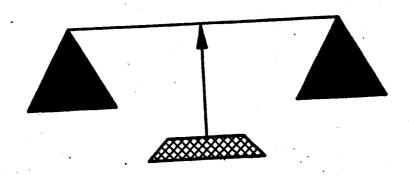


1145



# MANAGEMENT ENGINEERING PROGRAM



♦ Preliminary Study ♦

AGENA LAUNCH VEHICLE DIRECTORATE FUNCTION

6<u>00</u>0

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

# PRELIMINARY STUDY

# AGENA LAUNCH VEHICLE DIRECTORATE

FUNCTION

6000

1145

PREPARED BY:

AFSC MANAGEMENT ENGINEERING TEAM 10

LOS ANGELES AIR FORCE STATION LOS ANGELES, CALIFORNIA

> 5 APRIL 65 STUDY STARTED

JUNE 65 STUDY COMPLETED

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

# TABLE OF CONTENTS

PART	I - INTRODUCTION	TAB	PAGE
	General Comments	• •	
	Functional Statement	•	1
	Organizational Chart	· .	2 - 4
•	Summary Personnel Table		5 6
PART I	I - WORK CENTER DESCRIPTIONS		
	Director's Office		
	A. AF Form 1110, Work Center Description	. А	
	B. Tab Comments		1 - 3
	C. Manpower Personnel Chart		4
	Configuration Management	В	5
	A. AF Form 1110, Work Center Description	<b>.</b>	
	B. Tab Comments		1 - 3 4
	C. Manpower Personnel Chart	•	•
	Vehicle Engineering	C	- 5
	A. AF Form 1110, Work Center Description		
	B. Tab Comments		1 - 2
	C. Manpower Personnel Chart		3
	Electronics	, D	4
	A. AF Form 1110, Work Center Description		
	B. Tab Comments		1 - 3
	C. Manpower Personnel Chart		4
	Astro Vehicle	. 10	5 - 6
	A. AF Form 1110, Work Center Description	E	
	B. Tab Comments		1 - 3
	C. Manpower Personnel Chart		4
•			5

		TAB	PAGE
			•
Aer	ospace Ground Equipment	F	•
A.	AF Form 1110, Work Center Description		1 - 2
B.	Tab Comments		· 3
C.	Manpower Personnel Chart		4.
AGE	Development Branch	G	
A.	AF Form 1110, Work Center Description		1 - 3
В.	Tab Comments		4
C.	Manpower Personnel Chart		5
Law	nch Complex Activation Branch	н	· .
Α.	AF Form 1110, Work Center Description	_	1 - 3
в.	Tab Comments	•	4
c.	Manpower Personnel Chart		5
Pro	curement	I	7
A.	AF Form 1110, Work Center Description	<b>T</b>	, l.
B.	Tab Comments		1 - 4
	Manpower Personnel Chart		5
	irements and Programming		6
A.	·	J	•
	AF Form 1110, Work Center Description		1 - 3
B.	Tab Comments		4.
C.	Manpower Personnel Chart		5
	ni-Agena	K	•
A.	AF Form 1110, Work Center Description		1 - 3
В.	Tab Comments		4
c.	Manpower Personnel Chart		5 - 6

.

•

PART III - METHODS IMPROVEMENT

PART IX - GENERAL ADDITIONS

PART Y - 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-Ola/B System (excluding AGE) and Gemini Target Program (including AGE).

Responsible for configuration management functions for the Program S-Ola/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-Ol 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 ERANCH. Responsible for flight electrical power systems, guidance and control systems, and command and control systems.

ACTRO-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-Ol 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 5-01 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 3-Ol 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.

PART I PAGE 3

## 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.

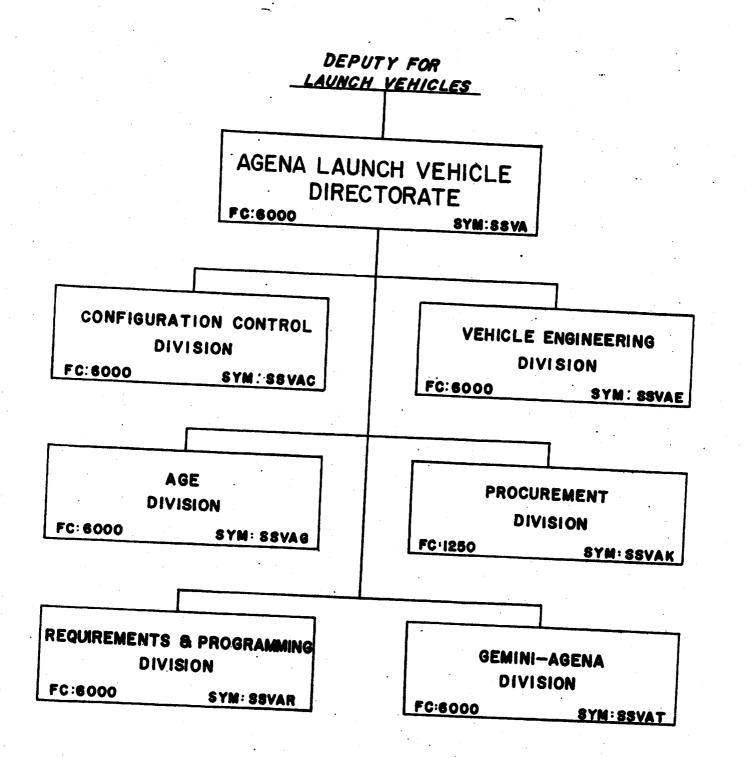
Provides for and directs technical support of using programs, and booster programs utilizing the Agena vehicle.

## 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/G-OlC vehicles with program peculiar airborne equipment and associated launch base Aerospace Ground Equipment.



# SUMMARY PERSONNEL TABLE

WORK GENTER Director's Office	UMD_TITLE	AUTH.	<b>AS</b> GD.
Configuration Management	Agena Directorate	6	6
Vehicle Engineering	Configuration Control Division	7	7
Electronics	Vehicle Engineering Division	2	2
Astro Vehicle	Electronics Branch	14	14
Aerospace Ground Equipment	Astro-Vehicle Branch	8	8
AGE Development Branch	AGE Division	2	2
Launch Complex Activation Branch	AGE Development Branch Launch Complex Activati	5	5
Procurement	Branch	.oz 5	5
Requirements and Programming	Procurement Division Requirements and	12	12
Gemini Agena	Programing Division	10	10
	Gemini Agena Division	18	_18
		89	89

1. FUNCTION AND SUBFUNCTION	TER DESCRIPTION
DOSFUNCTION	DATE
reputy for Launch Vehica	1 Jun
2. WORK CENTER (Backete code)	gens Launch Posts
V-LTCTOM/- Ass.	venicle Directorate
AF Systems Command 4. ORGANIZ	EATION AND LOCATION
	Beadmenter
8. WORK CENTER DEFINITION	Headquarters, Space Systems Division Los Angeles Air Force Station
1. SYSTEM MANAGEMENT (Direct)	Los Angeles Air Force Station, California
(Direct)	
a. Responsible for the	l and detailed management, Systems Engineering at of the Agenc Co.
intermedial Direction includes	1 and detailed management
Target Walt and financial management	development, progressent, Systems Engineering
Target Vehicle, and Associated Groups of the Responsible for Launch stan	l and detailed management, Systems Engineering development, procurement, production, modification and Equipment.
c. Responsible	at of the Agena Space Stage, the Gemini-Agena and Equipment.  Id activation and modification and launch services  on Management and commissions.
Configuration Control Board.	on Managament
d. Advises the Derector	on Management and serves as chairman of the ch Vehicles and his staff on matters relating
to Agena and GATV. Deputy for Launce	ch Vehicles and his street
contractors - Coordinates efforts of all	ch vehicles and his staff on matters relating military/Governmental agencies and civilian
The second secon	
MANAGEMENT (*	gram, agancies and civilian
Valleting Superviet	<b>60</b>
a. Review correspondence, regular	on and Associated Administration) (Indirect)
b. Plan and assign workload.	stions, etc. (Indirect)
c. Attend or hold stone.	and briefings, board and committee
articipation, and similar menerings	and briefings, beaut
articipation, and similar management d. Attend to personnel matters (	and briefings, board and committee activities. ratings, evaluations, leaves, etc.).
f. Phone and give instructions	and less than the same same
f. Phone conversations (related the Special Program data and three the Special Program data and three the Special Program data and three three transfer or the special Program data and three transfer or the special	to show )
6: Release program data and funct h. Special Projects: Takes all p	tionel (ne
rsonnel matters for government all s	deceasery action.
rsonnel matters for SSVA and subord 1. Maintain control of TDY funds.	tional information.  necessary actions pertaining to manpower/
Afternoon	- Jonet/
ADMINISTRATION (Indirect)	
	fated door
a. Typing (inclusive of all associ orts, plans, etc.	iated tasks) and preparing correspondent
a. Typing (inclusive of all associ orts, plans, etc. b. Filing. c. Distribution	iated tasks) and preparing correspondence,
a. Typing (inclusive of all associate, plans, etc. b. Filing. c. Distribution. d. Telephone	
a. Typing (inclusive of all associants, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence	
a. Typing (inclusive of all associants, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence	
a. Typing (inclusive of all associants, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence	
a. Typing (inclusive of all associants, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence, reproduct) for Developing Manpower STANDARD (Medium Modes)	
a. Typing (inclusive of all associants, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence	
a. Typing (inclusive of all associants, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence, reproduct) for Developing Manpower STANDARD (Medium Modes)	ports, plans, etc.).
a. Typing (inclusive of all associonts, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence, rej	ports, plans, etc.).
a. Typing (inclusive of all associonts, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence, rej	ports, plans, etc.).
a. Typing (inclusive of all associonts, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence, remodes) for developing manpower standard (mean service).  **CLOAD FACTOR**  **CLOAD FACTOR**  **CLOAD FACTOR**  **CORRELATION AND REGRESSION ANALYSIS**	Ports, plans, etc.).  down  4. SOURCE OF COUNT  R IDENTIFIED
a. Typing (inclusive of all associonts, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correspondence, rej	ports, plans, etc.).

-----

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

10.		
A. TYPE OF OPERATION CONE	PITIONS	
Namua]	8. HORMAL HOURS OF OPERATION - 1645 (45 M	
C. MOVEMENT AND DISTANCE FACTORS	5000 - 1049 (45 M	inute Lunch)
None	D. SPECIAL EQUIPMENT USED	
E. FATIEUE CONSIDERATIONS	F. HAZAROS	
Mone G. OTHER CONDITIONS	Mone	
U. U. HER CONDITIONS	H. CONDITIONS RATING FACTOR	
None	Average0	
COMPUTATION	OF STANDARD	
ITEMS		
A. DIRECT TIME		AMOUNTS
S. INDIRECT TIME		
C. PRODUCTIVE TIME (A place B)		
D. LEVELED THE (C times Leveling Factor	)	
	•	<u> </u>
E. ALLOWED TIME (D times Allowence Pecter	•	
F. ADJUSTED WORKLOAD FACTOR VALUE		
6. WORK CENTER THE STANDARD (E divided by F)		
H. AVERAGE MONTHLY WORKLOAD FACTOR	,	
I. WORK CENTER MANPOWER STANDARD (G times II divide	nd by 140)	
REMARKS		·

WILLIAM C. HIELSEN, Col., USAF Director, Agena Directorate

TITLE OF STANDARDS TECHNICIAN

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

#### TAB COM

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

WIF # 1: Personnel Supervised

WIF Def: Total personnel authorized in the Directorate.

Source of Count: MAF

WIF # 2: Supervisors
WIF Def: Number of supervisors/deputies authorized in subordinate

Source of Count: MAP

WIF # 3: AF and MASA Programs

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

Source of Count: Local Records

# MANPOWER PERSONNEL CHART

# AGENA DIRECTORATE - DIRECTOR'S OFFICE WORK CENTER

AFSC	<b>44</b>	ASS	IGNED
2926	NUMBER	AFSC	NUMBER
2916	2	2926	2
70230	4	2916	1
70250	<b>.</b>	70230	1
70450	1	70250	ī
:	6	70450	_1_
•			6

	THORIZ	<u>ED</u>	
SC	PN	AFSC	<u>ASSIGNED</u>
WA00 1707	0096	2926	AFSC
	0243	2926	2926
	0579	2916	2926
•	5039	70230	2916
	5038	70250	70230
	5491	70450	<b>70</b> 250
.*	-		70450

Agena Launch Vehicle Directorate - Configuration Management Division  1. Configuration Management  2. Configuration Management  3. Configuration Management  4. Configuration Management  5. Configuration Management  6. Management Management  7. Configuration Management (Direct)  8. Configuration Management (Direct)  8. Configuration management general (as described in Chapters 1 through to fine v AFROM 375-1).  8. Deview and process all ED's inclinding VED's to insure adequacy, complication with contractural requirements, validity, cost involved and effectivity points.  9. Deview and process all facilities change requests.  1. Plan and organise FAUT:  1. Manage change control of ARR equipment, facilities and space vehicles.  1. Manage change control system and procedures.  2. Manage change control system and procedures.  3. Betablish and maintain documentation on configuration, identification and accounting or Agena airborn and ground equipment.  3. Develop and instant and monitor the Uniform Specifications Program.  1. Serve on Configuration Control Board.  2. Confinate contractor interface problems.  3. Lasure compliance with or valvers to 375 series.  4. Develop and initiate work retements.  5. Establish baseline and follow on configuration.  6. Establish baseline and follow on configuration.  7. Provide configuration management direction for the development of mission peculiar items.  8. Provide configuration management direction for ARE development.  1. Special projects.  8. Provide configuration management direction for ARE development.  1. Special projects.  9. Management (Including Supervision and Associated Administration) (Indirect)  2. Management (Including Supervision and Associated Administration) (Indirect)  3. Review correspondence, regulations, etc.  4. Plan and assign workload.  3. Provide configuration and Associated Administration (Indirect)  4. Pactor Bernium	W Y CENTER DE	SCRIPTION	DATE
Configuration Management  Comparison  Comp	1. FUNCTION AND SUBFUNCTION		28 May 65
Configuration Management  Comparison  Comp	Agena Launch Vehicle Directorate -	Configuration Management Da	· · .
AF Systems Command  - WORK CENTER DEFINITION  - WORK CENTER DEFINITION  - WORK CENTER DEFINITION  - WORK CENTER DEFINITION  - C. Regionsible for the following:  - C. Configuration management general (as described in Chapters 1 through hesponsible for the following:  - C. Configuration management general (as described in Chapters 1 through hesponsible for the following:  - C. Review and process all ECP's including VECP's to insure adequacy, compliance with contractural configuration, which is a series and process all facilities change requests.  - C. Review and process all facilities change requests.  - C. Plan and organize FACT's.  - Manage change control of AME equipment, facilities and space vehicles.  - F. Monitor contractur's configuration management system including the engineering change control system and procedures.  - Satablish maintain and monitor the Uniform Specifications Program.  - Serve on Configuration Control Board.  - Coordinate contractor interface problems.  - Leasure compliance with other governmental agencies.  - Leasure compliance with or waivers to 375 series.  - Develop and intitate work statements.  - Review and evaluate contractor proposals.  - Review and evaluate contractor proposals.  - Review and evaluate contractor proposals.  - Provide configuration management direction for the development of mission peculiar items.  - Provide configuration management direction for AGE development.  - Special projects.  - Provide configuration management direction for AGE development.  - Special projects.  - W. Monitor AFFS's effort in configuration management as defined in the Management of Agreement.  - Provide configuration management direction for AGE development.  - Special projects.  - Provide configuration management direction for AGE development.  - Special projects.  - Provide configuration management associated Administration) (Indirect)  - Pactor Bernier of Configuration management as defined in the Management and Agencial Projects.  - Provide configuration management of Configuration		Paragonalit Division	·
Headquarters, Space Systems Division Los Angales Air Force Station, California  Los Angales Air Force Station, California  Los Angales Air Force Station, California  CONFIGURATION MANAGEMENT:  Assponsible for the following:  a. Configuration management general (as described in Chapters 1 through & of new AFROM 375-1).  b. Review and process all ECP's inclinding VECP's to insure adequacy, complicance with contractual requirements, validity, cost involved and effectivity points.  C. Berley and process all ECP's inclinding VECP's to insure adequacy, complicance with contractual requirements, validity, cost involved and effectivity points.  C. Berley and process all ECP's inclinding VECP's to insure adequacy, complicance with contractor is configuration management system including the configuration of AGR applications of AGR applications of AGR and procedures.  G. Manage change control of AGR equipment, facilities and space vehicles.  f. Monitor contractor's configuration on configuration, identification and accounting of Agens anthorn and procedures.  g. Establish maintain and mainter the Uniform Specifications Program.  L. Serve on Configuration Control Board.  J. Coordinate contractor interface problems.  k. Coordinate contractor interface problems.  k. Coordinate with other governmental agencies.  L. Assure compliance with or watvers to 375 series.  m. Develop and initiate work statements.  Develop and initiate work statements.  G. Establish baselines and follow on configuration.  Assist in definitising CCB's and contracts.  g. Syminate and monitor Milestone Schedules.  Frovide configuration management direction for the development of mission pocular items.  S. Provide configuration management direction for AGR development.  Second Configuration management associated with AFFR's and other configuration promoters of the configuration management as defined in the Memorandums of Agreement.  AMAMAGEMENT (Including Supervision and Associated Administration) (Indirect)  COMMILITATION AND RESPONSE MAINTERED PROCEED CO	Configuration Management		
Local Angales Air Force Station, California  1. COMPTOURATION MANAGEMENT (Direct)  Responsible for the following:  a. Configuration management general (as described in Chapters 1 through 1 of new AFRCM 375-1).  b. Review and process all EMP's including VEMP'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 organise FAMI's.  e. Manage change control of AGS equipment, facilities and space vehicles.  f. Monitor contractor's configuration management system including the engineering change control system and procedures.  G. Batablish and maintain documentation on configuration, identification and accounting of Agene airborn and ground equipment.  h. Establish, maintain and monitor the Uniform Specifications Program.  Serve on Configuration Control Board.  J. Coordinate configuration Control Board.  J. Coordinate configuration Control Board.  J. Assure compliance with or waivers to 375 series.  Review and evaluate contractor proposals.  Provide configuration management direction for the development of mission paculiar items.  Provide configuration management direction for AGE development.  Servelop Memorandume of Agreement associated with AFFR's and other server of the proposals.  Provide configuration management direction for AGE development.  Berelop Memorandume of Agreement associated with AFFR's and other server of the proposals.  MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  Plan and assign workload.  PACTOR BERTIFIED  COMPRELATION AND RESPERSENCE MAILYSES  COMPRELATION AND RESPERSENCE MA			
1. COMPTOURATION MANAGEMENT (Direct) Responsible for the following:  a. Configuration management general (as described in Chapters 1 through 1 of new AFROM 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 organise FACT's.  e. Manage change control of ARS equipment, facilities and space vehicles.  f. Monitor contractor's configuration management system including the engineering change control of AGR equipment.  e. Manage change control of AGR equipment, facilities and space vehicles.  f. Monitor contractor's configuration configuration, identification and accounting of Agens arborn and ground equipment.  h. Establish maintain and monitor the Uniform Specifications Program.  j. Coordinate contractor interface problems.  k. Coordinate contractor interface problems.  k. Coordinate with other governmental agencies.  l. Assure compliance with or waters to 375 series.  m. Develop and initiate work statements.  m. Review and evaluate contractor proposals.  o. Establish baseline and follow on configuration.  p. Assist in definitising CCB's and contracts.  g. Frovide configuration management direction for the development of mission peculiar items.  s. Provide configuration management direction for AGR development.  Second projects.  u. Develop Manorandums of Agreement associated with AFPR's and other semonatums of Agreement.  semonatums of Agreement.  AMAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  **Nonces for development management associated Administration)  Generation for development management associated Administration (Indirect)  correction for development management associated Administration)  - Configuration and process are provided.  **Nonces for development management associated Administration (Indirect)  corrections for devel		adquarters, Space Systems Divisio	a ·
a. Configuration management general (as described in Chapters 1 through 1 of new AFSCM 375-1).  b. Review and process all EUP's inclinding VECP's to insure adequacy, complision of an entractual requirements, validity, cost involved and effectivity points.  c. Review and process all facilities change requests.  d. Plan and organise FAGT'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 airborn and ground equipment.  h. Establish maintain and monitor the Uniform Specifications Program.  1. Serve on Configuration Control Board.  2. Coordinate contractor interface problems.  k. Coordinate contractor interface problems.  k. Coordinate contractor interface problems.  l. Assure compliance with or waivers to 375 series.  m. Develop and initiate work statements.  m. Review and evaluate contractor proposals.  c. Establish baseline and follow on configuration.  p. Assist in definitizing CET's and contracts.  g. Provide configuration management direction for the development of mission peculiar items.  s. Provide configuration management direction for AGE development.  s. Provide configuration management direction for AGE development.  c. Special projects.  governmental agencies.  v. Monitor AFPR's effort in configuration management as defined in the Memorandums of Agreement.  MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  EVALUATE DEPARTMENT OF COMPELATION  PACTOR IDENTIFIED  CORRELATION AND RESPECTATION AND PRESENTATION AND PROPERT STANDARD CRAPER COMPELATION  PACTOR IDENTIFIED  CORRELATION AND RESPECTATION OF COMPELATION  PACTOR IDENTIFIED  CORRELATION AND RESPECTATION AND PROPERT STANDARD CRAPER STANDARD CRAPER STANDARD CRAPER STANDARD CRAPER STANDARD CRAPER STANDARD CRAPER	. WORK CENTER DEPINITION	Augus Air Force Station, Cali	fornia
ance with contractual requirements, validity, cost involved and effectivity points.  c. Review and process all facilities change requests.  d. Flan and organize FACT:  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 Agens airborn and ground equipment.  h. Establish, maintain and monitor the Uniform Specifications Program.  i. Serve on Configuration Control Board.  j. Coordinate with other governmental agencies.  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.  c. Establish baseline and follow on configuration.  p. Assist in definitizing CEI's and contracts.  g. 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 AFFR's and other governmental agencies.  y. Monitor AFFR's effort in configuration management as defined in the Memorandums of Agreement.  2. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  **Thooss for Developing Manapower Standard (Musheb code)  OMERICAND FOR DEVELOPING MANAPOWER STANDARD (Musheb code)  **TANDARD ERROR**  **TANDARD ERROR**	responsible for the following:		
d. Plan and organise PACI's.  d. Plan and organise PACI'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 airborn 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 vith other governmental agencies.  l. Assure compliance with or waivers to 375 series.  Develop and initiate work statements.  n. Review and evaluate contractor proposals.  c. Establish baseline and follow on configuration.  p. Assist in definitizing CCE's and contracts.  q. Evaluate and monitor Milestone Schedules.  r. Provide configuration management direction for the development of mission to series and configuration management direction for AGE development.  s. Provide configuration management direction for AGE development.  s. Provide configuration management associated with AFPR's and other governmental agencies.  v. Monitor AFPR's effort in configuration management as defined in the Management (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  ETHODISH FOR DEVELOPINE MANFORMS STANDARD (Release code)  PACTOR DEMITIFIED  COGRELATION AND RESPENSION ANALYSIS  COEFFICIENT OF CORRELATION  STANDARD BERGE  STANDARD BERGE  STANDARD BERGE  COEFFICIENT OF CORRELATION	a. Configuration management general of new AFSCM 375-1). b. Review and process all process.	ral (as described in Chapters 1 th	rough 4
d. Plan and organise PACI's.  d. Plan and organise PACI'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 airborn 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 vith other governmental agencies.  l. Assure compliance with or waivers to 375 series.  Develop and initiate work statements.  n. Review and evaluate contractor proposals.  c. Establish baseline and follow on configuration.  p. Assist in definitizing CCE's and contracts.  q. Evaluate and monitor Milestone Schedules.  r. Provide configuration management direction for the development of mission to series and configuration management direction for AGE development.  s. Provide configuration management direction for AGE development.  s. Provide configuration management associated with AFPR's and other governmental agencies.  v. Monitor AFPR's effort in configuration management as defined in the Management (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  ETHODISH FOR DEVELOPINE MANFORMS STANDARD (Release code)  PACTOR DEMITIFIED  COGRELATION AND RESPENSION ANALYSIS  COEFFICIENT OF CORRELATION  STANDARD BERGE  STANDARD BERGE  STANDARD BERGE  COEFFICIENT OF CORRELATION	ance with contractual requirements	ncluding VECP's to insure adequac	Y. compli-
S. Establish and maintain documentation on configuration, identification and accounting of Agena airborn and ground equipment.  h. Establish, maintain and monitor the Uniform Specifications Program.  j. Coordinate contractor interface problems.  k. Coordinate with other governmental agencies.  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.  g. 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. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  PACTOR IDENTIFIED  CORRELATION AND RESPENSIVE ANALYSE  CORFFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORRELATION AND RESPENSIVE ANALYSE  CORFFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPERATIONAL AUDIT  PACTOR IDENTIFIED  CORPFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPERATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTO	d. Plan and amounts all facility	ies change requests	vity points.
S. Establish and maintain documentation on configuration, identification and accounting of Agena airborn and ground equipment.  h. Establish, maintain and monitor the Uniform Specifications Program.  j. Coordinate contractor interface problems.  k. Coordinate with other governmental agencies.  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.  g. 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. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  PACTOR IDENTIFIED  CORRELATION AND RESPENSIVE ANALYSE  CORFFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORRELATION AND RESPENSIVE ANALYSE  CORFFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPERATIONAL AUDIT  PACTOR IDENTIFIED  CORPFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPFICIENT OF CORRELATION  PACTOR IDENTIFIED  CORPERATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTOR IDENTIFIED  CORPRIGATIONAL AUDIT  PACTO	f. Monitor contractor's cont	quipment, facilities and space we	hicle-
accounting of Agena airborn and ground equipment.  h. Establish, maintain and monitor the Uniform Specifications Program.  1. Serve on Configuration Control Board.  3. Coordinate contractor interface problems.  k. Coordinate with other governmental agencies.  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 CCS'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.  ETHODIS FOR DEVELOPING MANPOWER STANDARD (Medical code)  ORRIGADE FACTOR IDENTIFIED  CORRELATION AND RESPENSION ANALYSIS  COEFFICIENT OF COMPRELATION  DOPERATIONAL AUDIT  STANDARD ERROR			
1. Serve on Configuration Control Board.  3. Coordinate contractor interface problems.  4. Coordinate with other governmental agencies.  5. Coordinate with other governmental agencies.  6. Lassure compliance with or waivers to 375 series.  7. Develop and initiate work statements.  7. Review and evaluate contractor proposals.  8. Review and evaluate contractor proposals.  9. Assist in definitiving CR's and contracts.  9. Evaluate and monitor Milestone Schedules.  7. Provide configuration management direction for the development of mission peculiar items.  8. Provide configuration management direction for AGE development.  1. Special projects.  1. Develop Memorandums of Agreement associated with AFR's and other solvent agencies.  2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)  2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)  2. MANAGEMENT (Including Supervision and Associated Administration)  6. Found of Countries of C	accounting of Agenc addition document	tation on configuration, identical	44
k. 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 CR'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 Monorandums of Agreement associated with AFFR's and other governmental agencies. v. Monitor AFFR'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.  METHODIS FOR DEVELOPINE MANPOWER STANDARD (Resiste code)  DORNLOAD FACTOR  S. SOURCE OF COUNT  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  STANDARD ENERGY  STANDARD ENERGY  STANDARD ENERGY  STANDARD ENERGY  STANDARD ENERGY			cation and
k. 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 CR'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 Monorandums of Agreement associated with AFFR's and other governmental agencies. v. Monitor AFFR'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.  METHODIS FOR DEVELOPINE MANPOWER STANDARD (Resiste code)  DORNLOAD FACTOR  S. SOURCE OF COUNT  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  STANDARD ENERGY  STANDARD ENERGY  STANDARD ENERGY  STANDARD ENERGY  STANDARD ENERGY	i. Serve on Configuration Control	r the Uniform Specifications Programme.	ram.
1. 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 CRs'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.  ETHODIS FOR DEVELOPINS MANPOWER STANDARD (Residue code)  ORRILOAD FACTOR  6. SOURCE OF COUNT  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  STANDARD ENROR	di COOMINATA AANAMAA		,
m. Develop and initiate work statements.  n. Review and evaluate contractor proposals.  o. Establish baseline and follow on configuration.  p. Assist in definitizing CCE'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 MEMORANDUM of Agreement.  2. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  ETHODIS FOR DEVELOPINE MANPOWER STANDARD (Declade code)  ORNLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND RESRESSION ANALYSIS  COEFFICIENT OF CORRELATION  STANDARD ERROR	1. Assure compliance with	rtal agencies.	
O. Establish baseline and follow on configuration.  p. Assist in definitizing CCM'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 AFFR's and other governmental agencies. v. Monitor AFFR'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.  METHODIST FOR DEVELOPING MANPOWER STANDARD (Membre code)  ORNLOAD FACTOR  6. SOURCE OF COUNT  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DETAIL AUDIT  STANDARD ERROR	m. Develop and institute with or waive	rs to 375 series.	
p. Assist in definitizing CCM'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 AFFR'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.  METHODIST FOR DEVELOPINE MANPOWER STANDARD (Method code)  PACTOR IDENTIFIED  CORRELATION AND RESRESSION ANALYSIS  OPERATIONAL AUDIT  STANDARD ERROR			
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.  METHODIST FOR DEVELOPINE MANPOWER STANDARD (Medical code)  PRACTOR IDENTIFIED  CORRELATION AND RESPESSION ANALYSIS  OPERATIONAL AUDIT  STANDARD ERROR	D. Assist in december of follow or	n configuration.	
peculiar items.  S. Provide configuration management direction for the development of mission  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.  METHODIS FOR DEVELOPINS MANPOWER STANDARD (Besinds code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND RESPENSION ANALYSIS  COEFFICIENT OF CORRELATION  DPERATIONAL AUDIT  STANDARD ERROR	G. Evaluate and months and	d contracts.	
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. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  METHODIS) FOR DEVELOPINS MANPOWER STANDARD (Bushes code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DOPERATIONAL AUDIT  STANDARD ERROR	r. Provide configuration management	Schedules.	
governmental agencies.  V. Monitor AFPR's effort in configuration management as defined in the Memorandums of Agreement.  2. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  METHOD(S) FOR DEVELOPINE MANPOWER STANDARD (Breinde code)  ORKLOAD PACTOR  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  Deparational audit  STANDARD ERROR	peculiar items.  s. Provide configuration management	t direction for the development of	f mission
Memorandums of Agreement.  2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  METHODIS FOR DEVELOPINS MANPOWER STANDARD (Mediate code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND RESPENSION ANALYSIS  COEFFICIENT OF CORRELATION  Deparational audit  STANDARD ERROR	U. Demier Menters	direction for AGE development.	,
Memorandums of Agreement.  2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  METHODIS FOR DEVELOPINS MANPOWER STANDARD (Mediate code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND RESPENSION ANALYSIS  COEFFICIENT OF CORRELATION  Deparational audit  STANDARD ERROR	governmental agencies	associated with APPR's and attack	
2. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  EXTHOD(S) FOR DEVELOPING MANPOWER STANDARD (Indianto code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DPERATIONAL AUDIT  STANDARD ERROR	v. Monitor AFFR's effort in comme		<b>F</b>
2. MARAGEMENT (Including Supervision and Associated Administration) (Indirect)  a. Review correspondence, regulations, etc.  b. Plan and assign workload.  EXTHOD(S) FOR DEVELOPING MANPOWER STANDARD (Indianto code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DPERATIONAL AUDIT  STANDARD ERROR	Memorandums of Agreement.	ration management as defined in t	he
D. Plan and assign workload.  ETHOD(S) FOR DEVELOPING MANPOWER STANDARD (Broketo code)  ORKLOAD FACTOR  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DOPERATIONAL AUDIT  STANDARD ERROR	•		
ORKLOAD FACTOR  S. SOURCE OF COUNT  FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  OPERATIONAL AUDIT  STANDARD ERROR	b. Plan and assign workload.	ns, etc.	ndirect)
PACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  OPERATIONAL AUDIT  STANDARD ERROR	METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Brefride :	ondo)	
FACTOR IDENTIFIED  CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DPERATIONAL AUDIT  STANDARD ERROR			
CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DOPERATIONAL AUDIT  STANDARD ERROR	ORKLOAD FACTOR		
CORRELATION AND REGRESSION ANALYSIS  COEFFICIENT OF CORRELATION  DOPERATIONAL AUDIT  STANDARD ERROR	ORKLOAD PACTOR	8. SOURCE OF COUNT	
OPERATIONAL AUDIT STANDARD ERROR		<u>.                    </u>	
STANDARD ERROR	FACTOR II	DENTIFIED	
ORM 1996	CORRELATION AND REGRESSION ANALYSIS	DENTIFIED	

- 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.).

  - 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.
  - Telephone services.
  - e. Research (of correspondence, reports, plans, etc.).
  - f. Personnel matters (time and attendance cards, leave, etc.). g. Classified document control.

  - h. Beceive and direct visitors.

(7.	CONDITIONS	
A. TYPE OF OPERATION	B. NORMAL HOURS OF OPERATIO	
Manual		
MOVEMENT AND DISTANCE FACTORS	0800 - 1645 (5 day	veek)
	D. SPECIAL EQUIPMENT USED	•
None .	None	
FATIGUE COMBIDERATIONS		
None	F. HAZAROS	
OTHER CONDITIONS	Hone	
·	H. CONDITIONS RATING FACTOR	
None .	Average0	
COMPUTA	TION OF STANDARD	
ITEMS	TION OF STANDARD	
A. DIRECT TIME		AMOUNTS
B. INDIRECT TIME		
C. PRODUCTIVE TIME (A plue B)		
	•	·
D. LEVELED TIME (C times Leveling Factor	)	
E. ALLOWED TIME (D time: Allowance Factor	,	
F. ADJUSTED WORKLOAD FACTOR VALUE		
6. WORK CENTER TIME STANDARD (E divided by F)		
H. AVERAGE MONTH		
H. AVERAGE MONTHLY WORKLOAD FACTOR		
I. WORK CENTER MANPOWER STANDARD (G limes H d	Evided by 140)	
ARKS	•	
		•
•		,
	•	
•		
	•	
		,
•		
•		
() ( 1. 1. 1	<b>A</b>	
		<b>-</b>
Therence I Itslan	Hail II	01
AWRENCE S. NOLAN, Maj., USAF	NAME AND TITLE OF STANDARDS TEC	HNIGIAN
hief, Configuration Control Division	DAVID L. CALROIN I.	TTCATE
TAP R	Management Engineering	Officer

#### TAB COMMENTS

Suggested workload factors for Configuration Control are as follows:

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

WIF # 2: Configuration Control Board Actions
WIF Def: Humber of CCB evaluations resulting in approval or disapproval

Source of Count: Local Records.

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

#### MANPOWER PERSONNEL CHART

# WORK CENTER

<u> </u>	DAIZED	ASS	IGNED
AFSC	NUMBER	AFSG	NUMBER
2916 2845B	2	2916	2
2835A	<b>1 1</b>	2845B 2835A	i
2845A 2895B	1 1	2 <b>845A</b>	1
70250	1	2895B 70250	1
<u>.</u>	7		7

AU	THORIZ	D	•
<u>sc</u>	PN	AFSC	ASSIGNED
WA00 1734	0257	2916	<u>AFSC</u> 2916
	0653	2845B	2845B
	1061	2835A	2835A
;	0946	2845A	2845A
	1355 4543	28953	2895B
	4243 5045	2916	2916
	<i>&gt;</i> -+>	70250	70250

		CV-
1. PUNCTION AND SUBPUNCTION	SCRIPTION	21 May 65
Agena Launch Vehicle Directorate - 1 2. WORK CENTER (Dislute code)	Vehicle Engineering Division	
Vehicle Engineering (7/2 (200)		
AP Systems Comments 4. ORGANIZATION A		
1. 198	adquarters, Space Systems Divisi	on
8. WORK CENTER DEPINITION LOS	Angeles Air Force Station, Cal	ifornia
1. SYSTEM MANAGEMENT (Direct)		
a. Responsible for the overall an Engineering Division.	d detailed management of the Vel	uicle
D. Regnongible com to a	·	
effort in the development, engineering c. Provide technical support to a	and test of the Agena Space Vel	contractor icle.
c. Provide technical support to at ascent or orbital stage.	II Programs using the Agena Vehi	cle as an
2. MANAGEMENT (Including Supervision	and Associated Administration)	(Indirect)
a. Neview Correspondence	ions, etc.	·
C. Attend on hold the		
c. Attend or hold staff meetings a participation, and similar management a d. Attend to remand	and briefings, board and committee	· . · · · · · · · · · · · · · · · · · ·
4. Attend to nement	tings, evaluations ?	
e. Receive and give instructions.	otc.	.).
f. Phone conversations (related to g. Release program data and functions)	above).	
	onal information.	
3. ADMINISTRATION (Indirect)		• .
a. Typing (inclusive of all assets		
a. Typing (inclusive of all associareports, plans, etc.	ated tasks) and preparing corres	pondence.
o. Filing.		-
<ul><li>c. Distribution.</li><li>d. Telephone services.</li></ul>		* *
e. Research (of comments		
f. Personnel matters (time and attention	ports, plans, etc.).	
f. Personnel matters (time and atte	oorts, plans, etc.). undance cards, leave, etc.).	. •
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.	ports, plans, etc.). endance cards, leave, etc.).	
f. Personnel matters (time and atte	ports, plans, etc.). undance cards, leave, etc.).	
f. Personnel matters (time and atte	ports, plans, etc.). endance cards, leave, etc.).	
f. Personnel matters (time and atte	ports, plans, etc.). endance cards, leave, etc.).	
f. Personnel matters (time and atte	orts, plans, etc.). Indance cards, leave, etc.).	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.	mance cards, leave, etc.).	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.	mance cards, leave, etc.).	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.	mance cards, leave, etc.).	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.  Receive and direct visitors.	maince cards, leave, etc.).	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.  ETHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include of	mance cards, leave, etc.).	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.  ETHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include of the control of the contro	e. Source of count	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.  METHODIS) FOR DEVELOPING MANPOWER STANDARD (Include of CORKLOAD PACTOR IN	e. source of count	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.  METHODIS) FOR DEVELOPING MANPOWER STANDARD (Include of CORRELATION AND REGRESSION ANALYSIS	e. Source of count	
e. Research (of correspondence, rep f. Personnel matters (time and atte g. Classified document control. h. Receive and direct visitors.  ETHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include of the control of the contro	e. source of count	

7.			
TYPE OF OPERATION	CONDITIONS	T	
Manual	S. NORMAL HOURS OF		
MOVEMENT AND DISTANCE FACTORS	0800 - 1645	(5 do	- • •
	D. SPECIAL EQUIPMENT	T USED	ek)
None			
FATIGUE CONSIDERATIONS	Mone	•	
None	F. HAZARDS		
		•	
OTHER CONDITIONS	None		
None ·	H. CONDITIONS RATING	FACTOR	
	Average0		
	COMPUTATION OF STANDARD		
IT	ENS		
A. DIRECT THE			AMOUNTS
	·	1	
S. INDIRECT TIME			
C Brown			
C. PRODUCTIVE TIME (A plus B)			
D. LEVELED TIME /C. 4			
D. LEVELED TIME (C times Leveling Fac	otor )		
E. ALLOWED TIME (D time: Allowence F			· · ·
Wast Allowance P	actor		
F. ADJUSTED WORKLOAD FACTOR VALUE			
	<u></u>		
G. WORK CENTER TIME STANDARD (E div	ided by P)		·
			<del>".</del>
H. AVERAGE MONTHLY WORKLOAD FACTO	R		
I. WORK CENTER MANDOWER AT AND A			
I. WORK CENTER MANPOWER STANDARD (	umee H divided by 140)		
			,
•			,
	•		
	•		
			•
			• •

CECIL E. HIDLE, LtCol., USAF Chief, Venicle Engineering Division

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

#### TAB COMMENTS

Suggested workload factors for Vehicle Engineering are as follows:

WIF # 1: AF and MASA Programs Supported
WIF Def: Total number of AF and MASA Programs supported by this

Source of Count: Local Records

WIF # 2: Number of Contractors Monitored

WIF Def: Number of contractors directly monitored.

Source Of Count: Local Records

# MANPOWER PERSONNEL CHART

### VEHICLE ENGINEERING DIVISION WORK CENTER

A	-
AUTHORI	
AUTHORI:	7 S N

#### ASSIGNED

2816 70450

AFSC	Maran	<del>va.</del>	TANED
2816	NUMBER	AFSG	NUMBER
70450	. <u>1</u>	2816	1
	2	70450	1
			2

#### AUTHORIZED

<u>sc</u>	PN	AFSC	ASSIGNED
WA00 1713	0180	2816	AFSC
•	5344	70450	2816
*		•	70h eo

1. FUNCTION AND SUBFUNCTION	RIPTION DATE 19 May 65
Agena Launch Vehicle Directorate - Veh:	icle Engineering Division
Electronics (F/C 6000)  6. COMMAND 4. ORGANIZATION AND	N. C.
AV Svetame Common 3	·-
WORK CENTER DEFINITION	lquarters, Space Systems Division Angeles Air Force Station, California
	sees All Force Station, California
1. ELECTRONICS (Direct)	
b. Directs system engineering contof power system components and in the insystems into flight vehicles.  c. Technically direct contractor or using programs on mission peculiar application.  d. Monitor use of development test e. Responsible for the application Gemini Target Vehicle.  f. Determine Guidance and Control is satellite vehicles. Support SP programs contractor in development and use of G&C equipment into flight vehicles.  g. Provide technical direction on determine of Guidance and Control of the contractors of Guidance direction on determined to contractors of Guidance determined to contractors determined to contractors of contractors of contractors of contra	requirements for the Agena and other components and integration of complete
specifications to insure adequacy of test to requirements.  h. Analyze test and flight data, paragovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication and control equipment.  k. Develop and initiate work statemed the control equipment.  k. Develop and initiate work statemed the control equipment.  Review and evaluate contractor processes and evaluate contractor processes and approve contractor equipment.  On the control of the contro	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. Teactor negotiations. Toposals. fications. dipment and factory test specifications.
to requirements.  h. Analyze test and flight data, pargovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication and control equipment.  k. Develop and initiate work statemed and control equipment.  k. Develop and initiate work statemed and control equipment.  Review and evaluate contractor promains are contractor of the contractor and the contractor equipment.  p. Initiate and review funding requipment the contractor of the cont	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. Teactor negotiations. Toposals. fications. dipment and factory test specifications.
to requirements.  h. Analyze test and flight data, paragovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication of the control equipment.  k. Develop and initiate work statemed in the control equipment.  k. Develop and initiate work statemed in the control equipment.  Review and evaluate contractor processes and evaluate contractor processes and approve contractor equipment.  Beview and approve contractor equipment initiate and review funding requipment.  Prepare and present technical british monitor Milestone Schedules.	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. cactor negotiations. repeals. fications. dipment and factory test specifications. rements and revise as necessary. efings.
to requirements.  h. Analyze test and flight data, pargovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication and control equipment.  k. Develop and initiate work statemed and control equipment.  k. Develop and initiate work statemed and control equipment.  Review and evaluate contractor promains are control of the co	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. Teactor negotiations. Toposals. fications. dipment and factory test specifications. rements and revise as necessary. efings.
to requirements.  h. Analyze test and flight data, paragovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication of the control equipment.  k. Develop and initiate work statemed in the control equipment.  k. Develop and initiate work statemed in the control equipment.  Review and evaluate contractor processes and evaluate contractor processes and approve contractor equipment.  Beview and approve contractor equipment initiate and review funding requipment.  Prepare and present technical british monitor Milestone Schedules.	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. Teactor negotiations. Toposals. fications. dipment and factory test specifications. rements and revise as necessary. efings.
to requirements.  h. Analyze test and flight data, paragovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication and control equipment.  k. Develop and initiate work statemed and control equipment.  k. Develop and initiate work statemed and control equipment.  Review and evaluate contractor promains are contractor of the contractor equipment.  Generally systems performance speciples and approve contractor equipment.  Generally systems performance specipment and review funding requipment.  Monitor Milestone Schedules.  S. Attend and present briefings as reserved.	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. Teactor negotiations. Toposals. fications. dipment and factory test specifications. rements and revise as necessary. efings.
to requirements.  h. Analyze test and flight data, pargovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication and control equipment.  k. Develop and initiate work statemed and control equipment.  k. Develop and initiate work statemed and control equipment.  Review and evaluate contractor promains are control of the co	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. Teactor negotiations. Toposals. fications. dipment and factory test specifications. rements and revise as necessary. efings.
to requirements.  h. Analyze test and flight data, pargovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication of the contractor on communication of the contractor of the control equipment.  k. Develop and initiate work statemed in the control of the control o	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. rector negotiations. roposals. fications. dipment and factory test specifications. rements and revise as necessary. efings. equired. e.
to requirements.  h. Analyze test and flight data, pargovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication of the contractor on communication of the contractor of the control equipment.  k. Develop and initiate work statemed in the control of the control o	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. rector negotiations. roposals. fications. dipment and factory test specifications. rements and revise as necessary. efings. equired.  s. source of count
to requirements.  h. Analyze test and flight data, pargovernment agencies and contractors, and  i. Direct contractor in the integration a complete subsystem.  j. Direct contractor on communication of the contractor on communication of the contractor on communication of the contractor of the control equipment.  k. Develop and initiate work statemed in the control of the control o	ting, checkout procedures and conformance rticipate in exchange of data between update development work accordingly. tion of Guidance and Control components ons and control matters and support the peculiar application of communications ents. rector negotiations. roposals. fications. dipment and factory test specifications. rements and revise as necessary. efings. equired. e.

- t. Special projects.
- u. TDY in support of above.

Review patents and unsolicited proposals.

- 2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect)
  - a. Review correspondence, regulations, etc.

- Plan and assign workload.
   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)

- 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.

to.	IDITIONS
A. TYPE OF OPERATION	B. HORMAL HOURS OF OPERATION
Manual	0800 - 1645 (5 day week)
C. MOVEMENT AND DISTANCE PACTORS	D. SPECIAL EQUIPMENT USED
None	
E. FATIGUE CONSIDERATIONS	None
· · · · · · · · · · · · · · · · · · ·	F. HAZARDS
Mone	None
6. OTHER CONDITIONS	H. CONDITIONS RATING FACTOR
None	
	Average0
COMPUTATIO	ON OF STANDARD
ITEMS	AMOUNTS
A. DIRECT TIME	
B. INDIRECT TIME	
- Mondel Time	
C. PRODUCTIVE TIME (A plus B)	
D. LEVELED TIME (C times Leveling Factor	<b>)</b>
E. ALLOWED TIME (D times. Allowence Pector	
F. ADJUSTED WORKLOAD FACTOR VALUE	•
6. WORK CENTER TIME STANDARD (E divided by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR	
I. WORK CENTER MANPOWER STANDARD (G times H di	vided by 140)
REMARKS	
namnna .	
	•
•	
·	
·	
11.10	2
-/////· X5 / 1	11.0.000
NAME AND TITLE OF PUNCTIONAL PERSONNELLE	Have To Callery
WILLIAM GREENFIELD, LtCol., USAF	DAVID L. CALHOUR, Lt., USAF
Chief, Electronics Branch	Management Engineering Officer

#### TAB COMMENTS

## Suggested workload factors for Electronics are as follows:

WIF # 1: AF and NASA Programs Supported
WIF 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

#### ASSIGNED

AFSC		ASS	IGNED
2816	NUMBER 2	AFSC	NUMBER
2845D 2825A	3	2816 2845D	2
2825B	<b>4</b> 2	2825A	3 4
2825c 70230	2	2825B 2825C	2
10530	1 14	70230	2 _1_
	<u> </u>		14

AUTHORIZED
------------

· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·	_
<u>sc</u>	PN	AFSC		ASSIGNED
WA00 1715	0270	2816		AFSC
	0655	2816		2816
	0582	2845D		2816
	1494	2825C		28450
	0943	2825A		2825c
•	0944	2825A	•	2825A
	1172	2825A		2825A
	1199	2825A		282 <b>5A</b>
	1203	2825B		2825A
	1207	2825B		2825B
	1173	2825C		28253
	1023	2845D	•	2825C
	_0_0	2047IJ	•	2845D
			TAB D PAGE 5	

AUTHORIZED ASSIGNED SC PN AFSC AFSG WA00 1715 1330 2845D

2845D 5041

70230 70230

۳ CENTER DE	SCOURTION	DATE
1. FUNCTION AND SUSPUNCTION	PCRIPTION	17 May 65
Agena Launch Vehicle Dissertion		
Agena Launch Vehicle Directorate - V	Wehicle Engineering Division	
Astro Vehicle (F/C 6000)		
AF Systems Comment		
	adquarters, Space Systems Divis:	ion
B. WORK CENTER DEFINITION	s Angeles Air Force Station, Ca.	lifornia
1. VEHICLE (Direct)		·
a. Responsible for engineering development of Coordinate the engineering development of Containment sump, and engineering support of Responsible for review and evaluation of Agena and Gemini Target Vehicle. Responsible for development and rocket motors.	beryllium skin and doors, fabri ort of Agena structure. Luation of Aerodynamic and Therm cle structures.	e. cation of odynamic
f. Responsible for development of a Vehicle and for engineering support of a g. Responsible for development of a Target Vehicle and integration of propul	secondary propulaton system and	<b>—</b>
and propellant pressurization system.  1. Develop and initiate work states  J. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work states  m. Review and approve contractor equals approve equals approve contractor equals approve	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. [uipment and factory test species	Vehicle. devices,
and propellant pressurization system.  1. Develop and initiate work statem  J. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work statem  m. Review and approve contractor equ  n. Initiate and review funding requi  O. Prepare and present technical br.  P. Monitor Milestone Schedules.  q. Attend and present belowies.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. pulpment and factory test specifirements and revise as necessar, defings.	Vehicle. devices,
and propellant pressurization system.  1. Develop and initiate work states  J. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work states  m. Review and approve contractor eq  n. Initiate and review funding requi  o. Prepare and present technical br.  P. Monitor Milestone Schedules.  q. Attend and present briefings as in Special projects.  s. TDY in support of the charm	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. nuipment and factory test specifirements and revise as necessar, defings.	Vehicle. devices,
and propellant pressurization system.  1. Develop and initiate work states  J. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work states  m. Review and approve contractor eq  n. Initiate and review funding requience  o. Prepare and present technical br.  P. Monitor Milestone Schedules.  q. Attend and present briefings as in special projects.  s. TDY in support of the above.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. pulpment and factory test specific direments and revise as necessar, defings.	Vehicle. devices,
and propellant pressurization system.  1. Develop and initiate work states  J. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work states  m. Review and approve contractor eq  n. Initiate and review funding requience  o. Prepare and present technical br.  P. Monitor Milestone Schedules.  q. Attend and present briefings as in special projects.  s. TDY in support of the above.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifirements and revise as necessar, defings. required.	vehicle. devices, ications.
and propellant pressurization system.  1. Develop and initiate work states  1. Develop and initiate work states  2. Provide technical inputs to cont  3. Review and evaluate contractor p  4. Develop and initiate work states  5. Develop and initiate work states  6. Review and approve contractor equivalent  7. Initiate and review funding requivalent  8. Prepare and present technical britished properties.  9. Monitor Milestone Schedules.  9. Attend and present briefings as in the support of the above.  1. Review patents and unsolicited properties.  1. Review patents and unsolicited properties.  1. Review correspondence, regulation  1. Review correspondence, regulation  1. Plan and assign resolution.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifiarements and revise as necessar, defings. required. reposals. and Associated Administration) (as, etc.	Vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  j. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work states  m. Review and approve contractor equ  n. Initiate and review funding requi  o. Prepare and present technical br.  p. Monitor Milestone Schedules.  q. Attend and present briefings as a  r. Special projects.  s. TDY in support of the above.  t. Review patents and unsolicited properties.  MANAGEMENT (Including Supervision and assign workload.  c. Attend or hold states.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifiarements and revise as necessar, defings.  required.  roposals. and Associated Administration) (as, etc.	Vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  1. Develop and initiate work states  2. Provide technical inputs to cont  3. Review and evaluate contractor p  4. Develop and initiate work states  5. Develop and initiate work states  6. Review and approve contractor equal  7. Initiate and review funding requience.  8. Attend and present technical brief.  9. Monitor Milestone Schedules.  9. Attend and present briefings as in the special projects.  8. TDY in support of the above.  1. Review patents and unsolicited properties.  1. MANAGEMENT (Including Supervision and assign workload.  2. Attend or hold staff meetings and articipation, and assign workload.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. pulpment and factory test specific direments and revise as necessar, defings.  required.  roposals. and Associated Administration) (	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  1. Provide technical inputs to cont  2. Review and evaluate contractor p  3. Develop and initiate work states  4. Review and approve contractor equ  5. Initiate and review funding requi  6. Prepare and present technical bri  7. Monitor Milestone Schedules.  9. Attend and present briefings as in the special projects.  8. TDY in support of the above.  1. Review patents and unsolicited properties.  8. Review correspondence, regulation and assign workload.  9. Plan and assign workload.  10. Attend or hold staff meetings and articipation.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. pulpment and factory test specific direments and revise as necessar, defings.  required.  roposals. and Associated Administration) (	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  J. Provide technical inputs to cont  k. Review and evaluate contractor en  l. Develop and initiate work states  m. Review and approve contractor en  n. Initiate and review funding requi  o. Prepare and present technical br.  p. Monitor Milestone Schedules.  q. Attend and present briefings as in  r. Special projects.  s. TDY in support of the above.  t. Review patents and unsolicited properties.  MANAGEMENT (Including Supervision and  a. Review correspondence, regulation  b. Plan and assign workload.  c. Attend or hold staff meetings and  articipation, and similar management act  d. Attend to personnel matters (ratio	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifiarements and revise as necessar, defings. required. reposals. nd Associated Administration) ( ns, etc. l briefings, board and committee divities. ngs, evaluations, leaves, etc.)	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  1. Develop and initiate work states  2. Provide technical inputs to cont  3. Review and evaluate contractor p  4. Develop and initiate work states  5. Develop and initiate work states  6. Review and approve contractor equal  7. Initiate and review funding requience.  8. Attend and present technical brief.  9. Monitor Milestone Schedules.  9. Attend and present briefings as in the special projects.  8. TDY in support of the above.  1. Review patents and unsolicited properties.  1. MANAGEMENT (Including Supervision and assign workload.  2. Attend or hold staff meetings and articipation, and assign workload.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifiarements and revise as necessar, defings. required. reposals. nd Associated Administration) ( ns, etc. l briefings, board and committee divities. ngs, evaluations, leaves, etc.)	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  j. Provide technical inputs to cont  k. Review and evaluate contractor p  l. Develop and initiate work states  m. Review and approve contractor eq  n. Initiate and review funding requi  o. Prepare and present technical br.  p. Monitor Milestone Schedules.  q. Attend and present briefings as i  r. Special projects.  s. TDY in support of the above.  t. Review patents and unsolicited properties.  MANAGEMENT (Including Supervision and  a. Review correspondence, regulation  b. Plan and assign workload.  c. Attend or hold staff meetings and  articipation, and similar management act  d. Attend to personnel matters (rational properties) for developing management matters.	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifiarements and revise as necessar, defings. required. reposals. nd Associated Administration) ( ns, etc. l briefings, board and committee divities. ngs, evaluations, leaves, etc.)	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work states  j. Provide technical inputs to cont  k. Review and evaluate contractor p  1. Develop and initiate work states  m. Review and approve contractor eq  n. Initiate and review funding requi  o. Prepare and present technical br.  p. Monitor Milestone Schedules.  q. Attend and present briefings as in the special projects.  s. TDY in support of the above.  t. Review patents and unsolicited properties and unsolicited properties.  MANAGEMENT (Including Supervision and assign workload.  c. Attend or hold staff meetings and articipation, and similar management act  d. Attend to personnel matters (rational controls) for developing management management matters (rational controls) for developing management mana	port of ordnance and pyrotechnic ments. tractor negotiations. proposals. ments. quipment and factory test specifiarements and revise as necessar, defings. required. reposals. nd Associated Administration) ( ns, etc. l briefings, board and committee divities. ngs, evaluations, leaves, etc.)	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work statem  2. Prepare and present technical br.  3. Prepare and present technical br.  4. Attend and present briefings as in the support of the above.  4. Review patents and unsolicited prepared to the statement of the statement of the statement and assign workload.  2. Attend or hold staff meetings and articipation, and similar management act d. Attend to personnel matters (rational control of the statement	port of ordnance and pyrotechnic ments.  tractor negotiations.  proposals.  minutes and factory test specifirements and revise as necessar defings.  required.  roposals.  nd Associated Administration) ( ns, etc.  briefings, board and committee divities.  ngs, evaluations, leaves, etc.)  odd)  s. source of count	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work statem  1. Develop and initiate work statem  2. Provide technical inputs to cont  3. Review and evaluate contractor p  1. Develop and initiate work statem  3. Review and approve contractor equ  4. Initiate and review funding requi  5. Prepare and present technical br.  6. Monitor Milestone Schedules.  7. Special projects.  8. TDY in support of the above.  1. Review patents and unsolicited properties and unsolicited properties.  8. Review correspondence, regulation and assign workload.  6. Attend or hold staff meetings and articipation, and similar management act  8. Attend to personnel matters (rational contractor) for developing management states.  8. Attend to personnel matters (rational contractor) for developing management states.  8. Attend to personnel matters (rational contractor) for developing management states.  8. Attend to personnel matters (rational contractor) for developing management states.	port of ordnance and pyrotechnic ments.  tractor negotiations.  proposals.  multiplement and factory test specifilirements and revise as necessar, defings.  required.  roposals.  nd Associated Administration) (  ns, etc.  briefings, board and committee divities.  ngs, evaluations, leaves, etc.)  ode)  * Source of Count	vehicle. devices, ications. y.
and propellant pressurization system.  1. Develop and initiate work statem  2. Prepare and present technical br.  3. Prepare and present technical br.  4. Attend and present briefings as in the support of the above.  4. Review patents and unsolicited prepared to the statement of the statement of the statement and assign workload.  2. Attend or hold staff meetings and articipation, and similar management act d. Attend to personnel matters (rational control of the statement	port of ordnance and pyrotechnic ments.  tractor negotiations.  proposals.  minutes and factory test specifirements and revise as necessar defings.  required.  roposals.  nd Associated Administration) ( ns, etc.  briefings, board and committee divities.  ngs, evaluations, leaves, etc.)  odd)  s. source of count	vehicle. devices, ications. y.

- e. Receive and give instructions.

  f. Phone conversations (related to above).
- 6. Release program data and functional information.

## 2. AIMINISTRATION (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.). 8. Classified document control.
  - h. Receive and direct visitors.

A. TYPE OF OPERATION	CONDITIONS	
Manual .	B. NORMAL HOURS OF OPERA	
. MOVEMENT AND DISTANCE FACTORS	D. SPECIAL EQUIPMENT USED	y week)
None	None	
FATISUE CONSIDERATIONS		<u> </u>
None	F. HAZARDS	
OTHER CONDITIONS	None	•
None	H. CONDITIONS RATING FACTO	R
•	Average0	
COMPUTA	ATION OF STANDARD	
TEMS		AMOUNTS
A. DIRECT THE		- AMOUNTS
S. INDIRECT TIME		
c. PRODUCTIVE TIME (A plus B).		
D. LEVELED THE (C times Leveling Factor	•	
E. ALLOWED TIME (D time: Allowance Factor		
	, <u> </u>	
F. ADJUSTED WORKLOAD FACTOR VALUE		
6. WORK CENTER TIME STANDARD (B divided by F)		
H. AVERAGE MONTHLY WORKLOAD FACTOR		
I. WORK CENTER MANPOWER STANDARD (G times H c		
ARKS	ਸਾਰ <b>ਕਰ</b> <i>ਹੈ</i> 7 140)	

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

TITLE OF STÄNDARDS TECHNICIAN
DAVID L. CALHOUR, Lt., USAF
Management Engineering Officer

#### TAB COMMENTS

# Suggested workload factors for Astro Vehicle are as follows:

WIF # 1: AF and MASA Programs Supported

WLF Def: Total number of AF and MASA Programs supported by this

Source of Count: Local Records

WIF # 2: Mumber of Contractors Monitored
WIF Def: Number of contractors directly monitored.

Source of Count: Local Records

# MANPOWER PERSONNEL CHART

## AUTHORIZED

#### ASSIGNED

AFSC	Musee	ASI	FIGHED
2816 28350 28458 28450 70450	1 1 2 3 1 8	2816 28350 2845B 28450 70450	NUMBER  1 1 2 3 1 8

#### AUTHORIZED

-BULHUKIZED			w.	-
<u>sc</u>	PN	AFSC		ASSIGNED
WA00 1721	0256	2816		AFSG
. •	1273	2835C		2816
	1024	2845B	•	2835C
	1025	2845B		2845B
	1026	2845C		2845B
	1274	2845C		2845C
	1358	2845C	•	2845c
	5345	70450		284 <i>5</i> C
		10.70		70450

TAB \_ PAGE \_ 5

	MAL / CENTER AND	
1. FUNCTION AND SUBFUNCTION	WORK CENTER DESCRIPTION	14 May 65
Agena Launch Vehicle Di-	**************************************	
2. WORK GENTER (Bediade code)	rectorate - Aerospace Ground Equipment	Division
Aerospace Ground Equipme	nt (F/C 6000)	
AF Systems Command	4. ORGANIZATION AND LOCATION	
	Headquarters, Space Systems D	ivision
S. WORK CENTER DEPINITION	medies All Force Station	California
1. AGE SYSTEM MANAGEMEN	[ (Direct)	
a. Manage Air Force Launch complexes.	Programs for the activation of AF/MASA A	
c. Accomplish engine	systems launch complex conversions. Bering analysis, design, development, tes Bents and timely delivery of all Agreement	
necessary for summer as	ering analysis, design, development, tes ents and timely delivery of all Aerospac Agena Vehicles.	t, qualitative
necessary for support of d. Attend and review	Agena Vehicles. contractor proposal presentations.	e wround Equipment
2 MANAGE	proposal presentations.	
. MANAGEMENT (Including	g Supervision and Associated Administrat:	
		ion) (Indirect)
b. Plan and assign w	orkload.	
Ve ALLEMAN AND BATA	- 🛋 📤	
participation, and similar	management activities.	mittee
e. Necelias suy bear a	naturalions, leaves.	eta )
- FUCIE CONVEYED + 4 A.	Am /	etc.).
- FUCIE CONVEYED + 4 A.	Am / Am - 9 - 4 . B	etc.),
g. Release program da	is (related to above).  ta and functional information.	etc.).
g. Release program da  . ADMINISTRATION (Indir	ta and functional information.  ect)	
g. Release program da  . ADMINISTRATION (Indir  a. Typing (inclusive eports, plans, etc.	ta and functional information.  ect)	
g. Release program da  ADMINISTRATION (Indir  a. Typing (inclusive deports, plans, etc.  b. Filing.	is (related to above).  ta and functional information.	
a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing co	
a. Typing (inclusive of people of people of the people of	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing co	
a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution. d. Telephone services. c. Research (of account	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing co	
a. Typing (inclusive deports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correst. f. Personnel matters (s. Classified document.	ta and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).	
a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution. d. Telephone services. c. Research (of account	ta and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).	
a. Typing (inclusive deports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correst. f. Personnel matters (g. Classified document.	ta and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).	
a. Typing (inclusive deports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correst. f. Personnel matters (s. Classified document.	ta and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).	
a. Typing (inclusive deports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correst. f. Personnel matters (S. Classified document.	ta and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).	
a. Typing (inclusive deports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correst. f. Personnel matters (S. Classified document.	ta and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).	
g. Release program da  ADMINISTRATION (Indir  a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of corres f. Personnel matters ( g. Classified document h. Receive and direct	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  is control.  visitors.	
g. Release program da  ADMINISTRATION (Indir  a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of corres f. Personnel matters ( g. Classified document h. Receive and direct	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  is control.  visitors.	
g. Release program da  ADMINISTRATION (Indir  a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of corres f. Personnel matters ( g. Classified document h. Receive and direct	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  is control.  visitors.	
g. Release program da  d. ADMINISTRATION (Indirect  a. Typing (inclusive deports, plans, etc.  b. Filing. c. Distribution. d. Telephone services. e. Research (of correst f. Personnel matters ( g. Classified document h. Receive and direct	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  is control.  visitors.	
g. Release program da  d. ADMINISTRATION (Indirect  a. Typing (inclusive deports, plans, etc.  b. Filing. c. Distribution. d. Telephone services. e. Research (of correst f. Personnel matters ( g. Classified document h. Receive and direct	pondence, reports, plans, etc.). time and attendance cards, leave, etc.). control. visitors.  **STANDARD (Bolish cods)**	
g. Release program da  d. ADMINISTRATION (Indirect  a. Typing (inclusive deports, plans, etc.  b. Filing. c. Distribution. d. Telephone services. e. Research (of correst f. Personnel matters ( g. Classified document h. Receive and direct  ethod(s) for developing manpowers  ethod(s) for developin	pondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  control.  visitors.  source of count	
Release program da  ADMINISTRATION (Indir  a. Typing (inclusive reports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of correst f. Personnel matters (g. Classified document h. Receive and direct  ETHODIS) FOR DEVELOPING MANPOWER  ORKLOAD FACTOR	pondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  control.  visitors.  source of count	Orrespondence,
Release program da  ADMINISTRATION (Indir  a. Typing (inclusive eports, plans, etc. b. Filing. c. Distribution. d. Telephone services. e. Research (of corres f. Personnel matters ( g. Classified document h. Receive and direct  ETHODIS) FOR DEVELOPING MANPOWER  PRILOAD FACTOR	is (related to above).  Ita and functional information.  ect)  of all associated tasks) and preparing compondence, reports, plans, etc.).  time and attendance cards, leave, etc.).  control.  visitors.  STANDARD (Becket code)  S. SOURCE OF COUNT  FACTOR IDENTIFIED	Orrespondence,

. TYPE OF OPERATION	ONDITIONS	
Manual .	S. NORMAL HOURS OF OPERATION	
MOVEMENT AND DISTANCE FACTORS	0800 - 1645 (5 day	week)
None	D. SPECIAL EQUIPMENT USED NODE	
FATISUE CONSIDERATIONS		
None	F. MAZARDS None	
OTHER CONDITIONS		
None	H. CONDITIONS RATING FACTOR	
COMPUTATION	Average0	
ITEM	ON OF STANDARD	
A. DIRECT TIME		AMOUNTS
B. INDIRECT TIME		
C. PRODUCTIVE TIME (A plue B)		
D. LEVELED TIME (C times Leveling Factor	,	
E. ALLOWED TIME (D time: Allowance Pactor		
F. ADJUSTED WORKLOAD FACTOR VALUE	,	
G. WORK CENTER THE STANDARD (& divided by F)		
H. AVERAGE MONTHLY WORK! OAD TARE	•	
H. AVERAGE MONTHLY WORKLOAD FACTOR  1. WORK CENTER MANPOWER STANDARD (G times H divi		

ROBERT G. WELLS, Maj., USAF Chief, AGE Division

DAVID L. CALHOUN, Lt., USAF
Management Engineering Officer
TAB PAGE 2

#### TAB COMMENTS

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

WIF # 1: AF and MASA Programs Supported

WIF Def: Total number of AF and MASA Programs supported by this

Source of Count: Local Records

WIF # 2: Number of Contractors Monitored

WIF Def: Humber of contractors directly monitored.

AGE DIVISION

WORK CENTER

AUTHORIZED

ASSIGNED

NII MARA	•	
1 1 2	2816 70450	1 1 2
	1	1 2816 1 70450

AUTHORIZED

 SC
 PN
 AFSC
 ASSIGNED

 WACO 1728
 O217
 2816
 2816

 5347
 70450
 70450

1. FUNCTION AND SUBFUNCTION	ORK CENTER DESCRIPTION	DATE
		12 May 6
Mena Launch Vehicle Dire	ctorate - Aerospace Ground Equipment	
2. WORK CENTER (Include code) AGE David Comments		Division
3. COMMAND	<b>F</b> /C 6000)	
AF Systems Command	4. ORGANIZATION AND LOGATION	
	Headquarters Special	
S. WORK CENTER DEFINITION	Los Angeles Air Force Statio	Division
	Torce Poerrio	a, California
1. AGE DEVELOPMENT (Dire	ect)	
A. Managa es		
utilization of age desired	contractors efforts toward demand	
ground handling and served	contractors efforts toward development a ng launch control equipment, checkout e ing equipment for the Agena Space Syste anagement practices and procedures of the	nd proper
P V P P P P P P P P P P P P P P P P P P	LUK COUITMANE Com AL	Quitment and
contractor and his subconti	ractors are are tices and procedures of t	m rrograms,
and delignment the adequacy	anagement practices and procedures of tractors are adequate for the effort inversely and correctness of design, timely manufactures and servicing, subsystems and servicing.	Olved.
and launch acres ground hand	lling and servicing design, timely many	Ifacture
d. Formulates and	to support the space more	tem checkout.
e. Prename at the	ales bungetary information	•
f. Participates in the	orts and technical correspondence	
POSTULIER STA ALLIA	THE PARTY AND ADDRESS OF THE PARTY ADDRESS OF THE PARTY ADDRESS OF THE PARTY AND ADDRESS OF THE PARTY ADDRESS OF THE PA	404-
g. Assists in the pren	preparation and review of procurement specifications and acceptance test or aration of logistic plans including	data, including
surplus equipment and spares	l specifications and acceptance test or aration of logistic plans including reas.	llocation as
n. Farticipates in com	s. Hittees that require AGE engineering superstudies conducted by the AR	
i Prepares comments	TOUR STAN STUDY OF THE PROPERTY OF	
1. Ancies Commettes Of	studies conducted have distincting su	Pport.
J. Assures AGE support	studies conducted by the AF. in Agena reliability riverses.	Pport.
k. Evaluate technical p	in Agena reliability program.	Mort.
k. Evaluate technical p  1. Technically evaluate	in Agena reliability program. proposals.	pport.
k. Evaluate technical p  1. Technically evaluate	in Agena reliability program. proposals.	pport.
k. Evaluate technical p  1. Technically evaluate  m. Participates in work  n. Assists in the prepare	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.	
k. Evaluate technical p  1. Technically evaluate  m. Participates in work  n. Assists in the prepare	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.	
k. Evaluate technical p  1. Technically evaluate  m. Participates in work  n. Assists in the preparate  MANAGEMENT (Including St	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans. upervision and Associated Administration	
k. Evaluate technical p  1. Technically evaluate  m. Participates in work  n. Assists in the preparate  MANAGEMENT (Including Sa  a. Review correspondence  b. Plan and assists	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans. upervision and Associated Administrations, regulations, etc.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparate MANAGEMENT (Including Sa a. Review correspondence b. Plan and assign work)	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans. upervision and Associated Administrations, regulations, etc. load.	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate MANAGEMENT (Including Sciences a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans. supervision and Associated Administrations, regulations, etc. load. meetings and briefings books.	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate MANAGEMENT (Including Sciences a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans. supervision and Associated Administrations, regulations, etc. load. meetings and briefings books.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparate MANAGEMENT (Including Science of the preparate of the prepa	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.  upervision and Associated Administration c, regulations, etc. load. meetings and briefings, board and comminagement activities. atters (ratings, evaluations, loans)	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give inst. f. Phone correspondence	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.  upervision and Associated Administration c, regulations, etc. load. meetings and briefings, board and commitmagement activities. atters (ratings, evaluations, leaves, eructions.	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give inst. f. Phone correspondence	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.  upervision and Associated Administration c, regulations, etc. load. meetings and briefings, board and commitmagement activities. atters (ratings, evaluations, leaves, eructions.	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give inst. f. Phone correspondence	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.  upervision and Associated Administration c, regulations, etc. load. meetings and briefings, board and comminagement activities. atters (ratings, evaluations, loans)	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give inst. f. Phone correspondence	in Agena reliability program. proposals. s cost proposals. statements negotiations. ration of test plans.  upervision and Associated Administration c, regulations, etc. load. meetings and briefings, board and commitmagement activities. atters (ratings, evaluations, leaves, eructions.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give instr f. Phone conversations (; g. Release program data s	in Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  regulations, etc.  load.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, excutions.  related to above).  and functional information.	n) (Indirect)
k. Evaluate technical p  1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give inst. f. Phone correspondence	in Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  regulations, etc.  load.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, excutions.  related to above).  and functional information.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparation of the	in Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  regulations, etc.  load.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, excutions.  related to above).  and functional information.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparate a. Review correspondence b. Plan and assign workl c. Attend or hold staff articipation, and similar ma d. Attend to personnel m e. Receive and give instr f. Phone conversations (; g. Release program data s	in Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  regulations, etc.  load.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, eructions.  related to above).  and functional information.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparation of the	in Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  regulations, etc.  load.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, excutions.  related to above).  and functional information.	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparation of the preparation of the preparation of the preparation of the preparaticipation, and similar mand. Attend to personnel material of the preparation of the pr	In Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  proposals.  proposals.  rations are plans.  upervision and Associated Administration  proposals.  proposals.  regulations, etc.  regulations, board and comming the regulations, leaves, etc.  rections.  related to above).  ANDARD (Neshab ends)  proposals.  rections.  resultings, evaluations, leaves, etc.  proposals.  proposals.  resultings, etc.  proposals.  regulations, etc.  reg	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparation of the preparation of the preparation of the preparation of the preparaticipation, and similar mand. Attend to personnel material of the preparation of the pr	In Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  p, regulations, etc.  coad.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, evaluations.  related to above).  and functional information.  ANDARD (Brokes ends)  6. SOURCE OF COUNT  FACTOR EDENTIFIED	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparation of the	In Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  proposals.  proposals.  rations are plans.  upervision and Associated Administration  proposals.  proposals.  regulations, etc.  regulations, board and comming the regulations, leaves, etc.  rections.  related to above).  ANDARD (Neshab ends)  proposals.  rections.  resultings, evaluations, leaves, etc.  proposals.  proposals.  resultings, etc.  proposals.  regulations, etc.  reg	n) (Indirect)
k. Evaluate technical p 1. Technically evaluate m. Participates in work n. Assists in the preparation of the preparation of the preparation of the preparation of the preparaticipation, and similar mand. Attend to personnel material of the preparation of the pr	In Agena reliability program.  proposals.  s cost proposals.  statements negotiations.  ration of test plans.  upervision and Associated Administration  p, regulations, etc.  coad.  meetings and briefings, board and comminagement activities.  atters (ratings, evaluations, leaves, evaluations.  related to above).  and functional information.  ANDARD (Brokes ends)  6. SOURCE OF COUNT  FACTOR EDENTIFIED	n) (Indirect)

# 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.).

  - h. Receive and direct visitors.

<b>(7.</b>	CONDITIONS	
A. TYPE OF OPERATION		
Mamual .	8. NORMAL HOURS OF OPERATIO	
. MOVEMENT AND DISTANCE FACTORS	0800 - 1645 (5 day	veek)
None	D. SPECIAL EQUIPMENT USED	
FATIGUE CONSIDERATIONS	None	•
None	F. HAZARDS	
. OTHER CONDITIONS	None	
None	H. CONDITIONS RATING FACTOR	
	Average0	
	MPUTATION OF STANDARD	
ITEM		7
A. DIRECT TIME		AMOUNTS
B. INDIRECT TIME		
C. PRODUCTIVE TIME (A plue B)  D. LEVELED TIME (C times Leveling Factor		
E. ALLOWED TIME (D time: Allowence Factor	,	
F. ADJUSTED WORKLOAD FACTOR VALUE		
G. WORK CENTER TIME STANDARD (B divided	by F)	
H. AVERAGE MONTHLY WORKLOAD FACTOR		
I. WORK CENTER MANPOWER STANDARD (O tim	ee H divided by 140)	
AARKS		
	•	

ROBERT G. WELLS, Maj., USAF Chief, AGE Development Branch

WAND TITLE OF STANDARDS TECHNICIAN

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

#### TAB COMMETTS

Suggested workload factors for AGE Branch are as follows:

WLF # 1: AF and MASA Programs Supported

WIF Def: Total number of AF and MASA Programs supported by this

Source of Count: Local Records

WIF # 2: Number of Contractors Monitored
WIF Def: Number of contractors directly monitored.

## AGE DEVELOPMENT BRANCH

# WORK CENTER

## AUTHORIZED

#### ASSIGNED

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

#### AUTHORIZED

	THAVIA	<u>RD</u>	
<u>sc</u>	PN	AFSC	ASSIGNE
WA00 1729	0442	2816	AFSC
	1174	2825A	2816
	1175	2825A	2825A
	1275	2835B	2825A
	5346	70230	2835B
		-	70230

1. FUNCTION AND SUBFUNCTION	ESCRIPTION	h Man (5
•		4 May 65
Agena Launch Vehicle Directorate  2. WORK CENTER (Include code)  Launch Complete code)	Aerospace Ground Equipment Trans	- <b></b>
	de Const	XI.
	(0 6000)	
AF Systems Command 4. ORGANIZATION	AND LOCATION	
. WORK CENTER DEPINITION	eadquarters, Space Systems Division os Angeles Air Force Station, Cali	<b>a</b>
		fornia
1. LAUNCH COMPLEX ACTIVATION (Direct	<b>.</b>	
a. Manage and control Agena Laune Service Contracts.	ch Complex Activation and	
We like this continue A	and agena la	meh
b. The following functions are ac Activation and Conversion Contracts:	ecomplished relative to Launch Com-	olex
\_/ Preliminary Concents		, —— <b>—</b>
(<) Cost Ratimate		
(4) Sole Source on Court	val	
5) Work Statements	Selection	
(6) Security Requirements		
(7) Document Requirements		
(8) Demonstration Plans (9) Cost Proposal Review		
(10) Fact Finding		•
(11) Contract Megotiations		•
(12) Funding Actions		
(13) A. E. Design (14) Scheduling		
(15) AGE Concept Review		2
\LO) AGE System Review		
(17) AGE Equipment Review (18) AGE Manufacturing		
(19) CCN Actions		
(20) AGE Installation and Charle	~ <b>.</b>	
)/ Dystem validation	OU C	
(22) Complex Demonstration	,	•
ntracts:	emplished relative to Launch Capab:	1744
1+/ WOLK STATEMENTS	- Capab	LILLY
(2) Work Statement Negotietics		-
(3) Cost Proposal (4) Fact Finding		
(5) Cost Megotiations		
·		
THOD(S) FOR DEVELOPING MANPOWER STANDARD (Inclinde	(ada)	
(emulate		
RKLOAD FACTOR		
	8. SOURCE OF COUNT	
PAGE		. 7
CORRELATION AND REGRESSION ANALYSIS	DENTIFIED	
······································	COPPERIORENA	
OPERATIONAL AUDIT	COEFFICIENT OF CORRELATION	4

(6) Funding Actions Budgeting Programming (c) Commitments Accounting Cost Estimates (e) Scheduling Industrial FAC & GPP Training Contract Review CCW Actions Pad Activation (Standby) 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)

- 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.).
  - 1. Personnel matters (time and attendance cards, leave, etc.). g. Classified document control.

  - Receive and direct visitors.

A. TYPE OF OPERATION	CONDITIONS	
Manual .	B. NORMAL HOURS OF OPERATION	
C. MOVEMENT AND DISTANCE FACTORS	0800 - 1645 (5 day we	ek)
None	D. SPECIAL EQUIPMENT USED	
FATIGUE CONSIDERATIONS	None F. HAZARDS	
NOME  OTHER CONDITIONS	lione	
None	H. CONDITIONS RATING FACTOR	
1.	Average0	
COMP	UTATION OF STANDARD	
A. DIRECT TIME		AMOUNTS
S. INDIRECT TIME		
C. PRODUCTIVE TIME (A plus B)		
O. LEVELED TIME (C times Leveling Factor	,	
E. ALLOWED TIME (D time: Allowance Factor		
F. ADJUSTED WORKLOAD FACTOR VALUE	,	
G. WORK CENTER TIME STANDARD (E divided by	<b>8</b> )	
TO ALL STATE OF THE PARTY OF TH		
H. AVERAGE MONTHLY WORKLOAD FACTOR  I. WORK CENTER MANPOWER STANDARD (G times)	H distant by a second	

EIMER T. DAVIS, JR., Maj., USAF Chief, Launch Complex Activation Branch

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:

WIF # 1: Launch Complex Activations WIF Def: Mumber of Launch Complexs activated. Source of Count: Local Records

WIF # 2: AF and MASA Programs Supported
WIF Def: Total number of AF and MASA Programs supported by this

# LAUNCE COMPLEX ACTIVATION BRANCH

## WORK CENTER

## AUTHORIZED

#### ASSIGNED

AFSC	Museem	PARIAMED	
2816	NUMBER	AFSC	NUMBER
•	1	2816	1
289538	1	2895B	1
2825A	, <b>1</b>	2825A	•
2835B	1	28353	
70450	<b>1</b>	70450	1
	<del></del>	10450	1
			5

### AUTHORIZED

#### <u>sc</u> ASSIGNED PN AFSC AFSC WA00 1730 0218 2816 2816 0443 28953 2895B 1177 2825A 2825A 0945 2835B 2835B 5042 70450 70450

WORK CENTER DES	CRIPTION	DATE
1. FUNCTION AND SUBPUNCTION		26 Apr 65
Agena Launch Vehicle Directorate - P.  2. WORK CENTER (Delute code)	rocurement Division	•
Proburement (F/C 1250)		<del></del>
3. COMMAND 4. ORGANIZATION A	NR LOCATION	
AF Systems Command Head	iquarters, Space Systems Division Angeles Air Force Station, Calif	'ornia
S. WORK CENTER DEFINITION		
1. PROCUREMENT (Direct)		
ACTUACIES AGENTUA LEGISTO SENT HILL	Production Management Functions Mer II and Associated Ground Emut	for the Agena
ware purpose and remich services.		
b. Coordinate with Applicable Proginto Contractual Work Statements.	gram Offices and Translate Progra	m Requirements
c. Plan and negotiate contracts for		
d. Monitor the Production, Storage	and Installation Status of December	B
a. Larrorm barradement reast bround	Tion Expediting	
I. Prepare and monitor reports in	accordance with applicable procu-	rement
reduriencines.		
<ul> <li>g. Plan, establish and monitor log</li> <li>h. The above responsibilities may</li> <li>(1) Issue</li> </ul>	istic requirements by contractual include the following:	L implementation
a. Request for Proposals.		
b. Letter Contracts.		
c. Definitive Contracts.		
d. Letter Contract Amendm	ents.	
e. Contract Change Notice	<b>s.</b>	
f. Supplemental Agreement	<b>8.</b>	
(2) Negotiations for:		
a. Definitive Contracts.		
b. Contract Change Notices c. Supplemental Agreements	<b>].</b>	
(3) Preparations:	J.	
a. Review Cost Analyses.		
b. Pricing Coordination.		
C. Establish Air Force Pos	ittom.	
d. Staff Briefings.		
e. Assemble Contract Files	<b>).</b>	į
f. Contract Writing.		
g. Contractor Coordination	and Signature.	
h. SSD Contract Review. 1. AFSC Contract Review.		
J. Distribution.		
k. Work Statement Coordina	dian and Turns and t	1
METHOD(S) FOR DEVELOPING MANPOWER STANDARD (Include	cods)	<del></del>
WORKLOAD FACTOR		
	S. SOURCE OF COURT	
FACTOR	DENTIFIED	
CORRELATION AND RECRESSION ANALYSIS	COEFFICIENT OF CORRELATION	
OPERATIONAL AUDIT	STANDARD ENROR	
FORM 1110		

- Determinations and Findings. Small Business. (4) Reviews: a. Weekly Milestones. b. Monthly Funding. c. Monthly Letter Contracts. d. Monthly Contract Change Notices. 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 Confuguration Control Board. (6) Reports: a. Letter Contracts Definitization (Milestones). CCM's - AFSC M70 (Overage Actions). Final Settlement - AFSC-N73. d. Procurements Plans (SSV). e. Status of CON's. f. Air Force Cost Reduction Program (AFL-400-12). g. Price Competition Goals. Competitive Procurement Reporting on End Items (DD-I&L(Q)569. h. 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. 1. Outstanding Letter Contracts - AFPI 15A (N-83). m. End Item Competitive Procurement DD IAL(TW)-633. Implementation of DOD Contractor Performance o. Evaluation Program - RCS: DD-IaL(A) 562. p. Procurement Synopsis. q. DD 350 Individual Procurement Actions. r. Motice of Award (AFSC N-23). CPFF Cost Reduction RCS: DD-IAL(FO)637. Inspector General Reports. Report of Delinquent Price Redetermination (AFSC N-74). Production/Development Sharing (DD-15A(Q)63. 2. MANAGEMENT (Including Supervision and Associated Administration) (Indirect) a. Beview correspondence, regulations, etc. b. Plan and assign workload.

- Attend or hold staff meetings and briefings, board and committee participation, and similar management activities.
  - d. Attend to personnel matters (ratings, evaluations, leaves, etc.).

Receive and give instructions.

f. Phone conversations (related to above).

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.		<u> </u>
A. TYPE OF OPERATION	CONDITIONS	
	B. NORMAL HOURS OF OPERAT	TION
Manual	0800 - 1645 (5 da	
C. MOVEMENT AND DISTANCE FACTORS	D. SPECIAL EQUIPMENT USED	y week)
None .		
	None	
E. FATIGUE CONSIDERATIONS	F. HAZĀRDS	
None		
6. OTHER CONDITIONS	None	
	H. CONDITIONS RATING FACTO	•
None	Average0	
11.	COMPUTATION OF STANDARD	
ITEN		
A. DIRECT TIME		AMOUNTS
B. INDIRECT TIME		
C. PRODUCTIVE THE (A plue B)		
D. LEVELED TIME (C times Leveling Fact	or )	
E. ALLOWED THE CO House Allow		
E. ALLOWED TIME (D time: Allowance Fa	Clor	
F. ADJUSTED WORKLOAD FACTOR VALUE		
G. WORK CENTER TIME STANDARD (B divi	ded by P)	
H. AVERAGE MONTHLY WORKLOAD FACTOR		
I. WORK CENTER MANPOWER STANDARD (G	Hones II divided by 4 co	
	· · · · · · · · · · · · · · · · · · ·	
REMARKS		
•		
•		·
		·
		. 1
		1
		·
	•	
		1
•		
		· i

STABLEY A. HELCON, Maj., USAF Chief, Procurement Division

NAME AND TITLE OF STANDARDS TECHNICIAN

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

#### TAB COMMENTS

# Suggested workload factors for Procurement are as follows:

WIF # 1: Basic Contracts Administered

WIF Def: Number of Basic Contracts Administered.

Source of Count: Local Records

WIF # 2: Contracts Negotiated
WIF Def: Number of contracts negotiated.

Source of Count: Local Records

WIF # 3: Contractual Documents Processed
WIF Def: Number of contractual documents processed to include Basic Contracts, CCM's, Supplemental Agreements, Change Orders, and Letter

### PROCUREMENT DIVISION

### WORK CENTER

## AUTHORIZED

#### ASSIGNED

AFSC	<b>Adas a.a.</b>	ADDIGNED		
6516	NUMBER	AFSG	NUMBER	
	. 2	6516	HOMBER	
6524	1	6524	2	
6534	6	6534	1	
65150	3		6	
	12	65150	_3_	
•			12	
	•			

### AUTHORIZED

#### ASSIGNED SC PN AFSC WA00 1732 AFSC 653<u>4</u> 4907. 651.50 TAB I PAGE 6

W. CENTER DEC		
1. PUNCTION AND SUSPUNCTION	CRIPTION	20 Apr 65
Agena Launch Vehicle Directorate - Re	quirements and Programming (F/C	6000)
Requirements and Programment / 1/2 (200	1	
A 600 A 600	ND LOCATION	
Head	Quarters, Space Systems now	
S. WORK CENTER DEFINITION	Angeles Air Force Station, Califo	ornia
1. REQUIREMENTS AND PROGRAMMING (Direct	ct)	
a. Determine performance, environment		
a. Determine performance, environme requirements for the Agena vehicle.	ental, basic vehicle and optional	equipment
b. Perform system integration to in technical evaluation of SSVA activities.		
Ga PTOPIAS smallers and a		
and MASA including providing Agena technin resolution of interface problems.	ising programs, SLV II & III, Aero	space
THE TOPOLUCION OF INTERPRED THE STATE OF	The same of the control of the contr	sisting
d. Monitor and direct contractor re (1) Prepare or review statement	liability effort:	
(2) Evaluate contractor's propo	liability effort: s of work - reliability aspects. sals - in particular, reliability	
plans. Secure SSSIR coordination.	In particular, reliability	program
such as PREP and Hi-Rel.	effort on specific reliability pro	Ograma
I IAI Monteau combar I		
compliance with Reliability Program Planengineers as required.	Coordinate with responsible Are	ire
(5) Review and amplication of	$\cdot$	
insure adequate reporting, appropriate cointerpretation.	reports and flight summary report	is to
THOST PIECE TION.	acorter and valid reliable	lity
(6) Evaluate ECP's and particips (7) Establish and maintain a ver-	te in CCB.	
personnel.	tte in CCB. Pking relationship with AFPRO reli	ability
(1) Coordinate malestating and q	mality control support:	
(AF & NASA). Exchange reliability date	uality control activities with us	ing programs
\"/ 44VILE INDITE TA COTTO		
TO THE OWNER AND THE PART OF T	- OUT DI ULTOVIATIO	
(4) Maintain eile of	data, studies or briefings.	, 1.
other pertinent downers.	THUTTLY TERULETIONS, SPECIFICALLY	ons, or
f. Provide Reliability and Quality Co. (1) Establish worker motivation	ontrol Support for GATY:	
(2) Monitor and review mediate	hroften.	
(3) Monitor safety engineering ac	stivities.	
		f
6. METHOD(3) FOR DEVELOPING MANPOWER STANDARD (Biolisto e	ods)	
. WORKLOAD FACTOR	S. SOURCE OF COUNT	
. FACTOR III		<u> </u>
GORRELATION AND REGRESSION ANALYSIS		
	COEFFICIENT OF CORRELATION	
OPERATIONAL AUDIT	STANDARD ERROR	
FORM 1110		

g. Perform program planning and justification for scheduled vehicle and optional requirements by the following: (1) Maintain current and forecast Agena requirements. Control optional procurement. Recommend program effectivity and retrofit schedules. Control optional kits and vehicle disbursement. (5) Central SED point for contact for LMSC for master schedules. Conduct financial management of all assigned contracts by the following: Establish and justify funds required. Obtain funds. Control fund disbursement to contracts. Evaluate contractor actuals and forecasts. (5) Establish program fiscal policy. 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. 1. Present briefings. Special projects: (1) DOD/WASA contractor evaluation. 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). 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.). S; Classified document control. h. Receive and direct visitors.

ţo.	CONDITIONS			
A. TYPE OF OPERATION	B. NORMAL HOURS OF OF	LAATION		
Mamual				
C. MOVEMENT AND DISTANCE FACTORS	0800 - 1645 (45 Minute Lunch)			
	D. SPECIAL EQUIPMENT	MED		
None	None			
E. FATISUE CONSIDERATIONS	F. HAZARDE	•		
<b>Xone</b>				
S. OTHER CONDITIONS	None			
	H. CONDITIONS RATING F	ACTOR		
None	<b>A</b>	•		
II. COMP	Average0			
ITEMS	TATION OF STANDARD			
A. DIRECT THE		AMOUNTS		
B. INDIRECT TIME				
c. PRODUCTIVE TIME (A plus B)	•			
D. LEVELED TIME (C times Leveling Pactor				
The state of the s	<b>)</b>			
E. ALLOWED TIME (D times Allowence Pacing				
	)			
F. ADJUSTED WORKLOAD FACTOR VALUE	•			
6. WORK CENTER TIME STANDARD (5 divided by				
TANDARD (S CEVICOS D)	7 F)			
H. AVERAGE MONTHLY WORKLOAD FACTOR				
I. WORK GENTER MANPOWER STANDARD (G time	e H divided by 140)			
REMARKS				
	•			
•				
	•			
•				
:		•		
	•			
		•		
• · · ·				
₹ · · · · · · · · · · · · · · · · · · ·				

NAME AND TITLE OF PUMPT MAL REPRESENTATIVE
WILLIAM T. JUMPS; INC., USAF
Chief, Requirements & Programming Division

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

#### TAB COMMENTS

Suggested workload factors for Requirements and Programming are as follows:

WIF # 1: AF and MASA Programs Supported
WIF Def: Total number of AF and MASA Programs supported by this Directorate.
Source of Count: Local Records

WIF # 2: Number of Contractors Monitored
WIF Def: Number of contractors directly monitored.

# WORK CENTER

AUTHORIZE	)
-----------	---

#### ASSIGNED

AFSC	8444 0 a do		TONED
	NUMBER	AFSG	
2916	3		NUMBER
2 <b>895</b> 3	•	2916	3
2825A	<b>L</b>	2895 <b>a</b>	
- ·	1	2825A	I
2845A	2		1
2845B	2	2845A	2
· ·	1	28453	٤,
70250	1		1
70430	- <u>-</u>	70250	1 .
10.00	1	70430	<b></b>
	10		<u>-1</u>
			10

#### AUTHORIZED

#### SC ASSIGNED PN AFSC WA00 1709 0216 AF\$C 2916 2916 0661 28950 28950 0441 2916 2916 0580 2916

2916 1484 2825A 2825A 1027 2845A 2845A 1354 2845A 2845A 1176 2845B 2845B 5373 70250 70250 5040 70430 70430

TAB J PAGE 5

			DATE	
1. FUNCTION AND SUBFUNCTION	CENTER DESCRI	PTICH	12 Apr 65	
TO FUNCTION AND SUBFUNCTION	• .			
Agena Launch Vehicle Dire	storate - Semi	M4 Agence District		
4. WORK CERTER (Mediale code)		Agena Division		
Gemini - Agena (F/C 6000		•		
AF Systems Command	4. ORGANIZATION AND I			
	neacqu Tos An	arters, Space Systems Division geles Air Force Station, Califo		
S. WORK CENTER DEFINITION		general Force Station, Calling	mia	
1. PROGRAM COMPROT. (D4=			e de la companya de La companya de la co	
1. PROGRAM CONTROL (Dir	ect)	•	•	
a. Coordination and	walidation of me	ogram requirements.		
o wantering and c	DRITTO I OF TOWARD	<b>***</b>		
C. PASTURLICH OI CON	tractor and enm	ort erenen manager	ilon of	
			TOU OI	
d. Maintenance and r	eview of program	schedules.	*	
e. Work statement co	ordination and p	roposal reviews. ws - contractor and NASA.	•	
S. LIBURIALION, COOR	MIDDATION AND made	-		
TITOUT	TORY DIRECTOR TRAIN	PPA ###################################	on	
h. Maintenance of MA	SA and contracto	r funding records.		
2. VEHICLE AND SYSTEMS I	TEGRATION (Dir	ect)		
a. Coordination of G	emini Spacecomet	Target Docking Adaptor/Shroud/		
- C - C - C - C - C - C - C - C - C - C	AUS BUIL CONTINUES.	RT1 AM	•	
b. Detail review of	subsystem and co	mponent equipment development,	tant	
peculiar equipment.	echanical and ele	ectrical/electronic integration	of mission	
d. Monitoring of engine			<del></del>	
e. MONTROLIDE OF RASI	lem Test memilime	ments for subsections	•	
T. Memoet of Mysy Gla	nind Networks Par			
g. Surveillance of Ri	ectrical Interes	100 magadanamanda - 54 44 5 5 5 4	Svetom	
			<b>5</b> 3 5 60m	
	LOGRA INTAMENA T	3mm - 7	·	
<ol> <li>Participation of SLV-3/Agena D/GATV Configuration Control Boards.</li> <li>Control of interface requirements with Spacecraft.</li> </ol>				
	ec rederramence	with spacecraft.		
3. OPERATIONS AND TEST (	Direct)		·	
6 Rechard on 3 days and			•	
a. Technical direction of launch guidance equation contractor. b. Member of Launch Guidance Panel.				
c. Technical direction of Aerospace support activities.				
w. Mount vor and direct performance and nearlange and and a				
e. Monitor and direct operations planning studies.				
6. METHODES FOR DEVELOPING MANPOW			<u> </u>	
		<del></del>		
7. WORKLOAD FACTOR		9. SOURCE OF COUNT		
9.	710707 17			
	FACTOR ID			
CORRELATION AND REGRESSI	ON ANALYSIS	COEFFICIENT OF CORRELATION	1	
OPERATIONAL AUDIT		STANDARD ERROR		
FORM		- I ANDRING BARGE		

f. Monitor and direct trajectory shaping and preparation.

g. Monitor monthly flight history report.

- Technical surveillance and focal point for control of GATV command function list.
  - i. Monitor, direct IMSC activities in support of MASA Flight Operations Division.

j. Monitor and direct catastrophic failure analysis and study.

- k. Member of Cape Gemini Agena Combined Test Integration Working Group.
- 1. Focal point for all AGE requirements associated with Gemini-Agena program.

m. Monitors Launch Complex 14 activation.

Reviews LMSC/GD/A inputs to Program Requirement Document (PRD).

Validates requirements for AMR and Test Wing support.

p. Monitors and directs launch support documentation.

- SSVAT inputs to GATV status display discussion and meetings.
- 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.

ιο. Com	DITIONS	
A. TYPE OF OPERATION	B. HORMAL HOURS OF OPERATION	
Manual.	0800 - 1645 (45 Minut	te Lunch)
C. MOVEMENT AND DISTANCE FACTORS	D. SPECIAL EQUIPMENT USED	
None	None	
E. FATIGUE CONSIDERATIONS	F. HAZARDS	·
None	None	
6. OTHER CONDITIONS	H. CONDITIONS RATING FACTOR	
None :	Average0	
	H OF STANDARD	
· ITEMS		AMOUNTS
A. DIRECT THE		
B. Indirect time		
C. PRODUCTIVE THE (A place B)		
D. EVELED TIME (C times Leveling Factor	)	
E. ALLOWED TIME (D time: Allowance Factor	,	
P. ADJUSTED WORKLOAD FACTOR VALUE		
G. WORK CENTER TIME STANDARD (B divided by F)		
H. AVERAGE MONTHLY WORKLOAD FACTOR		
I. WORK CENTER MANPOWER STANDARD (G limes II div	ided by 140)	
REMARKS		

MARK E. RIVERS, LtCol., USAF Chief, Gemini - Agens Division

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

Suggested workload factor for Gemini Agena is as follows:

WIF: Contractors

WIF Def: Number of contractors directly monitored.

## GENTINI AGENA DIVISION

# WORK CENTER

	UTHOR	ZEP			ACCIONO	
AFSC	÷	Num	IBER		ASSIGNE	2
2926	•	1		AFSG		NUMBER
2816		3		2926		1
2916		1		2816		3
6524				2916		1
2825A		1		6524	•	ì
2845A		1		2825A		1
28450		. 4		2845A		4
2855A		1	•	28450		1
70250		1		2855A		1
70450		1		70250		1
	<b>T</b> 4400	<u> </u>	· :	70450		4
	THORIZ	<b>ED</b> 18	•		ASSIGNED	18
<u>sc</u>	PN	AFSC				. 10
WA00 1736	0287	2926			AFSC	•
	0635	2816			2926	
	0654	2816			2816	
	0768	2816		•	2816	
	0634	2916			2816	
	0735	6524			2916	
	1062	2825A	•	.• •	6524	•
	0948	284 5A	• ,		2825A	
	1297	2845A			2845A	
	1331	2845A			2845A	
	1352	2845A			2845A	
	1357				284 5A	
	-371	28450			28450	•

TAB K PAGE 5

AUTHORIZED				ACCIONED
<u>sc</u>	PN	AFSC		<u>ASSIGNED</u> <u>AFSC</u>
WA00 1736	1063	2855 <b>4</b>		2855A
	5457	70250	•	70250
	5351	70450		70450
•	5455	70450		70450
	5456	70450	•	70450
	5458	70450		70450

#### METHODS IMPROVEMENTS

NONE

PART III

#### GENERAL ADDITIONS

NONE

PART IV

#### REFERENCES

AFSCM 375 Series Manuals

PART Y