

DEPARTMENT OF THE AIR FORCE
Air National Guard Support Center
Andrews AFB, MD 20331-6008

ANGMS 2600B

6 January 1989

MATERIEL CONTROL

1. **Objective of this Air National Guard Manpower Standard (ANGMS).** As prescribed in AFR 8-10, this ANGMS quantifies the manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume.

2. **Authority.** AFR 67-23 and ANGR 66-1 contain USAF and ANG policy and procedural guidance for the Materiel Control work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5. This ANGMS is not the result of a functional review.

3. **Applicability.** This standard applies to all Engineering Installation Squadrons operating a Materiel Control function within FAC 2600. Units undergoing AFR 26-1 cost comparison studies will be exempt from standards application. This standard does not apply to locations that have completed cost comparisons and remained in-house.

4. **Standard Data:**

a. **Classification.** Command Manpower Guide.

b. **Approval Date.** 6 January 1989

c. **Man-hour Data Source.** Historical Records -- Functional Model.

d. **Standard Man-hour Equation.**

$$Y = 7.253 + .4793X$$

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e. **Workload Factor:**

(1) **Title.** A Transaction.

(2) **Definition.** Average monthly number of transactions.

(3) **Source.** The Daily Transactions List (D04), "first, add the line entries under the Document Number column to determine the daily total transactions. Second, add the daily totals to determine the monthly total transactions."

5. **Application Instructions.**

a. Apply this standard using an average monthly value based on 12 months historical workload data.

b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. To use this manpower table:

(1) Determine the appropriate workload factor value for X, Transactions.

(2) Substitute the appropriate figure into the man-hour equation for X.

(3) Divide the resulting total man-hours by 145.3 to arrive at the total number of required authorizations for the Materiel Control work center. Any fraction will be rounded up to the next whole number.

(4) Find the column in which the number of required authorizations falls; then read up and across the column to determine total manpower by AFSC.

c. The valid man-hour data range indicated on the AF Form 1113 will not be exceeded for standard application.

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 operations of this work center.

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2 Attachments

1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Material Control

DIRECT:

1. SUPPLY LIAISON:

- 1.1. ADVISES ON OVERALL SUPPLY SITUATION. Advises supervisor and staff of the overall supply situation and makes recommendation for improvement of supply support.
- 1.2. DETERMINES ISSUE EFFECTIVENESS. Reviews and maintains report from standard or nonstandard supply system to track supply status and to determine issue effectiveness.
- 1.3. FORECASTS SUPPLY REQUIREMENT. Compiles unit input to the ANG-LGS(SA)-7402 Budget Report, and submits document to the supporting ANG Standard Base Supply System (SBSS).
- 1.4. MAINTAINS SUPPLY DISCREPANCY REPORT. Assists personnel in completing report and forwards report to SBSS.
- 1.5. ASSISTS IN PROCESSING MATERIAL DEFICIENCY REPORT (MDR) EXHIBIT. Assists Quality Control in processing MDR exhibit.
- 1.6. TAKES SUPPLY DIFFICULTY ACTION. Takes supply difficulty action to solve serious supply difficulty and follows up as required.
- 1.7. MONITORS CRITICAL ITEM PROGRAM. Coordinates with SBSS to verify status of critical item on the Due-In-From-Maintenance (DIFM) Listing.
- 1.8. MONITORS DIFM ITEM PROGRAM:
 - 1.8.1. REPORTS STATUS AND/OR LOCATION CHANGE OF ITEM.
 - 1.8.2. CONDUCTS DIFM RECONCILIATION. Conducts inventory to reconcile and adjust repair cycle asset not in Supply warehouse.
- 1.9. PROMOTES INTERCHANGEABLE AND SUBSTITUTE GROUP (I&SG). Assures that personnel are knowledgeable of the issue procedure for the I&SG, and informs personnel of the proper procedure to add and delete.

1.10. COORDINATES TIME COMPLIANCE TECHNICAL ORDER (TCTO) KIT. Coordinates with SBSS to insure timely requisitioning and delivery of TCTO kit or item.

1.11. COORDINATES TCTO ACTION. Notifies Job Control and the work center affected by TCTO change.

1.12. VALIDATES STANDARD REPORTING DESIGNATOR (SRD) CODE. Validates and updates code for new and established equipment.

2. DEMAND PROCESSING:

2.1. PROCESSES ISSUE REQUEST. Receives supply item request. Contacts work center to cross-check part number and stock number, and determines supply item status.

2.1.1. VERIFIES URGENCY OF NEED DESIGNATOR (UND) "A".

2.1.2. VERIFIES UND "B".

2.1.3. VERIFIES MISSION CAPABILITY (MICAP) ITEM.

2.2. REVIEWS DUE-OUT VALIDATION LISTING (M30). Contacts requesting work center to validate need for equipment item, and forwards updated listing to SBSS.

2.3. LOGS REQUEST. Logs supply request on AF Form 2414, Verification Worksheet, or other control document.

2.4. FORWARDS REQUEST TO SUPPLY.

2.5. PERFORMS FOLLOW-UP ACTION. Reviews control document and contacts Supply concerning backorder item. Records estimated date of receipt, and notifies work center of current status.

2.6. ASSISTS WORK CENTER TO RESEARCH INDICATIVE DATA.

2.7. DETERMINES LOCAL PURCHASE. Researches, validates request, prepares form, and forwards to SBSS.

3. BENCH STOCK:

3.1. PROCESSES INITIAL BENCH STOCK REQUIREMENT. Receives Organization Bench Stock Listing (SO4) from SBSS and reviews for accuracy. Completes inventory form and forwards to SBSS.

3.2. PROCESSES BENCH STOCK ISSUE REQUEST. Reviews request for accuracy and forwards to SBSS.

3.3. PERFORMS WEEKLY WALK-THROUGH AND MONTHLY INVENTORY. Travels to bench stock location, checks flagged item, verifies quantity level, and reorders as necessary.

3.4. ISSUES BENCH STOCK ITEM. Travels to SBSS or receives direct shipment, verifies receipt of bench stock item, and delivers item to work center.

3.5. CONDUCTS SEMI-ANNUAL BENCH STOCK REVIEW WITH SHOP SUPERVISOR.

3.6. CONDUCTS ANNUAL SPECIAL LEVEL ITEM REVIEW WITH SHOP SUPERVISOR.

4. EQUIPMENT MANAGEMENT:

4.1. RECEIVES EQUIPMENT REQUEST, REVIEWS FOR ACCURACY, AND FORWARDS TO SBSS.

4.2. PROCESSES EQUIPMENT REQUEST FOR NEW AUTHORIZATION:

4.2.1. ESTABLISHES ORGANIZATION SHOP CODE IAW ANG SBSS GUIDELINES.

4.2.2. ASSISTS EQUIPMENT CUSTODIAN TO ESTABLISH CUSTODY RECEIPT ACCOUNT FILE.

4.2.3. CONDUCTS ANNUAL REVIEW OF CUSTODY RECEIPT FILE.

4.3. RECOMMENDS CHANGE TO EQUIPMENT AUTHORIZATION. Assists equipment custodian in preparing form for equipment authorization change.

4.4. MONITORS CHANGE TO TABLE OF ALLOWANCE (TA).

4.5. PROCESSES CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL). Reviews equipment out-of-balance document from SBSS. Assists work center to correct out-of-balance condition.

4.6. MAINTAINS TA. Researches TA for change, initiates corrective action, and informs equipment custodian of change.

4.7. MANAGES COMPOSITE TOOL BIN.

5. MATERIEL MANAGEMENT:

5.1. PROCESSES INCOMING SUPPLIES AND EQUIPMENT:

5.1.1. RECEIVES SUPPLIES AND EQUIPMENT. Travels to SBSS to pick up materiel. Inspects materiel and verifies accuracy. Processes warranty/guarantee item if required. Returns to work center.

5.1.2. RECEIVES DIRECT SHIPMENT. Receives direct shipment from depot, processes property and forwards receiving document to SBSS. Processes damaged property, as required.

5.1.3. STORES MATERIEL. Assigns location and bins item.

5.1.4. ISSUES SUPPLIES AND EQUIPMENT. Processes suspended documentation and delivers materiel to work center.

5.2. SHIPS OUTGOING SUPPLIES AND EQUIPMENT:

5.2.1. RECEIVES MATERIEL. Receives materiel from work center. If required, processes request for building a shipping container and forwards to packing and crating. Processes and files shipping documentation.

5.2.2. PREPARES HAZARDOUS CARGO CERTIFICATION. Researches regulation and completes channel cargo form.

5.2.3. PREPARES MATERIEL FOR TRANSPORT. Packs supplies and equipment. Prepares for delivery or transports to shipment point.

5.3. STORES SUPPLIES AND EQUIPMENT. Provides secure and segregated storage for supplies and equipment.

5.4. PROCESSES REPARABLE ASSET.

5.5. MONITORS REUSABLE CONTAINER PROGRAM. Manages account and stores container.

5.6. PROCESSES CONDEMNED ITEM. Prepares documentation to turn in item to Defense Reutilization and Marketing Office (DRMO).

5.7. MONITORS TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE). Researches technical order for calibration interval of item. Notifies Precision Measurement Equipment Lab (PMEL) of initial calibration or equipment change, and maintains TMDE control system to ensure timely delivery of item to PMEL.

5.7.1. DELIVERS ITEM.

5.7.2. PICKS UP ITEM.

5.8. VISITS DRMO WAREHOUSE IN SEARCH OF USEABLE ASSET.

6. TECHNICAL PUBLICATIONS MANAGEMENT:

6.1. MAINTAINS TECHNICAL PUBLICATION OR MANUAL:

6.1.1. ORDERS PUBLICATION OR MANUAL.

6.1.2. UPDATES PUBLICATION OR MANUAL.

6.2. ASSISTS WORK CENTER IN RESEARCHING ITEM AND MAINTAINS MICROFICHE FILE:

6.2.1. ORDERS AND FILES TA.

6.2.2. ORDERS AND FILES IDENTIFICATION LIST (IL).

6.2.3. ORDERS AND FILES MASTER CROSS REFERENCE LIST (MCRL).

6.2.4. ORDERS AND FILES MANAGEMENT DATA LIST (ML-C) BASICS.

6.3. FILES AND DISTRIBUTES AUTOMATED DATA PRODUCT (ADP) LISTING.

7. CLOTHING AND INDIVIDUAL EQUIPMENT:

7.1. PREPARES PERSONAL CLOTHING RECORD.

7.2. PREPARES ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORD.

7.3. ISSUES CLOTHING. Receives, validates, and backorders request. Pulls clothing from stock, annotates record, obtains customer signature, and processes turn-in of like clothing item.

7.4. PREPARES PAY VOUCHER. Annotates clothing record and updates clothing account.

7.5. PROCESSES SEPARATION OF INDIVIDUAL:

7.5.1. SCREENS CLOTHING RECORD FOR ITEM REQUIRING TURN-IN.

7.5.2. PROCESSES TURN-IN. Researches stock number and inspects clothing or equipment. Tags and bins item.

7.5.3. ANNOTATES CLOTHING RECORD OF ACTION TAKEN.

7.5.4. FILES RECORD. Signs clearance and files or forwards record.

7.6. PROCESSES ITEM FOR CLEANING:

7.6.1. PREPARES PURCHASE ORDER REQUEST FOR ITEM TO BE CLEANED.

7.6.2. RECEIVES CLEANED ITEM. Inventories and warehouses cleaned clothing.

7.6.3. TRAVELS TO AND FROM CLEANERS.

7.7. PROCESSES ITEM FOR OFF-BASE REPAIR:

7.7.1. PREPARES FORM. Prepares AF Form 9 and invoice/shipping document.

7.7.2. TRAVELS TO AND FROM OFF-BASE REPAIR LOCATION.

8. SMALL ARMS WEAPONS STORAGE:

8.1. ISSUES WEAPON. Receives request, telephones security police and travels to vault. Annotates log, opens vault, inventories and issues weapon. Obtains signature, suspenses documentation, closes vault, and annotates log.

8.2. RECEIVES WEAPON. Receives request and travels to vault. Calls security police, annotates log and opens vault. Receives weapon, clears suspense documentation, verifies quantity of weapons returned and closes vault. Destroys suspense documentation and annotates log.

8.3. TESTS ALARM SYSTEM. Travels to vault, telephones security police to test alarm system, annotates log and opens vault. Verifies operation of alarm and clears. Verifies operation of durress system and clears. Signs form, closes vault, annotates log, and returns.

8.4. PERFORMS INVENTORY. Assists in semi-annual weapon inventory.

8.5. PERFORMS END-OF-DAY SECURITY CHECK. Travels to vault, ensures vault is secure, annotates log, and returns.

8.6. PROCESSES TOTAL MOBILITY SMALL ARMS REQUIREMENT. Receives and reviews requirement. Coordinates add, change, and delete with affected organization.

8.7. ENSURES PROPER STORAGE. Opens container and visually inspects property for proper storage.

8.8. TRANSPORTS WEAPON IAW AFR 125-37.

9. MOBILITY BAG MANAGEMENT:

9.1. PERFORMS BUILD-UP, TEAR-DOWN, OR MOVEMENT OF BAG.

9.2. PROCESSES MOBILITY BAG REQUIREMENT CHANGE. Receives changes and updates documentation.

10. MUNITIONS MANAGEMENT:

10.1. PROCESSES MUNITIONS REQUEST (ISU):

10.1.1. PREPARES ISU AND FORWARDS TO SBSS.

10.1.2. RECEIVES ISSUE DOCUMENTATION. Receives completed issue documentation, verifies accuracy, posts lot number to original issue request, and forwards to Document Control.

10.2. PROCESSES MUNITIONS TURN-IN.

10.3. MANAGES MUNITIONS SUPPLY POINT.

10.3.1. ESTABLISHES SUPPLY POINT. Creates folder and files documentation. Coordinates with using agency.

10.3.2. PROCESSES EXPENDITURE REQUEST.

10.3.3. MAINTAINS SUPPLY POINT LISTING. Determines requisitioning requirement. Distributes, receives, and files supply point listing.

10.4. PERFORMS MUNITIONS INVENTORY. Performs inventory on munitions account.

10.5. PREPARES MUNITIONS FORECAST. Coordinates with affected activity. Prepares and forwards munitions forecast.

10.6. REQUESTS SPECIAL LEVEL. Prepares form and forwards to Munitions Accountable Supply Officer.

10.7. PERFORMS FOLLOW-UP. Reviews munitions requirement and performs follow up.

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 OAAA for the Standard Indirect Description.

STANDARD MANPOWER TABLE

WORK CENTER TITLE/CODE			STANDARD APPLICABILITY MANHOOR RANGE																			
Materiel Control/FAC 2600B			7.25 - 304.03																			
AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT																			
Mat Stor & Dist Supv	64571	CIV	1	1	1																	
*Mat Stor & Dist Spec	6455X	CIV		1	2																	
* Optional - This position may be filled by the 5 skill level which best meets the work center requirements																						
TOTAL			1	2	3																	
AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT																			
TOTAL																						