

SYSTEMS MANAGEMENT

1. **Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description.

2. **Authority.** AFI 21- and 33-series of Air Force and Air National Guard directives contain policy and procedural guidance for the Systems Management work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.

3. **Applicability:**

a. Applies to all ANG flying units except as noted below:

- (1) 102 FW, Otis ANGB MA
- (2) 127 FW, Selfridge ANGB MI
- (3) 140 FW, Buckley ANGB CO

b. This standard applies to peacetime operations only.

4. **Standard Data:**

a. Classification. Type II.

b. Approval Date. 1 June 1995.

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

d. Standard Man-hour Equation. $Y = 59.91 + 0.1470X$

e. Workload Factors:

(1) For all flying units excluding the 114 FS, 134 ARG, 162 FG, and 189 AG:

(a) Title. A Full-Time Authorization Supported.

(b) Definition. The total number of full-time authorizations supported. Use most recent 12 months

average.

(c) Source. Total Authorizations by CBPO (32 Command File Part A and 34 Command File Part A) obtained from ANG/MPMD. From the line "Total For CBPO," obtain the count from the "Totals" column.

(2) For the 114 FS, 134 ARG, 162 FG, and 189 AG:

(a) Title. A Full-Time Authorization Supported Plus An Average Student Man-Year Supported.

(b) Definition. The total number of full-time authorizations supported plus the average student man-years supported. Use most recent 12 months average.

(c) Sources:

1. A Full-Time Authorization Supported. Total Authorizations by CBPO (32 Command File Part A and 34 Command File Part A) obtained from ANG/MPMD. From the line "Total For CBPO," obtain the count from the "Totals" column. For the 134 ARG only, add to this figure the number of staff members (Title 10s) supported. This count may be obtained from the Extended Unit Manpower Document, Command 2I, File Part A, maintained by ANG/SM.

2. An Average Student Man-Year Supported:

a. 134 ARG. From ANG/TE, obtain the number of classes programmed for a year. (Count only classes more than 30 calendar days in duration.) Multiply each class by the programmed class size. This figure should then be multiplied by the class duration. The preceding should be accomplished for each programmed class. Add the products for all classes and divide the results by 250.92 (average man-days per year). The resultant figure represents the average student man-years.

b. 114 FS, 162 FG, and 189 AG. From the Programmed Flying Training (PFT), maintained by ANG/XOO, obtain the number of classes programmed for a year. (Count only classes more than 30 calendar days in duration.) Multiply each class by the programmed class size. This figure should then be multiplied by the class duration. The preceding should be accomplished for each programmed class. Add the products for all classes and divide the results by 250.92 (average man-days per year). The resultant figure represents the average student man-years.

5. Application Instructions:

a. The application instructions are:

(1) Obtain the most current value for the workload factor as outlined in paragraph 4e above.

(2) Substitute this value for X in the man-hour equation identified in paragraph 4d.

(3) Aggregate these man-hours with the man-hours derived from the application of ANGMS 38A120, C4 Maintenance. Divide the resultant man-hours by the appropriate civilian man-hour availability factor to determine the whole manpower requirements.

(4) To determine the appropriate Air Force Specialty Code, refer to the Standard Manpower Table at Attachment 2 of ANGMS 38A120.

b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.

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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1 Attachment
1. Work Center Description

WORK CENTER DESCRIPTION

Systems Management

DIRECT:

1. SUPERVISION:

1.1. ADMINISTERS PERSONNEL:

1.1.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with Systems branch. Selects/directs work center supervisors.

1.1.2. RATES PERFORMANCE:

1.1.2.1. PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.

1.1.2.2. ENDORSES PERFORMANCE REPORT. Develops endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.

1.1.2.3. NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.

1.1.2.4. MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion and processes suggestion received for evaluation.

1.1.2.5. MONITORS TRAINING. Reviews training record and monitors progress of subordinate. Monitors the training that provides initial or additional training for all personnel.

1.2. SUPERVISES PERSONNEL:

1.2.1. SCHEDULES PERSONNEL. Schedules subordinate personnel to provide adequate supervisory coverage in proportion to workload. Schedules leave and pass.

1.2.2. DEVELOPS DIRECTIVE. Develops policy, plan, procedure, operating instruction, checklist, and performance standard by researching, drafting, proofreading, and signs.

1.3. DIRECTS AND CONTROLS SYSTEMS BRANCH ACTIVITY:

1.3.1. MONITORS WORK PRIORITY. Monitors scheduled and unscheduled work priority as directed by the Support Branch, and informs them of situation that may disrupt established schedule.

1.3.2. PROVIDES GUIDANCE. Translates the broad management objectives of the unit commander into technical guidance and direction to subordinate supervisors for work force management.

1.3.3. MONITORS TOOL. Monitors individual and consolidated tool kit, as well as special tool requirement to ensure that proper storage, security, and completeness is maintained.

1.3.4. MONITORS BENCH STOCK. Ensures adequate bench stock requirement is established, and original request is properly prepared and coordinated with materiel control prior to submission to supply.

1.3.5. CONTROLS LOCK AND KEY. Establishes procedure and performs custodian responsibility for ensuring the proper custody and handling of padlock, cylinder, and key.

1.4. COORDINATES MAINTENANCE EFFORT. Coordinates the unit maintenance effort with the commander, management, and maintenance control.

1.5. ASSISTS UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resource, and evaluates the unit readiness capability.

1.6. PERFORMS SUPERVISORY INSPECTION. Performs level-4 supervisory inspection.

1.7. MONITORS SPECIAL/RECURRING PROJECT OR PROGRAM. Monitors special and recurring project or program that directly affects the maintenance effort of the unit.

1.8. REVIEWS INCOMING AND OUTGOING COMMUNICATION. Reviews incoming distribution for information and necessary action. Reviews outgoing distribution for completeness, accuracy of content, and signs, when necessary.

1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating each work center, and identifies exception or trend that requires management attention. Reviews quality control report, makes comment, and signs.

1.10. INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.

1.11. INVESTIGATES ACCIDENT OR INCIDENT. Investigates accident/incident and prepares required report.

1.12. PERFORMS TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel for official job-oriented duty.

2. EQUIPMENT AND RESOURCE MANAGEMENT:

2.1. MONITORS UNIT EQUIPMENT:

2.1.1. MONITORS ASSIGNED EQUIPMENT. Monitors assigned equipment for storage, security, and maintenance.

2.1.2. EVALUATES NEW MISSION REQUIREMENT. Reviews additional equipment allowance request for complete and accurate justification and coordinates with maintenance supply liaison prior to submission to supply.

2.2. MONITORS ASSIGNED VEHICLE. Monitors the use of assigned vehicle and ensures proper maintenance is accomplished.

2.3. MANAGES/REVIEWS UNIT'S BUDGET. Develops and submits projected requirement for funds, supply item, equipment, and facility.

2.3.1. DEVELOPS/REVIEWS ANNUAL COMMUNICATIONS FLIGHT BUDGET ESTIMATE.

2.3.2. MONITORS/RECEIVES FUNDS ALLOCATION.

2.3.3. PREPARES/REVIEWS QUARTERLY FUNDS DISTRIBUTION.

2.3.4. COORDINATES ADJUSTMENT TO BUDGET.

2.3.5. MONITORS EXPENDITURE.

2.3.6. BRIEFS UNIT COMMANDER.

2.4. COORDINATES WITH UNIT COMMANDER. Coordinates with the commander on the status of unit resources.

3. MEETING:

3.1. PREPARES FOR MEETING. Gathers information and organizes reference material necessary to conduct or participate in specific meeting, briefing, or conference.

3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends a meeting, briefing, or conference.

4. UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY. Performs planning and scheduling task associated with preparation for UTA and mobility requirement.

5. BASE/WING TEMPEST OFFICER:

5.1. PROVIDES TEMPEST BASE EDUCATION TRAINING. Trains the base populace in the requirements of the TEMPEST Program.

5.2. PERFORMS RED/BLACK INSPECTIONS OF TEMPEST EQUIPMENT.

5.3. REVIEWS/UPDATES TEMPEST PUBLICATION.

5.4. MAKES RECOMMENDATION FOR FUTURE TEMPEST EQUIPMENT REQUIREMENT.

6. ELECTRONIC WARFARE SECURITY:

6.1. TEACHES ELECTRONIC COUNTERMEASURE PROCEDURE.

6.2. TEACHES ELECTRONIC COUNTER COUNTERMEASURE PROCEDURE.

6.3. TEACHES BEACONING INTRUSION JAMMING INTERFERENCE PROCEDURE.

7. FREQUENCY MANAGEMENT:

7.1. RESPONDS TO CUSTOMER'S REQUEST.

7.2. SUBMITS FIVE-YEAR REVIEW.

7.3. ASSIGNS ON-BASE FREQUENCY USE.

7.4. SUBMITS REQUEST FOR TEMPORARY FREQUENCY FOR DEPLOYMENT.

7.5. REVIEWS RADIO FREQUENCY ALLOCATION LISTING. Reviews listing for error and takes appropriate action.

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:

17. CLEANUP:

17.1. 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.

17.2. 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.

17.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

17.3.1. CLEANS MAINTENANCE OR WAREHOUSE AREA.