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 Job Control 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 Job Control 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. Level I Work Sampling.
d. Standard Man-Hour Equation. $Y = 8.913 + 0.9366X$.
e. Workload Factor:
(1) Title. A Programmed Flying Hour.
(2) Definition. The average monthly programmed flying hours.
(3) Source of Count. USAF Program Document, Volume II, maintained by NGB/FM.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 183.44 through 305.74.
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
Job Control
(KC-135)

DIRECT:

1. MAINTENANCE MANAGEMENT:

1.1. MANAGES AND CONTROLS MAINTENANCE RESOURCE:

1.1.1. ESTABLISHES AND ASSIGNS PRIORITY. Establishes priority according to mission requirement, and notifies appropriate agency of change in priority.

1.1.2. COORDINATES RESOURCE. Coordinates with production supervisor to ensure optimum resource utilization.

1.1.3. COORDINATES WITH OUTSIDE AGENCY. Coordinates with required agency to ensure maintenance action is not delayed.

1.1.4. COORDINATES WITH MATERIAL CONTROL. Coordinates with Material Control regarding part supply status, adjustment to reparable processing, utilization of Partial Mission Support Kit/War Readiness Support Kit asset, and production control priority.

1.1.5. COORDINATES FUNCTIONAL CHECK FLIGHT (FCF) REQUIREMENT. Coordinates FCF requirement with Quality Assurance and Plans, Scheduling, and Documentation.

1.2. DEVELOPS AND MAINTAINS PROCEDURAL CHECKSHEET:

1.2.1. COORDINATES CHECKSHEET REQUIREMENT. Coordinates with other agency to determine checksheet requirement as outlined in governing directive.

1.2.2. PRODUCES CHECKSHEET. Drafts and produces checksheet and coordinates with other agency.

1.2.3. MAINTAINS CHECKSHEET. Maintains, reviews, and updates checksheet.

1.3. EXERCISES CHECKSHEET. Exercises procedural checksheet in response to simulated or actual situation.

1.4. DIRECTS AND CONTROLS PART CANNIBALIZATION:

1.4.1. DETERMINES DESIRABILITY AND FEASIBILITY. Assesses the actual need for cannibalization action in terms of man-hours required, availability for part removal, complexity of task, impact on related aircraft system, mission requirement, or other related factor. Recommends action to maintenance control supervisor.

1.4.2. COORDINATES CANNIBALIZATION. Coordinates with Maintenance Control Supervisor, Material Control, Plans and Scheduling and Documentation, and other maintenance element to select the aircraft to be cannibalized.

1.4.3. DIRECTS CANNIBALIZATION. Directs component removal and generation of a work order to the

1.4.4. PERFORMS FOLLOW-UP. Determines cannibalization progress or completion, and checks status of affected aircraft and cannibalization work order.

1.4.5. DOCUMENTS CANNIBALIZATION. Maintains cannibalization log or other local record, and posts completed cannibalization action when received.

1.5. COORDINATES RECOVERY OF GROUNDED AIRCRAFT AWAY FROM STATION:

1.5.1. COORDINATES SUPPORT. Coordinates/obtains manpower or material requirement. Ensures appropriate agency is notified of requirement and necessary action is implemented.

1.5.2. MONITORS AIRCRAFT STATUS. Monitors the progress in completing repair, the current status of aircraft away from station, and reports finding to maintenance control supervisor and other required agency.

1.6. MONITORS AND POSTS EMERGENCY WAR ORDER (EWO) GENERATION SEQUENCE. Monitors and posts generation sequence change on EWO visual aid. Ensures required agency is notified of sequence change.

2. MAINTENANCE ACTION. Directs and controls maintenance action.

2.1. PROCESSES SCHEDULED WORK ORDER. Reviews maintenance work order and preplanned maintenance schedule. Coordinates with affected work center to obtain support necessary to complete work order.

2.1.1. REVIEWS AND IMPLEMENTS MAINTENANCE SCHEDULE.

2.1.2. VERIFIES WORK ORDER ACCURACY.

2.1.3. POSTS WORK ORDER TO VISUAL AID.

2.1.4. ESTABLISHES COMPLETION TIME. Coordinates with affected work center to determine completion of maintenance action.

2.1.5. COORDINATES TO OBTAIN RESOURCE SUPPORT. Coordinates and directs assistance of other agency to complete required maintenance action.

2.2. PROCESSES UNSCHEDULED MAINTENANCE WORK ORDER. Processes unscheduled maintenance work order and initiates AFTO Form 349, Maintenance Data Collection Record/inputs to Core Automated Maintenance System (CAMS). Determines personnel required and notifies and dispatches personnel.

2.2.1. INITIATES AFTO FORM 349 OR INPUTS TO CAMS.

2.2.2. DETERMINES PRIORITY AS MISSION REQUIREMENT DICTATES.

2.2.3. POSTS WORK ORDER TO VISUAL AID.

2.2.4. ESTABLISHES COMPLETION TIME. Coordinates with appropriate work center to establish estimated time in commission (ETIC).

2.2.5. COORDINATES/OBTAINS RESOURCE SUPPORT. Coordinates and directs assistance of other agency to complete required maintenance action.

2.3. DIRECTS AIRCRAFT RELOCATION:

2.3.1. NOTIFIES MAINTENANCE ACTIVITY. Notifies affected maintenance activity of requirement to relocate aircraft.

2.3.2. COORDINATES TOWING OPERATION. Coordinates and ensures availability of equipment and personnel, obtains necessary clearance from control tower, operations center, security, and host unit when applicable.

2.3.3. POSTS VISUAL AID. Posts aircraft location to visual aid.

2.3.4. NOTIFIES AFFECTED NONMAINTENANCE AGENCY. Notifies nonmaintenance agency of aircraft movement and location.

2.4. PERFORMS FOLLOW-UP ON MAINTENANCE ACTION. Performs follow-up on directed maintenance, and establishes and posts ETIC. Reviews information and updates change to maintenance control supervisor or other affected agency.

2.5. MAINTAINS CURRENT AIRCRAFT STATUS. Keeps aircraft status current, updates visual aid, and posts change in aircraft status. Coordinates with Command Post on aircraft status change. Maintains the status of transient aircraft and makes necessary notification to owning unit.

3. IMPLEMENTS FLYING SCHEDULE:

3.1. EVALUATES AIRCRAFT STATUS. Ensures sufficient quantity of properly configured serviceable aircraft are available to meet operational commitment. Assesses aircraft status, location, and configuration. Confirms aircraft readiness to wing/group flight operations.

3.2. COORDINATES FLYING SCHEDULE CHANGE. Coordinates flying schedule change with DCM staff, wing/group flight operations, and affected maintenance activity.

3.3. RECORDS DEVIATION. Records and coordinates deviation to the flying schedule.

3.4. UPDATES VISUAL AID. Posts change relative to operational event on visual aid.

3.5. COORDINATES FUEL REQUIREMENT. Coordinates aircraft refueling and defueling operation, schedules refueling pit, coordinates the dispatch of refueling vehicle and updates visual aid.

4. SPECIALIST CONTROL:

4.1. POSTS VISUAL AID. Posts current specialist available data to visual aid and updates availability as change occurs.

4.2. REPORTS SPECIALIST NONAVAILABILITY. Reports specialist nonavailability to shop/branch chief for resolution.

4.3. DISPATCHES SPECIALIST. Directs specialist to specific work assignment and coordinates transportation. Coordinates the preannouncement of personnel to the alert area.

4.4. CONTROLS SPECIALIST UTILIZATION:

4.4.1. PLOTS VISUAL AID. Plots job time line for each work order in progress based on estimated time to complete.

4.4.2. MONITORS WORK ORDER. Reviews job time line, coordinates with shop support personnel, and determines current status of job, reason for work stoppage, or support need. Coordinates with other agency.

4.4.3. PERFORMS WORK ORDER FOLLOW-UP. Performs follow-up to determine job progress, or completion, and coordinates with shop chief or other maintenance personnel to ascertain current status of work order.

4.5. DISPATCHES MAINTENANCE SPECIALIST TRANSPORTATION SUPPORT. Dispatches maintenance taxi or shop vehicle.

5. AEROSPACE GROUND EQUIPMENT (AGE):

5.1. MAINTAINS STATUS. Maintains, reviews, and purges form, log, or file.

5.2. MAINTAINS LOCATION. Maintains location of critical AGE and updates visual aid as AGE is dispatched and repositioned.

5.3. REPORTS AGE SHORTAGE. Reports to higher authority when level of critical AGE availability falls below the minimum required level to meet mission requirement.

5.4. COORDINATES AGE REPLACEMENT. Coordinates repair or replacement of critically short AGE item.

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

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. STATUS OF RESOURCES AND TRAINING SYSTEMS. Analyzes and compiles data, ensures accuracy of data, and forwards to appropriate agency.

9. NONTACTICAL RADIO. Supervises and controls maintenance communication system.

9.1. MANAGES MAINTENANCE COMMUNICATION NETWORK. Determines sufficiency of serviceable unit by periodic review of available asset, and coordinates repair of unserviceable unit by contract maintenance or other means. Ensures appropriate radio discipline is maintained on communication network, and maintains alternate communications plan.

9.2. PROVIDES RADIO OPERATOR TRAINING. Administers radio operator training to personnel prior to assumption of duty involving radio operation, and administers recurring training as required.

9.3. MAINTAINS STATUS. Maintains, reviews, and updates visual aid.

10. 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, 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								
Job Control/FAC 21210C			183.44 - 305.74								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Aircraft Maintenance	452XX	CIV	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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