

FTSMCS Manpower Studies Data Input (Model)

Version 2.2.1

Full Time Support Management Control System

<https://ftsmcs.ngb.army.mil>

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Section 1

ACCESSING THE APPLICATION

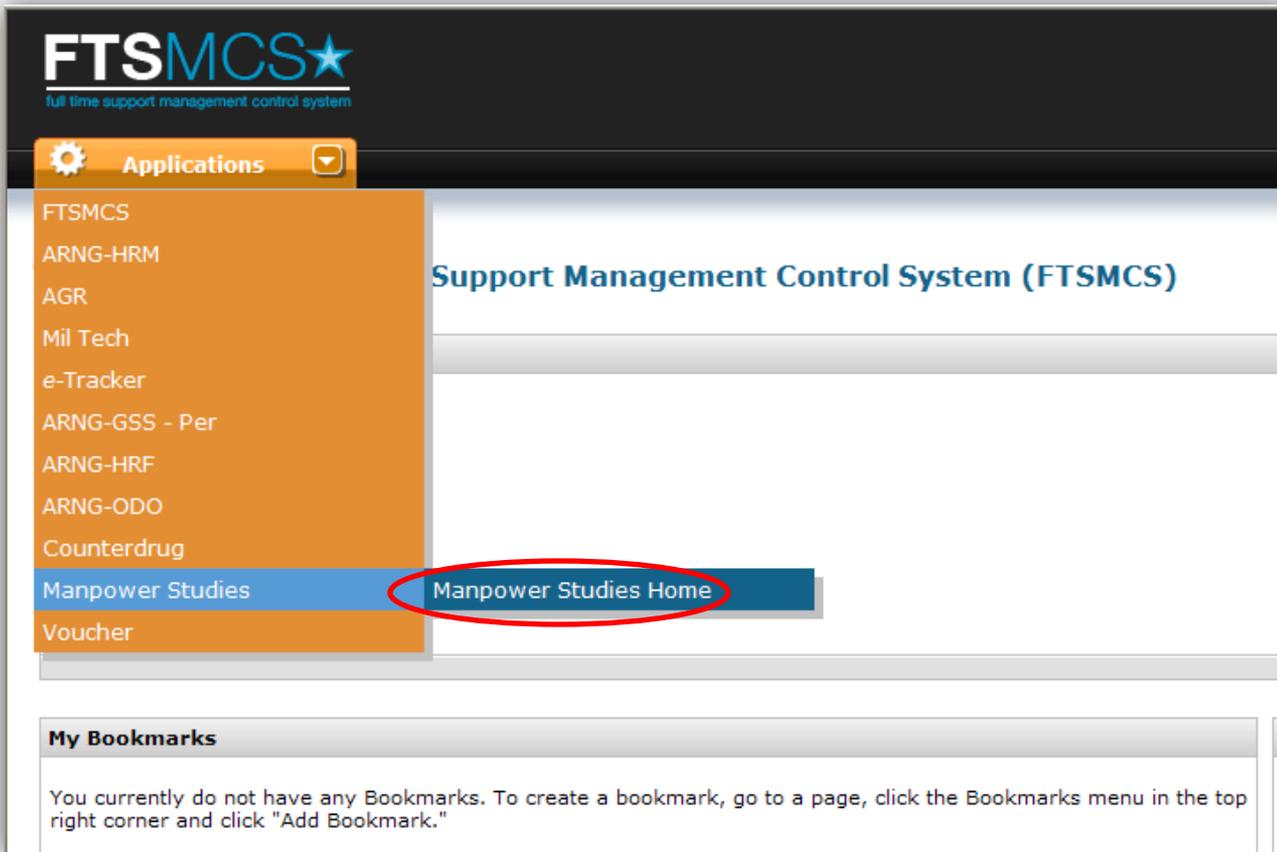
Accessing the Site

- Go to: <https://ftsmcs.ngb.army.mil/>
- Insert your CAC card into a CAC reader and click on the “Login” button to sign in. Logging in will require you to enter your CAC pin

| Welcome to FTSMCS | | |
|--|---|--------------------------------------|
| Module | Description | |
| FTSMCS - Full Time Support Management Control System | A series of tools for the State personnel, Counterdrug community and NGB Program Managers | <input type="button" value="Login"/> |
| ARNG Leave Tracking System | Leave tracking for ARNG Title 10, Title 32, and ADOS soldiers | <input type="button" value="Login"/> |
| HRMS - Human Resource Management System | ARNG Title 10 personnel system | <input type="button" value="Login"/> |

Accessing the Application

- Once in the site, go to the “Applications” tab, select “Manpower Studies” and click on “Manpower Studies Home”



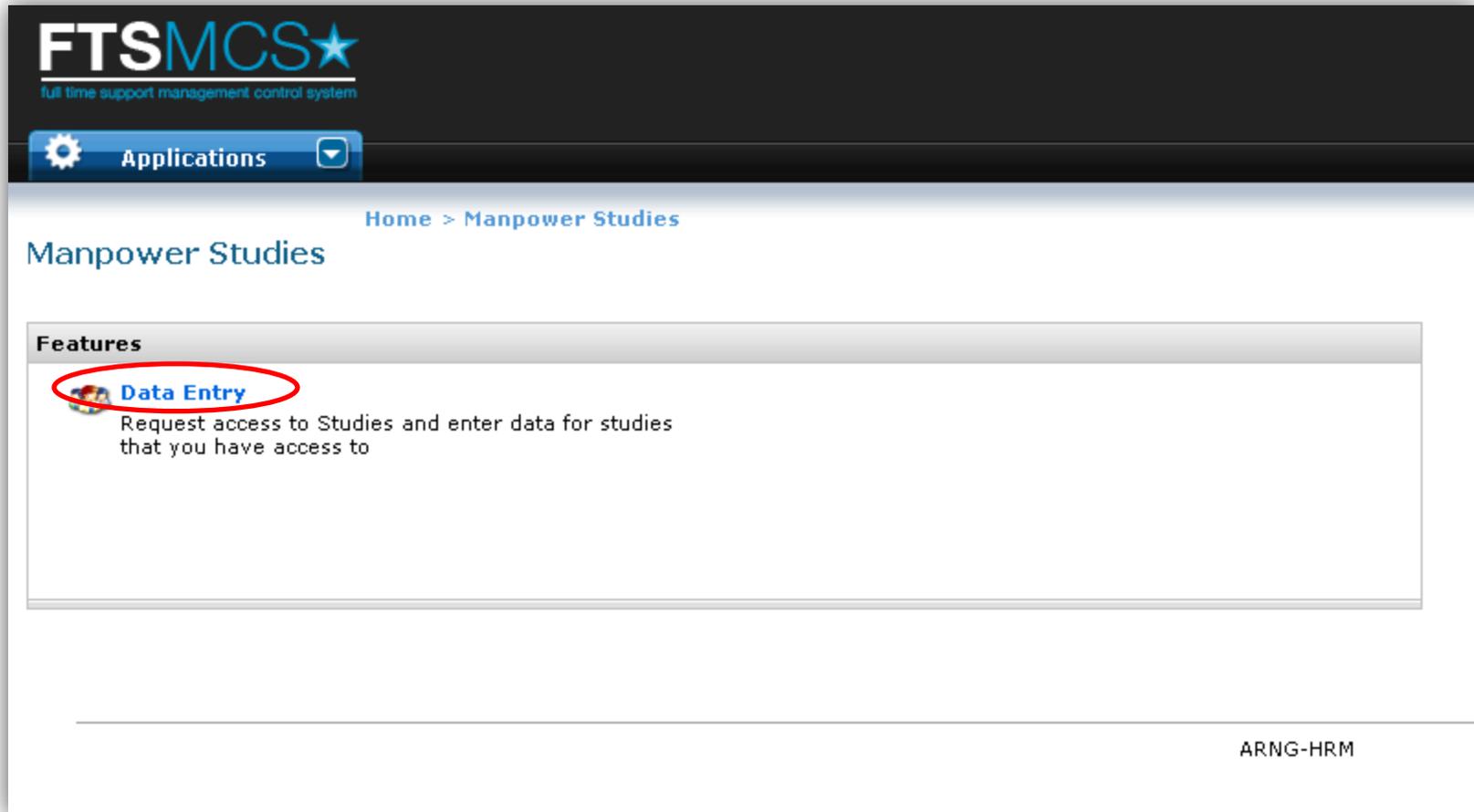
The screenshot displays the FTSMCS (Full Time Support Management Control System) web application interface. At the top left, the logo reads "FTSMCS" with a star icon and the tagline "full time support management control system" below it. A navigation bar contains an "Applications" tab with a gear icon and a dropdown arrow. The dropdown menu is open, listing various applications: FTSMCS, ARNG-HRM, AGR, Mil Tech, e-Tracker, ARNG-GSS - Per, ARNG-HRF, ARNG-ODO, Counterdrug, Manpower Studies, and Voucher. The "Manpower Studies" option is highlighted in blue, and a red circle is drawn around the "Manpower Studies Home" link within this menu. The main content area features the heading "Support Management Control System (FTSMCS)". At the bottom, a "My Bookmarks" section contains the text: "You currently do not have any Bookmarks. To create a bookmark, go to a page, click the Bookmarks menu in the top right corner and click 'Add Bookmark.'"

Section 2

SUPERVISORS

Requesting Access to a Study

- Click on the “Data Entry” link



The screenshot displays the FTSMCS (Full Time Support Management Control System) web application. The header includes the logo and a navigation bar with an 'Applications' dropdown menu. The main content area is titled 'Manpower Studies' and features a 'Features' section. Within this section, the 'Data Entry' link is highlighted with a red circle. Below the link, a description reads: 'Request access to Studies and enter data for studies that you have access to'. The footer of the page contains the text 'ARNG-HRM'.

FTSMCS
full time support management control system

Applications

Home > Manpower Studies

Manpower Studies

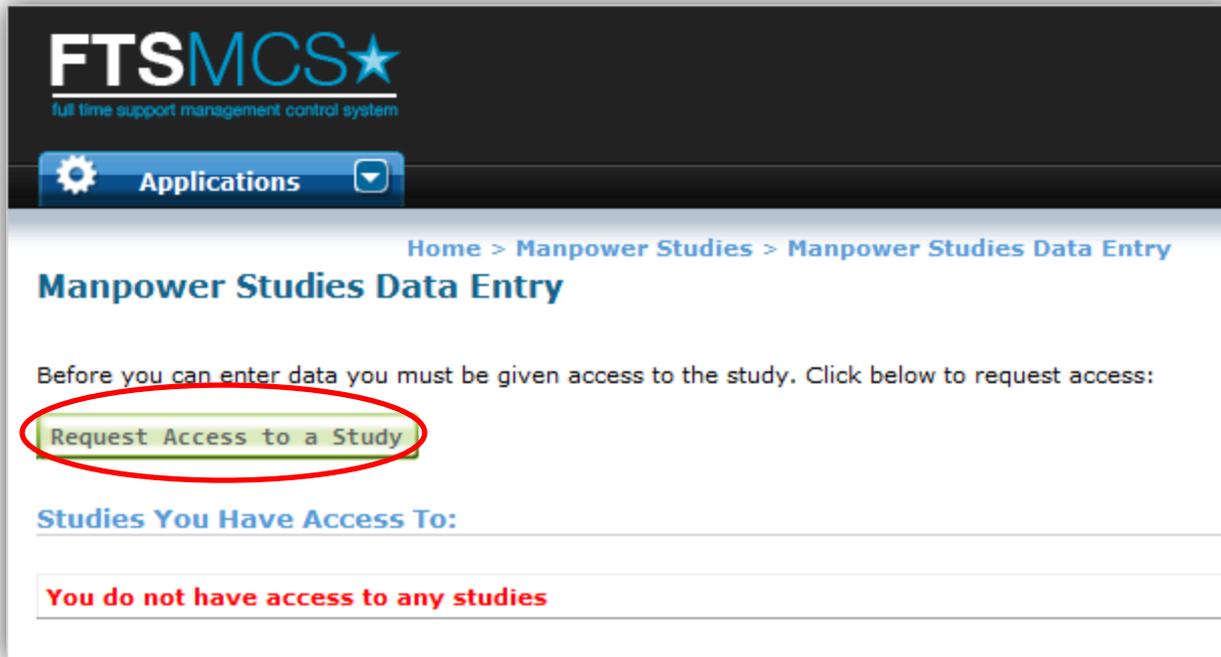
Features

 **Data Entry**
Request access to Studies and enter data for studies that you have access to

ARNG-HRM

Requesting Access to a Study

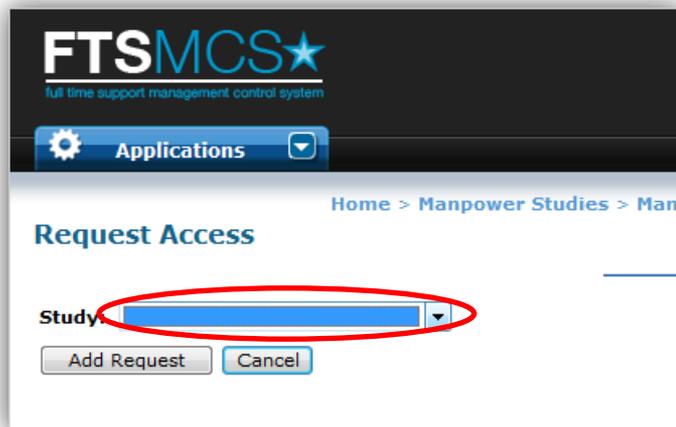
- Click on the “Request Access to a Study” button



The screenshot displays the FTSMCS (Full Time Support Management Control System) web application. The top navigation bar includes the FTSMCS logo and an 'Applications' menu. The breadcrumb trail indicates the user is in 'Home > Manpower Studies > Manpower Studies Data Entry'. The main heading is 'Manpower Studies Data Entry'. Below this, a message states: 'Before you can enter data you must be given access to the study. Click below to request access:'. A button labeled 'Request Access to a Study' is highlighted with a red circle. Below the button, there is a section titled 'Studies You Have Access To:' which contains a red message: 'You do not have access to any studies'.

Requesting Access to a Study

- Select your study, study site, and the function you supervise
- Click on the “Add Request” button to submit an access request
- ARNG-HRM personnel will review your access request and either approve or deny it. You will receive an email upon approval



The screenshot shows the FTSMCS interface with the 'Request Access' form. The 'Study' dropdown menu is highlighted with a red circle. Below the dropdown are 'Add Request' and 'Cancel' buttons. The breadcrumb trail is 'Home > Manpower Studies > Manpower'.



The screenshot shows the FTSMCS interface with the 'Request Access' form. The 'Study Site' and 'Function' dropdown menus are highlighted with red circles. Below the dropdowns are 'Add Request' and 'Cancel' buttons. The breadcrumb trail is 'Home > Manpower Studies > Manpower'. A blue arrow points from the 'Study' dropdown in the previous screenshot to the 'Study' dropdown in this one.

Completing the Data Call

- After receiving confirmation of the approval of your access request re-enter the site and go back to the “Data Entry” link.
- Next to the study you requested access to click “Enter Data”

FTSMCS
full time support management control system

My Account | Feedback | Help | Logout

Applications

Bookmarks

Home > Manpower Studies > Manpower Studies Data Entry

Manpower Studies Data Entry

Before you can enter data you must be given access to the study. Click below to request access:

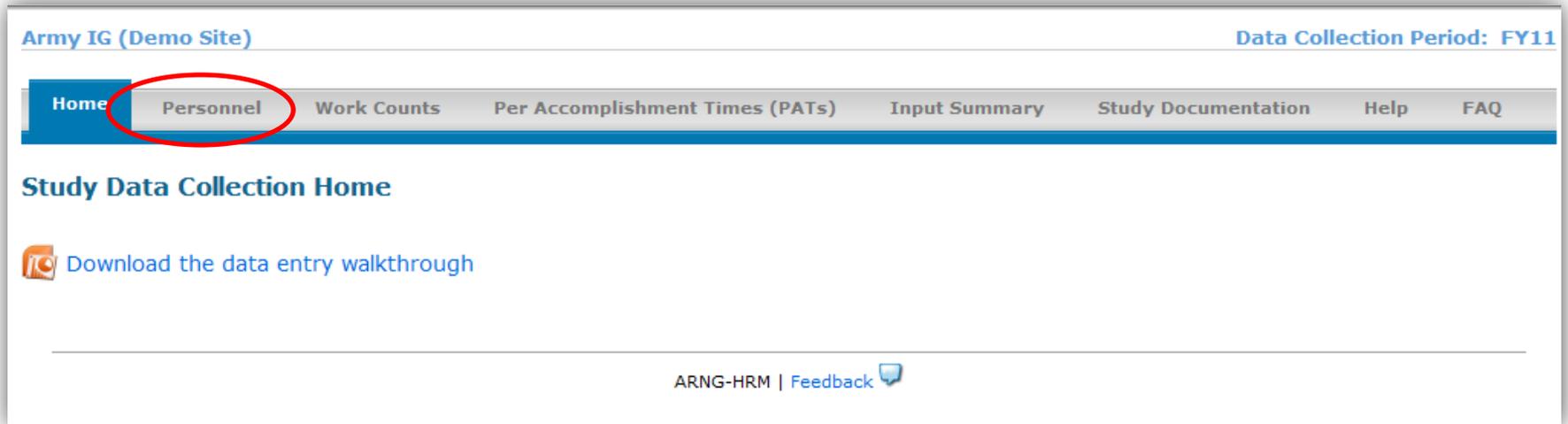
[Request Access to a Study](#)

Studies You Have Access To:

| | STUDY | SITE | STATE | DATA COLLECTION START | DATA COLLECTION END |
|----------------------------|------------------------------|---------------------------------------|-------|-----------------------|---------------------|
| Enter Data | HRO (Human Resources Office) | Virginia HRO (Human Resources Office) | VA | 01 Jan 12 | 31 Jan 13 |

Entering On Hand Personnel

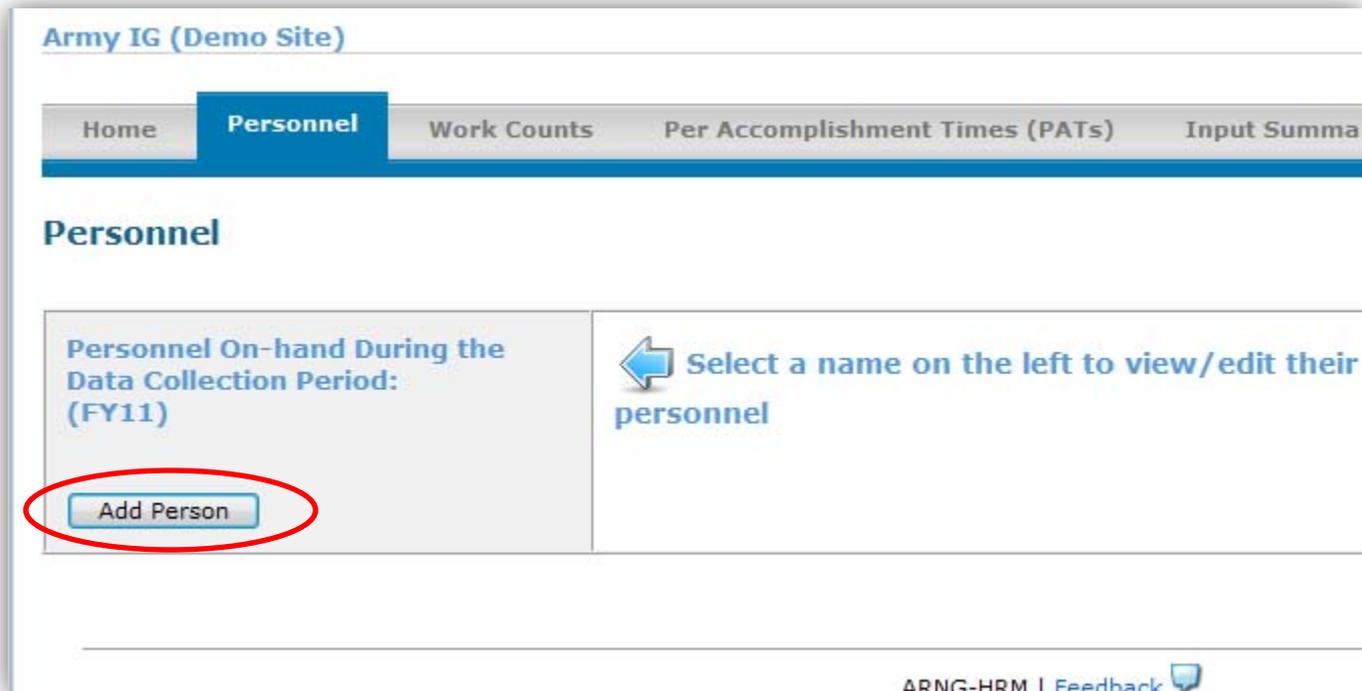
- Click on the “Personnel” tab



The screenshot displays the Army IG (Demo Site) interface. At the top left, it says "Army IG (Demo Site)" and at the top right, "Data Collection Period: FY11". Below this is a navigation bar with several tabs: "Home", "Personnel", "Work Counts", "Per Accomplishment Times (PATs)", "Input Summary", "Study Documentation", "Help", and "FAQ". The "Personnel" tab is circled in red. Below the navigation bar, the page title is "Study Data Collection Home". There is a link with a PDF icon that says "Download the data entry walkthrough". At the bottom, there is a footer that says "ARNG-HRM | Feedback" with a speech bubble icon.

Entering On Hand Personnel

- Click on the “Add Person” button.



The screenshot shows the 'Army IG (Demo Site)' interface. At the top, there is a navigation bar with tabs for 'Home', 'Personnel', 'Work Counts', 'Per Accomplishment Times (PATs)', and 'Input Summa'. The 'Personnel' tab is currently selected. Below the navigation bar, the page title is 'Personnel'. The main content area is divided into two columns. The left column contains the text 'Personnel On-hand During the Data Collection Period: (FY11)' and a button labeled 'Add Person', which is circled in red. The right column contains a blue arrow icon pointing left and the text 'Select a name on the left to view/edit their personnel'. At the bottom right of the page, there is a footer with the text 'ARNG-HRM | Feedback' and a small blue icon.

Entering On Hand Personnel

- Each person you enter must be tied to a FTSMCS account. Linking them to a FTSMCS account allows them to enter time estimates
- Search for existing FTSMCS accounts using the filters displayed at the top of the page.
- If no user account exists for the person you are trying to enter, click on the “Add New Person (no current FTSMCS Account)” button

The screenshot shows the 'Personnel' section of a web application. At the top, there is a navigation bar with tabs for 'Personnel', 'Work Counts', 'Per Accomplishment Times (PATs)', 'Input Summary', 'Study Documentation', 'Help', and 'FAQ'. The 'Personnel' tab is selected. Below the navigation bar, there is a search section titled 'Search Existing FTSMCS Users'. This section contains several input fields: 'State:' with a dropdown arrow, 'Last Name:' with a text input field, 'AKO User Name:' with a text input field followed by '@us.army.mil', and 'Status:' with a dropdown arrow set to 'Active'. A 'Search' button is located to the right of these fields. Below the search section, there is a button labeled 'Add New Person (no current FTSMCS account)'. A red 'OR' label with arrows points to both the search fields and the 'Add New Person' button, indicating that either method can be used to enter personnel.

Entering On Hand Personnel

- Complete any information that is not complete and click the “Add Personnel” button

The screenshot shows a web application interface for entering personnel data. At the top, there is a navigation bar with tabs for Home, Personnel (which is selected), Work Counts, Per Accomplishment Times (PATs), Input Summary, and Stu. Below the navigation bar, the main heading is "Personnel". The form is divided into two main sections. On the left, there is a grey box titled "Personnel On-hand During the Data Collection Period: (FY11)" containing an "Add Person" button. On the right, there are several input fields: "State:" with a dropdown menu showing "TN"; "Prefix:" with a dropdown menu; "First Name:" with a text box containing "Test"; "Last Name:" with a text box containing "User"; "AKO User name:" with a text box containing "test.user" followed by "@us.army.mil"; and "Contact Number:" with an empty text box. At the bottom of the form, there are two buttons: "Add Personnel" and "Back".

Army IG (Demo Site)

Home Personnel Work Counts Per Accomplishment Times (PATs) Input Summary Stu

Personnel

Personnel On-hand During the Data Collection Period: (FY11)

Add Person

State: TN

Prefix:

First Name: Test

Last Name: User

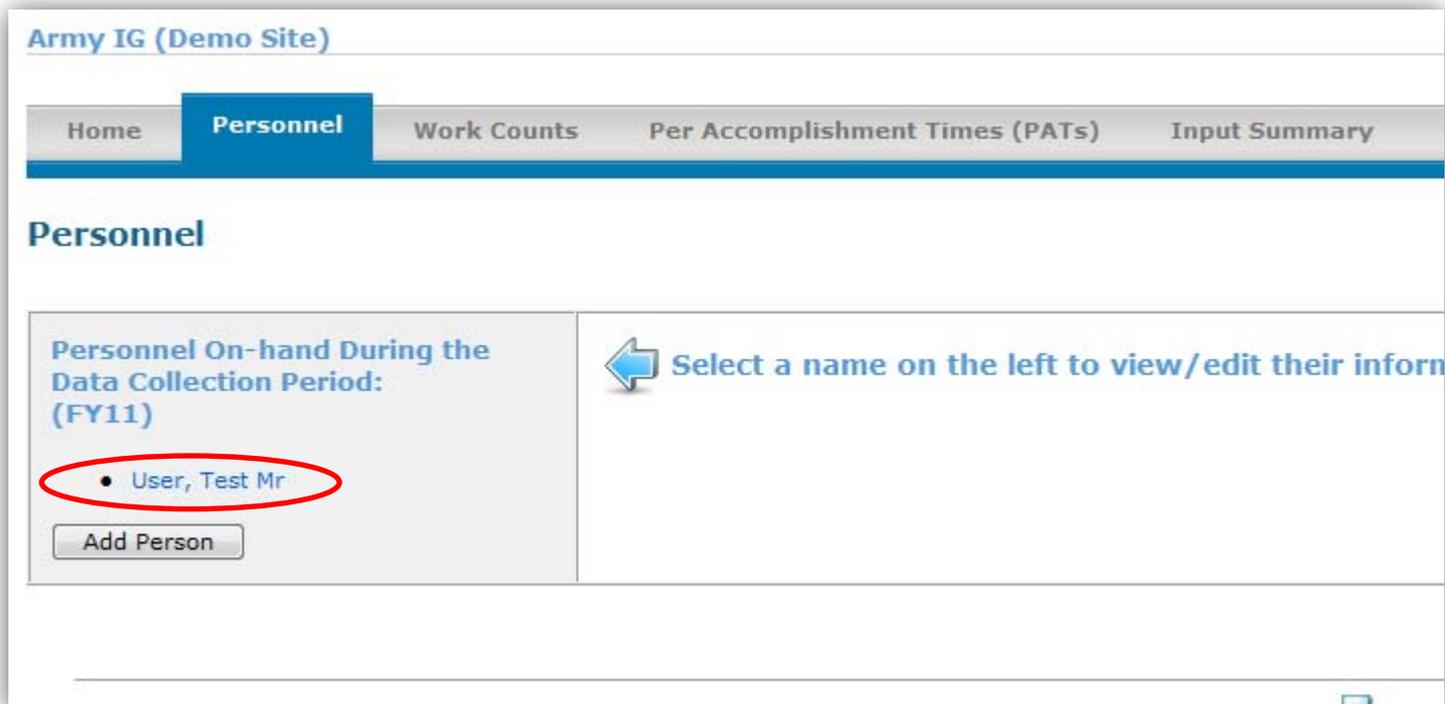
AKO User name: test.user @us.army.mil

Contact Number:

Add Personnel Back

Entering On-Hand Personnel

- Each person you enter will show up under “Personnel On-hand During the Data Collection Period”
- Click on a name to assign them to functions



Army IG (Demo Site)

Home Personnel Work Counts Per Accomplishment Times (PATs) Input Summary

Personnel

Personnel On-hand During the Data Collection Period: (FY11)

- User, Test Mr

Add Person

← Select a name on the left to view/edit their information

Entering On-Hand Personnel

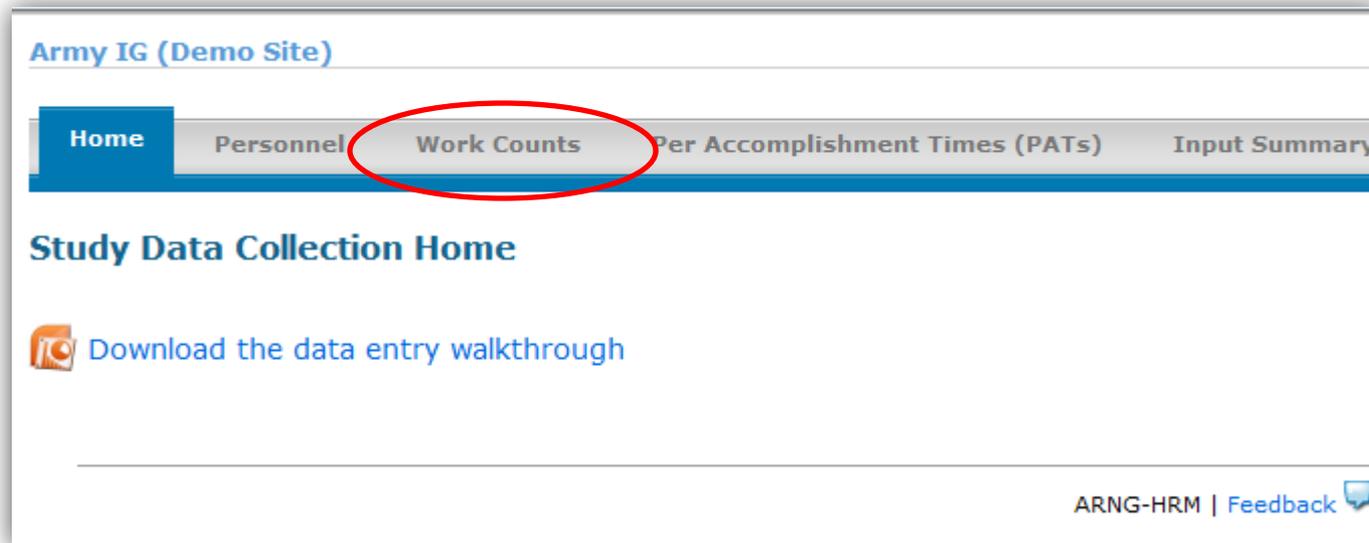
- You must assign each person to each function they worked in during the data collection period. They need to be assigned to a function before they can enter the site and enter data.
- Associate a person with a function by clicking the checkbox next to the name of the function and filling out their information

The screenshot shows a web interface for editing a person's record. On the left, a sidebar contains the text "nd During the period:". The main content area is titled "Edit Person" and contains several form fields: "Prefix" (dropdown menu with "Mr" selected), "First name" (text input with "Test"), "Last name" (text input with "User"), "AKO User name" (text input with "test.user"), and "Contact number" (text input with "111-11-1111"). Below these fields is a section titled "Functions" containing a table. The table has columns for "FUNCTION", "TYPE", "POSITION TITLE", "AGE/MOS", "CONTRACT NUMBER", and "MONTHS". The first row of the table is highlighted with a red circle around the checkbox in the "FUNCTION" column and a red oval around the "Inspector General" and "Active Component (AC)" cells. Below the table are "Save" and "Remove" buttons.

| FUNCTION | TYPE | POSITION TITLE | AGE/MOS | CONTRACT NUMBER | MONTHS |
|--|-----------------------|----------------|---------|-----------------|--------|
| <input type="checkbox"/> Inspector General | Active Component (AC) | | | | |

Entering Counts

- Click on the “Work Counts” tab



Entering Counts

- A list of processes will be shown on the left
- Click on the name of a process to begin entering data

Army IG (Demo Site)

Home Personnel **Work Counts** Per Accomplishment Times (PATs) Input Summary

Count Entry

| Assigned Process | |
|--|--|
| Inspector General |  Select a process on the left to begin |
| ● 1. Provides Assistance | |
| ● 2. Conducts Investigations | |
| ● 3. Inspection/Staff Assistance Visits Program Management | |
| ● 4. Conducts Systemic Inspections | |
| ● 5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local) | |
| ● 6. Prepares Article/Bulletin | |
| ● 7. Provides Support to External Audit/Inspection | |
| ● 8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MGC) | |

Entering Counts

- The processes authoritative source, authoritative database, workload, and additional notes will be displayed

Army IG (Demo Site) Data Collection Period: FY11

Home Personnel **Work Counts** Per Accomplishment Times (PATs) Input Summary Study Documentation Help FAQ

Count Entry

| Assigned Process | Selected Process |
|---|---|
| Inspector General <ul style="list-style-type: none">● 1. Provides Assistance● 2. Conducts Investigations● 3. Inspection/Staff Assistance Visits Program Management● 4. Conducts Systemic Inspections● 5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local)● 6. Prepares Article/Bulletin● 7. Provides Support to External Audit/Inspection● 8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MSCs)● 9. Conducts Staff Assistance Visit (IG to IG IAW AR 20-1)● 10. Conducts Local/Formal IG Training● 11. Provides Training Support to Unit/Schoolhouse● 12. IG Support to Other Meetings (Situational) | <div style="border: 2px solid red; padding: 5px;"><p>1. Provides Assistance</p><p>Authoritative source: AR 20-1 Chapter 6; para 6-1 & para 1d(2)(k)</p><p>Authoritative database: IGARS</p><p>Workload (output): Number of 1 Minute IGARS closed; Total number of IGARS closed less 1 Minute IGARS</p><p>Notes: Items (Process Drivers) that may affect the amount of time to perform this process include; # Units (ASIP); Population demographics (ASIP); Grade structure (ASIP); # Deployments (FC G3), # Redeploying Units (FC G3) Type Units (ASIP), Command Climate</p><p> Download Process Map</p></div> <p>1. Was this process performed by your personnel during the data collection period? (FY11)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No / No Historical Experience (NHE)</p> <p>2. How often was this process performed?</p> <p>This process was performed <input type="text" value="Yearly"/></p> <p>3. Is this process worked on as a team or can it be accomplished individually?</p> <p><input type="radio"/> Team <input checked="" type="radio"/> Individual</p> |

Entering Counts

- You can view the process map by clicking on the link highlighted below

Army IG (Demo Site) Data Collection Period: FY11

Home Personnel **Work Counts** Per Accomplishment Times (PATs) Input Summary Study Documentation Help FAQ

Count Entry

| Assigned Process | Selected Process |
|---|---|
| Inspector General <ul style="list-style-type: none">1. Provides Assistance2. Conducts Investigations3. Inspection/Staff Assistance Visits Program Management4. Conducts Systemic Inspections5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local)6. Prepares Article/Bulletin7. Provides Support to External Audit/Inspection8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MSCs)9. Conducts Staff Assistance Visit (IG to IG IAW AR 20-1)10. Conducts Local/Formal IG Training11. Provides Training Support to Unit/Schoolhouse12. IG Support to Other Meetings (Situational) | 1. Provides Assistance <p>Authoritative source: AR 20-1 Chapter 6; para 6-1 & para 1d(2)(k) Authoritative database: IGARS Workload (output): Number of 1 Minute IGARS closed; Total number of IGARS closed less 1 Minute IGARS Notes: Items (Process Drivers) that may affect the amount of time to perform this process include; # Units (ASIP); Population demographics (ASIP); Grade structure (ASIP); # Deployments (FC G3), # Redeploying Units (FC G3) Type Units (ASIP), Command Climate</p> <p> Download Process Map</p> <p>1. Was this process performed by your personnel during the data collection period? (FY11) <input checked="" type="radio"/> Yes <input type="radio"/> No / No Historical Experience (NHE)</p> <p>2. How often was this process performed? This process was performed <input type="text" value="Yearly"/></p> <p>3. Is this process worked on as a team or can it be accomplished individually? <input type="radio"/> Team <input checked="" type="radio"/> Individual</p> |

Entering Counts

- If this process was not performed by your function during the data collection period click the radio button highlighted below

Army IG (Demo Site) | Data Collection Period: FY11

Home Personnel **Work Counts** Per Accomplishment Times (PATs) Input Summary Study Documentation Help FAQ

Count Entry

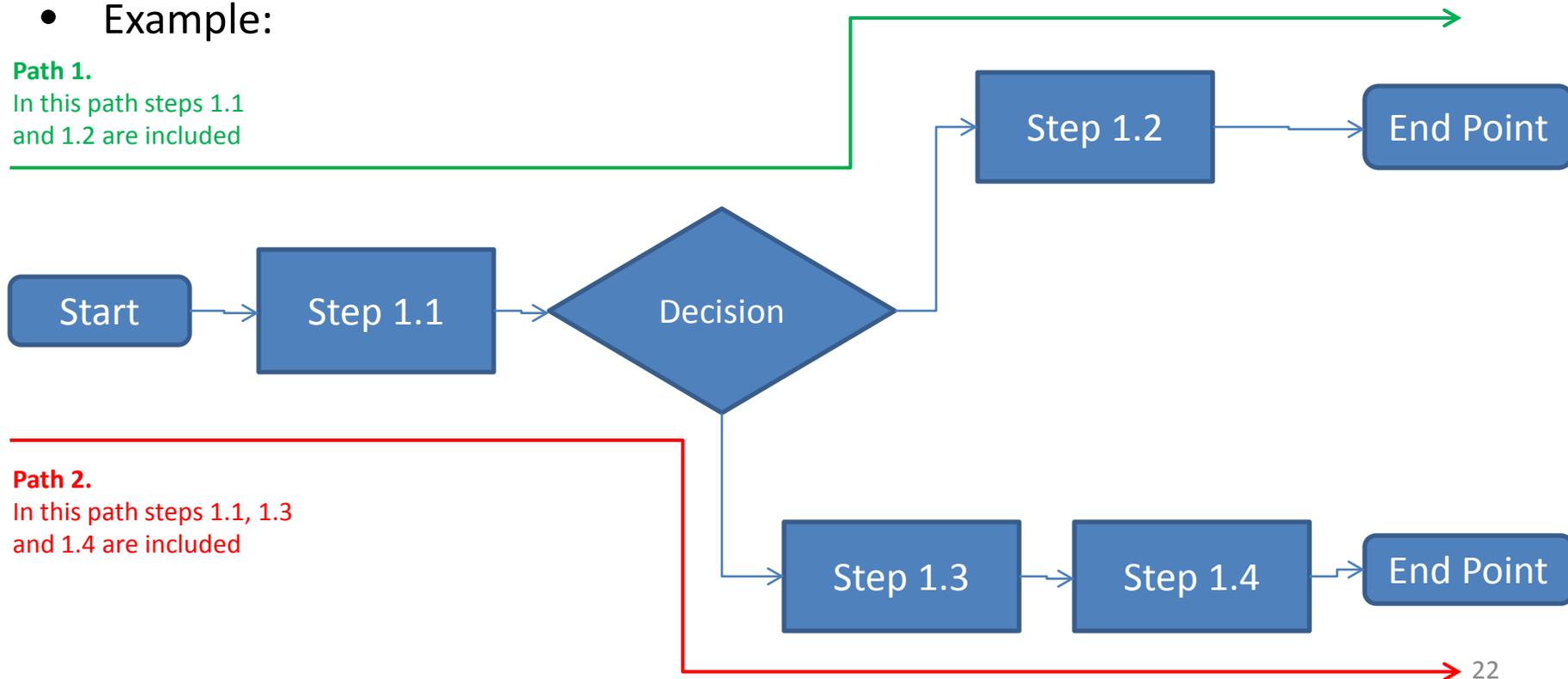
| Assigned Process | Selected Process |
|--|--|
| Inspector General <ul style="list-style-type: none">● 1. Provides Assistance● 2. Conducts Investigations● 3. Inspection/Staff Assistance Visits Program Management● 4. Conducts Systemic Inspections● 5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local)● 6. Prepares Article/Bulletin● 7. Provides Support to External Audit/Inspection● 8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MSCs)● 9. Conducts Staff Assistance Visit (IG to IG IAW AR 20-1)● 10. Conducts Local/Formal IG Training● 11. Provides Training Support to Unit/Schoolhouse● 12. IG Support to Other Meetings (Situational) | 1. Provides Assistance <p>Authoritative source: AR 20-1 Chapter 6; para 6-1 & para 1d(2)(k) Authoritative database: IGARS Workload (output): Number of 1 Minute IGARS closed; Total number of IGARS closed less 1 Minute IGARS Notes: Items (Process Drivers) that may affect the amount of time to perform this process include; # Units (ASIP); Population demographics (ASIP); Grade structure (ASIP); # Deployments (FC G3), # Redeploying Units (FC G3) Type Units (ASIP), Command Climate</p> <p> Download Process Map</p> <p>1. Was this process performed by your personnel during the data collection period? (FY11) <input checked="" type="radio"/> Yes <input type="radio"/> No / No Historical Experience (NHE)</p> <p>2. How often was this process performed? This process was performed <input type="text" value="Yearly"/></p> <p>3. Is this process worked on as a team or can it be accomplished individually? <input type="radio"/> Team <input checked="" type="radio"/> Individual</p> |

Entering Counts

- Within a process there can be multiple paths
- A path represents each possible outcome of a process.
- A path includes all steps between a start and end point.
- Example:

Path 1.

In this path steps 1.1 and 1.2 are included



Path 2.

In this path steps 1.1, 1.3 and 1.4 are included

Entering Counts

- Each path is displayed on the FTSMCS interface

Situational Awareness)
and Climate Survey

Paths

Each of these paths represent a possible outcome of the process. Please enter the number of times each path was performed during the data collection period (FY11).

● **PATH 7 - COMPLEX ASSISTANCE, NO ADDITIONAL ASSISTANCE**

- 1.1 Receive and review action request (verbal, email, formal, etc.)
- 1.2 Conduct preliminary analysis
- 1.11 Open IGAR and initial enter data
- 1.12 Plan, research, and gather information/make initial notification(s)
- 1.13 Develop courses of action (COA) and select action(s)

This path was performed:
FY11: times(s) yearly.

- OR -

This path was not performed:

Comments:

● **PATH 2 - COMPLEX ASSISTANCE, ADDITIONAL ASSIST, NO FOLLOW-UP**

- 1.1 Receive and review action request (verbal, email, formal, etc.)
- 1.2 Conduct preliminary analysis
- 1.11 Open IGAR and initial enter data
- 1.12 Plan, research, and gather information/make initial notification(s)
- 1.13 Develop courses of action (COA) and select action(s)
- 1.14 Implement COA(s) - provide assistance
- 1.18 Close IGAR

This path was performed:
FY11: times(s) yearly.

Entering Counts

- Depending on the process you will be required to enter either a count per path or a percentage per path
- A count will be the number of times the path was performed during the data collection period.
 - Example: 20 soldiers were in processed
- A percentage will be the percentage that path was performed during the data collection period.
 - Example: 90% of requests are approved
- You may also be required to enter up to 3 years of data for certain processes

Entering Counts

- Enter the number of times or the percentage this path was performed during the data collection period
- You can enter supporting comments (optional)

collection period (FY11).

● **PATH 7 - COMPLEX ASSISTANCE, NO ADDITIONAL ASSISTANCE**

- 1.1 Receive and review action request (verbal, email, formal, etc.)
- 1.2 Conduct preliminary analysis
 - 1.11 Open IGAR and initial enter data
 - 1.12 Plan, research, and gather information/make initial notification(s)
 - 1.13 Develop courses of action (COA) and select action(s)

This path was performed:

FY11 times(s) yearly.

- OR -

This path was not performed:

Comments:

● **PATH 2 - COMPLEX ASSISTANCE, ADDITIONAL ASSIST, NO FOLLOW-UP**

Entering Counts

- If this path was not performed during the data collection period, click the checkbox highlighted below

collection period (FY11).

● PATH 7 - COMPLEX ASSISTANCE, NO ADDITIONAL ASSISTANCE

- 1.1 Receive and review action request (verbal, email, formal, etc.)
- 1.2 Conduct preliminary analysis
 - 1.11 Open IGAR and initial enter data
 - 1.12 Plan, research, and gather information/make initial notification(s)
 - 1.13 Develop courses of action (COA) and select action(s)

This path was performed:

FY11: times(s) yearly.

- OR -

This path was not performed

Comments:

● PATH 2 - COMPLEX ASSISTANCE, ADDITIONAL ASSIST, NO FOLLOW-UP

Entering Counts

- Here is an example of a process that requires 3 years of data

(awareness)
Survey

Paths

Each of these paths represent a possible outcome of the process. Please enter the number of times each path collection period (FY11).

● PATH 7 - COMPLEX ASSISTANCE, NO ADDITIONAL ASSISTANCE

- 1.1 Receive and review action request (verbal, email, formal, etc.)
- 1.2 Conduct preliminary analysis
- 1.11 Open IGAR and initial enter data
- 1.12 Plan, research, and gather information/make initial notification(s)
- 1.13 Develop courses of action (COA) and select action(s)

This path was performed:

FY10: times(s) yearly.

FY11: times(s) yearly.

FY12: times(s) yearly.

- Or -

This path was not performed:

Comments:

Entering Counts

- Enter the source of your counts
- If you are referring to a local or national database, please enter the name of the database
- After entering counts for each of the paths in a process, click the “Save” button

● PATH 3

- 1.1 Review request for accuracy and completeness
- 1.2 Identify Military Personnel Classification of position
- 1.4 Process IAW Senior Leader Guidance

This path was performed times(s) yearly during the data collection period: (FY11).
- OR -
This path was not performed:

Comments:

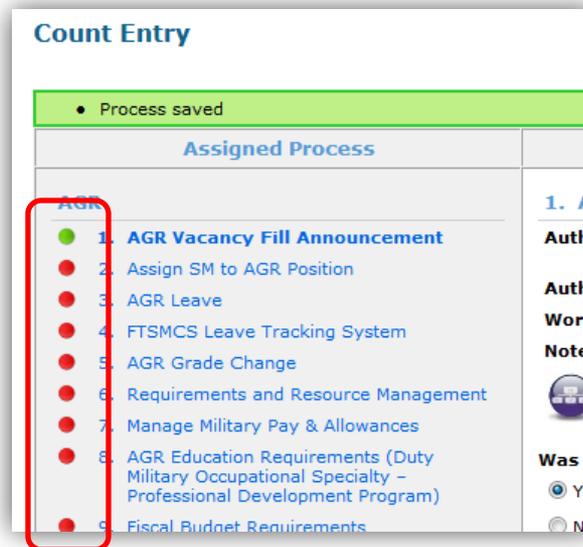
TOTAL COUNT FOR THIS PROCESS: 0
(0 times yearly for a total of 0 times annually)

The source of your counts was obtained from: National Database ▾
Name of source: FTSMCS

Save

Entering Counts

- Your progress can be tracked by the color that is displayed next to the name of the process
 - Green: The process is complete
 - Yellow: The process is partially complete
 - Red: No counts have been entered

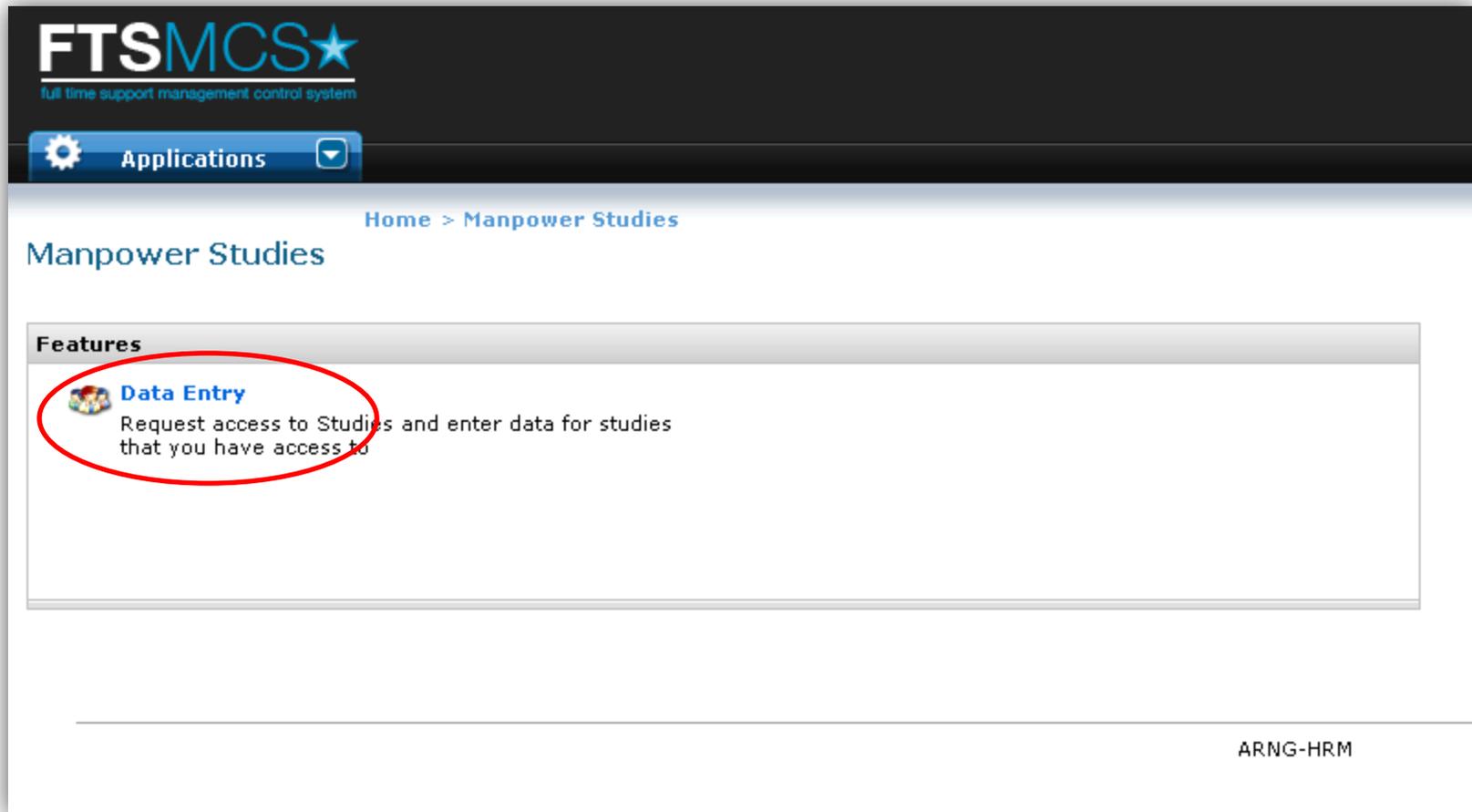


Section 3

PERSONNEL

Entering PATs

- Click on the “Data Entry” link



The screenshot displays the FTSMCS (Full Time Support Management Control System) web application. The top navigation bar includes the FTSMCS logo and an 'Applications' menu. The breadcrumb trail shows 'Home > Manpower Studies'. The main heading is 'Manpower Studies'. Under the 'Features' section, the 'Data Entry' link is highlighted with a red circle. The description for 'Data Entry' reads: 'Request access to Studies and enter data for studies that you have access to'. The footer of the page contains the text 'ARNG-HRM'.

FTSMCS
full time support management control system

Applications

Home > Manpower Studies

Manpower Studies

Features

-  **Data Entry**
Request access to Studies and enter data for studies that you have access to

ARNG-HRM

Entering PATs

- Click on the “Enter Data” link

FTSMCS
full time support management control system

My Account | Feedback | Help | Logout

Applications

Bookmarks

Home > Manpower Studies > Manpower Studies Data Entry

Manpower Studies Data Entry

Before you can enter data you must be given access to the study. Click below to request access:

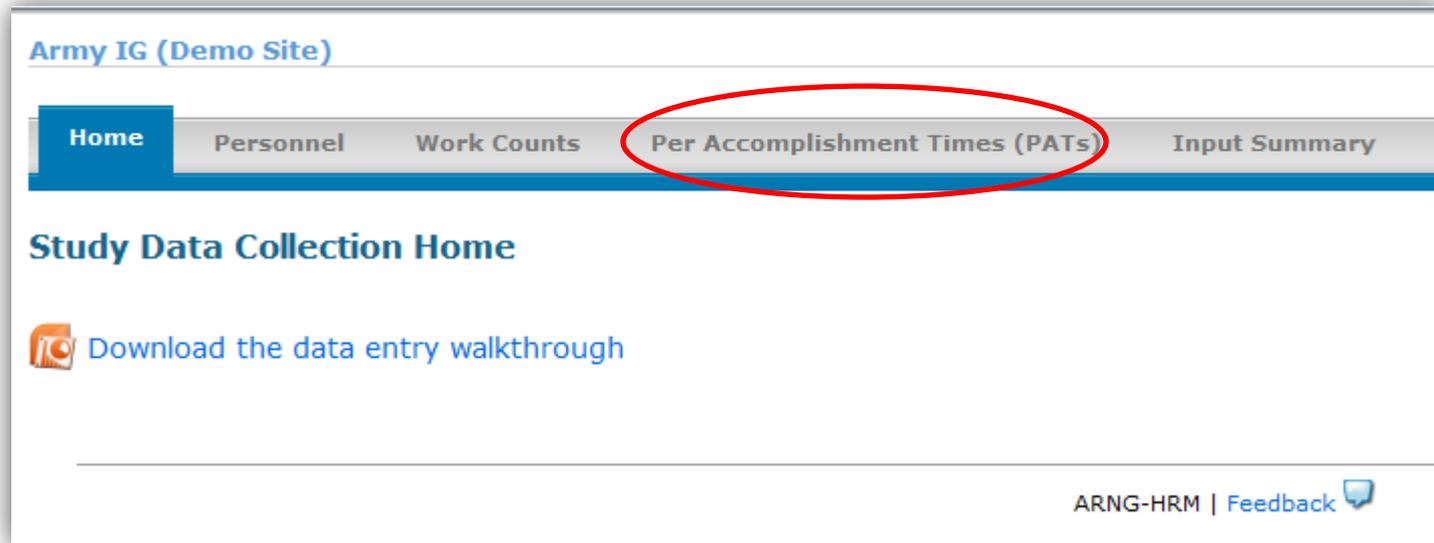
[Request Access to a Study](#)

Studies You Have Access To:

| | STUDY | SITE | STATE | DATA COLLECTION START | DATA COLLECTION END |
|----------------------------|------------------------------|---------------------------------------|-------|-----------------------|---------------------|
| Enter Data | HRO (Human Resources Office) | Virginia HRO (Human Resources Office) | VA | 01 Jan 12 | 31 Jan 13 |

Entering PATs

- Click the “Per Accomplishment Times (PAT)” tab



Entering PATs

- A list of processes will be displayed on the left.
- Click on the name of one of the processes.

Army IG (Demo Site)

Home Personnel Work Counts **Per Accomplishment Times (PATs)** Input Summary

Time Entry

| Assigned Processes | |
|---|---|
| Inspector General |  Select a process on the left to begin |
| 1. Provides Assistance | |
| 2. Conducts Investigations | |
| 3. Inspection/Staff Assistance Visits Program Management | |
| 4. Conducts Systemic Inspections | |
| 5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local) | |
| 6. Prepares Article/Bulletin | |
| 7. Provides Support to External | |

Entering PATs

- The processes authoritative source, authoritative database, workload, and additional notes will be displayed

Army IG (Demo Site) Data Collection Period: FY

Home Personnel Work Counts **Per Accomplishment Times (PATs)** Input Summary Study Documentation Help FAQ

Time Entry

| Assigned Processes | Selected Process |
|--|---|
| Inspector General <ul style="list-style-type: none">1. Provides Assistance2. Conducts Investigations3. Inspection/Staff Assistance Visits Program Management4. Conducts Systemic Inspections5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local)6. Prepares Article/Bulletin7. Provides Support to External Audit/Inspection8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MSCs)9. Conducts Staff Assistance Visit (IG to IG) | 1. Provides Assistance <p>Authoritative source: AR 20-1 Chapter 6; para 6-1 & para 1d(2)(k)</p> <p>Authoritative database: IGARS</p> <p>Workload: Number of 1 Minute IGARS closed; Total number of IGARS closed less I Minute IGARS</p> <p>Notes: Items (Process Drivers) that may affect the amount of time to perform this process include; # Units (ASIP); Population demographics (ASIP); Grade structure (ASIP); # Deployments (FC G3), # Redeploying Units (FC G3) Type Units (ASIP), Command Climate</p> <p> Download Process Map</p> <p>Did you perform this process during the data collection period?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No / No Historical Experience (NHE)</p> |

Entering PATs

- You can view the process map by clicking on the link highlighted below

Army IG (Demo Site) Data Collection Period: FY

Home Personnel Work Counts **Per Accomplishment Times (PATs)** Input Summary Study Documentation Help FAQ

Time Entry

| Assigned Processes | Selected Process |
|--|---|
| Inspector General <ul style="list-style-type: none">1. Provides Assistance2. Conducts Investigations3. Inspection/Staff Assistance Visits Program Management4. Conducts Systemic Inspections5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local)6. Prepares Article/Bulletin7. Provides Support to External Audit/Inspection8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MSCs)9. Conducts Staff Assistance Visit (IG to IG) | 1. Provides Assistance <p>Authoritative source: AR 20-1 Chapter 6; para 6-1 & para 1d(2)(k)</p> <p>Authoritative database: IGARS</p> <p>Workload: Number of 1 Minute IGARS closed; Total number of IGARS closed less I Minute IGARS</p> <p>Notes: Items (Process Drivers) that may affect the amount of time to perform this process include; # Units (ASIP); Population demographics (ASIP); Grade structure (ASIP); # Deployments (FC G3), # Redeploying Units (FC G3) Type Units (ASIP), Command Climate</p> <p> Download Process Map</p> <p>Did you perform this process during the data collection period?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No / No Historical Experience (NHE)</p> |

Entering PATs

- If this process was not performed by your function during the data collection period click the radio button highlighted below

Army IG (Demo Site) Data Collection Period: FY

Home Personnel Work Counts **Per Accomplishment Times (PATs)** Input Summary Study Documentation Help FAQ

Time Entry

| Assigned Processes | Selected Process |
|--|---|
| Inspector General <ul style="list-style-type: none">● 1. Provides Assistance● 2. Conducts Investigations● 3. Inspection/Staff Assistance Visits Program Management● 4. Conducts Systemic Inspections● 5. Conduct Regulation/Policy/Guidance Review (HHQ, Command and Local)● 6. Prepares Article/Bulletin● 7. Provides Support to External Audit/Inspection● 8. Conducts Readiness Assistance Visit (RAV)/Compliance Inspections (CI) (FORSCOM, TRADOC, NGB, and CID MSCs)● 9. Conducts Staff Assistance Visit (IG to IG | 1. Provides Assistance <p>Authoritative source: AR 20-1 Chapter 6; para 6-1 & para 1d(2)(k)</p> <p>Authoritative database: IGARS</p> <p>Workload: Number of 1 Minute IGARS closed; Total number of IGARS closed less I Minute IGARS</p> <p>Notes: Items (Process Drivers) that may affect the amount of time to perform this process include; # Units (ASIP); Population demographics (ASIP); Grade structure (ASIP); # Deployments (FC G3), # Redeploying Units (FC G3) Type Units (ASIP), Command Climate</p> <p> Download Process Map</p> <p>Did you perform this process during the data collection period?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No / No Historical Experience (NHE)</p> |

Entering PATs

- Each step in this process will be displayed

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ational
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vey

Steps

| # | DESCRIPTION | NHE | TIME IT TAKES TO PERFORM THIS STEP ONCE... |
|---|--|--------------------------|--|
| 1 | Request Inputs for topics & Identify Requirements | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 2 | Receive/Review Topic Inputs | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 3 | Conduct Analysis; Prioritize Inspections; Coordinate with HHQs | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 4 | Develop Concept Plan (CONPLAN) (Strawman) | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 5 | Present to Leadership for Decision | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 6 | Modify Program to Reflect Senior Leadership Guidance | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 7 | Publish Program | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 8 | Update Program as Required | <input type="checkbox"/> | The LEAST time: <input type="text"/> hours and <input type="text"/> minutes The MOST LIKELY time: <input type="text"/> hours and <input type="text"/> minutes The MOST time: <input type="text"/> hours and <input type="text"/> minutes |

Comments:

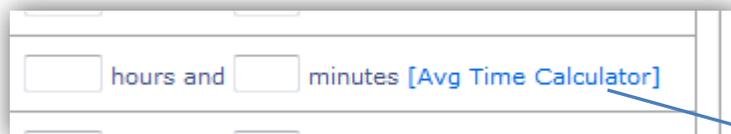
Entering PATs

- Some steps only require that an average time be entered.

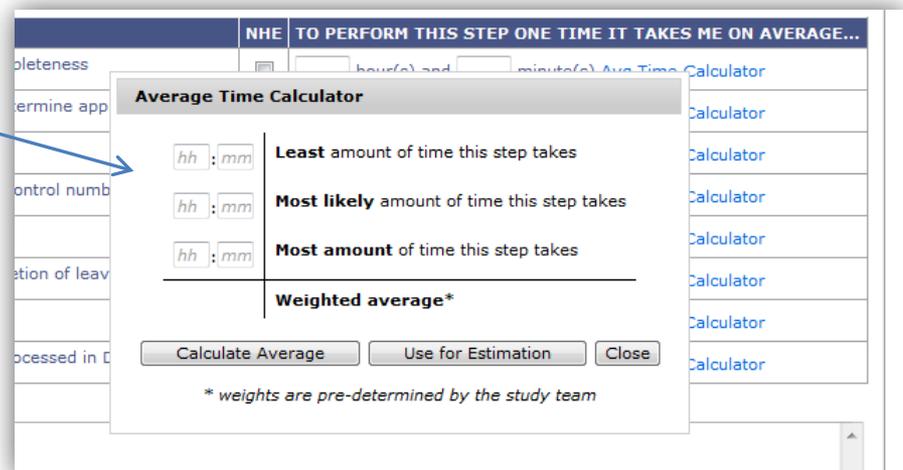
| | | | | |
|--|---|------------------------------------|--------------------------|---|
|  | 3 | Process IAW AR 600-8-19 | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
|  | 4 | Process IAW Senior Leader Guidance | <input type="checkbox"/> | |

Entering PATs

- If you need help figuring out an average use the *Average Time Calculator*
- Enter the least amount of time, the most likely amount of time, and the most amount of time it takes to perform this step
- Click on the “Calculate Average” button.
- A weighted average will be calculated. The weights are pre-determined by the study team
- Clicking on the “Use for Estimation” button will import your calculation into the form on the left



hours and minutes [Avg Time Calculator]



Average Time Calculator

hh : mm **Least amount of time this step takes**

hh : mm **Most likely amount of time this step takes**

hh : mm **Most amount of time this step takes**

Weighted average*

Calculate Average Use for Estimation Close

* weights are pre-determined by the study team

Entering PATs

- Other steps have been identified as possibly having a wide range in the time it takes to perform it.
- These steps will require you to enter the **least** amount of time it takes to perform the step, the **most likely** amount of time, and the **most** amount of time.

| | | | | |
|--------------------------|---|--|--------------------------|---|
| <input type="checkbox"/> | 2 | Identify Military Personnel Classification of position | <input type="checkbox"/> | <input type="text"/> hours and <input type="text"/> minutes The LEAST time: <input type="text"/> hours and <input type="text"/> minutes The MOST LIKELY time: <input type="text"/> hours and <input type="text"/> minutes The MOST time: <input type="text"/> hours and <input type="text"/> minutes |
| <input type="checkbox"/> | 2 | Process JAW AB 600 0-10 | <input type="checkbox"/> | <input type="text"/> hours and <input type="text"/> minutes |

Entering PATs

- If you do not perform one of the steps click on the No Historical Experience “NHE” checkbox.

| Steps | | | |
|-------|--|-------------------------------------|--|
| # | DESCRIPTION | NHE | TIME IT TAKES TO PERFORM THIS STEP ONCE... |
| 1 | Review request for accuracy and completeness | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 2 | Identify Military Personnel Classification of position | <input type="checkbox"/> | The LEAST time: <input type="text"/> hours and <input type="text"/> minutes The MOST LIKELY time: <input type="text"/> hours and <input type="text"/> minutes The MOST time: <input type="text"/> hours and <input type="text"/> minutes |
| 3 | Process IAW AR 600-8-19 | <input checked="" type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes |
| 4 | Process IAW Senior Leader Guidance | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes [Avg Time Calculator] |
| 5 | Draft AGR vacancy announcement/forward to approving official | <input type="checkbox"/> | The LEAST time: <input type="text"/> hours and <input type="text"/> minutes The MOST LIKELY time: <input type="text"/> hours and <input type="text"/> minutes The MOST time: <input type="text"/> hours and <input type="text"/> minutes |

Entering PATs

- After entering your time estimates click the “Save” button

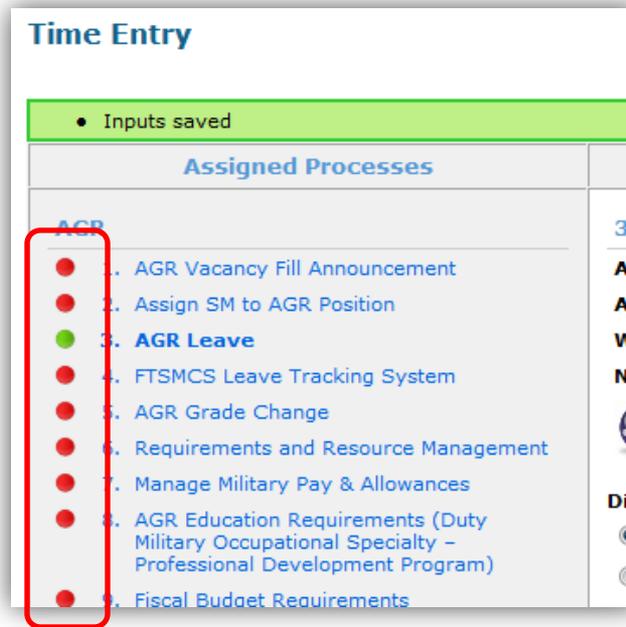
Steps

| # | DESCRIPTION | NHE | TIME IT TAKES TO PERFORM THIS STEP ONCE... |
|---|--|-------------------------------------|---|
| 1 | Review request for accuracy and completeness | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text" value="5"/> minutes [Avg Time Calculator] |
| 2 | Identify Military Personnel Classification of position | <input type="checkbox"/> | The LEAST time: <input type="text"/> hours and <input type="text" value="5"/> minutes The MOST LIKELY time: <input type="text"/> hours and <input type="text" value="20"/> minutes The MOST time: <input type="text" value="3"/> hours and <input type="text" value="00"/> minutes |
| 3 | Process IAW AR 600-8-19 | <input checked="" type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text"/> minutes |
| 4 | Process IAW Senior Leader Guidance | <input type="checkbox"/> | The AVERAGE time: <input type="text"/> hours and <input type="text" value="25"/> minutes [Avg Time Calculator] |
| 5 | Draft AGR vacancy announcement/forward to approving official | <input type="checkbox"/> | The LEAST time: <input type="text"/> hours and <input type="text" value="30"/> minutes The MOST LIKELY time: <input type="text"/> hours and <input type="text" value="50"/> minutes The MOST time: <input type="text" value="1"/> hours and <input type="text" value="15"/> minutes |

Comments:
These are my comments!

Entering PATs

- Your progress can be tracked by the color that is displayed next to the name of the process
 - Green: The process is complete
 - Yellow: The process is partially complete
 - Red: No time estimates have been entered

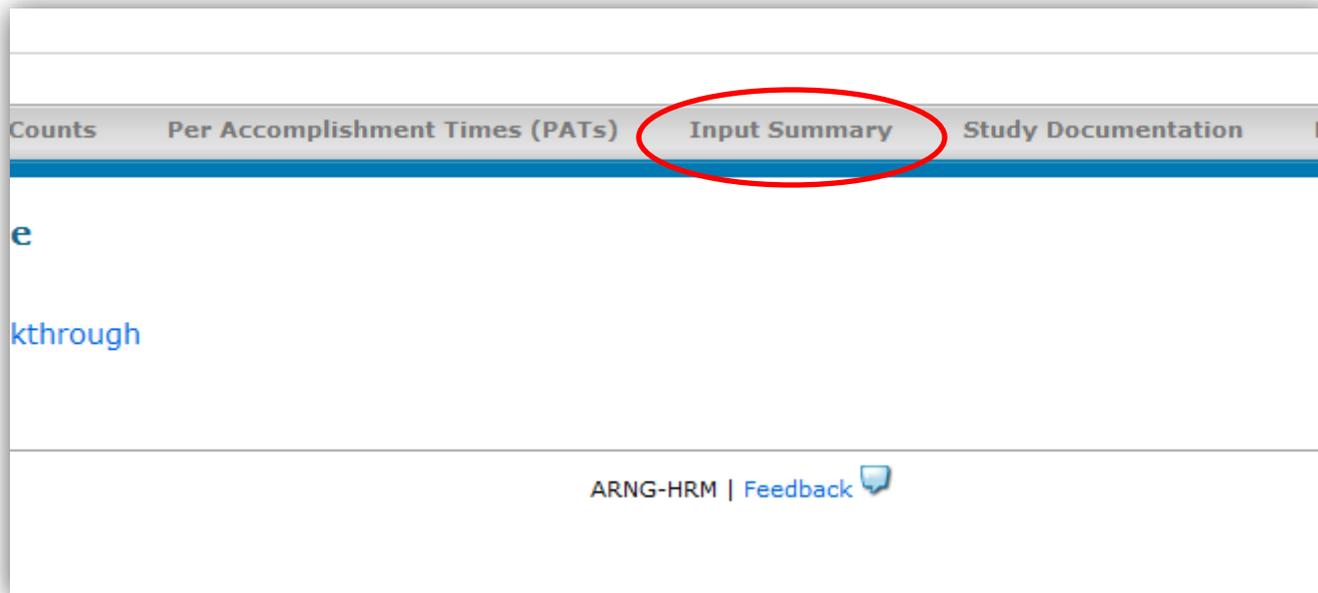


Section 4

COMPLETING DATA COLLECTION

Completing Data Collection

- Click on the “Input Summary” tab



Completing Data Collection

- Supervisors will see a personnel and a count estimate section
- On-hand personnel will see a time estimate section

HRO (Human Resources Office) (Virginia HRO (Human Resources Office))

Home Personnel Count Estimates Time Estimates **Input Summary** Study Documentation Help

Summary

Personnel Entered

AGR

Mr VandenHeuvel, Ryan

Count Completion

| | FUNCTION | TOTAL PATHS | ANSWERED | % |
|---|----------|-------------|----------|---------|
| ● | AGR | 9 | 3 | 33.33 % |

Time Completion

| | FUNCTION | TOTAL STEPS | ANSWERED | % |
|---|----------|-------------|----------|--------|
| ● | AGR | 146 | 8 | 5.48 % |

Complete Data Collection

Supervisors

On-hand Personnel

Completing Data Collection

- Your progress will be displayed in each section.
- If you have entered all information that pertains to you click “Complete Data Collection”
- Clicking this button will enter “No Historical Experience / NHE” for any questions you have left unanswered
- This will not lock your input, you can return and change your answers while the data call is open

The screenshot displays two progress tables and a button. The first table, titled 'Count Completion', shows progress for the 'AGR' function with 9 total paths and 3 answered, representing 33.33%. The second table, titled 'Time Completion', shows progress for the 'AGR' function with 146 total steps and 8 answered, representing 5.48%. A button labeled 'Complete Data Collection' is located at the bottom and is circled in red.

| | FUNCTION | TOTAL PATHS | ANSWERED | % |
|---|----------|-------------|----------|---------|
| ● | AGR | 9 | 3 | 33.33 % |

| | FUNCTION | TOTAL STEPS | ANSWERED | % |
|---|----------|-------------|----------|--------|
| ● | AGR | 146 | 8 | 5.48 % |

Complete Data Collection