BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 22000D
21 OCTOBER 1994

ORGANIZATIONAL MAINTENANCE

(F-16)

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1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description.

2. Authority. Air National Guard Regulation 66-14, *Maintenance Management,* 13 July 1988, contains policy and procedural guidance for the Organizational Maintenance work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes,* (formerly AFR 25-5), and is the result of a functional review.

3. Applicability. This ANGMS applies to ANG F-16 Fighter Wings, Groups, and the 114th Fighter Squadron. It excludes the 162nd Fighter Group and the 184th Fighter Group. This standard applies only to peacetime operations.

4. Standard Data:

a. Classification. Type III.
b. Approval Date. 1 August 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. 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

OFFICIAL

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

OPR: ANGRC/XPME (Ms. D. Reamy)

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Pages: 5/Distribution: F, X

WORK CENTER DESCRIPTION

Organizational Maintenance

(F-16)

DIRECT:

1. MANAGEMENT:

1.1. ADMINISTERS PERSONNEL:

1.1.1. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member 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. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM:

1.1.3.1.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISALPERFORMANCE PLAN. Analyzes position, position description and work center goals; drafts performance plan, subtask, and standard; discusses proposed performance plan with employee; finalizes performance plan.

1.1.3.1.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISALPERFORMANCE RATING. Researches employee performance, completes performance rating, and discusses performance rating with employee.

1.1.3.2. ENDORSES CIVILIAN APPRAISAL. Reviews civilian performance and promotion appraisal, reviews rebuttal letter, refers to quality review board, and finalizes indorsement.

1.1.4. PREPARES CIVILIAN AWARD NOMINATION. Researches data, drafts recommendation, and finalizes recommendation.

1.2. SUPERVISES PERSONNEL:

1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE.

1.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

1.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

1.2.3. DIRECTS WORK CENTER ACTIVITY:

1.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual, and informs work center personnel on change affecting work center activity.

1.2.3.4. PREPARES CORRESPONDENCE. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

1.2.4. COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

1.2.5. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews form for accuracy, obtains required signature, and forwards form to civilian pay.

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

1.4. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status to identify possible trends that require management attention.

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

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

1.7. INSPECTS FACILITY. Performs periodic inspection of maintenance facility, (including inspection for adequacy of housekeeping, indentification of safety and fire hazard, identifies equipment and facility condition requiring maintenance and repair), and inspects assigned maintenance area, dock, maintenance equipment, etc. Includes time for write-up and initiation of corrective action.

1.8. INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with equipment maintenance personnel and writes the required safety report.

1.9. RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector and other official and helps complete the visitor's mission. Includes quality control inspector visit.

1.10. DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate; forwards estimate to unit resource advisor and answers follow-on inquiry of estimate.

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

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

1.11.2. CONDUCTS OR ATTENDS MEETING, BRIEFING, OR CONFERENCE. Conducts or attends meeting, briefing, or conference.

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

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

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's 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 Organizational Maintenance/22000D			APPLICABILITY MAN-HOUR RANGE Constant Manpower									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
Aircraft	452X0	Civ	1									
TOTAL			1									
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT									
TOTAL												

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