

* * * INCLUDES CHANGES 1 thru 10 * * *

Manpower and Equipment Control

**FULL-TIME SUPPORT MANNING FOR
THE ARMY NATIONAL GUARD**



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
WASHINGTON, D.C. 20310-2500

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MANPOWER AND EQUIPMENT CONTROL

FULL TIME SUPPORT MANNING FOR THE ARMY NATIONAL GUARD

Applicability. This pamphlet applies to the Army National Guard.

Interim Changes. Interim changes are not official unless authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this pamphlet is the Army Manpower Division, National Guard Bureau. Users of this pamphlet are invited to send their comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-ARM-V, Washington, DC 20310-2500

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CHAPTER 1

GENERAL

SECTION I - PURPOSE AND PROCEDURE

1-1. Purpose. In accordance with AR 570-4, this pamphlet prescribes the standards approved by the Chief, National Guard Bureau for full-time support required to accomplish the unique day-to-day administrative, operations, comptroller, training, logistic and maintenance functions performed by the Army National Guard (ARNG), except for Guam and the Virgin Islands, which are determined on a case by case basis.

1-2. Manpower Studies and Surveys. Manpower studies and surveys will be conducted to validate required full-time support positions as directed by the Chief, National Guard Bureau. The procedures will be published separately. Modification to existing criteria contained in this pamphlet as a result of manpower studies and surveys will be accomplished by published changes to this pamphlet.

1-3. Development of Standards. These standards were developed through the use of MS-3 studies and surveys, performance data reporting and other information provided by National Guard Bureau Offices of Primary Responsibility and functional experts from ARNG. The standards will be revised from time to time as new data are collected and analyzed. As the need for revision of the standards becomes apparent, the States will be requested to provide assistance by active participation in such studies as required.

1-4. Support Personnel Manning Documents. The National Guard Bureau will publish FTS Support Personnel Manning Documents (SPMD) reflecting the maximum number of required full-time support positions determined as a result of these criteria. The SPMD is the official document for employment of full-time support personnel. In instances wherein more than one grade level is authorized for one position on a SPMD, approval of the servicing classification activity must be obtained when filling the position with a military technician at other than the lowest grade authorized. The SPMD is normally published and distributed at the beginning of each fiscal year, but can be modified if there is a change in the standard that would warrant an increase or decrease of required staffing.

1-5. Mix of the Force Guidelines. Specific guidance concerning the mix of the force can be found in National Guard Regulation 600-5, Active Guard/Reserve (AGR) Program, 1 November 1985.

1-6. Titles, Series and Grades.

a. Military Technician. The authority to establish titles, series and grades for military technicians rests with the Office of Technician Personnel, National Guard Bureau (NGB-TN) and the National Guard Classification Activities. Grade levels on SPMD's will always reflect the maximum grade

supported by the full performance of all duties depicted in National Guard Bureau (NGB) position descriptions. The assignment of titles, series and grades for technician positions is made by NGB-TN based upon performance of duties and responsibilities contained in official position descriptions, assigned missions and functions, and staffing of the organization. Should differences occur, grade levels on the approved position description will prevail. Recruitment at or below (but never above) those shown on the SPMD may be made by using a "Statement of Difference" to the official position description. The NGB Classification Activities are available to provide classification and position management advice and assistance. Titles of military technician positions found in this publication do not necessarily conform with titles of official position descriptions which will be authorized for these positions.

b. Active Guard/Reserve. Titles and grades applied to AGR positions are determined by the Manpower Division, National Guard Bureau.

c. Training Site Cooperative Funding Agreement Employee. The pay level for Training Site Cooperative Funding Agreement ("Site Contract") employees is determined on an annual basis by the terms of the contract.

1-7. Requests for Exceptions. Exceptions to this full-time support standards will be evaluated on a case-by-case basis by the Army Manpower Division, National Guard Bureau

SECTION II - USING THE PAMPHLET

1-8. Army Functional Dictionary and Manning Document Numbers.

a. Army Functional Dictionary. This three to five digit alphabetic code is used to cross reference the functions performed in the workcenter with potential force structure changes. The Army Functional Dictionary (AFD) is published by the US Army Requirements and Documentation Agency in AR 37-100-87, appendix F. An alphabetical index of all AFD codes found in this pamphlet is located at Appendix C.

b. Manning Document Number. This four digit numeric code is used to cross reference the workcenter with the SPMD. If the Manning Document number in this pam differs from that of the official SPMD, the number on the SPMD has precedence.

1-9. Workcenter Description. The workcenter description is a list of direct federal functions that are performed by the workcenter. This list supports the number and type of full-time support required positions. Modifications to these descriptions are made from time-to-time as a result of MS-3 studies, surveys, or upon advice of National Guard Bureau Offices of Primary Responsibility. Standard indirect functions are listed in Appendix A to this pamphlet.

1-10. Staffing Tables. Staffing tables show the required number of personnel necessary to perform the functions listed in the workcenter description. There is a separate staffing table for each workcenter.

a. Required Manpower Computation.

(1) The directed requirement staffing table recognizes a level of full-time support that is applicable to a given workcenter regardless of the size, location or other demographic variables.

(2) The workload factor range staffing table recognizes a level of full-time support based upon an independent predictor variable.

(3) Full-time support manpower requirements are determined by local appraisal when other predictors cannot be developed because of lack of standardization among like workcenters.

(4) An index of the various workload factors found in this pamphlet is at Appendix B .

1-11. Augmented Full-Time Support. Full-time support levels utilizing Military Technician/AGR or Training Site Cooperative Funding Agreement employees, or a combination of both, will not exceed the total manpower requirement of the staffing table. Utilization of additional Training Site Cooperative Funding Agreement employees, except on a seasonal or peak temporary basis, to augment full time support beyond the required manpower level is not authorized.

1-12. Type Standard - Requirements. The type standard - requirements chart shown on page 1-4 shows the statistical requirements that must be met to classify type standards.

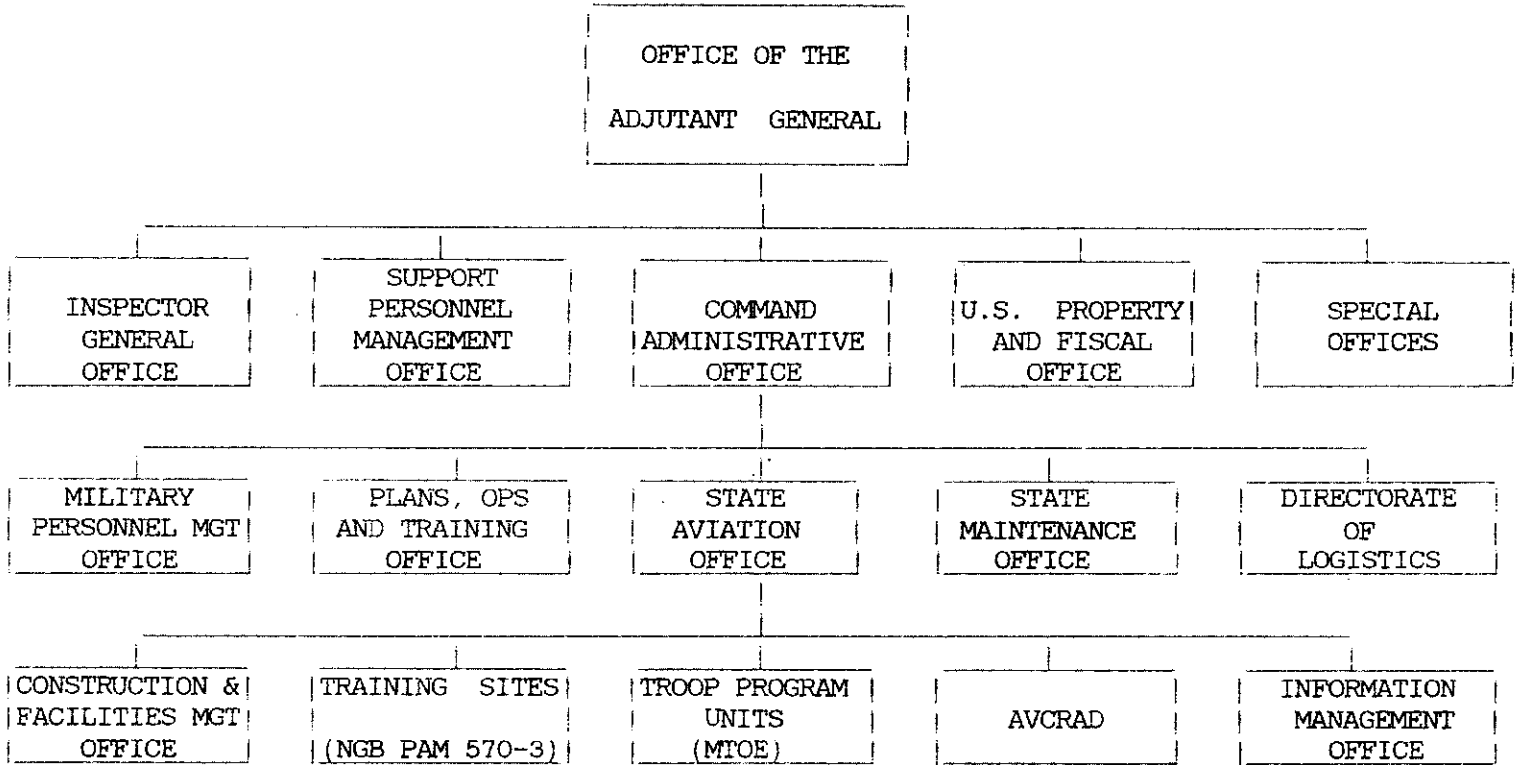
TYPE STANDARD - REQUIREMENTS

Categories of Standards are classified by the following information:

DATA SOURCE AND STATISTICAL REQUIREMENTS			
A Standard Classification	B at least 80% of Data Based on	C With the Following Requirements	D Criteria for the Standard Equation (See Note)
TYPE I	Work Sampling	*3% absolute accuracy *95% confidence level *complete work cycle(s) sampled *at least 2 work weeks sampled *minimum number of input locations used	Regression analysis used to obtain equation and.... $R^2 \geq .75$ $V < .15$ $F \geq F_{.95, m-1, n-m}$ (not applicable if $n < 5$)
	Time Study	*10% absolute accuracy *95% confidence level *complete work cycle sampled	
	Standard Time Data	Approved engineered standard time data that is documented and the statistical parameters identified.	
TYPE II	Work Sampling	*10% absolute accuracy *95% confidence level *complete work cycle sampled *at least 1 work week sampled *minimum number of input locations used	Regression analysis used to obtain equation and.... $R^2 \geq .50$ $V < .25$ $F \geq F_{.90, m-1, n-m}$ (not applicable if $n < 5$)
	Time Study	*15% relative accuracy *95% confidence level *minimum number of input locations used	
	Operational Audit	Operational Audit with minimum number of input locations.	
TYPE III		A baseline standard issued in the absence of historical data or mission refinement to allow workcenter activity to begin or resume.	
TYPE IV		A standard adopted from another agency, examined, and found to be applicable.	
TYPE V		A directed standard (fiat).	

TYPE ORGANIZATION - STATE HEADQUARTERS

SECTION III



SPECIAL OFFICES:

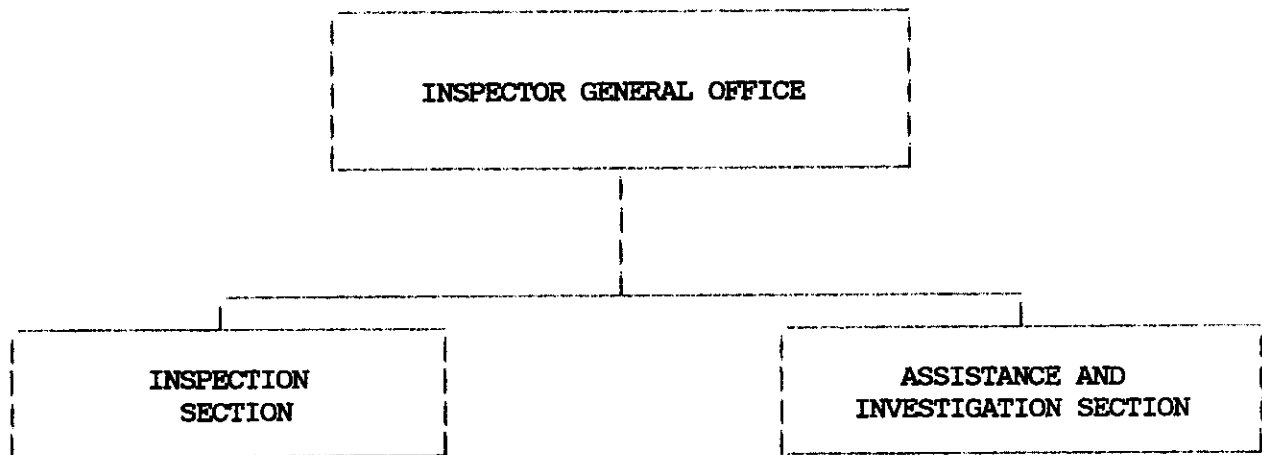
- Marksmanship Training Unit (TN)
- Eastern ARNG Aviation Training Site (PA)
- Western ARNG Aviation Training Site (AZ)
- Los Alamitos Flight Line Activity (CA)
- Duplicating and Forms Center (ME)
- Components Listing (ME)
- ARNG Multi-Media Center (AL)

NOTE: Type organization for each Office are in the applicable portion of this Pamphlet except where noted.

OFFICE OF THE ADJUTANT GENERAL

INSPECTOR GENERALS OFFICE

Advise the State Adjutant General on existing conditions relating to the performance of mission and the state of discipline, efficiency, morale, esprit de corps, and economy within the state. Perform general inspections, functional inspections, procurement inspections, special inspections, surveys, studies, and inquiries. Inspect nonappropriated fund accounts. Receive, investigate, and report on allegations, complaints, grievances, and requests for assistance of individuals and agencies. Recommend remedial action to correct deficiencies and systemic problems noted in inspections and investigations. Assist individuals and organizations by explaining/teaching the applicable processes, procedures, and systems associated with identified problems. Perform follow-up to ensure that prompt, effective, coordinated corrective action is taken. Formulate plans and policies pertaining to inspector general activities.



OFFICE OF THE ADJUTANT GENERAL

Office of Inspector General

(AFD: CF MD# 3733 TYPE: III)

Direct Functions: Directs and coordinates activities of the Inspector General section to include inspections, investigations, follow-up, and requests for assistance. Advises Adjutant General on mission performance and state of discipline, efficiency, economy, morale, esprit, and welfare in the command. Supervises the assignment of operational and administrative effectiveness of the command through evaluation of managerial procedures and practices, identification and analysis of causes of mission performance problems, and follow-up corrective action. Reports information concerning personnel performing inspector general functions into the data base of the Inspector General Management Information and Reporting System. Assists individuals and organizations by explaining/teaching the applicable processes, procedures, and systems associated with identified problems.

Office of Inspector General, TAG		
Workload Factor: Directed*		
Manpower Requirement		2
Line	Title	Distribution of Positions
1	Inspector General	1
2	Secretary Clerk Typist	1

*Active component requirement recognized for states/territories participating in full-time IG program.

OFFICE OF INSPECTOR GENERAL

Inspection Section

(AFD: CFB MD# 3733 TYPE: III)

Direct Functions: Conducts general, special, and functional inspections of activities and facilities using a compliance/systemic approach as required by law, regulations, or as directed. Assists individuals and organizations by explaining/teaching the applicable processes, procedures, and systems associated with identified problems. Plans, schedules, and coordinates inspections assuring full and periodic coverage. Prepares and coordinates reports of inspection and take the steps necessary to load required information into the Inspector General Management Information and Reporting System data base. Conducts follow-up to ensure that prompt, effective, coordinated corrective action is taken as a result of audits or inspections. Performs special studies, surveys, and inquiries.

Inspection Section, Office of Inspector General				
Workload Factor:		1	76	145
# of Units		75	144	210
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Inspector General	1	1	1
2	IG NCO	-	1	2

OFFICE OF INSPECTOR GENERAL

Assistance and Investigations Section

(AFD: CFC MD# 3733 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions: Performs investigations as directed by the State Adjutant General (TAG) or other appropriate authorities; receives, reviews, and processes requests for assistance. Performs investigations, inquiries, studies, and surveys in specific areas and prepares reports and recommendations. Performs follow-up on the implementation of approved corrective actions. Reviews complaints or requests for assistance received from individuals or referred by other authority and insures that appropriate action is taken. Completes coding and enters required information into the Inspector General Management Information and Reporting System data base. Analyzes captured data to detect trends or grievances and determines and reports on general state of discipline and morale.

Assistance and Investigations Section, Office of Inspector General				
Workload Factor:		1000	8000	17000
Assigned Military Strength		7999	16999	24000
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Inspector General	1	1	1
2	IG NCO	-	1	2

OFFICE OF THE ADJUTANT GENERAL

Judge Advocate General

(AFD: CAA MD# 3311 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Provides legal advice and services to the State Adjutant General and his staff, subordinate ARNG and ANG elements, and the USPFO, on matters in which there is a substantial Federal interest.

Judge Advocate General, Office of the AG		
Workload Factor:		
Directed		
Manpower Requirement		1
Line	Title	Distribution of Positions
1	Judge Advocate General	1

OFFICE OF THE ADJUTANT GENERAL

Public Affairs Office

(AFD: CCA MD# 3311 TYPE: V)

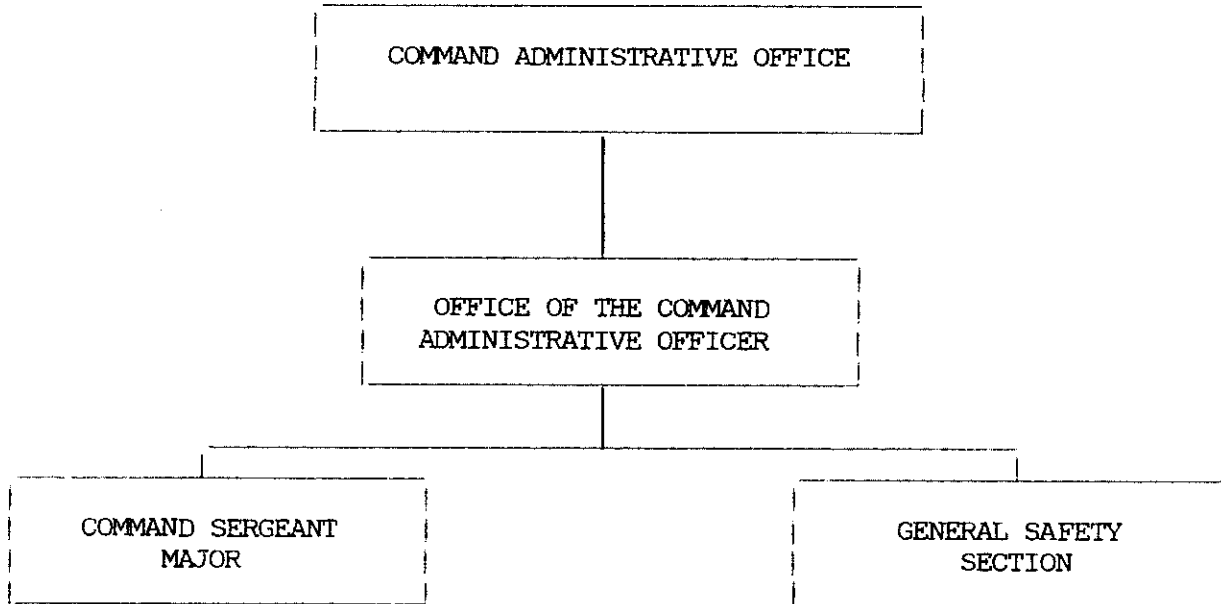
Direct Functions: Serves as State Public Affairs Officer for all Army and Air Guard activities. Plans, organizes, coordinates, and conducts command information, community relations, media relations, recruiting and retention, and Family and Employer Support related PA activities within the state. Engages in various facets of print and broadcast journalism to include feature writing, editing and preparation of speeches, fact sheets, and radio and television scripts. Ensures that attitudes and communication needs of various publics are analyzed and accounted for in command decisions. Manages communication resources to facilitate the flow of information to all audiences. Provides public affairs counsel to the state Adjutant General, senior state level staff and subordinate units on public affairs matters of both controversial and routine matters. Develops state National Guard policy statements on issues and promulgates them after appropriate staffing. Develops and formulates public affairs initiatives including methods of communication to deal with emerging issues. Provides policy and security review of material intended for release to internal and external audiences.

Public Affairs Office, Office of the AG		
Workload Factor:		
Directed		
Manpower Requirement		1
Line	Title	Distribution of Positions
1	Public Affairs Officer	1

OFFICE OF THE ADJUTANT GENERAL

COMMAND ADMINISTRATIVE OFFICE

The office of the Command Administrative Officer functions as the executive office or office of Chief of Staff to the State Adjutant General in exercising the federally required duties of that office. Coordinates administrative, personnel, training, supply, maintenance, community affairs, and public relations activities within the State.



OFFICE OF THE ADJUTANT GENERAL

Office of the Command Administrative Officer

(AFD: CAA MD#: 3311 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Directs and supervises the activities of the State Headquarters Army National Guard and coordinates with State Headquarters joint offices. Formulates and announces staff policies and keeps the State Adjutant General and staff informed on matters affecting the situation. Receives instructions from the State Adjutant General/Assistant State Adjutant General and ensures implementation by appropriate instructions to the staff, assignment of specific duties, and review of staff actions to assure that they are adequate, integrated, and designed to produce the intended result. Maintains the master policy files; ensures that instructions issued to subordinate commands agree with National Guard Bureau and State Adjutant General's policies and plans, monitors State standing operating procedures. Initiates and implements Federal Safety policy and procedures. Manages the State Internal Control Program.

Office of the Command Administrative Officer, TAG		
Workload Factor:		
Directed		
Manpower Requirement		6
Line	Title	Distribution of Positions
1	Command Admin Officer	1
2	Command Program Support Specialist	1
3	Secretary	1
4	Clerk/Typist A/	3

A/ Admin support for all workcenters in the Office of CAO and special staff.

OFFICE OF THE COMMAND ADMINISTRATIVE OFFICER

General Safety Section

(AFD: CPY MD#: 2870 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions: Manages and administers the State ARNG General Safety Program with overall responsibility for all phases of the program. Ensures execution of that program. Develops and implements plans, policies and procedures to comply with DOD, DA and NGB safety regulations and directives. Identifies occupational safety requirements and formulates policies, plans, standards and methods throughout the state. Provides technical and professional expertise to managers and supervisors to establish techniques and procedures for the elimination or control of unsafe behaviors, environment and hazards. Plans and conducts periodic and unscheduled surveys and inspections of a wide variety of National Guard facilities to determine compliance with OSHA standards. Determines the need and use of personal protective equipment for workers. Posts notices of unsafe or unhealthy working conditions. Assigns risk assessment codes and prepares abatement plans and time frames for elimination of hazards. Observes work methods and recommends to supervisors corrective measures to eliminate unsafe/unhealthy work practices. Conducts workplace environmental studies to develop procedures to eliminate/minimize noise and toxic fumes or dust to personnel. Serves as technical representative to the safety councils and committees. Evaluates the effectiveness of safety programs through activity visits. Develops countermeasure programs to prevent or reduce accidents and hazardous conditions. Coordinates with operating activities to provide safety training, and facilitates safety awareness throughout the ARNG of the state. Plans, schedules and conducts safety demonstrations, lectures and meetings, and assists supervisors in preparing materials for safety meetings. Prepares and distributes graphs, charts and other information materials, pertaining to accident experience and safety programs. Maintains close liaison with federal, state, municipal and private industry to obtain safety materials and to facilitate adaptation of industrial safety practices to military methods. Provides technical assistance in accident investigations. Conducts comprehensive investigations in cases of fatal or multiple injury accidents to determine causes and procedures for eliminating a recurrence. Collects, reviews and ensures timely submission of all accident reports to the ARNG Safety Office, NGB. Codes DA Form 285. Evaluates and analyzes all pertinent accident data to isolate significant facts and trends (such as seasonal accidents, location of hazards, extent of injuries and property damage, etc.). Plans corrective action and recommends to supervisors specific measures to correct unfavorable accident trends. Prepares local safety standards, writes regulations and prepares safety articles for state publications. Reviews engineering plans for alteration of construction of buildings, structures, launch facilities, maintenance areas, machines or roadways, to ensure integration of accident prevention principles (i.e. proper lighting, machine guards, positioning of ground support equipment, proper placement of safety signs, markings, etc.). Advises operating activities on selection and use of personal protective clothing and equipment.

OFFICE OF THE COMMAND ADMINISTRATIVE OFFICER

General Safety Section

Direct Functions - Continued:

Provides technical assistance to personnel involved in hazardous operations, and to ensure areas are safe for further operations if a dangerous condition develops. Develops safety checklists. Coordinates with and provides assistance to the Material and Petroleum Activity, and DOD Explosive Safety Board inspections. Investigates ARNG technician complaints with the Department of Labor. Classified seriousness of complaint, and determines abatement process and time frame for abatement. Surveys, inspects, and recertifies existing indoor/outdoor ranges. Procures renewal of NGB waivers for nonstandard ranges. Participates in the budget process to identify costs required to support the State ARNG Safety Program. Administers the Medical Surveillance Program. Identifies medical surveillance requirements for technicians and AGR personnel assigned. Conducts pre-employment and periodic hearing and medical screening tests such as pulmonary functions tests, respirator fit testing, and occupational vision requirements. Participates in developing programs and procurement of required medical surveillance of personnel either in-house, contract, or through MEDCEN's or other government agencies. Ensures that required employee examinations are scheduled by immediate supervisor. Develops the hearing conservation program for the State. Maintains, records and conducts the hearing test. Develops and administers the respiratory protection program for the State. Administers the State Ionizing Radiation Protection Program. Performs the duties as the State radiological protection officer. Responsible for the monitoring, wipe testing handling, shipping, and storage of all radioactive materials.

General Safety Section, Office of the CAO				
Workload Factor:		1	1324	2197
Total Technician/AGR Strength		1323	2196	3068
Manpower Requirement		2	3	4
Line	Title	Distribution of Positions		
1	Safety and Occupational Health Manager	1	1	1
2	Occupational Health Nurse	1	1	1
3	Safety & Occupational Health Specialist	-	1	2

OFFICE OF THE COMMAND ADMINISTRATIVE OFFICER

Command Sergeant Major

(AFD: CCA MD#: 3311 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions. Serves as the senior enlisted advisor for the Army National Guard. Is responsible to the Adjutant General and his staff for a variety of matters pertaining to policies and actions for enlisted ARNG. Performs a variety of duties necessary for efficient operations, and the achievement and maintenance of readiness of the State ARNG, with particular emphasis on enlisted morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment administration and utilization as they affect the service contributions of ARNG enlisted personnel to the State ARNG.

Command Sergeant Major, Office of the CAO		
Workload Factor:		
Directed		
Manpower Requirement		1
Line	Title	Distribution of Positions
1	Command Sgt Major	1

INFORMATION MANAGEMENT OFFICE

(AFD: DAA MD* 3315 TYPE: III)

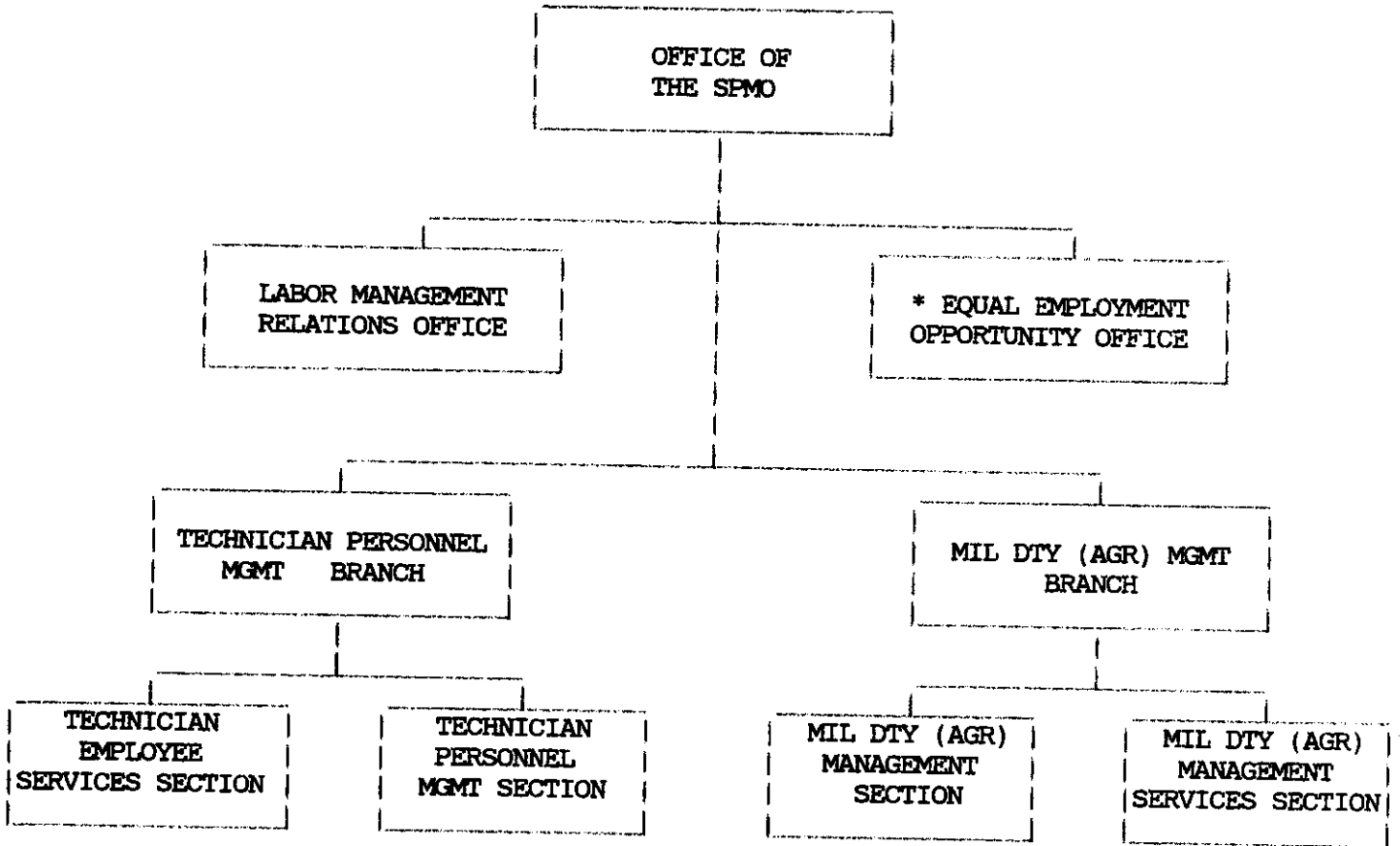
WORKCENTER DESCRIPTION

Responsible for all Army National Guard (ARNG) information management pertaining to automation and telecommunications within the state. Coordinates Army National Guard automation sustainment base support within the state. Coordinates interfacing of tactical automation systems to sustainment base systems. Responsible for the development, coordination and presentation of automation and telecommunications training. Responsible for automation and telecommunications security. Serves as principal automation and telecommunications advisor to the Adjutant General (AG) and his staff. Responsible for program management, to include funds, and supervision of subordinate military and civilian personnel performing technical, administrative and clerical duties within the Information Management Office. Utilizes administrative and managerial skills and technical knowledge of information systems and operations to integrate the varied functions of planning, programming, budgeting, execution, and implementing the information systems program. Maintains the Technical Reference library. Program areas managed include automation and telecommunication. Maintains liaison with vendors, contractors, and supply activities. Establishes and provides policy and guidance for the conduct of end-user support within the Army National Guard. Supports functional managers thru the Information Center concept. Serves on Program Budget Advisory Committee (PBAC), Telecommunication Control Board, and State Automated Systems Advisory Counsel. Provides technical advice on automation services for functional areas throughout the State. Performs system design, programming, operating systems software, and systems administration support for distributed processing environments. Performs hardware/software troubleshooting and coordinates repair with the responsible organization.

Information Management Office				
Workload Factor: Number of Federally		1	30	60
Recognized Units		29	59	& above
Manpower Requirement		4	5	6
Line	Title	Distribution of Positions		
1	Supervisory, Computer Spec	1	1	1
2	Computer Assistant	1	1	1
3	Computer Systems Programmer	1	1	1
4	Communication Mgmt Spec	1	1	1
5	Computer Programmer Instructor	-	1	1
6	Secretary	-	-	1

- Note: 1) One (1) Electronic Mechanic requirement for each CSMS.
 2) Distribution of positions listed under Electronic Maintenance of the CSMS

SUPPORT PERSONNEL MANAGEMENT OFFICE (SPMO)



*Direct coordination with TAG.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Office of the Support Personnel Management Officer

(AFD: PDA (MD: 3341 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions:

Manages the Full-Time Support Program.

Manages Equal Employment Opportunity, Social Actions and Affirmative Action Programs. Develops and administers policies and programs, concerning Labor Management Relations. Administers the placement, employee relations, troubled employee, position classification programs and position management program.

Internal Control Review Program. Manages an Internal Control Review Program.

Manpower Resources Program. Maintains daily manpower status, prepares authorization full-time support manning documents, prepares strength reports for ARNG/ANG.

Employer Support for the Guard and Reserve Program. Conducts an annual full-time support information briefing, conducts an annual management briefing to military technicians/AGR.

Incentive Awards Program. Establishes an Incentive Awards Committee.

Responsible for the following:

Responds to a Congressional Inquiry, serves as NGB Hearing Examiner, prepares responses to Freedom of Information Act requests, prepares responses to Privacy Act requests, insures preparation of tri-annual Freedom of Information Act Report (DA 4835R), insures preparation of the Annual Privacy Act report (DA 4587R), conducts an evaluation of a training course, monitors the State Review and Appeals Board, determines requirements of the State operating budget, prepares a mid-year review, prepares a budget (ANG Training Only), prepares a SPMO Information Newsletter.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Office of the Support Personnel Management Officer

Direct Functions - continued:

ADMINISTRATIVE SUPPORT SECTION*

Provides all clerical support to SPMO and other sections not having dedicated typing personnel. Responsible for typing recurring personnel orders, plans, reports, schedules, evaluations and correspondence from draft through finished copy in proper format. Maintains correspondence and other files (unclassified), as required from preparation through final disposition. Responsible for other related clerical tasks which provide support to an action/project officer. Maintains suspense and personal locator file, and works directly under the supervision of the SPMO. Operates word processing equipment, TPMIS equipment and any other automated equipment authorized in the SPMO office. Makes flight and accommodation reservations for personnel on TDY from the SPMO office, makes arrangements for personnel on TDY to the SPMO office. Arranges for meetings (including time, place, date, and equipment).

*Priority of work to be prescribed by SPMO or his designated representative.

Office of the Support Personnel Management Officer, SPMO		
Workload Factor:		
Directed		
Manpower Requirement		3
Line	Title	Distribution of Positions
1	Personnel Officer	1
2	Secretary or Personnel Clerk, (Typing)	1
*3	Clerk Typist	1

*Provide Administrative Support for all sections not authorized typing support.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Labor Management Relations Office

(AFD: PDBD MD: 3342 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Responsible for the Labor Management Relations Program.

Prepares a work stoppage contingency plan, prepares a State labor relations plan, represents State in clarification of unit petitions, represents a State in an unfair labor practice charge, represents a State in an arbitration process, prepares a labor management contract, represents a State in a State initiated grievance, represents a State in a union grievance, completes an investigation of a complaint, advises management in labor management matters, resolves a disagreement between management and union officials, processes an unemployment compensation claim, conducts a training course on labor contract administration, conducts a new supervisor orientation, publishes a policy letter for Air and Army National Guard, prepares a Labor Management Report (OPM 913B), prepares an official time report, establishes a state review and appeals board, conducts an incentive awards committee meeting, provides input for SPMO newsletter.

Labor Management Relations Office, SPMO				
Workload Factor: Total Auth ARNG/ANG		0	200	1842
Military Technician Strength		199	1841	4198
Manpower Requirement		0	1	2
Line	Title	Distribution of Positions		
1	Labor Relations Spec	-	1	1
2	Labor Relations Asst	-	-	1

SUPPORT PERSONNEL MANAGEMENT OFFICE

Equal Employment Opportunity Office

(AFD: PEB MD#: 3343 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Hispanic Employment Program: Prepares a Hispanic employment program annual report.

Federal Equal Opportunity Recruitment Program: Develops a minority event, prepares an annual FEORP report (Federal Equal Opportunity Recruiting Program).

Army and Air Equal Opportunity Awareness Program: Provides a response to an EEO/EO telephonic inquiry, conducts a compliance visit, provides input for SPMO newsletter.

Affirmative Action Program: Develops a 5 year Affirmative Action Plan, updates an Affirmative Action Plan, analyzes a merit promotion panel appointment/promotion report, develops a race relations plan, prepares a TAG annual policy statement on the EEO program, maintains merit placement statistical data journal, prepares a technician minority and female employment progress report.

Upward Mobility Program: Conducts a skill survey, updates an upward mobility plan, maintains military statistical data, distributes job vacancy announcements to minorities, maintains personnel actions statistical journal.

Federal Women's Program: Prepares a Federal Women's Program Annual Report, prepares a Federal Women's Program newsletter, attends a Federal Women's Program Annual Meeting, schedules an annual Federal Women's Program Training session.

State Equal Employment Opportunity Program: Councils an employee on the EEO program, processes an EEO complaint (technician), provides EEO refresher training for managers and supervisors, prepares a response to an EEO complaints report, prepares a budget report for EEO program, coordinates AG's meetings with community leaders, provides instruction for EEO counselors.

ARNG Drug and Alcohol Abuse Program: Prepares a drug and alcohol abuse program.

Sexual Harassment Program: Manages a sexual harassment program.

American Indian Program: Manages the American Indian Program.

Title VI Nondiscrimination and Federal Assisted Program: Prepares an annual A-11 report.

Equal Employment Program: Prepares a handicapped person's annual report.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Equal Employment Opportunity Office

Equal Employment Opportunity Office, SPMO			
Workload Factor: Total Auth ARNG/ANG		1	1353
Full-Time Support		1352	and above
Manpower Requirement		1	2
Line	Title	Distribution of Positions	
1	Equal Employment Manager	1	1
2	Equal Employment Spec	-	1

SUPPORT PERSONNEL MANAGEMENT OFFICE

Technician Personnel Management Branch

(AFD: PDBB MD#: 3344 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Military Technician Program: Prepares a revision to an employee grievance plan (non-contract), processes an employee grievance (non-union), processes an adverse action (disciplinary action), processes a non-disciplinary adverse action, processes an employee classification action, attends a quarterly OPM classification meeting, processes a change to a manning document, calculates a strength and manning document, provides input for SPMO newsletter, prepares a wage grade survey report, processes a within grade increase denial, submits requirements for technician pay to USPFPO, allocates mandays to a program, processes a confidential statement (DD 1555).

Employee Training/Development Program: Establishes a training need, prepares an application for formal training (DD 1556), prepares a budget for training needs.

Military Technician Recruitment/Placement Program: Certifies applicants' qualification for a job vacancy, prepares a position vacancy announcement, conducts a selection interview, processes a priority placement action, implements a reduction in force action.

Incentive Awards Program: Processes a length of service award, processes a sustained superior performance award.

Suggestion Program: Processes a suggestion evaluation form (NGB-6).

Environmental Pay Program: Processes a request to amend/add an environmental differential pay condition.

Career Development Program: Counsels an individual on career development, arranges a technician panel action, processes a request for military promotion of a technician.

Performance Appraisal Program: Processes a review and appeals board performance appraisal action.

Performance Standard Program: Processes a quality stem increase nomination.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Technician Personnel Management Branch

Direct Functions - continued:

Position Management Program: Revises a change to the merit promotion plan (non-bargaining), processes an NGB compatability listing (quarterly) (ARNG 106), processes a position description/MOS/AFC compatability request, reviews a new position description resulting from a RIF, conducts a personnel management evaluation, conducts a desk audit, processes an amendment for a position description, administers a position management classification action, processes a classification visit, updates a position management classification plan, processes a classification appeal, prepares a report on placement of overgraded technicians (quarterly), receives a NGB/OPM/PME team.

Standards of Conduct Program: Posts a letter of reprimand.

Summer Hire Program: Updates a summer hire program SOP.

Technician Personnel Management Branch, SFMO								
Workload Factor: Total Auth ARNG/ANG		1	307	820	1332	1845	2358	2871
Military Technician Strength		306	819	1331	1844	2357	2870	3383
Manpower Requirement		3	4	5	6	7	8	9
Line	Title	Distribution of Positions						
1	Supv Personnel Mgmt Spec	1	1	1	1	1	1	1
2	See Note 1	1	2	3	3	4	4	5
3	Personnel Clerk (Typing)	1	1	1	2	2	3	3

NOTE 1: Combination of the following as needed by the State:

- a. Pers Stf & Empl Dev Sp.
- b. Position Classification Sp.
- c. Classification & Empl Rel Sp.
- d. Empl Rel & Dev Sp.
- e. Employee Relations Sp.
- f. Employee Dev Sp.
- g. Personnel Staffing Sp.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Technician Employee Services Section

(AFD: PDBH MD#: 3344 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Military Technician Program: Updates a manning document and subsequent changes, maintains an official personnel folder (OPR), closes out an OPR, establishes method for handling personnel actions, conducts a liaison with a Personnel Management Office, establishes a procedure for implementing a new wage scale, processes a change to marital status/name change, processes post 1956 deposits for military service (for civil service retirement), processes a pay/grade retention document, processes a change to the service computation data (SCD), processes a LWOP (medically related) (over 30 days), processes a quality step increase, processes a pay step increase, processes a Federal retirement, processes a Federal disability retirement, processes an annual retirement report, issues ID cards, revises an annex to an SOP, types a death announcement, processes a pay adjustment involving save pay, processes a save pay action, conducts a retirement seminar, processes a request for restoration of leave, processes an advanced sick leave request, provides input for SPMO newsletter, computes merit pay, processes a merit pay document, completes confidential report on workforce, prepares Bureau of Labor Statistics Report, prepares report of Federal Employment and Wages, processes request for highest salary, prepares request for NAC/SECRET Clearance (Civilian), prepares a retirement certificate, processes a suggestion evaluation form (NGB-6).

Environmental/Hazardous Duty Pay Program: Processes an environmental/hazardous duty differential pay action, updates an environmental/hazardous duty pay plan.

Career Development Program: Processes a LWOP action (to attend a military school), processes a career tenure change, prepares a technician training report - PEC, conducts a new employee orientation, processes an accession action (permanent), processes a request for extension of employment, processes a reassignment document, processes a permanent change of station (PCS) action, processes a termination (other than military reason) (permanent employee), processes a termination (other than military reason) (temporary employee), processes a return to duty action, processes a termination loss to another Federal agency, computes a severance pay action, processes another Federal agency request for an OPF, processes a technician request for military tour of duty. Processes a promotion, processes a demotion, conducts a merit promotion panel, advises employees of restoration rights, prepares pre-employment packages.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Technician Employee Services Section

Direct Functions - continued:

Performance Appraisal Program: Maintains a performance appraisal suspense system, processes a performance appraisal.

Insurance Program: Processes an annuity computation, processes a routine/non-routine claim (life insurance), transmits a semi-annual report (AIR) (OSHA Form 102F), processes a health enrollment plan, processes an insurance request change, prepares a death claim (life insurance), processes an injury claim (Workman's Compensation), administers open season for life insurance enrollment, prepares an annual OWCP report, administers open season on State life insurance, processes control sheets for State life insurance.

Performance Standards Program: Establishes a performance standard, evaluates an employee performance.

Position Management Program: Maintains a strength accountability log, processes a title/series/position number change, checks military orders for active duty over 30 days.

Standards of Conduct Program: Prepares a standards of conduct/political activity letter (annual).

Summer Hire Program: Processes an accession action (temporary).

Technician Assistance Program: Counsels an individual IAAW Employee Assistance Plan, updates a technician assistance plan.

Technician Personnel Management Information System (TPMIS) Program: Implements a technician personnel management information system (TPMIS), processes a TPMIS personnel status change (non-automated), processes a TPMIS personnel status change (automated), processes a computer information request.

SUPPORT PERSONNEL MANAGEMENT OFFICE

Technician Employee Services Section

Technician Employee Service Section, SPMO						
Workload Factor: Total Auth ARNG/ANG		1	74	505	936	1367
Military Technician Strength		73	504	935	1366	1796
Manpower Requirement		1	2	3	4	5
Line	Title	Distribution of Positions				
1	Supv Mgmt Spec or Pers Mgmt Spec	1	1	1	1	1
2	Personnel Clerk (Typing)	-	1	2	3	4

Technician Employee Service Section, SPMO						
Workload Factor: Total Auth ARNG/ANG		1797	2228	2659	3090	3521
Military Technician Strength		2227	2658	3089	3520	3951
Manpower Requirement		6	7	8	9	10
Line	Title	Distribution of Positions				
1	Supv Mgmt Spec or Pers Mgmt Spec	1	1	1	1	1
2	Personnel Clerk (Typing)	5	6	7	8	9

SUPPORT PERSONNEL MANAGEMENT OFFICE
 Military Duty (AGR) Management Branch
 (AED: PBQ MD# 3345 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

State Active Guard/Reserve (AGR) Program: Prepares RCS 101 Report (monthly), processes a unit reorganization.

Recruitment/Placement Program: Prepares an appointment order, processes a tour application from a candidate, conducts an AGR orientation, staffs an AGR position, updates a State's military duty recruitment plan, develops an AGR vacancy announcement.

Placement/Promotion Program: Processes an AGR tour extension, processes a permanent change of station (PCS), endorses an AGR promotion action.

Awards Program: Processes a DA form 638 (Recommendation for Award).

Suggestion Program: Processes a suggestion evaluation form (NGB-6).

Performance Management Program: Processes a request for grade comparability determination, processes EER/OER ratings for AGR.

AGR Personnel Management Program: Processes an ID card application, processes a voluntary AGR separation, processes an involuntary AGR separation, processes a leave request (DA Form 31), processes a civilian medical request payment to AGR personnel for emergencies, updates a full-time manning personnel listing (quarterly), processes a retirement, processes a civilian medical request payment for AGR personnel for non-emergencies, processes a request for a program fund expenditure, processes SFMD change to manning document, responds to AGR telephone inquiry, updates a military pay JUMPS shredout listing, updates a VHA inquiry report (annual), coordinates a pay change with the FAO, audits and LES (DA 3686), prepares a policy letter for AGR, processes a DEERS bath (ID cards for dependents), maintains manpower voucher authorization, provides input for SFMD newsletter.

Manages AGR Education Program: Determines educational requirements, maintains educational status, coordinates scheduling of schools with POTO, determines educational status, establishes an AGR Education/Training need (other than PEC), provides AGR training data input to TPMIS (monthly).

SUPPORT PERSONNEL MANAGEMENT OFFICE

Military Duty (AGR) Management Section

Military Duty (AGR) Management Section, SPMD						
Workload Factor: Total Auth ARNG/ANG		1	72	243	414	585
Military Duty (AGR) Strength		71	242	413	584	755
Manpower Requirement		2	3	4	5	6
Line	Title	Distribution of Positions				
1	Supv/Military Personnel Mgmt Specialist	1	1	1	1	1
2	See Note 1	1	2	2	2	3
3	See Note 2	-	-	1	2	2

Military Duty (AGR) Management Section, SPMD								
Workload Factor: Total Auth ARNG/ANG		756	927	1098	1269	1440	1611	1782
Military Duty (AGR) Strength		926	1097	1268	1439	1610	1781	1952
Manpower Requirement		7	8	9	10	11	12	13
Line	Title	Distribution of Positions						
1	Supv/Military Personnel Mgmt Specialist	1	1	1	1	1	1	1
2	See Note 1	3	3	3	3	3	3	3
3	See Note 2	3	4	5	6	7	8	9

Combination of the following as needed by the State:

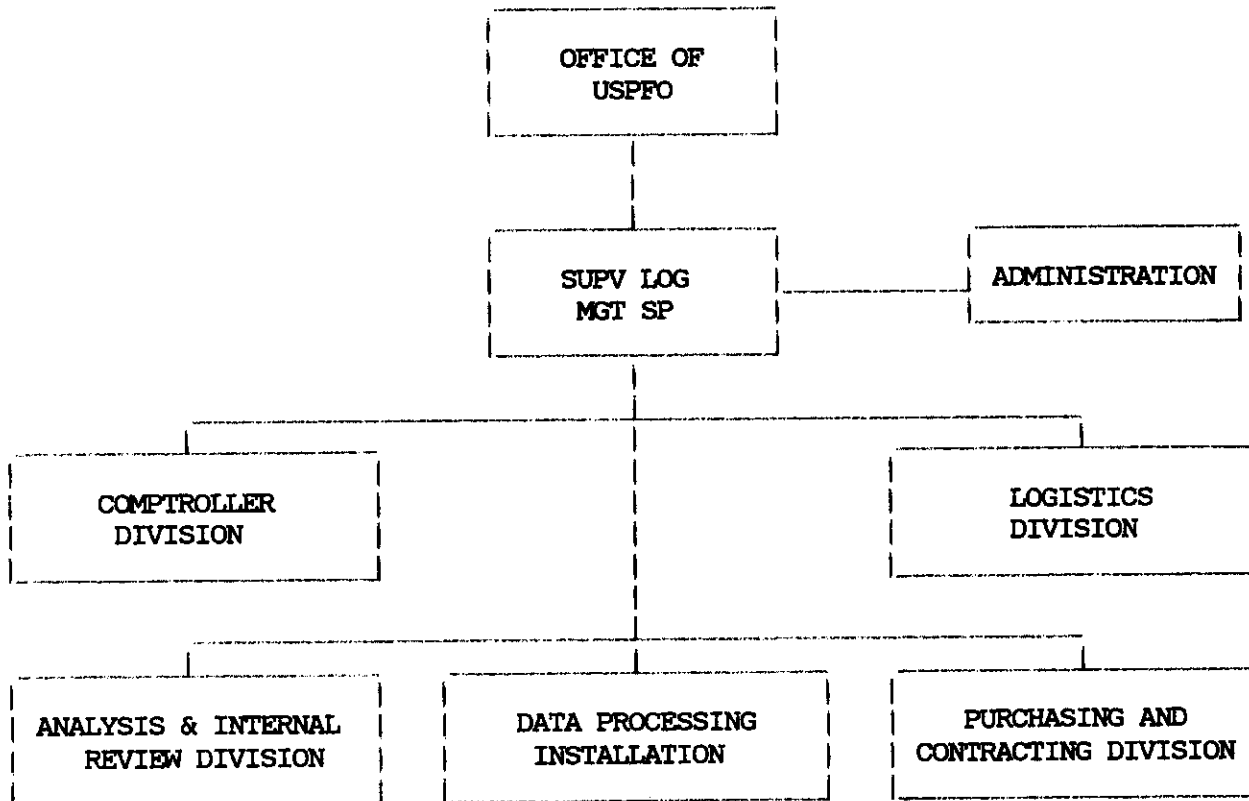
- Note 1: Military Personnel Technician (Staffing)
- Military Personnel Technician (Career Development)
- Military Personnel Technician (Services)
- Military Personnel Technician (Career Development/Staffing)

- Note 2: Military Personnel Clerk (Typing)
- Clerk Typist
- Military Pay Examiner (Review)

UNITED STATES PROPERTY AND FISCAL OFFICE

WORKCENTER DESCRIPTION

Direct Functions: Receipts and accounts for all funds and property of the United States in possession of the National Guard of the State. Makes returns and reports on Federal funds and property as directed by the Chief, National Guard Bureau, and the service Secretary, Army or Air Force, concerned. Requisitions, receives, stores, (maintains), and issues supplies and equipment in accordance with applicable Army and National Guard Regulations. Performs the duties of purchasing and contracting in matters involving the use of Federal appropriated funds only. Furnishes the financial and fiscal support required in connection with military and technician pay and allowances. Issues the documents required for authorized transportation of Federal property and military and technician personnel of the National Guard of the State. Maintains required financial records and accounts and, on order of the Chief, National Guard Bureau, acts as an authorized Class B Agent Officer of the servicing Army finance and accounting office. Examines and verifies installation and organizational property books. Performs necessary examinations of financial management matter. Maintains files and performs required administrative tasks.



OFFICE OF THE UNITED STATES PROPERTY AND FISCAL OFFICER

(AFD: LA MD# 2710 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: The Supervisory Logistics Management Specialist assists the USPFO in the supervision and execution of the functions of that office. Coordinates and directs the administrative, financial, logistical, and data processing activities of the Office, USPFO. As directed, supervises activities relating to transportation and the execution of purchasing and contracting. Coordinates reports and maintenance of records relating to all Federal property issued to the National Guard of the State in accordance with applicable Army, Air Force, and National Guard Regulations.

Office of the United States Property and Fiscal Officer		
Workload Factor:		
Directed		
Manpower Requirement*		2
Line	Title	Distribution of Positions
1	Supv Logistics Mgt Sp	1
2	Secretary (Steno) or Secretary (Typing)	1

*Staffing table indicates typical manpower requirement for this function based on research which indicates no significant variation.

US PROPERTY AND FISCAL OFFICE

Administration

(AFD: LAA MD# 2710 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions: Maintains administrative control of correspondence and furnishes guidance in the interpretation of administrative directives and procedures. Processes personnel administrative matters. Performs general office services; operates official mail desk; maintains control of classified documents; obtains or provides duplicating and printing services; procures, stores, issues, and handles the disposition of supplies and equipment of the USPFO. Prepares administrative reports.

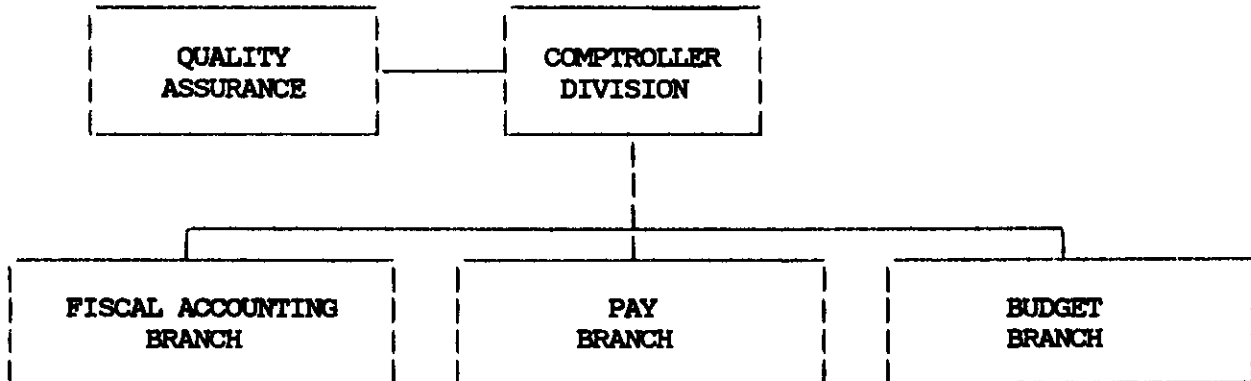
Administration, USPFO					
Workload Factor: Required strength of USPFO					
	1	17	58	99	140
	16	57	98	139	180
Manpower Requirement					
	2	3	4	5	6
Line	Title	Distribution of Positions			
1	Office Asst	1	1	1	1
2	Admin Support	1	2	3	4
	Clerk Steno/Typing	Distribution of the Manpower			
	Telephone Operator	Requirement is determined by the			
	Duplicating Equipment Operator	State based on the density and types			
		of equipment supported with request			
		to NGB-ARM-R.			

US PROPERTY AND FISCAL OFFICE

Comptroller Division

WORKCENTER DESCRIPTION

Direct Functions: Directs and coordinates budget management, programming, funding, finance and accounting, cost analysis, progress and statistical reporting and analysis, management programs and pay and processing. Provides staff coordination administration and technical guidance over activities relating to the operating program and budget. Provides professional management advice and assistance as required.



COMPTROLLER DIVISION, USPFO

Office of the Chief

(AFD: FA MD*: 2716 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions:

Directs and coordinates management and financial activities including program and budget formulation, execution; and control; management engineering; program review and analysis; finance and accounting to include military, civilian pay and travel,

Advises the US Property and Fiscal Officer, State Adjutant General, and State Staff on overall financial and management matters.

Evaluates impacts of trends in financial and accounting management.

Interprets and implements prescribed accounting policy, controls, systems and procedures.

Issues guidance and instructions for the development of financial requirements for appropriate budget programs.

Develops and implements procedures, directives and regulations concerning preparation and execution of operating budget and financial plans.

Administers the Quality Assurance Program.

Insures correct payment of all Federal National Guard personnel, technician, DAC's, travel claims and commercial accounts for all federal funds within the states.

Administers and directs the operations of the Budget, Fiscal Accounting and Pay and Examination Branches.

Office of the Chief, Comptroller Division		
Workload Factor:		
Directed*		
Manpower Requirements		2
Line	Title	Distribution of Positions
1	Financial Manager	1
2	Office Assistant	1

*Staffing table indicates typical manpower requirement for this function based on research which indicates no significant variation.

COMPTROLLER DIVISION, USPFO

Budget Office

(AFD: FC MD# 2716 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions:

Plans, coordinates and supervises the preparation of the operating program and budget for submission to the National Guard Bureau,

Assists with planning, development, and execution of program budget functions including methods, procedures, formats, and techniques.

Provides guidance to and coordinates with budget managers in the development of budget estimates, schedules, and narrative justification.

Responsible for the validity of budgeting requirements in relation to plans, policies, and procedures, and the available funded support levels.

Provides technical and financial advice to the USPFO, State Adjutant General, and the Comptroller.

Assists operating officials in all matters relating to budgets and funding programs.

Administers receipt of and issues fund authorizations.

Budget Office, Comptroller Division		
Workload Factor:		
Directed*		
Manpower Requirement		1
Line	Title	Distribution of Positions
1	Budget Analyst	1

*Staffing table indicates typical manpower requirement for this function based on research which indicated no significant variation.

Quality Assurance

(AFD: FDA MD# 2716 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions:

Identifies and resolves systems and regulatory problems.

Disseminates information concerning financial operations, problem areas, etc.

Develops SOP's.

Performs administrative examination of disbursement and collection transactions.

Develops means for measuring and evaluating the quality and effectiveness of financial services.

Collects and analyzes error data and trends in financial areas to determine causes of errors.

Assists outside agencies with audits and inspections.

Conducts Quality Assurance team visits to units and/or conducts unit training.

Evaluates and improves internal controls.

Insures an adequate system of fund control exists and a continuing review is conducted.

Performs a continual review of local procedures and controls to insure that all financial documents are properly processed.

Insures the timely processing of JUMPS-RC shredouts, DAMPRE, WOULs, and any other computer runs that affect pay and the master files.

Informs The Adjutant General of serious financial problems.

Works to deter fraud, waste and abuse.

Insures the best possible pay service to the Guardsman and civilian employees.

Performs other QA functions as necessary.

COMPTROLLER DIVISION, USPFO

Quality Assurance

Quality Assurance, Comptroller Division			
Workload Factor:		0	11148
Assigned IDT Strength		11147	or more
Manpower Requirement			
Line	Title	Distribution of Positions	
1	Fiscal Systems Analyst	1	1
2	Fiscal Systems Assistant	0	1

COMPTROLLER DIVISION, USPFO

Chief, Pay and Examination

(AFD: FBA MD#: 2720 TYPE: II)

WORKCENTER DESCRIPTION

Direct Function:

Plans, organizes, schedules, and assigns work to employees assigned to the Branch.

Serves as technical authority relating to functions of the Branch.

Performs supervisory functions.

Reviews regulations, policy, and other guidance from higher authority and takes actions for appropriate implementation.

Chief, Pay and Examination, Comptroller Division		
Workload Factor: Directed		
Manpower Requirement		1
Line	Title	Distribution of Positions
1	Chief, Pay and Examination	1

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COMPTROLLER DIVISION, USPFO

Military Pay Section

(AFD: FBBA MD#: 2720 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Processes documents to pay bonus payments.

Processes documents to pay AT payments.

Processes documents to pay FTID payments.

Processes documents to pay incapacitation pay.

Processes WOULs.

Processes inquiries.

Processes IDT entitlements.

Performs other duties related to pay functions.

MILITARY PAY COMPUTATION.

a.	.000559 x (Average monthly # of IDT Personnel assigned)	=	_____
b.	.000420 x (Average monthly # of AT and FTID payments made by the FAO)	=	_____
c.	Fixed requirement	+	_____ .807
d.	Subtotal	=	_____
e.	Line d/6 (whole number portion only)	=	_____
f.	Total Military Pay (line d + line e)	=	_____

COMPTROLLER DIVISION, USPFO

Military Pay Section

Military Pay Section, Comptroller Division									
Workload Factor:		.603	1.078	2.155	3.232	4.309	5.386	7.540	8.617
Identified on computation sheet		1.077	2.154	3.231	4.308	5.385	7.539	8.616	9.693
Manpower Requirements		1	2	3	4	5	7	8	9
Line	Title	Distribution of Positions							
1	Sup, Military Pay	-	-	-	-	-	1	1	1
2	Mil Pay Clerk	1	1	2	3	3	4	5	5
3	Mil Pay Clerk (T)	-	1	1	1	2	1	1	2
4	Mil Pay Clerk	-	-	-	-	-	1	1	1

Military Pay Section, Comptroller Division								
Workload Factor:		9.694	10.771	11.848	12.925	15.000	16.000	17.000
Identified on computation sheet		10.770	11.847	12.924	14.999	15.999	16.999	17.999
Manpower Requirements		10	11	12	14	15	16	17
Line	Title	Distribution of Positions						
1	Sup, Military Pay	1	1	1	2	2	2	2
2	Mil Pay Clerk	5	6	7	8	9	10	11
3	Mil Pay Clerk (T)	2	2	2	2	2	2	2
4	Mil Pay Clerk	2	2	2	2	2	2	2

COMPTROLLER DIVISION, USFPO

Military Pay Section

Military Pay Section, Comptroller Division									
Workload Factor:		18.000	19.000	20.000	22.000	23.000	24.000	25.000	26.000
Identified on computation sheet		18.999	19.999	21.999	22.999	23.999	24.999	25.999	26.999
Manpower Requirement		18	19	21	22	23	24	25	26
Line	Title	Distribution of Positions							
1	Sup, Military Pay	2	2	3	3	3	3	3	3
2	Mil Pay Clerk	12	12	12	13	14	15	16	17
3	Mil Pay Clerk (T)	2	2	3	3	3	3	3	3
4	Mil Pay Clerk	2	3	3	3	3	3	3	3

COMPTROLLER DIVISION, USPFO

Technician Pay Section

(AFD: FBBB MD* 2720 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

- Processes T&A cards.
- Processes payroll changes.
- Processes pay inquiries.
- Performs other duties related to technician pay functions.

TECHNICIAN PAY COMPUTATION.

a. .001367 x (Avg # of T&A Cards processed monthly) = _____

b. Fixed Requirement + _____ .7546

c. Total Technician Pay = _____

Technician Pay Section, Comptroller Division							
Workload Factor:		.754	1.078	2.155	3.232	4.309	5.386
Identified on computation sheet		1.007	2.154	3.231	4.308	5.385	6.462
Manpower Requirements		1	2	3	4	5	6
Line	Title	Distribution of Positions					
1	Payroll Technician	1	1	2	2	2	2
2	Payroll Technician	-	1	1	2	3	4

COMPTROLLER DIVISION, USPFO

Voucher Exam Section

(AFD: FBBY (MD*: 2720 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Processes Travel Vouchers.

Processes Advance Travel Vouchers.

Processes Commercial Accounts Vouchers.

Performs other duties related to Travel and Commercial Accounts functions.

VOUCHER EXAMINATION COMPUTATION.

a.	.001769	x	(Avg. # of travel vouchers sent to the FAO monthly for payment)	=	-----
b.	.002769	x	(Avg. # of commercial acct. vouchers sent to the FAO monthly for payment)	=	-----
c.	Fixed Requirement			+	----- .915
d.	Subtotal				-----
e.	Line d/6 (whole number portion only)				-----
f.	Total Voucher Exam (line d + line e)				-----

Voucher Exam Section, Comptroller Division							
Workload Factor:		.915	2.155	3.232	4.309	5.386	7.540
Identified on computation sheet		2.154	3.231	4.308	5.385	7.539	8.616
Manpower Requirement		2	3	4	5	7	8
Line	Title	Distribution of Positions					
1	Sup, Voucher Exam	-	-	-	-	1	1
2	Voucher Exam	1	2	2	3	3	4
3	Voucher Exam	1	1	2	2	3	3

COMPTROLLER DIVISION, USPFO

Voucher Exam Section

Voucher Exam Section, Comptroller Division						
Workload Factor:		8.617	9.694	10.771	11.848	12.925
Identified on computation sheet		9.693	10.770	11.847	12.924	14.999
Manpower Requirement		9	10	11	12	14
Line	Title	Distribution of Positions				
1	Sup, Voucher Exam	1	1	1	1	2
2	Voucher Exam	4	5	5	6	6
3	Voucher Exam	4	4	5	5	6

COMPTROLLER DIVISION, USPFO

Fiscal Accounting

(AFD: FBC MD#: 2718 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Advises US Property and Fiscal Officer, Financial Manager and staff officers on operational accounting and related matters.

Furnishes financial advice and data and assets in the preparation of estimates, recommendations, plans, and programs concerning financial matters.

Performs the recording, reconciliation, and reporting of US Property and Fiscal Office Accounting transactions.

Directs the analysis of accounting documents and the maintenance of general, subsidiary and memorandum ledgers, utilizing manual and automated systems.

Verifies availability of funds for obligations and propriety of fund citation.

Prepares account adjustment documents.

May perform disbursing services and functions when appointed Class A or B Agent Officer to the servicing financial and accounting officer.

Obligates funds.

Processes transportation billings.

Processes transactions for others (TFO's).

Reconciles unliquidated functions.

Corrects daily edits.

Prepares collection and disbursement vouchers.

Processes interfund documents.

Performs other duties as necessary and required.

COMPTROLLER DIVISION, USPFO

Fiscal Accounting

FISCAL ACCOUNTING COMPUTATION.

a. .0001119 x (average monthly # of transactions processed related to annual funding, allotments, and obligations)	=	_____
b. .000086 x (average monthly # of transactions processed from transactions by others)	=	_____
c. .0021629 x (average monthly # of adjustment transactions processed when reconciling unliquidated obligations)	=	_____
d. .0006364 x (average monthly # of interfund transactions processed)	=	_____
e. Fixed requirement	+	_____ .603
f. Total Fiscal Accounting		_____

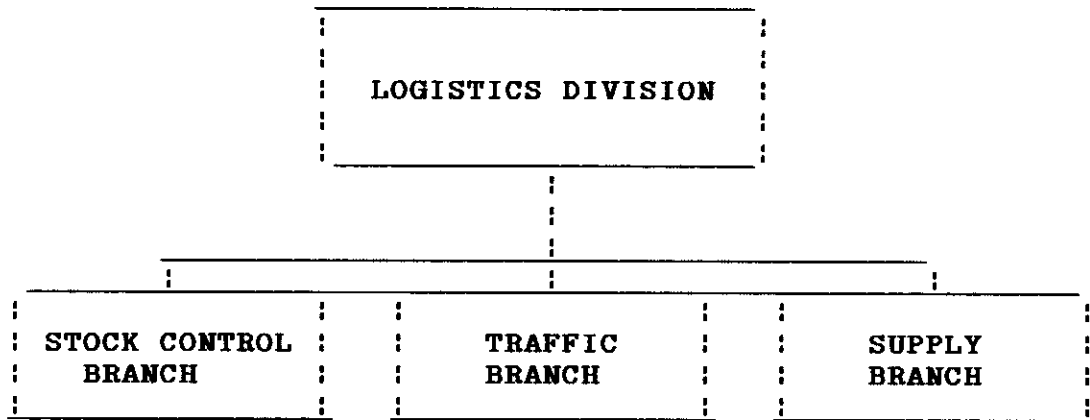
Fiscal Accounting, Comptroller Division								
Workload Factor		.603	2.155	3.232	4.309	5.386	6.463	7.540
Identified on computation sheet		2.154	3.231	4.308	5.385	6.462	7.539	8.616
Manpower Requirement		2	3	4	5	6	7	8
Line	Title	Distribution of Positions						
1	Sup/Acct Tech	1	1	1	1	1	1	1
2	Acct Tech	1	2	3	3	4	5	6
3	Acct Tech (T)	-	-	-	1	1	1	1

Fiscal Accounting, Comptroller Division									
Workload Factor		8.617	9.694	10.771	11.848	12.925	14.000	15.000	16.000
Identified on computation sheet		9.693	10.770	11.847	12.924	13.999	14.999	15.999	16.999
Manpower Requirement		9	10	11	12	13	14	15	16
Line	Title	Distribution of Positions							
1	Sup/Acct Tech	1	1	1	1	1	1	1	1
2	Acct Tech	7	8	9	10	11	12	13	14
3	Acct Tech (T)	1	1	1	1	1	1	1	1

U. S. PROPERTY AND FISCAL OFFICE

LOGISTICS DIVISION

Direct Functions: Directs and coordinates logistic activities including procurement and provision of supplies and services, management of material and equipment, and movement of material and personnel. Directs and coordinates operations of supply support and logistic support planning.



LOGISTICS DIVISION, USPFO

Office of the Chief

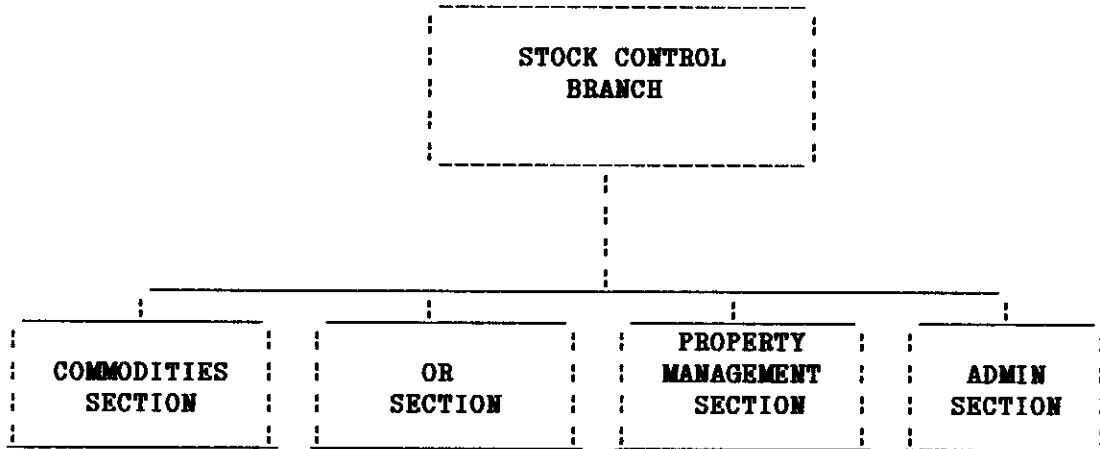
(AFD: LEKCA MD#: 2731 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Plans, organizes, and directs the logistical service in USPFO, to include supply and storage management, equipment management, commercial transportation management, and stock control functions. Provides guidance on interpretation of directives and assists units, organizations, and activities of the State in support level logistical matters. Monitors warehouse operation, stock control, transportation, automated system support ensures property book accuracy through required reconciliations. Maintains required files and logistic data. Performs staff management activities to include programming, development of budget estimate and budget review; monitors account utilization. Supervises and coordinates supply support. Prepares, reviews, and verifies logistical reports. Controls and administers Army Stock Fund logistic accounts. Maintains required files and logistical data. Reviews interservice support agreements (ISSAs). Coordinates with the Directorate of Logistics, Command Logistics Office (G4), State Aviation Officer, and Surface Maintenance Manager as necessary.

Office of the Chief, Logistics Division		
Workload Factor:		1
Directed		or more
Manpower Requirement		3
Line	Title	
1	Supply Management Officer	1
2	Supply Systems Analyst	1
3	Secretary	1

LOGISTICS DIVISION, USPFO
STOCK CONTROL BRANCH



LOGISTICS DIVISION, USPFO

Supervisor, Stock Control Branch

(AFD: LEHCE MD#: 2732 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Directs input and controls output of all sections in the Stock Control Branch. Establishes routing and controls the action on all supply requests and other documents coming in from all units in the state, listings, reports and MROs (Materiel Release Orders) from ADP, receipts and turn-in's and other documents from the Supply Branch and all types of communication from other agencies. Moves assigned manpower as required due to workload or to reduce backlog. Assigns special projects. Considers time constraints, talents, training needs and overall priority. Monitors output and checks sections for quality and quantity. Ensures and maintains proper degree of security for work area and classified information. Maintains liaison with Supply Branch, Traffic Branch, Comptroller Division, Purchasing and Contracting Division and others. Coordinates classification actions; locations surveys, additions, and deletions; inventories shipment information and documents; funding; and special purchases. Ensures compliance with policies and directives from higher headquarters. Monitors regulations and other directives, incorporates changes in directions to workcenter. Inspects and monitors workcenter and ensures compliance with regulations and directives.

Supervisor, Stock Control Branch, Logistics Division						
Workload Factor: # of Non-supervi-	1	4	14	27	40	
sory Rqmts in Stock Control Branch	3	13	26	39	52	
Manpower Requirement	0	1	2	3	4	
Line	Title	Distribution of Positions				
1	Supv Supply Tech	0	1	2	3	4

LOGISTICS DIVISION, USPFO

Administration, Stock Control Branch

(AFD: LEHCE MD#: 2732 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Performs typing support, processes mail and distribution, maintains forms stockage, files and charts, initiates and receives telephone calls, operates duplicating machines, telecommunication and computer equipment, dialcom's, micrographics, acknowledges visitors, provides secretarial support. Provides short-term supply assistance in various sections when required. Maintains NGB checklist file.

Administrative, Stock Control Branch, Logistics Division						
Workload Factor: Number of Requirements in Stock Control Branch*						
	1	4	12	24	36	
	3	11	23	35	47	
Manpower Requirement						
	0	1	2	3	4	
Line	Title		Distribution of Positions			
1	Supply Clerk/Typist		0	1	2	3 4

LOGISTICS DIVISION, USPFO

Commodities Section, Stock Control Branch

(AFD: LEHCE MD#: 2732 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Responsible for managing the stock list (as representative of accountable officer). Manages ABF (Availability Balance File), ammunition, POL (petroleum, oils, and lubricants), subsistence, stock lists for SSSC (Self Service Supply Center), QSS (Quick Supply Store), RX (Repairable Exchange), CIP (Clothing Issue Point), other special listing and reports. Receives listing from ADP (Automatic Data Processing). Coordinates with supervisor in determining changes to be made and prepares input or performs input to SDP record. Reviews ADP output to validate compliance with system objectives and policies and recommends change to controls and programs when appropriate. Receives ADP listing of errors or required corrections/changes and determines corrections to be made. Receives listing from ADP identifying possible excess and reviews each item and pertinent data. Determines excess classification and inputs data to ADP. Refers to regulations and other directives for proper procedures in managing ammunition. Develops SOP for area of influence and recommends procedure to assist in prevention of fraud, waste and abuse. Assists in preparation of allocation system and monitors progress. Manages POL (Petroleum, Oil and Lubricants) program and refers to AR 703-1 and other regulations/ directives for proper procedures. Receives bulk POL accounting summaries. Receives other energy type reports. Verifies API gravity checks and volume correction and assists in quality surveillance. Manages subsistence program and refers to AR 30-1 and other regulations/ directives for proper procedures. Coordinates with vendors, commissaries, TISA's (Troop Issue Subsistence Activity), State Food Advisor and units. Processes request for supply from customer units, to include regular requests, no stock number, part number requests, purchase requests, and adjustment documents for expendable, durable and non-expendable supplies. Receives various listings from ADP and uses them to control and correct actions. Coordinates complex requests directly with customer, source of supply and Supply Branch. Applies item control where required on mission essential, sensitive and high-dollar-value items, items in critical supply, mobilization reserves and special project stocks where automated system controls are not applicable, and maintains record of these controls. Maintains funding records for commodity areas assigned.

COMMODITIES SECTION

Commodities, Stock Control, Logistics Division									
Workload Factor:	1	3701	7001	10001	12801	15001	20001	21001	
Authorized ARNG Military Strength	3700	7000	10000	12000	15000	20000	21000	or more	
Manpower Requirement	3	4	5	6	7	8	9	10	
Line	Title	Distribution of Positions							
1	Supply Technician/Clerk	3	4	5	6	7	8	9	10

Ammo, Subsistence, POL					
Workload Factor:	1	6101	12001	18001	
Authorized ARNG Military Strength	6100	12000	18000	or more	
Manpower Requirement	1	2	3	4	
Line	Title	Distribution of Positions			
	Supply Clerk	1	2	3	4

LOGISTICS DIVISION, USPFO**Open Requisition Section, Stock Control Branch**(AFD: LEHCE MD#: 2732 TYPE: II)**WORKCENTER DESCRIPTION**

DIRECT FUNCTIONS: Manages outstanding requisitions, open requisition file and depot backorder validation system. Follow-ups on discrepancies in outstanding direct shipments and problem requisitions through coordination with customers and sources of supply. Prepares report of discrepancy and provides follow-up action and distributes output from DP to depot/units and stock control. Processes depot cancellations, receipts for direct shipment to unit and ABF stockage and unit requests for follow-up requisition status. Reconciles open requisition/unliquidated obligation reconciliation program. Reports high priority NMCS (not mission capable supply) requisitions to higher headquarters. Processes requests for change to DODAAC.

Open Requisition Section, Stock Control Branch, LOG DIV					
Workload Factor:		1	4501	7501	10251
Authorized ARNG Military Strength		4500	7500	10250	13500
Manpower Requirement		1	2	3	4
Line	Title	Dist of Positions			
1	Supply Clerk	1	2	3	4

Open Requisition Section, Stock Control Branch, LOG DIV					
Workload Factor:		13501	15501	18001	20501
Authorized ARNG Military Strength		15500	18000	20500	plus
Manpower Requirement		5	6	7	8
Line	Title	Dist of Positions			
1	Supply Clerk	5	6	7	8

**LOGISTICS DIVISION, USPFO
AVIATION LOGISTICS (AVLOG)**

(Additive to Commodities Section, Stock Control Branch for States Operating an AVCRAD)

(AFD: LEHCE MD#: 2732 TYPE: 1D)

WORKCENTER DESCRIPTION

DIRECT FUNCTIONS:

Responsible for managing the aviation stock list (as representative of accountable officer); Manages Availability Balance File (ABF) for aviation; Plans requirements, both quantitative and monetary, to satisfy customer needs; Authorizes procurement and is responsible for funds management; Provides coordination between Aviation Classification Repair Activity Depot (AVCRAD), United States Army Aviation Systems Command (USAAVSCOM), United States Property and Fiscal Officer (USP&FO), and National Guard Bureau (NGB); requisitions Aviation Intensive Management Items (AIMI); determines categories and quantities of items for requisition as well as funds required; forecasts programmed quarterly objectives, suballocation of funds to AVCRAD, and analysis of cost data; controls and conducts reviews of Depot Level, including AIMI and Aviation Supply System, for performance and cost data; conducts quarterly inventory of aviation assets at AVCRAD; publishes AVCRAD Component Listing.

*Additive functions for any state operating an AVCRAD.

AVLOG, Commodities, Stock Control Logistics Division				
Workload Factor: Density of Supported Equipment (Acf) (Avg Monthly Density)		1 80	81 193	194 307
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Supply Technician (AVLOG)	1	2	3

LOGISTICS DIVISION, USPFO

Property Management Section (ESR), Stock Control Branch

(AFD: LEKC MD#: 2732 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Manages accountable equipment assets. Maintains an accurate reporting system for non-expendable property in the state. Maintains MFOE, TDA and CTA authorization files for units within state. Receives authorization documents, including changes. Reviews and approves request for issue or turn-in of non-expendable property, to include adjustment documents. Processes transaction to ADP for update of ESR (Equipment Status Report), PAMIS (Property Accountability Management Information System), and CBS-X (Continuing Balance System - Expended). Redistributes assets and examines authorization quantities, on hand quantities and due-in quantities, by unit, in order to determine excesses and shortages in units or imbalances percentage wise between units. Prepares lateral transfers for property moves, including turn-in of items which are excess to the needs of the state. Monitors incoming shipments from other states (REDFRAM). Performs property book reconciliations. Maintains SASP (Small Arms Serialization Program). Reports updates to the national level on ESR, PAMIS, CBS-X and SASP.

Property Management Section, Stock Control Branch, Logistics Division								
Workload Factor:	1	3271	6801	10251	13501	17001	20501	
Authorized ARNG Military Strength	3270	6800	10250	13500	17000	20500	or more	
Manpower Requirement	2	3	4	5	6	7	8	
Line	Title	Distribution of Positions						
1	Supply Tech/Clerk	2	3	4	5	6	7	8

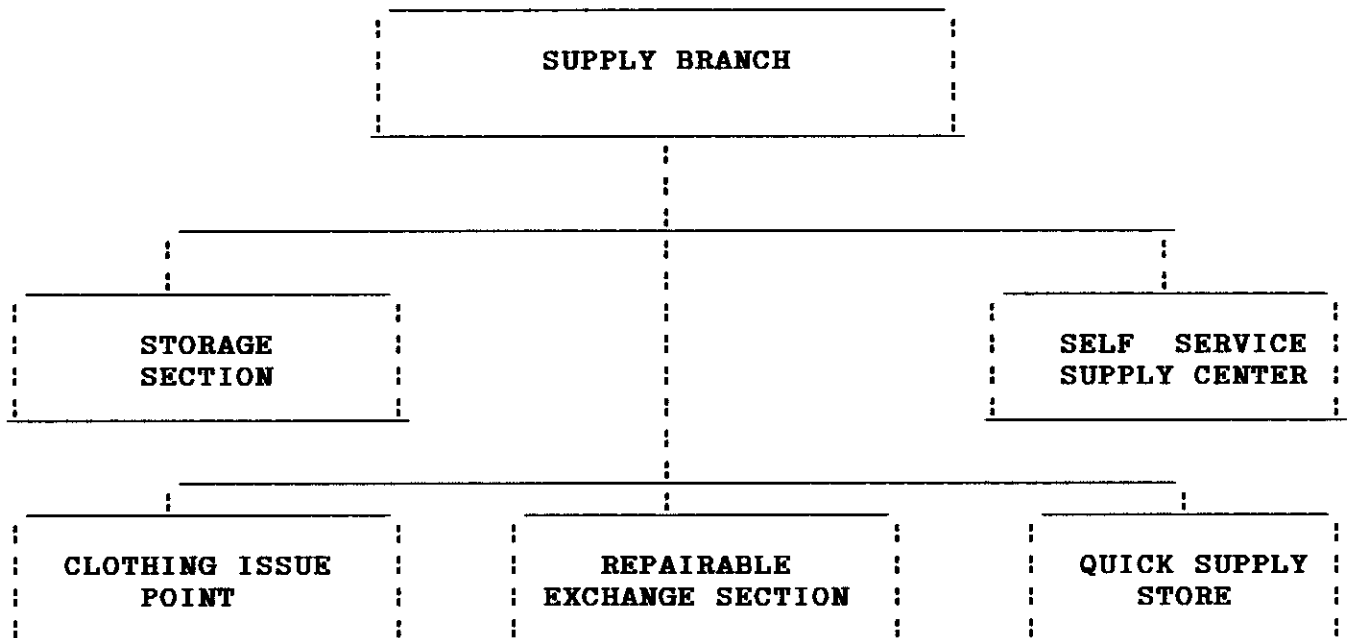
Property Book, Stock Control Branch, Logistics Division			
Workload Factor:	1	51	101
AA Units	50	100	or more
Manpower Requirement	1	2	3
Line	Title	Distribution of Positions	
1	Supply Technician/Clerk	1	2

LOGISTICS DIVISION, USPFO

SUPPLY BRANCH

WORKCENTER DESCRIPTION

Direct Functions: Operates storage facilities in receipt, storage, preservation, and issue of supplies, equipment, ammunition, and explosives. Coordinates activities of Storage, Self-Service Supply Center, Service Stock, Direct Exchange, Quick Supply, and USPFO motor vehicle operators.



LOGISTICS DIVISION, USPFO

Office of the Chief, Supply Branch

(AFD: LEKH MD#: 2733 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Supervises and directs input and controls output of all the sections in the Supply Branch: Storage Section, Motor Vehicle Drivers, Self Service Supply Center (SSSC), and Clothing Issue Point (CIP); also Repairable Exchange (RX) and/or Quick Supply Store, when either or both are established at the USPFO level. Establishes all routing and controls the actions on all incoming requests, documentation, supplies, and equipment, to include storage location. Responsible for assigning manpower as required due to workload or to reduce backlog. Responsible for time constraints, talents, training needs and overall priority in assigning special projects. Monitors output and checks sections for quality and quantity. Responsible for special handling plans. Determines requirements in accomplishing mission in handling of unusual requests, receipt, storage and disposition of large shipments, large items, hazardous cargo, precious metal and waste disposal. Directs and coordinates operation of vehicular delivery and pickup service; coordinates between USPFO and units, depots and other activities. Responsible for insuring and maintaining the proper degree of security for items in transit and/or in transit preparation areas. Directs the operation on stored items. Directs the execution of classification actions, location surveys and stock location deletions. Coordinates inventories and is active in the development, scheduling and execution of annual and special physical inventories. Responsible for the proper degree of security for all items stored under the Supply Branch control. Insures compliance with policy or directives from higher headquarters. Monitors regulations and other directives and incorporates necessary changes into the workcenter.

Office of the Chief, Supply Branch						
Workload Factor: # of Non-Supervisory						
	1	4	13	25	37	
Requirements in Supply Branch						
	3	12	24	36	48	
Manpower Requirement						
	1	2	3	4	5	
Line	Title	Distribution of Positions				
1	Warehouse Worker Fmn	1	1	2	2	3
2	Supply Clerk (T)	-	1	1	2	2

LOGISTICS DIVISION, USPFO

Storage Section, Supply Branch

(AFD: LEK MD#: 2733 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Receives, counts, inspects, classifies, stores, re-warehouses, safeguards, preserves, and issues expendable and nonexpendable material. Assigns stockage location, conducts location surveys and location deletions. Selects and prepares material for transfer to other USPFO issue facilities or shipment by parcel post, organic vehicle, or common carrier to units, depots, or other activities. Remarks and repacks material based on national stock number of unit of issue changes. Assists in cyclic and special inventories. Receives, stores, safeguards, and issues ammunition, explosives, and other munitions and conducts cyclic and other inventories to obtain an accurate determination of condition and quantity of stocks on hand. Conducts inspections of ammunition and storage areas and assures compliance with safety regulations and technical directives. Receives, stores, and ships expended ammunition components and containers. Obtains disposition instructions for unserviceable ammunition and explosives. Participates in small arms serialization programs. Performs actions required by the Army Maintenance Management System (TAMMS). Exercises operational control over all vehicles assigned to the USPFO.

NOTE: In States conducting DLOGS and/or NCR 500 Class IX repair parts operations, authorization for warehouse workers in these tables will be reduced by the number authorized for the DLOGS and NCR 500 functions.

Storage Section, Supply Branch, Logistics Division							
Workload Factor: Authorized ARNG Military Strength		1	1281	1871	2461	3051	3641
		1280	1870	2460	3050	3640	4230
Manpower Requirement		5	6	7	8	9	10
Line	Title	Distribution of Positions					
1	Warehouse Worker	5	6	7	8	9	10
2	Mat Sort & Classifier a/	-	-	-	-	-	-
3	Motor Vehicle Opr b/	-	-	-	-	-	-

Storage Section, Supply Branch, Logistics Division											
Workload Factor: Authorized ARNG:		1	957	2247	3535	4823	6111	7400	8688	9976	11265
Military Strength		956	2246	3534	4822	6110	7399	8687	9975	11264	12549
Manpower Requirement		4	5	6	7	8	9	10	11	12	13
Line	Title	Distribution of Positions									
1	Warehouse Worker	4	5	6	7	8	9	10	11	12	13
2	Mat Sort & Classifier a/										
3	Motor Vehicle Opr b/										
4	Ammo Handler c/										

Storage Section, Supply Branch, Logistics Division											
Workload Factor: Authorized ARNG:		12550	13746	14943	16139	17335	18531	19727	20923	22119	
Military Strength		13745	14942	16138	17334	18530	19726	20922	22118	or more	
Manpower Requirement		14	15	16	17	18	19	20	21	22	
Line	Title	Distribution of Positions									
1	Warehouse Worker	14	15	16	17	18	19	20	21	22	
2	Mat Sort & Classifier a/										
3	Motor Vehicle Opr b/										
4	Ammo Handler c/										

a/ Manpower appropriate to this requirement may be designated within the total authorization for warehouse workers under this table. Full justification is required for authorization of more than one position.

b/ Motor vehicle operators appropriate to State requirements may be designated within the total warehouse workers authorization under this table. Operators serve as warehouse workers when not employed at their primary duties. Vehicle operator grade is dependent upon the type of vehicle operated.

c/ Ammo handler authorized for the following states:

GA, HI, ME, NV, OH, OK, SD, VA

Position authorized for states that support an ASP not co-located at a training site or those not co-located in the same compound or building complex as the USPFO warehouse.

LOGISTICS DIVISION, USPFO

Self Service Supply Center (SSSC), Supply Branch

(AFD: LENA MD#: 2733 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Operates a self service supply center (store) and establishes and maintains stockage. Inspects and inventories stock on hand and/or in accordance with directions from USPFO, determines need to order/reorder items that qualify for stockage at SSSC per regulations. Assists USPFO in preparation for publication of catalog of items in store. Establishes ledger account for each customer, as directed by USPFO. Posts authorized credit dollar amount to customers accounts as directed by USPFO, usually quarterly. Responsible for preparing financial reports periodically. Prepares monthly statement of operations and accounts and distributes reports. Performs semi-annual inventory. Maintains security of SSSC.

Self Service Supply Center, Supply Branch, Logistics Division:					
Workload Factor:	1	13	26	38	51
AA Units	12	25	37	50	or more
Manpower Requirement	1	2	3	4	5
Line	Title	Distribution of Positions			
1	Warehouse Worker	1	2	3	4 5

LOGISTICS DIVISION, USPFO

Clothing Issue Point (CIP), Supply Branch

(AFD: LENC MD* 2733 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Operates a clothing issue point by establishing and maintaining stockage. Inventories stock on hand and considers stock level information and other directions from USPFO. Prepares request for added item or replenishment. Places items in stock bins for subsequent issue, reviews and revises stock levels as necessary. Responsible for establishing and maintaining customer identification file. Responsible for performing monthly reconciliations and inventories per USPFO directions. Responsible for maintaining security of CIP.

Clothing Issue Point, Supply Branch Logistics Division								
Workload Factor:	1	5201	8001	11801	15001	18001	21501	
Authorized ARNG Military Strength	5200	8000	11800	15000	18000	21500	or more	
Manpower Requirement	1	2	3	4	5	6	7	
Line	Title	Distribution of Positions						
1	Warehouse Worker	1	2	3	4	6	7	7

LOGISTICS DIVISION, USPFO

Repairable Exchange (RX), Supply Branch

(AFD: LEN MD#: 2733 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Operates an exchange type supply point. Responsible for establishing and maintaining stockage. Inventories stock on hand and/or in accordance with stock level information and directions from USPFO, determines need to order/reorder items that meet the special qualification for stockage in repairable exchange per regulations. Forwards unserviceable parts to the supporting maintenance activity for repair and return to Repairable Exchange stock. Returns items determined to be unrepairable to the supporting supply account for final disposition. Maintains records of on-hand balances, repair rates, resupply rates, and repair cycle time. Reports excess stocks to the USPFO for disposition. Responsible for maintaining security of RX.

Repairable Exchange, Supply Branch, Logistics Division			
Workload Factor:		1	15501
Authorized ARNG Military Strength		15500	or more
Manpower Requirement		1	2
Line	Title	Distribution of Positions	
1	Warehouse Worker	1	2

LOGISTICS DIVISION, USPFO

Quick Supply Store (QSS), Supply Branch

(AFD: LEN MD#: 2733 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Operates a supply point, issuing low dollar value items. Makes over-the-counter issues to supported units of selected Class IX repair parts on a free-issue basis using summary accounting techniques. Establishes stockage by receiving item into QSS from USPFO as a result of a six month ASL review. Responsible for replenishing stock when quantity on hand is reduced to or below reorder point. Assists the Stock Control Section in preparation of QSS catalog. Responsible for maintaining security of QSS.

Quick Supply Store, Supply Branch, Logistics Division		
Workload Factor:		
Determined by Local Appraisal		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Warehouse Worker	1

* Applicable to the following states:
ND, UT

LOGISTICS DIVISION, USPFO

Traffic Branch

(AFD: LCY MD#: 2735 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Advises and represents United States Property and Fiscal Officer (USPFO) on transportation matters involving Department of Defense (DOD) and/or commercial movement of equipment, supplies, and personnel both domestically and internationally. Coordinates with the Military Traffic Management Command (MTMC), the Military Airlift Command (MAC), commercial carriers, and state and local authorities to expedite ARNG movements. Organizes the military commercial transportation programs of the USPFO by preparing/evaluating long range plans and forecasting commercial transportation requirements. Prioritizes transportation requirements to accomplish the USPFO mission by selecting the most cost effective and advantageous methods of transport for personnel and equipment. Acts as the transportation agent for all inbound and outbound shipments and provides necessary services incident to receipt, dispatch and processing of commodity and passenger traffic, including demurrage charges, drayage, and other accessory services. Has approval authority to obligate government funds and is responsible for reconciliation and verification of commercial travel and transportation accounts prior to payment. In accordance with Joint Federal Travel Regulations is responsible for originating Government Bills of Lading (GBL), Government Transportation Requests (GTR), Transportation Control Movement Documents (TCMD) for OCONUS shipments, and Transportation Discrepancy Reports (TDR), and other related transportation documents. Monitors Department of the Army (DOA) approved travel agent for official travel to maximize total dollar expenditure for travel services rendered. Develops state travel Standard Operating Procedures (SOP) and reviews individual, group, or units travel orders for compliance. Assists the Defense Movement Coordinator (DMC) with preparation of the commercial transportation portions of the Automated Unit Equipment List (AUEL). Advises and coordinates with the DMC on methods/modes of transportation for unit and related personnel and equipment movements to and from annual training (AT), inactive duty training (IDT), overseas deployment training (ODT), and exercises. Prepares GTRs or airline tickets, meal tickets, and toll script as applicable to satisfy mission requirements. Coordinates special shipping projects such as hazardous materials, explosives, oversize and overweight shipments, and responsible for verifying safety inspection certificates of commercial carrier equipment prior to use.

Traffic Branch, Logistics Division									
Workload Factor: Authorized:		1	3001	6001	9001	11901	15001	19001	21001
ARNG Military Strength		3000	6000	9000	11900	15000	19000	21000	or more
Manpower Requirement		2	3	4	5	6	7	8	9
Line	Title	Distribution of Positions							
1	Traffic Manager a/ Transportation Spec	1	1	1	1	1	1	1	1
2	Shipment Clerk (Typing)	1	1	2	2	3	3	4	4
3	Travel Clerk (Typing)/Clerk Typist	-	1	1	2	2	3	3	4

a/ Directed Position

LOGISTICS DIVISION

Defense Movements Coordination

(AFD: LCY MD# Type: III)

WORKCENTER DESCRIPTION

Direct Functions: Analyze Mobilization Troop Basis Stationing Plan (MTBSP) for units mobilizing into and transiting resident state. Coordinate with state and installation planners the movements of units that originate within or transit resident state. Develop a master movement plan for each deployment scenario based on the MTBSP and applicable OPLAN for both mobilization and deployment moves for all Army units (AC and RC). Receive, approve, process, and monitor request for convoy clearances for all peacetime Army convoys originating, terminating or transiting resident state. Maintains liaison and coordination with mobilization station(s), installations, training sites, and aerial and seaports within resident state for routes into and out of, ingress and egress gates, day and time of arrival and/or departure. Assist in the planning and coordination with these and other installations which receive units. Maintain liaison and coordination with state DOT to provide convoy clearances and special hauling permits. Determines whether military vehicles meet resident state requirements for routine clearances, weight restrictions, and dates/hour of travel. Contact highway regulatory authorities where frequent military vehicle travel is required and obtains blanket hauling permits, if permitted by state law. Obtain special hauling permits or convoy clearances under emergency conditions (advance coordination is encouraged). Maintains liaison and coordination with state DOT to keep the Mobilization Automated Support System (MASS) data base current for resident state with information of the road network that could affect convoy movements. Maintains file of names and phone numbers for points of contact. Assists in coordinating of enroute administrative and logistical support for unit, based on request from support installation or Unit Movement Officer (UMO), prior to the execution of the move. Check movement of convoy as required. Responsible for reviewing and editing unit UMD submissions for accuracy in the COMPASS/AUEL reporting system for resident state. Maintains the resultant computerized data on each unit according to supporting movement plans. Provides instruction on unit movement planning to state National Guard units. Prepares and dispatches EXMOVREP to other STARC Defense Movement Coordinators (DMC) and ITO's in accordance with AR 55-113. Assists units in preparing documentation required for movement. Determines with the unit the exact items of equipment, vehicles, and supplies to be transported and by which mode in coordination with the USPFO Transportation Branch. Advises the unit on the preparation of the related documentation to accomplish the move. In coordination with the USPFO Transportation Branch determines the amount of commercial transport required by each National Guard unit and helps designate loading sites and time for each to start and complete loading. Coordinate documents from each load site; check documents for accuracy and completeness; and have documents delivered to the appropriate section for further processing. Assist in identifying and obtaining blocking, bracing, packing, crating, and tie down materials. Coordinates MHE requirements between unit and furnishing activity. Assists in determining transportation required for shipment of National Guard POMCUS Unit Residual Equipment (PURE) items and designation of loading sites. Coordinate with STARC/USPFO Transportation Branch the requirements for documents necessary for commercial transport of passengers and enroute support requirements.

LOGISTICS DIVISION

Defense Movements Coordination

Serve as primary POC and mission validator for special assignment airlift mission (SAAM) and exercise airlift and coordinate airlift request for deploying ARNG units. Maintains liaison with units and MAC POC in coordinating loading and departure times and specific mission support requirements. Observes aircraft loading and obtain data for EXMOVREPs. Maintains and manages container and 463L pallet allocations and records. Coordinates meetings, conferences, etc., concerning movement of the various units on the mobilization plans. Prepares briefings, fact sheets, and information papers as required. Coordinates and develops agenda for liaison conferences with ARNG, USAR, and active component units and their headquarters, both installation and field conferences. Provides planning assistance to the state staff, other headquarters, ARNG, USAR and active component units.

*NOTE: The Defense Movement Coordination Branch Workcenter Description and the Traffic Branch Workcenter Description may appear to overlap in some areas at this time. It is not a duplication of duties but a more accurate system of checks and balances for unit movements.

Defense Movements Coordination Branch, Logistics						
Workload Factor: Parent Units "AA" Only (Includes Both ARNG and USAR)		0	50	70	100	200 or more
		49	69	99	199	
Manpower Requirement		0	1	2	3	4
Line	Title	Distribution of Positions				
1	Defense Movement Coordinator	0	1	1	1	1
2	Assistant Movement Coordinator	0	0	1	1	2
3	Data Transcriber	0	0	0	1	1

ANALYSIS AND INTERNAL REVIEW DIVISION, USPFO

(AFD: FBE MD#: 2712 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Conducts internal reviews and provides other management consulting services to the Adjutant General, Commander, staff, and operating elements. Performs review and analysis of resource management. Programs, schedules, and conducts comprehensive state-wide internal reviews of all activities, organizations, programs, objectives, systems, functions, procedures, with known or suspected problems; provides appraisals to program content and execution; and, recommends solutions and corrective action to problem areas. Provides assistance in implementation of management improvements. Develops qualitative and quantitative evaluation in order to disclose imbalances and critical problems. Conducts follow-up reviews and evaluations to ensure that required corrective actions to external audit agencies, reports, and selected internal audit reports have taken place. Performs internal review of nonappropriated funds (NAFI's) when so directed. Provides liaison services with other internal and external audit agencies.

Analysis & Internal Review Division, USPFO					
Workload Factor:	0	5532	9940	14348	18756
ARNG Auth Strength	5531	9939	14347	18755	+
Manpower Requirement	4	5	6	7	8
Line	Title	Distribution of Positions			
1	Chief	1	1	1	1
2	Mgmt Anal	2	3	4	5
3	Mgmt Asst	1	1	1	1

Analysis & Internal Review Division, USPFO				
Workload Factor:				
ANG # of Flying Bases		1	2-3	4-5
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Mgmt Anal	1	2	3

DATA PROCESSING INSTALLATION, USPFO

(AFD: DBFSC MD# 2714 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions: Provides data processing services, in support of Federal requirements, to the ARNG of the State. Performs systems design, programming, and machine operations. Receives, schedules, controls, processes and distributes computer related products. Coordinates and monitors training for data processing personnel and computer users. Assists in monitoring and controlling the state data communication network. The Data Processing Installation (DPI) is responsible for the security and budget of all DPI computer related requirements. Provides AUTODIN communications services.

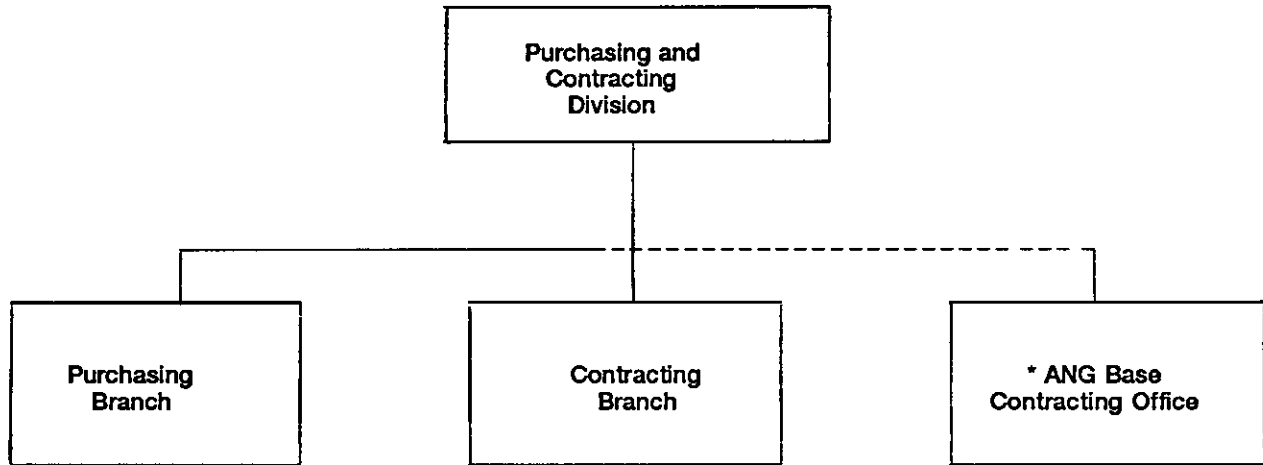
Data Processing Installation, USPFO		
Workload Factor:	(2 Shifts)	(3 Shifts)
# of shifts	#0 - 45,935,000!	#45,935,001 +
Manpower Requirement	11	14
Line	Title	Distribution of Position
1	Supv Computer Specialist	1 1
2	Systems Programmer	1 1
3	Programmer	1 1
4	Sr. Systems Administrator	1 1
5	Systems Administrator	1 2
6	Operator	4 6
7	Computer Assistant	1 * 1 *
8	Telecommunication Operator	1 a/ b/ 1 a/ b/

* Provides back-up support to AUTODIN operations.

a/ AUTODIN operation at USPFO or supported by ANG is one requirement per state.

b/ California and Maryland have a requirement of two (2) additional positions to support TAG AUTODIN facilities not co-located with USPFO. These requirements are under the supervisory computer specialist in the Management Information Systems Office.

**US PROPERTY AND FISCAL OFFICE
PURCHASING AND CONTRACTING DIVISION**



* Air National Guard Base Contracting Office under technical guidance only

PURCHASING AND CONTRACTING, USPFO

OFFICE OF THE CHIEF

(AFD: GCC MD: 2740 TYPE: V)

DIRECT FUNCTIONS: Manages the purchasing and contracting division.

Office of the Chief, Purchasing & Contractng Division		
*Workload Factor:		
Directed		
Manpower Requirement		2
Line	Title	Distribution of Positions
1	Supervisory Contract Specialist	1
2	Procurement Assistant (Directed)	1

- * 1. Supervisory Contract Specialist is the first earned position in the Contracting Branch's standard equation.
- 2. Procurement assistant is a directed requirement.

PURCHASING AND CONTRACTING, USPFO

PURCHASING BRANCH

(AFD: GBE, MD: 2740 TYPE: I)

DIRECT FUNCTIONS: Processes purchase request; determines method of purchase; processes purchase order; processes blanket purchase agreement; processes delivery order; processes imprest fund transaction; processes standard form 44; processes ratification; cancels purchase action.

Purchasing Branch, Purchasing & Contracting Division					
Workload Factor:		1	3988	11182	18381
Authorized Troop Strength		3987	11181	18380	25577
Manpower Requirement		3	4	5	6
Line	Title	Distribution of Positions			
1	Supervisory Purchasing Agent	-	-	1	1
2	Purchasing Agent	3	4	4	5

PURCHASING AND CONTRACTING, USPFO**CONTRACTING BRANCH****(AFD: GBC MD: 2740 TYPE II)**

DIRECT FUNCTIONS: Processes contracts; processes delivery orders, processes change orders, processes modification and supplemental agreements.

CONTRACTING BRANCH WORKSHEET:**Standard Equation:**

$$Y_c = a + b_1x_1 + b_2x_2 + b_3x_3 + b_4x_4, \quad \text{where}$$

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$$\begin{aligned} a &= 195.3634 \\ b_1 &= 9.5312 & x_1 &= \text{Construction Contracts Processed} \\ b_2 &= 30.1170 & x_2 &= \text{Service Contracts Processed} \\ b_3 &= 62.1794 & x_3 &= \text{A \& E Contracts Processed (Armories)} \\ b_4 &= 0.8054 & x_4 &= \text{Number of Facilities Supported (Armories)} \end{aligned}$$

x1 = TITLE: Construction Contracts Processed. **DEFINITION:** The total number of Construction Contracts Processed since 1985 divided by the appropriate number of years; and includes all contracts which were awarded during the year. **SOURCE OF COUNT:** Contract Document Register and Standard Army Automated Contracting System.

x2 = TITLE: Service Contracts Processed. **DEFINITION:** The total number of Service Contracts Processed since 1985 divided by the appropriate number of years; and includes all contracts which were awarded during the year. **SOURCE OF COUNT:** Contract Document Register and Standard Army Automated Contracting System.

x3 = TITLE: A & E Contracts Processed. **DEFINITION:** The total number of A & E Contracts Processed since 1985 divided by the appropriate number of years; and includes all contracts which were awarded during the year. **SOURCE OF COUNT:** Contract Document Register and Standard Army Automated Contracting System.

x4 = TITLE: Number of Facilities Supported (Armories). **DEFINITION:** The total number of ARNG Armories located in the state. **SOURCE OF COUNT:** Facility Inventory and Stationing Plan (FISP).

PURCHASING AND CONTRACTING, USPFO
CONTRACTING BRANCH
(AFD: GBC MD: 2740 TYPE II)

Your state workload information here:

$$Y_c = 195.3634 + 9.5312(x_1) + 30.1170(x_2) + 62.1794(x_3) + -0.8054(x_4)$$

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$$\begin{aligned} Y_c &= 195.3634 \\ + 9.5312(x_1 = \underline{\hspace{1cm}}) &= \underline{\hspace{1cm}} \\ + 30.1170(x_2 = \underline{\hspace{1cm}}) &= \underline{\hspace{1cm}} \\ + 62.1794(x_3 = \underline{\hspace{1cm}}) &= \underline{\hspace{1cm}} \\ + -0.8054(x_4 = \underline{\hspace{1cm}}) &= \underline{\hspace{1cm}} \end{aligned}$$

Total =

Total = / 145 = Computed Manpower Requirements
 (Compare with Breakpoint Table)
 Whole Manpower Requirements

MANPOWER BREAKPOINT TABLE

Manpower Requirement	Breakpoint
1	1.077
2	2.154
3	3.231
4	4.308
5	5.385
6	6.462
7	7.539
8	8.616
9	9.693
10	10.770
11	11.847
12	12.924
13	13.999
14	Manpower + .999

Identify the Table to use and apply the whole manpower requirements. Keep in mind that the first requirement is the Supervisory Contract Specialist.

TYPE TABLE	MANPOWER REQUIREMENTS
TABLE I	1 - 4
TABLE II	6 - 9
TABLE III	11 - 14
TABLE IV	15 - 18

**USP&FO, PURCHASING AND CONTRACTING DIVISION
CONTRACTING BRANCH
(AFD: GBC MD: 2740 TYPE II)**

TABLE 1

Contracting Branch, USP&FO Purchasing and Contracting Division				
Workload Factors: Construction Contracts, Service Contracts Architectural and Engineering Contracts, and the Number of ARNG Facilities Maintained (ARNG Armories).				
Manpower Requirement	1	2	3	5
Line	Title	Distribution of Positions		
1	Contract Specialist	0	0	1
2	Contract Specialist	1	2	4

TABLE 2

Manpower Requirement	6	7	8	10
Line	Title	Distribution of Positions		
1	Contract Specialist	1	1	2
2	Contract Specialist	5	6	8

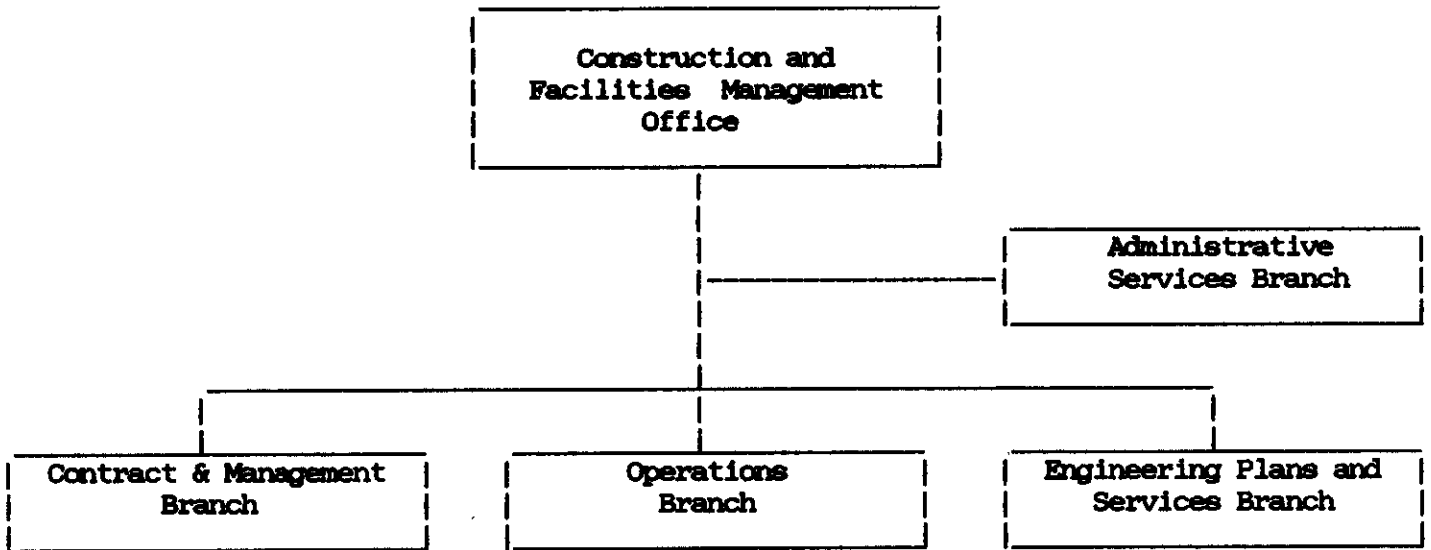
TABLE 3

Manpower Requirement	11	12	13	15
Line	Title	Distribution of Positions		
1	Contract Specialist	2	2	3
2	Contract Specialist	9	10	12

TABLE 4

Manpower Requirement	16	17	18
Line	Title	Distribution of Positions	
1	Contract Specialist	3	3
2	Contract Specialist	13	15

CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE



Requirements Worksheet

- 1. Manpower Requirement 1 (from Table 1) _____
- 2. Manpower Requirement 2 (from Table 2) + _____
- 3. Total Manpower Requirement (Line 1 + Line 2) = _____

Requirements Table 1, C & FMO											
Workload Factor 1: Number of Parent Units (** in NGB-ARO Buff Book)	1	16	31	46	56	71	86	101	116	131	146
	15	30	45	55	70	85	100	115	130	145	160
Manpower Requirement 1	3	4	5	6	7	8	9	10	11	12	13

Requirements Table 2, C & FMO											
Workload Factor 2: Millions of Square Feet Supported as reported by the FISP.	0.0	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10.0
	0.9	1.9	2.9	3.9	4.9	5.9	6.9	7.9	8.9	9.9	10.9
Manpower Requirement 2	3	4	5	6	7	8	9	10	11	12	13

CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE

Office of the Chief

WORKCENTER DESCRIPTION

(AFD: KA MD# 3313 TYPE: III)

Direct Functions: Functions as the Engineer Staff Officer for the Adjutant General. Directs and administers the Installations Program of the State. The Office of Construction and Facilities Management directs and administers all activities including, but not limited to engineering design, inspection, construction, master planning, real estate management, operation of utility plants and systems, operations of construction material production equipment, operation of forestry and fish and wildlife programs, maintenance and repair of all real property (buildings, grounds, railroads, surfaced areas, utility plants and systems), organization maintenance of Engineer Maintenance and Service (M&S) equipment, fire prevention and protection, custodial, entomology, packing and crating, refuse collection and disposal, supply and storage of engineer materials, and other miscellaneous Facilities Engineering services and operations. Serves on the Program Budget Advisory Committee (PBAC) and the Environmental Protection Committee. Serves as State ARNG Fire Marshal. At the direction of the State Adjutant General performs non-Real Property maintenance activities mission support work. When so appointed by the Adjutant General, performs the function of Assistant USPFO for Real Property and is responsible for the supervision, coordination, and directions of all matters pertaining to real estate leased, licensed or permitted for use of the Army National Guard of the State. Responsible for approval and coordination of all construction matters presented to the Army Installations Division, National Guard Bureau.

Office of the Chief, C & FMO		
Workload Factor:		
Parent Units & Square Feet		
Manpower Requirement		Computed from Requirements Worksheet.
Line	Job Title	Distribution of Positions
1	Supervisory General Engineer or Facility Management Officer	1
2	Secretary Typist/Steno	a/

a/ Distribution of the computed Manpower Requirement for the Construction and Facilities Management Office is determined by the State with request to NGB-ARM-R.

CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE

Administrative Services Branch

WORKCENTER DESCRIPTION

(AFD: KC MD# 2880 TYPE: III)

Direct Functions: Assists and advises the Construction and Facilities Management Office in the development, formulation and direction of administrative directives and procedures. Reviews incoming correspondence and directives to determine appropriate routing, posting, filing, and coordination as required. Prepares replies to reports and administrative correspondence. Maintains a suspense file. Performs general office services, operates the official mail desk, maintains files and classified documents, performs records management services, processes requests for travel and transportation. Obtains duplicating and printing services for the Construction and Facilities Management organization and maintains the property book for the accounting of TDA/CTA and other Construction and Facilities Management equipment and non-real property.

Administrative Services Branch, C & FMO		
Workload Factor:		
Parent Units & Square Feet		
Manpower Requirement		Computed from Requirements Worksheet.
Line	Job Title	Distribution of Positions
1	Management Assistant	a/
2	Administrative Clerk	a/
3	Clerk Typist	a/

a/ Distribution of the computed Manpower Requirement for the Construction and Facilities Management Office is determined by the State with request to NGB-ARM-R.

CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE

Contract and Management Branch

WORKCENTER DESCRIPTION

(AFD: KC MD# 2880 TYPE: III)

Direct Functions: Supervises and renders technical judgements in areas of Construction and Facilities Management. Programs, coordinates and schedules resources for accomplishment of work. Responsible for preparation of real property records, FISP, Federal/State Agreements, Certificate of Title, maintenance reports, operations of the work management system, assets accounting contract administration and analysis of completed work including shop performance. Recommends corrective actions for improvement of performance and productivity. Provides military construction and Base Operations (RFMA) programming/budgetary and fiscal guidance to the Construction and Facilities Management Office elements.

Contract and Management Branch, C & FMO		
Workload Factor:		
Parent Units & Square Feet		
Manpower Requirement		Computed from Requirements Worksheet
Line	Job Title	Distribution of Positions
1	Contracting & Management Admin	a/
2	Accounting Technician	a/
3	Real Property Technician	a/

a/ Distribution of the computed Manpower Requirement for the Construction and Facilities Management Office is determined by the State with request to NGB-ARM-R.

CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE

Operations Branch

WORKCENTER DESCRIPTION

(AFD: KC MD# 2880 TYPE: III)

Direct Functions: Develops program documents and information to support the total Construction Program of the Construction and Facilities Management Office to include the development of program scope documents (DD Form 1390/91's, NGB Form 420's). Provides technical support for the administration of the fire prevention and protection activities to include aircraft rescue and fire fighting, as well as providing the technical security support for Army National Guard facilities. Provides for the environmental and energy programs to include the preparation the necessary National Environmental Protection Act (NEPA) documents in support of preservations, protection and enhancement of the environment. Provides support to the Construction and Facilities Management Office for non-real property management activity.

Operations Branch, C & FMO		
Workload Factor:		
Parent Units & Square Feet		
Manpower Requirement		Computed from Requirements Worksheet.
Line	Job Title	Distribution of Positions
1	Supervisory Facility Mgt Spec	a/
2	Facility Management Specialist	a/
3	Environmental Protection Spec	a/

a/ Distribution of the computed Manpower Requirement for the Construction and Facilities Management Office is determined by the State with request to NGB-ARM-R.

CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE

Engineer Plans and Services Branch

WORKCENTER DESCRIPTION

(AFD: KCB MD#: 2880 TYPE: III)

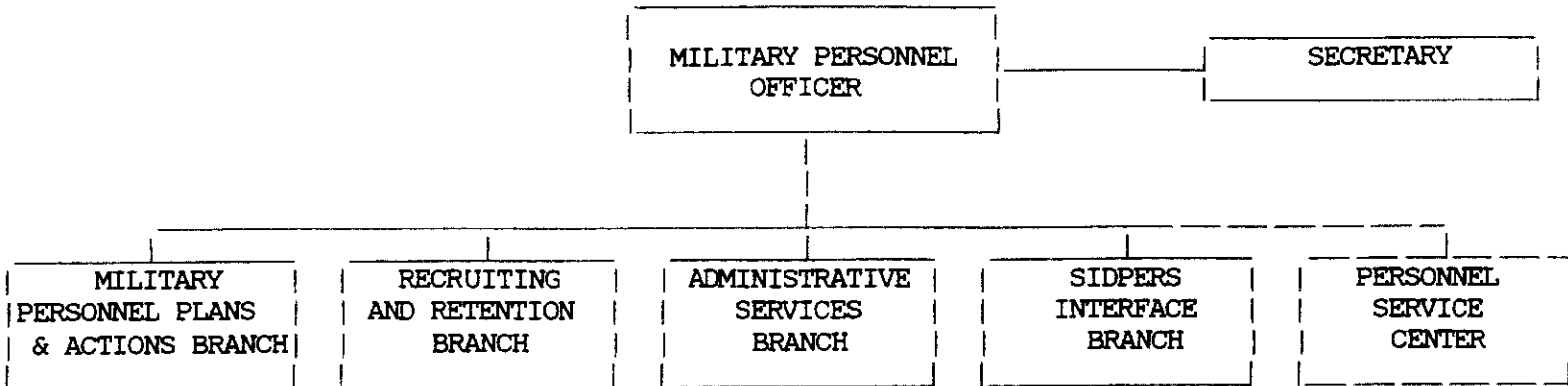
Direct Functions: Responsible for the design, preparation of drawings and specifications on all construction, maintenance and repair projects. Coordinates design with using agency and Construction and Facilities Management organizational elements. Reviews all nonappropriated fund projects. Develops master plans for ARNG training sites and facilities and assist in the project development for functional areas and technical requirements for all construction projects. Serves as liaison with design agencies. Provides technical assistance to the contracting officer in selections of materials, construction methods, and project supervision and inspection. Reproduces and maintains engineering data, files of maps, drawings and specifications which relate to the real property of the installation. Represents the Construction and Facilities Management Officer at design conferences on projects executed by district engineers or other construction agencies. Accomplishes design of projects and supervises in-progress and final inspection assistance. Develops engineering analysis as well as plans and specifications. Provides input to environmental documentation. Determines most cost effective design in coordination with Engineer and other Construction and Facilities Management organizational elements. Provides technical engineering support to activities. Performs facilities damage assessment and provides any design, drawings, and specifications required to replace such structures upon direction to do so.

Engineer Plans and Services Branch, C & FMO		
Workload Factor:		
Parent Units & Square Feet		
Manpower Requirement		Computed from Requirements Worksheet.
Line	Job Title	Distribution of Positions
1	General Engineer	a/
2	Community Planner	a/
3	Engineering Technician	a/

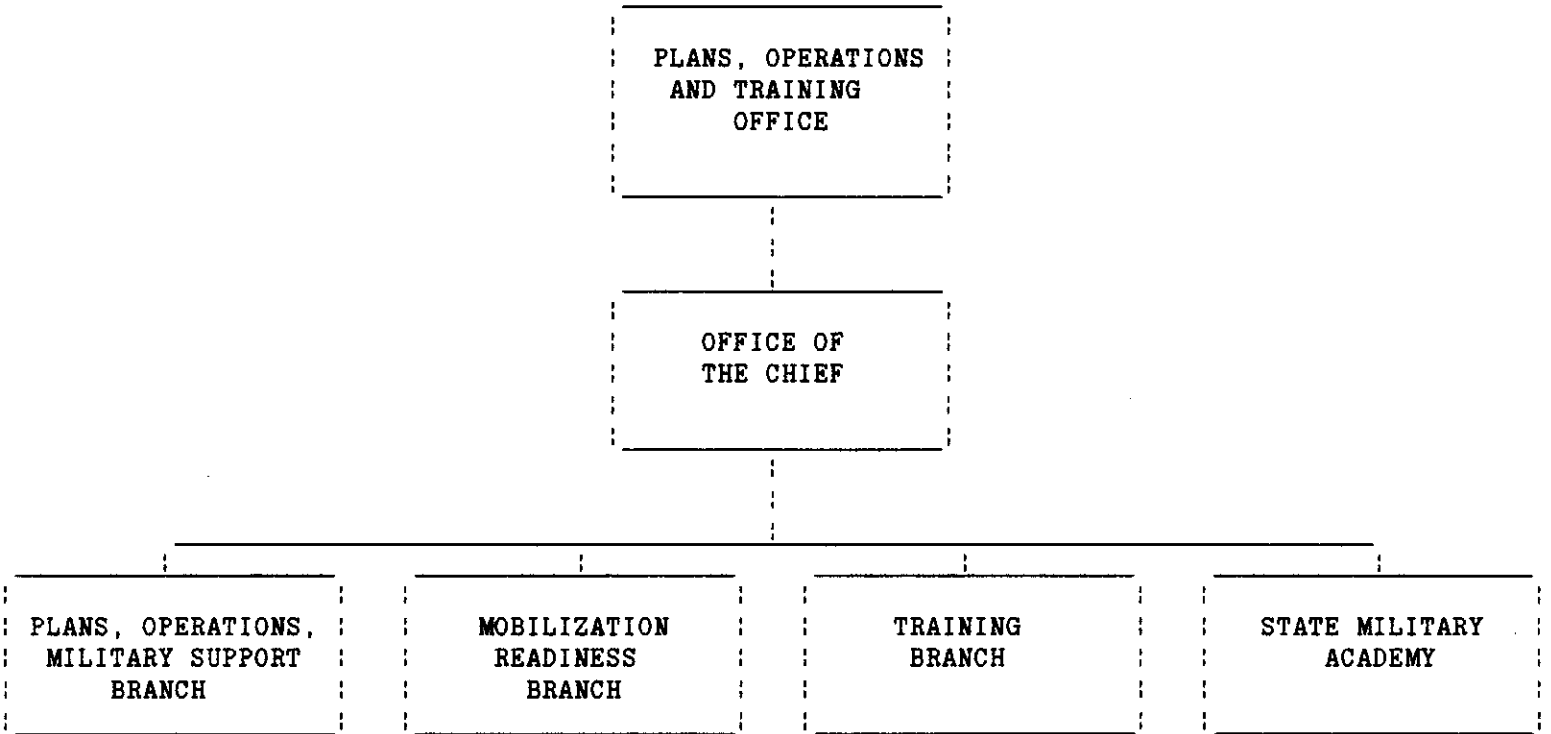
a/ Distribution of the computed Manpower Requirement for the Construction and Facilities Management Office is determined by the State with request to NGB-ARM-R.

MILITARY PERSONNEL MANAGEMENT OFFICE (MPMO)

WORKCENTER DESCRIPTION AND TABLES ARE PUBLISHED IN NGB PAM 570-4



PLANS, OPERATIONS, AND TRAINING OFFICE (POTO)



PLANS, OPERATIONS AND TRAINING OFFICE

Office of the Chief

(AFD: YXT MD# 3331 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Supervises and directs the states accomplishment of the following Army National Guard major programs: Unit Status Reporting (UNITREP) System, CAPSTONE Program, Force Structure Program, ARNG Force Integration Program, Military Support to Civil Authorities, Military Support to Civil Defense, Mobilization and Deployment Program, Physical Security, Communication Security, Information Security, State Training Program, Special Training Program, NCO Development Program, State Marksmanship/Biathalon Program, Army Individual Training and Evaluation Program, Army Service School Program, Training Ammunition Management Information System, State Defense Force Program, Reserve Component Non-Commissioned Officer Education System, State Officer Candidate Program, and the Increased Education Program.

Office of the Chief, POTO		
Workload Factor:		
Directed		
Manpower Requirement		2
Line	Title	Distribution of Positions
1	Plans, Operations and Training Officer	1
2	Secretary	1

PLANS, OPERATIONS AND TRAINING OFFICE

Plans, Operations and Military Support Branch

(AFD: XBY MD# 3333 TYPE: II)

WORK CENTER DESCRIPTION

Direct Functions:

Military Support to Civil Authorities Program: Prepares/updates a Military Support to Civil Authorities (MSCA) contingency plan; coordinates a military support requirement with federal, state or local authorities; prepares an exercise training program based upon a specific military support contingency; conducts and evaluates an MSCA exercise; maintains an emergency equipment data base; maintains a special equipment derivative property book; and coordinates reimbursement for MSCA operations.

Military Support to Civil Defense Program: Prepares/updates a Military Support to Civil Defense (MSCD) contingency plan; coordinates a MSCD requirement with applicable agencies and subordinate units; participates in MSCD exercises conducted by JCS; prepares and presents MSCD briefings to subordinate commanders; prepares and monitors mandatory civil defense training requirements; identifies and recommends corrective action for civil defense training deficiencies; and coordinates reimbursement for MSCD operations.

Land Defense of CONUS Program: Prepares/updates a Land Defense Plan; identifies and assists proponent agencies with site surveys for the Key Asset Protection Program; and identifies resource requirements for defense security plans.

Drug Eradication/Interdiction Program: Prepares/updates a Drug Support Plan; prepares memorandums of understanding with applicable law enforcement agencies; prepares a special training requirement, and conducts specific training with/of law enforcement agencies; coordinates an incidental to training requirement; prepares a directed support tasking to a subordinate unit; and coordinates reimbursement for drug support missions.

Terrorism Counteraction Program: Prepares a state implementing instruction based upon regulatory guidance; prepares and conducts threat briefings, conducts and prepares threat assessments and risk analyses; prepares a Joint Civil-Military Terrorism Counteraction plan; and prepares a high risk area information briefing for OCONUS travel.

State Defense Force Program: Develops and updates the State Defense Force (SDF) plan; serves as liaison between SDF and TAG; monitors activities of SDF; reviews administrative and operational documents; coordinates SDF regulations and directives; and provides technical guidance and assistance to SDF cadre.

PLANS, OPERATIONS AND TRAINING OFFICE

Plans, Operations and Military Support Branch

(AFD: XBY MD# 3333 TYPE: II)

WORK CENTER DESCRIPTION

Direct Functions - Continued:

Security Management Program: Interprets regulatory guidance and prepares a state implementing instruction for the following programs: Physical Security, Communications Security, Information Security, and Operations Security; prepares and conducts required inspections to support the above programs; analyzes an inspection report for corrective action and reports findings to applicable proponent agencies; prepares and conducts a security awareness briefing to support the above programs; identifies a training requirement; and prepares a required recurring reports.

Communications Management: Maintains the net control station for the state primary emergency radio network; prepares an emergency communication SOP; prepares State Communication-Electronic Operating Instruction; and performs monthly Emergency Regional Reporting System communication exercises.

Plans, Operations and Military Support Branch, POTO				
Workload Factor:	Less	41-	79	
AA UIC's	40	78	More	
Manpower Requirement	5	6	7	
Line	Title	Distribution of Positions		
1	Plans Opns & Mil Spt Off	1	1	1
2	Plans and Opns Officer	1	1	1
3	Security Spec	1	1	1
4	Security NCO/Asst		1	2
5	Plans and Opns NCO Asst	1	1	1
6	Clerk Typist	1	1	1

PLANS, OPERATIONS AND TRAINING OFFICE

Training Branch

(AFD: TGA MD#: 3332 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions:

Training Management. Directs and coordinates all aspects of the State Training Management program to include: the preparation of a fiscal year training plan, a State administrative annual training plan, and training directives and bulletins. Manages the additional training assembly and readiness management assembly allocation. Manages the Individual Training and Evaluation Program. Provides program management of all training funds by maintaining a commitment reservation system, projecting future training requirements for submission with the state operating budget, and assisting fiscal managers with obligation discrepancies or conflicts. Assists the State Inspector General by conducting pre-inspection assistance visits and responding to or resolving an inspection finding.

Annual Training Program. Receives, coordinates and processes requests for annual training to include: unit, individual and miscellaneous annual training support duty. Investigates conflicts with the master annual training plan, reviews and recommends corrective action, if indicated, on a unit annual training evaluation.

Service School Training Program. Receives, coordinates and processes applications for service school training to include: initial skill acquisition, refresher/proficiency, career development, unit conversion, and vo-technical training. Counsels a soldier on military education opportunities.

Unit School Program. Receives, coordinates, and processes requests from a unit or activity for a unit school. Reviews a work plan and program of instruction to support a unit school. Coordinates a facility and other logistical requirements to support a unit school.

Special Training Program. Receives, coordinates and processes requests for special training to include: exercises, competitive events, aviation training and support, operational training and support, management support, planning conferences and visits, training with the active component, and medical training. Reviews and verifies a workday usage report submitted by the USPFO.

PLANS, OPERATIONS AND TRAINING OFFICE

Training Branch

WORKCENTER DESCRIPTION

Direct Functions (Cont):

Training Support. Receives, coordinates and process requests for training support material to include: training aids and devices, target and target material, trophies and awards, special training aids, and engineer construction material. Maintains an annual marksmanship plan. Monitors special training events such as marathon and biathlon. Maintains the Training Ammunition Management Information System.

Training Branch, POTO										
Workload Factor:		Less	11	22	33	44	54	65	76	87
AA UIC's		10	21	32	43	53	64	75	86	More
Manpower Requirement		5	6	7	8	9	10	11	12	13
Line	Title	Distribution of Positions								
1	Tng Administrator	1	1	1	1	1	1	1	1	1
2	Tng Officer	1	1	1	1	1	1	1	1	1
3	Tng Technician/NCO	1	1	2	3	4	4	4	5	6
4	Budget Asst*	-	1	1	1	1	1	1	1	1
5	Commitment Clerk	1	1	1	1	1	1	2	2	2
6	Clerk Typist	1	1	1	1	1	2	2	2	2

Notes: * The Budget Assistant position is computed from the manpower equation for the Training Branch, but is in general support of the entire Plans, Operations, and Training Office.

PLANS, OPERATIONS AND TRAINING OFFICE**State Military Academy****(AFD: TDA,TDB,TDC,TDD MD#: 2141 TYPE: II)****WORKCENTER DESCRIPTION****Direct Functions:**

1. ACADEMY MANAGEMENT. Directs and controls State Military Academy (SMA) activity; manages cadre personnel; manages student personnel; arranges for graduation guest speaker; participates in graduation program; inspects SMA; conducts or attends meeting; prepares correspondence; reviews incoming distribution; reviews/approves outgoing distribution; receives/assists visiting official; assists with training schedule; observes academic instruction; reviews instructor working file; reviews student release document; reviews student course critique; resolves problem area of instruction; coordinates with course proponent; develops/revises areas of instruction; prepares course evaluation; maintains reference library; evaluates training support; conducts or attends board; manages information management.

2. ACADEMY OPERATIONS. Coordinates training area requirement; develops training requirement; manages ammunition requirement; updates training schedule; coordinates military unit support; reviews training support packet; coordinates Field Training Exercise (FTX); maintains course material; controls exam package; supports graduation exercise; maintains class file; maintains student statistics; maintains vault file; conducts pre-admission activity; processes student; processes favorable Academic Evaluation Report (AER); processes unfavorable AER; conducts post-graduate survey.

3. ACADEMY LOGISTICS. Manages supply account; Manages equipment account; maintains accountability of supplies and equipment; processes maintenance work order; maintains organizational equipment and clothing records; manages equipment calibration; performs linen control; performs laundry control; performs key control; issues and maintains weapon; maintains ammunition; maintains TASC equipment; coordinates for billet/classroom; coordinates meal requirement.

4. ACADEMY ADMINISTRATION. Assists with student in-processing; manages meal card; manages student status change, assists with student out-processing; coordinates travel; in-processes cadre member; prepares promotion packet; prepares security clearance; maintains military personnel record; maintains medical record; maintains personnel organization readiness file; performs finance support; manages SMA school program; prepares pre-commission packet; maintains additional duty assignment; maintains duty roster; briefs Staff Duty Officer/NCO(SDO/SDNCO); manages cadre status change; out-processes cadre member; prepares reenlistment bar action; processes Dependent Identification card; processes ID tag request; manages sponsorship program; manages family care program; processes Uniform Code of Military Justice (UCMJ) administrative actions; coordinates for award; processes regular mail; processes registered/certified mail; processes mail box turn-in; forwards mail; performs/assists with mail room inspection; prepares status/strength report; reports personnel loss; processes Absent Without Leave (AWOL) action; prepares line of duty investigation; reports soldier casualty; types correspondence; maintains accountability of mandays; processes installation distribution; maintains unclassified publication file; maintains bulletin board; maintains ARNG incentive program; performs recruiting duty; manages unit fund.

State Military Academy, POTO

Workload Factor:		0	3495	7351	11207	15063	18919	22775
Assigned Strength		3494	7350	11206	15062	18918	22774	PLUS
Manpower Requirement *		4	5	6	7	8	9	10
Line	Title	Distribution of Positions						
1	Tng Administrator	1	1	1	1	1	1	1
2	Tng Specialist		1	1	1	2	2	2
3	Operations NCO			1	1		1	1
4	Training NCO	1	1	1	2	2	2	2
5	Supply NCO	1	1	1	1	1	2	2
6	Admin Specialist	1	1	1	1	1	1	2

*Manpower requirements are established using the data collected from the Manpower Staffing Standard System (MS-3) study. If staffed at 100% and ADSW or other mandays are used then those manhours will be captured by NGB-ARM and manpower requirements will be reduced proportionately.

PLANS, OPERATIONS AND TRAINING OFFICE

Mobilization Readiness Branch

(AFD: XDA MD# 3334 TYPE III)

Direct Functions:

Readiness Management: Directs and coordinates all aspects of the State Readiness Management program to include: the State CAPSTONE program, the State ARNG Unit Status and Identity Reporting System (UNITREP), and the State Long-Range Readiness Action Program.

Mobilization Planning And Exercises: Interprets regulatory guidance from the FORSCOM Mobilization and Planning System (FORMDEPS). Prepares and updates the State Mobilization Plan; prepares the State Five-Year Mobilization Exercise Plan; manages the State Mobilization Exercise Program by scheduling a unit for an appropriate exercise (MOBEX, MODRE, REMOBE, STARCEX, or EDRE); conducts a mobilization exercise; analyzes the FORSCOM Mobilization Troop Basis Stationing Plan (MTBSP) and advises a unit on a change; reviews and updates a Post Mobilization Training Support Requirement (PTSR); provides liaison and coordination for the State CAPSTONE Program.

Force Structure: Performs demographic studies for unit activation, deactivation, reorganization, and community capability to support a unit; prepares a concept plan to include incremental cost analysis, new construction requirements, logistical impact, and stationing plan for new unit activations; manages the State The Army Authorization Document System (TAADS) for assigned TDA and MTOE organization; manages instant unreadiness as a result fo unit reorganization and redesignation.

Force Integration: Reviews the Army Modernization Information Memorandum distribution plan for State impact; analyzes the Material Fielding Plan for a specific system; manages force integration milestones by establishing long and short term goals for force integration actions; integrates milestones into the State training calendar; coordinates system fieldings with DA, MACOM, State staff, and subordinate units; conducts new or displaced equipment handoffs; prepares the State Long-Range Force Integration Plan.

Data Base Management: Operates the World Wide Military Command and Control System; Operates the Developmental Army Readiness and Mobilization System.

31 August 1988

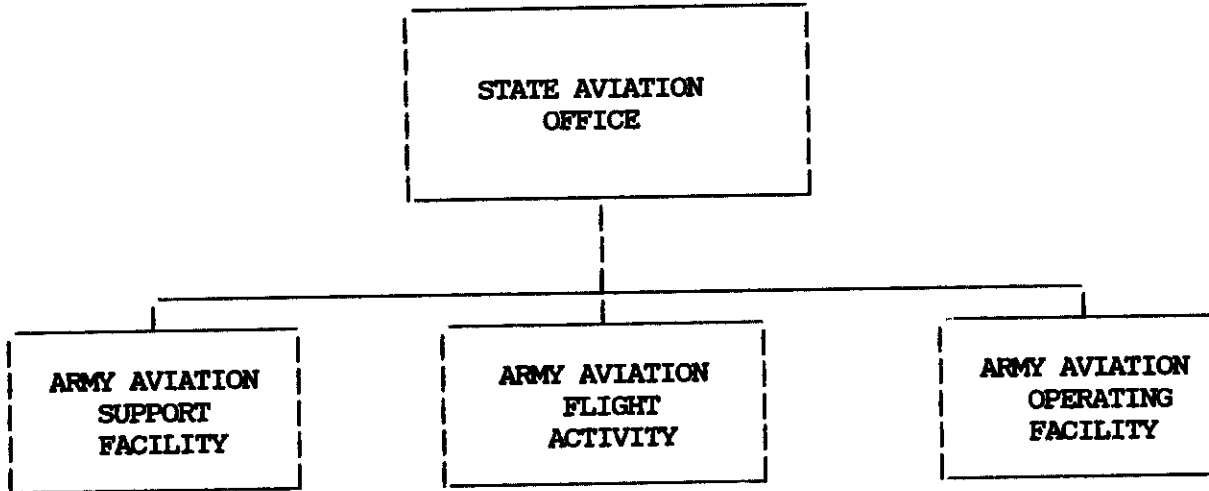
Mobilization Readiness Branch, POTO				
Workload Factor:		1	21	50
AA UIC's		20	49	& more
Manpower Requirement		4	5	6
Line	Title	Distribution of Positions		
1	Mobilization Readiness Officer	1	1	1
2	Mob Plans Officer	1	1	1
3	Force Integration Readiness Analyst	-	1	2
4	Management Asst	1	1	1
5	Clerk Typist	1	1	1

STATE AVIATION OFFICE (SAO)

(AFD: LDC MD#: 1650)

WORKCENTER DESCRIPTION

Direct Functions: Directs and administers the aviation program of a State. Directs operations of State-level aviation training and maintenance. Advises the State Adjutant General and staff on ARNG aviation matters to include capabilities, limitations, and operational characteristics of Army aircraft. Establishes and administers the Army Aviation Safety Program.



STATE AVIATION OFFICE

Office of the State Aviation Officer

(AFD: LDC MD#: 1650 Type: IV)

WORKCENTER DESCRIPTION

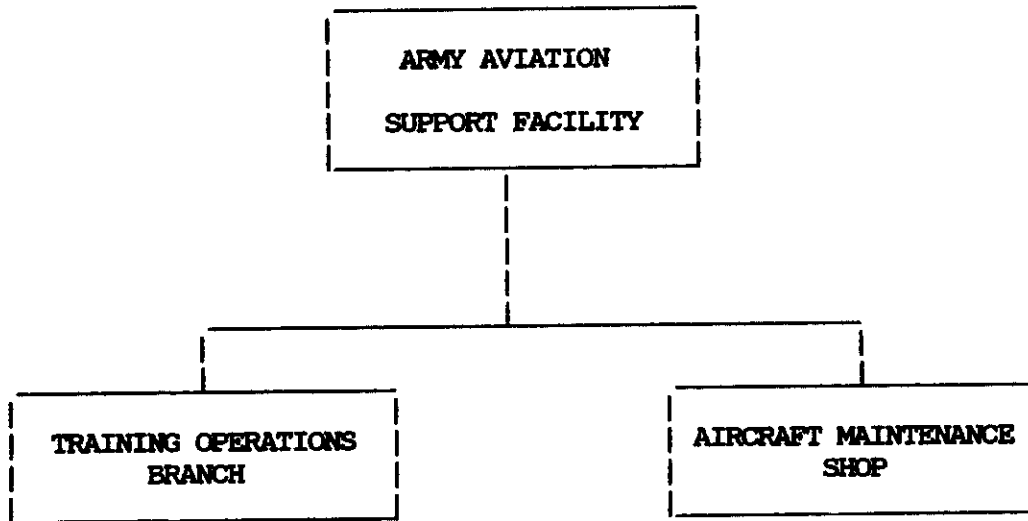
Direct Functions: Provides centralized control over utilization, operation and maintenance of the aircraft of the ARNG in the State. Provides overall management of the aviation program in its day-to-day operations. Exercises staff and direct supervision over the technicians engaged in aviation training, operational, and maintenance activities. Responsible to the State Adjutant General for the effectiveness of ARNG aviation activities and readiness for mobilization and emergency operations.

Office of the State Aviation Officer, SAO		
Workload Factor:		
Directed		
Manpower Requirement		
Line	Title	Distribution of Positions
1	ACFT Pilot Supvr	One per State authorized two AASF/AAFA and 75 aviators aviators.
2	Management Assistant	In lieu of any aviation position one per State having multiple aviation facilities authorized a total of 100 AASF/AAFA technicians.
3	Secretary (Typing)	One per full-time State Aviation Officer position

ARMY AVIATION SUPPORT FACILITY (AASF)

WORKCENTER DESCRIPTION

Direct Functions: Controls utilization and operation of assigned aircraft. Provides logistical support for assigned aircraft. On a day-to-day basis, provides individual aviator proficiency flight training. Supervises and administers Additional Flight Training Periods and all other aviation activities not conducted during unit training assemblies.



ARMY AVIATION SUPPORT FACILITY

Supervision

(AFD: LDFA MD#: 1600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Directs operations of the AASF to include flight operations, proficiency training of aviators and crew members, aviation safety, and maintenance of aircraft. Plans and supervises the Additional Flight Training Period Program. Directs flight standardization activities. Determine facility personnel and budget requirements. When so directed, serves as State Aviation Officer in those States not authorized that full-time technician position.

Supervision, Army Aviation Support Facility		
Workload Factor: Directed		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Pilot Supervisor	One per AASF supporting 25 aviators and 12 aircraft.
2	Secretary (Typing)	Authorized in lieu of Clerk Typist when AASF commander serves as State Aviation Officer
3	Clerk Typist	One per AASF.

ARMY AVIATION SUPPORT FACILITY

Training Operations Branch

(AFD: XBEA MD# 1600 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Plans, establishes and maintains flight training program. Instructs and evaluates aviators in flight techniques for fixed and rotary wing aircraft. Conducts flight standardization training and evaluation. Plans, organizes and supervises flying safety activities. Reviews and analyzes safety directives, policies and procedures and ensures compliance. Receives and investigates alleged flying violations. Establishes policy on and conducts accident investigations.

Training Operations Branch, AASF Without Additional Positions												
Workload Factor: Number of Assigned Pilots a/	1	13	29	45	61	69	85	101	117	133	149	
Type III Manpower Requirement	2	3	5	6	7	8	10	11	12	13	b/	
Line	Title	Distribution of Positions										
1	Supv Flt Instructor	-	-	-	-	1	1	1	1	1	1	1
2	Instr Pilot/Safety	1	1	1	1	1	1	1	1	1	1	1
3	Instructor Pilot	-	1	2	3	3	4	5	6	7	8	b/
4	Flt Ops Specialist	1	1	2	2	2	2	3	3	3	3	b/
5	Clerk c/											

a/ Actual Pilot Strength up to 125% of authorized pilot strength.

b/ For Workload Factors above 148:

1. Add one Instructor Pilot for each 16 assigned Pilots.
2. Add one Flt Ops Specialist for each 75 assigned Pilots.

c/ In lieu of one Flight Ops Specialist upon request to NGB-ARM-R.

ARMY AVIATION SUPPORT FACILITY

Training Operations Branch

Training Operations Branch, AASF With Additional Positions (Lines 6 thru 9)												
Workload Factor: Number of Assigned Pilots a/		1	13	29	45	53	69	85	101	117	133	149
Type III Manpower Requirement		2	3	5	6	7	8	10	11	12	13	b/
Line	Title	Distribution of Positions										
1	Supv Flt Instructor	-	-	-	1	1	1	1	1	1	1	1
2	Instr Pilot/Safety	1	1	1	1	1	1	1	1	1	1	1
3	Instructor Pilot	-	1	2	2	3	4	5	6	7	8	b/
4	Flt Ops Specialist	1	1	2	2	2	2	3	3	3	3	b/
5	Clerk c/											

a/ Actual Pilot Strength up to 125% of authorized pilot strength.

b/ For Workload Factors above 148:

1. Add one Instructor Pilot for each 16 assigned Pilots.
2. Add one Flt Ops Specialist for each 75 assigned Pilots.

c/ In lieu of one Flight Ops Specialist upon request to NGB-ARM-R.

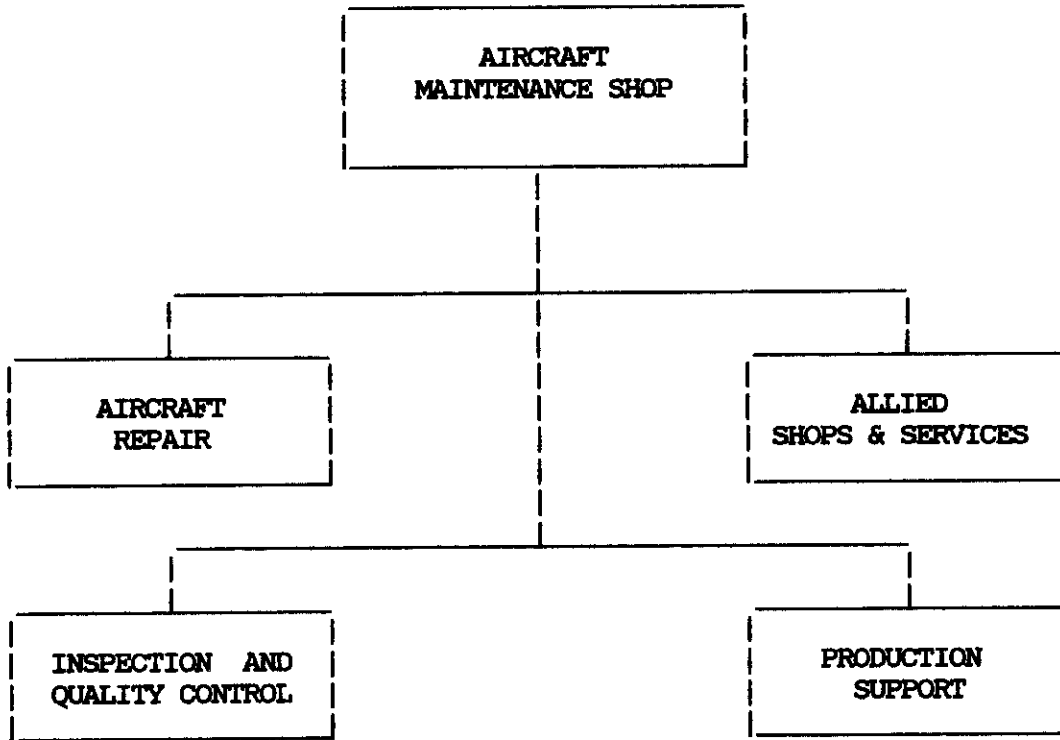
Training Operations Branch, AASF With Additional Positions (Lines 6 thru 9)		
Workload Factor:		
Type IV Manpower Requirement		
Line	Title	Distribution of Positions
6	Flight Simulator Tech	One per facility with an operational Instr Procedural TNR.
7	Fire Chief	One authorized in lieu of Fire Fighter (Line 8) upon request to NGB-ARM-R.
8	Fire Fighter (AFLD)	One per AASF at an airfield without crash rescue/fire fighting capability. Two authorized for 25 assigned aircraft.
9	Flight Engineer	One per 10 assigned CH-54 or CH-47 TOE crew chiefs or major fraction thereafter.

ARMY AVIATION SUPPORT FACILITY

Aircraft Maintenance Shop

WORKCENTER DESCRIPTION

Direct Functions: Provides Aviation Unit Maintenance (AVUM) and limited Aviation Intermediate Maintenance (AVIM) service for assigned aircraft and provides backup maintenance services for Army Aviation Flight Activity aircraft satellited upon it for logistical support. Provides maintenance support for other Department of the Defense components when authorized by the Chief, National Guard Bureau.



AIRCRAFT MAINTENANCE SHOP, AASF

Aircraft Maintenance Office

(AFD: LDFB MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Manages and administers operations of AASF Logistical Support element.

Aircraft Maintenance Office, Aircraft Maintenance Shop		
Workload Factor:		
Directed		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Pilot Supv	One per AASF with 25 assigned aviators and 12 aircraft
2	Supv Aircraft Pilot	One per AASF with less than 25 assigned aviators and 12 aircraft.

AIRCRAFT MAINTENANCE SHOP, AASF

Aircraft Repair

(AFD: LDFJ MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides preventive and repair maintenance services on aircraft. Makes complete checks of aircraft systems and monitors performance before, during, and after flight. Diagnoses deficiencies in aircraft and component parts. Conducts periodic and special inspections. Performs ground engine tests. Rigs and adjusts flight, fuel, and other controls and related equipment. Removes, repairs, modified, replaces major assemblies.

Aircraft Repair, Aircraft Maintenance Shop		
Workload Factor: Directed		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Mech Fman	One per AASF.
2	Aircraft Mech Fman	One authorized in lieu of Aircraft Mechanic as shown in note below.
3	Aircraft Mechanic	Authorization based upon aircraft equivalents.

NOTE: Total required Foreman/Mechanic Positions as determined by Aviation Density Equivalents

	Number Mechanic Positions	Number Aircraft Mechanic Foremen
9-13	8-12	1
14-26	12-24	2
27-35	24-32	3
36-44	32-40	4
45-53	40-48	5
54-62	48-56	6
63-71	56-64	7
72-80	64-72	8
81-89	72-80	9
90-98	80-88	10

Aircraft Equivalents

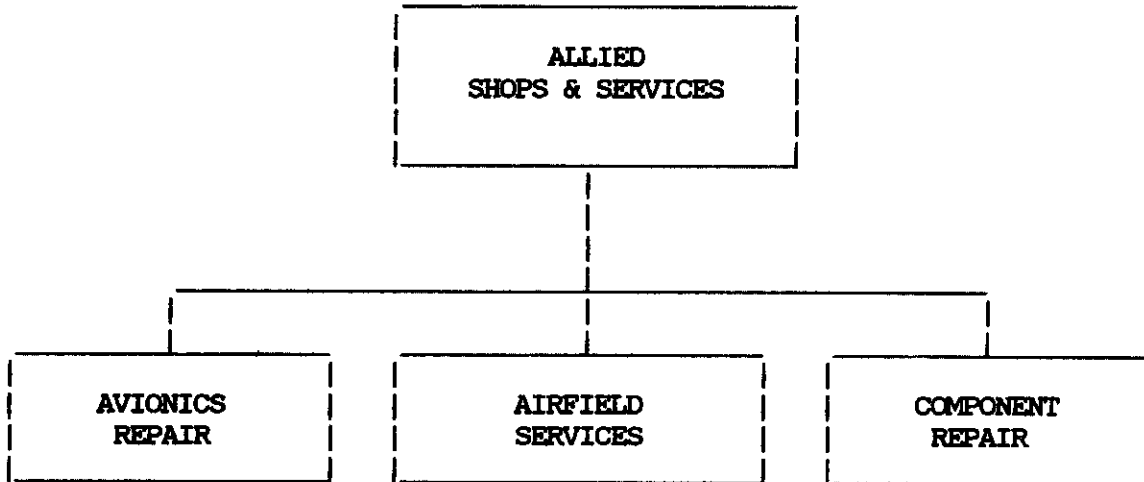
AH-1S	1.0	CH-47	1.99
AH-1G	.66	CH-54 A/B	2.90
AH-64	1.0	OV-1B	.76
OH-6	.43	OV-1C	.80
OH-58	.43	OV-1D	.80
UH-1B/C/M	.60	U3/T42	1.50
UH-1D/H	.56	U8/C45	1.50
UH-60	1.00	U21	1.10
TH-1G	.66	UV-18	1.00

AIRCRAFT MAINTENANCE SHOP, AASF

Allied Shops and Services

WORKCENTER DESCRIPTION

Direct Functions: Furnishes Aviation Unit Maintenance (AVUM) and limited Aviation Intermediate Maintenance (AVIM) service of allied and avionic equipment. Provides for fuel servicing and ground handling of aircraft.



AIRCRAFT MAINTENANCE SHOP, AASF

Supervision, Allied Shops and Services

(AFD: LDF MD#: 2600 Type: V)

WORKCENTER DESCRIPTION

Direct Functions: Directs operations of Avionics Repairs, Component Repair, and Airfield Services. Coordinates flight line activities such as directing and parking of transient aircraft and refueling. Supervises and coordinates support-level repairs of communications and navigation equipment, propellers, rotors, engines, and hydraulic, electrical, and armament systems.

Supervision, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor: Directed		
Manpower Requirement		1
Line	Title	Distribution of Positions
1	Aircraft Mech Fman	1

AIRCRAFT MAINTENANCE SHOP, AASF

Avionics Repair, Allied Shops and Services

(AFD: LDFNC MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Performs Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) of avionic and navigational equipment. Removes, inspects, repairs, modifies, and installs ground and aircraft navigation and electronic communications systems and components. Tests, aligns, and calibrates equipment to ensure operational effectiveness.

Avionics Repair, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor:		
Assigned Aircraft & Electronic Mechs		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Electronic Mech Leader	One for three or more Electronic Mechanics.
2	Electronic Mechanic	As authorized by current aircraft equivalents.

AH-1G/S	.16
AH-64	.16
TH-1G	.16
OH-6	.106
UH-ALL	.122
CH-47	.18
CH-54	.135
OH-58	.102
OV-1B	.574
U8	.256
U21	.275
OV-1C	.556
OV-1D	.574

U3 > To determine aircraft equivalents equate
 T42 > configurations as close as possible to
 UV-18> existing published equivalents.

AIRCRAFT MAINTENANCE SHOP, AASF

Components Repair, Allied Shops and Services

(AFD: LDF MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Inspects, repairs, modifies airframes and components. Fabricates parts. Maintains aircraft weapons systems to include associated sighting and fire control equipment. Inspects, repairs, modifies, and maintains aircraft pneumatic and hydraulic systems. Removes, inspects, repairs, modifies, and installs aircraft engines. Tests, repairs, maintains rotor and propellor systems and the integral hydraulic and electrical components. Maintains and repairs aircraft electrical systems.

Components Repair, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor		
Assigned Aircraft		
Manpower Requirement		Distribution of Positions
Line	Title	
1	Aircraft Ord Sys Mechanic	One per AASF supporting Assault Helicopter Company, Air Cavalry Troop, or Attack Helicopter Company.
2	ACFT PNEUDR SYS MECH	One per AASF supporting 10 aircraft with hydraulic controls; one for each additional 10 with three maximum.
3	Aircraft Engine Mech	One per AASF supporting 10 turbine engines; two for 25 engines Two maximum.
4	ACFT Prop-Rotor Mech	One for 12 supported aircraft. One for each additional 25.
5	Sheetmetal Mech (ACFT)	One for 12 supported aircraft. One for each additional 30.
6	Aircraft Electrician	One for 10 supported aircraft One for each additional 20.

AIRCRAFT MAINTENANCE SHOP, AASF

Airfield Services, Allied Shops and Services

(AFD: XBEB MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Inspects, tests, repairs, modifies ground support equipment such as power generators, small internal combustion engines, air compressors, blowers, hydraulic test stands, emergency lighting units, and non-powered equipment. Maintains liquid fuel systems and mobile units used for storage, distribution, and dispensing of fuels to include maintenance and repair of component parts. Fuels aircraft and guides aircraft to and from parking areas.

Airfield Services, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor:		
Assigned Aircraft		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Powered Spt Sys Mechanic	One per AASF supporting 12 aircraft.
2	Fuel Distr Sys Mechanic	One per AASF with 10 assigned aircraft. Two for 50 assigned aircraft. Maximum of two.

AIRCRAFT MAINTENANCE SHOP, AASF

Inspection and Quality Control, Allied Shops and Services

(AFD: LDEAA MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions: Inspects aircraft and components to determine actual condition and conformance to standards. Determines repairability or non-repairability of equipment. Performs in-process inspections and ensures that quality control procedures and standards are maintained through all phases of maintenance. Performs final inspections of aircraft and certifies to maintenance performed. Manages the quality control program of the support facility.

Inspection and Quality Control, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor: Assigned Aircraft		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Inspector	Requirement based on density of aircraft supported. Minimum of one.

NOTE: Requirement is determined according to the number of types of aircraft supported:

CH-54	1 per 5 aircraft or .20
CH-47	1 per 8 aircraft or .125
OV-1	1 per 9 aircraft or .111
UH (all)	1 per 10 aircraft or .10
OH (all)	1 per 12 aircraft or .083
FW (all)	1 per 9 aircraft or .111
AH-15	1 per 4 aircraft or .267
AH-64	1 per 4 aircraft or .283
AH-1G	1 per 10 aircraft or .10
UH-60	1 per 5 aircraft or .216

AIRCRAFT MAINTENANCE SHOP, AASF

Production Support, Allied Shops and Services

(AFD: LDFB MD#: 2600 Type: IV)

WORKCENTER DESCRIPTION

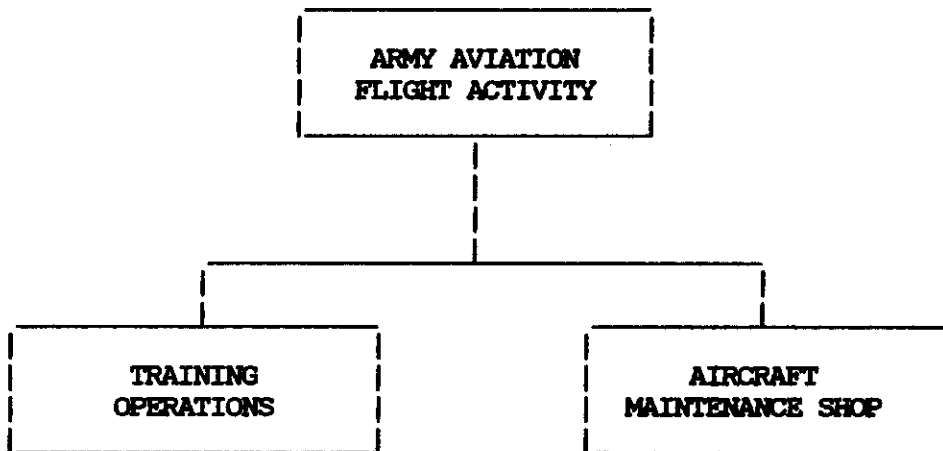
Direct Functions: Maintains maintenance files, supply records, the Army Maintenance System files, and Aircraft inventory and Status Records. Requisitions, receives, stores, and issues supplies and repair parts.

Production Support, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor		
Assigned Aircraft		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Production Controller	One per AASF supporting 5 aircraft.
2	Tools & Parts Attnd	One per AASF with 5 assigned aircraft. Two per AASF with 20 assigned aircraft.

ARMY AVIATION FLIGHT ACTIVITY

WORKCENTER DESCRIPTION

Direct Functions: Supplements functions of the Army Aviation Support Facility. Provides individual aviator proficiency flight training. Supervises and administers Additional Flight Training Periods and other activities not conducted during unit training assemblies. Performs Aviation Unit Maintenance (AVUM) services on assigned aircraft.



ARMY AVIATION FLIGHT ACTIVITY

Supervision

(AFD: LDFA MD#: 1610 Type: V)

WORKCENTER DESCRIPTION

Direct Functions: Directs operations of the AAFA to include flight operations, proficiency training of aviators and crew members, aviation safety, and maintenance of aircraft. Directs and participates in flight standardization activities. Supervises aviation safety program. Determines activity personnel and budget requirements.

Supervision, AAFA		
Workload Factor:		
Directed		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Pilot Supv	One per AAFA
2	Clerk Typist	One per AAFA

ARMY AVIATION SUPPORT FACILITY

Training Operations Branch

(AFD: XBEA MD# 1600 TYPE: II)

WORKCENTER DESCRIPTION

DIRECT FUNCTIONS:

1. MANAGEMENT. Directs operations of Army Aviation Support Facility (AASF) to include Flight Operations, proficiency training of aviators and crew members, aviation safety, and maintenance of aircraft; plans and supervises Additional Flight Training Periods (AFTP) Programs; directs flight standardization activities; controls budget.

2. AVIATION SAFETY. Plans, organizes, and supervises facility aviation and ground safety programs; ensures OSHA compliance; conducts surveys to ensure safety is integrated into all operations, and to identify, eliminate or reduce risks; conducts accident investigations; maintains records of accidents, incidents, and surveys; develops effective countermeasures; conducts quarterly safety meetings; conducts follow-up actions on recommendations from Accident Investigation Boards, Aviation Safety Councils, aviation safety meetings, operational hazard reports, and safety surveys.

3. ADMINISTRATION. Types and proof reads out-going correspondence; reviews correspondence for grammar, format, spelling, punctuation and enclosures; operates office machines; separates and routes mail; processes travel orders and vouchers; maintains office functional filing system.

4. INSTRUCTION AND CURRENCY. Instructs and evaluates assigned Aviators in various flight techniques; conducts and evaluates Aviators in emergency procedures; conducts annual standardization evaluations; administers currency flight checks; instructs and evaluates Air Craft Transition Training; conducts instrument training; conducts evaluation check rides to determine if aviators should remain on Flight Status; conducts and supervises additional Flight Training Periods; Transports passengers; performs maintenance Test Flights; attends safety, maintenance, and standardization meetings.

ARMY AVIATION SUPPORT FACILITY

Training Operations Branch

Manpower Requirements Worksheet

- 1. Flight Operations Specialists (from Table 1) _____
- 2. Personal Flight Equipment Handlers (from Table 2) _____
- 3. Additional Positions _____
- 4. Instructor Pilots (from IP Worksheet) (see Note 1/) _____
- 5. Total Training Operations Branch (add lines 1 thru 4) (see Note 2/) _____

MANPOWER BREAKPOINT TABLE

Manpower	Breakpoint	Manpower	Breakpoint	Manpower	Breakpoint
1	1.077	6	6.426	11	11.847
2	2.154	7	7.539	12	12.924
3	3.231	8	8.616	13	13.999
4	4.308	9	9.693		MANPOWER
5	5.385	10	10.770		+.999

Notes

1/ One requirement must be designated as the Safety Officer.

2/ When requirements for the Training Operations Branch total 8 or more, one requirement must be designated as a Supervisory Flight Instructor.

**ARMY AVIATION SUPPORT FACILITY
Training Operations Branch**

**Table 1
Flight Operations Specialist**

Workload Factor:	Flight Status Personnel*	0	74	183	292	401
		73	182	291	400	510
Type II Manpower Requirement		1	2	3	4	5

**Table 2
Aircraft Survival and Flight Equipment Repairer**

Workload Factor:	Flight Status Personnel*	0	168	333
		167	332	501
Type II Manpower Requirement		1	2	3

*Based on total number of personnel on flight status: aviators, crewmembers, noncrewmembers, flight surgeons, and career development officers (ground duty).

ADDITIONAL POSITIONS

Intelligence Specialist - one each in Oregon and Georgia (MOHAWKS) - directed.

Flight Engineers - one per 15 TOE Crewchiefs in CH-47 and CH-54 Lift Units.

Fire Fighter (AFLD) - one per AASF at an airfield without crash rescue/fire fighting capability. Two authorized for 25 assigned aircraft.

ARMY AVIATION SUPPORT FACILITY

Training Operations Branch

Requirements Determination Worksheet For Instructor Pilots

Instructions. Complete the worksheet below by inserting the number of aviators at the facility into the Workload Factor column and performing the multiplication. Round all figures to 3 decimal places. Total the Fractional Manpower Requirements column as indicated to determine the total number of instructor pilots required. Definitions of the workload factors are provided below.

Type Aircraft	Equivalent		Workload Factor		Fractional Manpower Requirement
Nonspecific	.026	x	_____	=	_____
Utility	.038	x	_____	=	_____
Aeroscout	.035	x	_____	=	_____
Attack	.050	x	_____	=	_____
Observation	.024	x	_____	=	_____
Medium/Heavy Lift	.031	x	_____	=	_____
Fixed Wing	.033	x	_____	=	_____
Total Instructor Pilots				=	_____
					(Total)

Workload Factor Definitions

Nonspecific Aviators: The total number of aviators assigned to the facility for flight; includes career development officers, flight surgeons, and all aviators defined in "Aviators by Type" below.

Aviators by Type: The total number of aviators (by type aircraft listed) assigned to the flight facility; includes primary, additional, and alternate aircraft for which aviators are qualified. Does not include aviators defined in "Nonspecific Aviators" above.

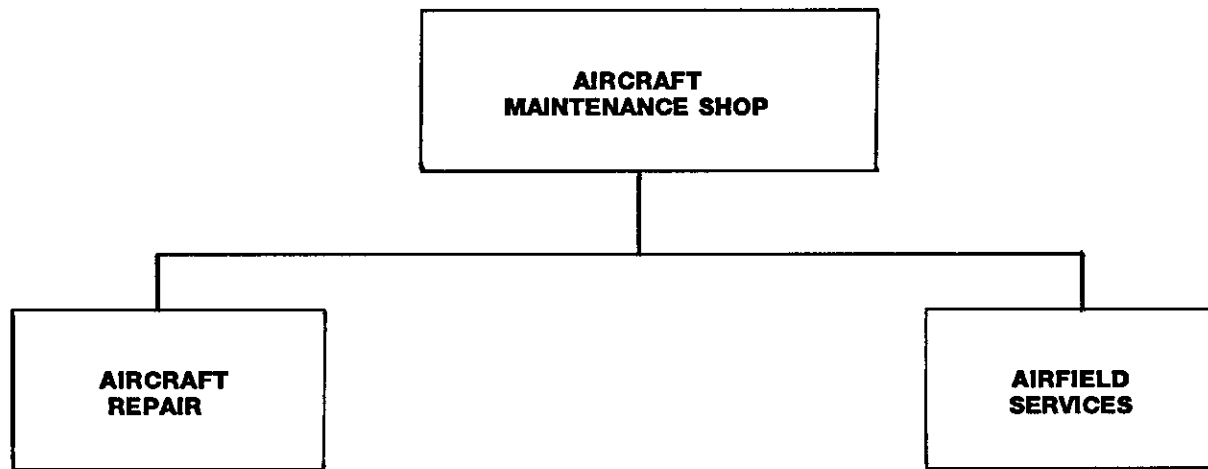
ARMY AVIATION FLIGHT ACTIVITY

Aircraft Maintenance Shop

WORKCENTER DESCRIPTION

Direct Functions:

Performs Aviation Unit Maintenance (AVUM) of assigned aircraft. Provides maintenance support for other Department of Defense components when authorized by the Chief, National Guard Bureau.



ARMY AVIATION FLIGHT ACTIVITY

Aircraft Maintenance Shop Office

(AFD: LDFB MD#: 2610 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions:

Supervises operations of the aircraft maintenance shop. Maintains files, supply records, technical library, production control records, equipment log books, and aircraft records. Requisitions, receives, stores, and issues supplies and repair parts.

Aircraft Maintenance Shop Office, AAFA		
Workload Factor:		
Assigned Aircraft		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Mech Foreman	One per AAFA
2	Production Controller	One per AAFA supporting aircraft.

ARMY AVIATION FLIGHT ACTIVITY

Aircraft Repair, Aviation Maintenance Shop

(AFD: LDFJ MD#: 2610 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions:

Provides preventative and repair maintenance services on aircraft. Makes complete checks of aircraft systems and monitors performance before, during, and after flight. Diagnoses deficiencies in aircraft and component parts. Conducts periodic and special inspections. Performs ground engine tests. Rigs and adjusts flight, fuel, and other controls and related equipment. Removes, repairs, modifies, replaces major assemblies.

Aircraft Repair, Aviation Maintenance Shop, AAFA		
Workload Factor:		
Assigned Aircraft		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Aircraft Mech Foreman	One authorized in lieu of Aircraft Mechanic.
2	Aircraft Mechanic	Authorization based on aircraft equivalent.

AH-1S	1.0
AH-1G	.66
AH-64	1.0
OH-6	.43
OH-58	.43
UH-1B/C/M	.60
UH-1D/H	.56
UH-60	1.00
TH-1G	.66
CH-47	1.99
CH-54 A/B	2.90
OV-1B	.76
OV-1C	.80
OV-1D	.80
U3/T42	1.50
U8/C45	1.50
U21	1.10
UV-18	1.00

ARMY AVIATION FLIGHT ACTIVITY
Airfield Services, Aircraft Maintenance Shop
(AFD: XBEB MD# 2600 Type: IV)

WORKCENTER DESCRIPTION

Direct Functions:

Inspects, tests, repairs, modifies ground support equipment such as power generators, small internal combustion engines, air compressors, blowers, hydraulic test stands, emergency lighting units, and non-powered equipment. Maintains liquid fuel systems and mobile units used for storage, distribution, and dispensing of fuels to include maintenance and repair of component parts. Fuels aircraft and guides aircraft to and from parking areas.

Airfield Services, Allied Shops and Services, Aircraft Maintenance Shop		
Workload Factor:		
Assigned Aircraft		
Manpower Requirement		
Line	Title	Distribution of Positions
1	Powered Spt Sys Mechanic	One per AASF supporting 12 aircraft.
2	Fuel Distr Sys Mechanic	One per AASF with 10 assigned aircraft. Two for 50 assigned aircraft. Maximum of two.

1 June 1987

NGB Pam 570-1

ARMY AVIATION OPERATING FACILITY

(AFD: MD#)

WORKCENTER DESCRIPTION

TO BE PUBLISHED

AVCRAD

Headquarters

Workcenter Description

Direct Functions. Provides command and staff supervision. Provides technical direction. Directs and controls the activities of assigned divisions. Provides for support to sustain operations. Advises higher headquarters of operational situation and requirements.

Headquarters, AVCRAD					
Staffing Guide		CA	CT	MO	MS
Manpower Requirement		3	2	2	3
Line	Title	Distribution of Positions			
1	Commander	1	1	1	1
2	XO	1	1	1	1
3	Admin Sp	1	-	-	1

AVCRAD

Maintenance Division

Workcenter Description

Direct Functions. Provides intermediate level support and limited depot level maintenance. Controls assignment of aircraft maintenance enlisted personnel. Establishes and maintains the maintenance division portion of the organization SOP. Establishes and monitors aircraft maintenance priorities. Evaluates and improves the quality and quantity of aircraft maintenance. Directs maintenance repair operations. Analyzes maintenance reports. Consolidates and prepares technical reports. Provides technical assistance and inspections to supported units on aircraft maintenance. Supervises aircraft maintenance safety program. Assists deployed units with contact teams. Directs preparation of aircraft for evacuation to depot maintenance. Provides intermediate level support and limited depot level maintenance as directed by the division headquarters. Selects and trains contact team personnel. Develops and implements on-the-job training (OJT) and military occupational specialty (MOS) training. Establishes and monitors cannibalization procedures. Monitors the use of operational readiness float (ORF) equipment. Initiates and maintains a maintenance request register (DA form 2405). Provide airframe repair. Removes, replaces, and adjusts aircraft components. Routes components to accessory component repair section for repair. Maintains special tools. Maintains equipment records and technical literature. Maintains support equipment. Provides airframe and aircraft structural repair. Operates machine shop. Provides hydraulic maintenance and repair. Maintains special tools. Maintains equipment records and technical literature. Maintains support equipment. Provides aircraft powerplant maintenance and repair. Maintains special tools. Maintains equipment records and technical literature. Maintains support equipment. Provides individual component maintenance. Provides aircraft powertrain maintenance and repair. Provides hydraulic maintenance and repair. Provides aircraft electrical and instrumental maintenance and repair. Processes components received by the section for repair. Maintains special tools. Maintains equipment records and technical literature. Maintains support equipment. Evaluates and/or improves quantity and quality of avionics shop maintenance. Supervises and controls section activities. Repairs automatic flight control systems. Repair avionics communications and navigational aids equipment. Maintains avionics tools and test equipment. Repairs radar equipment. Provides aircraft armament system repair. Provides aircraft armament subsystems maintenance and repair. Provides aircraft armament sighting devices maintenance and repair. Provides aircraft armament sighting devices maintenance and repair. Provides aircraft armament fire control systems maintenance and repair. Maintains special tools. Maintains equipment records and technical literature. Maintains support equipment.

Maintenance Division, AVCRAD						
Staffing Guide		CA	CT	CT	MO	MS
Manpower Requirement		79	70	14	73	80
Line	Title	Distribution of Positions				
		CA	CT	CT	MO	MS
1	HQ	3	3	-	3	3
2	Airframe	25	17	-	25	-
3	Airframe Manu	-	3	11	3	-
4	Manu Repair	12	11	-	12	-
5	Eng/Accy	1	1	-	1	-
6	Engine	2	7	3	9	-
7	Accy Comp	14	13	-	13	-
8	Avionics/Arm	2	1	-	1	-
9	Avionics/Elec	16	9	-	6	-
10	Armament	4	5	-	-	-
11	Acft Repair	-	-	-	-	28
12	Structure Rpr	-	-	-	-	16
13	Comp Rpr	-	-	-	-	16
14	Avionics	-	-	-	-	17

AVCRAD

Quality Division

Workcenter Description

Direct Functions. Maintains quality control. Maintains technical library. Establishes and maintains standing operating procedures (SOP). Maintains and/or inspects applicable aircraft and equipment forms and records. Monitors Unit Safety Program. Performs a joint inventory of an aircraft's basic issue item list (BIIL). Performs maintenance test flight. Administers the Spectrometric Oil Analysis Program. Establishes calibration program. Calibrates test and measuring equipment. Monitors calibration program. Submits Preliminary Report of Aircraft Mishap (PRAM).

Quality Division, AVCRAD						
Staffing Guide		CA	CT	CT	MO	MS
Manpower Requirement		22	26	2	30	12
Line	Title	Distribution of Positions				
1	HQ	4	3	2	3	12
2	Test Flt	6	-	-	6	-
3	Acft	8	9	-	13	-
4	Avn/Arm	4	7	-	8	-
5	QC	-	7	-	-	-

AVCRAD

Supply Division

Workcenter Description

Direct Functions. Provides aircraft repair parts to all shops and sections, provides direct exchange services, conducts internal supply functions for unit operation. Provides technical assistance and inspections to supported units. Establishes priorities and allocate internal resources. Insures adequate and timely repair parts support. Develops and implements an on-the-job training (OJT) and military occupational specialty (MOS) cross training. Establishes and maintain standing operating procedures (SOP). Maintain toolcrib. Establishes and maintains document register for supply actions (DA Form 2064) and document files. Processes material requirement lists (MRL). Maintains Direct Support Stock (DSS). Request operating supplies. Unpacks and counts repair parts and tools. Inspects condition of repair parts and special tools. Processes repair parts and special tools to applicable maintenance section or storage area. Forwards receipt documents to applicable supply facility. Maintains stock control. Forwards material release information to internal maintenance sections. Maintains supply storage. Performs storage functions. Conducts inventories. Turn-in excess equipment. Protect and secure repair parts and special tools. Packs repair parts and special tools for shipment. Places repair parts and special tools in the holding area. Issues and ships repair parts and special tools.

Supply Division, AVCRAD						
		CA	CT	CT Det 1	MO	MS
Staffing Guide						
Manpower Requirement		16	13	2	-	14
Line	Title	Distribution of Positions				
1	HQ	4	2	2	-	14
2	Supply Ops	6	6	-	-	-
3	Storage & Issue	6	5	-	-	-

AVCRAD

Admin/Svc Division

Workcenter Description

Direct Functions. Establishes and maintains command and control. Establishes and maintains standing operating procedures. Maintains publications file. Maintains a functional filing system. Prepares duty rosters. Prepares and reviews correspondence. Maintains unit bulletin board. Performs personnel actions, maintains military personnel and finance records. Maintains unit strength records. Provides unit mail services. Secures replacements. Maintains discipline. Performs normal unit administration. Maintains a unit safety program. Operates unit dining facility. Operates unit supply. Maintains property receipts and records. Obtains relief from responsibilities for lost, damaged or destroyed property. Inventories sets, kits, and outfits. Operates a unit arms room.

Admin/Svc Division, AVCRAD						
Staffing Guide		CA	CT	CT	MO	MS
Manpower Requirement		8	9	4	8	5
Line	Title	Distribution of Positions				
1	HQ	3	3	4	3	5
2	Pers/Fin	2	2	-	2	-
3	Unit Supply	3	3	-	3	-
4	Services	-	1	-	-	-

AVCRAD

Flt Ops Svc Division

Workcenter Description

Direct Functions. Establishes and directs flight operations. Establishes and operates aviation communications. Maintains operational files and flight records. Administers flight training and/or standardization. Establishes and active safety program. Performs daily and intermediate preventive maintenance inspections (PMD and PMI). Establishes and maintains standing operating procedures. Supervises motor pool operations. Performs organizational maintenance and organic vehicles and ground support equipment (GSE). Dispatches vehicles and ground support equipment. Performs vehicle recovery operations. Operates motor pool. Performs maintenance on organic power generators. Prepares Material Readiness Report (draft).

Flt Ops Svc Division, AVCRAD					
		CA	CT	MO	MS
Staffing Guide					
Manpower Requirement		13	-	14	-
Line	Title	Distribution of Positions			
1	HQ	3	-	3	-
2	Services	1	-	1	-
3	Flt Ops	9	-	10	-

AVCRAD

Training Division

Workcenter Description

Direct Functions. Administers a unit training program. Provides assistance to unit personnel on service schools, correspondence courses and area schools. Conducts the Skill Qualification Test (SQT) programs. Administers the Skill Qualification Tests. Establishes and maintains standing operating procedures (SOP). Prepares and publishes operations orders and plans. Safeguards classified documents. Insures that all personnel are knowledgeable in the procedures for proper signal intelligence (SIGINT) and signal security (SIGSEC).

Training Division, AVCRAD					
		CA	CT	MO	MS
Staffing Guide					
Manpower Requirement		4	4	4	-
Line	Title	Distribution of Positions			
1	HQ	4	4	4	-

AVCRAD

Production Control Division

Workcenter Description

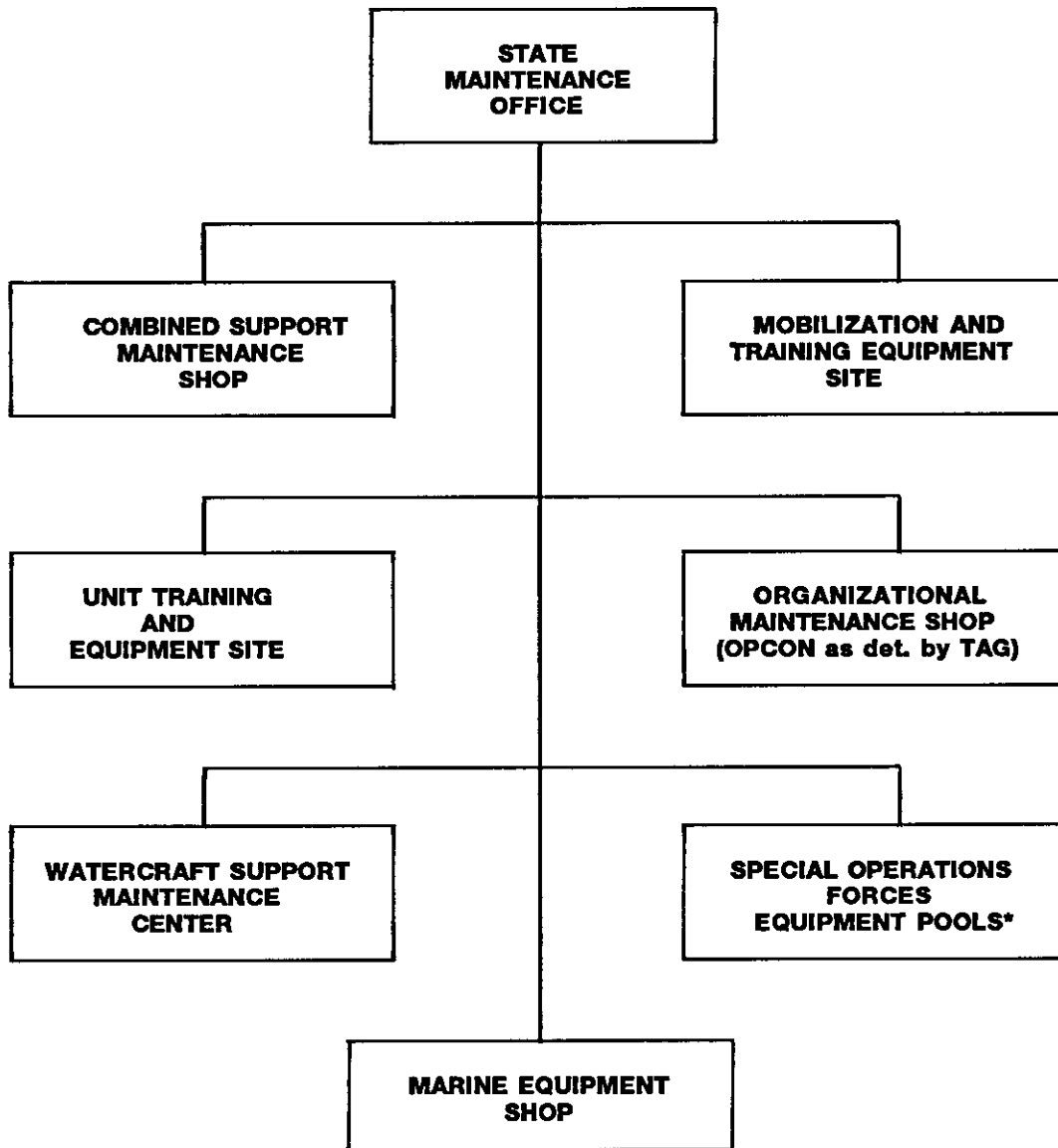
Direct Functions. Administers production control. Schedules workflow. Maintains a production control status board. Initiates and maintains a maintenance request register (DA Form 2405). Maintains an in-process (Tub) file. Establishes and maintains standing operating procedures (SOP). Accumulates and reports aircraft operating data. Establishes priorities and allocates internal resources. Prepares reports. Coordinates assistance visits to supported units on aircraft maintenance.

Production Control Division, AVCRAD						
		CA	CT	CT	MO	MS
Staffing Guide				Det 1		
Manpower Requirement		4	3	3	4	4
Line	Title	Distribution of Positions				
1	HQ	4	3	3	4	4

**STATE MAINTENANCE, SURFACE EQUIPMENT
WORKCENTER DESCRIPTION**

DIRECT FUNCTIONS:

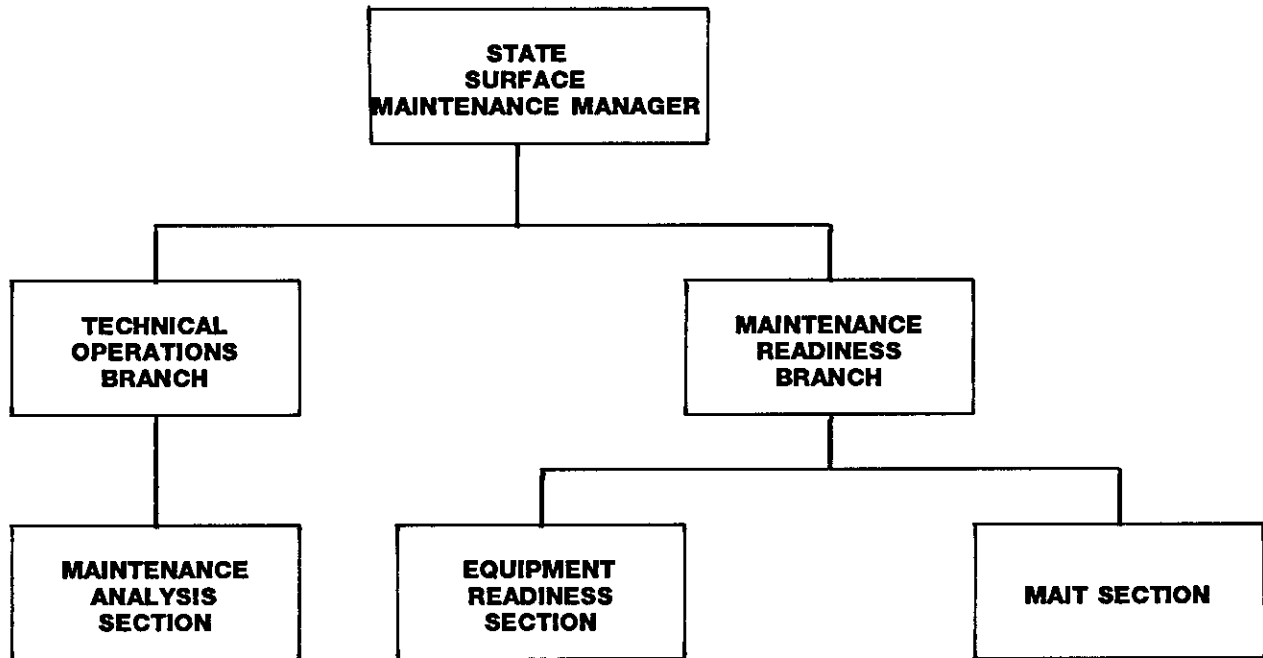
Directs and administers the surface maintenance program of a State. Directs operations of State-level maintenance shops and provides staff supervision over technical aspects of unit organizational maintenance activities. Advises the State Adjutant General, on maintenance matters. Formulates State policy for maintenance of surface equipment.



*Title different for State of Texas (Parachute Packing and Maintenance Shop (PPMS))

STATE MAINTENANCE OFFICE

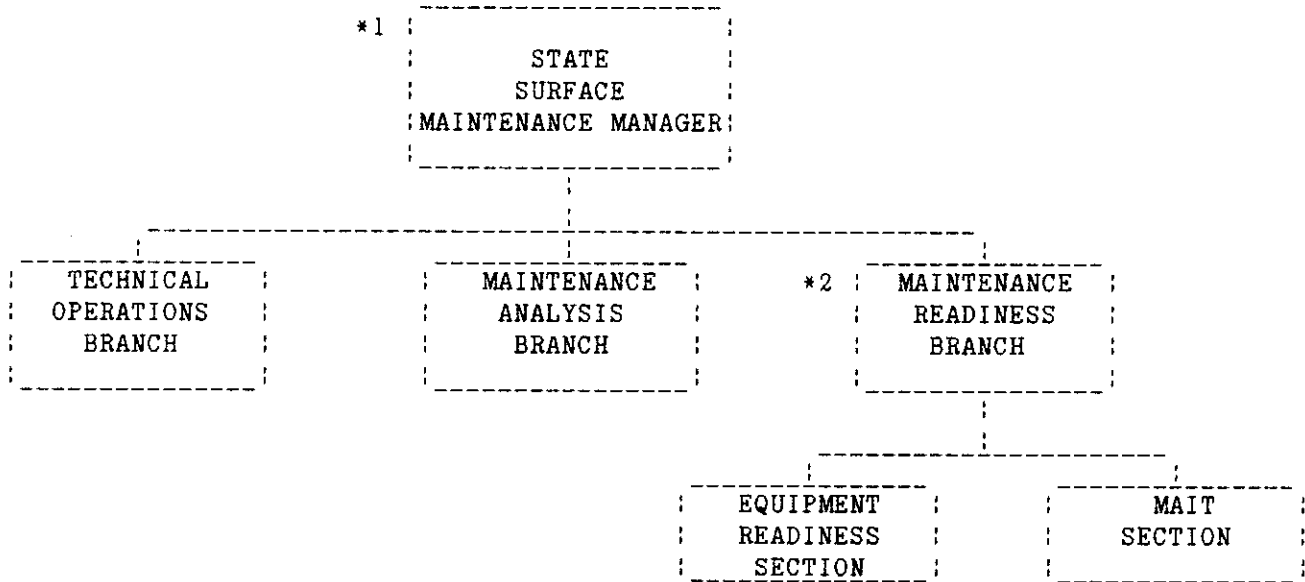
***1 OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER**



***1 (STATES RECEIVING 18+ REQUIREMENTS)**

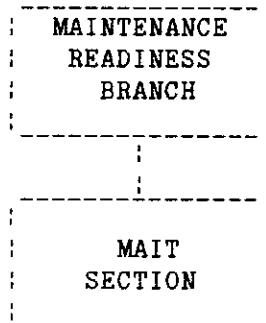
STATE MAINTENANCE OFFICE

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER



*1 STATES RECEIVING LESS THAN 18 REQUIREMENTS

*2 STATES RECEIVING ONLY 1 REQUIREMENT IN MR BRANCH WILL STRUCTURE AS BELOW:



15 July 1988

STATE MAINTENANCE OFFICE

Office Of the State Surface Maintenance Manager

(AFD: LDA MD#: 2010 TYPE: II)

Direct Functions: Provides centralized control over the utilization, operation and maintenance of the ARNG surface maintenance equipment and TDA/CTA facilities in the state. Directs and manages the state surface maintenance program in its day to day operation. Responsible to the State Adjutant General and his staff regarding the effectiveness of the state surface maintenance program to include readiness for mobilization and state emergencies. Provides technical supervision and assistance to all surface maintenance activities. Provides operational and administrative control over TDA/CTA maintenance facilities to include the Combined Support Maintenance Shops (CSMS), Mobilization and Training Equipment Sites (MATES) and Unit Training Equipment Sites (UTES). Coordinates with the Director of Logistics (G-4) on all maintenance related functions pertaining to the units/Organizational Maintenance Shops (OMS's). Is the Program Manager for surface maintenance related fiscal budgets such as Maintenance Technician Travel, Full-Time Technician Training Duty (FTTD), Contractual Maintenance, Maintenance Communication and Class IX Repair Parts. Program management includes budget preparation, allocation of funds, and forecasting programmed quarterly objectives, suballocation of funds to field maintenance units, and analysis of cost data. Provides effective allocation and utilization of full-time manpower resources for all TDA/CTA maintenance facilities through assessment of current and projected workload. Coordinates with the State SPMO and assists in the development of maintenance position descriptions, grade structures, job classifications and performance standards. Controls and directs all matters relating to office administration within the State Maintenance Office. Responsible for all production and management analysis for the state regarding the effective utilization, maintenance and management of all surface maintenance equipment in the state. Analyzes production effectiveness impacting on equipment readiness in the state. Responsible for directing the degree of support level maintenance to be performed in the Organizational Maintenance Shops. Resolves maintenance problems affecting unit missions that are surfaced during various high level inspections such as Staff visits, CLRTS, etc.

Office of the State Maintenance Manager		
Workload Factor		
Directed		
TYPE V		
Manpower Requirement		
Line	Title	Distribution of Positions
1	State Surface Maintenance Manager	1
2	Asst State Surface Maintenance Manager	a/

a/ Authorized in states with 18 or greater requirements authorized in Office of the State Surface Maintenance Manager.

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER

Budget Assistant				
Workload Factor		1	15	50
Number of Shops*		14	49	85
TYPE II				
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Budget Assistant	1	1	1
2	Budget Clerk		1	2

*CSMS, MATES, UTES, OMS

Clerical Support					
Workload Factor		1	302	841	1379
Number of Maintenance FTS Authorized		301	840	1378	1917
TYPE II					
Manpower Requirement		1	2	3	4
Line	Title	Distribution of Positions			
1	Secretary	1	1	1	1
2	Clerk Typist	-	1	2	3

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER

Technical Operations Branch

(AFD: LDA MD#: 2010 TYPE: II)

Direct Functions: Establishes and manages the Command Maintenance Evaluation Team (COMET). Conducts and facilitates shop supervisor meetings for the CSMS, MATES, UTES and OMS. Develops, manages and evaluates the quality assurance program for all assigned TDA/CTA surface maintenance facilities. Provides technical guidance through assistance visits/evaluations to all maintenance activities/units. Conducts semi-annual visits to CSMS, MATES, UTES and OMS's. Issues schedule of visits and resulting reports for OMS's to G-4. Identifies requirements for special tools and test equipment and coordinates the procurement of shortages for TDA/CTA maintenance activities. Coordinates with G-4 for the procurement of special tools and test equipment for MTOE maintenance activities. Assures availability of tools to M-Day soldier (IDT/AT). Develops state surface maintenance policy for all maintenance activities regarding Hazardous Waste/Industrial Hygiene Program, Environmental Impact Assessments Program and the Safety/OSHA Program. Coordinates with the United States Property and Fiscal Office (USP&FO), Facilities Management Office (FMO) and G-4 to ensure proper implementation and execution of these programs. Develops and directs the Class IX Repair Parts program policy; and provides technical assistance and supervision to Units/OMS's. Provides analysis of trends in parts replacement to G-4. Attends the State Safety Board, Environmental Committee and State Facilities Committee meeting and provides input. Assists in the development of designs for new maintenance facilities as well as modifications and renovations to older facilities. Based on trend analysis and recommendations by the Maintenance Analysis Branch or the Management Analyst (largest states only), determines and implements changes to the TDA for the purpose of efficient manning levels for all maintenance facilities.

Technical Operations Branch							
Workload Factor		1	6	16	26	37	47
Number of Shops*		5	15	25	36	46	56
Manpower Requirement		1	2	3	4	5	6
Line	Title	Distribution of Positions					
1	Maintenance Manager	1	2	3	4	5	6
2	Maintenance Specialist		a/	a/	a/	a/	a/

* CSMS, MATES, UTES, OMS

a/ Maintenance Specialist is authorized when providing technical guidance and oversight to OMS's in the state.

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER

Maintenance Analysis Branch/Section*

(AFD: LDA MD*: 2010 TYPE: II)

Direct Functions: Evaluates changes in the State Surface Maintenance Standing Operating Procedure for programs that will affect the maintenance capability forecast. Performs field surveys and develops state job standards. Analyzes recurring maintenance productivity reports and develops recommendations for maximum surface maintenance production effectiveness and equipment reliability. Identifies deficiencies or negative maintenance trends requiring management action. Analyzes a variety of maintenance data and submits recommendations to the Technical Operations Branch to add, delete or change the current TDA. Reviews maintenance management data received from the maintenance facilities and prepares reports pertaining to surface maintenance equipment. Drafts maintenance bulletins establishing technical policy for surface maintenance management procedures. Prepares data as required for automated reports and converts standard data to codes and/or formats required for data processing. Analyzes automation needs and recommends system architecture for all surface maintenance facilities. Advises the State Surface Maintenance Manager and assists him in the development of policy for the following ARNG major programs: Biomedical Maintenance, Army Oil Analysis, Product Improvement, Modification Work Order, Depot Overhaul/Depot Repair, Warranty, Quality Deficient/Equipment Improvement Recommendation, The Army Maintenance Management System, Calibration, Maintenance Performance Reporting System (RCS-32), End Item Master Identification File/Usage, Repower and Transportation Motor Pool. Provides technical assistance and guidance to surface maintenance facilities personnel for the accomplishment of the above programs.

*States receiving less than 3 requirements will operate this workcenter as a branch. See Organizational Structure Chart for clarification.

Maintenance Analysis Branch/Section						
Workload Factor		1	7	26	46	65
Number of Shops*		6	25	45	64	83
Manpower Requirement		1	2	3	4	5
Line	Title	Distribution of Positions				
1**	Management Analyst	-	-	1	1	1
2	Management Assistant	1	2	2	3	4

* CSMS, MATES, UTES, OMS

** This position will be located in the Office of the Surface Maintenance Manager.

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER

Maintenance Readiness Branch*

(AFD: LDA MD#: 2010 TYPE: II)

Direct Functions: Directs, coordinates and manages the State Surface Maintenance Materiel Readiness program. Develops and directs policy for the administrative review and report development of the Materiel Condition Status Report (DA 2406) and the Missile Materiel Readiness Report (DA 3266-1). Analyzes data and identifies trends, reporting unit shortfalls to the G-4. Coordinates with G-4 for repair parts requisitions or unit training required to correct shortfalls in the DA-2406 or DA 3266-1. Develops and directs policy for the surface maintenance portion of the Unit Status Report; coordinating with the G-4 and providing input to assure unit input accuracy. Develops and directs policy for the Mission Support Plan and issues directive to G-4 for unit compliance. Provides input and coordinates with G-4 for the execution of the Materiel Fielding Plans. Coordinates with G-4 for unit training and equipment distribution. Reviews the consolidated Equipment Deadline Report and prioritizes repair of equipment through coordination with the G-4. Attends the State Readiness Committee meetings and provides surface maintenance readiness analysis. Coordinates out-of-state Maintenance MOS training requirements with the Plans, Operations and Training Office (POTO). Coordinates out-of-state technician maintenance training requirements with the Support Personnel Management Office (SPMO). Manages in-state maintenance training. Is the Program Manager for the State Maintenance Assistance and Instruction Team. Develops maintenance training plans for unit instruction. Coordinates with the G-4 to prioritize the MAIT Training Schedule of visits to units. Reviews and evaluates MAIT performance critiques received from the G-4 to assure maximum quality of training. Is the Program Manager for New Equipment Maintenance Training. Coordinates with the G-4 for training requirements as needed in units/OMS's. Identifies and coordinates support level maintenance training requirements. Is the Program Manager for the Displaced Equipment Maintenance Training (DET). Develops and directs DET policy and coordinates with the G-4 as needed. Evaluates needed Individual Training Requirements for the CSMS/MATES/UTES. Coordinates and provides expertise to Units/OMS's. Provides input to G-4 regarding Unit Training Requirements and also provides training through the MAIT training plans and available programs.

*STATES receiving less than 2 requirements will incorporate workcenter descriptions of the Maintenance Readiness Branch and Equipment Readiness Section. See Organizational Structure Chart for clarification.

Maintenance Readiness Branch/Equipment Readiness Section					
Workload Factor: Number of units with UIC ending in AA		1	16	63	109
		15	62	108	155
Manpower Requirement		1	1	1	1
Line	Title	Distribution of Positions			
1	Supv Equip Spec	-	1	1	1
2	Equip Spec	1	-	-	-

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER

Equipment Readiness Section

(AFD: LDA MD#: 2010 TYPE: II)

Direct Functions: Reviews each unit Materiel Condition Status Report (DA 2406) and the Missile Materiel Readiness Report (DA 3266-1). Analyzes data and identifies trends, reporting unit shortfalls to the G-4. Coordinates with G-4 for repair parts requisitions or unit training required to correct shortfalls in the DA-2406 or DA 3266-1. Reviews the surface maintenance portion of the Unit Status Report and provides assistance to assure unit input accuracy. Monitors the execution of the Mission Support Plan. Coordinates with G-4 for unit training and equipment distribution. Reviews the consolidated Equipment Deadline Report and prioritizes repair of equipment through coordination with the G-4. Coordinates out-of-state MOS maintenance training requirements with the Plans, Operations and Training Office (POTO). Coordinates out-of-state technician training requirements with the Support Personnel Management Office (SPMO). Monitors in-state maintenance training. Develops quality assurance measures and advises the Chief, Maintenance Readiness branch of recurring problems related to equipment readiness programs and surface maintenance training.

Maintenance Readiness Branch/Equipment Readiness Section					
Workload Factor: Number of units with UIC ending in AA		1	16	63	109
		15	62	108	155
Manpower Requirement		0	1	2	3
Line	Title	Distribution of Positions			
1	Equip Spec	-	1	2	3

OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER

Maintenance Assistance and Instruction Team (MAIT) Section

(AFD: LDA MD*: 2010 TYPE: III)

Direct Functions: Provides assistance and instruction on equipment maintenance procedures, techniques and methods to all of the units of the state. Prepares and conducts both classroom and on-the-job training sessions designed to upgrade, improve and/or update the knowledge and working skills of unit maintenance personnel. Provides assistance in The Army Maintenance Management System, Materiel Readiness Program, Organizational Maintenance and Shop Practices in maintenance facilities and Cost Reduction Programs. Evaluates directives to ensure adherence to standard method and conformity in maintenance procedures, and proper use of maintenance facilities, equipment and personnel. Evaluates the progress of trained employees and units. Reviews the effectiveness of cost efficiency management and the need for improvement of existing management practices in the various maintenance organizations and their relationship to, and effect upon the overall National Guard Bureau maintenance program. Reviews and evaluates information in technical reports, logistical studies, supply data systems, observations and inspections of maintenance organizations. Makes recommendations for revision of higher headquarters guidelines on the operation and management of maintenance activities. Researches material pertaining to maintenance and maintenance management. Develops, writes, updates and teaches new methods and procedures. Performs hands-on maintenance procedures and explains safety precautions involved in maintenance.

MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM

BASE LINE STAFFING CRITERIA:

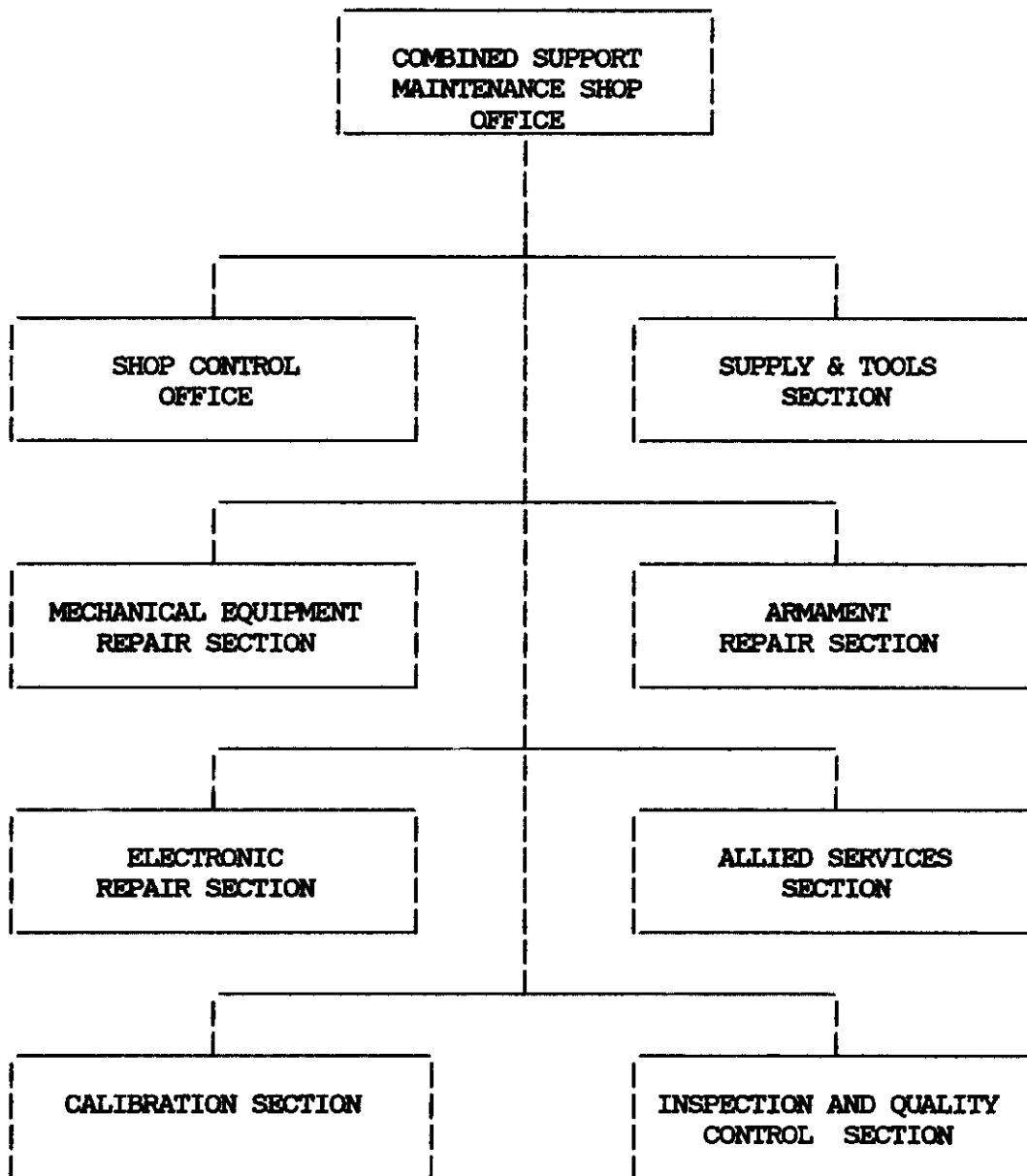
STATE SIZE	EQUIPMENT DENSITY MAJOR END ITEMS	AUTHORIZED MAINTENANCE STRENGTH
SMALL	1 - 5,000	1 - 200
MEDIUM	5,001 - 10,000	201 - 400
LARGE	10,001 - 19,500	401 - 750

MANPOWER REQUIREMENTS	SMALL	MEDIUM	LARGE
Equipment Specialist (MAIT)	2	3	4

COMBINED SUPPORT MAINTENANCE SHOP

WORKCENTER DESCRIPTION

Direct Functions: Performs direct and general support maintenance of specified surface equipment for designed ARNG units. Provides direct or general support maintenance for any Department of Defense agency when so authorized by the Chief, National Guard Bureau.



COMBINED SUPPORT MAINTENANCE SHOP

Shop Control Office

(AFD: LDFB MD#: 2310 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Supervises operations of the Combined Support Maintenance Shop in performing direct and general support maintenance of surface equipment. Establishes production goals and work schedules and coordinates work projects. Evaluates effectiveness of the maintenance effort and establishes work standards. Maintains liaison with support logistical activities and with support units. Plans, executes, and directs human resources. Responsible for safety, hazardous waste, and industrial hygiene programs for the shop. Provides for administration of the Combined Support Maintenance Shop. Maintains equipment maintenance records. Receives equipment on work requests and makes repair schedules. Controls work production and notifies units of work completed. Provides input for the Materiel Readiness Report (DA 2406). Schedules contact team repairs. Maintains administrative files, personnel time and attendance records. Maintains technical and administrative libraries.

CSMS, Office			
Workload Factor:		1	51
Personnel Strength		50	261
Manpower Requirement		1	2
Line	Title	Distribution of Positions	
1	Hvy Mob Equip Mech Gen Fman	1	1
2	Hvy Mob Equip Mech Ass't Fman	-	1

Shop Control Office, CSMS					
Workload Factor:		1	182	382	583
Closed Job Orders (Monthly average)		181	381	582	783
TYPE II					
Manpower Requirement		1	2	3	4
Line	Title	Distribution of Positions			
1	Production Controller	1	2	3	4

Shop Control Office, CSMS						
Workload Factor:		1	27	63	132	200
Personnel Strength		26	62	131	199	267
TYPE II						
Manpower Requirement		0	1	2	3	4
Line	Title	Distribution of Positions				
1	Clerk-Typist	0	1	2	3	4

COMBINED SUPPORT MAINTENANCE SHOP

Supply and Tools Section

(AFD: LEK MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides for requisition, stockage and issue of repair parts and tools for the Combined Support Maintenance Shop. Maintains supply and property records. Requisitions, receives, and controls equipment, supplies, repair parts, and POL and makes issues to shop personnel. May or may not maintain a formal tools receipt and issue point.

Supply and Tools Section, CSMS								
Workload Factor: No. of supply/parts requisitions & local purchases (monthly average)								
	1	226	722	1218	1714	2210	2706	
	225	721	1217	1713	2209	2705	3201	
TYPE II								
Manpower Requirement								
	1	2	3	4	5	6	7	
Line	Title	Distribution of Positions						
1	Supervisory Sup Tech	-	-	-	1	1	1	1
2	Tools & Parts Attendant	1	1	1	-	-	-	-
3	Supply Clerk	-	1	2	3	4	5	6

Supply and Tools Section, CSMS			
Workload Factor:			
	1	17	98
No. of Direct Labor Mechanics			
	16	97	124
Manpower Requirement			
	1	1	2
Line	Title	Distribution of Positions	
1	Tools & Parts Attendant	a/	1 2

a/ State may substitute an equipment mechanic/repairman upon request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP
Mechanical Equipment Repair Section
 (AFD: LDFD MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Maintains and repairs all types of automotive equipment components to include tactical, support, combat, commercial, and special purpose vehicles, construction and materials handling equipment, power generators, and other engine-driven equipment. Evacuates heavy combat vehicles and construction equipment when necessary for maintenance. Assists Maintenance Assistance and Instruction Teams.

Mechanical Equipment Repair Section, CSMS			
Workload Factor: Number of Mechanic positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Hvy Mob Equip Mech Fman or Auto Mech Fman <u>a/</u>	0	1

a/ The type of position is determined by the state concerned based on density and type of equipment supported on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP
Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, CSMS										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				3	4	5	6	7	8	9
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	-	-	-	-	1	1	1		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	3	4	5	6	6	7	8		

Mechanical Equipment Repair Section, CSMS										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				10	11	12	13	14	15	16
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	1	1	1	1	2	2	2		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	9	10	11	12	12	13	14		

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, CSMS								
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement		17	18	19	20	21	22	23
Line	Title	Distribution of Positions						
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	2	2	2	2	3	3	3
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	15	16	17	18	18	19	20

Mechanical Equipment Repair Section, CSMS								
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement		24	25	26	27	28	29	30
Line	Title	Distribution of Positions						
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	3	3	3	3	4	4	4
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	21	22	23	24	24	25	26

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP
Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, CSMS										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				31	32	33	34	35	36	37
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	4	4	4	4	5	5	5		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	27	28	29	30	30	31	32		

Mechanical Equipment Repair Section, CSMS										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				38	39	40	41	42	43	44
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	5	5	5	5	6	6	6		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	33	34	35	36	36	37	38		

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, CSMS									
Workload Factor: Density of Supported Equipment			Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement			45	46	47	48	49	50	51
Line	Title	Distribution of Positions							
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	6	6	6	6	7	7	7	
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	39	40	41	42	42	43	44	

Mechanical Equipment Repair Section, CSMS									
Workload Factor: Density of Supported Equipment			Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement			52	53	54	55	56	57	58
Line	Title	Distribution of Positions							
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	7	7	7	7	8	8	8	
2	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	45	46	47	48	48	49	50	

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, CSMS										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				59	60	61	62	63	64	65
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	8	8	8	8	9	9	9		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	51	52	53	54	54	55	56		

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Armament Repair Section

(AFD: LDFG MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Maintains and repairs all types of armament materiel including weapons sighting and fire control instruments, tank turrets, and allied equipment. As required, provides manpower for maintenance assistance and instruction teams.

Armament Repair Section, CSMS			
Workload Factor:		0	3
Number of Mechanics in the Section		2	or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Arm Foreman	0	1

COMBINED SUPPORT MAINTENANCE SHOP

Armament Repair Section

Armament Repair Section, CSMS											
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.							
Manpower Requirement				1	2	3	4	5	6	7	8
Line	Title	Distribution of Positions									
1	Artillery Rpr Ldr	-	-	-	-	-	-	-	1	1	
2	Optical Instr Rpr	a/	a/	1	1	1	1	1	2	2	
3	Artillery Rpr	a/	a/	1	2	3	3	3	2	2	
4	Small Arms Rpr	a/	a/	1	1	1	1	2	2	3	

a/ Within manpower requirement, positions may be interchanged at the discretion of the State concerned upon request to NGB-ARM-R.

Armament Repair Section, CSMS											
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.							
Manpower Requirement				9	10	11	12	13	14	15	16
Line	Title	Distribution of Positions									
1	Artillery Rpr Ldr	1	1	1	1	1	1	2	2	2	
2	Optical Instr Rpr	2	3	3	3	4	4	4	4	4	
3	Artillery Rpr	3	3	4	5	5	4	5	5	6	
4	Small Arms Rpr	3	3	3	3	3	4	4	4	4	

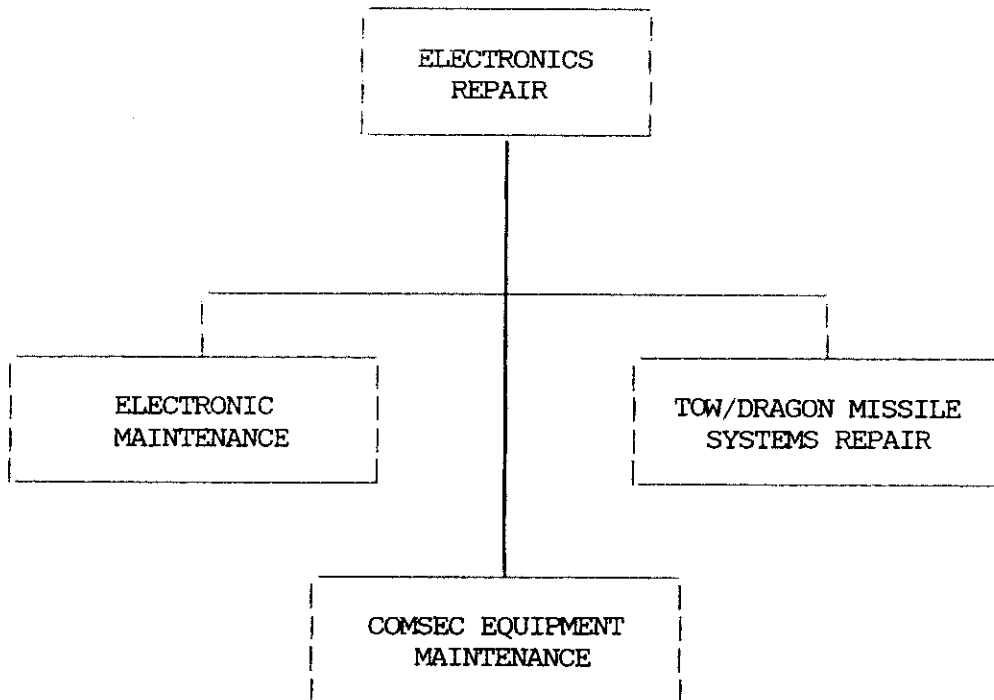
NOTE: Actual mix of repairmen within total manpower requirements may be varied according to peculiar local conditions and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Electronics Repair

WORKCENTER DESCRIPTION

Direct Functions: Provides direct and general support maintenance and repair of electronic and communications material including automated systems, telephone, telegraph, radio, radar, surveillance equipment, electronically guided missiles, and communications security equipment.



COMBINED SUPPORT MAINTENANCE SHOP

Electronic Maintenance

(AFD: LDFN MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Maintains, repairs, and installs all types of electronic equipment to include automated systems, telephone, telegraph, radio, radar, and surveillance equipment. Advises and assists supported units in electronics maintenance matters. Provides members of maintenance assistance and instruction teams as required.

Electronic Maintenance, CSMS			
Workload Factor: Number of mechanic positions filled in section		0	3
		2	or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Elec Mech Fman	0	1

Electronic Maintenance, CSMS			
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.	
Manpower Requirement			
Line	Title	Distribution of Positions	
1	Elec Mech		

Electronic Maintenance (Automated Systems), CSMS			
Workload Factor: Directed		Recognized as part of the Management Information Systems Ofc Study	
Manpower Requirement			
Line	Title	Distribution of Positions	
1	Elec Mech	One	

COMBINED SUPPORT MAINTENANCE SHOP

TOW/Dragon Missile Systems Repair

(AFD: LDFP MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Performs direct and general support maintenance on TOW/Dragon missile systems in maintenance shop or on-site. Advises and assists supported units. As a secondary mission, may be required to assist other elements of Electronics Repair Section in equipment maintenance. TOW/Dragon maintenance technicians remain under technical control and supervision of Electronics Maintenance Repair regardless of work location.

TOW/Dragon Missile Systems Repair, CSMS							
Workload Factor: Number of TOW/Dragon Missile		1	20	75	150	225	375
Missile systems & test sets supported (DS/GS)		19	74	149	224	299	449
Manpower Requirement		0	1	2	3	4	5
Line	Title	Distribution of Positions					
1	Ord Equip Mech	0	1	2	3	4	5

TOW/Dragon Missile Systems Repair, CSMS							
Workload Factor: Number of TOW/Dragon Missile		450	525	600	675	750	825
Missile systems & test sets supported (DS/GS)		524	599	674	749	824	999
Manpower Requirement		7	8	9	10	11	12
Line	Title	Distribution of Positions					
1	Ord Equip Mech	7	8	9	10	11	12

COMBINED SUPPORT MAINTENANCE SHOP

COMSEC Equipment Maintenance

(ADF: LDENG MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Stores, accounts for, tests, adjusts, repairs, and modifies cryptographic, ciphony, teletype, and related equipment and components supported by the Combined Support maintenance Shop. Advises and assists supported units and other ARNG installations. Performs equipment evaluation tests on supported equipment and assists in studies to alleviate problems and equipment failures. COMSEC workcenter is under the technical control and supervision of the Electronics Maintenance Repair section regardless of work location.

COMSEC Equipment Maintenance, CSMS State with DS Mission Only						
Workload Factor: Density of Listed COMSEC Equipment*		1	750	1250	1750	2250
		749	1249	1749	2249	2749
Manpower Requirement		1	2	3	4	5
Line	Title	Distribution of Positions				
1	Elec Mech (COMSEC)	1	2	3	4	5

COMSEC Equipment Maintenance, CSMS State with DS/GS Mission						
Workload Factor: Density of Listed COMSEC Equipment*		1	600	1000	1400	1800
		599	999	1399	1799	2199
Manpower Requirement		1	2	3	4	5
Line	Title	Distribution of Positions				
1	Elec Mech (COMSEC)	1	2	3	4	5

*Density in the following COMSEC equipment categories is considered maintenance significant:

HYL-3 KG-27 KG-34 KG-13 KIR-1 KIT-1 KW-7 KY-8
 KY-28 KY-38

COMBINED SUPPORT MAINTENANCE SHOP

Calibration Section

(AFD: LDD MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Repairs and adjusts instruments and apparatus for measuring, testing, controlling and indicating temperature, pressure and vacuum, fluid flow, liquid level, mechanical motion, rotation, humidity, density, acidity or alkalinity, and combustion, including tools, dial pressure gauges; scales and balances; fire direction and sighting devices; and instruments for measuring, recording, and controlling electrical or communications equipment. Coordinates with the supporting US Army depot in scheduling services of the depot calibration teams. Assures coordination of equipment is performed at unit level and US Army depot unless a State Calibration Coordinator is designated in the State Maintenance Office.

Calibration Section, CSMS						
Workload Factor: Density of items for calibration in shop and depot.		1	1491	3423	5354	7286
		1490	3422	5353	7285	9217
TYPE II						
Manpower Requirement		1	2	3	4	5
Line	Title	Distribution of Positions				
1	Elec Meas Equip Mech	1	2	3	4	5

Calibration Section, CSMS			
Workload Factor: Density of items for calibration in shop and depot.		0	5122
		5121	9217
TYPE II			
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Production Controller	0	1

Note 1: When total requirements under the above tables is less than 4, these positions will be supervised by the Elec Mech Fman in the Electronic Maintenance Section.

Note 2: Differences in calibration procedures for physical, electronic and radiac equipment and their associated calibration intervals were given consideration in the above criteria formulation.

Calibration Section, CSMS			
Workload Factor:		0	3
Number of Mechanics in the Section		2	or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Elec Meas Equip Mech Foreman	0	1

COMBINED SUPPORT MAINTENANCE SHOP

Allied Services Section

(AFD: LDFKA MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Repairs, fabricates, rebuilds, or modifies operational and training equipment. Welds or brazes automotive equipment frames, bodies, plates and castings using electronic or acetylene processes. Repairs, replaces, and fabricates automotive bodies. Paints passenger, tactical, and combat vehicles. Repairs or fabricates furniture and other wood items. Repairs and fabricates canvas covers, paulins, and other canvas and leather items.

Allied Services Section, CSMS			
Workload Factor: Number of mechanic positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Allied Trades Foreman	0	1

COMBINED SUPPORT MAINTENANCE SHOP

Allied Services Section

Allied Services Section, CSMS											
Workload Factor:		1	4	9	14	20	25	30	35	40	45
Number of Direct Labor Mechanics		3	8	13	19	24	29	34	39	44	49
Manpower Requirement		0	1	2	3	5	6	7	9	10	12
Line	Title	Distribution of Positions									
1	Machinist		a/	a/	1	1	1	1	1	1	1
2	Welder		a/	a/	1	1	1	1	1	2	2
3	Painter		a/	a/	1	1	2	2	2	2	2
4	Carpenter	-	-	-	-	-	-	1	1	1	1
5	Mbl Eq Metal Worker	-	-	-	-	1	1	1	1	1	1
6	Helper (Trades)	-	-	-	-	-	-	-	1	1	2
7	Fabric Worker	-	-	-	a/	1	1	1	2	2	3

a/ Within manpower requirement, positions may be interchanged at the discretion of the State concerned with request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Allied Services Section

Allied Services Section, CSMS												
Workload Factor:		50	55	61	66	71	76	81	86	91	96	101
Number of Direct Labor Mechanics		54	60	65	70	75	80	85	90	95	100	105
Manpower Requirement		13	14	15	17	18	19	20	21	23	24	25
Line	Title	Distribution of Positions										
1	Machinist	1	1	1	1	1	1	1	1	1	1	1
2	Welder	2	2	2	2	2	2	2	2	2	2	2
3	Painter	2	2	2	2	2	2	3	3	3	3	3
4	Carpenter	1	1	1	1	1	1	1	1	1	1	1
5	Mbl Eq Metal Worker	1	1	1	1	1	1	1	1	1	1	1
6	Helper (Trades)	3	4	5	6	7	8	8	9	10	11	12
7	Fabric Worker	3	3	3	4	4	4	4	4	5	5	5

NOTE: Actual mix of repairmen within total manpower requirements may be varied according to peculiar local conditions and on request to NGB-ARM-R.

COMBINED SUPPORT MAINTENANCE SHOP

Inspection and Quality Control Section

(AFD: LDEA MD#: 2310 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides technical guidance and assistance to shop personnel and conducts in-process and final inspections for quality control. Reviews maintenance requests and other maintenance forms for authority and completeness. Performs technical inspections for classification of equipment. Makes recommendations to increase efficiency and economy of operations. Provides manpower for maintenance evaluation teams.

Inspection and Quality Control Section, CSMS			
Workload Factor: Number of inspector positions in section		1 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Hvy Mob Equip Insp Foreman	0	1

COMBINED SUPPORT MAINTENANCE SHOP

Inspection and Quality Control Section

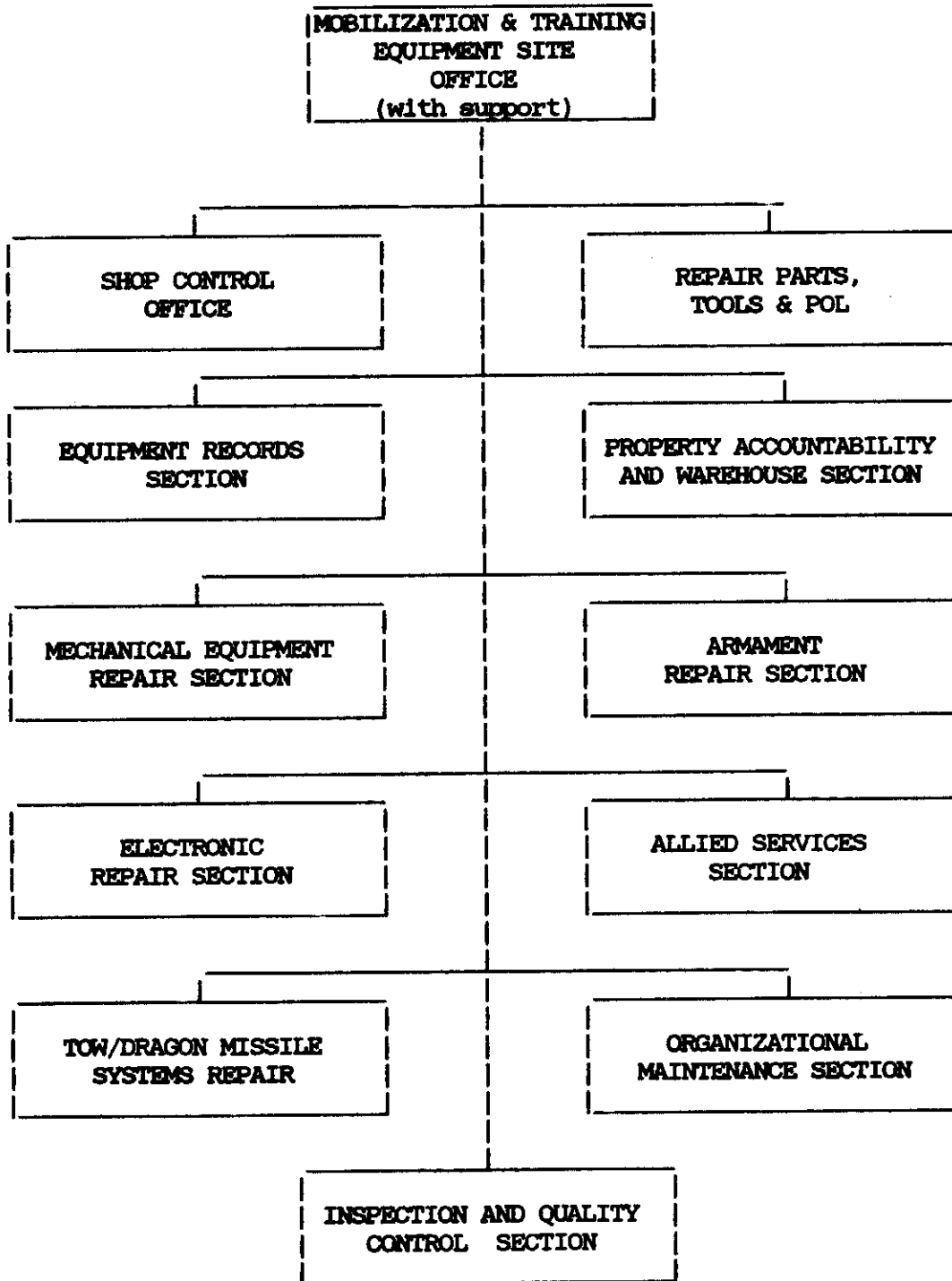
Inspection and Quality Control Section, CSMS							
Workload Factor:		7	17	31	37	43	49
Number of Direct Labor Mechanics		16	30	36	42	48	55
Manpower Requirement		2	3	4	5	6	7
Line	Title	Distribution of Positions					
1	Mob Equip Rpr Insp Hvy Mob Eq Rpr Insp Elec Mech Insp Armament Insp Automotive Insp	Distribution of the Manpower Requirement is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.					

Inspection and Quality Control Section, CSMS							
Workload Factor:		56	62	68	74	81	88
Number of Direct Labor Mechanics		61	67	73	80	87	94
Manpower Requirement		8	9	10	11	12	13
Line	Title	Distribution of Positions					
1	Mob Equip Rpr Insp Hvy Mob Eq Rpr Insp Elec Mech Insp Armament Insp Automotive Insp	Distribution of the Manpower Requirement is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.					

**MOBILIZATION AND TRAINING EQUIPMENT SITE (MATES)
WITH SUPPORT**

WORKCENTER DESCRIPTION

Direct Functions: Maintains and issues unit MTOE equipment. Maintains organizational integrity of all stored equipment and performs maintenance that cannot be performed by the supported units. Equipment from another State may be stored and maintained by mutual agreement of the State Adjutant General concerned when approved by the Chief, National Guard Bureau.



MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Shop Control Office

(AFD: LDF MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Supervises operations of the Mobilization and Training Equipment Site (Spt) in performing direct support, general support and organizational maintenance of surface equipment. Establishes production goals and work schedules and coordinates work projects. Evaluates effectiveness of the maintenance effort and establishes quality controls and work standards. Maintains liaison with supporting logistical activities and with support units. Provides for administration of the MATES (w/spt). Maintains equipment maintenance records. Receives equipment on maintenance requests and makes repair schedules. Controls work production and notifies units of work completed. Provides input for the Materiel Readiness Report (DA 2406). Provides for administration of the MATES (spt). Maintains administrative files, personnel, time and attendance records. Maintains technical and administrative libraries.

Shop Control Office, MATES w/Support				
Workload Factor: Personnel Strength including Organizational Maintenance Section		1 50	51 277	278 300
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Hvy Mob Eq Mech Gen Fman	1	1	1
2	Hvy Mob Eq Mech Ass't Fman	-	1	2

MOBILIZATION AND TRAINING EQUIPMENT SHOP (WITH SUPPORT)

Shop Control Office

Shop Control Office, MATES w/Support					
Workload Factor:		1	208	440	672
Closed Job Orders (monthly average)		207	439	671	904
TYPE II					
Manpower Requirement		1	2	3	4
Line	Title	Distribution of Positions			
1	Production Controller	1	2	3	4

Shop Control Office, MATES w/Support							
Workload Factor: Personnel Strength in-		1	27	63	132	200	268
cluding Organizational Maintenance Sec		26	62	131	199	267	334
TYPE II							
Manpower Requirement		0	1	2	3	4	5
Line	Title	Distribution of Positions					
1	Clerk-Typist	0	1	2	3	4	5

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Repair Parts, Tools, and POL

(AFD: LEK MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides for requisition, stockage and issue of repair parts and tools and POL for the Mobilization and Training Equipment Site with a support/organizational maintenance mission. Requisitions, receives, and controls equipment, repair parts, and supplies. Makes issue to shop personnel and may or may not maintain a formal tools receipt and issue point.

Repair Parts, Tools, and POL, MATES w/Support								
Workload Factor: No. of supply/parts requisitions & local purchases (mo avg.)		1	284	848	1412	1976	2540	3104
TYPE II		283	847	1411	1975	2539	3103	3667
Manpower Requirement		1	2	3	4	5	6	7
Line	Job Title	Distribution of Positions						
1	Supervisory Sup Tech	-	-	-	1	1	1	1
2	Tools & Parts Attendant	1	1	1	-	-	-	-
3	Supply Clerk	-	1	2	3	4	5	6

Repair Parts, Tools, and POL, MATES w/Support				
Workload Factor:		1	17	98
Number of Direct Labor Mechanics		16	97	124
Manpower Requirement		1	1	2
Line	Title	Distribution of Positions		
1	Tools & Parts Attendant	a/	1	2

a/ State may substitute for an equipment mechanic/repairman upon request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Equipment Records Section

(AFD: LDY MD#: 2410 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Maintains logbooks and other maintenance records for positioned equipment as prescribed in DA Pam 738-750. Schedules preventive maintenance services. Reports to contributing units on the condition and maintenance status of equipment.

Equipment Records Section, MATES w/Support						
Workload Factor: Org. Maint. Density in						
RCS: ARNGB 32 accts 211,231,251,404,						
(minus 404-01) 406, and 408						
	1	334	677	1020	1363	
	333	676	1019	1362	1705	
Manpower Requirement						
	1	2	3	4	5	
Line	Title		Distribution of Positions			
1	Maint Records Clk		1	2	3	4 5

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)**Property Accountability and Warehouse Section****(AFD: LEB MD#: 2410 TYPE: II)****WORKCENTER DESCRIPTION**

Direct Functions: Receives and issues basic items of issue (BII), items troop installed/authorized (ITIA), and components of end items (COEI) to supported units. Prepares hand receipts; inventories equipment; removes equipment from and returns equipment to proper storage location; examines equipment upon turn-in; classifies equipment (serviceable/unserviceable); prepares adjustment documents; schedules issue/turn-in of equipment; reviews requests for equipment; determines availability of equipment; issues and accepts turn-in of equipment; installs COEI on or removes COEI from MEI's for issue/turn-in purposes.

Maintains equipment stored in the warehouse. Performs operator/crew level maintenance on items stored; inventories equipment; prepares adjustment documents; requisitions replacement items; process items for direct exchange; prepares work requests for repairable items; tags and routes items.

Stores equipment and manages the warehouse operation. Places items in and removes items from storage locations; determines storage requirements; develops and maintains warehouse location system; conducts inventories; prepares adjustment documents; flags excess items; initiates disposition actions for excess property; prepares equipment reports; operates the arms vault; enforces safety, fire, and security procedures in the warehouse; requisitions, reports, issues, receives, and accounts for fuel (diesel and MOGAS only).

Provides property accountability. Maintains and updates hand receipts for equipment stored in the warehouse; conducts inventories; prepares adjustment documents; maintains TDA, CTA, and installation property records; maintains document registers and document files for warehouse items; maintains equipment status listings; accounts for and reports fuel (MOGAS and diesel).

Processes incoming and outgoing shipments. Prepares warehouse items and MEI's for shipment by packing, crating, stenciling, and weighing; receives incoming warehouse shipments; inspects equipment; signs for shipment; unloads, segregates, and places equipment in storage; prepares overage/shortage documents; assembles equipment as required for storage or issue.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Property Accountability and Warehouse Section

Property Accountability and Warehouse Section, MATES w/Support							
*Workload Factor: Training Asset		0	32	107	218	362	536
Vehicle Density		31	106	217	361	535	738
Manpower Requirement		1	2	3	4	5	6
Line	Title	Distribution of Positions					
1	Whse Wkr Foreman	-	-	-	-	1	1
2	Supply Technician	1	1	1	1	-	-
3	**Sup Clk/Whse Wkr	-	1	2	3	4	5

Property Accountability and Warehouse Section, MATES w/Support							
*Workload Factor: Training Asset		739	970	1227	1510	1817	2149
Vehicle Density		969	1226	1509	1816	2148	2504
Manpower Requirement		7	8	9	10	11	12
Line	Title	Distribution of Positions					
1	Whse Wkr Foreman	1	1	1	1	1	1
2	Supply Technician	-	-	-	-	-	-
3	**Sup Clk/Whse Wkr	6	7	8	9	10	11

*Density of vehicles (RCS-32 account codes 211, 231, 241, and 251) available for issue.

**Position series and grade as determined by the servicing classification activity.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Mechanical Equipment Repair Section

(AFD: LDFD MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Maintains and repairs all types of automotive equipment components to include tactical, support, combat, commercial, and special purpose vehicles, construction and materials handling equipment, power generators, and other engine-driven equipment. Evacuates heavy combat vehicles and construction equipment when necessary for maintenance. Provides manpower for maintenance assistance and instruction teams.

Mechanical Equipment Repair Section, MATES w/Support			
Workload Factor: Number of mechanic positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Hvy Mob Equip Mech Fman or Auto Mech Fman <u>a/</u>	0	1

a/ The type of position is determined by the state concerned based on density and type of equipment supported on request to NGB-ARM-R..

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, MATES w/Support										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				3	4	5	6	7	8	9
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	-	-	-	-	1	1	1		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	3	4	5	6	6	7	8		

Mechanical Equipment Repair Section, MATES w/Support										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				10	11	12	13	14	15	16
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	1	1	1	1	2	2	2		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	9	10	11	12	12	13	14		

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, MATES w/Support								
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement		17	18	19	20	21	22	23
Line	Title	Distribution of Positions						
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	2	2	2	2	3	3	3
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	15	16	17	18	18	19	20

Mechanical Equipment Repair Section, MATES w/Support								
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement		24	25	26	27	28	29	30
Line	Title	Distribution of Positions						
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	3	3	3	3	4	4	4
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	21	22	23	24	24	25	26

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, MATES w/Support										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				31	32	33	34	35	36	37
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	4	4	4	4	5	5	5		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	27	28	29	30	30	31	32		

Mechanical Equipment Repair Section, MATES w/Support										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				38	39	40	41	42	43	44
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	5	5	5	5	6	6	6		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	33	34	35	36	36	37	38		

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, MATES w/Support								
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement		45	46	47	48	49	50	51
Line	Title	Distribution of Positions						
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	6	6	6	6	7	7	7
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	39	40	41	42	42	43	44

Mechanical Equipment Repair Section, MATES w/Support								
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement		52	53	54	55	56	57	58
Line	Title	Distribution of Positions						
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	7	7	7	7	8	8	8
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	45	46	47	48	48	49	50

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Mechanical Equipment Repair Section

Mechanical Equipment Repair Section, MATES w/Support										
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.						
Manpower Requirement				59	60	61	62	63	64	65
Line	Title	Distribution of Positions								
1	Hvy Mob Equip Mech or Auto Mech/Ldr <u>a/</u>	8	8	8	8	9	9	9		
2	Hvy Mob Equip Mech or Auto Mech <u>a/</u>	51	52	53	54	54	55	56		

a/ The type of position is determined by the state concerned based on density and types of equipment supported and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Electronic Repair Section

(AFD: LDFN MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides direct and general support maintenance and repair of electronic and communications materiel including telephone, telegraph, radio, radar, surveillance equipment and electronic guided missiles.

Electronic Repair Section, MATES w/Support			
Workload Factor: Number of mechanic positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Elec Mech Fman	0	1

Electronic Repair Section, MATES w/Support			
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARINGB 32 quarterly report and item manhours.	
Manpower Requirement			
Line	Title	Distribution of Positions	
1	Elec Mech		

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

TOW/Dragon Missile Systems Repair

(AFD: LDFP MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Performs direct and general support maintenance on TOW/Dragon missile systems in the MATES (spt). Advises and assists supported units. As a secondary mission, may be required to assist other elements of Electronics Repair Section in equipment maintenance. TOW/Dragon maintenance technicians remain under technical control and supervision of the Electronic Maintenance Repair Section.

TOW/Dragon Missile Systems Repair, MATES w/Support								
Workload Factor: Number of TOW/Dragon		1	20	75	150	225	300	375
Missile systems & tests supported (DS/GS)		19	74	149	224	299	374	449
Manpower Requirement		0	1	2	3	4	5	6
Line	Title	Distribution of Positions						
1	Ord Equip Mech	0	1	2	3	4	5	6

TOW/Dragon Missile Systems Repair, MATES w/Support								
Workload Factor: Number of TOW/Dragon		450	525	600	675	750	825	
Missile systems & tests supported (DS/GS)		524	599	674	749	824	999	
Manpower Requirement		7	8	9	10	11	12	
Line	Title	Distribution of Positions						
1	Ord Equip Mech	7	8	9	10	11	12	

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Armament Repair Section

(AFD: LDFG MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Maintains and repairs all types of armament materiel including weapons sighting and fire control instruments, tank turrets, and allied equipment.

Armament Repair Section, MATES w/Support			
Workload Factor: Number of mechanic positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Arm Foreman	0	1

MOBILIZATION AND TRAINING EQUIPMENT SHOP (WITH SUPPORT)

Armament Repair Section

Armament Repair Section, MATES w/Support									
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.							
Manpower Requirement		1	2	3	4	5	6	7	8
Line	Title	Distribution of Positions							
1	Artillery Rpr Ldr	-	-	-	-	-	-	1	1
2	Optical Instr Rpr	a/	a/	1	1	1	1	2	2
3	Artillery Rpr	a/	a/	1	2	3	3	2	2
4	Small Arms Rpr	a/	a/	1	1	1	2	2	3

a/ Within manpower requirement, positions may be interchanged at the discretion of the State concerned upon request to NGB-ARM-R.

Armament Repair Section, MATES w/Support									
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.							
Manpower Requirement		9	10	11	12	13	14	15	16
Line	Title	Distribution of Positions							
1	Artillery Rpr Ldr	1	1	1	1	1	2	2	2
2	Optical Instr Rpr	2	3	3	3	4	4	4	4
3	Artillery Rpr	3	3	4	5	5	4	5	6
4	Small Arms Rpr	3	3	3	3	3	4	4	4

NOTE: Actual mix of repairmen within total manpower requirements may be varied according to peculiar local conditions and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SHOP (WITH SUPPORT)

Allied Services Section

(AFD: LDFKA MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Repairs, fabricates, rebuilds, or modifies operational and training equipment. Welds or brazes automotive equipment frames, bodies, plates and castings using electronic or acetylene processes. Repairs, replaces, and fabricates automotive bodies. Paints passenger, tactical, and combat vehicles. Repairs or fabricates furniture and other wood items. Repairs and fabricates canvas covers, paulins, and other canvas and leather items.

Allied Services Section, MATES w/Support			
Workload Factor: Number of mechanic positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Allied Trades Foreman	0	1

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Allied Services Section

Allied Services Section, MATES w/Support												
Workload Factor:		1	4	9	14	20	25	30	35	40	45	50
Number of Direct Labor Mechanics		3	8	13	19	24	29	34	39	44	49	54
Manpower Requirement		0	1	2	3	5	6	7	9	10	12	13
Line	Title	Distribution of Positions										
1	Machinist	-	a/	a/	1	1	1	1	1	1	1	1
2	Welder	-	a/	a/	1	1	1	1	1	2	2	2
3	Painter	-	a/	a/	1	1	2	2	2	2	2	2
4	Carpenter	-	-	-	-	-	-	1	1	1	1	1
5	Mbl Eq Metal Worker	-	-	-	-	1	1	1	1	1	1	1
6	Helper (Trades))	-	-	-	-	-	-	-	1	1	2	3
7	Fabric Worker	-	-	-	a/	1	1	1	2	2	3	3

a/ Within manpower requirement, positions may be interchanged at the discretion of the State concerned with request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Allied Services Section

Allied Services Section, MATES w/Support											
Workload Factor:		55	61	66	71	76	81	86	91	96	101
Number of Direct Labor Mechanics		60	65	70	75	80	85	90	95	100	105
Manpower Requirement		14	15	17	18	19	20	21	23	24	25
Line	Title	Distribution of Positions									
1	Machinist	1	1	1	1	1	1	1	1	1	1
2	Welder	2	2	2	2	2	2	2	2	2	2
3	Painter	2	2	2	2	2	3	3	3	3	3
4	Carpenter	1	1	1	1	1	1	1	1	1	1
5	Mbl Eq Metal Worker	1	1	1	1	1	1	1	1	1	1
6	Helper (Trades)	4	5	6	7	8	8	9	10	11	12
7	Fabric Worker	3	3	4	4	4	4	4	5	5	5

NOTE: Actual mix of repairmen within total manpower requirements may be varied according to peculiar local conditions and on request to NGB-ARM-R.

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Organizational Maintenance Section

(AFD: LDFK MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Performs the required in-storage and organizational maintenance on equipment positioned at the Mobilization and Training Equipment Site (with a support mission). Maintains basic issue items, components of end items, and items troop installed or authorized which are stored at the site. Insures that maintenance is performed as required during use by supported units.

Organizational Maintenance Section, MATES w/Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				6	7	8	9	10	11	12	13	14	15
Line	Title			Distribution of Positions									
1	Foreman			-	-	-	-	-	-	-	1	1	1
2	Leader			-	1	1	1	1	1	1	1	1	2
3	Mech/Rpr			6	6	7	8	9	10	11	11	12	12
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr			Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/Support															
Workload Factor: Density of Supported Equipment						Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement						16	17	18	19	20	21	22	23	24	25
Line	Title					Distribution of Positions									
1	Foreman					1	1	1	1	1	1	1	1	1	1
2	Leader					2	2	2	2	2	2	3	3	3	3
3	Mech/Rpr					13	14	15	16	17	18	18	19	20	21
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr						Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, MATES w/Support															
Workload Factor: Density of Supported Equipment						Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement						26	27	28	29	30	31	32	33	34	35
Line	Title					Distribution of Positions									
1	Foreman					1	1	2	2	2	2	2	2	2	2
2	Leader					3	3	3	3	4	4	4	4	4	4
3	Mech/Rpr					22	23	23	24	24	25	26	27	28	29
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr						Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				36	37	38	39	40	41	42	43	44	45
Line	Title			Distribution of Positions									
1	Foreman			2	2	2	2	2	2	3	3	3	3
2	Leader			4	5	5	5	5	5	5	5	5	6
3	Mech/Rpr			30	30	31	32	33	34	34	35	36	37
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, MATES w/Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				46	47	48	49	50	51	52	53	54	55
Line	Title			Distribution of Positions									
1	Foreman			3	3	3	3	3	3	3	3	3	3
2	Leader			6	6	6	6	6	6	7	7	7	7
3	Mech/Rpr			37	38	39	40	41	42	42	43	44	45
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				56	57	58	59	60	61	62	63	64	65
Line	Title	Distribution of Positions											
1	Foreman	4	4	4	4	4	4	4	4	4	4	4	4
2	Leader	7	7	7	7	8	8	8	8	8	8	8	8
3	Mech/Rpr	45	46	47	48	48	49	50	51	52	53		
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

Organizational Maintenance Section, MATES w/Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				66	67	68	69	70	71	72	73	74	75
Line	Title	Distribution of Positions											
1	Foreman	4	4	4	4	5	5	5	5	5	5	5	5
2	Leader	8	9	9	9	9	9	9	9	9	9	9	10
3	Mech/Rpr	54	54	55	56	56	57	58	59	60	60		
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/Support														
Workload Factor: Density of Supported Equipment					Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement					76	77	78	79	80	81	82	83	84	85
Line	Title	Distribution of Positions												
1	Foreman	5	55	5	5	5	5	5	5	5	5	6	6	
2	Leader	10	10	10	10	10	10	10	10	11	11	11	11	
3	Mech/Rpr	61	62	63	64	65	66	66	66	67	67	67	68	
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.												

Organizational Maintenance Section, MATES w/Support														
Workload Factor: Density of Supported Equipment					Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement					86	87	88	89	90	91	92	93	94	95
Line	Title	Distribution of Positions												
1	Foreman	6	6	6	6	6	6	6	6	6	6	6	6	
2	Leader	11	11	11	11	12	12	12	12	12	12	12	12	
3	Mech/Rpr	69	70	71	72	72	73	74	74	75	75	76	77	
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.												

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/Support											
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement		96	97	98	99	100	101	102	103	104	105
Line	Title	Distribution of Positions									
1	Foreman	6	6	7	7	7	7	7	7	7	7
2	Leader	12	13	13	13	13	13	13	13	13	14
3	Mech/Rpr	78	78	78	79	80	81	82	83	84	84
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Inspection and Quality Control Section

(AFD: LDRA MD#: 2410 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides technical guidance and assistance to shop personnel and conducts in-process and final inspections for quality control. Performs technical inspections for classification of equipment. Makes recommendations to increase efficiency and economy of operations. Provides manpower for maintenance evaluation teams.

Inspection and Quality Control Section, MATES w/Support			
Workload Factor: Number of inspector positions filled in section		0 2	3 or more
Manpower Requirement		0	1
Line	Title	Distribution of Positions	
1	Hvy Mob Equip Insp Foreman	0	1

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITH SUPPORT)

Inspection and Quality Control Section

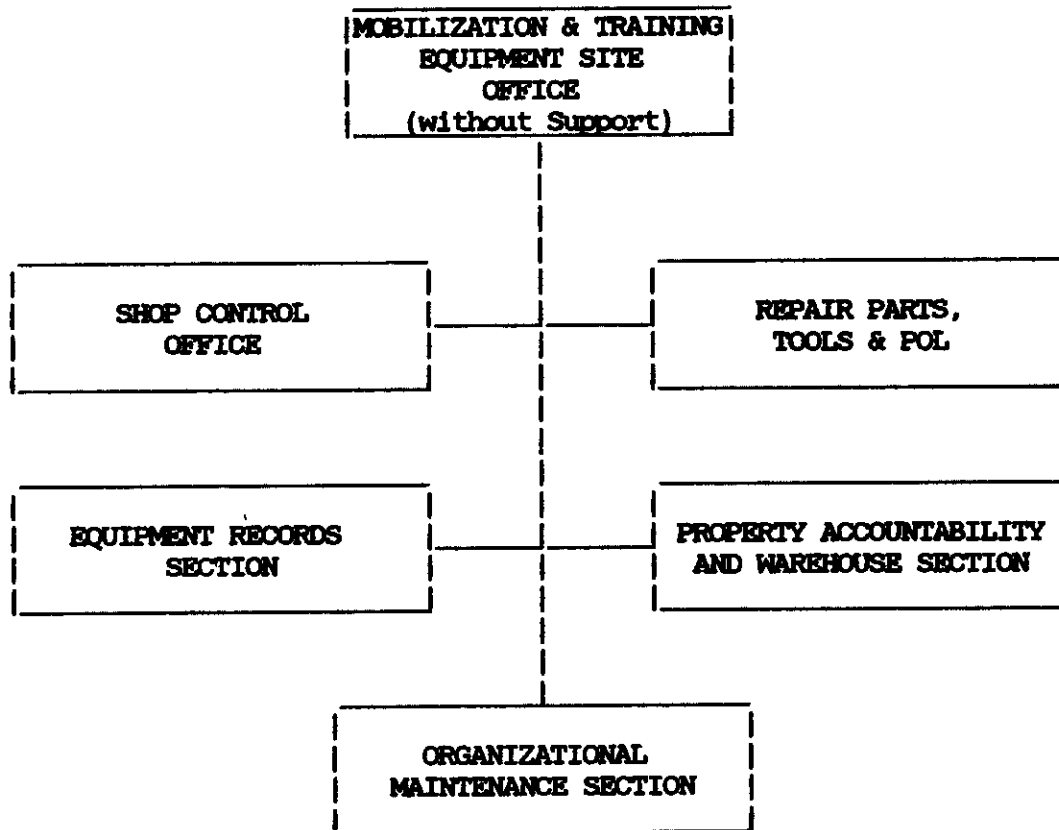
Inspection and Quality Control Section, MATES w/Support							
Workload Factor:	1	7	17	31	37	43	49
Number of Direct Labor Mechanics	6	16	30	36	42	48	55
Manpower Requirement	0	2	3	4	5	6	7
Line	Title	Distribution of Positions					
1	Mob Equip Rpr Insp Hvy Mob Eq Rpr Insp Elec Mech Insp Armament Insp Automotive Insp	Distribution of the Manpower Requirement is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.					

Inspection and Quality Control Section, MATES w/Support							
Workload Factor:	56	62	68	74	81	88	
Number of Direct Labor Mechanics	61	67	73	80	87	94	
Manpower Requirement	8	9	10	11	12	13	
Line	Title	Distribution of Positions					
1	Mob Equip Rpr Insp Hvy Mob Eq Rpr Insp Elec Mech Insp Armament Insp Automotive Insp	Distribution of the Manpower Requirement is determined by the the State based on the density and types of equipment supported with request to NGB-ARM-R.					

**MOBILIZATION AND TRAINING EQUIPMENT SITE (MATES)
WITHOUT SUPPORT**

WORKCENTER DESCRIPTION

Direct Functions: Receives, stores, maintains and issues equipment selected from the support unit home station authorization for use during annual and inactive duty training. Maintains organizational identity of all stored equipment and performs that maintenance which cannot be performed by supported units. Equipment from another State may be stored and maintained by mutual agreement of the State Adjutant General concerned when approved by the Chief, National Guard Bureau.



MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Shop Control Office, MATES w/o Support

(AFD: LDEA MD#: 2420 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Develops training support plans and coordinates with commanders of supported units to insure that equipment needed for training or operations is in proper condition for use. Coordinates storage and maintenance activities and safeguarding of equipment. Assists in equipment movement planning for mobilization. Coordinates with the USPFO for provision of supplies and equipment.

Shop Control Office, MATES w/o Support			
Workload Factor:	1	3	37
Personnel Strength	2	36	120
Manpower Requirement	0	1	2
Line	Job Title	Distribution of Positions	
1	Hvy Mob Eq Mech Gen Fman	-	1
2	Hvy Mob Eq Mech Asst Fman	-	1

Shop Control Office, MATES w/o Support			
Workload Factor:	1	3	80
Personnel Strength	2	79	120
Manpower Requirement	0	1	3
Line	Job Title	Distribution of Positions	
1	Production Cont	-	1
2	Clerk Typist	-	2

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Repair Parts, Tools, and POL Section

(AFD: LE MD#: 2420 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides for requisition, stockage, and issue of repair parts and supplies for the MATES without a support mission. Requisitions, receives, and controls equipment, repair parts, and supplies. Makes issues to shop personnel and may or may not maintain a formal tools receipt and issue point.

Repair Parts, Tools, and POL, MATES w/o Support								
Workload Factor: No. of supply/parts		1	284	848	1412	1976	2540	3104
requisitions & local purchases per mo.		283	847	1411	1975	2539	3103	3667
TYPE II								
Manpower Requirement		1	2	3	4	5	6	7
Line	Title	Distribution of Positions						
1	Supervisory Sup Tech	-	-	-	1	1	1	1
2	Tools & Parts Attendant	1	1	1	-	-	-	-
3	Supply Clerk	-	1	2	3	4	5	6

Repair Parts, Tools, and POL, MATES w/o Support				
Workload Factor:		1	36	93
Number of Direct Labor Mechanics		35	92	166
Manpower Requirement		0	1	2
Line	Title	Distribution of Positions		
1	Tools & Parts Attendant	-	1	2

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Equipment Records Section

(AFD: LDY MD#: 2420 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Maintains logbooks and other maintenance records for positioned equipment as prescribed in DA PAM 738-750. Schedules preventive maintenance services. Reports to contributing units on the condition and maintenance status of equipment.

Equipment Records Section, MATES w/o Support						
Workload Factor: Org. Maint. Density in						
RCS acct 211,231,251,404 (minus 404-01)						
406 & 408						
	1	334	677	1020	1363	
	333	676	1019	1362	1705	
Manpower Requirement						
	1	2	3	4	5	
Line	Title	Distribution of Positions				
1	Maint Records Clk	1	2	3	4	5

MOBILIZATION AND TRAINING EQUIPMENT SITE WITHOUT SUPPORT

Property Accountability and Warehouse Section

(AFD: LEB MD#: 2410 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Receives and issues basic items of issue (BII), items troop installed/authorized (ITIA), and components of end items (COEI) to supported units. Prepares hand receipts; inventories equipment; removes equipment from and returns equipment to proper storage location; examines equipment upon turn-in; classifies equipment (serviceable/unserviceable); prepares adjustment documents; schedules issue/turn-in of equipment; reviews requests for equipment; determines availability of equipment; issues and accepts turn-in of equipment; installs COEI on or removes COEI from MEI's for issue/turn-in purposes.

Maintains equipment stored in the warehouse. Performs operator/crew level maintenance on items stored; inventories equipment; prepares adjustment documents; requisitions replacement items; process items for direct exchange; prepares work requests for repairable items; tags and routes items.

Stores equipment and manages the warehouse operation. Places items in and removes items from storage locations; determines storage requirements; develops and maintains warehouse location system; conducts inventories; prepares adjustment documents; flags excess items; initiates disposition actions for excess property; prepares equipment reports; operates the arms vault; enforces safety, fire, and security procedures in the warehouse; requisitions, reports, issues, receives, and accounts for fuel (diesel and MOGAS only).

Provides property accountability. Maintains and updates hand receipts for equipment stored in the warehouse; conducts inventories; prepares adjustment documents; maintains TDA, CTA, and installation property records; maintains document registers and document files for warehouse items; maintains equipment status listings; accounts for and reports fuel (MOGAS and diesel).

Processes incoming and outgoing shipments. Prepares warehouse items and MEI's for shipment by packing, crating, stenciling, and weighing; receives incoming warehouse shipments; inspects equipment; signs for shipment; unloads, segregates, and places equipment in storage; prepares overage/shortage documents; assembles equipment as required for storage or issue.

MOBILIZATION AND TRAINING EQUIPMENT SITE WITHOUT SUPPORT

Property Accountability and Warehouse Section

Property Accountability and Warehouse Section, MATES w/o Support							
*Workload Factor: Training Asset		0	32	107	218	362	536
Vehicle Density		31	106	217	361	535	738
Manpower Requirement		1	2	3	4	5	6
Line	Title	Distribution of Positions					
1	Whse Wkr Foreman	-	-	-	-	1	1
2	Supply Technician	1	1	1	1	-	-
3	**Sup Clk/Whse Wkr	-	1	2	3	4	5

Property Accountability and Warehouse Section, MATES w/o Support							
*Workload Factor: Training Asset		739	970	1227	1510	1817	2149
Vehicle Density		969	1226	1509	1816	2148	2504
Manpower Requirement		7	8	9	10	11	12
Line	Title	Distribution of Positions					
1	Whse Wkr Foreman	1	1	1	1	1	1
2	Supply Technician	-	-	-	-	-	-
3	**Sup Clk/Whse Wkr	6	7	8	9	10	11

*Density of vehicles (RCS-32 account codes 211, 231, 241, and 251) available for issue.

**Position series and grade as determined by the servicing classification activity

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Organizational Maintenance Section

(AFD: LDFK MD#: 2420 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Performs the required in-storage and organizational maintenance on equipment positioned at the Mobilization and Training Equipment Site (without support). Maintains basic issue items, components of end items, and items troop installed or authorized which are stored at the site. Insures that maintenance is performed as required during use by supported units.

Organizational Maintenance Section, MATES w/o Support														
Workload Factor: Density of Supported Equipment					Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement					6	7	8	9	10	11	12	13	14	15
Line	Title	Distribution of Positions												
1	Foreman	-	-	-	-	-	-	-	-	-	1	1	1	
2	Leader	-	1	1	1	1	1	1	1	1	1	1	1	2
3	Mech/Rpr	6	6	7	8	9	10	10	11	11	11	12	12	12
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.												

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				16	17	18	19	20	21	22	23	24	25
Line	Title	Distribution of Positions											
1	Foreman	1	1	1	1	1	1	1	1	1	1	1	1
2	Leader	2	2	2	2	2	2	3	3	3	3	3	3
3	Mech/Rpr	13	14	15	16	17	18	18	19	20	21		
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				26	27	28	29	30	31	32	33	34	35
Line	Title	Distribution of Positions											
1	Foreman	1	1	2	2	2	2	2	2	2	2	2	2
2	Leader	3	3	3	3	4	4	4	4	4	4	4	4
3	Mech/Rpr	22	23	23	24	24	25	26	27	28	29		
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				36	37	38	39	40	41	42	43	44	45
Line	Title			Distribution of Positions									
1	Foreman			2	2	2	2	2	3	3	3	3	3
2	Leader			4	5	5	5	5	5	5	5	5	6
3	Mech/Rpr			30	30	31	32	33	34	34	35	36	36
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				46	47	48	49	50	51	52	53	54	55
Line	Title			Distribution of Positions									
1	Foreman			3	3	3	3	3	3	3	3	3	3
2	Leader			6	6	6	6	6	6	7	7	7	7
3	Mech/Rpr			37	38	39	40	41	42	42	43	44	45
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				56	57	58	59	60	61	62	63	64	65
Line	Title	Distribution of Positions											
1	Foreman	4	4	4	4	4	4	4	4	4	4	4	4
2	Leader	7	7	7	7	8	8	8	8	8	8	8	8
3	Mech/Rpr	45	46	47	48	48	49	50	51	52	53		
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr		Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				66	67	68	69	70	71	72	73	74	75
Line	Title	Distribution of Positions											
1	Foreman	4	4	4	4	5	5	5	5	5	5	5	5
2	Leader	8	9	9	9	9	9	9	9	9	9	9	10
3	Mech/Rpr	54	54	55	56	56	57	58	59	60	60		
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr		Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

Organizational Maintenance Section

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				76	77	78	79	80	81	82	83	84	85
Line	Title			Distribution of Positions									
1	Foreman			5	5	5	5	5	5	5	5	6	6
2	Leader			10	10	10	10	10	10	11	11	11	11
3	Mech/Rpr			61	62	63	64	65	66	66	67	67	68
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr			Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, MATES w/o Support													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours									
Manpower Requirement				86	87	88	89	90	91	92	93	94	95
Line	Title			Distribution of Positions									
1	Foreman			6	6	6	6	6	6	6	6	6	6
2	Leader			11	11	11	11	12	12	12	12	12	12
3	Mech/Rpr			69	70	71	72	72	73	74	75	76	77
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr			Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT SUPPORT)

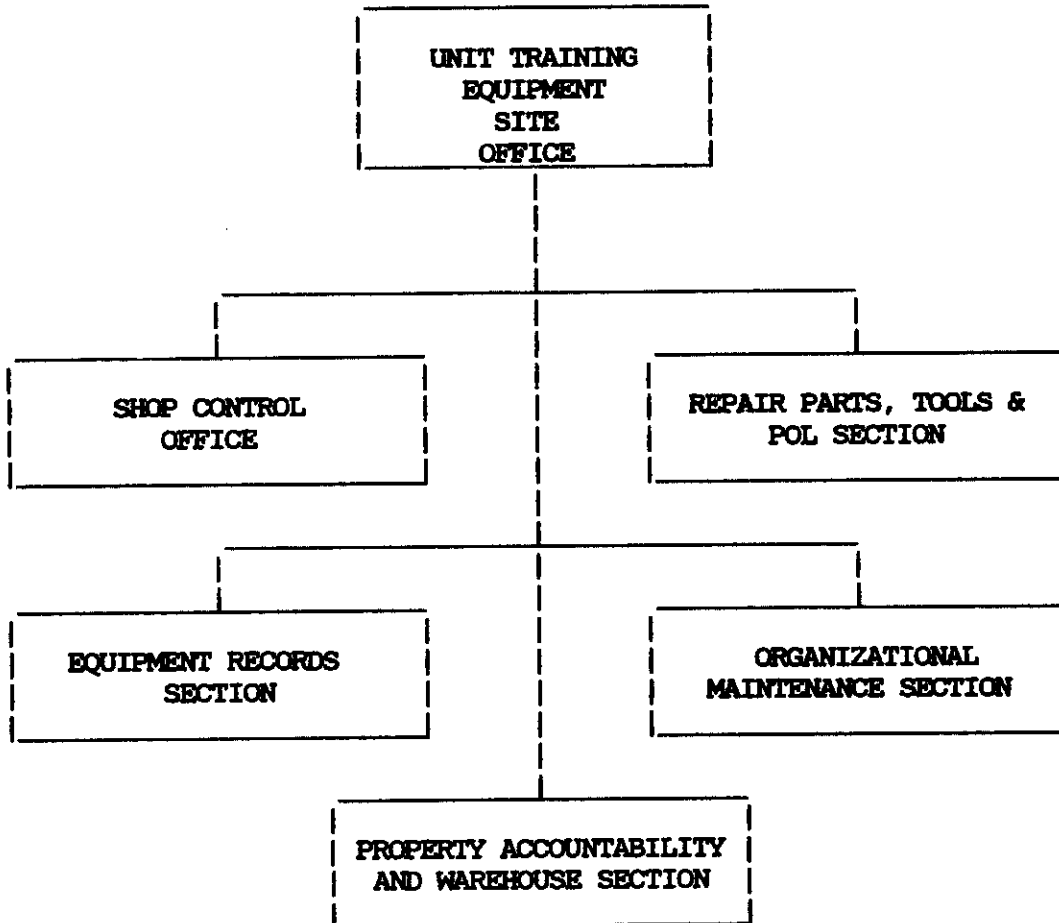
Organizational Maintenance Section

Organizational Maintenance Section, MATES w/o Support											
Workload Factor: Density of Supported Equipment		Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement		96	97	98	99	100	101	102	103	104	105
Line	Title	Distribution of Positions									
1	Foreman	6	6	7	7	7	7	7	7	7	7
2	Leader	12	13	13	13	13	13	13	13	13	14
3	Mech/Rpr	78	78	78	79	80	81	82	83	84	84
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

UNIT TRAINING EQUIPMENT SITE

WORKCENTER DESCRIPTION

Direct Functions: Receives, stores, maintains and issues equipment selected from the support unit home station authorization for use during annual and inactive duty training. Maintains organizational identity of all stored equipment and performs that maintenance which cannot be performed by supported units. Equipment from another State may be stored and maintained by mutual agreement of the State Adjutant General concerned when approved by the Chief, National Guard Bureau. Operations are supervised by a designated parent unit.



UNIT TRAINING EQUIPMENT SITE

Shop Control Office

(AFD: LDEA MD#: 2430 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Develops training support plans and coordinates with commanders of supported units to insure that equipment needed for training or operations is in proper condition for use. Coordinates storage and maintenance activities and safeguarding of equipment. Assists in equipment movement planning for mobilization. Coordinates with the USPFPO for provision of supplies and equipment.

UTES Office				
Workload Factor:		1	3	58
Personnel Strength		2	57	80
Manpower Requirement		0	1	2
Line	Title	Distribution of Positions		
1	Hvy Mob Eq Mech Gen Fman	-	1	1
2	Hvy Mob Eq Mech Asst Fman	-	-	1

Shop Control Office, UTES				
Workload Factor:		1	3	80
Personnel Strength		2	79	120
Manpower Requirement		0	1	3
Line	Title	Distribution of Positions		
1	Production Controller	-	-	1
2	Clerk Typist	-	1	2

UNIT TRAINING AND EQUIPMENT SITE

Property Accountability and Warehouse Section

(AFD: LEB MD#: 2430 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Receives and issues basic items of issue (BII), items troop installed/authorized (ITIA), and components of end items (COEI) to supported units. Prepares hand receipts; inventories equipment; removes equipment from and returns equipment to proper storage location; examines equipment upon turn-in; classifies equipment (serviceable/unserviceable); prepares adjustment documents; schedules issue/turn-in of equipment; reviews requests for equipment; determines availability of equipment; issues and accepts turn-in of equipment; installs COEI on or removes COEI from MEI's for issue/turn-in purposes.

Maintains equipment stored in the warehouse. Performs operator/crew level maintenance on items stored; inventories equipment; prepares adjustment documents; requisitions replacement items; process items for direct exchange; prepares work requests for repairable items; tags and routes items.

Stores equipment and manages the warehouse operation. Places items in and removes items from storage locations; determines storage requirements; develops and maintains warehouse location system; conducts inventories; prepares adjustment documents; flags excess items; initiates disposition actions for excess property; prepares equipment reports; operates the arms vault; enforces safety, fire, and security procedures in the warehouse; requisitions, reports, issues, receives, and accounts for fuel (diesel and MOGAS only).

Provides property accountability. Maintains and updates hand receipts for equipment stored in the warehouse; conducts inventories; prepares adjustment documents; maintains TDA, CTA, and installation property records; maintains document registers and document files for warehouse items; maintains equipment status listings; accounts for and reports fuel (MOGAS and diesel).

Processes incoming and outgoing shipments. Prepares warehouse items and MEI's for shipment by packing, crating, stenciling, and weighing; receives incoming warehouse shipments; inspects equipment; signs for shipment; unloads, segregates, and places equipment in storage; prepares overage/shortage documents; assembles equipment as required for storage or issue.

UNIT EQUIPMENT TRAINING SITE

Property Accountability and Warehouse Section

Property Accountability and Warehouse Section, UTES							
*Workload Factor: Training Asset		0	32	107	218	362	536
Vehicle Density		31	106	217	361	535	738
Manpower Requirement		1	2	3	4	5	6
Line	Title	Distribution of Positions					
1	Whse Wkr Foreman	-	-	-	-	1	1
2	Supply Technician	1	1	1	1	-	-
3	**Sup Clk/Whse Wkr	-	1	2	3	4	5

Property Accountability and Warehouse Section, UTES							
*Workload Factor: Training Asset		739	970	1227	1510	1817	2149
Vehicle Density		969	1226	1509	1816	2148	2504
Manpower Requirement		7	8	9	10	11	12
Line	Title	Distribution of Positions					
1	Whse Wkr Foreman	1	1	1	1	1	1
2	Supply Technician	-	-	-	-	-	-
3	**Sup Clk/Whse Wkr	6	7	8	9	10	11

*Density of vehicles (RCS-32 account codes 211, 231, 241, and 251) available for issue.

**Position series and grade as determined by the servicing classification activity.

UNIT TRAINING EQUIPMENT SITE

Equipment Records Section

(AFD: LDY MD#: 2430 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Maintains logbooks and other maintenance records for positioned equipment as prescribed in TM 38-750. Schedules preventive maintenance services. Reports to contributing units on the condition and maintenance status of equipment.

Equipment Records Section, UTES						
Workload Factor: Org. Maint. Density						
in RCS: ARNGB 32 accounts 211, 231,						
251, 404 (minus (404-01) 406 & 408						
		1	334	677	1020	1363
		333	676	1019	1362	1705
Manpower Requirement						
		1	2	3	4	5
Line	Title	Distribution of Positions				
1	Maint Records Clk	1	2	3	4	5

UNIT TRAINING EQUIPMENT SITE

Repair Parts, Tools, and POL Section

(AFD: LE MD#: 2430 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Provides for requisition, stockage, and issue of repair parts and supplies for the Unit Training Equipment Site. Requisitions, receives, and controls equipment, repair parts, and supplies. Makes issues to shop personnel and may or may not maintain a formal tools receipt and issue point.

Repair Parts, Tools, and POL, UTES								
Workload Factor:								
No. of supply/parts requisitions & local purchases per month		1	284	848	1412	1976	2540	3104
		283	847	1411	1975	2539	3103	3667
TYPE II								
Manpower Requirement		1	2	3	4	5	6	7
Line	Title	Distribution of Positions						
1	Supervisory Sup Tech	-	-	-	1	1	1	1
2	Tools & Parts Attendant	1	1	1	-	-	-	-
3	Supply Clerk	-	1	2	3	4	5	6

Repair Parts, Tools, and POL, UTES			
Workload Factor:			
Number of Direct Labor Mechanics		1	36
		35	92
Manpower Requirement		0	1
			2
Line	Title	Distribution of Positions	
1	Tools & Parts Attendant	-	1
			2

UNIT TRAINING EQUIPMENT SITE

Organizational Maintenance Section

(AFD: LDFK MD#: 2430 TYPE: IV)

WORKCENTER DESCRIPTION

Direct Functions: Performs the required in-storage and organizational maintenance on equipment positioned at the Unit Training and Equipment Site (with a support mission). Maintains basic issue items, components of end items, and items troop installed or authorized which are stored at the site. Insures that maintenance is performed as required during use by supported units.

Organizational Maintenance Section, UTES														
Workload Factor: Density of Supported Equipment					Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement					6	7	8	9	10	11	12	13	14	15
Line	Title				Distribution of Positions									
1	Foreman				-	-	-	-	-	-	-	1	1	1
2	Leader				-	1	1	1	1	1	1	1	1	2
3	Mech/Rpr				6	6	7	8	9	10	11	11	12	12
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

UNIT TRAINING EQUIPMENT SITE

Organizational Maintenance Section

Organizational Maintenance Section, UTES													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				16	17	18	19	20	21	22	23	24	25
Line	Title			Distribution of Positions									
1	Foreman			1	1	1	1	1	1	1	1	1	1
2	Leader			2	2	2	2	2	2	3	3	3	3
3	Mech/Rpr			13	14	15	16	17	18	18	19	20	21
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, UTES													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				26	27	28	29	30	31	32	33	34	35
Line	Title			Distribution of Positions									
1	Foreman			1	1	2	2	2	2	2	2	2	2
2	Leader			3	3	3	3	4	4	4	4	4	4
3	Mech/Rpr			22	23	23	24	24	25	26	27	28	29
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

UNIT TRAINING EQUIPMENT SITE

Organizational Maintenance Section

Organizational Maintenance Section, UTES															
Workload Factor: Density of Supported Equipment						Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement						36	37	38	39	40	41	42	43	44	45
Line	Title					Distribution of Positions									
1	Foreman					2	2	2	2	2	2	3	3	3	3
2	Leader					4	5	5	5	5	5	5	5	5	6
3	Mech/Rpr					30	30	31	32	33	34	34	35	36	36
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr						Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, UTES															
Workload Factor: Density of Supported Equipment						Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement						46	47	48	49	50	51	52	53	54	55
Line	Title					Distribution of Positions									
1	Foreman					3	3	3	3	3	3	3	3	3	3
2	Leader					6	6	6	6	6	6	7	7	7	7
3	Mech/Rpr					37	38	39	40	41	42	42	43	44	45
Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr						Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

UNIT TRAINING EQUIPMENT SITE
Organizational Maintenance Section

Organizational Maintenance Section, UTES													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				56	57	58	59	60	61	62	63	64	65
Line	Title	Distribution of Positions											
1	Foreman	4	4	4	4	4	4	4	4	4	4	4	4
2	Leader	7	7	7	7	8	8	8	8	8	8	8	8
3	Mech/Rpr	45	46	47	48	48	49	50	51	52	53	53	53
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

Organizational Maintenance Section, UTES													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				66	67	68	69	70	71	72	73	74	75
Line	Title	Distribution of Positions											
1	Foreman	4	4	4	4	5	5	5	5	5	5	5	5
2	Leader	8	9	9	9	9	9	9	9	9	9	9	10
3	Mech/Rpr	54	54	55	56	56	57	58	59	60	60	60	60
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr	Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.											

UNIT TRAINING EQUIPMENT SITE
Organizational Maintenance Section

Organizational Maintenance Section, UTES														
Workload Factor: Density of Supported Equipment					Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement					76	77	78	79	80	81	82	83	84	85
Line	Title				Distribution of Positions									
1	Foreman				5	5	5	5	5	5	5	5	6	6
2	Leader				10	10	10	10	10	10	11	11	11	11
3	Mech/Rpr				61	62	63	64	65	66	66	67	67	68
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

Organizational Maintenance Section, UTES														
Workload Factor: Density of Supported Equipment					Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement					86	87	88	89	90	91	92	93	94	95
Line	Title				Distribution of Positions									
1	Foreman				6	6	6	6	6	6	6	6	6	6
2	Leader				11	11	11	11	12	12	12	12	12	12
3	Mech/Rpr				69	70	71	72	72	73	74	75	76	77
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr				Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

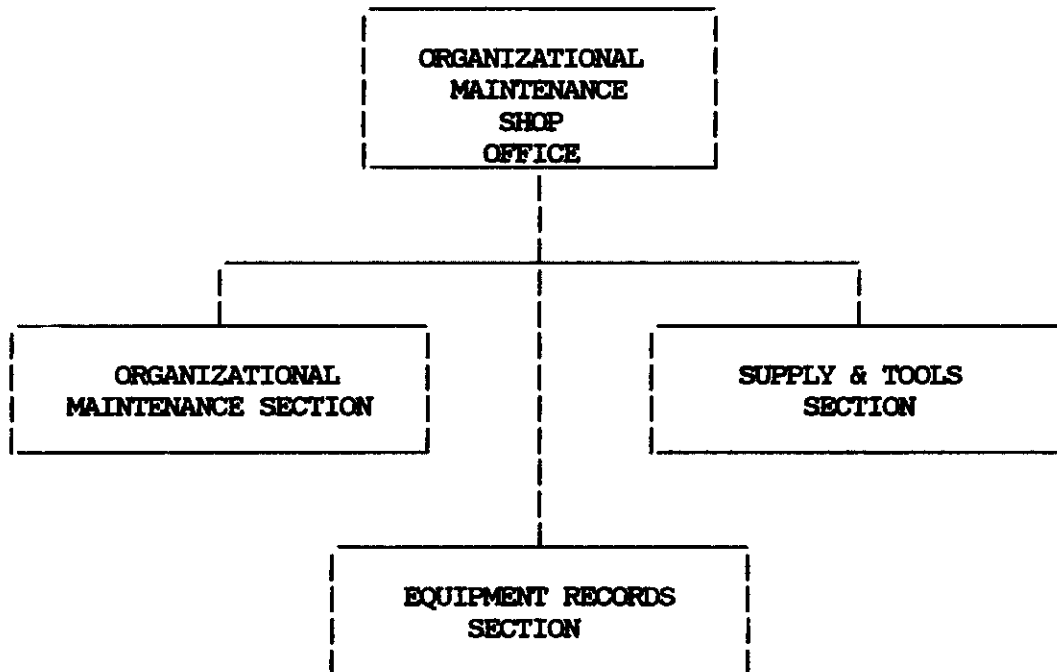
UNIT TRAINING EQUIPMENT SITE
Organizational Maintenance Section

Organizational Maintenance Section, UTES													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				96	97	98	99	100	101	102	103	104	105
Line	Title			Distribution of Positions									
1	Foreman			6	6	7	7	7	7	7	7	7	7
2	Leader			12	13	13	13	13	13	13	13	13	14
3	Mech/Rpr			78	78	78	79	80	81	82	83	84	84
	Elec Mech Auto Mech Hvy Mob Eq Rpr Small Arms Rpr			Distribution of the Manpower Requirement for Line 3 is determined by the State based on the density and types of equipment supported with request to NGB-ARM-R.									

ORGANIZATIONAL MAINTENANCE SHOP

WORKCENTER DESCRIPTION

Direct Functions: Performs organizational maintenance on Federal equipment which cannot be accomplished by supported units during periods of inactive duty and annual training. Shops are under technical supervision of the State Organizational Maintenance Officer and under administrative supervision of the Command Administrative Assistant of the parent unit. Parent unit provides shop tools and test equipment required.



ORGANIZATIONAL MAINTENANCE SHOP

Organizational Maintenance Section

(AFD: LDFK MD#: 2200 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Performs organizational maintenance on assigned automotive, engineer, artillery, communications and electronics, small arms, and other Federal equipment which cannot be maintained by the supported units during scheduled training assemblies and annual training. Schedules preventive maintenance services and requisitions and accounts for organizational maintenance repair parts. Provides the Army Maintenance Management System data and submits reports as directed by the Chief, National Guard Bureau. Inspects military equipment and pertinent records of supported units to assure that unit maintenance responsibilities are fulfilled. Conducts maintenance training for ARNG unit personnel on a regular and recurring basis and advises higher headquarters and supported units on maintenance matters.

Organizational Maintenance Section, OMS													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				1	2	3	4	5	6	7	8	9	10
Line	Title			Distribution of Positions									
1	Hvy Mob/Auto Wkr Fmn			-	-	-	1	1	1	1	1	1	1
2	Hvy Mob/Auto Wkr Fmn			-	-	-	-	-	-	-	-	-	-
3	Elec Wkr Auto Wkr Hvy Mob Eq Rpr			1	2	3	3	4	5	6	7	8	9
				The types of position for Line 1 and Line 2 and the distribution of the manpower requirements for Line 3 are determined by the state based on the density and types of equipment supported with request to NGB ARM-R.									

ORGANIZATIONAL MAINTENANCE SHOP

Organizational Maintenance Section

Organizational Maintenance Section, OMS													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				11	12	13	14	15	16	17	18	19	20
Line	Title			Distribution of Positions									
1	Hvy Mob/Auto Wkr Fmn			1	1	1	1	1	1	1	1	1	1
2	Hvy Mob/Auto Wkr Fmn			-	-	-	1	1	1	1	1	1	1
3	Elec Wkr Auto Wkr Hvy Mob Eq Rpr			10	11	12	12	13	14	15	16	17	18
				The types of position for Line 1 and Line 2 and the distribution of the manpower requirements for Line 3 are determined by the state based on the density and types of equipment supported with request to NGB ARM-R.									

Organizational Maintenance Section, OMS													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				21	22	23	24	25	26	27	28	29	30
Line	Title			Distribution of Positions									
1	Hvy Mob/Auto Wkr Fmn			1	1	1	1	1	1	1	1	1	1
2	Hvy Mob/Auto Wkr Fmn			1	1	1	1	1	1	1	2	2	2
3	Elec Wkr Auto Wkr Hvy Mob Eq Rpr			19	20	21	22	23	24	25	25	26	27
				The types of position for Line 1 and Line 2 and the distribution of the manpower requirements for Line 3 are determined by the state based on the density and types of equipment supported with request to NGB ARM-R.									

ORGANIZATIONAL MAINTENANCE SHOP

Organizational Maintenance Section

Organizational Maintenance Section, OMS													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				31	32	33	34	35	36	37	38	39	40
Line	Title			Distribution of Positions									
1	Hvy Mob/Auto Wkr Fmn			1	1	1	1	1	2	2	2	2	2
2	Hvy Mob/Auto Wkr Fmn			2	2	2	2	2	2	2	2	2	2
3	Elec Wkr Auto Wkr Hvy Mob Eq Rpr			28	29	30	31	32	32	33	34	35	36
				The types of position for Line 1 and Line 2 and the distribution of the manpower requirements for Line 3 are determined by the state based on the density and types of equipment supported with request to NGB ARM-R.									

Organizational Maintenance Section, OMS													
Workload Factor: Density of Supported Equipment				Manpower Requirement Computed from RCS: ARNGB 32 quarterly report and item manhours.									
Manpower Requirement				41	42	43	44	45	46	47	48	49	50
Line	Title			Distribution of Positions									
1	Hvy Mob/Auto Wkr Fmn			2	2	2	2	2	2	2	2	2	2
2	Hvy Mob/Auto Wkr Fmn			2	3	3	3	3	3	3	3	3	3
3	Elec Wkr Auto Wkr Hvy Mob Eq Rpr			37	37	38	39	40	41	42	43	44	45
				The types of position for Line 1 and Line 2 and the distribution of the manpower requirements for Line 3 are determined by the state based on the density and types of equipment supported with request to NGB ARM-R.									

NOTE 1: The Foreman position on Line 1 is the Shop chief and should be assigned to parent unit.

NOTE 2: A minimum of three direct labor positions will be filled before the foreman on Line 1 is justified.

NOTE 3: The Foreman positions on Line 2 reflect the recent reclassification of leader positions to foreman positions.

NOTE 4: Maintenance technicians should occupy military positions in units supported by the Organizational Maintenance Shop.

NOTE 5: Manning for marine and other specialized shops is established by the National Guard Bureau on empirical data and manpower surveys conducted on an as-needed basis.

ORGANIZATIONAL MAINTENANCE SHOP

Supply & Tools Section

(AFD: LEK MD#: 2200 TYPE: II)

WORKCENTER DESCRIPTION

Direct Functions: Requisitions and accounts for organizational maintenance repair parts and supplies. Assists in scheduling preventive maintenance services. Assists with managing the Army Maintenance Management System data and submits reports as directed by the Chief, National Guard Bureau.

Supply & Tools Section, OMS					
Workload Factor: No. of supply/parts re- quisitions & local purchases per month		1	300	795	1290
		299	794	1289	1785
Manpower Requirement		1	2	3	4
Line	Title	Distribution of Positions			
1	Tools/Parts Attendant	1	2	3	4

ORGANIZATIONAL MAINTENANCE SHOP

Equipment Records Section

(AFD: LDY MD#: 2200 TYPE: IV)

WORKCENTER DESCRIPTION

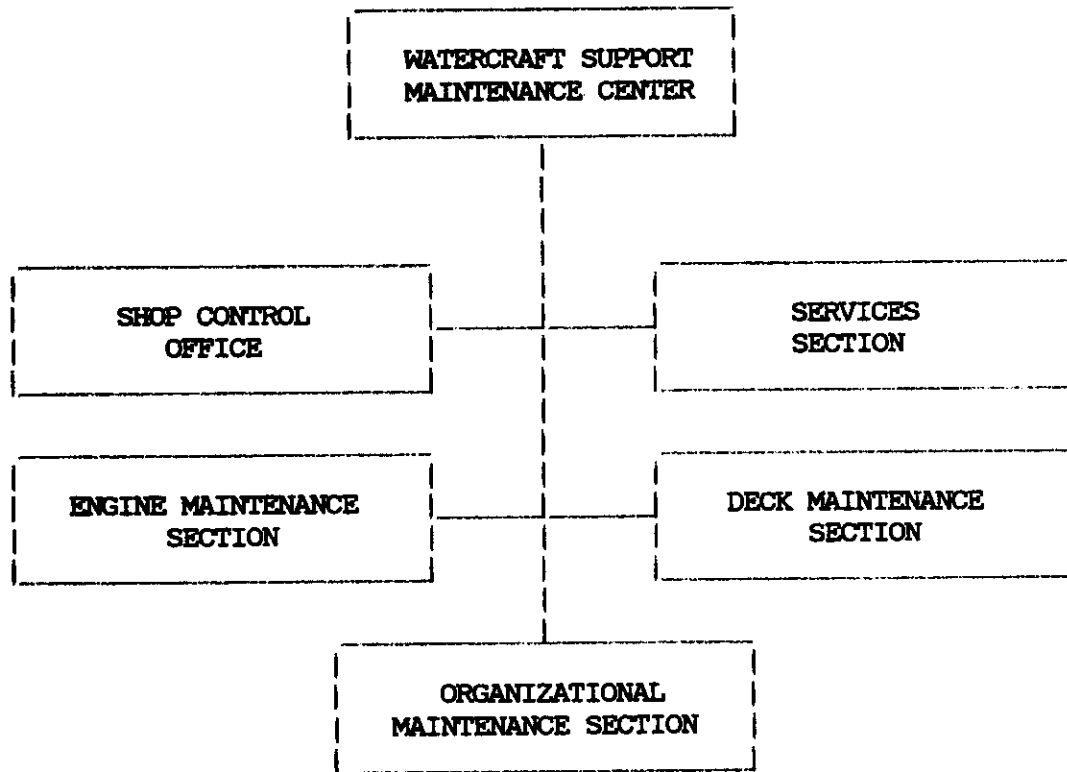
Direct Functions: Maintains logbooks and other maintenance records for positioned equipment as prescribed in DA Pam 738-750. Schedules preventive maintenance services. Reports to contributing units on the condition and maintenance status of equipment.

Equipment Records Section, OMS				
Workload Factor:		1	7	26
Personnel Strength		6	25	50
Manpower Requirement		0	0	0
Line	Title	Distribution of Positions		
1	Tools/Parts Attendant	-	a/	1

a/ May be employed in lieu of a mechanic as determined by state upon request to NGB-ARM-R.

WATERCRAFT SUPPORT MAINTENANCE CENTER

WORKCENTER DESCRIPTION AND TABLES TO BE PUBLISHED



1 June 1987

WATERCRAFT SUPPORT MAINTENANCE CENTER

Shop Control Office

(AFD: LDFQ MD# 2040)

TO BE PUBLISHED

1 June 1987

NGB Pam 570-1

WATERCRAFT SUPPORT MAINTENANCE CENTER

Services Section

(AFD: LDFO MD# 2040)

TO BE PUBLISHED

WATERCRAFT SUPPORT MAINTENANCE CENTER

Engine Maintenance Section (DS/GS)

(AFD: LDFQA MD# 2040)

TO BE PUBLISHED

1 June 1987

NGB Pam 570-1

WATERCRAFT SUPPORT MAINTENANCE CENTER

Deck Maintenance Shop

(AFD: LDFQ MD# 2040)

TO BE PUBLISHED

WATERCRAFT SUPPORT MAINTENANCE CENTER

Organizational Maintenance Section

(AFD: LDFQ MD# 2040)

TO BE PUBLISHED

There are three Special Operations Forces Equipment Pools and one Parachute Packing & Maintenance Shop. Hence, four separate workcenter descriptions and staffing tables are required to account for site variations.

**SPECIAL OPERATIONS
FORCES
EQUIPMENT POOL***

*Title different for State of Texas (Parachute Packing and Maintenance Shop, (PPMS))

SPECIAL OPERATIONS FORCES EQUIPMENT POOL - ALABAMA(AFD: LDFUJ MD#: ____ TYPE: II)**Direct Functions:**

Packs parachutes. Maintains and repairs parachutes and airdrop equipment. Supports airborne operations. Inspects and tests parachutes and airdrop equipment. Rigs airdrop equipment. Maintains equipment records. Receives and issues parachutes and airdrop equipment to supported units. Stores parachutes and airdrop equipment and manages the storage facility. Processes incoming and outgoing shipments. Maintains and repairs Special Operations Equipment Pool Equipment. Prepares and maintains Airborne Training Facility.

Special Operations Forces Equipment Pool - Alabama						
Workload Factor: Average	0	108	322	536	750	964
Monthly # of Parachutes Packed	107	321	535	749	963	1177
Manpower Requirement	4	5	6	7	8	9
Line	Title	Distribution of Position				
1	Parachute Rigger Foremn	1	1	1	1	1
2	Parachute Rigger	2	3	4	5	7
3	Supply Clerk	1	1	1	1	1

*Includes mains, reserves and cargo parachutes packed and repacked.

SPECIAL OPERATIONS FORCES EQUIPMENT POOL - WEST VIRGINIA

(AFD: LDFUJ MD#: ____ TYPE: II)

Direct Functions:

Packs parachutes. Maintains and repairs parachutes and airdrop equipment. Supports airborne operations. Inspects and tests parachutes and airdrop equipment. Rigs airdrop equipment. Maintains equipment records. Receives and issues parachutes and airdrop equipment to supported units. Stores parachutes and airdrop equipment and manages the storage facility. Processes incoming and outgoing shipments. Maintains and repairs Special Operations Equipment Pool Equipment.

Special Operations Forces Equipment Pool - West Virginia										
Workload Factor: Average	0	234	322	410	499	587	676	764	853	941
Monthly # of Parachutes Packed	233	321	409	498	586	675	763	852	940	1029
Manpower Requirement	3	4	5	6	7	8	9	10	11	12
Line	Title	Distribution of Position								
1	Parachute Rigger Foremn	-	1	1	1	1	1	1	1	1
2	**Senior Parachute Rgr	1	-	-	-	-	-	-	-	-
3	Parachute Rigger	2	2	3	4	5	6	7	8	9
4	Supply Clerk	-	1	1	1	1	1	1	1	1

*Includes mains, reserves and cargo parachutes packed and repacked.

**Also Small Shop Chief

SPECIAL OPERATIONS FORCES EQUIPMENT POOL - UTAH(AFD: LDFUJ MD#: ____ TYPE: II)**Direct Functions:**

Packs parachutes. Maintains and repairs parachutes and airdrop equipment. Supports airborne operations. Inspects and tests parachutes and airdrop equipment. Rigs airdrop equipment. Maintains equipment records. Receives and issues parachutes and airdrop equipment to supported units. Stores parachutes and airdrop equipment and manages the storage facility. Processes incoming and outgoing shipments. Maintains and repairs Special Operations Equipment Pool Equipment. Prepares and maintains Airborne Training Facility.

Special Operations Forces Equipment Pool - Utah							
*Workload Factor: Average	0	210	285	360	435	509	
Monthly # of Parachutes Packed	209	284	359	434	508	583	
Manpower Requirement	3	4	5	6	7	8	
Line	Title	Distribution of Position					
1	Parachute Rigger Foremn	-	1	1	1	1	1
2	**Senior Parachute Rgr	1	-	-	-	-	-
3	Parachute Rigger	2	2	3	4	5	6
4	Supply Clerk	0	1	1	1	1	1

*Includes mains, reserves and cargo parachutes packed and repacked.

**Also Small Shop Chief

PARACHUTE PACKING AND MAINTENANCE SHOP (PPMS) - TEXAS

(AFD: LDFUJ MD#: ____ TYPE: II)

Direct Functions:

Packs parachutes. Maintains and repairs parachutes and airdrop equipment. Supports airborne operations. Inspects and tests parachutes and airdrop equipment. Rigs airdrop equipment. Maintains equipment records. Receives and issues parachutes and airdrop equipment to supported units. Stores parachutes and airdrop equipment and manages the storage facility. Processes incoming and outgoing shipments.

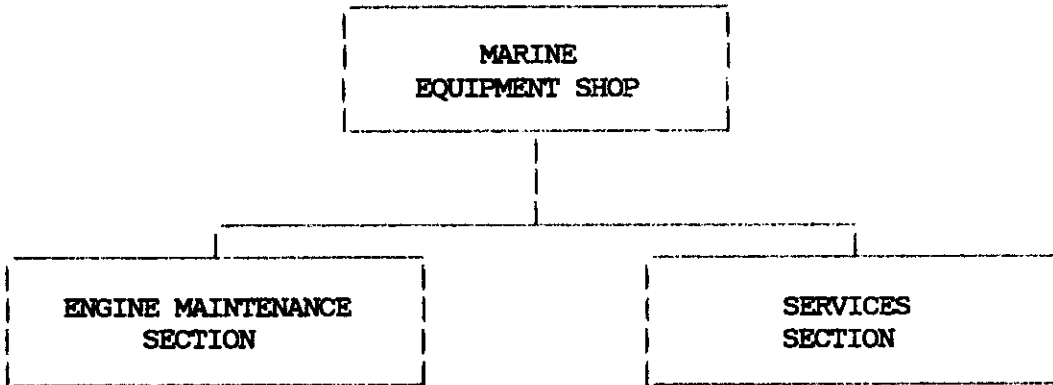
Parachute Packing and Maintenance Shop - Texas				
*Workload Factor: Average		0	235	269
Monthly # of Parachutes Packed		234	268	295
Manpower Requirement		3	4	5
Line	Title	Distribution of Positions		
1	Parachute Rigger Foremn	-	1	1
2	**Senior Parachute Rgr	1	-	-
3	Parachute Rigger	2	2	3
4	Supply Clerk	-	1	1

*Includes mains, reserves and cargo parachutes packed and repacked.

**Also Small Shop Chief

MARINE EQUIPMENT SHOP

WORKCENTER DESCRIPTION AND TABLES TO BE PUBLISHED



MARINE EQUIPMENT SHOP

Services Section

(AFD: LDFQ MD# 2040)

TO BE PUBLISHED

1 June 1987

NGB Pam 570-1

MARINE EQUIPMENT SHOP

Engine Maintenance Section

(AFD: LDFQA MD# 2040)

TO BE PUBLISHED

HEADQUARTERS

Company Level

HEADQUARTERS DESCRIPTION

Type Headquarters 1: HHCs, HHBs, HHTs, MTOE str 76-249 all other Co. & Sep Det MTOE

Type Headquarters 2: HHCs, HHBs, HHTs, MTOE str 50-75 all other Co. & Sep Det MTOE

Type Headquarters 3: Co, Sep Det MTOE str 25-49 split elements 125 plus

Type Headquarters 4: Co, Sep Det MTOE str 15-24 split elements MTOE str 50-124

Type Headquarters 5: Co, Sep Det MTOE str 250 plus

Type Headquarters 6: Split Elements str 15-49

Company Level, Headquarters							
Type Headquarters	1	2	3	4	5	6	
Manpower Requirement	5	4	3	2	6	1	
Line	Distribution of Positions						
1	Trng NCO	2	1	1	1	2	1
2	Supply/Log	1	1	1	1	2	-
3	*Pers/Clerc	1	1	1	-	1	-
4	Armor	1	1	-	-	1	-

*Pers/Clerical not required when organized with PAC.

HEADQUARTERS

Brigade/Battalion Level

HEADQUARTERS DESCRIPTION

Type Headquarter 1: Bdes, Div Arty, ACR, Groups

Type Headquarter 2: Bn, Sqdn

Type Headquarter 3: Bde Level, Trp Command, 2-3 Bns

Type Headquarter 4: Bde Level, Trp Command, 4-5 Bns

Type Headquarter 5: Bn Level, Trp Command, 2-3 Co.

Type Headquarter 6: Bn Level, Trp Command, 4-6 Co.

Brigade/Battalion Level, Headquarters							
Type Headquarters		1	2	3	4	5	6
Manpower Requirement		12/14	10/11	10	11	8	10
Line	Title	Distribution of Positions					
1	S3/XO	1	1	1	1	1	1
2	S1/Asst S3	1	1	1	1	1	1
3	Opns Off (Capstone)	1	-	1	1	-	-
4	S4/PBO	1	(b)1	1	1	-	-
5	Pers Stf NCO	1	1	1	1	1	1
6	Opns SGT	1	1	1	1	1	1
7	Supply SGT	1	1	1	1	1	1
8	Chemical Staff NCO	1	1	-	-	-	1
9	Retention NCO	1	1	1	1	1	1
10	Clerical	(a)3/5	3	2	3	2	3
11	PAC Personnel	-	(c)3	-	-	-	-

Notes:

(a) Two additional clerical personnel required for separate brigade elements/

(b) Required as PBO when organization is not under an automated property book system, and are required to maintain a manual property book.

(c) Required when authorized and operating PAC.

HEADQUARTERS

Division Level

HEADQUARTER DESCRIPTION

Type Headquarters 1: Division Headquarters

Type Headquarters 2: Rear Area Opns Center (RAOC)

Division Level, Headquarters			
Type			
Headquarters		1	2
Manpower			
Requirement		21	8/9
Line	Title	Distribution of Positions	
1	Chief of Staff	1	-
2	G3	1	-
3	Asst G3/Tng Opns Off	1	1
4	Asst G1/Pers Off	1	1
5	Asst G2/Opns Off	1	-
6	Asst G4	1	-
7	Pers SGT	1	-
8	Ch Opns SGT	1	1
9	Ch Supply SGT	1	1
10	Asst Ch Opns SGT	1	1
11	NBC Stf NCO	1	-
12	Trans Supv	1	-
13	Legal Clerk	1	-
14	Admin/Clerical	5	3/4(b)
15	Pers Record Supv (a)	1	-
16	Admin Supv (a)	1	-
17	Clerk Typist (a)	1	-

Notes:

(a) AG Company Augmentees.

(b) Four clerical positions required only when RAOC serves as Command & control element for subordinate units.

HEADQUARTERS

STARC

HEADQUARTER DESCRIPTION

Type Headquarters 1: HHD STARC, ** Strength 100-174

Type Headquarters 2: HHD STARC, Strength 175-249

Type Headquarters 3: HHD STARC, Strength 250 plus

Division Level, Headquarters				
Type		1	2	3
Headquarters				
Manpower				
Requirement		6	7	8
Line	Title	Distribution of Positions		
1	Pers Admin Tech (WO)	1	1	1
2	*Unit Supply Tech (WO)	1	1	1
3	Ops Tng NCO (E8)	1	1	1
4	Pers SGT (E7)	1	1	1
5	Supply SGT (E7)	1	1	1
6	Supply Spec (E6)	1	-	1
7	Tng NCO (E5)	-	1	1
8	Clerk (E5)	-	1	1

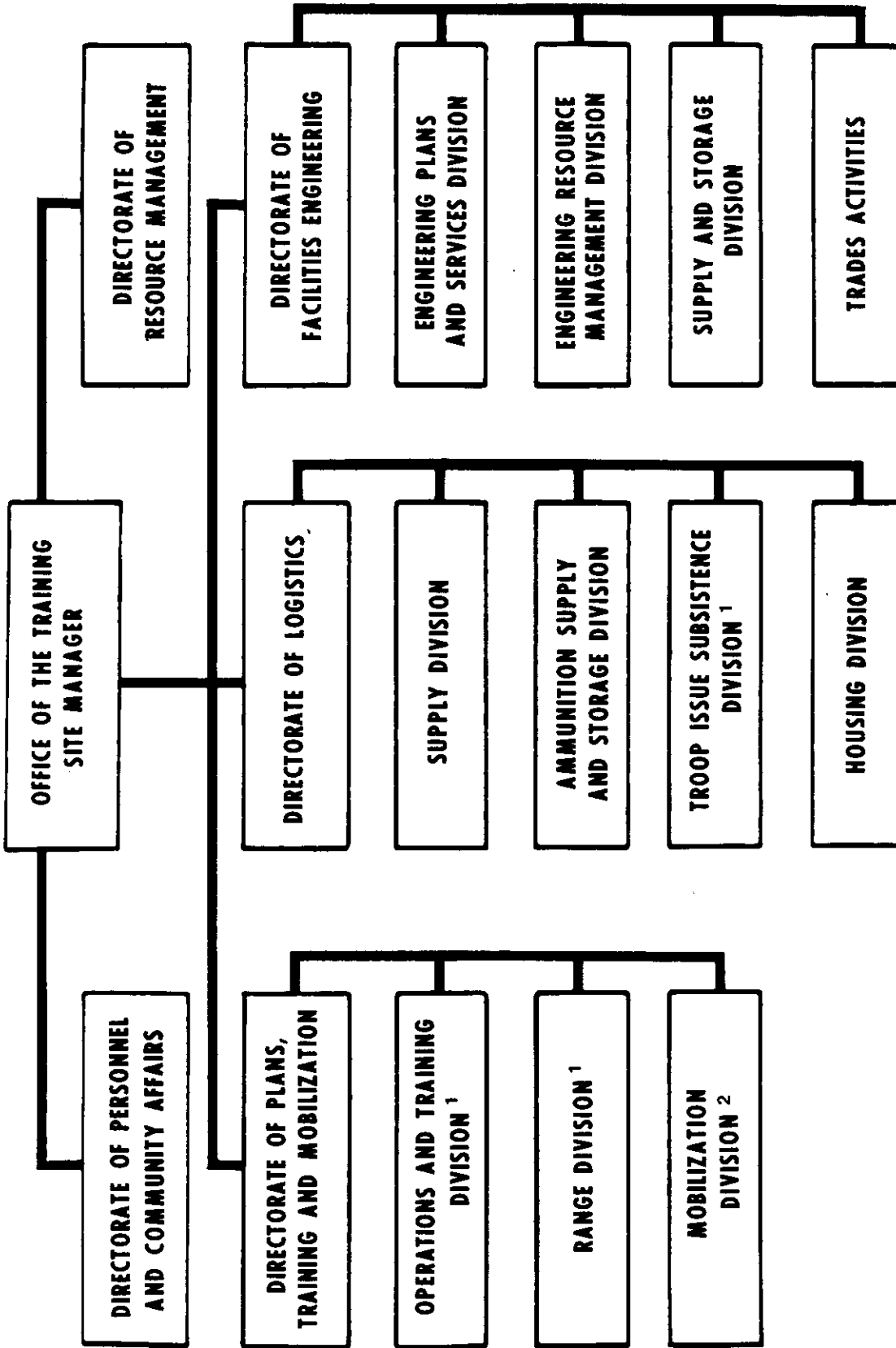
* Required as Property Book Officer (PBO) when derivative UICs are withdrawn, and property book responsibility is consolidated at STARC.

**Strength is based on total strength, minus augmentees on STARC TDAs, and minus federally recognized detachments included on STARC TDAs, which have their own full-time support staffing guide requirements.

ARMY NATIONAL GUARD MAJOR TRAINING AREAS

WORKCENTER DESCRIPTION AND TABLES ARE PUBLISHED IN NGB PAM 570-3.

CATEGORY A ARNG MAJOR TRAINING AREA

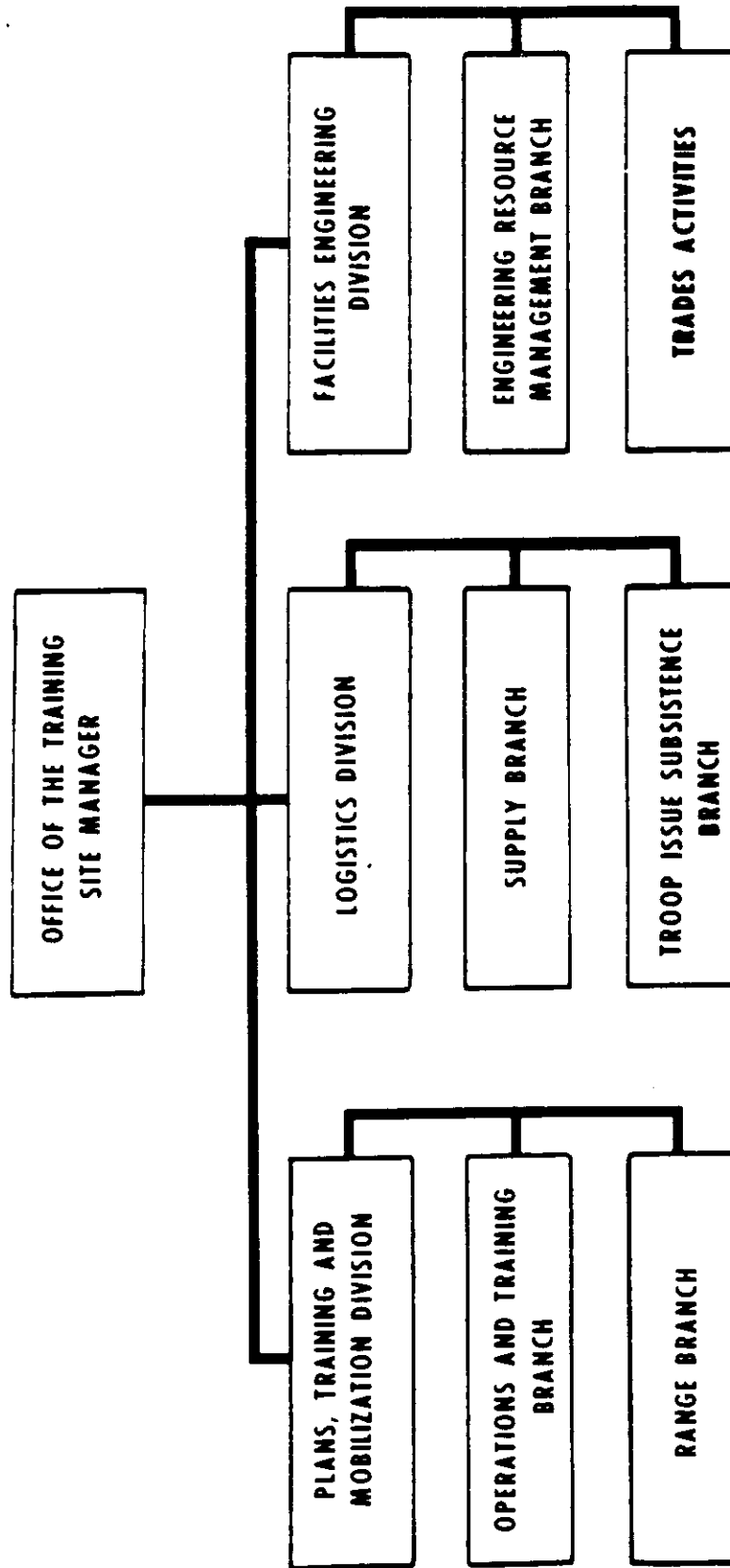


1. WORKCENTER NOT REACOGNIZED FOR CATEGORY A MTA'S COLOCATED WITH OR TENANTS UPON A FEDERAL INSTALLATION.

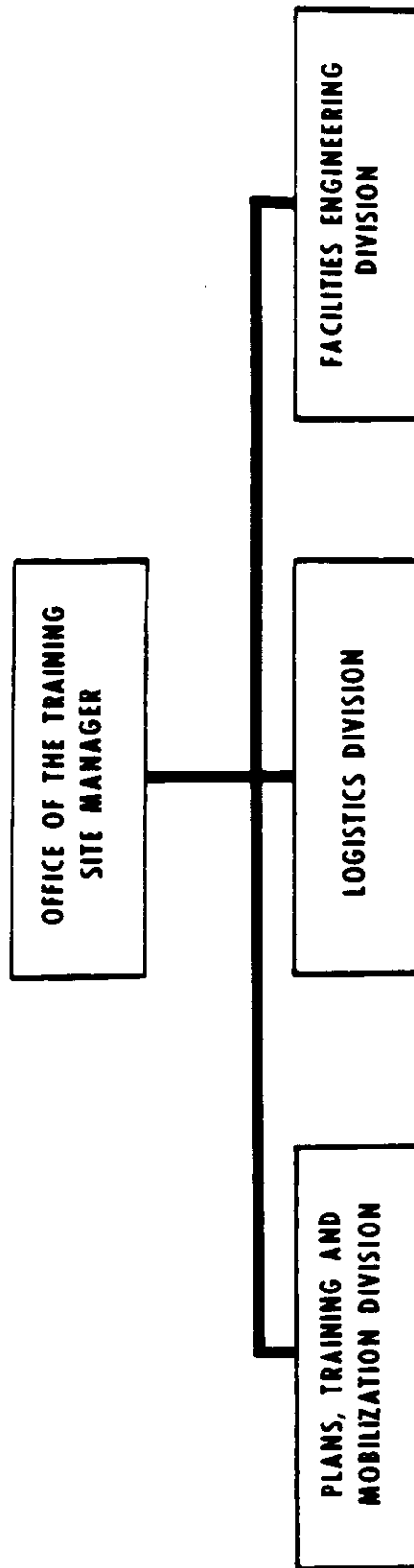
2. WORKCENTER APPLICABLE TO CATEGORY A MTA'S WITH A SOMS MISSION.

Figure 2-1

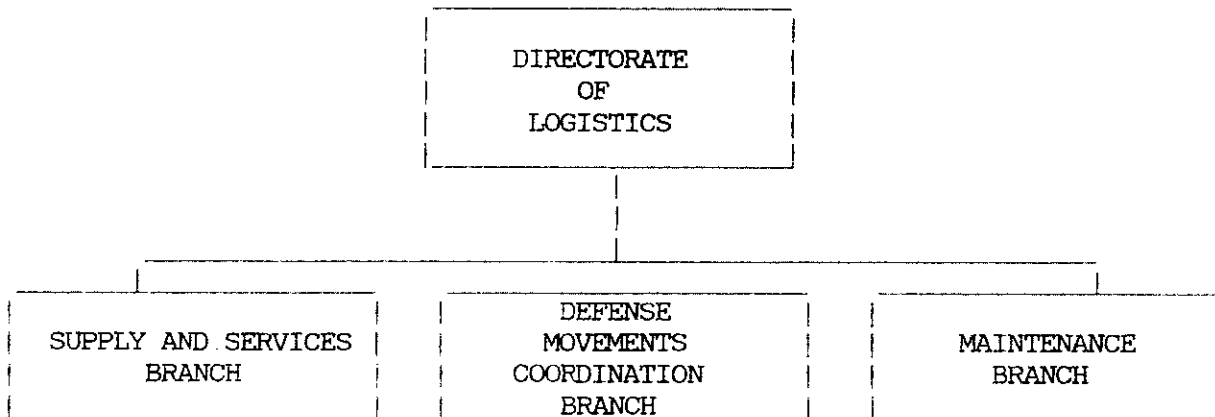
CATEGORY B ARNG MAJOR TRAINING AREA



**CATEGORY C, D & E
ARNG MAJOR TRAINING AREA**



DIRECTORATE OF LOGISTICS



Office of the Chief

(AFD: LAA MD# 3316 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Provides overall program management for all command aspects of the ARNG logistics program including Medical Supply (Class VIII). Directs and coordinates staff visits and inspections of units to determine the adequacy of required facilities, effectiveness of command logistical functions in support of programs and to ensure coordination between such functions. Plans and establishes command logistics policies and procedures to assure effective support of readiness and training mission requirements. Provides technical and administrative advice on command logistical matters. Coordinates with other staff officers as necessary.

Office of the Chief, Directorate of Logistics		
Workload Factor:		
Directed		
Manpower Requirement		2
Line	Title	
1	Director of Logistics	1
2	Secretary	1

DIRECTORATE OF LOGISTICS
Supply and Services Branch

(AFD: LEA MD#: 3316 TYPE: III)

WORKCENTER DESCRIPTION

Direct Functions: Manages, controls, analyzes, and recommends corrective action regarding property losses within the command. Develops, implements, and evaluates the effectiveness of the Command Supply Discipline Program (CSDP). Plans, organizes and directs the Command's Logistics Program through commanders and full-time supply positions to ensure that unit requirements are identified, requisitioned, funded, issued and logistically supported. Monitors and coordinates command aspects of contingency stockage requirements. Provides logistics staff control over the distribution/redistribution plans and programs within the command. Ensures compliance within the command for excess supply and equipment. Ensures compliance for bulk POL Quality Surveillance Program. Develops the State Food Service directive. Provides guidance to units for the handling, safeguarding and accounting of subsistence and food service equipment. Conducts surveys and reviews of units food service records. Manages the State Food Management Assistance Team (FMAT) to include selection, scheduling, training, formulation of standard and budgeting for manday support. Coordinates with other staff officers as necessary.

Supply and Services Branch, Directorate of Logistics				
Workload Factor:		1	41	100 or
# of AA Units		40	99	more
Manpower Requirement		1	2	3
Line	Title	Distribution of Positions		
1	Logistic Staff Officer	1	1	1
2	Logistic Specialist	-	1	2

Supply and Services Branch, Directorate of Logistics				
Workload Factor:		1	101	
# of Federally Recognized Units		100	or more	
Manpower Requirement		1	2	
Line	Title	Distribution of Positions		
1	Food Service Technician	1	2	

15 April 1988

DIRECTORATE OF LOGISTICS

Defense Movements Coordination Branch

(AFD: LCA MD# 3316 Type: III)

WORKCENTER DESCRIPTION

Direct Functions: Analyzes and coordinates Mobilization Troop Basis Stationing Plan (MTBSP) for units mobilizing into and transiting resident state. Develop a master movement plan for each deployment scenario based on the MTBSP and applicable OPLAN for both mobilization and deployment moves for Army units (ARNG and USAR). Receive, approve, process, and monitor Request for Convoy Clearances for peacetime ARNG and USAR convoys originating, terminating or transiting resident state. Maintains liaison and coordination with state DOT to keep the Mobilization Automated Support System (MASS) data base current for resident state with information of the road network that could affect convoy movements. Responsible for reviewing and editing unit UMD submissions for accuracy in the COMPASS/AJEL reporting system for resident state. Provides instruction on unit movement planning to state National Guard units. Prepares and dispatches EXMOVREP to other STARC Defense Movement Coordinators (DMC) and ITO's in accordance with AR 55-113. In coordination with the USPFO Transportation Branch determines the amount of commercial transport required by each National Guard unit and helps designate loading sites and time for each to start and complete loading. Assists in determining transportation required for shipment of National Guard POMCUS Unit Residual Equipment (PURE) items and designation of loading sites. Coordinates with STARC/USPFO Transportation Branch the requirements for documents necessary for commercial transport of passengers and enroute support requirements. Serves as primary POC and mission validator for special assignment airlift mission (SAAM) and exercise airlift and coordinate airlift request for deploying ARNG units. Coordinates and develops agenda for liaison conferences with ARNG, USAR, and active component units and their headquarters, both installation and field conferences. Provides planning assistance to the state staff, other headquarters, ARNG, USAR and active component units.

Defense Movements Coordination Branch, Directorate of Logistics						
Workload Factor: Parent Units "AA" Only (Includes Both ARNG and USAR)		1	50	70	100	200 or more
Manpower Requirement		0	1	2	3	4
Line	Title	Distribution of Positions				
1	Defense Movement Coordinator	0	1	1	1	1
2	Assistant Movement Coordinator	0	0	1	1	2
3	Transportation Clerk	0	0	0	1	1

* OCONUS excluded from staffing.

DIRECTORATE OF LOGISTICS

Maintenance Branch

(AFD: LDA MD#: 3316 TYPE: V)

WORKCENTER DESCRIPTION

Direct Functions: Develops and administers a quality assurance program to ensure unit commanders take necessary corrective action for organizational maintenance deficiencies. Develops a command compliance program to ensure accuracy of the Materiel Condition Status Report and Missile Materiel Readiness Report and to evaluate unit equipment readiness with regard to maintenance and supply. Administers the Weekly Equipment Deadline Report. Develops a program and policy to effect proper levels of "direct labor" performance in the unit/OMS. Develops command policy to assure compliance with operator/crew preventive maintenance checks and services (PMCS). Develops a command compliance program for special tools and test equipment for MTOE units. Ensures that units/OMS adhere to the Environmental Impact Assessment program. Administers Class IX program except for fiscal/budget responsibilities. Participates on committees to ensure all command and unit issues are addressed and shortcomings resolved. Evaluates MOS/Individual training program. Identifies command requirements for New Equipment Training. Provides SMM with input regarding the Mission Support Plans. Analyzes Materiel Fielding plans for impact on unit readiness. Coordinates unit support for intra-state movement of equipment. Plans for the technical employment of assigned maintenance units that provide maintenance support in IDT/AT. Develops the command maintenance portion of the state logistical plans and regulations. Coordinates with other staff officers as necessary.

Maintenance Branch, Directorate of Logistics		
Workload Factor:		
Directed		
Manpower Requirement		1
Line	Title	
1	Maintenance/Staff Specialist	1

**APPENDIX A
STANDARD INDIRECT CATEGORIES**

A-1. General. This appendix lists those functions common to most workcenters which are normally classified as indirect work.

A-2. Supervision.

a. Administers Personnel.

(1) Indoctrinates personnel. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the workcenter.

(2) Rates performance.

(a) Prepares evaluation. Writes evaluation (Performance report) by researching, evaluating, drafting, proofreading typed copies, marking boxes, and signing completed report (excludes counseling and typing).

(1) Prepares enlisted evaluation.

(2) Prepares officer evaluation.

(3) Prepares civilian evaluation.

(b) Indorses evaluation. Writes indorsement by researching, evaluating, drafting, proofreading typed copies, and signing completed report (excludes typing).

(1) Indorses enlisted evaluation.

(2) Indorses officer evaluation.

(3) Indorses civilian evaluation.

(3) Nominates personnel for award. Prepares recommendation by researching, evaluating, drafting, proofreading typed copies and signing recommendations as required (excludes typing).

(4) Monitors Management Improvement Program.

(a) Assists subordinate. Assists subordinate in developing improvement suggestion.

(b) Processes suggestion. Processes suggestion received for evaluation.

b. Supervises personnel.

APPENDIX A
STANDARD INDIRECT CATEGORIES

1 June 1987

(1) Schedules personnel. Reviews work requirements and priorities, reviews personnel status, determines duty assignments, and prepares personnel schedules.

(2) Develops directive. Develops policy, procedure, plan, operating instruction, checklist, or performance standard by researching, drafting, proofreading typed copies, and signing completed directive as required.

(3) Directs workcenter activity.

(a) Inspects work. Inspects work in progress.

(b) Coordinates. Coordinates with supervisor or other units or agencies on workcenter or personnel status.

(c) Informs workcenter personnel. Informs workcenter personnel on changes affecting individual or workcenter activity.

(d) Prepares correspondence. Prepares routine correspondence.

(4) Counsels personnel. Counsels subordinate personnel on performance and progress in career development and suggests areas for improvement. Counsels and assists individual with morale, welfare, and disciplinary problems. Takes necessary corrective action required to maintain discipline.

c. Reviews incoming distribution. Reviews distribution for information and necessary action.

d. Reviews outgoing distribution. Reviews outgoing correspondence for completeness and accuracy and signs as required.

e. Reviews report and statistical data. Reviews information contained in reports and statistical data for impact on workcenter status and to identify possible trends which require management action.

f. Develops budget estimate. Prepares input to unit resource monitor by researching, evaluating, coordinating, drafting, and forwarding estimates. Includes answering follow-on inquiries on estimate.

g. Inspects facility. Periodically inspects for housekeeping, safety, fire hazards, or equipment conditions that require attention. This includes time to write report.

h. Investigates accident or incident. Investigates ground accident or incident within workcenter. This includes preparing required report and associated correspondence.

i. Receives and assists visiting official. Receives visitor, inspector or other official, assists visitors to accomplish their purpose, escorts visitor in restricted or controlled area is required.

A-3. Administration.

a. Types communications. Obtains and assembles materials, inserts in typewriter, types, separates copies, collates, fastens, proofreads, releases to originator, and puts material away.

- (1) Types letter.
- (2) Types message.
- (3) Types report.
- (4) Types plan, schedule or roster.
- (5) Types enlisted evaluation.
- (6) Types officer evaluation.
- (7) Types civilian evaluation.
- (8) Types indorsement to evaluation.
- (9) Types statistical data.

b. Processes unclassified distribution. Includes time spent at delivery or pickup point.

(1) Processes incoming distribution. Receives and opens envelope, reviews for required action, marks and routes distribution.

(2) Processes outgoing distribution. Stamps, marks, seals, packages, and routes distribution.

c. Maintains unclassified correspondence file.

(1) Establishes file. Prepares the file outline, folders, guides, and labels.

(2) Files correspondence. Receives material, marks, sorts, classifies, inserts in file, removes for reference, and refiles.

(3) Maintains suspense file. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, annotates file at completion of action.

(4) Disposes of records. Removes records from file and disposes of them in accordance with AR 340-18.

(5) Maintains log and register. Obtains book or form, makes entry, puts book or form away.

(6) Maintains security file. Establishes, posts and changes security record, access documentation, and the list of restricted area badge numbers for workcenter personnel. Destroys materials as required.

APPENDIX A
STANDARD INDIRECT CATEGORIES

1 June 1987

(7) Maintains personnel locator file. Prepares card or similar record. Posts, changes, and disposes of record as required.

d. Maintains classified material.

(1) Controls material. Prepares document receipt, routes file, and removes material for referral.

(2) Inventories material. Screens file, reviews retention criteria, removes obsolete or unnecessary material.

(3) Safeguards material. Opens and closes safe, performs safe area check and changes safe combination.

(4) Destroys material. Prepares form, destroys material and annotates record. Includes time of witness.

e. Maintains unclassified publication file.

(1) Obtains administrative publications. Receives request, prepares requisition form, obtains authorizing signature, processes and files form.

(2) Maintains index. Posts new index, new publication, or change to index.

(3) Maintains publication. Posts or files new publication.

f. Operates copying machine.

(1) Operates machine.

(2) Collates copies.

g. Maintains stock of blank forms. Establishes requirements, prepares requisition, receives, routes and control stock of blank forms.

h. Maintains status chart or bulletin board. Removes existing information and posts new information.

i. Maintains time and attendance card. Records time and attendance information, and forwards card.

j. Provides stenographic service.

(1) Takes dictation.

(2) Takes minutes.

(3) Transcribes notes and recordings.

k. Maintains appointment record. Posts calendar or book, coordinates appointment with supervisor, reminds supervisor of pending appointment, and makes changes as required.

**APPENDIX A
STANDARD INDIRECT CATEGORIES**

1. Acknowledges visitor. Greets visitor, answers inquiries, and refers visitors to appropriate person or location.

m. Processes ADP card. Receives input data, punches card, verifies punched information, corrects error, and releases card to originator.

A-4. Meeting.

a. Prepares for meeting. Gathers information, organizes material, prepares briefing chart or slide, and practices presentation.

b. Conducts or attends meeting. Conducts or attends a meeting, briefing, or conference.

A-5. Training.

a. Administers training. Reviews training record, interviews and counsels trainee, determines training needs, designates trainer, and evaluates training progress.

b. Develops training material. Researches, drafts, reviews, and updates training outlines, lesson plan, or test. This includes developing a chart, mockup, demonstrator, or other training aid.

c. Conducts training.

(1) Prepares for training. Obtains materials and prepares classroom and equipment.

(2) Instructs trainee. Instructs trainee on the job, conducts lecture, demonstration, and group discussion.

(3) Administers test. Administers and evaluates result of job related test given in the workcenter.

d. Receives training.

(1) Receives instruction. Attends lecture or demonstration, or participates in group discussion.

(2) Takes test. Takes locally devised oral, practical, and written test.

(3) Reads publication. Maintains job proficiency by reading applicable technical and standard publication.

A-6. Supply. a. Processes equipment request. Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request and takes follow-up action. This includes receiving or returning equipment.

APPENDIX A
STANDARD INDIRECT CATEGORIES

1 June 1987

b. Conducts inventory. Inventories equipment on hand and insures accuracy of records.

c. Maintains custodian document. Receives listing from supply, posts changes to records, and resolves inconsistencies.

d. Obtains expendable supplies. Determines need, researches stock numbers, orders, picks up, and distributes expendable supplies.

A-7. Equipment maintenance.

a. Maintains office equipment. Cleans, dusts, changes ribbon, belt, or tape, or makes minor adjustment.

b. Maintains shop equipment.

(1) Maintains machinery. Cleans, lubricates, or makes minor adjustments.

(2) Maintains test equipment. Cleans, lubricates, or makes minor adjustment; establishes list of equipment requiring PMEL calibration or testing; prepares equipment for PMEL; turns in and picks up equipment from PMEL; posts list as required; and returns equipment to storage location.

(3) Maintains consolidated tool kit. Establishes requirements, researches stock number and nomenclature; orders tools; takes follow-up action; and picks up tools. Replaces broken or lost tools and conducts periodic inventory.

(4) Maintains individual tool kit. Reports to supply for initial issue or a subsequent issue, replaces broken or lost tool, and conducts periodic inventory.

c. Maintains assigned vehicle. Cleans, washes, inspects, refuels, or makes minor adjustment.

A-8. Cleanup.

a. Prepares work area. Places working tools or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement. (Preparation time for a specific productive task should be included with that task time).

b. Puts work away. Stores working tools or equipment in proper location at the end of the duty period, and arranges area to conform with any sanitary, safety, or security requirement. ("Put away" time for a specific productive task should be included with that task time).

c. Cleans work area. Dusts, sweeps, mops, waxes, buffs, washes windows, and performs other associated janitorial tasks. (Use this task only when the workcenter is not authorized custodial services).

WORKLOAD FACTOR
* PUBLICATION A

CATEGORY	WORKLOAD FACTOR	OFFICE	WORKCENTER
AREA	AREA		
AREA	MILLIONS OF SQUARE FEET	CAFMO	ADMINISTRATIVE SERVICES BRANCH, CONSTRUCTION AND FACILITIES MGMT OFFICE
AREA	MILLIONS OF SQUARE FEET	CAFMO	OFFICE OF THE CHIEF, CONSTRUCTION AND FACILITIES MGMT OFFICE
AREA	MILLIONS OF SQUARE FEET	CAFMO	OPERATIONS BRANCH, CONSTRUCTION & FACILITIES MGMT OFFICE
AREA	MILLIONS OF SQUARE FEET	CAFMO	CONSTRUCTION AND FACILITIES MGMT OFFICE
AREA	MILLIONS OF SQUARE FEET	CAFMO	CONTRACT AND MANAGEMENT BRANCH, CONSTRUCTION AND FACILITIES MGMT OFFICE
AREA	MILLIONS OF SQUARE FEET	CAFMO	ENGINEER PLANS AND SERVICES BRANCH, CONSTRUCTION & FACILITIES MGMT OFFICE
DIRECTED	DIRECTED		
DIRECTED	DIRECTED	AAFA	SUPERVISION, AAFA
DIRECTED	DIRECTED	AG	OFFICE OF INSPECTOR GENERAL, TAG
DIRECTED	DIRECTED	AG	OFFICE OF THE COMMAND ADMINISTRATIVE OFFICER
DIRECTED	DIRECTED	AG	PUBLIC AFFAIRS OFFICE, OFC OF TAG
DIRECTED	DIRECTED	AG	JUDGE ADVOCATE GENERAL, OFC OF TAG
DIRECTED	DIRECTED	AASF	AIRCRAFT REPAIR, AASF
DIRECTED	DIRECTED	AASF	SUPERVISION, AASF, SAO
DIRECTED	DIRECTED	AASF	SUPERVISION, ALLIED SHOPS & SERVICES, AASF
DIRECTED	DIRECTED	CAO	COMMAND SERGEANT MAJOR, OFC OF CAO
DIRECTED	DIRECTED	COMPT	CHIEF, PAY AND EXAMINATION, COMPTROLLER DIVISION
DIRECTED	DIRECTED	COMPT	BUDGET OFFICE, COMPTROLLER DIVISION
DIRECTED	DIRECTED	COMPT	OFFICE OF THE CHIEF, COMPTROLLER DIVISION
DIRECTED	DIRECTED	DOL	MAINTENANCE BRANCH, DIRECTORATE OF LOGISTICS
DIRECTED	DIRECTED	DOL	OFFICE OF THE CHIEF, DIRECTORATE OF LOGISTICS
DIRECTED	DIRECTED	LOG	OFFICE OF THE CHIEF, LOGISTICS DIVISION
DIRECTED	DIRECTED	MPMO	OFFICE OF THE MILITARY PERSONNEL OFFICER, (MPO)
DIRECTED	DIRECTED	POTO	OFFICE OF THE CHIEF, POTO
DIRECTED	DIRECTED	SAO	OFFICE OF THE STATE AVIATION OFFICER, SAO
DIRECTED	DIRECTED	SNO	OFFICE OF THE STATE SURFACE MAINTENANCE MANAGER
DIRECTED	DIRECTED	SPMO	ADMIN SUPPORT SECTION, SPMO

WORKCENTER DESCRIPTION

WORKLOAD FACTOR

WORKLOAD FACTOR	WORKCENTER DESCRIPTION
DIRECTED	LABOR MGMT RELATIONS OFC, SPMO
DIRECTED	OFFICE OF THE UNITED STATES PROPERTY AND FISCAL OFFICER, USPFO
EQUIPMENT	AIRCRAFT MAINTENANCE SHOP OFFICE, AAFA
EQUIPMENT	AIRCRAFT MAINTENANCE SHOP, AIRFIELD SERVICES, AAFA
EQUIPMENT	AIRCRAFT MAINTENANCE SHOP, AIRCRAFT REPAIR, AAFA
EQUIPMENT	ALLIED SHOPS AND SERVICES, AVIONICS REPAIR, AASF
EQUIPMENT	ALLIED SHOPS AND SERVICES, COMPONENTS REPAIR, AASF
EQUIPMENT	ALLIED SHOPS AND SERVICES, INSPECTION AND QUALITY CONTROL, AASF
EQUIPMENT	ALLIED SHOPS AND SERVICES, PRODUCTION SUPPORT, AASF
EQUIPMENT	ALLIED SHOPS AND SERVICES, AIRFIELD SERVICES, AASF
EQUIPMENT	CALIBRATION SECTION, CSMS
EQUIPMENT	COMSEC EQUIPMENT MAINTENANCE, CSMS
EQUIPMENT	TOW/Dragon MISSILE SYSTEMS REPAIR, CSMS
EQUIPMENT	TOW/Dragon MISSILE SYSTEMS REPAIR, MATES W/SPT
EQUIPMENT	MECHANICAL EQUIPMENT REPAIR SECTION, CSMS
EQUIPMENT	ARMAMENT REPAIR SECTION, CSMS
EQUIPMENT	ELECTRONIC REPAIR SECTION
EQUIPMENT	ELECTRONICS MAINTENANCE, CSMS
EQUIPMENT	ARMAMENT REPAIR SECTION, MATES W/SPT
EQUIPMENT	ORGANIZATIONAL MAINTENANCE SECTION, MATES W/SPT
EQUIPMENT	MECHANICAL EQUIPMENT REPAIR SECTION
EQUIPMENT	EQUIPMENT RECORDS SECTION, MATES W/SPT
EQUIPMENT	ELECTRONIC REPAIR SECTION, MATES W/SPT
EQUIPMENT	EQUIPMENT RECORDS SECTION, MATES W/O SPT
EQUIPMENT	ORGANIZATIONAL MAINTENANCE SECTION, MATES W/O SPT
EQUIPMENT	ORGANIZATIONAL MAINTENANCE SECTION, OMS
EQUIPMENT	ORGANIZATIONAL MAINTENANCE SECTION, UTES
EQUIPMENT	EQUIPMENT RECORDS SECTION, UTES
EQUIPMENT	PROPERTY ACCOUNTABILITY AND WAREHOUSE SECTION, MATES W/SPT

EQUIPMENT	TRAINING ASSET	VEHICLE DENSITY	MATES w/o	PROPERTY ACCOUNTABILITY AND WAREHOUSE SECTION, MATES W/O SPT
EQUIPMENT	TRAINING ASSET	VEHICLE DENSITY	UTES	PROPERTY ACCOUNTABILITY AND WAREHOUSE SECTION, UTES
EQUIPMENT	MAJOR END ITEMS		SMO	SMO, MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM SECTION
OTHER	OTHER		LOG	QUICK SUPPLY STORE, SUPPLY BRANCH, LOGISTICS DIVISION
OTHER	LOCAL APPRAISAL		PARACH	PARACHUTE SHOP
OTHER	TO BE PUBLISHED		WATER	ORGANIZATIONAL MAINTENANCE SECTION, WATERCRAFT SUPPORT MAINTENANCE CENTER
OTHER	TO BE PUBLISHED		WATER	SHOP CONTROL OFFICE, WATERCRAFT SUPPORT MAINTENANCE CENTER
OTHER	TO BE PUBLISHED		WATER	DECK MAINTENANCE, WATERCRAFT SUPPORT MAINTENANCE CENTER
OTHER	TO BE PUBLISHED		WATER	ENGINE MAINTENANCE SECTION (DS/GS), WATERCRAFT SUPPORT MAINTENANCE CENTER
OTHER	TO BE PUBLISHED		WATER	SERVICES SECTION, MARINE EQUIPMENT SHOP
OTHER	TO BE PUBLISHED		WATER	SERVICES SECTION, WATERCRAFT SUPPORT MAINTENANCE CENTER
OTHER	TO BE PUBLISHED		WATER	ENGINE MAINTENANCE SECTION, MARINE EQUIPMENT SHOP
PERSONNEL	PERSONNEL			
PERSONNEL	ASSIGNED AVIATORS		AASF	AIRCRAFT MAINTENANCE OFFICE, AASF, SAO
PERSONNEL	ASSIGNED ENLISTED		MPMO	MILITARY PERSONNEL PLANS AND ACTIONS BRANCH (ENLISTED)
PERSONNEL	ASSIGNED IDT		COMP	MILITARY PAY SECTION, COMPTROLLER DIVISION
PERSONNEL	ASSIGNED MILITARY		IG	ASSISTANCE & INVESTIGATIONS SECTION, OFFICE OF THE IG
PERSONNEL	ASSIGNED OFFICER		MPMO	MILITARY PERSONNEL PLANS AND ACTIONS BRANCH (OFFICER)
PERSONNEL	ASSIGNED PILOTS		AAFA	TRAINING OPERATIONS, AAFA
PERSONNEL	ASSIGNED PILOTS		AASF	TRAINING OPERATIONS BRANCH, AASF, SAO
PERSONNEL	ASSIGNED STRENGTH (TOTAL)		MPMO	EDUCATIONAL SERVICES, MPMO
PERSONNEL	ASSIGNED STRENGTH (TOTAL)		MPMO	SIDERS INTERFACE BRANCH, MPMO
PERSONNEL	ASSIGNED STRENGTH (TOTAL)		MPMO	ADMINISTRATIVE SERVICES BRANCH, MPMO
PERSONNEL	AUTHORIZED AGR (ARNG/ANG)		SPMO	MILITARY DUTY (AGR) MGMT SECTION, SPMO
PERSONNEL	AUTHORIZED ENLISTED		POTO	STATE MILITARY ACADEMY, POTO
PERSONNEL	AUTHORIZED FULL-TIME SUPPORT		CAO	GENERAL SAFETY SECTION, OFC OF CAO
PERSONNEL	AUTHORIZED FULL-TIME SUPPORT (ARNG/ANG)		SPMO	EQUAL EMPLOYMENT OPPORTUNITY OFC, SPMO
PERSONNEL	AUTHORIZED MIL TECH (ARNG/ANG)		SPMO	TECHNICIAN EMPLOYEE SERVICES SECTION, SPMO
PERSONNEL	AUTHORIZED MIL TECH (ARNG/ANG)		SPMO	TECHNICAL PERSONNEL MGMT BRANCH, SPMO

PERSONNEL	AUTHORIZED MILITARY	LOG	CLOTHING ISSUE POINT, SUPPLY BRANCH, LOGISTICS DIVISION
PERSONNEL	AUTHORIZED MILITARY	LOG	STORAGE SECTION, SUPPLY BRANCH, LOGISTICS DIVISION
PERSONNEL	AUTHORIZED ARM MILITARY	LOG	OPEN REQUISITION SECTION, STOCK CONTROL, LOGISTICS DIVISION
PERSONNEL	AUTHORIZED ARM MILITARY	LOG	REPAIRABLE EXCHANGE (RX), SUPPLY BRANCH, LOGISTICS DIVISION
PERSONNEL	AUTHORIZED ARM MILITARY STRENGTH	LOG	TRAFFIC BRANCH, LOGISTICS DIVISION
PERSONNEL	AUTHORIZED STRENGTH (TOTAL)	MPMO	RECRUITING AND RETENTION BRANCH, MPMO
PERSONNEL	AUTHORIZED STRENGTH (TOTAL)	USPFO	ANALYSIS AND INTERNAL REVIEW DIVISION, USPFO
PERSONNEL	AUTHORIZED TROOP STRENGTH	P&C	OFFICE OF CHIEF, P&C
PERSONNEL	AUTHORIZED TROOP STRENGTH	P&C	CONTRACTING BRANCH, P&C
PERSONNEL	AUTHORIZED TROOP STRENGTH	P&C	PURCHASING BRANCH, P&C
PERSONNEL	IN SECTION/BRANCH/DIVISION	AASF	AIRCRAFT MAINTENANCE SHOP, ALLIED SHOPS & SERVICES, AVIONICS REPAIR, AASF
PERSONNEL	IN SECTION/BRANCH/DIVISION	AASF	AIRCRAFT MAINTENANCE OFFICE, AASF, SAO
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	SHOP CONTROL OFFICE, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	SUPPLY AND TOOLS SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	ALLIED SERVICES SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	ELECTRONICS MAINTENANCE, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	CALIBRATION SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	MECHANICAL EQUIPMENT REPAIR SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	ARMAMENT REPAIR SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	INSPECTION AND QUALITY CONTROL SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	CSMS	ALLIED SERVICES SECTION, CSMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	LOG	SUPERVISION, STOCK CONTROL BRANCH, LOGISTICS DIVISION
PERSONNEL	IN SECTION/BRANCH/DIVISION	LOG	OFFICE OF CHIEF, SUPPLY BRANCH, LOGISTICS DIVISION
PERSONNEL	IN SECTION/BRANCH/DIVISION	LOG	ADMINISTRATION, STOCK CONTROL BRANCH, LOGISTICS DIVISION
PERSONNEL	IN SECTION/BRANCH/DIVISION	LOG	COMMODITIES, STOCK CONTROL, LOGISTICS DIVISION
PERSONNEL	IN SECTION/BRANCH/DIVISION	LOG	PROPERTY MANAGEMENT SECTION (ESR), STOCK CONTROL BRANCH
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	MECHANICAL EQUIPMENT REPAIR SECTION, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	ELECTRONIC REPAIR SECTION, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	ALLIED SERVICES SECTION, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	INSPECTION AND QUALITY CONTROL SECTION, MATES W/SPT

PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	SHOP CONTROL OFFICE, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	INSPECTION AND QUALITY CONTROL SECTION, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES w/o	REPAIR PARTS, TOOLS, AND POL SECTION, MATES W/O SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	ARMAMENT REPAIR SECTION, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES W	REPAIR PARTS, TOOLS, AND POL, MATES W/SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	MATES w/o	SHOP CONTROL OFFICE, MATES W/O SPT
PERSONNEL	IN SECTION/BRANCH/DIVISION	OMS	EQUIPMENT RECORDS SECTION, OMS
PERSONNEL	IN SECTION/BRANCH/DIVISION	USPFO	ADMINISTRATION, USPFO
PERSONNEL	IN SECTION/BRANCH/DIVISION	UTES	SHOP CONTROL OFFICE, UTES
PERSONNEL	IN SECTION/BRANCH/DIVISION	UTES	REPAIR PARTS, TOOLS, AND POL SECTION, UTES
PERSONNEL	IN SECTION/BRANCH/DIVISION	MPMO	SELECTED RESERVE INCENTIVE PROGRAM, MPMO
PERSONNEL	NUMBER OF SRIP PARTICIPANTS	COMPT	QUALITY ASSURANCE, COMPTROLLER DIVISION
PERSONNEL	REQUIRED IDT	SNO	MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM SECTION
PERSONNEL	AUTHORIZED MAINTENANCE STRENGTH		
UNITS	UNITS		
UNITS	PARENT UNITS	CAFMO	OPERATIONS BRANCH, CONSTRUCTION & FACILITIES MGMT OFFICE
UNITS	PARENT UNITS	CAFMO	CONSTRUCTION AND FACILITIES MGMT OFFICE
UNITS	PARENT UNITS	CAFMO	ENGINEER PLANS AND SERVICES BRANCH, CONSTRUCTION & FACILITIES MGMT OFFICE
UNITS	PARENT UNITS	CAFMO	ADMINISTRATIVE SERVICES BRANCH, CONSTRUCTION AND FACILITIES MGMT OFFICE
UNITS	PARENT UNITS	CAFMO	OFFICE OF THE CHIEF, CONSTRUCTION AND FACILITIES MGMT OFFICE
UNITS	PARENT UNITS	CAFMO	CONTRACT AND MANAGEMENT BRANCH, CONSTRUCTION AND FACILITIES MGMT OFFICE
UNITS	UNITS	DOL	DEFENSE MOVEMENTS COORDINATION BRANCH, DIRECTORATE OF LOGISTIC
UNITS	UNITS	DOL	SUPPLY & SERVICES BRANCH, DIRECTORATE OF LOGISTICS
UNITS	UNITS	IG	INSPECTION SECTION, OFFICE OF THE IG
UNITS	UNITS	LOG	PROPERTY MANAGEMENT SECTION (ESR), STOCK CONTROL BRANCH, LOG DIVISION
UNITS	UNITS	LOG	SELF SERVICE SUPPLY CENTER (SSSC), SUPPLY BRANCH, LOGISTICS DIVISION
UNITS	UNITS	IMO	INFORMATION MANAGEMENT OFFICE
UNITS	UNITS	POTO	TRAINING BRANCH, POTO
UNITS	UNITS	POTO	CLERICAL SUPPORT, POTO
UNITS	UNITS	POTO	PLANS, OPERATIONS AND MILITARY SUPPORT BRANCH, POTO
UNITS	UNITS	POTO	MOBILIZATION READINESS BRANCH

APPENDIX C
INDEX OF AFD CODES

AC	MPMO	MPMO, ADMINISTRATIVE SERVICES BRANCH
CAA	CAO	OFFICE OF THE COMMAND ADMINISTRATIVE OFFICER
CAA	CAO	OFFICE OF THE COMMAND ADMINISTRATIVE OFFICE, COMMA
CCA	AG	OFFICE OF THE ADJUTANT GENERAL, PUBLIC AFFAIRS OFF
CF	AG	OFFICE OF THE ADJUTANT GENERAL, OFFICE OF THE INSP
CFB	IG	OFFICE OF INSPECTOR GENERAL, INSPECTION SECTION
CFC	IG	OFFICE OF INSPECTOR GENERAL, ASSISTANCE & INVESTIG
CGA	AG	OFFICE OF THE ADJUTANT GENERAL, JUDGE ADVOCATE GEN
CPY	CAO	OFFICE OF THE COMMAND ADMINISTRATIVE OFFICE, GENER
DAA	IMO	INFORMATION MANAGEMENT OFFICE
DBFSC	USPFO	DATA PROCESSING INSTALLATION, USPFO
FA	COMPT	COMPTROLLER DIVISION, OFFICE OF THE CHIEF
FBA	COMPT	COMPTROLLER DIVISION, CHIEF, PAY AND EXAMINATION
FBBA	COMPT	COMPTROLLER DIVISION, MILITARY PAY SECTION
FBBB	COMPT	COMPTROLLER DIVISION, TECHNICIAN PAY SECTION
FBBY	COMPT	COMPTROLLER DIVISION, VOUCHER EXAM SECTION
FBC	COMPT	COMPTROLLER DIVISION, FISCAL ACCOUNTING
FBE	USPFO	ANALYSIS AND INTERNAL REVIEW DIVISION, USPFO
FC	COMPT	COMPTROLLER DIVISION, BUDGET OFFICE
FDA	COMPT	COMPTROLLER DIVISION, QUALITY ASSURANCE
KA	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, OFFICE OF
KC	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, ADMIN SVC
KC	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, OPERATION
KC	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, CONTRACT
KCB	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, ENGINEER
LA	USPFO	OFFICE OF THE PROPERTY AND FISCAL OFFICER
LAA	DOL	DIRECTORATE OF LOGISTICS, OFFICE OF THE CHIEF
LAA	USPFO	US PROPERTY AND FISCAL OFFICE ADMINISTRATION
LCA	DOL	DIRECTORATE OF LOGISTICS, DEFENSE MOVEMENTS COORDI
LCY	LOG	LOGISTICS DIVISION, TRAFFIC BRANCH
LD	AASF	ARMY AVIATION SUPPORT FACILITY
LDA	DOL	DIRECTORATE OF LOGISTICS, MAINTENANCE BRANCH
LDA	SMO	SMO, OFC OF THE STATE SURFACE MAINTENANCE MANAGER
LDA	SMO	SMO, TECHNICAL OPERATIONS BRANCH
LDA	SMO	SMO, MAINTENANCE ANALYSIS BRANCH/SECTION
LDA	SMO	SMO, MAINTENANCE READINESS BRANCH
LDA	SMO	SMO, EQUIPMENT READINESS SECTION
LDA	SMO	SMO, MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM S
LDC	SAO	OFFICE OF STATE AVIATION OFFICER
LDD	CSMS	CSMS, CALIBRATION SECTION
LDEA	CSMS	CSMS, INSPECTION AND QUALITY CONTROL SECTION
LDEA	MATES	MATES, INSPECTION AND QUALITY CONTROL SECTION
LDEAA	AASF	AASF, INSPECTION AND QUALITY CONTROL, ALLIED SHOPS
LDF	MATES	MOBILIZATION AND TRAINING EQUIPMENT SITE WITH SUPP
LDF	OMS	ORGANIZATIONAL MAINTENANCE (OMS)
LDF	AASF	AASF, ALLIED SHOPS AND SERVICES, LOGISTICAL SUPPOR
LDF	AASF	AASF, COMPONENTS REPAIR, ALLIED SHOPS AND SERVICES
LDF	UTES	UNIT TRAINING EQUIPMENT SITE (UTES)

APPENDIX C
INDEX OF AFD CODES

L DFA	AASF	AASF, SUPERVISION
L DFA	MATES W/O	MOBILIZATION AND TRAINING EQUIPMENT SITE (WITHOUT
L DFA	CSMS	COMBINED SUPPORT MAINTENANCE SHOP
L DFA	AAFA	AAFA, SUPERVISION
L DFA	UTES	UTES, SHOP CONTROL OFFICE
L DFB	AAFA	AAFA, AIRCRAFT MAINTENANCE OFFICE
L DFB	AASF	AASF, AIRCRAFT MAINTENANCE OFFICE
L DFB	AASF	AASF, PRODUCTION SUPPORT, ALLIED SHOPS AND SERVICE
L DFB	CSMS	CSMS, SHOP CONTROL OFFICE
L DFD	MATES	MATES, MECHANICAL EQUIPMENT REPAIR SECTION
L DFD	CSMS	CSMS, MECHANICAL EQUIPMENT REPAIR SECTION
L DFG	CSMS	CSMS, ARMAMENT REPAIR SECTION
L DFG	MATES	MATES, ARMAMENT REPAIR SECTION
L DFJ	AASF	AASF, AIRCRAFT REPAIR, LOGISTICAL SUPPORT
L DFJ	AAFA	AAFA, AIRCRAFT REPAIR
L DFK	UTES	UTES, ORGANIZATIONAL MAINTENANCE SECTION
L DFK	MATES W/O	MATES W/O, ORGANIZATIONAL MAINTENANCE SECTION
L DFK	OMS	OMS, ORGANIZATIONAL MAINTENANCE SECTION
L DFK	MATES	MATES, ORGANIZATIONAL MAINTENANCE SECTION
L DFKA	CSMS	CSMS, ALLIED SERVICES SECTION
L DFKA	MATES	MATES, ALLIED SERVICES SECTION
L DFN	CSMS	CSMS, ELECTRONIC REPAIR SECTION
L DFN	CSMS	CSMS, ELECTRONICS REPAIR
L DFN	MATES	MATES, ELECTRONIC REPAIR SECTION
L DFN C	AASF	AASF, AVIONIC REPAIR, ALLIED SHOPS AND SERVICES
L DFN G	CSMS	CSMS, COMSEC EQUIPMENT MAINTENANCE
L DFP	CSMS	CSMS, TOW/Dragon MISSILE SYSTEMS REPAIR
L DFP	MATES	MATES, TOW/Dragon MISSILE SYSTEMS REPAIR
L DFQ	MARINE	MES, SERVICES SECTION
L DFQ	WATER	WSMC, SERVICES SECTION
L DFQ	WATER	WSMC, SHOP CONTROL OFFICE
L DFQ	WATER	WSMC, ORGANIZATIONAL MAINTENANCE SECTION
L DFQ	WATER	WSMC, DECK MAINTENANCE SHOP
L DFQA	WATER	WSMC, ENGINE MAINTENANCE SECTION
L DFQA	MARINE	MES, ENGINE MAINTENANCE SECTION
L DFUJ	PARACH	PARACHUTE SHOP
L DY	MATES W/O	MATES W/O, EQUIPMENT RECORDS SECTION
L DY	MATES	MATES, EQUIPMENT RECORDS SECTION
L DY	OMS	OMS, EQUIPMENT RECORDS SECTION
L DY	UTES	UTES, EQUIPMENT RECORDS SECTION
LE	MATES W/O	MATES W/O, REPAIR PARTS, TOOLS, AND POL SECTION
LE	UTES	UTES, REPAIR PARTS, TOOLS, AND POL SECTION
LEA	DOL	DIRECTORATE OF LOGISTICS, SUPPLY & SERVICES BRANCH
LEB	MATES W/O	MATES W/O, PA&W
LEB	MATES	MATES, PA&W SECTION
LEB	UTES	UTES, PA&W SECTION
LEHCE	LOG	LOGISTICS DIVISION, ADMINISTRATION SECTION, STOCK
LEHCE	LOG	LOGISTICS DIVISION, OPEN REQUISITION SECTION, STOC
LEHCE	LOG	LOGISTICS DIVISION, COMMODITIES SECTION, STOCK CON
LEHCE	LOG	LOGISTICS DIVISION, STOCK CONTROL BRANCH SUPERVISO
LEK	MATES	MATES, REPAIR PARTS, TOOLS AND POL

APPENDIX C
INDEX OF AFD CODES

LEK	CSMS	CSMS, SUPPLY AND TOOLS SECTION
LEK	OMS	OMS, SUPPLY SECTION
LEKC	LOG	LOGISTICS DIVISION, PROPERTY MGMT SECTION (ESR), S
LEKCA	LOG	LOGISTICS DIVISION, OFFICE OF THE CHIEF
LEKH	LOG	LOGISTICS DIVISION, STORAGE SECTION, SUPPLY BRANCH
LEKH	LOG	LOGISTICS DIVISION, OFFICE OF THE CHIEF, SUPPLY BR
LEN	LOG	LOGISTICS DIVISION, QUICK SUPPLY STORE (QSS), SUPP
LEN	LOG	LOGISTICS DIVISION, REPAIRABLE EXCHANGE (RX), SUPP
LENA	LOG	LOGISTICS DIVISION, SELF SERVICE SUPPLY CENTER, SU
LENC	LOG	LOGISTICS DIVISION, CLOTHING ISSUE POINT (CIP), SU
PBD	MPMO	OFFICE OF THE MILITARY PERSONNEL OFFICER (MPO)
PBE	MPMO	MPMO, MILITARY PERSONNEL PLANS AND ACTIONS BRANCH
PBF	MPMO	MPMO, MILITARY PERSONNEL PLANS AND ACTIONS BRANCH
PBFEA	MPMO	MPMO, RECRUITING AND RETENTION BRANCH
PBQ	SPMO	MILITARY DUTY (AGR) MGMT SECTION, SPMO
PBQR	MPMO	MPMO, SIDPERS INTERFACE BRANCH
PBR	MPMO	MPMO, RECRUITING AND RETENTION BRANCH
PBZ	MPMO	MPMO, SELECTED RESERVE INCENTIVE PROGRAM (SRIP), M
PDA	SPMO	OFFICE OF THE SUPPORT PERSONNEL MGMT OFFICE, SPMO
PDBB	SPMO	TECHNICIAN PERSONNEL MANAGEMENT BRANCH, SPMO
PDBD	SPMO	LABOR MANAGEMENT RELATIONS OFFICE, SPMO
PDBH	SPMO	TECHNICIAN EMPLOYEE SERVICES SECTION, SPMO
PEB	SPMO	EQUAL EMPLOYMENT OPPORTUNITY OFFICE, SPMO
QABY	P&C	PURCHASING & CONTRACTING, CONTRACTING BRANCH
QABY	P&C	PURCHASING & CONTRACTING, PURCHASING BRANCH
QAE	P&C	PURCHASING & CONTRACTING, OFFICE OF THE CHIEF
TDA	POTO	POTO, STATE MILITARY ACADEMY
TEA	POTO	POTO, TRAINING BRANCH
TH	MPMO	MPMO, EDUCATIONAL SERVICES, MILITARY PERSONNEL PLA
XBEA	AAFA	AAFA, TRAINING OPERATIONS
XBEA	AASF	AASF, TRAINING OPERATIONS
XBEB	AASF	AASF, AIRFIELD SERVICES, ALLIED SHOPS AND SERVICES
XBEB	AAFA	AAFA, AIRFIELD SERVICES
XDA	POTO	POTO, MOBILIZATION READINESS BRANCH
XEC	POTO	POTO, PLANS, OPERATIONS AND MILITARY SUPPORT BRANC
YXTX	POTO	POTO, OFFICE OF THE CHIEF

APPENDIX E
INDEX OF TYPE STANDARDS

TYPE	OFFICE	WORKCENTERS
I	MPMO	MPMO, MILITARY PERSONNEL PLANS AND ACTIONS BRANCH
II	COMPT	COMPTROLLER DIVISION, VOUCHER EXAM SECTION
II	COMPT	COMPTROLLER DIVISION, FISCAL ACCOUNTING
II	COMPT	COMPTROLLER DIVISION, CHIEF, PAY AND EXAMINATION
II	COMPT	COMPTROLLER DIVISION, TECHNICIAN PAY SECTION
II	COMPT	COMPTROLLER DIVISION, MILITARY PAY SECTION
II	LOG	LOGISTICS DIVISION, CLOTHING ISSUE POINT
II	LOG	LOGISTICS DIVISION, ESR SECTION
II	LOG	LOGISTICS DIVISION, QUICK SUPPLY STORE
II	LOG	LOGISTICS DIVISION, TRAFFIC BRANCH
II	LOG	LOGISTICS DIVISION, STOCK CONTROL BRANCH SUPERVISOR
II	LOG	LOGISTICS DIVISION, REPAIRABLE EXCHANGE
II	LOG	LOGISTICS DIVISION, OPEN REQUISITION SECTION
II	LOG	LOGISTICS DIVISION, SELF SERVICE SUPPLY CENTER
II	LOG	LOGISTICS DIVISION, ADMINISTRATION SECTION
II	LOG	LOGISTICS DIVISION, STORAGE SECTION
II	LOG	LOGISTICS DIVISION, OFFICE OF THE CHIEF, SUPPLY BR
II	LOG	LOGISTICS DIVISION, COMMODITIES SECTION
II	MATES	MATES, EQUIPMENT RECORDS SECTION
II	MATES	MATES, PA&W SECTION
II	MATES	MATES W/OMATES W/O, PA&W
II	MATES	MATES W/OMATES W/O, EQUIPMENT RECORDS SECTION
II	MPMO	MPMO, ADMINISTRATIVE SERVICES BRANCH
II	MPMO	MPMO, MILITARY PERSONNEL PLANS AND ACTIONS BRANCH
II	MPMO	MPMO, SELECTED RESERVE INCENTIVE PROGRAM (SRIP), M
II	MPMO	MPMO, SIDPERS INTERFACE BRANCH
II	OMS	OMS, SUPPLY & TOOLS
II	POTO	POTO, TRAINING BRANCH
II	POTO	POTO, STATE MILITARY ACADEMY
II	POTO	POTO, PLANS, OPERATIONS AND MILITARY SUPPORT BRANC
II	SMO	SMO, OFC OF THE STATE SURFACE MAINTENANCE MANAGER
II	SMO	SMO, OFC OF THE STATE SURFACE MAINTENANCE MANAGER
II	SMO	SMO, TECHNICAL OPERATIONS BRANCH
II	SMO	SMO, MAINTENANCE ANALYSIS BRANCH/SECTION
II	SMO	SMO, MAINTENANCE READINESS BRANCH
II	SMO	SMO, EQUIPMENT READINESS SECTION
II	SPMO	SPMO, EQUAL EMPLOYMENT OPPORTUNITY OFFICE
II	SPMO	SPMO, TECHNICIAN EMPLOYEE SERVICES SECTION
II	SPMO	SPMO, TECHNICIAN PERSONNEL MANAGEMENT BRANCH
II	SPMO	SPMO, MILITARY DUTY (AGR) MANAGEMENT SECTION
II	SPMO	SPMO, LABOR MANAGEMENT RELATIONS OFFICE
II	USPFO	USPFO, ANALYSIS AND INTERNAL REVIEW DIVISION
II	UTES	UTES, EQUIPMENT RECORDS SECTION
II	UTES	UTES, PA&W SECTION
III	AG	OFFICE OF THE ADJUTANT GENERAL, INSPECTOR GENERALS
III	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, OFFICE OF
III	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, ADMIN SVC
III	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, ENGINEER

APPENDIX E
INDEX OF TYPE STANDARDS

III	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, OPERATION
III	C&FMO	CONSTRUCTION AND FACILITIES MGMT OFFICE, CONTRACT
III	CAO	OFFICE OF THE COMMAND ADMINISTRATIVE OFFICE, GENER
III	COMPT	COMPTROLLER DIVISION, BUDGET OFFICE
III	COMPT	COMPTROLLER DIVISION, OFFICE OF THE CHIEF
III	COMPT	COMPTROLLER DIVISION, QUALITY ASSURANCE
III	DOL	DIRECTORATE OF LOGISTICS, DEFENSE MOVEMENTS COORDI
III	DOL	DIRECTORATE OF LOGISTICS, SUPPLY & SERVICES BRANCH
III	IG	OFFICE OF INSPECTOR GENERAL, ASSISTANCE & INVESTIG
III	IG	OFFICE OF INSPECTOR GENERAL, INSPECTION SECTION
III	IMO	INFORMATION MANAGEMENT OFFICE
III	MPMO	MPMO, RECRUITING AND RETENTION BRANCH
III	MPMO	MPMO, EDUCATIONAL SERVICES, MILITARY PERSONNEL PLA
III	P&C	P&C, OFFICE OF THE CHIEF
III	P&C	P&C, PURCHASING BRANCH
III	P&C	P&C, CONTRACTING BRANCH
III	SMO	SMO, MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM S
III	USPFO	USPFO, DATA PROCESSING INSTALLATION
III	USPFO	US PROPERTY AND FISCAL OFFICE ADMINISTRATION
IV	AAFA	AAFA, AIRCRAFT REPAIR
IV	AAFA	AAFA, TRAINING OPERATIONS
IV	AAFA	AAFA, AIRFIELD SERVICES
IV	AAFA	AAFA, AIRCRAFT MAINTENANCE SHOP OFFICE
IV	AASF	AASF, AVIONIC REPAIR, ALLIED SHOPS AND SERVICES
IV	AASF	AASF, INSPECTION AND QUALITY CONTROL, ALLIED SHOPS
IV	AASF	AASF, TRAINING OPERATIONS
IV	AASF	AASF, COMPONENTS REPAIR, ALLIED SHOPS AND SERVICES
IV	AASF	AASF, AIRCRAFT REPAIR
IV	AASF	AASF, SUPERVISION
IV	AASF	AASF, AIRFIELD SERVICES, ALLIED SHOPS AND SERVICES
IV	AASF	AASF, AIRCRAFT MAINTENANCE OFFICE
IV	AASF	AASF, PRODUCTION SUPPORT, ALLIED SHOPS AND SERVICE
IV	CSMS	CSMS, COMSEC EQUIPMENT MAINTENANCE
IV	CSMS	CSMS, ALLIED SERVICES SECTION
IV	CSMS	CSMS, TOW/Dragon MISSILE SYSTEMS REPAIR
IV	CSMS	CSMS, INSPECTION AND QUALITY CONTROL SECTION
IV	CSMS	CSMS, CALIBRATION SECTION
IV	CSMS	CSMS, ARMAMENT REPAIR SECTION
IV	CSMS	CSMS, ELECTRONIC MAINTENANCE
IV	CSMS	CSMS, SUPPLY AND TOOLS SECTION
IV	CSMS	CSMS, MECHANICAL EQUIPMENT REPAIR SECTION
IV	MATES	MATES, ALLIED SERVICES SECTION
IV	MATES	MATES, ARMAMENT REPAIR SECTION
IV	MATES	MATES, SHOP CONTROL OFFICE
IV	MATES	MATES, REPAIR PARTS, TOOLS AND POL
IV	MATES	MATES, TOW/Dragon MISSILE SYSTEMS REPAIR
IV	MATES	MATES, ORGANIZATIONAL MAINTENANCE SECTION
IV	MATES	MATES, INSPECTION AND QUALITY CONTROL SECTION
IV	MATES	MATES, MECHANICAL EQUIPMENT REPAIR SECTION
IV	MATES	MATES, ELECTRONIC REPAIR SECTION
IV	MATES	MATES W/O MATES W/O, ORGANIZATIONAL MAINTENANCE SECTION

APPENDIX E
INDEX OF TYPE STANDARDS

IV	MATES W/OMATES W/O, REPAIR PARTS, TOOLS, AND POL SECTION
IV	OMS OMS, EQUIPMENT RECORDS SECTION
IV	SAO OFFICE OF STATE AVIATION OFFICER
IV	UTES UTES, REPAIR PARTS, TOOLS, AND POL SECTION
IV	UTES UTES, ORGANIZATIONAL MAINTENANCE SECTION
V	AAFA AAFA, SUPERVISION
V	AASF AASF, SUPERVISION, ALLIED SHOPS AND SERVICES
V	AG OFFICE OF THE ADJUTANT GENERAL, PUBLIC AFFAIRS OFF
V	AG OFFICE OF THE ADJUTANT GENERAL, CAO
V	AG OFFICE OF THE ADJUTANT GENERAL, JUDGE ADVOCATE GEN
V	CAO OFFICE OF THE COMMAND ADMINISTRATIVE OFFICE, COMMA
V	CSMS CSMS, SHOP CONTROL OFFICE
V	DOL DIRECTORATE OF LOGISTICS, MAINTENANCE BRANCH
V	DOL DIRECTORATE OF LOGISTICS, OFFICE OF THE CHIEF
V	LOG LOGISTICS DIVISION, OFFICE OF THE CHIEF
V	MATES W/OMATES W/O, SHOP CONTROL OFFICE
V	MPMO OFFICE OF THE MILITARY PERSONNEL OFFICER (MPO)
V	OMS OMS, ORGANIZATIONAL MAINTENANCE SECTION
V	POTO POTO, OFFICE OF THE CHIEF
V	SMD SMD, OFC OF THE STATE SURFACE MAINTENANCE MANAGER
V	SPMO SPMO, OFFICE OF THE SUPPORT PERSONNEL MGMT OFFICE
V	USPFO OFFICE OF THE PROPERTY AND FISCAL OFFICER
V	UTES UTES, SHOP CONTROL OFFICE

By Order of the Secretary of the Army:

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Chief, National Guard Bureau

Official

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Executive, National Guard Bureau

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