DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

VEHICLE MAINTENANCE

(OTIS ANGB)

1. Objective. As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the work center description for varying levels of workload volume.

2. Authority. AFM 77-310, Volumes I & II, and NGBM 77-310 contain Air National Guard (ANG) policy and procedural guidance for the Vehicle Maintenance work center. This ANGMS has been developed in accordance with procedures contained outlined for development of Single Point Location Manpower Standards in AFR 25-5, 16 May 88.

3. Applicability. This standard applies to the Massachusetts Air National Guard, Otis Air National Guard Base Vehicle Maintenance work center.

4. Standard Data:

a. Classification. Type III.

b. Approval Date. 9 Jul 92.

c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).

d. Standard Man-Hour Equation. $Y = 79.63 + 4.233X_1 + 1.132X_2 + 1.468X_3$

e. Workload Factors:

(1) Title:

(a) X_1. A Vehicle Equivalent Authorized.

(b) X_2. A Vehicle Assigned.

(c) X_3. A Vehicle Authorized.

(2) Definitions:

(a) X_1. The average monthly number of vehicle equivalents authorized that Vehicle Maintenance is responsible for maintaining, regardless of the owning command or using activity.

(b) X_2. The average monthly number of vehicles and or pieces of equipment assigned that Vehicle Maintenance is responsible for maintaining, regardless of the owning command or using activity.

(c) X_3. The average monthly number of vehicles and or pieces of equipment authorized that Vehicle Maintenance is responsible for maintaining, regardless of the owning command or using activity.

(3) Sources:

(a) X_1. ANG CEMO Report, ANG-LGT (SA) 8302, Vehicle Authorization List (VAL). Provide separate counts for the 102 FIW and Base Operating Support (BOS). Only one ORG-ID code is established for the 102 FIW; therefore, the unit will have to annotate on the VAL those vehicles authorized to the 102 FIW and the BOS. Record the total vehicle equivalents from the last line of the report titled "TOTAL," under the column heading title "Total VE." Use the most current report published. The VALs use organization identity codes to identify the applicable unit. Under the column titled "ORG-ID" find the code that properly identifies the unit. The "ORG-ID" codes for each unit are as follows:

UNIT	ORG-ID CODE
102 FIW	0102RMS70000
Base Operating Support	0102RMS70000

(b) X_2. Vehicle Master List PCN S0009-023. Obtain the count from entry on last page titled "VEH TOT." Provide separate counts for the 102 FIW and BOS. Only one site code is established for the 102 FIW; therefore, the unit will have to annotate on the PCN S0009-23 submitted to ANGRC/LGT those vehicles assigned to the 102 FIW, BOS, and any tenant units. The PCN S-0009-023 report uses Site Codes assigned to the applicable unit. The Site Codes for each unit are as follows:

UNIT	SITE CODE ID
102 FIW	B
Base Operating Support	B

(c) X_3. ANG CEMO Report, ANG-LGT (SA) 8302, Vehicle Authorization List (VAL). Provide separate

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counts for the 102 FIW and BOS. Only one ORG-ID code is established for the 102 FIW; therefore, the unit will have to annotate on the VAL those vehicles authorized to the 102 FIW and the BOS. Record the total number of vehicles from the last line of the report titled "TOTAL:," under the column heading titled "AUTH QNTY." Use the most current report published. The VALs use organization identity codes to identify the applicable unit. Under the column titled "ORG-ID" find the code that properly identifies the unit. The "ORG-ID" codes for each unit are as follows:

UNIT	ORG-ID CODE
102 FIW	0102RMS70000
Base Operating Support	0102RMS70000

5. Application Instructions:

a. The AF Form 1113, Standard Manpower Table, identifies the aggregate of allowed manpower by specialty title and AFSC. The three functions, Vehicle Maintenance, Vehicle Operations, and Vehicle Materiel Control, have been combined to allow more efficient use of the total number of manpower authorizations earned by the standard. There are two types of manpower requirements at Otis, 102 FIW and BOS. The 102 FIW requirements are Title 32 and would deploy if activated, BOS requirements are Title 5 and would not deploy.

b. Extrapolation limits for a single location standard are based on +/- 25 percent of the calculated man-hours IAW AFR 25-5, Para 12-23(c).

c. To determine the number of Title 32 and Title 5 requirements, the workload data must be separated. The following instructions apply and must be followed precisely to ensure proper application:

(1) Title 32 Requirements:

(a) Workload factors X_1 and X_3: Workload data for the 102 FIW includes those vehicles subject to deployment if the unit is activated. Refer to paragraphs 4e(3)(a) and 4e(3)(c) above.

(b) Workload factor X_2: Workload data for the 102 FIW includes those vehicles subject to deployment if the unit is activated. Refer to paragraph 4e(3)(b) above.

(c) Combine these three values and code as Y_1. See paragraph 5c(3) for sample.

(2) Title 5 Requirements:

(a) Workload factors X_1 and X_3: Workload data for the BOS includes those vehicles which will remain on the base in the event the 102 FIW is activated and deployed. Refer to paragraph 4e(3)(a) and 4e(3)(c) above.

(b) Workload factor X_2: Workload data for the BOS will include counts for those vehicles remaining on the base in the event the 102 FIW is activated and deployed. Refer to paragraph 4e(3)(b) above.

(c) Combine these two values and code as Y_2. See paragraph 5c(3) for sample.

(3) Combine the fixed/"A" value of the standard man-hour equation (79.63) with the values for Y_1 & Y_2 to arrive at the total man-hours (Y) for FAC 4241-OT. Sample total man-hour equation: $Y = 79.63 + Y_1 + Y_2$.

(4) Divide the total man-hours (Y) by the current civilian MAF to determine the total requirements for FAC 4241-OT. For fractional manpower values refer to the current ANG Fractional Manpower Range Table.

(5) Refer to Attachment 2, AF Form 1113, Standard Manpower Table, find the column that identifies the number of total manpower requirements, then read up and across the column to determine total manpower by AFSCs.

6. Statement of Conditions. The normal hours of operation for this work center are eight hours a day, five days a week. There are no other standard of living constraints which affect the daily operation of this work center.

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Chief, National Guard Bureau

OFFICIAL

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

WORK CENTER DESCRIPTION

Vehicle Maintenance

OTIS ANGB

DIRECT:

1. VEHICLE MAINTENANCE:

1.1. PERFORMS VEHICLE/EQUIPMENT MINOR MAINTENANCE AND DIAGNOSTIC QUALITY ASSURANCE (DQ&A) INSPECTION:

1.1.1. RECEIVES VEHICLE/EQUIPMENT FOR MINOR MAINTENANCE FROM USING ORGANIZATION:

1.1.1.1. PERFORMS INCOMING INSPECTION. Debriefs operator to determine if additional work is required. Reviews Serv-O-Plate for accuracy; reviews inspection card and waiver card for required maintenance.

1.1.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic and/or road test inspection of vehicle and/or equipment; and confirms discrepancy of vehicle and equipment work order.

1.1.2. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:

1.1.2.1. OBTAINS TOOL. Obtain tool required to accomplish repair from tool crib, consolidated tool kit (CTK), or shadow board.

1.1.2.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.1.2.3. OBTAINS MATERIAL FROM MATERIEL CONTROL. Handcarries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

1.1.3. PERFORMS REPAIR:

1.1.3.1. PERFORMS MINOR MAINTENANCE REPAIR AND/OR ADJUSTMENT. Performs minor maintenance repair and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.1.3.2. PERFORMS DIAGNOSTIC ENGINE TEST. Performs state emissions pretest, adjusts carburetor and ignition systems as required to pass state emissions standard.

1.1.4. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on Minor Maintenance Work Order to reflect all maintenance accomplished.

1.1.5. RECEIVES VEHICLE/EQUIPMENT FOR MAJOR MAINTENANCE FROM USING ORGANIZATION:

1.1.5.1. PERFORMS INCOMING INSPECTION. Debriefs operator to determine if additional work is required. Reviews Serv-O-Plate for accuracy; reviews inspection card and waiver card for required maintenance.

1.1.5.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic and/or road test inspection of vehicle and/or equipment; and confirms discrepancy of vehicle and equipment work order.

1.1.5.3. OPENS VEHICLE/EQUIPMENT WORK ORDER. Annotates work order with maintenance required; coordinates with Maintenance Control & Analyses (MC&A) for work order number and maintenance priority; and forwards to maintenance control technician.

1.1.6. PERFORMS INSPECTION:

1.1.6.1. PERFORMS QUALITY ASSURANCE (QA) INSPECTION. Performs QA inspection on 25 percent of all unscheduled vehicle maintenance output and inspects all scheduled vehicle maintenance output.

1.1.6.2. DOCUMENTS INSPECTION RESULT. Documents deficiency noted during inspection, forwards report to maintenance control technician, and coordinates with Maintenance Control technician to reschedule vehicle and/or equipment that does not pass quality assurance inspection.

1.1.7. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

1.2. PERFORMS GENERAL PURPOSE VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.2.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.2.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from maintenance control technician and reviews to determine what service and/or repair work is required.

1.2.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order; and enters additional maintenance requirement found on work order.

1.2.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.2.3. RESEARCHES TECHNICAL PUBLICATION:

1.2.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct Technical Order (T.O.) required to perform service or repair, obtains correct T.O. from T.O. file, and receipts for publication by annotating appropriate sign out record.

1.2.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication; tool, equipment, material, and/or part required to accomplish repair.

1.2.4. OBTAINS TOOL, EQUIPMENT, OR MATERIAL:

1.2.4.1. OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.2.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.2.4.3. OBTAINS MATERIAL:

1.2.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part and returns to work area.

1.2.4.3.2. OBTAINS MATERIAL FROM CONTRACTOR OPERATED PARTS STORE (COPARS). Hand-carries work order to COPARS, requests and picks up material and/or part, and returns to work area.

1.2.5. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

1.2.5.1. REPAIRS ENGINE ASSEMBLY.

1.2.5.2. REPAIRS IGNITION SYSTEM.

1.2.5.3. REPAIRS CARBURETOR SYSTEM.

1.2.5.4. REPAIRS COOLING SYSTEM.

1.2.5.5. REPAIRS FUEL SYSTEM.

1.2.5.6. REPAIRS CHARGING SYSTEM.

1.2.5.7. REPAIRS EXHAUST SYSTEM.

1.2.5.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.2.5.9. REPAIRS STARTING SYSTEM.

1.2.5.10. REPAIRS CLUTCH SYSTEM.

1.2.5.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.2.5.12. REPAIRS TRANSMISSION SYSTEM.

1.2.5.13. REPAIRS BRAKE SYSTEM.

1.2.5.14. REPAIRS WHEEL ALIGNMENT.

1.2.5.15. REPAIRS STEERING.

1.2.5.16. REPAIRS SUSPENSION.

1.2.5.17. REPAIRS UNIVERSAL JOINT.

1.2.5.18. REPAIRS WINDSHIELD WIPER.

1.2.5.19. REPAIRS DIFFERENTIAL SYSTEM.

1.2.5.20. REPAIRS HYDRAULIC SYSTEM.

1.2.5.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.2.5.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.2.5.23. REPAIRS CONTROL CABLE.

1.2.5.24. PERFORMS TUNE-UP.

1.2.5.25. PERFORMS OTHER MAINTENANCE.

1.2.6. PERFORMS INSPECTION. Performs inspection in accordance with (IAW) T.O. and appropriate regulations.

1.2.6.1. PERFORMS SAFETY INSPECTION.

1.2.6.2. PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.

1.2.6.3. PERFORMS SPECIAL INSPECTION.

1.2.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.2.8. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.2.9. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:

1.2.9.1. RETURNS TOOL. When repair is completed; cleans and returns tool to tool crib, CTK, or shadow board.

1.2.9.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.2.9.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.2.10. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.

1.2.11. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

1.2.12. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

1.3. PERFORMS SPECIAL PURPOSE, BASE MAINTENANCE AND CONSTRUCTION, AND MATERIAL HANDLING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.3.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.3.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

1.3.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order, and enters additional maintenance requirements found on work order.

1.3.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.3.3. RESEARCHES TECHNICAL PUBLICATION:

1.3.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file and receipts for publication by annotating appropriate sign out record.

1.3.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication; tool, equipment, material and/or part required to accomplish repair.

1.3.4. OBTAINS TOOL, EQUIPMENT, OR MATERIAL:

1.3.4.1. OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.3.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.3.4.3. OBTAINS MATERIAL:

1.3.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

1.3.4.3.2. OBTAINS MATERIAL FROM COPARS. Hand-carries work order to COPARS, requests and picks up material and/or part, and returns to work area.

1.3.5. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

1.3.5.1. REPAIRS ENGINE ASSEMBLY.

1.3.5.2. REPAIRS IGNITION SYSTEM.

1.3.5.3. REPAIRS CARBURETOR SYSTEM.

1.3.5.4. REPAIRS COOLING SYSTEM.

1.3.5.5. REPAIRS FUEL SYSTEM.

1.3.5.6. REPAIRS CHARGING SYSTEM.

1.3.5.7. REPAIRS EXHAUST SYSTEM.

1.3.5.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.3.5.9. REPAIRS STARTING SYSTEM.

1.3.5.10. REPAIRS CLUTCH SYSTEM.

1.3.5.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.3.5.12. REPAIRS TRANSMISSION SYSTEM.

1.3.5.13. REPAIRS BRAKE SYSTEM.

1.3.5.14. REPAIRS WHEEL ALIGNMENT.

1.3.5.15. REPAIRS STEERING.

1.3.5.16. REPAIRS SUSPENSION.

1.3.5.17. REPAIRS UNIVERSAL JOINT.

1.3.5.18. REPAIRS WINDSHIELD WIPER.

1.3.5.19. REPAIRS DIFFERENTIAL SYSTEM.

1.3.5.20. REPAIRS HYDRAULIC SYSTEM.

1.3.5.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.3.5.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.3.5.23. REPAIRS CONTROL CABLE.

1.3.5.24. REPAIRS HOSE REEL AND/OR REWIND.

1.3.5.25. REPAIRS VALVE (OTHER THAN ENGINE).

1.3.5.26. REPAIRS METER AND/OR COUNTER.

1.3.5.27. REPAIRS NOZZLE.

1.3.5.28. REPAIRS SWING JOINT ASSEMBLY.

1.3.5.29. REPAIRS PIPING; WATER AND/OR FUEL (PLUMBING).

1.3.5.30. REPAIRS PUMPING SYSTEM AND/OR HOSE.

1.3.5.31. PERFORMS TUNE-UP.

1.3.5.32. PERFORMS OTHER MAINTENANCE.

1.3.6. PERFORMS INSPECTION. Performs inspection IAW with appropriate T.O. and regulation.

1.3.6.1. PERFORMS SAFETY INSPECTION.

1.3.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.

1.3.6.3. PERFORMS SPECIAL INSPECTION.

1.3.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.3.8. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.3.9. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:

1.3.9.1. RETURNS TOOL. When repair is completed; cleans and returns tool to tool crib, CTK, or shadow board.

1.3.9.2. RETURNS EQUIPMENT. Cleans and returns special equipment and picks up temporary issue receipt or chit.

1.3.9.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.3.10. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance that was accomplished.

1.3.11. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from the appropriate holding area depending on maintenance requirement.

1.3.12. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

1.4. PERFORMS REFUELING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.4.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.4.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

1.4.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order, and enters additional maintenance requirement found on work order.

1.4.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.4.3. RESEARCHES TECHNICAL PUBLICATION:

1.4.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file and receipts for publication by annotating appropriate sign out record.

1.4.3.2. IDENTIFIES TOOL, EQUIPMENT, AND MATERIAL. Identifies, by use of technical publication; tool, equipment, material and/or part required to accomplish repair.

1.4.4. OBTAINS TOOL, EQUIPMENT, OR MATERIAL:

1.4.4.1 OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.4.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.4.4.3. OBTAINS MATERIAL:

1.4.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

1.4.4.3.2. OBTAINS MATERIAL FROM COPARS. Hand-carries work order to COPARS, requests and picks up material and/or part, and returns to work area.

1.4.5. PERFORMS REPAIR:

1.4.5.1. PERFORMS MINOR MAINTENANCE REPAIR AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.4.5.2. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

1.4.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.4.5.2.2. REPAIRS IGNITION SYSTEM.

1.4.5.2.3. REPAIRS CARBURETOR SYSTEM.

1.4.5.2.4. REPAIRS COOLING SYSTEM.

1.4.5.2.5. REPAIRS FUEL SYSTEM.

1.4.5.2.6. REPAIRS CHARGING SYSTEM.

1.4.5.2.7. REPAIRS EXHAUST SYSTEM.

1.4.5.2.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.4.5.2.9. REPAIRS STARTING SYSTEM.

1.4.5.2.10. REPAIRS CLUTCH SYSTEM.

1.4.5.2.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.4.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.4.5.2.13. REPAIRS BRAKE SYSTEM.

1.4.5.2.14. REPAIRS WHEEL ALIGNMENT.

1.4.5.2.15. REPAIRS STEERING.

1.4.5.2.16. REPAIRS SUSPENSION.

1.4.5.2.17. REPAIRS UNIVERSAL JOINT.

1.4.5.2.18. REPAIRS WINDSHIELD WIPER.

1.4.5.2.19. REPAIRS DIFFERENTIAL SYSTEM.

1.4.5.2.20. REPAIRS HYDRAULIC SYSTEM.

1.4.5.2.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.4.5.2.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.4.5.2.23. REPAIRS CONTROL CABLE.

1.4.5.2.24. REPAIRS HOSE REEL AND/OR REWIND.

1.4.5.2.25. REPAIRS VALVE (OTHER THAN ENGINE).

1.4.5.2.26. REPAIRS METER AND/OR COUNTER.

1.4.5.2.27. REPAIRS NOZZLE.

1.4.5.2.28. REPAIRS SWING JOINT ASSEMBLY.

1.4.5.2.29. REPAIRS PIPING; WATER AND/OR FUEL (PLUMBING).

1.4.5.2.30. REPAIRS PUMPING SYSTEM AND/OR HOSE.

1.4.5.2.31. PERFORMS TUNE-UP.

1.4.5.2.32. PERFORMS OTHER MAINTENANCE.

1.4.6. PERFORMS INSPECTION. Performs inspection IAW with appropriate T.O. and regulations.

1.4.6.1. PERFORMS SAFETY INSPECTION.

1.4.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.

1.4.6.3. PERFORMS SPECIAL INSPECTION.

1.4.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to maintenance control technician; and coordinates with Maintenance Control technician, if applicable, to reschedule vehicle and/or equipment that does not pass quality assurance inspection.

1.4.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.4.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair and/or replaces minor part in disabled vehicle; provides wrecker service as required, and performs travel to and from disabled vehicle.

1.4.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.4.11. RETURNS TOOL, EQUIPMENT, OR UNUSED MATERIAL AND/OR PART:

1.4.11.1. RETURNS TOOL. When repair is completed; cleans and returns tool to tool crib, CTK, or shadow board.

1.4.11.2. RETURNS EQUIPMENT. Cleans, returns special equipment, and picks up temporary issue receipt or chit.

1.4.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.4.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.

1.4.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor maintenance work order.

1.4.14. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

1.4.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

1.5. PERFORMS FIRE DEPARTMENT VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.5.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.5.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

1.5.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order, and enters additional maintenance requirement found on work order.

1.5.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.5.3. RESEARCHES TECHNICAL PUBLICATION:

1.5.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file and receipts for publication by annotating appropriate sign out record.

1.5.3.2. IDENTIFIES TOOL, EQUIPMENT, OR MATERIAL. Identifies, by use of technical publication; tool, equipment, or material and/or part required to accomplish repair.

1.5.4. OBTAINS TOOL, EQUIPMENT, OR MATERIAL:

1.5.4.1. OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.5.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and

receipts for equipment by temporary issue receipt or chit.

1.5.4.3. OBTAINS MATERIAL:

1.5.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock; requests and picks up material and/or part, and returns to work area.

1.5.4.3.2. OBTAINS MATERIAL FROM COPARS. Hand-carries work order to COPARS, requests and picks up material and/or part, and returns to work area.

1.5.5. PERFORMS REPAIR:

1.5.5.1. PERFORMS MINOR MAINTENANCE REPAIR AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.5.5.2. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

1.5.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.5.5.2.2. REPAIRS IGNITION SYSTEM.

1.5.5.2.3. REPAIRS CARBURETOR SYSTEM.

1.5.5.2.4. REPAIRS COOLING SYSTEM.

1.5.5.2.5. REPAIRS FUEL SYSTEM.

1.5.5.2.6. REPAIRS CHARGING SYSTEM.

1.5.5.2.7. REPAIRS EXHAUST SYSTEM.

1.5.5.2.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.5.5.2.9. REPAIRS STARTING SYSTEM.

1.5.5.2.10. REPAIRS CLUTCH SYSTEM.

1.5.5.2.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.5.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.5.5.2.13. REPAIRS BRAKE SYSTEM.

1.5.5.2.14. REPAIRS WHEEL ALIGNMENT.

1.5.5.2.15. REPAIRS STEERING.

1.5.5.2.16. REPAIRS SUSPENSION.

1.5.5.2.17. REPAIRS UNIVERSAL JOINT.

1.5.5.2.18. REPAIRS WINDSHIELD WIPER.

1.5.5.2.19. REPAIRS DIFFERENTIAL SYSTEM.

1.5.5.2.20. REPAIRS HYDRAULIC SYSTEM.

1.5.5.2.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.5.5.2.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.5.5.2.23. REPAIRS CONTROL CABLE.

1.5.5.2.24. REPAIRS TURRETT.

1.5.5.2.25. REPAIRS HOSE REEL AND/OR REWIND.

1.5.5.2.26. REPAIRS VALVE (OTHER THAN ENGINE).

1.5.5.2.27. REPAIRS METER AND/OR COUNTER.

1.5.5.2.28. REPAIRS NOZZLE.

1.5.5.2.29. REPAIRS SWING JOINT ASSEMBLY.

1.5.5.2.30. REPAIRS PIPING; WATER AND/OR FUEL (PLUMBING).

1.5.5.2.31. REPAIRS FOAM C-B.

1.5.5.2.32. REPAIRS PUMPING SYSTEM AND/OR HOSE.

1.5.5.2.33. PERFORMS TUNE-UP.

1.5.5.2.34. PERFORMS OTHER MAINTENANCE.

1.5.6. PERFORMS INSPECTION. Performs inspection IAW appropriate T.O. and regulation.

1.5.6.1. PERFORMS SAFETY INSPECTION.

1.5.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.

1.5.6.3. PERFORMS SPECIAL INSPECTION.

1.5.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to Maintenance Control technician; and coordinates with Maintenance Control technician, if applicable, to reschedule vehicle and/or equipment that does not pass QA inspection.

1.5.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.5.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

1.5.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.5.11. RETURNS TOOL, EQUIPMENT, OR UNUSED MATERIAL AND/OR PART:

1.5.11.1. RETURNS TOOL. When repair is completed; cleans and returns tool to tool crib, CTK, or shadow board.

1.5.11.2. RETURNS EQUIPMENT. Cleans, returns special equipment, and picks up temporary issue receipt or chit.

1.5.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.5.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.

1.5.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on Minor Maintenance work order.

1.5.14. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

1.5.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

1.6. PERFORMS NON-REGISTERED VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:

1.6.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:

1.6.1.1. REVIEWS VEHICLE AND EQUIPMENT WORK ORDER. Obtains vehicle and equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

1.6.1.2. CONFIRMS DISCREPANCY. Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment; confirms discrepancy on vehicle and equipment work order, and enters additional maintenance requirement found on work order.

1.6.2. ASSIGNS WORK. Assigns mechanic to perform service or repair based on skill and experience required.

1.6.3. RESEARCHES TECHNICAL PUBLICATION:

1.6.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION. Researches index to determine correct T.O. required to perform service or repair; obtains correct T.O. from T.O. file and receipts for publication by annotating appropriate sign out record.

1.6.3.2. IDENTIFIES TOOL, EQUIPMENT, OR MATERIAL. Identifies, by use of technical publication; tool, equipment, or material and/or part required to accomplish repair.

1.6.4. OBTAINS TOOL, EQUIPMENT, OR MATERIAL:

1.6.4.1. OBTAINS TOOL. Obtains tool required to accomplish repair from tool crib, CTK, or shadow board.

1.6.4.2. OBTAINS EQUIPMENT. Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

1.6.4.3. OBTAINS MATERIAL:

1.6.4.3.1. OBTAINS MATERIAL FROM MATERIEL CONTROL. Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

1.6.4.3.2. OBTAINS MATERIAL FROM COPARS. Hand-carries work order to COPARS, requests and picks up material and/or part, and returns to work area.

1.6.5. PERFORMS REPAIR:

1.6.5.1. PERFORMS MINOR MAINTENANCE REPAIR AND/OR ADJUSTMENT. Performs minor maintenance and/or adjustment requiring one direct labor hour or less and/or parts cost of fifty dollars or less.

1.6.5.2. PERFORMS MAJOR MAINTENANCE REPAIR. Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

1.6.5.2.1. REPAIRS ENGINE ASSEMBLY.

1.6.5.2.2. REPAIRS IGNITION SYSTEM.

1.6.5.2.3. REPAIRS CARBURETOR SYSTEM.

1.6.5.2.4. REPAIRS COOLING SYSTEM.

1.6.5.2.5. REPAIRS FUEL SYSTEM.

1.6.5.2.6. REPAIRS CHARGING SYSTEM.

1.6.5.2.7. REPAIRS EXHAUST SYSTEM.

1.6.5.2.8. REPAIRS ELECTRICAL SYSTEM AND/OR LIGHT.

1.6.5.2.9. REPAIRS STARTING SYSTEM.

1.6.5.2.10. REPAIRS CLUTCH SYSTEM.

1.6.5.2.11. REPAIRS HEATER AND/OR AIR CONDITIONER.

1.6.5.2.12. REPAIRS TRANSMISSION SYSTEM.

1.6.5.2.13. REPAIRS BRAKE SYSTEM.

1.6.5.2.14. REPAIRS WHEEL ALIGNMENT.

1.6.5.2.15. REPAIRS STEERING.

1.6.5.2.16. REPAIRS SUSPENSION.

1.6.5.2.17. REPAIRS UNIVERSAL JOINT.

1.6.5.2.18. REPAIRS WINDSHIELD WIPER.

1.6.5.2.19. REPAIRS DIFFERENTIAL SYSTEM.

1.6.5.2.20. REPAIRS HYDRAULIC SYSTEM.

1.6.5.2.21. REPAIRS AIR SYSTEM AND/OR BRAKE.

1.6.5.2.22. REPAIRS SPEEDOMETER OR HOURMETER.

1.6.5.2.23. REPAIRS CONTROL CABLE.

1.6.5.2.24. REPAIRS TURRETT.

1.6.5.2.25. REPAIRS HOSE REEL AND/OR REWIND.

1.6.5.2.26. REPAIRS VALVE (OTHER THAN ENGINE).

1.6.5.2.27. REPAIRS METER AND/OR COUNTER.

1.6.5.2.28. REPAIRS NOZZLE.

1.6.5.2.29. REPAIRS SWING JOINT ASSEMBLY.

1.6.5.2.30. REPAIRS PIPING; WATER AND/OR FUEL (PLUMBING).

1.6.5.2.31. REPAIRS FOAM C-B.

1.6.5.2.32. REPAIRS PUMPING SYSTEM AND/OR HOSE.

1.6.5.2.33. PERFORMS TUNE-UP.

1.6.5.2.34. PERFORMS OTHER MAINTENANCE.

1.6.6. PERFORMS INSPECTION. Performs inspection IAW appropriate T.O. and regulation.

1.6.6.1. PERFORMS SAFETY INSPECTION.

1.6.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.

1.6.6.3. PERFORMS SPECIAL INSPECTION.

1.6.7. PERFORMS QA INSPECTION. Performs QA inspection on vehicle maintenance output; documents deficiency noted during inspection and forwards report to Maintenance Control technician; and coordinates with Maintenance Control technician, if applicable, to reschedule vehicle and/or equipment that does not pass QA inspection.

1.6.8. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE NSPECTION. Performs acceptance inspection for contract maintenance or warranty work.

1.6.9. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

1.6.10. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.

1.6.11. RETURNS TOOL, EQUIPMENT, OR UNUSED MATERIAL AND/OR PART:

1.6.11.1. RETURNS TOOL. When repair is completed; cleans and returns tool to tool crib, CTK, or shadow board.

1.6.11.2. RETURNS EQUIPMENT. Cleans, returns special equipment, and picks up temporary issue receipt or chit.

1.6.11.3. RETURNS UNUSED MATERIAL. Returns unused or creditable material.

1.6.12. DOCUMENTS COMPLETED WORK. Documents vehicle and equipment work order to reflect all maintenance accomplished.

1.6.13. ANNOTATES MINOR MAINTENANCE WORK ORDER. Makes appropriate entry on minor maintenance work order.

1.6.14. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT. Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

1.6.15. RECOVERS/COLLECTS HAZARDOUS WASTE. Recovers/collects hazardous waste and records daily amount of gallons until 55 gallon capacity is reached.

2. VEHICLE OPERATIONS:

2.1. PERFORMS VEHICLE OPERATIONS:

2.1.1. MAINTAINS VEHICLE ACCOUNT. Maintains current record on command owned base registered vehicle. Updates Custodian Authorization/Customer Receipt Listing (CA/CRL) when vehicle is received, vehicle is turned in, National Stock Number (NSN) or Table of Allowances (TA) changes. Compares to old CA/CRL.

2.1.2. MANAGES DISPATCH:

2.1.2.1. REVIEWS AND RECORDS REQUEST FOR TRANSPORTATION. Reviews and records request for transportation on appropriate form, coordinates transportation request to avoid duplication, notifies vehicle operator of transportation requirement, and ensures driver is physically and mentally capable to operate vehicle.

2.1.2.2. SCHEDULES OPERATION. Schedules operation to ensure maximum use of U-Drive-It Fleet.

2.1.2.3. MAINTAINS DISPATCH RECORD. Completes and maintains record of Class C vehicle dispatch.

2.1.2.4. ISSUES TRIP PACKET. Issues jack, spare tire, emergency supplies, and road map in trip packet when vehicle is dispatched off base.

2.1.2.5. CHECKS INSPECTION GUIDE. Checks operator inspection guide and trouble report.

2.1.2.6. REPLACES OPERATORS INSPECTION GUIDE CARD. Prepares operators inspection guide card for first of month change in U-Drive-It fleet; transcribes deferred discrepancy from previous month inspection guide card to new card; and reports maintenance to MC&A technician.

2.1.2.7. INVESTIGATES VEHICLE ABUSE/MISUSE. Prepares vehicle abuse/misuse report, prepares draft letter of vehicle abuse/misuse, forwards to unit Vehicle Control Officer (VCO), reviews VCO reply, and takes appropriate action.

2.1.2.8. COORDINATES EMERGENCY SERVICE. Coordinates emergency road service and ensures service is provided.

2.1.2.9. MAINTAINS U-DRIVE-IT FLEET. Ensures dispatch vehicle is serviceable, cleaned, and inspected before issuance; and ensures operator maintenance is properly performed.

2.1.2.10. VALIDATES AF FORM 15, USAF INVOICE. Validates completed AF Form 15.

2.2. PERFORMS FLEET MANAGEMENT:

2.2.1. MANAGES VEHICLE CONTROL FUNCTION:

2.2.1.1. MAINTAINS VCO LIST. Maintains current list of all unit VCOs.

2.2.1.2. MAINTAINS VEHICLE LIST. Maintains current list of vehicles assigned to each unit VCO.

2.2.1.3. PROVIDES UNIT ASSISTANCE. Provides assistance to unit VCO as required via telephone or written correspondence.

2.2.1.4. CONDUCTS UNIT ASSISTANCE VISIT:

2.2.1.4.1. PREPARES FOR VISIT. Prepares for visit by analyzing operation and maintenance cost per mile, fuel and oil consumption, vehicle rotation plan, trend data on accident, abuse and misuse case, and analyzes vehicle inspection result.

2.2.1.4.2. CONDUCTS VISIT.

2.2.1.4.3. DOCUMENTS VISIT. Documents visit to include topic discussed and name of organizational participant and forwards copy to unit commander.

2.2.1.4.4. CONDUCTS FOLLOW-UP VISIT.

2.2.1.4.5. DOCUMENTS FOLLOW-UP VISIT. Documents follow-up visit to include topics discussed and name of organizational participant and forwards copy to unit commander.

2.2.1.5. CONDUCTS TECHNICAL INSPECTION:

2.2.1.5.1. PREPARES FOR INSPECTION. Prepares for inspection by obtaining required vehicle list.

2.2.1.5.2. CONDUCTS INSPECTION. Inspects assigned registered vehicle assigned to unit.

2.2.1.5.3. DOCUMENTS INSPECTION. Documents inspection visit to each organization and forwards copy to unit commander.

2.2.1.5.4. CONDUCTS FOLLOW-UP INSPECTION.

2.2.1.5.5. DOCUMENTS FOLLOW-UP INSPECTION. Documents follow-up inspection visit and forwards copy to unit commander.

2.2.1.6. REVIEWS AUXILIARY PARKING REQUEST. Reviews request for auxiliary parking for vehicle assigned to unit and makes recommendation.

2.2.1.7. CONDUCTS VCO TRAINING. Conducts training for individual appointed as VCO by unit.

2.2.1.8. MAINTAINS VCO GUIDE.

2.2.1.9. PREPARES FOR VCO MEETING:

2.2.1.9.1. PLANS FOR MEETING. Collects information for meeting as prescribed by directive.

2.2.1.9.2. CONDUCTS MEETING. Conducts meeting and prepares and distributes minutes.

2.2.2. PERFORMS FLEET ANALYSIS:

2.2.2.1. PERFORMS GENERAL FLEET ANALYSIS. Analyzes, by vehicle type, trend data in vehicle utilization, operations and maintenance cost, fuel use, and Vehicle Out of Commission (VOC) rate; and identifies causative factor.

2.2.2.2. PERFORMS AUTHORIZATION ANALYSIS. Analyzes vehicle authorization request for permanent Class B and C vehicles and conducts annual review of AF Form 1374, Justification for Vehicle Dispatch.

2.2.2.3. PERFORMS VEHICLE SIZING ANALYSIS. Performs semiannual evaluation of vehicle sizing alternative using Vehicle Integrated Management System (VIMS) data base of individual vehicle utilization to provide fleet management advantage; and rotates vehicle as required.

2.2.2.4. PERFORMS PRIORITY-BUY ANALYSIS. Analyzes priority-buy alternative; develops package for Vehicle Authorization Utilization Board (VAUB); and submits package as approved by VAUB.

2.2.2.5. CONDUCTS SPECIAL STUDY. Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, and summary.

2.2.3. PERFORMS QA EVALUATION:

2.2.3.1. PERFORMS QA EVALUATION. Performs vehicle operations contract QA service and monitors contractor performance.

2.2.3.2. PERFORMS ECONOMIC ANALYSIS. Performs economic analysis of contract versus in-house service required.

2.2.4. DEVELOPS RESOURCE REQUIREMENT AND JUSTIFICATION:

2.2.4.1. DETERMINES WORKDAY REQUIREMENT. Determines special training, proficiency training, and annual training workday required to support training plan.

2.2.4.2. DETERMINES FUEL BUDGET REQUIREMENT. Determines current fuel budget by projection using previous year usage and additional requirement forecast.

2.2.4.3. PREPARES UNFUNDED REQUIREMENT. Identifies and prepares unfunded requirement for input into ARCS: ANG-LGS 7402 Supplies and Equipment Edit report.

2.2.4.4. ESTIMATES VEHICLE RENTAL. Estimates and submits budget for vehicle rental requirement.

2.2.4.5. PREPARES SPECIAL OPERATING EQUIPMENT BUDGET.

2.2.5. INITIATES VEHICLE RENTAL REQUEST:

2.2.5.1. PREPARES AF FORM 9, REQUEST FOR PURCHASE. Prepares AF Form 9 for both short and/or long term rental of vehicle.

2.2.5.2. AINTAINS REQUEST FOR PURCHASE LOG. Maintains Request For Purchase log in numerical sequence and reason for initiation.

2.2.5.3. OBTAINS APPROVAL. Obtains approval from resource manager and Accounting and Finance Office (AFO), submits request for additional funds if necessary, and ensures AFO loads additional funds into Project Funds Management Record (PFMR).

2.2.5.4. FOLLOWS-UP ON VEHICLE RENTAL REQUEST. Follows-up with Contracting to ensure procurement of both long and/or short term rental vehicle.

2.2.6. COLLECTS OFF-BASE MILEAGE. Collects off-base mileage on AF Form 1380, for verification of state road tax.

2.2.7. CONTROLS SF 149, U.S. GOVERNMENT NATIONAL CREDIT CARD:

2.2.7.1. ACQUIRES FORM. Acquires SF 149 for installation requirement.

2.2.7.2. MAINTAINS REGISTER. Maintains credit card register on issuance of SF 149.

2.2.7.3. CONDUCTS REVIEW. Conducts review of control document and credit card register semiannually; and conducts physical inventory of SF 149.

2.2.7.4. PROVIDES GUIDANCE. Prepares and provides guidance to user of SF 149.

2.2.7.5. PREPARES AND SUBMITS PURCHASE ESTIMATE. Prepares and submits quarterly estimate of credit card purchase to host AFO.

2.2.8. PROCESSES DELIVERY TICKET:

2.2.8.1. REVIEWS ONIONSKIN COPY. Reviews onionskin copy of charge slip for accuracy and correctness.

2.2.8.2. INVESTIGATES PURCHASE. Takes necessary action to investigate questionable purchase.

2.2.8.3. POSTS DELIVERY TICKET DAILY. Posts delivery ticket on AF Form 616, Request and Authority to Cite Funds.

2.2.8.4. PREPARES AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT. Prepares AF Form 1994 by transcribing vendor invoice number, quantity, fuel type, price, date, Department of Defense Activity Account Code (DoDAAC), unit code, and vehicle registration number, and signs.

2.2.8.5. PREPARES COMPUTER INPUT. Prepares computer input by transcribing information from AF Form 1994 "1GC" transaction to computer input card.

2.2.8.6. FORWARDS COMMERCIAL FUELS PURCHASE "1GC" DISK TO AFO. Forwards "1GC" computer disk, with copy of AF Form 1994, to AFO.

2.2.8.7. VERIFIES VENDOR STATEMENT. Reviews and matches vendor onionskin copy to vendor statement for accuracy, computes tax and subtracts from total if applicable, stamps vendor statement with certification of receipt, and forwards vendor statement to AFO.

2.2.8.8. MAINTAINS FILE. Maintains file for AF FORM 1994 and vendor onionskin and files copy of vendor invoice with onionskin attached to AF Form 1994 in suspense file.

2.2.8.9. ISSUES SF 1094, U.S. TAX EXEMPTION CERTIFICATE. Issues SF 1094 when tax exceeds ten dollars and certifies tax exemption to vendor.

2.2.8.10. NOTIFIES CONTRACTOR. Notifies contractor in writing when invoice is not received within 90 days from delivery ticket date.

2.2.8.11. NOTIFIES AFO. Notifies AFO in writing when invoice is not received from contractor after 120 days from delivery ticket date.

2.2.8.12. RESOLVES DISCREPANCY. Resolves contractor invoice discrepancy in writing.

2.2.9. MANAGES TOLL TICKET:

2.2.9.1. ACQUIRES TOLL TICKET. Prepares AF Form 9 to purchase toll ticket.

2.2.9.2. ISSUES TOLL TICKET. Safeguards and issues toll ticket to authorized individual, records in control log, communicates with toll authority, and inventories unused toll ticket or receipt of used toll ticket upon return.

2.2.9.3. INVESTIGATES UNAUTHORIZED USE OF TOLL TICKET. Investigates incident of suspected unauthorized use of toll ticket and takes necessary action to resolve problem.

2.2.9.4. PROVIDES OPERATOR WITH INSTRUCTION. Provides operator with written instruction on security and use of toll ticket.

2.2.9.5. CONDUCTS INVENTORY. Conducts physical inventory of toll ticket.

2.3. PREPARES FOR VAUB MEETING:

2.3.1. PREPARES FOR MEETING. Schedules meeting. Prepares and maintains priority vehicle recall list and priority maintenance list.

2.3.2. ATTENDS MEETING. Provides technical advice at VAUB meeting.

2.3.3. DOCUMENTS MEETING. Documents meeting, prepares and distributes minutes, and follows-up on results of meeting.

2.4. MANAGES DRIVER EVALUATION PROGRAM:

2.4.1. SCHEDULES ORIENTATION TRAINING:

2.4.1.1. SCHEDULES ORIENTATION CLASS. Coordinates with training office for classroom; coordinates with organization by phone, in person, or by processing AF Form 171, Request for Driver Training; prepares input for squadron information bulletin, schedules date and time for training, and sets up video training equipment.

2.4.1.2. OBTAINS PERSONNEL INFORMATION. Obtains personnel data using AF Form 171 or locally developed form for input into Automated License Program.

2.4.2. PREPARES INITIAL LICENSE FORM. Prepares initial license form and prints license.

2.4.3. PREPARES REPLACEMENT LICENSE FORM. Prepares replacement license form for lost or stolen card.

2.4.4. UPDATES DRIVER RECORD:

2.4.4.1. INPUTS CHANGE. Inputs change of rank, organization, or new qualification in driver record on Automated License Program.

2.4.4.2. PREPARES NEW LICENSE FORM. Prepares new license form and prints license.

2.4.5. PROCESSES INDIVIDUAL PERMANENT CHANGE OF STATION (PCS) FILE. Processes file for individual going PCS. Prints document and listing for individual PCS package.

2.4.6. PREPARES LISTING. Prepares listing of organizational qualification and driver qualified to operate a specific vehicle.

2.4.7. MAINTAINS COMPUTER PROGRAM. Maintains driver evaluation computer program by adding or deleting management code and sorting data file.

2.4.7.1. INPUTS PROGRAM CHANGE.

2.4.7.2. PERFORMS PROGRAM DEBUGGING.

2.4.7.3. PREPARES BACKUP DISK.

2.5. PERFORMS VEHICLE ACCIDENT INVESTIGATION:

2.5.1. ASSISTS IN COMPLETION OF REQUIRED ACCIDENT FORM:

2.5.1.1. ASSISTS OPERATOR. Assists vehicle operator in completion of SF 91, Operators Report of Motor Vehicle Accident, and DD Form 518, Operator Accident Identification Card.

2.5.1.2. ASSISTS LOCAL AUTHORITY. Assists Security Police, Ground Safety, and/or local authority in on-scene accident investigation.

2.5.2. REVIEWS ACCIDENT REPORT:

2.5.2.1. REVIEWS VEHICLE AND EQUIPMENT ACCIDENT WORK ORDER. Reviews AF Form 1823, Vehicle and Equipment Work Order, to ensure identification of accident repair cost.

2.5.2.2. REVIEWS UNIFORM POLICE TRAFFIC COLLISION REPORT. Reviews uniform police traffic collision report for information and accuracy.

2.5.2.3. NOTIFIES ORGANIZATION COMMANDER. Notifies using organization's commander to investigate accident to determine cause and possible prevention.

2.5.2.4. REVIEWS ACCIDENT OR COMPLAINT REPORT. Reviews accident or complaint report to

determine if there is vehicle abuse or misuse involved and takes proper follow-up action.

2.5.3. PREPARES AF FORM 20, REPAIR COST AND REPARABLE VALUE STATEMENT. Contacts base photographer to photograph damage, contacts Staff Judge Advocate to ensure legal sufficiency, prepares AF Form 20, and releases vehicle for repair to MC&A.

2.5.4. SUBMITS REPORT. Submits accident report to commander for determination of cause and placement of liability.

2.5.5. MAINTAINS FILE:

2.5.5.1. FILES ACCIDENT REPORT. Reviews and files completed accident, abuse, and misuse report; and forwards file to Deputy Commander for Resources (DCR), as required, for further action.

2.5.5.2. MAINTAINS SUSPENSE FILE. Maintains suspense file on accident investigation in progress.

2.6. PERFORMS PASSENGER/CARGO SERVICE:

2.6.1. PERFORMS TRANSPORTATION SERVICE. Reviews and records request for transportation, ensures request is recorded on dispatch log, operates passenger and cargo-carrying vehicle to accomplish authorized transportation of personnel and cargo, proceeds to destination and returns, returns vehicle to parking area; and records trip.

2.6.2. ASSISTS LOADING/UNLOADING. Assists in the loading and unloading of cargo, checks weight distribution, and secures cargo.

2.7. PREPARES FOR TRAINING ASSEMBLY. Ensures training material and facility are available, reviews training record and/or related document to determine training requirement, reviews scheduled and unscheduled maintenance requirement, and prepares input to monthly training schedule.

2.8. PREPARES FOR UNIT ACTIVATION. Prepares material and/or vehicle for deployment/exercise package, coordinates with commander and state authority, prepares transportation briefing, conducts site survey, and recovers material and/or vehicle from deployment site.

3. MATERIEL CONTROL:

3.1. REQUISITIONS PART:

3.1.1. RESEARCHES SOURCE OF SUPPLY INFORMATION. Researches source of supply information to determine NSN or part number, proper nomenclature, quantity required, T.O. figure and index, Urgency of Need Designator (UND), Force Activity Designator (FAD), management code, make and model of vehicle, and source code when available.

3.1.2. ORDERS PART:

3.1.2.1. ORDERS PART THROUGH COPARS. Orders or backorders part through COPARS by certifying part as being an item on list of components common to commercial design vehicle.

3.1.2.2. ORDERS PART THROUGH BLANKET PURCHASE AGREEMENT (BPA). Orders part through BPA for non-stocked or out-of-stock part when Vehicle Deadlined for Parts (VDP) time or work stoppage condition would occur, and obtains approval from Vehicle Maintenance Superintendent (VMS).

3.1.2.3. ORDERS PART THROUGH BASE SUPPLY. Orders part through Base Supply if applicable and documents action via issue or turn-in request or supply control log.

3.1.2.4. RESOLVES SUPPLY DIFFICULTY. Provides follow-up assistance on supply difficulty action and coordinates action with Base Supply, Air Force Logistics Command (AFLC), local vendor, and/or item manager.

3.1.2.5. PREPARES DD FORM 1348-6. Issues and processes non-NSN requisition form for local purchase and forwards form to procurement.

3.1.2.6. PROCESSES LOCAL MANUFACTURE REQUEST. Processes local manufacture request, AF Form 9, if ite is not stock listed and excessive VDP time would be required and item is available through a commercial source.

3.1.3. RECEIVES PART FROM SUPPLY:

3.1.3.1. RECEIPTS FOR PART. Signs receipt for part; verifies part against suspense file to ensure correct part, annotates suspense control card, and stores part for deferred maintenance as required.

3.1.3.2. VERIFIES PART TRANSACTION. Checks daily document register (DO4) for issue transaction or part status; and verifies validity of work order number, accuracy of unit of issue, and cost.

3.1.4. ISSUES PART. Issues part for scheduled and unscheduled maintenance.

3.2. PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.

3.3. MAINTAINS STOCK LISTING:

3.3.1. MAINTAINS PARTS STOCK LISTING. Maintains stock listing by ensuring all required microfiche cards are on file.

3.3.2. MAINTAINS DUE IN FOR MAINTENANCE (DIFM) LISTING (R26). Reviews R26; coordinates with Supply's DIFM monitor on status, and prepares item for turn-in.

3.4. REVIEWS MISSION CAPABLE (MICAP) AND VDP SUPPLY LISTING,PRIORITY MONITOR REPORT (D18):

3.4.1. REVIEWS D18. Reviews D18, notifies Base Supply if MICAP or VDP part does not appear on supply listing or does not have a due-in date one day after need has been levied, determines cause, and corrects it.

3.4.2. POSTS PART STATUS. Posts part status to status board and updates status as change occurs.

3.4.3. COORDINATES WITH VMS. Coordinates with superintendent on MICAP and VDP condition.

3.4.4. PROVIDES FOLLOW-UP ACTION. Provides follow-up action on supply difficulty action and coordinates action with Base Supply as necessary.

3.5. PROCESSES REPAIR CYCLE ASSET. Prepares AF Form 9, as required, to repair part prior to turn-in; and processes repair cycle asset (DIFM item) IAW applicable directive.

3.6. MONITORS PART. Checks for part on hand or on order against vehicle to be redistributed or transferred, cancels due-out, and turns in part on hand (if credit is given) or moves to work order residue.

3.7. PERFORMS COPARS ACTION:

3.7.1. INITIATES REQUEST FOR COPARS. Initiates Request for Purchase, AF Form 9, for VMS to sign, specifying fund requirement; and forwards it through channels to Contracting office.

3.7.2. REVIEWS COPARS CONTRACT. Reviews COPARS contract to become familiar with the obligation of both the government and contractor.

3.7.3. NOTIFIES SUPERINTENDENT. Notifies superintendent of COPARS related problems as they develop.

3.7.4. MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from COPARS.

3.7.5. MAINTAINS COPARS FUND STATUS. Maintains a daily log of COPARS fund expenditures and notifies the VMS when 85% of monthly COPARS funds have been obligated.

3.7.6. PROCESSES SALES SLIP:

3.7.6.1. SCREENS SALES SLIP. Screens copy 2 of sales slip daily to ensure applicable item has been entered, and verifies discount has been figured accurately.

3.7.6.2. DISTRIBUTES COPY. Ensures sales slip is numbered consecutively, including copy of voided slip, and distributes copy of COPARS sales slip.

3.8. PERFORMS BPA ACTION:

3.8.1. INITIATES REQUEST FOR BPA. Initiates request for purchase, AF Form 9, for VMS to sign, specifying fund requirement; and forwards it through channels to the Contracting office.

3.8.2. MONITORS BPA ACTION:

3.8.2.1. REVIEWS BPA CONTRACT. Reviews BPA contract to become familiar with obligation of both the government and contractor.

3.8.2.2. MONITORS BPA OPERATION. Monitors BPA operation for compliance with provisions of contract to ensure satisfactory performance of contractor.

3.8.3. NOTIFIES VMS. Notifies VMS of BPA related problems as they develop.

3.8.4. MAINTAINS PERSONNEL LIST. Maintains a list of personnel authorized to request or sign for item from BPA.

3.8.5. MAINTAINS BPA FUND STATUS:

3.8.5.1. MAINTAINS BPA PURCHASE LOG. Maintains AF Form 616 of BPA fund expenditures and notifies VMS when 85% of monthly BPA funds have been obligated.

3.8.5.2. RECONCILES BPA ACCOUNT. Reconciles BPA account with AFO each month.

3.8.5.3. REVIEWS BPA PURCHASE. Reviews BPA purchase with Base Supply for possible supply stockage.

3.8.5.4. MONITORS BPA CALL. Monitors BPA call and provides Contracting office with total dollar amount and total number of BPA calls made each month.

3.8.6. OBTAINS PART FROM BPA SOURCE. Obtains part from BPA source, verifies part is correct, and signs sales slip.

3.8.7. PROCESSES SALES SLIP. Screens copy 2 of sales slip to ensure applicable item has been entered, verifies discount has been figured accurately, ensures sales slip is numbered consecutively by call number, including copy of voided slip, and distributes copy.

3.9. MAINTAINS BENCH STOCK:

3.9.1. PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting item on master list of authorized bench stock; and coordinates with superintendent and Supply Bench Stock Support Unit.

3.9.2. MONITORS SPECIAL LEVEL REQUEST. Initiates documentation requesting special level, maintains suspense file, initiates follow-up action when required, maintains file copy of approved request, and reevaluates rejected request.

3.10. MONITORS WORK ORDER RESIDUE. Prepares bin label and sends to Defense Reutilization and Marketing Office (DRMO) or Base Supply if not used in twelve months.

3.11. COMPLIES WITH TIME COMPLIANCE TECHNICAL ORDER (TCTO) REQUIREMENT:

3.11.1. PROCESSES TCTO KIT REQUISITION. Processes TCTO kit requisition and furnishes Maintenance Control technician with copy of TCTO request when kit is ordered.

3.11.2. COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with Base Supply.

3.11.3. RECEIPTS FOR TCTO KIT. Receipts for TCTO kit from Base Supply and issues to Vehicle Maintenance.

3.11.4. MAINTAINS STATUS BOARD. Maintains status board of outstanding TCTO.

3.12. MONITORS TOOL KIT:

3.12.1. ORDERS TOOL. Orders tool through Base Supply; monitors backordered tool, issues tool, and obtains receipt for tool.

3.12.2. MAINTAINS TOOL KIT. Maintains accountability in custody receipt folder; monitors change and updates tool kit, performs semiannual inventory of tool kit, performs inventory when personnel are transferred or when tool kit is no longer required, accounts for shortage, and maintains custody receipt for each tool kit and CTK.

3.13. MAINTAINS TOOL CRIB:

3.13.1. PERFORMS DAILY INVENTORY. Performs daily tool check to ensure proper accountability.

3.13.2. PERFORMS SEMIANNUAL INVENTORY. Performs complete inventory twice a year or whenever tool room custodian changes.

3.13.3. ISSUES TOOL. Issues tool on temporary issue receipt or by chit; creates temporary issue suspense, receives tool and inspects for serviceable condition, removes temporary issue receipt from suspense file or chit from rack and returns to individual, returns tool to assigned location in tool crib, and maintains temporary issue suspense file to ensure tool is returned.

3.13.4. MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME). Monitors schedule for PME calibration and certification and maintains PME status board for equipment requiring calibration or certification.

3.13.5. REVIEWS TABLE OF ALLOWANCE (TA). Performs annual review of TA for equipment authorization.

3.14. PERFORMS GROUND FUEL SUPPORT:

3.14.1. ORDERS FUEL. Prepares AF Form 1991, General Purpose Creation, by entering unit designator, amount of fuel ordered, document number, DoDAC number, and delivery date requested; and sends AF Form 1991 to host base POL.

3.14.2. RECEIVES FUEL. Closes and blocks off station, verifies vendor bill against amount ordered, checks seal dump valve and manhole cover on truck, sticks tank, monitors off-loading of fuel, reads pump meter, signs vendor receipt and resticks tank after fuel drop, completes appropriate form, and forwards to action office.

3.14.3. ISSUES PRODUCT. Monitors fuel and oil dispensing and secures station.

3.14.4. PERFORMS INVENTORY OF PRODUCT:

3.14.4.1. MEASURES PRODUCT. Measures content of ground fuel dispensing storage tank and reads pump meter each day station is open.

3.14.4.2. PROCESSES INVENTORY DOCUMENT. Computes daily issues and receipt, completes inventory document form AF Form 500, Daily and Weekly Fuel Record, and submits paperwork to action office each day station is open.

3.14.4.3. VERIFIES TRANSACTION. Checks DO4 to verify fuel issue transaction.

3.14.5. PERFORMS OPERATION INSPECTION AND PREVENTIVE MAINTENANCE. Ensures pump is operable and calibrated once a year.

3.15. MONITORS STORAGE AND TEMPORARY DISPOSITION OF HAZARDOUS/ RECOVERABLE WASTE:

3.15.1. COORDINATES WITH SUPERINTENDENT. Coordinates with superintendent on problem that arises with hazardous waste/recoverable material.

3.15.2. COMPLETES DOCUMENTATION. Completes necessary documentation for turn-in and accounting of hazardous waste.

3.15.3. DETERMINES PERCENTAGE OF CONTAMINATE. Determines percentage of contaminate within content of hazardous waste.

3.15.4. CONDUCTS FOLLOW-UP ACTION. Conducts follow-up action if hazardous/recoverable waste has not been disposed of within 90 days.

3.16. REQUESTS GENERAL FLEET SUPPLIES. Requests and receipt for supplies for the general fleet.

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, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Vehicle Maintenance/FAC 4241OT			APPLICABILITY MAN-HOUR RANGE 2322.47 - 3870.79								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Vehicle Maintenance	472XX	CIV	1	1	1	1	1	1	1	1	1
Vehicle Maintenance	472X1	CIV	1	1	1	1	1	1	1	1	1
Vehicle Maintenance	472X5	CIV	1	1	1	1	1	1	1	1	1
Vehicle Mechanic	472X0	CIV	3	3	3	3	3	4	4	4	4
Vehicle Mechanic	472X1A	CIV	1	1	1	1	1	1	1	1	1
Vehicle Mechanic	472X1B	CIV	1	1	1	1	2	2	2	2	2
Vehicle Mechanic	472X2	CIV	4	4	4	5	5	5	5	5	5
Vehicle Operations	603X0	CIV	2	3	3	3	3	3	3	4	4
Materiel Control	645X0	CIV	1	1	1	1	1	1	2	2	2
Vehicle Mechanic	472X3	CIV	1	1	2	2	2	2	2	2	3
TOTAL			16	17	18	19	20	21	22	23	24
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Vehicle Maintenance	427XX	CIV	1	1							
Vehicle Maintenance	472X1	CIV	1	1							
Vehicle Maintenance	472X5	CIV	1	1							
Vehicle Mechanic	472X0	CIV	4	4							
Vehicle Mechanic	472X1A	CIV	1	2							
Vehicle Mechanic	472X1B	CIV	2	2							
Vehicle Mechanic	472X2	CIV	6	6							
Vehicle Operations	603X0	CIV	4	4							
Materiel Control	645X0	CIV	2	2							
Vehicle Mechanic	472X3	CIV	3	3							
TOTAL			25	26							

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