

**LOGISTICS PLANS
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 Logistics Plans work center.

2. Authority. AFI 10-series of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Logistics Plans function. 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 Logistics Plans work center, FAC 3800C1, 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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Major General, USAF
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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Logistics Plans

DIRECT:

1. MOBILITY PLANNING:

1.1. PLANS MOBILITY COMMITMENT FOR SINGLE UNIT TYPE CODE (UTC) DEPLOYMENT:

1.1.1. REVIEWS TASKING.

1.1.2. MEETS WITH PARTICIPANTS.

1.1.3. COORDINATES WITH INCREMENT MONITOR AND BASE SUPPLY ON MOBILE READINESS SPARES PACKAGES (MRSP) AND CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL) TO BE DEPLOYED.

1.1.4. ASSISTS UNIT COMMANDER IN SELECTING MOBILITY QUALIFIED PERSONNEL SUBSTITUTION.

1.1.5. COORDINATES DEPLOYMENT WITH HIGHER HEADQUARTERS (NATIONAL GUARD BUREAU OR AIR COMBAT COMMAND) AND AIRLIFT UNIT.

1.1.6. DEVELOPS DEPLOYMENT AND REDEPLOYMENT LOAD PLAN. Weighs cargo and develops load plan.

1.1.7. ISSUES PARTICIPANTS CONTINGENCY OPERATION MOBILITY PROGRAM EXECUTION SYSTEM (COMPES) LOAD AND PACKING LIST ON DD FORM 1387-2, SPECIAL HANDLING DATA/CERTIFICATION.

1.1.8. COORDINATES WITH WORK CENTER TO ENSURE EQUIPMENT IS PROPERLY PREPARED. Performs quality control check of equipment and prepares paperwork.

1.1.9. ACCOMPANIES CARGO TO FLIGHTLINE AND DELIVERS PAPERWORK.

1.1.10. ADVISES HIGHER HEADQUARTERS AND DEPLOYMENT LOCATION OF TAKEOFF AND ESTIMATED TIME OF ARRIVAL.

1.1.11. ASSEMBLES EQUIPMENT FOR OFF-LOADING OF CARGO UPON UTC REDEPLOYMENT.

1.1.12. ASSISTS WITH OFF-LOAD OF CARGO.

1.1.13. ATTENDS DEBRIEFING.

1.1.14. MAINTAINS COMPLETE DEPLOYMENT FILE. Prepares after-action report.

1.2. PLANS MOBILITY EXERCISE:

1.2.1. PERFORMS PREPLANNING:

1.2.1.1. DETERMINES WHETHER EXECUTION OF AN OPERATIONS PLAN (OPLAN) LOGISTICS ANNEX IS REQUIRED. Prepares annex if required.

1.2.1.2. ENSURES APPLICABLE UNIT PERSONNEL ARE KNOWLEDGEABLE OF IN-GARRISON UPCHANNEL OPERATION/SITUATION REPORTING PROCEDURE.

1.2.1.3. COORDINATES/GENERATES A MOBILITY EXERCISE (MOBEX) SCHEDULE OF EVENTS.

1.2.1.4. ENSURES UNIT'S MOBILITY/DEPLOYMENT DOCUMENTATION IS CURRENT:

1.2.1.4.1. ENSURES UNIT'S ALPHA AND RECALL ROSTERS ARE CURRENT.

1.2.1.4.2. ENSURES UNIT'S UTC MANAGER APPOINTMENT LETTER IS CURRENT.

1.2.1.4.3. ENSURES AERIAL PORT OF EMBARKATION/DEBARKATION AND STRIP MAP INFORMATION ARE CURRENT FOR EACH UTC.

1.2.1.4.4. ENSURES UNIT MOBILITY CONTROL CENTER (UMCC) ACCESS LIST IS CURRENT.

1.2.1.4.5. ENSURES MOBEX SUPPORT JOB IS ASSIGNED BY NAME.

1.2.1.4.6. ENSURES DD FORM 1387-2 IS CURRENT AND CORRECT AND THAT BLANK FORM IS AVAILABLE.

1.2.1.4.7. UPDATES AND FINALIZES UTC MANNING ASSIGNMENT.

1.2.1.5. SUBSTITUTES PERSONNEL ON UTC.

1.2.1.6. GENERATES LOGISTICS PLAN LISTING.

1.2.1.7. IDENTIFIES AND INSPECTS HAZARDOUS CARGO ITEM.

1.2.1.8. IDENTIFIES CONSUMABLE REQUIREMENT. Identifies petroleum, oil, lubrication, water, ammunition, and ration requirement.

1.2.1.9. COORDINATES REQUIREMENT/PICK-UP TIME FOR EQUIPMENT AND PERSONNEL WITH HOST BASE'S MOBILITY CONTROL CENTER.

1.2.1.10. DETERMINES WEAPON TASKING.

1.2.1.11. PREPARES AIR FORCE REGULATION (AFI) 25-201, *SUPPORT AGREEMENTS PROCEDURES*, OR EMPLOYMENT SITE SUPPORT MEMORANDUM IF REQUIRED.

1.2.1.12. PREPARES AIRCRAFT LOAD PLAN.

1.2.1.13. IDENTIFIES AND DESIGNATES MRSP AND CA/CRL ASSET REQUIRED FOR DEPLOYMENT.

1.2.2. PREPARES FOR GENERATION AND DEPLOYMENT. Develops local air tasking order. Initiates unit recall. Activates and manages unit Mobility Work Center. Tracks UTC readiness. Presents Mobility Concept briefing and logistics portion of mass briefing to UTC team personnel.

1.2.3. WORKS LOGISTIC SUPPORT FOR DEPLOYED FORCE. Operates Unit Mobility Work Center at home base.

1.2.4. PREPARES FOR REDEPLOYMENT. Coordinates with home station or redeployment location airlift. Coordinates prime mover support to off-load aircraft/vehicle. Tracks UTC accountability status.

1.2.5. PREPARES FOR RECOVERY. Oversees and tracks inventory/accountability, repacking, and replenishment of deployed UTCs.

1.2.6. PREPARES AFTER-ACTION REPORT.

1.3. PLANS ANNUAL FIELD TRAINING:

1.3.1. RECEIVES AND REVIEWS OPLAN.

1.3.2. FORMULATES MASTER TRAINING PLAN REQUIREMENT:

1.3.2.1. REVIEWS UTC TASKING.

1.3.2.2. DETERMINES CONVOY SIZE AND REQUIRED VEHICLES. Obtains convoy movement permits and control numbers if required.

1.3.2.3. IDENTIFIES AND DESIGNATES MRSP AND CA/CRL REQUIREMENT FOR DEPLOYMENT.

1.3.2.4. COORDINATES OR ASSISTS IN SELECTION OF MOBILITY PERSONNEL.

1.3.2.5. PREPARES VEHICLE LOAD PLAN FOR EACH VEHICLE.

1.3.2.6. ENSURES EACH PERSON HAS REQUIRED PERSONAL CLOTHING AND PERSONNEL READINESS FOLDER.

1.3.3. DEVELOPS ANNUAL TRAINING PLAN:

1.3.3.1. COORDINATES WITH TRAINING SITE/FACILITY. Coordinates billeting, food, transportation, communications, sanitation, hazardous waste, potable water, refuse disposal, medical equipment, range control, fuel, and storage facilities.

1.3.3.2. DEVELOPS AND COORDINATES LOGISTICS PORTION OF OPLAN:

1.3.3.2.1. DEVELOPS AND INITIATES DETAILED LOGISTICS OPLAN CONCEPT.

1.3.3.2.2. COORDINATES OPLAN. Coordinates plan with section supervisors, unit commander, training site, state adjutant general, and higher headquarters.

1.3.4. CONDUCTS PRE-SITE VISIT.

1.3.5. PREPARES AFTER-ACTION REPORT.

1.4. PLANS FOR EQUIPMENT CHANGE/CONVERSION:

1.4.1. PERFORMS ANNUAL REVIEW OF DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT EQUIPMENT LISTING AND AUTHORIZATION. Presents briefing.

1.4.2. PERFORMS PERIODIC REVIEW TO REQUEST DOC CHANGE.

1.4.3. RECEIVES EQUIPMENT CHANGE/CONVERSION MESSAGE AND ENSURES NECESSARY SUPPORT EQUIPMENT IS AVAILABLE FOR UTC.

1.4.4. DOWNLOADS/REVIEWS COMPES LOGISTICS FORCE (LOGFOR) ELEMENT.

1.4.5. CHECKS WITH MATERIEL CONTROL TO ENSURE SUPPORT MRSP IS AVAILABLE OR ON ORDER.

1.5. PREPARES COST ESTIMATE FOR EXERCISE LOGISTICS PLAN.

1.6. PARTICIPATES IN BASE MOBILITY PROGRAM:

1.6.1. SERVES AS MEMBER OF BASE MOBILITY WORKING GROUP.

1.6.2. PREPARES/UPDATES INPUT TO BASE MOBILITY PLAN.

1.7. PERFORMS ANNUAL REVIEW OF TIME PHASED FORCE DEPLOYMENT LISTING.

2. TRAINING:

2.1. ARRANGES UNIT/INDIVIDUAL MOBILITY TRAINING:

2.1.1. ARRANGES CLASS TIME, INSTRUCTOR, AND CLASSROOM FOR HOME STATION MOBILITY TRAINING.

2.1.2. PREPARES CLASS ROSTER FOR HOME STATION MOBILITY TRAINING.

2.2. PREPARES FOR AND PROVIDES CLASSROOM INSTRUCTION:

2.2.1. PREPARES FOR/TEACHES CARGO PREPARATION AND MARKING.

2.2.2. PREPARES FOR/TEACHES PALLET BUILDUP.

2.2.3. PREPARES FOR/TEACHES HAZARDOUS CARGO PREPARATION TRAINING AND CERTIFICATION.

2.2.4. PREPARES FOR/TEACHES COMPES OPERATION.

2.2.5. PREPARES FOR/TEACHES SENSITIVE CARGO/CLASSIFIED COURIER TRAINING.

2.2.6. PROVIDES MOBILITY ORIENTATION TRAINING:

2.2.6.1. PREPARES FOR AND BRIEFS NEWCOMER.

2.2.6.2. BUILDS PERSONNEL READINESS FOLDER.

2.2.6.3. MAINTAINS FOLDER CURRENCY. Ensures all dependents are listed, shot record is current, maps are correct, etc.

2.2.6.4. PERFORMS SEMIANNUAL REVIEW OF EACH FOLDER.

2.2.7. PREPARES FOR/TEACHES UMCC OPERATION.

2.2.8. PROVIDES MOBILIZATION AUGMENTEE TRAINING.

2.2.9. PROVIDES WRITTEN PERSONAL AFFAIRS GUIDE FOR ANNUAL PERSONAL AFFAIRS TRAINING.

3. SYSTEMS MANAGEMENT:

3.1. MANAGES COMPES:

3.1.1. COPIES UTC FROM LOGFOR TO UNIT'S LOGISTICS PLAN.

3.1.2. MAKES TABLE OF ALLOWANCE CHANGE AS NECESSARY.

3.1.3. PRODUCES COMPES PRODUCT FOR UTC MANAGER.

3.1.4. UPDATES COMPES.

3.1.5. SERVES AS PILOT UNIT. At Air National Guard Readiness Center direction, develops logistics details for COMPES system and USAF requirements.

3.2. MANAGES CERTIFICATION OF HAZARDOUS MATERIALS PROGRAM:

3.2.1. MAINTAINS DATABASE.

3.2.2. PREPARES CERTIFICATION OF HAZARDOUS MATERIAL.

3.2.3. ENSURES CARGO HAS APPLICABLE DOCUMENTATION ATTACHED.

3.2.4. REVIEWS PROGRAM ANNUALLY.

3.3. ENSURES READINESS STATUS OF UTC.

3.4. MONITORS MOBILITY PERSONNEL ASSIGNMENT.

3.5. MANAGES AUTOMATED MOBILITY SCHEDULE OF EVENTS.

3.6. MANAGES COMPUTER AIDED LOAD MANIFESTING.

4. HOST-TENANT SUPPORT AGREEMENT (HTSA):

4.1. MAINTAINS HTSA.

4.2. PERFORMS TRIENNIAL REVIEW OF HTSA. Ensures day-to-day operations and mobilization support are addressed.

4.3. COORDINATES HTSA WITH APPROPRIATE WORK CENTER.

INDIRECT:

II. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:**I1.1.3. RATES PERFORMANCE:**

I1.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.1.4. PREPARES SELECTIVE RETENTION PROGRAM CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes consideration.

I1.2. SUPERVISES PERSONNEL:**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.

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

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.

I1.3. 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.

I1.7.1. INSPECTS OFFICE 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:**I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:**

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. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.3.5. DISPOSES OF DOCUMENTATION. Disposes of material within the work center, and disposes of material outside the work area.

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. Conducts or attends meeting.

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.

I4. TRAINING:

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

I5. SUPPLY:

I5.3. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.

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.

I7.3.1. CLEANS OFFICE AREA.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Logistics Plans/3800C1			Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Logistics Plans and Programs	25LX	CIV	1							
NOTE: Position may be filled with a 2G0X1, Logistics Plans										
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										