*BY ORDER OF THE CHIEF,*
*NATIONAL GUARD BUREAU*

*ANGMS 21010C*
*22 NOVEMBER 1994*

*ADMINISTRATION*
*(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 Administration 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 Administration function. This standard applies to peacetime operations only.

**4. Standard Data:**

a. Classification. Type III.
b. Approval Date. 25 November 1992.
c. Man-Hour Data Source. Operational Audit (historical records and technical estimate techniques).
d. Standard Man-Hour Equation. $Y = 185.6 + 2.011X$.
e. Workload Factor:
(1) Title. An Active Guard Reserve (AGR)/Air Technician Authorized.
(2) Definition. The average monthly number of full-time personnel authorized in FACs 2XXXXC excluding FAC 21010C.
(3) Source. The total number of full-time personnel required in maintenance FACs 2XXXXC after application of appropriate ANGMSs.

**5. Application Instructions:**

a. The valid man-hour range for this ANGMS is 314.83 through 524.71.
b. The application instructions are as follows:
(1) After applying the ANGMSs for KC-135 Aircraft Maintenance, FACs 2XXXXC, total the authorizations earned and substitute this value for X; being sure to aggregate FACs 2XXXXC (exclude FAC 21020C).
(2) Divide the resulting man-hours by the current civilian Man-Hour Availability Factor to determine requirements.
(3) Use the man-hour break point table developed by HQ USAF/PRQE to determine the whole manpower requirements.
(4) On AF Form 1113, Manpower Requirement column, find the column which represents the number of whole manpower requirements. Read up and down the column and across to the Air Force Specialty Title column to determine requirements by Air Force Specialty.

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*OPR: ANGRC/XPME (MS.D.REAMY)*

*Certified by: NGB/CF (Col P.S. Kimmel)*
*Pages: 6/Distribution: F,X*

**6. Statement of Conditions:**

a. There were no general conditions (environment, 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 manpower standard.

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

**OFFICIAL**

**DEBORAH GILMORE**
**Acting Chief**
**Administrative Services**

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

## WORK CENTER DESCRIPTION

### Administration
### (KC-135)

**DIRECT:**

**1. MAINTENANCE ADMINISTRATION:**

**1.1. TYPES COMMUNICATION.** Obtains and assembles material, inserts in computer/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 PERFORMANCE REPORT.**

**1.1.7. TYPES CIVILIAN PERFORMANCE REPORT.**

**1.1.8. TYPES ENDORSEMENT TO PERFORMANCE 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, 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 for reference and refiles.

**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 37-138, *Records Disposition, Procedures, and Responsibilities*, formerly AFR 12-50V1.

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

**1.3.6. MAINTAINS SECURITY FILE.** Establishes, posts, and changes security record, accesses documentation and the list of restricted area badge numbers for work center personnel, and destroys material.

**1.3.7. MAINTAINS AUTOMATED PERSONNEL LOCATOR FILE.** Annotates computer product and record, posts change, and disposes of record.

**1.3.8. PROVIDES STENOGRAPHIC SERVICE:**

**1.3.8.1. TAKES DICTATION.**

**1.3.8.2. TAKES MINUTES.**

**1.3.8.3. TRANSCRIBES NOTES OR RECORDING.**

**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.** Operates machine and collates copy.

**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 FORM.** Records time and attendance information and transports form 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.

**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<br>Administration/FAC 2101OC | | | APPLICABILITY MAN-HOUR RANGE<br>314.83 - 524.71 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Information Management | 702XO | CIV | 2 | 3 | 4 | | | | | | |
| TOTAL | | | 2 | 3 | 4 | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

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