

## **Management Advisory Studies**

The Manpower Office provides a Management Advisory Study (MAS)/Consultant Service to assist Air Force managers in achieving mission objectives. The Manpower Office acts as an independent consultant, using specially trained personnel who understand Air Force management and work systems and Manpower technicians have had experience in other Air Force career fields.

Any commander may request a MAS/Consultant Service and approved studies are accomplished as soon as Manpower & Organization Office workload permits. This management tool is concerned with improving the productivity or operational capability of your present resources and may help your unit focus on work scheduling, procedures, facility layout or many other management concerns. It is also a good resource to evaluate and solve problems surfaced by other inspections.

The greatest sources of ideas are the personnel doing the work. The manpower technician draws out these ideas and uses industry-proven techniques to evaluate the present operation and suggest ways to improve it. Some of the more commonly used techniques are functional process improvements, process reengineering, systems and procedures analysis, linear responsibility charting, flow process charting, queuing and layout analysis.

Data gathered and recommendations made are privileged and are released only with the concurrence of the client. No manpower changes are made as a result of a MAS/Consultant Service and a client-consultant relationship is maintained and all information is considered privileged.

As the Secretary of the Air Force has stated, "There are consequences of this fiscal climate we cannot change, but we must do our very best to improve the things we can and ensure we are good stewards of every taxpayer dollar. Let's all take ownership – to improve what we can control and to Make Every Dollar Count."

The 82 FSS Manpower Office is here to assist the Sheppard AFB community in any way they can. If you are interested in the manpower office conducting a MAS/Consultant Service, please give them a call at 676-4935 or send them a request at: [82FSS.FSMM@sheppard.af.mil](mailto:82FSS.FSMM@sheppard.af.mil)