BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 2340PC
19 JUNE 1995

AEROSPACE GROUND EQUIPMENT (AGE)
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 AGE function of the CRTC.

2. Authority. Air National Guard Regulation 66-14, *Maintenance Management,* Air National Guard, 13 July 1988, contains policy and procedural guidance for the AGE function. This ANGMS has been developed in accordance with procedures for development of single location manpower standard contained 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 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 (technical estimate and historical record techniques).
d. Standard Man-Hour Equation. $Y = 30.30 + 3.118X_1 + .7821X_2 + .5092X_3 + .3097X_4 + 9.500X_5$.
e. Workload Factor:
(1) Title:
(a) X_1. Total Registered Powered AGE Authorized/Maintained.
(b) X_2. Total Registered Nonpowered AGE Authorized.
(c) X_3. Total Registered AGE Shop Equipment Authorized.
(d) X_4. A Visiting Unit Supported.
(e) X_5. Total Registered AGE Equipment.
(2) Definition:
(a) X_1. The average number of pieces of registered powered AGE authorized and/or fully maintained by the AGE work center per month.
(b) X_2. The average number of pieces of registered nonpowered AGE authorized to the AGE work center per month.
(c) X_3. The average number of pieces of registered AGE shop equipment authorized to the AGE work center per month.
(d) X_4. A visiting/deployed unit supported by the CRTC AGE work center for training and/or mission exercise per month.
(e) X_5. The sum of registered AGE (X_1, X_2, and X_3) authorized to the AGE work center per month.
(3) Source:
(a) X_1. The most current AGE Custodian Authorization/Custody Receipt Listing (CA/CRL). Add pieces of registered powered AGE authorization for Functional Account Code (FAC) 2340 and from other organization's CA/CRL for which the AGE work center has total responsibility for maintenance.
(b) X_2. AGE CA/CRL. Add pieces of registered nonpowered AGE authorized for the AGE work center only.
(c) X_3. AGE CA/CRL. Add pieces of registered AGE shop equipment authorized for the AGE work center only.

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(d) X_4. Alpena CRTC Yearly Training Schedule maintained by the Base Operations and Training Section, FAC 4700TC.

(e) X_5. AGE CA/CRL.

5. Application Instructions:

a. The valid man-hour range of 250.79 to 417.99 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.

c. Divide the resultant man-hours by the current military Man-Hour Availability Factor to calculate the total manpower requirement.

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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OFFICIAL

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

WORK CENTER DESCRIPTION

Aerospace Ground Equipment (AGE)
Combat Readiness Training Center (CRTC)

DIRECT:

1. MAINTENANCE:

1.1. DETERMINES POWERED AGE EQUIPMENT INSPECTION/MAINTENANCE. Determines repair, performs repair, performs adjustment, services unit, cleans unit, performs operational check, and accomplishes maintenance form.

1.1.1. PERFORMS DIESEL GENERATOR (AM32A-86) INSPECTION:

1.1.1.1. PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational checks and corrosion look phase.

1.1.1.2. PERFORMS SPECIAL INSPECTION. Installs or inspects brake and wheel bearing. Lubricates ball bearing and replaces mechanical filter head and element.

1.1.1.3. PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW technical order overhaul instructions. Removes, replaces, installs, uncrates/crates, repairs, and performs general maintenance on components.

1.1.2. PERFORMS GAS GENERATOR INSPECTION:

1.1.2.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.2.2. PERFORMS SPECIAL INSPECTION.

1.1.2.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.3. PERFORMS GAS TURBINE GENERATOR (AM32A-60) INSPECTION:

1.1.3.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.3.2. PERFORMS SPECIAL INSPECTION.

1.1.3.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.4. PERFORMS ELECTRIC GENERATOR (MD-4) INSPECTION:

1.1.4.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.4.2. PERFORMS SPECIAL INSPECTION.

1.1.4.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.5. PERFORMS GAS AIR COMPRESSOR (MC-1A) INSPECTION:

1.1.5.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.5.2. PERFORMS SPECIAL INSPECTION.

1.1.5.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.6. PERFORMS LOW PRESSURE DIESEL AIR COMPRESSOR INSPECTION:

1.1.6.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.6.2. PERFORMS SPECIAL INSPECTION.

1.1.6.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.7. PERFORMS AIR COMPRESSOR (MC-2) INSPECTION:

1.1.7.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.7.2. PERFORMS SPECIAL INSPECTION.

1.1.7.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.8. PERFORMS GAS ENGINE DRIVEN LIGHTING (NF-2) INSPECTION:

1.1.8.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.8.2. PERFORMS SPECIAL INSPECTION.

1.1.8.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.9. PERFORMS DIESEL ENGINE DRIVEN LIGHTING (TF-1) INSPECTION:

1.1.9.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.9.2. PERFORMS SPECIAL INSPECTION.

1.1.9.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.10. PERFORMS TURBO DIESEL AIR CONDITION (AM32C-10C/D) INSPECTION:

1.1.10.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.10.2. PERFORMS SPECIAL INSPECTION.

1.1.10.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.11. PERFORMS AIR CONDITIONING (AM32C-19) INSPECTION:

1.1.11.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.11.2. PERFORMS SPECIAL INSPECTION.

1.1.11.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.12. PERFORMS PORTABLE BLOWER INSPECTION:

1.1.12.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.12.2. PERFORMS SPECIAL INSPECTION.

1.1.12.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.13. PERFORMS LOADBANK (AM24T-8) INSPECTION:

1.1.13.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.13.2. PERFORMS SPECIAL INSPECTION.

1.1.13.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.14. PERFORMS PURGING UNIT (GSU-62M) INSPECTION:

1.1.14.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.14.2. PERFORMS SPECIAL INSPECTION.

1.1.14.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.15. PERFORMS RECTIFIER (B-9) INSPECTION:

1.1.15.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.15.2. PERFORMS SPECIAL INSPECTION.

1.1.15.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.16. PERFORMS BOMBLIFT (MJ-1-B) INSPECTION:

1.1.16.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.16.2. PERFORMS SPECIAL INSPECTION.

1.1.16.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.16.4. PERFORMS WEIGHT TEST.

1.1.16.5. PERFORMS SPARK CHECK.

1.1.17. PERFORMS BOMBLIFT (MHU-83B/E) INSPECTION:

1.1.17.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.17.2. PERFORMS SPECIAL INSPECTION.

1.1.17.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.17.4. PERFORMS WEIGHT TEST.

1.1.17.5. PERFORMS SPARK TEST.

1.1.18. PERFORMS GAS HYDRAULIC TEST STAND (TTU-228) INSPECTION:

1.1.18.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.18.2. PERFORMS SPECIAL INSPECTION.

1.1.18.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.18.4. PERFORMS HYDROSTATIC TEST.

1.1.19. PERFORMS HEATER (H-1) INSPECTION:

1.1.19.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.19.2. PERFORMS SPECIAL INSPECTION.

1.1.19.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.1.19.4. PERFORMS CARBON MONOXIDE TEST.

1.1.20. PERFORMS OXYGEN CART (MB-1) INSPECTION:

1.1.20.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.1.20.2. PERFORMS SPECIAL INSPECTION.

1.1.20.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2. DETERMINES NONPOWERED AGE EQUIPMENT INSPECTION/MAINTENANCE. Determines repair, performs repair, performs adjustment, services unit, cleans unit, performs operational check, and accomplishes maintenance form.

1.2.1. PERFORMS AIRCRAFT STAND (B-1) INSPECTION:

1.2.1.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.1.2. PERFORMS SPECIAL INSPECTION.

1.2.1.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.2. PERFORMS AIRCRAFT STAND (B-4) INSPECTION:

1.2.2.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.2.2. PERFORMS SPECIAL INSPECTION.

1.2.2.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.3. PERFORMS AIRCRAFT STAND (C-1) INSPECTION:

1.2.3.1. PERFORMS PERIODIC INSPECTION.

1.2.3.2. PERFORMS SPECIAL INSPECTION.

1.2.3.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.4. PERFORMS TOWBAR INSPECTION:

1.2.4.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.4.2. PERFORMS SPECIAL INSPECTION.

1.2.4.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.5. PERFORMS AIRCRAFT LADDER INSPECTION:

1.2.5.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.5.2. PERFORMS SPECIAL INSPECTION.

1.2.5.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.6. PERFORMS AIRCRAFT JACK (20-TON) INSPECTION:

1.2.6.1. PERFORMS PERIODIC INSPECTION.

1.2.6.2. PERFORMS SPECIAL INSPECTION.

1.2.6.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.7. PERFORMS AIRCRAFT JACK (17-TON) INSPECTION:

1.2.7.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.7.2. PERFORMS SPECIAL INSPECTION.

1.2.7.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.8. PERFORMS AIRCRAFT JACK (10-TON) INSPECTION:

1.2.8.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.8.2. PERFORMS SPECIAL INSPECTION.

1.2.8.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.9. PERFORMS AIRCRAFT JACK (15-TON) INSPECTION:

1.2.9.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.9.2. PERFORMS SPECIAL INSPECTION.

1.2.9.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.10. PERFORMS AIRCRAFT JACK (5-TON) INSPECTION:

1.2.10.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.10.2. PERFORMS SPECIAL INSPECTION.

1.2.10.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.11. PERFORMS ENGINE TRAILER INSPECTION:

1.2.11.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.11.2. PERFORMS SPECIAL INSPECTION.

1.2.11.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.12. PERFORMS HYDRAULIC CART (-60) INSPECTION:

1.2.12.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.12.2. PERFORMS SPECIAL INSPECTION.

1.2.12.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.13. PERFORMS CRANE (J-1) INSPECTION:

1.2.13.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.13.2. PERFORMS SPECIAL INSPECTION.

1.2.13.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.14. PERFORMS CRANE (TC-1A) INSPECTION:

1.2.14.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.14.2. PERFORMS SPECIAL INSPECTION.

1.2.14.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.15. PERFORMS J-BOX INSPECTION:

1.2.15.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.15.2. PERFORMS SPECIAL INSPECTION.

1.2.15.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.16. PERFORMS OIL CART INSPECTION:

1.2.16.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.16.2. PERFORMS SPECIAL INSPECTION.

1.2.16.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.17. PERFORMS ENGINE ADAPTER INSPECTION:

1.2.17.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.17.2. PERFORMS SPECIAL INSPECTION.

1.2.17.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.18. PERFORMS NITROGEN CART INSPECTION:

1.2.18.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.18.2 PERFORMS SPECIAL INSPECTION.

1.2.18.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.2.19. PERFORMS WHEEL DOLLY (MHU-104E) INSPECTION:

1.2.19.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.2.19.2. PERFORMS SPECIAL INSPECTION.

1.2.19.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3. DETERMINES SHOP EQUIPMENT INSPECTION/MAINTENANCE:

1.3.1. PERFORMS AIR COMPRESSOR (MB-8) INSPECTION:

1.3.1.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.1.2. PERFORMS SPECIAL INSPECTION.

1.3.1.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.2. PERFORMS STEAM JENNY WASHER:

1.3.2.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.2.2. PERFORMS SPECIAL INSPECTION.

1.3.2.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.3. PERFORMS VACUUM PUMP INSPECTION:

1.3.3.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.3.2. PERFORMS SPECIAL INSPECTION.

1.3.3.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.4. PERFORMS FLOOR JACK INSPECTION:

1.3.4.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.4.2. PERFORMS SPECIAL INSPECTION.

1.3.4.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.5. PERFORMS DRILL INSPECTION:

1.3.5.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.5.2. PERFORMS SPECIAL INSPECTION.

1.3.5.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.6. PERFORMS MARKING MACHINE INSPECTION:

1.3.6.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.6.2. PERFORMS SPECIAL INSPECTION.

1.3.6.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.7. PERFORMS ANALYZER (-60) INSPECTION:

1.3.7.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.7.2. PERFORMS SPECIAL INSPECTION.

1.3.7.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.8. PERFORMS CABLE INSPECTION:

1.3.8.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.8.2. PERFORMS SPECIAL INSPECTION.

1.3.8.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.3.9. PERFORMS AIR TESTER (-60) INSPECTION:

1.3.9.1. PERFORMS PERIODIC AND CORROSION INSPECTION.

1.3.9.2. PERFORMS SPECIAL INSPECTION.

1.3.9.3. PERFORMS UNSCHEDULED MAINTENANCE.

1.4. ACCOMPLISHES TIME COMPLIANCE TECHNICAL ORDER (TCTO). Accomplishes TCTO IAW specified time limit. Cleans, tags, and prepares repairable component identified for repair. Performs operational check and prepares documentation for unit.

1.4.1. ACCOMPLISHES POWERED TCTO.

1.4.2. ACCOMPLISHES NONPOWERED TCTO.

1.5. PERFORMS CORROSION CONTROL:

1.5.1. PERFORMS POWERED CORROSION CONTROL.

1.5.2. PERFORMS NONPOWERED CORROSION CONTROL.

1.6. PREPARES EQUIPMENT FOR STORAGE/SHIPMENT. Inspects and takes required action for surface preparation, effective application of preservative, evidence of corrosion, shortage of part or accessory, incorrect tire pressure, lubricant leakage, malfunctioning electrical component, malfunctioning fuel system, valve mechanism, cylinder, and crankcase interior for proper storage/shipment. Prepares, processes, and documents necessary form; accomplishes missing form, and annotates damage received during shipment.

1.6.1. PREPARES POWERED EQUIPMENT FOR STORAGE/SHIPMENT.

1.6.2. PREPARES NONPOWERED EQUIPMENT FOR STORAGE/SHIPMENT.

1.7. PERFORMS SERVICE INSPECTION. Reviews form; services unit; checks serviceability of exterior unit panel; starts unit; services parking brake mechanism instrument, lift control valve, and table direct control valve; and checks engine and neutral safety switch for malfunction and performance.

1.7.1. PERFORMS POWERED EQUIPMENT SERVICE INSPECTION.

1.7.2. PERFORMS NONPOWERED EQUIPMENT SERVICE INSPECTION.

1.8. REFUELS UNIT:

1.8.1. REFUELS POWERED EQUIPMENT.

1.8.2. REFUELS SHOP EQUIPMENT.

1.9. PERFORMS PICK UP AND DELIVERY. Receives notification for pick up and delivery, positions tow vehicle, connects equipment, travels to and from delivery/pick up point, disconnects equipment from tow vehicle, and sets brake and chocks equipment.

1.9.1. PICKS UP AND DELIVERS EQUIPMENT TO AIRCRAFT.

1.9.2. PICKS UP AND DELIVERS EQUIPMENT OTHER THAN AIRCRAFT.

1.10. PERFORMS WARRANTY MAINTENANCE. Maintenance warranty document on each item, schedules warranty work as required, and maintains contract maintenance file.

1.11. SERVICES BATTERY:

1.11.1. SERVICES LEAD ACID BATTERY:

1.11.1.1. PERFORMS TEST. Performs test on lead acid battery to determine condition and services and cleans by adding acid or water.

1.11.1.2. CHARGES LEAD ACID BATTERY. Places discharged battery on charger, charges until battery reaches full charge, removes charged battery from charging unit, and cleans as required.

1.11.1.3. PERFORMS UNSCHEDULED MAINTENANCE. Performs unscheduled maintenance on lead acid battery.

1.11.2. SERVICES NICKEL CADMIUM (NICAD) BATTERY:

1.11.2.1. REPAIRS AND MAINTAINS NICAD BATTERY IN-HOUSE.

1.11.2.2. OBTAINS REPAIR FROM EXTERNAL SOURCE. Obtains repair for NICAD battery from external source IAW host tenant agreement.

2. MATERIAL CONTROL:

2.1. ORDERS SUPPLY:

2.1.1. RESEARCHES SOURCE OF SUPPLY INFORMATION. Researches source of supply information to determine National Stock Number (NSN) or part number, proper nomenclature, quantity required, Technical Order figure and index, and Urgency of Need Designator from Unit Manpower Document.

2.1.2. ORDERS PART THROUGH BASE SUPPLY. Orders part through base supply, if applicable, and documents action via issue or turn-in request or supply control log.

2.1.3. RESOLVES SUPPLY DIFFICULTY. Provides follow-up assistance on supply difficulty action and coordinates action with base supply, AFLC, local vendor, and/or item manager.

2.1.4. PREPARES DD FORM 1348-6, DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT. Issues and processes non-NSN requisition form for local purchase, suspenses copy, and distributes to host base supply for processing.

2.1.5. PROCESSES LOCAL MANUFACTURE REQUEST. Processes local manufacture request, AF Form 9, Request for Purchase, if item is not stock listed, excessive time would be required to obtain part, and item is available through a commercial source.

2.2. RECEIVES SUPPLY:

2.2.1. RECEIPTS FOR ORDER. Signs receipt for order, verifies order against suspense file to ensure correct order, annotates suspense control card, and stores order for deferred maintenance as required.

2.2.2. VERIFIES ORDER TRANSACTION. Checks daily document register (DO4) for issue transaction of order status and verifies validity of work order number, accuracy of unit of issue, and cost.

2.2.3. ISSUES ORDER. Issues order for scheduled and unscheduled maintenance.

2.2.4. MONITORS WORK ORDER RESIDUE. Prepares bin label and sends to Defense Reutilization and Marketing Office (DRMO) or base supply if not used in 12 months.

2.2.5. PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.

2.3. MAINTAINS STOCK LISTING:

2.3.1. MAINTAINS PARTS STOCK LISTING. Maintains stock list by ensuring all required microfiche cards are on file.

2.3.2. REVIEWS DUE IN FROM MAINTENANCE (DIFM) LISTING (R26). Reviews R26, coordinates with supply DIFM monitor on status, and prepares items for turn-in.

2.3.3. REVIEWS PRIORITY MONITOR REPORT (D18). Reviews D18, notifies base supply if priority item does not appear on supply listing or does not have a due in date one day after need has been levied, determines cause, and corrects it.

2.4. MAINTAINS BENCH STOCK:

2.4.1. PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting items on master list of authorized bench stock and coordinates with Supply's Bench Stock support unit.

2.4.2. MONITORS SPECIAL LEVEL REQUEST. Initiates documentation requesting special level, maintains suspense file, initiates follow-up action when required, maintains file copy of approved request, and reevaluates rejected request.

2.5. COMPLIES WITH TCTO REQUIREMENT:

2.5.1. PROCESSES TCTO KIT REQUISITION. Processes TCTO kit requisition and furnishes maintenance control technician with copy of TCTO request when kit is ordered.

2.5.2. COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with base supply.

2.5.3. RECEIPTS FOR TCTO KIT. Receipts for TCTO kit from base supply and issues to technician.

2.5.4. MAINTAINS STATUS OF OUTSTANDING TCTO.

2.6. MONITORS TOOL KIT:

2.6.1. ORDERS TOOL. Orders tool through base supply, monitors back ordered tool, issues tool, and obtains receipt for tool.

2.6.2. MAINTAINS TOOL KIT. Maintains accountability in custody receipt folder, monitors changes, updates tool kit, performs semiannual inventory of tool kit, performs inventory when personnel are transferred or when tool kit is no longer required, accounts for shortages, and maintains custody receipt for each tool kit and consolidated tool kit (CTK).

2.7. MAINTAINS TOOL:

2.7.1. MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME). Monitors schedule for PME calibration and certification, and maintains PME status file for equipment requiring calibration or certification.

2.7.2. REVIEWS TABLE OF ALLOWANCE (TA). Performs annual review of TA for equipment authorization.

2.8. MONITORS HAZARDOUS/RECOVERABLE WASTE. Maintains barrel for waste, assures barrel is properly labeled, turns barrel into Supply when full, and maintains Material Data Safety Sheet.

2.9. SELECTS USABLE EQUIPMENT FROM DRMO. Selects usable equipment from DRMO, processes document to retrieve item from DRMO into supply system, and establishes equipment on document register.

2.10. MAINTAINS PROJECT FUND MANAGEMENT REPORT (PFMR). Maintains PFMR to control cost and projects future budget.

3. VISITING UNIT SUPPORT:

3.1. REVIEWS AGE REQUIREMENT. Reviews list of required AGE submitted by visiting unit and coordinates with unit as required prior to arrival.

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

3.3. ACCOMPLISHES ARRIVAL INVENTORY. Inventories and issues office and maintenance space and equipment and requested AGE.

3.4. ACCOMPLISHES DEPARTURE INVENTORY. Inventories and checks in the office and maintenance work space and equipment from the visiting unit.

3.5. PERFORMS SERVICE INSPECTION ON AGE. Performs modified service inspection on the AGE turned-in by the visiting unit.

3.6. PROVIDES ASSISTANCE. Provides assistance to visiting unit concerning AGE shop equipment, provides technical order, special tool, and material upon request.

3.7. MAINTAINS CTK. Maintains CTK for issue to visiting unit and inventories upon turn-in.

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 ROUTINE 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 Aerospace Ground Equip/FAC 2340PC			APPLICABILITY MAN-HOUR RANGE 250.79 - 417.99								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Aerospace Ground Equip	454X1	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