

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**

**PACAF DIRECTORY 90-217**

**24 JANUARY 2003**



**Command Policy**

**MANPOWER AND ORGANIZATION MISSION  
PERFORMANCE ASSESSMENT**

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This Mission Performance Standard implements AFD 90-2, Inspector General – The Inspection System. It applies to Wing Commanders and staff with manpower responsibilities assigned under the Combat Wing structure. This Mission Performance Standard supports guidance in the following: AFI 38-101, AFD 38-1, AFI 38-201, AFI 38-203, AFI 38-205, AFMAN 38-208 Vol 1, AFI 38-301, AFI 38-401, AFI 10-201, AFI 10-217, AFI 90-1102, and AFD 90-11. This directory does not apply to Air National Guard (ANG) or the US Air Force Reserve units and members.

The items listed do not constitute the order or limit the scope of the inspection. Specifically, the objective is to gain specifics concerning each inspectable item and identify organizational strengths and deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which in the exercise of good judgment, requires examination.

The attached Mission Performance Checklist (MPC) is aligned to each pertinent Wing Mission Essential Task (MET), and was developed using the Manpower and Organization (MO) Mission Essential Task List (METL), which is based on manpower core competencies. The checklist represents key manpower processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing level MO operations. Critical inspection items are indicated with a pound sign (#). A pounded item is deemed critical to the proper operation of the functional area. Inspection results for each MET are based on the cumulative assessment of inspectable items. This relationship ensures the overall final inspection result is based on the METL.

### **SUMMARY OF REVISIONS**

This PACAF Directory supersedes PACAFDIR 90-217, 7 January 2002. This document has been substantially revised and must be completely reviewed. Paragraphs **A1.2**. (Wartime Manpower Support), were completely rewritten to reflect information contained in AFI 38-205, 18 June 2002, and A1.4 (Commercial Activities Function), updated for accuracy. Source references have been updated. A “[” indicates revised material since the last update.

1. Authorized release of Word (.doc) file can *only be acquired by contacting the appropriate OPR directly.*

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Director of Plans and Programs

**Attachment 1****MANPOWER & ORGANIZATION MISSION PERFORMANCE CHECKLIST**

*(For each "yes" response, "explain how you do this"; and each "no" response, "explain why not.")*

**WING MET 5 – PROVIDE MISSION SUPPORT AND PROTECT THE FORCE**

**A1.1. MO MET 1 – MANPOWER MANAGEMENT SUPPORT** - Provide manpower management support and services to include consults, authorization and organization change requests, and products as required by base agencies to meet customer needs for improved mission performance, insightful planning, and wise resource utilization decisions as evidenced by compliance with AFI 38-101, AFI 38-201, and other applicable directives.

**A1.1.1. MANPOWER ORGANIZATION**

A1.1.1.1. (#) Are organization change requests (OCRs) prepared in accordance with Chapter 5, AFI 38-101? (AFI 38-101, Chap 5)

A1.1.1.2. (#) Does the MO staff coordinate all OCRs with responsible parties on base, such as the Civilian Personnel Office, for requests involving changes to civilian positions? (AFI 38-101, Chap 5)

**A1.1.2. MANPOWER REQUIREMENTS**

A1.1.2.1. (#) Does the MO apply and implement results of existing manpower standards as directed by HQ PACAF/XPM, after major mission change, or when a population change greater than 100 authorizations occurs? Are results implemented within 90 days of receipt of implementation instructions? (AFI 38-201, para 2.4.2 and 2.4.4)

A1.1.2.2. Does the MO have a method to track Authorization Change Request timeliness and accuracy?

A1.1.2.3. (#) Does the MO review and validate new and revised civilian position descriptions? (AFI 38-201 Chap 5)

A1.1.2.4. (#) Does the MO review and validate manpower requirements for wing Host-Tenant Support Agreements (HTSA) and Inter-Service Support Agreements (ISSA)? (AFI 38-201, para 1.4.6.8)

A1.1.2.5. (#) Does the MO validate and process Contract Manpower Equivalent (CME) requirements? (AFI 38-201, para 6.1)

**A1.1.3. MANAGEMENT ENGINEERING**

A1.1.3.1. (#) Does the MO offer and if applicable conduct consultant services to ensure effective use of manpower resources? (AFMAN 38-208 Vol 1, Chap 3)

A1.1.3.2. (#) Does the MO actively assist local customers through management engineering efforts? (e.g., reengineering, MEO, process and task improvement and other management studies, etc.) (AFI 38-201, para 1.4.6.3)

**WING MET 2 – PROVIDE RAPIDLY DEPLOYABLE FORCE**

**A1.2. MO MET 2 – WARTIME MANPOWER SUPPORT** - Provide wartime manpower support to include contingency/exercise deployment planning, wartime manpower requirements support, and review of base support plans in compliance with AFI 38-205 and other applicable directives.

A1.2.1. (#) Does the MO analyze ACRs and OCRs to ensure there are no adverse wartime UTC impacts? (AFI 38-205, para 6.7.1)

A1.2.2. (#) Do the MANPER operators comply with all required procedures for setting up, operating, and maintaining the MANPER systems? (AFI 38-205, para 6.7.4 and Attachment 5)

A1.2.3. (#) Do the MANPER operators demonstrate proficiency to operate in an employed environment? (AFI 38-205, para 6.7.5 and Attachment 5)

A1.2.4. (#) Does the MO have a current copy of all applicable Designed Operational Capability (DOC) Statements and are all required actions accomplished for units when necessary, such as monthly SORTS report validation? (PACAF Sup 1 to AFI 10-201, para 1.12.3)

**A1.2.5. PLANS/FORCE MANAGEMENT**

A1.2.5.1. (#) Do all MANPER operators demonstrate proficiency at operating the COMPES software to accomplish Manpower work? (AFI 38-205, para 6.7.2.1)

A1.2.5.2. (#) Do all deployable and deployed systems reflect the total deployment requirement/manpower document (plan) for their location? Is it current, complete, and up to date? (In-Garrison: AFI 38-205, Table 4.3, Item 2 and Table 4.5, Item 5) (Deployed: AFI 38-205 Attachment 5).

A1.2.5.3. (#) Do the In-garrison systems accurately document the locally determined worst-case scenario? (AFI 38-205, Table 4.2, Item 5)

A1.2.5.4. (#) Does the MO build/update plans and generate MANPER-B export products to members of the control staff when requested? (AFI 38-205, para 3.4.3.6.3)

**A1.2.6. MANFOR/MEFPAK PROCESSES**

A1.2.6.1. (#) Does every deployable MANPER-B system have a current and complete copy of the MANFOR? (AFI 38-205, para 6.7.3.1.1)

A1.2.6.2. (#) Do the MANPER operators demonstrate proficiency to generate standard products as well as the ability to research abstract data and generate locally defined reports. (AFI 38-205, para 6.7.3.1.2)

A1.2.6.3. (#) Can all MANPER operators identify and react to the impact of changes from/to the MANFOR? (AFI 38-205, para 6.7.3.1.3)

***WING MET 5 – PROVIDE MISSION SUPPORT AND PROTECT THE FORCE***

**A1.3. MO MET 3 – PRODUCTIVITY ENHANCEMENT FUNCTION** – Provide productivity enhancement programs and direction as evidenced by compliance with AFI 38-301, AFI 38-401, and other applicable directives.

**A1.3.1. PRODUCTIVITY ENHANCEMENT CAPITAL INVESTMENT (PECI) PROGRAM**

A1.3.1.1. (#) Does the MO promote the Peci Program? (AFI 38-301, para 1.5.4)

A1.3.1.2. (#) Does the MO submit a Report of Peci Program Expenditures and Benefits report every six months from: operational date for Fast Payback Capital Investment (FASCAP) (AFI

38-301, para 3.5.2.1 - 3.5.2.2); and, date of funds received for Productivity Investment Fund (PIFs) (AFI 38-301, para 4.5.1 - 4.5.1.2), until project amortizes? (General Reference AFI 38-301, para 1.5.4)

A1.3.1.3. (#) Does the MO maintain an auditable project file? (General Reference AFI 38-301, para 1.5.4; Specific Ref para 2.8)

A1.3.1.4. (#) Does the MO ensure that manpower deletions in the Authorization Change Request (ACR) become effective during the same fiscal quarter the equipment becomes operational and remain effective until the project amortizes? (General Reference AFI 38-301, para 1.5.5; Specific Ref 3.4.7.2)

#### **A1.3.2. INNOVATIVE DEVELOPMENT THROUGH EMPLOYEE AWARENESS (IDEA) PROGRAM**

A1.3.2.1. Does the MO provide support for the alternate processing of ideas (e.g., individuals without access to IPDS, submitters not in the Personnel Data System, classified ideas, and nondisclosure of Social Security Number (SSN), etc)? (AFI 38-401, para 1.5.4)

A1.3.2.2. (#) Does the MO conduct training on the use of IPDS and administration of the IDEA Program? (AFI 38-401, para 1.5.6)

A1.3.2.3. (#) Does the MO promote the IDEA program? (AFI 38-401, paras 1.5.7 & 6.7)

A1.3.2.4. Does the MO develop an annual budget to support IDEA program requirements? (AFI 38-401, para 1.5.8)

A1.3.2.5. Does the MO respond to high-level IDEA inquiries and audits? (AFI 38-401, para 1.5.10)

A1.3.2.6. Does the MO report standard IDEA metrics to commanders (e.g., number of ideas submitted/approved, tangible savings, etc)? (AFI 38-401, para 1.5.15)

A1.3.2.7. Does the MO ensure the unit IDEA POC listings in IPDS are updated, as required? (AFI 38-401, para 1.5.19)

A1.3.2.8. (#) Does the MO ensure management validates the accuracy of tangible savings reported by IDEA evaluators and resultant awards? (AFI 38-401, para 1.5.22)

#### **A1.4. MO MET 4 – COMMERCIAL ACTIVITIES FUNCTION – Conduct/support commercial activities studies under conditions specified and IAW OMB Circular A-76, AFI 38-203, and other publications and directives.**

A1.4.1. (#) Does the MO comply with the HQ PACAF Competitive Sourcing Checklist? (Ref HQ PACAF/XPM Policy Letter Dated 6 Mar 02).

A1.4.2. (#) Does the MO maintain CS files IAW AFMAN 37-139? (AFMAN 37-139, Table 38-3)

A1.4.3. Does the MO maintain oversight of MEOs to ensure tasks outlined in the PWS are performed within resources allocated by HQ USAF/XPM as estimated in the cost comparison? (AFI 38-203, para 8.4.1.36, and Chap 19)

A1.4.4. Does the MO ensure missing and/or workload adjustments or modifications to the PWS are made, and, when appropriate, MDS is updated to reflect the correct number of Contract Manpower Equivalents? (AFI 38-203, para 8.4.1.36)

A1.4.5. When changes are made to MEO resources does the MO ensure the expansion rules of Chapter 15 are not exceeded? (AFI 38-203, para 15.2.1)

A1.4.6. Does the MO ensure requirements for recompeting MEOs every five or ten years are met? (AFI 38-203, para 19.2.3 and 19.2.4)

**A1.5. MO MET 5 – PERFORMANCE MANAGEMENT** – Provide wing Performance Management Program oversight, guidance, and direction to ensure METS, plans, reports, reviews, and process improvements are accomplished and reported IAW AFI 90-1102, AFI 38-201, AFMAN 38-208, Vol 1, and HHQ direction.

A1.5.1. (#) Does the wing have a performance plan which uses the PACAF developed and deployed wing METs and performance measures? (AFI 90-1102, para 1.9.1)

A1.5.1.1. If applicable, were “mission unique” METs approved by the PACAF/CC? (AFI 90-1102, para 1.9)

A1.5.2. (#). Is a system in place to continuously monitor the wing’s performance of METs? (AFI 90-1102-1.9.2)

A1.5.3. Does the MO manage the wing’s performance management program? (AFI 90-1102, para 1.11.1)

A1.5.4. Does the MO provide the wing leadership and functionals guidance for development, validation, deployment, coordination, and reporting of elements required by the performance plan? (AFI 90-1102, para 1.11.2)

A1.5.5. Does the MO forward recommended best practices to PACAF/XP for review and approval for entry into the Best Practices Clearinghouse at AFMIA? (AFI 90-1102, para 1.11.5)