



Quality Work Instruction

VAFB-0001-0004

Approved: **Jerried Brown**

Date:
01 Sep 2010

Title: 576th Launch Support Services Manpower
Management Services

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Manpower Management Services

PWS Paragraph 1.4.1

Performance Objective
pertaining to PWS paragraph
1.4.1.

SDS Performance Threshold
1.4.1.

1.4.1. Manpower Management

Provide direct assistance to staff agencies and
production activities through manpower and support
plans management.

None

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet
Contract Requirements:

Detailed Procedures:

1.4.1. Create statistical based products used by management to identify manning imbalances and recommend leveling actions.

Unit Personnel Management Document (UPMR) and
Unit Manpower Document (UMD)

Computer, printer

Computer paper

Access to GS (Global Strike) UMD personnel
(AFGSC/A1), Microsoft Office Excel and Word

Centralized POC for manpower management of
squadron personnel:

- Monthly Global Strike AFGSC/A1 Manning Statistics by Work Center, AFSC (Air Force Specialty Code), Authorized/Assigned, Operations/Maintenance/ Command Section/ Squadron Total, Officer/Enlisted/ and Civilian/ Inbound/Outbound.
- Authorizations are indicated on the UMD and Assigned taken from the Excel Manning Spreadsheet. The Assigned numbers indicate how many slots are actually filled within each section.



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- The Excel Manning Spreadsheet (G: SBAR/ SBAR-Sq Manning & MOAs/Manning) indicates where squadron personnel are assigned on a daily basis. It shows Authorizations and Assigned positions attached to a name, grade and work center. This document is used by 576th personnel only.
- The Flight Superintendents have authorization to make any changes as they deem necessary to the Excel Manning Spreadsheet. It is necessary to check this document on a weekly basis to make sure personnel, authorized or unauthorized are properly documented.
- A Double billeted position will have an "A" after the number and triple billeted will have a "B" and so on. The only position numbers that count under "Authorization" is the original number.
- Weekly Squadron Staff meetings are held usually on Thursday, building 6601 main conference room at 8:30 a.m. The Manpower Manager will keep the manning slide up to date (576FLTS web page/ Document Center /Briefings/Staff Meeting). This information is located on the 576th Flight Test Squadron Manning Statistics (by AFSC) and is received once a month from AFGSC/A1 at GS. Authorization #'s are obtained from the UMD and Assigned #'s are from the Excel Manning Spreadsheet.
- Microsoft Excel Spreadsheet has been developed and is continually updated. When personnel In/Out process, or change work centers within the squadron, changes are made to this document to reflect current manning status. A paper copy of each is kept in the Continuity Binder with the Name and Location listed within the Table of Contents.



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	<ul style="list-style-type: none">Each worker is tracked by Authorized vs. Assigned to ensure personnel are equitably distributed throughout the squadron. This document is provided to the Squadron Senior Leadership to aid in manning decisions. Manning meetings, directed by the Chief, take place as required.
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required: Work Performance To Meet Contract Requirements: Detailed Procedures:	<p>1.4.1. Draft and process Manpower Authorization Change Requests (ACR) as required.</p> <p>AFI 38-101; AFD 38-1</p> <p>Computer, printer and paper</p> <p>Microsoft Office Word</p> <p>When Squadron Leadership identifies the need for a change to the Original structure, Authorization Change Request (ACR) is submitted to through Global Strike.</p> <p>A sample ACR is kept in the Continuity Binder. This is only a sample of a standard change. The nature and complexity of the change will dictate the format of the letter. Current ACR's are maintained in the Manpower Managers desk under the file name, Submitted ACR's Waiting Approval.</p> <ul style="list-style-type: none">All ACR's are submitted to Maintenance Programs and Manpower Manager prior to routing through Senior Leadership for coordination and approval. This ensures the Manpower Manager is aware of all changes being made to the organizational structure.The approval authority for all ACR's submitted to Global Strike Command is the 576th FLTS Commander. The Manpower Manager will ensure all ACR's are drafted for his signature and are signed by the Commander prior to being sent to Global Strike.



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- Personnel processing checklists are maintained and issued by the Commanders Support Staff IMr's (Information Managers) to all individuals who PCA, PCS, Separate, or Retire. Maintenance Programs section is listed on each checklist. The individual must process through all parts of the checklist including:
 - * Inbound Listings - Shows name, rank, AFSC #, Office Symbol, Date Projected (which is when they should arrive on this base), Projected Position #, and where they are coming from. This information is given to you to update.
 - * Outbound Listings - Shows Name, Rank, AFSC #, Status and Base of where they are going if not retiring, Losing Shop and Losing Date of when they will be gone or retiring if applicable.
 - * Projected Move List (which is CONFIDENTIAL); the information contained on this list is only to be released to Flight Level Supervision and above. This list contains Name, Status, Rank, Losing Shop, Gaining Shop and Date. The employee will always staple another sheet above the Projected Move List even if it is blank. When done and if not needed shred for confidentiality.

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

1.4.1. Submit Manpower staff assistance requests and brief squadron leadership on manpower status.

AFI 21-202V1_AFGSCSUP

Computer, Microsoft Word Excel, Power Point, and Mil-Mod

Access to Squadron Staff Meeting slides (576FLTS web page/Document Center /Briefings/Staff Meeting).



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Work Performance To Meet
Contract Requirements:

Global Strike POC visits to the 576 FLTS for meetings and processing for Global Strike and Manpower Manager consist of evaluation of shops, numbers, and flights. Employee will escort the POC from Global Strike through squadron for meetings, manpower studies, reorganizations, and updates to shops and personnel numbers or provide answers to any questions they may have.

Detailed Procedures:

- Several Microsoft Excel Spreadsheets are used to track personnel by AFSC, Grade, Skill Level, Work center, and Projected Gains and Losses. These documents reflect Authorized vs. Assigned and identify imbalances and deficiencies. They are provided to the Squadron Senior Leadership to aid in sound manning decisions.
- The Manpower Manager briefs the Squadron commander once a month during the Squadron Staff Meeting. This includes status on projected authorizations, the number of currently assigned Officers, Enlisted, and Civilian Personnel and the status of all ACR's in work. The Manpower Manager also briefs any additional high interest items at this time.
- Officer Manning is basically the same with Authorizations and Assigned. The Manpower Manager will work with the TE Officer to make sure that there are vacant positions located in TEOM so the Top Hand board has a place to authorize personnel PCSing into the squadron. If the position numbers in TEOM are not vacant we cannot move Top Hand Officers into the 576 FLTS due to over manning.

**PWS PARAGRAPH
STATEMENT:**

1.4.1. Verify squadron manpower in Mil-Mod database utilizing the Unit Personnel Management Roster (UPMR) and the Unit Manpower Document (UMD).



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Governing Directives:

AFI 38-204; AFD 38-2; AFI 36-2101; AFMAN 36-2622

Equipment Required:

Computer, printer and paper

Supplies Required:

Access to Mil-Mod and UMD through Global Strike, Microsoft Office Word and Excel.

Work Performance To Meet
Contract Requirements:

Authorization for Mil-Mod requires a letter from the 576 FLTS Commander on why personnel need access. Letter is then taken to 11777 to Mil-Mod personnel for authorization. Chief IM'er and Data personnel then loads Mil-Mod onto computer for passwords and authorizations for access to perform daily processing.

Detailed Procedures:

- You will receive the UMD by e-mail from Nicole Flores / Global Strike, (make sure this document is dated beginning of month and not the end of the month prior) if you have any questions contact Talbot, Timothy P MSgt USAF AFGSC / AFGSCA1. His e-mail address is located on the global address listing. If the UMD is not received within the first couple days of the month, give a courtesy call or e-mail to remind them.
- The UMD will list Office Symbols, Grade, Position Numbers, Authorized, Assigned and AFSC's. This document will list numbers only (no names).
- When UMD is received from Global Strike, e-mail it to Superintendents and the Chief, (their e-mail addresses are located in the Manning Continuity Binder). This information is necessary for the Superintendents to keep up to date on the changes that occur with personnel in the squadron. This report includes Social Security Numbers, so it is a Privacy Act Report (which is to be kept confidential).



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- Authorized and Assigned positions are indicated on the UMD, which is the skeleton of the 576th. When received crosscheck with the UPMR. Any discrepancies that are found (personnel have in/out-processed, intra-processed, changed position numbers or change of grade) please get with flight superintendent to update the official document. USAF AFGSC AFGSCA1 is the only agency who has access to change any information on this document. Authorized and Assigned positions and information are transferred to the Excel Manning Spreadsheet for the squadron personnel to update and verify on a daily basis.
 - The employee will download the most current Unit Manning Personnel Roster (UMPR) from Mil-Mod. This document can be downloaded on a Monthly, weekly, or as needed basis.
 - The UPMR will list Office symbols, grade, position numbers, authorized, assigned and AFSC numbers. This document will list numbers and names of which person is occupying the present position. This document will then be matched with the squadron Excel Manning Spreadsheet to locate any discrepancies. If discrepancies are found, employee will notify the superintendent in charge to verify and make the necessary changes or get the proper forms filled out and authorized.
 - When this report is received, forward to Superintendents and the Chief so they can accomplish their duties.
- You can also sort this report by Office Symbol, Duty AFSC and etc.



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Preparation, Review, and Approval Officials

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Controlled Distribution List

Copy No.
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30 CONS/LGCB