DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

ANGMS 212002

15 March 1994

JOB CONTROL

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 Job Control work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Proghram (MEP) Processes, formerly AFR 25-5. 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 II.
   b. Approval Date. 30 Oct 90.
   c. Man-hour Data Source. Operational Audit (historical record and technical estimate technique).
   d. Standard Man-hour Equation. $Y = 94.54 + 0.9469X$.
   e. Workload Factors (WLFs):
      (1) Title. A Programmed Flying Hour.
      (2) Definition. The average monthly programmed flying hours.
      (3) Source of Count. USAF Program Document (PD), Volume II, maintained by NGB/FM.

5 **Application Instructions:**
   a. The valid man-hour range for this ANGMS is 276.48 through 701.03.
   b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. The application instructions are as follows:
      (1) Obtain the most current WLF value as instructed in paragraph 4.
      (2) Substitute this value into the man-hour equation for X.
      (3) Divide the total man-hours (Y) by the current civilian Man-hour Availability Factor (MAF) to determine total requirements. NOTE: To determine whole manpower requirements apply ANG standard application procedures using the Fractional Manpower Range Table.
      (4) Find the column in which the number of required authorizations falls; then read up and across the column to determine total manpower by AFSC.

6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week for units without alert mission; or two 8-hour shifts, 5 days a week for units with alert mission. 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

Job Control

DIRECT:

1. MAINTENANCE MANAGEMENT:

1.1. MANAGES AND CONTROLS MAINTENANCE RESOURCE:

1.1.1. ESTABLISHES AND ASSIGNS PRIORITY. Establishes priority according to mission requirement. Notifies appropriate agency of change in priority.

1.1.2. COORDINATES RESOURCE. Coordinates with production supervisor to ensure optimum resource utilization.

1.1.3. COORDINATES WITH OUTSIDE AGENCY. Coordinates with required agency to ensure maintenance action is not delayed.

1.1.4. COORDINATES WITH MATERIAL CONTROL. Coordinates with Material Control regarding part supply status, adjustment to reparable processing, utilization of Partial Mission Support Kit/War Readiness Support Kit (PMSK/WRSK) asset, and production control priority.

1.1.5. COORDINATES FUNCTIONAL CHECK FLIGHT (FCF) REQUIREMENT. Coordinates FCF requirement with Quality Assurance and Plans, Scheduling, and Documentation.

1.2. DEVELOPS AND MAINTAINS PROCEDURAL CHECKSHEET:

1.2.1. COORDINATES CHECKSHEET REQUIREMENT. Coordinates with other agency to determine checksheet requirement as outlined in governing directive.

1.2.2. PRODUCES CHECKSHEET. Drafts and produces checksheet. Coordinates with other agency.

1.2.3. MAINTAINS CHECKSHEET. Maintains, reviews, and updates checksheet.

1.3. EXERCISES CHECKSHEET. Exercises procedural checksheet in response to simulated or actual situation.

1.4. DIRECTS AND CONTROLS PART CANNIBALIZATION:

1.4.1. DETERMINES DESIRABILITY AND FEASIBILITY. Assesses the actual need for cannibalization action in terms of man-hour required, available for part removal, complexity of task, impact on related aircraft system, mission requirement or other related factor. Recommends action to Maintenance Control Supervisor.

1.4.2. COORDINATES CANNIBALIZATION. Coordinates with Maintenance Control Supervisor; Material Control; Plans, Scheduling, and Documentation; and other Maintenance element to select the aircraft to be cannibalized.

1.4.3. DIRECTS CANNIBALIZATION. Directs component removal and generation of a work order to the performing Maintenance work center.

1.4.4. PERFORMS FOLLOW-UP. Determines cannibalization progress or completion and checks status of affected aircraft and cannibalization work order.

1.4.5. DOCUMENTS CANNIBALIZATION. Maintains cannibalization log or other local record and posts completed cannibalization action when received.

1.5. COORDINATES RECOVERY OF GROUNDED AIRCRAFT AWAY-FROM -STATION:

1.5.1. COORDINATES SUPPORT. Coordinates/obtains manpower or material requirement. Ensures appropriate agency is notified of requirement and necessary action is implemented.

1.5.2. MONITORS AIRCRAFT STATUS. Monitors the progress in completing repair and the current status of aircraft away-from-station and reports finding to Maintenance Control Supervisor, or other required agency.

1.6. MONITORS AND POSTS EMERGENCY WAR ORDER (EWO) GENERATION SEQUENCE. Monitors and posts generation sequence change on EWO visual aid. Ensures required agency is notified of sequence change.

2. MAINTENANCE ACTION:

2.1. DIRECTS AND CONTROLS MAINTENANCE ACTION:

2.1.1. PROCESSES SCHEDULED WORK ORDER. Reviews maintenance work and preplanned maintenance schedule and coordinates with affected work center to obtain support necessary to complete work order.

2.1.2. REVIEWS AND IMPLEMENTS MAINTENANCE SCHEDULE.

2.1.3. VERIFIES WORK ORDER ACCURACY.

2.1.4. POSTS WORK ORDER TO VISUAL AID.

2.1.5. ESTABLISHES COMPLETION TIME. Coordinates with affected work center to determine completion of maintenance action.

2.1.6. COORDINATES TO OBTAIN RESOURCE SUPPORT. Coordinates and directs assistance of other agency to complete required maintenance action.

2.2. PROCESSES UNSCHEDULED MAINTENANCE WORK ORDER. Processes unscheduled maintenance work order and initiates AFTO Form 349, Maintenance Data Collection Record/Input to CAMS. Determines personnel required, notifies and dispatches personnel.

2.2.1. INITIATES AFTO FORM 349 OR INPUT TO CAMS.

2.2.2. DETERMINES PRIORITY AS MISSION REQUIREMENT DICTATES.

2.2.3. POSTS WORK ORDER TO VISUAL AID.

2.2.4. ESTABLISHES COMPLETION TIME. Coordinates with appropriate work center to establish Estimated Time in Commission (ETIC).

2.2.5. COORDINATES/OBTAINS RESOURCE SUPPORT. Coordinates and directs assistance of other agency to complete required maintenance action.

2.3. DIRECTS AIRCRAFT RELOCATION:

2.3.1. NOTIFIES MAINTENANCE ACTIVITY. Notifies affected Maintenance activity of requirement to relocate aircraft.

2.3.2. COORDINATES TOWING OPERATION. Coordinates and ensures availability of equipment and personnel. Obtains necessary clearance from control tower, operations center, security, and host unit when applicable.

2.3.3. POSTS VISUAL AID. Posts aircraft location to visual aid.

2.3.4. NOTIFIES AFFECTED NON-MAINTENANCE AGENCY. Notifies non-maintenance agency of aircraft movement and location.

2.4. PERFORMS FOLLOW-UP ON MAINTENANCE ACTION. Performs follow-up on directed maintenance and establishes and posts ETIC. Reviews information. Updates change to Maintenance Control Supervisor or other affected agency.

2.5. MAINTAINS CURRENT AIRCRAFT STATUS. Keeps aircraft status current, updates visual aid, and posts change in aircraft status. Coordinates with Command Post on aircraft status change. Maintains the status of transient aircraft and makes necessary notification to owning unit.

3. FLYING SCHEDULE:

3.1. EVALUATES AIRCRAFT STATUS. Ensures sufficient quantity of properly configured serviceable aircraft are available to meet operational commitment. Assesses aircraft status, location, and configuration. Confirms aircraft readiness to wing/group flight operations.

3.2. COORDINATES FLYING SCHEDULE CHANGE. Coordinates flying schedule change with DCM staff, wing/group flight operations, and affected Maintenance activity.

3.3. RECORDS DEVIATION. Records and coordinates deviation to the flying schedule.

3.4. UPDATES VISUAL AID. Posts change relative to operational event on visual aid.

3.5. COORDINATES FUEL REQUIREMENT. Coordinates aircraft refueling and defueling operation, schedules refueling pit, and coordinates the dispatch of refueling vehicle. Updates visual aid.

3.6. INPUTS FLYING SCHEDULE. Inputs initial and any changes required to flying schedule.

4. SPECIALIST CONTROL:

4.1. POSTS VISUAL AID. Posts current specialist available data to visual aid and updates availability as change occurs.

4.2. REPORTS SPECIALIST NON-AVAILABILITY. Reports specialist non-availability to shop/branch chief for resolution.

4.3. DISPATCHES SPECIALIST. Directs specialist to specific work assignment and coordinates transportation. Coordinates the pre-announcement of personnel to the alert area.

4.4. CONTROLS SPECIALIST UTILIZATION:

4.4.1. PLOTS VISUAL AID. Plots job time line for each work order in progress based on estimated time to complete.

4.4.2. MONITORS WORK ORDER. Reviews job time line, coordinates with shop support personnel, and determines current status of job, reason for work stoppage, or support need. Coordinates with other agency.

4.5. DISPATCHES MAINTENANCE SPECIALIST TRANSPORTATION SUPPORT. Dispatches maintenance taxi or shop vehicle.

5. AEROSPACE GROUND EQUIPMENT (AGE):

5.1. MAINTAINS STATUS. Maintains, reviews, and purges form, log, or file.

5.2. MAINTAINS LOCATION. Maintains location of critical AGE and updates visual aid as AGE is dispatched and repositioned.

5.3. REPORTS AGE SHORTAGE. Reports to higher authority when level of critical AGE availability falls below the minimum required level to meet mission requirement.

5.4. COORDINATES AGE REPLACEMENT. Coordinates repair or replacement of critically short AGE item.

6. SPECIAL PLANNING OR SCHEDULING:

6.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

6.2. PREPARES FOR ANNUAL TOUR (AT).

6.3. PREPARES FOR MOBILITY PARTICIPATION.

7. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS). Analyzes and compiles data. Ensures accuracy of data and forwards to appropriate agency.

8. NONTACTICAL RADIO:

8.1. MANAGES MAINTENANCE COMMUNICATION NETWORK. Determines sufficiency of serviceable unit by periodic review of available asset and coordinates repair of unserviceable unit by contract maintenance or other means. Ensures appropriate radio discipline is maintained on communication network. Maintains alternate communication plan.

8.2. PROVIDES RADIO OPERATOR TRAINING. Administers radio operator training to personnel prior to assumption of duty involving radio operation. Administers recurring training as required.

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 Job Control/212002			APPLICABILITY MAN-HOUR RANGE 276.48 - 701.03									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Aircraft	2A3XX	CIV	2	3	4	5						
TOTAL			2	3	4	5						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.