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

ANGMS 210002

11 March 1994

TRAINING MANAGEMENT

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 Training Management 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. 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 = 1 (Constant Manpower).
e. Workload Factor. N/A.

5. Application Instructions. This work center requires constant manpower of one (1). 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.

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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

Training Management

DIRECT:

1. TRAINING PROGRAM ADMINISTRATION GUIDANCE:

1.1. BRIEFS PERSONNEL. Provides initial OJT orientation or indoctrination briefing.

1.2. PERFORMS WORK CENTER STAFF ASSISTANCE VISIT. Performs unit staff assistance visit. Participates in Consolidated Base Personnel Office On-The-Job Training (CBPO-OJT) staff assistance visit.

1.3. PERFORMS WORK CENTER LIAISON VISIT.

1.4. ANALYZES REQUIREMENT AND COORDINATES TRAINING INFORMATION:

1.4.1. COORDINATES TRAINING. Coordinates with other agency.

1.4.2. DISSEMINATES INFORMATION. Disseminates information to Maintenance work center or other agency.

1.4.3. DEVELOPS MAINTENANCE OPERATING INSTRUCTION (MOI). Develops procedures for training related activity.

1.4.4. REVIEWS MOI. Reviews MOI developed by another agency for impact on training.

1.5. MAINTAINS SPECIALTY TRAINING STANDARDS (STS) FILE. Establishes requirement and performs periodic review and purge.

2. QUALIFICATION TRAINING PROGRAM:

2.1. IDENTIFIES REQUIREMENT. Processes document necessary to identify training requirement.

2.1.1. PROCESSES TRAINING FORM.

2.1.2. REVIEWS AND DETERMINES EQUIPMENT REQUIREMENT.

2.1.3. REVIEWS MAINTENANCE SUMMARY.

2.1.4. REVIEWS AND COMPILES ANALYSIS STUDY.

2.1.5. FORECASTS AND SUBMITS TRAINING REQUIREMENT.

2.2. SCHEDULES QUALIFICATION TRAINING:

2.2.1. IDENTIFIES AND SELECTS TRAINING RESOURCE. Reviews, identifies, selects, and coordinates training resource.

2.2.2. OBTAINS AND MAINTAINS AUDIO-VISUAL LIBRARY/EQUIPMENT. Coordinates with other agency to obtain equipment. Maintains Audio-Visual library equipment.

3. UPGRADE TRAINING PROGRAM:

3.1. IDENTIFIES PERSONNEL. Identifies personnel requiring upgrade training.

3.2. REVIEWS AND INITIATES AF FORM 623 (ON-THE-JOB TRAINING RECORD). Reviews AF Form 623 for data extraction. Initiates AF Form 623.

3.3. ORDERS CAREER DEVELOPMENT COURSE (CDC) MATERIAL. Researches, identifies, and orders CDC material.

3.4. INSTRUCTS TRAINEE. Instructs supervisor and trainer; counsels trainee on responsibility outlined in AFI 36-2202, formerly AFR 50-23.

3.5. OBTAINS DETAILED OJT REPORT (DOR). Obtains the Detailed OJT Report and forwards to maintenance activity supervisor.

3.6. MAINTAINS COURSE MATERIAL. Receives, processes, and distributes Extension Course Institute (ECI) and CDC material. Maintains Volume Review Exercise (VRE) answer sheet, key, and course material.

3.7. SCHEDULES END OF COURSE (EOC) EXAMINATION TESTING. Receives EOC examination notification from the CBPO Training Office and coordinates with test office, affected supervisor, and trainee to arrange for testing appointment.

3.8. RECLASSIFIES TRAINEE. Assists with the preparation and submission of classification action request.

4. UNIT TRAINING:

4.1. PROCESSES ON-THE-JOB TRAINING (OJT) ROSTER. Reviews roster, coordinates and schedules appointment, annotates card and roster, disseminates information, and retains file copy.

4.2. SCHEDULES UNIT TRAINING.

4.3. ASSISTS IN DEVELOPMENT OF COURSE OUTLINE.

4.4. CONDUCTS TRAINING CLASS.

4.5. CONDUCTS OJT SUPERVISOR MEETING.

5. COURSE CONTROL MANAGEMENT:

5.1. REVIEWS AND MAINTAINS LESSON PLAN.

5.2. REQUESTS, RECEIVES, AND MAINTAINS FIELD TRAINING DETACHMENT (FTD) COURSE PLAN OF INSTRUCTION.

5.3. ANNUAL SCREENING FOR TRAINING REQUIREMENT. Distributes and completes for FY forecast.

6. TEST PROGRAM MANAGEMENT:

6.1. IDENTIFIES TEST EQUIPMENT. Coordinates with Deputy Commander for Maintenance (DCM) staff agency and maintenance activity supervisor to determine needed.tests.

6.2. ASSISTS IN TEST DEVELOPMENT. Assists in test development from technical and procedural manual. Develops test answer key.

6.3. MANAGES TEST PROGRAM. Schedules, administers, scores, and computes pass/fail rate for test program.

6.4. UPDATES TEST. Performs annual test review. Updates for currency and adequacy.

6.5. CONTROLS TEST. Assigns control number to each test. Inventories test and key. Maintains test control number register.

7. TRAINING STATUS REPORTING:

7.1. MANAGES TRAINING PROGRAM. Obtains, reviews, maintains, and updates training background report.

7.1.1. MAINTAINS TRAINING COURSE TABLE.

7.1.2. MAINTAINS TRAINING FORECAST.

7.1.3. MAINTAINS COURSE STATUS REPORT.

7.1.4. MAINTAINS CONSOLIDATED TRAINING REPORT.

7.1.5. MAINTAINS OJT REPORT.

7.1.6. MAINTAINS SPECIAL CERTIFICATION ROSTER.

7.1.7. EXTRACTS DATA.

7.2. COMPILES INFORMATION. Summarizes extracted data and compiles training status report.

7.3. BRIEFS TRAINING STATUS. Briefs DCM or production unit commander on status/SORTS report.

8. SPECIAL PLANNING OR SCHEDULING:

8.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

8.2. PREPARES FOR ANNUAL TOUR (AT).

8.3. PREPARES FOR MOBILITY PARTICIPATION.

9. STAFF ASSISTANCE. Performs staff assistance visit to collocated/noncollocated unit.

10. EXERCISE/CONTINGENCY. Supports exercise/contingency.

INDIRECT: Indirect work involves those tasks that are not readily identifiable 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 Training Management/210002			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Training Systems	352X1	CIV	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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