

CRM's Recurring Requirements

Daily

Check email throughout the day for taskings

Weekly

Attend staff meeting and brief ICO

Submit CRMO portion of ICO's weekly Installation Report to UMTs

Bi-Monthly

Certify GS Employees' Time in ATAAPS online

Monthly

Review DRM's emailed Budget Analysis and brief the ICO

File Transaction Reports on 10% of GTCs & report any concerns

File GTC Delinquency Reports (on EAGLS until mid Nov 2007)

Process invoices & submit receiving reports on APF Contractors

Submit Manpower report on IMCOM UMTs

Receive Orders on and Schedule Candidates for Practicum

Submit RACs & PR&Cs for GPC purchases to DRM IAW Spend Plan

Receive & process UMTs requests for APF GPC purchases

Review and certify (or dispute) APF GPC transactions online by 25th

Prepare CRMO notes for Advisory Council meetings

Submit RAC for our 2 UMT members' medical TDYs

Train CRMO, Supply Tech, & CTOF GPC holders

Quarterly Requirements

Receive UMTs' Soldier Ministry requests for Fund Council meeting

Lead Installation Fund Council Meeting for ICO

Submit Fund Status Report to SERO CRM

Provide CLS data on SSPs

Provide ASIP data report

Conduct RM training for UMTs (with ICO's permission)

CRM's Annual Requirements

Jan	Provide IRS Form 1099s to CTOF's Contractors Mail IRS Form 1096 to IRS Request Contract packet on MCYM (expires end of July) Submit ISR SBC reports to Mr. Chappell Submit OGE 450s to SGA/JAG Submit ICO's changes to TDA (when requested by DRM)
Feb	Notify OICs/NCOICs & perform ISR-I on all facilities Prepare installation CMRP. (DRM's due date varies) Submit Contract Manpower Equivalents report (date varies) Prepare for annual APF GPC inspection
Mar	Submit ISR-I reports (chapel inspections) to Mr. Chappell Prepare for SERO's annual CTOF inspection Compile MCP Assurance Statement for ICO's signature
Apr	Request certification on all DFLGs (dates vary)
May	Process all Contractors for ID Badges Prepare hotel contract for semi-annual PWOC SE Fall Focus
June	Remind all UMTs to prepare UFRs for end-of-year APF
July	Request Contract packet for musicians to DRM (dates vary) Submit Evaluation Report on Supply Technician to CPAC
Aug	Prepare CRM's TDY in DTS to attend IRML conference Submit Year of Manpower report (month of due date varies)
Sep	Supervise End-of-Year Rollup of CTOF to CCH Consolidate Eccl Equip & Matching grant requests for ICO Update labor Contractors data in CMRA online
Oct	Advise ICO on Funding Letter Guidance for APF purchases
Nov	Request Contract request on Imam to DRM (expires in April) Request materials for DRE's Catholic Education program
Dec	Order Seder/Passover supplies (for April) Submit Contract packet on Priest to DRM (expires 14 May)