BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 22000C
23 NOVEMBER 1994

ORGANIZATIONAL MAINTENANCE
(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 Organizational Maintenance 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 Organizational Maintenance function. This standard applies to peacetime operations only.

4. Standard Data:
a. Classification. Type III.
b. Approval Date. 25 November 1992.
c. Manpower Data Source. Staffing Pattern.
d. Standard Manpower Equation. Y = 1 (Constant Manpower).
e. Workload Factor. Not Applicable.

5. Application Instructions. The equation in paragraph 4d is a constant manpower equation; consequently, there are no extrapolation limits. Refer to the Standard Manpower Table at attachment 2 to determine the skill distribution.

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

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

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WORK CENTER DESCRIPTION

Organizational Maintenance
(KC-135)

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. MANAGES EMPLOYMENT ACTION. Coordinates with Consolidated Civilian Personnel Office on vacancy. Selects personnel and coordinates hiring action.

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

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

1.1.4. EVALUATES PERFORMANCE:

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

1.1.4.2. PREPARES CIVILIAN PERFORMANCE RATING. Drafts civilian performance rating. Researches, evaluates, proofreads completed rating for accuracy of content, and signs.

1.1.5. NOMINATES PERSONNEL FOR AWARD. Nominates personnel for award and drafts recommendation. Researches, evaluates, proofreads completed product for accuracy of content, and signs.

1.1.6. MAINTAINS TIME AND ATTENDANCE FORM.

1.2. SUPERVISES PERSONNEL:

1.2.1. DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY. Plans, schedules, assigns work, and establishes work priority; oversees maintenance in progress to ensure compliance with directive, technical order, schedule, procedure, quality standard, and fire, safety, and security regulations.

1.2.2. DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checksheet, checklist or performance standard, by researching, drafting, proofreading for accuracy of content, and signing.

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

1.2.4. RESOLVES PERSONNEL PROBLEM. Counsels and assists individual with morale, welfare, or disciplinary problem and takes corrective action where necessary to maintain discipline and order.

1.2.5. PARTICIPATES IN LABOR MANAGEMENT PROGRAM. Councils and assists in labor relation, equal opportunity, affirmative action, upward mobility, or other related program.

1.2.6. MONITORS MANPOWER OR MANNING ACTION. Reviews manpower authorization or manning requirement.

1.2.7. PERFORMS SPECIAL PLANNING OR SCHEDULING. Performs planning or scheduling associated with preparation for unit training assembly, annual tour, deployment, mobility participation, alert duty, battle damage program, or other special program.

1.3. MANAGES SPECIAL INTEREST PROGRAM. Evaluates the effectiveness of special programs such as management improvement, safety, foreign object damage, or other special program for subordinate work center.

1.4. PERFORMS COORDINATION. Coordinates with superior, other work center supervisor, or other agency as necessary to accomplish work center mission.

1.5. REVIEWS REPORT OR STATISTICAL DATA. Reviews report, automated system data, maintenance man-hour accounting data, statistical data, and daily supply document for the purpose of evaluating work center status or identifying exception, trend, or problem which requires management's attention.

1.6. DEVELOPS PLAN. Develops and maintains plan or plan annex.

1.7. REVIEWS DISTRIBUTION. Reviews incoming or outgoing distribution to determine necessary action.

1.8. INSPECTS FACILITY. Performs periodic inspection of maintenance facility and assigned area for adequacy of housekeeping, identification of security, safety, environmental and fire hazard, and identification of equipment and facility condition requiring maintenance and repair. Prepares report and initiates corrective action.

1.9. INVESTIGATES ACCIDENT OR INCIDENT. Investigates accident or incident associated with subordinate work center personnel and writes the required safety report.

1.10. ASSISTS OFFICIAL VISITOR. Receives visiting inspector or other official and assists as required to facilitate the accomplishment of their mission.

1.11. DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for fund, supply, equipment, or facility.

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.

1.13. MANAGES EQUIPMENT, VEHICLE, OR SUPPLY STATUS. Reviews, evaluates, prepares justification, and takes follow-up and/or corrective action on the status of equipment, vehicle, or supply part. Ensures compliance with supply procedure to ensure supply discipline.

2. STAFF ASSISTANCE VISIT. Performs wing staff oversight on subordinate unit maintenance program. Makes staff visit to subordinate unit and evaluates readiness/capability. Reviews data and gives direction/advice to improve procedure/performance.

3. CONTINGENCY/EXERCISE. Participates in contingency/exercise. Oversees aircraft preparation for deployment in accordance with emergency war order or other contingency tasking. Ensures proper configuration of aircraft.

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 Organizational Maintenance/ FAC 22000C			APPLICABILITY MAN-HOUR RANGE Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Aircraft Maintenance	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