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

ANGMS 212001

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PLANS, SCHEDULING AND DOCUMENTATION

1. Objective. As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as 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 Plans, Scheduling and Documentation 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 II.
b. Approval Date. 30 Oct 90.
c. Man-hour Data Source. Operational Audit (historical record and technical estimate technique).
d. Standard Man-hour Equation. $Y = -32.59 + 1.549X$.
e. Workload Factors (WLFs).
(1) Title. A Programmed Flying Hour.
(2) Definition. The average monthly programmed flying hours.
(3) Source of Count. USAF Program Document (PD), Volume II maintained by NGB/FM.

5. Application Instructions.

a. The valid man-hour range for this ANGMS is 311.77 through 912.52.
b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. The application instructions are as follows:
(1) Obtain the most current WLF value as instructed in paragraph 4.
(2) Substitute this value into the man-hour equation for X.
(3) Divide the total man-hours (Y) by the current Man-hour Availability Factor (MAF) to determine total requirements. NOTE: To determine whole manpower requirements apply ANG standard application procedures using the Fractional Manpower Range Table.
(4) Find the column in which the number of required authorizations falls, then read up and across the column to determine total manpower by AFSC.

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.

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OFFICIAL

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

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WORK CENTER DESCRIPTION

Plans, Scheduling and Documentation

DIRECT:

1. MAINTENANCE PLANNING AND SCHEDULING:

1.1. SCHEDULES MAINTENANCE ACTIVITY:

1.1.1. DEVELOPS MONTHLY MAINTENANCE PLAN. Researches and compiles information. Organizes, drafts, and edits plan. Submits plan for approval.

1.1.2. DEVELOPS WEEKLY MAINTENANCE SCHEDULE. Researches information and plots information on form. Submits schedule for approval.

1.1.3. ACCOMPLISHES TIME COMPLIANCE TECHNICAL ORDER (TCTO) SCHEDULING. Plans TCTO requirement into Maintenance schedule and monitors accomplishment.

1.1.4. DEVELOPS QUARTERLY PLAN. Researches and compiles information. Organizes, drafts, and edits plan. Maintains chart/visual aid. Submits plan for approval.

1.1.5. COORDINATES DEPOT PROGRAM. Schedules aircraft maintenance to ensure on time depot input. Coordinates with depot and/or other agency for change requirement. Coordinates action necessary for scheduled completion/return of aircraft from depot maintenance.

1.2. PLANS DAILY MAINTENANCE. Plans, coordinates, and schedules with other agency.

1.2.1. INITIATES WORK ORDER. Initiates work order on AFTO Form 349, Maintenance Data Collection Record or Core Automated Maintenance System (CAMS) for known scheduled maintenance and inspection; adds to requirement originating from other work center or delayed maintenance.

1.2.2. MAINTAINS SUSPENSE FILE. Reviews and maintains the active work order suspense file and the delayed discrepancy file (DDF) for maintenance.

1.2.3. COMPILES AND ISSUES PHASE INSPECTION PACKAGE.

1.2.4. PLANS SERVICING AND TOWING REQUIREMENT. Plans servicing and towing requirement resulting from planned maintenance activity.

1.2.5. SCHEDULES RECORD REVIEW. Schedules and conducts aircraft record review.

1.2.6. DEVELOPS DAILY FLYING MAINTENANCE SCHEDULE. Records change on AF Form 2407, Weekly/Daily Flying Schedule Coordination, and coordinates with affected agency; updates the Flying Maintenance Schedule.

1.2.7. SCHEDULES/CHAIRS PRE-DOCK MEETING. Schedules, prepares for, and chairs pre-dock meeting.

1.2.8. SCHEDULES/CHAIRS TCTO MEETING. Schedules, prepares for, and chairs TCTO meeting.

2. EMERGENCY WAR ORDER (EWO) PLANNING: Prepares AF Form 2408, Generation Maintenance Plan, and AF Form 2409, Generation Sequence Action Schedule, for each sortie required by aircraft generation.

3. DOCUMENTATION:

3.1. MAINTAINS EQUIPMENT RECORD:

3.1.1. MAINTAINS AIRCRAFT JACKET FILE. Receives, transfers, files, and updates active and inactive jacket file for assigned aerospace vehicle. Maintains currency of record.

3.1.2. FORECASTS TIME CHANGE. Forecasts, orders, annotates, and schedules time change item on assigned aerospace vehicle.

3.1.3. PERFORMS RECORD INSPECTION. Performs inspection on AGE and decentralized jacket file for accuracy and technical order compliance.

3.1.4. PREPARES DEPOT PACKAGE. Prepares, coordinates, and submits form and aerospace vehicle jacket file for aircraft scheduled into depot.

3.2. MAINTAINS TIME COMPLIANCE TECHNICAL ORDER (TCTO)/MODIFICATION (MOD) RECORD:

3.2.1. IMPLEMENTS TCTO/MOD COMPLIANCE PROCESS. Initiates and distributes TCTO AFTO Form 349/CAMS input to responsible work center. Requisitions kit/material through Material Control.

3.2.2. MANAGES TCTO/MOD COMPLIANCE. Manages and reports status of TCTO in progress.

3.2.3. CONDUCTS RECONCILIATION MEETING.

3.2.4. VALIDATES TCTO/MOD COMPLIANCE. Validates completed TCTO/MOD on assigned equipment.

4. AEROSPACE VEHICLE DISTRIBUTION OFFICER (AVDO) DUTY. Manages the number of assigned, possessed, and available aircraft and submits report/document.

5. ENGINE MANAGEMENT:

5.1. MAINTAINS STATUS:

5.1.1. MONITORS SYSTEM DATA. Monitors the D042 system for accuracy and timeliness of data.

5.1.2. MAINTAINS DATA SYSTEM. Maintains the ADS and Central Data Base (CDB) IAW AFI 21-104 (formerly AFM 400-1), ANGR 400-1, T.O. 00-20-254, and ADS directives.

5.2. MAINTAINS DOCUMENTATION:

5.2.1. MAINTAINS HISTORICAL DOCUMENT. Maintains the historical document either manually or automated product for engine, engine major assembly and related component.

5.2.2. ENSURES DOCUMENT COMPLETION. Ensures proper documentation and reporting of TCTOs, time change and part tracking on engine and engine related component IAW T.O. 00-20 series and appropriate ADS directives.

5.3. MANAGES ENGINE TCTO PROGRAM:

5.3.1. MONITORS TCTO COMPLETION. Monitors TCTO progress to ensure that as TCTO near expiration, removal from service, or rescission date, are complied within a timely manner.

5.3.2. ORDERS TCTO MATERIAL. Orders engine TCTO kits, parts, special tools when required on AF Form 2001 (Notification of TCTO Kit Requirements).

5.3.3. MONITORS STATUS. Monitors and records the daily status of TCTO accomplishment.

5.4. DETERMINES REQUIREMENTS. Determines and forecasts due dates for long term calendar and hourly inspections and time changes.

5.5. COORDINATES REQUIREMENTS. Coordinates with Plans and Scheduling and Propulsion sections on all scheduled removal and inspection of engine and engine related components.

5.6. MONITORS ENGINE/ENGINE ASSEMBLY TRANSFER. Monitors engine or major assembly transfer to ensure that they are accompanied by the assigned TCTO kits IAW AFM 67-1 and T.O.s 00-5-15 and 00-20-1.

5.7. PREPARES REPORTS FOR HIGHER HEADQUARTERS.

6. FLIGHT DEBRIEFING:

6.1. DEBRIEFS FLIGHT CREW:

6.1.1. PERFORMS DEBRIEF. Performs flight crew debriefing after each completed or aborted sortie to determine inflight discrepancies.

6.1.2. ANALYZES DEBRIEF. Analyzes data to identify malfunctioning system.

6.1.3. PREPARES DOCUMENTATION. Prepares forms or inputs data into CAMS required for reporting discrepancy. Distributes form to appropriate work center.

6.2. VERIFIES FLYING HOURS WITH OPERATIONS.

6.3. PERFORMS TRAVEL. Performs travel to and from work area to debriefing area.

7. SPECIAL PLANNING OR SCHEDULING:

7.1. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA).

7.2. PREPARES FOR ANNUAL TOUR (AT).

7.3. PREPARES FOR MOBILITY PARTICIPATION.

8. CONTINGENCY/EXERCISE. Supports contingency/exercise.

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 the standard indirect description.

STANDARD MANPOWER TABLE												
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE									
Plans, Scheduling, & Documentation/212001			311.77 - 912.52									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Aircraft	2A3XX	CIV	2	3	4	5	6					
TOTAL			2	3	4	5	6					
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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