BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 22000B
24 FEBRUARY 1995

ORGANIZATIONAL MAINTENANCE

(C-130)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, 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. The AFI 21-series of Air Force (AF) and/or Air National Guard (ANG) directives contain US Air Force and Command policy and procedural guidance for the Organizational Maintenance work center. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes,* formerly AFR 25-5.

3. Applicability. This standard applies to all Air National Guard airlift units except the 123rd Airlift Wing; the 109th, 139th, and the 189th Airlift Groups; the 106th, 129th, and 210th Rescue Groups; the 193rd Special Operations Group; and the 176th Composite Group. This standard only applies to peacetime operations.

4. Standard Data:
a. Classification. Type III.
b. Approval Date. 9 July 1992.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 1 (Constant Manpower).
e. Workload Factor. Not applicable.

5. Application Instructions. This work center requires constant manpower of one authorization. No other application instructions apply.

6. Statement of Conditions. There were no general conditions (environmental, equipment, or facility) which had an impact on the development or application of this manpower standard.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

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

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WORK CENTER DESCRIPTION

Organizational Maintenance
(C-130)

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes the original job assignment, and acquaints newly assigned personnel with the work center.

1.1.2. MONITORS TRAINING. Reviews training record, interviews and counsels trainee, determines training need, monitors training progress, and effects corrective action when necessary.

1.1.3. RATES PERFORMANCE:

1.1.3.1. COUNSELS PERSONNEL. Counsels subordinate on manner of performance and progress in career development and suggests area for further growth and improvement.

1.1.3.2. PREPARES CIVILIAN PERFORMANCE RATING. Drafts civilian performance rating, including associated research, evaluation, writing, proofreading of typed report for accuracy of content, marking of boxes, and signing.

1.1.4. NOMINATES PERSONNEL FOR AWARD. Nominates personnel for award and drafts the necessary recommendation, including research, evaluation, writing, proofreading of typed product for accuracy of content, and signing.

1.2. SUPERVISES PERSONNEL:

1.2.1. SCHEDULES PERSONNEL. Schedules personnel for shift work, overtime work, organizational duty, leave, and compensatory time off.

1.2.2. DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checklist and performance standard, including research, writing, proofreading for accuracy of content, and signing.

1.2.3. DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY. Plans, schedules, assigns work, establishes work priority, and oversees maintenance in progress to ensure compliance with directives, technical orders, schedules, procedures, quality standards; fire, safety, and security regulations.

1.2.4. INFORMS PERSONNEL. Keeps personnel informed of change affecting individual or organizational status by means of personal contact or written notice.

1.2.5. RESOLVES PERSONNEL PROBLEM. Counsels and assists individual with morale, welfare, and disciplinary problem and takes corrective action when necessary to maintain discipline.

1.3. MONITORS PROGRAM. Evaluates the effectiveness of special programs such as management improvement, safety, and foreign object damage within subordinate work center.

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1.4. COORDINATES WITH OTHER SUPERVISOR. Effects the coordination with superior and with other work center necessary to accomplish the work center mission. Includes informing superior of work center status and exceptions to normal conditions. Also includes coordination with supervisor and other agency concerned when work center activity may affect other work center or when external factor affects work center capability.

1.5. REVIEWS REPORT AND STATISTICAL DATA. Reviews report and maintenance man-hour accounting and statistical data for the purpose of evaluating work center status and identifying exception, trend, etc., which require management attention.

1.6. DEVELOPS PLAN. Develops and maintains applicable portion of plan and annex to plan.

1.7. REVIEWS DISTRIBUTION. Reviews incoming and outgoing distribution to determine necessary action. Does not include drafting of communications or processing of distribution.

1.8. INSPECTS FACILITY. Performs periodic inspection of maintenance facility, including inspection for adequate housekeeping, identification of safety and fire hazard, and identification of equipment and facility condition requiring maintenance and repair; inspects assigned flightline area, dock, maintenance equipment, etc. Includes time for write-up and initiation of corrective action.

1.9. INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with flightline personnel and writes the required safety report.

1.10. RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector and other official and assists as required to facilitate the accomplishment of visitor's mission. Includes Quality Control inspector visit.

1.11. DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for funds, supplies, equipment, and facilities.

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

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

1.12.2. ATTENDS MEETING, BRIEFING, OR CONFERENCE. Attends meeting, briefing, or conference.

1.13. MONITORS EQUIPMENT, VEHICLE, AND/OR SUPPLY STATUS. Reviews, evaluates, prepares justification, and takes follow-up and/or corrective action on the status of equipment, vehicle, and supply part.

1.14. DISCUSSES AND RECEIVES INSTRUCTION. Discusses problem, procedure, plan, etc., concerning related work center activity and receives supervisory instruction.

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									
Organizational Maintenance/22000B			Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Aircraft	452XX	Civ	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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