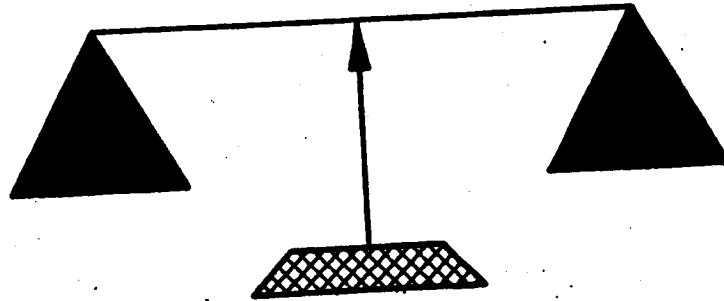




1145

MANAGEMENT ENGINEERING PROGRAM



◊ *Preliminary Study* ◊

**AGENA LAUNCH
VEHICLE DIRECTORATE
FUNCTION**

**6000
CODE**

**AFSC MANAGEMENT ENGINEERING TEAM NUMBER 10
LOS ANGELES AIR FORCE STATION
LOS ANGELES, CALIFORNIA**

PRELIMINARY STUDY
AGENA LAUNCH
VEHICLE DIRECTORATE
FUNCTION

6000

CODE

1145

PREPARED BY:

AFSC MANAGEMENT ENGINEERING TEAM 10
LOS ANGELES AIR FORCE STATION
LOS ANGELES, CALIFORNIA

5 APRIL 65
STUDY STARTED

1 JUNE 65
STUDY COMPLETED

NOTE: THIS STUDY DOES NOT CONSTITUTE AN APPROVED
MANPOWER STANDARD.

TABLE OF CONTENTS

PART I - INTRODUCTION

	<u>TAB</u>	<u>PAGE</u>
General Comments		1
Functional Statement		2 - 4
Organizational Chart		5
Summary Personnel Table		6

PART II - WORK CENTER DESCRIPTIONS

<u>Director's Office</u>	A	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5
<u>Configuration Management</u>	B	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5
<u>Vehicle Engineering</u>	C	
A. AF Form 1110, Work Center Description		1 - 2
B. Tab Comments		3
C. Manpower Personnel Chart		4
<u>Electronics</u>	D	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5 - 6
<u>Astro Vehicle</u>	E	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5

	<u>TAB</u>	<u>PAGE</u>
<u>Aerospace Ground Equipment</u>	F	
A. AF Form 1110, Work Center Description		1 - 2
B. Tab Comments		3
C. Manpower Personnel Chart		4
<u>AGE Development Branch</u>	G	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5
<u>Launch Complex Activation Branch</u>	H	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5
<u>Procurement</u>	I	
A. AF Form 1110, Work Center Description		1 - 4
B. Tab Comments		5
C. Manpower Personnel Chart		6
<u>Requirements and Programming</u>	J	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5
<u>Gemini-Agena</u>	K	
A. AF Form 1110, Work Center Description		1 - 3
B. Tab Comments		4
C. Manpower Personnel Chart		5 - 6

PART III - METHODS IMPROVEMENT

PART IV - GENERAL ADDITIONS

PART V - REFERENCES

PART VI - OPR COMMENTS

GENERAL COMMENTS

1. The Agena Directorate as organized and operating is not in full consonance with AFSCM 375-3. Mission requirements are such that strict compliance with the organizational provisions of AFSCM 375-3 is impossible. Waivers to this effect have been granted.
2. The status of the OSD Directed Manpower Reduction is not known at this time, but would have a definite impact on current manpower authorizations if implemented.
3. The Agena Directorate has no Contract Services or Tenancy Agreements.
4. Excellent cooperation was afforded the MEP representative by all personnel of the Agena Directorate.

-FUNCTIONAL STATEMENT-

AGENA DIRECTORATE

Responsible for the management and direction of contractor efforts in the definition, design, production, modification, storage, logistic support, test and launch support of the Agena vehicle for all using programs.

Responsible for all program functions for the acquisition and launch of the Gemini Atlas Agena Target Vehicle.

Provides certain engineering and procurement support to specified programs.

Provides AGE engineering support and facilities activation for all using programs and is responsible for the management and direction of the Agena launch services contracts for the ETR and WTR.

CONFIGURATION CONTROL DIVISION

Responsible to Program Director for identification, control, accounting and status aspects of configuration management of the S-01A/B System (excluding AGE) and Gemini Target Program (including AGE).

Responsible for configuration management functions for the Program S-01A/B vehicles, Gemini Target Program, and for two booster programs when requested.

VEHICLE ENGINEERING DIVISION

Manages contractor efforts in the development, engineering and test of the S-01 spaceframe, propulsion, vehicle power, control and guidance, and command control systems; provides engineering support to designated program offices for these systems; directs and supervises contractors in these areas to insure their technical adequacy; reviews development plans, programs, work statements, cost proposals and specifications to insure technical compliance and a satisfactory product; participates in contract negotiations; conducts design reviews and technical direction meetings to evaluate and direct contractor activities.

ELECTRONICS BRANCH. Responsible for flight electrical power systems, guidance and control systems, and command and control systems.

ASTRO-VEHICLE BRANCH. Responsible for propulsion systems and space-frames.

AGE DIVISION

Responsible for engineering analysis, design, development, test, qualitative and quantitative requirements and timely delivery of all AGE required by the Air Force and NASA Programs using the S-Cl vehicle.

Responsible for programming, planning, and project management for activation of Satellite System Launch Complexes for programs using the S-01 vehicle; functions include contracting, costing, technical direction, integrated design and development, test requirements, phase scheduling, AGE installation and checkout, and system validation.

Responsible for programming, planning, and project management for ETR and WTR launch services for Air Force and NASA Programs using the S-01 vehicle; functions include contracting, costing, technical direction and test requirements.

AGE DEVELOPMENT BRANCH. Responsible for all Aerospace Ground Equipment.

LAUNCH COMPLEX ACTIVATION BRANCH. Responsible for launch complex activation and launch services.

PROCUREMENT DIVISION

Responsible for procurement and production management functions for the S-01 vehicle and associated ground equipment, and NASA support and launch contract.

Coordinates with applicable program offices and translates program requirements into contractual work statements; plans and negotiates contracts for new procurements; monitors the production and installation status of program equipments; performs management level production expediting.

REQUIREMENTS AND PROGRAMMING DIVISION

Establishes Agena program technical requirements.

Directs Agena and associated AGE reliability efforts, programming and fiscal planning efforts, work statement preparation, cost proposal analysis, program plan review, and the solving of interface problems.

Provides for and directs technical support of using programs, and booster programs utilizing the Agena vehicle.

GEMINI-AGENA DIVISION

Focal point for planning, guidance and instructions for effective execution of the Gemini Agena Target program.

Responsible for the design, development, integration, test and launch of the complete Gemini Agena Target Vehicle under the overall Gemini program management of the NASA Manned Spacecraft Center.

The Gemini Agena Target Vehicle System consists of the SLV-2/S-01C vehicles with program peculiar airborne equipment and associated launch base Aerospace Ground Equipment.

DEPUTY FOR
LAUNCH VEHICLES

AGENA LAUNCH VEHICLE
DIRECTORATE
FC:6000 SYM:SSVA

CONFIGURATION CONTROL
DIVISION
FC:6000 SYM:SSVAC

VEHICLE ENGINEERING
DIVISION
FC:6000 SYM:SSVAE

AGE
DIVISION
FC:6000 SYM:SSVAG

PROCUREMENT
DIVISION
FC:1250 SYM:SSVAK

REQUIREMENTS & PROGRAMMING
DIVISION
FC:6000 SYM:SSVAR

GEMINI-AGENA
DIVISION
FC:6000 SYM:SSVAT

SUMMARY PERSONNEL TABLE

<u>WORK CENTER</u>	<u>UMD TITLE</u>	<u>AUTH.</u>	<u>ASGD.</u>
Director's Office	Agena Directorate	6	6
Configuration Management	Configuration Control Division	7	7
Vehicle Engineering	Vehicle Engineering Division	2	2
Electronics	Electronics Branch	14	14
Astro Vehicle	Astro-Vehicle Branch	8	8
Aerospace Ground Equipment	AGE Division	2	2
AGE Development Branch	AGE Development Branch	5	5
Launch Complex Activation Branch	Launch Complex Activation Branch	5	5
Procurement	Procurement Division	12	12
Requirements and Programming	Requirements and Programming Division	10	10
Gemini Agena	Gemini Agena Division	<u>18</u>	<u>18</u>
		89	89

WORK CENTER DESCRIPTION

DATE
1 Jun 65

1. FUNCTION AND SUBFUNCTION

Deputy for Launch Vehicles - Agena Launch Vehicle Directorate
Director's Office (F/C 6000)

2. WORK CENTER (Include code)

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. SYSTEM MANAGEMENT (Direct)

- a. Responsible for the overall and detailed management, Systems Engineering and Technical Direction including development, procurement, production, modification, integration and financial management of the Agena Space Stage, the Gemini-Agena Target Vehicle, and Associated Ground Equipment.
- b. Responsible for launch stand activation and modification and launch services for all Agena vehicles.
- c. Responsible for Configuration Management and serves as chairman of the Configuration Control Board.
- d. Advises the Deputy for Launch Vehicles and his staff on matters relating to Agena and GATV.
- e. Coordinates efforts of all military/Governmental agencies and civilian contractors participating in the program.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.
- h. Special Projects: Takes all necessary actions pertaining to manpower/personnel matters for SSVA and subordinate divisions.
- i. Maintain control of TDY funds.

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT	
FACTOR IDENTIFIED	
<input type="checkbox"/> CORRELATION AND REGRESSION ANALYSIS	COEFFICIENT OF CORRELATION
<input type="checkbox"/> OPERATIONAL AUDIT	STANDARD ERROR

- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

10.

CONDITIONS

A. TYPE OF OPERATION

Manual

B. NORMAL HOURS OF OPERATION

0800 - 1645 (45 Minute Lunch)

C. MOVEMENT AND DISTANCE FACTORS

None

D. SPECIAL EQUIPMENT USED

None

E. FATIGUE CONSIDERATIONS

None

F. HAZARDS

None

G. OTHER CONDITIONS

None

H. CONDITIONS RATING FACTOR

Average - .0

11.

COMPUTATION OF STANDARD

ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

William C. Nielsen

NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE
WILLIAM C. NIELSEN, Col., USAF
Director, Agents Directorate

David L. Calhoun

NAME AND TITLE OF STANDARDS TECHNICIAN
DAVID L. CALHOUN, Lt., USAF
Management Engineering Officer

TAB COMMENTS

Suggested workload factors for the Director's Office are as follows:

WLF # 1: Personnel Supervised

WLF Def: Total personnel authorized in the Directorate.

Source of Count: MAF

WLF # 2: Supervisors

WLF Def: Number of supervisors/deputies authorized in subordinate work centers.

Source of Count: MAF

WLF # 3: AF and NASA Programs

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

AGENA DIRECTORATE - DIRECTOR'S OFFICE

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2926	2
2916	1
70230	1
70250	1
70450	<u>1</u>
	6

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2926	2
2916	1
70230	1
70250	1
70450	<u>1</u>
	6

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1707	0096	2926
	0243	2926
	0579	2916
	5039	70230
	5038	70250
	5491	70450

ASSIGNED

<u>AFSC</u>
2926
2926
2916
70230
70250
70450

WORK CENTER DESCRIPTION

DATE
28 May 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Configuration Management Division

2. WORK CENTER (Include code)

Configuration Management

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. CONFIGURATION MANAGEMENT (Direct)
Responsible for the following:

- a. Configuration management general (as described in Chapters 1 through 4 of new AFSCM 375-1).
- b. Review and process all ECP's including VECP's to insure adequacy, compliance with contractual requirements, validity, cost involved and effectivity points.
- c. Review and process all facilities change requests.
- d. Plan and organize FACI's.
- e. Manage change control of AGE equipment, facilities and space vehicles.
- f. Monitor contractor's configuration management system including the engineering change control system and procedures.
- g. Establish and maintain documentation on configuration, identification and accounting of Agena airborne and ground equipment.
- h. Establish, maintain and monitor the Uniform Specifications Program.
- i. Serve on Configuration Control Board.
- j. Coordinate contractor interface problems.
- k. Coordinate with other governmental agencies.
- l. Assure compliance with or waivers to 375 series.
- m. Develop and initiate work statements.
- n. Review and evaluate contractor proposals.
- o. Establish baseline and follow on configuration.
- p. Assist in definitizing CCN's and contracts.
- q. Evaluate and monitor Milestone Schedules.
- r. Provide configuration management direction for the development of mission peculiar items.
- s. Provide configuration management direction for AGE development.
- t. Special projects.
- u. Develop Memorandums of Agreement associated with AFPR's and other governmental agencies.
- v. Monitor AFPR's effort in configuration management as defined in the Memorandums of Agreement.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Prepares, maintains and controls files.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

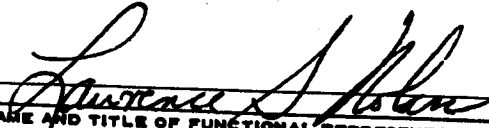
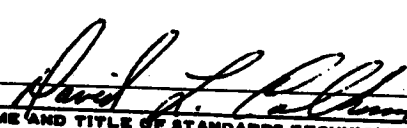
10. CONDITIONS

A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD

ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

 NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE LAWRENCE S. NOLAN, Maj., USAF Chief, Configuration Control Division	 NAME AND TITLE OF STANDARDS TECHNICIAN DAVID L. CALHOUN, Lt., USAF Management Engineering Officer
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TAB COMMENTS

Suggested workload factors for Configuration Control are as follows:

WLF # 1: Engineering Change Proposals
WLF Def: Number of ECP's processed.
Source of Count: Local Records

WLF # 2: Configuration Control Board Actions
WLF Def: Number of CCB evaluations resulting in approval or disapproval actions.
Source of Count: Local Records.

WLF # 3: First Article Configuration Inspections and Configuration Baseline Determinations (FACI's and CVED's).
WLF Def: Number of FACI's and CVED's accomplished.
Source of Count: Local Records

MANPOWER PERSONNEL CHART

CONFIGURATION CONTROL DIVISION

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2916	2
2845B	1
2835A	1
2845A	1
2895B	1
70250	<u>1</u>
	7

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2916	2
2845B	1
2835A	1
2845A	1
2895B	1
70250	<u>1</u>
	7

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1734	0257	2916
	0653	2845B
	1061	2835A
	0946	2845A
	1355	2895B
	4543	2916
	5045	70250

ASSIGNED

<u>AFSC</u>
2916
2845B
2835A
2845A
2895B
2916
70250

WORK CENTER DESCRIPTION

DATE

21 May 65

1. FUNCTION AND SUBFUNCTION

Agens Launch Vehicle Directorate - Vehicle Engineering Division

2. WORK CENTER (Include code)

Vehicle Engineering (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. SYSTEM MANAGEMENT (Direct)

- a. Responsible for the overall and detailed management of the Vehicle Engineering Division.
- b. Responsible for technical management and direction of systems contractor effort in the development, engineering and test of the Agens Space Vehicle.
- c. Provide technical support to all Programs using the Agens Vehicle as an ascent or orbital stage.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

10.

CONDITIONS

A. TYPE OF OPERATION

Manual

B. NORMAL HOURS OF OPERATION

0800 - 1645 (5 day week)

C. MOVEMENT AND DISTANCE FACTORS

None

D. SPECIAL EQUIPMENT USED

None

E. FATIGUE CONSIDERATIONS

None

F. HAZARDS

None

G. OTHER CONDITIONS

None

H. CONDITIONS RATING FACTOR

Average - .0

11.

COMPUTATION OF STANDARD

ITEMS

AMOUNTS

A. DIRECT TIME

B. INDIRECT TIME

C. PRODUCTIVE TIME (A plus B)

D. LEVELED TIME (C times Leveling Factor)

E. ALLOWED TIME (D times Allowance Factor)

F. ADJUSTED WORKLOAD FACTOR VALUE

G. WORK CENTER TIME STANDARD (E divided by F)

H. AVERAGE MONTHLY WORKLOAD FACTOR

I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)

REMARKS

NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE

CECIL E. RIDDLE, LtCol., USAF
Chief, Vehicle Engineering Division

NAME AND TITLE OF STANDARDS TECHNICIAN

DAVID L. CALHOUN, Lt., USAF
Management Engineering Officer

TAB COMMENTS

Suggested workload factors for Vehicle Engineering are as follows:

WLF # 1: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

WLF # 2: Number of Contractors Monitored

WLF Def: Number of contractors directly monitored.

Source Of Count: Local Records

MANPOWER PERSONNEL CHART

VEHICLE ENGINEERING DIVISION

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
70450	<u>1</u>
	2

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
70450	<u>1</u>
	2

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1713	0180	2816
	5344	70450

ASSIGNED

<u>AFSC</u>
2816
70450

WORK CENTER DESCRIPTION

DATE
19 May 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Vehicle Engineering Division

2. WORK CENTER (Include code)

Electronics (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. ELECTRONICS (Direct)

- a. Responsible for engineering development and technical management of Agena Vehicle Electrical Power, Guidance and Control, and Communications and Control Sub-systems.
- b. Directs system engineering contractors in development and utilization of power system components and in the integration of complete electrical power systems into flight vehicles.
- c. Technically direct contractor on secondary power matters and support using programs on mission peculiar applications of secondary power.
- d. Monitor use of development test vehicles.
- e. Responsible for the application of secondary power equipment in the Gemini Target Vehicle.
- f. Determine Guidance and Control requirements for the Agena and other satellite vehicles. Support SP programs on special G&C requirements. Direct contractor in development and use of G&C components and integration of complete G&C equipment into flight vehicles.
- g. Provide technical direction on design changes and development programs to contractors of Guidance and Control equipment and review programs, plans, and specifications to insure adequacy of testing, checkout procedures and conformance to requirements.
- h. Analyze test and flight data, participate in exchange of data between government agencies and contractors, and update development work accordingly.
- i. Direct contractor in the integration of Guidance and Control components into a complete subsystem.
- j. Direct contractor on communications and control matters and support the Gemini Target Vehicle program on mission peculiar application of communications and control equipment.
- k. Develop and initiate work statements.
- l. Provide technical inputs to contractor negotiations.
- m. Review and evaluate contractor proposals.
- n. Develop systems performance specifications.
- o. Review and approve contractor equipment and factory test specifications.
- p. Initiate and review funding requirements and revise as necessary.
- q. Prepare and present technical briefings.
- r. Monitor Milestone Schedules.
- s. Attend and present briefings as required.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

- t. Special projects.
- u. TDY in support of above.
- v. Review patents and unsolicited proposals.
- 2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)
 - a. Review correspondence, regulations, etc.
 - b. Plan and assign workload.
 - c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
 - d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
 - e. Receive and give instructions.
 - f. Phone conversations (related to above).
 - g. Release program data and functional information.

- 2. ADMINISTRATION (Indirect)
 - a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
 - b. Filing.
 - c. Distribution.
 - d. Telephone services.
 - e. Research (of correspondence, reports, plans, etc.).
 - f. Personnel matters (time and attendance cards, leave, etc.).
 - g. Classified document control.
 - h. Receive and direct visitors.

10. CONDITIONS	
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD	
ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE WILLIAM GREENFIELD, LtCol., USAF Chief, Electronics Branch	NAME AND TITLE OF STANDARDS TECHNICIAN DAVID L. CALHOUN, Lt., USAF Management Engineering Officer
---	--

TAB COMMENTS

Suggested workload factors for Electronics are as follows:

WLF # 1: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this directorate.

Source of Count: Local Records

WLF # 2: Number of Contractors Monitored

WLF Def: Number of contractors directly monitored.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

ELECTRONICS BRANCH

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2816	2
2845D	3
2825A	4
2825B	2
2825C	2
70230	<u>1</u>
	14

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2816	2
2845D	3
2825A	4
2825B	2
2825C	2
70230	<u>1</u>
	14

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1715	0270	2816
	0655	2816
	0582	2845D
	1494	2825C
	0943	2825A
	0944	2825A
	1172	2825A
	1199	2825A
	1203	2825B
	1207	2825B
	1173	2825C
	1023	2845D

ASSIGNED

<u>AFSC</u>
2816
2816
2845D
2825C
2825A
2825A
2825A
2825A
2825B
2825B
2825B
2825C
2845D

<u>AUTHORIZED</u>		
<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1715	1330	2845D
	5041	70230

<u>ASSIGNED</u>
<u>AFSC</u>
2845D
70230

WORK CENTER DESCRIPTION

DATE

17 May 65

1. FUNCTION AND SUBFUNCTION

Agna Launch Vehicle Directorate - Vehicle Engineering Division

2. WORK CENTER (Include code)

Astro Vehicle (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

**Headquarters, Space Systems Division
Los Angeles Air Force Station, California**

5. WORK CENTER DEFINITION

1. VEHICLE (Direct)

- a. Responsible for engineering development and technical management of Agna Vehicle spaceframe and propulsion sub-systems.
- b. Coordinate the engineering development of Gemini Target Vehicle.
- c. Responsible for development of beryllium skin and doors, fabrication of containment sump, and engineering support of Agna structure.
- d. Responsible for review and evaluation of Aerodynamic and Thermodynamic aspects of Agna and Gemini Target Vehicle structures.
- e. Responsible for development and engineering support of small solid rocket motors.
- f. Responsible for development of multistart rocket engine for Gemini Target Vehicle and for engineering support of Standard Agna engine.
- g. Responsible for development of secondary propulsion system for Gemini Target Vehicle and integration of propulsion subsystem in Gemini Target Vehicle.
- h. Responsible for engineering support of ordnance and pyrotechnic devices, and propellant pressurization system.
- i. Develop and initiate work statements.
- j. Provide technical inputs to contractor negotiations.
- k. Review and evaluate contractor proposals.
- l. Develop and initiate work statements.
- m. Review and approve contractor equipment and factory test specifications.
- n. Initiate and review funding requirements and revise as necessary.
- o. Prepare and present technical briefings.
- p. Monitor Milestone Schedules.
- q. Attend and present briefings as required.
- r. Special projects.
- s. TDY in support of the above.
- t. Review patents and unsolicited proposals.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

2. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

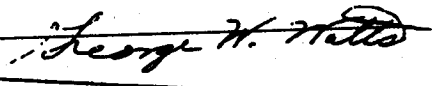
10. CONDITIONS

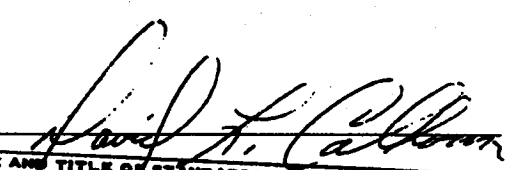
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 Day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD

ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS


 NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE
GEORGE W. WATTS, Maj., USAF
Chief, Astro Vehicle Branch


 NAME AND TITLE OF STANDARDS TECHNICIAN
DAVID L. CALHOUN, Lt., USAF
Management Engineering Officer

TAB COMMENTS

Suggested workload factors for Astro Vehicle are as follows:

WLF # 1: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

WLF # 2: Number of Contractors Monitored

WLF Def: Number of contractors directly monitored.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

ASTRO-VEHICLE BRANCH WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
2835C	1
2845B	2
2845C	3
70450	<u>1</u>
	8

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
2835C	1
2845B	2
2845C	3
70450	<u>1</u>
	8

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1721	0256	2816
	1273	2835C
	1024	2845B
	1025	2845B
	1026	2845C
	1274	2845C
	1358	2845C
	5345	70450

ASSIGNED

<u>AFSC</u>
2816
2835C
2845B
2845B
2845C
2845C
2845C
2845C
70450

WORK CENTER DESCRIPTION

DATE
14 May 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Aerospace Ground Equipment Division

2. WORK CENTER (Include code)

Aerospace Ground Equipment (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. AGE SYSTEM MANAGEMENT (Direct)

- a. Manage Air Force Programs for the activation of AF/NASA Agena Program Launch complexes.
- b. Manage satellite systems launch complex conversions.
- c. Accomplish engineering analysis, design, development, test, qualitative and quantitative requirements and timely delivery of all Aerospace Ground Equipment necessary for support of Agena Vehicles.
- d. Attend and review contractor proposal presentations.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

12.

CONDITIONS

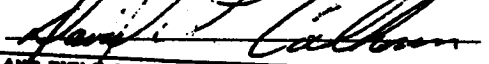
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11.

COMPUTATION OF STANDARD

ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE ROBERT G. WELLS, Maj., USAF Chief, AGE Division	 NAME AND TITLE OF STANDARDS TECHNICIAN DAVID L. CALHOUN, Lt., USAF Management Engineering Officer
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TAB COMMENTS

Suggested workload factors for Aerospace Ground Equipment Division are as follows:

WLF # 1: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

WLF # 2: Number of Contractors Monitored

WLF Def: Number of contractors directly monitored.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

AGE DIVISION

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
70450	<u>1</u>
	2

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
70450	<u>1</u>
	2

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1728	0217	2816
	5347	70450

ASSIGNED

<u>AFSC</u>
2816
70450

WORK CENTER DESCRIPTION

DATE

12 May 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Aerospace Ground Equipment Division

2. WORK CENTER (Include code)

AGE Development Branch (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. AGE DEVELOPMENT (Direct)

- a. Manage the prime contractors efforts toward development and proper utilization of age including launch control equipment, checkout equipment and ground handling and servicing equipment for the Agena Space System Programs.
- b. Assures that the management practices and procedures of the prime contractor and his subcontractors are adequate for the effort involved.
- c. Assure the adequacy and correctness of design, timely manufacture and delivery of ground handling and servicing, subsystems and system checkout, and launch control equipment to support the space program.
- d. Formulates and prepares budgetary information as required.
- e. Prepares status reports and technical correspondence.
- f. Participates in the preparation and review of procurement data, including performance and detail model specifications and acceptance test criteria.
- g. Assists in the preparation of logistic plans including reallocation of surplus equipment and spares.
- h. Participates in committees that require AGE engineering support.
- i. Prepares comments on studies conducted by the AF.
- j. Assures AGE support in Agena reliability program.
- k. Evaluate technical proposals.
- l. Technically evaluates cost proposals.
- m. Participates in work statements negotiations.
- n. Assists in the preparation of test plans.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

10. CONDITIONS

A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD

ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE
ROBERT G. WELLS, Maj., USAF
 Chief, AGE Development Branch

David L. Calhoun
 NAME AND TITLE OF STANDARDS TECHNICIAN
DAVID L. CALHOUN, Lt., USAF
 Management Engineering Officer

TAB COMMENTS

Suggested workload factors for AGE Branch are as follows:

WLF # 1: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

WLF # 2: Number of Contractors Monitored

WLF Def: Number of contractors directly monitored.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

AGE DEVELOPMENT BRANCH

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
2825A	2
2835B	1
70230	<u>1</u>
	5

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
2825A	2
2835B	1
70230	<u>1</u>
	5

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1729	0442	2816
	1174	2825A
	1175	2825A
	1275	2835B
	5346	70230

ASSIGNED

<u>AFSC</u>
2816
2825A
2825A
2835B
70230

WORK CENTER DESCRIPTION

DATE
4 May 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Aerospace Ground Equipment Division

2. WORK CENTER (Include code)

Launch Complex Activation Branch (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. LAUNCH COMPLEX ACTIVATION (Direct)

a. Manage and control Agena Launch Complex Activation and Agena Launch Service Contracts.

b. The following functions are accomplished relative to Launch Complex Activation and Conversion Contracts:

- (1) Preliminary Concepts
- (2) Cost Estimate
- (3) Concept and Program Approval
- (4) Sole Source or Contractor Selection
- (5) Work Statements
- (6) Security Requirements
- (7) Document Requirements
- (8) Demonstration Plans
- (9) Cost Proposal Review
- (10) Fact Finding
- (11) Contract Negotiations
- (12) Funding Actions
- (13) A. E. Design
- (14) Scheduling
- (15) AGE Concept Review
- (16) AGE System Review
- (17) AGE Equipment Review
- (18) AGE Manufacturing
- (19) CCN Actions
- (20) AGE Installation and Checkout
- (21) System Validation
- (22) Complex Demonstration

c. The following functions are accomplished relative to Launch Capability Contracts:

- (1) Work Statements
- (2) Work Statement Negotiation
- (3) Cost Proposal
- (4) Fact Finding
- (5) Cost Negotiations

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

- (6) Funding Actions
 - (a) Budgeting
 - (b) Programming
 - (c) Commitments
 - (d) Accounting
 - (e) Cost Estimates
- (7) Scheduling
- (8) Industrial FAC & GFP
- (9) Training
- (10) Contract Review
- (11) CCM Actions
- (12) Pad Activation (Standby)
- (13) Overtime

2. MANAGEMENT (Including Supervision and Associated Administration). (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

12.

CONDITIONS	
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11.

COMPUTATION OF STANDARD

ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

REMARKS

Elmer T. Davis, Jr.
 ELMER T. DAVIS, JR., Maj., USAF
 Chief, Launch Complex Activation Branch

David L. Calhoun
 NAME AND TITLE OF STANDARDS TECHNICIAN
 DAVID L. CALHOUN, Lt., USAF
 Management Engineering Officer

TAB COMMENTS

Suggested workload factors for Launch Complex Activation Branch are as follows:

WLF # 1: Launch Complex Activations

WLF Def: Number of Launch Complexs activated.

Source of Count: Local Records

WLF # 2: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

LAUNCH COMPLEX ACTIVATION BRANCH

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
2895B	1
2825A	1
2835B	1
70450	<u>1</u>
	5

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2816	1
2895B	1
2825A	1
2835B	1
70450	<u>1</u>
	5

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1730	0218	2816
	0443	2895B
	1177	2825A
	0945	2835B
	5042	70450

ASSIGNED

<u>AFSC</u>
2816
2895B
2825A
2835B
70450

WORK CENTER DESCRIPTION		DATE
1. FUNCTION AND SUBFUNCTION		26 Apr 65
Agena Launch Vehicle Directorate - Procurement Division		
2. WORK CENTER (Include code)		
Procurement (F/C 1250)		
3. COMMAND		4. ORGANIZATION AND LOCATION
AF Systems Command		Headquarters, Space Systems Division Los Angeles Air Force Station, California
5. WORK CENTER DEFINITION		
<p>1. <u>PROCUREMENT</u> (Direct)</p> <p>a. Responsible for Procurement and Production Management Functions for the Agena Vehicle, Gemini Target Vehicle and Burner II and Associated Ground Equipment and NASA Support and Launch Services.</p> <p>b. <u>Coordinate with Applicable Program Offices and Translate Program Requirements into Contractual Work Statements.</u></p> <p>c. Plan and negotiate contracts for Follow-on, and new procurements.</p> <p>d. Monitor the Production, Storage and Installation Status of Program Equipments.</p> <p>e. Perform Management Level Production Expediting.</p> <p>f. Prepare and monitor reports in accordance with applicable procurement requirements.</p> <p>g. Plan, establish and monitor logistic requirements by contractual implementation.</p> <p>h. The above responsibilities may include the following:</p> <p>(1) Issue</p> <p>a. Request for Proposals.</p> <p>b. Letter Contracts.</p> <p>c. Definitive Contracts.</p> <p>d. Letter Contract Amendments.</p> <p>e. Contract Change Notices.</p> <p>f. Supplemental Agreements.</p> <p>(2) Negotiations for:</p> <p>a. Definitive Contracts.</p> <p>b. Contract Change Notices.</p> <p>c. Supplemental Agreements.</p> <p>(3) Preparations:</p> <p>a. Review Cost Analyses.</p> <p>b. Pricing Coordination.</p> <p>c. Establish Air Force Positions.</p> <p>d. Staff Briefings.</p> <p>e. Assemble Contract Files.</p> <p>f. Contract Writing.</p> <p>g. Contractor Coordination and Signature.</p> <p>h. SSD Contract Review.</p> <p>i. AFSC Contract Review.</p> <p>j. Distribution.</p> <p>k. Work Statement Coordination and Preparations.</p>		
6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)		
7. WORKLOAD FACTOR		8. SOURCE OF COUNT
9. FACTOR IDENTIFIED		
<input type="checkbox"/> CORRELATION AND REGRESSION ANALYSIS	COEFFICIENT OF CORRELATION	
<input type="checkbox"/> OPERATIONAL AUDIT	STANDARD ERROR	

1. Determinations and Findings.
 - m. Small Business.
 - (4) Reviews:
 - a. Weekly Milestones.
 - b. Monthly Funding.
 - c. Monthly Letter Contracts.
 - d. Monthly Contract Change Notices.
 - e. Monthly Single Point of Contact (SPOC).
 - f. Monthly Program Review.
 - (5) Special Actions:
 - a. Fact Findings Trips - Contractor.
 - b. Review and Approval of Overtime.
 - c. Monthly and Quarterly Financial Analysis.
 - d. Facility Capability Requests.
 - e. Make/or Buy Actions.
 - f. Member of the Configuration Control Board.
 - (6) Reports:
 - a. Letter Contracts Definitization (Milestones).
 - b. CCN's - AFSC N70 (Overage Actions).
 - c. Final Settlement - AFSC-N73.
 - d. Procurements Plans (SSV).
 - e. Status of CCN's.
 - f. Air Force Cost Reduction Program (AFL-400-12).
 - g. Price Competition Goals.
 - h. Competitive Procurement Reporting on End Items (DD-I&L(Q)569).
 - i. Status of Fixed Proce Contracts 4C & 4A.
 - j. Contract Services Data Systems (RCS: AF-013).
 - k. DOD Cost Reduction Program DD-I&L(Q)486.
 - l. Outstanding Letter Contracts - AFPI 15A (N-83).
 - m. End Item Competitive Procurement DD I&L(TW)-633.
 - n. Implementation of DOD Contractor Performance
 - o. Evaluation Program - RCS: DD-I&L(A)562.
 - p. Procurement Synopsis.
 - q. DD 350 Individual Procurement Actions.
 - r. Notice of Award (AFSC N-23).
 - s. CPFF Cost Reduction RCS: DD-I&L(FO)637.
 - t. Inspector General Reports.
 - u. Report of Delinquent Price Redetermination (AFSC N-74).
 - v. Production/Development Sharing (DD-15A(Q)63).
2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)
- a. Review correspondence, regulations, etc.
 - b. Plan and assign workload.
 - c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
 - d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
 - e. Receive and give instructions.
 - f. Phone conversations (related to above).
 - g. Release program data and functional information.

3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

12. CONDITIONS	
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD	
ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

NAME AND TITLE OF REPRESENTATIVE <i>Stanley A. Nelson</i> STANLEY A. NELSON, Maj., USAF Chief, Procurement Division	NAME AND TITLE OF STANDARDS TECHNICIAN <i>David L. Calhoun</i> DAVID L. CALHOUN, Lt., USAF Management Engineering Officer
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TAB COMMENTS

Suggested workload factors for Procurement are as follows:

WLF # 1: Basic Contracts Administered
WLF Def: Number of Basic Contracts Administered.
Source of Count: Local Records

WLF # 2: Contracts Negotiated
WLF Def: Number of contracts negotiated.
Source of Count: Local Records

WLF # 3: Contractual Documents Processed
WLF Def: Number of contractual documents processed to include Basic Contracts, CCN's, Supplemental Agreements, Change Orders, and Letter Contracts.
Source of Count: Local Records

MANPOWER PERSONNEL CHART

PROCUREMENT DIVISION

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
6516	2
6524	1
6534	6
65150	<u>3</u>
	12

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
6516	2
6524	1
6534	6
65150	<u>3</u>
	12

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1732	0314	6516
	4736	6516
	4677	6524
	4654	6534
	4732	6534
	4733	6534
	4734	6534
	4735	6534
	4738	6534
	4907	65150
	5043	65150
	5044	65150

ASSIGNED

<u>AFSC</u>
6516
6516
6524
6534
6534
6534
6534
6534
6534
65150
65150
65150

WC CENTER DESCRIPTION

DATE
20 Apr 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Requirements and Programming (F/C 6000)

2. WORK CENTER (Include code)

Requirements and Programming (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. REQUIREMENTS AND PROGRAMMING (Direct)

- a. Determine performance, environmental, basic vehicle and optional equipment requirements for the Agena vehicle.
- b. Perform system integration to include internal systems engineering and technical evaluation of SSVA activities.
- c. Provide engineering support to using programs, SLV II & III, Aerospace and NASA including providing Agena technical data and Capabilities and assisting in resolution of interface problems.
- d. Monitor and direct contractor reliability effort:
 - (1) Prepare or review statements of work - reliability aspects.
 - (2) Evaluate contractor's proposals - in particular, reliability program plans. Secure SSSIR coordination.
 - (3) Responsible for contractor effort on specific reliability programs such as PREP and Hi-Rel.
 - (4) Monitor contractor's effort on all contracts/programs to insure compliance with Reliability Program Plan. Coordinate with responsible AFSSD engineers as required.
 - (5) Review and evaluate failure reports and flight summary reports to insure adequate reporting, appropriate corrective action and valid reliability interpretation.
 - (6) Evaluate ECP's and participate in CCB.
 - (7) Establish and maintain a working relationship with AFPRO reliability personnel.
- e. Provide general reliability and quality control support:
 - (1) Coordinate reliability and quality control activities with using programs (AF & NASA). Exchange reliability data as required.
 - (2) Provide inputs to SSSIR on special reliability studies and task groups.
 - (3) Support the Director and other elements of SSVA by providing pertinent reliability and quality control data, studies or briefings.
 - (4) Maintain file of current reliability regulations, specifications, or other pertinent documents.
- f. Provide Reliability and Quality Control Support for GATV:
 - (1) Establish worker motivation program.
 - (2) Monitor and review quality assurance effort.
 - (3) Monitor safety engineering activities.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9.

FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

g. Perform program planning and justification for scheduled vehicle and optional requirements by the following:

- (1) Maintain current and forecast Agena requirements.
- (2) Control optional procurement.
- (3) Recommend program effectivity and retrofit schedules.
- (4) Control optional kits and vehicle disbursement.
- (5) Central SSD point for contact for IMSC for master schedules.

h. Conduct financial management of all assigned contracts by the following:

- (1) Establish and justify funds required.
- (2) Obtain funds.
- (3) Control fund disbursement to contracts.
- (4) Evaluate contractor actuals and forecasts.
- (5) Establish program fiscal policy.

i. Review and evaluate SSV inputs on Agena Program work statements and cost proposals. Coordinate content of these with SSSIR prior to procurement action.

j. Accomplish programming function by the following:

- (1) Provide financial planning information to using programs.
- (2) Provide financial planning for all Agena requirements.
- (3) Establish Agena programming procedures.

k. Prepare and maintain reports and briefings for the Agena Program.

l. Present briefings.

m. Special projects:

- (1) DOD/NASA contractor evaluation.
- (2) Review management controls.
- (3) Other projects as required.

2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.



3. ADMINISTRATION (Indirect)

- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

10. CONDITIONS	
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (45 Minute Lunch)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD	
ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

 NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE WILLIAM T. JONES, LTC., USAF Chief, Requirements & Programming Division	 NAME AND TITLE OF STANDARDS TECHNICIAN DAVID L. CALHOUN, Lt., USAF Management Engineering Officer
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TAB COMMENTS

Suggested workload factors for Requirements and Programming are as follows:

WLF # 1: AF and NASA Programs Supported

WLF Def: Total number of AF and NASA Programs supported by this Directorate.

Source of Count: Local Records

WLF # 2: Number of Contractors Monitored

WLF Def: Number of contractors directly monitored.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

REQUIREMENTS AND PROGRAMMING DIVISION WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2916	3
2895G	1
2825A	1
2845A	2
2845B	1
70250	1
70430	<u>1</u>
	10

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2916	3
2895G	1
2825A	1
2845A	2
2845B	1
70250	1
70430	<u>1</u>
	10

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1709	0216	2916
	0661	2895G
	0441	2916
	0580	2916
	1484	2825A
	1027	2845A
	1354	2845A
	1176	2845B
	5373	70250
	5040	70430

ASSIGNED

<u>AFSC</u>
2916
2895G
2916
2916
2825A
2845A
2845A
2845B
70250
70430

WO CENTER DESCRIPTION

DATE

12 Apr 65

1. FUNCTION AND SUBFUNCTION

Agena Launch Vehicle Directorate - Gemini - Agena Division

2. WORK CENTER (Include code)

Gemini - Agena (F/C 6000)

3. COMMAND

AF Systems Command

4. ORGANIZATION AND LOCATION

Headquarters, Space Systems Division
Los Angeles Air Force Station, California

5. WORK CENTER DEFINITION

1. PROGRAM CONTROL (Direct)

- a. Coordination and validation of program requirements.
- b. Acquisition and control of program resources.
- c. Evaluation of contractor and support agency progress and evaluation of progress vs expenditure of program resources.
- d. Maintenance and review of program schedules.
- e. Work statement coordination and proposal reviews.
- f. Conduct periodic management reviews - contractor and NASA.
- g. Preparation, coordination and maintenance of program documentation (Development Plan, histories, public release material, program review).
- h. Maintenance of NASA and contractor funding records.

2. VEHICLE AND SYSTEMS INTEGRATION (Direct)

- a. Coordination of Gemini Spacecraft/Target Docking Adaptor/Shroud/GATV/SLV-3 interface requirements and documentation.
- b. Detail review of subsystem and component equipment development, test and delivery schedules.
- c. Surveillance of mechanical and electrical/electronic integration of mission peculiar equipment.
- d. Monitoring of engineering requirements for Subsystems.
- e. Monitoring of System Test requirements for subsystems.
- f. Member of NASA Ground Networks Panel.
- g. Surveillance of Electrical Interface requirements, Digital Data System requirements, and technical requirements for the GFE of Subsystems.
- h. Member of Gemini/Agena Interface Panel.
- i. Participation of SLV-3/Agena D/GATV Configuration Control Boards.
- j. Control of interface requirements with Spacecraft.

3. OPERATIONS AND TEST (Direct)

- a. Technical direction of launch guidance equation contractor.
- b. Member of Launch Guidance Panel.
- c. Technical direction of Aerospace support activities.
- d. Monitor and direct performance and pre-launch analysis.
- e. Monitor and direct operations planning studies.

6. METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include code)

7. WORKLOAD FACTOR

8. SOURCE OF COUNT

9. FACTOR IDENTIFIED

CORRELATION AND REGRESSION ANALYSIS

COEFFICIENT OF CORRELATION

OPERATIONAL AUDIT

STANDARD ERROR

- f. Monitor and direct trajectory shaping and preparation.
- g. Monitor monthly flight history report.
- h. Technical surveillance and focal point for control of GATV command function list.
- i. Monitor, direct IMSC activities in support of NASA Flight Operations Division.
- j. Monitor and direct catastrophic failure analysis and study.
- k. Member of Cape Gemini Agena Combined Test Integration Working Group.
- l. Focal point for all AGE requirements associated with Gemini-Agena program.
- m. Monitors Launch Complex 14 activation.
- n. Reviews IMSC/GD/A inputs to Program Requirement Document (PRD).
- o. Validates requirements for AMR and Test Wing support.
- p. Monitors and directs launch support documentation.
- q. SSVAT inputs to GATV status display discussion and meetings.

4. MANAGEMENT (Indirect) (Including Supervision and Associated Administration)

- a. Review correspondence, regulations, etc.
- b. Plan and assign workload.
- c. Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
- d. Attend to personnel matters (ratings, evaluations, leaves, etc.).
- e. Receive and give instructions.
- f. Phone conversations (related to above).
- g. Release program data and functional information.

5. ADMINISTRATION (Indirect)

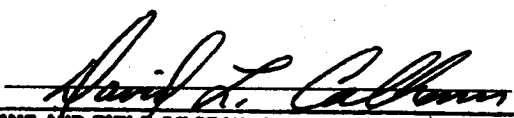
- a. Typing (inclusive of all associated tasks) and preparing correspondence, reports, plans, etc.
- b. Filing.
- c. Distribution.
- d. Telephone services.
- e. Research (of correspondence, reports, plans, etc.).
- f. Personnel matters (time and attendance cards, leave, etc.).
- g. Classified document control.
- h. Receive and direct visitors.

10. CONDITIONS	
A. TYPE OF OPERATION Manual	B. NORMAL HOURS OF OPERATION 0800 - 1645 (45 Minute Lunch)
C. MOVEMENT AND DISTANCE FACTORS None	D. SPECIAL EQUIPMENT USED None
E. FATIGUE CONSIDERATIONS None	F. HAZARDS None
G. OTHER CONDITIONS None	H. CONDITIONS RATING FACTOR Average - .0

11. COMPUTATION OF STANDARD	
ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor)	
E. ALLOWED TIME (D times Allowance Factor)	
F. ADJUSTED WORKLOAD FACTOR VALUE	
G. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H divided by 140)	

REMARKS

NAME AND TITLE OF FUNCTIONAL REPRESENTATIVE
 MARK E. RIVERS, LtCol., USAF
 Chief, Gemini - Agena Division

NAME AND TITLE OF STANDARDS TECHNICIAN

 DAVID L. CALHOUN, Lt., USAF
 Management Engineering Officer

TAB COMMENTS

Suggested workload factor for Gemini Agena is as follows:

WLF: Contractors

WLF Def: Number of contractors directly monitored.

Source of Count: Local Records

MANPOWER PERSONNEL CHART

GEMINI AGENA DIVISION

WORK CENTER

AUTHORIZED

<u>AFSC</u>	<u>NUMBER</u>
2926	1
2816	3
2916	1
6524	1
2825A	1
2845A	4
2845D	1
2855A	1
70250	1
70450	4
	<u>18</u>

ASSIGNED

<u>AFSC</u>	<u>NUMBER</u>
2926	1
2816	3
2916	1
6524	1
2825A	1
2845A	4
2845D	1
2855A	1
70250	1
70450	4
	<u>18</u>

AUTHORIZED

<u>SC</u>	<u>PN</u>	<u>AFSC</u>
WA00 1736	0287	2926
	0635	2816
	0654	2816
	0768	2816
	0634	2916
	0735	6524
	1062	2825A
	0948	2845A
	1297	2845A
	1331	2845A
	1352	2845A
	1357	2845D

ASSIGNED

<u>AFSC</u>
2926
2816
2816
2816
2916
6524
2825A
2845A
2845A
2845A
2845A
2845A
2845D

<u>AUTHORIZED</u>			<u>ASSIGNED</u>
<u>SC</u>	<u>PN</u>	<u>AFSC</u>	<u>AFSC</u>
WA00 1736	1063	2855A	2855A
	5457	70250	70250
	5351	70450	70450
	5455	70450	70450
	5456	70450	70450
	5458	70450	70450

METHODS IMPROVEMENTS

NONE

PART III

GENERAL ADDITIONS

NOTE

PART IV

REFERENCES

AFSCM 375 Series Manuals

PART V