

**CHIEF OF MAINTENANCE
Combat Readiness Training Center (CRTC)**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the work center description at attachment 1 for the Chief of Maintenance function of the CRTC.

2. Authority. Air National Guard Regulations (ANGRs) 66-14, *Maintenance Management*, 13 July 1988, and ANGMD 10.01, *ANG Combat Readiness Training Centers (CRTC)*, 1 Sep 94, contain policy and procedural guidance for the CRTC Chief of Maintenance function. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to the Combat Readiness Training Centers located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS, only. This standard applies to peacetime operations only.

4. Standard Data:

- a. Classification. Type III.
- b. Approval Date. 2 February 1993.
- 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 affect 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.

**DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard**

OFFICIAL

**DEBORAH GILMORE
Chief
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**2 Attachments
1. Work Center Description
2. Standard Manpower Table**

WORK CENTER DESCRIPTION

Chief of Maintenance Combat Readiness Training Center (CRTC)

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. **HIRES EMPLOYEE.** Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

1.1.2. **INDOCTRINATES PERSONNEL.** Conducts initial interview, makes original job assignment, and acquaints new member with work center.

1.1.3. RATES PERFORMANCE:

1.1.3.1. **DRAFTS AND COMPLETES PERFORMANCE REPORT.** Drafts and finalizes NGB Form 25, Military Personnel Performance Rating.

1.1.3.2. **ENDORSES PERFORMANCE REPORT.** Reviews completed NGB Form 26 and endorses.

1.1.3.3. **PREPARES/MAINTAINS MILITARY ACTIVE GUARD RESERVE (AGR) RECORD.** Annually prepares/maintains AGE personnel record folder as per state regulation.

1.1.3.4. **REVIEWS MILITARY AGR RECORD.** Annually reviews AGR personnel record folder as per state regulation.

1.1.3.5. **PREPARES MILITARY/STATE AWARD OR DECORATION NOMINATION.** Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

2. PERSONNEL SUPERVISION:

2.1. **SCHEDULES PERSONNEL.** Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

2.2.1. **DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.** Researches applicable document, develops and coordinates draft, and proofreads the final copy.

2.2.3. **DEVELOPS PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.** Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

2.2.4. **DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.** Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

2.3. DIRECTS WORK CENTER ACTIVITY:

2.3.1. INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate's work and travels to and from subordinate's work area.

2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status, makes associated telephone call, and performs travel.

2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual or work center activity.

2.3.4. PREPARES ROUTINE CORRESPONDENCE. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

2.4. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and improvement. Counsels and assists individuals with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

2.5. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action and marks for routing.

2.6. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

2.7. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management action.

2.8. DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate; forwards estimate to unit resource advisor; and answers follow-on inquiry on estimate.

2.8.1. DEVELOPS ANNUAL BUDGET ESTIMATE.

2.8.2. DEVELOPS QUARTERLY BUDGET UPDATE ESTIMATE.

2.9. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, answers inquiry, and assists as required to facilitate the accomplishment of their mission.

2.10. COORDINATES WITH OUTSIDE AGENCY. Coordinates with outside agency as necessary.

2.11. MONITORS TRAINING. Directs the planning, review, and determination of training. Monitors training status and makes decision related to training management.

2.12. DEVELOPS SELF-INSPECTION CHECKLIST. Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

3. MEETING:

3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.

3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting and returns to work area.

4. VISITING UNIT SUPPORT:

- 4.1. **ASSISTS WITH SITE SURVEY.** Escorts visiting maintenance personnel during site survey visit.
- 4.2. **COORDINATES WITH UNIT.** Coordinates with unit's maintenance personnel prior to arrival.
- 4.3. **PROVIDES DEPLOYMENT SUPPORT:**
 - 4.3.1. **PROVIDES INBRIEFING.** Performs initial inbriefing of maintenance facilities and procedures.
 - 4.3.2. **PROVIDES ASSISTANCE.** Assists visiting unit as required.
- 4.4. **PROVIDES OUTBRIEFING.** Conducts maintenance outbriefing to outline the closeout procedures prior to transferring, to discuss any problems encountered, and suggest any improvements to the facilities and/or procedures.

INDIRECT:

II. SUPERVISION.

II.1. ADMINISTERS PERSONNEL:

II.1.1. HIRES EMPLOYEE. Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

II.1.2. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

II.1.3. RATES PERFORMANCE:

II.1.3.1. DRAFTS AND COMPLETES PERFORMANCE REPORT. Drafts and finalizes NGB Form 26, ANG Military Personnel Performance Rating.

II.1.3.2. ENDORSES PERFORMANCE REPORT. Reviews completed NGB Form 26 and endorses.

II.1.3.3. PREPARES/MAINTAINS MILITARY ACTIVE GUARD RESERVE (AGR) RECORD. Annually prepares/maintains AGR personnel record folder as per state regulation.

II.1.3.4. REVIEWS MILITARY AGR RECORD. Annually reviews AGR personnel record folder as per state regulation.

II.1.4. PREPARES MILITARY/STATE AWARD OR DECORATION NOMINATION. Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

II.1.5. SUBMITS MANAGEMENT IMPROVEMENT RECOMMENDATION:

II.1.5.1. SUBMITS IMPROVEMENT PACKAGE. Researches information, prepares, and evaluates suggestion.

II.1.5.2. PROCESSES SUGGESTION RECEIVED FOR EVALUATION. Evaluates suggestion and prepares recommendation.

II.2. SUPERVISES PERSONNEL:

II.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

II.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

II.2.2.1. DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT. Researches applicable document, develops draft, coordinates draft, and proofreads the final copy.

II.2.2.2. DEVELOPS BULLETIN, POLICY LETTER, OR PROCEDURE. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

II.2.2.3. DEVELOPS PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

II.2.2.4. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

II.2.2.5. DEVELOPS SELF-INSPECTION CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

II.2.3. DIRECTS WORK CENTER ACTIVITY:

II.2.3.1. INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate's work and travels to and from subordinate's work area.

II.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit agency on work center or personnel status, makes associated telephone call, and performs travel.

II.2.3.3. KEEPS WORK CENTER PERSONNEL INFORMED. Informs work center personnel on change affecting individual and work center activity.

II.2.3.4. PREPARES ROUTING CORRESPONDENCE. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

II.2.4. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and improvement. Counsels and assists individuals with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

II.3. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action and marks for routing.

II.4. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

II.5. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management action.

II.6. DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate, forwards estimate to unit resource advisor, and answers follow-on inquiry on estimate.

II.6.1. DEVELOPS ANNUAL BUDGET ESTIMATE.

II.6.2. DEVELOPS QUARTERLY BUDGET UPDATE ESTIMATE.**II.7. INSPECTS FACILITY:**

II.7.1. VALIDATES HAZARD ABATEMENT LOG. Validates hazard abatement log and forwards to safety office.

II.7.2. PREPARES USAF HAZARD REPORT. Prepares USAF Hazard Report and forwards to safety office, reviews response from safety office, appeals response, and reviews answer to appeal.

II.7.3. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention; prepares report; and forwards to proper agency.

II.8. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation.

I2. ADMINISTRATION:

I2.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, releases to originator, and files copy.

I2.1.1. TYPES LETTER OR FORM.

I2.1.2. TYPES MESSAGE.

I2.1.3. TYPES REPORT.

I2.1.4. TYPES EVALUATION. Reviews draft, types draft, and types final evaluation.

I2.1.5. TYPES NGB FORM 26.

I2.1.6. TYPES AWARD OR DECORATION.

I2.1.7. TYPES PLAN, SCHEDULE, OR ROSTER.

I2.1.8. TYPES STATISTICAL DATA.

I2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

I2.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

I2.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.1. ESTABLISHES NEW FILE. Researches regulation, amends file plan, prepares files control label, and prepares new file folder.

I2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

I2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

I2.3.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

I2.3.5. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.3.6. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and disposes of material outside the work area.

I2.3.7. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.3.8. MAINTAINS SECURITY FILE. Maintains file, removes material, and destroys material.

I2.3.9. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

I2.4. MAINTAINS CLASSIFIED MATERIAL:

I2.4.1. CONTROLS MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

I2.4.2. INVENTORIES MATERIAL. Verifies accountability of top secret material and prepares inventory report.

I2.4.3. SAFEGUARDS MATERIAL. Checks safe, annotates form, checks room or area, and changes safe combination.

I2.4.4. DESTROYS MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

I2.5. MAINTAINS CENTRALIZED UNCLASSIFIED PUBLICATION FILE:

I2.5.1. ORDERS ADMINISTRATIVE PUBLICATION. Prepares requisition form, obtains authorizing signature, forwards form, and files form.

I2.5.2. MAINTAINS INDEX. Posts new index, posts new publication change to index, and returns index to library.

I2.5.3. MAINTAINS PUBLICATION. Removes binder from library, posts change, and returns publication binder to library.

I2.5.4. DETERMINES REQUIREMENT FOR PUBLICATION. Determines need for publication, marks index, and disposes of obsolete or nonrequired publication.

I2.6. OPERATES COPYING MACHINE. Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.

I2.7. MAINTAINS CONSOLIDATED STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

I2.8. MAINTAINS BULLETIN BOARD. Carries information to bulletin board, posts new information, removes obsolete information, and returns to work area.

I2.9. MAINTAINS TIME AND ATTENDANCE CARD. Annotates card, completes card, reviews card for accuracy, obtains required signature, and forwards card to civilian pay.

I2.10. PROVIDES STENOGRAPHIC SERVICE:

I2.10.1. TAKES DICTATION. Answers request, assembles material, travels to place of dictation, takes dictation, and returns to work area.

I2.10.2. TAKES MINUTES. Answers request, assembles material, travels to meeting, takes minutes, and returns to work area.

I2.10.3. TRANSCRIBES MATERIAL. Assembles material, types material, reviews typed material, forwards to supervisor, and finalizes appointment.

I2.11. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

I2.12. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.13. PROCESSES AUTOMATIC DATA PROCESSING CARD. Receives input data, punches card, verifies punched information, corrects error, and releases card to originator.

I2.14. MAINTAINS COMPUTER SYSTEM. Installs software and hardware, modifies software, adds and removes users, tests new software and hardware, troubleshoots problems, deletes outdated files, and backs-up system.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.

I3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting and returns to work area.

I4. TRAINING:

I4.1. ADMINISTERS TRAINING:

I4.1.1. EVALUATES INDIVIDUAL TRAINING REQUIREMENT. Compares member's qualification with work center duty requirement, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), designates trainer, and prepares new training record.

I4.1.2. DEVELOPS TRAINING PLAN. Determines training requirement, develops job qualification standard continuation sheet, develops training chart or equivalent, and develops or revises training schedule.

I4.1.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE. Controls CDC material, prepares and submits training quality report (TQR), reviews volume review exercise results with trainee, and reviews CDC material with trainee.

I4.1.4. COUNSELS TRAINEE. Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.

I4.2. MAINTAINS TRAINING RECORD. Reviews and updates training record to ensure currency of required documentation and forms.

I4.3. DEVELOPS TRAINING MATERIAL. Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

I4.4. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.5. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I4.6. READS PUBLICATION. Reads technical and standard publication to maintain job proficiency.

I5. SUPPLY:

I5.1. PROCESSES EQUIPMENT REQUEST. Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.

I5.2. CONDUCTS INVENTORY. Inventories equipment on hand and ensures accuracy of records.

I5.3. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.

I5.4. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS OFFICE EQUIPMENT. Cleans equipment; dusts equipment; changes ribbon, belt, or tape; and makes minor adjustment.

I6.2. MAINTAINS SHOP EQUIPMENT:

I6.2.1. MAINTAINS MACHINERY. Performs periodic inspection, performs preuser inspection, and maintains list of equipment.

I6.2.2. MAINTAINS TEST EQUIPMENT. Establishes and maintains list of equipment requiring Precision Measurement Equipment Laboratory (PMEL) calibration or testing, turns in and picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code equipment, performs preuser inspection, and performs periodic inspection.

I6.2.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, inspects CTK, conducts periodic inventory, and reports missing tool.

I6.2.4. MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial or subsequent issue, replaces broken or lost tool, and conducts periodic inventory.

I6.3. MAINTAINS ASSIGNED VEHICLE. Performs operator inspection, washes vehicles, and refuels vehicle.

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places working tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores working tools or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

I7.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, and performs other associated janitorial tasks.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Chief of Maintenance/FAC 2100TC			Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Tactical Aircraft	452XX	AGR	1							
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										