



108th Wing Mentoring Program



Mentor: _____

Mentee: _____

<u>NJ ANG Wing Manpower Coaching Checklist</u>	
A. Introduction to Manpower	Date Completed and COMMENTS
1. Definition of Manpower a. ref. AFI 38-101	
2. Importance of Effective Manpower Management	
B. Manpower Policies	
1. Key Air National Guard Manpower Policies	
a. NGB Annual FY Strength Management Initiatives	
C. Manpower Systems	
1. Overview of Manpower Management Systems	
a. Manpower Programming and Execution System (MPES)	
b. Command Human Resources Intelligence System (CHRIS)	
D. Manpower Analysis	
1. Techniques for Manpower Analysis	
2. Tools used for Analyzing Manpower Data	
a. "Skittles UMD"	
b. Full Time NGB Change Tracker Database	
E. Manpower Requirements	
1. Understanding Manpower Standards and Authorizations	
a. NGB/A1M SharePoint	
b. Manpower Determinants	
F. Problem-Solving	
1. Identifying Manpower-related Issues	
2. Decision-making Strategies in Manpower Management	
G. Manpower Changes and Updates	



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1. Processing Manpower Changes	
2. Updating Manpower Databases and Records	
3. Coordinating with other Units for Manpower Adjustments	
H. Manpower Audits and Inspections	
1. Conducting Manpower Audits	
2. Preparing for and Participating in Manpower Inspections	
3. Implementing Corrective Actions based on Audit Findings	
I. Project Management	
1. Managing Manpower Projects and Initiatives a. MDS Conversions b. AFSC Conversions	
2. Tracking Progress and Milestones	
3. Reporting Project Outcomes and Lessons Learned	
J. Continuous Learning	
1. Keeping up with Updates in Manpower Policies	
2. Participating in Ongoing Training and Professional Development	

