

**SUPERINTENDENT**

**Precision Measurement Equipment Laboratory**

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant System dated Mar 91, (formerly 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 (WCD) for varying levels of workload volume within the Precision Measurement Equipment Laboratory (PMEL) superintendent function.
2. **Authority.** The AFI 21-series, formerly AFR 66-series and 74-2 Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the PMEL superintendent function. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, AF Management Engineering Program (MEP) Policies, Responsibilities and Requirements dated May 88 (formerly AFR 25-5, 16 May 88).
3. **Applicability:**
  - a. This standard applies to the following ANG Type II Precision Measurement Equipment Laboratories with full-time authorizations in the PMEL Superintendent function:
    - (1) 102 FW, Otis ANGB MA
    - (2) 127 FW, Selfridge ANGB MI
    - (3) 148 FG, Duluth IAP MN
    - (4) 190 ARG, Topeka KS
  - b. This standard applies to peacetime operations only.
4. **Standard Data:**
  - a. Classification. Type III.
  - b. Approval Date. 17 Aug 93.
  - c. Man-hour Data Source. N/A.
  - d. Standard Manpower Equation.  $Y = 1$  (Constant Manpower).
  - e. Workload Factors. N/A
5. **Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
6. **Statement of Conditions.** The normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no other standard of living constraints that impact the daily operation of this work center.

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**PHILIP G. KILLEY**  
Major General, USAF  
Director, Air National Guard

**OFFICIAL**

**C. DAVID MISKELL**  
Acting Chief  
Administrative Services

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

**WORK CENTER DESCRIPTION SUPERINTENDENT****Precision Measurement Equipment Laboratory****DIRECT:****1. PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) MANAGEMENT:****1.1. ADMINISTERS PERSONNEL:**

**1.1.1. HIRES CIVILIAN EMPLOYEE.** Develops civilian position description, develops promotion evaluation program, submits request for civilian hire, reviews personnel data, interviews applicant, analyzes applicant interview evaluation/rating, and finalizes selection.

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

**1.1.3. RATES PERSONNEL:****1.1.3.1. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM (CPAS):**

**1.1.3.1.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL/ PERFORMANCE PLAN.**

**1.1.3.1.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL/ PERFORMANCE RATING.**

**1.1.3.1.3. INDORSES CIVILIAN APPRAISAL.**

**1.1.3.2. PROVIDES PERFORMANCE FEEDBACK:**

**1.1.3.2.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION.** Gathers and reviews performance information, schedules feedback session, and prepares performance feedback worksheet.

**1.1.3.2.2. CONDUCTS PERFORMANCE FEEDBACK SESSION.** Explains duty performance requirement and responsibility, establishes expectation, and informs ratee if performance is up to expectation.

**1.1.4. NOMINATES PERSONNEL FOR AWARD.**

**1.1.5. MAINTAINS PERSONNEL RECORD:**

**1.1.5.1. ANNOTATES AND COMPLETES AF FORM 971, SUPERVISOR'S EMPLOYEE BRIEF.**

**1.1.5.2. DOCUMENTS TRAINING.**

**1.1.5.3. DOCUMENTS MEETING.**

**1.1.5.4. DOCUMENTS DISCIPLINARY ACTION.**

**1.1.6. RESPONDS TO EMPLOYEE AND UNION GRIEVANCE.**

**1.1.7. PREPARES AND MAINTAINS ANNUAL LEAVE SCHEDULE.**

**1.2. SUPERVISES PERSONNEL:**

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

**1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:**

**1.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION.**

**1.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.**

**1.2.3. DIRECTS WORK CENTER ACTIVITY:**

- 1.2.3.1. **OVERSEES WORK IN PROGRESS.** Inspects and reviews work.
- 1.2.3.2. **COORDINATES ON WORK CENTER OR PERSONNEL STATUS.** Coordinates with supervisor or other unit/agency on work center or personnel status.
- 1.2.3.3. **BRIEFS WORK CENTER PERSONNEL.**
- 1.2.4. **COUNSELS PERSONNEL.** Counsels and assists individual with morale, welfare, or disciplinary problem.
- 1.2.5. **CERTIFIES AF FORM 1278, TIME AND ATTENDANCE FORM.**
- 1.3. **REVIEWS INCOMING DISTRIBUTION.**
- 1.4. **REVIEWS OUTGOING DISTRIBUTION.**
- 1.5. **DEVELOPS BUDGET ESTIMATE.** Prepares budget input by researching, evaluating, coordinating, and drafting estimate. Forwards estimate to unit resource advisor.
- 1.6. **ASSISTS IN MISHAP OR INCIDENT INVESTIGATION.**
- 1.7. **INSPECTS FACILITY.** Inspects work center facility for housekeeping, safety, fire hazard, or equipment condition that requires attention.
  - 1.7.1. **INSPECTS OFFICE FACILITY.**
  - 1.7.2. **INSPECTS LABORATORY FACILITY.**
- 1.8. **RECEIVES AND ASSISTS VISITING OFFICIAL.**
- 1.9. **REVIEWS REPORT AND STATISTICAL DATA.**
- 1.10. **MEETING:**
  - 1.10.1. **PREPARES FOR MEETING.** Gathers information, organizes material, prepares chart or slide, and practices presentation.
  - 1.10.2. **CONDUCTS OR ATTENDS MEETING.**
- 1.11. **MANAGES PMEL PROGRAM:**
  - 1.11.1. **PREPARES MANAGEMENT REPORT.** Prepares management report to include RCS LOG-LG (SA) 7808, Monthly Management, Facility, Billing, and Reimbursement.
  - 1.11.2. **ESTIMATES REIMBURSEMENT COST.** Compiles, analyzes, and computes reimbursement expense information for the preparation of billing statement.
  - 1.11.3. **MANAGES DAILY MAINTENANCE PLANNING.** Participates in scheduled maintenance preplanning and daily maintenance planning activity in response to Plans, Scheduling, and Production Control requirement.
  - 1.11.4. **ENSURES ADEQUACY OF SUPPLY SUPPORT.**
  - 1.11.5. **OVERSEES LOCATION AND CONTENT OF BENCH STOCK.** Coordinates effort with maintenance supervisor and work center personnel.
  - 1.11.6. **MANAGES TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) BRANCH QUALITY ASSURANCE PROGRAM.**
  - 1.11.7. **MANAGES CUSTOMER RELATIONS PROGRAM.** Provides technical assistance and training to customer coincident to the maintenance and operation of assigned TMDE. Conducts annual visit to work center that owns TMDE, including off-base location.
  - 1.11.8. **REVIEWS AND EVALUATES SUGGESTION.** Reviews and evaluates suggestion submitted through suggestion program.

**1.11.9. COORDINATES AIR FORCE METROLOGY AND CALIBRATION (AFMETCAL) PROGRAM ADVISORY GROUP FOR THE AIR NATIONAL GUARD (ANG).** Attends AFMETCAL meeting, votes on metrology policy matter, monitors correspondence, researches, coordinates, and advises ANG on PMEL related issue.

**1.11.10. COORDINATES PMEL SUPPORT AGREEMENT.** Coordinates and provides input to interservice, intercommand, and other agency support agreement.

**1.11.11. ACTS AS SUBJECT MATTER EXPERT FOR REGIONAL OFFICE OF PERSONNEL MANAGEMENT.** Acts as examiner for Electronic Measurement Equipment Mechanic 2602 wage grade position applicant.

**1.11.12. COORDINATES WITH OTHER AGENCY.** Coordinates with other agency to determine or plan PMEL support requirement.

**1.11.13. ENSURES ADEQUACY OF FACILITY.** Ensures the upgrading of laboratory facility and equipment to meet mission requirement. Takes action to correct deficiency.

**1.11.14. MANAGES LABORATORY PROGRAM.** Ensures laboratory facility is maintained to meet minimum environmental requirement.

**1.11.15. ENSURES TECHNICAL ADEQUACY.** Ensures technical data is adequate to meet TMDE support mission requirement.

**1.11.16. PERFORMS EFFECTIVENESS EVALUATION.** Monitors production by labor expended, cost factor, turnaround time, frequency of repair, and backlog.

**1.11.17. MAINTAINS FACILITY SAFETY PROGRAM.**

**1.12. MANAGES TRAINING PROGRAM:**

**1.12.1. DEVELOPS TRAINING PLAN.** Determines training requirement, develops job qualification standard continuation sheet, and develops or revises training schedule.

**1.12.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT.** Prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), and designates trainer.

**1.12.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE.** Controls CDC material, and prepares and submits TQR.

**1.12.4. FORECASTS IN-RESIDENCE TRAINING REQUIREMENT.**

**1.12.5. COUNSELS TRAINEE.** Conducts initial training interview, counsels trainee on training progress, and documents counseling.

**1.12.6. DEVELOPS TRAINING MATERIAL.** Researches required information, updates existing training material, or drafts new training material.

**1.12.7. CONDUCTS TRAINING.** Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

**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, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA or the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC				APPLICABILITY MAN-HOUR RANGE							
PMEL SUPERINTENDENT/FAC 245000				Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
PMEL Supt	324XX	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											