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HEADQUARTERS UNITED STATES MARINE CORPS  
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MCO 1543.2D  
C473  
23 Jul 01

MARINE CORPS ORDER 1543.2D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: NAVAL AVIATION MAINTENANCE TRAINING PROGRAM ADMINISTRATION  
AND OPERATION FOR NAVAL AIR MAINTENANCE TRAINING (NAMTRA)  
MARINE UNITS (MARUNITS)

Ref: (a) OPNAVINST 1540.2\_, NAMTRA Program  
(b) OPNAVINST 4790.2 Series (NAMP)  
(c) MCO P1200.7W, MOS Manual  
(d) MCO P1300.8R, Personnel Assignment Policy  
(e) NAMTRAGRU 1540, Training Specification Manual  
(f) MCO P4790.12\_, Individual Training Standards  
System (MATMEP)

Encl: (1) List of Definitions  
(2) Marine Unit Training Concept  
(3) Commanding Officer's Screening Interview  
Checklist

1. Situation. The Fleet Replacement Enlisted Skills Training (FREST) program has been discontinued with the stand-up of NAMTRA MARUNITS. Enclosure (1) provides definitions applicable to the NAMTRA program. Enclosure (2) provides information peculiar to the maintenance training of aviation enlisted Marines. Enclosure (3) is the Commanding Officer's Screening Interview Checklist for prospective instructors.

2. Cancellation. MCO 1543.2C.

3. Mission. To establish procedures and policies for the management of aviation maintenance ground training, within NAMTRA MARUNITS, operationally assigned to the Naval Air Maintenance Training Group (NAMTRAGRU), reference (a) refers.

4. Execution

a. Deputy Commandant for Aviation will sponsor NAMTRA MARUNITS, and ensure instructor manning is based on NAMTRAGRU instructor calculations, anticipated requirements, and other workload factors in order to preserve the quality of aviation maintenance training.

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b. Deputy Commandant for M& Reserve Affairs will:

(1) Identify and assign personnel to instructor billets, based on a "priority" staffing precedence level to include ensuring outbound instructors are not transferred before suitable replacements arrive and receive training.

(2) Task the Commanding Officers of prospective instructors via Naval message with completing enclosure (3), within 30 days of receipt of orders. MMEA-84 will cancel PCS orders to prospective instructors who do not meet the prerequisites identified in enclosure (3). MMEA-84 will rescind or delay PCS orders for Marines whose commands fail to properly administer and report enclosure (3).

Note: *The purpose of the checklist is to ensure qualified prospective instructors are assigned to NAMTRA MARUNITS.*

(3) Assign the NAMTRA MARUNIT Commanding Officer per the results of the Command Screening/Slating Board. Assign only highly qualified officers to the other NAMTRA MARUNIT Table of Organization billets.

(4) Ensure the incoming CO assignment allows for adequate face-to-face turnover with the outgoing CO.

c. Commanding General, Marine Corps Combat Development Command (MCCDC) will ensure:

(1) Aviation Training Branch, C473, Training Command will staff training tracks to CMC (ASM/ASL), Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU), and internally, to all appropriate codes within MCCDC for update and review prior to submission for the Training Input Plan (TIP) requirement.

(2) Formal Schools Training Branch, C475, Training Command publish annual TIP based on requirements determined by CMC (MPP/OCC FLD Sponsors/MARFORRES).

(3) Formal Schools Training Branch, C475, Training Command will publish Training Quota Memoranda for each course.

Note: *Quotas identified in the TIP do not mean funding is available if the requirements have changed from the POM submission. T/O compensatory reductions may be required for new courses or increased training quotas.*

d. Commanding General, Marine Aircraft Wing (MAW), Aviation Logistics Division (ALD) will support NAMTRA MARUNIT training efforts and assist in the coordination of training support requirements external to their capability (i.e. the scheduling of aircraft for MOJT requirements, MALS support for replacement/repair of trainer parts and aviation supply support, etc.)

Note: *The Fleet Replacement Squadron CO is responsible for applicable enlisted aircrew flight/plane captain training.*

e. Commanding Officer, NAMTRAGRU is responsible for:

(1) Setting aviation maintenance training policy and procedures for NAMTRA MARUNITS per higher directives.

(2) Providing guidance for the development, implementation, and update of curricula.

(3) Tasking and use of MARUNIT personnel.

(4) Standardizing instructor qualification and certification.

(5) Configuration management, supply support, custody, and maintenance of trainers and associated equipment assets.

(6) Life cycle support and repair/replacement of maintenance trainers and training devices.

(7) The inspection, status, and deficiency reporting requirements for maintenance trainers and associated equipment.

(8) The management of support equipment and the publications associated with the Equipment Requirements List (ERL) and Equipment Shortage List (ESL). Additionally, manage the tools and publications associated with maintenance training.

(9) Monitoring training effectiveness and conducting training related\inspections/Mission Capability Assessment Inspections.

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(10) The performance evaluation of the MARUNIT CO.

(11) Calculating instructor/support personnel levels using procedures approved by CNET.

(12) The proper use of facilities identified as aviation maintenance training spaces.

(13) Retaining custody, cognizance, and reporting for aviation maintenance trainers, training devices, and related support equipment.

(14) Providing OPTAR funding in support of schoolhouse operations, training schedules, and mission-related requirements. The parameters for OPTAR funding are addressed in reference (a).

(15) Providing logistic support for MARUNIT computer and data processing systems/devices that are NAMTRAGRU assets.

(16) Providing guidance and management instructions for AMTCS implementation and procedures.

f. Commanding Generals/Commanding Officers, Marine Corps Air Stations (MCAS) are responsible for:

(1) Providing base support as identified in the Inter-Service Support Agreement (ISSA) to be negotiated by NAMTRAGRU and the MCAS.

(2) Ensuring MARUNIT personnel are not assigned to FAP billets, training exercises, duty watch standers outside of the NAMTRA MARUNIT, or any other duties not associated with the training of Marines and Sailors.

(3) Providing admin support beyond the MARUNIT'S internal capability to include the following:

(a) Funding for student barracks cleaning supplies, equipment, and linen.

(b) Funding in support of Marine-peculiar or non-operational related TAD requirements (i.e. PME, Med referrals, etc.).

(c) Endorsements for routine correspondence to include Request Masts, Sexual Harassment investigations, Equal Opportunity investigations, Congressional Inquiries, Warrant and Commissioning packages, Administrative Separation (Admin Sep) packages, Non-Judicial Punishment Appeals, travel claims, etc., as required.

(d) Exercising General Court-Martial Convening Authority (Commanding Generals only) and Special Court-Martial Convening Authority.

g. The NAMTRA MARUNIT CO shall:

(1) Be responsible for all schoolhouse training.

(2) Be responsible to the CO NAMTRAGRU for the operational control and performance of all assigned personnel and equipment as outlined in paragraph (f) of this Order to include advising the CO NAMTRAGRU of external requirements that require the MARUNIT to deviate from its assigned mission or has the potential of adversely affecting training throughput.

(3) Be responsible for the supervision, utilization, and administration of enlisted maintenance training personnel assigned to the MARUNIT.

(4) Be responsible to the CO NAMTRAGRU for identifying support requirements that exceed the scope of the MARUNIT'S capabilities.

(5) Serve as the Reporting Senior or the Reviewing Officer for all personnel assigned to the MARUNIT.

(6) Per reference (d), paragraph 0106, exercise non-judicial punishment authority for all personnel assigned to the MARUNIT.

(7) Ensure all curricula maintenance is conducted in accordance with reference (d).

(8) Ensure assets assigned to maintenance training are not diverted for any other use.

(9) Coordinate training requirements and ensure all scheduled class convening dates are met.

(10) Maintain NAMTRAGRU approved curriculum.

(11) Maintain responsibility for proposed changes to courseware, curriculum, syllabi, and Navy Integrated Training Resources and Administration System (NITRAS)/By Name Assignment (BNA) data/Standard Training Activity Support System (STASS). Maintain responsibility for coordinating changes with appropriate training and user activities and forwarding recommended changes to CNO via the NAMTRAGRU/Chief of Naval Education and Training chain of command.

(12) Retain training records related to course curriculums and syllabus, requirements, and evaluations to include records relating to student training and training conferences for a period of two years.

(13) Ensure appropriate NITRAS/BNA data entries, reporting and reconciliation of reports and Catalog of Navy Training Courses entries are made in a conscientious and timely manner.

(14) Ensure maintenance training requirements, as delineated by the Individual Training System Maintenance Management and Evaluation Program (ITSS/MATMEP), reference (b), are fulfilled.

(15) Ensure ITSS/MATMEP entries, by MOS, are inserted into the trainee's ITSS/MATMEP training jacket prior to graduation from training per references (b) and (e). Ensure the trainee detaches with possession of his/her training jacket.

(16) Act as the Maintenance Training Model Manager and coordinate/chair platform ITSS/MATMEP review conferences for organizational level maintenance training when scheduled by MCCDC (Training Branch) per reference (e).

(17) Ensure the MARUNIT participates in the appropriate Maintenance Training Requirements Review, ITSS/MATMEP review conferences, the Enlisted Aviation Maintenance Training Management System (EAMTRAMS) scheduling conference, Navy Training Plan (NTP) conferences, and Integrated Logistic Support Management Team conferences when directed. These conferences are operational requirements and are funded by NAMTRAGRU.

(18) Ensure CMC (MMEA-84), CMC (ASL/APC), CG TRNGCOM (Aviation Training Branch C473), NAMTRAGRU, and EAMTMU are information addressees on Message traffic concerning enlisted aviation training.

(19) Establish Academic Review Board procedures and hold such boards as necessary. Request disposition instructions from CMC (MMEA-1/6/84) when it becomes apparent that a trainee will not complete training because of academic failure, disciplinary problems or other reasons.

(20) Ensure that CG TRNGCOM (Aviation Training Branch C473) and CMC (ASM/ASL/MMEA-84/EAMTMU) are information addressees on all Training Deficiency Reports that result in degraded training and when disposition instructions are requested for trainees that must be reassigned for any reason.

(21) Ensure training is conducted per Aviation Maintenance Training Continuum System (AMTCS) directives.

(22) Once MMEA-84 identifies a prospective instructor for PCS orders, coordinate with the identified Marine and the appropriate Instructor Training School house for a assigned seat. Enter the Marine into BNA, than send the information to ATB C473 by email, requesting appropriation data.

h. Marine Aviation Training Support Group Pensacola will ensure ITSS/MATMEP/AMTCS training jackets are initiated before personnel are transferred, per reference (e).

i. EAMTMU will:

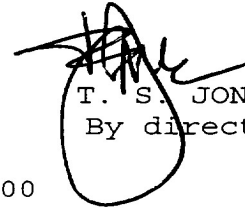
(1) Use the TIP, HQMC Class Plan and Navy Training Plan as the source documents for planning appropriate "C" school courses of instruction.

(2) Provide quota control for all MARUNIT training.

5. Administration and Logistics. Specific details and support procedures will be established between NAMTRAGRU and each supporting Marine Station, Base, and Aircraft Wing accordingly, in an ISSA.

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6. Command and Signal. This Order is applicable to the Marine Corps Reserve.

  
T. S. JONES  
By direction

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## LIST OF DEFINITIONS

1. Aviation Maintenance Training Continuum System (AMTCS). AMTCS is an OPNAV approved training system that will integrate schoolhouse and fleet in-service training into a structured and coherent training continuum.
2. "A" School Training. That training which provides individuals with basic knowledge in one area of aircraft maintenance, i.e., engines, avionics, and safety equipment.
3. By Name Assignment (BNA). The Marine Corps' on-line, multi-user, multi-terminal system that supports the collection, maintenance, inquiry, and reporting of the voluminous data required to effectively manage the flow of personnel through formal training pipelines. BNA use is required by MCO and its data is extremely important in the TIP/TQM process, as well as the budgeting process.
4. Catalog of Navy Training Courses (CANTRAC). List of the courses by Course Identification Number, location, subject matter and prerequisites.
5. Computer Based Training (CBT). CBT is a transportable training media which can facilitate standardized instruction with a limitless expansion capability for cognitive skill training.
6. Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU). Agency established at NATTC Pensacola, Florida, that provides centralized planning, scheduling, monitoring and accounting of Marine entry-level, conversion, and transition enlisted aviation trainees through hard skill MOS qualification training upon completion of "A" School.
7. Equipment Requirement List (ERL). A list of all equipment necessary to complete a unit of instruction.
8. Individual Material Readiness List (IMRL). A consolidated listing of support equipment that is required by a particular activity to perform its assigned maintenance-level function.
9. Individual Training Standards System, Maintenance Training Management and Evaluation Program (ITSS/MATMEP). A standardized, documentable, level progressive, technical skills training management and evaluation program that meets the individual training requirement for occupational fields 59, 60, 61, 63, 64, and 65.

Encl (1)

10. Interactive Courseware (ICW). ICW is a computer controlled courseware that relies on user input to determine the pace, sequence, and content of instructional delivery.

11. Managed On-the-Job Training (MOJT). Training conducted in the unit environment which utilizes a combination of classroom instruction and practical application where the classroom instructor is also the work supervisor of the trainee. Evaluation of trainees is based upon their capability to demonstrate specific training objectives.

12. Maintenance Training Improvement Program (MTIP). A training management system which evaluates the technical knowledge levels of aviation technicians. Comprehensive diagnostic testing in specific systems or subsystems identifies deficiencies which, once known, are targeted for refresher training. Concentration of training resources on identified technical knowledge deficiencies improves individual, work center, and overall activity capabilities. (Navy only)

13. Maintenance Training Requirements Review (MTRR). A review convened by CNO in which every training track for a given weapon system is reviewed by subject matter representatives from the Fleet and training establishment. Training shortfalls, if identified, are rectified by either additions or deletions to basic programs of instruction. MARUNIT CO's will assist OPNAV in the preparation, administrative support, and hosting of MTRRs.

14. Maintenance Training Unit (MTU). A unit that instructs maintenance personnel on the systems of a specific aircraft (i.e., F/A-18 or EA-6B), test benches, armament systems, or support equipment. The NAMTRAGRUDET's are located aboard Marine Corps and Navy installations and may be comprised of multiple MTU's. Equipment normally includes training panels, mock-up devices, and composite trainers, and computer-based training devices that simulate aircraft systems in operation. Will assist OPNAV in the preparation, administrative support, and hosting of MTRR's.

15. Naval Air Maintenance Training Group (NAMTRAGRU). The headquarters unit for all NAMTRAGRU Navy and Marine UNITS, Dets, and MTU's.

Encl (1)

16. Naval Air Maintenance Training Unit (NAMTRAUNIT) and Detachment's (NAMTRAGRUDET). NAMTRAUNIT's are located on Naval Air Stations. They are composites of what were formerly NAMTRAGRUDET's, Fleet Readiness Aviation Maintenance Personnel (FRAMP) and the Aviation Weapons Training Unit (AWTU) training program. These three separate entities were merged into Units or Dets under the command of the CO NAMTRAGRU.

17. Naval Air Maintenance Training Marine Unit (NAMTRA MARUNIT). Located on Marine Corps Air Stations, these UNITS were established by consolidating the former FREST's that were co-located at MCAS' New River, Cherry Point and Camp Pendleton.

18. Naval Aviation Depot (NADEP). Formerly Naval Air Rework Facility (NARF), the mission is depot level overhaul and repair of aircraft and components. Due to the expertise gained from those procedures, NADEP's are occasionally tasked to conduct organizational and intermediate-level training courses and send their personnel to NAMTRAGRU Units/Dets and MARUINT classes.

19. Navy Integrated Training Resources and Administration System ((NITRAS). A Navy-wide automated information system designed to manage and support training. NITRAS provides the Marines Corps with school quotas.

20. Program of Instruction (POI). A key training management document that specifies instructional events that will be implemented during a course of instruction. Each POI describes a course in terms of structure, delivery methods and media, length, intended learning outcomes, and evaluation procedures. All POIs are prepared in support of training standards promulgated by the CMC/CNO.

21. Training Input Plan (TIP). The TIP is a constrained "Snapshot" of Marine Corps Training requirements and anticipated training seats. The TIP is used by schools to plan class schedules, instructor utilization, and equipment usage.

22. Training Quota Memoranda (TQM). TQM's are the documents produced to translate annual TIP planned inputs into actual class seat assignments and form the basis for order writing. They cite funding instructions and provide a breakdown of seat allocations by student type for each class of a given course.

Encl (1)

NAMTRA Marine Unit (NAMTRA MARUNIT) Training Concept

1. The NAMTRA MARUNIT training program provides closely supervised instruction to aviation enlisted personnel from the time of graduation from "A" School or Marine Combat Training (MCT), until attainment of a hard-skill MOS. The MARUNITs will be under the operational control of the Chief of Naval Education and Training, through the Naval Air Maintenance Training Group, and also receive administrative support from Headquarters MCAS. The MARUNIT will assume functions formerly performed by the MAG and the FRS. MARUNITs will also provide refresher, transition, and conversion training for previously qualified aviation technicians returning from "B" billets. This training program will consist of two phases as described below:

a. Phase I includes all training normally conducted prior to attending the first formal classroom training portion of instruction within the MARUNIT. This technical training indoctrination includes as a minimum:

- (1) Flight line procedures.
- (2) Ground and equipment safety.
- (3) Foreign object damage (FOD) control.
- (4) Support equipment familiarization training.
- (5) Tool control.
- (6) Fluid control.
- (7) Other areas as directed by higher headquarters.

b. Phase II consists of instruction in appropriate NAMTRAGRU courses including formal classroom and "hands-on" training. Phase II also consists of closely supervised, Managed On-the-Job Training (MOJT) conducted with the assistance of MAW aircraft. This training consists of a structured curriculum that includes classroom instruction, as well as practical "hands-on" training. Reference (e) establishes the Individual Training Standards (ITS) that will be used to structure the MOJT.

2. All phases of this training are complementary and standardized, resulting in training uniformity. Only those courses approved for instruction by NAMTRAGRU may be taught under the MARUNIT training concept, excluding aircrew training. Training may be taught out of sequence if required to accommodate scheduling conflicts, if it does not jeopardize training standardization. This may be accomplished with the approval of the MarUnit CO. Prior to any on-equipment work or practical application of skills, a thorough understanding of all ground safety instructions is mandatory.

Encl (2)

3. Scheduling refresher training is coordinated by the Commandant of the Marine Corps (MMEA-84) via the Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU). Refresher training requirements will be submitted by CMC (MMEA-84) to CMC (MPP-80) for inclusion in the overall training plan prior to the "C" School planning conference.

4. The MARUNIT's mission is to train highly qualified aviation maintenance mechanics and technicians for service with the Fleet. To fulfill this goal, no personnel assigned to these commands will be diverted from this training mission or assigned to fill FAP requirements.

5. The goal of the MARUNIT is:

a. To coordinate and conduct training leading to qualification in aviation military occupational specialty (MOS).

b. To provide enlisted Marines returning from category "B" billets to their Fleet Marines Force station/units with refresher training.

c. Acquaint aviation technicians with associated hazards encountered in aviation maintenance and those preventive measures that must be followed to ensure optimum safety and efficiency.

d. To provide required transition/conversion training as directed by Headquarters Marines Corps (ASL) and coordinated by the EAMTMU, Pensacola, Florida.

6. Training requirements will be established each fiscal year for each aviation maintenance MOS, based on the CMC Training Input Plan (TIP).

7. Assignment to MARUNIT training will be controlled by EAMTMU.

Encl(2)

**Commanding Officer's Screening Checklist**

1. Is the prospective instructor designated a "career Marine"?  
(Note: A negative answer disqualifies the Marine, contact MMEA.)

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2. If the answer to question one was "yes", will the prospective Instructor reenlist or extend for a minimum of 30 months? (If "yes", refer to MCO P1300.8, para 1102 concerning obligated service requirements for "career Marines" and "initial contact Marines".) (Note: If less than 30 month the Marine is disqualified, contact MMEA.)

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3. If the answer to question one was "No", will prospective instructor reenlist or extend for a minimum of 30 months? (If "No", refer to MCO P1300.8, para 1102 concerning obligated service requirements for "career Marines" and "initial contract Marines".) (Note: If less than 30 months the Marine is disqualified, contact MMEA.)

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4. Has prospective instructor worked outside of aviation during the past 24 months? (If "Yes", explain.) (Note: If the period outside of the Marine's MOS was beyond 24 months in duration, the Marine should not be considered MOS proficient for an instructor position, contact MMEA.)

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5. Does the prospective instructor desire assignment to FREST instructor duty? (If not, explain why in detail.) (Note: If not, the Marine should be counseled appropriately concerning world wide service, IAW the current MCO.)

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6. Does prospective instructor have any speech impediments which may preclude proper enunciation of words? (Note: If not, contact the prospective NAMTRA MarUnit Commanding Officer for possible disqualification.)

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7. Is prospective instructor assigned to the Exceptional Family Member Program? (Note: A yes answer is not necessarily a disqualifier, however the "exceptional family member" must be able to receive treatment at medical facilities within the geographic area of the school house.)

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8. Does prospective instructor have any Page 11's (counseling's), 12's (punishments) or 13's (court martials) during the past 18 months? (If "Yes", describe in detail) (Note: Entries are not in itself a disqualifier, but should be addressed with the prospective NAMTRA MARUNIT Commanding Officer.)

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9. Is the prospective instructor pending any civil or legal action to your knowledge (i.e. Divorce, law suit, DUI, child custody, etc...) or does the prospective instructor have any financial, marital problems or any undue hardship which may interfere with his or her performance of duties as an instructor? (If "Yes", describe in detail.) (Note: An affirmative answer does not necessarily disqualify the Marine, but should be addressed with the prospective NAMTRA MARUNIT Commanding Officer.)

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10. Does the prospective instructor meet the technical proficiency requirements as set in the MATMEP for his or her grade? (Applicable Ordnance Certifications/CDI/CDQAR preferred) (Note: The squadron Aircraft Maintenance Officer should screen the qualifications for the Commanding Officer. If not MATMEP current for their grade and experience, address the issue with the prospective NAMTRA MARUNIT Commanding Officer.)

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11. Is this Marine within Marine Corps Height and Weight Standards? (If "No", is he/she on the Weight Control Program?) (Note: A Marine not in compliance with the height/weight standards is disqualified. Contact MMEA.)

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12. Does the Marine have any medical or physical conditions that limit his/her ability to perform their duties or that requires extensive treatment and/or therapy? (Note: An instructor's job could entail 8 hours of standing. If the Marine is not physically capable, address the issue with the prospective NAMTRA MARUNIT Commanding Officer.)

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CO's Comments:

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Signature

Encl (3)

Note: Upon receipt of orders for a Marine, the checklist is to be Completed within 30 days. A copy of the completed checklist will be sent to the NAMTRA MARUNIT CO for screening and coordination with MMEA.

Encl (3)