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

ANGMS 210004

11 March 1994

MAINTENANCE ANALYSIS

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

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WORK CENTER DESCRIPTION

Maintenance Analysis

DIRECT:

1. ANALYSIS:

1.1. INFORMS DEPUTY COMMANDER FOR MAINTENANCE (DCM) OR MAINTENANCE MANAGER. Acts as primary management information source for the DCM/or Maintenance Manager.

1.1.1. COLLECTS AND MAINTAINS DATA. Collects and maintains data pertinent to the Maintenance operation.

1.1.2. ANALYSES DATA. Analyzes data for significant trend. Isolates and identifies area for further study or investigation. Recommends and informs management personnel about procedure, equipment, manpower use, and system reliability. Refers problem beyond the scope of Maintenance Analysis to other staff agency.

1.1.3. ASSIMILATES DATA. Extracts data from document, form, computerized report, or other source.

1.2. PREPARES INFORMATION DATA. Prepares data for the DCM, DCM staff agency or Maintenance Manager.

1.2.1. PREPARES REPORT. Organizes, drafts, prepares in final format, and proofreads report.

1.2.2. PREPARES STUDY. Researches, organizes, drafts and prepares required graph, chart, table, or study finding. Proofreads typed copy.

1.2.3. PREPARES SUMMARY. Extracts, organizes, analyzes, drafts, and prepares summary. Proofreads typed copy.

1.2.4. PREPARES PRESENTATION. Researches, organizes, analyzes, drafts, and prepares presentation. Proofreads typed copy.

1.3. ASSISTS MAINTENANCE ACTIVITY:

1.3.1. EXTRACTS INFORMATION. Obtains request from other agency. Designs and schedules Air Force On-Line Data System (AFOLDS)/Query Language Processor (QLP) retrieval.

1.3.2. INTERPRETS DATA. Evaluates data and prepares report to assist
aintenance activity in the proper application and interpretation of extracted data.

1.4. PROVIDES QUALITY ASSURANCE DATA. Provides Quality Assurance with necessary statistical and trend information for Quality Assurance Program.

1.5. DEVELOPS ATTRITION FACTOR. Investigates and computes factor. Provides factor to Plans and Scheduling for the development of the attrition rate.

1.6. COMPUTES CAPABILITY. Collects and extracts data. Coordinates and forecasts work center, facility, airframe, and unit flying capability. Provides data to DCM and appropriate staff function.

1.7. MONITORS MAINTENANCE MANNING. Advises DCM and other agency when data examination indicates possible manning imbalance. Provides data to support manning study.

1.8. MONITORS BASE REPAIR PROGRAM. Provides manager or work center supervisor with data needed to manage and determine work center repair capability under the base optimum repair program.

1.9. EVALUATES WORK HOUR EXPENDITURE. Provides trend, comparison, and summarized information to the maintenance supervisor for planning future maintenance action.

1.10. EVALUATES AIRCRAFT SYSTEM PERFORMANCE. Computes system capability, reliability, and mean time between failure rate. Summarizes data for monitoring system performance.

1.11. EVALUATED MAINTENANCE PERFORMANCE. Compares monthly and weekly plan and workload estimate with actual performance. Analyzes difference.

1.12. MONITORS MATERIAL DEFICIENCY. Analyzes high man-hour consumer, high fail item, or other questionable trend to identify material deficiency. Refers deficiency to the appropriate staff agency.

1.13. MONITORS EQUIPMENT STATUS REPORT. Monitors report for undesirable mission limiting status trend. Identifies undesirable trend for further investigation and analysis.

1.14. ANALYZES REPORT. Analyzes variances in a report from the Maintenance Data System (MDS), Core Automated Maintenance System (CAMS), and Air Vehicle Performance System (AVPS). Identifies significant trend.

1.15. INVESTIGATES SIGNIFICANT TREND. Investigates significant trend. Assists the appropriate Maintenance activity in developing a corrective solution.

2. MAINTENANCE DATA COLLECTION (MDC) SYSTEM:

2.1. DESIGNS CODE. Assigns work center mnemonics codes IAW Technical Order (T.O.) 00-20-2 and AFM 66-279.

2.2. ASSISTS WORK CENTER. Assists work center in the proper preparation of Maintenance documentation IAW T.O. 00-20-2-10 and AFR 66-278/66-279.

2.3. AUDITS AFTO FORM 349, MAINTENANCE DATA COLLECTION RECORD. Reviews AFTO Form 349/CAMS system to ensure accuracy of required entry. Informs applicable work center supervisor of error when required. Ensures corrective action.

2.4. COORDINATES DATA. Coordinates with data automation/host unit on maintenance data collection input/output product. Coordinates with data automation/host unit to resolve data service problem.

2.5. CHECKS DATA REPORT/LISTING: Reviews MDC report/CAMS listing for erroneous reporting procedures.

3. MAINTENANCE MANAGEMENT INFORMATION SYSTEM (MMICS)/CORE AUTOMATED MAINTENANCE SYSTEM (CAMS).:

3.1. ADVISES THE DCM AND DCM STAFF. Advises staff concerning MMICS/CAMS.

3.2. COORDINATES WITH OTHER ACTIVITY. Coordinates with the functional user, the data base manager, and data automation in solving MMICS/CAMS related problem.

3.2.1. MONITORS MMICS/CAMS RCS REPORTING REQUIREMENT. Coordinates with host unit to ensure MMICS/CAMS RCS report is forwarded.

3.2.2. INFORMS FUNCTIONAL USER. Informs functional user of new release, special program, change to existing program, and system advisory notice (SANs) related to subsystem.

3.3. PREPARES LOCAL PROCEDURE:

3.3.1. PREPARES BACKGROUND PROGRAM. Drafts, prepares, and maintains up-to-date procedures for the coordination and control of requirement for background program.

3.3.2. CONTINGENCY PLAN. Drafts, prepares, and maintains up-to-date procedure for off-site data processing in the event of base computer failure.

3.4. MONITORS MMICS/CAMS EQUIPMENT AND COMPUTER DATA SECURITY. Establishes procedure to prevent the unauthorized use of MMICS/CAMS equipment and computer data IAW AFR 12-35, Air Force Privacy Act Program.

3.5. PERFORMS AS EQUIPMENT CUSTODIAN. Acts as equipment custodian for MMICS/CAMS remote device, printer and associated hardware.

3.5.1. ESTABLISHES REQUIREMENT. Submits requirement for new automatic data processing equipment (ADPE) and communication requirement for connectivity.

3.5.2. MONITORS AND REPORTS HARDWARE FAILURE. Monitors failure, ascertains cause, and renders assistance.

3.6. ENSURES DATA IS AVAILABLE. Prepares, produces report created by MMICS/CAMS, and distributes as appropriate.

3.7. MAINTAINS DATA BASE. Maintains and verifies an error free data base.

3.8. ASSISTS USER. Assists user with problem concerning reject code.

4. MICRO COMPUTER MANAGEMENT:

4.1. ASSISTS IN PROCURING HARDWARE/SOFTWARE. Assists Maintenance activity in determining what hardware and software is needed. Provides guidance in procurement procedure.

4.2. RECEIVES AND CONTROLS DISTRIBUTION OF HARDWARE/SOFTWARE. Receives new hardware/software. Submits warranty and/or registration documentation to manufacturer. Distributes hardware/software to the appropriate Maintenance activity.

4.3. ASSISTS IN INSTALLATION. Assists Maintenance activity in installing hardware and software.

4.4. PROVIDES TECHNICAL GUIDANCE. Provides assistance to Maintenance activity on software/hardware problematic area.

5. SPECIAL PLANNING OR SCHEDULING:

5.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

5.2. PREPARES FOR ANNUAL TOUR (AT).

5.3. PREPARES FOR MOBILITY PARTICIPATION.

6. STAFF ASSISTANCE. Performs staff assistance to collocated/noncollocated unit.

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 Maintenance Analysis/210004			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Maint Data Sys Analysis	2R0X1	CIV	2									
TOTAL			2									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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