*BY ORDER OF THE CHIEF,*
*NATIONAL GUARD BUREAU*

*ANGMS 2252PC*
*1 JUNE 1995*

*TRANSIENT AIRCRAFT MAINTENANCE*
*Combat Readiness Training Center (CRTC)*

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

**2. Authority.** The 66-series of Air Force and Air National Guard directives contain policy and procedural guidance for the Transient Aircraft Maintenance function. This ANGMS has been developed in accordance with procedures for development of single location manpower standards contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly designated as AFR 25-5.

**3. Applicability.** This standard applies to the Combat Readiness Training Center located at Phelps Collins ANGB, Alpena, MI only. This standard applies to peacetime operations only.

**4. Standard Data:**

a. Classification. Type III.
b. Approval Date. 2 February 1993.
c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Standard Man-Hour Equation. $Y = 62.48 + 6.386X_1 + 32.26X_2 + 1.276X_3 + 3.326X_4 + 4.937X_5$.
e. Workload Factors (WLFs):
(1) Title:
(a) $X_1$. A Transient Aircraft Serviced.
(b) $X_2$. A Visiting Flying Unit Supported.
(c) $X_3$. A Transient Fighter Aircraft Serviced.
(d) $X_4$. A Transient Cargo or Passenger Aircraft Serviced.
(e) $X_5$. Special Training System/Equipment Maintained.
(2) Definition:
(a) $X_1$. The average number of total transient aircraft serviced per month to include: parking, fueling, launching, and other required emergency/routine maintenance tasks performed for all transient aircraft regardless of airframe configuration.
(b) $X_2$. The average number of visiting flying units supported during the most recent completed fiscal year and the two previous fiscal years. (This will produce a three-year average). A flying unit is defined as any unit that deploys for the purpose of performing a flying mission while deployed to the CRTC. The flying unit will be considered a visiting unit when it is deployed for any of the following missions: annual training, operational readiness inspection, operational readiness exercise, or routine mission exercise.
(c) $X_3$. The average number of transient fighter aircraft serviced per month. This count includes fighter aircraft only.
(d) $X_4$. The average number of transient cargo or passenger aircraft serviced per month. This count includes cargo or passenger aircraft only.
(e) $X_5$. The average number of special training systems/equipment maintained monthly to include the aerial gunnery target training system and water survival training equipment.
(3) Source:
(a) $X_1$. Locally maintained service log, AF Form 861, Base/Transient Job Control Number Register.
(b) $X_2$. Locally generated CRTC Training Schedule maintained by the Base Operations and Training section, FAC 4700TC.

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(c) $X_3$. Locally maintained service log, AF Form 861, Base/Transient Job Control Number Register.
(d) $X_4$. Locally maintained service log, AF Form 861, Base/Transient Job Control Number Register.
(e) $X_5$. Work Center Master Equipment Identification (ID) Listing and physical inventory.

**5. Application Instructions:**

a. The valid man-hour range of 222.38 to 370.63 will not be exceeded.

b. Calculate the correct value for each WLF identified in paragraph 4e above. Substitute these values for the appropriate value of X in the manpower equation in paragraph 4d above. (WLF $X_2$ must be comprised of the last three years of data to produce a three-year monthly average.)

c. Divide the resultant man-hours by the current military Man-Hour Availability Factor (MAF) to calculate the total manpower requirements.

d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

**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.

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

## WORK CENTER DESCRIPTION

### Transient Aircraft Maintenance
### Combat Readiness Training Center (CRTC)

**DIRECT:**

**1. TRANSIENT AIRCRAFT:**

**1.1. PARKS TRANSIENT AIRCRAFT.** Directs transient aircraft to parking area; installs chock, safety ground wire, control lock, ladder, step, loading stand, tail stand, and other devices utilized to secure aircraft; positions fire extinguisher by transient aircraft and power unit as required. Debriefs aircrew, obtains key or combination to aircraft left overnight in case it must be moved, determines service or maintenance requirement, obtains aircraft form, and completes debriefing form if maintenance is required.

**1.2. ASSISTS IN ON-/OFF-LOADING.** Assists in on-/off-loading of crew, cargo, and/or passenger.

**1.3. SERVICES TRANSIENT AIRCRAFT:**

**1.3.1. PERFORMS TRANSIENT AIRCRAFT SERVICE.** Services transient aircraft with jet fuel, oil, gaseous and liquid oxygen, low pressure nitrogen and air, and hydraulic fluid in accordance with (IAW) checklist and applicable directive; takes spectrometric oil analysis program (SOAP) sample as required and delivers to SOAP laboratory; documents all service performed on transient aircraft; and cleans work area associated with servicing of transient aircraft.

**1.3.2. MONITORS THE SERVICING OF TRANSIENT AIRCRAFT.** Monitors the servicing of transient aircraft with jet fuel IAW checklist and applicable directive.

**1.4. PERFORMS INSPECTION.** Performs inspection on transient aircraft as required for preflight, through-flight, and basic post-flight, and performs special inspection as directed. Positions Aerospace Ground Equipment (AGE), tools, and parts.

**1.5. ASSISTS SPECIALIST DURING INSPECTION/MAINTENANCE.** Assists in inspection and maintenance on transient aircraft as required for preflight, through-flight, basis post-flight, and special inspection as directed. Positions AGE, tools, parts, and organizational equipment.

**1.6. PERFORMS REQUIRED MAINTENANCE.** Obtains part as required; positions AGE, tools, parts, and organizational equipment; performs repair, adjustment, removal, replacement, lubrication, and minor cleaning within work center's capability; and documents all inspection and maintenance performed on transient aircraft.

**1.7. CLEANS WORK AREA.** Cleans work area associated with transient aircraft maintenance.

**1.8. LAUNCHES TRANSIENT AIRCRAFT.** Removes and stows aircraft cover, duct plug, tail stand, step, loading stand, ladder, control lock, and ground wire; installs starter cartridge, assists aircrew as required; acts as fire guard during engine start; removes and stows chock, safety pin, and lock prior to taxi; directs transient aircraft out of parking area; cleans work area; repositions fire extinguisher; and secures AGE for pickup.

**1.9. INSTALLS DECELERATION CHUTE.** Exchanges, installs, and replaces deceleration chute for F-4 transient aircraft.

**1.10. RECOVERS DECELERATION CHUTE.** Recovers deceleration chute from runway or taxiway.

**1.11. DE-ARMS FIGHTER AIRCRAFT.** De-arms fighter aircraft for safety on the ramp.

**1.12. PERFORMS END-OF-RUNWAY CHECK.** Performs end-of-runway inspection on fighter aircraft prior to takeoff.

**1.13. ACCOMPLISHES DEICING:**

**1.13.1. ACCOMPLISHES MECHANICAL DEICING PROCEDURE.** Accomplishes mechanical deicing procedure using appropriate aircraft technical order (T.O.); operates deicing vehicle, console, deice nozzle, and boom to deice transient aircraft.

**1.13.2. ACCOMPLISHES MANUAL DEICING PROCEDURE.** Accomplishes deicing procedure using broom, mop, brush, and deicing fluid.

**1.13.3. RESERVICES DEICING EQUIPMENT.** Completes AF Form 2005, Issue/Turn in Request, to order deicing fluid; travels to/from supply; loads fluid from barrels into tanks on truck; mixes fluid with water; and checks gas and oil level.

**1.14. PERFORMS TRANSIENT AIRCRAFT VEHICLE OPERATIONS:**

**1.14.1. OPERATES FOLLOW-ME VEHICLE.** Meets and leads arrival or departure aircraft to parking area or departure runway.

**1.14.2. TOWS TRANSIENT AIRCRAFT.** Provides tow team to operate tow vehicle, cockpit brake operator, wing or tail walker, and towing supervisor.

**1.14.3. OPERATES PASSENGER LOADING RAMP.** Operates loading ramp for loading and unloading passengers.

**2. TRANSIENT AIRCRAFT EMERGENCY:**

**2.1. RESPONDS TO AIRCRAFT EMERGENCY.** Responds to transient aircraft emergency requiring towing aircraft off runway and actions necessary to return aircraft to designated area.

**2.2. RESPONDS TO WEATHER WARNING.** Secures aircraft, turns aircraft in direction of wind, ties down aircraft, and sets parking brake or moves aircraft into hangar for protection.

**3. AIRCRAFT BATTLE DAMAGE REPAIR (ABDR) PROGRAM:**

**3.1. MONITORS ABDR PROGRAM.** Maintains status of repairs made to battle damage trainer aircraft IAW technical order and records on Aerospace Vehicle Flight Report and Maintenance Document.

**3.2. INFORMS INSPECTOR GENERAL (IG) TEAM.** Informs IG team before and during exercise of repair status.

**4. AERIAL GUNNERY TARGET TRAINING SYSTEM:**

**4.1. TRAINS VISITING UNIT.** Trains visiting unit on the operation and maintenance of aerial gunnery target system.

**4.2. ACTS AS ESCORT.** Escorts personnel and equipment across runway and taxiway.

**4.3. PERFORMS PERIODIC INSPECTION.** Performs periodic inspection of aerial gunnery target system.

**4.4. PERFORMS TARGET SYSTEM REPAIR.**

5. WATER SURVIVAL EQUIPMENT:

5.1. TRAINS OPERATOR. Trains operator on use of survival equipment.

5.2. PERFORMS MAINTENANCE. Performs maintenance on boat or motor, annotates maintenance record/card, and operates as required.

5.3. PERFORMS 180-DAY INSPECTION.

6. SHOP EQUIPMENT:

6.1. PERFORMS MAINTENANCE. Performs maintenance and repair on shop equipment, obtains part as required, and documents maintenance as required.

6.1.1. PERFORMS SCHEDULED MAINTENANCE.

6.1.2. PERFORMS UNSCHEDULED MAINTENANCE.

6.2. PERFORMS SCHEDULED INSPECTION. Performs scheduled inspection IAW T.O. specifications.

7. NONDESTRUCTIVE INSPECTION (NDI) SOAP LAB:

7.1. CALIBRATES ANALYSIS MACHINE:

7.1.1. PERFORMS PERIODIC CALIBRATION. Performs periodic standardization and calibration of oil analysis machine.

7.1.2. PERFORMS MONTHLY CALIBRATION Performs monthly calibration, completes monthly correlation, and submits report.

7.1.3. REVIEWS LAB REPORT:

7.1.3.1. REVIEWS INTERLABORATORY CORRELATION TEST RESULTS REPORT.

7.1.3.2. REVIEWS SOAP UTILIZATION REPORT.

7.2. PERFORMS REPAIR. Performs necessary electrical repair on microprocessor, circuit boards and transformers using technical manuals, electrical manuals, circuit testers, and oscilloscopes.

7.3. PROVIDES TRAINING. Provides training on use of equipment to visiting units.

7.4. BURNS OIL SAMPLE. Burns oil sample of transient fighter aircraft and notifies home unit with sample results before aircraft departs.

8. VISITING UNIT SUPPORT:

8.1. REVIEWS MAINTENANCE REQUIREMENT. Reviews list of required aircraft maintenance support submitted by visiting unit and coordinates with unit as required prior to arrival.

8.2. PERFORMS SITE SURVEY. Performs site survey with visiting unit personnel.

8.3. ACCOMPLISHES ARRIVAL INVENTORY. Inventories and issues office, repair shop, maintenance work space, and equipment.

**8.4. ACCOMPLISHES DEPARTURE INVENTORY.** Inventories and checks in the office, repair shop, maintenance work space, and equipment from the visiting unit.

**8.5. PERFORMS EQUIPMENT SERVICE INSPECTION.** Performs service inspection on the maintenance shop equipment turned in by the visiting unit.

**8.6. PROVIDES TRAINING AND CERTIFICATION.** Provides training and certification on forklift, 15-ton crane, 25K k-loader, and deicer for aircraft use to other than office personnel.

**8.6.1. PROVIDES FORKLIFT TRAINING AND CERTIFICATION.**

**8.6.2. PROVIDES 15-TON CRANE TRAINING AND CERTIFICATION.**

**8.6.3. PROVIDES 25K K-LOADER TRAINING AND CERTIFICATION.**

**8.6.4. PROVIDES DEICER TRAINING AND CERTIFICATION.**

**8.7. OPERATES AS AIRCRAFT MAINTENANCE CHIEF.** Operates as chief of aircraft maintenance to dispatch transient maintenance personnel, requests specialist assistance, and coordinates with other base functions.

**8.8. PROVIDES ASSISTANCE.** Provides assistance to visiting unit concerning aircraft repair shop and maintenance equipment; provides technical order, special tool, and material upon request.

**INDIRECT:**

**I1. SUPERVISION.**

**I1.1. ADMINISTERS PERSONNEL:**

**I1.1.1. HIRES EMPLOYEE.** Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

**I1.1.2. INDOCTRINATES PERSONNEL.** Conducts initial interview, makes original job assignment, and acquaints new member with work center.

**I1.1.3. RATES PERFORMANCE:**

**I1.1.3.1. DRAFTS AND COMPLETES PERFORMANCE REPORT.** Drafts and finalizes NGB Form 26, ANG Military Personnel Performance Rating.

**I1.1.3.2. ENDORSES PERFORMANCE REPORT.** Reviews completed NGB Form 26 and endorses.

**I1.1.3.3. PREPARES/MAINTAINS MILITARY ACTIVE GUARD RESERVE (AGR) RECORD.** Annually prepares/maintains AGR personnel record folder as per state regulation.

**I1.1.3.4. REVIEWS MILITARY AGR RECORD.** Annually reviews AGR personnel record folder as per state regulation.

**I1.1.4. 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.

**I1.1.5. SUBMITS MANAGEMENT IMPROVEMENT RECOMMENDATION:**

**I1.1.5.1. SUBMITS IMPROVEMENT PACKAGE.** Researches information, prepares, and evaluates suggestion.

**I1.1.5.2. PROCESSES SUGGESTION RECEIVED FOR EVALUATION.** Evaluates suggestion and prepares recommendation.

**I1.2. SUPERVISES PERSONNEL:**

**I1.2.1. SCHEDULES PERSONNEL.** Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

**I1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:**

**I1.2.2.1. DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.** Researches applicable document, develops draft, coordinates draft, and proofreads the final copy.

**I1.2.2.2. DEVELOPS BULLETIN, POLICY LETTER, OR PROCEDURE.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**I1.2.2.3. DEVELOPS PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**I1.2.2.4. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**I1.2.2.5. DEVELOPS SELF-INSPECTION CHECKLIST.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**I1.2.3. DIRECTS WORK CENTER ACTIVITY:**

**I1.2.3.1. INSPECTS WORK IN PROGRESS.** Inspects and reviews subordinate's work and travels to and from subordinate's work area.

**I1.2.3.2. 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.

**I1.2.3.3. KEEPS WORK CENTER PERSONNEL INFORMED.** Informs work center personnel on change affecting individual and work center activity.

**I1.2.3.4. PREPARES ROUTING CORRESPONDENCE.** Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

**I1.2.4. 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.

**I1.3. REVIEWS INCOMING DISTRIBUTION.** Reviews incoming correspondence for information and necessary action and marks for routing.

**I1.4. REVIEWS OUTGOING DISTRIBUTION.** Reviews outgoing correspondence for completeness and accuracy and signs.

**I1.5. 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.

**I1.6. 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.

**I1.6.1. DEVELOPS ANNUAL BUDGET ESTIMATE.**

**I1.6.2. DEVELOPS QUARTERLY BUDGET UPDATE ESTIMATE.**

**I1.7. INSPECTS FACILITY:**

**I1.7.1. VALIDATES HAZARD ABATEMENT LOG.** Validates hazard abatement log and forwards to safety office.

**I1.7.2. 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.

**I1.7.3. 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.

**I1.8. 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<br>Transient Aircraft Maintenance/FAC 2252PC | | | APPLICABILITY MAN-HOUR RANGE<br>222.38 - 370.63 | | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | | |
| Tactical A/C Maint | 452X4 | AGR | 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