

5 February 1993

PLANS, SCHEDULING, AND DOCUMENTATION

(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 for varying levels of workload volume.

2. Authority. Air National Guard (ANG) Regulation 66-14 contains ANG policy and procedural guidance for the Plans, Scheduling, and Documentation work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, 16 May 88. 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. **Man-Hour Data Source.** Operational Audit (historical record and technical estimate techniques).
- d. **Standard Man-Hour Equation.** $Y = 100.6 + 19.34X_1 + 0.01518X_2$.
- e. **Workload Factor:**
 - (1) **Title:**
 - (a) X_1 . A C-141 Aircraft Authorized.
 - (b) X_2 . A Programmed Flying Hour.
 - (2) **Definition:**
 - (a) X_1 . The average monthly C-141 aircraft authorized.
 - (b) X_2 . The average monthly programmed flying hours.
 - (3) **Source of Count:**
 - (a) X_1 . USAF Program Document (PD), Volume II, maintained by NGB/FM.
 - (b) X_2 . USAF Program Document (PD), Volume II, maintained by NGB/FM.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 195.38 through 325.64. Should the extrapolation limits be exceeded, see AFR 26-1, Volume III, paragraph 1-20 for guidance.
- b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and Air Force Specialty Code (AFSC). The application instructions are as follows:
 - (1) Determine the values for the two workload factors (WLFs) identified in paragraph 4e.
 - (2) Substitute the appropriate WLF value into the man-hour equation for X_1 and X_2 .
 - (3) Divide the total man-hours by the current civilian man-hour availability factor to determine total requirements.
 - (4) Find the column in which the total number of authorizations fall; read up to determine manpower by AFSC.
- c. Fractional manpower requirements resulting from application of this standard will not be aggregated.

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**Plans, Scheduling, and Documentation****(C-141)****DIRECT:****1. MAINTENANCE PLANNING AND SCHEDULING:****1.1. SCHEDULES MAINTENANCE ACTIVITY:**

1.1.1. DEVELOPS MONTHLY MAINTENANCE PLAN. Researches and compiles information for the monthly maintenance plan. Organizes, drafts, and edits plan.

1.1.2. DEVELOPS WEEKLY MAINTENANCE SCHEDULE. Researches information necessary for the schedule and plots information on AF Form 2401, Equipment Utilization and Maintenance Schedule, and AF Form 2403, Weekly Aircraft Utilization/Maintenance Schedule, or locally developed form.

1.1.3. ACCOMPLISHES TIME COMPLIANCE TECHNICAL ORDER (TCTO) SCHEDULING. Plans TCTO requirement into maintenance schedule and monitors accomplishment.

1.1.4. DEVELOPS QUARTERLY PLAN. Researches and compiles information for the quarterly maintenance plan. Organizes, drafts, and edits plan.

1.2. PLANS DAILY MAINTENANCE:

1.2.1. INITIATES WORK ORDER. Initiates work order on AFTO Form 349, Maintenance Data Collection Record, or MAJCOM alternate form, for all known scheduled maintenance and inspection. Adds to scheduled work requirement originating from other work center or delayed maintenance.

1.2.2. MAINTAINS SUSPENSE FILE. Reviews and maintains the active work order suspense file and the delayed discrepancy file for maintenance.

1.2.3. COMPILES AND ISSUES ISOCHRONAL/HOME STATION CHECK INSPECTION PACKAGE.

1.2.4. PLANS SERVICING AND TOWING REQUIREMENT. Plans servicing and towing requirement resulting from planned maintenance activity.

1.2.5. REVIEWS INDIVIDUAL AIRCRAFT MAINTENANCE PLAN. Reviews and redistributes AF Form 2406, Maintenance Preplan, to Crew Chief and Recovery Team Chief.

1.2.6. CONDUCTS RECORD REVIEW. Schedules and conducts aircraft record review.

1.2.7. DEVELOPS DAILY FLYING MAINTENANCE SCHEDULE. Records change on AF Form 2407, Weekly/Daily Flying Schedule Coordination, and coordinates with appropriate agency. Updates the flying maintenance schedule.

1.3. SCHEDULES/ATTENDS PREDOCK MEETING.**1.4. SCHEDULES/ATTENDS TCTO MEETING.****2. EMERGENCY WAR ORDER (EWO) PLANNING:**

2.1. MAINTAINS MAINTENANCE READINESS FOLDER. Accomplishes maintenance readiness folder and the required portion of the war support plan.

2.2. PREPARES FORM. Prepares AF Form 2408, Generation Maintenance Plan, and AF Form 2409, Generation Sequence Action Schedule, for each sortie required by EWO generation.

3. DOCUMENTATION:**3.1. MAINTAINS EQUIPMENT RECORD:**

3.1.1. MAINTAINS AIRCRAFT JACKET FILE. Receives, transfers, files, and updates active and inactive jacket file for each assigned aerospace vehicle. Screens jacket file monthly for outdated material.

3.1.2. FORECASTS TIME CHANGE. Forecasts, orders, annotates, and schedules time change item on assigned aerospace vehicle.

3.1.3. PERFORMS RECORD INSPECTION. Performs inspection on Aerospace Ground Equipment and aerospace vehicle jacket file for accuracy and technical order compliance.

3.1.4. PLANS, SCHEDULES, AND COORDINATES DEPOT PROGRAM. Prepares and submits form and aerospace vehicle jacket file for aircraft scheduled into depot.

3.2. MAINTAINS MASTER IDENTIFICATION (ID) FILE AND LISTING. Initiates, maintains, and distributes master ID number listing for assigned equipment. Establishes and maintains locally assigned serial number list to facilitate development of equipment ID number.

3.3. MAINTAINS TCTO RECORD:

3.3.1. IMPLEMENTS TCTO COMPLIANCE PROGRESS. Initiates and distributes TCTO AFTO Form 349 to appropriate work center and requisitions kit through materiel control.

3.3.2. MONITORS TCTO COMPLIANCE PROGRESS. Monitors and reports status of TCTO in progress in accordance with applicable directive.

3.3.3. RECORDS TCTO COMPLIANCE. Records completed TCTO on assigned equipment.

3.4. PERFORMS AEROSPACE VEHICLE DISTRIBUTION OFFICE DUTY. Monitors the number of assigned, possessed, and available aircraft, and submits report and required document.

3.5. INPUTS TO CORE AUTOMATED MAINTENANCE SYSTEM (CAMS). Inputs the operational event subsystem used by plans, scheduling, and documentation.

4. AIRCREW DEBRIEFING. Debriefs returning aircrew regarding aircraft condition/air worthiness. Initiates investigative action regarding cited discrepancy.

5. UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY REQUIREMENT. Performs planning or scheduling task associated with preparation for UTA weekend 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 work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC Plans, Scheduling, and Documentation/21230A			APPLICABILITY MAN-HOUR RANGE 195.38 - 325.64							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Maint Scheduling	392X0	CIV	2	3						
TOTAL			2	3						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										