BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 21230C
23 NOVEMBER 1994

PLANS, SCHEDULING, AND DOCUMENTATION
(KC-135)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required 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, *Maintenance Management*, 13 July 1988, contains policy and procedural guidance for the Plans, Scheduling, and Documentation work center. This ANGMS was developed in accordance with the functional review procedures depicted in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to all ANG KC-135 units with an established Plans, Scheduling, and Documentation function. This standard applies to peacetime operations only.

4. Standard Data:

a. Classification. Type III.
b. Approval Date. 25 November 1992.
c. Man-Hour Data Source. Level I, Work Sampling.
d. Standard Man-Hour Equation. $Y = 38.60 + 1.169X$.
e. Workload Factor:
(1) Title. A Programmed Flying Hour.
(2) Definition. The average monthly programmed flying hours.
(3) Source of Count. USAF Program Document, Volume II, maintained by NGB/FM.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 249.57 through 415.95.
b. The application instructions are as follows:
(1) Obtain the most current workload factor value for the workload factor as outlined in paragraph 4e above.
(2) Substitute this value in the man-hour equation for X and divide the resulting man-hours by the current civilian Man-Hour Availability Factor to determine requirements.
(3) Use the man-hour break point table developed by HQ USAF/PRQE to determine the whole manpower requirements.
(4) On AF Form 1113, Manpower Requirement column, find the column which represents the number of whole manpower requirements. Read up and down the column and across to the Air Force Specialty Title column to determine requirements by Air Force Specialty Code.

6. Statement of Conditions:

a. There were no general conditions (environment, equipment, or facility) which had an impact on the development or application of this manpower standard.
b. There were no approved enhancements that impacted the man-hour equation for this manpower standard.

OPR: ANGRC/XPME (Ms.D.Reamy)

Certified by: NGB/CF (Col P.S.Kimmel)
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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Plans, Scheduling, and Documentation
(KC-135)

DIRECT:

1. MAINTENANCE PLANNING AND SCHEDULING:

1.1. SCHEDULES MAINTENANCE ACTIVITY:

1.1.1. DEVELOPS MONTHLY MAINTENANCE PLAN. Researches and compiles information. Organizes, drafts, and edits plan. Submits plan for approval.

1.1.2. DEVELOPS WEEKLY MAINTENANCE SCHEDULE. Researches information and plots information on form. Submits schedule for approval.

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. Organizes, drafts, and edits plan. Maintains chart/visual aid, and submits plan for approval.

1.1.5. COORDINATES DEPOT PROGRAM. Schedules aircraft maintenance to ensure on-time depot input. Coordinates with depot and/or other agency for change requirement. Coordinates action necessary for scheduled completion/return of aircraft from depot maintenance.

1.2. PLANS DAILY MAINTENANCE. Plans, coordinates, and schedules with other agency.

1.2.1. INITIATES WORK ORDER. Initiates work order on AFTO Form 349, Maintenance Data Collection Record, or alternate MAJCOM form for 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 PHASE INSPECTION PACKAGE.

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

1.2.5. REVIEWS AND REDISTRIBUTES INDIVIDUAL AIRCRAFT MAINTENANCE PLAN. Reviews and redistributes Maintenance Preplan to crew chief and periodic chief. Initials AF Form 2430, Specialist Dispatch Control Log, for required shop.

1.2.6. SCHEDULES 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 affected agency. Updates the Flying Maintenance Schedule.

1.2.8. CHAIRS PRE-DOCK/POST-DOCK MEETING. Schedules, prepares for, and chairs pre-dock/post-dock meeting.

1.2.9. CHAIRS TCTO MEETING. Schedules, prepares for, and chairs TCTO meeting.

2. EMERGENCY WAR ORDER PLANNING:

2.1. MAINTAINS MAINTENANCE READINESS FOLDER. Accomplishes DCM maintenance readiness folder and the required portion of the War Support Plan.

2.2. PREPARES FORM REQUIRED BY OPERATIONAL PLAN. Prepares AF Form 2408, Generation Maintenance Plan, and AF Form 2409, Generation Sequence Action Schedule, for each sortie required by aircraft 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. Maintains currency of record.

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 decentralized jacket file for accuracy and technical order compliance.

3.1.4. PREPARES DEPOT PACKAGE. Prepares, coordinates, and submits form and aerospace vehicle jacket file for aircraft scheduled into depot.

3.2. MAINTAINS MASTER IDENTIFICATION (ID) FILE AND LISTING:

3.2.1. MAINTAINS ID NUMBER FILE. Maintains and distributes master ID number listing for assigned equipment.

3.2.2. ESTABLISHES AND MAINTAINS LOCALLY ASSIGNED SERIAL NUMBER LIST. Establishes and maintains locally assigned serial number list to facilitate development of equipment ID number.

3.3. MAINTAINS TCTO/MODIFICATION (MOD) RECORD:

3.3.1. IMPLEMENTS TCTO/MOD COMPLIANCE PROCESS. Initiates and distributes TCTO and AFTO Form 349 to responsible work center. Requisitions kit/material through Materiel Control.

3.3.2. MANAGES TCTO/MOD COMPLIANCE. Manages and reports status of TCTO/MOD in progress.

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

3.4. PERFORMS AEROSPACE VEHICLE DISTRIBUTION OFFICER DUTY. Manages the number of assigned, possessed, and available aircraft and submits report or document.

3.5. MAINTAINS MAINTENANCE AUTOMATED SYSTEM. Makes input to Maintenance Management Information Control System/Core Automated Maintenance System (MMICS/CAMS). Retrieves, analyzes, and reconciles data.

4. SPECIAL PLANNING OR SCHEDULING. Performs planning or scheduling associated with preparation for unit training assembly, annual tour, mobility participation, battle damage program, or other special program.

5. CONTINGENCY/EXERCISE. Supports contingency/exercise.

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/ FAC 21230C			APPLICABILITY MAN-HOUR RANGE 249.57 - 415.95								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Aircraft Maintenance	452XX	CIV	2	3							
TOTAL			2	3							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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