



NATIONAL GUARD BUREAU
3501 FETCHET AVENUE
JOINT BASE ANDREWS MD 20762-5157

15 April 2022

MEMORANDUM FOR DISTRIBUTION

FROM: NGB/A4
3501 Fetchet Ave
JB Andrews MD 20762-5157

SUBJECT: ANG Engineering Technical Letter (ANGETL) 22-12 Policies and Procedures for Calculating Work Order Shop Rates

1. Purpose: This ANGETL prescribes the policies and procedures for calculating work order shop rates of the in-house ANG CE maintenance staff.

2. Effective Date: 15 April 2022

3. Supersedes: ANG ETL 14-14, dtd 19 December 2014

4. Reference: ANGI 32-1001, Para 2.2.8, 2.2.14 and 3.4

5. Description and Implementation:

a. This ANGETL defines the policies and procedures for calculating and reviewing/re-verifying work order shop rates.

b. NGB/A4A functional manager is: Appendix 21: NGB/A4AIA, Installation Support Branch DSN 612-7928.

6. Minimum Shop Rate Calculation: At a minimum, all ANG Civil Engineer Squadrons shall use this calculation for work order shop rates. Work order shop rates for in-house MCA craftsman employees should be calculated by taking the highest paid craftsman's wages and benefits, and the lowest paid craftsman's wages and benefits, add them together then divide by 2 to get the average. That number will then be divided by 2080 (number of hours worked in one year / 40 hour weeks x 52 weeks in a year = 2080). The result is the average hourly shop rate.

Example: An Electrician MCA employee/craftsman's annual wage is \$40,000 + \$17,000 for benefits = **\$57,000**. A General Repair Worker MCA employee/craftsman's annual wages are \$30,000 + \$12,000 for benefits = **\$42,000**. $\$57,000 + \$42,000 = \$99,000$ divided by 2 = **\$49,500**. And finally, **\$49,500** divided by **2080** hours = **an average hourly shop rate of \$23.80.**

7. Tenant Expanded Shop Rate Calculation: The Base Civil Engineer may adopt the following calculation for work order rates only if the Civil Engineer Squadron is responsible for the tenant and Base Operating Support beyond the ANG main mission facilities. Work order shop rates

may be divided into the following categories: Grounds/Pavement Maintenance, Engineering, Environmental and Trade Shops. Furthermore, the rates may be divided by an MCA employee rate and a Federal employee rate. Rates shall be calculated in the same manner as Paragraph 6, except in the following.

a. If more than 3 employees are in a specific Trades Shop, then individual Trade Shop rates may be calculated in the same manner as Paragraph 6. Trades Shops include HVAC, Electrical, Plumbing, Structural, etc.

b. If there are more than 6 personnel in a category/shop, then the rate shall be calculated using the average of the lowest two and highest two wages and benefits within the shop. This calculation shall be separated by either MCA or Federal shop rates.

c. Shop rates shall not be comingled between state and federal shop personnel.

d. Any unit that hosts tenants and requires reimbursement of services shall provide a copy of the shop rates no later than 1 October of every fiscal year to the tenants.

8. Review/Verification of Shop Rates: Using the calculation formula shown in the previous paragraphs, shop rates should be reviewed and re-calculated annually, at the beginning of each Federal fiscal year. Shop rates should be re-calculated during the fiscal year only when necessary due to significant changes in wages. Significant change is defined as an increase or decrease of more than 25 percent of the baseline calculations caused by employee turnover or attrition.

9. The point of contact for this issue is SMSgt Robert Wolfgram, NGB/A4AIA, Commercial (240) 612-7928, DSN 612-7928, robert.wolfgram@us.af.mil.

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Associate Director, Engineers

Attachment:
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