BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 25000E
23 September 1996

MUNITIONS MAINTENANCE MANAGEMENT
F-15

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements,* this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description at attachment 1.

2. Authority. ANGI 21-101, *Maintenance Management of Aircraft*, contains policy and procedural guidance for the Munitions Maintenance Management function. This ANGMS has been developed in accordance with functional review procedures contained in AFMAN 38-208V1, *Air Force Management Engineering Program (MEP) Processes.*

3. Applicability. This ANGMS applies to all ANG F-15 Fighter Wings and Groups in peacetime operations only.

4. Standard Data:
a. Classification. Type III.
b. Approval Date. 2 February 1995.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 1 (Constant Manpower).
e. Workload Factor. Not applicable.

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

6. Statement of Conditions. The conditions listed below had no affect on the development of the 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

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WORK CENTER DESCRIPTION

Munitions Maintenance Management
(F-15)

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member 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. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM:

1.1.3.1.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE PLAN. Analyzes position, position description, and work center goals; drafts performance plan subtask and standard; discusses proposed performance plan with employee; and finalizes performance plan.

1.1.3.1.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE RATING. Researches employee performance, completes performance rating, and discusses performance rating with employee.

1.1.3.2. ENDORSES CIVILIAN APPRAISAL. Reviews civilian performance and promotion appraisal, reviews rebuttal letter, refers to quality review board, and finalizes endorsement.

1.1.4. PREPARES CIVILIAN AWARD NOMINATION. Researches data, drafts recommendation, and finalizes recommendation.

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. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

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

1.2.3. DIRECTS WORK CENTER ACTIVITY:

1.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual and work center activity.

1.2.3.4. PREPARES CORRESPONDENCE. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

1.2.4. COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

1.2.5. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews form for accuracy, obtains required signature, and forwards form to civilian pay.

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

1.4. 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's attention.

1.5. DEVELOPS PLAN. Develops and maintains applicable portion of plan and annex to plan.

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

1.7. INSPECTS FACILITY. Performs periodic inspection of maintenance facility (includes inspection for adequacy of housekeeping, identification of safety and fire hazard, and identification of equipment and facility condition requiring maintenance and repair), and inspects assigned maintenance area, dock, maintenance equipment, etc. Includes time for write-up and initiation of corrective action.

1.8. INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with equipment maintenance personnel and writes the required safety report.

1.9. RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector and other official and assists as required to facilitate the accomplishment of the visitor's mission. Includes quality control inspector visit.

1.10. 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.

1.11. PREPARES FOR, CONDUCTS, OR ATTENDS MEETING, BRIEFING, OR CONFERENCE:

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

1.11.2. CONDUCTS OR ATTENDS MEETING, BRIEFING, OR CONFERENCE. Conducts or attends meeting, briefing, or conference.

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

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

2. SPECIAL PLANNING OR SCHEDULING:

2.1. PREPARES FOR UNIT TRAINING ASSEMBLY.

2.2. PREPARES FOR MOBILITY/DEPLOYMENT PARTICIPATION.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE

WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Munitions Maintenance Management/FAC 25000E			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Munitions Maint Mgr	2W0XX	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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