

ANNEX B

STANDARD MANAGEMENT RESPONSIBILITIES

The following responsibilities are inherent in the effective, efficient performance of assigned missions. Every manager should be held responsible for the performance of these duties as they relate to his particular function. These responsibilities need not and should not be repeated in the writing of mission and responsibility statements for organizational elements since they apply to all elements.

1. Coordinates on the development and assists in the implementation of policies, procedures, plans and programs.
2. Participates in reviews and analyses of internal directorate/office business, including position management operations and costs and performance data, to determine efficiency. Participates in the development of statistics, charts and management information.
3. Coordinates with, and participates in, reviews conducted by Program and Budget Analysts in their assessment of qualitative aspects of current operations and resources utilization.
4. Provides guidance and assistance to functional counterparts to improve performance and resolve problems related to their assigned functional area.
5. Prepares and coordinates assigned portion of the Continuity of Operations Plan, special plans, and exercises.
6. Participates in developing assigned segments of the operating program/budget and justification to support resource requirements for the functional element and, as applicable, for the functional program activity wide.
7. Participates in the DLA productivity and performance standards programs.
8. Develops and coordinates requirements for changes to existing systems, and participates in systems design and application.
9. Determines and coordinates training requirements for assigned personnel.
10. Develops/coordinates proposals for reorganization or realignment of functions.
11. Develops/coordinates responses to inquiries and reports including congressional inquiries, DoD Inspector General reports, and management reviews.
12. Prepares and submits personnel awards and suggestion evaluations, and appropriate portions of historical reports.
13. Participates in the development and coordination of Commercial Activities Program requirements within the office/directorate.
14. Develops, maintains, and administers a system of internal controls within assigned functional areas.

15. Budgets for and authorizes expenditures for funds allocated.

16. Participates in the Balanced Scorecard process.