BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 21010B
24 FEBRUARY 1995

ADMINISTRATION

(C-130)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, 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. The AFI 37-series of Air Force and/or Air National Guard directives contain command policy and guidance for the Administration function. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability. This ANGMS applies to all ANG airlift units except the 123rd Airlift Wing; the 109th, and 139th Airlift Groups; the 106th, 129th, and 210th Rescue Groups; the 193rd Special Operations Group; and the 176th Composite Group. This standard applies only to peacetime operations.

4. Standard Data:

a. Classification. Type II.
b. Approval Date. 9 July 1992.
c. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).
d. Standard Man-hour Equation. $Y = 81.01 + 2.195X$.
e. Workload Factor:
(1). Title. A Manpower Requirement.
(2). Definition. The total number of authorizations required in FAC 2XXX less FAC 2101.
(3). Source. Standard application results for the work centers in Functional Account Code 2XXX00.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 163.80 through 628.52.
b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.
c. Refer to the appropriate column in the standard manpower table at attachment 2 to determine the grade and skill distribution.
d. Should the extrapolation limits be exceeded, see AFI 38-201, *Determining Manpower Requirements*, for guidance.

6. Statement of Conditions:

a. There were no general conditions (environmental, equipment, or facility) which had an impact on the development or application of this manpower standard.
b. There were no approved enhancements that impacted the man-hour equation for this work center.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

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

OPR: ANGRC/XPME (Ms. D. Reamy)

Certified by: NGB/CF (Col P. S. Kimmel)
Pages: 5/Distribution: F, X

WORK CENTER DESCRIPTION

Administration
(C-130)

DIRECT:

1. MAINTENANCE ADMINISTRATION:

1.1. TYPES COMMUNICATION. Obtains and assembles material, inserts in typewriter, types, separates, collates, fastens, proofreads, releases material to originator, and puts material 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, OR ROSTER.

1.1.5. TYPES AIRMAN PERFORMANCE REPORT.

1.1.6. TYPES OFFICER EFFECTIVENESS REPORT.

1.1.7. TYPES CIVILIAN PERFORMANCE REPORT.

1.1.8. TYPES ENDORSEMENT TO PERFORMANCE/EFFECTIVENESS REPORT.

1.1.9. TYPES MAINTENANCE OPERATING INSTRUCTION.

1.1.10. TYPES FORM.

1.1.11. TYPES AWARD.

1.1.12. TYPES ORDER.

1.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

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

1.2.2. PROCESSES OUTGOING DISTRIBUTION. Stamps, marks, seals, packages, 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 material for reference and returns to file.

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 37-133V1.

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

1.3.6. MAINTAINS AUTOMATED PERSONNEL LOCATOR FILE. Annotates computer product and record, posts, changes, 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:

1.5.1. OPERATES MACHINE.

1.5.2. COLLATES COPIES.

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

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

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

1.9. MAINTAINS TIME AND ATTENDANCE CARD. Records time and attendance information and transports card to Civilian Pay.

1.10. MAINTAINS APPOINTMENT RECORD. Posts calendar or book, coordinates appointment with supervisor, reminds supervisor of pending appointment, and makes change as required.

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

1.12. CONTROLS AND MONITORS PROCESSING OF A PERFORMANCE REPORT.

1.13. PROCESSES RESERVE ORDER:

1.13.1. PROCESSES TEMPORARY DUTY ORDER. Processes Temporary Duty order for technician and guardsman performing duty away from home station.

1.13.2. PROCESSES ANNUAL TOUR ORDER. Processes annual tour order for guardsman.

1.13.3. PROCESSES RESCHEDULE LETTER. Processes reschedule letter for guardsman accomplishing off cycle Unit Training Assembly (UTA).

1.13.4. PROCESSES MAN-DAY ORDER. Processes man-day order to bring guardsman on active duty for specific period of time to accomplish training.

1.13.5. PROCESSES GUARDSMAN TRAINING REQUEST. Processes guardsman Training Request and Authorization to change annual tour or UTA.

1.14. ADMINISTERS MAINTENANCE OPERATING INSTRUCTION (MOI). Reviews MOI for administrative accuracy, assigns local MOI number, and coordinates with affected activity.

1.15. PROVIDES MAINTENANCE DATA SUPPORT. Picks up maintenance data collection form, sorts, inputs data, verifies data, and picks up product from data automation.

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 TITLE/CODE	STANDARD APPLICABILITY MANHOUR RANGE
Administration/21010B	163.80 - 628.52

AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT											
Information Management	702X0	Civ	1	2	3	4								
TOTAL			1	2	3	4								

AIR FORCE SPECIALITY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT											
TOTAL														

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