BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 21220C
23 NOVEMBER 1994

MATERIEL CONTROL
(KC-135)

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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 Materiel 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 Material 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. Operational Audit (historical records and technical estimate techniques).
d. Standard Man-Hour Equation. $Y = 83.44 + 1.706X$.
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 385.25 through 642.09.
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.

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

WORK CENTER DESCRIPTION
Materiel Control
(KC-135)

DIRECT:

1. MAINTENANCE SUPPLY MANAGEMENT:

1.1. MANAGES MAINTENANCE SUPPLY ACTION:

1.1.1. PROVIDES COORDINATION. Provides coordination between maintenance and base supply/depot on supply action.

1.1.2. MANAGES SUPPLY TRANSACTION. Manages supply transaction for the maintenance complex.

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

1.2.1. REVIEWS PRIORITY MONITOR LISTING (D18).

1.2.2. REVIEWS DUE-OUT VALIDATION LISTING (M30).

1.2.3. REVIEWS DUE-IN FOR MAINTENANCE LISTING (DIFM) (D23).

1.2.4. REVIEWS DAILY DOCUMENT REGISTER (D04).

1.2.5. REVIEWS ORGANIZATIONAL BENCH STOCK LISTING (S04).

1.2.6. REVIEWS SEMIANNUAL BENCH STOCK REVIEW LISTING (S03).

1.2.7. REVIEWS RECOMMENDED ADD LISTING.

1.2.8. REVIEWS SUPPLY POINT LISTING (Q13).

1.2.9. REVIEWS AWAITING PARTS (AWP) VALIDATION LISTING (D19).

1.2.10. REVIEWS STOCK NUMBER DIRECTORY (M14).

1.2.11. REVIEWS REPAIR CYCLE DATA LISTING (Q04).

1.2.12. REVIEWS SPECIAL LEVEL REVIEW LISTING (R35).

1.2.13. REVIEWS INTERCHANGEABLE AND SUBSTITUTE LISTING (R02).

1.2.14. REVIEWS WEEKLY MAINTENANCE PLANS.

1.2.15. REVIEWS ORGANIZATIONAL EFFECTIVENESS LISTING (M24).

1.2.16. REVIEWS ITEM PROBLEM LISTING (R29).

1.2.17. REVIEWS AND UPDATES DEFERRED MAINTENANCE LISTING (D0M).

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

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

1.2.20. REVIEWS AND UPDATES EVENTS LISTING (EVL).

1.2.21. REVIEWS PART NUMBER DIRECTORY (M21).

1.2.22. REVIEWS MISSION CAPABILITY (MICAP) STATUS REPORT (R49).

1.3. PREPARES CORRESPONDENCE TO BASE SUPPLY:

1.3.1. PREPARES SUPPLY DIFFICULTY LETTER. Prepares, submits for approval through deputy commander for maintenance (DCM), and forwards supply difficulty letter to Base Supply. Conducts follow-up action.

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

1.3.3. PREPARES DUE-IN TRANSFER LETTER. Prepares and submits due-in transfer letter to Base Supply.

1.3.4. PREPARES MICAP CHANGE LETTER. Prepares and submits MICAP change letter to MICAP monitor to update any change on MICAP requisition due to cannibalization, cancellation, downgrade, or other change.

1.3.5. PREPARES CANCELLATION LETTER. Prepares and submits letter of cancellation to Base Supply on supply and equipment item requested under unit justification code (UJC) A, B, and C.

1.3.6. PREPARES UPGRADE OR DOWNGRADE LETTER. Prepares and submits upgrade and downgrade letter for UJC A, B, AND C request.

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

1.3.8. PREPARES SUPPLY ASSISTANCE LETTER. Prepares supply assistance letter when bad status is received on UJC A, B, or C request.

1.3.9. PREPARES REVERSE POST LETTER. Prepares reverse post letter to correct an error in a supply transaction.

1.4. VERIFIES NEED:

1.4.1. 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.

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

1.4.3. CONFIRMS STATUS. Confirms non-mission capable supply (NMCS) and partial mission capable

supply (PMCS). Contacts Maintenance Control and MICAP Management Section to confirm NMCS and PMCS start time or stop time.

1.4.4. OBTAINS PART. Conducts asset search by checking DIFM listing, War Readiness Support Kit/Partial Mission Support Kit, or bench stock.

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

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

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

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

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

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

1.5. CONTROLS AUTOMATIC SUBSTITUTION PROCEDURE:

1.5.1. PROCESSES SUBSTITUTION LISTING. Reviews the DO43 interchangeability and substitute group (I&SG) listing. Links or de-links.

1.5.2. MAINTAINS AUTOMATIC SUBSTITUTION LIST (DO2). Maintains and updates automatic substitution list through coordination with base supply.

1.6. CONTROLS CRITICAL ITEM. Reviews supply computer printout to determine action taken on item identified as Air Logistics Center critical. Reviews SAC 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 supply to add or delete base critical item to the D23.

1.7. PROGRAMS REQUIREMENT:

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

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

1.8. JUSTIFIES BENCH STOCK AND SUPPLY SPECIAL LEVEL:

1.8.1. COORDINATES LISTING. Coordinates with maintenance activity supervisor to establish initial supply support list and initial bench stock request listing. Coordinates the listing and/or request and forwards to base supply for action.

1.8.2. REVIEWS LISTING. Accomplishes the semiannual bench stock review with the section bench stock

monitor to ensure item is required, and that stock number, part number, and quantity of each item is adequate and sufficient to the shop need. Reviews the SO3 listing and recomputes the bench stock level based on the demand and usage.

1.8.3. 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.

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

1.9. PROCESSES TIME CHANGE ITEM (TCI) REQUIREMENT:

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

1.9.2. ADVISES SUPPLY. Consolidates and forwards forecast requirement to Base Supply/Munitions.

1.9.3. COORDINATES WITH PLANS AND 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.

1.9.4. PERFORMS FOLLOW-UP NMCS/PMCS ITEM. Performs follow-up on TCI when it is determined that current status of NMCS or PMCS reportable are not available from Base Supply or show bad status.

1.10. PROCESSES TIME COMPLIANCE TECHNICAL ORDER (TCTO) MATERIEL REQUIREMENT:

1.10.1. MONITORS TCTO KIT STATUS. Reviews the TCTO availability notice (IO29) to determine kit status. Assigns supply priority to TCTO kit due-in documentation.

1.10.2. 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.

1.11. MAINTAINS DELAYED DISCREPANCY FILE:

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

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

1.11.3. 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 (DO4).

1.11.4. 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 if the part is a DIFM asset.

1.12. MAINTAINS A QUICK REFERENCE LISTING (QRL). Receives a list of items from the maintenance branch and checks with Supply for past demand. Researches the technical order referenced for proper identification of part number, stock number, and work unit code. Edits and publishes updated QRL

every six months.

1.13. MANAGES SPECIAL PURPOSE RECOVERABLES AUTHORIZED TO MAINTENANCE (SPRAM) ACCOUNT. Manages SPRAM account to ensure account custodian is trained properly and has adequate record on each item on the account.

1.14. MANAGES PRECIOUS METAL RECOVERY PROGRAM FOR MAINTENANCE COMPLEX.

1.15. 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 R26 report (DIFM) listing and assigns asset 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 back order 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 350, Part II, and reviews the Daily Document Register (D04) to follow-up on TRN action.

2.6. PROCESSES REPAIR PART AND RETURN ITEM. Processes item repaired and returned with a valid back order 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 350, Part II, and reviews the daily document register (DO4) to follow-up on action.

2.7. CONTROLS ASSET. Controls asset bench check and repair for item in AWM or AWP status, including 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. Reviews, updates, and corrects the AWP Validation Listing (D19). Ensures supply and maintenance status on DIFM asset status 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. 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. RECEIVES, STORES, AND ISSUES MATERIAL. Receives, stores, and issues material ordered and received for local manufacture.

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

3.7. SUBMITS COMPLETION DOCUMENT. Submits completion document, appropriately certified, 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 LOCAL MANUFACTURE VALIDATION LISTING (L33). Reviews L33 and submits required change. Updates status for local manufacture.

4. SUPPLY ASSET FUNCTIONAL CHECK:

4.1. PREPARES LISTING. Coordinates with maintenance shop, prepares listing on asset requiring functional check, and forwards to Base Supply Inspection Branch.

4.2. DELIVERS ITEM. Delivers item to and from appropriate shop for scheduled functional check.

5. PARTIAL MISSION SUPPORT KIT. Manages, controls, and updates PMSK content based on mission requirement.

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

7. REPARABLE REVIEW BOARD. Conducts the monthly Reparable Review Board meeting with the appropriate branch chief and other DCM Staff personnel. Attends host base Reparable Review Board meeting.

8. CONTINGENCY/EXERCISE. Supports contingency/exercise.

9. 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.

10. STAFF ASSISTANCE. Performs staff assistance to collocated subordinate unit.

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
Material Control/FAC 21220C	385.25 - 642.09

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Maintenance Scheduling	392X0	CIV	3	4	5						
TOTAL			3	4	5						

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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