

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 21-112**



7 MARCH 2025

Maintenance

***DEPOT MAINTENANCE CAPACITY
AND UTILIZATION MEASUREMENT***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-Publishing.af.mil>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 309MXSG/MXDEI

Certified by: 309MXSG/CL
(Harry Briesmaster III)

Supersedes: 309MXWI21-112, 24 July 2020

Pages: 4

This instruction provides policies, responsibilities and procedures for measuring and reporting capacity and utilization of organic depot maintenance operations. This instruction augments the procedures and guidance in accordance with (IAW) directives outlined in Department of Defense (DoD) 4151.18-H, *Depot Maintenance Capacity and Utilization Measurement Handbook*; and Air Force Materiel Command Instruction (AFMCI21-100), *Depot Maintenance Management*. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Significant rewrite and document will need to be reviewed in its entirety. Major changes include organizational name change from 309th Maintenance Wing to Ogden Air Logistics Complex; organizational/office symbol changes in responsibilities section; infrastructure engineering appointed office of coordinating responsibility; added requirement for squadron director review of capacity computations prior to sending to complex capacity lead.

OO-ALC SWEG references has been removed from this document due to that function becoming and independent directorate.

1. General Information.

1.1. Air Force Sustainment Center Commander has appointed the Ogden Air Logistics Complex (OO-ALC) Commander (CC) as the OPR for depot maintenance capacity and utilization measurement. The OPR shall appoint a complex capacity lead (CCL) as the OO-ALC representative, whose responsibilities include: being the OPR at OO-ALC for inquiries and issues pertaining to organic depot capacity; acting as the liaison between the Headquarters Air Force Materiel Command's Depot Maintenance Operations Division (HQ AFMC/A4DM) and the OO-ALC, and acting as the liaison between the OO-ALC and the subordinate groups.

1.2. The OO-ALC/CC has in turn, appointed the 309th Maintenance Support Group (309 MXSG) Civilian Leader (CL) as the OPR for depot maintenance capacity and utilization measurement.

1.3. The 309 MXSG/CL has in turn, appointed the 309 MXSG Infrastructure Engineering (MXDEI) as the office of coordinating responsibility for depot maintenance capacity and utilization measurement.

1.3.1. The 309 MXSG/MXDEI will manage and oversee/coordinate the OO-ALC depot maintenance capacity and utilization measurement.

1.4. The 309th Aerospace Maintenance and Regeneration Group (309 AMARG) Engineering Section (/MXDE) will manage and oversee/coordinate the 309 AMARG depot maintenance capacity and utilization measurement.

2. OO-ALC Group's Capacity Responsibilities.

2.1. The following groups shall appoint a representative to be the designated facility point of contact (POC), who will function as a member of the 309 MXSG facility working group.

2.1.1. 309th Aircraft Maintenance Group

2.1.2. 309th Electronics Maintenance Group

2.1.3. 309th Missiles Maintenance Group

2.1.4. 309th Commodities Maintenance Group

2.1.5. 309AMARG/MXDE

2.1.6. OO-ALC New Mission Requirements (OO-ALC/OBP)

2.1.7. 309MXSG Support Group (309 MXSG/MXDEJ)

2.2. The designated POCs will be assigned, in writing, as capacity representatives within their organizations who will perform the analysis, and report information to the CCL. This includes the representatives for the 575th Aircraft Maintenance Squadron at Joint Base San Antonio-Randolph and 525th Electronics Maintenance Support Squadron Staff Support Office, located at Kadena Air Base. MMXG's GSU at Vandenberg, FE Warren, Minot and Malmstrom. Assigned POC's at the specific GSU's will report back to the Maintenance Group primary POC as specified as the focal point for that specific maintenance group.

2.3. Each capacity representative associated with the collection of capacity data will be trained in their duties. Depot maintenance capacity and utilization measurement training is available online at <http://www.dau.mil/clc/default.aspx> from the Defense Acquisition University (LOG0260) These designated personnel will have their responsibilities documented in their job descriptions, AF Form 1003, *Air Force Core Personnel Document*, as a critical element. The statement will read as follows: As a designated group capacity representative, uses methodologies prescribed for the analysis and reporting of Depot Maintenance Capacity and Utilization Measurement in accordance with the criteria established by DoD Directive 4151.18-H and its supplemental instructions, and all applicable AFMC instructions.

2.4. The capacity representatives will be responsible for the collection and reporting of capacity data within the individual maintenance shops at the Resource Cost Center (RCC) code, and Facility Code (FC) level. These individuals will be responsible for obtaining and maintaining copies of current shop drawings that clearly depict work stations, work positions within the work stations, and support equipment layouts at the RCC/FC level.

3. Procedures.

3.1. Each capacity representative at the group/squadron level will begin the depot capacity and utilization measurement process by obtaining a complete list of current/valid RCCs from the group resource manager. Each RCC will be further defined using the appropriate production shop categories in both DoD 4151.18-H, appendix 5, and AFMCI21-100. This list is the foundation for the annual capacity data call as required by HQ AFMC/A4D.

3.2. Each capacity representative will follow the techniques defined in DoD 4151.18-H, paragraph C3.2, *Baseline Capacity Index*; to compute the capacity for all production shops that perform direct work within their group/squadron. The results of these computations will be provided to the applicable squadron directors for review and concurrence. Once concurrence is provided, the computations will be sent to the CCL. Supplemental guidance and/or templates used for determining work positions will be provided as necessary, by HQ AFMC/A4DM.

3.3. The detailed shop layouts, identifying the equipment, and function of each shop at the RCC level will be annotated using the formats prescribed by the CCL.

3.4. The finished capacity analysis, in the formats required by HQ AFMC/A4DM, will be reviewed at the group director level. Final approval will be at the complex level, prior to releasing the data call to HQ AFMC/A4DM.

MICHELLE D. HATHAWAY, NH-04, DAF
Vice Director, Ogden Air Logistics Complex

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFMCI21-100, *Depot Maintenance Management*. 06 June 2022

DoD 4151.18-H, *Depot Maintenance Capacity and Utilization Measurement Handbook*, 10 March 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1003, *Air Force Core Personnel Document*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

CC—Commander

CCL—Complex Capacity Lead

DoD—Department of Defense

FC—Facility Code

HQ AFMC/A4DM—Headquarters Air Force Materiel Command Depot Maintenance Operations Division

IAW—In Accordance With

MXDE—Engineering Section

MXDEI—Infrastructure Engineering

OO-ALC—Ogden Air Logistics Complex

OPR—Office of Primary Responsibility

POC—Point of Contact

RCC—Resource Cost Center

309AMARG—309th Aerospace Maintenance and Regeneration Group

309MXSG—309th Maintenance Support Group