

**COMMAND
Combat Communications Squadron**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description within the Command work center.
- 2. Authority.** The policy and guidance for the operation of the Command work center is derived from numerous regulations, the majority of which are contained in, but not limited to, the AFI 36- and 31-series (formerly 30-, 35-, 36-, 39-, 40-, 50-, and 205-series) of Air Force and/or Air National Guard (ANG) directives. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
- 3. Applicability:**
 - a. This standard applies to all ANG Combat Communications Squadrons authorized a Command work center, FAC 1000CC, except as noted below:
 - (1) 114 CCSQ, Jacksonville FL
 - (2) 118 CCSQ, Badin NC
 - (3) 176 CCSQ, Anchorage AK
 - (4) 205 CCSQ, Lexington KY
 - b. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 16 June 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**Command****DIRECT:****1. MANAGEMENT:**

- 1.1. DIRECTS COMBAT COMMUNICATIONS SQUADRON.** Establishes policy, directs and controls Combat Communications Squadron, and performs self-assessment of squadron's activity.
- 1.2. DEVELOPS DIRECTIVE.** Develops policy, procedure, plan, operating instruction, and checklist by researching, drafting, proofreading typed copy, and signing completed directive.
- 1.3. PROVIDES GUIDANCE TO SUBORDINATE WORK CENTER.** Assists subordinate work center supervisor to ensure mission accomplishment and provides advice on administrative and technical matters.
- 1.4. REVIEWS REPORT AND STATISTICAL DATA.** Reviews information contained in report, edits listing and statistical data for impact on squadron, and identifies possible trend which requires further action.
- 1.5. RECEIVES AND ASSISTS VISITING OFFICIAL.** Receives visitor, inspector, or other official; assists visitor to accomplish purpose of visit; and escorts visitor in restricted and/or controlled area.
- 1.6. REVIEWS REPORT.** Reviews, edits, and revises report as required by Air Force/Air National Guard directive.
- 1.7. INDOCTRINATES PERSONNEL.** Conducts initial interview, makes original job assignment, and familiarizes newly assigned personnel with the work center.
- 1.8. RATES PERFORMANCE:**
- 1.8.1. PREPARES PERFORMANCE REPORT.** Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.
- 1.8.2. INDORSES PERFORMANCE REPORT.** Develops indorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
- 1.8.3. NOMINATES PERSONNEL FOR AWARD.** Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
- 1.9. MONITORS MANAGEMENT IMPROVEMENT PROGRAM.** Assists subordinate in developing improvement suggestion and processes suggestion received for evaluation.
- 1.10. MONITORS TRAINING.** Reviews training record and monitors progress of subordinate work center.
- 1.11. SUPERVISES PERSONNEL:**
- 1.11.1. SCHEDULES PERSONNEL.** Schedules subordinate supervisor to provide adequate supervisory coverage in proportion to each shift's workload. Schedules leaves and passes.

1.11.2. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and suggests area for improvement. Takes necessary corrective action required to maintain discipline.

1.12. INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.

1.13. INVESTIGATES ACCIDENT OR INCIDENT. Investigates ground, explosive, and nuclear incident and prepares required report.

1.14. PERFORMS TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.

2. MEETING:

2.1. PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in meeting, briefing, or conference.

2.2. CONDUCTS OR ATTENDS MEETING:

2.2.1. ATTENDS FINANCIAL WORKING GROUP MEETING.

2.2.2. ATTENDS FINANCIAL MANAGEMENT BOARD MEETING.

2.2.3. ATTENDS CIVILIAN COST MANAGEMENT COMMITTEE MEETING.

2.2.4. ATTENDS COMMANDER'S STAFF MEETING.

2.2.5. ATTENDS DEPUTY COMMANDER'S MEETING.

2.2.6. CONDUCTS COMMANDER'S CALL.

3. UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.

4. SPECIAL AND RECURRING PROJECT OR PROGRAM. Monitors special and recurring project or program that directly affects the maintenance effort of the unit.

5. EQUIPMENT AND RESOURCE MANAGEMENT:

5.1. MONITORS UNIT EQUIPMENT:

5.1.1. MONITORS ASSIGNED EQUIPMENT. Monitors assigned equipment for storage, security, and maintenance.

5.1.2. EVALUATES NEW MISSION REQUIREMENT. Reviews additional equipment allowance request for complete and accurate justification and coordinates with Materiel Control prior to submission to supply.

5.2. MONITORS ASSIGNED VEHICLE. Monitors the use of assigned vehicle and ensures proper maintenance is accomplished.

5.3. MANAGES UNIT'S BUDGET. Develops and submits projected requirement for funds, supplies, equipment, and facilities.

5.3.1. DEVELOPS ANNUAL COMBAT COMMUNICATIONS SQUADRON BUDGET ESTIMATE.

5.3.2. RECEIVES FUNDS ALLOCATION.

5.3.3. PREPARES QUARTERLY FUNDS DISTRIBUTION.

5.3.4. COORDINATES ADJUSTMENT TO BUDGET.

5.3.5. MONITORS EXPENDITURE.

6. UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY. Performs planning and scheduling task associated with preparation for UTA and mobility requirement.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect are: Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC				APPLICABILITY MAN-HOUR RANGE							
Command/FAC 1000CC				Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE									
Communications-Computer	C33S4	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE									
TOTAL											