

## Duties and Responsibilities of the Fort Benning Chaplain Resource Manager

1. Certify monthly time keeping for all GS Employees' pay in **ATAAPS**
2. Function as liaison for GS Employees through **Civilian Personnel Online**
3. Initiate requests for \$250,000 of annual APF contracts and supplies through **PRWeb** online
4. Review & certify (or contest) APF Government Purchase Card transactions online in **C.A.R.E.**
5. Request and monitor activity on all NAF Government Purchase Cards in **Access Online**
6. Review, certify, or contest APF Contractors' invoices online in **Widearea Workflow**
7. Process all TDYs and Travel Vouchers for IMCOM UMTs in **Defense Travel Systems**
8. Manage the Government Travel Card program online in **EAGLS** for 25 UMT members.
9. Assist new potential APF vendors with the online database in **Central Contractor Registration**
10. Instruct vendors in locate APF Contract solicitations online in **Army Single-Face to Industry**
11. Update APF Contractors' information into the **Contract Manpower Reporting Application**
12. Request annual **military endorsements** for all contracts with civilian clergy and DFGLs
13. Advise the ICO on budgeting in compliance with or changes to **Common Levels of Support**
14. Report **Service Base Costing** of services over-capacity, population attending, & manpower serving
15. Inspect & report on all Religious Support facilities for the **Installation Status Report - Infrastructure**
16. Request, track, and report on **DACH Grants** for Eccl Equip, Matching Funds, & Strong Bonds
17. Review & advise the ICO to concur/non-concur on all **Inter-Service Agreements** for Religious Support to non-Fort Benning or other-than-Army units training at Fort Benning
18. Supervise and report on all internals check for the **Management Control Program**
19. Coordinate work orders on and renovations to facilities through **DA Form 4283 with Engineering**
20. Complete all IMCOM taskings on **BRAC, CLS, BMM & TDs, TDAs, TRAP analysis, GFEBS, and YOM reports (much driven by Lean Six Sigma and all critical to TDA management)**

### Fort Benning specifics:

Number of sub-accounts: 25

Number of annual transactions: 3708 (FY07)

Number of weekly worship services receiving offerings: 21

Number of contracts: 17 APF contracts, 31 NAF contracts

BRAC: Monitor planning and update all **DD Form 1391s** through SERO and DACH IRML for two new chapels planned for Fort Benning

Additional SE Region duty: Protestant Women of the Chapel, Southeast Region

Advise ICH, PWOC SE President, VP, and treasurer in formulating annual budget

Assist PWOC SE President, Vice President, and treasurer, in processing CTOF requests

Assist ICH in researching, planning, and the ultimate contracting for PWOC SE retreats

Example: The 2007 Fall Focus involved contracting for lodging, food, musicians, speakers, and conference/classroom space for 400 attendees; total funds involved equaled approximately \$210,000.00 for this event.

\* Note – The color-coded items were either not addressed at all in the USACHCS or only marginally

- 1) The **blue** indicates software systems
- 2) The **red** indicates subject matter.