

**18 July 1997**



**Manpower and Organization**

**PERSONNEL ACTIONS IN CORE  
AUTOMATED MAINTENANCE SYSTEM  
(CAMS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 3

Distribution: F

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This Fighter Wing Instruction (FWI) implements AFRD 38-1, *Organization*, and establishes responsibilities, training programs, procedures and user qualifications for 926th Logistics Group and 706th Fighter Squadron Maintenance personnel.

**1. Policy.** The Maintenance Personnel Subsystem provides the maintenance community the capability to automate data pertaining to personnel assigned and to retrieve management data in the desired format to facilitate the effective utilization of resources. The use of the system is mandatory. After personnel data is loaded into the database, updated transactions will be made on a required basis. Personnel data maintained in CAMS is accessible on-line. The system provides rapid access to administrative and personnel data pertaining to an individual or a section. A variety of management products are provided to assist supervisors in personnel management.

**2. Responsibility.** The 926th Logistics Support Squadron, Combat Plans (LGLX), Analysis (LGLP), Training Management (LGLT) offices and commanders and supervisors, and/or their designated appointees, of 926th Logistics Group, Logistics Support Squadron, Maintenance Squadron and 706th Fighter Squadron Maintenance are responsible for ensuring compliance with this FWI.

**3. System Concepts:**

3.1. The database for the Maintenance Personnel Subsystem consists of records which contain data on the organizational structure, manpower authorizations, personnel assignments and related personnel data.

3.2. The data provides workcenter supervisors and maintenance managers with a quick reference of selected data pertaining to individuals assigned to specific workcenters.

3.3. The system is not intended to replace the products or data contained in PCIII or Personnel Data Systems.

3.4. Personnel data in CAMS Personnel Subsystem contains information covered under the Privacy Act of 1974.

#### 4. System Management Procedures:

##### 4.1. Unit Commanders or Designees:

4.1.1. Appoint personnel to maintain workcenter data.

4.1.2. Ensure personnel attend subsystem training and are authorized, by letter, to access data.

4.1.3. Forward requests for training and authorization letters to LGLT, LGLX and LGLP, In Turn.

##### 4.2. Combat Plans Section:

4.2.1. Coordinate with the Analysis and Maintenance sections to establish and maintain branch and workcenter records in the system.

4.2.2. Load and update Unit Manning Document (UMD) authorization records in the workcenter database with coordination of Personnel Employment (DPMAE).

4.2.3. Perform periodic staff assistance visits to workcenters to ensure management of the subsystem is being effectively accomplished.

4.2.4. Perform all gain and loss actions to assigned personnel.

##### 4.3. Section and Workcenter Supervisors:

4.3.1. Ensure workcenter records are maintained and periodically review records for accuracy.

4.3.2. Utilize system products to manage authorized positions and assigned personnel.

4.3.3. Load, update and change basic branch and workcenter records.

##### 4.4. Authorized System Users:

4.4.1. Load, delete and update the CAMS personnel database when changes in personnel or personnel data occur.

4.4.2. Input man-hour accounting data.

4.4.2.1. Add hours for reservists (labor code 101) performing annual tour and mandays (direct labor only).

4.4.2.2. Subtract hours for reservists (labor code 101) excused and unexcused Unit Training Assemblies.

4.4.2.3. Subtract Air Reserve Technician (ART) hours (labor code 102) and add hours (labor code 101) for active duty, annual tour and mandays.

4.4.3. Attend training and system working groups when scheduled.

4.4.4. Maintain a current copy of AFCSM21-569V2, *Personnel Management*.

##### 4.5. Analysis Section:

4.5.1. In coordination with LGLX and maintenance workcenters assign workcenter mnemonics.

4.5.2. Schedule and train workcenter users and authorize terminal usage.

4.5.3. Provide LGLX with system background products, MPLF1, MPLF4 and Manning Projected Personnel Strength (DAFSC) MMRH4 monthly and other products as requested.

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