BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 2522SV
29 MAY 1995

MUNITIONS MAINTENANCE AND STORAGE
Combat Readiness Training Center

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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 for the Munitions Maintenance and Storage function of the CRTC.

2. Authority. AFMAN 23-110, *USAF Supply Manual*, contains policy and procedural guidance for the Munitions Maintenance and Storage 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 (ME) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to the CRTC located at Savannah International Airport, Garden City, GA only. This standard applies to peacetime operations only.

4. Standard Data:
a. Classification. Type III.
b. Approval Date. 2 February 1993.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 2 (Constant Manpower).
e. Workload Factor. N/A.

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

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

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WORK CENTER DESCRIPTION

MUNITIONS MAINTENANCE AND STORAGE
Combat Readiness Training Center (CRTC)

DIRECT:

1. SHIPPING/RECEIVING:

1.1. SHIPS CONTAINER AND RESIDUE:

1.1.1. INSPECTS CONTAINER. Performs inspection of container and residue prior to shipment.

1.1.2. MAINTAINS LOG. Maintains AF Form 191, Ammunition Disposition Report Log.

1.1.3. WEIGHS RESIDUE. Weighs and certifies all residue prior to shipment.

1.1.4. TRANSPORTS RESIDUE. Transports all residue to Defense Reutilization and Marketing Office (DRMO).

1.1.5. SHIPS CONTAINER. Prepares item for shipment and processes paperwork IAW applicable directive for disposition from depot.

1.1.6. PREPARES SHIPPING DOCUMENT. Prepares shipping document required by directive.

1.1.7. LOADS SHIPMENT. Loads shipment onto transport.

1.1.8. DELIVERS TO LOCAL DESTINATION. Delivers to Traffic Management Office or DRMO as required.

1.2. RECEIVES MUNITIONS SHIPMENT:

1.2.1. RECEIVES RAIL SHIPMENT. Procures vehicle and equipment for off-loading and transporting shipment, travels to rail yard to off-load shipment, transports shipment to storage area, downloads truck, and places shipment in storage.

1.2.2. RECEIVES TRUCK SHIPMENT. Escorts truck to storage area, downloads truck, and places shipment in storage.

1.2.3. RECEIVES AIR SHIPMENT. Escorts aircraft to hot cargo pad, downloads aircraft, transports shipment to storage, downloads truck, and places shipment in storage.

1.2.4. PERFORMS RECEIVING INSPECTION. Performs receiving inspection IAW appropriate technical order and coordinates and processes paperwork.

1.3. ISSUES MUNITION:

1.3.1. PROCESSES PAPERWORK. Prepares form for issue of munition item.

1.3.2. PERFORMS PREISSUE INSPECTION. Performs preissue inspection IAW appropriate technical order.

1.3.3. TRANSPORTS TO BUILD-UP AREA. Removes item from storage and transports to build-up area.

1.4. PROCESSES TURN-IN:

1.4.1. PROCESSES PAPERWORK. Processes required form on item turn-in from visiting unit.

1.4.2. PERFORMS TURN-IN INSPECTION. Performs turn-in inspection IAW appropriate technical order.

1.4.3. TRANSPORTS TO STORAGE. Transports item from build-up area to storage.

1.5. STORES MUNITION:

1.5.1. MAINTAINS MUNITION STORAGE:

1.5.1.1. INVENTORIES MUNITION.

1.5.1.2. PREPARES REPORT:

1.5.1.2.1. PREPARES RCS: 7109 REPORT.

1.5.1.2.2. PREPARES A03 REPORT.

1.5.1.3. STORES MUNITION.

1.5.2. MAINTAINS INERT TRAINING MUNITION. Stores and maintains inert training munition, issues items as required, obtains replacement of item, performs maintenance on part as necessary, and maintains safety tag.

1.5.3. PERFORMS INSPECTION:

1.5.3.1. PERFORMS INSPECTION OF MUNITION. Performs periodic and special inspection of munition IAW applicable technical order and maintains AFTO Form 15, Airmunitions Serviceability and Location Record, and AF Form 102, Inspector General Action Request Categorization Data.

1.5.3.2. PERFORMS INSPECTION OF STORAGE AREA. Performs inspection of storage area per checklist.

1.5.4. MAINTAINS LOG. Maintains log for periodic and special inspections scheduled by stock class IAW applicable technical order.

1.5.5 CLEANS STORAGE AREA.

1.5.6. MAINTAINS SAFETY SIGN. Ensures appropriate fire symbol sign is posted and kept in good repair.

1.5.7. MONITORS SHELF LIFE OF ITEM. Inscribes date on each item and checks data periodically to ensure shelf life of item is not exceeded.

1.5.8. PERFORMS MUNITION ASSEMBLY. Performs assembly and build up on munition as required.

1.5.9. FILLS EMPTY INERT BOMB. Disassembles bomb to reach cavity, removes base plate or fuse well cap, stands bomb upright, fills bomb with cement, replaces base plate or fuse well cap, and stores filled bomb.

1.6. PROVIDES COURTESY STORAGE:

1.6.1. RECEIVES RAIL SHIPMENT. Procures vehicle and equipment for off-loading and transporting courtesy storage shipment, travels to rail yard to off-load shipment, transports shipment to storage area, downloads truck, and places shipment in storage.

1.6.2. RECEIVES TRUCK SHIPMENT. Escorts truck to storage area, procures equipment for off-loading, downloads truck, and places courtesy storage shipment in storage.

1.6.3. RECEIVES AIR SHIPMENT. Assists in escorting aircraft to hot cargo pad, procures equipment for off-loading and transporting of shipment, downloads aircraft, transports courtesy storage shipment to storage, downloads truck and/or trailer, and places shipment in storage.

1.6.4. PERFORMS RECEIVING INSPECTION. Performs receiving inspection IAW appropriate technical order and/or regulation, and coordinates and processes paperwork for courtesy storage shipment.

1.6.5. TRANSPORTS TO STORAGE. Transports item from build-up area to storage.

1.6.6. COORDINATES WITH OWNER OF RECORD. Coordinates with munitions owner of record.

1.6.7. PERFORMS INSPECTION OF MUNITIONS. Assists in the performance of periodic and/or special inspection of courtesy stored munitions IAW applicable technical order and maintains AFTO Form 15 and AF Form 102.

1.6.8. MAINTAINS LOG. Maintains log of periodic and special inspections required for courtesy stored munitions IAW applicable technical order.

2. WEAPON SAFETY:

2.1. PERFORMS HAZARD IDENTIFICATION. Performs hazard identification and abatement.

2.2. REPORTS MISHAP. Reports mishap to appropriate agency.

2.3. DISSEMINATES INFORMATION. Disseminates safety information to base work center.

2.4. MAINTAINS EXPLOSIVE SITE PLAN. Maintains Base Explosive Map and Explosive Site Plan and makes recommended change as required.

2.5. PERFORMS INSPECTION OF AREA. Inspects area and performs mandatory monitoring of explosive license, egress, Security Police, and tenant.

3. MUNITION TRAILER MAINTENANCE:

3.1. PERFORMS MAINTENANCE. Performs scheduled and unscheduled maintenance and makes corrosion repair.

3.1.1. PERFORMS SCHEDULED MAINTENANCE:

3.1.1.1. PERFORMS 30-DAY SERVICE INSPECTION.

3.1.1.2. PERFORMS 365-DAY PERIODIC INSPECTION.

3.1.1.3. PERFORMS 365-DAY CORROSION INSPECTION.

3.1.1.4. PERFORMS 720-DAY SPECIAL INSPECTION.

3.1.2. PERFORMS UNSCHEDULED MAINTENANCE.

3.1.3. MAKES CORROSION REPAIR.

3.2. PERFORMS SHOP EQUIPMENT INSPECTION/MAINTENANCE:

3.2.1. PERFORMS OVERHEAD CRANE (ELECTRIC) INSPECTION.

3.2.2. PERFORMS AXLE INSPECTION.

3.2.3. PERFORMS TORQUE WRENCH INSPECTION.

3.2.4. PERFORMS LINKER/DELINKER INSPECTION.

3.2.5. PERFORMS STENCIL MACHINE INSPECTION.

3.2.6. PERFORMS BOMB SLING INSPECTION.

3.2.7. PERFORMS NONDESTRUCTIVE INSPECTION (NDI) HOOK INSPECTION.

3.2.8. PERFORMS JAM CHANGE INSPECTION.

3.2.9. PERFORMS DRILL INSPECTION.

3.2.10. PERFORMS ROCKET RACK INSPECTION.

3.2.11. PERFORMS CORROSION CONTROL.

3.2.12. PERFORMS SPECIAL INSPECTION.

3.2.13. PERFORMS UNSCHEDULED MAINTENANCE.

3.3. MAINTAINS RECORD. Maintains historical record on munition equipment.

3.4. ORDERS PART. Orders part and material for scheduled and unscheduled maintenance and for corrosion repair.

3.5. RECEIVES PART. Verifies order is correct and receipts for order.

4. VISITING UNIT SUPPORT:

4.1. REVIEWS REQUIREMENT. Reviews list of required equipment and facility submitted by visiting unit and coordinates with unit as required prior to arrival.

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

4.3. ACCOMPLISHES ARRIVAL INVENTORY. Inventories and issues equipment and facility.

4.4. ACCOMPLISHES DEPARTURE INVENTORY. Inventories, inspects, and checks in equipment and facility from visiting unit, notifies appropriate office of discrepancy, and maintains record.

4.5. PERFORMS BRIEFING. Performs briefing on runway procedure, general safety, and end-of-runway procedure to visiting unit.

4.6. PROVIDES ASSISTANCE. Provides assistance to visiting unit as required.

5. COMBAT TRAINING MARKSMAN (CATAM):

5.1. SORTS BRASS (EMPTIES CARTRIDGE).

5.2. SHUTS RANGE DOWN FOR MAINTENANCE.

5.3. PICKS UP TARGET BACKING.

5.4. PROVIDES RANGE INSTRUCTION.

5.5. SCHEDULES WEAPON MAINTENANCE.

5.6. PERFORMS WEAPONS MAINTENANCE.

5.7. CONDUCTS WEAPON INVENTORY.

5.8. RESTOCKS AND CLEANS TARGET AREA.

5.9. ORDERS AND RECEIVES RANGE SUPPLIES.

5.10. PERFORMS VAULT SECURITY/DURESS CHECK.

5.11. PROVIDES RIFLE AND PISTOL TEAM SUPPORT.

5.12. COORDINATES WITH RANGE USER.

5.13. PREPARES CATAM SCHEDULE:

5.13.1. PREPARES CATAM RANGE SCHEDULE.

5.13.2. UPDATES CATAM RANGE SCHEDULE.

5.14. LOGS AMO EXPENDITURE.

5.15. OPENS AND CLOSES RANGE.

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 AUTOMATED 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 Munitions Maintenance and Storage/ FAC 2522SV			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Munitions Sys	461X0	AGR	2									
TOTAL			2									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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