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

ANGMS 210003

11 March 1994

PROGRAMS AND MOBILITY

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 Programs and Mobility 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 ACC 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. 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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2 Attachments
1. Work Center Description
2. Standard Manpower Table

No. of Printed Pages: 5
OPR: ANGRC/XPME (Maj Castleberry)
Approved by: Maj Gen Sheppard
Edited by: NGB-ADG (Ms. N. Salch)
Distribution: F, X

WORK CENTER DESCRIPTION

Programs and Mobility

DIRECT:

1. MAINTENANCE PLAN:

1.1. MONITORS DEVELOPMENT OF LOGISTICS ANNEX:

1.1.1. REVIEWS PLAN. Reviews plan or program to ensure requirement by task and by work center.

1.1.2. BRIEFS PLAN. Briefs plan or program to ensure requirement by task and by work center.

1.1.3. COORDINATES PLAN. Coordinates and consolidates input from Maintenance activity and forwards for inclusion in the logistics annex of the plan or program.

1.2. MAINTAINS MOBILITY PLAN:

1.2.1. DEVELOPS MOBILITY PROCEDURE. Develops internal procedure for each Maintenance activity affected.

1.2.2. UPDATES MOBILITY PLAN. Updates plan to reflect currency.

1.2.3. BRIEFS MOBILITY PLAN. Briefs the affected section on its requirement as prescribed under mobility planning.

1.2.4. MONITORS PLAN. Monitors response time and ensures requirement has been satisfied.

1.2.5. REVIEW PERSONNEL/EQUIPMENT LISTING.

1.2.6. CONDUCTS MOBILITY EXERCISE. Conducts mobility exercise, determines response time, and checks procedure established by activity involved.

1.2.7. MONITORS MOBILITY EQUIPMENT. Monitors procurement, storage, inspection, inventory of prepositioned equipment. Monitors associated Custodian Authorization/Custody Receipt List (CA/CRL), table of allowance, and/or organizational record load of equipment for the Maintenance complex.

1.2.8. CONDUCTS SPOT INSPECTION OF MOBILITY EQUIPMENT. Conducts spot inspection of equipment to fulfill mobility requirement. Ensures mobility folder compliance.

1.2.9. CONDUCTS TRAINING. Conducts mobility training to ensure unit capability.

1.2.10. PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) REPORT.

1.2.11. PERFORMS DEPLOYMENT SITE SURVEY.

1.3. DEVELOPS AND COORDINATES HOST-TENANT SUPPORT AGREEMENT (HTSA):

1.3.1. DEVELOPS HOST-TENANT SUPPORT AGREEMENT. Develops Host-Tenant Support Agreement IAW AFI 25-201 (formerly AFR 11-4), generated within Maintenance complex.

1.3.2. COORDINATES HTSA. Coordinates with affected activity to develop a support capability analysis for agreement that has an impact to resource allocation within the Maintenance complex.

1.3.3. PREPARES HTSA REPLY. Prepares reply to requesting agency citing capability, feasibility, and justification for noncompliance by reason of personnel or equipment shortage.

1.4. MONITORS WAR RESERVE MATERIAL (WRM): Coordinates with affected activity to discuss requirement and availability of requested WRM.

1.5. MAINTAINS ROSTER. Reviews, distributes, and consolidates change to Contingency Operations Mobility Planning and Execution System (COMPS) product.

1.6. PARTICIPATES IN EXERCISE.

2. FINANCIAL MANAGEMENT:

2.1. MAINTAINS THE MAINTENANCE COST SYSTEM (MCS). Serves as the focal point for base level maintenance cost system.

2.1.1. RECEIVES MCS INPUT. Answers inquiry. Receives input on MCS item.

2.1.2. COORDINATES MCS INPUT. Coordinates with other functional manager and group manager.

2.2. COORDINATES FINANCIAL REQUIREMENT. Coordinates financial/budget requirement with cost center or other agency.

2.3. CONSOLIDATES FINANCIAL REQUIREMENT. Consolidates work center requirement into package. Forwards package to DCM for inclusion in wing/group budget.

2.4. MONITORS FUND EXPENDITURE. Allocates fund to activity. Monitors expenditure.

2.5. ADVISES DCM. Advises DCM on the status of activity.

2.6. TRAINS AND BRIEFS FINANCIAL PROCEDURE. Trains and briefs cost center manager on new procedure.

2.7. COORDINATES WITH SUPPLY OR BUDGET OFFICIAL. Contacts either agency to resolve problem or discrepancy to the budget.

2.8. ATTENDS FINANCIAL WORKING GROUP. Coordinates and recommends on allocation/reallocation of FY funding/man-days.

3. PERSONNEL MANAGEMENT:

3.1. MAINTAINS AND UPDATES UNIT PERSONNEL MANAGEMENT ROSTER (UPMR). Consolidates information from UPMR, SPMD, base personnel, or authorization document. Maintains an effective manning management program.

3.2. PREPARES DOCUMENT. Prepares necessary adjustment document to correct discrepancy.

3.3. ADVISES DCM. Advises DCM on manning status and problem encountered in maintaining an effective and efficient maintenance force.

3.4. MANAGES UNIT PERSONNEL SECURITY PROGRAM. Ensures unit personnel have obtained clearance, document, or badge.

4. FACILITY MANAGEMENT:

4.1. ALLOCATES FACILITY. Identifies requirement, evaluates layout diagram and determines safest and most economical use for available floor space. Recommends assignment of facility based upon result of evaluation.

4.2. PREPARES REQUEST. Prepares request allocation of required space.

4.3. MONITORS WORK ORDER. Monitors and prioritizes CE work order on repair, construction, or major revision of requested additional space.

4.4. MONITORS TELECOMMUNICATION REQUEST. Monitors telephone or data line installation request generated within the Maintenance complex.

4.5. MAINTAINS DIAGRAM. Maintains diagram of facility assigned to the DCM complex and reaccomplishes diagram upon realignment of space allocation.

4.6. MAINTAINS FIVE YEAR FACILITY PLAN. Maintains a copy of the five year plan for the Maintenance complex. Updates annually.

4.7. CONDUCTS INSPECTION. Conducts annual facility inspection to ensure proper use of allocated space.

4.8. MONITORS MASTER PARKING PLAN. Coordinates unit requirement with host unit.

5. MAINTENANCE MANAGEMENT INFORMATION AND CONTROL SYSTEM (MMICS)/CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) PRODUCT MANAGEMENT:

5.1. INPUTS DATA. Inputs data into MMICS/CAMS to update personnel subsystem.

5.2. REQUESTS PRODUCT. Requests output product.

5.3. REVIEWS PRODUCT. Analyzes output product to determine trend or gather necessary information to aid in management of personnel resource. Reconciles data.

5.4. DISTRIBUTES PRODUCT. Separates, marks, and distributes output product.

6. COMMERCIAL CONTRACT:

6.1. PROVIDES TECHNICAL ASSISTANCE. Assists base function in the development of commercial contract generated in support of Maintenance complex.

6.2. COORDINATES CONTRACT. Coordinates with base function to ensure fulfillment of contract responsibility.

7. SPECIAL PLANNING OR SCHEDULING:

7.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

7.2. PREPARES FOR ANNUAL TOUR (AT).

7.3. PREPARES FOR MOBILITY PARTICIPATION.

8. STOCK FUNDING DEPOT LEVEL REPAIRABLE MANAGEMENT:

8.1. DEVELOPS COST FACTOR. Develops cost factor to use in future budget consideration.

8.2. ANALYZES BUDGET ESTIMATE. Analyzes budget estimate for validity and conformance with budget directive.

8.3. PREPARES NARRATIVE JUSTIFICATION. Prepares narrative justification to support fund requirement.

8.4. CONSOLIDATES MAINTENANCE COST CENTER BUDGET ESTIMATE. Consolidates maintenance cost center budget estimate and forwards to the appropriate agency for inclusion in the base budget package.

8.5. MONITORS OBLIGATION DATA. Compares obligation data to Maintenance financial plan.

8.6. PERFORMS ANALYSIS. Conducts study, prepares financial summary in narrative and graphic form, and analyzes maintenance cost center financial trend. Advises the Maintenance staff and Maintenance personnel on analysis results.

8.7. REVIEWS COST TRANSACTION. Reviews supply and accounting transaction for accuracy. Coordinates deviation with shop/organization. Corrects accounting error.

8.8. RECOMMENDS FUND REDISTRIBUTION. Reconciles and recommends redistribution of fund according to mission requirement and approved program.

8.9. CHANGES CODE. Implements/reviews change to financial management code.

8.10. PROVIDES ASSISTANCE. Assists staff and Maintenance organization to develop subsidiary program to manage and administer the financial plan.

9. STAFF ASSISTANCE. Performs staff assistance to collocated/non- collocated subordinate unit.

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

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Programs & Mobility/210003			APPLICABILITY MAN-HOUR RANGE Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Logistics Plans Financial Mgt	2G0X1 6F0X0	CIV CIV	1 1								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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