

COMMUNICATIONS OPERATIONS
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 for varying levels of workload volume within the Communications Operations work center.

2. **Authority.** The AFR 56-series, AFI 10-201, *Status of Resources and Training System RCS: HAF-XOO* (formerly AFR 55-15), AFI 31-401 series (formerly AFR 205-series), and AFI 33-106 series (formerly AFR 700-series) of Air Force and/or Air National Guard directives contain command policy and procedural guidance for the Communications Operations 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 Communications Operations work center, FAC 3800C2, 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 II.

b. **Approval Date.** 16 June 1994.

c. **Man-hour Data Source.** Operational Audit (historical record and technical estimate techniques).

d. **Standard Man-hour Equation.** $Y = \frac{X}{0.2399 + 0.00402X}$

e. **Workload Factor (WLF):**

(1) **Title.** A Traditional Guardsman Authorized.

(2) **Definitions.** The total number of military authorizations supported.

(3) **Source.** Extended Unit Manpower Document maintained by ANGRC/XPMRF.

5. **Application Instructions:**

a. The valid man-hour range for this ANGMS is 133.21 through 246.67. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended.

b. **Manual Application:**

(1) Determine the correct value for the WLF identified in paragraph 4e above. Substitute this value for the value of X in the man-hour equation identified in paragraph 4d.

(2) Divide the total required man-hours by the appropriate civilian Man-hour Availability Factor to determine the total manpower requirements.

c. Automated Application:

(1) Hardware/Software Requirements:

- (a) IBM compatible computer with 80386 microprocessor.
- (b) Lotus 123 Release 3.
- (c) Lotus 123 File, COMBAT.WK3.

(2) First load the Lotus 123R3 file, "COMBAT.WK3." From the menu, select "Enter Workload Data."

Next enter the total number of traditional guardsmen authorized for each unit. The program will calculate the standard man-hours. The total required manpower will be automatically allocated to each unit. On-screen instructions are provided to assist with saving and printing data.

- d. Refer to the Standard Manpower Table, AF Form 1113, to determine specific Air Force Specialties.

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
3. Additive

WORK CENTER DESCRIPTION

Communications Operations

DIRECT:

1. COMMUNICATIONS OPERATIONS:

1.1. MANAGES UNIT FREQUENCY MANAGEMENT PROGRAM:

1.1.1. CONDUCTS FREQUENCY STUDY.

1.1.2. MAINTAINS UNIT FREQUENCY AUTHORIZATION FILE.

1.1.3. COORDINATES FREQUENCY REQUEST THROUGH BASE/GROUP FREQUENCY MANAGER AND/OR REQUESTS FREQUENCY THROUGH OTHER CHANNEL.

1.1.4. OBTAINS AND DISTRIBUTES FREQUENCY.

1.1.5. REQUESTS SATELLITE COMMUNICATIONS (SATCOM)/HIGH FREQUENCY (HF) ACCESS.

1.1.6. COORDINATES/DISTRIBUTES SATCOM/HF INFORMATION.

1.1.7. COMPILES AND FORWARDS AFTER-ACTION REPORT AS APPROPRIATE.

1.2. MANAGES AND IMPLEMENTS SQUADRON PLANS LIBRARY:

1.2.1. DISTRIBUTES PLAN AND CORRESPONDENCE.

1.2.2. REVIEWS INCOMING PLAN.

1.2.3. EVALUATES PLAN'S IMPACT ON UNIT.

1.2.4. PREPARES PLAN SUMMARY.

1.2.5. COMPILES/UPDATES PLAN LISTING. Maintains plan control record and index.

1.2.6. ESTABLISHES AND MAINTAINS SQUADRON PLANS LIBRARY.

1.2.7. ENSURES SECURE STORAGE AND HANDLING OF CLASSIFIED PLAN/DOCUMENT.

1.3. MAINTAINS OPERATIONS ORDER:

1.3.1. RECEIVES/REVIEWS OPERATIONS ORDER.

1.3.2. COORDINATES WITH INVOLVED AGENCY. Coordinates with Defense Information Systems Agency (DISA) for Defense Communications Service (DCS) entry exercises. Coordinates Super High Frequency/Ground Mobile Forces (SHF/GMF) or HF/Independent Side Band; SHF/GMF controller for satellite systems; and participating squadrons, etc.

1.3.3. COMPILES COORDINATED DATA AND PRODUCES FRAGMENTARY (FRAG) ORDER/CHANGE.

1.3.4. DISTRIBUTES FRAG ORDER/CHANGE TO UNIT WORK CENTER AND REVIEWS PRODUCT WITH EACH.

1.3.5. EVALUATES WEEKEND OPERATION.

1.3.6. PUBLISHES/DISTRIBUTES AFTER-ACTION REPORT.

1.3.7. PUBLISHES/DISTRIBUTES TRAFFIC SUMMARY.

1.3.8. MAINTAINS FRAG ORDER, MASTER STATION LOG FILE, AND OTHER RELATED FORM.

1.3.9. REVIEWS FILE FOR CURRENCY.

1.4. DRAFTS AND IMPLEMENTS UNIT OPERATING INSTRUCTION. Drafts and implements instructions for squadron unique maintenance and operation actions on all communications equipment. Reviews instructions annually.

2. TACTICAL TELEPHONE OPERATION:

2.1. PREPARES CUSTOMER EDUCATION BROCHURE FOR TACTICAL TELEPHONE SYSTEM. Publishes/maintains operating instruction.

2.2. DEVELOPS/AIDS IN DEVELOPING EMERGENCY ACTION PLAN (EAP) FOR SECURE TELEPHONE LOCATION. Provides customer assistance in preparing EAP.

3. COMMUNICATIONS SECURITY (COMSEC) ACCOUNT MANAGEMENT:

3.1. MANAGES COMSEC ACCOUNT:

3.1.1. COMPLIES WITH INSPECTION REQUIREMENT:

3.1.1.1. CONDUCTS ACCOUNT SELF-INSPECTION.

3.1.1.2. SUPPORTS COMMAND INSPECTION. Notifies affected agency, gathers material, arranges transportation and billeting for inspection team, accompanies command inspector at user location and COMSEC account, and attends briefing.

3.1.1.3. TAKES FOLLOW-UP ACTION. Establishes suspense for corrective action, reviews corrective action taken for concurrence/nonconcurrence, submits subsequent follow-up report, prepares and submits close-out letter, and files inspection report.

3.1.2. MAINTAINS RECORD. Reviews record, folder, or file content for compliance with directives and takes disposition action, as required.

3.1.2.1. MAINTAINS SEVEN-PART FOLDER.

3.1.2.2. MAINTAINS INVENTORY RECORD.

3.1.2.3. MAINTAINS POLICY/PRECEDENCE FOLDER AND DISSEMINATION MESSAGE.

3.1.2.4. MAINTAINS ACCESS CONTROL RECORD.

3.1.2.5. MAINTAINS INSECURITY FOLDER.

3.1.2.6. MAINTAINS WAIVER FOLDER.

3.1.2.7. MAINTAINS COMSEC CERTIFICATION FILE. File includes maintenance modification certification file, equipment modification file, secure voice certification file, vault certification file, personnel certification file, user account file on each Unit Type Code (UTC), and continuity folder.

3.1.3. MAINTAINS EAP. Reviews deployed and in-garrison EAPs for currency and performs dry run.

3.1.4. REVIEWS COMSEC ACCOUNT REQUIREMENT. Reviews program document, COMSEC account holding, and Operations Plan/Operations Order for currency; determines adequacy of requirement; prepares and submits recommendation for change to action agency/controlling authority.

3.1.5. PROCESSES WAIVER REQUEST. Reviews, researches, and validates waiver request; prepares and submits waiver or recommendation to action agency; and monitors waiver status.

3.2. PERFORMS COMSEC OPERATION:

3.2.1. CONTROLS COMSEC MATERIAL AND EQUIPMENT HANDLED THROUGH THE COMSEC MATERIAL CONTROL SYSTEM:

3.2.1.1. REQUISITIONS MATERIAL OR EQUIPMENT. Validates request from user; prepares COMSEC and equipment request; and submits requisition.

3.2.1.2. RECEIVES COMSEC MATERIAL OR EQUIPMENT:

3.2.1.2.1. MEETS DELIVERY AGENT. Prepares authorization letter/message for pick-up, arranges transportation, loads/unloads material or equipment, checks package, and validates receipt.

3.2.1.2.2. UNPACKS MATERIAL OR EQUIPMENT. Unpacks material or equipment and verifies completeness of content.

3.2.1.2.3. CHECKS DOCUMENT:

3.2.1.2.3.1. PERFORMS UNSEALED DOCUMENT CHECK. Performs page check of unsealed document, identifies and marks sensitive page/document for destruction, stamps, and signs document.

3.2.1.2.3.2. PERFORMS SEALED DOCUMENT CHECK. Checks sealed document, stamps, and signs document.

3.2.1.2.4. PROCESSES RECEIPT VOUCHER. Stamps and signs completed receipt voucher; updates AFCOMSEC Form 14, COMSEC Material-Voucher and Package Register; notifies COMSEC Manager; submits receipt voucher to action agency; and files receipt voucher.

3.2.1.2.5. ADDS MATERIAL TO INVENTORY. Updates AFCOMSEC Form 16, COMSEC Account Daily-Shift Inventory, and/or AFCOMSEC Form 23, COMSEC Account Local Inventory Report. Inputs data into Computerized Management of COMSEC Material (CM2) computer program.

3.2.1.2.6. REPORTS DISCREPANCY IN SHIPMENT. Prepares and submits report of discrepancy to action agency.

3.2.1.2.7. DISPOSES OF OR STORES PACKAGING MATERIAL. Removes classified marking, checks residue for classified material, disposes of residue, and stores reusable container.

3.2.1.3. TRANSFERS MATERIAL OR EQUIPMENT:

3.2.1.3.1. PREPARES AND SUBMITS TRANSFER CORRESPONDENCE. Reviews COMSEC requirement, reviews directed transfer requirement, prepares and submits transfer request, and notifies affected agency of two-person control shipment.

3.2.1.3.2. PULLS MATERIAL OR EQUIPMENT FOR TRANSFER.

3.2.1.3.3. PREPARES TRANSFER VOUCHER. Prepares unclassified/classified voucher, and updates AFCOMSEC Form 14 or Custodian Authorization/Custody Receipt Listing.

3.2.1.3.4. PREPARES MATERIAL/EQUIPMENT FOR TRANSFER. Packages material/equipment, prepares packing label, and prepares shipping document.

3.2.1.3.5. PROCESSES MATERIAL/EQUIPMENT THROUGH SHIPPING AGENCY. Arranges for transportation, loads/unloads material/equipment, verifies identification of shipping agent, transfers control of package to shipping agent, and obtains signed receipt.

3.2.1.4. INVENTORIES COMSEC MATERIAL/EQUIPMENT:

3.2.1.4.1. CONDUCTS SCHEDULED INVENTORY:

3.2.1.4.1.1. CONDUCTS DAILY/SHIFT INVENTORY. Gathers material, conducts daily/shift inventory of single-person and two-person control items, and updates AFCOMSEC Form 16.

3.2.1.4.1.2. CONDUCTS SEMIANNUAL INVENTORY. Gathers material, coordinates inventory schedule, compares inventory listing against holding, and performs inventory.

3.2.1.4.2. CONDUCTS SPECIAL/EMERGENCY INVENTORY. Prepares inventory list of all holdings, gathers material, coordinates inventory schedule, compares inventory listing against holding listing, and performs inventory.

3.2.1.4.3. PREPARES SEMIANNUAL INVENTORY CORRESPONDENCE. Prepares supplemental inventory listing, updates custodian list, reconciles inventory listing, prepares and submits semiannual inventory report to controlling agency, and takes follow-up action, as required.

3.2.1.5. STORES MATERIAL/EQUIPMENT. Prepares material/equipment for storage, seals package or container, places material/equipment in approved storage location, and updates AFCOMSEC Form 16.

3.2.1.6. ISSUES USER ACCOUNT'S MATERIAL/EQUIPMENT:

3.2.1.6.1. REVIEWS USER ACCOUNT REQUIREMENT. Pulls user folder, compiles worksheet, and checks status document.

3.2.1.6.2. PREPARES MATERIAL/EQUIPMENT FOR ISSUE. Pulls material/equipment from storage location; updates inventory record; unwraps material as required; page checks unsealed document; and annotates

document with status.

3.2.1.6.3. PREPARES ISSUE DOCUMENT. Extracts information from source document to prepare SF 153, COMSEC Material Report, used for issue document, for each user account and verifies issue document against source document for accuracy.

3.2.1.6.4. PACKAGES MATERIAL/EQUIPMENT FOR ISSUE. Organizes material/equipment based on user requirement; packages material/equipment, as required; and updates inventory record.

3.2.1.6.5. ISSUES MATERIAL/EQUIPMENT OVER THE COUNTER. Notifies user for pickup, verifies identity and authorization of recipient, issues material over the counter, obtains copy of signed hand receipt, and updates inventory.

3.2.1.6.6. FILES HAND RECEIPT. Reviews SF 153 used as hand receipt for completeness, inserts in user folder, and files user folder.

3.2.1.7. ROTATES MATERIAL IN SAFE. Moves material at appropriate rotation intervals to rotation location and updates inventory record.

3.2.1.8. PERFORMS DESTRUCTION:

3.2.1.8.1. PREPARES FOR DESTRUCTION. Reviews source document, verifies status, schedules for destruction with facility monitor, coordinates schedule with user, receives material from user, and arranges transportation as necessary.

3.2.1.8.2. PULLS MATERIAL TO BE DESTROYED. Pulls material from storage location, page checks material, verifies status, and updates inventory record.

3.2.1.8.3. PREPARES MATERIAL FOR DESTRUCTION. Prepares destruction certificate, removes staple, crumples, and containerizes material to be destroyed.

3.2.1.8.4. DESTROYS MATERIAL. Loads/unloads material; prepares destruction device, as required; places material in destruction device; ensures all material is destroyed; and cleans destruction facility, as required.

3.2.1.8.5. TAKES POST-DESTRUCTION ACTION. Signs destruction report; adjusts inventory record; and files destruction report.

3.2.2. PERFORMS REQUIRED READING CERTIFICATION/RECERTIFICATION. Reviews required directive, regulation, and publication; and certifies/recertifies action completed.

3.2.2.1. PERFORMS INITIAL CERTIFICATION/RECERTIFICATION.

3.2.2.2. PERFORMS TWO-PERSON LOCK CERTIFICATION/RECERTIFICATION.

3.2.2.3. PERFORMS TWO-PERSON CONTROL PROCEDURAL CERTIFICATION/RECERTIFICATION.

3.2.3. MAINTAINS COMSEC DOCUMENT. Posts message/printed amendment; verifies posting for accuracy; page checks residue; prepares SF 153, used as Destruction Report; destroys residue; and requests replacement material.

3.2.4. PERFORMS FACILITY PROTECTION:

3.2.4.1. PERFORMS INTRUSION ALARM TEST. Coordinates test with action agency and performs test.

3.2.4.2. PERFORMS SAFE/VAULT COMBINATION CHANGE. Maintains listing of safe/vault combinations and changes combination, as required.

3.3. PREPARES PROCEDURAL INSTRUCTION AND CUSTOMER EDUCATION:

3.3.1. PREPARES, PUBLISHES AND DISTRIBUTES COMSEC USER GUIDE/BROCHURE. Reproduces finalized copy of user guide, coordinates with user for pick-up, distributes, and obtains "signature of receipt" from user.

3.3.2. PROVIDES CRYPTOGRAPHIC (CRYPTO) SYSTEM OPERATING INSTRUCTION. Schedules appointment with system user, prepares instructional material, and provides system operating instruction to user.

3.3.3. PROVIDES CUSTOMER EDUCATION:

3.3.3.1. CONDUCTS CUSTOMER EDUCATION/ORIENTATION:

3.3.3.1.1. PREPARES FOR CUSTOMER EDUCATION/ORIENTATION. Researches material; prepares education/orientation outline; and schedules new user, two-person control, or two-person integrity user for education/orientation.

3.3.3.1.2. CONDUCTS CUSTOMER EDUCATION/ORIENTATION. Sets-up classroom/presentation location, conducts customer education/orientation for new user, and documents attendance.

3.3.3.2. PERFORMS ASSISTANCE VISIT TO USER LOCATION. Reviews request, schedules visit, reviews user folder, arranges transportation, performs visit, and takes follow-up action, as required.

3.4. PERFORMS VICINITY TRAVEL. Performs vicinity travel to user, delivery agent, and destruction facility location to accomplish inspection, receipt of material/equipment, inventory, transfer of material/equipment, destruction of material, and assistance visit.

4. COMSEC EQUIPMENT STORAGE:

4.1. PERFORMS DAILY/OR AS REQUIRED PHYSICAL INVENTORY OF EQUIPMENT. Signs off on AFCOMSEC Form 16 to show audit completed.

4.2. PREPARES HAND RECEIPT FOR EQUIPMENT REMOVAL FROM VAULT (SF 153).

5. SECURE TELEPHONE UNIT-III (STU-III) MANAGEMENT:

5.1. REVIEWS DOCUMENTATION, DISSEMINATES, AND MAINTAINS STU-III INFORMATION FILE. Maintains file of National Security Agency STU-III Bulletins, Air Force Command Authority Updates, NSA Keynotes, policy messages, regulations and other directives pertaining to STU-III operations and security.

5.2. ESTABLISHES STU-III RESPONSIBLE OFFICER FOLDER. Receives request for STU-III key from user; receives responsible officer letter; obtains, labels, and files folder.

5.3. OBTAINS STU-III KEY:

5.3.1. REQUISITIONS STU-III KEY. Validates request from user and submits requisition.

5.3.2. RECEIVES STU-III KEY:

5.3.2.1. RECEIVES STU-III KEY FROM DELIVERY AGENT. Loads/unloads package, checks package, and validates receipt.

5.3.2.2. RECEIVES STU-III KEY VIA REGISTERED MAIL. Receives package and validates receipt.

5.3.3. UNPACKS STU-III KEY PACKAGE. Unpacks package and verifies completeness of content.

5.3.4. PROCESSES RECEIPT VOUCHER. Stamps and signs completed voucher, updates COMSEC material voucher, notifies COMSEC custodian, submits voucher to action agency, and files.

5.3.5. STORES STU-III KEY. Prepares STU-III key for storage, places key in approved storage location, and updates inventory record.

5.3.6. DISPOSES OF OR STORES PACKAGING MATERIAL. Removes classified marking, checks residue for classified material, disposes of residue, and stores reusable container.

5.4. ISSUES CRYPTO IGNITION KEY (CIK)/STU-III KEY:

5.4.1. PREPARES CIK/STU-III KEY FOR ISSUE. Reviews STU-III user folder, pulls key from storage location, updates inventory record, and annotates document with status.

5.4.2. PREPARES ISSUE DOCUMENT. Extracts information from source document to prepare issue document for each STU-III user, and verifies issue document against source document for accuracy.

5.4.3. ISSUES CIK/STU-III KEY. Notifies user for pick-up, verifies identity and authorization of recipient, issues key, obtains copy of signed hand receipt, files receipt, and updates inventory.

5.5. ZEROIZES STU-III KEY. Zeroizes key, completes destruction report, and submits copy of report to action agency.

5.6. CONDUCTS ANNUAL VERIFICATION OF CIK. Notifies user to submit list of CIKs on-hand, receives list from user, compares listing to custodian list, and prepares and submits inventory to required office.

5.7. CONDUCTS SEMI-ANNUAL INVENTORY OF STU-III KEY. Gathers material, coordinates inventory schedule, and performs inventory.

5.8. PROVIDES STU-III USER EDUCATION/ORIENTATION:

5.8.1. PREPARES FOR STU-III USER EDUCATION/ORIENTATION. Researches material; prepares education/orientation outline; and schedules user for education/orientation.

5.8.2. CONDUCTS STU-III USER EDUCATION/ORIENTATION. Sets-up classroom/presentation location, conducts education/orientation for user, and documents attendance.

5.9. PERFORMS VICINITY TRAVEL. Performs vicinity travel to support STU-III user.

6. UNIT STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) MONITOR:

6.1. ADVISES THE COMMANDER OF SORTS STATUS.

6.2. REVIEWS DESIGNED OPERATIONAL CAPABILITY (DOC) DATA FOR INPUT INTO SORTS REPORTING.

6.3. TRAINS PERSONNEL TO INPUT SORTS DATA.

6.4. COORDINATES WITH HIGHER HEADQUARTERS SORTS MONITOR/MANAGER.

6.5. MAINTAINS SORTS MASTER FILE.

6.6. RECEIVES AND MAINTAINS MEASURED AREA DATA FROM SORTS DATA COLLECTOR.

6.7. PREPARES AND SUBMITS SORTS REPORT. Coordinates report, submits correction, and forwards information copy to appropriate agency.

6.8. MAINTAINS CURRENT SORTS BRIEFING. Prepares appropriate visual aids. Updates material as changes occur.

6.9. ATTENDS BASE SORTS MANAGER QUARTERLY MEETING.

6.10. UPDATES DOC WITH MAJOR COMMAND REVIEW DATE/CHANGE.

7. MOBILITY:

7.1. DEVELOPS/MAINTAINS UTC LOGISTICS PLAN.

7.2. PERFORMS PREDEPLOYMENT TASKING:

7.2.1. REVIEWS DOCUMENTATION. Reviews Logistic Detail for accuracy and makes adjustment to Log Plan as necessary. Reviews UTC Manager Kit. Maintains operations unique publication.

7.2.2. PERFORMS INVENTORY. Ensures that vehicle, van, pallet, or box has appropriate contents according to Log Plan.

7.2.3. ASSIGNS INSTALLATION TASK FOR ASSIGNED UTC PERSONNEL. Packs equipment for convoy; installs equipment on site; breakdown, unloads pallet, and stores equipment upon return to home station.

7.2.4. PREPARES FOR DEPLOYMENT TRANSPORTATION:

7.2.4.1. PREPARES VAN/COMPUTER FOR DEPLOYMENT:

7.2.4.1.1. IDENTIFIES ANY EQUIPMENT FAILURE TO MAINTENANCE.

7.2.4.1.2. BUILDS DATABASE IN COMMUNICATIONS NODAL CONTROL ELEMENT VAN.

7.2.4.1.3. DESIGNS CIRCUIT LAYOUT RECORD. Designs circuit cross connect diagram, traffic flow diagram and alternate route plans involving radio, wire, satellite, or any combination of equipment or system within the network.

7.2.4.1.4. PERFORMS MANUAL PATCHING OF TECHNICAL CONTROL FACILITY.

7.2.4.2. BUILDS PALLET/BEDLOADS TRUCK FOR DEPLOYMENT.

7.3. PERFORMS POST-DEPLOYMENT TASKING:

7.3.1. PERFORMS POST-DEPLOYMENT INVENTORY. Ensures that equipment is accounted for, clean, and serviceable.

7.3.2. ORDERS REPLACEMENT ITEM, AS REQUIRED.

7.3.3. REPACKS AND STORES EQUIPMENT.

7.4. STORES SUPPORT MOBILITY EQUIPMENT:

7.4.1. INVENTORIES EQUIPMENT.

7.4.2. CLEANS AND ENSURES SERVICEABILITY OF EQUIPMENT. Performs corrosion control. Repairs if within local capability. Arranges shipment for depot repair.

7.4.3. ORDERS REPLACEMENT ITEM, AS REQUIRED.

8. TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

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

8.2. ANNOTATES AF FORM 623, TRAINING RECORD.

8.3. DEVELOPS/REVIEWS TRAINING PLAN.

INDIRECT:

I1. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:

I1.1.2. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

I1.1.2.3. INDOCTRINATES CIVILIAN.

I1.1.3. RATES PERFORMANCE:

I1.1.3.1. PREPARES MILITARY EVALUATION. Reviews enlisted performance report, senior enlisted performance report, officer performance report or letter of evaluation notice; researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

I1.1.3.1.1. PREPARES ENLISTED EVALUATION.

I1.1.3.2. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM:

I1.1.3.2.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL PERFORMANCE PLAN. Analyzes position, position description, and work center goals; drafts performance plan subtask and standard; discusses proposed performance plan with employee; finalizes performance plan.

I1.1.3.2.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL PERFORMANCE RATING. Researches employee performance; completes performance rating; discusses performance rating with employee.

I1.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

I1.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

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.

I1.1.5. NOMINATES PERSONNEL FOR AWARD:

I1.1.5.1. PREPARES MILITARY 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.

I1.1.5.1.4. PREPARES ENLISTED DECORATION NOMINATION.

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.

I1.2.4. COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

I1.2.4.2. COUNSELS ENLISTED MEMBER.**I1.2.4.3. COUNSELS CIVILIAN.**

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.

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.

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							
Communications Operations/3800C2			133.21 - 246.67							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Communications-Computer Systems	3C0XX	CIV	1	1						
Communications-Computer Systems Control	3C2X1	CIV		1						
TOTAL			1	2						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										

ADDITIVE FOR COMMUNICATIONS CENTER**Combat Communications Squadron**

1. **Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) additive quantifies the full-time manpower that must be added to this work center when the tasks described in Appendix A are accomplished.
2. **Authority.** The AFR 56-series, AFI 10-201, *Status of Resources and Training System RCS: HAF-XOO* (formerly AFR 55-15), AFI 31-401 series (formerly AFR 205-series), and AFI 33-101 series (formerly AFR 700-series) of Air Force and/or Air National Guard directives contain command policy and procedural guidance for operation of the Communications Center. This ANGMS additive 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.** This additive applies to the 274 and 282 Combat Communications Squadrons only. Both units function as their installation host and are required to operate a Communication Center.
4. **Standard Data:**
 - a. **Classification.** Type III Additive.
 - b. **Approval Date.** 16 June 1994.
 - c. **Manpower Data Source.** Staffing Pattern.
 - d. **Standard Manpower Equation.** $Y = 1$ (Constant Manpower).
 - e. **Workload Factor.** N/A.
5. **Application Instructions.** This additive requires a constant manpower of one. No other application instructions apply.
6. **Statement of Conditions.** There are no specific conditions which impact this additive.

Appendix A
Work Center Description

9. COMMUNICATIONS CENTER:

9.1. PROCESSES MESSAGE. Accepts narrative message and floppy diskettes. Processes incoming and outgoing narrative message/service message. Distributes received narrative messages and floppy diskette.

9.1.1. MANAGES STANDARD AUTOMATED REMOTE TO AUTODIN HOST (SARAH)/SARAH-LITE:

9.1.1.1. INSTALLS SARAH-LITE SOFTWARE ON USER'S COMPUTER AND PROVIDES USER TRAINING.

9.1.1.2. DISTRIBUTES AND MAINTAINS SARAH-LITE USER MANUAL/GUIDE.

9.1.2. PROCESSES OUTGOING MESSAGE:

9.1.2.1. RECEIVES FLOPPY DISKETTE THROUGH DISTRIBUTION WINDOW OR OTHER DIRECT DELIVERY.

9.1.2.2. REVIEWS MESSAGE FOR ACCURACY.

9.1.2.3. PROCESSES FLOPPY DISKETTE VIA VIDEO DATA TERMINAL/MESSAGE DISTRIBUTION TERMINAL (VDT/MDT) OR SARAH TERMINAL.

9.1.2.4. FILES MESSAGE.

9.1.3. PROCESSES INCOMING MESSAGE:

9.1.3.1. PROCESSES UNCLASSIFIED MESSAGE (MANUAL):

9.1.3.1.1. PRINTS HARD COPY OF MESSAGE.

9.1.3.1.2. DETERMINES DISTRIBUTION.

9.1.3.1.3. NOTIFIES ADDRESSEE ON PRIORITY PRECEDENCE AND ABOVE OR MESSAGE REQUIRING SPECIAL HANDLING.

9.1.3.1.4. REPRODUCES/DISTRIBUTES APPROPRIATE NUMBER OF PAPER COPIES.

9.1.3.2. PROCESSES UNCLASSIFIED MESSAGE VIA SARAH AUTOMATIC DISTRIBUTION AND LOOKUP (SADAL). Directs incoming message via the Local Area Network (LAN).

9.1.3.2.1. DOWNLOADS MESSAGE FROM SARAH TERMINAL TO FLOPPY DISK.

9.1.3.2.2. UPLOADS MESSAGE DATA INTO SADAL USER SYSTEM.

9.1.3.2.3. DISTRIBUTES MESSAGE. Distributes message manually or via the LAN.

9.1.3.3. PROCESSES CLASSIFIED MESSAGE:

9.1.3.3.1. PRINTS HARD COPY OF MESSAGE.

9.1.3.3.2. STAMPS/MARKS MESSAGE.

9.1.3.3.3. DETERMINES DISTRIBUTION.**9.1.3.3.4. NOTIFIES ADDRESSEE ON PRIORITY PRECEDENCE AND ABOVE OR MESSAGE REQUIRING SPECIAL HANDLING.****9.1.3.3.5. REPRODUCES APPROPRIATE NUMBER OF PAPER COPIES.****9.1.4. PROCESSES SERVICE MESSAGE:****9.1.4.1. ORIGINATES SERVICE MESSAGE.****9.1.4.2. RESPONDS TO RECEIVED SERVICE MESSAGE BY APPROPRIATE ACTION (CORRECTS AND RETRANSMITS A PREVIOUSLY SENT MESSAGE).****9.1.4.3. MAINTAINS FILE OF SENT/RECEIVED SERVICE MESSAGE.****9.1.4.4. INITIATES/RESPONDS TO TRACER ACTION.****9.1.5. PERFORMS TRAFFIC ANALYSIS.****9.2. PERFORMS TELECOMMUNICATIONS CENTER/BASE COMMUNICATIONS CENTER (TCC/BCC) OPERATIONS:****9.2.1. INITIALIZES/MONITORS SYSTEM.****9.2.2. INITIATES CIRCUIT ACTION.****9.2.3. SCHEDULES AND CONTROLS OFF-LINE SYSTEM UTILIZATION.****9.2.4. ACCOMPLISHES RADIO DAY CHANGE.****9.2.5. COORDINATES WITH RELATED WORK CENTER.****9.2.6. MONITORS SYSTEM MESSAGE.****9.2.7. COMPLIES WITH MINIMIZE.****9.2.8. INITIATES/IMPLEMENTS ALTERNATE ROUTING PROCEDURE.****9.2.9. ARCHIVES MESSAGE, AS REQUIRED.****9.2.10. ACCOMPLISHES DESTRUCTION OF CLASSIFIED WASTE PRODUCT.****9.2.11. PERFORMS CRYPTO SECURITY KEY-CHANGE.****9.2.12. MAINTAINS LOG OF EVENTS. Maintains operators summary/master station log.****9.2.13. PREPARES A REPORT FOR MANAGEMENT.****9.2.14. MONITORS JOURNAL PRINTOUT/STATISTICS.****9.2.15. CHECKS OPERATIONS CONTINUITY FOR TREND ANALYSIS.**

9.2.16. PREPARES MINIMIZE AFTER-ACTION REPORT.

9.2.17. MANAGES THE CUSTOMER EDUCATION PROGRAM.

9.2.18. IDENTIFIES SYSTEM DEFICIENCY AND PROCESSES AS NECESSARY.

9.2.19. PERFORMS SOFTWARE MAINTENANCE AND SOFTWARE BACKUP.

9.2.20. UPDATES DATABASE. Maintains preformatted message file.

9.2.21. MONITORS ENVIRONMENTAL CONDITION AND NEW EQUIPMENT INSTALLATION.

9.2.22. MAINTAINS/UPDATES ADDRESS INDICATING GROUP FILES, POSTS CHANGES TO ALLIED COMMAND PUBLICATIONS, AND MAINTAINS JOINT ARMED FORCES PUBLICATIONS.

9.2.23. GENERATES MAINTENANCE ACTION AND FORWARDS DOCUMENTATION TO TELECOMMUNICATIONS MANAGER.

9.3. PERFORMS SARAH TERMINAL HARD DRIVE COMPRESSION.

9.4. MAINTAINS SECURITY OF CONTROLLED AREA OF TCC/BCC:

9.4.1. MAINTAINS AUTHORIZATION LETTER:

9.4.1.1. MAINTAINS AUTHORIZATION LETTER FOR RECEIPT OF MESSAGE TRAFFIC ON FILE TO ENSURE SECURITY OF AUTODIN TRAFFIC.

9.4.1.2. MAINTAINS AUTHORIZATION LETTER FOR RECEIPT OF ON-LINE PRINT.

9.4.1.3. ESTABLISHES/MAINTAINS SADAL USER'S MAILBOX.

9.4.2. MAINTAINS SIGN IN LIST AND ACCESS LIST FOR TCC/BCC.

9.4.3. MAINTAINS STRICT ACCOUNTABILITY OF COMMUNICATIONS SECURITY AIDS.

9.4.4. INVENTORIES CLASSIFIED MATERIAL.

9.4.5. PERFORMS ALARM CHECK.

9.4.6. PERFORMS DAILY OPENING/CLOSING OF COMMUNICATIONS CENTER.