BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 21020B
24 FEBRUARY 1995

PRODUCTION ANALYSIS

(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 21-series of Air Force (AF) and/or Air National Guard (ANG) directives contain US Air Force and Command policy and procedural guidance for the Production Analysis work center. This manpower standard was developing 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 Air National Guard airlift units except the 123rd Airlift Wing; the 109th, 139th, and the 189th Airlift Groups; the 106th, 129th, and 210th Rescue Groups; the 193rd Special Operations Group; and the 176th Composite Group. This standard only applies to peacetime operations.

4. Standard Data:
a. Classification. Type III.
b. Approval Date. 9 July 1992.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 1 (Constant Manpower).
e. Workload Factor: Not applicable.

5. Application Instructions. This work center requires constant manpower of one authorization. No other application instructions apply.

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 manpower equation for this work center.

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

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WORK CENTER DESCRIPTION

Production Analysis
(C-130)

DIRECT:

1. PRODUCTION ANALYSIS:

1.1. INFORMS DEPUTY COMMANDER FOR MAINTENANCE (DCM) AND MAINTENANCE MANAGER.

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

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

1.1.3. ASSIMILATES DATA. Extracts data from document, form, computer report, and records in format necessary for storage.

1.2. PREPARES INFORMATIONAL DATA:

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

1.2.2. PREPARES STUDY. Researches, organizes, drafts, and prepares required graph, chart, slide, or study finding.

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

1.2.4. PREPARES BRIEFING:

1.2.4.1. PREPARES CHART OR SLIDE.

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

1.3. ASSISTS MAINTENANCE ACTIVITY:

1.3.1. EXTRACTS INFORMATION. Obtains special study information from various sources to include retrievals and researching aircraft records.

1.3.2. INTERPRETS DATA. Assists Maintenance activity in proper application and interpretation of extracted data.

1.4. PROVIDES DATA FOR QUALITY CONTROL (QC). Provides QC with necessary statistical and trend information.

1.5. DEVELOPS ATTRITION FACTOR. Coordinates with Plans and Scheduling to develop attrition factor. Investigates and computes factor.

1.6. COMPUTES CAPABILITY. Collects and extracts data. Coordinates and forecasts work center and airframe capability.

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

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

1.9. EVALUATES AIRCRAFT SYSTEM PERFORMANCE. Computes system capability, reliability, and meantime between failure rate. Summarizes data for monitoring system performance.

1.10. EVALUATES MAINTENANCE PERFORMANCE. Compares monthly and weekly planned workload estimate with actual performance.

1.11. MONITORS MATERIAL DEFICIENCY. Analyzes high work-hour consumer, high-fail item, or questionable trend to identify material deficiency. Refers deficiency to appropriate staff agency.

1.12. MONITORS EQUIPMENT STATUS REPORT. Monitors report for undesirable mission limiting status trend. Identifies undesirable trend and reports to the appropriate staff agency.

1.13. ANALYZES REPORT. Analyzes report from the Maintenance Data Collection (MDC) System, Air Vehicle Performance System, Core Automated Maintenance System (CAMS), or Reliability Maintainability Information System. Identifies significant trend.

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

1.15. ESTABLISHES UNIT PERFORMANCE STANDARD. Collects and assimilates data and establishes standard to evaluate current performance as directed by the DCM or higher headquarters.

2. MAINTENANCE DATA COLLECTION SYSTEM:

2.1. DESIGNS CODE. Assigns work center code and mnemonics within the framework provided in accordance with applicable directives.

2.2. ASSISTS WORK CENTER. Assists work center in the proper interpretation of MDC requirements.

2.3. MONITORS MDC DATA. Reviews MDC data to ensure accuracy of required entry. Informs applicable work center supervisor of error and ensures corrective action is taken.

2.4. CHECKS DATA REPORT OR LISTING. Reviews MDC report or listing for erroneous reporting procedure.

3. CAMS MANAGEMENT:

3.1. ADVISES THE DCM AND DCM STAFF. Advises DCM/staff/tenant concerning CAMS related enhancement/problem.

3.2. COORDINATES WITH OTHER ACTIVITY. Coordinates with the functional user and data automation/host data base manager/standard system center in solving CAMS related problem.

3.3. MONITORS CAMS REPORT CONTROL SYMBOL (RCS) REPORTING REQUIREMENT. Coordinates with host/tenant to ensure CAMS RCS report is forwarded.

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

3.5. PREPARES LOCAL PROCEDURE:

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

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

3.6. MONITORS CAMS EQUIPMENT AND COMPUTER DATA SECURITY. Establishes procedure to prevent the unauthorized use of CAMS equipment and computer data.

3.7. ADMINISTERS CAMS COMPUTER EQUIPMENT:

3.7.1. PERFORMS COMPUTER EQUIPMENT CUSTODIAN DUTY. Acts as equipment custodian for CAMS remote device, printer, and associated hardware. Completes inventory and other documentation as required.

3.7.2. ESTABLISHES REQUIREMENT. Submits request for new automatic data processing equipment and communication requirement.

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

3.8. ENSURES DATA IS AVAILABLE. Monitors procedure to ensure that periodic report produced by the CAMS is produced and forwarded.

3.9. MAINTAINS DATA BASE. Maintains an error-free data base.

3.10. PROVIDES USER ASSISTANCE. Assists user with problem.

4. MICROCOMPUTER SUPPORT:

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 registration documentation to the 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.

4.5. ADMINISTERS MICROCOMPUTER SECURITY. Completes inventory and other documentation, to include risk analysis, and updates as required.

5. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA). Performs planning or scheduling associated with preparation for UTA.

6. STAFF ASSISTANCE. Performs staff assistance visit to 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, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC Production Analysis/21020B			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Maint Data Sys Analysis	391XX	Civ	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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