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 Programs Mobility 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 Programs Mobility 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. $Y = 69.85 + 0.09462X$.
e. Workload Factor:
(1) Title. A Drill Status Guardsman Authorized.
(2) Definition. The average monthly number of drill status guardsmen authorized.
(3) Source. Unit's most current Extended Unit Manpower Document.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 74.24 through 123.73.
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. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION
Programs Mobility
(KC-135)

DIRECT:

1. MAINTENANCE PLAN:

1.1. MONITORS DEVELOPMENT OF LOGISTICS ANNEX:

1.1.1. REVIEWS PLAN. Reviews plan or program to determine requirement by task and by work center.

1.1.2. BRIEFS PLAN. Briefs the affected work center concerning its portion of the plan or program.

1.1.3. COORDINATES PLAN. Coordinates and consolidates input from maintenance activity and forwards for inclusion in the logistics annex of plan or program.

1.2. MAINTAINS MOBILITY PLAN:

1.2.1. DEVELOPS MOBILITY PROCEDURE. Develops internal procedure for each maintenance activity affected.

1.2.2. BRIEFS MOBILITY PLAN. Briefs the affected section on its requirement as prescribed under mobility planning.

1.2.3. MONITORS PLAN. Monitors response time and ensures requirement has been satisfied.

1.2.4. CONDUCTS MOBILITY EXERCISE. Conducts mobility exercise, determines response time, and checks procedure established by the activity involved.

1.2.5. MONITORS MOBILITY EQUIPMENT. Monitors procurement, storage, inspection, and inventory of prepositioned equipment. Monitors associated Custodian Authorization/Custody Receipt List, table of allowance, and organizational record load of equipment for maintenance complex.

1.2.6. CONDUCTS SURVEY. Conducts survey of mobility equipment, determines availability and serviceability of required equipment, and performs replacement action.

1.2.7. CONDUCTS TRAINING. Conducts mobility training to ensure unit capability.

1.2.8. PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM REPORT.

1.3. DEVELOPS AND COORDINATES HOST-TENANT SUPPORT AGREEMENT (HTSA):

1.3.1. DEVELOPS HTSA. Develops HTSA (AFI 25-201, *Support Agreements Procedures,* formerly AFR 11-4) generated within the maintenance complex.

1.3.2. COORDINATES HTSA. Coordinates with affected activity to develop a support capability analysis for each agreement that has an impact on resource allocation within the maintenance complex.

1.3.3. PREPARES HTSA REPLY. Prepares a reply to the requesting agency citing capability, feasibility, and justification for noncompliance by reason of personnel or equipment shortage.

1.4. MONITORS WAR RESERVE MATERIAL (WRM):

1.4.1. COORDINATES WRM PLAN. Coordinates with affected activity to discuss requirement and availability of WRM.

1.4.2. INSPECTS WRM. Inspects WRM in-place to ensure compliance with requirement and determines serviceability and deployability in compliance with plan.

1.5. MAINTAINS ROSTER. Reviews, distributes, and consolidates change to Contingency Operations Mobility Planning and Execution System product.

1.6. PARTICIPATES IN EXERCISE.

2. FINANCIAL MANAGEMENT:

2.1. MAINTAINS THE MAINTENANCE COST SYSTEM (MCS). Serves as the focal point for base level maintenance cost system.

2.1.1. RECEIVES MCS INPUT. Answers inquiry and receives input on MCS item.

2.1.2. COORDINATES MCS INPUT. Coordinates with other functional manager and group manager.

2.2. COORDINATES FINANCIAL REQUIREMENT. Coordinates financial/budget requirement with cost center or other agency.

2.3. CONSOLIDATES FINANCIAL REQUIREMENT. Consolidates work center requirement into package. Forwards package to Deputy Commander for Maintenance (DCM) for inclusion in wing/group budget.

2.4. MONITORS FUNDS EXPENDITURE. Allocates funds to activity and monitors expenditure.

2.5. ADVISES DCM. Advises the DCM on the status of each activity.

2.6. TRAINS AND BRIEFS FINANCIAL PROCEDURE. Trains and briefs cost center manager on new procedure.

2.7. COORDINATES WITH SUPPLY OR BUDGET OFFICIAL. Contacts either agency to resolve problem or discrepancy to the budget.

3. PERSONNEL MANAGEMENT:

3.1. MAINTAINS AND UPDATES UNIT PERSONNEL MANAGEMENT ROSTER (UPMR). Consolidates information from the UPMR, base personnel, or authorization document. Develops an effective manning management program.

3.2. PREPARES DOCUMENT. Prepares necessary adjustment document to correct discrepancy.

3.3. ADVISES DCM. Advises the DCM on manning status and problem encountered in maintaining an effective and efficient maintenance force.

3.4. MANAGES UNIT PERSONNEL SECURITY PROGRAM. Ensures unit personnel have obtained clearance, document, or badge, and prepares form.

4. FACILITIES MANAGEMENT:

4.1. ALLOCATES FACILITY. Identifies requirement, evaluates layout diagram, determines the safest and most economical use for available floor space. Recommends assignment of facility based upon result of evaluation.

4.2. PREPARES REQUEST. Prepares request for additional space.

4.3. MONITORS WORK ORDER. Monitors civil engineer work order on repair, construction, or major revision of requested additional space.

4.4. MONITORS TELECOMMUNICATION REQUEST. Monitors telephone or data line installation request generated within maintenance complex.

4.5. MAINTAINS DIAGRAM. Maintains diagram of facility assigned to the complex and reaccomplishes diagram upon realignment of space allocation.

4.6. MAINTAINS FIVE YEAR FACILITY PLAN. Maintains five year plan for maintenance complex and updates annually.

4.7. CONDUCTS INSPECTION. Conducts annual facility inspection to ensure proper use of allocated space.

4.8. MONITORS MASTER PARKING PLAN. Coordinates unit requirement with host unit.

5. MAINTENANCE MANAGEMENT INFORMATION AND CONTROL SYSTEM (MMICS)/CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) PRODUCT MANAGEMENT:

5.1. INPUTS DATA. Inputs data into MMICS/CAMS to update personnel subsystem.

5.2. REQUESTS PRODUCT. Requests output product.

5.3. REVIEWS PRODUCT. Analyzes output product to determine trend or gather necessary information to aid in management of personnel resource and reconciles data.

5.4. DISTRIBUTES PRODUCT. Separates, marks, and distributes output product.

6. COMMERCIAL CONTRACT:

6.1. PROVIDES TECHNICAL ASSISTANCE. Assists base function in the development of a commercial contract generated in support of the maintenance complex.

6.2. COORDINATES CONTRACT. Coordinates with base function to ensure fulfillment of contract responsibility.

7. 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.

8. STAFF ASSISTANCE VISIT. Performs staff assistance visit to collocated/noncollocated subordinate 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 Programs Mobility/FAC 21040C			APPLICABILITY MAN-HOUR RANGE 74.24 - 123.73								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Logistics Plans	661X0	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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