

**TELEPHONE OUTSIDE PLANT MAINTENANCE  
Combat Readiness Training Center (CRTC)**

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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 at attachment 1 in the Telephone Outside Plant Maintenance function of the CRTC.
  - 2. Authority.** The Air Force and Air National Guard 33-series directives contain policy and procedural guidance for the Telephone Outside Plant Maintenance function. This ANGMS has been developed in accordance with procedures outlined for development of single location manpower standards contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
  - 3. Applicability.** This standard applies to the Combat Readiness Training Centers located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Savannah, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS 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 Factors. 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**

## WORK CENTER DESCRIPTION

### Telephone Outside Plant Maintenance Combat Readiness Training Center (CRTC)

#### DIRECT:

#### 1. INSTALLATION:

**1.1. PREPARES FOR INSTALLATION.** Obtains installation work order and reviews for necessary test equipment, special tool, and material; coordinates with appropriate agency; obtains necessary test equipment, special tool, and material; and loads vehicle.

**1.1.1. PREPARES TO INSTALL CIRCUIT.**

**1.1.2. PREPARES TO INSTALL EQUIPMENT.**

**1.1.3. PREPARES TO INSTALL CABLE.**

**1.1.4. PREPARES TO INSTALL PHONE.**

**1.2. PREPARES WORK SITE FOR INSTALLATION.** Validates work order with customer, performs site survey, unloads vehicles, and prepares work site.

**1.2.1. PREPARES WORK SITE FOR INSTALLATION OF CIRCUIT.**

**1.2.2. PREPARES WORK SITE FOR INSTALLATION OF EQUIPMENT.**

**1.2.3. PREPARES WORK SITE FOR INSTALLATION OF CABLE.**

**1.2.4. PREPARES WORK SITE FOR INSTALLATION OF PHONE.**

**1.3. INSTALLS CIRCUIT.** Verifies circuit with central office and performs transmission check, terminates cross-connect, and verifies operation with central office and/or customer.

**1.3.1. INSTALLS VOICE CIRCUIT.**

**1.3.2. INSTALLS SPECIAL CIRCUIT.**

**1.3.3. INSTALLS DATA CIRCUIT.**

#### 1.4. INSTALLS EQUIPMENT:

**1.4.1. ASSEMBLES MAIN EQUIPMENT.** Lays out and assembles applicable equipment parts.

**1.4.2. MOUNTS AND INSTALLS MAIN EQUIPMENT.** Builds and mounts buckboard, installs main equipment and parts, straps equipment, and applies ground.

**1.4.3. INSTALLS ANCILLARY EQUIPMENT.** Installs ancillary equipment and verifies operation.

**1.4.4. PROGRAMS AND FEATURES.** Programs features and sets option switches, verifies operation with central office, and demonstrates features to customer.

**1.5. INSTALLS CABLE.** Measures, cuts, labels, runs, secures, butts end, terminates cable with connectors, applies ground, and verifies cable operability with central office.

**1.6. INSTALLS PHONE.** Plugs in phone, programs as required, verifies operability, troubleshoots equipment and systems, and corrects discrepancy; verifies number and/or feature with central office, and demonstrates feature to customer.

**1.6.1. INSTALLS STANDARD PHONE.**

**1.6.2. INSTALLS ELECTRONIC PHONE.**

**1.6.3. INSTALLS KEY PHONE.**

**1.7. PERFORMS POST-INSTALLATION ACTION:**

**1.7.1. PERFORMS POST-INSTALLATION ACTION AT WORK SITE.** Labels installed item, prepares/updates station record, cleans work site, loads vehicle, and coordinates with customer.

**1.7.1.1. PERFORMS POST-INSTALLATION ACTION AT WORK SITE ON CIRCUIT.**

**1.7.1.2. PERFORMS POST-INSTALLATION ACTION AT WORK SITE ON EQUIPMENT.**

**1.7.1.3. PERFORMS POST-INSTALLATION ACTION AT WORK SITE ON CABLE.**

**1.7.2. TURNS IN TEST EQUIPMENT, SPECIAL TOOL, MATERIAL, AND WORK ORDER.** Unloads vehicle, turns in test equipment, special tool and excess materials, updates vehicle bench stock and shop records, and turns in work order.

**2. REMOVAL:**

**2.1 PREPARES FOR REMOVAL.** Obtains work order and reviews for necessary special tool, coordinates with appropriate agency, obtains special tool, and loads vehicle.

**2.1.1. PREPARES TO REMOVE CIRCUIT.**

**2.1.2. PREPARES TO REMOVE EQUIPMENT.**

**2.1.3. PREPARES TO REMOVE CABLE.**

**2.1.4. PREPARES TO REMOVE PHONE.**

**2.2. PREPARES WORK SITE FOR REMOVAL.** Validates work order with customer, performs site survey, unloads vehicle, and prepares work site.

**2.2.1. PREPARES WORK SITE FOR REMOVAL OF CIRCUIT.**

**2.2.2. PREPARES WORK SITE FOR REMOVAL OF EQUIPMENT.**

**2.2.3. PREPARES WORK SITE FOR REMOVAL OF CABLE.**

**2.2.4. PREPARES WORK SITE FOR REMOVAL OF PHONE.**

**2.3. REMOVES CIRCUIT.** Verifies circuit with central office and disconnects jumpers.

**2.4. REMOVES EQUIPMENT:**

**2.4.1. REMOVES MAIN EQUIPMENT.** Disconnects, dismantles as required, and removes main equipment.

**2.4.2. REMOVES ANCILLARY EQUIPMENT.**

**2.5. REMOVES CABLE.** Disconnects cable termination and removes cable.

**2.6. REMOVES PHONE.** Disconnects and removes phone.

**2.7. PERFORMS POST-REMOVAL ACTION AT WORK SITE.** Removes tag, updates station record, cleans work site, loads vehicle, and coordinates with customer.

**2.7.1. PERFORMS POST-REMOVAL ACTION AT WORK SITE ON CIRCUIT.**

**2.7.2. PERFORMS POST-REMOVAL ACTION AT WORK SITE ON EQUIPMENT.**

**2.7.3. PERFORMS POST-REMOVAL ACTION AT WORK SITE ON CABLE.**

**2.7.4. PERFORMS POST-REMOVAL ACTION AT WORK SITE ON PHONE.**

**2.8. PERFORMS POST-REMOVAL ACTION AT WORK CENTER:**

**2.8.1. TURNS IN SPECIAL TOOL AND WORK ORDER.** Unloads vehicles, turns in special tool, updates shop record, and turns in work order.

**2.8.2. PERFORMS DISASSEMBLY, INSPECTION, CLEANING, AND TURN-IN OF REMOVED ITEM.** Disassembles and inspects/checks operation of removed item, cleans and bags/tags item, turns item into shop supply for appropriate disposal, completes documentation, and turns in work order.

**2.8.2.1. PERFORMS TURN-IN OF EQUIPMENT:**

**2.8.2.1.1. PERFORMS TURN-IN OF MAIN EQUIPMENT.**

**2.8.2.1.2. PERFORMS TURN-IN OF ANCILLARY EQUIPMENT.**

**2.8.2.2. PERFORMS TURN-IN OF CABLE.**

**2.8.2.3. PERFORMS TURN-IN OF PHONE.**

**3. CABLE PAIR TEST AND TAG:**

**3.1. PREPARES TO TEST AND TAG:**

**3.1.1. PREPARES TO TEST AND TAG CABLE PAIR.** Obtains and reviews work order, coordinates with appropriate agency, obtains necessary special tool and test equipment, and loads vehicle.

**3.1.2. PREPARES WORK SITE FOR TESTING.** Verifies work order with customer, prepares work site, and unloads vehicle.

**3.2. PERFORMS TEST ON CABLE PAIR.** Verifies with appropriate agency, performs transmission checks, documents test and/or cable count verification, and tags cable pair.

**3.3. PERFORMS POST-TEST AND TAG ACTION ON CABLE PAIR:**

**3.3.1. PERFORMS POST-TEST AND TAG ACTION AT WORK SITE.** Updates station record, cleans work site, and loads vehicle.

**3.3.2. TURNS IN SPECIAL TOOL, TEST EQUIPMENT, AND WORK ORDER.** Unloads vehicle, turns in special tool and test equipment, coordinates with appropriate agency, turns in work order and test or cable verification documentation.

**4. PREVENTIVE MAINTENANCE:**

**4.1. PREPARES FOR PREVENTIVE MAINTENANCE:**

**4.1.1. PREPARES TO PERFORM PREVENTIVE MAINTENANCE ACTION.** Obtains and reviews documentation, coordinates with appropriate agency, obtains necessary test equipment and special tool, and loads vehicle.

**4.1.2. PREPARES WORK SITE FOR PREVENTIVE MAINTENANCE.** Performs site survey, prepares work site, and unloads vehicle.

**4.2. PERFORMS PREVENTIVE MAINTENANCE.** Coordinates with appropriate agency, performs inspection in accordance with applicable directive, and corrects deficiency.

**4.3. PERFORMS POST-MAINTENANCE ACTION:**

**4.3.1. PERFORMS POST-MAINTENANCE ACTION AT WORK SITE.** Completes documentation, coordinates with appropriate agency, cleans work site, and loads vehicle.

**4.3.2. TURNS IN DOCUMENTATION, TEST EQUIPMENT, AND SPECIAL TOOL.** Unloads vehicle and turns in documentation, test equipment, and special tool.

**4.4. ASSISTS IN TECHNICAL OR SPECIAL INSPECTION.** Assists in quality control or special inspection of the work center/work site to identify administrative, managerial, or technical problems.

**5. REPAIR:**

**5.1. PREPARES FOR REPAIR:**

**5.1.1. PREPARES TO PERFORM REPAIR ACTION.** Receives trouble ticket; coordinates with appropriate agency/customer; obtains necessary test equipment, special tool, and material; and loads vehicle.

**5.1.2. PREPARES WORK SITE FOR REPAIR.** Unloads vehicle, coordinates with customer, and performs site survey.

**5.2. PERFORMS REPAIR.** Coordinates with appropriate agency, verifies and isolates fault, performs repair, and checks operation.

**5.3. PERFORMS POST-REPAIR ACTION AT WORK SITE.** Completes documentation as required, coordinates with appropriate agency, cleans work site, loads vehicle, and coordinates with customer.

**5.4. TURNS IN DOCUMENTATION, TEST EQUIPMENT, AND SPECIAL TOOL.** Unloads vehicle and turns in documentation, test equipment, and special tool.

**6. MATERIAL SUPPLY:**

**6.1. PROCESSES LIST OF MATERIAL (LOM).** Receives LOM, checks for on-hand material, researches nomenclature and stock number, orders materials, receives and stocks material, issues material, and completes documentation.

**6.2. MAINTAINS EIGHT PERCENT AREA.** Determines authorized quantities (eight percent of the total instruments and associated equipment in use and programmed for specific use), checks stock level, researches nomenclature and stock number, orders material, receives and issues material, and completes documentation.

**6.3. PERFORMS TURN-IN OF EXCESS MATERIAL.** Determines material requiring turn-in to supply/salvage; researches nomenclature and stock number; completes appropriate turn-in documentation; loads vehicle with material to be turned in; coordinates with supply/salvage, off-loads material, and files document.

**7. TRAVEL.** Performs associated travel to and from work center and work site, or from work site to work site, to perform required maintenance.

**INDIRECT:**

**II. SUPERVISION:**

**II.1. ADMINISTERS PERSONNEL:**

**II.1.1. HIRES EMPLOYEE.** Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

**II.1.2. INDOCTRINATES PERSONNEL.** Conducts initial interview, makes original job assignment, and acquaints new member with work center.

**II.1.3. RATES PERFORMANCE:**

**II.1.3.1. DRAFTS AND COMPLETES PERFORMANCE REPORT.** Drafts and finalizes NGB Form 26, ANG Military Personnel Performance Rating.

**II.1.3.2. ENDORSES PERFORMANCE REPORT.** Reviews completed NGB Form 26 and endorses.

**II.1.3.3. PREPARES/MAINTAINS MILITARY ACTIVE GUARD RESERVE (AGR) RECORD.** Annually prepares/maintains AGR personnel record folder as per state regulation.

**II.1.3.4. REVIEWS MILITARY AGR RECORD.** Annually reviews AGR personnel record folder as per state regulation.

**II.1.4. PREPARES MILITARY/STATE AWARD OR DECORATION NOMINATION.** Reviews and returns awards 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.

**II.1.5. SUBMITS MANAGEMENT IMPROVEMENT RECOMMENDATION:**

**II.1.5.1. SUBMITS IMPROVEMENT PACKAGE.** Researches information, prepares, and evaluates suggestion.

**II.1.5.2. PROCESSES SUGGESTION RECEIVED FOR EVALUATION.** Evaluates suggestion and prepares recommendation.

**II.2. SUPERVISES PERSONNEL:**

**II.2.1. SCHEDULES PERSONNEL.** Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

**II.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:**

**II.2.2.1. DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.** Researches applicable document, develops draft, coordinates draft, and proofreads the final copy.

**II.2.2.2. DEVELOPS BULLETIN, POLICY LETTER, OR PROCEDURE.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.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.

**II.2.2.4. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.2.2.5. DEVELOPS SELF-INSPECTION CHECKLIST.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.2.3. DIRECTS WORK CENTER ACTIVITY:**

**II.2.3.1. INSPECTS WORK IN PROGRESS.** Inspects and reviews subordinate's work and travels to and from subordinate's work area.

**II.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS.** Coordinates with supervisor or other unit or agency on work center or personnel status, makes associated telephone call, and performs travel.

**II.2.3.3. KEEPS WORK CENTER PERSONNEL INFORMED.** Informs work center personnel on change affecting individual and work center activity.

**II.2.3.4. PREPARES ROUTINE CORRESPONDENCE.** Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

**II.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.

**II.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 AUTOMATIC 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 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 vehicle, 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 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, and performs other associated janitorial tasks.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC Telephone Outside Plant Maintenance FAC 2655TC				APPLICABILITY MAN-HOUR RANGE						
				Constant Manpower						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Telephone & Data Circuitry Equipment	362XX	AGR	2							
<b>TOTAL</b>			2							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
<b>TOTAL</b>										