

11 March 1994

CHIEF OF MAINTENANCE

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this ANGMS quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.
2. **Authority.** ANG Regulation 66-14 contains Air National Guard policy and procedural guidance for the Chief of Maintenance. This ANGMS has been developed in accordance with procedures contained in AFI 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5, 16 May 88. This ANGMS is a result of a functional review.
3. **Applicability.** This standard applies to all flying units of the Air National Guard except 162 FG, Tucson AZ, 184 FG, Wichita KS, 114 FS, Klamath Falls, OR, and 124 RG, Boise ID. This standard applies to peacetime operations only.
4. **Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 30 Oct 90.
 - c. Man-hour Data Source. Directed Organization position and Staffing Patterns based on long-standing use of manpower and standard operating procedures in a work center responsible for subordinate organizational elements IAW AFI 38-208, (AFR 25-5, Para 10-3).
 - d. Standard Man-hour Equation. $Y = 2$ (Constant Manpower).
 - e. Workload Factor. N/A.
5. **Application Instructions.** This work center requires constant manpower of two (2): the Chief of Maintenance and Deputy. No other application instructions apply.
6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operation of this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

DONALD W. SHEPPARD
Major General, USAF
Director, Air National Guard

OFFICIAL

C. DAVID MISKELL
Acting Chief
Administrative Services

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

No. of Printed Pages: 4
OPR: ANGR/XPME (Maj Castleberry)
Approved by: Maj Gen Sheppard
Edited by: NGB-ADG (Ms. N. Salch)
Distribution: F, X

WORK CENTER DESCRIPTION
CHIEF OF MAINTENANCE

DIRECT:

1. MANAGEMENT:

1.1. ESTIMATES AND PROGRAMS REQUIREMENT:

1.1.1. MANAGES FACILITY. Directs planning, review and determination of facility requirement. Ensures compliance with applicable regulations. Identifies planning requirement to Programs and Mobility work center or other personnel. Reviews and evaluates facility plan or proposal. Oversees acquisition and implementation process. Makes facility assignment decision.

1.1.2. MANAGES AIRCRAFT, SUPPLY, OR EQUIPMENT. Directs planning, review, use and determination of aircraft, supply or equipment. Makes and approves equipment acquisition decision. Reviews and approves subordinate work center equipment request. Plans and establishes internal policies and procedures.

1.1.3. MANAGES SUBORDINATE PERSONNEL. Directs utilization of maintenance personnel or staff. Establishes work priority; oversees work in progress to ensure compliance with directive, quality standard, fire, safety, or security regulation, ensures supply discipline, care of equipment or facility, and give verbal instruction to subordinate. Informs subordinate personnel of policy, practice or procedural change affecting individual or organizational status. Counsels employee, interviews and selects employee. Develops criteria, evaluates personnel performance, and manages employee recognition program. Participates in labor relations program, equal opportunity program or other human resource management program. Participates in problem solving and takes required actions.

1.1.4. MANAGES TRAINING PROGRAM. Directs planning, review and determination of training requirement using the Training Management work center. Reviews training status and makes decision related to training management.

1.1.5. REVIEWS INCOMING DISTRIBUTION. Reviews incoming communication for information, necessary action, and routing.

1.1.6. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing communication for completeness, accuracy of content, and coordination; signs and dispatches.

1.2. COORDINATES WITH OUTSIDE AGENCY. Coordinates with outside agency to affect accomplishment of the mission or maintenance support requirement.

1.3. EVALUATES MAINTENANCE ACTIVITY. Visits maintenance activity to observe condition and evaluate maintenance capability, performance, or requirement.

1.4. REVIEWS REPORT OR STATISTICAL DATA. Analyzes report, statistical data, and management product. Evaluates work center status to identify exception, trend, or condition which requires management attention.

1.5. ATTENDS OR CONDUCTS BRIEFING, CONFERENCE, OR MEETING. Gathers information, organizes reference material, and attends/conducts briefing, conference, or meeting. Establishes/conducts board or council.

1.6. MANAGES FINANCIAL REQUIREMENT. Reviews, approves, and submits budgetary requirement. Manages utilization of allocated funds.

2. TECHNICAL ASSISTANCE:

2.1. PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides advice on subject relating to maintenance organization procedures development, equipment requirement, maintenance priority, or other maintenance/management problem. Assists in the planning, organizing, coordinating, and managing of the maintenance complex.

2.2. PROVIDES PERSONNEL MANAGEMENT ADVICE. Provides advice on recommended personnel assignment and assists in personnel selection. Counsels personnel and recommends necessary action to resolve problem or complaint. Advises the higher authority on matter relating to personnel welfare or morale.

2.3. PROVIDES LIAISON BETWEEN STAFF AND PRODUCTION MANAGEMENT. Provides a communicative channel to production management personnel by visiting work center, observing maintenance condition and activity,

and conversing with personnel. Informs maintenance staff or production supervisor of change affecting personnel or operation, by means of written notice or personal contact.

2.4. RECEIVES VISITING OFFICIAL. Receives and escorts official visitor. Arranges billeting, transportation and/or tour through facility. Aids visiting official in accomplishing mission.

3. SPECIAL PLANNING OR SCHEDULING:

3.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

3.2. PREPARES FOR ANNUAL TOUR (AT).

3.3. PREPARES FOR MOBILITY PARTICIPATION.

4. STAFF ASSISTANCE. Performs wing staff oversight on subordinate unit maintenance program. Makes staff visit to subordinate unit and evaluates readiness/capability. Reviews data and gives direction/advise to improve procedure/performance.

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 work 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						
Chief of Maintenance/210000				Constant Manpower						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Aircraft Maintenance and Munitions	21AX	CIV	2							
TOTAL										
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										