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

ANGMS 212006

15 March 1994

MATERIEL CONTROL

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 Materiel Control work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) Progresses, 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. $Y = 84.28 + 0.5274X$.
   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 177.70 through 429.97.
   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 4e.
      (2) Substitute this value into the man-hour equation for X.
      (3) Divide the total man-hours (Y) by the current civilian 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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2 Attachments
1. Work Center Description
2. Standard Manpower Table

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WORK CENTER DESCRIPTION

Materiel Control

DIRECT:

1. MAINTENANCE SUPPLY MANAGEMENT:

1.1. REVIEWS SUPPLY DOCUMENT. Manages supply computer printout by receiving, reviewing, and distributing to appropriate branch.

1.1.1. REVIEWS THE PRIORITY MONITOR LISTING (D18).

1.1.2. REVIEWS DUE OUT VALIDATION LISTING (M30).

1.1.3. REVIEWS DUE IN FOR MAINTENANCE LISTING (DIFM) (D23).

1.1.4. REVIEWS DAILY DOCUMENT REGISTER (DO4).

1.1.5. REVIEWS ORGANIZATIONAL BENCH STOCK LISTING (S04).

1.1.6. REVIEWS SUPPLY POINT LISTING (Q13).

1.1.7. REVIEWS AWP VALIDATION LISTING (D19).

1.1.8. REVIEWS STOCK NUMBER DIRECTORY (M14).

1.1.9. REVIEWS REPAIR CYCLE DATA LISTING (Q04).

1.1.10. REVIEWS SPECIAL LEVEL REVIEW LISTING (R35).

1.1.11. REVIEWS WEEKLY MAINTENANCE PLAN.

1.1.12. REVIEWS ORGANIZATIONAL EFFECTIVENESS LISTING (M24).

1.1.13. REVIEWS ITEM PROBLEM LISTING (R29).

1.1.14. REVIEWS AND UPDATES DEFERRED MAINTENANCE LISTING (DOM).

1.1.15. REVIEWS AND UPDATES DOCUMENTATION VALIDATION LISTING (DVL).

1.1.16. REVIEWS AND UPDATES SUPPLY REQUISITIONING INQUIRY (SRI).

1.1.17. REVIEWS AND UPDATES EVENTS LISTING (EVL).

1.1.18. REVIEWS PART NUMBER DIRECTORY (M21).

1.1.19. REVIEWS MICAP STATUS REPORT (R49).

1.2. PREPARES CORRESPONDENCE TO BASE SUPPLY:

1.2.1. PREPARES SUPPLY DIFFICULTY LETTER. Prepares, submits for approval through the DCM, and forwards supply difficulty letter to Base Supply. Conducts follow-up action.

1.2.2. PREPARES MISSION IMPACT LETTER. Prepares, submits for approval through the DCM, and forwards impact letter to Base Supply. Conducts follow-up action.

1.2.3. PREPARES DUE-IN TRANSFER LETTER. Prepares and submits Due-In transfer letter to Base Supply.

1.2.4. PREPARES MISSION CAPABILITY (MICAP) CHANGE LETTER. Prepares and submits MICAP Monitor to update change on MICAP requisition due to cannibalization, cancellation, downgrade, or other change.

1.2.5. PREPARES CANCELLATION LETTER. Prepares and submits letter of cancellation to Base Supply on supply and equipment item requested under UJC A, B, and C.

1.2.6. PREPARES UPGRADE OR DOWNGRADE LETTER. Prepares and submits Upgrade or Downgrade Letter for Unit Justification Code (UJC) A, B, and C request.

1.2.7. PREPARES LETTER FOR INITIAL ISSUE. Prepares letter, forwards through the DCM, to Base Supply for initial issue request.

1.2.8. PREPARES SUPPLY ASSISTANCE LETTER. Prepares Supply Assistance Letter when bad status is received on UJC A, B, or C request.

1.3. VERIFIES NEED:

1.3.1. CONFIRMS REQUISITION. Contacts the Maintenance activity and Maintenance Control to verify the actual need. Verifies that the proper priority is being used. Researches stock number for interchangeable and/or next higher assembly. Ensures that the technical order reference is correct.

1.3.2. DOCUMENTS VERIFICATION. Processes and transcribes information on AF Form 2414, Verification Worksheet. Maintains and updates daily all change of status or other action.

1.3.3. CONFIRMS STATUS. Confirms Non-Mission Capable Supply and Partial Mission Capable Supply (NMCS/PMCS). Contacts Maintenance Control and MICAP Management Section to confirm NMCS and PMCS start time or stop time.

1.3.4. OBTAINS PART. Conducts asset search by checking DIFM listing, WRSK/PMSK, or Bench Stock.

1.3.5. ISSUES ASSET. Issues asset from maintenance supply point.

1.3.6. FOLLOWS-UP ON NMCS/PMCS PART. Follows-up on NMCS/PMCS part. If depot status is bad, requests the possibility of lateral support.

1.3.7. UPDATES AF FORM 2414. Updates AF Form 2414 on UJC A or B request from daily computer product produced by Base Supply.

1.3.8. UPDATES VISUAL AID. Updates shop visual aid by posting change.

1.3.9. UPDATES BRIEFING SLIDE. Updates supply status briefing slide for staff meeting.

1.3.10. MAINTAINS MAINTENANCE AUTOMATED SYSTEM. Makes input to Maintenance Management Information Control System/Core Automated Maintenance System (MMICS/CAMs(CAMS). Retrieves, analyzes, and reconciles data.

1.4. CONTROLS AUTOMATIC SUBSTITUTION PROCEDURES:

1.4.1. PROCESSES SUBSTITUTION LISTING. Reviews the DO43 Interchangeability and Substitute Group (I&SG) listing. Links or de-links.

1.4.2. MAINTAINS AUTOMATIC SUBSTITUTION LIST (D02). Maintains and updates automatic substitution list through coordination with Base Supply.

1.5. CONTROLS CRITICAL ITEM. Reviews supply computer printout to determine action taken on item identified as ALC critical. Reviews critical item message. Stamps document with critical item stamp. Performs credit turn-in on DIFM asset that is critical. Reviews supply history and coordinates with Base Spply to add or delete base critical item to the D23.

1.6. PROGRAMS REQUIREMENT:

1.6.1. REQUISITIONS ITEM. Requisitions part, tool, or equipment. Assists with preparation of requisition document and forwards to Base Supply.

1.6.2. PERFORMS FOLLOW-UP. Performs follow-up on supply requisition to verify status from depot.

1.7. JUSTIFIES BENCH STOCK AND SUPPLY SPECIAL LEVEL:

1.7.1. REVIEWS LISTING. Accomplishes the annual bench stock review with the section bench stock monitor to ensure item is required, that stock number, part number, and quantity of each item is adequate and sufficient to shop need. Reviews the S03 listing and recomputes the bench stock level based on the demand and usage.

1.7.2. ESTABLISHES SUPPLY SPECIAL LEVEL. Prepares and submits AF Form 1996, Adjusted Stock Level. Coordinates with the branch chief or maintenance control supervisor prior to submission to Base Supply.

1.7.3. PERFORMS FOLLOW-UP. Performs follow-up on bench stock item to Base Supply to resolve bench stock problem.

1.8. PROCESSES TIME CHANGE ITEM (TCI) REQUIREMENT:

1.8.1. REVIEWS TCI REQUIREMENT. Reviews AFTO Form 223, Time Change Requirement Forecast.

1.8.2. ADVISES SUPPLY. Prepares AF 2005, annotates visual aid, and forwards requirements/forecast to Base Supply/Munitions.

1.8.3. COORDINATES WITH PLANS, SCHEDULING, AND DOCUMENTATION. Coordinates on the notification of issue on Time Change by notifying Plans, Scheduling, and Documentation that asset is available, and prepares the issue request. Arranges for delivery and or storage of the TCI until scheduled by Plans, Scheduling, and Documentation for installation.

1.8.4. PERFORMS FOLLOW-UP ON TCI. Performs follow-up on TCI when it is determined that current status is not available from Base Supply or show bad status.

1.9. PROCESSES TIME COMPLIANCE TECHNICAL ORDER MATERIAL (TCTO) REQUIREMENT:

1.9.1. MONITORS TCTO KIT STATUS. Reviews the TCTO Availability Notice I029 to determine kit status.

1.9.2. COORDINATES TCTO KIT ISSUE AND DELIVERY. Coordinates with supply TCTO monitor on the issue and delivery of kit. Reconciles difference between supply and maintenance TCTO program requirement.

1.10. MAINTAINS DELAYED DISCREPANCY FILE:

1.10.1. UPDATES DELAYED DISCREPANCY FILE. Updates, reviews, and purges the delayed discrepancy due to parts file. Documents unsatisfactory status on verification worksheet.

1.10.2. CONTROLS DUE-OUT STATUS. Coordinates with base supply daily on due-out status.

1.10.3. RECONCILES DELAYED DISCREPANCY DIFFERENCE. Checks AFTO Form 781a, Maintenance Discrepancy and Work Document, to reconcile difference in the delayed discrepancy reflected with parts listed on the Priority Monitor and Due-Out Validation Report (D18), and the Daily Document Register (D04).

1.10.4. OPERATES TAIL NUMBER BIN. Stores and issues due-out that has been issued and received against the Aircraft Tail Number Bin. Notifies supply or other affected maintenance agency on change of location of part if the part is a DIFM asset.

1.11. MAINTAINS A QUICK REFERENCE LISTING. Receives a list of items from the maintenance branch and checks with supply for past demand. Researches the T.O. referenced for proper identification of part number, stock number, and work unit code. Edits and publishes updated QRL every six months.

1.12. MANAGES PRECIOUS METAL RECOVERY PROGRAM FOR MAINTENANCE COMPLEX.

1.13. MANAGES ZERO OVERPRICE PROGRAM FOR MAINTENANCE COMPLEX.

2. REPAIR CYCLE ASSET:

2.1. RECEIVES ASSET. Receives the asset, signs asset receipt from maintenance or supply, checks asset against accompanying documentation and verifies AFTO Form 350, Reparable Item Processing Tag, for current entry and completion.

2.2. ACCOUNTS FOR ASSET. Reports current repair cycle asset location and status.

2.3. SCHEDULES ASSET SHOP ACTION. Reviews the D23 report (DIFM) listing, and assigns asset a repair priority.

2.4. ROUTES ASSET. Routes asset to shop for bench check and repair action, Base Supply Repair Cycle Support Branch, or to the Awaiting Parts (AWP) and Awaiting Maintenance (AWM) storage area, whichever applies.

2.5. PROCESSES TURNAROUND (TRN) ITEM. Processes item repaired and returned with no backorder established to effect the generation of supply demand data. Coordinates with the base supply TRN monitor to ensure that effective TRN procedure is established, and to resolve problem. Processes TRN (AFTO Form 350), Part II to the base supply TRN monitor. Maintains local record of AFTO Form 350, Part II, and reviews the Daily Document Register (D04)/CAMS listing to follow-up on action.

2.6. PROCESSES REPAIR PART AND RETURN (RPR) ITEM. Processes item repaired and returned with valid backorder established. Coordinates with Base Supply to ensure that effective procedure is established, and to resolve problem. Processes AFTO Form 350, Part II to Base Supply. Maintains local record of AFTO Form 350, Part II, and reviews the Daily Document Register (D04)/CAMS listing to follow-up action.

2.7. CONTROLS ASSET. Controls asset for bench check and repair for item in AWM or AWP status, includes item in the repair cycle for TCTO compliance. Maintains production control board, or a visible file, and suspense file.

2.8. MAINTAINS SUPPLY AND MAINTENANCE RECORD COMPATIBILITY. Updates and corrects the AWP Validation Listing (D19) and ensures supply and maintenance status on DIFM assets are compatible.

3. LOCAL MANUFACTURE ITEM:

3.1. COORDINATES REQUIREMENT. Initiates or reviews local manufacture request. Coordinates necessary supply action and obtains required authorization.

3.2. ESTIMATES LOCAL MANUFACTURE COST. Researches, prepares, and forwards material and labor requirement.

3.3. MAINTAINS FILE. Requests and maintains drawing, specification, or work order file.

3.4. PREPARES ISSUE REQUEST. Prepares and submits request for material required for local manufacture.

3.5. CONTROLS MATERIAL. Receives, stores, and issues material ordered for local manufacture.

3.6. SCHEDULES LOCAL MANUFACTURE. Coordinates local manufacture with local maintenance shop to schedule work.

3.7. SUBMITS COMPLETION DOCUMENT. Submits completion document and appropriate certification to Base Supply Receiving Section for use in the processing of receipt and due-out release.

3.8. PERFORMS FOLLOW-UP. Tracks local manufacture request and performs follow-up to ensure required action is taken.

3.9. REVIEWS AND UPDATED LOCAL MANUFACTURE STATUS. Reviews document and submits required change. Updates status for local manufacture.

4. SUPPLY ASSET FUNCTIONAL CHECK LISTING. Coordinates with Maintenance shop. Prepares listing on asset requiring functional check. Forwards to Base Supply Inspection Branch.

5. EXPENDABLE ITEM TURN-IN. Assists in the processing and turning in of XB item to Base Supply. Follow-up documentation pertaining to the XB turn-in.

6. CONTINGENCY/EXERCISE. Supports contingency/exercise.

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.

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 Materiel Control/212006			APPLICABILITY MAN-HOUR RANGE 177.70 - 429.97								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Maintenance Sched	2R1X1	CIV	2	3							
TOTAL			2	3							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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