

| <b>DIRECTORATE OF HUMAN RESOURCES</b> |   |
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| <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).                    |
| 1.1.1.                                | Ensures policy statement is current.  |
| 1.1.2.                                | Identifies target audience.   |
| 1.1.3.                                | Prepares lesson plan.   |
| 1.1.4.                                | Identifies date, location, and training resources/equipment.  |
| 1.1.5.                                | Publicizes scheduled training.  |
| 1.1.6.                                | Verifies attendees.   |
| 1.1.7.                                | Conducts training session.  |
| 1.1.8.                                | Evaluates critique.   |
| 1.1.9.                                | Prepares/issues certificate.  |
| 1.1.10.                               | Prepares/presents after action report.  |
| 1.1.11.                               | Prepares annual training report.  |
| 1.2.                                  | Conducts state equal employment manager (SEEM) portion of new employee orientation briefing.        |
| 1.2.1.                                | Ensures all policy statements (e.g., sexual harassment, EEO/EO, violence in workplace) are current. |
| 1.2.2.                                | Prepares/updates briefing material.   |
| 1.2.3.                                | Tracks attendees.   |
| 1.2.4.                                | Conducts briefing.  |
| 1.3.                                  | Performs consideration of others training session (Army only).                                      |
| 1.3.1.                                | Ensures policy statement is current.  |
| 1.3.2.                                | Identifies target audience.   |
| 1.3.3.                                | Reviews lesson plan.  |
| 1.3.4.                                | Identifies date, location, and training resources/equipment.  |
| 1.3.5.                                | Publicizes scheduled training.  |
| 1.3.6.                                | Verifies attendees.   |
| 1.3.7.                                | Conducts training session.  |
| 1.3.8.                                | Evaluates critique.   |
| 1.3.9.                                | Prepares/presents after action report.  |
| 1.4.                                  | Performs EO Education and training  |
| 1.4.1.                                | Ensures policy statement is current.  |
| 1.4.2.                                | Identifies target audience.   |
| 1.4.3.                                | Reviews lesson plan   |
| 1.4.4.                                | Identifies date, location, and training resources/equipment.  |
| 1.4.5.                                | Publicizes scheduled training.  |
| 1.4.6.                                | Verifies attendees.   |
| 1.4.7.                                | Conducts training session.  |
| 1.4.8.                                | Evaluates critique.   |
| 1.4.9.                                | Forwards list of attendees for input to pc III.   |
| 1.4.10.                               | Prepares annual training report.  |
| 1.5.                                  | Performs diversity training session (Air National Guard only).                                      |
| 1.5.1.                                | Ensures policy statement is current.  |
| 1.5.2.                                | Identifies target audience.   |
| 1.5.3.                                | Reviews lesson plan.  |
| 1.5.4.                                | Identifies date, location, and training resources/equipment.  |
| 1.5.5.                                | Publicizes scheduled training.  |
| 1.5.6.                                | Verifies attendees.   |
| 1.5.7.                                | Conducts training session.  |
| 1.5.8.                                | Evaluates critique.   |
| 1.5.9.                                | Prepares/presents after action report.  |
| 1.5.10.                               | Prepares annual training report.  |
| <b>2.</b>                             | <b>Complaints Processing.</b>   |
| 2.1.                                  | Processes informal EEO complaint.   |

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| 2.1.1.   | Receives alleged discrimination.   |
| 2.1.2.   | Refers complainant to an EEO counselor (by choice or assignment).  |
| 2.1.3.   | Consults with EEO counselor (includes extension of counseling or   |
| 2.1.4.   | Alternate dispute resolution or settlement agreement).   |
| 2.1.5.   | Receives notification of counselor's final interview (via telephone, fax, or e-mail).  |
| 2.1.6.   | Receives/reviews EEO counselor's report.   |
| 2.1.7.   | Suspenses counselor's report not to exceed 15 days from final interview.   |
| 2.2.     | Closes informal complaint (if formal complaint is not filed).  |
| 2.3.     | Processes formal EEO complaint.  |
| 2.3.1.   | Receives formal complaint (NGB form 713-5).  |
| 2.3.2.   | Contacts NGB for case number.  |
| 2.3.3.   | Acknowledges receipt of formal complaint.  |
| 2.3.4.   | Initiates case file.   |
| 2.3.5.   | Reviews and clarifies allegation.  |
| 2.3.5.1. | Ensures issues are addressed in counselor's report.  |
| 2.3.5.2. | Reviews case file with JAG.  |
| 2.3.6.   | Accepts or dismisses complaint.  |
| 2.4.     | Accepts formal EEO complaint.  |
| 2.4.1.   | Prepares acceptance letter for TAG signature.  |
| 2.4.2.   | Forwards acceptance letter to complainant.   |
| 2.4.3.   | Prepares case file for NGB (original and four copies).   |
| 2.4.4.   | Prepares request to NGB for review and investigation and forwards with case file.  |
| 2.4.5.   | Prepares for on-site investigation (compiling information requested by the investigator).  |
| 2.4.6.   | Attends fact-finding hearing.  |
| 2.4.7.   | Verifies transcript was completed, mailed, and received by the investigator.   |
| 2.4.8.   | Receives report of investigation (ROI) from NGB.   |
| 2.4.9.   | Forwards ROI to JAG for review.  |
| 2.4.10.  | Suspenses ROI for complainant's decision.  |
| 2.5.     | Prepares for on-site equal employment opportunity commission (EEOC) administrative judge (AJ) hearing (compiling information requested by the AJ). |
| 2.6.     | Pursues attempt to resolve complaint.  |
| 2.7.     | Prepares and submits annual federal EEO statistical report of discrimination complaints to NGB.  |
| 2.8.     | Processes dismissed formal EEO complaints.   |
| 2.8.1.   | Prepares dismissal letter for TAG signature.   |
| 2.8.2.   | Forwards dismissal letter to complainant.  |
| 2.8.3.   | Prepares case file for NGB (original and four copies).   |
| 2.8.4.   | Prepares request to NGB for review and dismissal and forwards with case file.  |
| 2.9      | Processes EO complaint.  |
| 2.9.1.   | Receives notification of complaint.  |
| 2.9.2.   | Reviews allegation; and discusses/advises next course of action.   |
| 2.9.3.   | Advises and/or recommends resolution of issue or gives regulatory  |
| 2.9.4    | Guidance.  |
| 2.9.5.   | Receives EO complaint.   |
| 2.9.6.   | Contacts NGB for case number.  |
| 2.9.7.   | Assembles case file for review by JAG (follow-up actions if necessary).  |
| 2.9.8.   | Reviews case file with TAG and presents recommendations.   |
| 2.9.8.1. | Coordinates resolution attempt.  |
| 2.9.8.2. | Completes NGB form 333-1.  |
| 2.9.8.3. | Prepares memorandum for TSG signature for dismissal or forwards case file to NGB.  |
| 2.9.     | Prepares memorandum for TAG signature (appointing an investigator).  |
| 2.9.1.   | Assists investigator (to include guidance and information) on Formal EO complaint.   |
| 2.9.2.   | Receives and reviews ROI with JAG (for administrative and legal sufficiency).  |
| 2.9.3.   | Reviews case file with TAG and presents recommendations.   |
| 2.9.3.1. | Coordinates resolution attempt.  |

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| 2.9.3.2.  | Prepares memorandum for TAG signature and forwards either resolution or request for final decision to NGB.   |
| <b>3.</b> | <b>Management Planning/Advice.</b>   |
| 3.1.      | Participates in meetings/briefings to advise status of EEO/EO programs.  |
| 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.).   |
| 3.1.2.    | Prepares slides and other presentation material.   |
| 3.2.      | Develops/prepares/presents EEO/EO information or talking paper.  |
| 3.3.      | Develops/prepares/presents EEO/EO special report.  |
| 3.4.      | Develops/prepares EEO/EO policy letter.  |
| <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>   |
| 4.1.      | Selects and appoints SEP manager.  |
| 4.1.1.    | Prepares and coordinates for signature addendums to position description.  |
| 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.).   |
| 4.1.3.    | Evaluates sep manager performance.   |
| 4.2.      | Ensures formal training session for sep manager relating to specific program.  |
| 4.3.      | Prepares and disseminates letters/fliers/pamphlets on ethnic observance program.   |
| 4.4.      | Attends and coordinates ethnic observance event (to include procure funds, identify guest speakers, select location, etc.).  |
| 4.5.      | Prepares/reviews/briefs after action report.   |
| 4.6.      | Conducts, participates, and/or advises the sep committee meeting (in support of the affirmative employment plan (AEP)).  |
| <b>5.</b> | <b>Workforce Analysis.</b>   |
| 5.1.      | Requests/analyzes/reviews civilian labor force, technician, and military statistical data report.  |
| 5.1.1.    | Uses source files (to include SIDPERS database; HAF database; and DCPDSC) to obtain data.  |
| 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. |
| 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).   |
| 5.3.      | Prepares/conducts workforce analysis briefing to TAG, commanders, and managers.  |
| <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.).  |
| 6.2.      | Contacts and visits with community-based organization/activity.  |
| 6.3.      | Prepares community relations after action report.  |
| <b>7.</b> | <b>Affirmative Action Plan (AAP).</b>  |
| 7.1.      | Provides data to HR/EO officer for the development of the AAP report (Army National Guard only).   |
| 7.2.      | Conducts developmental AAP meetings/briefings with HR/EO officer to track and monitor realistic goals (Army National Guard only).  |
| 7.3.      | Receives and reviews AAP report for accuracy, compliance, etc. (Army National Guard only).   |
| 7.4.      | Participates in staff briefing AAP to TAG, chief of staff, etc. (Army National Guard only).  |
| 7.5.      | Provides data to military EO Staff Officer for the development of the AAP report (Air National Guard only).  |
| 7.6.      | Conducts developmental AAP meetings/briefings with SI officer to track and monitor realistic goals (Air National Guard only.)  |
| 7.7.      | Receives and reviews AAP report for accuracy, compliance, etc. (Air National Guard only).  |
| 7.8.      | Participates in staff briefing AAP to TAG, chief of staff, etc. (Air National Guard only)  |

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| <b>8.</b>  | <b>Affirmative Employment Program (AEP).</b>  |
| 8.1.       | Develops a multi-year AEP plan (using data reports delineated in 5.2.).   |
| 8.2.       | Conducts periodic review of AEP plan.   |
| 8.3.       | Prepares an annual AEP update and accomplishment report.  |
| 8.4.       | Prepares/conducts AEP brief to TAG, chief of staff, senior leadership, etc.   |
| <b>9.</b>  | <b>Manages Equal Employment Opportunity Counselors.</b>   |
| 9.1.       | Selects and appoints EEO counselor.   |
| 9.1.1.     | Prepares and coordinates for signature addendums to position description.   |
| 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.). |
| 9.1.3.     | Evaluates EEO counselor performance.  |
| 9.1.4.     | Requests/receives EEO counselor activity report.  |
| 9.2.       | Conducts formal training and refresher training session for EEO counselor.  |
| 9.2.1.     | Selects date, location, and training resources/equipment.   |
| 9.2.2.     | Verifies attendees list.  |
| 9.2.3.     | Conduct training session.   |
| 9.2.4.     | Evaluates critique.   |
| 9.2.5.     | Prepares and issues certificate.  |
| <b>10.</b> | <b>Manages Alternate Dispute Resolution (ADR) Program</b>   |
| 10.1.      | Prepares/distributes ADR information packet.  |
| 10.2.      | Receives ADR agreement from complainant.  |
| 10.3.      | Meets and consults with management for concurrence or non-concurrence of ADR session.   |
| 10.4.      | Arranges and participates in ADR session with complainant and management.   |
| 10.5.      | Completes the ADR process by preparing a settlement agreement or returning to the complaint process.  |
| <b>11.</b> | <b>Army AGR Program Management.</b>   |
| 11.1.      | Processes manpower staffing requirements.   |
| 11.1.1.    | Receives and reviews NGB FTM/staffing document (SPMD, blue book, etc.)  |
| 11.1.2.    | Verifies requirement.   |
| 11.1.3.    | Input requirements into DCPDS.  |
| 11.1.4.    | Coordinates DCPDS requirements with NGB and state.  |
| 11.2.      | Processes NGB annual and mid year authorization vouchers .  |
| 11.2.1.    | Receives and reviews.   |
| 11.2.2.    | Performs analysis.  |
| 11.2.3.    | Provides recommendations to senior staff.   |
| 11.2.4.    | Distributes AGR resource (authorizations/control grades).   |
| 11.3.      | Processes position request.   |
| 11.3.1.    | Processes request and fills position.   |
| 11.3.2.    | Certifies position vacancy.   |
| 11.3.3.    | Returns invalid request.  |
| 11.3.4.    | Reviews PPP and fill JAW with NGR 600-5.  |
| 11.3.5.    | Processes command directed fill.  |
| 11.3.6.    | Processes lateral transfer.   |
| 11.3.7.    | Processes STPA fill JAW NGR 600-200, Chp 11.  |
| 11.3.8.    | Processes vacancy fill JAW NGR 600-5.   |
| 11.3.8.1.  | On board reassignment.  |
| 11.3.8.2.  | New hire.   |
| 11.4.      | Establish/maintain/monitor priority placement list JAW NGR 600-5.   |
| 11.5.      | Establishes and conducts special tour continuation board JAW NGR 600-5.   |
| 11.6.      | Provides advice and assistance to customers.  |
| 11.7.      | Provides input to newsletter/bulletin to inform AGR soldiers .  |
| 11.8.      | Processes state AGR travel/PCS budget.  |
| 11.8.1.    | Formulates state AGR travel/PCS budget  |
| 11.8.2.    | Maintains state AGR travel/PCS budget.  |

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| 11.8.2.1.  | Requests, receives and distributes funds.   |
| 11.8.2.2.  | Monitors usage.   |
| 11.8.2.3.  | Provides input to PBAC process.   |
| 11.9.      | Processes inspector general/congressional inquiry.  |
| 11.10.     | Develop and distribute policy regarding personnel management and personnel actions.                         |
| <b>12.</b> | <b>Army Personnel Actions.</b>  |
| 12.1.      | In processes new AGR soldiers.  |
| 12.1.1.    | Coordinates request and publish orders (to include PCS if applicable).                                      |
| 12.1.2.    | Prepares finance, administrative, and personnel records.  |
| 12.1.3.    | Conducts orientation briefing.  |
| 12.1.4.    | Enters new hire data in DCPDS.  |
| 12.2.      | Processes reassignment of AGR soldiers (including interstate transfers (JST) title 10/32 exchange program). |
| 12.2.1.    | Coordinates request and publish orders  |
| 12.2.2.    | Enter change in DCPDS.  |
| 12.3.      | Conducts initial tour continuation board IAW NGR 600-5.   |
| 12.4.      | Processes tour extension.   |
| 12.5.      | Processes waivers.  |
| 12.6.      | Processes separation.   |
| 12.7.      | Notifies, documents, and counsels soldier of retirement eligibility.  |
| 12.8.      | Processes retirement.   |
| 12.9.      | Processes request for AGR travel.   |
| 12.10.     | Maintains AGR personnel file.   |
| 12.11.     | Verifies AGR soldier is in a valid SPMD/UMR position for promotion.   |
| 12.12.     | Determines availability of controlled grade for promotion.  |
| <b>13.</b> | <b>Army Health Services.</b>  |
| 13.1.      | Processes fit for duty/MEB/PEB.   |
| 13.1.1.    | Identifies personnel.   |
| 13.1.2.    | Reviews request.  |
| 13.1.3.    | Coordinates appointment.  |
| 13.1.4.    | Forwards to MTF.  |
| 13.1.5.    | Processes result.   |
| 13.1.6.    | Processes appeal.   |
| 13.2.      | Processes waiver.   |
| 13.2.1.    | Reviews waiver request.   |
| 13.2.2.    | Coordinates waiver request.   |
| 13.2.3.    | Processes waiver request to NGB.  |
| 13.2.4.    | Distributes result.   |
| 13.3.      | Processes medical/dental claim request for payment.   |
| 13.3.1.    | Verifies funds available.   |
| 13.3.2.    | Reserves funds.   |
| 13.3.3.    | Processes waiver request to NGB.  |
| 13.3.4.    | Processes claim for payment.  |
| 13.4.      | Processes inquiry.  |
| 13.5.      | Processes medical treatment.  |
| 13.5.1.    | Coordinates patient admission to medical treatment facilities.  |
| 13.5.2.    | Coordinates patient follow-up medical care.   |
| 13.5.3.    | Arranges patient transportation.  |
| 13.6.      | Processes fitness for duty review/MMRB.   |
| 13.6.1.    | Reviews packet.   |
| 13.6.2.    | Requests additional documentation as needed.  |
| 13.6.3.    | Schedules FDRB.   |
| 13.6.4.    | Processes FDRB result.  |
| 13.7.      | Processes profile action.   |
| 13.7.1.    | Reviews request.  |

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| 13.7.2.    | Coordinates with medical facility for determination of status.   |
| 13.7.3.    | Initiates follow-up action.  |
| 13.7.4.    | Processes request for temporary/permanent profile.   |
| 13.8.      | Monitors civilian hospitalization of AGR soldiers.   |
| 13.8.1.    | Notifies appropriate agencies of civilian hospitalization.   |
| 13.8.2.    | Coordinates and monitors transfer.   |
| 13.9.      | Request approval from NGB to pay medical/dental bills in excess of state authority.  |
| 13.9.1.    | Requests NGB approve non-emergency civilian medical/dental care.   |
| 13.9.2.    | Processes voucher packet to NGB.   |
| 13.9.3.    | Processes appeal.  |
| 13.10.     | Provides funds management of AGR medical accounts.   |
| 13.10.1.   | Forecasts annual budget.   |
| 13.10.2.   | Reviews/analyses funded account.   |
| 13.10.3.   | Requests additional funding.   |
| 13.10.4.   | Attends budget meeting.  |
| 13.11.     | Provides Tricare briefings.  |
| <b>14.</b> | <b>Army AGR Pay &amp; Allowances.</b>  |
| 14.1.      | Receives, reviews, suspenses, and forwards military pay documents to USPFO.  |
| 14.2.      | Receives, reviews, and distributes les, NPA and w-2s to soldier.   |
| 14.3.      | Receives, reviews, and certifies unit commanders finance report. (UCFR).   |
| 14.4.      | Answers pay inquiries.   |
| 14.5.      | Maintains recertification of BAH entitlement.  |
| 14.6.      | Processes lump sum leave payment request.  |
| 14.7.      | Provides liaison between AGR soldier and defense finance and accounting service (DFAS), F&AO, and USPFO.   |
| 14.8.      | Processes leave requests.  |
| <b>15.</b> | <b>DCPDS/SIDPERS Data Analysis.</b>  |
| 15.1.      | Monitors utilization of AGR soldiers JAW NGR 600-5, and AR 135-18.   |
| 15.2.      | Monitors AGR evaluations.  |
| 15.3.      | Monitors AGR APFT report.  |
| 15.4.      | Monitors ADSW report.  |
| 15.5.      | Monitors MOS/AOC qualification report for AGR soldiers.  |
| 15.6.      | Monitors AGR physicals and over 40 screening report.   |
| 15.7.      | Monitors medical profiles reports.   |
| 15.8.      | Monitors AGR height/weight report.   |
| 15.9.      | Monitors suspension of favorable personnel actions report on AGR soldiers.   |
| <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.   |
| 16.2.      | Revises/updates local plan, policy and procedure.  |
| <b>17.</b> | <b>Processes Internal/External Recruitment Action.</b>   |
| 17.1.      | Prepares/distributes vacancy announcement.   |
| 17.1.1.    | Researches merit placement plan and labor contract.  |
| 17.1.2.    | Determines area of consideration and opening and closing date.   |
| 17.1.3.    | Documents compatibility, pay ranges, duties and responsibilities.  |
| 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.   |
| 17.1.5.    | Determines appointment factors   |
| 17.1.6.    | Completes, publishes, and distributes vacancy announcement.  |
| 17.2.      | Prepares vacancy file folder.  |
| 17.3.      | Processes application.   |
| 17.4.      | Analyzes application.  |
| 17.5.      | Prepares/distributes merit placement certificate and performs follow-up.   |

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| <b>18.</b> | <b>Placement.</b>   |
| 18.1.      | Processes selection certificate.  |
| 18.2.      | Verifies preemployment requirements are met.  |
| 18.3.      | Records employee data for internal/external placement on SF 52.   |
| 18.4.      | Establishes effective date of placement.  |
| 18.5.      | Notifies employee development specialist (EDS) of hiring employee into developmental position.                      |
| <b>19.</b> | <b>Processes All Personnel And Staffing Actions To Include Non-Competitive.</b>                                     |
| 19.1.      | Determines nature of action.  |
| 19.2.      | Completes coding and input of required action on DCPDS.   |
| 19.3.      | Verifies the accuracy of the SF 50 and data flow.   |
| 19.4.      | Distributes and files the SF 50.  |
| 19.5.      | Processes pre-termination physical.   |
| <b>20.</b> | <b>Pay Administration.</b>  |
| 20.1.      | Applies the federal employees pay and comparability act.  |
| 20.2.      | Researches request for applicability to the law. (number of written requests)                                       |
| 20.3.      | Reviews package for compliance with law and local plan and make initial determination.                              |
| 20.4.      | Reassesses the need for continuing current approved pay.  |
| 20.5.      | Prepares and submits report. (FEPCA)  |
| 20.6.      | Researches and computes pay adjustment (i.e. WIGI, annual pay adjustments, etc.)                                    |
| <b>21.</b> | <b>Technician Compatibility.</b>  |
| 21.1.      | Verifies technician compatibility of military personnel action.   |
| 21.2.      | Processes request for waivers, changes, and corrections to the compatibility criteria.                              |
| 21.3.      | Updates DCPDS for military assignment for compatibility.  |
| 21.4.      | Verifies status of waiver suspense.   |
| 21.5.      | Distributes/updates compatibility table to supported organization.  |
| 21.6.      | Identifies grade inversion situation.   |
| 21.7.      | Notifies management of the grade inversion situation.   |
| 21.8.      | Initiates personnel action to alleviate grade inversion situation.  |
| 21.9.      | Issues notice of termination for incompatibility.   |
| <b>22.</b> | <b>Work Force Restructuring.</b>  |
| 22.1.      | Reviews workforce structure document to identify potential reduction/transfer of function.                          |
| 22.2.      | Conducts meeting to determine/implement course of action.   |
| 22.3.      | Prepares retention register by competitive level.   |
| 22.4.      | Notifies workforce of management options, potential restructuring/reductions and conditions of VERA/VSIP authority. |
| 22.5.      | Requests approval to use voluntary early retirement authority (VERA).   |
| 22.6.      | Makes specific offer of VERA/VSIP to targeted individual.   |
| 22.7.      | Makes specific offer to targeted individual of a transfer of function.  |
| 22.8.      | Conducts mock reduction in force (RIF).   |
| 22.8.1.    | Determines the competitive area.  |
| 22.8.2.    | Updates retention register for function affected.   |
| 22.8.3.    | Screens the personnel/performance folder to validate information on the retention register.                         |
| 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.  |
| 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.  |

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| 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.  |
| 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>   |
| 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>   |
| 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.   |
| 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.   |
| 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.  |



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| 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>  |
| 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>  |
| 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.  |
| 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.  |
| 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.  |
| 30.6.3.    | Prepares management's position to union proposal.   |

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| 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.               |
| 30.9.4.     | Researches IMR actions.   |
| <b>31.</b>  | <b>Planning And Policy.</b>   |
| 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> |
| 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.  |
| 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>  |
| 33.1.       | Conducts travel.  |

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| <b>34.</b> | <b>Personnel Actions Processing. Processes Name Change, Within Grade Increase (WGIS), Pay Adjustment, Accession, Etc.).</b>   |
| 34.1.      | Receives and logs request for personnel action.   |
| 34.2.      | Reviews and codes personnel action.   |
| 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>  |
| 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>  |
| 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.   |
| <b>37.</b> | <b>Office Of Worker Compensation Programs (OWCP) (On-The-Job Injury/Illness/Disease).</b>   |
| 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>   |
| 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.   |
| 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>  |
| 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).   |

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| 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).   |
| 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>  |
| 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>  |
| 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.   |
| 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>   |
| 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>                           |
| 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.   |
| <b>44.</b> | <b>Incentive Awards Program.</b>  |
| 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.   |

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| <b>45.</b> | <b>Processes Death In Service Benefit. (Receives Notification Of Death; Counsels With Family, Computes Benefits; And Completes/Forwards Benefit Packet.)</b>                                      |
| <b>46.</b> | <b>Employee Management Relations.</b>   |
| 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.           |
| 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>   |
| 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>  |
| 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>   |
| 49.1.      | Processes verification of employment.   |
| 49.2.      | Responds and processes unemployment claim.  |
| 49.3.      | Researches and resolves employee pay discrepancy.   |
| <b>50.</b> | <b>Position Management/Classification Guidance.</b>   |
| 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>  |
| 51.1.      | Logs and reviews request for position classification action.  |
| 51.2.      | Develops and classifies position description (pd) for army and air technicians.   |
|            | <b>Change to delete classification duty. Can develop exception PDs.</b>   |
| 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.   |
| 51.6.      | Performs management advisory service.   |
| <b>52.</b> | <b>Conducts Training.</b>   |
| <b>53.</b> | <b>Review, Update, And Develop Plans And Policy.</b>  |
| <b>54.</b> | <b>Defense Civilian Personnel Data System (DCPDS).</b>  |
| 54.1.      | Update/maintain local organizational document.  |
| 54.2.      | Coordinate and update NGB requirement document.   |
| 54.3.      | Create, and update coding worksheet.  |

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| 54.4.      | Performs quality assurance on DCPDS product.  |
| 54.5.      | Updates/maintains DCPDS report.   |
| <b>55.</b> | <b>Performs Wage Survey.</b>  |
| <b>56.</b> | <b>Classification Appeal Process.</b>   |
| 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>  |
| 57.1.      | Provides assistance/guidance to manager and supervisor regarding environmental differential pay (EDP) and hazardous duty pay (HDP) procedure. |
| 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>  |
| 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>   |
| 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>   |
| 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>  |
| 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.  |
| 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.  |

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| 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>   |
| 62.1.      | Loads systems release/patch.   |
| 62.1.1.    | Reviews system release/patch documentation.  |
| 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>   |
| 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. |
| 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>  |
| 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.   |
| <b>65.</b> | <b>Personnel Systems Hardware/Software And Data Communications.</b>  |

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| 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>   |
| 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>   |
| 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.  |
|            | <b>DIRECTORATE OF SECURITY AND INTELLIGENCE</b>   |
| <b>1.</b>  | <b>Military Intelligence: Intelligence on any foreign military or military –related situation or activity, which is significant to military policy-making, the planning and conduct of military operations and activities, and readiness.</b> |
| 1.1.       | Ensure that all command interest in military intelligence activities receive attention.   |
| 1.2.       | Provide to the staff and other headquarters a single point of contact for coordination on military intelligence issues.   |
| 1.3.       | Function as the Intelligence Oversight Proponent for the <b>TAG</b> .   |
| 1.4.       | Represent the <b>TAG</b> at meetings, seminars, planning events and force structure discussions that concern military intelligence issues.  |
| 1.5.       | Disseminate foreign intelligence to commanders and others users in support of mobilization requirements and readiness.  |
| 1.6.       | Collect, process, produce, and disseminate foreign intelligence through appropriate Army/ <b>Air</b> sources/systems.   |
| 1.7.       | Request, receive, and process information and foreign intelligence from other intelligence sources to include adjacent units, higher echelons, and other services.  |
| 1.8.       | Exercise staff supervision over organic and attached collection management, dissemination and intelligence production elements.   |
| 1.9.       | Furnish the DCSOPS/ <b>DO</b> an assessment of operational procedures, orders, plans, and similar documents to identify friendly vulnerabilities in support of operations security (OPSEC).   |
| 1.10.      | Assist the DCSOPS/ <b>DO</b> in information operations, to include command and control warfare (C2W).   |
| 1.11.      | Supervise the command personnel security program.   |
| 1.12.      | Supervise the command information security program.   |
| 1.13.      | Review subordinate unit plans, orders, and SOPs for Intelligence procedures.  |
| 1.14.      | Prepare the Intelligence portion of the Command SOP.  |
| 1.15.      | Prepare the Intelligence portion of plans and orders, reports, summaries, and studies.  |
| 1.16.      | Determine map requirements and manage the acquisition and distribution of maps in coordination with the DCSOPS/ <b>DO</b> , who is responsible for map product production.  |
| <b>2.</b>  | <b>Intelligence Training: The area of intelligence training involves supervising this training of the command in coordination with the DCSOPS/<b>DO</b> and the Commander.</b>  |
| 2.1.       | Prepare the Command Intelligence training plan.   |



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| 2.2.      | Prepare the threat portion of scenarios to include sequence of portrayed foreign enemy operations to support exercise objectives. |
| 2.3.      | Make staff visits to and staff inspections of intelligence training activities.   |
| 2.4.      | Exercise staff supervision on MI support to the command's intelligence training.  |
| 2.5.      | Supervise the training of intelligence specialists who are assigned or attached to the ARNG staff.                                |
|           | <b>DIRECTORATE OF MILITARY SUPPORT</b>  |
| <b>1.</b> | <b>Conducts MSCA Activities.</b>  |
| 1.1.      | Develops, maintains, and executes emergency operation plan (EOP).   |
| 1.2.      | Coordinate military support requirements with federal, state or local authority.  |
| 1.3.      | Provide liaison support to external agencies.   |
| 1.3.1.    | Provide training to liaison officers.   |
| 1.3.2.    | Coordinate formal agreements with federal and state agencies.   |
| 1.4.      | Prepares, coordinates, and executes exercise training program based upon EOP or a specific EOP contingency.                       |
| 1.5.      | Conducts and evaluates MSCA exercise.   |
| 1.6.      | Prepares, coordinates, and executes emergency management Assistance compact (EMAC). (monthly=2hrs, state EMAC documents MOU).     |
| 1.7.      | Formulates and develops policies to reflect changes in applicable Federal directives for TAG approval.                            |
| 1.8.      | Use, and reimbursement of NG aircraft.  |
| 1.8.1.    | Coordinate search and rescue operations.  |
| 1.9.      | Use of NG facilities.   |
| 1.9.1.    | Coordinate approval, use, and reimbursement.  |
| <b>2.</b> | <b>Joint (Army/Air) Emergency Operations Center (JEOC).</b>   |
| 2.1.      | Establishes organization and standing operating procedures for JEOC.  |
| 2.2.      | Maintains and updates JEOC requirement.   |
| 2.3.      | Coordinates JEOC liaison officer (LNO) requirement.   |
| 2.4.      | Executes joint emergency military support requirement.  |
| 2.5.      | As required provide command and control to the response force.  |
| <b>3.</b> | <b>Military Assistance To Civil Disturbance (MACDIS).</b>   |
| 3.1.      | Conducts training.  |
| 3.2.      | Prepares, develops and maintains mandatory training plan.   |
| 3.3.      | Track, evaluate, and validate individual and collective training.   |
| 3.4.      | Manages security ammunition.  |
| 3.5.      | Coordinates with law enforcement agency.  |
| 3.6.      | On order, provide command and control of MACDIS forces.   |
| <b>4.</b> | <b>Emergency Equipment Database.</b>  |
| 4.1.      | Maintains and updates emergency equipment database.   |
| 4.2.      | Manages special equipment requirement list.   |
| <b>5.</b> | <b>Security Management.</b>   |
| 5.1.      | Manages physical security program.  |
| 5.2.      | Manages personnel security program.   |
| <b>6.</b> | <b>Emergency Communications.</b>  |
| 6.1.      | Maintains and updates STARC emergency communication network plan.   |
| 6.2.      | Coordinates signal operations instructions for emergency communication network.   |
| 6.3.      | Maintains and updates emergency communication SOP.  |
| <b>7.</b> | <b>Frequency Management.</b>  |
| 7.1.      | Manages, coordinates, assigns non-emergency frequencies.  |
| 7.2.      | Conducts army frequency 5-year plan review.   |
| 7.3.      | Prepares request for frequency for single channel ground air-borne radio system (SINGARS) and other communication requirement.    |
| 7.4.      | Produces tactical SOI revised battlement electronic communications system (RBECS), (classified).                                  |

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| 7.5.       | Produces and manages army key management system (AKMS) to support crypto requirement (classified).  |
| 7.6.       | Manages continuity of operations program.   |
| <b>8.</b>  | <b>Information Security.</b>  |
| 8.1.       | Manages classified document control program.  |
| 8.2.       | Reviews security clearance requirements.  |
| 8.3.       | Appoints top secret control officer.  |
| 8.4.       | Manages classified container program.   |
| 8.5.       | Manages and monitors NATO classified document control program (classified).   |
| 8.6.       | Manages reproduction of classified document.  |
| 8.7.       | Conducts investigation of possible lost or compromised classified document.   |
| 8.8.       | Receives and processes classified intelligence report.  |
| 8.9.       | Manages special access program (classified).  |
| 8.10.      | Maintains and updates emergency evacuation plan.  |
| 8.11.      | Manages classified nondisclosure agreement program.   |
| <b>9.</b>  | <b>State Defense Force (SDF).</b>   |
| 9.1.       | Manages SDF program.  |
| <b>10.</b> | <b>State Partnership Program</b>  |
| 10.1.      | Reviews, maintains and updates state partnership plan (SPP).  |
| 10.2.      | Maintains and updates event database.   |
| 10.3.      | Collects and forwards AAR.  |
| 10.4.      | Manages, plans and coordinates event with various agencies.   |
| 10.5.      | Prepares and presents briefing.   |
| 10.6.      | Coordinates, obtains and manages program funding.   |
| 10.7.      | Maintains and updates continuity book.  |
| 10.8.      | Coordinates and conducts training for program participant.  |
| 10.9.      | Passports and country clearances administration.  |
| <b>11.</b> | <b>Civil-Military Innovative Readiness Training Program (IRT).</b>  |
| 11.1.      | Manages state IRT program.  |
| 11.2.      | Maintains and tracks IRT program.   |
| 11.3.      | Staffs requests with units and staff elements for approval or disapproval.  |
| 11.4.      | Assists other DOD IRT programs within state boundaries.   |
| <b>12.</b> | <b>Loan Lease Program.</b>  |
| 12.1.      | Manages loan lease program CMP.   |
| 12.2.      | Maintains and updates loan lease program CMP.   |
| 12.3.      | Reviews and evaluates requests.   |
| 12.4.      | Prepares and staffs requests.   |
| <b>13.</b> | <b>Resource Management.</b>   |
| 13.1.      | Coordinates reimbursement for MSCA operation.   |
| 13.2.      | Prepares and manages budgets for military support training, retrain, physical security, civil disturbance leadership training, and O&M account, key asset protection program, <b>the army language program</b> , state fund, state active duty orders, and other assigned programs. |
| 13.3.      | Manages and executes operating and special budget account.  |
| 13.4.      | Develops, writes and monitors grants.   |
| <b>14.</b> | <b>Humanitarian Cargo Inspections.</b>  |
| 14.1.      | Receives, analyzes and processes request for inspection.  |
| 14.2.      | Coordinates, conducts and assists with inspection.  |
| 14.3.      | Prepares after action report and checklist.   |
| <b>15.</b> | <b>Special Assignments And Projects.</b>  |
| 15.1.      | Plans, manages, coordinates and executes special project such as presidential visit and other high level conference.  |
| <b>16.</b> | <b>Staff Duty Officer (SDO).</b>  |
| 16.1.      | Maintains and updates SDO plan.   |
| 16.2.      | Maintains and updates SDO roster.   |
| 16.3.      | Conducts SDO training and duties.   |

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| 16.4.      | Coordinates with after hour support agency.   |
| <b>17.</b> | <b>Serious Incident Report Program"</b>   |
| 17.1.      | Prepares and manages serious incident report program.   |
| 17.2.      | Coordinates and conducts sir training.  |
| <b>18.</b> | <b>Communication Security (COMSEC) Program. (Classified).</b>   |
| 18.1.      | Manages and conducts COMSEC inspections.  |
| 18.2.      | Conduct COMSEC assistance visits.   |
| <b>19.</b> | <b>Intelligence Oversight Program.</b>  |
| 19.1.      | Manages intelligence oversight program.   |
| <b>20.</b> | <b>Operation Security (OPSEC) Program.</b>  |
| 20.1.      | Conduct operation security (OPSEC) briefings and training.  |
| <b>21.</b> | <b>Military Support To CONUS States And Territories Security/Land Defense CONUS (IDC) (Classified) Program.</b> |
| 21.1.      | Updates and maintains CSP/IDC annex.  |
| 21.2.      | Prepares and conducts classified briefing.  |
| 21.3.      | Support critical asset assurance program / critical infrastructure protection program (CIPP).                   |
| <b>22.</b> | <b>State Counterdrug Support Program (CDSP).</b>  |
| 22.1.      | Provide oversight for the development maintenance and execution of the state CDSP.                              |
| <b>23.</b> | <b>Weapons Of Mass Destruction Program.</b>   |
| 23.1.      | Program manager of funding.   |
| 23.2.      | POC for all issues.   |
| 23.3.      | Coordinate training.  |
| 23.4.      | Provide liaison with all supported agencies.  |
| <b>24.</b> | <b>Terrorism Counteraction Program.</b>   |
| 24.1.      | Manage anti-terrorism/force protection program (AT/FP).   |
| 24.2.      | Plan and coordinate security of force projection platforms (IE MOB sites, seaports, embarkation, airfields).    |
| <b>25.</b> | <b>National Missile Defense Program.</b>  |
| <b>26.</b> | <b>Border Security Assistance.</b>  |
| <b>27.</b> | <b>Information Operations Security.</b>   |
|            | <b>DIRECTORATE OF INFORMATION SYSTEMS FOR COMMAND, CONTROL, COMMUNICATIONS AND COMPUTERS</b>                    |
| <b>1.</b>  | <b>Budget Management.</b>   |
| 1.1.       | Receives and reviews annual funding program (AFP).  |
| 1.2.       | Prepares trend analysis.  |
| 1.3.       | Prepares management report.   |
| 1.4.       | Provides program manager (PM) funding status.   |
| 1.5.       | Conducts internal program budget advisory committee (PBAC).   |
| 1.5.1.     | Reviews unfinanced requirements (UFR) list and prepares report.   |
| 1.5.2.     | Prepares agenda (gathers information i.e., trend analysis/management report/UFR report).                        |
| 1.5.3.     | Prioritizes requirements.   |
| 1.5.4.     | Prepares recommend course of action (COA).  |
| 1.6.       | Updates UFR list.   |
| 1.7.       | Adjusts/submits obligation plan.  |
| 1.8.       | Prepares authorization document.  |
| 1.8.1.     | Prepares delegation of authority signature card.  |
| 1.8.2.     | Prepares memorandum of authorization.   |
| 1.9.       | Prepares obligation document and validates for fiscal law (DA form 3953).                                       |
| 1.9.1.     | Prepares military interdepartmental purchase request (MIPR) (DD form 448).                                      |
| 1.9.2.     | Prepares interservice support agreement (ISSA) (DD form 144).   |
| 1.9.3.     | Prepares miscellaneous obligation document (mod) (DD form 2406). Do not include CSA or impact card.             |
| 1.9.4.     | Prepares request for purchase (DA form 3953).   |
| 1.9.5.     | Prepares public voucher (SF 1034).  |

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| 1.9.6.    | Prepares blanket purchase agreement (BPA).  |
| 1.9.7.    | Reviews & submits sow, letters of justification & requirements analysis (for fiscal law). |
| 1.10.     | Creates reservation.  |
| 1.10.1.   | Inputs transaction to automated finance code system (AFCOS).                              |
| 1.10.2.   | Transmits hard copy.  |
| 1.11.     | Tracks transaction.   |
| 1.12.     | Reviews obligated/purchased document.   |
| 1.13.     | Coordinates disbursement document.  |
| 1.13.1.   | Monitors for delivery.  |
| 1.13.2.   | Processes receiving report.   |
| 1.13.3.   | Validates/invalidates billing (do not include CSA).                                       |
| 1.13.4.   | Submits receiving report/bill for payment.  |
| 1.14.     | Reconciles unliquidated master listing/transaction register.                              |
| 1.15.     | Participates in quarterly joint review.   |
| 1.16.     | Executes accounting adjustment (obligate/deobligate).                                     |
| 1.17.     | Prepares & coordinates funds transfer.  |
| 1.18.     | Prepares & coordinates reimbursement.   |
| 1.19.     | Prepares for mid-year PBAC.   |
| 1.19.1.   | Prepares trend analysis.  |
| 1.19.2.   | Prepares management report.   |
| 1.19.3.   | Reviews/updates UFR.  |
| 1.19.4.   | Distributes management report and updated UFR.  |
| 1.19.5.   | Conducts internal PBAC.   |
| 1.20.     | Prepares NGB mid-year shortfalls report.  |
| 1.20.1.   | Submits NGB mid-year requirement.   |
| 1.21.     | Prepares for end-year PBAC.   |
| 1.21.1.   | Prepares trend analysis.  |
| 1.21.2.   | Prepares management report.   |
| 1.21.3.   | Reviews/updates UFR.  |
| 1.21.4.   | Distributes management report and updated UFR.  |
| 1.21.5.   | Conducts internal PBAC.   |
| 1.22.     | Performs year-end closeout.   |
| 1.22.1.   | Prepares obligation document.   |
| 1.22.2.   | Performs joint review.  |
| 1.22.3.   | Provides input to TAG annual report.  |
| 1.23.     | Posts transaction to informal commitment register.  |
| 1.23.1.   | Provides status.  |
| <b>2.</b> | <b>Prior Year Account Management.</b>   |
| 2.1.      | Tracks transaction.   |
| 2.2.      | Reviews obligated document.   |
| 2.3.      | Coordinates disbursement document.  |
| 2.3.1.    | Monitors for delivery.  |
| 2.3.2.    | Processes receiving report.   |
| 2.3.3.    | Invalidates/validates billing.  |
| 2.3.4.    | Submits receiving report/bill for payment.  |
| 2.4.      | Reconciles unliquidated master listing/transaction register.                              |
| 2.5.      | Prepares account adjustment request.  |
| 2.6.      | Posts transaction to informal commitment register.  |
| 2.6.1.    | Provides status.  |
| <b>3.</b> | <b>President's Budget Projection.</b>   |
| 3.1.      | Submits budget requirement.   |
| 3.1.1.    | Coordinates with accounts manager.  |
| 3.1.2.    | Performs trend analysis.  |
| 3.1.3.    | Performs budget projection.   |
| 3.1.4.    | Reviews and updates UFR list.   |

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| 3.1.5.    | Prepares projected obligation plan.  |
| 3.2.      | Initiates contract renewal.  |
| 3.3.      | Conducts annual funding guidance planning meeting.                             |
| <b>4.</b> | <b>Manages Cooperative Service Appendix.</b>                                   |
| 4.1.      | Coordinates with state program manager.  |
| 4.2.      | Reviews/updates appendix.  |
| 4.3.      | Provides documentation to grants officer.                                      |
| 4.4.      | Coordinates with NGB program manager.  |
| 4.5.      | Receives & reviews authorization document.                                     |
| 4.6.      | Allocates fund for CSA appendix.   |
| 4.6.1.    | Prepares and obligates mod.  |
| 4.7.      | Reconciles account activity.   |
| 4.8.      | Renews cooperative service agreement.  |
| 4.9.      | Prepares year-end CSA/close-out.   |
| <b>5.</b> | <b>Manages Directorate Impact Card Program.</b>                                |
| 5.1.      | Creates obligation document.   |
| 5.1.1.    | Reserves funds in AFCOS.   |
| 5.2.      | Processes request.   |
| 5.2.1.    | Creates file.  |
| 5.2.2.    | Coordinates with property book officer (PBO) for document number.              |
| 5.3.      | Executes purchase.   |
| 5.4.      | Updates file.  |
| 5.5.      | Receives purchase.   |
| 5.6.      | Coordinates property account with PBO. (For property accountability).          |
| 5.7.      | Coordinates with customer for delivery.  |
| 5.8.      | Updates impact card register.  |
| 5.9.      | Receives & reviews statement.  |
| 5.9.1.    | Reconciles account. (Assemble documentation)                                   |
| 5.9.2.    | Documents dispute.   |
| 5.9.3.    | Resolves dispute.  |
| 5.9.4.    | Annotates fund citation.   |
| 5.9.5.    | Obtains signature.   |
| <b>6.</b> | <b>Help Desk.</b>  |
| 6.1.      | Receives request (written, walk-in, telephonic).                               |
| 6.2.      | Analyzes work order.   |
| 6.3.      | Provides solution.   |
| 6.3.1.    | Provides solution to customer.   |
| 6.3.2.    | Closes out work order.   |
| 6.3.3.    | Updates database.  |
| 6.4.      | Processes work order (automation, visual information, telecommunication, etc.) |
| 6.4.1.    | Forwards work order.   |
| 6.4.2.    | Receives returned completed work order.  |
| 6.4.3.    | Closes out work order.   |
| 6.4.4.    | Updates database.  |
| <b>7.</b> | <b>Resource Center.</b>  |
| 7.1.      | Manages reference material.  |
| 7.1.1.    | Conducts inventory.  |
| 7.1.2.    | Determines serviceability. (Software/hardware, equipment, paper references)    |
| 7.1.3.    | Orders reference material.   |
| 7.1.4.    | Develops catalogue and forwards.   |
| 7.1.5.    | Disposes of obsolete material.   |
| 7.2.      | Manages loaner equipment, material, self-service work center/station.          |
| 7.2.1.    | Issues equipment and material (includes preparation).                          |
| 7.2.2.    | Receives returned equipment.   |
| 7.2.3.    | Maintains hand receipt.  |

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| 7.2.4.     | Conducts PMCS.   |
| 7.2.5.     | Schedules equipment.   |
| 7.2.6.     | Maintains/stocks expendable supply item.                     |
| 7.3.       | Updates intranet web page.                                   |
| 7.3.1.     | Receives and reviews document.                               |
| 7.3.2.     | Organizes document.  |
| 7.3.4.     | Receives approval.   |
| 7.3.5.     | Performs update to web page.                                 |
| 7.4.       | Maintains and updates database.                              |
| <b>8.</b>  | <b>Database Analysis.</b>                                    |
| 8.1.       | Receives request for information.                            |
| 8.2.       | Collects and validates statistical/historical data.          |
| 8.3.       | Performs database analysis.                                  |
| 8.4.       | Prepares report.   |
| 8.5.       | Submits report.  |
| <b>9.</b>  | <b>Switchboard (Federal Mission As Required By AR 25-1).</b> |
| 9.1.       | Receives and directs phone call.                             |
| 9.2.       | Maintains and updates telephone directory database.          |
| <b>10.</b> | <b>Plans And Prepares Training.</b>                          |
| 10.1.      | Analyzes training requirement.                               |
| 10.1.1.    | Receives, reviews, and logs training request/requirement.    |
| 10.1.2.    | Determines required resources.                               |
| 10.1.3.    | Determines availability of resources.                        |
| 10.2.      | Develops training material.                                  |
| 10.2.1.    | Evaluates existing training material.                        |
| 10.2.2.    | Revises or designs course material.                          |
| 10.3.      | Obtains training material.                                   |
| 10.4.      | Prepares master training material.                           |
| 10.4.1.    | Prepares instructor material.                                |
| 10.4.2.    | Prepares student workbooks/handouts.                         |
| 10.4.3.    | Prepares course support material.                            |
| 10.5.      | Develops training plan.                                      |
| <b>11.</b> | <b>Conducts Training.</b>                                    |
| 11.1.      | Self-paced training.   |
| 11.1.1.    | Assists/proctor students.                                    |
| 11.2.      | Classroom training.  |
| <b>12.</b> | <b>Provides Training Support.</b>                            |
| 12.1.      | Develops class schedule.                                     |
| 12.2.      | Processes student enrollment request.                        |
| 12.3.      | Maintains student database.                                  |
| 12.4.      | Maintains class sign-in roster.                              |
| 12.5.      | Provides advance student material.                           |
| 12.6.      | Schedules classroom facility.                                |
| 12.7.      | Obtains equipment and material needed for training.          |
| 12.8.      | Prepares classroom for instruction.                          |
| 12.9.      | Processes student.   |
| 12.10.     | Conducts course critique.                                    |
| 12.11.     | Prepares certificate.  |
| 12.12.     | Prepares report.   |
| <b>13.</b> | <b>Evaluates Training.</b>                                   |
| 13.1.      | Assesses student.  |
| 13.2.      | Reviews course critique.                                     |
| <b>14.</b> | <b>Logistics Requirement.</b>                                |
| 14.1.      | Troubleshoots training device.                               |
| 14.2.      | Performs user level maintenance.                             |

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| 14.3.      | Submits maintenance request.   |
| <b>15.</b> | <b>Production Control.</b>   |
| 15.1.      | Receives work request (phone, e-mail, page, work order, (etc.)). Analyzes, prioritizes and processes work request. |
| 15.2.      | Schedules and controls work flow.  |
| 15.3.      | Maintains repair table in DOIM management database.  |
| 15.4.      | Closes work order.   |
| <b>16.</b> | <b>Technical Inspection.</b>   |
| 16.1.      | Inspects equipment to determine and isolate fault(s).  |
| 16.2.      | Determines if work is covered by warranty, commercial contract or in-house repair.                                 |
| 16.3.      | Determinations are recorded on work order and forwarded for action.  |
| 16.4.      | Performs quality assurance inspection.   |
| 16.5.      | Updates database.  |
| <b>17.</b> | <b>Obtains Warranty/Contract Service.</b>  |
| 17.1.      | Identifies vendor(s) and obtains estimate for one-time service.  |
| 17.1.1.    | Using available resources, technician selects a local vendor, obtaining three or more quotations, where possible.  |
| 17.1.2.    | Potential sources and quotations are provided to functional branches for funding.                                  |
| 17.2.      | Initiates documents for local purchase or credit card purchase as prescribed by local sop.                         |
| 17.3.      | Notifies vendor of service requirement.  |
| 17.4.      | Returns item for service.  |
| 17.4.1.    | Removes defective components as directed by vendor.  |
| 17.4.2.    | Packs and ships to vendor with appropriate documentation.  |
| 17.4.3.    | Receives completed repair from vendor.   |
| 17.5.      | Schedules and verifies completion of on-site service.  |
| 17.5.1.    | Coordinates with vendor and user to schedule on-site service.  |
| 17.5.2.    | Provides follow up with user to ensure service is performed.   |
| 17.6.      | Closes vendor work order, processes purchase order for payment.  |
| 17.7.      | Recommends initiation/extension of maintenance contract.   |
| 17.8.      | Updates database.  |
| <b>18.</b> | <b>Installs, Repairs And Maintains Information Management Systems And Equipment, To Include Software.</b>          |
| 18.1.      | Installs information management equipment.   |
| 18.1.1.    | Installs computer workstation and peripheral device.   |
| 18.1.2.    | Installs network file server.  |
| 18.1.3.    | Installs bridges, routers, and other network communication devices.  |
| 18.1.4.    | Installs inside/outside cable.   |
| 18.1.5.    | Installs telephone key systems, telephone equipment and miscellaneous communications devices.                      |
| 18.1.6.    | Installs digital switching system.   |
| 18.1.7.    | Installs VI equipment and peripheral devices.  |
| 18.1.8.    | Installs copier equipment.   |
| 18.1.9.    | Installs printing equipment.   |
| 18.1.10.   | Installs record management equipment.  |
| 18.2.      | Repairs information management equipment.  |
| 18.2.1.    | Repairs computer workstation and peripheral device.  |
| 18.2.2.    | Repairs network file server.   |
| 18.2.3.    | Repairs bridges, routers, and other network communication devices.   |
| 18.2.4.    | Repairs inside and outside cable plant.  |
| 18.2.5.    | Repairs telephone key systems, telephone equipment and miscellaneous communications devices.                       |
| 18.2.6.    | Repairs digital switching system.  |
| 18.2.7.    | Repairs VI equipment and peripheral devices.   |
| 18.2.8.    | Repairs copier equipment.  |
| 18.2.9.    | Repairs printing equipment.  |

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| 18.2.10.   | Repairs record management equipment.  |
| 18.3.      | Maintains information management equipment.   |
| 18.3.1.    | Maintains computer workstation and peripheral device.   |
| 18.3.2.    | Maintains network file server.  |
| 18.3.3.    | Maintains bridges, routers, and other network communication devices.  |
| 18.3.4.    | Maintains telephone key systems, telephone equipment and miscellaneous communications devices.                      |
| 18.3.5.    | Maintains digital switching system.   |
| 18.3.6.    | Maintains VI equipment and peripheral devices.  |
| 18.3.7.    | Maintains copier equipment.   |
| 18.3.8.    | Maintains printing equipment.   |
| 18.3.9.    | Maintains record management equipment.  |
| 18.4.      | Processes non-repairable, excess equipment, hazardous material for turn-in.   |
| 18.5.      | Salvages abandoned cable for reuse or disposal.   |
| 18.6.      | Updates repair table and architecture table of the DOIM management database as required.                            |
| <b>19.</b> | <b>Technical Supply.</b>  |
| 19.1.      | Maintains prescribed load list (PLL).   |
| 19.1.1.    | Determines stock levels in response to demand.  |
| 19.1.2.    | Issues parts, supplies and tools against valid requests and work orders.  |
| 19.1.3.    | Orders/receives/reorders/stock items based on inventory levels and demand history (includes credit card purchases). |
| 19.1.4.    | Conducts annual 100% inventory on PLL, tools, float equipment, and accountable section property.                    |
| 19.1.5.    | Reviews and adjusts stock levels, adds or deletes items from stock list.  |
| 19.2.      | Maintains operational readiness float.  |
| 19.2.1.    | Determines float items, stock level, and requisition.   |
| 19.2.2.    | Issues and tracks float equipment.  |
| 19.2.3.    | Coordinates direct exchange of equipment with PBO.  |
| 19.2.4.    | Processes exchanged devices for repair or turn-in.  |
| 19.3.      | Coordinates return of completed work to customer.   |
| 19.4.      | Maintains current technical library.  |
| 19.5.      | Updates repair table and architecture table of the DOIM management database as required.                            |
| <b>20.</b> | <b>Conducts Site Survey.</b>  |
| <b>21.</b> | <b>Information Systems Security.</b>  |
| 21.1.      | Provides installation information system security policy, procedure and guidance.                                   |
| 21.1.1.    | Appoints information system security manager (ISM).   |
| 21.1.2.    | Establishes and provides installation procedures and guidance for all areas of is security.                         |
| 21.1.3.    | Reviews and updates procedures semi-annually.   |
| 21.2.      | Performs security assessments and inspections.  |
| 21.2.1.    | Reviews and inspects security countermeasure.   |
| 21.2.2.    | Reviews and inspects security training and awareness program.   |
| 21.2.3.    | Reviews and inspects ISO, TASO and/or NSO appointment.  |
| 21.2.4.    | Reviews and inspects disaster recovery plan.  |
| 21.2.5.    | Reviews/inspects risk analysis/assessment profile.  |
| 21.2.6.    | Approves/disapproves security plan/accreditation document.  |
| 21.2.7.    | Documents approval, suspense disapproval, distributes outcome and files document.                                   |
| 21.3.      | Provides accreditation for information systems.   |
| 21.3.1.    | Identifies information systems and networks for accreditation.  |
| 21.3.2.    | Determines appropriate accreditation level for each is and network.   |
| 21.3.3.    | Verifies and notifies selected unit or activity of accreditation requirement.                                       |
| 21.3.4.    | Review accreditation package and documents.   |
| 21.3.5.    | Approves or disapproves accreditation documents and processes results.  |
| 21.4.      | Reviews activity accreditation plan annually for compliance.  |
| 21.5.      | Reviews and identifies violations to system security.   |
| 21.6.      | Directs actions to correct is deficiency and violation.   |



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| 21.7.      | Manages information system security training and awareness program.              |
| 21.7.1.    | Determines level of security awareness across the installation.                  |
| 21.7.2.    | Develops and customize training awareness program for each level.                |
| 21.7.3.    | Conducts security awareness training.  |
| 21.7.4.    | Validates training awareness program.  |
| 21.8.      | Validates information system security appointment in accordance with AR 380-19.  |
| 21.8.1.    | Determines appointment requirement.  |
| 21.8.2.    | Identifies personnel.  |
| 21.8.3.    | Notifies command of deficiency.  |
| 21.8.4.    | Suspenses action.  |
| 21.8.5.    | Documents and certifies compliance within command.                               |
| 21.9.      | Manages installation system user id and password process.                        |
| 21.9.1.    | Receives user request.   |
| 21.9.2.    | Logs request.  |
| 21.9.3.    | Reviews and verifies.  |
| 21.9.4.    | Generates password.  |
| 21.9.5.    | Issues user ID and password.   |
| 21.9.6.    | Receives and records signed receipt.   |
| 21.9.7.    | Reviews audit trail for compliance.  |
| 21.10.     | Conducts annual user password update.  |
| <b>22.</b> | <b>Provides Technical Solution For Automation Requirement (For All Systems).</b> |
| 22.1.      | Receives mission need statement or capabilities request.                         |
| 22.2.      | Validates and prioritizes request.   |
| 22.3.      | Performs feasibility study.  |
| 22.4.      | Performs cost benefit analysis.  |
| 22.5.      | Performs system analysis.  |
| 22.6.      | Performs system design or redesign.  |
| 22.6.1.    | Determines hardware required.  |
| 22.6.2.    | Determines operating system or systems required.                                 |
| 22.6.3.    | Determines development software required.  |
| 22.6.4.    | Determines database management system (DBMS) and interface.                      |
| 22.7.      | Obtains required hardware and/or software.                                       |
| 22.8.      | Constructs program application.  |
| 22.9.      | Performs beta system test.   |
| 22.9.1.    | Develops beta test plan.   |
| 22.9.2.    | Duplication of systems media (tapes, disks, etc.).                               |
| 22.9.3.    | Coordinates with activities.   |
| 22.9.4.    | Publish beta test plan.  |
| 22.9.5.    | Fields beta system software.   |
| 22.9.6.    | Conduct beta tests.  |
| 22.10.     | Corrects identified deficiency in beta test. Re-engineer as necessary.           |
| 22.11.     | Performs compliance test.  |
| 22.12.     | Performs system documentation.   |
| 22.13.     | Performs system fielding (all systems).  |
| 22.14.     | Performs application maintenance.  |
| <b>23.</b> | <b>Database Administration.</b>  |
| 23.1.      | Performs backup procedure.   |
| 23.2.      | Maintains data dictionary.   |
| 23.3.      | Provides technical assistance on database management issues.                     |
| 23.4.      | Certifies locally developed databases (excludes STAMIS/NGB unique).              |
| 23.5.      | Performs database synchronization.   |
| 23.6.      | Fine tunes database management system.   |
| 23.7.      | Plans and coordinates database installation/upgrade.                             |
| 23.8.      | Monitors and repairs corrupt data.   |
| 23.9.      | Plans and implements reallocation of resource(s).                                |

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| <b>24.</b> | <b>Systems Administration.</b>  |
| 24.1.      | Diagnoses, fine-tune and reconfigures operating system.                         |
| 24.2.      | Plans and allocates the utilization of new or existing resource(s).             |
| 24.3.      | Plans and coordinates new software installations.                               |
| 24.4.      | Provides technical assistance.  |
| 24.5.      | Performs system backup.   |
| 24.6.      | Performs server security operation.   |
| 24.7.      | Maintains system logbooks to reflect all changes and documentation.             |
| <b>25.</b> | <b>Provides Technical Oversight To Contractor/Installation.</b>                 |
| 25.1.      | Coordinates with contracting officer representative.                            |
| 25.2.      | Prepare statement of work.  |
| 25.3.      | Performs COTR duty.   |
| 25.4.      | Evaluates engineering change proposal.  |
| <b>26.</b> | <b>Communications Network.</b>  |
| 26.1.      | Receives request.   |
| 26.1.1.    | Logs requirement.   |
| 26.1.2.    | Validates requirement.  |
| 26.1.3.    | Prioritizes requirement.  |
| 26.2.      | Engineers/designs network.  |
| 26.2.1.    | Conducts research.  |
| 26.2.2.    | Performs analysis.  |
| 26.2.3.    | Recommends course(s) of action.   |
| 26.3.      | Procures equipment and service.   |
| 26.3.1.    | Obtains funding.  |
| 26.3.2.    | Prepares statement of work.   |
| 26.3.3.    | Processes statement of work and purchase request. (DA form 3953 or state form). |
| 26.4.      | Performs CO/COR duty.   |
| 26.4.1.    | Awards contract.  |
| 26.4.2.    | Performs contract oversight.  |
| 26.4.3.    | Modifies contract.  |
| 26.4.4.    | Performs test and acceptance.   |
| 26.4.5.    | Processes for payment.  |
| 26.4.6.    | Closes work order.  |
| 26.5.      | Provides network service.   |
| 26.5.1.    | Reviews and revalidates requirement.  |
| 26.5.2.    | Monitors system performance and health.   |
| 26.5.3.    | Monitors system security.   |
| 26.5.4.    | Closes work order and updates database.   |
| 26.5.5.    | Provides user familiarization training.   |
| 26.5.6.    | Prepares and maintains information training.                                    |
| 26.5.7.    | Receives and directs phone calls.   |
| 26.6.      | Performs cost control.  |
| 26.6.1.    | Monitors fraud, waste, and abuse.   |
| 26.6.2.    | Conducts cost analysis.   |
| 26.6.3.    | Validates telecommunications bills.   |
| 26.6.4.    | Recovers unauthorized costs.  |
| 26.7.      | Maintains information systems plan (telecom).                                   |
| 26.7.1.    | Reviews long-range plan.  |
| 26.7.2.    | Updates ISP.  |
| 26.7.3.    | Request customer requirements.  |
| 26.8.      | Provides technical assistance.  |
| <b>27.</b> | <b>Army Information Systems Security (TELECOM).</b>                             |
| 27.1.      | Maintains COMSEC account.   |
| 27.1.1.    | Prepares COMSEC account data sheet (DA form 2012).                              |
| 27.1.2.    | Reconciles discrepancies.   |

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| 27.1.3.    | Establishing/moving/closing accounts.   |
| 27.2.      | Supply and controlling authority duty.  |
| 27.2.1.    | Request COMSEC material.  |
| 27.2.2.    | Conduct periodic and special reviews.   |
| 27.3.      | Prepares COMSEC account and report.   |
| 27.3.1.    | Operates and maintains the army COMSEC.                                       |
| 27.3.2.    | Conducts receipting inspection and inventory of COMSEC material.              |
| 27.3.3.    | Updates items register (IR) card.   |
| 27.3.4.    | Prepares COMSEC material report.  |
| 27.3.5.    | Maintains local and outgoing accounting for COMSEC material.                  |
| 27.3.6.    | Destroys COMSEC material.   |
| 27.3.7.    | Conducts audit and inspection of COMSEC account.                              |
| 27.4.      | Safeguards COMSEC material.   |
| 27.4.1.    | Monitors and records access to COMSEC facility.                               |
| 27.4.2.    | Conducts security check.  |
| 27.4.3.    | Develops and rehearses emergency plan.  |
| 27.4.4.    | Processes physical incident.  |
| 27.5.      | Operates RBECS system.  |
| 27.5.1.    | Produces and distributes signal operating instruction (SOI).                  |
| 27.5.2.    | Produces and distributes standing signal instructions (SSI).                  |
| 27.5.3.    | Produces frequency hop set.   |
| 27.5.4.    | Produces brevity listing.   |
| <b>28.</b> | <b>Radio Communications.</b>  |
| 28.1.      | Receives request.   |
| 28.1.1.    | Logs request.   |
| 28.1.2.    | Validates requirement.  |
| 28.1.3.    | Prioritizes requirement.  |
| 28.1.4.    | Processes or returns.   |
| 28.2.      | Obtains authorization for frequency.  |
| 28.3.      | Engineers/Designs network.  |
| 28.3.1.    | Conducts research.  |
| 28.3.2.    | Performs analysis.  |
| 28.3.3.    | Recommends courses(s) of action.  |
| 28.4.      | Prepares site.  |
| 28.4.1.    | Negotiates land use agreements.   |
| 28.4.2.    | Requests environmental assessment.  |
| 28.4.3.    | Coordinates installation of utilities and facilities.                         |
| 28.5.      | Procures equipment and service.   |
| 28.5.1.    | Obtains funding.  |
| 28.5.2.    | Prepares statement of work.   |
| 28.5.3.    | Processes statement of work and purchase request (DA form 3953 or state form) |
| 28.6.      | Performs CO/COR duty.   |
| 28.6.1.    | Awards contract.  |
| 28.6.2.    | Performs contract oversight.  |
| 28.6.3.    | Modifies contract.  |
| 28.6.4.    | Performs test and acceptance.   |
| 28.6.5.    | Processes for payment.  |
| 28.6.6.    | Closes work order.  |
| 28.7.      | Operates and maintains radio network.   |
| 28.7.1.    | Performs call-in checks.  |
| 28.7.2.    | Coordinates repair of faulty equipment.                                       |
| 28.7.3.    | Coordinates & assigns frequency.  |
| 28.7.4.    | Reviews and validates frequency assignment.                                   |
| <b>29.</b> | <b>Emergency Communications.</b>  |
| 29.1.      | Prepares communications plan.   |

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| 29.1.1.    | Prepares continuity of operations plan (COOP).   |
| 29.1.2.    | Prepares telecom annex for emergency operations order.   |
| 29.1.3.    | Prepares mobilization communications plan.   |
| 29.2.      | Tests/executes emergency plan.   |
| 29.3.      | Evaluates result and updates plan.   |
| 29.4.      | Executes mobilization communications plan.   |
| <b>30.</b> | <b>Budget (TELECOM).</b>   |
| 30.1.      | Prepares budget request.   |
| 30.1.1.    | Prepares trend analysis.   |
| 30.1.2.    | Reviews/updates unfinanced requirements (UFR) list.  |
| 30.2.      | Prepares obligation plan.  |
| 30.2.1.    | Receives and reviews annual funding guidance.  |
| 30.3.      | Updates obligation plan.   |
| 30.4.      | Updates database.  |
| 30.5.      | Conducts mid-year review.  |
| 30.6.      | Conducts quarterly reconciliation.   |
| 30.7.      | Manages cooperative funding agreement (CFA) (telecom).   |
| 30.7.1.    | Validates/authorizes payment.  |
| 30.8.      | Processes reimbursements.  |
| 30.9.      | Conducts year-end closeout.  |
| <b>31.</b> | <b>Telecommunications Maintenance.</b>   |
| 31.1.      | Receives work request (phone, e-mail, page, work order, etc.).   |
| 31.2.      | Schedules and controls workflow.   |
| 31.3.      | Performs technical inspection.   |
| 31.3.1.    | Inspects equipment to determine and isolate fault(s).  |
| 31.3.2.    | Determines if work is covered by warranty, commercial contract or in-house repair.                               |
| 31.3.3.    | Performs quality assurance inspection.   |
| 31.3.4.    | Updates database.  |
| 31.4.      | Obtains follow-on warranty/contract service.   |
| 31.4.1.    | Identifies vendor(s) and obtains estimate for one time service.  |
| 31.5.      | Notifies vendor of service requirement.  |
| 31.6.      | Returns item for service.  |
| 31.6.1.    | Removes defective components as directed by vendor.  |
| 31.6.2.    | Packs and ships to vendor with appropriate documentation.  |
| 31.6.3.    | Receive completed repair from vendor.  |
| 31.7.      | Schedules and verifies completion of on-site service.  |
| 31.7.1.    | Coordinates with vendor and user to schedule on site service.  |
| 31.7.2.    | Provides follow-up with user to ensure service is performed.   |
| 31.8.      | Closes vendor work order, process purchase order for payment.  |
| 31.9.      | Recommends initiation/extension of maintenance contract.   |
| 31.10.     | Updates database.  |
| 31.11.     | Maintains/repairs bridge, router, and other network communication device.  |
| 31.12.     | Maintains/repairs inside cable.  |
| 31.13.     | Maintains/repairs outside cable.   |
| 31.14.     | Maintains/repairs telephone key systems, telephone equipment and miscellaneous communications devices.           |
| 31.15.     | Maintains/repairs digital switching system.  |
| 31.16.     | Processes non-repairable, excess equipment, hazardous material for turn-in.                                      |
| 31.17.     | Salvages abandoned cable for reuse or disposal.  |
| 31.18.     | Updates repair table and architecture table of the DOIM management database as required.                         |
| 31.19.     | Maintains readiness float. Determines authorized float level based on equipment density and frequency of repair. |
| 31.19.1.   | Determines float items, stock level, and requisition.  |
| 31.19.2.   | Issues and tracks float equipment.   |
| 31.19.3.   | Coordinates direct exchange of equipment with PBO.   |

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| 31.19.4.   | Processes exchanged devices for repair or turn-in.  |
| 31.20.     | Conducts annual 100% inventory on tools, float equipment, and accountable section property. |
| 31.21.     | Coordinates return of completed work to customer.   |
| 31.22.     | Maintains current technical library.  |
| 31.23.     | Conducts site survey.   |
| 31.24.     | Maintains suspense file.  |
| <b>32.</b> | <b>Videographic Service.</b>  |
| 32.1.      | Processes VI work order. (Video)  |
| 32.1.1.    | Receives request.   |
| 32.1.2.    | Logs request.   |
| 32.1.3.    | Qualifies/coordinates with customer.  |
| 32.1.4.    | Conducts research.  |
| 32.1.5.    | Establishes suspense.   |
| 32.2.      | Develops pre-production plan.   |
| 32.2.1.    | Determines required resource.   |
| 32.2.2.    | Develops script of documentary plan.  |
| 32.2.3.    | Prepares storyboard.  |
| 32.2.4.    | Reviews/approves pre-production plan with customer.   |
| 32.3.      | Captures raw footage.   |
| 32.3.1.    | Schedules/sets up required resource.  |
| 32.3.2.    | Shoots to script or plan.   |
| 32.3.3.    | Logs raw footage.   |
| 32.4.      | Creates video.  |
| 32.4.1.    | Consults with customer.   |
| 32.4.2.    | Performs editing operation.   |
| 32.4.3.    | Obtains customer approval.  |
| 32.4.4.    | Reproduces video and makes distribution.  |
| 32.4.5.    | Archives master.  |
| <b>33.</b> | <b>Graphic Service.</b>   |
| 33.1.      | Processes VI work order. (Graphics)   |
| 33.1.1.    | Receives request.   |
| 33.1.2.    | Logs request.   |
| 33.1.3.    | Qualifies/coordinates with customer.  |
| 33.1.4.    | Conducts research.  |
| 33.1.5.    | Establishes suspense.   |
| 33.2.      | Creates graphic product.  |
| 33.2.1.    | Consults with customer.   |
| 33.2.2.    | Determines required resource.   |
| 33.2.3.    | Prepares draft.   |
| 33.2.4.    | Obtains customer approval.  |
| 33.2.5.    | Produces/delivers graphic product.  |
| 33.2.6.    | Archives master.  |
| <b>34.</b> | <b>Photographic Service.</b>  |
| 34.1.      | Processes VI work order. (Photography)  |
| 34.1.1.    | Receives request.   |
| 34.1.2.    | Logs request.   |
| 34.1.3.    | Qualifies/coordinates with customer.  |
| 34.1.4.    | Conducts research.  |
| 34.1.5.    | Establishes suspense.   |
| 34.2.      | Produces photograph.  |
| 34.2.1.    | Determines required resource.   |
| 34.2.2.    | Schedules/sets up required resources.   |
| 34.2.3.    | Shoots the photo.   |
| 34.2.4.    | Processes film or digital image.  |
| 34.2.5.    | Obtains customer approval/delivers product.   |

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| 34.2.6.    | Archives product.  |
| <b>35.</b> | <b>Electronic Conferencing.</b>  |
| 35.1.      | Processes VI work order.   |
| 35.1.1.    | Receives request.  |
| 35.1.2.    | Logs in request.   |
| 35.1.3.    | Determines type of call.   |
| 35.2.      | Schedules facility.  |
| 35.3.      | Schedules call.  |
| 35.3.1.    | Multi-point? Contacts bridging facility. Or,   |
| 35.3.2.    | Point-to-point? Contacts conference coordinator.   |
| 35.4.      | Coordinates participation.   |
| 35.5.      | Provides bridging information to customer.   |
| 35.6.      | Prepares facility.   |
| 35.6.1.    | Sets up equipment.   |
| 35.6.2.    | Provides conference to participants.   |
| 35.7.      | Establishes contact.   |
| 35.8.      | Terminates and secures equipment and facility.   |
| <b>36.</b> | <b>Presentations/Conference Support.</b>   |
| 36.1.      | Processes VI work order.   |
| 36.1.1.    | Receives request.  |
| 36.1.2.    | Logs request.  |
| 36.1.3.    | Qualifies/coordinates with customer.   |
| 36.1.4.    | Establishes suspense.  |
| 36.2.      | Develops support plan.   |
| 36.2.1.    | Determines required resource.  |
| 36.2.2.    | Coordinates service.   |
| 36.3.      | Provides service.  |
| 36.3.1.    | Sets up/tests equipment.   |
| 36.3.2.    | Conducts rehearsal with customer.  |
| 36.3.3.    | Monitors presentation.   |
| 36.3.4.    | Terminates service and recovers equipment.   |
| 36.4.      | Closes out work order.   |
| <b>37.</b> | <b>Multimedia (Electronic Imaging).</b>  |
| 37.1.      | Processes VI work order.   |
| 37.1.1.    | Receives request.  |
| 37.1.2.    | Logs request.  |
| 37.1.3.    | Qualifies/coordinates with customer.   |
| 37.1.4.    | Conducts research.   |
| 37.1.5.    | Establishes suspense.  |
| 37.2.      | Develops pre-production plan.  |
| 37.2.1.    | Determines required resource.  |
| 37.2.2.    | Develops storyboard.   |
| 37.2.3.    | Obtains customer approval of draft.  |
| 37.3.      | Produces multimedia product.   |
| 37.3.1.    | Researches archive.  |
| 37.3.2.    | Creates sub-product.   |
| 37.3.3.    | Assembles product.   |
| 37.3.4.    | Obtains customer approval.   |
| 37.3.5.    | Reproduces product and makes distribution.   |
| 37.3.6.    | Archives product.  |
| <b>38.</b> | <b>Network Control Center.</b>   |
| 38.1.      | Manages and operates the adjutant general's (TAG) c2/distributed training network.   |
| 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. |
| 38.3.      | Monitors the network management system for TAG's c2/distance learning network.   |

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| 38.4.      | Tests and implements applications and network software.  |
| 38.5.      | Manages and controls local and remote access user accounts.  |
| 38.6.      | Develops, coordinates and implements standard procedures for all aspects of network operation.                           |
| 38.7.      | Configures, operates, and monitors a broad variety of network devices such as routers, hubs, bridges, and firewalls.     |
| 38.8.      | Manages and oversees the statewide c2 electronic mail and scheduling systems.  |
| 38.9.      | Provided technical diagnostic and problem resolution for the network.  |
| 38.10.     | Interfaces with other service elements and vendors to effect problem solutions.  |
| <b>39.</b> | <b>Copier Management.</b>  |
| 39.1.      | Evaluates copier request.  |
| 39.1.1.    | Receives and reviews request, analyzes requirement, determines resources available, and approves or disapproves request. |
| 39.1.2.    | Determines type of procurement; cost per copy, purchase or lease.  |
| 39.1.3.    | Notifies requester.  |
| 39.2.      | Procures equipment.  |
| 39.2.1.    | Initiates purchase request.  |
| 39.2.2.    | Coordinates delivery, inspection, installation and operator training.  |
| 39.2.3.    | Conducts follow-up.  |
| 39.3.      | Conducts AR 25-30 copier survey.   |
| 39.3.1.    | Prepares and conducts survey to evaluate the efficiency of the program.  |
| 39.3.2.    | Determine the changes required.  |
| 39.3.3.    | Develops plan for changes (addition, deletions, upgrades/downgrades etc.).   |
| 39.3.4.    | Implements plan as required to accomplish maximum utilization of resources.  |
| 39.4.      | Relocates equipment.   |
| 39.4.1.    | Determines the requirement to relocate equipment in support of the mission.  |
| 39.4.2.    | Assesses installation requirement (surge protectors, receptacle, etc.).  |
| 39.4.3.    | Coordinates with vendor/property book officer.   |
| 39.4.4.    | Conducts follow-up.  |
| 39.5.      | Maintains current copier inventory.  |
| 39.5.1.    | Establishes and maintains copier database inventory IAW AR25-30.   |
| 39.6.      | Submits copier report IAW AR 25-30.  |
| 39.6.1.    | Collects, consolidates, reviews for accuracy and compiles copier data for report.  |
| 39.6.2.    | Submits report as required.  |
| 39.7.      | Manages supply inventory.  |
| 39.7.1.    | Maintains baseline for supplies to support copier re-supply requirement.   |
| 39.7.2.    | Develops and manages an automated or manual inventory program for ordering and issuing supplies.                         |
| 39.8.      | Manages copier budget program.   |
| 39.8.1.    | Prepares and submits budget estimates for copier purchases, leases and maintenance agreements/contracts.                 |
| 39.8.2.    | Maintains a copier database for billing compilations and comparisons of purchase and maintenance agreements.             |
| 39.8.3.    | Coordinates with other program activity managers.  |
| 39.8.4.    | Performs funds management. Prepares MODS, fads, MIPRS, funds reservations, reconciliation, etc.                          |
| 39.9.      | Performs contracting officer's technical representative (COTR) duty.   |
| 39.9.1.    | Performs contract administration activities in regard to technical issues on behalf of the contracting officer.          |
| <b>40.</b> | <b>Publications Management.</b>  |
| 40.1.      | Initiates request for publications and forms account.  |
| 40.2.      | Maintains blank forms account and publications account.  |
| 40.3.      | Conducts stock room inventory.   |
| 40.4.      | Distributes publications.  |
| 40.5.      | Conducts inspection/assistance visit.  |
| 40.6.      | Re-supplies stockroom.   |

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| 40.7.  | Maintains publications library.  |
| 40.8.  | Processes request to order publications.                                     |
| 40.9.  | Orders forms.  |
| 40.10.   | Distributes blank forms.   |
| 40.11.   | Reviews and approves regulation or blank form.                               |
| 40.12.   | Completes forms reports.   |
| <b>41.</b>   | <b>Printing And Duplicating.</b>   |
| 41.1.  | Prints document.   |
| 41.2.  | Distributes document.  |
| 41.3.  | Maintains expenditure account.   |
| 41.4.  | Services equipment.  |
| 41.5.  | Prepares GPO contract request.   |
| 41.6.  | Performs bindery functions for booklets, briefings, other.                   |
| <b>42.</b>   | <b>Mail Management.</b>  |
| 42.1.  | Procures mail stamps and meter heads.  |
| 42.2.  | Meters out-going mail.   |
| 42.3.  | Issues mail stamps or meter heads to units.                                  |
| 42.4.  | Authorize use of registered, certified, and express mail.                    |
| 42.5.  | Prepares postage usage reports.  |
| 42.6.  | Receives mail.   |
| 42.7.  | Distributes mail.  |
| 42.8.  | Operates electronic mail system.   |
| 42.9.  | Conducts inspection/assistance visit.  |
| 42.10.   | Accepts and logs in registered/certified mail.                               |
| <b>43.</b>   | <b>Records Management.</b>   |
| 43.1.  | Disposes of obsolete record.   |
| 43.2.  | Maintains record holding area.   |
| 43.3.  | Converts record to microform.  |
| 43.4.  | Conducts training in the modern army record keeping system (marks).          |
| 43.5.  | Freedom of information/privacy act.  |
| 43.5.1.  | Controls incoming request.   |
| 43.5.2.  | Responds to freedom of information act (FOIA) and privacy act (PA) requests. |
| 43.5.3.  | Prepares annual FOIA and PA report.  |
| 43.5.4.  | Conducts FOIA/PA training.   |
| <b>DIRECTORATE OF PROPERTY AND FISCAL OPERATIONS</b> |  |
| <b>1.</b>  | <b>Administers Personnel.</b>  |
| 1.1.   | Indoctrinates personnel.   |
| 1.2.   | Rates performance.   |
| 1.3.   | Endorses evaluation (senior rater).  |
| 1.4.   | Nominates personnel for award.   |
| 1.5.   | Monitors management improvement program.                                     |
| 1.5.1.   | Assists subordinate.   |
| 1.5.2.   | Processes suggestion.  |
| 1.2.   | Supervises personnel.  |
| 1.2.1.   | Schedules personnel.   |
| 1.2.2.   | Develops directive.  |
| 1.2.3.   | Directs work center activity.  |
| 1.2.4.   | Counsels personnel.  |
| 1.3.   | Reviews incoming distribution.   |
| 1.4.   | Reviews outgoing distribution.   |
| 1.5.   | Reviews report and statistical data.   |
| 1.6.   | Inspects facility.   |
| 1.7.   | Receives and assists visiting official.                                      |
| 1.8.   | Attends conference.  |
| 1.9.   | Travel.  |



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| <b>2.</b> | <b>Budget.</b>  |
| 2.1.      | Reviews budget estimate.  |
| 2.2.      | Monitors budget execution.  |
| 2.3       | Manages the annual budget and amendments  |
| <b>3.</b> | <b>Purchasing</b>   |
| 3.1.      | Order processing.   |
| 3.1.1.    | Processes purchase (PR) request.  |
| 3.1.2.    | Processes purchase order (PO) for supplies and equipment. (For PO over \$100,000, additional work/documentation will be involved).                                  |
| 3.1.3.    | Processes construction purchase order for less than \$100,000.  |
| 3.1.4.    | Process service purchase order.   |
| 3.1.5.    | Processes delivery order.   |
| 3.1.6.    | Establish a blanket purchase Agreement.   |
| 3.1.7.    | Processes a blanket purchase Agreement (BPA) call record.   |
| 3.1.8.    | Processes standard form 44.   |
| 3.2.      | Unauthorized procurement action processing.   |
| 3.2.1.    | Conducts pre-decision phase activities.   |
| 3.2.2.    | Conducts decision phase activities.   |
| 3.2.3.    | Conducts post-decision phase activities.  |
| 3.3.      | Post-award actions.   |
| 3.3.1.    | Prepares modifications (SF 30).   |
| 3.3.2.    | Prepares show cause.  |
| 3.3.3.    | Prepares cure notice.   |
| 3.3.4.    | Obtains legal review.   |
| 3.3.5.    | Processes termination.  |
| 3.4.      | Protest to procurement action per FAR part 33.1.  |
| 3.4.1.    | Responds to protest.  |
| 3.4.2.    | Obtains legal review.   |
| 3.5.      | Freedom of Information Act (FOIA) request processing.   |
| 3.5.1.    | Processes request for release of information.   |
| 3.5.2.    | Processes denial to release information.  |
| 3.6.      | Ordering officer appointment.   |
| 3.6.1.    | Receives/reviews appointment request.   |
| 3.6.2.    | Appoints/terminates ordering officer.   |
| 3.6.3.    | Trains ordering officer.  |
| 3.6.4.    | Conducts annual surveillance.   |
| 3.7.      | International merchant purchase authority card (IMPAC) program.   |
| 3.7.1.    | Establish/maintains standard operating procedures.  |
| 3.7.2.    | Prepares/conducts training.   |
| 3.7.3.    | Establishes IMPAC account.  |
| 3.7.4.    | Maintains IMPAC account.  |
| 3.7.5.    | Reviews monthly bank statement. (conducts monthly review of transaction reports supplied by bank; ie. Receives, reviews, and files report and identifies problems). |
| 3.7.6.    | Conducts surveillance of accounts.  |
| <b>4.</b> | <b>Contracting.</b>   |
| 4.1.      | Architectural & engineering (A&E) contract procedure.   |
| 4.1.1.    | Prepares solicitation package.  |
| 4.1.2.    | Negotiates A&E contract.  |
| 4.1.3.    | Awards contract.  |
| 4.1.4.    | Coordinates, reviews, and approves submittal. (includes A&E delivery order (DO)).   |
| 4.1.5.    | Administers A&E contract.   |
| 4.2.      | Architectural & engineering (A&E) delivery order (DO) procedure.  |
| 4.2.1.    | Prepares solicitation package.  |
| 4.2.2.    | Solicits pricing proposal.  |
| 4.2.3.    | Awards delivery order.  |

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| 4.3.      | Construction contract procedure.   |
| 4.3.1.    | Prepares solicitation package.   |
| 4.3.2.    | Awards contract.   |
| 4.3.3.    | Performs post award contract action.   |
| 4.3.4.    | Negotiates 8(a) contract.  |
| 4.4.      | Job order contract (JOC) procedure. ****note: during the measurement phase for category four, you can only receive credit for one of the proposal/bid processes per base, since you are only authorized one JOC per year. This means that you can count your time in either task 4.2, 4.4/4.5/4.6, or 4.7.**** |
| 4.4.1.    | Prepares solicitation package.   |
| 4.4.2.    | Prepares competitive proposal.   |
| 4.4.3.    | Receives technical proposal.   |
| 4.4.4.    | Solicits sealed bid.   |
| 4.4.5.    | Conducts step one of two-step sealed bid procedure.  |
| 4.4.6.    | Conducts step two of two-step sealed bid procedure.  |
| 4.4.7.    | Negotiates 8(a) job order contract.  |
| 4.4.8.    | Awards job order contract.   |
| 4.4.9.    | Performs post-award contract action.   |
| 4.4.10.   | Issues JOC task order.   |
| 4.5.      | Best value construction task order contract (TOC) procedure.   |
| 4.5.1.    | Prepares solicitation package.   |
| 4.5.2.    | Solicits competitive proposal.   |
| 4.5.3.    | Negotiates 8(a) best value construction task order contract.   |
| 4.5.4.    | Awards best value construction task order contract.  |
| 4.5.5.    | Performs post-award contract action.   |
| 4.5.6.    | Issues task order.   |
| 4.6.      | Grants and cooperative Agreements.   |
| 4.6.1.    | Prepares master cooperative Agreement (MCA).   |
| 4.6.2.    | Prepares and administers appendix.   |
| 4.6.3.    | Prepares military construction cooperative Agreement.  |
| 4.6.4.    | Prepares inter service support Agreement.  |
| 4.6.5.    | Prepares memorandum of understanding/memorandum of Agreement (MOU/MOA).  |
| 4.6.6.    | Prepares special project Agreement.  |
| 4.6.7.    | Prepares modification for Agreements.  |
| 4.6.8.    | Compiles quarterly reconciliation report.  |
| 4.6.9.    | Reviews cost allocation plan.  |
| 4.6.10.   | Prepares defense assistance awards action data system (DAAADS) report. (ISSA report (as required)).  |
| 4.7.      | Contracts administration. (to include A&E, A&E DO, construction, JOC and TOC).   |
| 4.7.1.    | Processes claim & appeal action.   |
| 4.7.2.    | Adjudicates delinquent performance.  |
| 4.7.3.    | Prepares and issues modification. (non-dispute, and non-termination).  |
| 4.7.4.    | Prepares and issues termination.   |
| 4.7.5.    | Performs contract close-out.   |
| 4.8.      | Service or supply invitation for bids (IFB) / request for proposal (RFP).  |
| 4.8.1.    | Prepares solicitation package.   |
| 4.8.2.    | Issues solicitation.   |
| 4.8.3.    | Awards supply or service contract.   |
| 4.8.4.    | Performs post award action. (monitors performance / deliver, tracks late / incomplete delivery, tracks, corrects late, unsatisfactory services).   |
| <b>5.</b> | <b>System Administration. (See Section 24)</b>   |
| 5.1.      | Operating System Administration.   |
| 5.1.1.    | Perform system integrity checks.   |
| 5.1.2.    | Set/revise securities and file permissions.  |
| 5.2.      | Process acquisition regulation updates.  |

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| 5.2.1.     | Maintain SAACONS utilities.   |
| 5.3.       | Report generation.  |
| 5.3.1.     | Generate federal procurement data system report.  |
| 5.3.2.     | Create/generate ADHOC reports.  |
| 5.3.3.     | Generate SAACONS management reports.  |
| 5.3.5.     | Interface processes.  |
| 5.3.5.1.   | Perform commercial accounts processing system dump.   |
| 5.3.5.2.   | Perform commercial accounts processing system load.   |
| 5.3.5.2.1. | Data Calls Required from NGB.   |
| 5.3.5.2.2. | Training - To train all new users about PD2.  |
| 5.3.5.3.   | Setup/maintain electronic data interchange process.   |
| 5.4.       | Grants and agreements.  |
| <b>6.</b>  | <b>Transportation.</b>  |
| 6.1.       | Supervises the operation of commercial transportation and provides technical oversight to units in the development of commercial transportation plans.  |
| 6.1.1.     | Provides commercial transportation guidance and support to individual, unit, organization and activity.   |
| 6.1.2.     | Manages and provides oversight to transportation program including budget preparation, long-range plans and forecasts.  |
| 6.1.3.     | Provides technical guidance in development and publication of guidance, procedures and regulations.   |
| 6.1.4.     | Provides oversight for transportation of hazardous materiel and hazardous waste within state.   |
| 6.1.5.     | Provides training and instruction to unit movement personnel.   |
| 6.1.6.     | Provides oversight for DA approved travel agent for official travel to ensure contract compliance.  |
| 6.1.7.     | Manages and supervises the GSA vehicle lease program.   |
| <b>7.</b>  | <b>Commercial Transportation.</b>   |
| 7.1.       | Supervise commercial transportation support to DoD, individual, unit, activity in state and functions as transportation agent for the USPFO.  |
| 7.1.1.     | Manages and coordinates commercial transportation program.  |
| 7.1.1.1.   | Air mobility command (AMC).   |
| 7.1.1.2.   | Military Traffic Management Command (MTMC).   |
| 7.1.1.3.   | Commercial carrier, federal, state, and local authority.  |
| 7.1.2.     | Plan, prepare and forecast commercial transportation requirement.   |
| 7.1.3.     | Prepares commercial transportation estimate on unit equipment list (UEL).   |
| 7.1.4.     | Prepares manage and evaluate budget preparation, long-range plan and forecast.  |
| 7.1.5.     | Prioritizes commercial transportation requirement.  |
| 7.1.6.     | Obligates government funds reconcile and verify commercial travel and transportation account prior to payment.  |
| 7.1.7.     | Monitors the DA approved travel agent for official travel for quality assurance as a contract officer representative (COR).   |
| 7.1.8.     | Provides necessary services incident to receipt, dispatch and processing of commodity and passenger traffic.  |
| 7.1.9.     | Analyzes availability of transportation mode.   |
| 7.1.10.    | Manages a stray freight program.  |
| 7.1.11.    | Manages carrier performance program   |
| 7.2.       | Provides technical expertise.   |
| 7.2.1.     | Manage and inspect container.   |
| 7.2.2.     | Coordinates special shipping requirement (i.e. hazardous materials, explosives, over-dimensional shipments) and verify safety inspection certificates of commercial carrier equipment prior to use. |
| 7.2.3.     | Monitors and reviews individual, group, or unit travel order for compliance with applicable regulation.   |
| 7.2.4.     | Certifies hazardous, sensitive, or classified cargo.  |
| 7.2.5.     | Provides technical supervision of GSA lease program.  |
| 7.3.       | Originates document.  |

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| 7.3.1.    | Government bill of lading (GBL).   |
| 7.3.2.    | Government transportation request (GTR).   |
| 7.3.3.    | Transportation control movement document (TCMD).   |
| 7.3.4.    | Other related transportation documents (by type).  |
| 7.4.      | Coordinates with military traffic branch.  |
| 7.5.      | Processes commercial airline ticket for passenger travel.  |
| 7.6.      | Provides system administration for automated system.   |
| <b>8.</b> | <b>Comptroller - Technician Pay.</b>   |
| 8.1.      | Technician payroll change document.  |
| 8.1.1.    | Processes personnel documentation.   |
| 8.1.2.    | Processes law enforcement and jury duty leave collection actions. (calculates and notifies defense finance accounting services (DFAS) of collection necessary such as law enforcement leave (LEL) and jury duty.)  |
| 8.2.      | Time & attendance (T&A) action.  |
| 8.2.1.    | Distributes T&A card. Requests and distributes T&A card and leave availability report.   |
| 8.2.2.    | Requests, reviews, and analyzes all payroll output reports. (missing T&A report, invalid transaction report, control of hours report, and conversion of hours report). Reviews payroll output report, makes corrections on DCPS, and files.  |
| 8.2.3.    | Processes time & attendance (T&A) card. Ensures bi-weekly receipt of time & attendance card for each technician.   |
| 8.3.      | Customer services. Serves as liaison for defense finance accounting services (DFAS), human resource office (HRO), and technicians.   |
| 8.3.1.    | Researches and resolves pay/personnel inquiries involving DFAS and HRO.  |
| 8.3.2.    | Researches and resolves employee pay inquiries. (assists employee in resolution of pay issue.)   |
| 8.3.3.    | Processes 931 unemployment form.   |
| 8.3.4.    | Processes financial institutions' form for verification of employment.   |
| 8.3.5.    | Provides technical guidance and/or assistance session/meeting for timekeepers and certifying officials on T&A administrative procedures. Assesses the timekeeper's or certifying official's need for guidance and/or assistance; coordinates schedule; provides assistance; and evaluates performance of timekeeper and certifying official. |
| 8.4.      | Leave validation.  |
| 8.4.1.    | Requests, receives, and analyzes tech manday report.   |
| 8.4.2.    | Receives amended T&A's and/or memorandum document, performs corrective action, and files.  |
| 8.5.      | Processes National Guard Association of the United States Insurance Trust (NGAUSIT) quarterly report.  |
| 8.5.1.    | Receives report.   |
| 8.5.2.    | Researches employee background information.  |
| 8.5.3.    | Forwards changes to RELIASTAR and updates master employee record (MER) file.   |
| 8.5.4.    | Files report.  |
| <b>9.</b> | <b>Supply And Services.</b>  |
| 9.1.      | Management, supervision, & coordination.   |
| 9.1.1.    | Plans, organizes, and directs the supply and service support within the state, to include supply and storage management, property management, material management, and stock control function.   |
| 9.1.2.    | Assists units, organizations and activities of the state in support level supply and service matters.  |
| 9.1.3.    | Monitors warehouse operations, material management, stock control, transportation, automated property <b>accountability</b> systems to ensure property book accuracy through required reconciliation.  |
| 9.1.4.    | Performs staff management activities to include programming, development of budget estimates and budget review and monitors account utilization.   |
| 9.1.5.    | Supervises and coordinates supply support.   |
| 9.1.6.    | Prepares, reviews, and verifies logistic reports.  |
| 9.1.7.    | Controls and administers stock fund logistic accounts.   |

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| 9.1.8.     | Reviews inter-service support Agreement (ISSA).   |
| 9.1.9.     | Reviews <b>intra-service</b> support Agreement (ISSA).  |
| 9.2.       | Data.   |
| 9.2.1.     | Maintains required files and logistical data.   |
| <b>10.</b> | <b>Storage And Distribution.</b>  |
| 10.1.      | Operates one or multiple warehouse operations in support of installation supply support for the state utilizing automated system.   |
| 10.1.1.    | Maintains and manages a stock record account system of record.  |
| 10.1.1.1.  | Processes request for supported unit and special customer.  |
| 10.1.1.2.  | Performs customer reconciliation.   |
| 10.1.1.3.  | Initiates JAR, ROD, DISREP, etc. As required.   |
| 10.1.1.4.  | Initiates and manages maintenance work request for reparable through maintenance depot.   |
| 10.1.2.    | Processes receipt and turn-in through SARSS-1.  |
| 10.1.2.1.  | Examines item and documentation to insure correct NSN, nomenclature, quantity, unit of issue, classification, condition, and inventories by component.  |
| 10.1.2.2.  | Places item in proper location with consideration to security, hazardous materiel content, weather, dun age, identification, accountability, weight restriction, air circulation and preservation of condition.   |
| 10.1.3.    | Conducts inventory.   |
| 10.1.3.1.  | Conducts special inventory.   |
| 10.1.3.2.  | Conducts sensitive inventory.   |
| 10.1.3.3.  | Conducts cyclic inventory.  |
| 10.1.3.4.  | Conducts annual inventory.  |
| 10.1.3.5.  | Conducts location surveys.  |
| 10.1.4.    | Process directed disposition-utilizing SARSS-1.   |
| 10.1.5.    | Performs catalog build process.   |
| 10.1.6.    | Conducts required research. Researches document history (JAR).  |
| 10.1.7.    | Performs close-out/back-up process.   |
| 10.1.8.    | Assign/performs stock picking.  |
| 10.1.9.    | Maintains suspense file.  |
| 10.1.10.   | Process software upgrades.  |
| 10.1.11.   | Performs trans-in and trans-out process.  |
| 10.1.12.   | Performs password maintenance.  |
| 10.1.13.   | Maintains stock record files.   |
| 10.1.14.   | Performs customer service.  |
| 10.1.15.   | Maintains manual job order.   |
| 10.2.      | Process shipment.   |
| 10.2.1.    | Processes incoming and outgoing property as a central receiving point.  |
| 10.2.2.    | Receives shipment. Includes hazardous materiel, recyclables e.g. paper, cardboard, metal, and tires from depots, other states, units within the state, and other agencies or persons, via various modes, i.e., commercial/military truck, rail and air. |
| 10.2.3.    | Operates various types and sizes of MHE/tools and equipment.  |
| 10.2.4.    | Examines materiel for possible special handling requirement. Examines HAZMAT/radioactive, etc. For condition, serviceability, identification, and quantity.   |
| 10.2.5.    | Determines proper routing of receipt. Determines classification, storage location, if applicable, and annotates documentation.  |
| 10.2.6.    | Reorganizes area or location. Reorganizes due to size, quantity, relationship, non-standardization, deterioration or other reason.  |
| 10.2.7.    | Assists in determining new packaging, labeling, location or movement required and accomplishes determined requirement.  |
| 10.2.8.    | Processes outgoing supply. Packages items for shipment to include recyclables and identifies all associated documentation and selects appropriate packaging method to include DRMO coordination and shipment.   |
| 10.3.      | Participates in small arms serialization program and radioactive serialization (RATTS).   |
| 10.4.      | Exercises operational control over all vehicles assigned.   |

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| 10.4.1.    | Utilizing vehicles assigned performs scheduled and unscheduled delivery of various supply type items to include movement of vehicles.  |
| 10.4.2.    | Transports HAZMAT and/or hazardous waste/special handling items.   |
| 10.5.      | Performs demilitarization function as required. (DoD 4160.21-m-1).   |
| 10.6.      | Ammunition supply point.   |
| 10.6.1.    | Receives, stores, inspects, ships and issues ammunition.   |
| 10.7.      | Operates a large site generator storage facility.  |
| 10.7.1.    | Responsible for proper receipt, storage and shipment of all items IAW dot, HAZMAT, environmental, and radioactive regulatory guidance.   |
| 10.7.2.    | Operate the OCIE Central Issue Facility  |
| <b>11.</b> | <b>Stock Control.</b>  |
| 11.1.      | Stock control.   |
| 11.1.1.    | Receives, counts, inspects, classifies, stores, re-warehouses, safeguards, preserves, and issues expendable and nonexpendable material.  |
| 11.2.      | Surveys.   |
| 11.2.1.    | Assigns stockade location, conducts location surveys and location deletions.   |
| 11.3.      | Preparation for shipment.  |
| 11.3.1.    | Selects and prepares material for transfer to other USPFO issue facilities or shipment by parcel post, organic vehicle, or common carrier to units, depots, or other activities.   |
| 11.3.2.    | Remarks and repacks material based on national stock number of unit of issue changes.  |
| 11.4.      | Ammunition.  |
| 11.4.1.    | Assists in cyclic and special inventories. Receives, stores, safeguards, and issues ammunition, explosives, and other munitions and conducts cyclic and other inventories to obtain an accurate determination of condition and quantity of stocks on hand. |
| 11.4.2.    | Conducts inspections of ammunition and storage areas and assures compliance with safety regulations and technical directives.  |
| 11.4.3.    | Receives, stores, and ships expended ammunition components and containers.   |
| 11.4.4.    | Obtains disposition instructions for unserviceable ammunition and explosives.  |
| 11.4.5.    | Participates in small arms serialization programs. Performs actions required by the army maintenance management system (TAMMS).  |
| 11.5.      | Vehicle control.   |
| 11.5.1.    | Exercises operational control over all vehicles assigned to the USPFO.   |
| <b>12.</b> | <b>Property Management.</b>  |
| 12.1.      | Management.  |
| 12.1.1.    | Manages accountable equipment assets.  |
| 12.1.2.    | Maintains an accurate reporting system for non-expendable property in the state.   |
| 12.1.3.    | Maintains TOE, TDA and CTA authorization files for units within state. Receives authorization documents, including changes.  |
| 12.1.4.    | Reviews and approves request for issue or turn-in of non-expendable property, to include adjustment documents.   |
| 12.1.5.    | Processes transaction to ADP for update of ESR (equipment status report), PAMIS (property accountability management information system), and CBS-x (continuing balance system - expended).   |
| 12.2.      | Asset redistribution.  |
| 12.2.1.    | Redistributes assets and examines authorization quantities, on hand quantities and due-in quantities, by unit, in order to determine excesses and shortages in units or imbalances percentage wise between units.  |
| 12.2.2.    | Prepares lateral transfers for property moves, including turn-in of items, which are excess to the needs of the state.   |
| 12.2.3.    | Monitors incoming shipments from other states (REDFRAM).   |
| 12.3.      | Property book.   |
| 12.3.1.    | Performs property book reconciliation's.   |
| 12.4.      | S & S programs   |
| 12.4.1.    | Maintains SASP (small arms serialization program).   |
| 12.5.      | Reports.   |

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| 12.6.      | Report updates to the national level on ESR, PALIS, CBS and SASP.   |
| <b>13.</b> | <b>Property Management.</b>   |
| 13.1.      | Manages accountable equipment asset within the respective state.  |
| 13.1.1.    | Performs analysis of equipment requirement and available asset for redistribution to higher priority units to attain maximum overall readiness within units based on their force structure alignment.                             |
| 13.1.2.    | Utilizes REQVAL/DES system to perform ongoing analysis of both current and future authorization change to effect readiness redistribution.  |
| 13.1.3.    | Maintains SPBS-R tower for the state and coordinate transmission of CBS-x transactions from subordinate SPBS-r system for subsequent transmission to LOGSA.   |
| 13.1.4.    | Maintains distribution equipment system (DES) 1 as a system of record for overall management of equipment within the state in conjunction with SPBS-r tower system.   |
| 13.1.5.    | Manages redistribution of equipment by directing transfer and turn-in of major end items within the state.  |
| 13.1.6.    | Prepares equipment report and equipment analysis.   |
| 13.1.7.    | Reviews unit readiness report. Reviews EOH data for validity and redistribution analysis.   |
| 13.1.8.    | Maintains MTOE, TDA and CTA authorization document and coordinate implementation.   |
| 13.1.9.    | Reviews MTOE, TDA and CTA request for equipment authorization change, authenticity and authorization/ justification.  |
| 13.1.10.   | Inspects proper authorization for non-expendable property at unit level.  |
| 13.1.11.   | Performs as serialization officer for state and controls on-hand of unique item tracking (UIT).   |
| 13.1.12.   | Manages CBS-x, SASP, CCIP, and RATTs reporting to LOGSA and NGB.  |
| 13.1.13.   | Manages the wipe test reporting of radioactive chemical detector and chemical agent monitor.  |
| 13.1.14.   | Reviews and approves unit requisition and turn-in of property book items for determination for redistribution intra-state or excess to higher.  |
| 13.1.15.   | Coordinates with AMC/DLA/NGB program manager to effect receipt of required equipment to maximize readiness of unit.   |
| 13.1.16.   | Provides technical guidance and instruction to units involving SPBS-R procedures and functions.   |
| 13.1.17.   | Monitors visibility of incoming equipment from out of state (REDFRAM) for analysis of need.   |
| 13.1.18.   | Coordinates assignment of inbound equipment with materiel section for assignment to designated units.   |
| 13.1.19.   | Manage and direct equipment loan from unit assets to intra-state NG unit, other DoD entities, federal agencies, boy scouts, non-profit and civilian organizations.  |
| 13.1.20.   | Prepares loan/lease Agreements for coordinated loan.  |
| 13.1.21.   | Coordinates bond/insurance requirement IAW regulatory guidance.   |
| 13.1.22.   | Manages assignment of state assigned line item number (SLIN).   |
| 13.1.23.   | Manages and maintains the state SPBS-R catalog data file.   |
| 13.1.24.   | Conducts property book validation annually and upon change of accountable officer, IAW regulatory guidance.   |
| 13.1.25.   | Inspects and reviews all non-expendable unit transactions for proper documentation and accurate posting during property book validation.  |
| 13.1.26.   | Performs an analysis overview of validation and transaction review.   |
| <b>14.</b> | <b>Supply Accountability, Assistance, And Instruction (Team).</b>   |
| 14.1.      | Provides expert supply technical advice to unit and activity concerning supply procedure, doctrine, technique, and method.  |
| 14.1.1.    | Provides supply assistance to state unit via in response to unit request or direction by higher authority.  |
| 14.1.2.    | Provides verification of inventory accuracy of property to the DOL/USPFO using selective statistical samplings of inventories of end items, sets, kits, and outfits (SKO) components.   |
| 14.1.3.    | Conducts formal and informal supply management training to DOL entities and units (within all log STAMIS').   |
| 14.1.4.    | Conducts random statistical sample of clothing record, food service record, OCIE record, CSDP and supply management control program, and overall unit/activity supply management to analyze unit supply management review/report. |
| <b>15.</b> | <b>Materiel Management.</b>   |

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| 15.1.      | Supervises materiel management branch of the supply and services division and admin section.   |
| 15.1.1.    | Maintains and manages the standard army retail supply system (SARSS) master control system (SMCS) to include startup and shutdown.                 |
| 15.1.2.    | Assigns RIC/SOS/MATCAT to specific materiel managers for commodity management.   |
| 15.1.3.    | Ensures/maintains all parameter SARSS operational procedures IAW appropriate regulations.  |
| 15.1.4.    | Functions as a sub program manager to allocate and oversee expenditure of funds.   |
| 15.1.5.    | Achieve velocity management goals within funding constraints.  |
| 15.1.6.    | Management control number register (MCN).  |
| 15.1.7.    | Establishes and maintains materiel manager file/record update authority (password).  |
| 15.1.8.    | Monitor prior year fund expenditures.  |
| <b>16.</b> | <b>Administration, Materiel Management.</b>  |
| 16.1.      | Performs word processing.  |
| 16.2.      | Processes mail and distribution.   |
| 16.3.      | Maintains form stockade, files, charts and operating supplies.   |
| 16.4.      | Operates copy machine, telecommunications, computer, and Micrographics equipment.  |
| 16.5.      | Provides secretarial support and receives visitors.  |
| 16.6.      | Maintains publication files, coordinates requirement, order, and distribution.   |
| 16.7.      | Maintains required authorization to receipt for supplies file.   |
| <b>17.</b> | <b>Materiel Management.</b>  |
| 17.1.      | Manages materiel management programs using the current logistics systems.  |
| 17.1.1.    | Manages and maintains the (SARSS 2AC) catalog.   |
| 17.1.2.    | Manages stockade levels reorder points (ROP), requisitioning objective and retention levels (RO), and retention levels for all SARSS-1 activities. |
| 17.1.3.    | Manages current excess programs.   |
| 17.1.4.    | Participates in authorized stockade level (ASL) review board.  |
| 17.1.5.    | Manages supply support activity reparable program.   |
| 17.1.6.    | Performs recoverable overage issue and turn-in reconciliation.   |
| 17.2.      | Creates and maintains customized file(s).  |
| 17.3.      | Recommends parameter changes. (number of parameters changes made)  |
| 17.4.      | Maintains DODAAF.  |
| 17.5.      | Performs manager review file (MRF) actions.  |
| 17.6.      | Manages allotted funds for re-supply and processing of requests.   |
| 17.7.      | Processes off-line requests.   |
| 17.8.      | Utilizes structured query language (SQL) to perform management functions.  |
| 17.9.      | Obtains/develops management/information data and reports utilizing structured query language (SQL) and standardized reports.                       |
| 17.10.     | Assign and maintain control degree (issue authority) and control echelon.  |
| 17.11.     | Issues I.M.P.A.C. procurement authority.   |
| 17.12.     | Performs and coordinates all local purchase processes.   |
| 17.13.     | Manages state subsistence accounts by monitoring each dining facility.   |
| 17.14.     | Receive, process, and manage ration requests IAW AFFS/AR 30-21, AR 30-1, and applicable state regulations.   |
| 17.15.     | Manage state petroleum account, to include compiling and submission of reports.  |
| 17.16.     | Collects data and submits state energy report.   |
| 17.17.     | Processes FSC 6505 medical requests IAW approved formularies.  |
| 17.18.     | Manages and coordinates receiving and disposal of property from and to the defense reutilization marketing office (DRMO).                          |
| 17.19.     | Participates in state menu board process.  |
| 17.20.     | Manages standard army ammunition systems (SAAS).   |
| 17.21.     | Maintains ammunition (Class V) suspension/ restriction file. (number of ammo suspension/restrictions processed)                                    |
| 17.22.     | Maintains medical (Class VIII) materiel quality control file (MMQC).   |
| 17.23.     | Participates in required inventories.  |
| 17.24.     | Participates in forecasting for special mission requirements.  |
| 17.25.     | Conducts regulatory policy research.   |



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| 17.26.     | Monitors credible returns procedures to ensure credits are received.  |
| 17.27.     | Initiate custodial available balance file (ABF) clean up and upload.  |
| 17.28.     | Initiate and process quarterly stratification report (QSR).   |
| 17.29.     | Manages report of discrepancy (ROD) process.  |
| 17.30.     | Manages and coordinates quality deficiency report (QDR) process.  |
| <b>18.</b> | <b>Military Pay.</b>  |
| 18.1.      | Processes all transmittal letters (TL) (to include local and AGR TL's).   |
| 18.2.      | Army National Guard - reserve component (ARNG-RC) payment process. Automated IDT payment process: military pay personnel do not have a function in the submission of automated IDT payments until it's time to clear the TL. At that time, the state has the option to print the TL and transactions and review it or clear the TL and allow it to process into transactions. If a state chooses to print the TL the following process should take place: produces automated IDT TL report; reviews and corrects errors; and clears the TL. |
| 18.2.1.    | Processes DA 1379 inactive duty for training (IDT) payment.   |
| 18.2.2.    | Processes non-DA 1379 IDT payments split unit training assembly (SUTA), equivalent training (ET), additional flight training period (AFTP), readiness management assembly RMA), additional training assembly (ATA), and other manual payments.  |
| 18.2.3.    | Processes active duty transaction for input (base pay, basic allowance for housing type II, basic allowance for subsistence.  |
| 18.2.4.    | Processes unique entitlement (non automated special and incentive pay and allowances based upon tour requirements, e.g., family separation allowance, variable housing allowance, etc.).  |
| 18.2.5.    | Processes all leave documents at end of long tour of active duty. Pays accrued leave (DD 214, DA 481, and automated 481).   |
| 18.3.      | Annual training.  |
| 18.3.1.    | Prepares 45-DAy preliminary unit payroll listing (PUPL) for unit.   |
| 18.3.2.    | Prepares 10-DAy active duty master list (ADML) for annual training period.  |
| 18.3.3.    | Receives and enters appropriate changes.  |
| 18.3.4.    | Verifies final change upon start of AT period; enters officer meal collection and basic allowance for quarters (BAQ) adjustment for single soldier and pay mileage.   |
| 18.3.5.    | Receives annual training DA 1379 and verifies against master list.  |
| 18.4.      | Pay adjustments.  |
| 18.4.1.    | Processes miscellaneous pay unique item.  |
| 18.5.      | Student loan repayment  |
| 18.5.1.    | Inputs data for payment into STANFINS redesign subsystem 1 (SRD-1); certifies voucher awaiting payment; and files documentation.  |
| 18.6.      | Entitlement for incapacitation payment.   |
| 18.6.1.    | Manually compute wage and entitlement; enters into JUSTIS; verifies entry; and forwards for release for payment.  |
| 18.7.      | Severance pay processes.  |
| 18.7.1.    | Processes disability severance pay packet. Verifies and computes entitlement; verifies supporting documentation; enters data into JUSTIS, and verifies payment.   |
| 18.7.2.    | Processes non-disability severance pay packet. Verifies and computes entitlement; verifies supporting documentation; enters data into JUSTIS; and verifies payment.   |
| 18.8.      | Processes bonus payment.  |
| 18.8.1.    | Reviews supporting document, enters data (manually and automated) into JUSTIS (to include establishments, terminations, suspensions, and manual payments, and all bonus transaction identification numbers B03 and D02).  |
| 18.8.2.    | Requests MILPAY bonus control number override and requests MILPAY bonus control number override when bonus is within 40 Days of payment.  |
| 18.9.      | Mobilization and demobilization processes (to include AGR).   |
| 18.9.1.    | Processes service member mobilized, whether unit or individual.   |
| 18.9.2.    | Processes demobilized service member whether unit or individual and analyzes each individual record to ensure proper entitlements paid and adjustments have been accomplished i.e., accrued leave.  |
| 18.10.     | Reports.  |

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| 18.10.1    | Reviews and analyzes report on daily, weekly and monthly basis and makes correction via data input into JUSTIS.   |
| 18.10.2.   | Reviews and processes SIDPERS 0440 report. (SIDPERS update listing).  |
| 18.10.3.   | Analyzes and processes 164 report. (transaction that rejects and recycles from DJMS)  |
| 18.10.4.   | Analyzes and processes pay/personnel mismatch report. (mismatch report between DJMS and SIDPERS)  |
| 18.10.5.   | Reviews and processes held pay report. Suspended payments for invalid financial institutions or addresses.  |
| 18.10.6.   | Reviews and processes expired duty report. (orders pending action more than 19 days after end of the tour)  |
| 18.10.7.   | Reviews and processes noncertification of duty performed report. (paid entitlements that have not been certified)   |
| 18.10.8.   | Reviews and processes other required reports. (such as 370P, FELS, 116, 160, 162, 166, 2022, student loan, AT, army status, command pay management report, monthly status report, uncleared TL report, and incapacitation report) |
| 18.11.     | Customer service (to include AGR).  |
| 18.11.1.   | Processes all pay inquiries recorded on a pay inquiry form DA51 or locally produced form to include walk-in and electronic inquiry.   |
| 18.11.2.   | Processes request for duplicate documentation (W2's, less, c.).   |
| 18.11.3.   | Provides scheduled training session on pay procedures to full-time and service support personnel.   |
| 18.12.     | Deceased accounts (to include AGR).   |
| 18.12.1.   | Notifies DFAS-IN.   |
| 18.12.2.   | Processes deceased separation transaction.  |
| 18.12.3.   | Forwards appropriate documentation to DFAS-IN.  |
| 18.13.     | Validation table.   |
| 18.13.1.   | Updates validation table (table 39) based on permanent order, memorandum, or DFAS-IN change request.  |
| 18.14.     | Debt/credit action.   |
| 18.14.1.   | Processes individual unique debt/credit action.   |
| 18.14.2.   | Analyzes validity of debt.  |
| 18.14.3.   | Ascertains appropriate action.  |
| 18.14.4.   | Establishes adjustment, cancels and/or processes refund.  |
| 18.15.     | Unique active guard reserve (AGR).  |
| 18.15.1.   | Processes AGR transaction.  |
| 18.15.2.   | Reviews document with information in DJMS-AC.   |
| 18.15.3.   | Enters data through appropriate screen (BAQ, VHA, etc.)   |
| 18.15.4.   | Enters data for new accession, separations, debt management, and other transactions JDC III.  |
| 18.15.5.   | Processes DA 31's (leave data).   |
| 18.15.6.   | Enters leave data for AGR personnel into DJMS-AC.   |
| 18.15.7.   | Uploads AGR pay data (cycles) to DFAS. (electronically transmits to DFAS.)  |
| 18.15.8.   | Process all AGR update report. (document transmittal list; jumps leave trans input; processed jumps update trans; daily register of rejects; recycled jumps update trans management notices; and one-time pay authorization)      |
| 18.15.9.   | Processes AGR payments for casual pay, advance pay and separation pay.  |
| <b>19.</b> | <b>Internal Review.</b>   |
| 19.1.      | Manages the internal review program.  |
| 19.1.1.    | Conducts macro risk assessment (management input, auditable entity, lead sheets, long range plan, audit trends, external audit plans, etc.).  |
| 19.1.2.    | Develops the annual audit schedule (prioritize, coordinate, brief, publish/distribute, etc.).   |
| 19.1.3.    | Updates annual audit schedule.  |
| 19.1.4.    | Prepares semiannual report.   |
| 19.1.5.    | Performs quality assurance.   |
| 19.1.6.    | Develops and maintains time tracking system (individual auditor and supervisor).  |
| 19.2.      | Performs audit service.   |

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| 19.2.1.    | Plans audit service.  |
| 19.2.1.11. | Proposes alternative audit/project approaches.  |
| 19.2.2.    | Gathers Data and documentation.   |
| 19.2.3.    | Analyzes Data.  |
| 19.2.3.1.  | Determines the type and amount of analysis necessary to develop findings or resolve an issue, including (1) testing data to verify that it is current, accurate and reliable; (2) identifying weaknesses or irregularities in the data or analysis; (3) interpreting data to identify patterns, trends, and irregularities; (4) determining whether evidence is sufficient to meet objectives of the assignment plan; and (5) combining the results of the data analysis to draw conclusions and recommendations. |
| 19.2.4.    | Prepares written communication.   |
| 19.2.5.    | Conducts briefing, conference, or interview.  |
| 19.2.5.1.  | Communicates upward and downward with department staffs to (1) gain approval of work objectives and methods and to report on progress and results; (2) assist in assignment design to refine objectives, scope, and methodology; (3) provide direction to subordinates in the conduct of work; (4) obtain approval and clearance of work objectives; (5) train and orient new staff members; and (6) chair or participate in department meetings.   |
| 19.2.5.2.  | Communicates with agency personnel to (1) schedule on-site visits and to interview knowledgeable personnel to obtain facts, opinions, and leads related to the assignment; (2) respond to questions raised by the customers about the assignments; (3) conduct entrance and exit conferences; and (4) brief department personnel on the results of the assignment.  |
| 19.2.5.3.  | Meets with management and their staffs to (1) promote mutual understanding of internal review's work; (2) brief them on the status of work; and (3) participate in presenting testimony.  |
| 19.3.      | Performs audit compliance service.  |
| 19.3.1.    | Conducts follow-up audit.   |
| 19.3.2.    | Maintains follow-up tracking system.  |
| 19.4.      | Provides audit liaison service.   |
| 19.4.1.    | Assists external audit activity.  |
| 19.5.      | Validates annual assurance statement.   |
| 19.5.1.    | Receives and reviews proposed annual assurance assessment.  |
| 19.5.2.    | Provides input to annual assurance statement.   |
| 19.5.3.    | Provides training on MCP.   |
| 19.6.      | Conducts and maintains staff review of ANG Assistant USPFO for the USPFO.   |
| 19.6.1.    | Performs staff review of the assistant USPFO (fiscal) function.   |
| 19.6.2.    | Performs staff review of the assistant USPFO (real property) function.  |
| 19.6.3.    | Performs staff review of the assistant USPFO (property) function (surveillance reports, reports of survey).   |
| 19.6.4.    | Performs staff review of transportation agent function.   |
| 19.6.5.    | Performs staff review of munitions accountability systems officer function.   |
| 19.6.6.    | Performs staff review of information management agent (ADPE) function.  |
| 19.6.7.    | Reviews ANG policy & regulation changes and coordinates implementation.   |
| 19.7.      | Performs continuing professional education requirement (title by regulation).   |
| 19.7.1.    | Develops and updates individual development plan (annual).  |
| 19.7.2.    | Prepares and maintains training schedule (annual).  |
| 19.7.3.    | Prepares training budget.   |
| 19.7.4.    | Attends continuing professional education training (80 hrs per two year - only GS 343 & 511).   |
| 19.7.5.    | Maintains training history profile record.  |
| <b>20.</b> | <b>Fiscal Accounting.</b>   |
| 20.1.      | Obligation.   |
| 20.1.1.    | Processes AFCOS interface transaction.  |
| 20.1.2.    | Processes DCPS transaction.   |
| 20.1.3.    | Processes DCPS MOD transaction.   |
| 20.1.4.    | Processes SARSS-O interface transaction.  |
| 20.1.5.    | Processes SAACONS interface transaction.  |
| 20.1.6.    | Processes annual training interface transaction.  |

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| 20.1.7.    | Processes inactive duty training interface transaction.  |
| 20.1.8.    | Processes non-automated obligation document transaction. |
| 20.2.      | Disbursement.  |
| 20.2.1.    | Processes DJMS-RC interface transaction.                 |
| 20.2.2.    | Processes DCPS transaction.                              |
| 20.2.3.    | Processes inactive duty training transaction.            |
| 20.2.4.    | Processes inter-fund transaction.                        |
| 20.2.5.    | Processes non-automated TBO disbursement transaction.    |
| 20.2.6.    | Processes automated TBO disbursement transaction.        |
| 20.2.7.    | Processes automated TBS disbursement transaction.        |
| 20.3.      | Reimbursement.   |
| 20.3.1.    | Records/adjusts order transaction.                       |
| 20.3.2.    | Records earning transaction.                             |
| 20.3.3.    | Processes customer information transaction.              |
| 20.3.4.    | Processes SF 1080 billing transaction.                   |
| 20.4.      | Monthly report submission.                               |
| 20.4.1.    | Submits CSCFA-218 (status of approved resources) report. |
| 20.4.2.    | Submits CSCFA-112 (status of reimbursements) report.     |
| 20.4.3.    | Submits CSCFA-304 (expenditures) report.                 |
| 20.4.4.    | Submits NULO report.                                     |
| 20.4.5.    | Submits flash obligation report.                         |
| 20.5.      | Reconciliation.  |
| 20.5.1.    | Conducts joint unliquidated review.                      |
| 20.5.2.    | Conducts joint review of travel advance.                 |
| 20.5.3.    | Reconciles monthly edit accepted report.                 |
| 20.5.4.    | Processes DFAS uncleared report.                         |
| 20.6.      | Funding.   |
| 20.6.1.    | Processes automated funding authorization transaction.   |
| 20.6.2.    | Processes manual funding authorization transaction.      |
| 20.7.      | Adjustment.  |
| 20.7.1.    | Processes annual training adjustment transaction.        |
| 20.7.2.    | Processes AFCOS revocation transaction.                  |
| 20.7.3.    | Processes MILSTRIP adjustment transaction.               |
| 20.7.4.    | Processes NON-MILSTRIP adjustment transaction.           |
| 20.7.5.    | Processes credit DCPS mod transaction.                   |
| 20.7.6.    | Processes CAPS/IATS adjustment transaction.              |
| 20.7.7.    | Processes MILSTRIP cancellation transaction.             |
| 20.7.8.    | Processes MILSTRIP transfer transaction.                 |
| 20.7.9.    | Processes MILSTRIP receipt transaction.                  |
| 20.7.10.   | Processes manual adjustment transaction.                 |
| 20.7.11.   | Processes SF 1081.                                       |
| 20.8.      | Accounting Operational Control.                          |
| 20.8.1.    | Receives accounting document.                            |
| 20.8.2.    | Prepares and schedules Data update.                      |
| 20.8.3.    | Creates accounting edit table.                           |
| 20.8.4.    | Analyzes internal control procedure checklist.           |
| 20.8.5.    | Provides monthly customer report.                        |
| 20.8.6.    | Retains monthly substantiating documentation.            |
| 20.9.      | Cash Collection.   |
| 20.9.1.    | Processes DD 1131 cash collection voucher.               |
| 20.9.2.    | Processes SF 215 deposit ticket.                         |
| <b>21.</b> | <b>Voucher Exam.</b>                                     |
| 21.1.      | Travel pay.  |
| 21.1.1.    | Processes travel advance voucher.                        |
| 21.1.2.    | Processes travel settlement.                             |

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| 21.1.3.    | Processes IATS disbursement file.                               |
| 21.1.4.    | Processes collection.   |
| 21.1.5.    | Reconciles outstanding accounts.                                |
| 21.2.      | Vendor pay.   |
| 21.2.1.    | Receives vendor pay document                                    |
| 21.2.2.    | Inputs procurement contract/modification to CAPS.               |
| 21.2.3.    | Processes CAPS invoice.   |
| 21.2.4.    | Processes CAPS receiving report.                                |
| 21.2.5.    | Prepares voucher for payment.                                   |
| 21.2.6.    | Edits record for government travel services (GTS).              |
| 21.2.7.    | Processes CAPS disbursement file.                               |
| 21.3.      | Reports.  |
| 21.3.1.    | Prepares CAPS Daily report.                                     |
| 21.3.2.    | Prepares CAPS weekly report.                                    |
| 21.3.3.    | Prepares CAPS monthly report.                                   |
| 21.3.4.    | Prepares CAPS special report.                                   |
| 21.3.5.    | Prepares CAPS annual tax report.                                |
| 21.3.6.    | Prepares IATS tax report.                                       |
| 21.3.7.    | Prepares random audit sample spreadsheet.                       |
| 21.4.      | CAPS/IATS system administration.                                |
| 21.4.1.    | Conducts daily backup.  |
| 21.4.2.    | Updates program software in accordance with DoD directive.      |
| 21.4.3.    | Updates data table.   |
| 21.4.4.    | Provides system security for CAPS/IATS.                         |
| 21.4.5.    | Maintains integrity of CAPS database.                           |
| 21.5.      | Customer support.   |
| 21.5.1.    | Responds to pay inquiry.  |
| 21.5.2.    | Provides technical assistance.                                  |
| 21.5.3.    | Processes returned check/rejected EFT.                          |
| 21.5.4.    | Processes returned advice of pay.                               |
| 21.6.      | Quality assurance.  |
| 21.7.      | Budget operations.  |
| <b>22.</b> | <b>IPB Operations.</b>  |
| <b>23</b>  | <b>USPFO Roles and Responsibilities</b>                         |
| 23.1       | Appoints Assistant USPFO's                                      |
| 23.1.1.    | Provides statutory, regulatory and technical oversight          |
| 23.1.2.    | Obtain reports and data in functional areas                     |
| 23.2.      | Principal advisor to the TAG, Commanders and Staff              |
| 23.3.      | Coordinate NGB actions  |
| 23.4.      | Principal advisor to the PBAC and FMB                           |
| 23.5.      | Appoint Program and Account Managers                            |
| 23.6.      | Perform functions of Grants Officer                             |
| <b>24</b>  | <b>Comptroller</b>  |
| 24.1.      | Provide fiscal and resource management training                 |
| <b>25</b>  | <b>Data Processing Installation (See Section 5 and compare)</b> |
|            | <b>Insert Data sent by COL Kinghorn</b>                         |
|            | <b>DIRECTORATE OF CIVIL MILITARY RELATIONS</b>                  |
| <b>1.</b>  | <b>ESGR Program.</b>  |
| 1.1.       | Coordinate and conduct boss lift.                               |
| 1.2.       | Promote boss recognition programs.                              |
| 1.3.       | Foster employer awareness.                                      |
| 1.4.       | Facilitate employer/employee conflict resolution.               |
| <b>2.</b>  | <b>Ceremonial Teams.</b>  |
| 2.1.       | Task honor guard teams.   |
| 2.2.       | Coordinate ceremonial band schedules.                           |

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| <b>3.</b> | <b>Family Programs.</b>   |
| 3.1.      | Execute family program budget.  |
| 3.2.      | Train volunteers.   |
| 3.3.      | Conducts open house/workshops/conferences.  |
| 3.4.      | Develops and sustains army and air state family program structure.  |
| 3.4.1.    | Participates in quality of life (QOL) meeting dealing with issues at all levels of army and air command.      |
| 3.4.2.    | Executes GOL plan of action.  |
| 3.4.3.    | Conducts state family program advisory team meeting (SFPAT).  |
| 3.5.      | Provides technical assistance to all army and air command levels for sustainment of family support structure. |
| 3.5.1.    | Responds to inquiry for technical assistance.   |
| 3.5.2.    | Conducts staff assistance visit.  |
| 3.5.3.    | Plans and conducts army and air GOL and family readiness training/education event.                            |
| 3.5.4.    | Determines training need and resource.  |
| 3.5.5.    | Schedules, announce and market training event.  |
| 3.5.6.    | Assigns/arranges presenter for training.  |
| 3.5.7.    | Initiates travel order (for training) for presenter and eligible attendee.                                    |
| 3.5.8.    | Identifies and assembles material (attendee packet) required for training.                                    |
| 3.5.9.    | Reviews evaluation, processes travel claim and prepares after action review.                                  |
| 3.6.      | Disseminates GOL and family readiness information to army and air guard families and commands.                |
| 3.6.1.    | Prepares and publishes GOL and family readiness newsletter.   |
| 3.6.2.    | Educates and provides information in the preparation of unit family support telephone tree.                   |
| 3.6.3.    | Prepares quarterly family program narrative report to NGB-FP.   |
| 3.7.      | Manages new service member family sponsorship program.  |
| 3.7.1.    | Provides welcome packet to new service member and family.   |
| 3.7.2.    | Disseminates family sponsorship memorandum to unit volunteer.   |
| 3.8.      | Provides family program liaison service between military/civilian agency and family.                          |
| 3.8.1.    | Identifies and updates military and civilian human service resource directory.                                |
| 3.8.2.    | Participates in inter-service family assistance committee and other human service agency meeting.             |
| <b>4.</b> | <b>Family Assistance.</b>   |
| 4.1.      | Designs and directs family assistance services for mobilization.  |
| 4.1.1.    | Reviews, updates and disseminates family assistance plan for federal and state military support.              |
| 4.1.2.    | Develops and conducts family assistance center training session for staff.                                    |
| 4.1.3.    | Provides family assistance service by category through operation of a family assistance center (FAC).         |
| 4.1.4.    | Plans and conducts family program per-deployment briefing.  |
| 4.1.5.    | Prepares and complies family member information form.   |
| 4.1.6.    | Schedules/conducts family program reunion briefing.   |
| 4.1.7.    | Plans, conducts and participates in family program demobilization activity.                                   |
| 4.1.8.    | Prepares family program after action report (AAR) by compiling information.                                   |
| 4.2.      | Provides guidance for family care plan.   |
| 4.2.1.    | Conducts family care plans information briefing.  |
| 4.2.2.    | Provides family care plan packet.   |
| 4.3.      | Provides referral service to army and air guard member and family by category.                                |
| <b>5.</b> | <b>Markets/Organizes Volunteer Family Program (FP) For Army/Air Force.</b>                                    |
| 5.1.      | Writes/defines family program volunteer position description.   |
| 5.2.      | Recruits, interviews, and places FP volunteer and inputs into database.                                       |
| 5.3.      | Receives, reviews, and evaluates FP volunteer quarterly report.   |
| 5.4.      | Organizes FP volunteer award/recognition program/events.  |
| 5.4.1.    | Publishes and distributes volunteer recognition guideline/packet.   |
| 5.4.2.    | Receives and approves volunteer recognition nomination form.  |

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| 5.4.3.  | Presents/provides volunteer recognition item.   |
| <b>6.</b>   | <b>Resource Management.</b>   |
| 6.1.  | Processes non-appropriated fund (NAF) volunteer claim for reimbursement.  |
| 6.1.1.  | Collects volunteer claim.   |
| 6.1.2.  | Reviews claim for accuracy.   |
| 6.1.3.  | Prepares claim for NAF council meeting.   |
| 6.2.  | Conducts NAF council meeting and prepares NAF council meeting minutes.  |
| 6.3.  | Prepares and mails NAF check for payment.   |
| 6.3.1.  | Records NAF payment in check register.  |
| 6.3.2.  | Records NAF payment on volunteer records of claims.   |
| 6.4.  | Writes discrepancy letter for claim.  |
| 6.5.  | Reconciles NAF bank statement.  |
| 6.6.  | Prepares NGB-FP NAF quarterly report.   |
| 6.7.  | Prepares memorandum requesting additional NAFS from NGB.  |
| 6.8.  | Executes family program annual (appropriated) funds (AFP).  |
| 6.8.1.  | Processes family program travel order.  |
| 6.8.2.  | Requests contract for goods and services.   |
| 6.9.  | Prepares NGB-FP AFP quarterly report.   |
| 6.10.   | Prepares memorandum requesting additional AFP from NGB.   |
| 6.11.   | Reconciles AFP account.   |
| <b>7.</b>   | <b>Conduct Recognition Programs.</b>  |
| <b>8.</b>   | <b>Create Family Support Networks.</b>  |
| <b>9.</b>   | <b>Youth Programs.</b>  |
| 9.1.  | Manage star base and youth challenge program.   |
| 9.2.  | Administer mentorship programs.   |
| <b>10.</b>  | <b>Special Category Events.</b>   |
| 10.1.   | Sponsor veterans recognition programs.  |
| <b>11.</b>  | <b>Manage Civilian Use Of Military Facilities.</b>  |
| <b>12.</b>  | <b>Support Civilian/Military Events (Olympics, World Cup, Pope Visit).</b>  |
| <b>13.</b>  | <b>Innovative Readiness Training.</b>   |
| 13.1.   | Coordinate and conduct community assistance projects.   |
| <b>14.</b>  | <b>Legislative Liaison.</b>   |
| 14.1.   | Create and sustain state tuition program.   |
| 14.2.   | Prepare and justify state budget.   |
| <b>15.</b>  | <b>Military Funeral Honors/Ceremonial Program.</b>  |
| 15.1.   | Manage program funding.   |
| 15.2.   | Coordinate funeral details.   |
| 15.3.   | Prepare and coordinate funeral detail training.   |
| 15.4.   | Coordinate other ceremonial details.  |
| <b>DIRECTORATE OF INSTALLATIONS MANAGEMENT</b>                                      |   |
| <b>The following bullets/tasks applicable to 06 DIM Purple position <u>only</u></b> |   |
| <b>1.</b>   | <b>Administrative Support.</b>  |
|   | <b>DIM Provides Oversight</b>   |
| 1.1.  | Processes travel request. Coordinates all travel for CFMO personnel. Completes/reviews all support documents. <del>(Army-Only)</del>  |
| 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. |

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| 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.   |
| 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.  |
| 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.  |
| <b>2.</b> | <b>Provides Personnel Support.</b>  |
|           | <b>DIM Provides Oversight</b>   |
| 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.  |
| 2.2.2.    | Logs in pending leave form. Records pending leave by entering information in leave control log and maintains suspense and file appropriately.   |



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| 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)  |
| <b>3.</b> | <b>Systems Administration. CFMO Local Area Network (LAN)/Wide Area Network (Wan) System Administration. (Army Only).</b>   |
|           | <b>DIM Provides Oversight</b>  |
| 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)  |
| 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)   |
| <b>4.</b> | <b>Office Property Management.</b>   |
|           | <b>DIM Provides Oversight</b>  |
| 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.).   |
|           | <b>PLANNING AND PROGRAMMING</b>  |
|           | <b>DIM Provides Oversight</b>  |
| <b>5.</b> | <b>Planning.</b>   |
| 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.).   |
| 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.   |

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| 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.).   |
| 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).  |
| 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.                                       |
| <b>6.</b> | <b>Programming.</b>   |
|           | <b>DIM Provides Oversight</b>   |
| 6.1.      | Develops TAG's federal capital program (add-ons).   |
| 6.1.1.    | Converts IRCP into draft program (scope, cost, and priority).   |
| 6.1.2.    | Identifies fund sources (federal, state, and add-ons).  |
| 6.1.3.    | Coordinates with staff and other agencies.  |
| 6.1.4.    | Conducts planning board meetings.   |
| 6.1.5.    | Briefs the adjutant general, prepares and forwards TAG's program (congressional briefing packet).                     |
| 6.1.6.    | Completes project questionnaire and submits abbreviated DD form 1390/1391 to NGB.                                     |
| 6.2.      | Develops, updates and submits state capital program (SCPR).   |
| 6.2.1.    | Converts IRCP, SCP, facility life-cycle plan and other plans into draft program (scope, cost, and priority).          |
| 6.2.2.    | Identifies fund sources (federal, state and add-ons).   |
| 6.2.3.    | Coordinates with staff and other agencies.  |
| 6.2.4.    | Conducts planning board meetings.   |
| 6.2.5.    | Briefs the adjutant general, prepares and forwards TAG's SCPR.  |
| 6.2.6.    | Conducts follow-up actions (inquiries, testimony, etc.).  |
| 6.3.      | Develops, revises, and submits project-programming documentation (DD form 1390/1391, NGB form 420R, state documents). |
| 6.3.1.    | Prepares economic analysis.   |

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| 6.3.2.     | Develops, revises, and submits DD form 1390/1391.   |
| 6.3.3.     | Develops, revises, and submits NGB form 420R.   |
| 6.3.4.     | Develops, revises, and submits state forms.   |
| 6.4.       | Develops, maintains and updates maintenance/repair program.                                   |
| 6.4.1.     | Develops, maintains and updates TAG's M/R program.  |
| 6.4.2.     | Updates and forwards PIER to NGB.   |
| 6.4.3.     | Responds to NGB and state inquiries.  |
| 6.5.       | Prepares annual installation status report (ISR).   |
| 6.5.1.     | Prepares/distributes and receives forms.  |
| 6.5.2.     | Organizes and validates data.   |
| 6.5.3.     | Inputs data.  |
| 6.5.4.     | Prepares reports.   |
| 6.5.5.     | Obtains signature and forwards to NGB.  |
| 6.6.       | Develops, maintains and updates the energy program.   |
| 6.6.1.     | Conducts energy audits.   |
| 6.6.2.     | Researches and analyzes new systems and technology.   |
| 6.6.3.     | Prepares and submits programming documents (to include grants and rebates).                   |
| 6.7.       | Programs new systems and technologies (fire alarms, DTT, RCAS, GIS, physical security, etc.). |
| 6.7.1.     | Researches and analyzes new systems and technologies.   |
| 6.7.2.     | Prepares programming documents.   |
| <b>7.</b>  | <b>Real Property.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| 7.5.       | Validates (ISR) real property quantities.   |
|            | <b>DESIGN &amp; PROJECT MANAGEMENT</b>  |
| <b>8.</b>  | <b>Project Documentation Validation.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| <b>9.</b>  | <b>Architect/Engineering Firm (A/E) Selection Process.</b>                                    |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| <b>10.</b> | <b>A/E Contract Negotiation.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 10.1.      | Develops detailed cost estimate.  |
| 10.2.      | Participates in contract negotiation.   |

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| <b>11.</b> | <b>A/E Contract Modification.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| <b>12.</b> | <b>Supervision Of A/E Contract Service.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| <b>13.</b> | <b>Design Development (Projects With Consultants).</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| 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.   |
| 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).  |
| <b>14.</b> | <b>Design Development (In-House).</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 14.1.      | Develops conceptual design (10%).   |

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| 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.).  |
| 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.  |
| <b>15.</b> | <b>Requests Construction Funding.</b>  |
|            | <b>DIM Provides Oversight</b>  |
| <b>16.</b> | <b>Bidding Process.</b>  |
|            | <b>DIM Provides Oversight</b>  |
| 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.   |
| <b>17.</b> | <b>Supervision Of Construction Project.</b>  |
|            | <b>DIM Provides Oversight</b>  |
| 17.1.      | Participates in pre-construction conference.   |
| 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.   |
| 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.   |

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| 17.8.3.    | Reviews contracts cost proposal.  |
| 17.8.4.    | Participates in contract modification negotiation.                                      |
| <b>18.</b> | <b>Substantial Completion.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| <b>19.</b> | <b>Final Inspection.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 19.1.      | Conducts final inspection.  |
| 19.2.      | Prepares final project inspection report.   |
| <b>20.</b> | <b>Maintains Record Set.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 120.1.     | Reviews record set.   |
| 20.2.      | Posts change.   |
| <b>21.</b> | <b>Warranty Period.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 21.1.      | Manages warranty.   |
| 21.2.      | Conducts end of warranty inspection.  |
| <b>22.</b> | <b>Provides Project Promotional Document.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| <b>23.</b> | <b>Travel.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 23.1.      | Travels in support of construction process.   |
| 23.2.      | Travels in support of design process.   |
| <b>24.</b> | <b>Participates In Legal Actions.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| <b>25.</b> | <b>Facilities Management.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| 25.6.      | Performs cost accounting.   |
| 25.7.      | Documents performance for historical records.   |
| <b>26.</b> | <b>Organizes, Implements, And Review Maintenance And Repair Effort.</b>                 |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |



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| 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.   |
| 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.  |
| <b>27.</b> | <b>Maintains And Repairs Vehicles, Tools, And Equipment.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| <b>28.</b> | <b>Manages Funds Allocated To Support The Maintenance And Repair Program.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| 28.3.      | Prepares/presents budget request.   |
| <b>29.</b> | <b>Ensures Energy Savings Policies Are Implemented.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| <b>30.</b> | <b>Manages Utility Conservation Program (Water, Sewer, Garbage).</b>  |
|            | <b>DIM Provides Oversight</b>   |
| <b>31.</b> | <b>Manages Fire Prevention Program.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| 31.5.      | Develops/submits required report.   |
| <b>32.</b> | <b>Ensures Performance Of Facility Environmental Requirement.</b>   |
|            | <b>DIM Provides Oversight</b>   |
|            | <b>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.</b> |

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| 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.  |
| <b>33.</b> | <b>Maintains Physical Security Real Property.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| <b>34.</b> | <b>Maintains Safety Program.</b>  |
|            | <b>DIM should provides Oversight over ground safety but currently resides in aviation.</b>  |
| 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.   |
| <b>35.</b> | <b>Manages Custodial Service.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| <b>36.</b> | <b>Manages Self-Help Program.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| <b>37.</b> | <b>Performs Monthly/Annual Inspection.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 37.1.      | Conducts facility inspection.   |
| 37.2.      | Performs safety inspection.   |
| 37.3.      | Prepares installation status report (ISR) (engineering portion of part III).  |
| <b>38.</b> | <b>Performs Coordination With Public And Private Agencies.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| <b>39.</b> | <b>Provides Troop Project Coordination.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| <b>40.</b> | <b>Monitors/Operates Information Tracking System.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| <b>41.</b> | <b>Travels In Support Of Facilities Management Process.</b>   |
|            | <b>RESOURCE MANAGEMENT</b>  |
| <b>42.</b> | <b>Master Cooperative Agreement. This Includes The Administrative Processes Of Master Cooperative Agreement As Opposed To Their Financial Management.</b> |
|            | <b>DIM Provides Oversight over applicable appendices</b>  |
| 42.1.      | Initiates appendices to the master cooperative agreement.   |
| 42.1.1.    | Reviews and amends text.  |
| 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.  |



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| 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.  |
| 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.   |
| <b>43.</b> | <b>Budget Management. This Includes Both State And Federal Budget Activities And Multi-Level Coordination With, But Not Limited To, State, USP&amp;FO, NGB, Federal, Local, And Private Officials.</b>          |
|            | <b>DIM Provides Oversight</b>   |
| 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.        |
| 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.  |
| 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.   |

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| 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.   |
| <b>44.</b> | <b>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.</b> |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
| 44.3.      | Requests reimbursement based on negotiated agreements.  |
| 44.4.      | Provides professional guidance/written reports.   |
| <b>45.</b> | <b>Service Based Costing.</b>   |
|            | <b>DIM Provides Oversight</b>   |
| 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.   |
|            | <b>CONTRACT MANAGEMENT</b>  |
| <b>46.</b> | <b>Professional Services Contract.</b>  |
|            | <b>DIM Provides Oversight</b>   |
| 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.  |
| 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.   |
| 46.15.3.   | Directs obligation of funds for modification.   |
| 46.16.     | Processes contract closure.   |

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| <b>47.</b> | <b>Construction Contracts.</b>                  |
|            | <b>DIM Provides Oversight</b>                   |
| 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.                        |
| 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.                     |
| <b>48.</b> | <b>Service Contracts.</b>                       |
|            | <b>DIM Provides Oversight</b>                   |
| 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.                     |

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| 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.                         |
| 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.                                |
| <b>49.</b> | <b>Purchasing.</b>   |
|            | <b>DIM Provides Oversight</b>                              |
| 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.                                 |
| 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.                                    |
| <b>50.</b> | <b>Military Construction Cooperative Agreement (MCCA).</b> |
|            | <b>DIM Provides Oversight</b>                              |
| 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.                                      |
| <b>51.</b> | <b>Certificates Of Title.</b>                              |
|            | <b>DIM Provides Oversight</b>                              |
| 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.                                      |
| <b>52.</b> | <b>Special Agreements/Contracts.</b>                       |
|            | <b>DIM Provides Oversight</b>                              |
| 52.1.      | Interagency/intergovernmental/joint powers agreement.      |
| 52.1.1.    | Initiates agreement.                                       |
| 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.                 |

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| 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.                           |
| <b>53.</b> | <b>Coordinates Warranty Enforcement.</b>                             |
|            | <b>DIM Provides Oversight</b>  |
| 53.1.      | Initiates contract warranty inspection.                              |
| 53.2.      | Coordinates manufacture's warranty claim.                            |
| <b>54.</b> | <b>Ensures Labor Standards Compliance.</b>                           |
|            | <b>DIM Provides Oversight</b>  |
| <b>55.</b> | <b>Furnishes Data For Capitalization Record.</b>                     |
|            | <b>DIM Provides Oversight</b>  |
| <b>56.</b> | <b>Maintains State Contracting Document.</b>                         |
|            | <b>DIM Provides Oversight</b>  |
| 56.1.      | Updates state contracting policy and procedure.                      |
| 56.2.      | Researches and updates contract document format.                     |
| 56.3.      | Obtains legal review for sufficiency.                                |
| <b>57.</b> | <b>Maintains Permanent Project Record File.</b>                      |
|            | <b>DIM Provides Oversight</b>  |
| <b>58.</b> | <b>Attends Design/Construction In-Progress Review.</b>               |
|            | <b>DIM Provides Oversight</b>  |
| <b>59.</b> | <b>Prepares/Submits Special Reports.</b>                             |
|            | <b>DIM Provides Oversight</b>  |
| <b>60.</b> | <b>Maintains Contract Tracking System.</b>                           |
|            | <b>DIM Provides Oversight</b>  |
| <b>61.</b> | <b>Responds To Contract Inquiry.</b>                                 |
|            | <b>DIM Provides Oversight</b>  |
| <b>62.</b> | <b>Performs Travel.</b>  |