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 Training Management 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 Training Management 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. $Y = 1.889 + 0.3475X$.
e. Workload Factor:
(1) Title. A Drill Status Guardsman Authorized.
(2) Definition. The average monthly number of drill status guardsmen authorized in FACs 2XXXXC excluding FAC 21030C.
(3) Source. Unit's most current extended unit manpower document.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 80.77 through 140.41.
b. The application instructions are as follows:
(1) Obtain the most current workload factor value for the workload factor as outlined in paragraph 4e above.
(2) Substitute this value in the man-hour equation for X and 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 Code.

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. WorkCenter Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Training Management
(KC-135)

DIRECT:

1. TRAINING PROGRAM ADMINISTRATION GUIDANCE:

1.1. BRIEFS PERSONNEL. Provides orientation or indoctrination briefing.

1.2. PERFORMS WORK CENTER STAFF ASSISTANCE VISIT. Performs unit staff assistance visit. Participates in Consolidated Base Personnel Office On-The-Job Training (CBPO-OJT) staff assistance visit.

1.3. PERFORMS WORK CENTER LIAISON VISIT.

1.4. ANALYZES REQUIREMENT AND COORDINATES TRAINING INFORMATION:

1.4.1. COORDINATES TRAINING. Coordinates with other agency.

1.4.2. DISSEMINATES INFORMATION. Disseminates information to maintenance work center or other agency.

1.4.3. DEVELOPS MAINTENANCE OPERATION INSTRUCTION (MOI). Develops procedure for training related activity.

1.4.4. REVIEWS MOI. Reviews MOI developed by another agency for impact on training.

1.5. MAINTAINS SPECIALTY TRAINING STANDARD FILE. Establishes requirement and performs periodic review and purge.

2. QUALIFICATION TRAINING PROGRAM:

2.1. IDENTIFIES REQUIREMENT. Processes document necessary to identify training requirement.

2.1.1. PROCESSES TRAINING FORM.

2.1.2. REVIEWS AND DETERMINES EQUIPMENT REQUIREMENT.

2.1.3. REVIEWS MAINTENANCE SUMMARY.

2.1.4. REVIEWS AND COMPILES ANALYSIS STUDY.

2.1.5. FORECASTS AND SUBMITS TRAINING REQUIREMENT.

2.2. SCHEDULES QUALIFICATION TRAINING:

2.2.1. IDENTIFIES AND SELECTS TRAINING RESOURCE. Reviews, identifies, selects, and coordinates training resource.

2.2.2. OBTAINS AND MAINTAINS AUDIO-VISUAL LIBRARY/EQUIPMENT. Coordinates with agency to obtain equipment. Maintains audio-visual library/equipment.

2.2.3. EXECUTES TRAINING SCHEDULE. Executes Consolidated Training Report. Distributes class schedule and roster to affected maintenance activity.

3. UPGRADE TRAINING PROGRAM:

3.1. IDENTIFIES PERSONNEL. Identifies personnel requiring upgrade training.

3.2. REVIEWS AND INITIATES AF FORM 623, ON-THE-JOB TRAINING RECORD. Reviews AF Form 623 for data extraction. Initiates AF Form 623.

3.3. ORDERS CAREER DEVELOPMENT COURSE (CDC) MATERIAL. Researches, identifies, and orders CDC material.

3.4. INSTRUCTS TRAINEE. Instructs supervisor and trainee. Counsels trainee on responsibility outlined in AFI 36-2201, *Developing, Conducting, and Managing Training*, formerly AFR 50-23.

3.5. OBTAINS DETAILED OJT REPORT (DOR). Obtains the DOR and forwards to maintenance activity supervisor.

3.6. MAINTAINS COURSE MATERIAL. Receives, processes, and distributes Extension Course Institute and CDC material.

3.7. SCHEDULES END OF COURSE (EOC) EXAMINATION TESTING. Receives EOC examination notification from the CBPO Training Office and coordinates with the test office, affected supervisor, and trainee to arrange for testing appointment.

3.8. RECLASSIFIES TRAINEE. Assists with the preparation and submission of classification action request.

4. UNIT TRAINING:

4.1. PROCESSES OJT ROSTER. Reviews roster, coordinates and schedules appointment, annotates card and roster, disseminates information, and retains file copy.

4.2. SCHEDULES UNIT TRAINING.

4.3. ASSISTS IN DEVELOPMENT OF COURSE OUTLINE.

4.4. CONDUCTS TRAINING CLASS.

5. COURSE CONTROL MANAGEMENT:

5.1. REVIEWS AND MAINTAINS LESSON PLAN.

5.2. REQUESTS, RECEIVES, AND MAINTAINS FIELD TRAINING DETACHMENT COURSE PLAN OF INSTRUCTION.

6. TEST PROGRAM MANAGEMENT:

6.1. IDENTIFIES TEST REQUIREMENT. Coordinates with Deputy Commander for Maintenance (DCM) staff agency and maintenance activity supervisor to determine test needed.

6.2. ASSISTS IN TEST DEVELOPMENT. Assists in test development from technical and procedural manual. Develops test answer key.

6.3. MANAGES TEST PROGRAM. Schedules, administers, scores, and computes pass/fail rate for test program.

6.4. UPDATES TEST. Performs annual test review. Updates for currency and adequacy.

6.5. CONTROLS TEST. Assigns control number to each test. Inventories test and answer key. Maintains test control number register.

7. TRAINING STATUS REPORTING:

7.1. REVIEWS TRAINING PROGRAM. Obtains, reviews, maintains, and updates training background report.

7.1.1. REVIEWS TRAINING COURSE TABLE.

7.1.2. REVIEWS TRAINING FORECAST.

7.1.3. REVIEWS COURSE STATUS REPORT.

7.1.4. REVIEWS CONSOLIDATED TRAINING REPORT.

7.1.5. REVIEWS OJT REPORT.

7.1.6. REVIEWS SPECIAL CERTIFICATION ROSTER.

7.1.7. EXTRACTS DATA.

7.2. COMPILES INFORMATION. Summarizes extracted data and compiles training status report.

7.3. BRIEFS TRAINING STATUS. Briefs DCM or production unit commander on status report.

8. 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.

9. MAINTENANCE AUTOMATED SYSTEM. Makes input to Maintenance Management Information Control System/Core Automated Maintenance System. Retrieves, analyzes, and reconciles data.

10. STAFF ASSISTANCE VISIT. Performs staff assistance visit to collocated/noncollocated unit.

11. EXERCISE/CONTINGENCY. Supports exercise/contingency.

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 Training Management/FAC 2103OC			APPLICABILITY MAN-HOUR RANGE 80.77 - 140.41								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Education and Training Analysis	751XX	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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