

COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTER (C4) MAINTENANCE

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 Command, Control, Communications, and Computer (C4) Maintenance 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
 - (4) 184 FG, Wichita KS
 - 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 Equations:
 - (1) Telecommunications Maintenance (No Telephone Switch): $Y_1 = 137.2 + 0.3061X$
 - (2) Telecommunications Maintenance (With Telephone Switch): $Y_2 = 150.6 + 0.3538X$
 - e. Workload Factors:
 - (1) For all units excluding the 114 FS, 134 ARG, 162 FG, and 189 AG:
 - (a) Title. A Traditional Guardsman Authorized.
 - (b) Definition. The total number of military authorizations supported. Use most recent 12 months' average.
 - (c) Source. Total Authorizations by CBPO (34 Command File Part B) obtained from ANG/MPMD. From the line "Location Total For," obtain the count from the "Totals" column. From this count subtract the student flight ("STU FT") population.
 - (2) For the 114 FS, 134 ARG, 162 FG, and 189 AG:
 - (a) Title. A Traditional Guardsman Authorized Plus An Average Student Man-Year Supported.
 - (b) Definition. The total number of military authorizations supported plus the average student man-years supported. Use most recent 12 months average.
 - (c) Sources:
 1. A Traditional Guardsman Authorized. Total Authorizations by CBPO (34 Command File Part B) obtained from ANG/MPMD. From the line "Location Total For," obtain the count from the "Totals" column. From this count subtract the student flight ("STU FT") population. 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 NGB/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 valid man-hour range for this ANGMS is:
 - (1) Units without a telephone switch is 397.50 through 888.17.
 - (2) Units with a telephone switch is 437.80 through 1247.67.
- b. The application instructions are:
 - (1) Obtain the most current value for the workload factors as outlined in paragraph 4e above.
 - (2) Substitute these values for X in the appropriate man-hour equation identified in paragraph 4d. Refer to the Equation Selection Worksheet at Attachment 3 to determine applicable equation.
 - (3) Aggregate these man-hours with the man-hours derived from the application of ANGMS 38A110, Systems Management. 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.
- c. 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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3 Attachments
1. Work Center Description
2. Standard Manpower Table
3. Equation Selection Worksheet

WORK CENTER DESCRIPTION

Command, Control, Communications, and Computer (C4) Maintenance

DIRECT:

1. COMPUTER EQUIPMENT MAINTENANCE:

1.1. MAINTAINS PERSONAL COMPUTER:

1.1.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

1.1.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

1.1.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains technical order (T.O.) and/or documentation required to perform required maintenance action.

1.1.4. PREPARES WORK AREA.

1.1.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION. Troubleshoots and diagnoses computer related problem. Fixes hardware and software malfunction.

1.1.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Repairs equipment to include resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment maintenance in accordance with (IAW) applicable directive, documentation, and technical data to include operational check and documenting action taken. Restores computer system to "user friendly" status. Performs preventative maintenance inspection (PMI) and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

1.1.6.1. INSTALLS/REPAIRS/MODIFIES FACSIMILE MACHINE.

1.1.6.2. INSTALLS/REPAIRS/MODIFIES COMPUTER SYSTEM. Includes central processing unit, memory, power supply, keyboard, internal/external drives, and associated software.

1.1.6.2.1. INSTALLS/REPAIRS/MODIFIES COMPUTER HARDWARE.

1.1.6.2.2. INSTALLS/REPAIRS/MODIFIES COMPUTER SOFTWARE.

1.1.6.3. INSTALLS/REPAIRS/MODIFIES COMPUTER PRINTER.

1.1.6.4. INSTALLS/REPAIRS/MODIFIES COMPUTER MONITOR UNIT.

1.1.6.5. INSTALLS/REPAIRS/MODIFIES COMPUTER INTERFACE UNIT.

1.1.6.6. INSTALLS/REPAIRS/MODIFIES COMPUTER MODEM.

1.1.6.7. INSTALLS/REPAIRS/MODIFIES SPECIALIZED EQUIPMENT.

1.1.6.8. INSTALLS/REPAIRS/MODIFIES FLIGHT DATA SYSTEM.

1.1.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

1.1.8. COMPLETES/FILES DOCUMENTATION.

1.1.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

1.2. MAINTAINS MAINFRAME CONNECTIVITY EQUIPMENT. Maintains DCP-40 and Controller, Line Sharing Unit, Terminal Multiplexer, Local Distribution Service Unit, Data Service Unit, and Dumb Terminal.

1.2.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

1.2.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

1.2.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

1.2.4. PREPARES WORK AREA.

1.2.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION. Troubleshoots and diagnoses computer related problem. Fixes hardware and software malfunction.

1.2.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Repairs equipment to include resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment maintenance IAW applicable directive, documentation, and technical data to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

1.2.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

1.2.8. COMPLETES/FILES DOCUMENTATION.

1.2.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

1.3. PREPARES COMPUTER EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

1.3.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

1.3.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

1.3.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

1.3.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

1.3.5. ANNOTATES EQUIPMENT RECORD.

1.4. PROVIDES SUPPORT TO WARTIME COMPUTER SYSTEM:

1.4.1. TROUBLESHOOTS AND RESTORES WARTIME COMPUTER SUPPORT AND/OR THEATER BATTLE MANAGEMENT SYSTEM.

1.4.2. MAINTAINS INTRA-THEATRE IMAGERY TRANSMISSION SYSTEM, SENTINEL BYTES, ETC.

1.4.3. PERFORMS REQUIRED PREVENTIVE MAINTENANCE INSPECTION FOR DEPLOYABLE SYSTEM.

1.4.4. ORDERS, RECEIVES AND DOCUMENTS LINE REPLACEMENT UNIT; ASSISTS WITH EQUIPMENT SET-UP AND INSTALLATION; AND PROVIDES DEPLOYED LOCAL AREA NETWORK (LAN) SUPPORT AND NETWORK INITIALIZATION.

1.4.5. MAINTAINS MOBILE READINESS SPARES PACKAGE (MRSP) FOR DEPLOYABLE COMPUTER SYSTEM TO INCLUDE MOBILITY SPARES AND INITIAL SPARES SUPPORT LISTINGS.

1.4.6. PERFORMS MRSP INVENTORY AND VALIDATES MRSP WITH BASE SUPPLY.

1.5. PERFORMS INSTALLATION/MAINTENANCE OF PERMANENT LAN EQUIPMENT:

1.5.1. RECEIVES AND REVIEWS WORK REQUIREMENT FROM JOB CONTROLLER.

1.5.2. COORDINATES WITH REQUESTER AND USER TO PREVENT EXCESSIVE DOWN TIME ON LAN.

1.5.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

1.5.4. PREPARES WORK AREA.

1.5.5. INSTALLS LAN EQUIPMENT AND RELATED SOFTWARE TO INCLUDE OPERATIONAL CHECK AND DOCUMENTING ACTION TAKEN.

1.5.6. MAINTAINS LAN EQUIPMENT AFTER INSTALLATION.

1.5.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

1.5.8. FILES DOCUMENTATION WITH JOB CONTROLLER.

1.6. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

1.7. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

1.8. PERFORMS TRAVEL:

1.8.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

1.8.2. PERFORMS GEOGRAPHICALLY SEPARATED UNIT (GSU) TRAVEL. Performs associated travel to and from GSU location.

2. TELEPHONE/WIRING SYSTEM:

2.1. MAINTAINS BURIED/UNDERGROUND CABLE. Includes nonpressurized and filled copper, fiber optic, and cable television (CATV).

2.1.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

2.1.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

2.1.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

2.1.4. PREPARES WORK AREA.

2.1.5. INSTALLS/REPAIRS/MODIFIES UNDERGROUND CABLE. Performs associated repair, which includes troubleshooting, locating problem area, excavating splice area, removing/replacing splice case and/or cable section. Replaces cable tag, removes/replaces cable racking, repairs bonding/grounding, replaces/repairs tape wrap, repairs cable sheath, and plugs duct. Corrects terminal stenciling, repairs terminal ground, repairs/replaces building entrance protector, replaces carbon/gaseous block, secures cable/terminal and cleans terminal. Measures, cuts, labels, runs, secures, butts end, terminates cable with connectors, and applies ground. Disconnects cable termination and removes cable. Performs modification as directed. Performs operational check and backfills, as required. Prepares surface area, cleans/scrapes, and applies protective coating, as necessary.

2.1.6. RESTORES WORK AREA. Restores work area and coordinates with appropriate agency.

2.1.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

2.1.8. COMPLETES/FILES DOCUMENTATION.

2.1.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

2.2. MAINTAINS HOUSE CABLE. Includes nonpressurized and filled copper and CATV.

2.2.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

2.2.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

2.2.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

2.2.4. PREPARES WORK AREA.

2.2.5. INSTALLS/REPAIRS/MODIFIES HOUSE CABLE. Performs associated repair, which includes installation/removal, troubleshooting, locating problem area, and removing/replacing splice case and/or cable section. Replaces cable tag, removes/replaces cable racking, repairs bonding/grounding, replaces/repairs tape wrap, repairs cable sheath, and plugs duct. Corrects terminal stenciling, repairs terminal ground, repairs/replaces building entrance protector, replaces carbon/gaseous block, secures cable/terminal, and cleans terminal. Measures, cuts, labels, runs, secures, butts end, terminates cable with connectors, and applies ground. Disconnects cable termination and removes cable. Performs modification as directed. Performs operational check, as required.

2.2.6. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

2.2.7. COMPLETES/FILES DOCUMENTATION.

2.2.8. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

2.3. MAINTAINS FIBER OPTIC CABLE. Maintains zip and multimode glass cable.

2.3.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

2.3.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

2.3.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

2.3.4. PREPARES WORK AREA.

2.3.5. INSTALLS/REPAIRS/MODIFIES FIBER OPTICS CABLE. Performs associated repair, which includes installation/removal, troubleshooting, locating problem area, and removing/replacing splice. Replaces cable tag, removes/replaces cable Light Interface Unit (LIU), repairs bonding/grounding, replaces/repairs tape

wrap, repairs cable sheath, and plugs duct. Corrects LIU stenciling, repairs LIU ground, cleaves and polishes fiber, replaces ST connector, secures cable/LIU, and cleans LIU. Measures against established benchmark, cleaves, labels, runs, secures spare fibers, and applies ground. Disconnects cable termination and removes cable. Performs modification as directed. Performs operational check, as required.

2.3.6. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

2.3.7. COMPLETES/FILES DOCUMENTATION.

2.3.8. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

2.4. MAINTAINS TELEPHONE EQUIPMENT. Maintains analog/digital telephone, answering machine, keying system, intercom system, specialized telephone, and secure communications telephone.

2.4.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains work order and reviews to determine what service and/or repair work is required.

2.4.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

2.4.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

2.4.4. PREPARES WORK AREA.

2.4.5. PERFORMS REQUIRED MAINTENANCE:

2.4.5.1. MAINTAINS ANALOG/DIGITAL TELEPHONE:

2.4.5.1.1. REMOVES/INSTALLS ANALOG/DIGITAL TELEPHONE. Installs/removes telephone. Verifies operation and features with central office and/or customer and demonstrates features to customer. Labels installed item and prepares/updates station record.

2.4.5.1.2. REPAIRS ANALOG/DIGITAL TELEPHONE. Troubleshoots and removes/replaces defective part. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.4.5.2. MAINTAINS ANSWERING MACHINE:

2.4.5.2.1. REMOVES/INSTALLS ANSWERING MACHINE. Installs/removes answering/facsimile machine and programs unit. Verifies operation and features with central office and/or customer and demonstrates features to customer. Labels installed item and prepares/updates station record.

2.4.5.2.2. REPAIRS ANSWERING MACHINE. Troubleshoots, removes/replaces defective part, and reprograms. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.4.5.3. MAINTAINS SECURE TELEPHONE (E.G., STU III):

2.4.5.3.1. REMOVES/INSTALLS SECURE TELEPHONE. Installs/removes secure telephone and programs. Verifies operation and features with central office and/or customer and demonstrates features to customer. Labels installed item and prepares/updates station record.

2.4.5.3.2. REPAIRS SECURE TELEPHONE. Troubleshoots, removes/replaces defective part, and reprograms. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.4.5.4. MAINTAINS TELEPHONE KEY SYSTEM:

2.4.5.4.1. REMOVES/INSTALLS TELEPHONE KEY SYSTEM. Installs/removes telephone key system (e.g., 1A1, 1A2, and non-tactical system). Verifies operation and features with central office and/or customer and demonstrates features to customer. Labels installed item and prepares/updates station record.

2.4.5.4.2. REPAIRS TELEPHONE KEY SYSTEM. Troubleshoots and removes/replaces defective part. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.4.5.5. MAINTAINS TELEPHONE INTERCOM INTERFACE UNIT:

2.4.5.5.1. REMOVES/INSTALLS TELEPHONE INTERCOM INTERFACE UNIT. Removes/installs telephone intercom interface. Verifies operation and features with central office and/or customer and demonstrates features to customer. Labels installed item and prepares/updates station record.

2.4.5.5.2. REPAIRS TELEPHONE INTERCOM INTERFACE UNIT. Troubleshoots and removes/replaces defective part. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.4.5.6. MAINTAINS SPECIALIZED TELEPHONE SYSTEM. Includes security telephone, fire telephone, time/temperature telephone.

2.4.5.6.1. REMOVES/INSTALLS SPECIALIZED TELEPHONE SYSTEM. Installs/removes telephone. Verifies operation and features with central office and/or customer and demonstrates features to customer. Labels installed item and prepares/updates station record.

2.4.5.6.2. REPAIRS SPECIALIZED TELEPHONE SYSTEM. Troubleshoots and removes/replaces defective part. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.4.6. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

2.4.7. COMPLETES/FILES DOCUMENTATION.

2.4.8. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

2.5. MAINTAINS BASE CENTRAL TEST FACILITY (BCTF):

2.5.1. ESTABLISHES JOB NUMBER WITH CUSTOMER SUPPORT BRANCH.

2.5.2. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

2.5.3. PREPARES WORK AREA.

2.5.4. REPAIRS/MODIFIES BCTF. Performs necessary test to verify accuracy/operability of BCTF test equipment. Performs modification as directed. Performs operational check, as required. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

2.5.5. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

2.5.6. COMPLETES/FILES DOCUMENTATION.

2.5.7. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

2.6. PREPARES TELEPHONE/TELEPHONE EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

2.6.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

2.6.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

2.6.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

2.6.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

2.6.5. ANNOTATES EQUIPMENT RECORD.

2.7. PERFORMS TRAVEL:

2.7.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

2.7.2. PERFORMS GSU TRAVEL. Performs associated travel to and from GSU location.

2.8. MANAGES CABLE PLANT RECORD MANAGEMENT SYSTEM (CPRMS). Maintains accurate and updated cable plant records.

2.9. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

2.10. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

3. TELEPHONE SWITCHING SYSTEMS MAINTENANCE:

3.1. RESPONDS TO AUDIO/PRINTED SYSTEM STATUS ALARM. Identifies alarm, classifies alarm, determines fix action, notifies job control and opens job control number, documents action taken, and performs required follow-up action.

3.2. PERFORMS PRELIMINARY TROUBLESHOOTING. Receives notification of trouble, performs preliminary troubleshooting, documents trouble, obtains test equipment, tests equipment/circuit, isolates to subsystem, notifies repair agency, turns in test equipment, documents actions taken, and performs follow-up action.

3.3. REPAIRS SYSTEM HARDWARE/SOFTWARE FAULT, SYSTEMS TRANSLATION, END-OFFICE TRUNK, CIRCUIT, AND ASSOCIATED EQUIPMENT. Receives log report or documented trouble report, obtains tool and material, logs onto system, tests hardware/software/equipment, isolates to circuit pack, adjusts/removes/replaces hardware/equipment, tests translation, isolates to table, makes routing change, tests trunk/circuit, isolates to subsystem, opens trouble ticket, notifies appropriate agency, notifies contractor, opens communications service record (CSR), coordinates software change, closes CSR, logs off system, turns in tool and material, turns in defective circuit pack and documents repair.

3.4. MONITORS/ANALYZES SYSTEMS REPORT/STATUS PANEL. Receives log report, initiates CSR, notifies contractor, determines fix action, reviews CSR, and documents action taken. Assigns report, analyzes report/status panel, identifies inconsistency, documents action, and performs required follow-up.

3.5. UPDATES SYSTEM DATABASE/SOFTWARE:

3.5.1. RESPONDS TO CUSTOMER'S NEED. Receives work order request, coordinates with customer, and assigns line/feature. Logs onto system, inputs change, verifies change, tests change, notifies customer, and demonstrates feature use/capability. Saves change/translation, logs out of system, documents work order, and turns in work order.

3.5.2. RESPONDS TO CONTRACTOR/VENDOR UPDATE/REVISION. Receives change/revision notification, validates with appropriate agency on needs, and records information collected. Coordinates with contractor/vendor, transfers necessary information about facility requirement, receives change/revision, prepares for implementation, logs onto system, makes necessary backup/record, schedules downtime, implements change revision, verifies change/revision, tests change/revision, backup or records change, logs out of system, documents work order, and turns in work order.

3.6. PREPARES REPORT. Receives/researches request, coordinates with requester, develops format, assigns device, starts/stops report, extracts data, reviews/compiles report, delivers product, defines equipment, assigns class, sets schedule, collects/analyzes data, delivers report to appropriate agency, defines requirement, accesses database/file, extracts data, and documents action taken.

3.7. INSTALLS VOICE/SPECIAL/DATA CIRCUIT OR END-OFFICE TRUNK. Receives work order, logs onto system, establishes routing, logs off system, obtains tool and test equipment, runs jumper, tests circuit/trunk, notifies installer/distant end, tests circuit, turns in tool and tests equipment, documents work order, and turns in work order.

3.8. REMOVES VOICE/SPECIAL/DATA CIRCUIT OR END-OFFICE TRUNK. Receives work order, obtains tool, coordinates with agency, removes jumper, logs onto system, deletes routing, logs off system, returns tool, documents work order, and turns in work order.

3.9. MAINTAINS VOICE MAIL SYSTEM:

3.9.1. RESPONDS TO ALARM. Identifies alarm, clarifies alarm, determines fix action, notifies job control and opens job control number, documents action taken, and performs required follow-up action.

3.9.2. PERFORMS PRELIMINARY TROUBLESHOOTING. Receives notification of trouble, performs preliminary troubleshooting, documents trouble, obtains test equipment, tests equipment/circuit, isolates to subsystem, notifies repair agency, turns in test equipment, documents actions taken, and performs follow-up action.

3.9.3. REPAIRS SYSTEM HARDWARE/SOFTWARE FAULT, SYSTEM TRANSLATION AND ASSOCIATED EQUIPMENT. Receives log report or documented trouble report, obtains tool and material, logs onto system, tests hardware/software/equipment, isolates to circuit pack, adjusts/removes/replaces hardware/equipment, tests translation, isolates to table, makes routing change, tests circuit, isolates to subsystem, opens trouble ticket, notifies appropriate agency, notifies contractor, coordinates software change, logs off system, turns in tool and material, turns in defective circuit pack and documents repair.

3.9.4. UPDATES SYSTEM DATABASE/SOFTWARE:

3.9.4.1. RESPONDS TO CUSTOMER NEED. Receives work order request, coordinates with customer, assigns line/feature. Logs onto system, inputs change, verifies change, tests change, notifies customer, demonstrates feature use/capability. Saves change/translation, logs out of system, documents work order, and turns in work order.

3.9.4.2. UPDATES/REVISES CONTRACTOR/VENDOR DATA. Receives change/revision notification, validates with appropriate agencies on need, and records information collected. Coordinates with contractor/vendor, transfers necessary information about facility requirement, receives change/revision, prepares for implementation, logs onto system, makes necessary backup/record, schedules downtime, implements change revision, verifies change/revision, tests change/revision, backup or records change, logs out of system, and completes documentation.

3.10. RECEIVES/SHIPS SPARE SYSTEM CIRCUIT CARD. Receives notification of spare arrival, picks up spare, inspects condition of package, documents receipt, verifies part number, hot-checks spare, verifies physical condition of spare, packages spare for shipment, coordinates with contractor, places spare in shipment, and updates inventory document.

3.11. PERFORMS PMI. Picks up documentation; reviews PMI procedure, obtains tool, test equipment, and materials; dons safety equipment; prepares work site; sets up test equipment; visually inspects equipment; coordinates with appropriate agency; performs test; observes reading or malfunction; makes minor adjustment; returns equipment; documents problems in maintenance log; completes PMI documentation; cleans work site; coordinates completed action with appropriate agency; turns in tool, test equipment, and materials; and turns in documentation.

3.12. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

3.13. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

3.14. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

4. GROUND BASED RADIO EQUIPMENT:

4.1. MAINTAINS NON-TACTICAL GROUND RADIO. Maintains Land Mobile Radio, base station, repeater, scanner, and antenna.

4.1.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

4.1.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

4.1.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

4.1.4. PREPARES WORK AREA.

4.1.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

4.1.6. INSTALLS/REPAIRS/MODIFIES RADIO EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check; fabricating antenna/radio mounts; and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

4.1.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

4.1.8. COMPLETES/FILES DOCUMENTATION.

4.1.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

4.1.10. PREPARES NON-TACTICAL RADIO EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

4.1.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

4.1.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

4.1.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

4.1.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

4.1.10.5. ANNOTATES EQUIPMENT RECORD.

4.1.11. PROGRAMS/REPROGRAMS RADIO FOR DEPLOYMENT. Programs new frequency to match frequency at deployed location.

4.1.12. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

4.2. MAINTAINS TACTICAL GROUND RADIO:

4.2.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

4.2.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

4.2.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

4.2.4. PREPARES WORK AREA.

4.2.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

4.2.6. INSTALLS/REPAIRS/MODIFIES RADIO EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

4.2.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

4.2.8. COMPLETES/FILES DOCUMENTATION.

4.2.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

4.2.10. PREPARES TACTICAL RADIO EQUIPMENT FOR DEPOT MAINTENANCE:

4.2.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR DEPOT MAINTENANCE.

4.2.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

4.2.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

4.2.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

4.2.10.5. ANNOTATES EQUIPMENT RECORD.

4.2.11. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

4.3. PERFORMS TRAVEL:

4.3.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

4.3.2. PERFORMS GSU TRAVEL. Performs associated travel to and from GSU location.

4.4. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

5. AUDIOVISUAL (AV), INTRUSION DETECTION, PUBLIC ADDRESS (PA), AND CABLE TELEVISION/CLOSED CIRCUIT TELEVISION (CATV/CCTV) EQUIPMENT:

5.1. MAINTAINS AV EQUIPMENT. Maintains character generator, camcorder, slide monitor, and camera (still/snapshot).

5.1.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

5.1.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

5.1.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

5.1.4. PREPARES WORK AREA.

5.1.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

5.1.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

5.1.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

5.1.8. COMPLETES/FILES DOCUMENTATION.

5.1.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

5.1.10. PREPARES AV EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

5.1.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

5.1.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

5.1.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

5.1.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

5.1.10.5. ANNOTATES EQUIPMENT RECORD.

5.1.11. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

5.2. MAINTAINS PA EQUIPMENT. Maintains portable/fixed station system, wireless/fixed microphone, speaker system.

5.2.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

5.2.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

5.2.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

5.2.4. PREPARES WORK AREA.

5.2.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

5.2.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

5.2.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

5.2.8. COMPLETES/FILES DOCUMENTATION.

5.2.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

5.2.10. PREPARES PA EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

5.2.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

5.2.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

5.2.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

5.2.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

5.2.10.5. ANNOTATES EQUIPMENT RECORD.

5.2.11. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

5.3. MAINTAINS INTRUSION DETECTION EQUIPMENT. Maintains security monitor, camera, modulator, motion detector, central processing unit.

5.3.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

5.3.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

5.3.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

5.3.4. PREPARES WORK AREA.

5.3.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

5.3.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

5.3.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

5.3.8. COMPLETES/FILES DOCUMENTATION.

5.3.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

5.3.10. PREPARES INTRUSION DETECTION EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

5.3.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

5.3.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

5.3.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

5.3.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

5.3.10.5. ANNOTATES EQUIPMENT RECORD.

5.3.11. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

5.4. MAINTAINS CATV/CCTV EQUIPMENT:

5.4.1. MAINTAINS STUDIO EQUIPMENT. Maintains power/line/distribution amplifiers, splitter, directional coupler, and monitor.

5.4.1.1. REVIEWS NOTIFICATION. Obtains equipment work order and reviews to determine what service and/or repair work is required.

5.4.1.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

5.4.1.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

5.4.1.4. PREPARES WORK AREA.

5.4.1.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

5.4.1.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

5.4.1.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

5.4.1.8. COMPLETES/FILES DOCUMENTATION.

5.4.1.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

5.4.1.10. PREPARES CATV EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

5.4.1.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

5.4.1.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

5.4.1.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

5.4.1.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

5.4.1.10.5. ANNOTATES EQUIPMENT RECORD.

5.4.1.11. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

5.4.2. MAINTAINS CATV/CCTV SATELLITE SYSTEM:

5.4.2.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT.

5.4.2.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

5.4.2.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

5.4.2.4. PREPARES WORK AREA.

5.4.2.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

5.4.2.6. INSTALLS/REPAIRS/MODIFIES EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

5.4.2.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

5.4.2.8. COMPLETES/FILES DOCUMENTATION.

5.4.2.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

5.4.2.10. PREPARES EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

5.4.2.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

5.4.2.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

5.4.2.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

5.4.2.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

5.4.2.10.5. ANNOTATES EQUIPMENT RECORD.

5.4.2.11. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

5.5. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

5.6. PERFORMS TRAVEL:

5.6.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

5.6.2. PERFORMS GSU TRAVEL. Performs associated travel to and from GSU location.

6. SECURE COMMUNICATIONS (EXCLUDES STU III):

6.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

6.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

6.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

6.4. OBTAINS CLASSIFIED MATERIAL.

6.5. PREPARES WORK AREA.

6.6. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

6.7. INSTALLS/REPAIRS/MODIFIES/RELOCATES EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

6.8. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

6.9. RETURNS CLASSIFIED MATERIAL.

6.10. COMPLETES/FILES DOCUMENTATION.

6.11. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

6.12. PREPARES EQUIPMENT FOR CONTRACT/WARRANTY MAINTENANCE:

6.12.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

6.12.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

6.12.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

6.12.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

6.12.5. ANNOTATES EQUIPMENT RECORD.

6.13. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

6.14. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

6.15. PERFORMS TRAVEL:

6.15.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

6.15.2. PERFORMS GSU TRAVEL. Performs associated travel to and from GSU location.

7. GROUND-BASED NAVIGATIONAL AIDS (NAV/AIDS)/WEATHER EQUIPMENT:

7.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

7.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

7.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

7.4. PREPARES WORK AREA.

7.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

7.6. INSTALLS/REPAIRS/MODIFIES METEOROLOGICAL/NAVIGATION AID/WEATHER EQUIPMENT. Includes resetting, removing, replacing, aligning, adjusting, calibrating, lubricating, and cleaning equipment; treating corrosion; accomplishing performance check and documenting action taken. Performs equipment modification IAW applicable directives to include operational check and documenting action taken.

7.6.1. INSTALLS/REPAIRS/MODIFIES WEATHER EQUIPMENT. Installs/repairs/modifies barometer (analog) equipment, wind measuring equipment, temperature dew point measuring equipment, cloud height indicator equipment, runway visual range computing equipment, transmissometer equipment, weather television system equipment, meteorological radar set equipment, transportable laser cloud height detector equipment, digital altimeter-barometer equipment, meteorological observing set equipment, and rack-mounted laser cloud height detector equipment. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

7.6.2. INSTALLS/REPAIRS/MODIFIES RADAR/TACAN EQUIPMENT. Installs/repairs/modifies d-brite radar indicator equipment, video mapping set equipment, air surveillance radar set equipment, precision approach radar set equipment, interrogator set equipment, radar signal simulator equipment, localizer equipment, instrument landing system, glidescope equipment, marker beacon equipment, control monitor group equipment, voice recorder/reproducer equipment, digital recorder/reproducer equipment, and console group equipment. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results.

7.7. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

7.8. COMPLETES/FILES DOCUMENTATION.

7.9. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

7.10. PREPARES NAV/AIDS FOR CONTRACT/WARRANTY MAINTENANCE:

7.10.1. PREPARES NECESSARY PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

7.10.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

7.10.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

7.10.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

7.10.5. ANNOTATES EQUIPMENT RECORD.

7.11. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

7.12. PERFORMS TRAVEL:

7.12.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

7.12.2. PERFORMS GSU TRAVEL. Performs associated travel to and from GSU location.

7.13. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

8. COMMUNICATIONS CONSOLE:

8.1. REVIEWS NOTIFICATION FROM CUSTOMER SUPPORT BRANCH. Obtains equipment work order and reviews to determine what service and/or repair work is required.

8.2. COORDINATES WITH USER. Reviews/surveys work request with user to determine service and/or repair work required.

8.3. GATHERS TOOL, MATERIAL, TEST EQUIPMENT, AND TECHNICAL DATA/ DOCUMENTATION. Obtains tool, test material, necessary parts, and material. Researches index and obtains T.O. and/or documentation required to perform required maintenance action.

8.4. PREPARES WORK AREA.

8.5. TROUBLESHOOTS (ISOLATES) MALFUNCTION.

8.6. REMOVES/INSTALLS COMMUNICATIONS CONSOLE. Verifies operation and features according to technical data. Demonstrates features to customer. Labels and documents features/updates.

8.7. REPAIRS/MODIFIES COMMUNICATIONS CONSOLE. Troubleshoots and removes/replaces defective part. Verifies operation and features with customer. Performs PMI and operational check, as required. Includes time change, lubrication, corrosion control check, visual inspection IAW applicable technical data, and documents PMI results. Documents work.

8.8. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

8.9. COMPLETES/FILES DOCUMENTATION.

8.10. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

8.11. PREPARES COMMUNICATIONS CONSOLE FOR CONTRACT/WARRANTY MAINTENANCE:

8.11.1. PREPARES PAPERWORK FOR EQUIPMENT BEING SENT OUT FOR MAINTENANCE.

8.11.2. PREPARES MALFUNCTIONING EQUIPMENT FOR SHIPMENT.

8.11.3. RECEIVES AND INSPECTS EQUIPMENT AFTER MAINTENANCE.

8.11.4. PERFORMS QUALITY CONTROL ASSESSMENT. Performs operational check to determine serviceability of equipment.

8.11.5. ANNOTATES EQUIPMENT RECORD.

8.12. PERFORMS EQUIPMENT PARTS ACQUISITION. Researches and orders part associated with equipment preventive maintenance, equipment repair, equipment modification, and minor equipment installation/removal.

8.13. PERFORMS TRAVEL:

8.13.1. PERFORMS VICINITY TRAVEL. Coordinates for travel to work site, travels to work site, coordinates for travel to work center, and returns to work center.

8.13.2. PERFORMS GSU TRAVEL. Performs associated travel to and from GSU location.

8.14. PROVIDES GUIDANCE/TECHNICAL REVIEW. Provides guidance and reviews AF Form 3215, Communication-Computer Systems Requirements Document.

9. TECHNICAL DATA SUBACCOUNT. Posts data and change to file. Maintains file for serviceability.

10. DIGGING PERMIT:

10.1. PROCESSES/ROUTES APPROPRIATE FORM. Processes appropriate form and forwards to Base Civil Engineering prior to any maintenance performed on buried cable system.

10.2. REVIEWS FORM. Reviews form, identifies drawing, determines necessary action, and completes appropriate portion of form.

10.3. REVIEWS DRAWING.

10.4. HOOKS UP TONE. Hooks up tone, traces and stakes cable to prevent damage. Monitors digging, if required, and points out cable stake.

10.5. CLEANS WORK AREA. Stores/cleans tool, test equipment, and technical data.

10.6. COMPLETES/FILES DOCUMENTATION.

10.7. REPORTS COMPLETION OF REPAIR TO CUSTOMER SUPPORT BRANCH. Includes total time spent and repair parts used. Documents problem or maintenance action.

11. QUALITY ASSURANCE. Inspects, recommends approval of drawing, certifies contractor's performance for payment; tests, schedules, signs work/equipment order; determines number of hours for a job; and performs other functions of a technical nature not involving a change to the scope, price, terms, or conditions of the contract.

12. TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

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

12.2. ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.

12.3. DEVELOPS/REVIEWS TRAINING PLAN.

INDIRECT:

I1. SUPERVISION:

I1.3. 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.

I2. ADMINISTRATION:

I2.13. ACKNOWLEDGES VISITOR.

I2.14. MAINTAINS OFFICE EQUIPMENT.

I3. MEETING:

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

I3.1.5. PREPARES FOR WORK CENTER MEETING.

I3.2. CONDUCTS OR ATTENDS 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:

I5.4. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS SHOP EQUIPMENT:

I6.1.2. MAINTAINS TEST EQUIPMENT:

I6.1.2.1. MAINTAINS TEST EQUIPMENT (NONAIRCRAFT FUNCTIONS).

I6.1.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK):

I6.1.3.1. MAINTAINS CTK (NONAIRCRAFT FUNCTIONS).

I6.1.4. MAINTAINS INDIVIDUAL TOOL KIT.**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							
System Management/38A110			Switch:437.80 - 1247.67							
C4 Maintenance/38A120			No Sw:397.50 - 888.17							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Comm-Elect Sys *	2E7XX	CIV	1	1	1	1	1	1		
Ground Radio Comm	2E1X3	CIV	0	1	1	2	2	2		
Elect Comp & Swg System	2E2X1	CIV	1	2	2	2	3	3		
Tele & Data Circuitry Equip	2E7X3	CIV	1	1	1	1	1	2		
TOTAL			3	4	5	6	7	8		
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
<p>NOTE: AFSCs may be adjusted at discretion of unit commander.</p> <p>*Denotes System Branch Chief, FAC 38A110. All other positions FAC 38A120.</p>										
TOTAL										

EQUATION SELECTION WORKSHEET

Unit	COMSEC	NO COMSEC	TELE SWITCH	NO TELE SWITCH
101 ARW	X		X	
103 FG	X		X	
104 FG	X		X	
105 AG	X		X	
106 RQG	X		X	
107 FG	X			X
108 ARW		X		X
109 FG	X		X	
110 FG	X		X	
111 FG		X		X
113 FW		X		X
114 FG	X		X	
116 FW		X		X
117 ARW	X		X	
118 AW	X		X	
119 FG	X		X	
120 FG	X		X	
121 ARW		X		X
122 FW	X		X	
123 AW	X		X	
124 FG	X		X	
125 FG	X		X	
126 ARW		X		X
128 ARG	X		X	
128 FW	X		X	
129 RQG		X		X
130 AG	X		X	
131 FW	X			X
132 FW	X		X	
133 AW		X		X
134 ARG	X		X	
136 AW		X	X	
137 AW	X		X	
138 FG	X		X	
139 AG	X		X	
141 ARW		X	X	
142 FG	X		X	
143 AG	X		X	
144 FW	X		X	
145 AG	X		X	

Unit	COMSEC	NO COMSEC	TELE SWITCH	NO TELE SWITCH
146 AW	X		X	
147 FG	X		X	
148 FG	X		X	
149 FG		X		X
150 FG	X		X	
151 ARG	X		X	
152 RG	X		X	
153 AG	X		X	
154 CG		X		X
155 ARG	X		X	
156 FG	X		X	
157 ARG	X		X	
158 FG	X		X	
159 FG		X	X	
161 ARG	X		X	
163 ARG		X		X
164 AG	X		X	
165 AG	X		X	
166 AG	X		X	
167 AG	X		X	
168 ARG		X		X
169 FG	X		X	
171 ARW	X		X	
172 AG	X		X	
174 FW	X		X	
175 FG	X		X	
176 CG	X		X	
177 FG	X		X	
178 FG	X		X	
179 AG	X		X	
180 FG	X		X	
181 FG	X		X	
182 FG	X		X	
183 FG	X		X	
184 FG		X		
185 FG	X		X	
186 ARG	X		X	
187 FG	X		X	
188 FG	X		X	
189 AG		X		X
190 ARG	X		X	
192 FG	X		X	
193 SOG	X		X	