update to web page.	X				
7.4.	Maintains and updates database.	X				
8.	Database Analysis.					
8.1.	Receives request for information.	X				
8.2.	Collects and validates statistical/historical data.	X				
8.3.	Performs database analysis.	X				
8.4.	Prepares report.	X				
8.5.	Submits report.	X				
9.	Switchboard (Federal Mission As Required By AR 25-1).					
9.1.	Receives and directs phone call.	X				
9.2.	Maintains and updates telephone directory database.	X				
10.	Plans And Prepares Training.					
10.1.	Analyzes training requirement.	X				

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10.1.1.	Receives, reviews, and logs training request/requirement.	X				
10.1.2.	Determines required resources.	X				
10.1.3.	Determines availability of resources.	X				
10.2.	Develops training material.	X				
10.2.1.	Evaluates existing training material.	X				
10.2.2.	Revises or designs course material.	X				
10.3.	Obtains training material.	X				
10.4.	Prepares master training material.	X				
10.4.1.	Prepares instructor material.	X				
10.4.2.	Prepares student workbooks/handouts.	X				
10.4.3.	Prepares course support material.	X				
10.5.	Develops training plan.	X				
11.	Conducts Training.					
11.1.	Self-paced training.	X				
11.1.1.	Assists/proctor students.	X				
11.2.	Classroom training.	X				
12.	Provides Training Support.					
12.1.	Develops class schedule.	X				
12.2.	Processes student enrollment request.	X				
12.3.	Maintains student database.	X				

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12.4.	Maintains class sign-in roster.	X				
12.5.	Provides advance student material.	X				
12.6.	Schedules classroom facility.	X				
12.7.	Obtains equipment and material needed for training.	X				
12.8.	Prepares classroom for instruction.	X				
12.9.	Processes student.	X				
12.10.	Conducts course critique.	X				
12.11.	Prepares certificate.	X				
12.12.	Prepares report.	X				
13.	Evaluates Training.					
13.1.	Assesses student.	X				
13.2.	Reviews course critique.	X				
14.	Logistics Requirement.					
14.1.	Troubleshoots training device.	X				
14.2.	Performs user level maintenance.	X				
14.3.	Submits maintenance request.	X				
15.	Production Control.					
15.1.	Receives work request (phone, e-mail, page, work order, (etc.)). Analyzes, prioritizes and processes work request.	X				
15.2.	Schedules and controls work flow.	X				

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15.3.	Maintains repair table in DOIM management database.	X				
15.4.	Closes work order.	X				
16.	Technical Inspection.					
16.1.	Inspects equipment to determine and isolate fault(s).	X				
16.2.	Determines if work is covered by warranty, commercial contract or in-house repair.	X				
16.3.	Determinations are recorded on work order and forwarded for action.	X				
16.4.	Performs quality assurance inspection.	X				
16.5.	Updates database.	X				
17.	Obtains Warranty/Contract Service.					
17.1.	Identifies vendor(s) and obtains estimate for one-time service.	X				
17.1.1.	Using available resources, technician selects a local vendor, obtaining three or more quotations, where possible.	X				
17.1.2.	Potential sources and quotations are provided to functional branches for funding.	X				
17.2.	Initiates documents for local purchase or credit card purchase as prescribed by local sop.	X				
17.3.	Notifies vendor of service requirement.	X				
17.4.	Returns item for service.	X				
17.4.1.	Removes defective components as directed by vendor.	X				
17.4.2.	Packs and ships to vendor with appropriate documentation.	X				

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17.4.3.	Receives completed repair from vendor.	X				
17.5.	Schedules and verifies completion of on-site service.	X				
17.5.1.	Coordinates with vendor and user to schedule on-site service.	X				
17.5.2.	Provides follow up with user to ensure service is performed.	X				
17.6.	Closes vendor work order, processes purchase order for payment.	X				
17.7.	Recommends initiation/extension of maintenance contract.	X				
17.8.	Updates database.	X				
18.	Installs, Repairs And Maintains Information Management Systems And Equipment, To Include Software.					
18.1.	Installs information management equipment.	X				
18.1.1.	Installs computer workstation and peripheral device.	X				
18.1.2.	Installs network file server.	X				
18.1.3.	Installs bridges, routers, and other network communication devices.	X				
18.1.4.	Installs inside/outside cable.	X				
18.1.5.	Installs telephone key systems, telephone equipment and miscellaneous communications devices.	X				
18.1.6.	Installs digital switching system.	X				
18.1.7.	Installs VI equipment and peripheral devices.	X				
18.1.8.	Installs copier equipment.	X				
18.1.9.	Installs printing equipment.	X				
18.1.10.	Installs record management equipment.	X				

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18.2.	Repairs information management equipment.	X				
18.2.1.	Repairs computer workstation and peripheral device.	X				
18.2.2.	Repairs network file server.	X				
18.2.3.	Repairs bridges, routers, and other network communication devices.	X				
18.2.4.	Repairs inside and outside cable plant.	X				
18.2.5.	Repairs telephone key systems, telephone equipment and miscellaneous communications devices.	X				
18.2.6.	Repairs digital switching system.	X				
18.2.7.	Repairs VI equipment and peripheral devices.	X				
18.2.8.	Repairs copier equipment.	X				
18.2.9.	Repairs printing equipment.	X				
18.2.10.	Repairs record management equipment.	X				
18.3.	Maintains information management equipment.	X				
18.3.1.	Maintains computer workstation and peripheral device.	X				
18.3.2.	Maintains network file server.	X				
18.3.3.	Maintains bridges, routers, and other network communication devices.	X				
18.3.4.	Maintains telephone key systems, telephone equipment and miscellaneous communications devices.	X				
18.3.5.	Maintains digital switching system.	X				
18.3.6.	Maintains VI equipment and peripheral devices.	X				

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18.3.7.	Maintains copier equipment.	X				
18.3.8.	Maintains printing equipment.	X				
18.3.9.	Maintains record management equipment.	X				
18.4.	Processes non-repairable, excess equipment, hazardous material for turn-in.	X				
18.5.	Salvages abandoned cable for reuse or disposal.	X				
18.6.	Updates repair table and architecture table of the DOIM management database as required.	X				
19.	Technical Supply.					
19.1.	Maintains prescribed load list (PLL).	X				
19.1.1.	Determines stock levels in response to demand.	X				
19.1.2.	Issues parts, supplies and tools against valid requests and work orders.	X				
19.1.3.	Orders/receives/reorders/stock items based on inventory levels and demand history (includes credit card purchases).	X				
19.1.4.	Conducts annual 100% inventory on PLL, tools, float equipment, and accountable section property.	X				
19.1.5.	Reviews and adjusts stock levels, adds or deletes items from stock list.	X				
19.2.	Maintains operational readiness float.	X				
19.2.1.	Determines float items, stock level, and requisition.	X				
19.2.2.	Issues and tracks float equipment.	X				
19.2.3.	Coordinates direct exchange of equipment with PBO.	X				

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19.2.4.	Processes exchanged devices for repair or turn-in.	X				
19.3.	Coordinates return of completed work to customer.	X				
19.4.	Maintains current technical library.	X				
19.5.	Updates repair table and architecture table of the DOIM management database as required.	X				
20.	Conducts Site Survey.					
21.	Information Systems Security.					
21.1.	Provides installation information system security policy, procedure and guidance.	X				
21.1.1.	Appoints information system security manager (ISM).	X				
21.1.2.	Establishes and provides installation procedures and guidance for all areas of is security.	X				
21.1.3.	Reviews and updates procedures semi-annually.	X				
21.2.	Performs security assessments and inspections.	X				
21.2.1.	Reviews and inspects security countermeasure.	X				
21.2.2.	Reviews and inspects security training and awareness program.	X				
21.2.3.	Reviews and inspects ISO, TASO and/or NSO appointment.	X				
21.2.4.	Reviews and inspects disaster recovery plan.	X				
21.2.5.	Reviews/inspects risk analysis/assessment profile.	X				
21.2.6.	Approves/disapproves security plan/accreditation document.	X				

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21.2.7.	Documents approval, suspense disapproval, distributes outcome and files document.	X				
21.3.	Provides accreditation for information systems.	X				
21.3.1.	Identifies information systems and networks for accreditation.	X				
21.3.2.	Determines appropriate accreditation level for each is and network.	X				
21.3.3.	Verifies and notifies selected unit or activity of accreditation requirement.	X				
21.3.4.	Review accreditation package and documents.	X				
21.3.5.	Approves or disapproves accreditation documents and processes results.	X				
21.4.	Reviews activity accreditation plan annually for compliance.	X				
21.5.	Reviews and identifies violations to system security.	X				
21.6.	Directs actions to correct is deficiency and violation.	X				
21.7.	Manages information system security training and awareness program.	X				
21.7.1.	Determines level of security awareness across the installation.	X				
21.7.2.	Develops and customize training awareness program for each level.	X				
21.7.3.	Conducts security awareness training.	X				
21.7.4.	Validates training awareness program.	X				
21.8.	Validates information system security appointment in accordance with AR 380-19.	X				
21.8.1.	Determines appointment requirement.	X				

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21.8.2.	Identifies personnel.	X				
21.8.3.	Notifies command of deficiency.	X				
21.8.4.	Suspenses action.	X				
21.8.5.	Documents and certifies compliance within command.	X				
21.9.	Manages installation system user id and password process.	X				
21.9.1.	Receives user request.	X				
21.9.2.	Logs request.	X				
21.9.3.	Reviews and verifies.	X				
21.9.4.	Generates password.	X				
21.9.5.	Issues user ID and password.	X				
21.9.6.	Receives and records signed receipt.	X				
21.9.7.	Reviews audit trail for compliance.	X				
21.10.	Conducts annual user password update.	X				
22.	Provides Technical Solution For Automation Requirement (For All Systems).					
22.1.	Receives mission need statement or capabilities request.	X				
22.2.	Validates and prioritizes request.	X				
22.3.	Performs feasibility study.	X				
22.4.	Performs cost benefit analysis.	X				
22.5.	Performs system analysis.	X				

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22.6.	Performs system design or redesign.	X				
22.6.1.	Determines hardware required.	X				
22.6.2.	Determines operating system or systems required.	X				
22.6.3.	Determines development software required.	X				
22.6.4.	Determines database management system (DBMS) and interface.	X				
22.7.	Obtains required hardware and/or software.	X				
22.8.	Constructs program application.	X				
22.9.	Performs beta system test.	X				
22.9.1.	Develops beta test plan.	X				
22.9.2.	Duplication of systems media (tapes, disks, etc.).	X				
22.9.3.	Coordinates with activities.	X				
22.9.4.	Publish beta test plan.	X				
22.9.5.	Fields beta system software.	X				
22.9.6.	Conduct beta tests.	X				
22.10.	Corrects identified deficiency in beta test. Re-engineer as necessary.	X				
22.11.	Performs compliance test.	X				
22.12.	Performs system documentation.	X				
22.13.	Performs system fielding (all systems).	X				
22.14.	Performs application maintenance.	X				
23.	Database Administration.					

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23.1.	Performs backup procedure.	X				
23.2.	Maintains data dictionary.	X				
23.3.	Provides technical assistance on database management issues.	X				
23.4.	Certifies locally developed databases (excludes STAMIS/NGB unique).	X				
23.5.	Performs database synchronization.	X				
23.6.	Fine tunes database management system.	X				
23.7.	Plans and coordinates database installation/upgrade.	X				
23.8.	Monitors and repairs corrupt data.	X				
23.9.	Plans and implements reallocation of resource(s).	X				
24.	Systems Administration.					
24.1.	Diagnoses, fine-tune and reconfigures operating system.	X				
24.2.	Plans and allocates the utilization of new or existing resource(s).	X				
24.3.	Plans and coordinates new software installations.	X				
24.4.	Provides technical assistance.	X				
24.5.	Performs system backup.	X				
24.6.	Performs server security operation.	X				
24.7.	Maintains system logbooks to reflect all changes and documentation.	X				
25.	Provides Technical Oversight To Contractor/Installation.					
25.1.	Coordinates with contracting officer representative.	X				

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25.2.	Prepare statement of work.	X				
25.3.	Performs COTR duty.	X				
25.4.	Evaluates engineering change proposal.	X				
26.	Communications Network.					
26.1.	Receives request.	X				
26.1.1.	Logs requirement.	X				
26.1.2.	Validates requirement.	X				
26.1.3.	Prioritizes requirement.	X				
26.2.	Engineers/designs network.	X				
26.2.1.	Conducts research.	X				
26.2.2.	Performs analysis.	X				
26.2.3.	Recommends course(s) of action.	X				
26.3.	Procures equipment and service.	X				
26.3.1.	Obtains funding.	X				
26.3.2.	Prepares statement of work.	X				
26.3.3.	Processes statement of work and purchase request. (DA form 3953 or state form).	X				
26.4.	Performs CO/COR duty.	X				
26.4.1.	Awards contract.	X				
26.4.2.	Performs contract oversight.	X				

		ARNG	ANG	PAT	Freq.	Reference
26.4.3.	Modifies contract.	X				
26.4.4.	Performs test and acceptance.	X				
26.4.5.	Processes for payment.	X				
26.4.6.	Closes work order.	X				
26.5.	Provides network service.	X				
26.5.1.	Reviews and revalidates requirement.	X				
26.5.2.	Monitors system performance and health.	X				
26.5.3.	Monitors system security.	X				
26.5.4.	Closes work order and updates database.	X				
26.5.5.	Provides user familiarization training.	X				
26.5.6.	Prepares and maintains information training.	X				
26.5.7.	Receives and directs phone calls.	X				
26.6.	Performs cost control.	X				
26.6.1.	Monitors fraud, waste, and abuse.	X				
26.6.2.	Conducts cost analysis.	X				
26.6.3.	Validates telecommunications bills.	X				
26.6.4.	Recovers unauthorized costs.	X				
26.7.	Maintains information systems plan (telecom).	X				
26.7.1.	Reviews long-range plan.	X				

		ARNG	ANG	PAT	Freq.	Reference
26.7.2.	Updates ISP.	X				
26.7.3.	Request customer requirements.	X				
26.8.	Provides technical assistance.	X				
27.	Army Information Systems Security (TELECOM).					
27.1.	Maintains COMSEC account.	X				
27.1.1.	Prepares COMSEC account data sheet (DA form 2012).	X				
27.1.2.	Reconciles discrepancies.	X				
27.1.3.	Establishing/moving/closing accounts.	X				
27.2.	Supply and controlling authority duty.	X				
27.2.1.	Request COMSEC material.	X				
27.2.2.	Conduct periodic and special reviews.	X				
27.3.	Prepares COMSEC account and report.	X				
27.3.1.	Operates and maintains the army COMSEC.	X				
27.3.2.	Conducts receipting inspection and inventory of COMSEC material.	X				
27.3.3.	Updates items register (IR) card.	X				
27.3.4.	Prepares COMSEC material report.	X				
27.3.5.	Maintains local and outgoing accounting for COMSEC material.	X				
27.3.6.	Destroys COMSEC material.	X				
27.3.7.	Conducts audit and inspection of COMSEC account.	X				
27.4.	Safeguards COMSEC material.	X				

		ARNG	ANG	PAT	Freq.	Reference
27.4.1.	Monitors and records access to COMSEC facility.	X				
27.4.2.	Conducts security check.	X				
27.4.3.	Develops and rehearses emergency plan.	X				
27.4.4.	Processes physical incident.	X				
27.5.	Operates RBECS system.	X				
27.5.1.	Produces and distributes signal operating instruction (SOI).	X				
27.5.2.	Produces and distributes standing signal instructions (SSI).	X				
27.5.3.	Produces frequency hop set.	X				
27.5.4.	Produces brevity listing.	X				
28.	Radio Communications.					
28.1.	Receives request.	X				
28.1.1.	Logs request.	X				
28.1.2.	Validates requirement.	X				
28.1.3.	Prioritizes requirement.	X				
28.1.4.	Processes or returns.	X				
28.2.	Obtains authorization for frequency.	X				
28.3.	Engineers/Designs network.	X				
28.3.1.	Conducts research.	X				
28.3.2.	Performs analysis.	X				

		ARNG	ANG	PAT	Freq.	Reference
28.3.3.	Recommends courses(s) of action.	X				
28.4.	Prepares site.	X				
28.4.1.	Negotiates land use agreements.	X				
28.4.2.	Requests environmental assessment.	X				
28.4.3.	Coordinates installation of utilities and facilities.	X				
28.5.	Procures equipment and service.	X				
28.5.1.	Obtains funding.	X				
28.5.2.	Prepares statement of work.	X				
28.5.3.	Processes statement of work and purchase request (DA form 3953 or state form)	X				
28.6.	Performs CO/COR duty.	X				
28.6.1.	Awards contract.	X				
28.6.2.	Performs contract oversight.	X				
28.6.3.	Modifies contract.	X				
28.6.4.	Performs test and acceptance.	X				
28.6.5.	Processes for payment.	X				
28.6.6.	Closes work order.	X				
28.7.	Operates and maintains radio network.	X				
28.7.1.	Performs call-in checks.	X				
28.7.2.	Coordinates repair of faulty equipment.	X				

		ARNG	ANG	PAT	Freq.	Reference
28.7.3.	Coordinates & assigns frequency.	X				
28.7.4.	Reviews and validates frequency assignment.	X				
29.	Emergency Communications.					
29.1.	Prepares communications plan.	X				
29.1.1.	Prepares continuity of operations plan (COOP).	X				
29.1.2.	Prepares telecom annex for emergency operations order.	X				
29.1.3.	Prepares mobilization communications plan.	X				
29.2.	Tests/executes emergency plan.	X				
29.3.	Evaluates result and updates plan.	X				
29.4.	Executes mobilization communications plan.	X				
30.	Budget (TELECOM).					
30.1.	Prepares budget request.	X				
30.1.1.	Prepares trend analysis.	X				
30.1.2.	Reviews/updates unfinanced requirements (UFR) list.	X				
30.2.	Prepares obligation plan.	X				
30.2.1.	Receives and reviews annual funding guidance.	X				
30.3.	Updates obligation plan.	X				
30.4.	Updates database.	X				
30.5.	Conducts mid-year review.	X				
30.6.	Conducts quarterly reconciliation.	X				

		ARNG	ANG	PAT	Freq.	Reference
30.7.	Manages cooperative funding agreement (CFA) (telecom).	X				
30.7.1.	Validates/authorizes payment.	X				
30.8.	Processes reimbursements.	X				
30.9.	Conducts year-end closeout.	X				
31.	Telecommunications Maintenance.					
31.1.	Receives work request (phone, e-mail, page, work order, etc.).	X				
31.2.	Schedules and controls workflow.	X				
31.3.	Performs technical inspection.	X				
31.3.1.	Inspects equipment to determine and isolate fault(s).	X				
31.3.2.	Determines if work is covered by warranty, commercial contract or in-house repair.	X				
31.3.3.	Performs quality assurance inspection.	X				
31.3.4.	Updates database.	X				
31.4.	Obtains follow-on warranty/contract service.	X				
31.4.1.	Identifies vendor(s) and obtains estimate for one time service.	X				
31.5.	Notifies vendor of service requirement.	X				
31.6.	Returns item for service.	X				
31.6.1.	Removes defective components as directed by vendor.	X				
31.6.2.	Packs and ships to vendor with appropriate documentation.	X				
31.6.3.	Receive completed repair from vendor.	X				

		ARNG	ANG	PAT	Freq.	Reference
31.7.	Schedules and verifies completion of on-site service.	X				
31.7.1.	Coordinates with vendor and user to schedule on site service.	X				
31.7.2.	Provides follow-up with user to ensure service is performed.	X				
31.8.	Closes vendor work order, process purchase order for payment.	X				
31.9.	Recommends initiation/extension of maintenance contract.	X				
31.10.	Updates database.	X				
31.11.	Maintains/repairs bridge, router, and other network communication device.	X				
31.12.	Maintains/repairs inside cable.	X				
31.13.	Maintains/repairs outside cable.	X				
31.14.	Maintains/repairs telephone key systems, telephone equipment and miscellaneous communications devices.	X				
31.15.	Maintains/repairs digital switching system.	X				
31.16.	Processes non-repairable, excess equipment, hazardous material for turn-in.	X				
31.17.	Salvages abandoned cable for reuse or disposal.	X				
31.18.	Updates repair table and architecture table of the DOIM management database as required.	X				
31.19.	Maintains readiness float. Determines authorized float level based on equipment density and frequency of repair.	X				
31.19.1.	Determines float items, stock level, and requisition.	X				
31.19.2.	Issues and tracks float equipment.	X				

		ARNG	ANG	PAT	Freq.	Reference
31.19.3.	Coordinates direct exchange of equipment with PBO.	X				
31.19.4.	Processes exchanged devices for repair or turn-in.	X				
31.20.	Conducts annual 100% inventory on tools, float equipment, and accountable section property.	X				
31.21.	Coordinates return of completed work to customer.	X				
31.22.	Maintains current technical library.	X				
31.23.	Conducts site survey.	X				
31.24.	Maintains suspense file.	X				
32.	Videographic Service.					
32.1.	Processes VI work order. (Video)	X				
32.1.1.	Receives request.	X				
32.1.2.	Logs request.	X				
32.1.3.	Qualifies/coordinates with customer.	X				
32.1.4.	Conducts research.	X				
32.1.5.	Establishes suspense.	X				
32.2.	Develops pre-production plan.	X				
32.2.1.	Determines required resource.	X				
32.2.2.	Develops script of documentary plan.	X				
32.2.3.	Prepares storyboard.	X				
32.2.4.	Reviews/approves pre-production plan with customer.	X				

		ARNG	ANG	PAT	Freq.	Reference
32.3.	Captures raw footage.	X				
32.3.1.	Schedules/sets up required resource.	X				
32.3.2.	Shoots to script or plan.	X				
32.3.3.	Logs raw footage.	X				
32.4.	Creates video.	X				
32.4.1.	Consults with customer.	X				
32.4.2.	Performs editing operation.	X				
32.4.3.	Obtains customer approval.	X				
32.4.4.	Reproduces video and makes distribution.	X				
32.4.5.	Archives master.	X				
33.	Graphic Service.					
33.1.	Processes VI work order. (Graphics)	X				
33.1.1.	Receives request.	X				
33.1.2.	Logs request.	X				
33.1.3.	Qualifies/coordinates with customer.	X				
33.1.4.	Conducts research.	X				
33.1.5.	Establishes suspense.	X				
33.2.	Creates graphic product.	X				
33.2.1.	Consults with customer.	X				

		ARNG	ANG	PAT	Freq.	Reference
33.2.2.	Determines required resource.	X				
33.2.3.	Prepares draft.	X				
33.2.4.	Obtains customer approval.	X				
33.2.5.	Produces/delivers graphic product.	X				
33.2.6.	Archives master.	X				
34.	Photographic Service.					
34.1.	Processes VI work order. (Photography)	X				
34.1.1.	Receives request.	X				
34.1.2.	Logs request.	X				
34.1.3.	Qualifies/coordinates with customer.	X				
34.1.4.	Conducts research.	X				
34.1.5.	Establishes suspense.	X				
34.2.	Produces photograph.	X				
34.2.1.	Determines required resource.	X				
34.2.2.	Schedules/sets up required resources.	X				
34.2.3.	Shoots the photo.	X				
34.2.4.	Processes film or digital image.	X				
34.2.5.	Obtains customer approval/delivers product.	X				
34.2.6.	Archives product.	X				
35.	Electronic Conferencing.					

		ARNG	ANG	PAT	Freq.	Reference
35.1.	Processes VI work order.	X				
35.1.1.	Receives request.	X				
35.1.2.	Logs in request.	X				
35.1.3.	Determines type of call.	X				
35.2.	Schedules facility.	X				
35.3.	Schedules call.	X				
35.3.1.	Multi-point? Contacts bridging facility. Or,	X				
35.3.2.	Point-to-point? Contacts conference coordinator.	X				
35.4.	Coordinates participation.	X				
35.5.	Provides bridging information to customer.	X				
35.6.	Prepares facility.	X				
35.6.1.	Sets up equipment.	X				
35.6.2.	Provides conference to participants.	X				
35.7.	Establishes contact.	X				
35.8.	Terminates and secures equipment and facility.	X				
36.	Presentations/Conference Support.					
36.1.	Processes VI work order.	X				
36.1.1.	Receives request.	X				
36.1.2.	Logs request.	X				

		ARNG	ANG	PAT	Freq.	Reference
36.1.3.	Qualifies/coordinates with customer.	X				
36.1.4.	Establishes suspense.	X				
36.2.	Develops support plan.	X				
36.2.1.	Determines required resource.	X				
36.2.2.	Coordinates service.	X				
36.3.	Provides service.	X				
36.3.1.	Sets up/tests equipment.	X				
36.3.2.	Conducts rehearsal with customer.	X				
36.3.3.	Monitors presentation.	X				
36.3.4.	Terminates service and recovers equipment.	X				
36.4.	Closes out work order.	X				
37.	Multimedia (Electronic Imaging).					
37.1.	Processes VI work order.	X				
37.1.1.	Receives request.	X				
37.1.2.	Logs request.	X				
37.1.3.	Qualifies/coordinates with customer.	X				
37.1.4.	Conducts research.	X				
37.1.5.	Establishes suspense.	X				
37.2.	Develops pre-production plan.	X				
37.2.1.	Determines required resource.	X				

		ARNG	ANG	PAT	Freq.	Reference
37.2.2.	Develops storyboard.	X				
37.2.3.	Obtains customer approval of draft.	X				
37.3.	Produces multimedia product.	X				
37.3.1.	Researches archive.	X				
37.3.2.	Creates sub-product.	X				
37.3.3.	Assembles product.	X				
37.3.4.	Obtains customer approval.	X				
37.3.5.	Reproduces product and makes distribution.	X				
37.3.6.	Archives product.	X				
38.	Network Control Center.					
38.1.	Manages and operates the adjutant general's (TAG) c2/distributed training network.	X				
38.2.	Provides network and system administration for this network, state area command metropolitan area networks (mans) and networks within subordinate or service associated organizations.	X				
38.3.	Monitors the network management system for TAG's c2/distance learning network.	X				
38.4.	Tests and implements applications and network software.	X				
38.5.	Manages and controls local and remote access user accounts.	X				
38.6.	Develops, coordinates and implements standard procedures for all aspects of network operation.	X				

		ARNG	ANG	PAT	Freq.	Reference
38.7.	Configures, operates, and monitors a broad variety of network devices such as routers, hubs, bridges, and firewalls.	X				
38.8.	Manages and oversees the statewide c2 electronic mail and scheduling systems.	X				
38.9.	Provided technical diagnostic and problem resolution for the network.	X				
38.10.	Interfaces with other service elements and vendors to effect problem solutions.	X				
39.	Copier Management.					
39.1.	Evaluates copier request.	X				
39.1.1.	Receives and reviews request, analyzes requirement, determines resources available, and approves or disapproves request.	X				
39.1.2.	Determines type of procurement; cost per copy, purchase or lease.	X				
39.1.3.	Notifies requester.	X				
39.2.	Procures equipment.	X				
39.2.1.	Initiates purchase request.	X				
39.2.2.	Coordinates delivery, inspection, installation and operator training.	X				
39.2.3.	Conducts follow-up.	X				
39.3.	Conducts AR 25-30 copier survey.	X				
39.3.1.	Prepares and conducts survey to evaluate the efficiency of the program.	X				
39.3.2.	Determine the changes required.	X				
39.3.3.	Develops plan for changes (addition, deletions, upgrades/downgrades etc.).	X				

		ARNG	ANG	PAT	Freq.	Reference
39.3.4.	Implements plan as required to accomplish maximum utilization of resources.	X				
39.4.	Relocates equipment.	X				
39.4.1.	Determines the requirement to relocate equipment in support of the mission.	X				
39.4.2.	Assesses installation requirement (surge protectors, receptacle, etc.).	X				
39.4.3.	Coordinates with vendor/property book officer.	X				
39.4.4.	Conducts follow-up.	X				
39.5.	Maintains current copier inventory.	X				
39.5.1.	Establishes and maintains copier database inventory IAW AR25-30.	X				
39.6.	Submits copier report IAW AR 25-30.	X				
39.6.1.	Collects, consolidates, reviews for accuracy and compiles copier data for report.	X				
39.6.2.	Submits report as required.	X				
39.7.	Manages supply inventory.	X				
39.7.1.	Maintains baseline for supplies to support copier re-supply requirement.	X				
39.7.2.	Develops and manages an automated or manual inventory program for ordering and issuing supplies.	X				
39.8.	Manages copier budget program.	X				
39.8.1.	Prepares and submits budget estimates for copier purchases, leases and maintenance agreements/contracts.	X				

		ARNG	ANG	PAT	Freq.	Reference
39.8.2.	Maintains a copier database for billing compilations and comparisons of purchase and maintenance agreements.	X				
39.8.3.	Coordinates with other program activity managers.	X				
39.8.4.	Performs funds management. Prepares MODS, fads, MIPRS, funds reservations, reconciliation, etc.	X				
39.9.	Performs contracting officer's technical representative (COTR) duty.	X				
39.9.1.	Performs contract administration activities in regard to technical issues on behalf of the contracting officer.	X				
40.	Publications Management.					
40.1.	Initiates request for publications and forms account.	X				
40.2.	Maintains blank forms account and publications account.	X				
40.3.	Conducts stock room inventory.	X				
40.4.	Distributes publications.	X				
40.5.	Conducts inspection/assistance visit.	X				
40.6.	Re-supplies stockroom.	X				
40.7.	Maintains publications library.	X				
40.8.	Processes request to order publications.	X				
40.9.	Orders forms.	X				
40.10.	Distributes blank forms.	X				
40.11.	Reviews and approves regulation or blank form.	X				
40.12.	Completes forms reports.	X				

		ARNG	ANG	PAT	Freq.	Reference
41.	Printing And Duplicating.					
41.1.	Prints document.	X				
41.2.	Distributes document.	X				
41.3.	Maintains expenditure account.	X				
41.4.	Services equipment.	X				
41.5.	Prepares GPO contract request.	X				
41.6.	Performs bindery functions for booklets, briefings, other.	X				
42.	Mail Management.					
42.1.	Procures mail stamps and meter heads.	X				
42.2.	Meters out-going mail.	X				
42.3.	Issues mail stamps or meter heads to units.	X				
42.4.	Authorize use of registered, certified, and express mail.	X				
42.5.	Prepares postage usage reports.	X				
42.6.	Receives mail.	X				
42.7.	Distributes mail.	X				
42.8.	Operates electronic mail system.	X				
42.9.	Conducts inspection/assistance visit.	X				
42.10.	Accepts and logs in registered/certified mail.	X				
43.	Records Management.					
43.1.	Disposes of obsolete record.	X				

