DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

ANGMS 212000

15 March 1994

MAINTENANCE CONTROL

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly AFR 8-10, this ANGMS quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** ANG Regulation 66-14 contains Air National Guard policy and procedural guidance for the Maintenance Control work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5. This ANGMS is a result of a functional review.

3. **Applicability.** This standard applies to all flying units of the Air National Guard except 162 FG, Tucson AZ, 184 FG, Wichita KS, 114 FS, Klamath Falls OR, and 124 RG, Boise ID. This standard applies to peacetime operations only.

4. **Standard Data:**
   a. Classification. Type III.
   b. Approval Date. 30 Oct 90.
   c. Man-hour Data Source. Staffing Pattern based on long-standing use of manpower and standard operating procedures in a work center responsible for subordinate organizational elements IAW AFPAM 38-208, formerly AFR 25-5, paragraph 10-3.
   d. Standard Man-hour Equation. Y = 2 (Constant Manpower).
   e. Workload Factor. N/A.

5. **Application Instructions.** This work center requires constant manpower of one for Maintenance Control Officer and one for Flight Line Expediter. No other application instructions apply.

6. **Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operation of this work center.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

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2 Attachments
1. Work Center Description
2. Standard Manpowe r Table

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WORK CENTER DESCRIPTION

Maintenance Control

DIRECT:

1. MAINTENANCE CONTROL MANAGEMENT:

1.1. DIRECTS MAINTENANCE CONTROL FUNCTION. Directs the full cycle of production activity through Job Control; Material Control; and Plans, Scheduling and Documentation to fulfill mission requirement. Assesses maintenance capability. Analyzes training requirement. Ensures skill qualified work force is maintained throughout the Maintenance complex. Implements change or corrective action as required.

1.2. DEVELOPS PLAN. Supervises development of planning data, schedules for quarterly, monthly, weekly, daily, emergency war order (EWO), contingency, or exercise requirement in conjunction with rogram and mobility or other activity. Develops and coordinates Aircraft Parking Plan.

1.3. ENSURES ACCOMPLISHMENT OF PLAN. Initiates and manages action to accomplish tasking defined in maintenance, EWO, contingency, and exercise plan.

1.4. DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checksheet, or performance standard; by researching, drafting, proofreading for accuracy of content, and signing. Reviews and approves policy or procedures developed by subordinate section.

1.5. REVIEWS REPORT OR STATISTICAL DATA. Reviews report, Maintenance man-hour accounting data, statistical data, daily supply document; for the purpose of evaluating work center status or identifying exception, trend, or problem which requires management attention.

1.6. IDENTIFIES RECURRING PROBLEM TASK. Reviews and identifies recurring Maintenance task for development of job standard.

1.7. MANAGES SUBORDINATE PERSONNEL. Directs utilization of Maintenance personnel or staff. Establishes work priority; overseas work in progress to ensure compliance with directive, quality standard, fire, safety, or security regulation, ensures supply discipline, care of equipment or facility; and gives verbal instruction to subordinate. Informs subordinate personnel of policy, practice or procedural change affecting individual or organization status. Counsels employee, interviews and selects employee. Develops criteria, evaluates personnel performance, and manages employee recognition program. Participates in labor relations program, equal opportunity program, or other human resource management program. Participates in problem solving and takes required action.

1.8. REVIEWS REQUEST FOR CANNIBALIZATION AND LOCAL MANUFACTURE. Reviews and approves request for cannibalization and local manufacture. Authorizes utilization of Partial Mission Support Kit (PMSK)/War Readiness Support Kit (WRSK) asset.

1.9. PERFORMS SPECIAL PLANNING OR SCHEDULING:

1.9.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

1.9.2. PREPARES FOR ANNUAL TOUR (AT).

1.9.3. PREPARES FOR MOBILITY PARTICIPATION.

1.10. IMPLEMENTS SPECIAL INTEREST PROGRAM. Develops and executes special program. Advises DCM or directing agency of progress.

1.11. PERFORMS COORDINATION. Coordinates with superior, other work center supervisor, or other agency necessary to accomplish unit mission.

1.12. REVIEWS DISTRIBUTION. Reviews incoming and outgoing distribution to determine necessary action.

1.13. INSPECTS FACILITY. Performs periodic inspection of maintenance control facility for adequacy of housekeeping, identification of safety or fire hazard, and identification of equipment or facility condition requiring maintenance and repair. Prepares report and initiates corrective action.

1.14. INVESTIGATES ACCIDENT OR INCIDENT. Investigates accident or incident associated with subordinate work center personnel and writes required safety report.

1.15. ASSISTS OFFICIAL VISITOR. Receives visiting inspector or other official and assists as required to facilitate accomplishment of their mission.

1.16. DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for fund, supply equipment, or facility.

1.17. MANAGES RESOURCE ALLOCATION. Manages resource allocation and makes update as required.

1.18. PREPARES FOR, CONDUCTS, AND/OR ATTENDS MEETING, BRIEFING, OR CONFERENCE:

1.18.1. PREPARES FOR MEETING, BRIEFING, OR CONFERENCE. Gathers information and organizes reference material necessary to conduct or participate in specific meeting, briefing, or conference.

1.18.2. ATTENDS MEETING, BRIEFING, OR CONFERENCE.

2. VEHICLE AND AEROSPACE GROUND EQUIPMENT (AGE) MANAGEMENT:

2.1. MANAGES VEHICLE PROGRAM. Allocates, assigns, and replaces vehicle within Maintenance complex according to need. Coordinates with user or transportation function. Posts status change to visual aid.

2.2. ALLOCATES AGE. Allocates and assigns AGE within Maintenance complex according to need.

2.3. COORDINATES MISSION REQUIREMENT AND EQUIPMENT REPAIR:

2.3.1. COORDINATES OPERATIONAL MISSION. Coordinates with activity supervisor to determine minimum number of each type AGE required to meet operational requirement.

2.3.2. COORDINATES REPAIR. Coordinates on repair of vehicle, AGE, or special equipment repair.

2.3.3. DETERMINES SUPPORT LEVEL. Determines critical support equipment (SE) level.

3. NONTACTICAL RADIO/TELECOMMUNICATION EQUIPMENT:

3.1. MANAGES USE OF NONTACTICAL RADIO/TELECOMMUNICATION EQUIPMENT. Ensures that adequate maintenance communication capability is available and that system operates effectively.

3.2. CONTROLS NONTACTICAL RADIO. Controls the location and utilization of radio.

4. STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS). Analyzes data received from subordinate section and forwards to agency.

5. ACCIDENT/INCIDENT INVESTIGATION. Performs accident/incident investigation involving aerospace, ground vehicle, or AGE equipment. Prepares report. Determines cause, makes recommendation, and coordinates with affected agency to ensure corrective action.

6. FLIGHT LINE MANAGEMENT:

6.1. MAINTAINS AIRCRAFT STATUS BOARD OR SHEET. Maintains a locally developed aircraft status board or sheet, daily flying schedule, and emergency action checksheet in the vehicle.

6.2. MONITORS MAINTENANCE IN PROGRESS AND COORDINATES REQUIREMENTS AND STATUS. Monitors current status of all maintenance in progress on assigned aircraft. Informs Job Control of all status changes, delays in schedules, specialists reporting late, job completions, and required extensions.

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, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for standard indirect description.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC Maintenance Control/212000			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Aircraft Maintenance & Munitions	21AX	CIV	1									
Maint Data Sys Analysis	2R1X1	Civ	1									
TOTAL			2									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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