

5 February 1993

**CHIEF OF MAINTENANCE**

**(C-141)**

- 1. Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD), at attachment 1.
- 2. Authority.** Air National Guard (ANG) Regulation 66-14 contains ANG policy and procedural guidance for the Chief of Maintenance. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, 16 May 1988. This ANGMS was developed using the functional review process.
- 3. Applicability.** This standard applies to ANG C-141 Air Mobility Command gained flying units. This standard applies only to peacetime operations.
- 4. Standard Data:**
  - a. Classification.** Type III.
  - b. Approval Date.** 4 Jan 93.
  - c. Manpower Data Source.** Staffing pattern based on long-standing use of manpower and standard operating procedures.
  - d. Standard Manpower Equation.**  $Y = 2$  (Constant Manpower).
  - e. Workload Factor.** N/A.
- 5. Application Instructions.** This work center requires a constant manpower authorization of two. 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.

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

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**WORK CENTER DESCRIPTION****Chief of Maintenance****(C-141)****DIRECT:****1. MANAGEMENT:****1.1. ESTIMATES AND PROGRAMS REQUIREMENT:**

**1.1.1. MANAGES FACILITY.** Directs the planning and review 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 gives verbal instruction to subordinate personnel. Informs subordinate personnel of policy, practice, or procedural change affecting individual or organizational status. Interviews, selects, and counsels employees. 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 action.

**1.1.4. MANAGES TRAINING PROGRAM.** Directs the planning and review 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 statistical data, management product, and report. 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 or conducts briefing, conference, or meeting. Establishes or 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 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 activity and condition, 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.**

**3.2. PREPARES FOR ANNUAL TOUR.**

**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 or advice to improve procedure and 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, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS OOAA for the standard indirect description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC				APPLICABILITY MAN-HOUR RANGE						
Chief of Maintenance/21000A				Constant Manpower						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Maint Officer	40XX	CIV	2							
TOTAL			2							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										