BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 21000C
22 NOVEMBER 1994

CHIEF OF MAINTENANCE
(KC-135)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.

2. Authority. Air National Guard (ANG) Regulation 66-14, *Maintenance Management*, 13 July 1988, contains policy and procedural guidance for the Chief of Maintenance work center. This ANGMS was developed in accordance with the functional review procedures depicted in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This standard applies to all ANG KC-135 units with an established Chief of Maintenance function. This standard applies to peacetime operations only.

4. Standard Data:
a. Classification. Type III.
b. Approval Date. 25 November 1992.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 2 (Constant Manpower).
e. Workload Factor. Not applicable.

5. Application Instructions. The equation in paragraph 4d is a constant manpower equation; consequently, there are no extrapolation limits. Refer to the Standard Manpower Table at attachment 2 to determine specialty requirements.

6. Statement of Conditions:
a. The Deputy Commander is a management supervisory work environment. The work center is generally located to facilitate the supervision and management of the Deputy Commander of Maintenance.
b. There were no general conditions (environment, equipment, or facility) which had an impact on the development or application of this manpower standard.
c. There were no approved enhancements that impacted the manpower equation for this standard.

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Major General, USAF
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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

Chief of Maintenance
(KC-135)

DIRECT:

1. MANAGEMENT:

1.1. ESTIMATES AND PROGRAMS REQUIREMENT:

1.1.1. MANAGES FACILITY. Directs planning, review, and determination of facility requirement. Identifies planning requirement to Programs and Mobility work center or other personnel. Reviews and evaluates facility plan or proposal. Oversees acquisition and implementation process. Makes facility assignment decision.

1.1.2. MANAGES AIRCRAFT, SUPPLY, OR EQUIPMENT. Directs planning, review, use and determination of aircraft, supply, or equipment. Makes and approves equipment acquisition decision. Reviews and approves subordinate work center equipment request.

1.1.3. MANAGES SUBORDINATE PERSONNEL. Directs utilization of maintenance personnel or staff. Establishes work priority; oversees work in progress to ensure compliance with directive, quality standard, fire, safety, or security regulation; ensures supply discipline, care of equipment or facility, and gives verbal instruction to subordinate. Informs subordinate personnel of policy, practice, or procedural change affecting individual or organization status. Counsels employee, interviews and selects employee. Develops criteria, evaluates personnel performance, and manages employee recognition program. Participates in labor relations program, equal opportunity program, or other human resource management program. Participates in problem solving and takes required action.

1.1.4. MANAGES TRAINING PROGRAM. Directs planning, review, and determination of training requirement using the Training Management work center. Reviews training status and makes decision related to training management.

1.1.5. REVIEWS INCOMING DISTRIBUTION. Reviews incoming communication for information, necessary action, and routing.

1.1.6. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing communication for completeness, accuracy of content and coordination, signs, and dispatches.

1.2. COORDINATES WITH OUTSIDE AGENCY. Coordinates with outside agency to affect accomplishment of the mission or maintenance support requirement.

1.3. EVALUATES MAINTENANCE ACTIVITY. Visits maintenance activity to observe condition and evaluates maintenance capability, performance, or requirement.

1.4. REVIEWS REPORT OR STATISTICAL DATA. Analyzes report, statistical data, and management product. Evaluates work center status to identify exception, trend, or condition which requires management attention.

1.5. ATTENDS OR CONDUCTS BRIEFING, CONFERENCE, OR MEETING. Gathers information,

organizes reference material, and attends/conducts briefing, conference, or meeting. Establishes/conducts board or council.

1.6. MANAGES FINANCIAL REQUIREMENT. Reviews, approves, and submits budgetary requirement. Manages utilization of allocated fund.

2. TECHNICAL ASSISTANCE:

2.1. PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides advice on subject relating to maintenance organization procedures development, equipment requirement, maintenance priority, or other maintenance management problem. Assists in the planning, organizing, coordinating, and managing of the maintenance complex.

2.2. PROVIDES PERSONNEL MANAGEMENT ADVICE. Provides advice on recommended personnel assignment and assists in personnel selection. Counsels personnel and recommends necessary action to resolve problem or complaint. Advises the Deputy Commander for Maintenance on matter relating to personnel welfare or morale.

2.3. PROVIDES LIAISON BETWEEN STAFF AND PRODUCTION MANAGEMENT. Provides a communicative channel to production management personnel by visiting work center, observing maintenance condition and activity, and conversing with personnel. Informs maintenance staff or production supervisor of change affecting personnel or operation by means of written notice or personal contact.

2.4. RECEIVES VISITING OFFICIAL. Receives and escorts official visitor. Arranges billeting, transportation, and/or tour through facility. Aids visiting official in accomplishing mission.

3. SPECIAL PLANNING OR SCHEDULING. Performs planning or scheduling associated with preparation for unit training assembly, annual tour, mobility participation, battle damage program, or other special program.

4. STAFF ASSISTANCE. Performs wing staff oversight on subordinate unit maintenance program. Makes staff visit to subordinate unit and evaluates readiness/capability. Reviews data and gives direction/advice to improve procedure/performance.

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, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Chief of Maintenance/FAC 21000C			APPLICABILITY MAN-HOUR RANGE Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Aircraft Maintenance	40XX	CIV	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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