DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20310 2500

ANGMS 210001

11 March 1994

ADMINISTRATION

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinent (AFMD) System, formerly designated as AFR 8-10, this ANGMS quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** ANG Regulation 66-14 contains Air National Guard policy and procedural guidance for the Deputy Commander for Maintenance (DCM) Administration work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5, 16 May 88. This ANGMS is a result of a functional review.

3. **Applicability.** This standard applies to all flying units of the Air National Guard except 162 FG, Tucson AZ, 184 FG, Wichita KS, 114 FS, Klamath Falls, OR, and 124 RG, Boise ID. This standard applies to peacetime operations only.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 30 Oct 90.
   c. Man-hour Data Source. Staffing Pattern IAW AFPAM 38-208, formerly AFR 25-5, paragraph 10-3.
   d. Standard Man-hour Equation. Y = 2 (Constant Manpower).
   e. Workload Factor: N/A.

5. **Application Instructions.** This work center requires constant manpower of two (2). No other application instructions apply.

6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operation of this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

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OFFICIAL

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

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WORK CENTER DESCRIPTION

Administration

DIRECT:

1. MAINTENANCE ADMINISTRATION:

1.1. TYPES COMMUNICATION. Obtains and assembles material; inserts in computer/typewriter; types, separates, collates, fastens, proofreads, and releases material to originator; and puts materials away.

1.1.1. TYPES LETTER.

1.1.2. TYPES MESSAGE.

1.1.3. TYPES REPORT AND STATISTICAL DATA.

1.1.4. TYPES PLAN, SCHEDULE, AND ROSTER.

1.1.5. TYPES AIRMAN PERFORMANCE REPORT.

1.1.6. TYPES OFFICER PERFORMANCE REPORT.

1.1.7. TYPES CIVILIAN PERFORMANCE REPORT.

1.1.8. TYPES ENDORSEMENT TO PERFORMANCE REPORT.

1.1.9. TYPES MAINTENANCE OPERATING INSTRUCTION.

1.1.10. TYPES FORM.

1.1.11. TYPES AWARD.

1.1.12. TYPES ORDER REQUEST.

1.2. PROCESSES DISTRIBUTION:

1.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, opens envelope, reviews for required action, marks, and routes distribution.

1.2.2. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, packages, and routes distribution, or takes to delivery point.

1.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.3.1. ESTABLISHES FILE. Prepares file outline, folder, guide, and label.

1.3.2. FILES CORRESPONDENCE. Receives, marks, sorts, classifies, and files material; removes for reference and re-files.

1.3.3. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

1.3.4. DISPOSES OF RECORD. Removes record from file and disposes of it in accordance with AFI 37-133, volume 1, formerly AFR 12-50.

1.3.5. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and puts book or form away.

1.3.6. MAINTAINS SECURITY FILE. Establishes, posts, and changes security record, accesses documentation and lists restricted area badge numbers for work center personnel and destroys material.

1.3.7. MAINTAINS AUTOMATED PERSONNEL LOCATOR FILE. Annotates computer product and record; posts change, and disposes of record.

1.4. MAINTAINS UNCLASSIFIED PUBLICATION FILE:

1.4.1. OBTAINS ADMINISTRATIVE PUBLICATION. Receives request, prepares requisition form, obtains authorizing signature, processes, and files form.

1.4.2. MAINTAINS INDEX. Posts new index or change to index.

1.4.3. MAINTAINS PUBLICATION. Posts and files new publication or change.

1.4.4. INSPECTS INDIVIDUAL PUBLICATION SET AND DOCUMENTATION FILE. Inspects publication and documentation file maintained by other Maintenance activity.

1.5. OPERATES COPYING MACHINE. Operates machine and collates copy.

1.6. MAINTAINS STOCK OF BLANK FORMS. Establishes requirement, prepares requisition, receives, routes, stocks, and controls stock of blank forms.

1.7. MAINTAINS ALERT RECALL ROSTER. Prepares roster and posts change.

1.8. MAINTAINS STATUS CHART OR BULLETIN BOARD. Removes existing information and posts new information.

1.9. MAINTAINS TIME AND ATTENDANCE FORM. Records time and attendance information and posts new information.

1.10. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

2. SPECIAL PLANNING OR SCHEDULING:

2.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

2.2. PREPARES FOR ANNUAL TOUR (AT).

2.3. PREPARES FOR MOBILITY PARTICIPATION.

3. STAFF ASSISTANCE. Performs staff assistance visit to collocated/non-collocated unit.

INDIRECT: Indirect work involves those tasks that are not readily dentifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Administration/210001			APPLICABILITY MAN-HOUR RANGE Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Information Management	3A0X1	CIV	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.