*BY ORDER OF THE CHIEF,*
*NATIONAL GUARD BUREAU*

*ANGMS 23100C*
*3 JANUARY 1995*

*FABRICATION*
*(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 Fabrication 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 Fabrication 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 for required 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.

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

**OFFICIAL**

**DEBORAH GILMORE**
**Chief**
**Administrative Services**

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

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

*Certified by: NGB/CF (Col P.S.Kimmel)*
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## WORK CENTER DESCRIPTION

**Fabrication**
**(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 the original job assignment, and acquaints newly assigned personnel with the work center.

**1.1.3. MANAGES TRAINING.** Reviews training record, interviews and counsels trainee, determines training need, monitors training progress, and effects corrective action when necessary.

**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, and proofreads completed rating for accuracy of content, marks boxes, and signs.

**1.1.5. NOMINATES PERSONNEL FOR AWARD.** Nominates personnel for award and drafts the necessary 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, and oversees maintenance in progress to ensure compliance with directive, technical order, schedule, procedure, quality standard, safety, and security regulation.

**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. 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, and disciplinary problem and takes corrective action where necessary to maintain discipline and order.

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

**1.2.6. MONITORS MANPOWER/MANNING ACTION.** Reviews manpower authorization and manning requirement.

**1.2.7. PERFORMS 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.

**1.3. MONITORS SPECIAL INTEREST PROGRAM.** Evaluates the effectiveness of special program 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 AND STATISTICAL DATA.** Reviews report, maintenance man-hour accounting data, statistical data, daily supply documents, for the purpose of evaluating work center status and identifying exception, trend, or problem which requires management attention.

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

**1.7. REVIEWS DISTRIBUTION.** Reviews incoming and 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 safety 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 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. MONITORS EQUIPMENT, VEHICLE, OR SUPPLY STATUS.** Reviews, evaluates, and 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. MAINTENANCE AUTOMATED SYSTEM.** Makes input to Maintenance Management Information Control System/Core Automated Maintenance System. Retrieves, analyzes, and reconciles data.

**3. ASSISTANCE.** Assists other production work center in the performance of direct labor maintenance.

**4. CONTINGENCY/EXERCISE.** Supports contingency/exercise.

**5. MAINTENANCE INSPECTION.** Performs in-process inspection on maintenance. Inspects maintenance performed for clearing Red "X" condition and documents.

**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<br>Fabrication, FAC 23100C | | | APPLICABILITY MAN-HOUR RANGE<br>Constant Manpower | | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | | |
| Aerospace Propulsion | 454X0 | CIV | 1 | | | | | | | | | |
| TOTAL | | | 1 | | | | | | | | | |
| AIR FORCE SPECIALTY TITLE | AFSC | GRADE | MANPOWER REQUIREMENT | | | | | | | | | |
| | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

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