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

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COMMUNICATIONS/NAVIGATION

(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.

2. Authority. Air National Guard (ANG) Regulation 66-14 contains ANG policy and procedural guidance for the Communications/Navigation work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, 16 May 88. This ANGMS is a result of a functional review.

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. Manpower Data Source.** Staffing Pattern.
- **d. Standard Manpower Equation.** Y = 1 (Constant Manpower).
- **e. Workload Factor.** N/A.

5. Application Instructions. This work center requires constant manpower of one authorization. No other application instructions apply.

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

Communications/Navigation

(C-141)

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes the original job assignment, and acquaints newly assigned personnel with the work center.

1.1.2. MONITORS TRAINING. Reviews training record, interviews and counsels trainee, determines training need, monitors training progress, and effects corrective action when necessary.

1.1.3. RATES PERFORMANCE:

1.1.3.1. COUNSELS PERSONNEL. Counsels subordinate on manner of performance and progress in career development and suggests area for further growth and improvement.

1.1.3.2. PREPARES CIVILIAN PERFORMANCE RATING. Analyzes position, position description, and work center goals; drafts performance plan element and standard; discusses proposed performance plan with employee; finalizes performance plan; drafts substantiation of rating; marks appraisal factor--manner of performance; and finalizes performance appraisal.

1.1.4. NOMINATES PERSONNEL FOR AWARD. Performs necessary research, drafts narrative, proofreads typed product for accuracy of content, and signs.

1.2. SUPERVISES PERSONNEL:

1.2.1. SCHEDULES PERSONNEL. Schedules personnel for shift work, overtime work, organizational duty, leave, and compensatory time off.

1.2.2. DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checklist and performance standard, including research, writing, proofreading for accuracy of content, and signing.

1.2.3. DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY. Plans, schedules, assigns work, establishes work priority, and oversees maintenance in progress to ensure compliance with directive, technical order, schedule, procedure, quality standard, and fire, safety, and security regulation.

1.2.4. INFORMS PERSONNEL. Keeps personnel informed of change affecting individual or organizational status by means of personal contact or written notice.

1.2.5. RESOLVES PERSONNEL PROBLEM. Counsels and assists individual with morale, welfare, and disciplinary problem and takes corrective action when necessary to maintain discipline.

1.3. MONITORS PROGRAM. Evaluates the effectiveness of special programs such as management improvement, safety, and foreign object damage within subordinate work center.

1.4. COORDINATES WITH OTHER SUPERVISOR. Coordinates with superior and other work center as necessary to accomplish the work center mission. Includes informing superior of work center status and exception to normal condition. Also includes coordination with supervisor and other agency concerned when work center activity may affect other work center or when external factor affect work center capability.

1.5. REVIEWS REPORT AND STATISTICAL DATA. Reviews report and maintenance man-hour accounting and statistical data for the purpose of evaluating work center status and identifying exception and trend which require management attention.

1.6. DEVELOPS PLAN. Develops and maintains applicable portion of day-to-day operating plan or annex to plan.

1.7. REVIEWS DISTRIBUTION. Reviews incoming and outgoing distribution to determine necessary action. Does not include drafting of communication or processing of distribution.

1.8. INSPECTS FACILITY. Performs periodic inspection of maintenance facility, including inspection for adequacy of housekeeping, identification of safety and fire hazard, and identification of equipment and facility condition requiring maintenance and repair; inspects assigned flight line area, dock, and maintenance equipment. Includes time for write up and initiation of corrective action.

1.9. INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with flight line personnel and writes the required safety report.

1.10. RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector and other official and assists as required to facilitate the accomplishment of their mission. Includes Quality Control inspector visit.

1.11. DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for fund, supply, equipment, and facility.

1.12. PREPARES FOR, CONDUCTS, AND/OR ATTENDS MEETING, BRIEFING, OR CONFERENCE:

1.12.1. PREPARES FOR MEETING, BRIEFING, OR CONFERENCE. Gathers information and organizes reference material necessary to conduct or participate in specific meeting, briefing, or conference.

1.12.2. CONDUCTS MEETING, BRIEFING, OR CONFERENCE.

1.12.3. ATTENDS MEETING, BRIEFING, OR CONFERENCE.

1.13. MONITORS EQUIPMENT, VEHICLE, AND/OR SUPPLY STATUS. Reviews, evaluates, and prepares justification, and takes follow-up and/or corrective action on the status of equipment, vehicle, and supply part.

1.14. RECEIVES INSTRUCTION. Discusses problem, procedure, plan, related work center activity, and receives supervisory instruction.

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 Communications/Navigation/24100A			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Avionics Systems	451XX	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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