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

*ANGMS 21050B*
*24 FEBRUARY 1995*

*TRAINING AND PROGRAMS MOBILITY*

*(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 Training and Programs Mobility work centers. 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 applies to all ANG tactical airlift units except the 193rd Special Operations Group, the 176th Composite Group, and the 109th Airlift Group. This standard only applies 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. $Y = 227.2 + .8047X$.
e. Workload Factor:
(1). Title. ANG Enlisted Personnel Required.
(2). Definition. The total ANG personnel required in FAC 2XXX0B less FAC 210X0B.
(3). Source. The Extended Unit Manpower Document, File Part B.

**5. Application Instructions:**
a. The valid man-hour range for this ANGMS is 308.20 through 723.79.
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.

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**Major General, USAF**
**Director, Air National Guard**

**OFFICIAL**

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

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

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*Pages: 9/Distribution: F, X*

## WORK CENTER DESCRIPTION

### Training and Programs Mobility
### (C-130)

**DIRECT:**

**1. TRAINING PROGRAM ADMINISTRATION GUIDANCE:**

**1.1. BRIEFS PERSONNEL.** Provides orientation and indoctrination briefing.

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

**1.3. PERFORMS WORK CENTER LIAISON VISIT.** Visits work center to maintain liaison with supervisor for ensuring continuous information flow between Core Automated Maintenance Training and the work center on all matters pertaining to upgrade training and qualification training.

**1.4. COORDINATES TRAINING INFORMATION:**

**1.4.1. COORDINATES TRAINING.** Coordinates with CBPO-OJT.

**1.4.2. DISSEMINATES INFORMATION.** Disseminates information to Maintenance work center.

**1.4.3. DEVELOPS MAINTENANCE OPERATION INSTRUCTION.** Develops procedure for unit training documentation.

**1.5. MAINTAINS SPECIALTY TRAINING STANDARD (STS) FILE.** Maintains file by periodic review and purge of obsolete STS.

**2. QUALIFICATION TRAINING PROGRAM:**

**2.1. IDENTIFIES 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. INPUTS QUALIFICATION TRAINING REQUIREMENT.** Inputs documented training requirement information into the Maintenance Management Information and Control System (MMICS).

**2.2.1. INPUTS WORK CENTER TRAINING (WCT) REQUIREMENT RECORD.**

**2.2.2. INPUTS INDIVIDUAL TRAINING REQUIREMENT.**

**2.2.3. INPUTS TRAINING REQUIREMENTS NOTICE.**

**2.3. SCHEDULES QUALIFICATION TRAINING:**

**2.3.1. REVIEWS, IDENTIFIES, AND SELECTS TRAINING RESOURCE.** Reviews, identifies, selects, and coordinates appropriate training resource.

**2.3.2. OBTAINS EQUIPMENT AND MAINTAINS AUDIOVISUAL LIBRARY.** Coordinates with agency to obtain equipment and maintains audiovisual library.

**2.3.3. OBTAINS TRAINING FORECAST (TMA).** Obtains and distributes TMA to work center supervisor. Coordinates to identify correction and inputs TMA correction using individual training record update.

**2.3.4. LOADS CLASS UPDATE (CUP).** Inputs CUP load to MMICS.

**2.3.5. EXECUTES AND DISTRIBUTES TRAINING SCHEDULE.** Executes the consolidated training schedule and roster, and distributes class schedule and roster to affected Maintenance activity.

**2.4. INPUTS COMPLETED TRAINING INTO MMICS.** Starts and stops training event on schedule date by input using the job start and completion routine.

**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 for data extraction from AF Form 623 and initiates new AF Form 623.

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

**3.4. INSTRUCTS TRAINEE.** Instructs supervisor and trainer. Counsels trainee on responsibility outlined in AFR 50-23.

**3.5. INPUTS OJT DATA.** Extracts required information from AF Form 623 and Maintenance Personnel Listing and inputs into MMICS using OJT Record Routine.

**3.6. OBTAINS DETAILED OJT REPORT.** Obtains the Detailed OJT Report from MMICS and forwards to Maintenance activity supervisor.

**3.7. MAINTAINS COURSE MATERIAL.** Receives, processes, and distributes Extension Course Institute (ECI) and CDC material. Maintains Volume Review Exercise (VRE) answer sheet and course material.

**3.8. ADMINISTERS VRE.** Administers VRE test, checks answer sheet, and forwards to ECI for scoring.

**3.9. SCHEDULES END OF COURSE (EOC) EXAM TESTING.** Receives EOC exam notification from the base training office and coordinates with the test office, affected supervisor, and trainee to arrange for testing appointment.

**3.10. INPUTS TEST RESULT.** Inputs VRE and EOC test result from ECI into MMICS using the OJT Record Routine.

**3.11. 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 TRAINING.** Schedules training to include human relations, drug abuse, foreign object damage, etc.

**4.3. ASSISTS IN DEVELOPMENT OF COURSE OUTLINE.** Assists in the development of course outline using applicable directive.

**4.4. CONDUCTS TRAINING CLASS.** Conducts classroom training.

**4.5. RECORDS COURSE COMPLETION.** Inputs completion into MMICS using initial training update.

**5. COURSE CONTROL MANAGEMENT:**

**5.1. REVIEWS AND MAINTAINS LESSON PLAN.** Periodically reviews lesson plan and makes change to maintain currency and adequacy.

**5.2. MAINTAINS FIELD TRAINING DETACHMENT (FTD) COURSE PLAN OF INSTRUCTION.** Requests, receives, and maintains FTD course plan of instruction.

**6. TEST PROGRAM MANAGEMENT:**

**6.1. IDENTIFIES TEST REQUIREMENT.** Coordinates with Deputy Commander of Maintenance (DCM) staff to determine test needed.

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

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

**6.4. DOCUMENTS TEST RESULT.** Documents test result on individual record using MMICS initial training update routine.

**6.5. UPDATES TEST.** Performs annual test review and updates for currency and adequacy.

**6.6. CONTROLS TEST.** Assigns control number to each test, inventories test and answer key, and maintains test control number register for controlling issue and disposition of test.

**7. TRAINING STATUS REPORTING:**

**7.1. REVIEWS TRAINING PROGRAM:**

**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.** Extracts data pertinent to training program status.

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

**7.3. BRIEFS TRAINING STATUS.** Briefs DCM and staff on status report.

**8. TRAINING COURSE TABLE.** Maintains, reviews, and updates the Training Course Table, and develops code as required.

**9. SPECIAL CERTIFICATION ROSTER.** Requests, obtains, coordinates, updates, and distributes Special Certification Roster.

**10. MAINTENANCE PLAN:**

**10.1. MONITORS DEVELOPMENT OF LOGISTICS ANNEX:**

**10.1.1. REVIEWS PLAN.** Reviews plan and program to determine requirement both by task and by the responsible work center.

**10.1.2. BRIEFS AND TASKS PLAN.** Briefs and tasks the affected work center to complete its portion of the plan or program.

**10.1.3. COORDINATES PLAN.** Coordinates and consolidates input from Maintenance activity and forwards for inclusion in the logistics annex of the particular plan or program.

**10.2. MAINTAINS MOBILITY PLAN:**

**10.2.1. DEVELOPS MOBILITY PROCEDURE.** Develops internal procedure for each Maintenance activity affected.

**10.2.2. BRIEFS MOBILITY PLAN.** Briefs the affected work center on its requirement as prescribed under mobility planning.

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

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

**10.2.5. MONITORS MOBILITY EQUIPMENT.** Procures, stores, inspects, inventories, and maintains propositioned equipment. Maintains the associated Custody Authorization/Custody Receipt Listing of the equipment.

**10.2.6. CONDUCTS SURVEY.** Conducts survey of mobility equipment, determines availability and serviceability of required equipment, and performs replacement action generated from the survey.

**10.2.7. CONDUCTS TRAINING.** Conducts training to ensure unit capability for mobility as defined in AFI 10-403, *Deployment Planning*, is accomplished.

**10.2.8. PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) REPORT.** Prepares SORTS report in accordance with AFI 10-201, *Status of Resources and Training Systems.*

**10.3. PROCESSES HOST-TENANT SUPPORT AGREEMENT (HTSA):**

**10.3.1. DEVELOPS HTSA.** Develops HTSA generated within the Maintenance complex.

**10.3.2. COORDINATES HTSA.** Coordinates with affected activity to develop a support capability analysis for each agreement having an impact on resources allocation within the Maintenance complex.

**10.3.3. PREPARES HTSA REPLY.** Prepares a reply to the requesting agency citing capability, feasibility, and justification for noncompliance.

**10.4. PROCESSES INTERSERVICE SUPPORT AGREEMENT (ISSA):**

**10.4.1. DEVELOPS ISSA.** Develops ISSA generated within the Maintenance complex.

**10.4.2. COORDINATES ISSA.** Coordinates with affected activity to develop a support capability analysis for each agreement having an impact on resource allocation within the Maintenance complex.

**10.4.3. PREPARES ISSA REPLY.** Prepares a reply to the requesting agency citing capability, feasibility, and justification for noncompliance.

**10.5. MONITORS WAR RESERVE MATERIAL (WRM):**

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

**10.5.2. INSPECTS WRM.** Inspects WRM in-place to ensure compliance with requirement. Determines serviceability and ability to deploy in compliance with plan.

**10.6. MAINTAINS ROSTER.** Reviews, distributes, and consolidates change to Contingency Operations Mobility Planning and Execution System (COMPES) product.

**10.7. PARTICIPATES IN EXERCISE.** Acts as member of the staff for DCM program.

**11. FINANCIAL MANAGEMENT:**

**11.1. MAINTAINS THE MAINTENANCE COST SYSTEM (MCS):**

**11.1.1. RECEIVES MCS INPUT.** Receives input on MCS item and serves as the focal point for the base level MCS.

**11.1.2. COORDINATES MCS INPUT.** Coordinates with other functional manager and the group manager.

**11.2. COORDINATES FINANCIAL REQUIREMENT.** Coordinates financial and budget requirement with cost center.

**11.3. CONSOLIDATES FINANCIAL REQUIREMENT.** Consolidates work center requirement and forwards to the appropriate agency for inclusion in the base budget package.

**11.4. MONITORS FUNDS EXPENDITURE.** Allocates funds to activity and monitors expenditure.

**11.5. ADVISES DCM.** Advises the DCM on the status of each activity.

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

**11.7. COORDINATES WITH SUPPLY AND BUDGET OFFICIAL.** Contacts agency to resolve problem or discrepancy to the budget.

**12. MANNING MANAGEMENT:**

**12.1. MAINTAINS AND UPDATES UNIT PERSONNEL MANAGEMENT ROSTER (UPMR).** Consolidates information from the UPMR, base personnel, and authorization document, and develops an effective manning management program.

**12.2. PREPARES DOCUMENT.** Prepares necessary adjustment document and corrects discrepancy noted during the consolidation process.

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

**13. FACILITY MANAGEMENT:**

**13.1. ALLOCATES FACILITY.** Identifies requirement, evaluates layout diagram, determines the safest and most economical use for available floor space, and assigns facility.

**13.2. PREPARES REQUEST.** Prepares request for additional space.

**13.3. MONITORS WORK ORDER.** Monitors civil engineering (CE) work order, AF Form 332, BCE Work Request; or AF Form 1135, BCE Real Property Maintenance Request; on construction or major revision of requested additional space.

**13.4. MAINTAINS MASTER PARKING PLAN:**

**13.4.1. COORDINATES PLAN.** Coordinates the requirement of maintenance control and affected maintenance activity with Operations, CE, Fire Department, Security Police, Safety, and affected tenant unit.

**13.4.2. PREPARES PLAN.** Prepares and distributes the completed plan.

**13.5. MONITORS TELEPHONE REQUEST.** Monitors telephone installation request generated within the Maintenance complex.

**13.6. MAINTAINS DIAGRAM.** Maintains diagram of each facility assigned to the DCM complex and reaccomplishes diagram upon realignment of space allocation.

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

**14. MMICS PRODUCT MANAGEMENT:**

**14.1. INPUTS DATA.** Inputs data into MMICS to update the system.

**14.2. REQUESTS PRODUCT.** Inputs request for selected output product.

**14.3. REVIEWS PRODUCT.** Analyzes output product to determine trend or gathers necessary information to aid in management of personnel resources and makes necessary correction.

**14.4. DISTRIBUTES PRODUCT.** Breaks down, marks, and distributes the output product.

**15. COMMERCIAL CONTRACT:**

**15.1. PROVIDES TECHNICAL ASSISTANCE.** Assists base function in the development of a commercial contract generated in support of the Maintenance complex.

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

**16. STOCK FUNDING DEPOT LEVEL REPAIRABLE MANAGEMENT:**

**16.1. DEVELOPS COST FACTOR.** Develops cost factor to use in future budget consideration.

**16.2. ANALYZES BUDGET ESTIMATE.** Analyzes budget estimate for validity and conformance with budget directive.

**16.3. PREPARES NARRATIVE JUSTIFICATION.** Prepares narrative justification to support fund requirement.

**16.4. CONSOLIDATES MAINTENANCE COST CENTER BUDGET ESTIMATE.** Consolidates maintenance cost center budget estimate and forwards to the appropriate agency for inclusion in the base budget package.

**16.5. MONITORS OBLIGATION DATA.** Compares obligation data to Maintenance financial plan.

**16.6. PERFORMS ANALYSIS.** Conducts study, prepares financial summary in narrative and graphic form, and analyzes maintenance cost center financial trend. Advises the Maintenance staff and Maintenance personnel on analysis results.

**16.7. REVIEWS COST TRANSACTION.** Reviews supply and accounting transaction for accuracy. Coordinates deviation with shop or organization. Corrects accounting error.

**16.8. RECOMMENDS FUND DISTRIBUTION.** Reconciles and recommends redistribution of funds according to mission requirement and approved program.

**16.9. CHANGES CODE.** Implements and reviews change to financial management code.

**16.10. PROVIDES ASSISTANCE.** Assists staff and maintenance organization to develop subsidiary program to manage and administer the financial plan.

**17. UNIT TRAINING ASSEMBLY (UTA), MOBILITY REQUIREMENT, AND BATTLE DAMAGE PROGRAM.** Performs planning and scheduling task associated with preparation for UTA weekend, mobility requirement, and the Battle Damage Program.

**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 | | | APPLICABILITY MAN-HOUR RANGE | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Training & Programs Mobility/21050B | | | 308.20 - 723.79 | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| Logistics Plans | 661X0 | CIV | 1 | 2 | 2 | | | | | | |
| Training Systems | 751X0 | CIV | 1 | 1 | 2 | | | | | | |
| Financial Svs | 672X0 | CIV | 1 | 1 | 1 | | | | | | |
| TOTAL | | | 3 | 4 | 5 | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | |

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