

*QUALITY ASSURANCE
Combat Communications Squadron*

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 within the Quality Assurance work center.

2. **Authority.** The policy and guidance for the operation of the Quality Assurance work center is derived from numerous regulations, the majority of which are contained in, but not limited to, the 56-series, AFI 21-series (formerly 66-series), 102-series, and AFI 31-series (formerly 205-series) of Air Force and/or Air National Guard (ANG) directives. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. **Applicability:**

a. This standard applies to all ANG Combat Communications Squadrons authorized a Quality Assurance work center, FAC 2600C2, except as noted below:

- (1) 114 CCSQ, Jacksonville FL
- (2) 118 CCSQ, Badin NC
- (3) 176 CCSQ, Anchorage AK
- (4) 205 CCSQ, Lexington KY
- (5) 285 CCFT, St. Croix VI

b. This standard applies to peacetime operations only.

4. **Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 16 June 1994.
- c. Manpower Data Source. Staffing Pattern.
- 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 conditions listed below had no effect 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

WORK CENTER DESCRIPTION**Quality Assurance****DIRECT:****1. QUALITY ASSURANCE (QA) INSPECTION:**

1.1. PERFORMS ACTIVITY/TECHNICAL INSPECTION. Assesses the work center's ability to meet mission requirements. Determines if assigned equipment is maintained in accordance with technical data/regulation. Travels to activity, completes documentation, and returns to QA work center.

1.1.1. INSPECTS CHIEF OF MAINTENANCE FUNCTION.

1.1.2. INSPECTS WIDEBAND RADIO WORK CENTER AND EQUIPMENT.

1.1.3. INSPECTS GROUND RADIO WORK CENTER AND EQUIPMENT.

1.1.4. INSPECTS POWER PRODUCTION/REFRIGERATION WORK CENTER AND EQUIPMENT.

1.1.5. INSPECTS TELEPHONE MAINTENANCE WORK CENTER AND EQUIPMENT.

1.1.6. INSPECTS PRODUCTION CONTROL WORK CENTER:

1.1.6.1. INSPECTS JOB CONTROL WORK CENTER.

1.1.6.2. INSPECTS MATERIEL CONTROL WORK CENTER.

1.1.7. INSPECTS ELECTRONIC SWITCHING MAINTENANCE WORK CENTER AND EQUIPMENT.

1.1.8. INSPECTS ADMINISTRATION WORK CENTER.

1.1.9. INSPECTS SATELLITE COMMUNICATION WORK CENTER AND EQUIPMENT.

1.1.10. INSPECTS SECURE COMMUNICATION WORK CENTER AND EQUIPMENT.

1.1.11. INSPECTS VEHICLE.

1.2. PERFORMS SPECIAL INSPECTION:

1.2.1. PERFORMS INCOMING INSPECTION. Determines that incoming equipment meets technical order (T.O.) configuration and physical serviceability requirement.

1.2.2. PERFORMS OUTGOING INSPECTION.

1.2.3. PERFORMS PRE/POST DEPLOYMENT INSPECTION. Determines the completeness, serviceability, and modification status of equipment scheduled for deployment.

1.2.4. PERFORMS SPECIALLY DIRECTED INSPECTION. Performs inspection requested by work center, maintenance supervisor, or higher headquarters. Identifies problem area and corrective action required to eliminate discrepancy.

1.3. PROCESSES INSPECTION REPORT.**1.4. INITIATES FOLLOW-UP ACTION.****2. DEFICIENCY ANALYSIS PROGRAM:****2.1. PERFORMS DEFICIENCY ANALYSIS:****2.1.1. REVIEWS/EVALUATES DEFICIENCY.****2.1.2. INVESTIGATES/ANALYZES DEFICIENCY.****2.1.3. MAKES RECOMMENDATION AND DOCUMENTS FINDING.**

2.1.4. MONITORS CORRECTIVE ACTION. Reviews the result of the corrective action and advises appropriate personnel.

2.2. REPORTS DEFICIENCY ANALYSIS. Prepares Air Force (AF) Form 2423, Technical Order Improvement or Unsatisfactory Material Report Log.

3. TECHNICAL ORDER:**3.1. ENSURES CONTROL AND ACCOUNTABILITY OF T.O. SUBACCOUNT.****3.2. MAINTAINS MASTER T.O. FILE.****3.3. DISTRIBUTES TO SUBACCOUNT.**

3.4. ORDERS AND RECEIVES T.O. Includes reproduction, cancellation, shortage, and assignment of account number.

3.5. REVIEWS AIR FORCE TECHNICAL ORDER (AFTO) FORM 22, TECHNICAL ORDER SYSTEM PUBLICATION IMPROVEMENT REPORT AND REPLY:**3.5.1. REVIEWS AFTO FORM 22 FOR COMPLETENESS AND ACCURACY.****3.5.2. ENSURES THAT CHANGE IS NEEDED AND PROPERLY DOCUMENTED.**

3.5.3. TRACKS AFTO FORM 22. Assigns number, records number in appropriate log, and maintains file copy.

4. TIME COMPLIANCE TECHNICAL ORDER (TCTO):**4.1. REVIEWS INCOMING TCTO.****4.2. FORWARDS COPY TO MAINTENANCE CONTROL AND BASE SUPPLY.****4.3. REVIEWS CURRENT TCTO INDEX.****5. CORROSION PREVENTION AND CONTROL:****5.1. PREPARES AND DISTRIBUTES CORROSION PREVENTION AND CONTROL CHECKLIST.****5.2. RESEARCHES CORROSION PROBLEM AND MAKES RECOMMENDATION.**

6. MAINTENANCE TRAINING:

6.1. IMPLEMENTS TRAINING REQUEST/TRAINING COMPLETION NOTIFICATION.

6.2. ASSISTS SUPERVISOR IN IDENTIFYING TRAINING REQUIREMENT.

6.3. COORDINATES/CONDUCTS MAINTENANCE MANAGEMENT TRAINING.

7. SELF-SUFFICIENCY PROGRAM. Validates proposed not repairable this station (NRTS) action submitted to ensure that repair is performed to the maximum extent possible.

7.1. VERIFIES SOURCE, MAINTENANCE, AND RECOVERABILITY CODE.

7.2. VERIFIES LIMITING FACTOR.

7.3. RECOMMENDS ACTION TO ELIMINATE LIMITING FACTOR.

7.4. TRACKS NRTS ACTION. Maintains log of completed NRTS request.

8. TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

8.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES TRAINING REQUIREMENT.

8.2. ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.

8.3. DEVELOPS/REVIEWS TRAINING PLAN.

INDIRECT:

II. SUPERVISION:

II.1. ADMINISTERS PERSONNEL:

II.1.3. RATES PERFORMANCE:

II.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

II.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

II.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

II.1.4. PREPARES SELECTIVE RETENTION PROGRAM CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes consideration.

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 POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.2.2. DEVELOPS PERFORMANCE STANDARD OR 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. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

I1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

I1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual, and informs work center personnel on change affecting work center activity.

I1.2.3.3.1. INFORMS WORK CENTER PERSONNEL.

I1.2.3.3.2. INFORMS INDIVIDUAL.

I1.3. REVIEWS/PROCESSES INCOMING DISTRIBUTION. Reviews/processes incoming correspondence for information and necessary action and marks for routing.

I1.4. REVIEWS/PROCESSES OUTGOING DISTRIBUTION. Reviews/processes outgoing correspondence for completeness and accuracy and signs.

I1.7. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.

I1.7.2. INSPECTS WAREHOUSE/MAINTENANCE FACILITY.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

I1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status, and identifies possible trends that require management attention.

I2. ADMINISTRATION:

I2.5. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.2. PREPARES FOR UNIT MEETING.

I3.2. CONDUCTS OR ATTENDS MEETING.

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS SHOP EQUIPMENT:

I6.1.1. MAINTAINS MACHINERY. Performs periodic inspection and performs pre-user inspection.

I6.1.1.1. MAINTAINS MACHINERY (NON AIRCRAFT MAINTENANCE FUNCTIONS).

I6.1.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, conducts periodic inventory, and reports missing tool.

I6.1.3.1. MAINTAINS CONSOLIDATED TOOL KIT (CTK) (NON AIRCRAFT MAINTENANCE FUNCTIONS).

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places 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 tool 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, washes window, and performs other associated janitorial tasks.

I7.3.2. CLEANS MAINTENANCE OR WAREHOUSE AREA.

| STANDARD MANPOWER TABLE | | | | | | | | | | |
|---|-------|-------|---|------------------------------|--|--|--|--|--|--|
| WORK CENTER/FAC | | | | APPLICABILITY MAN-HOUR RANGE | | | | | | |
| Quality Assurance/FAC 2600C2 | | | | Constant Manpower | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | | | | | | | | |
| Communications-Electronics System Manager | 2EXXX | CIV | 1 | | | | | | | |
| TOTAL | | | 1 | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | | | | | | | | |
| | | | | | | | | | | |
| TOTAL | | | | | | | | | | |